

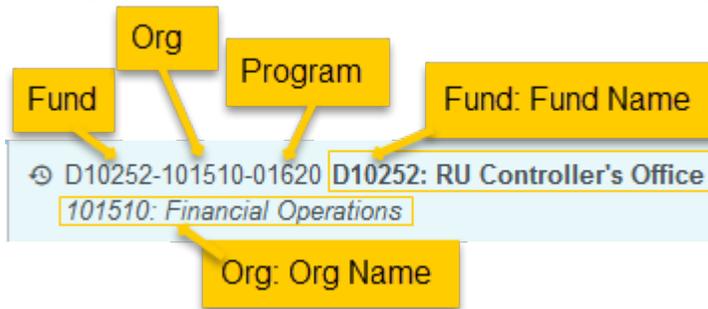


# Chrome River User Manual

## FUNDING

All transactions processed in Chrome River must have a Fund, Org, Account, and Program (FOAP) assigned to it.

Funding information is preloaded into Chrome River and is presented in the following format:



## Add Funding Information

Funding is assigned at the header level for Pre-Approval Reports and at the expense line level for Expense and Pcard Reconciliation (Non-Travel) Reports.

The screenshot shows a "Funding" section with a search bar labeled "Search for Funding" (marked with a yellow circle 1) and a dropdown menu (marked with a yellow circle 2) showing "-- Select --". Below the search bar is a blue button with a plus sign and the text "Add Funding".

1. **Search for Funding:** Tapping the **Search for Funding** field opens up a drop-down list. Recently selected values will be listed at the top and indicated by a clock icon. As you begin to enter a name or number into the search bar, the list will automatically scroll to lines containing that text. Tap the desired funding to select it.



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**Funding**

101510
<input checked="" type="checkbox"/> A2000-101510-01620 <b>A2000: GU General Fees Fund</b> 101510: Financial Operations
<input checked="" type="checkbox"/> D10252-101510-01620 <b>D10252: RU Controller's Office</b> 101510: Financial Operations
<input checked="" type="checkbox"/> D11222-101510-01620 <b>D11222: RU Fin Operations Contingency</b> 101510: Financial Operations
R40252-101510-01620 <b>R40252: Controllers State Clearing Fund</b> 101510: Financial Operations

Icon indicates a recently selected value.

2. **--Select--**: This field houses the account code listing. Tap the desired account code to select it.

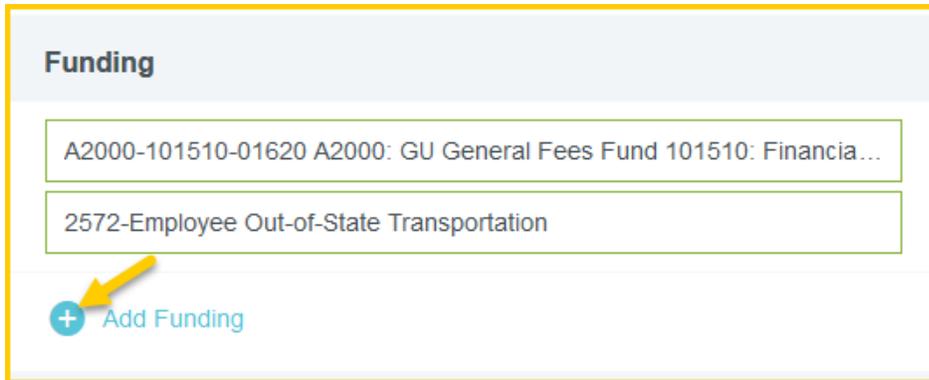
Q | Select --

- 2571-Employee In-State Transportation
- 2572-Employee Out-of-State Transportation
- 2573-Employee International Transportation
- 2611-Candidate Recruitment
- 2622-Student Travel
- 5630-Trainee Travel Allowances (Research Only)

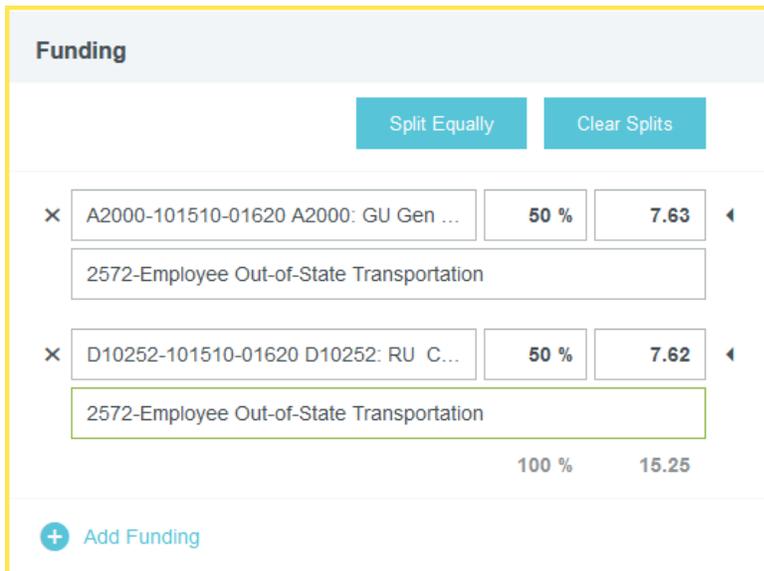
If you need to split-fund an expense, click on the **+Add Funding** link and repeat steps 1 and 2 above.



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By default, the expense will be split evenly among the funding lines. You may manually change the allocated amounts by changing the percentage or amount next to each funding line. The total percentage will be shown in gray at the bottom so you can be sure the adjusted amounts add up to 100%.



Additional options:

- Tap **Add Funding** to include more funding lines for the split.
- Tap **Split Equally** to distribute the expense equally among all funding lines.
- Tap **Clear Splits** to zero out all but the first funding line, which will be allotted 100% of the expense.
- Tap the **X** on the left to remove a funding line