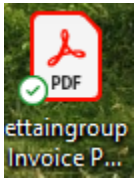


## Chrome River – Entering an Invoice

1. First, save the invoice to be entered, as a PDF, and have it accessible to download to Chrome River:



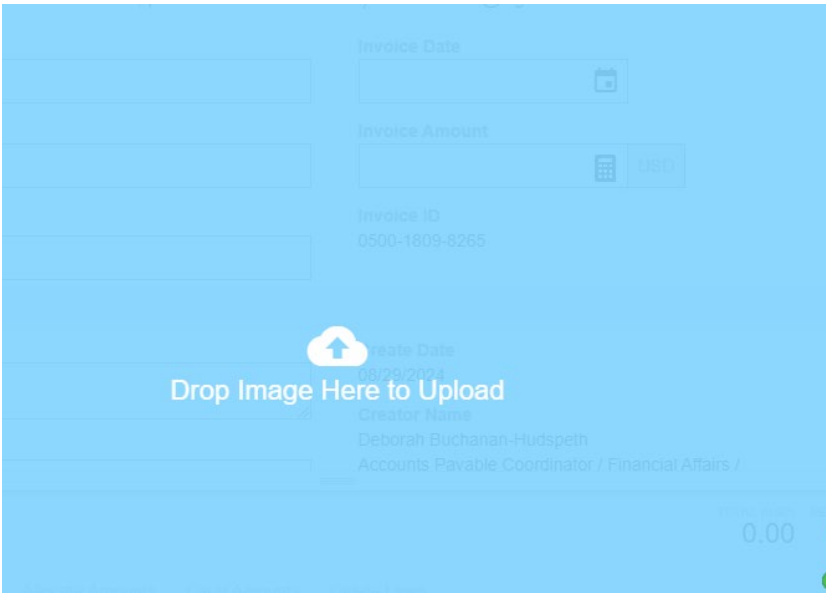
2. Open Chrome River and go to the Invoice Ribbon (circled in red on the left side) and click on '+Create' (circled in red on the right side):

The screenshot shows the Chrome River dashboard with four main sections: eWallet, Expenses, Pre-Approval, and Invoices. The Invoices section is highlighted in green and has a '+ Create' button circled in red. The Invoices section shows 2 Draft and 3 Submitted (Last 90 Days) items. The other sections show 0 items for Credit Card Items, Receipts, Draft, and Returned.

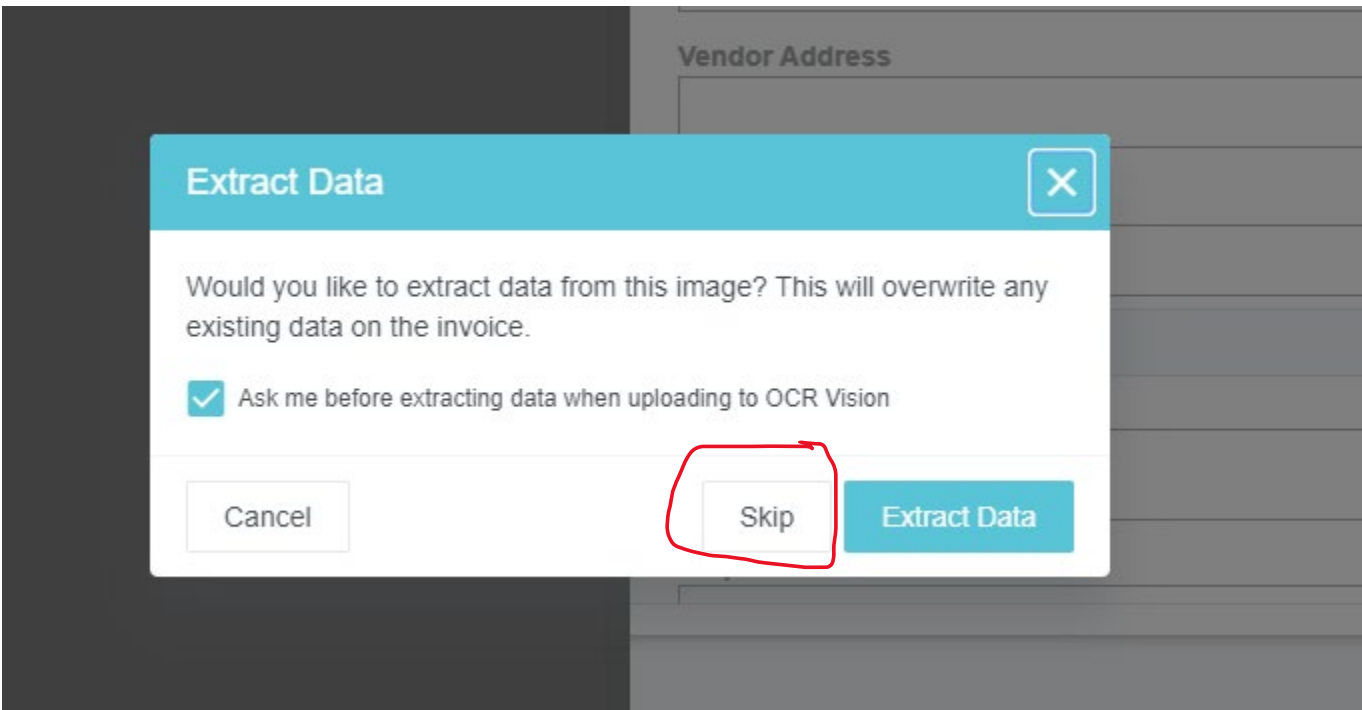
3. This is the screen that will follow:

