

Hello, we're glad you're here!

Chrome River Information Session



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.

Ultimate Advocate:

University of New Mexico



Lorrie Black
and team

Inspiring and educating finance peers with Emburse experiences while becoming an invaluable advocate in our mission to humanize work.

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

“ 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 7/6/202

Check the schedule for other important dates and information





There is nothing wrong with Banner

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?

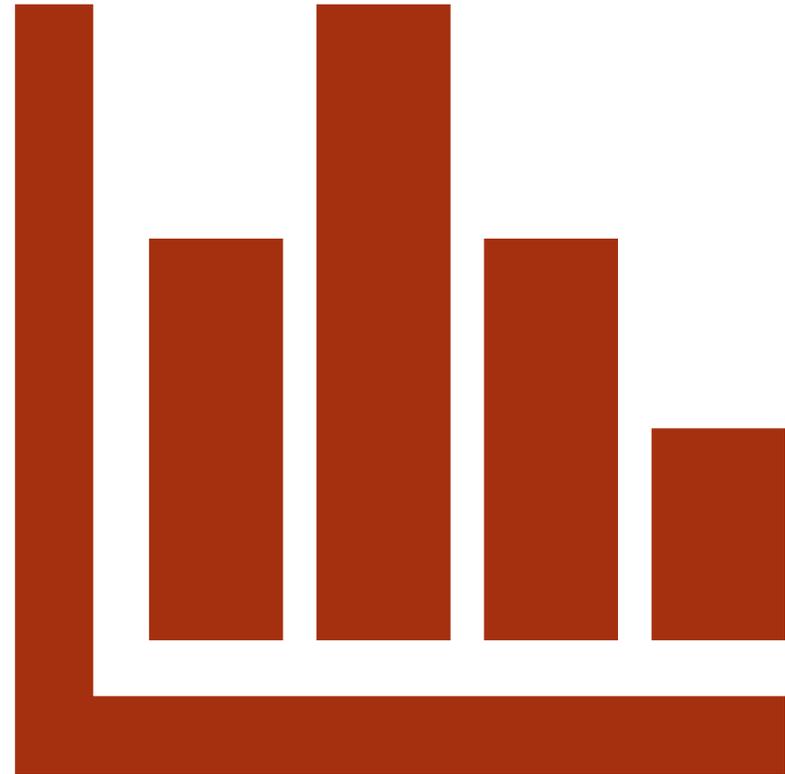


Departmental index reconciliations should be conducted throughout the year; however, it is especially critical that you begin conducting a thorough review of your indices now and correct any issues.



How do I know?

- View your indices in
 - Banner
 - Finance Self-Service reports
 - MyReports Finance reports



Banner



FGIBDST

Organization Budget Status FGIBDST 9.3.6 (BANP)

ADD RETRIEVE RELATED TOOLS

Chart: * U ...

Fiscal Year: * 23 ...

Index: ...

Query Specific:

Account

Commit Type: Both

Include Revenue:

Fund: ...

Accounts

Organization: ...

Account: ...

Program: ...

Account Type: ...

Activity: ...

Location: ...

Go



Enter your index
Tab to populate the fields
“Go”

NOTE Fiscal Year, on 7/1/2023 this will default to 24

FGIBDST

Organization Budget Status FGIBDST 9.3.6 (BANP)

ADD RETRIEVE RELATED TOOLS

Chart: U University of New Mexico Fiscal Year: 23 Index: 048001 101320-BIOLOGY Query Specific Account: Include Revenue Accounts: Commit Type: Both

[Start Over](#)

Organization: 048B01 AS Biology MSB Birds Fund: 2U0224 MU I & G Program: P101 Instruction Unrestricted Account: Account Type: Activity: GNACTV General Activity Location:

ORGANIZATION BUDGET STATUS							+	-	+	Filter
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance				
1668	R	Interdepartmental Allocations	4,476.00	4,476.00	0.00	0.00				0.00
1900	R	Reserves	0.00	-92.39	0.00	92.39				92.39
1903	R	Change in Reserves	0.00	92.39	0.00	-92.39				-92.39
3100	E	Office Supplies General	710.00	22.36	0.00	687.64				687.64
3140	E	Computer Software Gen	100.00	604.27	0.00	-504.27				-504.27
3150	E	Computer Supplies <\$5,001	0.00	200.00	0.00	-200.00				-200.00
3180	E	Non Capital Equipment <\$5,001	200.00	57.77	0.00	142.23				142.23
3189	E	Tagged Non-Capital Equipmnt <\$5,001	0.00	0.00	1,375.00	-1,375.00				-1,375.00
31C1	E	Accreditation Fees	100.00	555.00	0.00	-455.00				-455.00
31D0	E	Freight In-Bound	0.00	35.72	0.00	-35.72				-35.72

