CHROME RIVER UPDATE
Update #1

Chrome River Stats of 10-29-20

Total Amount Processed	$1,906,402
Total Amount Reimbursed to ECU Employees	$57,771
Average Time for Employee Reimbursement	
(Submit Date to PayDate)	5.9 Days
Total Amount of PreApprovals	347

Need to Assign a New Delegate

What is a Delegate? A Delegate is one that is assigned by a user, that will have full access to their account to help create PreApprovals and Expense Reports on behalf of the individual.

How to Assign a Delegate? Sign into Chrome River via PiratePort, Click on your name upper right corner, Click on Settings, Click on Delegate Settings, then type in their name and select their name.

Report Naming Convention

Using the proper naming convention is the first step to help you and your departments in Chrome River. This standardization will help you research and find reports in the future. Please use the Proper Naming conventions. Chrome River Website Link at the bottom of this page "Standard Naming Convention"

What's the Status of My Report?

Once you submit a report, you can easily check the status of the report, by clicking on the report, and then click on TRACKING to see where the report is in the process of being approved. Once approved it will be Exported into Banner that evening at 7:00 p.m.

Approving via Emails

Some users are having challenges approving reports via emails as your device is defaulting to other email accounts, i.e. gmail, etc. You can also FORWARD the email from your ECU Email to the address located under the ACCEPT button that comes to your email. If you still struggle, log into Chrome River and approve the report that appears in the Gold Row on left side.

Great Resources at Chrome River Website
CHROME RIVER WEBSITE
Great place to download the Quick Guides, Flow Charts, "How-To" information

Missing a New Fund/Org Combo

We understand that there are many new Fund/Orgs combinations within ECU. Some of these combinations are not automatically loaded into Chrome River. If you are missing certain funding, simply submit a TD Ticket and we will get it added into Chrome River as quickly as possible.

OTHER ITEMIZATION

Have one ProCard transaction and trying to split between two or more Accounts?

Coming VERY SOON is the OTHER ITEMIZATION tile, that will permit users to split one transaction in multiple Accounts and FOAPs.

MILEAGE

When completing a mileage chart, use the Google Maps function in Chrome River and avoid having to attach pages and pages of directions.

Chrome River Problem/Questions

In order to streamline all questions and improve our trainings, please submit a ticket at go.ecu.edu/CRticket.