Emburse – Chrome River Invoice User Manual

The Citadel

Accounts Payable

Contacts

Marlene Burns
Accounts Payable
mburns3@citadel.edu
(843) 953-5027

Luke Bollmann
Financial Services
lbollman@citadel.edu
(843) 953-3128

Arissa McNeal
Student Business Services
amcneal@citadel.edu
(843) 953-6497

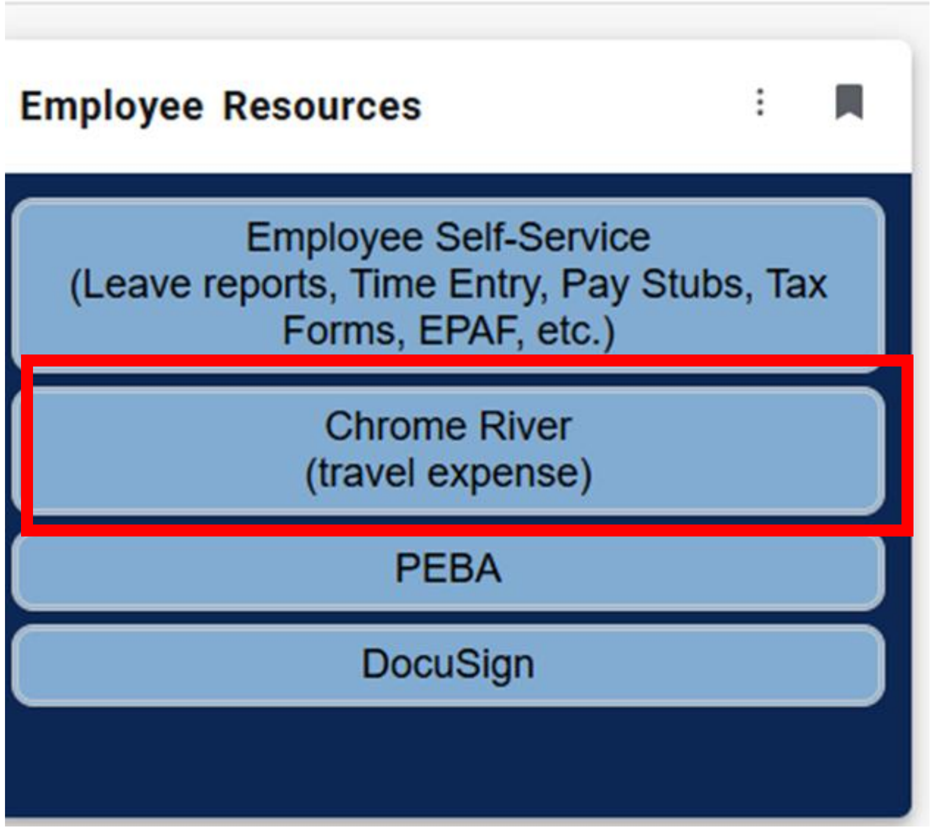
Taylor Torbett
Director of Accounting
ltorbett@citadel.edu
(843) 953-6977

What is Chrome River Invoice

- A cloud-based unified solution for automating the College's Accounts Payable processes
- Allows departments to electronically route invoices for departmental approval and then to Accounts Payable for payment
- Provides visibility of where an invoice is in the approval and payment process
- Purchase Order management within one system allowing the user to apply an invoice to a PO, while also seeing the remaining encumbrance on the PO
- Communication with Accounts Payable documented at the invoice level rather than through your email
- Ability to view invoices for future reference
- Chrome River Invoice allows users to create, submit, and approve invoices anytime, anywhere, and on any device, providing you with the flexibility you need for an efficient workflow

