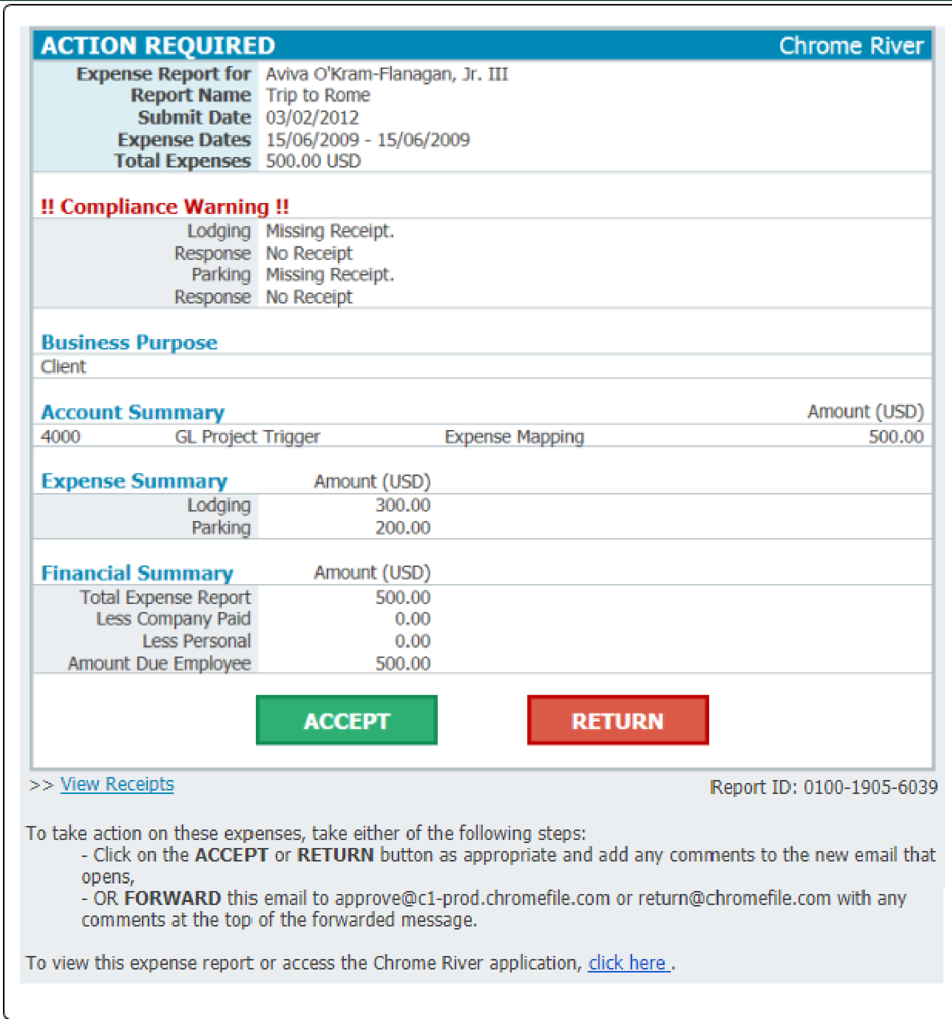
Approval Via Email

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	Missing Receipt.
Response	No Receipt
Parking	Missing Receipt.
Response	No Receipt

Business Purpose

Client

Account Summary			Amount (USD)
4000	GL Project Trigger	Expense Mapping	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

ACCEPT RETURN

>> View Receipts

Report ID: 0100-1905-6039

To take action on these expenses, take either of the following steps:
- 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.

To view this expense report or access the Chrome River application, click here .

