

Finding Documentation in Chrome River and Banner

PZ docs = pcards processed in Chrome River

• Find this documentation in Chrome River

I docs = BPAs or travel reimbursements processed in Chrome River

- MSU only reimburses MSU employees through Chrome River for travel; find this documentation in Chrome River
- Payments to companies are BPAs; find this documentation in Banner/EDM
- Payments to non-MSU employees are BPAs; find this documentation in Banner/EDM

Recommendation: If you are unsure about an I doc, run CR report, then check Banner/EDM

How to pull BPA documentation in Banner/EDM using FGITRND

- 1. Access FGITRND (either directly in FGITRND as a query screen or through FGIBDST)
- 2. Click on the I doc
- 3. Click the "retrieve" button in the upper right-hand corner

COA: 1 G	ant Transaction De rant: W6300 Inc 06/30/2015 Date	lex: 4W6300	Fund: 4W6300		ation: 414030 A	ccount: 63199 Program: 02 Activi	ly: Location:	Commit: Yes	ar: Period:		ADD RETRIEVE	RELATED Start O	
GRANT TR	ANSACTION DETAIL										Settings 🚺 Insert	Belete Pa Copy	Y, Filter
Account	Organization	Program	Activity Date	Type	Document	Description	Commit	Fund	Activity	Location	Transaction Date	Field	Amou
63199	414030	02	04/02/2020	INNI	11359158	ECO-Counter Inc	U	4W6300			04/01/2020	YTD	
63199	414030	02	12/03/2018	INNI	11310674	Coral Sales Company	U	4W6300			12/01/2018	YTD	
63199	414030	02	12/08/2017	INNI	11270607	Traffic And Parking Control Co	U	4W6300			12/05/2017	YTD	
63199	414030	02	12/08/2017	INNI	11270607	Traffic And Parking Control Co	U	4W6300			12/05/2017	YTD	
63199	414030	02	10/06/2017	INNI	11263663	ECO-Counter Inc	U	4W6300			10/02/2017	YTD	
63199	414030	02	06/16/2017	JE16	BE005559	Cor 11246986 fr 4W6300 62238	U	4W6300			06/16/2017	YTD	
63199	414030	02	05/11/2017	INNI	11245811	ECO-Counter Inc	U	4W6300			05/09/2017	YTD	
63199	414030	02	05/11/2017	INNI	11245811	ECO-Counter Inc	U	4W6300			05/09/2017	YTD	
63199	414030	02	03/30/2017	INNI	11240536	CountingCars com	U	4W6300			03/29/2017	YTD	
												Tota	al
4													•

How to pull BPA documentation in Banner/EDM using FGIDOCR

- 1. Access FGIDOCR
- 2. Enter the doc number in the document field
- 3. Do not click "go"
- 4. Click the "retrieve" button in the upper right-hand corner

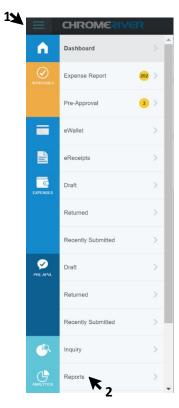
X Document Retrieval Inquiry FGIDOCR 9.3.6 (PROD) (BZ)	🔒 ADD		🛔 RELATED	🗱 TOOLS
Document: * [11359158 Submission Number:	(\bigcirc	\sim	Go
Document Type: * INV Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.				



Chrome River Quick Help

GETTING STARTED WITH REPORTS MODULE

1. Click 3-bar Menu (1) and "Reports" (2)



The subsequent screen provides	
report type options.	

Analytics Reports	
Standard Ad Hoc	
Favorites	
Expense	
Reference	

"Favorites" will lead to those reports you have saved as a favorite. Use for reports you access often.

Standard Template Favorites

~	Expense		
*	Approvals Open for 30+ Days Exed doptal Open Approvals	RUN REPORT	
*	Expenses by Index or expense owner fy to date; great for QSP; excel output	RUN REPORT	
*	Expenses: Filtered by Index prev month - Excel	RUN REPORT	
*	Byonned Bypener Reconcillation, excel Ref by hole: Expense Analysis	RUN REPORT	
*	Previous Month Expense Analysis for D Warner Expense Analysis	RUN REPORT	
*	Transactions over 35K for Procurament Expertme Analysis	RUN REPORT	
*	Unused Transactions 30+ days Dato fiter, Excel, use to omail to reviewers	RUN REPORT	
~	Reference		
*	Basic Delegate Report - Excel Basic Delegate Report - Expense Owner, site, email, Delegate, side, email	RUN REPORT	
*	Supervisor Report - filter by reports to name	RUN REPORT	



Chrome River Quick Help

"Expense" will lead to the majority of the useful reports. Including:

Credit Card Reconciliation: Detailed information about credit card transactions and whether or not they have been attached to an expense report.

