

Run Report

Simply tap a report in the list to run it. The results will appear in the pane on the right on larger devices or replace the report list on smaller devices. Drag the slider bar at the bottom to see columns that don't fit on the screen.

☰ CHROME RIVER
+ New | 👤 Jack Jensen

🔍 Inquiry

All

My Expense Reports
Listing of your expense reports created within a specified date range. Sorted by: Create Date, Name, and Amount.

My Expense Items
Listing of your itemized expenses within a specified date range. Sorted by: Transaction Date, Expense Type, and Amount.

My Expense Calendar
Listing of expenses

My Firm Paid Items
Expenses that are marked as firm paid

My Expense Approval Items
Expenses in approval process with each line item's allocation information

My Invoice Approvals
List submitted invoices that you (delegated user) have approved.

My Paid Invoices
List invoices where you (delegated user) are the Requester of the invoice and the invoice has been fully or partially paid.

My Paid Expenses
My Paid Expenses

My Invoices
Lists invoices where you are the creator or assigned Requestor of the invoice.

Export
Transaction Date: Jan 1, 2017 – Jan 31, 2017

Drag a column header and drop it here to group by that column

Report Name	Trans Date	Expense Type	Matter	Client Name	Description	Approved Status
Test	01/18/2017	Airfare	100255-854	DR00127	AT-Sports Medicine-Ice	Draft
test	01/20/2017	Car Rental	101472-101	SG00025	MB-Procurement Services-Task 1	Draft
test	01/20/2017	Car Rental	100255-854	DR00127	AT-Sports Medicine-Ice	Draft

Total Count: 3