The screenshot shows the 'Draft Invoices' screen in Chrome River. On the left is a list of draft invoices. On the right is the 'Create Invoice' form. The form includes fields for Vendor Name, Vendor Address, Invoice Number, Invoice Date, Invoice Amount, and Invoice ID. Below these is the 'Invoice Detail' section with a Description field and a Requester field. At the bottom, there are buttons for 'Global Edit', 'Allocate Amounts', and 'Clear Amounts'. The total amount is shown as 0.00.

4. At this point, drag and drop the PDF invoice that was saved in step #1:



5. When the system has loaded your invoice, this box will appear:



Click on 'Skip'. If 'Extract Data' is chosen, it will populate most of the fields on the invoice screen. Please double check that all fields are populated with the correct data.

Once the invoice is loaded, the invoice will appear on the left-hand side of the screen, and the information that needs to be filled out will be on the right-hand side. See the example below:

The screenshot shows the Chrome River interface. On the left, there is a preview of an invoice from ETTAIN GROUP, LLC. The invoice includes a header with the company name and logo, a table with columns for Invoice, Invoice Date, Due Date, and Terms, and a table with columns for Week End, Employee, Position, Time Class, Approved by, Approved Date, Chk, Rate, and Total. The total amount is \$1,752.00. On the right, there is a form for entering invoice details. The form includes fields for Vendor Name, Invoice Date, Vendor Address, Invoice Amount, Invoice Number, and Invoice ID. There is also a section for Invoice Detail with fields for Description, Create Date, Creator Name, and Requester. The total amount is shown as 0.00.

- Begin by selecting 'Vendor Name.' Begin typing the name in the box and the vendor will appear in the drop-down box (if the vendor does not appear in the drop-down, the invoice cannot be entered. Reach out to [invoice@regis.edu](mailto:invoice@regis.edu) with a W9 from the vendor and AP will get the vendor entered into the system so that it will appear in Chrome River):

If your invoice does not have an invoice number, please contact Accounts Payable

The screenshot shows the Vendor Name search dropdown menu. The search box contains the text "ett". Below the search box, there is a button labeled "+ Create Temporary Vendor". Below that, the vendor name "ETTAIN GROUP, LLC" is displayed, along with the ID "2977716" and the UDF values "UDF 2: C" and "UDF 3: TXP".

- When the name of the vendor appears in the drop-down menu, click on the corresponding name for the vendor, this will fill the Vendor Name box:

The screenshot shows the Chrome River interface with the Vendor Name field filled with "ETTAIN GROUP, LLC". The Invoice Date field is empty. The total amount is shown as 0.00.

