

# Chrome River Direct Pay Invoice

## How to Create a Direct Pay Invoice

Chrome River Direct Pay Invoice is a comprehensive, automated invoicing system. This system automates the approval process for direct pay and reimbursement payments.

There are advantages in using the Chrome River Invoice system. Users are able create direct pay and reimbursement invoices efficiently.

### *Information in this document:*

How to create a Direct Pay Invoice

Copying prior invoices and line item expenses

Attaching documentation

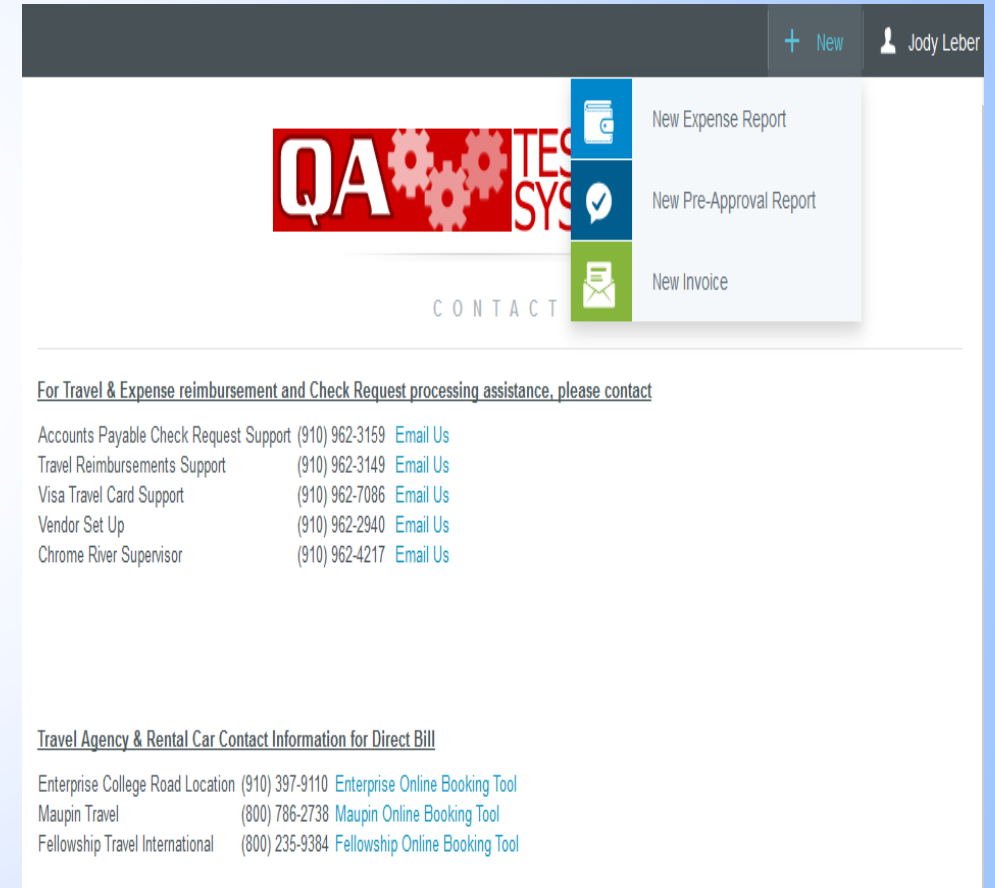


## Information to Consider before Creating a Direct Pay Invoice

- ▶ Direct Pay Invoices allow you to create direct pay/reimbursements quickly and efficiently. A new direct pay invoice is required for payment of a single invoice number.
- ▶ Direct Pay Invoices must be completed for the following instances:
  - ▶ Direct pay invoices
  - ▶ Reimbursement payments
  - ▶ Wire payments

# Creating a Direct Pay Invoice

- Click on the + New icon on the top right side.
- Select New Invoice.
- The Direct Pay Invoice will appear.



The screenshot shows a web application interface. At the top right, there is a dark header bar with a '+ New' button and a user profile icon for 'Jody Leber'. Below this, a dropdown menu is open, displaying three options: 'New Expense Report' (with a calendar icon), 'New Pre-Approval Report' (with a checkmark icon), and 'New Invoice' (with an envelope icon). The background of the page features a logo with 'QA' and 'TES SYS' and the word 'CONTACT' below it. Below the logo, there is a section titled 'For Travel & Expense reimbursement and Check Request processing assistance, please contact' followed by a list of support contacts with phone numbers and 'Email Us' links. At the bottom, there is another section titled 'Travel Agency & Rental Car Contact Information for Direct Bill' with a list of travel agencies and their contact information.

