Chrome River Year End Preapproval Processing

Effective April 2, 2018, users will have the ability to enter Preapprovals (PA) applicable to the next fiscal year (FY19). When the Preapproval needs to be applied to the next fiscal year, enter “FY19” as the first four characters of the description. Preapprovals that do not contain these characters will continue to encumber against the current fiscal year (FY 18).

Example:
PA Report Name: **XYZ Conference, June 25-30, 2018** → Encumbrance will post in current FY 2018
PA Report Name: **FY19 XYZ Conference, June 25-30, 2018** → Encumbrance will post in next FY 2019

To ensure proper posting, please ensure that the first four characters of the report begins with the exact characters FY19. The “FY” **must be capitalized and cannot contain** spaces between the characters.

When using “FY19” in the preapproval report name, please keep in mind the year-end expense cutoff date of June 7, 2018. All travel reimbursements must be received in Accounting Services by June 7, 2018 to ensure it will be processed against FY 18. Therefore, when the traveler is traveling after June 7, the preapproval report name should begin FY19. Expense Reports referencing a Preapproval for next fiscal year will not be processed until after July 1, 2018.

If you have questions, please contact Jeanie Quesenberry at 7204.