

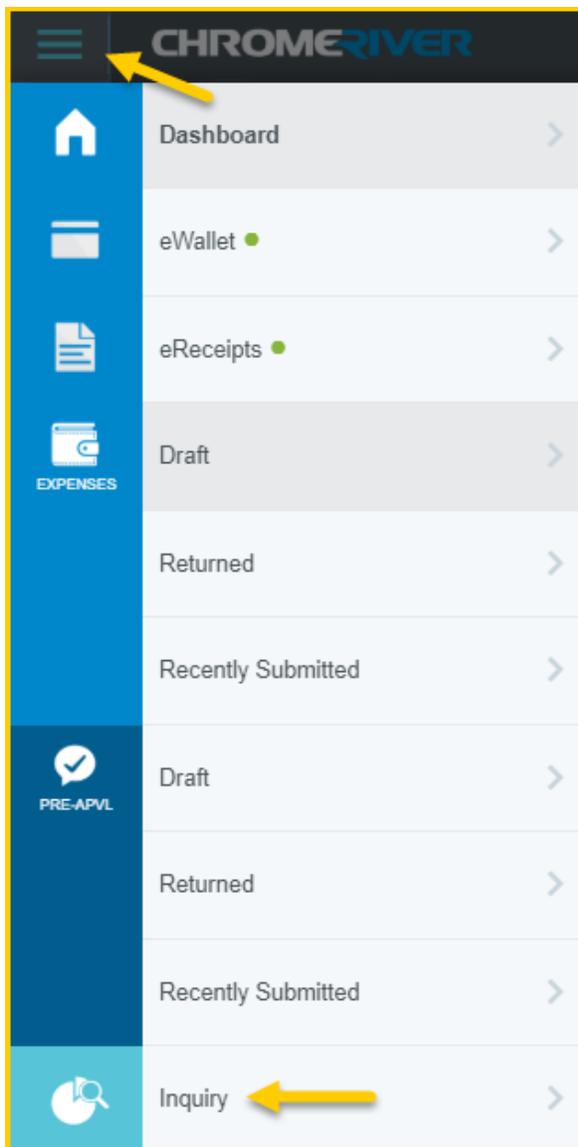


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CHROME RIVER INQUIRY

The Inquiry Dashboard allows you and your delegates to perform quick inquiries on all your activity by category. These inquiries include expense reports, expense items, delegates, calendar, firm-paid items, approvals, and paid expenses.

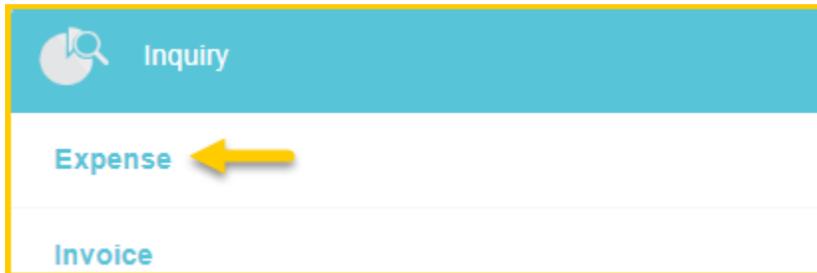
To access inquiry reports, tap the MENU button in the upper left corner and then tap **Inquiry**.





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You will see a list of inquiry reports, grouped by application (**Expense, Invoice**), to give a snapshot of the activity in each category and allow you to quickly find specific information.



Simply tap a report in the list to run it.





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The results will appear in the pane on the right on larger devices or replace the report list on smaller devices. Drag the slider bar at the bottom to see columns that don't fit on the screen. By default, you will see results for the current month. Use the Transaction Date filter in the upper right corner to change the date parameters.

