

**Receiving an [expense-noreply-c5-prod@ca1.chromeriver.com](mailto:expense-noreply-c5-prod@ca1.chromeriver.com)**

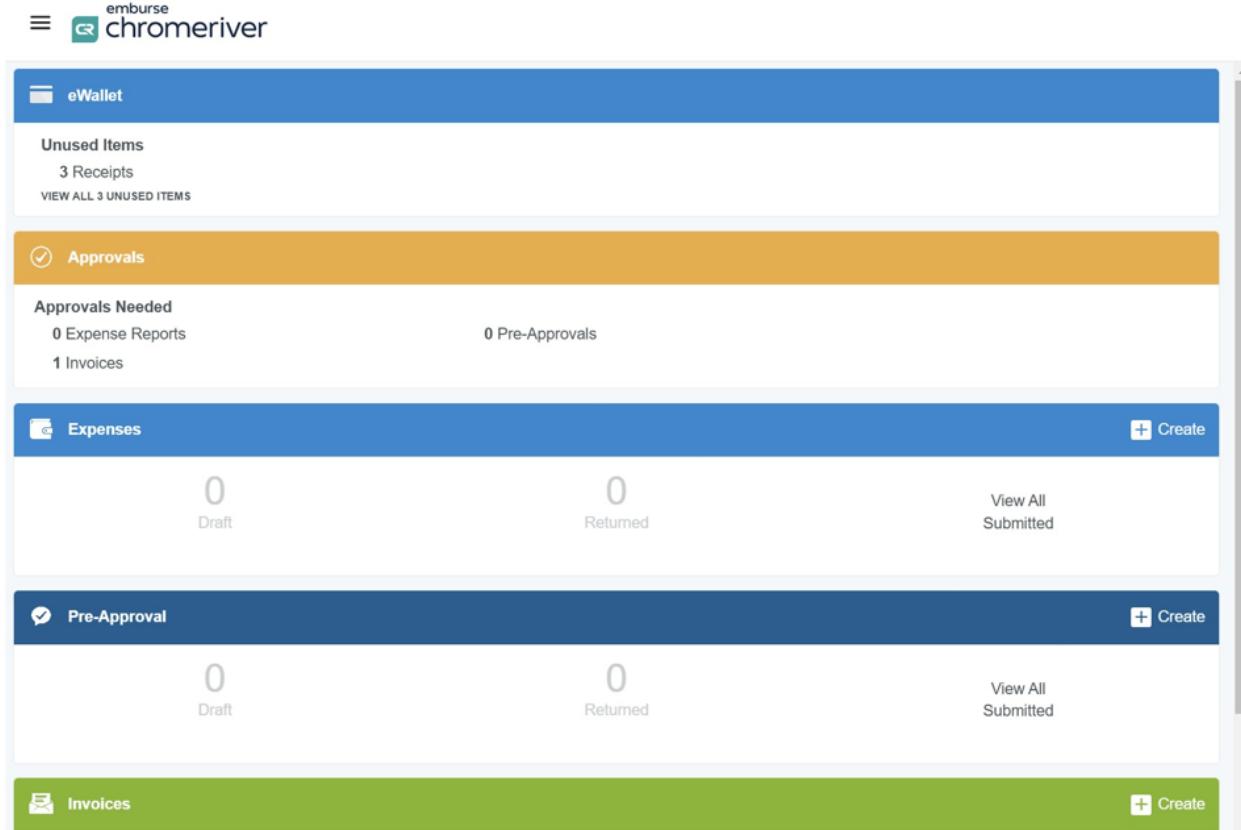
**ACTION REQUIRED Approval EMAIL from CHROME RIVER**

Below are instructions to follow should you receive an email that looks like the example below:

Clicking, from this email alone, either ACCEPT or RETURN will NOT do anything for the transaction.

<b>ACTION REQUIRED</b>		Chrome River		
<b>Vendor</b>	Andrew Belin [811367923]			
<b>Address</b>	6800 Brecksville Rd [290b8f65-9202-4f44-8715-17816885d463] Independence, OH 44131-5045 US			
<b>Requester</b>	Daniel Ridgway [dridgway   810632875   dridgway]			
<b>Created By</b>	Rita DiLoreto [rdilorte   810651918   rdilorte]			
<b>Create Date</b>	11/06/2024			
<b>Invoice Number</b>	SERV102024			
<b>Invoice Date</b>	10/20/2024			
<b>Invoice Amount</b>	225.00 USD			
<b>Description</b>	10/20-11/01/2024 cpm security			
<b>EthINVVendType</b>	P			
<b>Reason For Assignment</b>				
<b>ACCEPT</b>		<b>RETURN</b>		
<p>To take action on this invoice, take either of the following steps:</p> <p>Click on the ACCEPT or RETURN button as appropriate and add any comments to the new email that opens</p> <p>OR forward this email to <a href="mailto:approve@invoice.ca1.chromeriver.com">approve@invoice.ca1.chromeriver.com</a> or <a href="mailto:return@invoice.ca1.chromeriver.com">return@invoice.ca1.chromeriver.com</a> with any comments at the top of the forwarded message</p> <p>To view this invoice online, go to <a href="http://app.ca1.chromeriver.com">app.ca1.chromeriver.com</a></p>				

