## **CHROME RIVER QUICK GUIDE – REPORT TRACKING**

Users can track the current status of any previously submitted pre-approval or expense reports at any time.

1. From the Dashboard, select the **Submitted** report link.



2. From the list of submitted reports, click on the desired expense report to preview it. Then tap **Tracking** in the preview. (On mobile, tap the expense report to open the preview and then tap the ••• button and click **Tracking** from the drop-down list.)

C Submitted Expense Reports			Open PDF • Track	ing 🔶 Recut
Reimbursements - September 2018 010010580840	09/26/2019	115.22 uso [PENOND]	Reimbursements - September 2019	
Reimbursement of student employee	09/20/2019	790.00 USD	Report Owner	WebstUR Spider
		[EXPORTED]	Submit Date	09/26/2019
Reimbursements - September 2019 processione	09/20/2019	190.00 USO EXPORTED	Expense Report ID	010019560840
Web spinning research trip	09/20/2019	1,582.00	Business Purpose	Purchased miscellaneous supplies for an event
		EXPORTED		Parking for a planning meeting downtown

3. You will now see a list of every item on the report along with its status. (For Hotel or Itemized expenses, tap the arrow on the left to view the status of each itemized item.) The following are the possible statuses:

- **Pending**: Expense has been submitted and is awaiting approval
- **Returned**: Approver has sent the expense back to the expense owner for adjustment
- Approved: Expense has been approved but has not yet been exported
- **Exported**: Approved expense report has been exported to Banner and OnBase

Tap an expense item to see where it is in the approval process, including the approver to whom it is currently assigned, the date it was assigned, and the system rule that triggered the assignment. Tapping each circle under **Routing Steps** will show you complete details for that step.

Lainandi, Tyry	AMOUNT ALSO STATUS	CHARGE TO A LINE ALL	Houting Status	Panding
Chice Supplies	87.22 Pending Approval	Jonah Jameson	- Routing Steps	
Parking	28.00 Fending Approval	Jonah Jameson	0	
			Step Number	2
			Assigned To	Jonah Jameson
			Assigned To	Jonah Jameson
			Assigned Date	09/26/2019 11:28 AM
			Step Status	Assigned
			Routing Rule	192000 - Expense Owner's Boss

Note: You may find that the routing steps include GateKeeper or Auto Approve. GateKeeper is a holding step that ensures all expense lines on the report are approved before moving forward to the next approval step. Auto Approve will show for any future GateKeeper steps. These steps automatically complete as soon as all expense lines have completed the prior approval step.