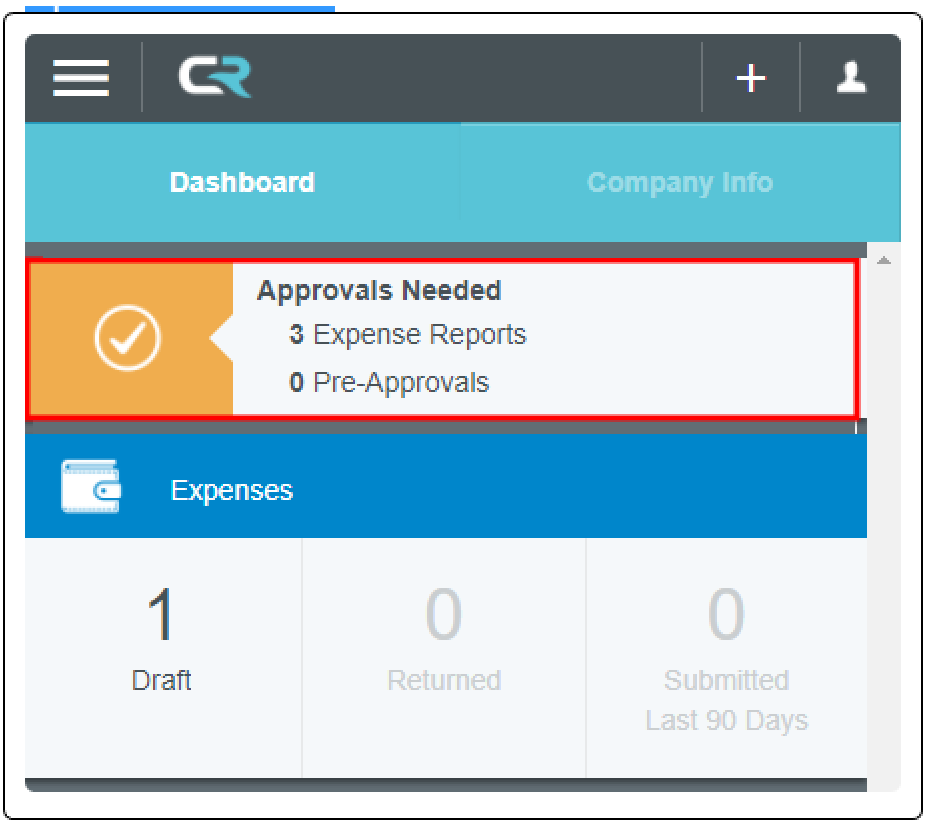
There are two ways to route the expense by email:

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.

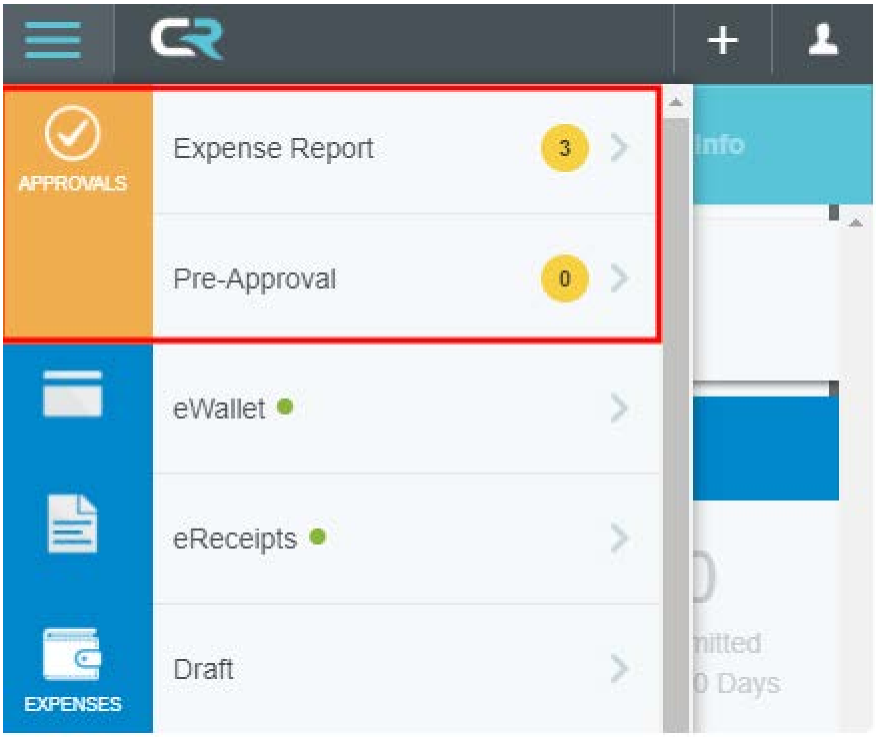
To add questions or comments, simply type them in the body of the email, above the forwarded text, then click **SEND**.

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.