Drag a column header and drop it here to group by that column

Report Name	Report ID	Submit Date
CRUG Conference 10/01/2019-10/4/2019	010000339449	07/04/2019
Total Count: 1		

Action Date: Jul 1, 2019 – Jul 31, 2019 Export

Spent Currency	Creator
700.00 USD	Shock, Wu

Transaction Date: Jul 1, 2019 – Jul 31, 2019

Date Range: This Month

07/01/2019 — 07/31/2019

Apply Cancel

You may also filter the results in any column with the funnel icon. Tap the funnel to select the parameters, then tap **Filter**.



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Drag a column header and drop it here to group by that column

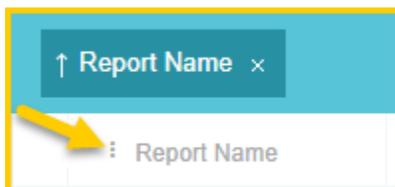
Report ID	Line Number	Report Name	Trans Date
010019239652	2.0	Pcard Statement 5/10/2019-6/11/2019	06/04/2019
010019219164	1.0	Spirit Conference 6/5/19-6/7/19	06/05/2019
010019219164	3.0	Spirit Conference 6/5/19-6/7/19	06/05/2019
Total Count:5			

To remove a filter, tap the funnel icon again and select **Clear**.

Tap any column header to sort results in ascending or descending order. An arrow will indicate the order.



You may group results by any column that has the three-dot icon to the left of its header name.





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Simply drag the header name into the blue bar at the top to re-sort the list.

Action Date: Jul 1, 2019 – Jul 31, 2019 Export

↑ Report ID ↓											
Owner Name	Expense Type	Matter	Client Name	Matter Name	Report ID ↑	Report Name	Submit Date	Action Date	Action	Approved	
Report ID : 010019267536 (Count: 1)											
Shock, Wu	Parking	D10252-101510-01620	D10252; RU Controller's Office	101510; Financial Operations	010019267536	Testing	06/29/2019		Pending	3.50	
Count: 1										3.50	
Report ID : 010019267538 (Count: 1)											
Shock, Wu	Parking	D10252-101510-01620	D10252; RU Controller's Office	101510; Financial Operations	010019267538	Testing	06/29/2019		Pending	1.50	
Count: 1										1.50	
Total Count:2											Total Approved: 5.00

Recommended Inquiries

My Expense Reports

This inquiry provides a list of expense reports by total dollar amount. It cannot be used to view a list of paid expense reports. To view reports within a specific period, go to **Create Report Date** to select a date range.

Create Report Date: Jul 4, 2019 – Jul 31, 2019 Export

Drag a column header and drop it here to group by that column

Report Name	Report ID	Submit Date	Status ID	Pay Me	Approved	Approved Currency	Creator
CRUG Conference, 6/17/2019-6/18/2019	010019286247	07/04/2019	Submitted	299.25	299.25	USD	Shock, Wu
INAV Conference 6/6/2019-6/9/2019	010019288971	07/05/2019	Submitted	3.50	3.50	USD	Courtney, Kristie
TMA Conference 6/15/2019-6/16/2019	010019288991	07/05/2019	Submitted	4.25	4.25	USD	Courtney, Kristie
Total Count:3				Total Pay Me: 307.00	Total Approved: 307.00		



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My Expense Items

This inquiry will allow you to view the status, (Draft, Pending Approval, Approved, Returned, Exported, Partially Paid or Paid), of each individual expense that has been accounted for, in the **Approved Status** column. The **Export Date** is the date that the expense was sent to Banner for payment processing.

The **Firm Paid** column indicates whether the expense was charged to the UMB Pcard, (Yes), or if it was not charged to the UMB Pcard, (No). You can search by **Transaction Date**.

