Chrome River Update

Update #8
As of 5/7/2021

Chrome River Stats of 05-7-21

- Total Amount Processed: $13,973,453
- Average Time for Employee Reimbursement (Submit Date to Pay Date): 1,480 Payments - 4.99 Days
- Total Amount of PreApprovals/Amount: 873/$398,864
- Total ProCard Transactions: 40,402
- Total Mileage Trips/Miles Driven: 2,415 196,822

Year End Preparation

June 30th is right around the corner and Y/E Preparations should begin. With this the first year of travel encumbrances, special attention should be looked at to ensure all remaining encumbrances that may still be remaining on a PreApproval, should be EXPIRED to release the encumbrance and give the departments use of those monies. Go to the traveler's PreApproval, Open the PA and then on the right side, you will see an EXPIRE button, simply click that and one more verification and that is complete. You can find a complete list of Open General Encumbrances in Banner using the FGOPRNE report. Also, reports in the Draft, Pending, or Returned Status within Chrome River are NOT in Banner, so review of Open Reports is critical come June timeframe to ensure all reports are processed timely.

ProCard Reporting in Jun

As departments go into the Y/E Strategy and make the purchases using their remaining balances recommend ProCard transactions not be made after Tuesday, June 15, 2021, to ensure those charges post to your ProCard and processed in Chrome River using your FY21 funds.

THE 25 Day Rule DOES NOT APPLY IN JUNE.

Enterprise Rental Cars

ProCard or Personal Credit Cards are authorized for renting Enterprise Rental Cars, both will receive same insurance protection, discounted rates. Use below link. Drivers must have the Card at time of Pick up. ECU Enterprise Link

REDACTION

As a reminder, please REDACT all personal information on the documents you upload as supporting documentation into Chrome River. Remove all addresses, phone numbers, account numbers, etc. as this is a violation of Personal Information. Please upload ONLY the necessary information for the transaction.

Chrome River Year End Discussions
May 26, 2021
9:30 – 11:00
TEAMS LINK

Chrome Teams Page

There you will find the daily reports, analytic tools, and helpful reports to help track your departmental budgets, reports, and Open Encumbrances. Contact Steve Hopper if you would like access.

Approvers in Chrome River

In June, it is important to keep all reports moving thru approval process quickly. We will send out daily reminders on Open Approvals to help get all costs captures in a timely manner. Also, if you are away from office ensure to set your APPROVAL DELEGATE.

Get your Quick Guide Downloads

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

Chrome River Problem/Questions

In order to streamline all questions and improve our trainings, please submit a ticket at TD Link

Direct Link to Chrome

CHROME RIVER DIRECT LINK