

BGSU

Bowling Green State University

CHROMERIVER

Approver Instructions

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Logging In

Click on MyBGSU-Enter Login Information-Employees-Purchasing-Chrome River Icon

The screenshot shows the BGSU website header with the logo and navigation links. The MyBGSU menu is open, showing options like PURCHASING and LIBRARIES. Below the menu, there is a section for PCARD & EXPENSE REIMBURSEMENT with a Chrome River icon.

BGSU
ACADEMICS ADMISSIONS ABOUT ATHLETICS ALUMNI LIBRARIES RESEARCH STUDENTS INTERNATIONAL GIVE MYBGSU EMAIL

LOGOUT SUCCESSFUL

MyBGSU WELCOME EMPLOYEES IT SERVICE DESK
PURCHASING LIBRARIES

Bursar Bill View/Pay
BG1Card Services

PASSWORD STATUS
Your password expires in 14 days. [Change it](#)

PCARD & EXPENSE REIMBURSEMENT

Chrome River

Click on the Expense Report Approvals needed

The screenshot shows the Chrome River interface with a notification for Approvals Needed. The notification indicates that 393 Expense Reports need approval.

CHROME RIVER

APPROVALS

Approvals Needed
393 Expense Reports

Click on the Report You Would Like to View

The screenshot shows the ChromeRiver interface with a navigation bar at the top containing 'bowling Green Stat...', 'Purchasing', 'BGSU Single Sign...', 'CMS', 'Human Resources', and 'Files - OneDrive'. Below the navigation bar is the ChromeRiver logo and a hamburger menu icon. The main content area has an orange header with a checkmark icon and the text 'Approvals Needed'. Below this is a section titled 'Expense Reports' with a search icon. A table lists three reports:

Report Name	Date	Amount (USD)	Status
Hughes, Christopher FB Transition Rooms/DPFC Flights 010030255827	01/23/2019	2,137.04 USD	Warning (Red Triangle)
Perkins, Rickey P-card didn't work for gas 010030721598	01/30/2019	54.13 USD	Approved (Green Checkmark)
Kardok, Ryan 4 30 10 Mile Run	01/30/2019	2,002.24	Approved (Green Checkmark)

Click the Open button

This screenshot shows the ChromeRiver interface with a report selected. The 'Approvals Needed' header is present. The 'Expense Reports' table shows a report by Susan Cukierski for 'Phonak Purchases for Clinic' dated 12/17/2018 with an amount of 2,995.99 USD. To the right, a detailed view of the report is shown with buttons for 'Open', 'PDF', 'Tracking', 'Return', and 'Approve'. The 'Open' button is highlighted with a mouse cursor.

Click on the PDF button to review the receipts – they will open in another window

This screenshot shows the ChromeRiver interface with the report 'Phonak Purchases for Clinic' selected. The 'PDF' button is clicked, opening a dropdown menu with the following options: 'Cover Page', 'Full Report', 'Full Report with Notes & Receipts', 'Full Report with Receipts', and 'View Receipts'. The 'View Receipts' option is highlighted with a mouse cursor.

After reviewing the report you will have the option to Return or Submit the report (approve)

A horizontal bar at the bottom of a page. On the left is a button labeled "Return". In the center, the text "Total Approved Amount" is above "2,995.99 USD". On the right is a green button labeled "Submit".

Approval Delegate

Set an Approver in Your Place if you are on Vacation or Can't Approve

Click on the Profile Menu Then Settings

A screenshot of a user interface. At the top right, there is a header with a plus sign and "New" and a user profile icon with the name "Darin Teeple". Below this is a dropdown menu. The menu has a blue background and contains the following items: "SELECT USER" with a person icon, "Darin Teeple" with a checkmark, "Select another user", "Settings" with a gear icon and a mouse cursor over it, "Platinum Interface" with a refresh icon, "Help" with a question mark icon, and "Logout" with an exit icon. In the background, there is a red banner with "QA TEST SYSTEMS" and a "CONTACT" section with the following text: "For expense reimbursement and processing assistance, please contact:" followed by a list of contacts: "Travel & Expense", "Veronica Schultz x7709 veronis@bgsu.edu", "Accounts Payable x2311 bgsuap@bgsu.edu", "PCard", "Darin Teeple x8395 dteep@bgsu.edu", and "Teresa Coss x8595 tlcoss@bgsu.edu".