**For Travel & Expense reimbursement and Check Request processing assistance, please contact**

Accounts Payable Check Request Support	(910) 962-3159	<a href="#">Email Us</a>
Travel Reimbursements Support	(910) 962-3149	<a href="#">Email Us</a>
Visa Travel Card Support	(910) 962-7086	<a href="#">Email Us</a>
Vendor Set Up	(910) 962-2940	<a href="#">Email Us</a>
Chrome River Supervisor	(910) 962-4217	<a href="#">Email Us</a>

**Travel Agency & Rental Car Contact Information for Direct Bill**

Enterprise College Road Location	(910) 397-9110	<a href="#">Enterprise Online Booking Tool</a>
Maupin Travel	(800) 786-2738	<a href="#">Maupin Online Booking Tool</a>
Fellowship Travel International	(800) 235-9384	<a href="#">Fellowship Online Booking Tool</a>

# Create a Direct Pay Invoice

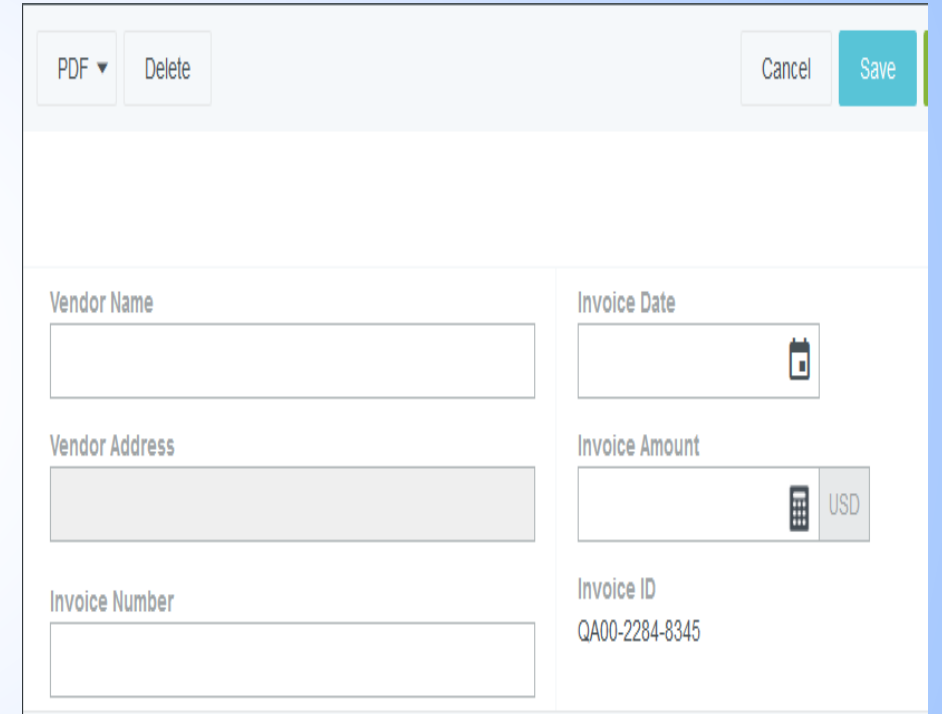
- ▶ The direct pay invoice requires the following information:
  - ▶ Vendor Name – Enter the payees name
  - ▶ Vendor Address – Select the correct AP address that the payment will be remitted to .
  - ▶ Invoice Number – Enter the full invoice number listed on the invoice. Account and memberships numbers are allowed. If creating a reimbursement payment enter the date of the receipt.
    - ▶ Only numbers, letters, and dashes are allowed.

The screenshot shows a web form for creating a direct pay invoice. At the top, there are buttons for 'PDF', 'Delete', 'Cancel', and 'Save'. The form is divided into two columns. The left column contains three input fields: 'Vendor Name', 'Vendor Address', and 'Invoice Number'. The right column contains three input fields: 'Invoice Date' (with a calendar icon), 'Invoice Amount' (with a calculator icon and 'USD' currency selector), and 'Invoice ID' (with the value 'QA00-2284-8345').

Field	Value
Vendor Name	
Vendor Address	
Invoice Number	
Invoice Date	
Invoice Amount	
Invoice ID	QA00-2284-8345

## Create a Direct Pay Invoice

- ▶ Invoice Date – Date of invoice or receipt.
- ▶ Invoice Amount – Total amount of direct pay or reimbursement.
- ▶ Invoice ID – report ID number

