Hello, we're glad you're here!

Chrome River Information Session

THE UNIVERSITY OF NEW MEXICO

Hello!
Welcome to the May 2023 Chrome River Information Session

- This presentation will be available on UNM’s Chrome River website.
- During the session, please use the chat feature to submit questions.
- After each section we will pause for Q&A’s specific to the section.
- At the end of the presentation we will take all other questions.
- Q&A’s from this section will be posted on UNM’s Chrome River website.
Would you like to follow along?

- **Applications:**
  - Banner Finance
  - Chrome River
  - Finance Self Service Finance Reports
  - MyReports Finance Reports

- **Websites**
  - Chrome River
  - Financial Services Resources
Chrome River - Information Session

In this session:
• Emburse Ultimate Advocate
• Fiscal Year End Processes
  • Deadlines
• Index Balances
  • Banner
  • Finance Self Service
  • MyReports Finance Reports
• Chrome River Open Approvals
  • Chrome River Open Approvals reports
  • Review your approvers
  • Invoice – Foreign Currency
• Questions from your peers
  • Receipts
The University of New Mexico eliminated tedious tasks for finance and enabled users with intuitive mobile tools. As a standout advocate, their inspiring story of humanizing work and delivering ROI has been shared widely with fellow finance peers.

**Success highlights:**

- Saved 35,000 hours annually on expense report processing
- Cut expense processing steps in half and reduced reimbursement time by 75%
- Streamlined workflows and improved visibility with electronic routing and P-Card integrations

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“...We pivoted from a paper mess to a process with significantly less back and forth that keeps users informed regardless of their location.”
Fiscal Year End
Review the Fiscal Year End Schedule

Know departmental deadlines

Share deadlines with your approvers

The schedule is posted at the Financial Services Resources website: https://fssc.unm.edu/
Fiscal Year End Deadlines

LoboMart & Purchasing
• FY23 Reqs $5,001-$60,000 must be completed **AND** approved by 5:00 PM 5/26/2023
• FY23 Reqs <=$5,000 must be completed **AND** approved by 5:00PM 6/2/2023

Chrome River
• FY23 Expense, PCard and Invoices must be submitted by 6/30/2023
• Departments must approve FY23 Expense and Invoices by 5:00 PM 7/6/2023
• Departments must approve FY23 PCard reports by 5:00 PM 7/7/2023
• Reports returned after 6/30/2023 will post to FY24
• Avoid combining FY23 & FY24 transactions on the same report
• Identify FY23 transactions quickly by including “FY23” in your report name

Journal Entries
• FY23 JV’s must be entered completed with a transaction date of 6/30/23 and approved by departments by 5:00 PM 7/6/2023

Check the schedule for other important dates and information
Access to key Journal Vouchers (JV’s) and Labor Redistributions will be disabled from:
5:01 PM 7/6/2023 through 8:00 AM 7/19/2023
There is nothing wrong with the Index Termination Process in Workflow

Access to request the termination of Unrestricted Indices in Workflow will be disabled from 5:01 PM 6/8/2023 through 7/2/2023
Are there any questions about Fiscal Year End Schedule?
Departmental index reconciliations should be conducted throughout the year; however, it is especially critical that you begin conducting a thorough review of your indices now and correct any issues.
How do I know?

• View your indices in
  • Banner
  • Finance Self-Service reports
  • MyReports Finance reports
Enter your index
Tab to populate the fields
“Go”

NOTE Fiscal Year, on 7/1/2023 this will default to 24
Select Account Code 3140
Related → Transaction Detail Information [FGITRND]
Questions about navigating Banner?

Questions specific to transactions on your indices (debits or credits) should be sent to your department accountant(s) and/or your Fiscal Agent.
Select LoboWeb (Employees)

You can select any of the links on the LoboWeb (Employees) tile however, by selecting “Finance” you are taken directly to the Finance Menu.
Finance Menu

Operating Ledger Queries
Review revenue and expense information by account or organization.

Encumbrance Query
Review encumbrance information by account.

Approve Documents
Approve or disapprove financial documents.

View Document
Review requisitions, purchase orders, invoices, journal vouchers, encumbrances, or direct cash receipts.

Journal Voucher Entry
Initiate a journal voucher of budget and/or actual activity.
Operating Ledger Queries

Budget Query by Account allows you to review budget information by account for Grant, Fund Type, Account Type, or Revenue Accounts.