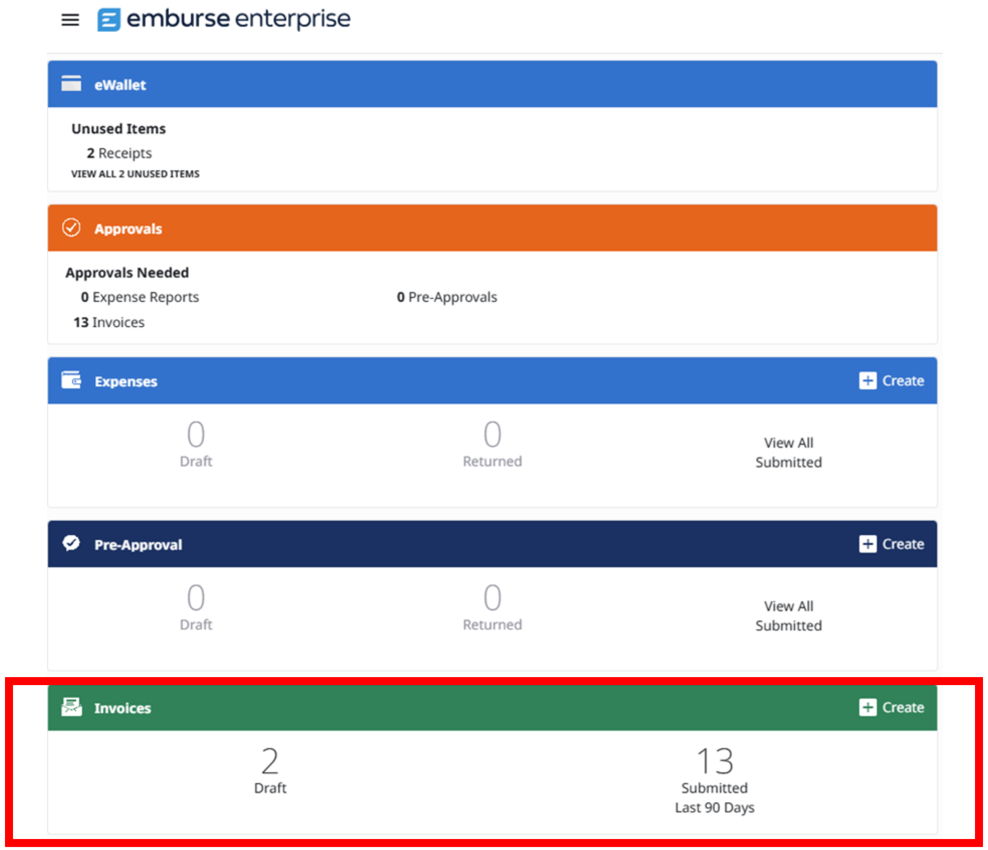
How to Access the Landing Page

1. Go to the My Citadel Homepage
2. Look for employee resources and find the Chrome River box



Creating and Invoice for Payment – Direct Pay

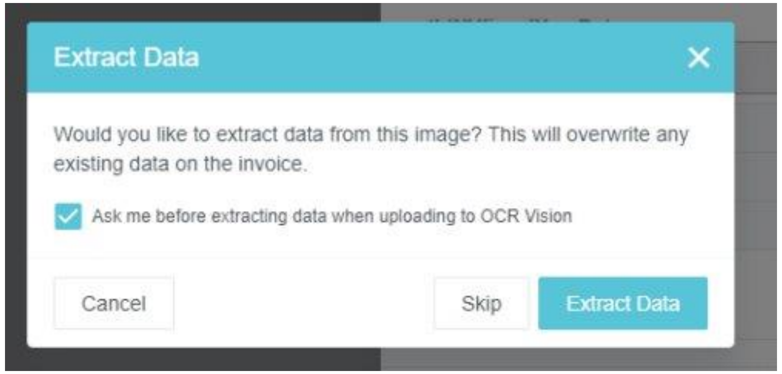
- Step 1: Look for the green box that says invoices and click the Create Button.

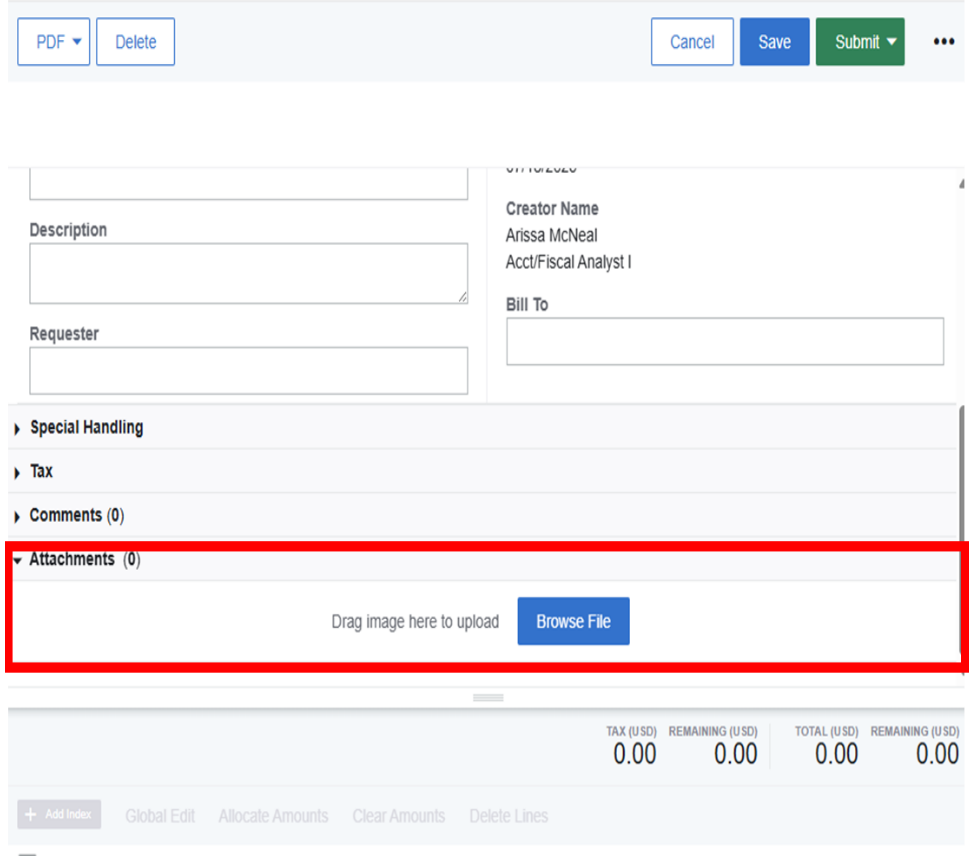


Note: A Direct Pay is an invoice that **does not** have a PO.

Creating and Invoice for Payment – Direct Pay

- Step 2: Upload a PDF of the invoice and opt to use OCR (Optical Character Recognition - preferred) OR manually enter the invoice information. *Note: OCR cannot be used for POs*





- Step 3: Complete the header pane.