Instead, to make absolute sure your approval is completed for the transaction, login to **Flashline** choose the **Expense Reimbursement** tab. This will bring you to the following page:



The screenshot shows the chromeriver expense management interface. At the top, there is a navigation bar with a menu icon, the chromeriver logo, and a search bar. Below the navigation bar, there are four main sections: **eWallet** (blue bar), **Approvals** (orange bar, currently selected), **Expenses** (blue bar), and **Invoices** (green bar). The **Approvals** section contains a sub-section for **Approvals Needed** with counts for Expense Reports (0), Pre-Approvals (0), and Invoices (1). Below this, there is a **Pre-Approval** section with counts for Draft (0) and Returned (0) items, and a **Invoices** section with a count of 0. Each section has a **Create** button in the top right corner.

In the orange toolbar named **Approvals** click on the transaction to be approved by using your mouse to hover over **1 invoices** (2;3;4 etc if applicable). Doing so will open up the following screen..



Approvals Needed

Expense Reports Pre-Approvals **Invoices**

VENDOR NAME	INVOICE DATE	AMOUNT
Andrew Belin Requested by Daniel Ridgway Invoice # SERV102024	10/20/2024	225.00 USD

Double click on the Vendor Name to open the transaction, see below.

Approvals Needed

Expense Reports Pre-Approvals **Invoices**

VENDOR NAME	INVOICE DATE	AMOUNT
Andrew Belin Requested by Daniel Ridgway Invoice # SERV102024	10/20/2024	225.00 USD

Andrew Belin  
ID: SERV102024

Vendor Address  
6800 Bricksville Rd  
Independence, OH 44131-5045  
US  
Phone: (216) 473-0000  
Fax: (216) 473-0000

Invoice Amount  
225.00 USD

Invoice ID  
0500-1871-6092

PO Number

Invoice Number (Limit 35 characters)  
SERV102024

Invoice Date  
10/20/2024

Invoice Detail

Business Purpose  
10/20-11/01/2024 cpm security

Create Date  
11/06/2024

Creator Name

Requester (optional)

225.00 0.00

AMOUNTS

LINE NUMBER  
1 Invoice Item  
10000-100011-7100 INDEX 101517 - CPM Facilities

This screen will open, please review vendor name and attachments to verify that this expense can be processed. If you have questions or comments about this transaction before it is processed for payment, in the upper right corner three dots appear. Here you can return to the creator/initiator with notes or changes that need to be made to the transaction. Otherwise choose **SUBMIT**, **Approve**.

Approvals Needed

Expense Reports Pre-Approvals Invoices

VENDOR NAME: Andrew Belin  
Requested by Daniel Ridgway  
Invoice # BERV10024

INVOICE DATE: 10/20/2024 AMOUNT: 225.00

Andrew Belin  
ID: 81136763

Images PDF Edit Return Approve

Product A B Measurements

+ Add Expense Global Edit Allocate Amounts Clear Amounts Delete Lines

LINE NUMBER:  1 Invoice Item  
110800-100917.7160 INDEX: 101517 - CPM Facilities

225.00 0.00

AMOUNT(S)

If you choose SUBMIT Approve this is the screen that you will see, **leave the 2 fields, Select Additional Reviewer & Optional Comments blank** and click the green APPROVE button.

Approvals Needed

Expense Reports Pre-Approvals Invoices

VENDOR NAME: Andrew Belin  
Requested by Daniel Ridgway  
Invoice # BERV10024

INVOICE DATE: 10/20/2024 AMOUNT: 225.00

Approval Confirmation

I hereby certify that these goods or services have been received. This expenditure has a business purpose which is consistent with federal, state, granting agency, and university policies and regulations, and is within the budget of the unit making the request.

Select Additional Reviewer  
Optional Comment

Andrew Belin  
ID: 81136763

Cancel Approve

Product A B Measurements

+ Add Expense Global Edit Allocate Amounts Clear Amounts Delete Lines

LINE NUMBER:  1 Invoice Item  
110800-100917.7160 INDEX: 101517 - CPM Facilities

225.00 0.00

AMOUNT(S)