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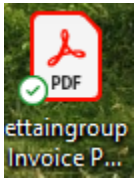
1. First, save the invoice to be entered, as a PDF, and have it accessible to download to Chrome River:
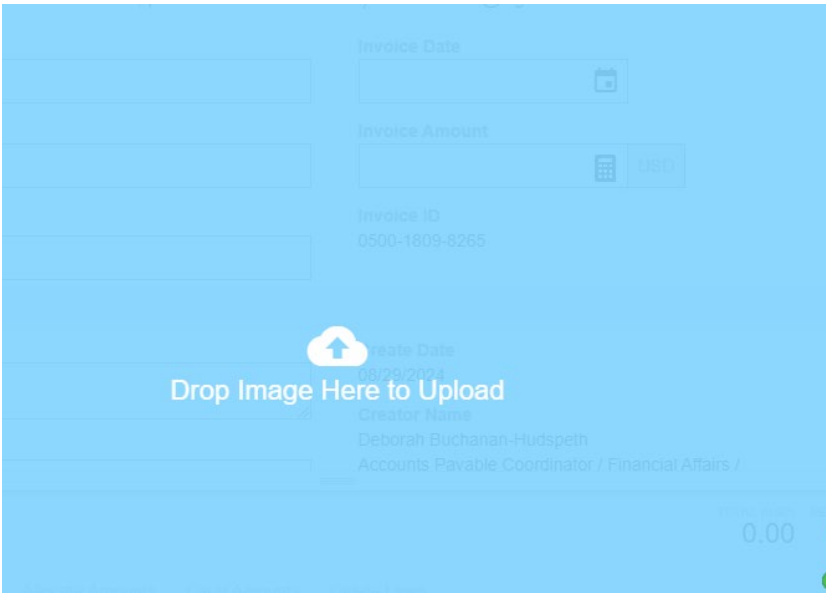

2. Open Chrome River and go to the Invoice Ribbon (circled in red on the left side) and click on '+Create' (circled in red on the right side):

3. This is the screen that will follow:

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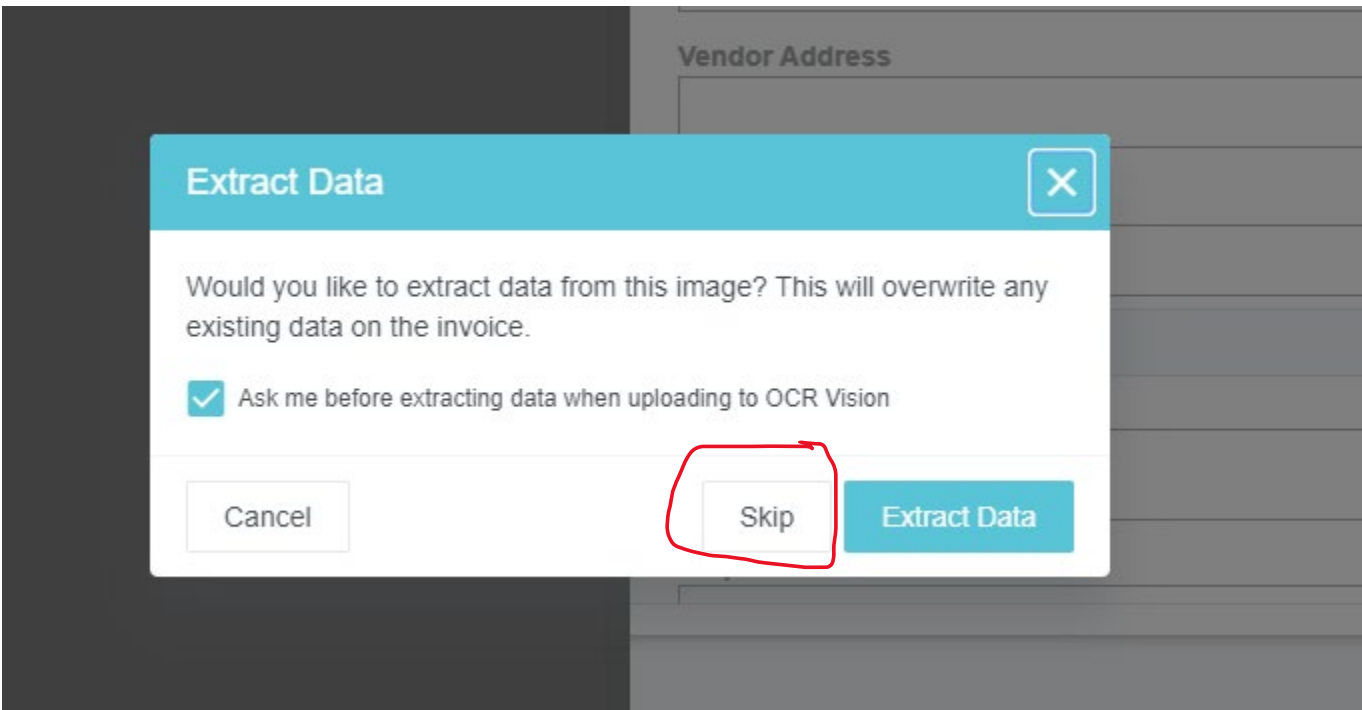
Click on 'Skip'. If 'Extract Data' is chosen, it will populate most of the fields on the invoice screen. Please double check that all fields are populated with the correct data.