Request Images														Transaction Date: Apr 19, 2019 – Apr 21, 2019		Export		
Drag a column header and drop it here to group by that column																		
Report Name	Trans Date	Expense Type	Matrix	Client Name	Description	Approved Status	Pay Me	Approved	Approved Currency	Export Date	Business Purpose	Report ID	Firm Paid					
Testing Sprint 2 save compliance rules	04/19/2019	Meals - Per Diem	A2000-101510-01620	A2000: GU General Fees Fund	101510: Financial Operations	Draft	41.25	0.00	USD		Testing Sprint 2 save compliance rules	010019170194	No					
Chrome River Conference 4/17/19-4/21/19	04/19/2019	Meals - Per Diem	D10252-101510-01620	D10252: RU Controller's Office	101510: Financial Operations	Draft	9.90	0.00	USD		Conference	010019134367	No					
Chrome River Conference 4/17/19-4/21/19	04/20/2019	Meals - Per Diem	D10252-101510-01620	D10252: RU Controller's Office	101510: Financial Operations	Draft	66.00	0.00	USD		Conference	010019134367	No					
Chrome River Conference 4/17/19-4/21/19	04/21/2019	Car Rental	D10252-101510-01620	D10252: RU Controller's Office	101510: Financial Operations	Draft	100.00	0.00	USD		Conference	010019134367	No					
Chrome River Conference 4/17/19-4/21/19	04/21/2019	Gasoline	D10252-101510-01620	D10252: RU Controller's Office	101510: Financial Operations	Draft	400.00	0.00	USD		Conference	010019134367	No					
Chrome River Conference 4/17/19-4/21/19	04/21/2019	Meals - Per Diem	D10252-101510-01620	D10252: RU Controller's Office	101510: Financial Operations	Draft	66.00	0.00	USD		Conference	010019134367	No					
Total Count 6							Total Pay... 683.15	Total Approv... 0.00										

You can also request expense item detail along with the associated receipt images for up to 50 line items as a PDF. Simply click **Request Images** and a link to the PDF will be emailed to your primary email address.

Request Images

Transaction Date: Jan 1, 2019 – Jul 7, 2019

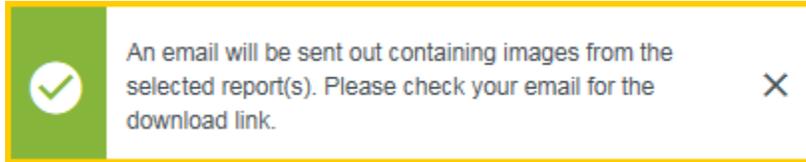
Export

Drag a column header and drop it here to group by that column

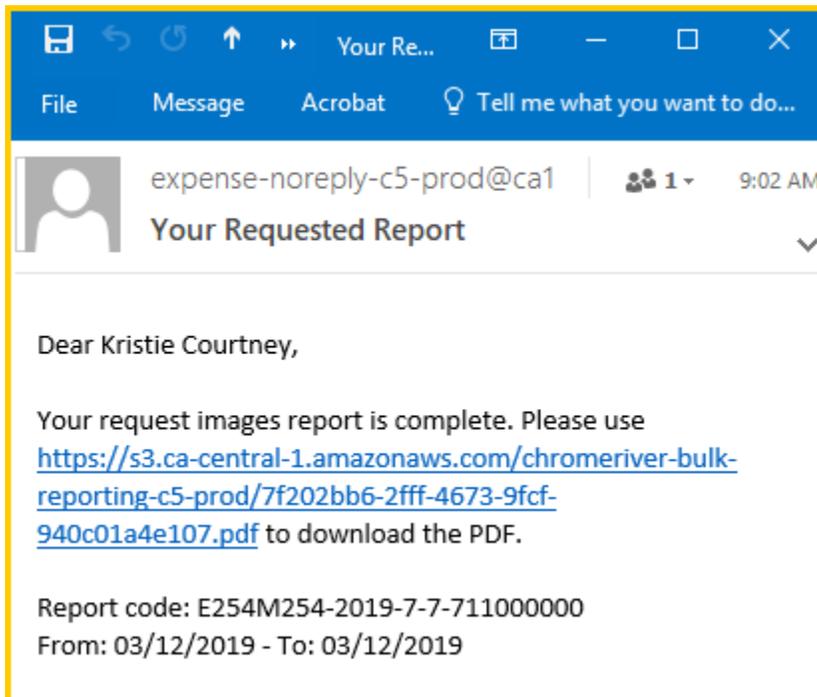
Upon request, you will receive the message below.