Creating and Invoice for Payment – Direct Pay

Step 2 & 3: Using OCR

- Chrome River provides OCR (optical character recognition) which is technology that recognizes text within a digital image. This technology permits the user to upload an image into Chrome River and will complete some of the necessary fields such as vendor name, vendor address, invoice number, & invoice date.
- To use OCR, scroll down to the Browse File box & click on it.
- Sometimes a vendor's invoice is not setup to allow OCR to properly extract data
- You can this and complete the information manually
- You should also if the payment needs to be applied to a PO
- **If you use OCR, please check that all information was extracted accurately and change anything that was not**

Creating and Invoice for Payment – Direct Pay

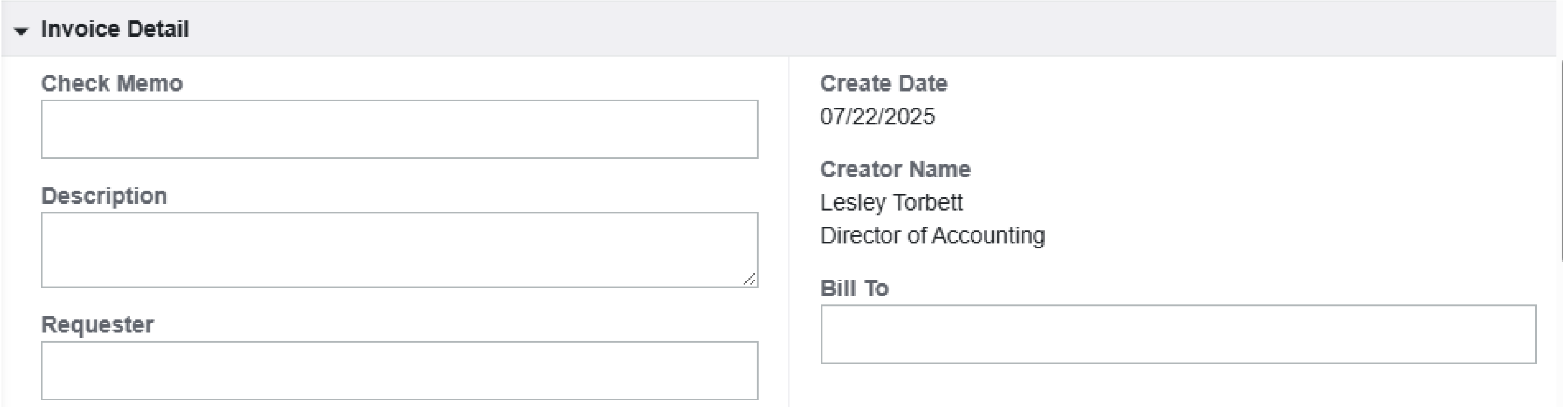
Step 2 & 3: Manual Entry – Required for POs

- You can manually enter all the information after attaching the invoice.
- Enter in the vendor's name or CWID in the box labeled accordingly.
- Select the correct address for the vendor
- Enter the invoice number, date, and amount being paid that is on the invoice

Creating and Invoice for Payment – Direct Pay

Step 4: Invoice Detail Pane

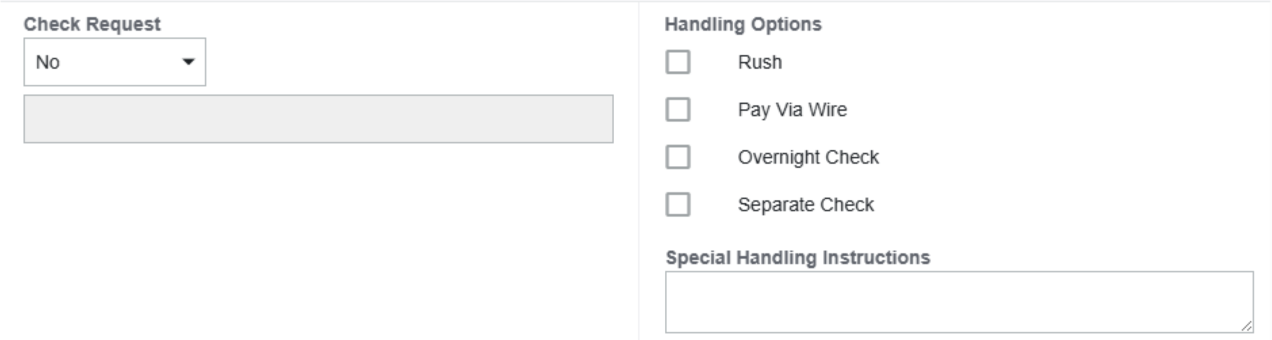
- Check memo: If this is a check please provide any key remittance detail.
- Description: A brief description of the products or services and the reason for their purchase.
- Requester: Who on campus requested this purchase (this will not always be the same as the 'creator').
- Bill To: The Citadel