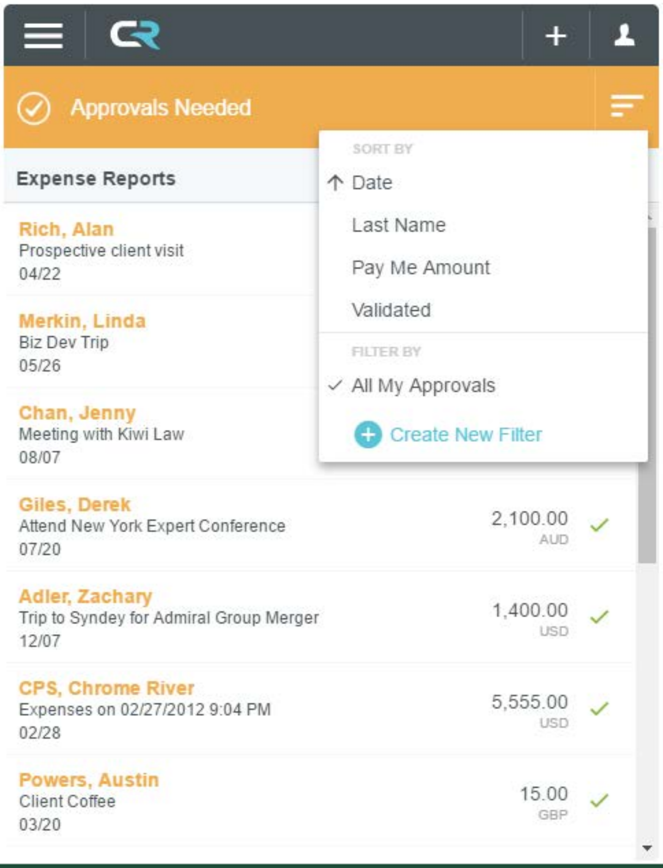
Approval List

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

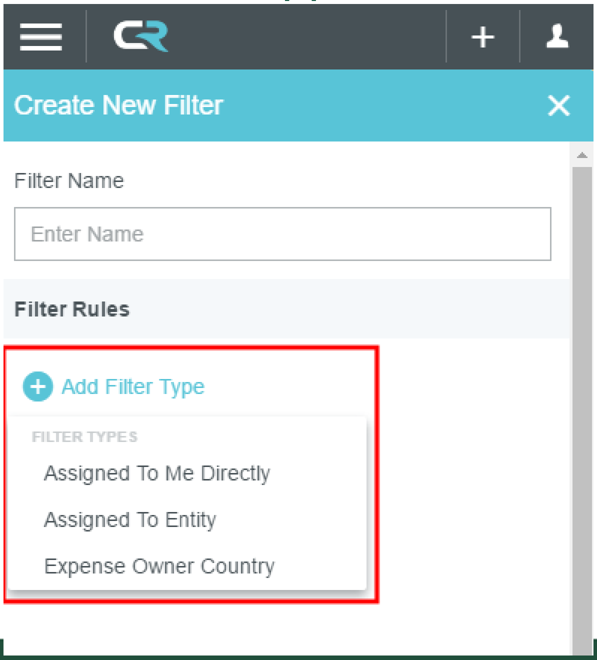
1. Tap CREATE NEW FILTER in the Sort drop-down.

2. Give the filter a name.

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

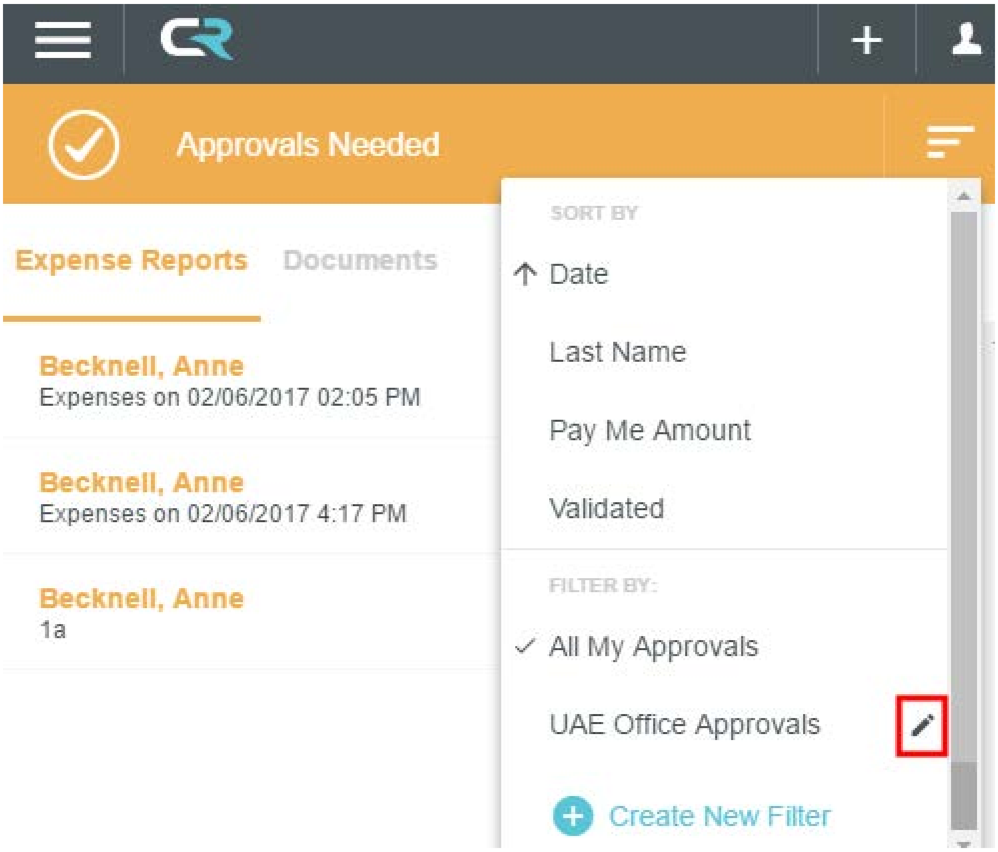
- Assigned to Me Directly: Shows only those assigned directly to you, filtering out any reports or line items assigned via group routing.
- Expense Owner Country: Displays a searchable drop-down list of countries and their codes, allowing you to narrow the approvals displayed to just those belonging 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.