Budget Query by Organizational Hierarchy allows you to review budget information Organizations, Accounts, Programs, Fund Type, Account Type, or Revenue Accounts.

<table>
<thead>
<tr>
<th>Create a New Query</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Operating Ledger by Account</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Retrieve Existing Query</th>
<th>Saved Query</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None</td>
</tr>
</tbody>
</table>

[Retrieve Query]
## Operating Ledger Queries

Select the Operating Ledger Data columns to display on the repo.

<table>
<thead>
<tr>
<th>Included</th>
<th></th>
<th>Included</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Adopted</td>
<td>✓</td>
<td>Year-to-Date Actuals</td>
</tr>
<tr>
<td></td>
<td>Budget</td>
<td>✓</td>
<td>Encumbrances</td>
</tr>
<tr>
<td></td>
<td>Adjusted</td>
<td></td>
<td>Reservations</td>
</tr>
<tr>
<td></td>
<td>Temporary</td>
<td></td>
<td>Commitments</td>
</tr>
<tr>
<td></td>
<td>Accounted</td>
<td></td>
<td>Balance</td>
</tr>
</tbody>
</table>

**Save Query as:**

- [ ] Shared

[Continue]
Page defaults to data from your last query. You must enter a new Index and then select Account Index in order to select the new index.
Operating Ledger Queries

Validation Code Lookup

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>U ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Index Criteria</td>
<td>048001</td>
</tr>
<tr>
<td>Title Criteria</td>
<td></td>
</tr>
<tr>
<td>Fund Criteria</td>
<td></td>
</tr>
<tr>
<td>Organization Criteria</td>
<td></td>
</tr>
<tr>
<td>Maximum rows to return</td>
<td>100 ▼</td>
</tr>
</tbody>
</table>

Enter your Index and Execute Query

Validation Code Lookup

<table>
<thead>
<tr>
<th>Code lookup results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>101320-BIOLOGY</td>
</tr>
</tbody>
</table>

Execute Query

Exit without Value

Another Query
Operating Ledger Queries

Index field is null, but it is the correct, you can confirm that the Fund, Org, Program, Activity is what you saw on the Validation Code lookup results page. You can submit your query without the Index if the FOPA is populated.
Index is a short cut key for **Fund** Organization Code **Program** **Activity**

What is **FOPA**?

See the September 2021 CRIS session for information on FOPA
Operating Ledger Queries

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3100</td>
<td>Office Supplies General</td>
<td>710.00</td>
<td>0.00</td>
<td>710.00</td>
<td>0.00</td>
<td>710.00</td>
<td>22.36</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>687.64</td>
</tr>
<tr>
<td>3140</td>
<td>Computer Software Gen</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
<td>604.27</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(504.27)</td>
</tr>
</tbody>
</table>

**Transaction List**

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Document Code</th>
<th>Vendor/Transaction Description</th>
<th>Amount</th>
<th>Rule Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 03, 2022</td>
<td>Nov 03, 2022</td>
<td>IN158194</td>
<td>Rauthiflor Llc</td>
<td>604.27</td>
<td>INEI</td>
</tr>
<tr>
<td>Nov 04, 2022</td>
<td>Nov 04, 2022</td>
<td>40315414</td>
<td>Rauthiflor Llc</td>
<td>0.00</td>
<td>DNEI</td>
</tr>
</tbody>
</table>

Click on any of the hyperlinks for additional details
Finance Self Service

Live Demo
See the March 2021 and February 2022 CRIS sessions for information on the MySpend Portal.
MyReports
Finance reports
myreports.unm.edu says

WARNING: These reports show Fiscal Year-to-Date activity.
For GRANT inception to date activity, Please run:
FRRGLDS - Grant Ledger Detail and Summary report.

OK
Report can be run with multiple parameters, play around with the parameters to determine what fits your needs.
Pull up the transaction from November 2022 that we queried for in Banner and Finance Self Service.
## Operating Ledger Queries

### Operating Ledger Detail
For the Month of November 2022

**Index: '048001 - 101320-BIOLOGY'**

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Initiator</th>
<th>Transaction Description</th>
<th>Document Type</th>
<th>Document Number</th>
<th>Chrome River Number</th>
<th>Rule Class</th>
<th>Budget</th>
<th>Actuals</th>
<th>Encumbrances / Reservations</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/03/2022</td>
<td>FINANCEAPPWORX</td>
<td>Rauthflor Llc</td>
<td>INV</td>
<td>IN158194</td>
<td>INEI</td>
<td>.00</td>
<td>604.27</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>11/03/2022</td>
<td>FINANCEAPPWORX</td>
<td>Rauthflor Llc</td>
<td>INV</td>
<td>IN158194</td>
<td>INEI</td>
<td>.00</td>
<td>00</td>
<td>(604.27)</td>
<td></td>
</tr>
</tbody>
</table>

