Chrome River Notifications

As you are working in Chrome River, you will notice automated notifications. These notifications were programmed into Chrome River to notify the report owner of any errors that may appear in the report. Some common notifications are:

- **#211** – Item over 30 days – this warning means that your transaction is over 30 days old; you will need to click in the response box and enter your reason for being over the 30-day deadline
- **#205** – possible duplicate entry – this warning means that Chrome River has noticed that you have multiple entries with the same expense date, vendor or amount. If you have a ProCard transaction for each amount, then you are fine. You will need to click in the response box and enter, “not a duplicate”
- **#201** – receipt required for this expense – this warning means that you have entered an expense but not attached any documentation. In order to move forward, you will need to attach the proper documentation. If the transaction does not require documentation (credit, international transaction fee…), you will just click in the response box and enter, “documentation not required for this transaction”.
- **#234** – ProCard Expense reconciliation must have a ProCard transaction – this means that you have entered an expense but not attached a ProCard transaction. In order to move forward, you will want to click on the expense, click the + in the middle of the page, click credit card, then drag the correct transaction on top of the expense. Once the transaction is attached to the expense, the warning will go away.

PORT Vendor Documentation

When using the ProCard as the payment method in PORT, a printout of the Purchase Order from PORT is not an acceptable form of documentation. The documentation must clearly show the vendor, item(s) purchased, quantity purchased, amount and total amount. The total amount must match the transaction total.

**PORT receipt printing instructions**

Chrome River Transactions

**EFFECTIVE APRIL 1, 2021**

ProCard holders must have all transactions applied to a ProCard expense report within 45 days or subject to card suspension.

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