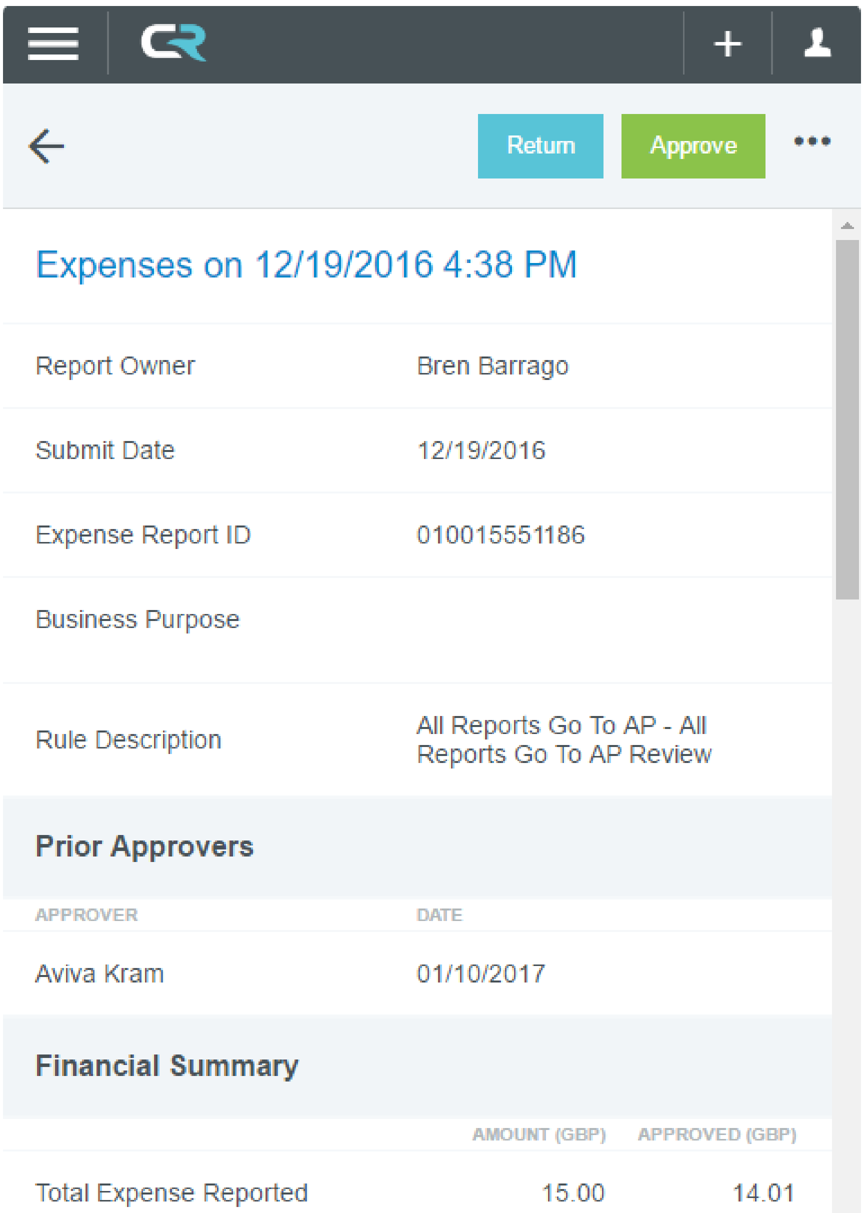
Edit a Filter

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



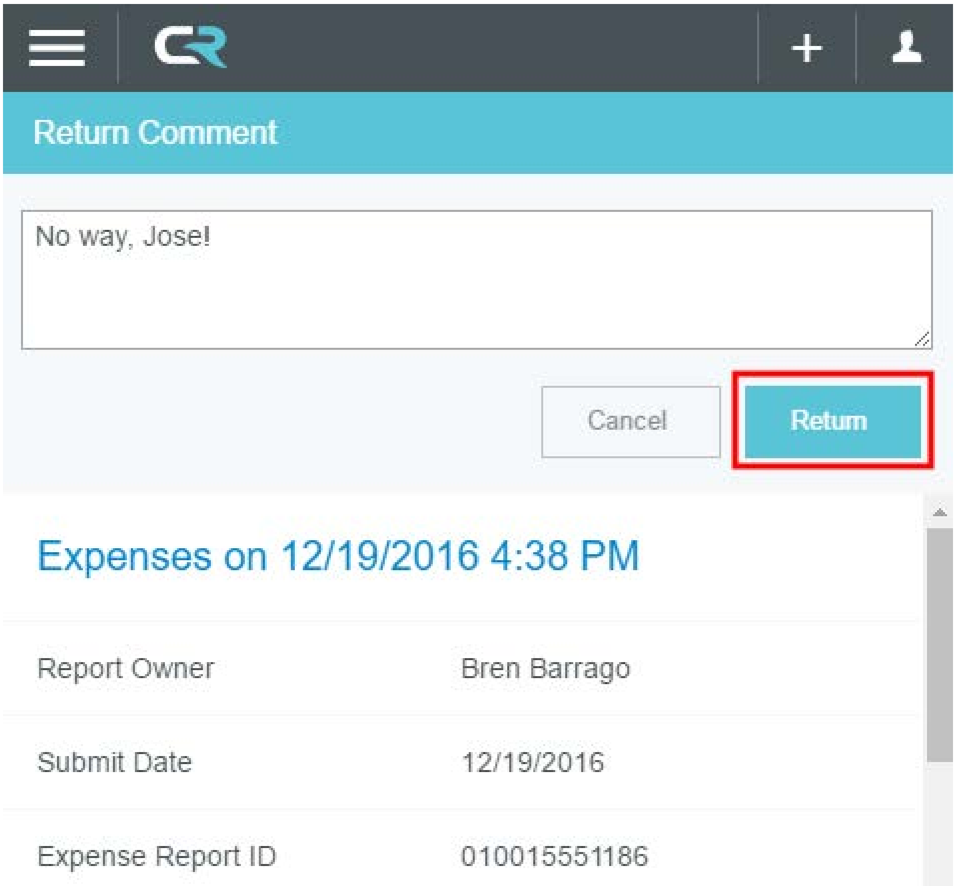
Approve/Return From Preview