Select Account Code 3140

Details

Related → Transaction Detail Information [FGITRND]

The screenshot shows a software interface with a purple header bar. Below the header is a red navigation bar with icons and labels for 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a notification bell. A search bar with a magnifying glass icon and the text 'Search' is positioned below the navigation bar. A list of related items is displayed on the right side of the interface:

- Budget Summary Information [FGIBSUM] Shift+F2
- Organization Encumbrances [FGIOENC] F4
- Transaction Detail Information [FGITRND] F3

3140	048B01	P101	ENC	-604.27	-	INEI	IN158194	11/03/2022	11/03/2022	Rauthiflor Llc
3140	048B01	P101	YTD	604.27	+	INEI	IN158194	11/03/2022	11/03/2022	Rauthiflor Llc

Demonstration

Banner
FGIBDST
FGITRND



Questions about navigating Banner?

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



Finance Self Service



Select LoboWeb (Employees)



LoboWeb (Employees)

LoboWeb is the place for employees to view/update personal information.

[Details](#)

[Employee Dashboard](#)

[Benefits](#)

[Finance](#)

[Return](#)

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

LoboWeb Finance Menu



LoboWeb

Student

Financial Aid

Employee

Payment

Finance

Departm

Search

Go

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

Operating Ledger Queries

 Budget Query by Account allows you to review budget information by account for the 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

Create a New Query

Type

- Operating Ledger by Account
- Operating Ledger by Account**
- Operating Ledger by Organizational Hierarchy
- Operating Ledger Quick Query
- Payroll Expense Detail

Retrieve Existing Query

Saved Query

None

Retrieve Query

Operating Ledger Queries

Operating Ledger Queries

Select the Operating Ledger Data columns to display on the repo

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year-to-Date Actuals
<input checked="" type="checkbox"/> Budget Adjustments	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input checked="" type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Balance

Save Query as:

Shared

Operating Ledger Queries

Operating Ledger Queries

 If Grant information is queried, all retrieved data is Grant Inception to Date. Otherwise Fund/Organization Query access must enter a value in either the Organization or Grant

 You may select a Fiscal Period and Year to compare to the required Fiscal Period and Year fiscal period.

Fiscal year:	2023 ▾	Fiscal period:	14 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	U	Account Index	
Fund		Activity	
Organization	048F00	Location	
Grant		Fund Type	
Account	3100	Account Type	
Program	P101		
<input type="checkbox"/> Include Revenue Accounts			
Save Query as:	<input type="text"/>		
<input type="checkbox"/> Shared			
<input type="button" value="Submit Query"/>			

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

Chart of Accounts	U ▾
Account Index Criteria	048001
Title Criteria	
Fund Criteria	
Organization Criteria	
Maximum rows to return	100 ▾

Enter your Index and Execute Query

Execute Query

Exit without Value

Validation Code Lookup

Code lookup results

Title	Account Index	Fund	Organization	Account	Program	Activity	Location
101320-BIOLOGY	048001	2U0224	048B01		P101	GNACTV	

Exit without Value

Another Query

Operating Ledger Queries

Operating Ledger Queries

Fiscal year:	2023 ▾	Fiscal period:	14 ▾
Comparison Fiscal year:	None ▾	Comparison Fiscal period:	None ▾
Commitment Type:	All ▾		
Chart of Accounts	U	Account Index	
Fund	2U0224	Activity	GNACTV
Organization	048B01	Location	
Grant		Fund Type	
Account		Account Type	
Program	P101		
<input type="checkbox"/> Include Revenue Accounts			
Save Query as:	<input type="text"/>		
<input type="checkbox"/> Shared			
<input type="button" value="Submit Query"/>			

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

Validation Code Lookup

Code lookup results

Title	Account Index	Fund	Organization	Account	Program	Activity	Location
101320-BIOLOGY	048001	2U0224	048B01		P101	GNACTV	

