

Approval Via Email

Chrome River will email you the expense that requires your approval. From the email you may approve all expenses for payment or return all expenses to the expense owner with questions or comments simply by tapping the ACCEPT or RETURN button (users who receive HTML-formatted emails) or forwarding the email (users who receive text-only emails).

- To approve or return only specific line items on a report, you will need to log into Chrome River to approve.

ACTION REQUIRED		Chrome River
Expense Report for	Aviva O'Kram-Flanagan, Jr. III	
Report Name	Trip to Rome	
Submit Date	03/02/2012	
Expense Dates	15/06/2009 - 15/06/2009	
Total Expenses	500.00 USD	
!! Compliance Warning !!		
Lodging Response	Missing Receipt. No Receipt	
Parking Response	Missing Receipt. No Receipt	
Business Purpose		
Client		
Account Summary		
4000	GL Project Trigger	Expense Mapping
		Amount (USD)
		500.00
Expense Summary		
		Amount (USD)
	Lodging	300.00
	Parking	200.00
Financial Summary		
		Amount (USD)
	Total Expense Report	500.00
	Less Company Paid	0.00
	Less Personal	0.00
	Amount Due Employee	500.00
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="background-color: green; color: white; padding: 5px 15px; border-radius: 5px;">ACCEPT</div> <div style="background-color: red; color: white; padding: 5px 15px; border-radius: 5px;">RETURN</div> </div>		
>> View Receipts		Report ID: 0100-1905-6039
<p>To take action on these expenses, take either of the following steps:</p> <ul style="list-style-type: none"> - Click on the ACCEPT or RETURN button as appropriate and add any comments to the new email that opens, - OR FORWARD this email to approve@c1-prod.chromefile.com or return@chromefile.com with any comments at the top of the forwarded message. <p>To view this expense report or access the Chrome River application, click here.</p>		

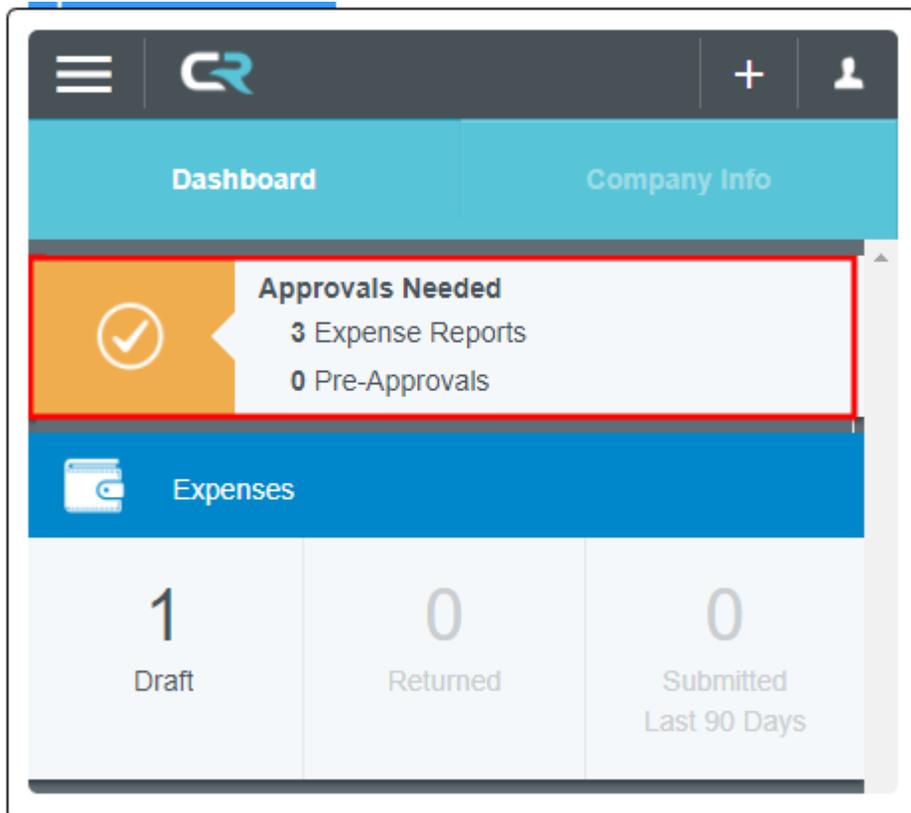
There are two ways to route the expense by email:

1. Tap **ACCEPT** or forward the email to approve@c1-prod.chromefile.com. This is equivalent to clicking **SUBMIT** in Chrome River EXPENSE online and instantly approves **all** line items on the report.
2. Tap **RETURN** or forward the email to return@chromefile.com. This is equivalent to clicking **RETURN ALL** in Chrome River EXPENSE online and instantly rejects **all** line items on the report.

