

Chrome River – Expire Pre-Approval Report

Pre-Approval Report must be submitted and approved.

The screenshot shows the Chrome River interface for Submitted Pre-Approvals. The header includes the Chrome River logo and a navigation menu. Below the header, there is a blue bar with a checkmark icon and the text 'Submitted Pre-Approvals'. The main content area displays a report for 'ABC Conference - Austin TX - 11/10-12/20' with ID 'QA0001033688'. The date is '11/05/2020' and the amount is '500.00 USD'. A green 'APPROVED' button is visible next to the amount.

Then the approved report will feed to Banner (FGIENCD) to encumber (reserve) the funds from the departmental budget at the beginning of each hour from 8am-5pm, through an automated process.

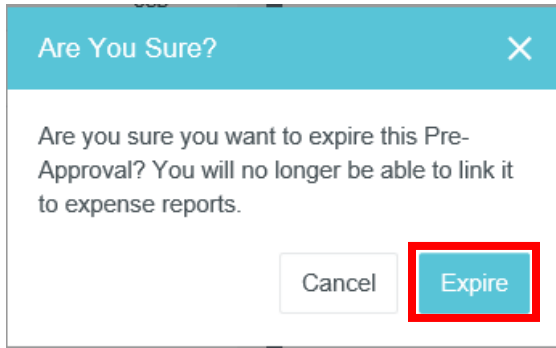
The screenshot shows the Banner (FGIENCD) interface for Detail Encumbrance Activity. The header includes the user 'ellucian' and the report title 'Detail Encumbrance Activity FGIENCD 9.3.4 (BANWEEK)'. The encumbrance is for 'C1033688' and the period is 'All'. The 'ENCUMBRANCE INFORMATION' section shows the description 'Withers QA0001033688 ABC Conference', date established '11/05/2020', status 'O', type 'E', and a balance of '500.00'. The 'ENCUMBRANCE DETAIL' section shows item '0 Document Accounting Di', sequence '1', fiscal year '21', status 'O', commit indicator 'U', COA 'S', index, and fund '140100'. The 'TRANSACTION ACTIVITY' table shows a single transaction on 11/05/2020 with type 'E100', document code 'C1033688', and a remaining balance of 500.00.

If travel is cancelled and no expenses have been incurred, a NEW feature is available to EXPIRE the Pre-Approval report to unencumber the funds.

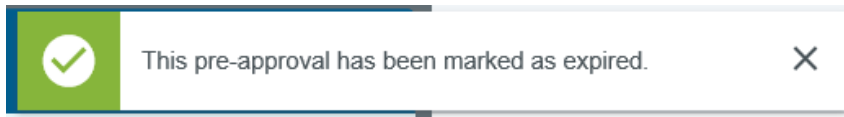
Simply select the Expire button, as the available action in Chrome River, associated with the specific Pre-Approval Report required to be cancelled.

The screenshot shows the Chrome River interface for a Pre-Approval Report. The header includes the report title 'ABC Conference - Austin TX - 11/10-12/20'. Below the header, there is a row of buttons: 'Open', 'PDF', 'Tracking', and 'Expire'. The 'Expire' button is highlighted with a red border.

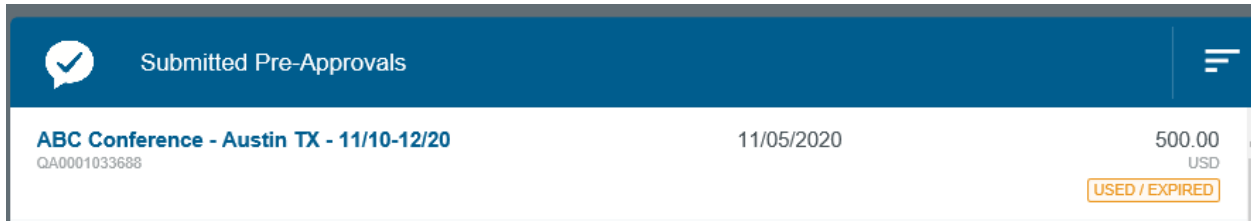
Once you select the Expire button, a pop-up option will appear requesting confirmation. You will select Expire again to complete the task.



A notification will confirm the status of the report has been changed.



The Pre-Approval Report is updated reflecting a USED/EXPIRED status.



The adjustment to the release the funds encumbered in Banner, which are tied to the Pre-Approval allocation, will be updated at the beginning of each hour between 8am-5pm. FGIENCD will reflect a \$0.00 balance once the automated process is complete to close the encumbrance in Banner.

Encumbrance: **C1033688** Encumbrance Period: All

ENCUMBRANCE INFORMATION			
Description	Withers QA0001033688 ABC Conference	Date Established	11/10/2020
Status	C	Balance	0.00
Type	E	Vendor	

ENCUMBRANCE DETAIL			
Item	0 Document Accounting Di	Orgn	620005
Sequence	1	Acct	710000
Fiscal Year	21	Prog	60
Status	C	Actv	
Commit Indicator	U	Locn	
		Proj	
COA	S	Encumbrance	500.00
Index		Liquidation	-500.00
Fund	140100	Balance	0.00

TRANSACTION ACTIVITY					
Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
11/05/2020	E100	C1033688		500.00	500.00
11/10/2020	E033	30129728	T	-500.00	0.00

Record 1 of 2