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

Query Results

Account	Account Title	FY23/PD14 Adopted Budget	FY23/PD14 Budget Adjustments	FY23/PD14 Adjusted Budget	FY23/PD14 Temporary Budget	FY23/PD14 Accounted Budget	FY23/PD14 Year-to-Date Actuals	FY23/PD14 Encumbrances	FY23/PD14 Reservations	FY23/PD14 Commitments	FY23/PD14 Balance
3100	Office Supplies General	710.00	0.00	710.00	0.00	710.00	22.36	0.00	0.00	0.00	687.64
3140	Computer Software Gen	100.00	0.00	100.00	0.00	100.00	604.27	0.00	0.00	0.00	(504.27)

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class
Nov 03, 2022	Nov 03, 2022	IN158194	Rauthiflor Llc	604.27	INEI
Nov 04, 2022	Nov 04, 2022	40315414	Rauthiflor Llc	0.00	DNEI
Report Total (of all records):				604.27	

Click on any of the hyperlinks for additional details

Finance Self Service

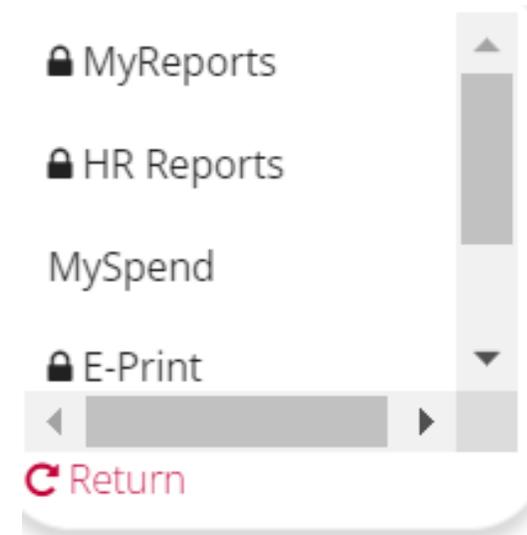
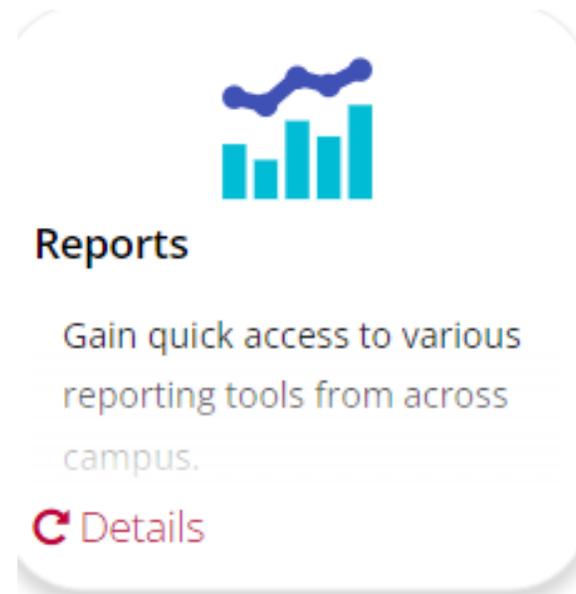
Live Demo



MyReports Finance Reports



MyReports Finance reports



See the March 2021 and February 2022 CRIS sessions for information on the MySpend Portal

MyReports Finance reports

Helpful Links **Finance** Sponsored Research

MyReports

myreports.unm.edu



▼ Finance

- ▶ My Content
- ▶ Shared Content
- ▶ F All Campus Reports
- ▶ F Core Office Reports
- ▶ F Guided Ad Hoc
- ▶ F HSC Reports
- ▶ F Upload Data

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.



MyReports Finance reports

Report can be run with multiple parameters, play around with the parameters to determine what fits your needs.