Click on Delegate Settings then Add Approval Delegate

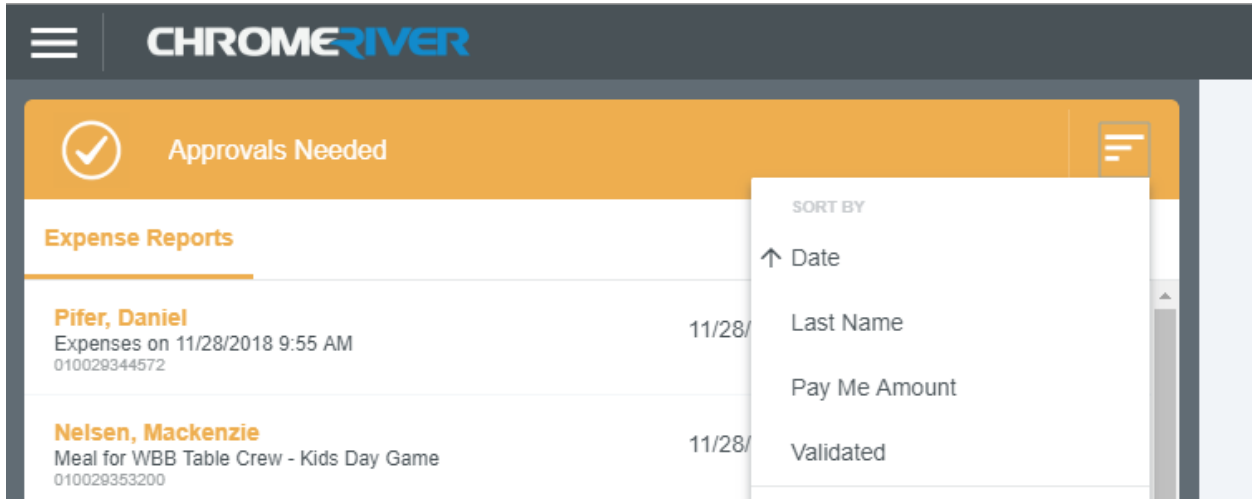
The screenshot shows the Chrome River user interface. On the left is a navigation menu with the following items: 'Darin Teeple Strategic Sourcing Analyst', 'Personal Settings', 'Preferences Settings', 'Delegate Settings' (highlighted in blue), 'Notification Settings', 'Privacy Policy', and 'About Chrome River'. The main content area is titled 'My Delegates' and contains the text 'A "Delegate" is someone who has full access to your account.' Below this is a '+ Add New Delegates' button. The section below is titled 'My Approval Delegate' and contains the text 'An "Approval Delegate" helps you with approvals during a specified time.' Below this is a '+ Add Approval Delegate' button, which is being pointed to by a mouse cursor.

Select an Approver and a Date Range and Click Save

The screenshot shows the 'My Approval Delegate' form. It has a title 'My Approval Delegate' and a subtitle 'An "Approval Delegate" helps you with approvals during a specified time.' The form contains three input fields: 'Select a User' with the value 'Robert Swanson', 'Start Date' with the value '10/11/2017' and a calendar icon, and 'End Date' with the value '10/27/2017' and a calendar icon. At the bottom of the form are two buttons: a blue 'Save' button and a white 'Cancel' button. A mouse cursor is visible near the 'Start Date' field.