Creating and Invoice for Payment – Direct Pay

Step 5: Special Handling Pane

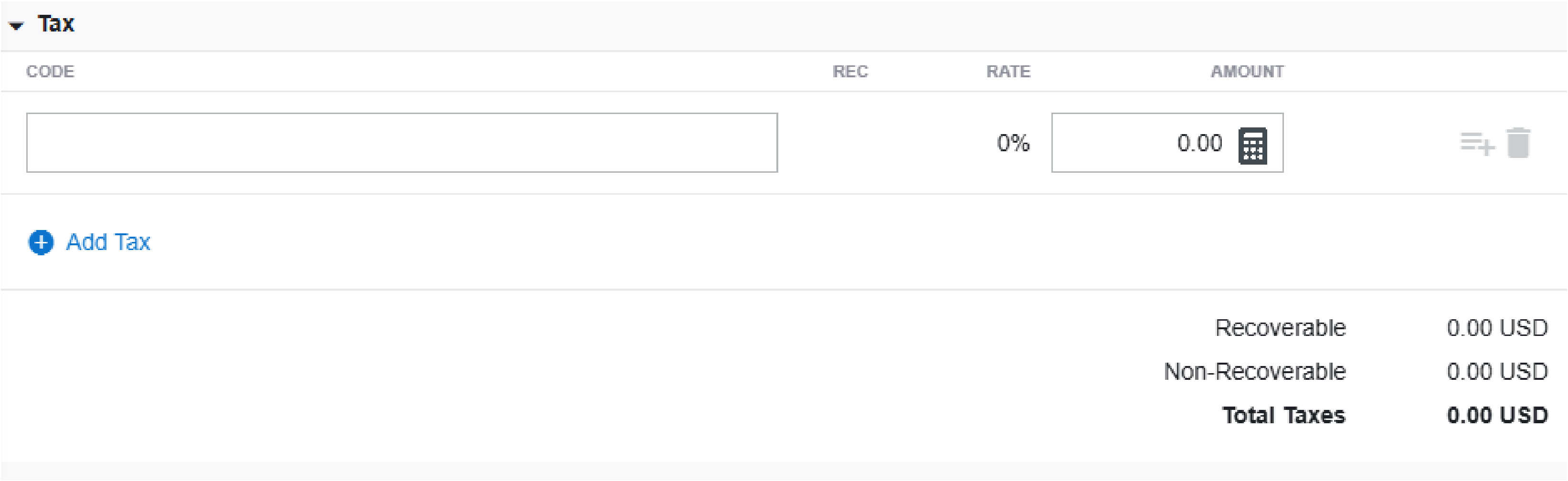
- Check Request: Only to be used if AP is to hold the check or the vendor has specified a check rather than ACH.
- Handling Options:
    - Rush: This should only be used for extenuating circumstances.
    - Pay Via Wire: Ensure a completed wire form has been attached.
    - Overnight check: Use if you need AP to overnight your check payment.
    - Separate Check: Use if this payment cannot be combined with other payments to the same vendor.



Creating and Invoice for Payment – Direct Pay

Step 6: Tax

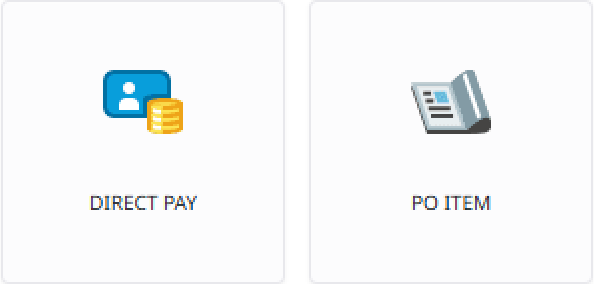
- Add the correct tax code & ensure the amount reflected matches the invoice.
    - ST – Sales Tax 9%
    - UT – Use Tax 9%
    - ST8 – Sales Tax 8%
    - NT – No tax applicable.



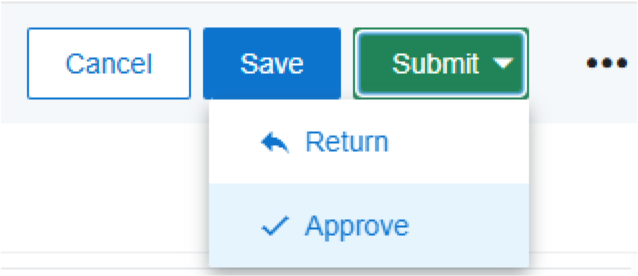
Creating and Invoice for Payment – Direct Pay

Step 7: Expense Allocation

- Click the '+ add index' in the bottom left corner.
- Select item type: Direct Pay
- Account: Select the correct account for the line item.
- Index: Select the correct index for the line item.
- Repeat this process until all of the invoice has been allocated for expense.