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You will receive an email from Chrome River with a link to download the PDF images.

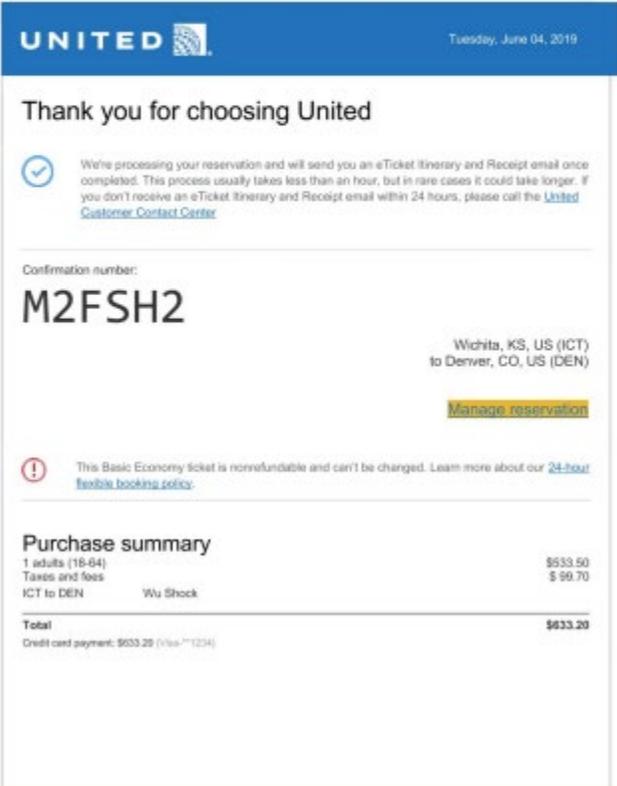




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Example of PDF receipt.

Report ID	010019239124
Report Name	Receipt Demonstration
Expense Owner	Wu Shock
Expense Type	Airfare
Amount Spent	555.00 USD
Date	Mar 12, 2019
Funding	D10252-101510-01620 101510: Financial Operations



The screenshot shows a United Airlines receipt for a flight from Wichita, KS to Denver, CO. The confirmation number is M2FSH2. The purchase summary shows a total of \$633.20, including taxes and fees. The receipt is dated Tuesday, June 04, 2019.

You will receive the message below if the line items are more than 50. You can adjust the number of lines by changing the **Transaction Date** to fewer days. The **Total Count** is shown at the bottom of the report.

 Cannot request images for more than 50 line items. Please narrow down your search or utilize filters to request images. 



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My Delegates

List of people you have entered unsubmitted expenses for.

Export			
Drag a column header and drop it here to group by that column			
User Name	First Name	Last Name	Unsubmitted Reports
A123B456	Test	User	4

My Expense Calendar

Your expenses can be reviewed in the form of a calendar. You can view the calendar by month with the option to view all or specific expense types. By clicking onto an expense within the calendar, you can view the details of a specific expense.

Today							All Expense Type: All Expense Type	
June, 2019							Month	Agenda
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
26	27	28	29	30	31	01		
		Airfare 244.00 Car Rental 58.00	Equipment / Software 56.50	Airfare 10.00 Car Rental 5.00	Baggage Fee 25.00 Equipment / Software 975.25	Airfare 633.20 Baggage Fee 13.75		
02	03	04	05	06	07	08		
Gasoline 35.00 Meals - Per Diem 64.60	Equipment / Software 50.00 Materials / Parts / Supplies 5.00	Materials / Parts / Supplies 28.94 Meals - Per Diem 76.00	Airfare 568.25 Conference Registration ... 555.00	Materials / Parts / Supplies 48.98 Meals - Per Diem 27.50	Meals - Per Diem 33.00 Taxi / Car Service 5.55			
09	10	11	12	13	14	15		
			Contractual Fees / Services 75.00 Mileage / Private Vehicle 97.81			Parking 4.25		
16	17	18	19	20	21	22		
	Conference Registration ... 225.00 Meals - Per Diem 41.25	Meals - Per Diem 33.00		Contractual Fees / Services 100.00 Mileage / Private Vehicle 565.02	Tolls 500.00			
23	24	25	26	27	28	29		
	Parking 1.50							
30	01	02	03	04	05	06		
		Airfare 25.00 Taxi / Car Service 5.00			Maintenance / Repair / Serv... 3.12			



