Chrome River Roles

Role	Duties	Access
ADMIN (back-office)	Ensures system is operational in all aspects. Ensures Proper approvers are in FTMFATA/FTMATTV that feed into the Matter positions for electronic routing; Generate Reports	Given in Person Profile
Super Delegate	Ability to quickly enter and create reports for all personnel within their respective department/division	Given in Person Profile
Approvers	Approve assigned reports via email or log into Chrome River and approve that way	Assigned thru FTMATTV and FTMFATA in Banner
Role Approvers	Approve reports that route to them based on certain "rules" firing, i.e Controller, Global Affairs, NCAA Compliance, AP/PC Approvers	Assigned to specific person(s) in Attribute Section of Person Profile by Admin
AP Supervisor (back-office supervisors) (Disbursements Manager, Travel & Expense Reimbursement Supervisor, and ProCard Manager)	No additional role given in Chrome River, just receives reassigned cases for special review, i.e. exception to policy, questions out of the norm by back office analysts	
GateKeeper (not an individual)	Not a person but a function within Chrome River to ensure report stays "together" prior to advancing to next step	Created in the Rule Builder, Expense Reporting Flow