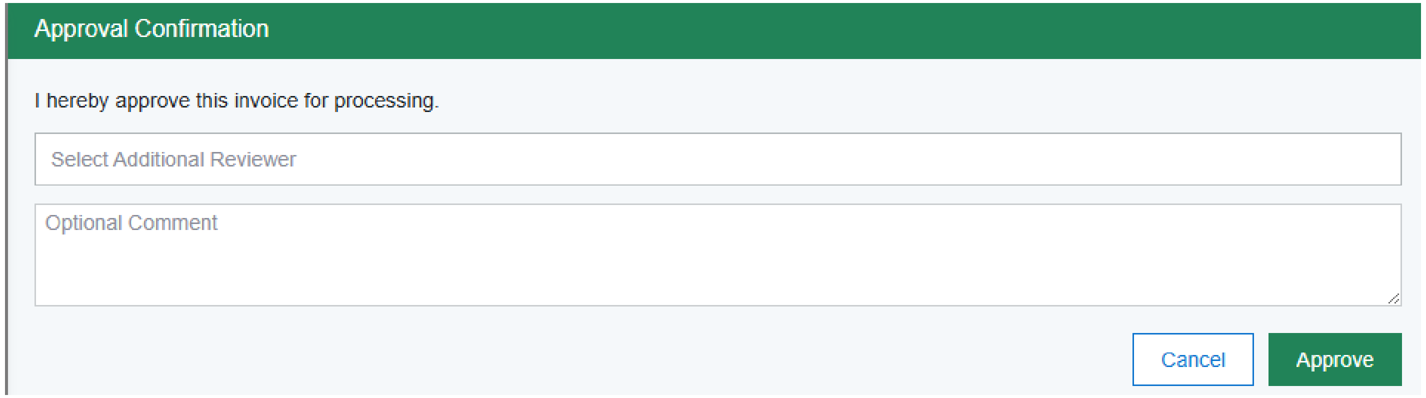


Creating and Invoice for Payment – Direct Pay



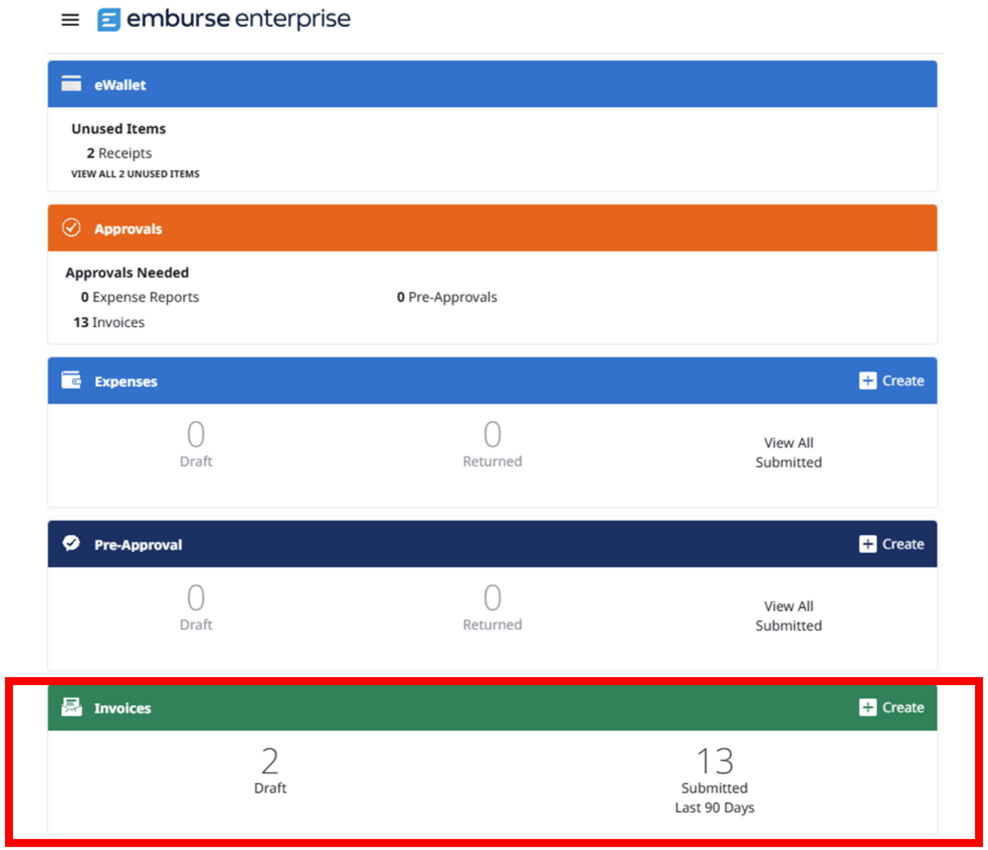
Step 8: Review

- Take a glance over the expense and ensure all fields have been completed.
- Now is the time to add any additional files that are pertinent to the expense.
- Submit for approval using the submit dropdown and clicking approve.
    - The approval confirmation box allows you to select another user to review this invoice. If you wish for the invoice to follow our regular routing rules continue with 'Approve'