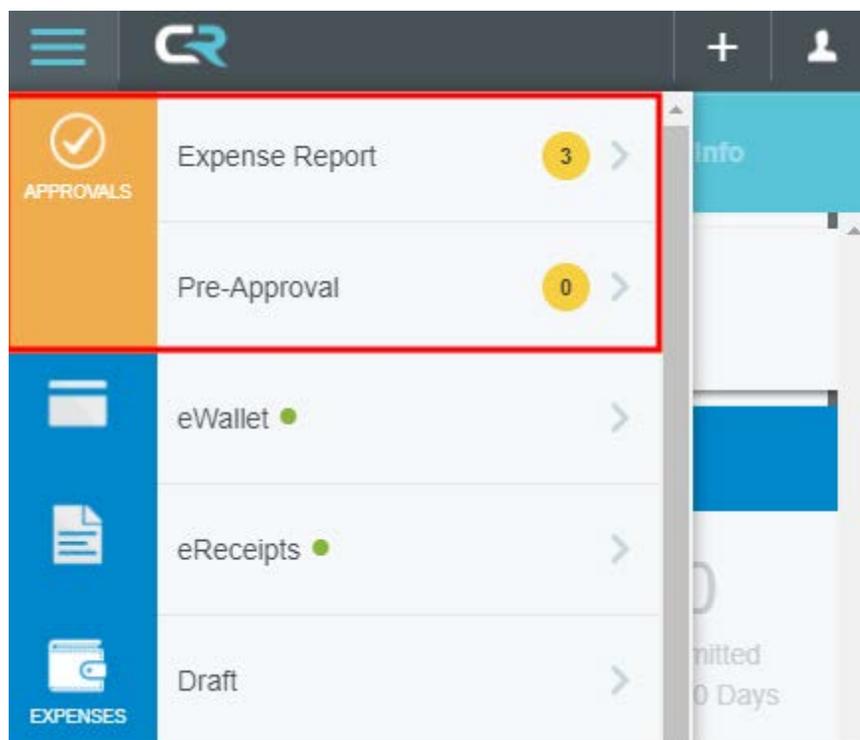
To add questions or comments, simply type them in the body of the email, above the forwarded text, then click **SEND**.

Approve in APP

If you are part of the approval process and have items awaiting your approval, you will see a yellow notification bar at the top of the Dashboard.



You may also access your approvals by tapping the MENU button in the upper left corner. The yellow circle shows the number of approvals waiting for you.



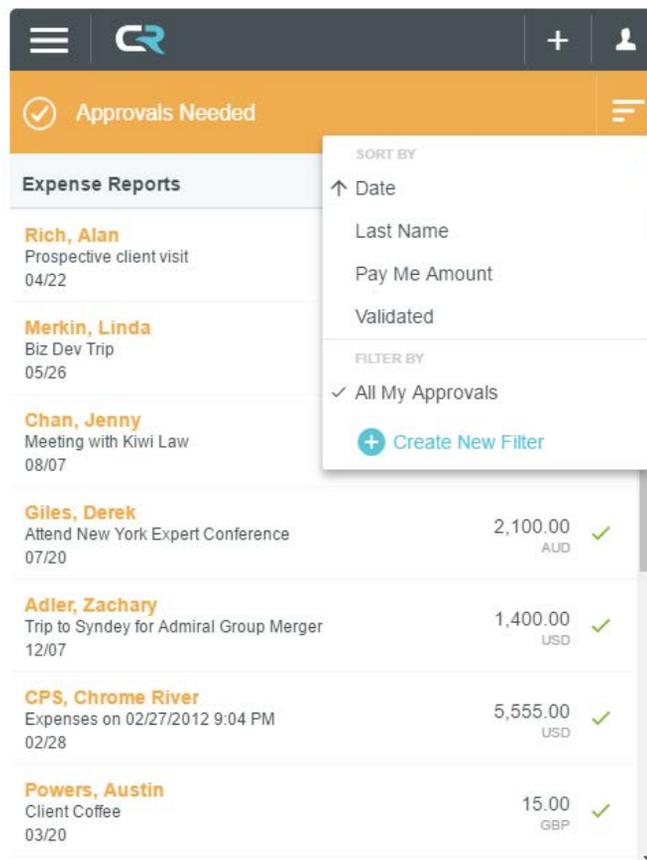
Approval List

The Approval List displays all the expenses awaiting your approval.