8. Now select the correct 'Vendor Address.' Click in the box for the address and look for the correct address in the drop-down menu:

## ETTAIN GROUP, LLC

ID: 2977716

If your invoice does not have an invoice number, please contact Accounts Payable at [invoice@regis.edu](mailto:invoice@regis.edu)

### Vendor Name

ETTAIN GROUP, LLC

### Vendor Address

|

+  [Create Temporary Address](#)

#### ETTAIN GROUP, LLC

PO Box 60070

Charlotte, NC 28260-0070

ID: cafc19f2-6a73-4a0f-8065-142f2c1e2790

Currency: USD

Tax 1: —

#### ETTAIN GROUP, LLC

127 W. Worthington Ave. Ste. 100

ID: 3c73c210-8bc3-4365-94db-2e5d97eb7529

Currency: USD

Tax 1: —

### Invoice Number

### Invoice Date

### Invoice Amount

  USD

### Invoice ID

0500-1809-8265

If there are multiple addresses, refer to the remit address on the invoice to select the correct address (if the correct address isn't listed in Chrome River, select 'Create Temporary Address.' When the invoice is submitted it will ask for the correct address so that AP can enter it when it comes to the AP queue.):

To: Regis University  
Regis University  
3333 Regis Boulevard  
Denver, Colorado 80221-8926

IF PAYING BY CHECK REMIT TO:

**ettaingroup** 

P. O. Box 60070  
Charlotte, NC 28260-0070

# ETTAIN GROUP, LLC

ID: 2977716

If your invoice does not have an invoice number, please contact Accounts Payable at [invoice@regis.edu](mailto:invoice@regis.edu)

## Vendor Name

ETTAIN GROUP, LLC

## Vendor Address

+  Create Temporary Address

**ETTAIN GROUP, LLC**  
PO Box 60070  
Charlotte, NC 28260-0070  
ID: cafc19f2-6a73-4a0f-8085-142f2c1e2790  
Currency: USD  
Tax 1: —

**ETTAIN GROUP, LLC**  
127 W. Worthington Ave. Ste. 100  
ID: 3c73c210-8bc3-4365-94db-2e5d97eb7529  
Currency: USD  
Tax 1: —

## Invoice Number

## Invoice Date



## Invoice Amount



USD

## Invoice ID

0500-1809-8265

Once the correct address is selected it will populate the 'Vendor Address.'

# ETTAIN GROUP, LLC

ID: 2977716

If your invoice does not have an invoice number, please contact Accounts Payable at [invoice@regis.edu](mailto:invoice@regis.edu)

## Vendor Name

ETTAIN GROUP, LLC

## Vendor Address

ETTAIN GROUP, LLC PO Box 60070 Charlotte NC 2826...

## ETTAIN GROUP, LLC

PO Box 60070  
Charlotte, NC 28260-0070  
ID: cafc19f2-6a73-4a0f-8085-142f2c1e2790

## Invoice Number

## Invoice Date



## Invoice Amount

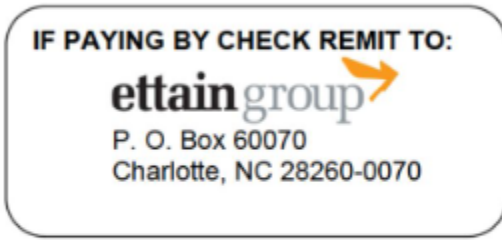


USD

## Invoice ID

0500-1809-8265

9. Enter in the 'Invoice Number' exactly how it appears on the invoice, for this example, it is 13508164:



Invoice	Invoice Date	Due Date	Terms
13508164	05/21/2022	06/20/2022	Net 30

If there is not an invoice number on the invoice, use the Standard Invoice Number Format, which is INV 05.21.22, if this was the date for the invoice. To break the Standard Invoice number down, it is INV (space) MM.DD.YY.

### ETTAIN GROUP, LLC

ID: 2977716

If your invoice does not have an invoice number, please contact Accounts Payable at [invoice@regis.edu](mailto:invoice@regis.edu)

#### Vendor Name

ETTAIN GROUP, LLC

#### Vendor Address

ETTAIN GROUP, LLC PO Box 60070 Charlotte NC 2826...