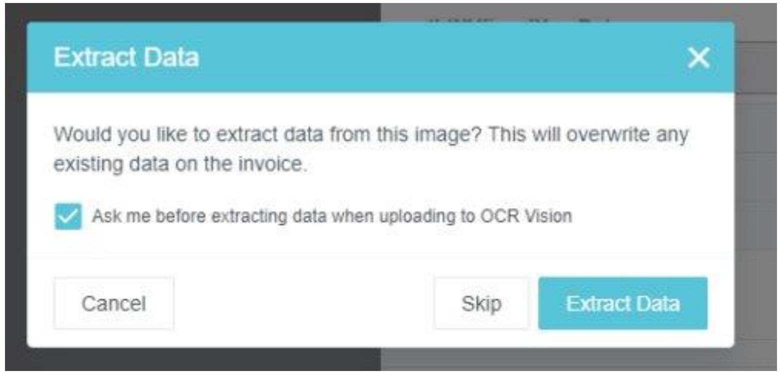
Creating and Invoice for Payment – PO

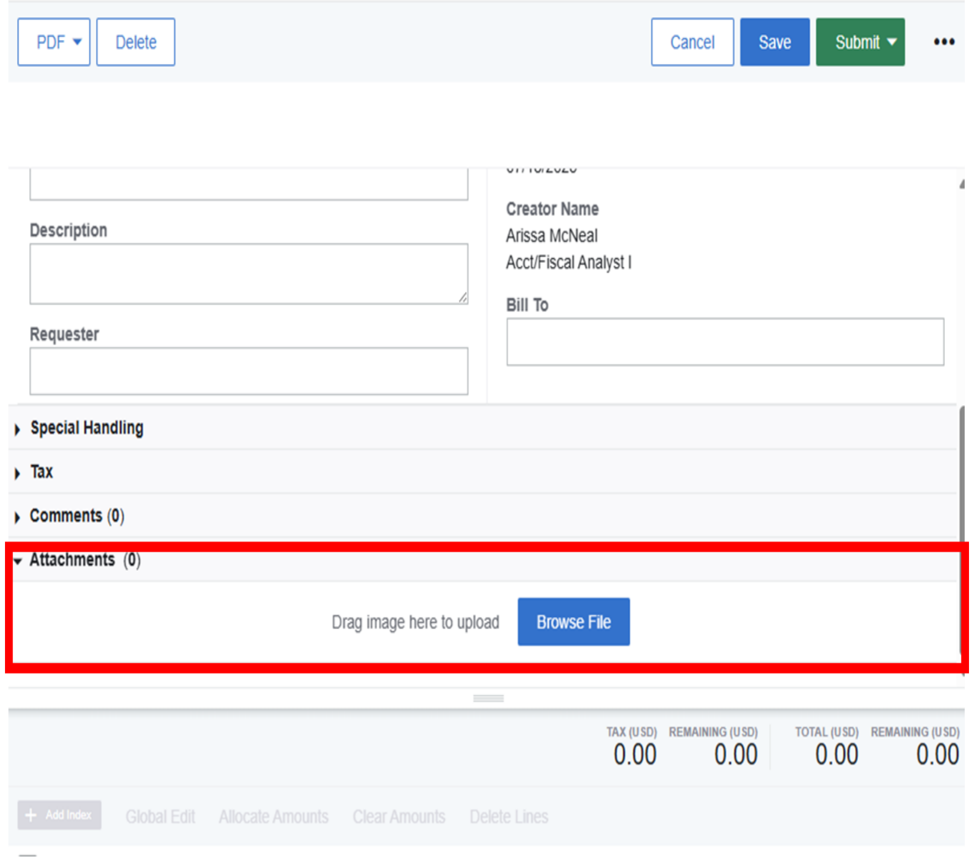
- Step 1: Look for the green box that says invoices and click the Create Button.



Creating and Invoice for Payment – PO

- Step 2: Upload a PDF of the invoice but hit skip when the following pops up.



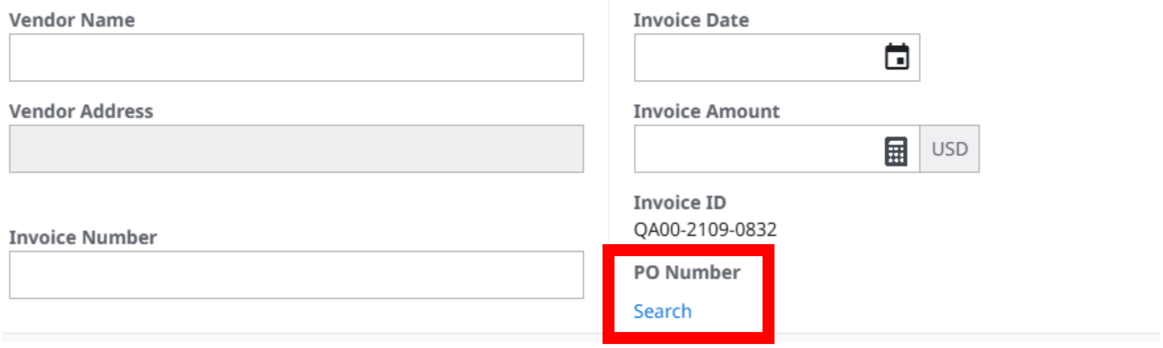


- Step 3: Complete the header pane.

Creating and Invoice for Payment – Direct Pay

Step 4: Selecting the PO

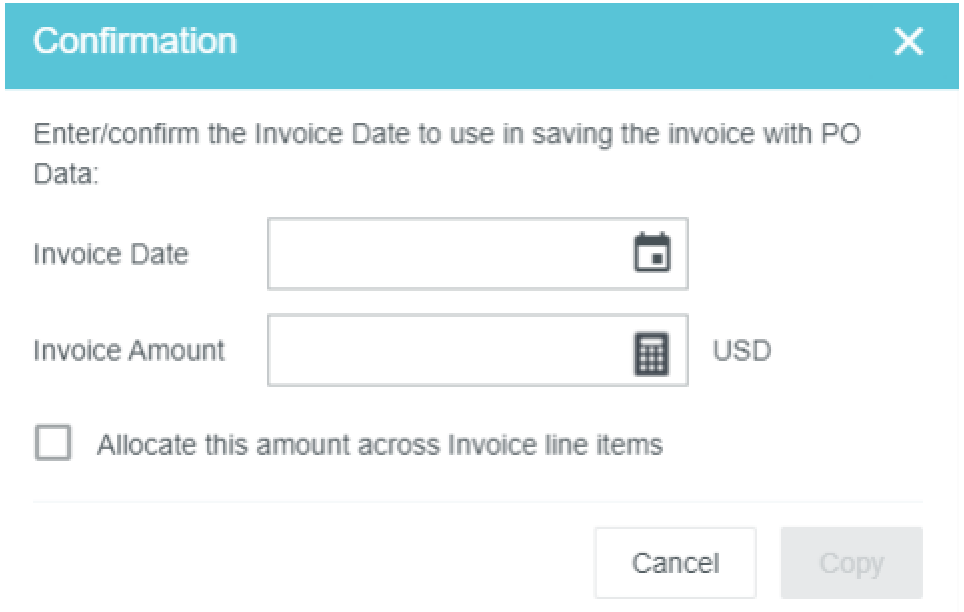
- Click Search and find the applicable PO searching by vendor or PO number.
- Chrome River will show you the PO amount as well as how much is left to be paid (the open amount).