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A second option to view expenses in the form of a list per week is also available. Click, **Agenda** to change the format. Again, you can view all or a specific expense type, and, you can click each expense for more detail.

All Expense Type: All Expense Type ▾

Today ◀ 6/10/2019 - 6/17/2019 ▶ Month **Agenda**

Date	Expenses	Amount
12 Wednesday June, 2019	Contractual Fees / ...	75.00 USD
	Mileage / Private V...	97.81 USD
	Single Day Per Diem	27.50 USD
15 Saturday June, 2019	Parking	4.25 USD
17 Monday June, 2019	Conference Registr...	225.00 USD
	Meals - Per Diem	41.25 USD
	Parking	3.50 USD

Please note: this inquiry cannot be exported.

My Items

My Items is a listing of expense items that were created from UMB Pcard transactions. These items will appear on this list whether they have been accounted for or not. Items not accounted for will be indicated as No, and, items accounted for will be labeled as Yes, in the column labeled **Is Used**. This tool can be used for your UMB Pcard reconciliation. You can search by **Transaction Date**. Once the data is exported, you can filter on the **Source** column and select **Pcard**.

Transaction Date: Jun 4, 2019 - Jun 5, 2019 Export

Drag a column header and drop it here to group by that column

Report ID	Line Number	Report Name	Trans Date	Matr	Expense Type	Vendor Name	Source	Pay Me	Approved	Approved Currency	Amount Spent	Spent Currency	Transaction Date	Is Used
						HOLIDAY INN EXPRESS	Pcard	0.00	0.00		204.72	USD	06/04/2019	No
						The Home Depot	Email Memo	0.00	0.00		28.94	USD	06/04/2019	Yes
010019239652	2.0	Pcard Statement 5/19/2019-6/11/2019	06/04/2019	D10252-101510-01620	Materials / Parts / Supplies	THE HOME DEPOT #2204	Pcard	0.00	0.00	USD	28.94	USD	06/04/2019	Yes
010019219164	1.0	Spent Conference 6/5/19-6/7/19	06/05/2019	D10252-101510-01620	Airfare	Thank You For Choosing	Unattached Image	568.25	568.25	USD	568.25	USD	06/05/2019	Yes
010019219164	3.0	Spent Conference 6/5/19-6/7/19	06/05/2019	D10252-101510-01620	Conference Registration / Training	Mascot Conference	Unattached Image	555.00	555.00	USD	555.00	USD	06/05/2019	Yes
Total Count:5								Total Pay Me	1,123.25	Total Approved	1,123.25	Total Amount Spent	1,385.85	



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My Firm Paid Items (UMB Pcard transactions)

Itemized list of expense transactions that are paid for by the firm (WSU).

