

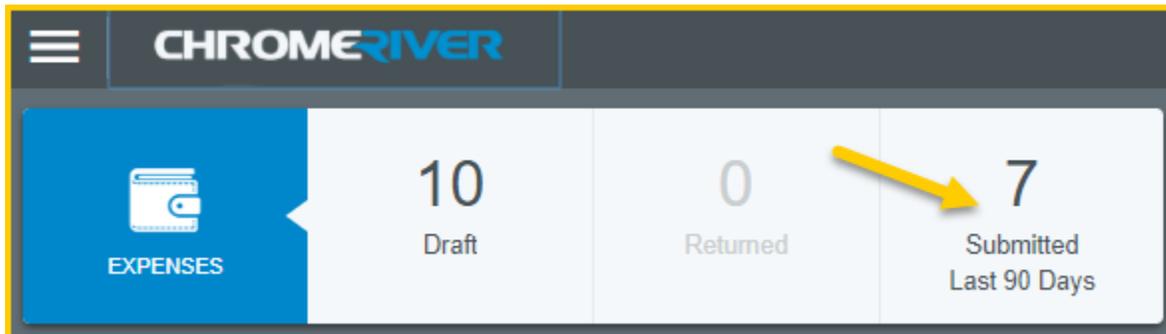


Chrome River User Manual

REVIEW PAYMENT INFORMATION

Once a report has been exported and paid, you can view payment information.

Go to your submitted reports on the Chrome River Dashboard and click on **Submitted Last 90 Days**.



Select the report you would like to view the payment status for. Payment information is only available for reports with a status of **Partially Paid** or **Paid**.

The screenshot shows a table titled 'Submitted Expense Reports' with a blue header. The table contains four rows of expense reports. A yellow arrow points to the 'PAID' button for the 'Testing Interface to SMART 2 - 7-2-19' report.

Report Name	Date	Amount	Status
INAV Conference 6/6/2019-6/9/2019 PR0019288971	07/05/2019	3.50 USD	PENDING
CRUG Conference, 6/17/2019-6/18/2019 PR0019288247	07/04/2019	299.25 USD	PENDING
Testing Interface to SMART 2 - 7-2-19 PR0019278988	07/02/2019	30.00 USD	PAID
Spirit Conference 6/5/19-6/7/19 PR0019219164	07/01/2019	1,584.08 USD	PENDING



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The summary view of the report will display on the right side of the screen. Review the information presented in the **Payment Data** section.

Open PDF Tracking

Testing

Report Owner: Wu Shock
Submit Date: 07/02/2019
Expense Report ID: PR0019278986
Business Purpose: Testing

Tracking Summary

Paid 30.00 USD

Payment Data

DATE	SMART CHECK #	BANNER CHECK #	AMOUNT (USD)
07/09/2019	2004836493	#V2000003	30.00