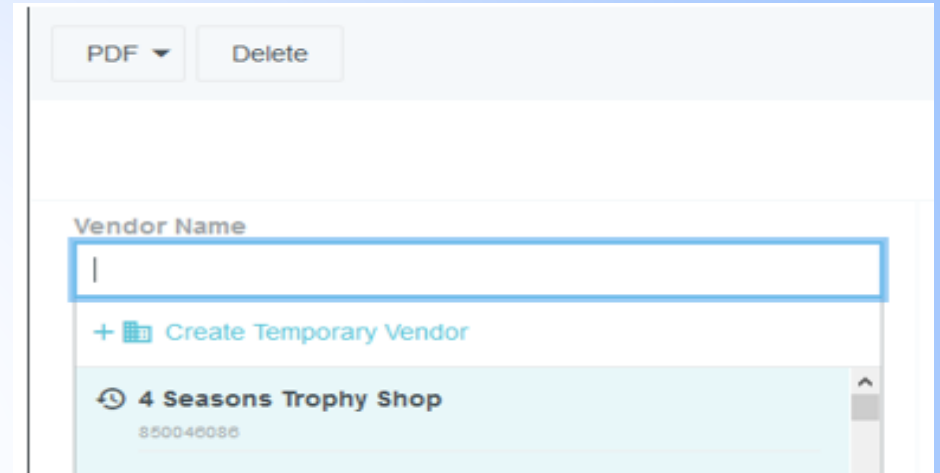


The screenshot shows a web-based form for creating a Direct Pay Invoice. At the top, there are buttons for 'PDF', 'Delete', 'Cancel', and 'Save'. The form is divided into several sections:

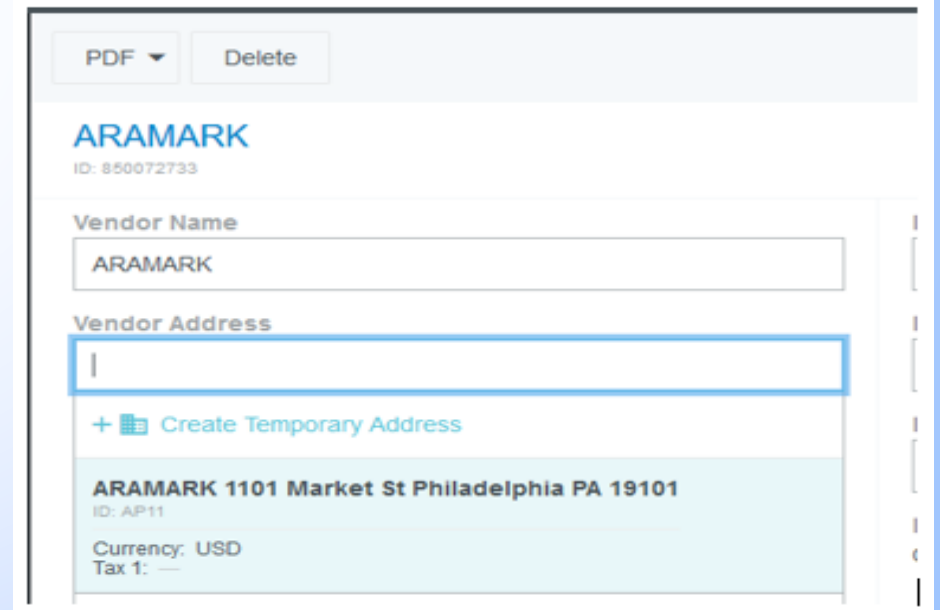
- Vendor Name:** A text input field.
- Vendor Address:** A text input field.
- Invoice Date:** A date picker field with a calendar icon.
- Invoice Amount:** A text input field with a calculator icon and a 'USD' currency selector.
- Invoice Number:** A text input field.
- Invoice ID:** A text input field containing the value 'QA00-2284-8345'.

# Create a Direct Pay Invoice

- ▶ If the vendor name or address is not found in the drop down menu then they currently are not active in Banner.
- ▶ Vendor name not listed – Click on Create Temporary Vendor, add vendor name to pop-up box.
- ▶ Vendor address not listed – Click on Create Temporary Address.
- ▶ Complete the Vendor Maintenance Form and attach to the Direct Pay Invoice.