MyReports
myreports.unm.edu

FOROLDS - Operating Ledger Detail and Summary Report

ORGANIZATION ▼
ACCOUNT
FUND
FUND MANAGER
FUND TYPE LEVEL 1
FUND TYPE LEVEL 2
INDEX
ORGANIZATION
PROGRAM

LEVEL 5 ▼

REPORT RANGE
SINGLE MONTH ▼

REPORT TYPE
DETAIL ▼

SINGLE PERIOD
Prior Month ▼

CALENDAR YEAR
Prior Month's Calendar Year ▼

RESET SELECTIONS

REPORT SELECTIONS

MyReports Finance reports

Pull up the transaction
from November 2022 that
we queried for in Banner
and Finance Self Service

MyReports
myreports.unm.edu

FOROLDS - Operating Ledger Detail and Summary Report

INDEX

ENTER INDEX:
Use * TO WILDCARD ENTRIES, INDEX BEGINNING 997 LIKE 997*, OR ENDING 20J OR 20R AS *20*

SEARCH RESULTS

REPORT SELECTIONS

Index: 048001

REPORT RANGE

REPORT TYPE

SINGLE PERIOD

CALENDAR YEAR

Operating Ledger Queries

FOROLDS

Operating Ledger Detail
For the Month of November 2022

05/08/23

Index: '048001 - 101320-BIOLOGY'

Transaction Date	Initiator	Transaction Description	Document Type	Document Number	Chrome River Number	Rule Class	Budget	Actuals	Encumbrances / Reservations
Index: 048001 - 101320-BIOLOGY									
Other Expense									
Account: 3140 - Computer Software Gen									
11/03/2022	FINANCEAPPWORX	Rauthiflor Lic	INV	IN158194		INEI	.00	604.27	.00
11/03/2022	FINANCEAPPWORX	Rauthiflor Lic	INV	IN158194		INEI	.00	.00	(604.27)
Account 3140 Total:							.00	604.27	(604.27)

MyReports Finance Reports



MyReports Finance reports

Help

Go to myreportsinfo.unm.edu for training videos FAQs and more.

myreportsinfo.unm.edu

on Middle School myUNM | The Universit... Banner Disney SharePoint Sites

The University of New Mexico UNM A-Z Student

NM | *MyReports Info*

MyReports Info

- ✦ Student
- ✦ Finance
- ✦ Sponsored Research
- Human Resources
- Support
- ✦ FAQ

[UNM](#) > MyReports Info

MyReports.UNM

MyReports, is a business intelligence (BI) platform for managers, analysts, faculty, and staff. MyReports users who want access to raw data, can easily create reports and it's easy for developers to create and maintain reports.

Tying it all together



Details

Banner Form FGITRND

3140	048B01	P101	ENC	-604.27	-	INEI	IN158194	11/03/2022	11/03/2022	Rauthiflor Lic
------	--------	------	-----	---------	---	------	----------	------------	------------	----------------

Finance Self Service Operating Ledger Queries

Account	Account Title	FY23/PD14 Year-to-Date Actuals
3140	Computer Software Gen	604.27

