

Approving an Invoice for Payment

- You will receive an email stating that there are items for you to approve in Chrome River Invoice
- Log into Chrome River
- In the Approvals section of the landing page, you will see how many invoices are needing your approval. Click on “# Invoices” – a list will appear
- Click on the invoice you would like to review/approve

The screenshot displays the Chrome River eWallet dashboard. At the top, the 'eWallet' section shows 'Unused Items' with 0 Credit Card Items and 1 Receipts. Below this, the 'Approvals' section is highlighted with a red box and contains 'Approvals Needed' with 0 Expense Reports and 21 Invoices. The 'Expenses' section below shows 0 Draft, 0 Returned, and 0 Submitted (Last 90 Days) items. At the bottom, the 'Invoices' section shows 4 Draft and 7 Submitted (Last 90 Days) items. A 'Create' button is visible in the top right of both the Expenses and Invoices sections.

Section	Item Type	Count
Approvals	Approvals Needed	0
	Expense Reports	0
Expenses	Draft	0
	Returned	0
	Submitted (Last 90 Days)	0
Invoices	Draft	4
	Submitted (Last 90 Days)	7

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- To edit for all items become available for change

- If you want to return it to sender or another employee

- If you are ready to submit
 - Here you can send to additional reviewers and add comments