Approval Sort Options

Click on the Sort Menu

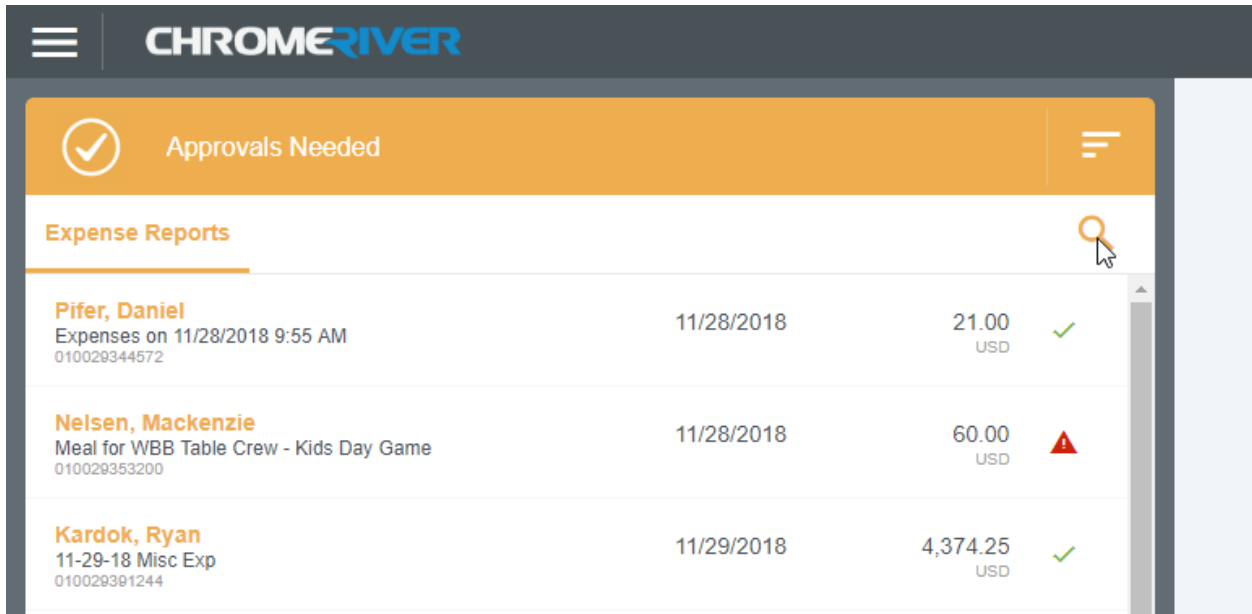


The screenshot shows the Chrome River interface with a 'Sort By' dropdown menu open. The menu options are: Date (with an upward arrow), Last Name, Pay Me Amount, and Validated. The background table shows two expense reports:

Expense Owner	Date
Pifer, Daniel Expenses on 11/28/2018 9:55 AM 010029344572	11/28/
Nelsen, Mackenzie Meal for WBB Table Crew - Kids Day Game 010029353200	11/28/

You can Then Sort by Date, Last Name, Pay Me Amount, and Validated

You Can Also Sort by the Expense Owner or the Report ID



The screenshot shows the Chrome River interface with a table of expense reports. A search icon is highlighted in the top right corner of the table area. The table contains three rows:

Expense Owner	Date	Amount	Status
Pifer, Daniel Expenses on 11/28/2018 9:55 AM 010029344572	11/28/2018	21.00 USD	✓
Nelsen, Mackenzie Meal for WBB Table Crew - Kids Day Game 010029353200	11/28/2018	60.00 USD	⚠
Kardok, Ryan 11-29-18 Misc Exp 010029391244	11/29/2018	4,374.25 USD	✓



Approvals Needed



Expense Owner

Search Expense Owner

Cancel

SEARCH BY

Expense Owner

Report ID

010029353200

Kardok, Ryan
11-29-18 Misc Exp
010029391244

11/28/2018

21.00
USD



11/28/2018

60.00
USD



11/29/2018

4,374.25
USD