FOROLDS

Operating Ledger Detail
For the Month of November 2022

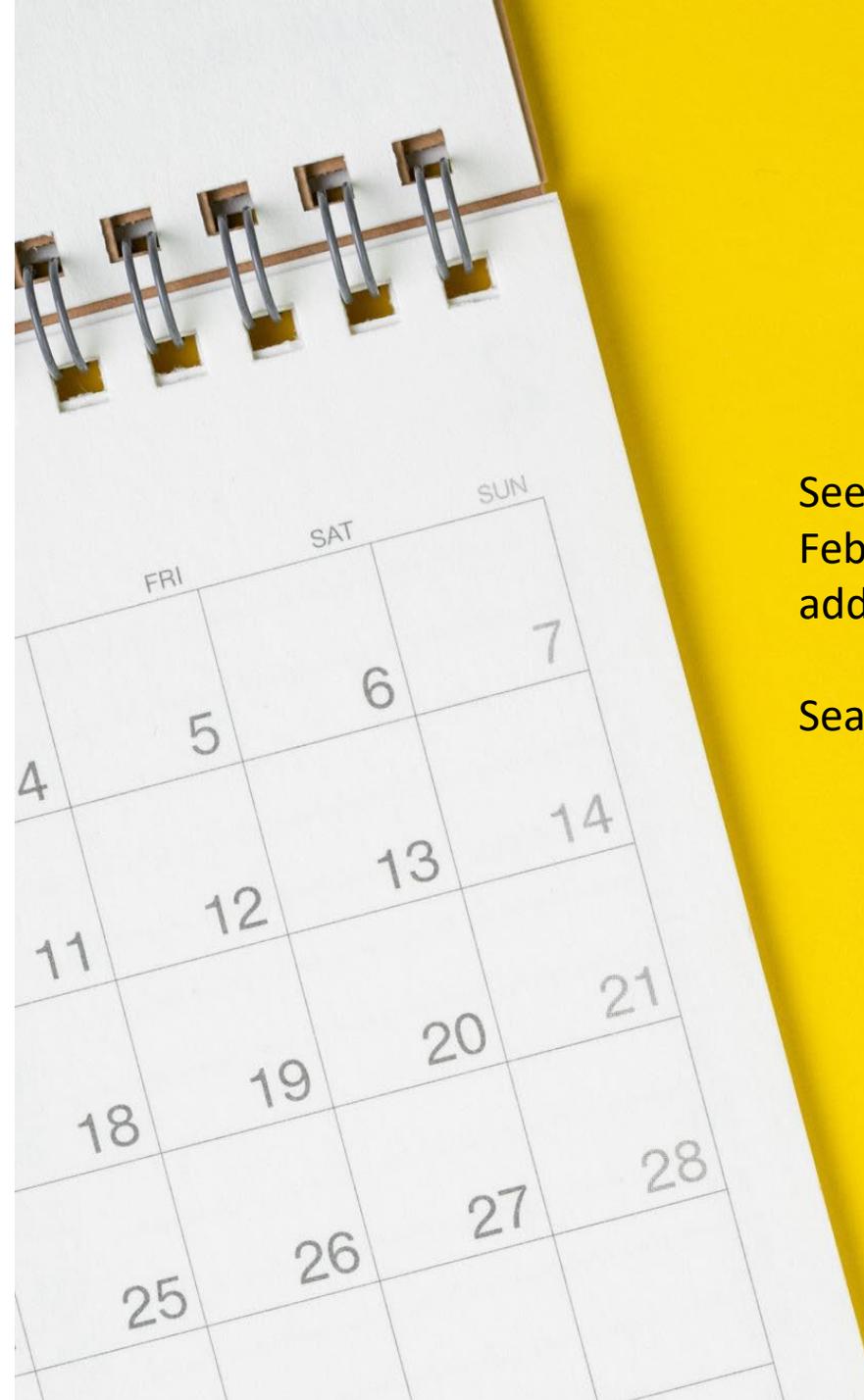
05/08/23

Index: '048001 - 101320-BIOLOGY'

Transaction Date	Initiator	Transaction Description	Document Type	Document Number	Chrome River Number	Rule Class	Budget	Actuals	Encumbrances / Reservations
Index: 048001 - 101320-BIOLOGY									
Other Expense									
Account: 3140 - Computer Software Gen									
11/03/2022	FINANCEAPPWORX	Rauthiflor Lic	INV	IN158194		INEI	.00	604.27	.00
11/03/2022	FINANCEAPPWORX	Rauthiflor Lic	INV	IN158194		INEI	.00	.00	(604.27)
Account 3140 Total:							.00	604.27	(604.27)

MyReports Finance reports

OPEN APPROVALS



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.