Expense Analysis: List of all expenses within a specified date range.

Expense Report Tracking: Lists approval tracking information for submitted expense reports.

Export Totals: Lists the line items that have been exported.

Open Approvals: Approvers can see all items or reports that have been pending approval for more than a certain period.

Pre-Approval Request Tracking: Search all pre-approvals by Report ID, Expense Owner, Approver, Status and/or Submit Date.

Submitted Reports: Lists all reports that have been submitted.

Transactions Not Exported: Lists all credit card transactions that have not yet been exported.

0 Standard Expense Approvers List of approved expense reports Cash Advance Balance Tracks cash advances, including user information, amount applied, amount advanced and the balance. Cash Advance Transaction Lists all of organization's cash advance transactions Compliance Summary/detail report showing which compliance rules (Compliance rules for Line Item or SubmitCompliance for Header) fired for a set of expense reports Credit Card Reconciliation Credit Card Reconciliation Credit Card Statem Detail list providing the status of all expense lines that belong to a Statement **Credit Card Statements Reconciliation** Summary list providing the status of all expense lines that belong to a Statement Departed People List of unpaid and not-yet-exported expense reports (and cash advances, if applicable) of an expense owner whose account has been deleted from Chrome River.

plicate Exp List of expense reports within the selected transaction date range that contain identical line-item expenses.

Expense Analysis List of all expenses within a specified date range Expense Report Tracking Lists approval tracking information for submitted expense

Export Listing

"Reference" & "Audit" lead to other reports that you may or may not have access to or need.



"Expense Analysis" is one of the most useful Standard Reports

> 2. Click Expense Analysis (1) under "Standard Reports"

Expense Analysis List of all expenses within a specified date range Rense1 Expense Report Tracking Lists approval tracking information for submitted ex

Export Listing List of expense items that have completed the approval process and are awaiting export.

Export Totals Lists the line items that have been exported.

Firm Paid Changes Shows transactions in which the user has changed expense types—for example, updating the original expense type from Alfare to Taxi. Open Approvals Approvers can see all items or reports that have been

*	Transactions over \$5K for Procurement	RUN REPORT	•••
	621xx Expenses Prev Month for Procurement	RUN REPORT	
☆	621s Prev Month for Procurement	RUN REPORT	
*	Expenses by index or expense owner fy to date; great for OSP; excel output	RUN REPORT	
*	Exported Expense Reconciliation, excel filter by index	RUN REPORT	



 Click "Run Report" or the 3-dot menu for additional options on a previously saved report <u>or</u> "Create New."

 Clicking "Create New" or "Edit" from the 3-dot menu takes you to the report builder screen where you can add filters, data columns, and select the output format.

> The top section allows you to give the report a name and a description if you wish to save the report for future use with the parameters you are about to enter.

Use the arrows to expand or collapse the other sections of the report.

Each Standard report has a default set of report columns. You may add, remove and rearrange the columns.

Remove: Tap the X to the left of the column name to remove it from the report.

Add: Tap ADD COLUMNS to select additional columns for the report.

Re-Order: Touch the three lines to the right of a column name and drag to rearrange where it appears in the order of columns.

		Create New
Ex	pense Analysis	T
Sav	ved Expense Analysis Reports	
*	Previous Month Expense Analysis for D Warner	
Å	Montana Shakespeare in the Parks Expenses Current Month MSIP Expense Details	
¢	last quarter expenses Prev Qtr	RUN REPORT

er Quick Help

					Cancel	Save	Run Report
							-
Report Name	Expenses by	index or expense own	er				
Report Description fy to date; grea		at for OSP; excel out	out				
✓ Report Filters							
The following criteria	will be used to	filter your report. A	d addition	al filters to refine	the output.		_
Transaction Date	•	Year To Date		•			
		01/01/2020	Ō	08/11/2020			
× Allocation Number		4W6300-4W6300-	4140 ×				
+ Add Filter Criteria							
✓ Report Columns	5						
The following column	ns will be featur	ed in your reports. C	ustomize	he columns you	would like to inc	lude.	
X Expense C	Dwner						=
X Transactio	n Name						=
X Expense T							
X Cost Code							=
X Allocation	Amount Spent C	converted					=

https://pt.ca1.chromeriver.com/help/hg_admin_en/Content/F_ANALYTICS/MERCURY_Reports.htm?Highlight=mercury%20reports