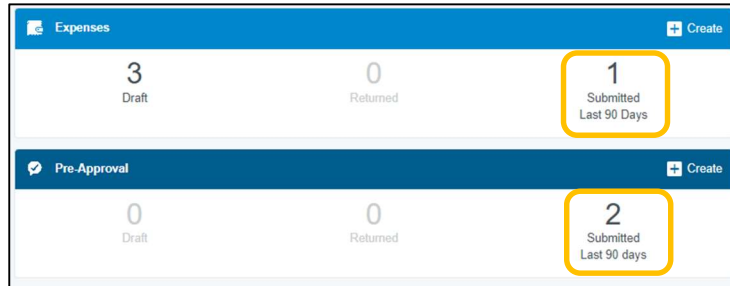


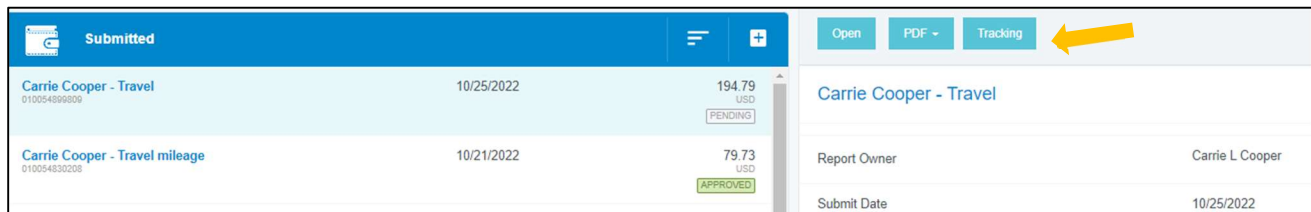
## CHROME RIVER QUICK GUIDE: TRACKING PRE-APPROVALS AND EXPENSE REPORTS

Users may use the Report Tracking screen to view where an expense is in the approval process and track the history of changes made to the Pre-Approval or Expense Report.

1. From the Dashboard, select the **Submitted** report link.



2. Choose the report from the list of Submitted Reports. Click on the Expense Report to preview it. Then Click on **Tracking**. (On a mobile device, tap the Expense Report to open the preview and then tap the **•••** button and click **Tracking** from the drop-down list.)



3. You will see a list of each item on the report along with the status. Here are some statuses that you may see:

- **Pending:** Expense has been submitted and is awaiting approval
- **Returned:** Approver has sent the expense back to the expense owner for adjustment
- **Approved:** Expense has been approved but has not yet been exported
- **Exported:** Approved expense report has been exported to Banner for payment process (This is the last step for a cash advance request.)
- **Paid:** Expense has been reimbursed. See Financial Summary Page on the Expense Report for payment information.

Click on an expense item to see where it is in the approval process, including the approver to whom it is currently assigned, the date it was assigned, and the system rule that triggered the assignment. Tapping each circle under **Routing Steps** will show you complete details for that step.

