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

Missing a New Fund/Org Combo

We understand that there are many new Fund/Org 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.

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

ECU