Account 3140 Total: .00 604.27 (604.27)
Go to myreportsinfo.unm.edu for training videos FAQs and more.
Tying it all together
### Details

#### Banner Form FGITRND

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY23/PD14 Year-to-Date Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>3140</td>
<td>Computer</td>
<td>604.27</td>
</tr>
<tr>
<td></td>
<td>Software Gen</td>
<td></td>
</tr>
</tbody>
</table>

#### Finance Self Service

#### Operating Ledger

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Transaction Type</th>
<th>Initiator</th>
<th>Document Type</th>
<th>Document Number</th>
<th>Chrome River Number</th>
<th>Rule Class</th>
<th>Budget</th>
<th>Actuals</th>
<th>Encumbrances/Reservations</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/03/2022</td>
<td>INVOICE</td>
<td>Rauthdrf Llc</td>
<td>INV</td>
<td>IN158194</td>
<td>INEI</td>
<td>00</td>
<td>604.27</td>
<td>00</td>
<td>(604.27)</td>
</tr>
<tr>
<td>11/03/2022</td>
<td>INVOICE</td>
<td>Rauthdrf Llc</td>
<td>INV</td>
<td>IN158194</td>
<td>INEI</td>
<td>00</td>
<td>00</td>
<td>00</td>
<td></td>
</tr>
</tbody>
</table>

#### Queries

#### MyReports Finance reports

- Index: 048001 - 101320-BIOLOGY
- Operating Ledger Detail
- For the Month of November 2022
- Total: 00 604.27 (604.27)
See the March and August 2021 and the February and May 2022 CRIS sessions for a additional Open Approval Demos.

Search the Chrome River Help guide for
Chrome River
Expense → Open Approvals

• Go to Reports → Expense → Open Approvals
• Select “Create New”
• Days Open (≥) Enter 5
• Day Type Calendar Days is fine
• Submit date = Change this to “This Fiscal Year” for this test
• Add Filter Criteria to limit to your area
• For this example, use the Assigned Org 5 Code
• There are lots of filters play around with them to determine what best fits your business needs.
• Determine what columns you want to see you can add, remove, and move the columns.
It is the departments responsibility to confirm their approvers are correct. Review the Approval Groups spreadsheet on UNM’s Chrome River website under Quick Links.
Questions about Chrome River Approvals?
Invoice Payments US Dollars Only
Currency is only used to determine USD currency at time of submission.

- Currency codes are automatically populated in this field based on the Vendor Address selected.
- If the currency code displayed here does not match the one on the invoice image, select the correct code from the Currency drop-down.
- The system updates the exchange rate from XE.com daily at 00:00 UTC (6:00 PM MST) and will be used to provide an estimate of the exchange rate based on the invoice date.
Once a Foreign Address is selected you can change the Currency
Once a Foreign Address is selected you can change the Currency.
Select the Foreign Currency

Based on the exchange rate at this time you’ll update your USD

Example $561.04
Questions on Foreign Currency?
Adding Attachments/Receipts in Chrome River

- Drag and Drop to your eWallet
- Drag and Drop to Delegates eWallet
- Email to your eWallet
- Email to a Delegates eWallet
- Submit via Chrome River Snap

- See the job aid Adding Attachments or Receipts to an Expense Report on UNM’s Chrome River’s website for step-by-step instructions
Chrome River Attaching Receipts

• You may attach images to an expense while you are creating it or after it has been created. Images may be uploaded directly through the application, emailed, or added via Chrome River SNAP.

• Only JPG, PDF, PNG, OFD, and TIFF files can be accepted when an image is uploaded via Chrome River.

• No file may be greater than 10 MB, and JPG and PNG files must be a minimum of 50 kB.

• See the Chrome River help guide for additional information on attaching receipts.
Chrome River Attaching Receipts

• Too many?
  • Rather than adding a conference program to every line item add it at the header

• PDF updates?
  • Work with your desktop support to assure you have the latest version of Adobe Acrobat

• Scanner update?
  • Work with your desktop support to assure your scanner has been set up correctly.
Questions and/or comments