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:

6. 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 with a W9 from the vendor and AP will get the vendor entered into the system so that it will appear in Chrome River):

7. 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:

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

Vendor Name	Invoice Number
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 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:
ettain group
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

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

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

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

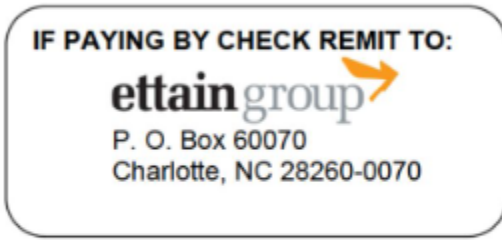**Invoice Number**

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:

IF PAYING BY CHECK REMIT TO:

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

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

Vendor Name	Invoice Number
ETTAIN GROUP, LLC	13508164

Vendor Address	Invoice Date
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 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:

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

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					5/23/2022 12:15:02 PM	24.00	$ 73.00	$1,752.00
					Total:	24.00	Total:	$1,752.00

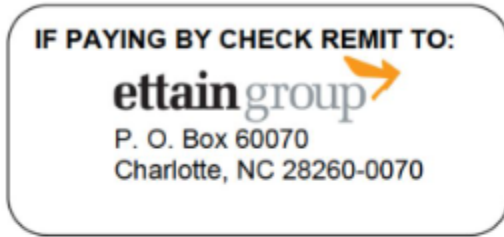## ETTAIN GROUP, LLC
ID: 2977716

If your invoice does not have an invoice number, please contact Accounts Payable at invoice@regis.edu

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

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 Hudspeth

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

Create Date
08/29/2024

Creator Name

Requester •

Created via OCR?

No ▼

Is this payment part of a larger project that exceeds $5,000 an 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':

● 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.'

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 'Honorarium' box, click on the down arrow button to answer 'Yes' or 'No.'

For the example invoice we are using, the correct response will be 'No.' However, if this was for an Honorarium, 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.'

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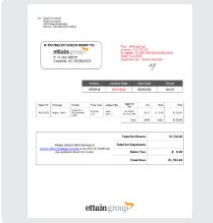
- Mail a copy of the invoice with the check.
- Vendor will pick up the check
- New mailing address
- Mail UPS using account #

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:

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

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

+ 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)	REMAINING (USD)
	1,752.00	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)	REMAINING (
	1,752.00	0.0

+ 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:

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:

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 curser 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:

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

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-

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

Vendor Address
~~[redacted]~~
~~[redacted]~~
~~[redacted]~~
ID: cafc19f2-6a73-4a0f-8065-142f2c1e2790

Invoice Number
13508164

Invoice Date
05/21/2024

Invoice Amount
1,752.00 USD

Invoice ID
0500-1826-8142

▸ **Invoice Detail**

Description
Temptime 5.21.22

Requester
~~[redacted]~~
Accounts Payable Coordinator / Financial Affairs /
dbuchananhudspeth / dbuchananhudspeth@regis.edu

Created via OCR?
No

Independent Contractor
No

Honorarium
No

Create Date
09/18/2024

Creator Name
~~[redacted]~~
Accounts Payable Coordinator / Financial Affairs /
dbuchananhudspeth / dbuchananhudspeth@regis.edu

Is this payment part of a larger project that exceeds $5,000 and is longer than 1 year?
No

Fiscal Year Date
—

Vendor Type

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

| + Add Expense | Global Edit | Allocate Amounts | Clear Amounts | Delete Lines |

	LINE NUMBER ↑		AMOUNT(USD) ⚠
☐ 📇	1	**Expense** 10-000-700300-0000 700300-Controller's Office / 0000-General Activity	1,752.00 ✓ •••

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

Vendor Address
~~AIN GROUP, LLC~~
~~

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

Invoice Number
13508164

Invoice Date
05/21/2024

Invoice Amount
1,752.00 USD

Invoice ID
0500-1826-8142

▼ **Invoice Detail**

Description
Temptime 5.21.22

Requester
~~Deborah Buchanan-Huds~~
Accounts Payable Coordinator / Financial Affairs /
dbuchananhudspeth / dbuchananhudspeth@regis.edu

Create Date
09/18/2024

Creator Name
~~
Accounts Payable Coordinator / Financial Affairs /
dbuchananhudspeth / dbuchananhudspeth@regis.edu

Created via OCR?
No

Independent Contractor
No

Honorarium
No

Is this payment part of a larger project that exceeds $5,000 and is longer than 1 year?
No

Fiscal Year Date
—

Vendor Type

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

| + Add Expense | Global Edit | Allocate Amounts | Clear Amounts | Delete Lines |

☐ LINE NUMBER ↑		AMOUNT(USD) ⚠
☐ 1 **Expense** 10-000-700300-0000 700300-Controller's Office / 0000-General Activity		1,752.00 ✓ •••