

# FM Chrome River Approval Process

- The FM will receive an email from [expense-noreply-c5-prod@ca1.chromeriver.com](mailto:expense-noreply-c5-prod@ca1.chromeriver.com) that the OSP review staff has reassigned a report for approval.

Email View:

2. Report ID: 0100-2631-5920

## ACTION REQUIRED

Chrome River

Expense Report for	<b>Leann Koon [Research Professional]</b>
Report Name	<b>WTI WSF Speaker Travel Support Knickerbocker</b>
Submit Date	<b>05/03/2022</b>
Expense Dates	<b>04/15/2022 - 04/15/2022</b>
Total Expenses	<b>1,150.20 USD</b>
Prior Approvers	<b>Robert Eichenberger [05/16/2022 GMT]</b> <b>Jamie DuHoux [05/10/2022 GMT]</b> <b>Carolyn Marx [05/04/2022 GMT]</b>

### Report Notes


05/19/2022	<b>Alejandra Lingenfelter</b>	Please approve account 62868T- Participant Support Travel on grant 4W9095 4/15 \$1105.20 page 3-4 Travel Cafe invoice. Thank you, Ale'
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Account Summary			Amount (USD)
4W9095-4W9095-421470	WSRTC Meeting Coordination Western	Western Transportation Institute	1,150.20

- Notice the highlighted text above with the needed approval details
- The OSP review staff has already reviewed the entire report for compliance, your approval is the final step
  - If this is enough info to make your decision- click "Approve" at the bottom of the email. (*Do not reassign back to the OSP accounting staff*) – this finalizes the transaction and posts to Banner.
  - If you need additional details, you may click on "View" within the email text to see the specific receipts within Chrome River. Click "Approve" in the upper right-hand corner of the Chrome River screen. Again, *do not reassign back to the OSP accounting staff* – this finalizes the transaction and posts to Banner.

## Chrome River Database View:

Open PDF -Tracking Return Approve ...

Report Owner	 Carmen Shanks Assistant Teaching Professor
Submit Date	04/21/2022
Expense Report ID	010026160353
Business Purpose	Rybbon Shanks Stipend
Rule Description	Route to OSP - Route to OSP

### Prior Approvers

APPROVER	DATE
Evan Greenwood	04/25/2022
Rebecca Koltz	04/29/2022
Robert Eichenberger	05/08/2022

### Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	3,785.25	3,785.25
Less Company Paid Expenses	3,785.25	3,785.25
Amount Due Employee	0.00	0.00
<b>Total Expenses For Approval</b>	<b>3,785.25</b>	<b>3,785.25</b>

### Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Other Expenses	3,785.25	3,785.25
<b>Total</b>	<b>3,785.25</b>	<b>3,785.25</b>

### Account Summary

	AMOUNT (USD)	APPROVED (USD)
4W8971-4W8971-413100 Exploring the Impact of Montanas Health Human Development	3,785.25	3,785.25
<b>Totals</b>	<b>3,785.25</b>	<b>3,785.25</b>

### Comments (1)

Alejandra Lingenfeller 05/09/2022 11:21 AM  
Please approve account 62959 Participant Support Cost on grant 4W8971 3/22 \$2008.50 page 4 Rybbon Invoice; 3/22 \$15.45 page 5 Rybbon invoice; 3/29 \$1745.85 page 6 Rybbon invoice; 4/6 \$15.45 Rybbon Invoice Thanks, Ale'

4. You can make comments within Chrome River and save them. This is only informational and *does not* route the report or approve it. It will remain in your queue.

**5. If revisions need to be requested:**

- a. Discuss issues outside of Chrome River with your departmental accountant or FSS contact.
  - i. If you don't know whom to contact, FSS is listed in the Prior Approvals section of the report
- b. If it is determined a change is needed before you can approve the report:
  - i. In the comments section of the Chrome River report, note the changes you are requesting to be made and add the REQUIRED text: **Please Reassign to OSP for Final Approval**
  - ii. Click on the three dots to "Reassign" in the upper right-hand corner of the screen
  - iii. Enter the name of the individual you are reassigning the report to.
  - iv. Please do not RETURN or REASSIGN the report to the "expense/report owner"
    1. We have worked with FSS to assure them that we would reassign the reports to them so they can coordinate with report owners and resubmit both timely and appropriately.
  - v. *Note: OSP review team cannot make changes to the Chrome River reports - this needs to be done by FSS.*

Questions can be directed to any of the OSP review team members