#### ETTAIN GROUP, LLC

PO Box 60070  
Charlotte, NC 28260-0070  
ID: cafc19f2-6a73-4a0f-8065-142f2c1e2790

Invoice Number  
13508164

Invoice Date

Invoice Amount  
 USD

10. Enter in the 'Invoice Date' as it appears on the invoice. Type in month (05) date (21) and year (22) and click on the corresponding date in the drop-down calendar:

**ETTAIN GROUP, LLC**  
ID: 2977716

If your invoice does not have an invoice number, please contact Accounts Payable at [invoice@regis.edu](mailto:invoice@regis.edu)

<b>Vendor Name</b> ETTAIN GROUP, LLC	<b>Invoice Number</b> 13508164
<b>Vendor Address</b> ETTAIN GROUP, LLC PO Box 60070 Charlotte NC 2826...	<b>Invoice Date</b> 052122
<b>ETTAIN GROUP, LLC</b> PO Box 60070 Charlotte, NC 28260-0070	<b>MAY 2022</b> Su Mo Tu We Th Fr Sa USD

**ETTAIN GROUP, LLC**  
ID: 2977716

If your invoice does not have an invoice number, please contact Accounts Payable at [invoice@regis.edu](mailto:invoice@regis.edu)

<b>Vendor Name</b> ETTAIN GROUP, LLC	<b>Invoice Number</b> 13508164
<b>Vendor Address</b> ETTAIN GROUP, LLC PO Box 60070 Charlotte NC 2826...	<b>Invoice Date</b> 05/21/2022
<b>ETTAIN GROUP, LLC</b> PO Box 60070 Charlotte, NC 28260-0070 ID: cafc19f2-6a73-4a0f-8085-142f2c1e2790	<b>MAY 2022</b> Su Mo Tu We Th Fr Sa USD

▼ Invoice Detail

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

11. Enter in the 'Invoice Amount.' Put the total amount of the invoice in this box:

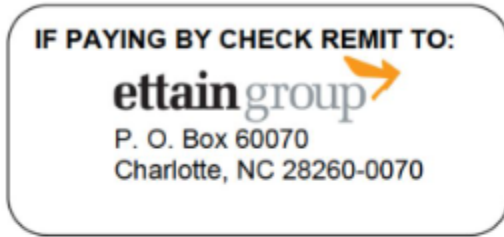
**ETTAIN GROUP, LLC**

ID: 2977716

If your invoice does not have an invoice number, please contact Accounts Payable at [invoice@regis.edu](mailto:invoice@regis.edu)

<b>Vendor Name</b> ETTAIN GROUP, LLC	<b>Invoice Number</b> 13508164
<b>Vendor Address</b> ETTAIN GROUP, LLC PO Box 60070 Charlotte NC 2826...	<b>Invoice Date</b> 05/21/2022
<b>ETTAIN GROUP, LLC</b> PO Box 60070 Charlotte, NC 28260-0070 ID: cafc19f2-6a73-4a0f-8085-142f2c1e2790	<b>Invoice Amount</b> 0.00 USD
<b>Invoice ID</b> 0500-1000-0000	

For example, the amount is \$1752.00 (circled in red, below):



Invoice	Invoice Date	Due Date	Terms
13508164	05/21/2022	06/20/2022	Net 30

Week End	Employee	Position	Time Class	Approved By	Approved Date	Qty	Rate	Total
05/21/2022	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5/23/2022 12:15:02 PM	24.00	\$ 73.00	\$1,752.00
Total:						24.00	Total:	\$1,752.00

## ETTAIN GROUP, LLC

ID: 2977716

If your invoice does not have an invoice number, please contact Accounts Payable at [invoice@regis.edu](mailto:invoice@regis.edu)

### Vendor Name

ETTAIN GROUP, LLC

### Vendor Address

ETTAIN GROUP, LLC PO Box 60070 Charlotte NC 2826...

### ETTAIN GROUP, LLC

PO Box 60070  
Charlotte, NC 28260-0070  
ID: cafc19f2-8a73-4a0f-8085-142f2c1e2790

### Invoice Number

13508164

### Invoice Date

05/21/2022

### Invoice Amount

1752.00

USD

### Invoice ID

0500-1809-8265

12. Enter in a 'Description' for the invoice. The description box only has space for 16 characters. The system will let you know if you have too few characters or too many characters:

## ETTAIN GROUP, LLC

ID: 2977716

### Invoice Detail

#### Description

#### Create Date

08/29/2024

#### Creator Name

Deborah Buchanan Hudson



Below, circled in red, is 'Temptime 5.21.22.' All 16 characters have been used. (the spaces, periods, etc. count as a character):

## ETTAIN GROUP, LLC

ID: 2977716

### Invoice Detail

#### Description

Temptime 5.21.22

#### Requester

#### Created via OCR?

No

#### Create Date

08/29/2024

#### Creator Name

Is this payment part of a larger project that exceeds \$5,000 and longer than 1 year?