Owner	Expense Type	Name	%	Matter	Business Purpose	Description	Approved Status	Amount Spent	Spent Currency	Extra Text	Personal	Only Open	Report ID	Start Date	Transaction Date
Shock, Wu	Materials / Parts / Supplies	THE HOME DEPOT #2204	100	D10252-101510-01620	Supplies purchased in support of on-going maintenance of the Mascot for Life building.	Elbow purchased to repair the WSU foam finger waving machine.	Draft	48.98	USD	Merchant: THE HOME DEPOT #2204 Location: WICHITA, KS Location: WICHITA, KS 67220	No	No	010019239652	06/09/2019	06/06/2019
Shock, Wu	Materials / Parts / Supplies	THE HOME DEPOT #2204	100	D10252-101510-01620	Supplies purchased in support of on-going maintenance of the Mascot for Life building.	Replacement blades purchased for the department saw to be used for routine maintenance purposes.	Draft	28.94	USD	Merchant: THE HOME DEPOT #2204 Location: WICHITA, KS Location: WICHITA, KS 67220	No	No	010019239652	06/06/2019	06/04/2019
Total Cou...								Total Amount Spent:		5,915.93					

My Expense Approval Items

For approvers, this inquiry provides a list of expense items, per expense owner, that are your responsibility to approve. The inquiry includes each expense per line item along with the allocation shown as **Client Matter**. The status of each expense can be found in the **Action** column where you will be able to see if an expense is **Pending**, **Returned**, or **Approved**. Once reports are fully approved by all approvers, the expense items will no longer appear in this report.

Owner Name	Expense Type	Matter	Client Name	Matter Name	Report ID	Report Name	Submit Date	Action Date	Action	Approved
Shock, Wu	Food / Official Hospitality	A2000-101510-01620	A2000: GU General Fees Fund	101510: Financial Operations	010019134490	Pcard Statement 4/10/19-5/9/19	05/23/2019	05/23/2019	Approved	59.45
Shock, Wu	Contractual Fees / Services	A2000-101510-01620	A2000: GU General Fees Fund	101510: Financial Operations	010019134490	Pcard Statement 4/10/19-5/9/19	05/23/2019	05/23/2019	Approved	385.00
Shock, Wu	Car Rental	A2000-101510-01620	A2000: GU General Fees Fund	101510: Financial Operations	010019154460	ACT 5/12/19-5/19/19	05/30/2019		Pending	250.00
Total Count 24										Total Approved: 2,553.09

My Paid Expenses

This inquiry provides a list of paid expense reports only by the total amount of each report. It lists the total UMB Pcard paid amount and the total amount due employee separately per report along with the date that the expense report was processed for payment.



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Paid Date: Jan 1, 2019 – Jul 6, 2019 Export

Drag a column header and drop it here to group by that column

Name	Report ID	Submit Date	Pay Me Currency	Check Number	Paid Date	Amount	Currency Code	Bank Number
Testing	010019162183	05/31/2019	USD	V1234568	06/01/2019	1.12	USD	0008062885
Testing	010019145806	05/28/2019	USD	V1234567	05/29/2019	0.07	USD	0008062884

My Pre-Approval Approvals

Lists all pre-approvals assigned to an approver in every stage of the approval process: approved, returned and awaiting approval.

Action Date: Jan 1, 2019 – Jul 6, 2019 Export

Drag a column header and drop it here to group by that column

Owner	Report Name	Report ID	Submit Date	Status	Requested Amount	Approved Amount	Spent Currency
Shock, Wu	Chrome River Conference 6/17/19-6/21/19	010000329403	05/23/2019	Pending	2,509.62	2,509.62	USD
Shock, Wu	ACT Conference 6/17/19-6/21/19	010000329726	05/24/2019	Approved	2,500.00	2,500.00	USD
Total Count: 12					Total Requested Amount: 10,039.54	Total Approved Amount: 10,039.54	

My Expense Pre-Approvals

Lists all the pre-approvals created by the logged-in user.

Action Date: Jul 1, 2019 – Jul 31, 2019 Export

Drag a column header and drop it here to group by that column

Report Name	Report ID	Submit Date	Status	Requested Amount	Approved Amount	Remaining Balance	Spent Currency	Creator
CRUG Conference 10/01/2019-10/4/2019	010000339449	07/04/2019	Pending	700.00	700.00	700.00	USD	Shock, Wu
Total Count: 1				Total Requested Amount: 700.00	Total Approved Amount: 700.00			