

Searching for Invoices that have been submitted in the last 90 days

1. Go into Chrome River, go to the Invoice Ribbon, click on "Submitted Last 90 Days":

The screenshot shows the Chrome River dashboard. On the left sidebar, the 'Invoices' section is highlighted in green and shows a count of 5 'Submitted Last 90 Days' invoices, which is circled in red. The main content area displays a welcome message and contact information for PCard Support, US Bank 24-hour support, and Accounts Payable Specialist. There are also reminders about mobile device access and emailing receipts.

2. The next screen is all the invoices you have entered in the last 90 days:

** Note the dates that are in the middle column are the invoice dates.**

| Submitted Invoices | | |
|--|------------|---------------------------|
| Staples Contract & Commercial, Inc. / STAPLES ADVANTAGE Invoice # 3534240938 | 03/31/2023 | 687.32 USD PENDING |
| ALL AMERICAN RECORDS MANAGEMENT Invoice # 0049576 | 03/31/2023 | 676.74 USD PAID |
| REGIS SQUARE ASSOCIATES Invoice # INV 03.23.23 | 03/23/2023 | 66,100.73 USD PAID |
| ALL AMERICAN RECORDS MANAGEMENT Invoice # 0048948 | 02/28/2023 | 676.74 USD EXPORTED |
| REGIS SQUARE ASSOCIATES Invoice # INV 01.31.23 | 01/31/2023 | 66,100.73 USD PAID |

3. To check a specific invoice (circled in red), see below:

The screenshot shows the Chromeriver interface. At the top left, the logo 'chromeriver' is visible. On the right, the user name 'Deborah Buchanan-Hudspeth' and 'Regis University' are displayed. Below the header is a green bar with 'Submitted Invoices' and a search icon. A table lists several invoices:

| Vendor | Invoice # | Date | Amount (USD) | Status |
|---|--------------|------------|--------------|----------|
| Staples Contract & Commercial, Inc. / STAPLES ADVANTAGE | 3534240938 | 03/31/2023 | 687.32 | PENDING |
| ALL AMERICAN RECORDS MANAGEMENT | 0046576 | 03/31/2023 | 676.74 | PAID |
| REGIS SQUARE ASSOCIATES | INV 03 23 23 | 03/23/2023 | 66,100.73 | PAID |
| ALL AMERICAN RECORDS MANAGEMENT | 0046948 | 02/28/2023 | 676.74 | EXPORTED |
| REGIS SQUARE ASSOCIATES | INV 01 31 23 | 01/31/2023 | 66,100.73 | PAID |

The 'ALL AMERICAN RECORDS MANAGEMENT' invoice with ID 2809909 is selected. The detailed view shows:

- Vendor Address: ALL AMERICAN RECORDS MANAGEMENT, 15580 E. Hinsdale Cir., Centennial, CO 80112-4225
- Invoice Date: 02/28/2023
- Invoice Amount: 676.74 USD
- Invoice Number: 0048948
- Invoice ID: 0500-1412-1908
- Invoice Detail: Description: 03/01/23-03/31/23, Create Date: 03/15/2023, Requester: Deborah Buchanan-Hudspeth, Creator Name: Deborah Buchanan-Hudspeth
- TOTAL (USD): 676.74, REMAINING (USD): 0.00

4. Click on "Images" which (circled in red):

This block contains two screenshots. The left screenshot shows a dark image viewer window with a red circle around an 'Image' icon (a square with a diagonal line). The right screenshot is a duplicate of the invoice details page from the previous block, showing the 'ALL AMERICAN RECORDS MANAGEMENT' invoice with ID 2809909. The 'Images' button in the top navigation bar is circled in red.

5. Click on the box with the arrow in it (circled in red):



1



2



Invoice

AARM

15580 E. Hinsdale Circle
Centennial, CO 80112
(303) 373-5101
www.aarmrecords.com

Regis University
Attn: Accounts Payable
3333 Regis Blvd
Office of Financial Affairs C-12
Denver, CO 80221

Date: 02/28/2023
Invoice #: 0048948
Customer #: RLU386

| | |
|-------------------|-----------|
| Total Amount Due: | 676.74 |
| Total Enclosed: | |
| Account Balance: | \$ 676.74 |

| SERVICE DESCRIPTION | RATE | QUANTITY | TAX | FEE |
|---|-----------|----------------------|-----|------------------|
| STORAGE | | | | |
| Storage Period: 03/01/2023 - 03/31/2023 | | | | |
| Record Storage 1.2 cf | \$ 0.3932 | 180.00 | N | \$ 70.78 |
| Record Storage 2.4 cf | \$ 0.3932 | 765.60 | N | \$ 301.03 |
| Record Storage 3.6 cf Legal | \$ 0.3932 | 774.00 | N | \$ 304.34 |
| Record Storage Non-Standard Size | \$ 0.3932 | 1.50 | N | \$ 0.59 |
| | | SUB-TOTAL | | \$ 676.74 |
| | | TAX | | \$ 0.00 |
| | | INVOICE TOTAL | | \$ 676.74 |

6. Click on the printer, and you can save it as a PDF or you can print it to a printer.