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.



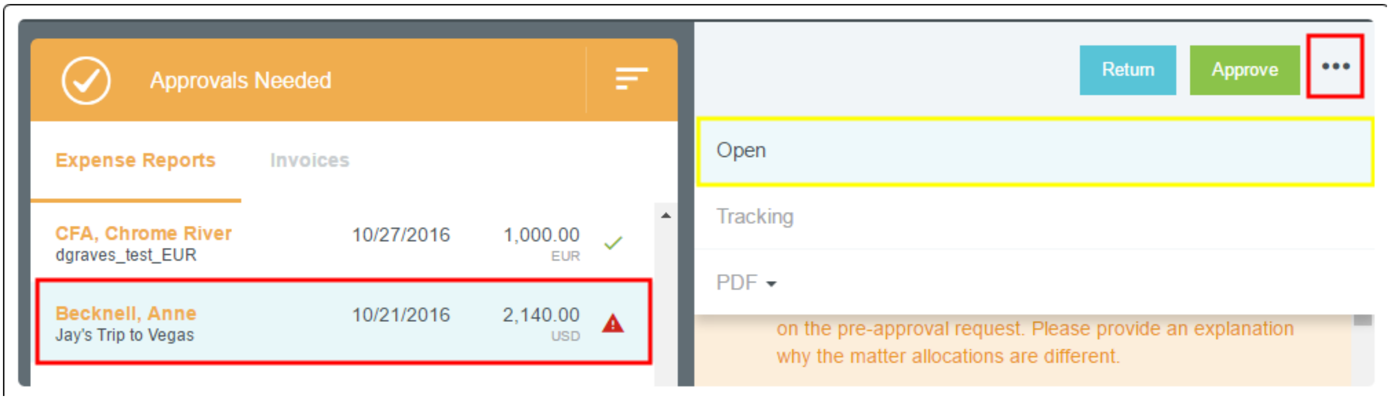
Return from Preview

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.



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.