

Report Tracking

From the Submitted Expense Reports grid, tap on the desired expense to preview it. Then tap **TRACKING** in the preview. On smaller screens, tap the expense to open a preview, then tap the ******* button and select **TRACKING** from the drop-down list.

The screenshot shows the Chrome River mobile application interface. At the top, there is a header with the Chrome River logo and user information (Catherine Hansen). Below the header is a navigation bar with a menu icon and the text 'Submitted Expense Reports'. The main content area is split into two panels. The left panel displays a list of expense reports with columns for report name, date, and amount. The right panel shows a detailed view for a report by Cathy Hansen, including fields for Report Owner, Submit Date, Expense Report ID, and Business Purpose. A 'Tracking Summary' section shows a total of 1,078.62 USD for Pending Approval. A 'Tracking' button is highlighted with a red box in the top right of the right panel.

Report Name	Date	Amount (USD)
Cathy Hansen Pending Approval	09/01/2017	1,078.62
CH 083117 (2) Pending Approval	08/31/2017	375.00
CH 083117 (1) Pending Approval	08/31/2017	185.00
CH 083017 (2) Pending Approval	08/30/2017	429.00
CH 083017 (1) Pending Approval	08/30/2017	369.00
CH 082917 (2) Pending Approval	08/29/2017	181.37
CH 082917 (1) Approved	08/29/2017	300.00

You will see a list of every item on the report and its status. For hotel expenses, tap the arrow on the left to view the status of each itemized expense.

The screenshot shows the 'Tracking for Cathy Hansen' screen. It features a table with columns for Expense Type, Amount (USD), Status, and Currently Assigned. The first row is highlighted with a red box and a dropdown arrow, indicating it is selected. The table lists various hotel-related expenses such as Hotel, Hotel - Parking, Hotel - Lodging, Hotel - Internet, and Hotel - Meals.

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Hotel	539.31		
Hotel - Parking	50.00	Pending Approval	Nakia Goode, Maria La Lima
Hotel - Lodging	400.00	Pending Approval	Maria La Lima, Nakia Goode
Hotel - Internet	60.00	Pending Approval	Maria La Lima, Nakia Goode
Hotel - Meals	29.31	Pending Approval	Maria La Lima, Nakia Goode
Hotel	539.31		

- Tap an item to see where it is in the approval process, including the approver to whom it is currently assigned, the date, and the rule that triggered the assignment.
- Tapping each **Routing Steps** circle will show you complete details for that step, click each circle to track the next approval needed.

Tracking for Cathy Hansen

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Hotel	539.31		
Hotel - Parking	50.00	Pending Approval	Nakia Goode, Maria La Lima
Hotel - Lodging	400.00	Pending Approval	Maria La Lima, Nakia Goode
Hotel - Internet	60.00	Pending Approval	Maria La Lima, Nakia Goode
Hotel - Meals - ...	29.31	Pending Approval	Maria La Lima, Nakia Goode
Hotel	539.31		

Amount Spent	400.00 USD
Routing Status	Pending Approval
Routing Steps	
Step Number	1
Assigned To	Nakia Goode, Maria La Lima
Assigned To	Nakia Goode
Assigned Date	09/01/2017 10:24 AM
Step Status	Assigned
Routing Rule	102000 - Routes to EO's Boss/Department Chair