13. The 'Requester' needs to be your name. If it does not automatically populate, start typing your name until you see it in the drop-down menu. Click on your name to populate the box with your name. The 'Creator Name' also needs to be your name. If it does not automatically populate, start typing your name until you see it in the drop-down menu. Click on your name to populate the box with your name:

#### Requester

Nicolene Capra-Garcia  
Accounts Payable Manager / Financial Affairs / ncapra001 /  
ncapra001@regis.edu

#### Creator Name

Nicolene Capra-Garcia  
Accounts Payable Manager / Financial Affairs / ncapra001 /  
ncapra001@regis.edu

14. The next section will provide more information on the invoice:

#### Created via OCR?

-- Select --

#### Independent Contractor

-- Select --

#### Honorarium

-- Select --

#### Capital Project

-- Select --

#### Fiscal Year

-- Select --

Is this payment part of a larger project that exceeds \$5,000 and longer than 1 year?

-- Select --

#### Fiscal Year Date

#### Vendor Type

C

#### Income Type

TXP

#### EthINVAPType

Beginning with 'Created via OCR,' click on the down arrow and select 'No':

ETTAINGROUP, LLC  
ID: 2977716

Requester  
[Redacted]

Creator Name  
[Redacted]

Created via OCR?  
-- Select --  
No  
Yes

Is this payment part of a larger project that exceeds longer than 1 year?  
-- Select --

Fiscal Year Date  
[Redacted]

If the 'Extract' feature was selected when the invoice was dropped in, it will automatically populate this box with 'Yes'.

Next, in the 'Independent Contractor' box, click on the down arrow button to answer 'Yes' or 'No.'

Independent Contractor  
No

-- Select --  
No  
Yes

For the example invoice, the correct answer is 'No.'

However, if the invoice is for an Independent Contractor, with a W-9 and a signed contract from HR, select 'Yes.'

Next, in the 'Honorary' box, click on the down arrow button to answer 'Yes' or 'No.'

Honorary  
No

-- Select --  
No  
Yes

For the example invoice we are using, the correct response will be 'No.' However, if this was for an Honorary, click on 'Yes' and answer the questions that are asked.

Next, in the 'Capital Project' box, click on the down arrow button and select 'No.' For this box the answer will always be 'No.'

**Capital Project**

No ▼

**Fiscal Year**

FY25 ▼

Always leave the Fiscal Year box at the default.

Under the 'Special Handling' section there will be a number of items to consider. If there are special instructions needed for AP with the invoice such as the following, enter that in this section:

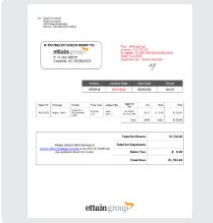

- Mail a copy of the invoice with the check.
- Vendor will pick up the check
- New mailing address
- Mail UPS using account #

<b>▼ Special Handling</b>	
<b>Handling Options</b>	<b>Special Handling Instructions</b>
	<input type="text"/>

15. In the 'Comment' section you, the Budget Manager, or AP, might leave a message asking about the invoice. Accounts Payable may need to return the invoice to the creator for more information. This is why Accounts Payable strongly encourages everyone to go into Chrome River to see if anything has been returned to the creator:

<b>▼ Comments (0)</b>	
<input type="text" value="Add Comment"/>	<input type="button" value="Post"/>

16. In the 'Attachments' section is where the PDF documents selected at the start, are located:

<b>▼ Attachments (2)</b>	
Drag image here to upload <input type="button" value="Browse File"/>	
	
<a href="#">Delete All Attachments</a>	

17. The final section to fill out will be the GL Account (where the invoice is to be allocated). Please note the invoice dollar amount is in the Remaining (USD). This tells us the invoice dollar amount has not been allocated yet (i.e. the system does not have an account number for the invoice dollar amount, which is incorrect):

TOTAL (USD) 0.00    REMAINING (USD) 1,752.00

+ Add Expense    Global Edit    Allocate Amounts    Clear Amounts    Delete Lines