Creating and Invoice for Payment – Direct Pay

Step 5: Creating an Invoice to Pay against the PO

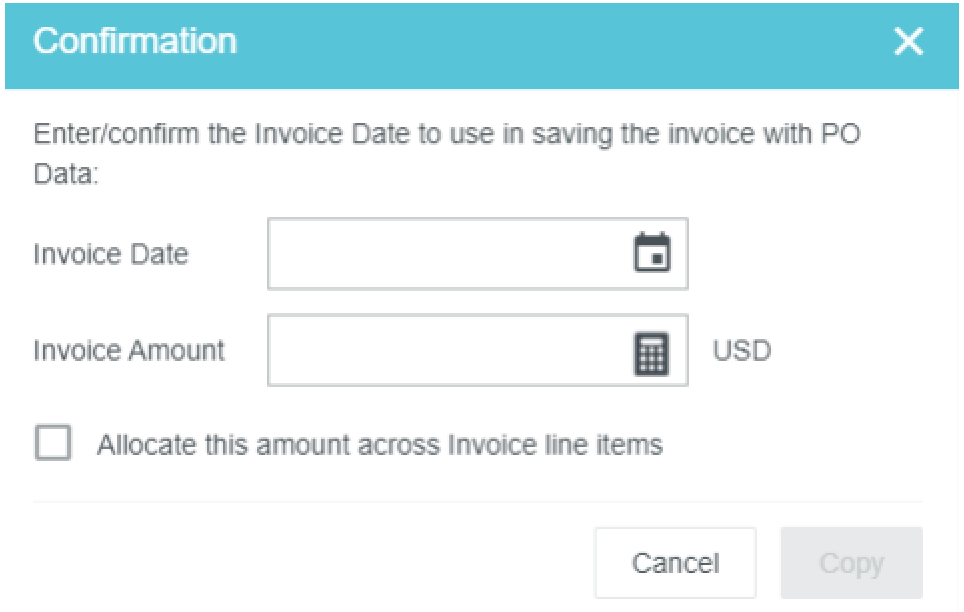
- Complete the pop-up box and press 'copy'
  - Do **not** click on the 'allocate this amount across invoice line items'



Creating and Invoice for Payment – Direct Pay

Step 6: Creating an Invoice to Pay against the PO

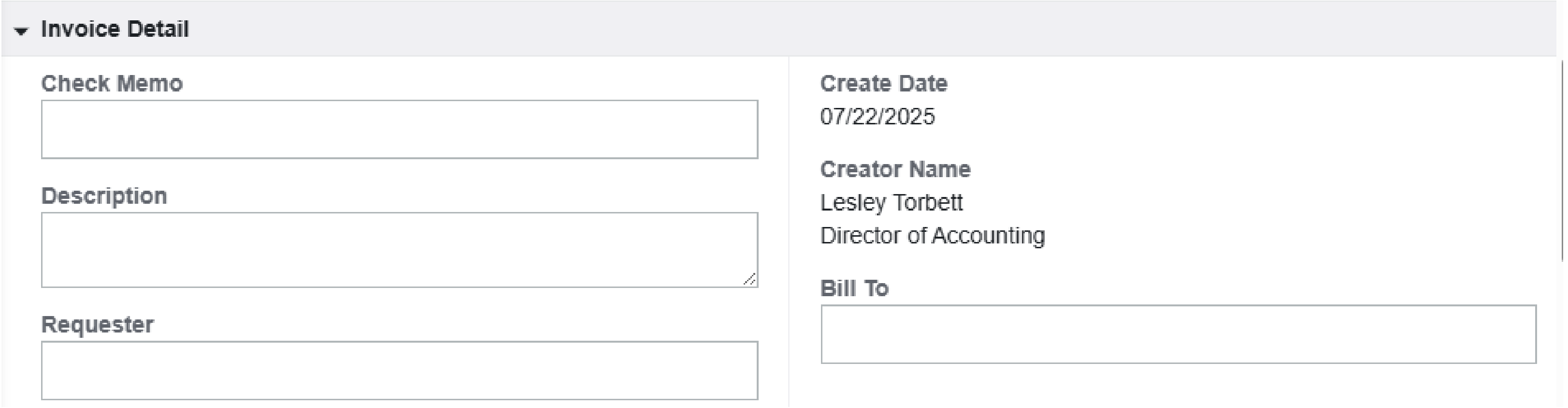
- Complete the pop-up box and press 'copy'
  - Do **not** click on the 'allocate this amount across invoice line items'



