

Track a Pre-Approval Report

1. Click "Submitted Last 90 days" to access list of pre-approval reports

The screenshot shows the CHROMERIVER dashboard with a navigation menu on the left. The 'PRE-APPROVAL' section is selected. The dashboard displays a grid of statistics for 'EXPENSES' and 'PRE-APPROVAL'. The 'PRE-APPROVAL' section shows 0 Draft, 0 Returned, and 1 Submitted Last 90 days. A red box highlights the 'Submitted Last 90 days' cell, and a red arrow points to it from the left.

Category	Draft	Returned	Submitted Last 90 Days
EXPENSES	1	0	0
PRE-APPROVAL	0	0	1

2. Click the pre-approval report to open it

The screenshot shows the 'Submitted Pre-Approvals' list. The first entry is 'NASPA Conference 2019' with ID '010000811529', dated '02/19/2019', and amount '0.00 USD'. The status is 'PENDING'. A hand cursor is over the ID, and a red arrow points to the 'Submitted Pre-Approvals' header.

Report Name	Date	Amount	Status
NASPA Conference 2019 010000811529	02/19/2019	0.00 USD	PENDING


3. Click "Tracking"

The screenshot shows the action buttons for the report: 'Open', 'PDF', 'Tracking', and 'Recall'. The 'Tracking' button is highlighted with a red box and a red arrow points to it from the right.

Open PDF Tracking Recall

4. In the tracking window, you can see the Routing Steps and who is assigned to approve.

Tracking for NASPA Conference 2019 ✕

Status	Pending Approval
Estimated Amount	0.00 USD
Routing Steps	
	
Step Number	1
Assigned To	Dominic Ram
Assigned To	Dominic Ram
Assigned Date	02/19/2019 12:05 PM
Step Status	Assigned
Routing Rule	15 - If Reports To exists, route to Owner's Supervisor/Department Head. If Reports To is blank - FMFM

5.