- Use the SORT button in the upper right-hand corner to sort the list by Date, Last Name, Pay Me Amount or Validated status.

Validated allows you to group all the expenses that have warnings.

- The SORT button also gives you access to filters. You may filter on the various criteria determined by your organization or tap CREATE NEW FILTER to customize one.



Create New Filter

1. Tap CREATE NEW FILTER in the Sort drop-down.

2. Give the filter a name.

3. Under Filter Rules, tap ADD FILTER TYPE to select from the filter options.

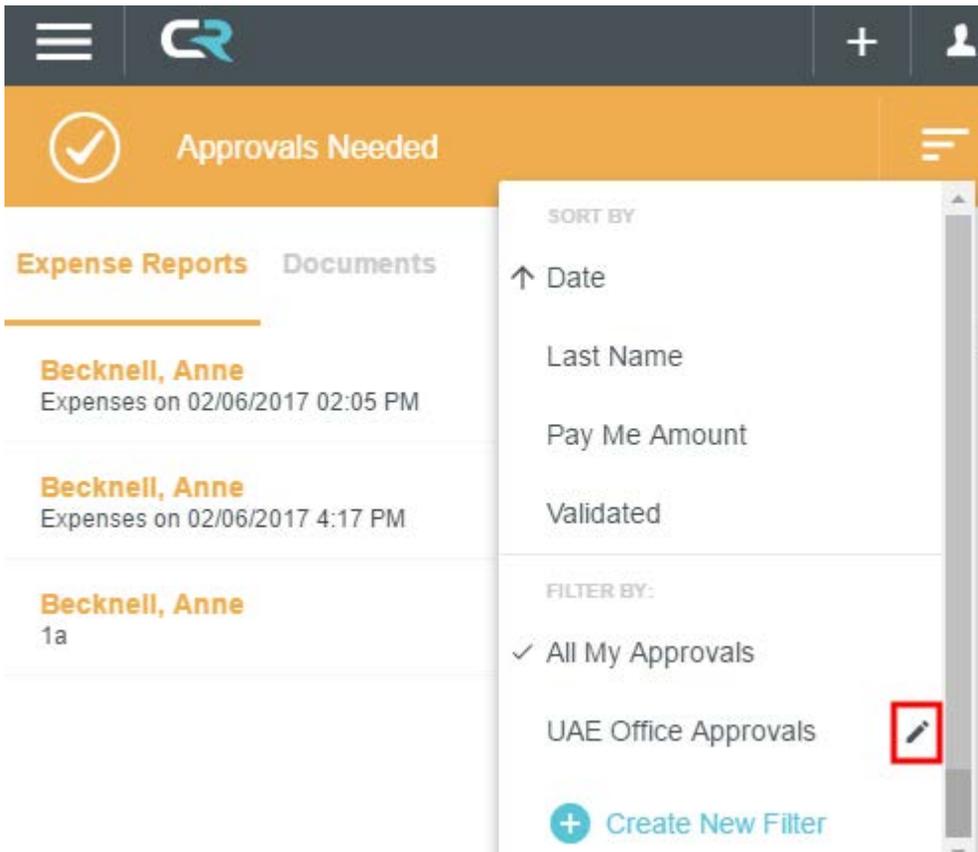
- **Assigned to Me Directly:** Shows only those assigned directly to you, filtering out any reports or line items assigned via group routing.
- **Expense Owner Country:** Displays a searchable drop-down list of countries and their codes, allowing you to narrow the approvals displayed to just those belonging to users in a certain country.
- **Assigned to Entity:** Shows only reports assigned to a specific group, based on three variables: Roles, Entity Types and Entities. Users may create and save up to three entity filters for their Approval Dashboard.

4. Tap SAVE.

The screenshot shows the 'Create New Filter' dialog box. At the top, there is a title bar with a close button (X) and the text 'Create New Filter'. Below this is a section for 'Filter Name' with a text input field containing the placeholder text 'Enter Name'. Underneath is the 'Filter Rules' section, which contains a red-bordered box around a '+ Add Filter Type' button and a list of filter types: 'Assigned To Me Directly', 'Assigned To Entity', and 'Expense Owner Country'.

Edit a Filter

Tap the pencil icon next to the filter you wish to edit, make any adjustments, and tap SAVE.