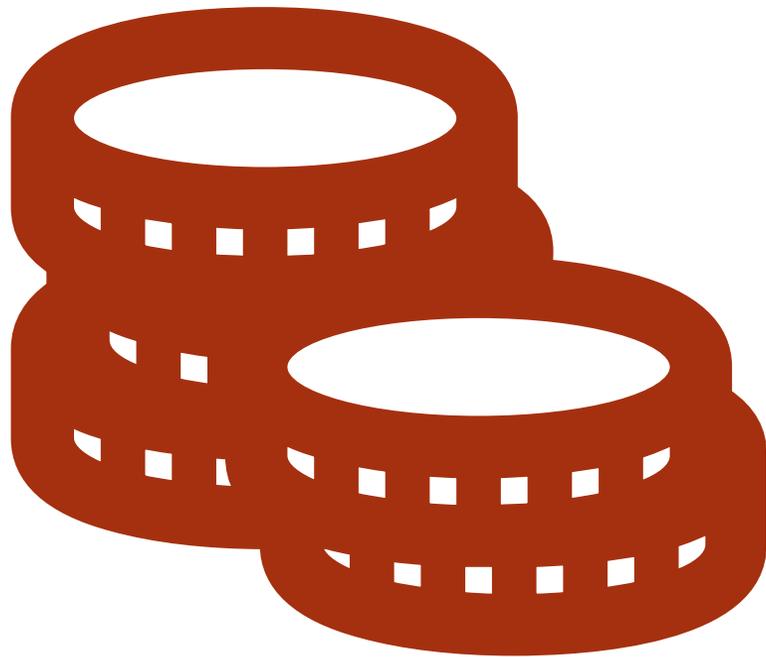
Quick Links

- Approval Groups

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

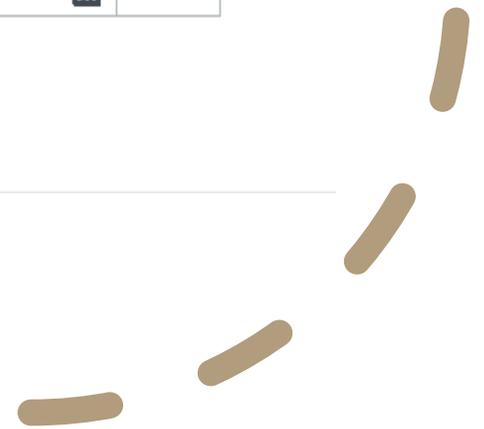
- Currency codes are automatically populated in this field based on the **Vendor Address selected**.
- If the currency code displayed here does not match the one on the invoice image, select the correct code from the Currency drop-down.
- The system updates the exchange rate from XE.com daily at 00:00 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

Union for International Cancer Control
ID: 101880391

Only two types of payments are allowed via Chrome River Invoice - Payment Requests and Non- Traditional Requests. Copy and paste in a web browser for specific guidelines: <http://ua.unm.edu/processing-payments-using-chrome-river-invoice.html>

Vendor <input type="text" value="Union for International Cancer Control"/>	Optional - Reference Vendor's Invoice # (for Creator will NOT feed to Banner) <input type="text"/>
Address <input type="text" value="Union for International Cancer Control 31-33 Avenue Giuseppe Motta"/>  You CANNOT Add or Edit Vendor Addresses here. Please submit the Vendor Add/Change Request form available in LoboMart.	Invoice Date <input type="text" value="05/08/2023"/> 
Union for International Cancer Control 31-33 Avenue Giuseppe Motta 1202 Geneva, SWITZERLAND	Amount <input type="text" value="500.00"/>  <input type="text" value="USD"/> ▼
	Invoice ID 0500-3681-6671



Once a Foreign Address is selected you can change the Currency

Union for International Cancer Control

ID: 101880391

Only two types of payments are allowed via Chrome River Invoice - Payment Requests and Non- Traditional Requests. Copy an in a web browser for specific guidelines: <http://ua.unm.edu/processing-payments-using-chrome-river-invoice.html>

Vendor

Union for International Cancer Control

Address

Union for International Cancer Control 31-33 Avenue Gi...

Union for International Cancer Control

31-33 Avenue Giuseppe Motta
1202 Geneva,
SWITZERLAND
ID: BU01

Optional - Reference Vendor's Invoice # (for Cre: will NOT feed to Banner)

Invoice Date

05/08/2023



Amount

500.00



USD

Invoice Detail

+ Add Banner Index

Global Edit

Allocate Amounts

LINE NUMBER ↑

- SRD - Suriname Dollars
- SSP - South Sudanese pound
- STN - São Tomé and Príncipe Dobra
- SVC - El Salvador Colones
- SYP - Syria Pounds
- SZL - Swaziland Emalangeni
- THB - Thailand Baht
- TJS - Tajikistan Somoni
- TMM - Turkmenistan Manats
- TMT - Turkmenistan Manats
- TND - Tunisia Dinars
- TOP - Tonga Pa'anga
- TRY - Turkey New Lira
- TTD - Trinidad and Tobago Dollars
- TVD - Tuvalu Dollars
- TWD - Taiwan New Dollars
- TZS - Tanzania Shillings
- UAH - Ukraine Hryvnia
- UGX - Uganda Shillings
- USD - US Dollars

Select the Foreign
Currency

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

Example \$561.04

Amount

500.00  USD ▾

- BZD - Belize Dollars
- CAD - Canada Dollars
- CDF - Congo/Kinshasa Francs
- CHF - Switzerland Francs**
- CLP - Chile Pesos

Amount

500.00  CHF ▾

FX Rate 1.1220867824
↔ 561.04 USD

Invoice ID
0500-3681-6671



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