Creating and Invoice for Payment – Direct Pay

Step 7: Invoice Detail Pane

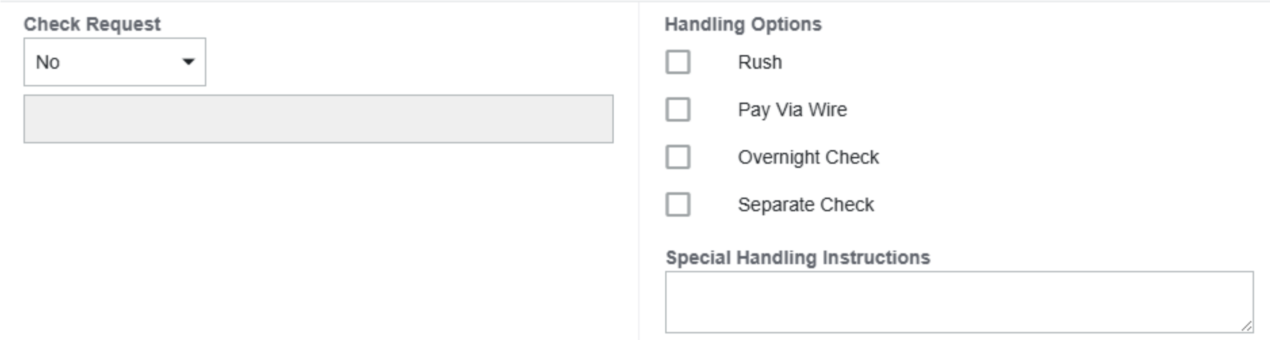
- Check memo: If this is a check please provide any key remittance detail.
- Description: A brief description of the products or services and the reason for their purchase.
- Requester: Who on campus requested this purchase (this will not always be the same as the 'creator').
- Bill To: The Citadel



Creating and Invoice for Payment – Direct Pay

Step 8: Special Handling Pane

- Check Request: Only to be used if AP is to hold the check or the vendor has specified a check rather than ACH.
- Handling Options:
    - Rush: This should only be used for extenuating circumstances.
    - Pay Via Wire: Ensure a completed wire form has been attached.
    - Overnight check: Use if you need AP to overnight your check payment.
    - Separate Check: Use if this payment cannot be combined with other payments to the same vendor.



Creating and Invoice for Payment – Direct Pay

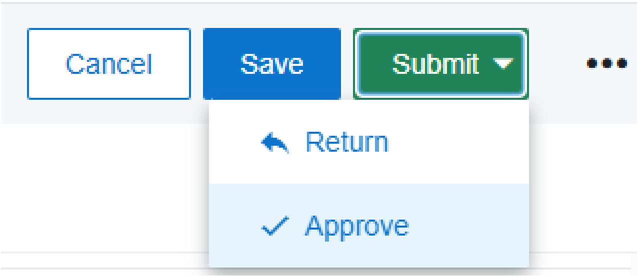
Step 7: Expense Allocation

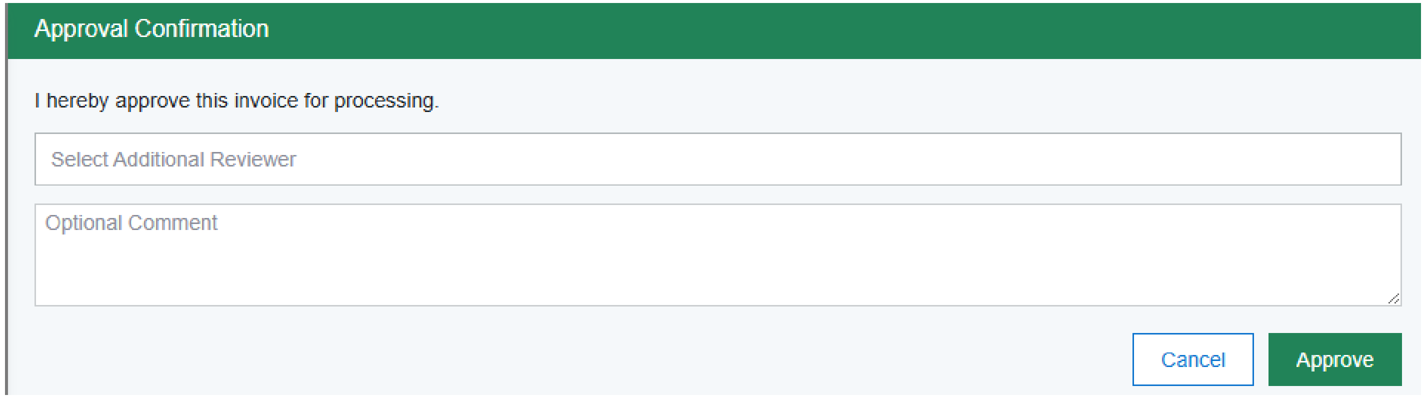
- Click the '+ add index' in the bottom left corner.
- Account: Select the correct account for the line item.
- Index: Select the correct index for the line item.
- Repeat this process until all of the invoice has been allocated for expense.
  - If it is a partial payment of the PO make sure the quantities entered reflect the actual amount to be paid at this time.

Creating and Invoice for Payment – Direct Pay

Step 8: Review

- Take a glance over the expense and ensure all fields have been completed.
- Now is the time to add any additional files that are pertinent to the expense.
- Submit for approval using the submit dropdown and clicking approve.
    - The approval confirmation box allows you to select another user to review this invoice. If you wish for the invoice to follow our regular routing rules continue with 'Approve'





THE CITADEL