Chrome River Stats of 3-2-21

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount Processed</td>
<td>$9,137,645</td>
</tr>
<tr>
<td>Total Amount Reimbursed to ECU Employees</td>
<td>$183,484</td>
</tr>
<tr>
<td>Average Time for Employee Reimbursement</td>
<td>5.16 Days</td>
</tr>
<tr>
<td>(Submit Date to Pay Date)</td>
<td>916 Payments</td>
</tr>
<tr>
<td>Total Amount of PreApprovals</td>
<td>623</td>
</tr>
<tr>
<td>Total ProCard Transactions</td>
<td>26,790</td>
</tr>
</tbody>
</table>

Blanket Travel
When completing the “Header Sheet” of the Blanket, ensure the Depart and Return dates are open long enough to capture all the expense dates. For month blankets, recommend 1st thru 30th or 31st to capture all dates in the month.

Non-Travel Employee Payments
In order to reduce the burden on employees paying “out of pocket” monies, waiting for reimbursements, HIGHLY encourage all Non-Travel Payments greater than $100 to use ProCard or other contract methods.

Reports in the RETURN Bin
Reports that are returned are limited to what can be adjusted to the report i.e. cannot add, modify Report naming and other features, nor add additional expenses. In order to have full edit capability and modify other areas, users must 1) Submit the report from Return Bin 2) Immediately “Recall” the report and then it will go to the Draft bin. 3) Open and then make the necessary adjustments.

Departmental Reports
Looking for some detailed information from Chrome? Want to see the total monies and if it is in Draft, Pending, or Approved? How about monitoring your departments ProCards? If interested contact Steve Hopper for specialized reporting features within Chrome River.

Personal Charges on ProCard
As you know we are prohibited from using ProCard for personal issues; however, we understand at times, accidents happen. If this happens you still must expense the charge in full, and the portion or charge, that is personal, will be charged to FOAP 140299-230606, ProCard Personal Exp Clearing Fund. Simply search “Personal” and it will pop up in the FOAP.

Get your Quick Guide Downloads
CHROME RIVER WEBSITE
Great place to download the Quick Guides, Flow Charts, “How-To” information

River Chrome Monthly Townhall
Join Steve on Thursday, March 4 from 10:00-11:45. Ask your questions, discuss challenges and add topics to be covered in Financial Conference, etc

Direクト LINK TO CHROME
Tired of going thru PiratePort, want to use your mobile device or iPad, here is the link that will take you to ECU Chrome River.

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