



Chrome River User Manual

1. Import Pre-Approval: This feature populates many fields on the header and individual expense lines with values from the pre

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There will be three options presented below the confirmation:

1. Cancel: Clicking **Cancel** allows you to return to the expense report to make any needed changes. You can choose to leave the report in draft status.
2. Pre-Approval: If linking a preapproval to the expense report, select the **Pre-Approval** button. Review the CR0010 Import Pre-Approval Report help document for additional details.
3. Submit: Once you have read the certification statement, click the **Submit** button to submit the expense report into workflow for approvals.

Add Comments

To add comments to the header of the expense report, click on the report name on the left side of the screen. When the header page is displayed, scroll to the bottom and enter a comment.