Approve/Return From Preview

The preview allows you to immediately approve or return an entire report. Tap once on an expense report in the list to bring up a preview. If necessary, you can drag the slider on the right to scroll up or down.

Expenses on 12/19/2016 4:38 PM

Report Owner	Bren Barrago
Submit Date	12/19/2016
Expense Report ID	010015551186
Business Purpose	
Rule Description	All Reports Go To AP - All Reports Go To AP Review

Prior Approvers

APPROVER	DATE
Aviva Kram	01/10/2017

Financial Summary

	AMOUNT (GBP)	APPROVED (GBP)
Total Expense Reported	15.00	14.01

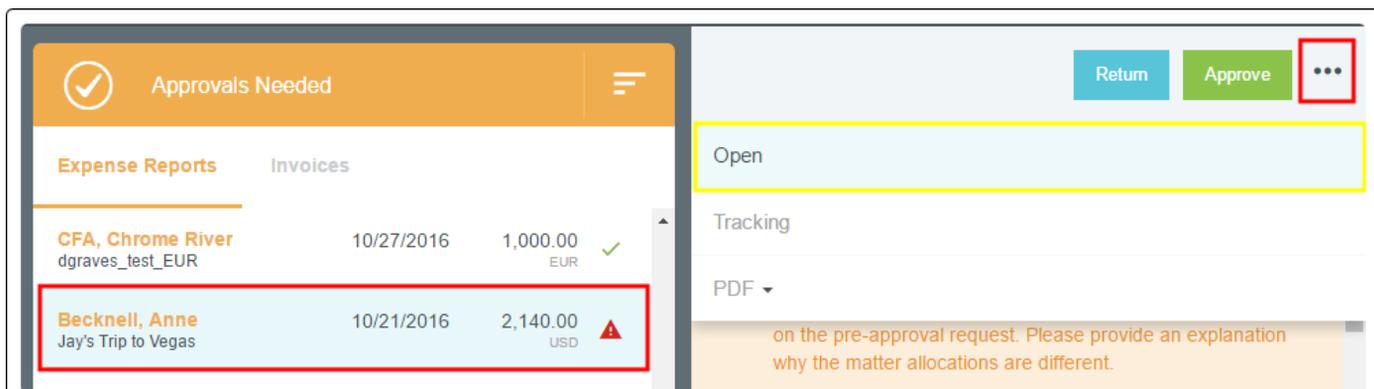
Return from Preview

Tapping return immediately rejects all line items on the report. Once the approver has entered the required note and tapped RETURN, the entire report will be sent back to the expense owner.

Expenses on 12/19/2016 4:38 PM	
Report Owner	Bren Barrago
Submit Date	12/19/2016
Expense Report ID	010015551186

Approve/Return Inside the Expense Report

Opening a report will allow you to approve or return line items individually rather than responding to the entire report at once. Double tap on a report in the Approvals Needed list to open it, or tap OPEN under the three dots menu item in the upper left-hand corner of the preview.



Approve/Return Inside the Expense Report

Unless they have compliance warnings, line items are marked as approved (green check mark) by default. You may tap on individual line items to mark them as adjusted or returned, but none of your actions will take effect until you have tapped the RETURN or SUBMIT button at the bottom of the line item list.

The screenshot displays the Chrome River mobile application interface. The top navigation bar includes a menu icon, the 'CHROME RIVER' logo, and user information for 'Steve Vance'. The main content area is split into two panels. The left panel shows a list of expenses for 'Anne Becknell' under the heading 'Jay's Trip to Vegas'. The right panel provides a detailed view of a selected 'Breakfast' expense.

Expense Report Summary:

DATE	EXPENSES	SPENT	APPROVED
Mon 10/24/2016	Airfare	500.00 USD	500.00 USD
Mon 10/24/2016	Breakfast	200.00 USD	200.00 USD
Mon 10/24/2016	Hotel	840.00 USD	840.00 USD
Tue 10/25/2016	Lunch	200.00 USD	200.00 USD
Wed 10/26/2016	Dinner	200.00 USD	200.00 USD
Thu 10/27/2016	Meals - O...	200.00 USD	200.00 USD

Breakfast Expense Details:

- Date: 10/24/2016
- Spent: 200.00 USD
- Approved: 200.00 USD
- Location: [Empty]
- Business Purpose: Customer Mtg
- Description: Customer Mtg
- Allocation: 1000 Billable (No Keep Together) Regular Routing (BY)

Bottom Navigation:

- Return button (highlighted in green)
- Total Approved Amount: 2,140.00 USD
- Submit button (highlighted in green)