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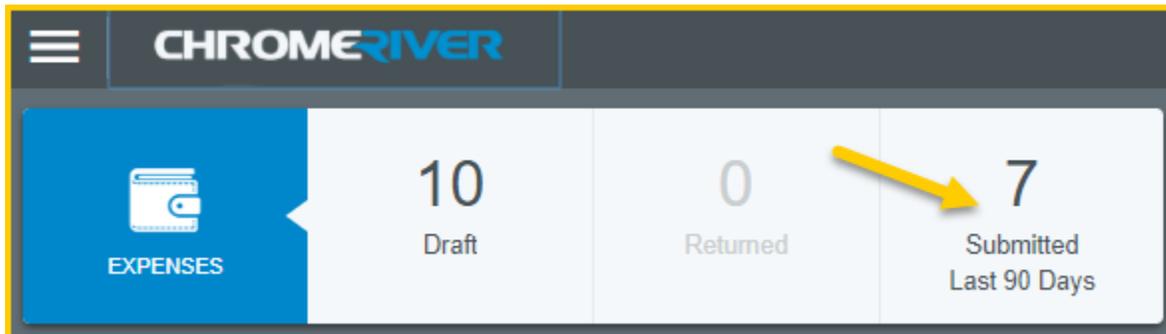
Select the report you would like to view the payment status for. Payment information is only available for reports with a status of **Partially Paid** or **Paid**.

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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