

Chrome River – Error Messages for Invoices

When you enter an invoice in Chrome River you may receive an error e-mail message from Chrome River, if so, please do the following:

1. The most common error involves the GL account entered. This error means the accounting team must activate the account number in Colleague. Please forward the emailed error message to invoice@regis.edu and we will activate it so that you may submit:

Description	HRSA UD7HP37637
EthINNVendType	C
EthINVIncType	REG
FiscalYear	FY23
Prior Approvers	
08/10/2022	Michael Cahill [Associate Provost / Academic Affairs - Office of the Provost / cahil924 / cahil924@regis.edu 0911924 cahil924]
08/09/2022	Auto Bot (INV Integrity Check) [CRINT - Ethos INV Integrity Check AutoBot CRINT CRINT]
08/09/2022	Deborah Buchanan-Hudspeth [Accounts Payable Coordinator / Financial Affairs / dbuchananhudspeth / dbuchananhudspeth@regis.edu 2978911 dbuchananhudspeth]
08/09/2022	Sandra Wojciehoski [Assistant to the Provost / Academic Affairs - Office of the Provost / swojcieh / swojcieh@regis.edu 1429381 swojcieh]
Invoice Notes	
Deborah Buchanan-Hudspeth	08/17/2022
	Please change the object code to 6401. Thank you Debbie
Auto Bot (INV Export to Colleague)	08/10/2022
	Errors: The GL number 62_000_200130_2507_6608 does not exist in Colleague.
Auto Bot (INV Export to Colleague)	08/09/2022
	Errors: The GL number 62_000_200130_2507_6608 does not exist in Colleague.
Auto Bot (INV Integrity Check)	08/09/2022
	Invoice successfully passed integrity check.
Sandra Wojciehoski	08/09/2022 swojcieh@regis.edu

2. You cannot add a new vendor in Chrome River, that must be done in Colleague, by AP staff. If you cannot find a vendor in the drop-down, please email invoice@regis.edu with a W9 for the new vendor with the signature and dated within the year. Once we have inputted the vendor in Colleague, it will show up in Chrome River the next day after 8AM. If you try to add a vendor that does not exist, this error will bounce back:

Invoice Notes	
Auto Bot (INV Export to Colleague)	07/26/2022 Errors: Must provide either existing vendor or manual vendor details for accountsPayableInvoices. Parameter name: accountsPayableInvoices
Auto Bot (INV Export to Colleague)	07/26/2022 Errors: Must provide either existing vendor or manual vendor details for accountsPayableInvoices. Parameter name: accountsPayableInvoices
Auto Bot (INV Integrity Check)	07/26/2022 Invoice successfully passed integrity check.

Invoice ID: 0500-1264-2945