LINE NUMBER ↑    AMOUNT(USD) ▲

To enter this information, click on '+Add Expense' (circled in red):

TOTAL (USD) 1,752.00    REMAINING (USD) 0.00

+ Add Expense    Global Edit    Allocate Amounts    Clear Amounts    Delete Lines

LINE NUMBER ↑    AMOUNT(USD) ▲

Notice the dollar amount has moved from Remaining (USD) to Total (USD):

TOTAL (USD) 1,752.00    REMAINING (USD) 0.00

+ Add Expense    Global Edit    Allocate Amounts    Clear Amounts    Delete Lines

Expense    Cancel    Save

Amount: 1,752.00    USD

The 'Description' that was put in the report above, is copied here (circled in red):

TOTAL (USD) 1,752.00    REMAINING (USD) 0.00

+ Add Expense    Global Edit    Allocate Amounts    Clear Amounts    Delete Lines

Expense    Cancel    Save

Amount: 1,752.00    USD

Description: Temptime 5.21.22

In the 'Object Code' field (this is the last four digits of the account number), select the correct object code for the invoice being entered. Using the example invoice the cost code is '6401.' Start typing the Object Code in the box, and it will appear in the drop-down box with a list of Object Codes that are similar to what is being typed. When the correct Object Code appears, (for the example invoice the Object Code is 6401) click on it:

The screenshot shows an expense entry form. At the top right, there are two fields: 'TOTAL (USD)' with the value '1,752.00' and 'REMAINING (USD)' with the value '0.00'. Below these are several buttons: '+ Add Expense', 'Global Edit', 'Allocate Amounts', 'Clear Amounts', and 'Delete Lines'. On the left, there is an 'Expense' icon and the word 'Expense'. On the right, there are 'Cancel' and 'Save' buttons. In the center, there is an 'Amount' field with the value '1,752.00' and a 'USD' dropdown. Below this is a 'Description' field containing the text 'Temptime 5.21.22'. The 'Object Code' field is highlighted with a red box and contains the text '64'. A dropdown menu is open below it, showing three options: '6401 Contracted Services', '6410 Software as a Service Agreement/Subscription', and '6436 Guest Lecturer/Non-Employee'. To the right of the dropdown is a question 'Is this related to Foreign Travel?' with a 'No' dropdown menu.

If it does not put the number in the box, repeat the process and make sure to click on the correct 4 digit number needed:

This screenshot is similar to the previous one, but the 'Object Code' field now contains the full value '6401 Contracted Services' and is highlighted with a red box. The dropdown menu is closed. All other elements, including the 'Description' field, 'Amount' field, and 'Is this related to Foreign Travel?' question, remain the same.

The 'Matters' box will be the default 12 digits of the account number assigned to you. Each department has a default number that will populate this box:

To change the default allocation (if another account needs to be charged), put the cursor in the box to highlight the entire field in the box and then hit delete:

Start typing in the 12-digit number needed, 1 digit at a time. For example, 10-000-900300-0000:

Matters

10-000-900
🔍 10-000-900300-0000 10 - General 900300 - AD IT AVP Information Technology Services / 0000 - General Activity
10-000-900000-0000 10 - General 900000 - AD VP Administration / 0000 - General Activity
10-000-900010-0000 10 - General 900010 - AD VP Collective Bargaining / 0000 - General Activity
10-000-900100-0000 10 - General

Click on the desired account and it fills in the box:

Matters

10-000-900300-0000 10 - General 900300 - AD IT AVP Information Technology Services / 0000 - General Activity
--

Once everything is filled out, it should look like this. Click on 'Save' when completed:

Invoice dollar amount in in Total USD

Object code is 6401

Matters is 10-000-700300-

		TOTAL (USD)	REMAINING (USD)
		1,752.00	0.00
<a href="#">+ Add Expense</a> <a href="#">Global Edit</a> <a href="#">Allocate Amounts</a> <a href="#">Clear Amounts</a> <a href="#">Delete Lines</a>			
Expense			<a href="#">Cancel</a> <a href="#">Save</a>
<b>Object Code</b>	<b>Is this related to Foreign Travel?</b>		
6401 Contracted Services	No ▾		
<b>Matters</b>			
10-000-700300-0000 10-General Operating Budget 700300-Controller's Office / 0000-General Activity			
		TOTAL (USD)	REMAINING (USD)
		1,752.00	0.00
<a href="#">+ Add Expense</a> <a href="#">Global Edit</a> <a href="#">Allocate Amounts</a> <a href="#">Clear Amounts</a> <a href="#">Delete Lines</a>			
<input type="checkbox"/>	LINE NUMBER ↑	AMOUNT(USD) ▲	
<input type="checkbox"/>	1 Expense	1,752.00	✓ ...
10-000-700300-0000 700300-Controller's Office / 0000-General Activity			

