WICHITA STATE
UNIVERSITY
FINANCIAL OPERATIONS
AND BUSINESS TECHNOLOGY
Accounts Payable

Chrome River User Manual

FUNDING

All transactions processed in Chrome River must have a Fund, Org, Account, and Program (FOAP) assigned to it.

Funding information is preloaded into Chrome River and is presented in the following format:
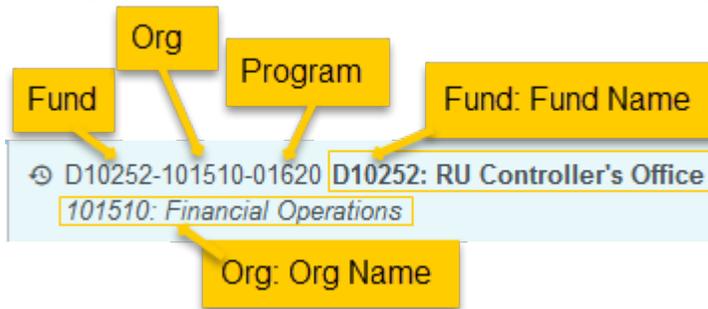
Add Funding Information

Funding is assigned at the header level for Pre-Approval Reports and at the expense line level for Expense and Pcard Reconciliation (Non-Travel) Reports.

1. **Search for Funding:** Tapping the **Search for Funding** field opens up a drop-down list. Recently selected values will be listed at the top and indicated by a clock icon. As you begin to enter a name or number into the search bar, the list will automatically scroll to lines containing that text. Tap the desired funding to select it.

2. **--Select--:** This field houses the account code listing. Tap the desired account code to select it.

If you need to split-fund an expense, click on the **+Add Funding** link and repeat steps 1 and 2 above.

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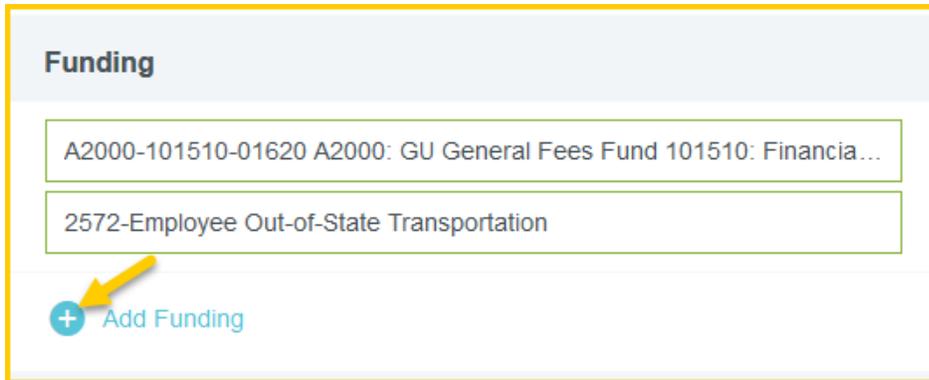
By default, the expense will be split evenly among the funding lines. You may manually change the allocated amounts by changing the percentage or amount next to each funding line. The total percentage will be shown in gray at the bottom so you can be sure the adjusted amounts add up to 100%.
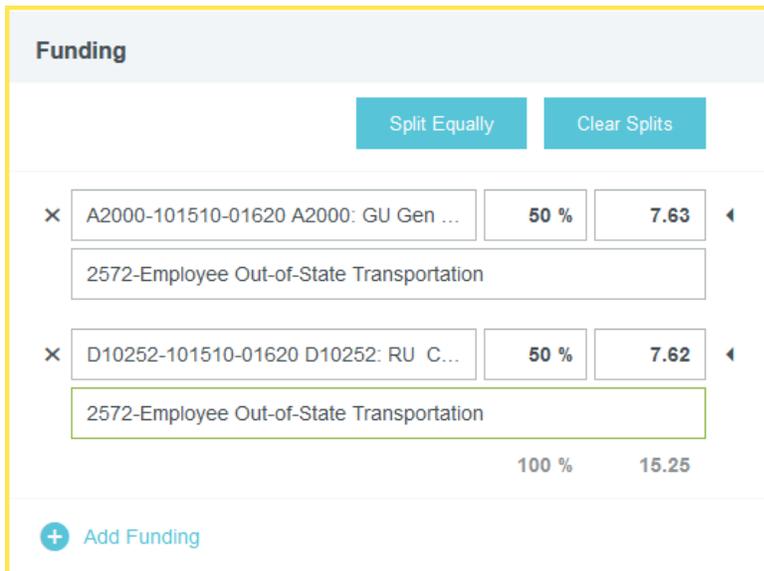
Additional options:

- ➢ Tap **Add Funding** to include more funding lines for the split.
- ➢ Tap **Split Equally** to distribute the expense equally among all funding lines.
- ➢ Tap **Clear Splits** to zero out all but the first funding line, which will be allotted 100% of the expense.
- ➢ Tap the **X** on the left to remove a funding line