18. Scroll to the top of the Invoice, this is what it will look like:

Images PDF Delete

Edit Submit ...

ID: 2977716

If your invoice does not have an invoice number, please contact Accounts Payable at [invoice@regis.edu](mailto:invoice@regis.edu)

<b>Vendor Address</b> ██████████ ██████████ ██████████ Charlotte, NC 28260-0076 ID: cafc19f2-6a73-4a0f-8085-142f2c1e2790	<b>Invoice Date</b> 05/21/2024  <b>Invoice Amount</b> 1,752.00 USD  <b>Invoice ID</b> 0500-1826-8142
---	---

**Invoice Number**  
13508164

**Invoice Detail**

<b>Description</b> Temptime 5.21.22  <b>Requester</b> ██████████ Accounts Payable Coordinator / Financial Affairs / <a href="mailto:dbuchananhudspeth@regis.edu">dbuchananhudspeth@regis.edu</a>	<b>Create Date</b> 09/18/2024  <b>Creator Name</b> ██████████ Accounts Payable Coordinator / Financial Affairs / <a href="mailto:dbuchananhudspeth@regis.edu">dbuchananhudspeth@regis.edu</a>
<b>Created via OCR?</b> No  <b>Independent Contractor</b> No  <b>Honorarium</b> No	<b>Is this payment part of a larger project that exceeds \$5,000 and is longer than 1 year?</b> No  <b>Fiscal Year Date</b> —  <b>Vendor Type</b>

TOTAL (USD) 1,752.00 REMAINING (USD) 0.00

+ Add Expense Global Edit Allocate Amounts Clear Amounts Delete Lines

<input type="checkbox"/>	LINE NUMBER ↑		AMOUNT(USD) ▲
<input type="checkbox"/>	1	<b>Expense</b> 10-000-700300-0000 700300-Controller's Office / 0000-General Activity	1,752.00 ✓ ...

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Look over the entire screen to make sure everything, including the PDF of the invoice, is correct, and then click on submit (circled in red):

Images PDF ▾ Delete

Edit Submit ▾ ⋮

ID: 2977716

If your invoice does not have an invoice number, please contact Accounts Payable at [invoice@regis.edu](mailto:invoice@regis.edu)

<b>Vendor Address</b> ██████████ ██████████ ██████████ ID: cafc19f2-6a73-4a0f-8065-142f2c1e2790	<b>Invoice Date</b> 05/21/2024
<b>Invoice Number</b> 13508164	<b>Invoice Amount</b> 1,752.00 USD
	<b>Invoice ID</b> 0500-1826-8142

▾ Invoice Detail

<b>Description</b> Temptime 5.21.22	<b>Create Date</b> 09/18/2024
<b>Requester</b> ██████████ Accounts Payable Coordinator / Financial Affairs / dbuchananhudspeth / dbuchananhudspeth@regis.edu	<b>Creator Name</b> ██████████ Accounts Payable Coordinator / Financial Affairs / dbuchananhudspeth / dbuchananhudspeth@regis.edu
<b>Created via OCR?</b> No	<b>Is this payment part of a larger project that exceeds \$5,000 and is longer than 1 year?</b> No
<b>Independent Contractor</b> No	<b>Fiscal Year Date</b> —
<b>Honorarium</b> No	<b>Vendor Type</b> —

TOTAL (USD) **1,752.00**    REMAINING (USD) **0.00**

+ Add Expense Global Edit Allocate Amounts Clear Amounts Delete Lines

<input type="checkbox"/>	LINE NUMBER ↑		AMOUNT(USD) ▲
<input type="checkbox"/>	1	<b>Expense</b> 10-000-700300-0000 700300-Controller's Office / 0000-General Activity	1,752.00 ✓ ⋮

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