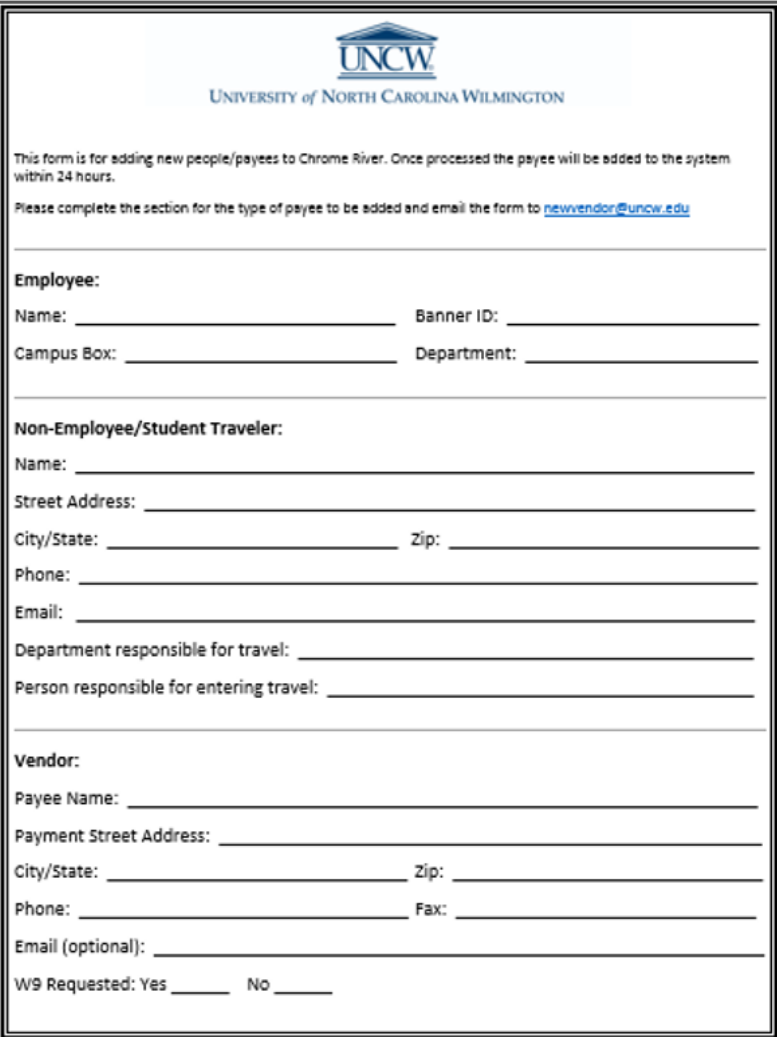
This screenshot shows the 'Vendor Name' selection interface. At the top, there are 'PDF' and 'Delete' buttons. Below them is a search bar. A dropdown menu is open, showing a search result for '4 Seasons Trophy Shop' with ID '850046086'. A '+ Create Temporary Vendor' button is visible above the dropdown.



This screenshot shows the 'Vendor Address' selection interface. At the top, there are 'PDF' and 'Delete' buttons. Below them is the 'ARAMARK' logo and ID '850072733'. A search bar contains 'ARAMARK'. A dropdown menu is open, showing a search result for 'ARAMARK 1101 Market St Philadelphia PA 19101' with ID 'AP11'. Below the dropdown, there are fields for 'Currency: USD' and 'Tax 1: —'. A '+ Create Temporary Address' button is visible above the dropdown.

# Vendor Maintenance Form

- ▶ Vendor Maintenance Form link is found on the bottom of the Welcome page.
- ▶ Section 1- To be completed if reimbursement is for a UNCW employee.
- ▶ Section 3 – To be completed if the user has chosen Temporary Vendor Name or Temporary Vendor Address.
- ▶ Once form is completed the user will need to attach it to the Direct Pay Invoice.



The form is titled "UNCW UNIVERSITY of NORTH CAROLINA WILMINGTON". It includes instructions: "This form is for adding new people/payees to Chrome River. Once processed the payee will be added to the system within 24 hours." and "Please complete the section for the type of payee to be added and email the form to [newvendor@uncw.edu](mailto:newvendor@uncw.edu)".


**Employee:**  
Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_  
Campus Box: \_\_\_\_\_ Department: \_\_\_\_\_

**Non-Employee/Student Traveler:**  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Department responsible for travel: \_\_\_\_\_  
Person responsible for entering travel: \_\_\_\_\_

**Vendor:**  
Payee Name: \_\_\_\_\_  
Payment Street Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email (optional): \_\_\_\_\_  
W9 Requested: Yes \_\_\_\_\_ No \_\_\_\_\_

# Create a Direct Pay Invoice – Invoice Detail

- ▶ Check Memo – Description of direct pay expense
  - ▶ Description will be found in Banner
- ▶ Requester – The host should be listed only for Business Entertainment and Other Entertainment expenses.
- ▶ Create Date – Date the Direct Pay Invoice is being created.
- ▶ Creator Name – Name and job title of the person creating the Direct Pay Invoice.

▼ Invoice Detail	
Check Memo <input type="text"/>	Create Date 06/29/2020
Requester <input type="text"/>	Creator Name Jody Leber uShop and Chrome River Analyst
Payment Due Date <input type="text"/> 	Are the goods provided on a state contract? <input type="text"/>
Check Handling <input type="text"/>	Is the out of state payee subject to 4% withholding tax? <input type="text"/>
Do not direct deposit. <input type="checkbox"/>	Is this payment being made to or on behalf of a US citizen/vendor or legal permanent US resident? <input type="text"/>
Single check is needed <input type="checkbox"/>	
All goods and services have been received before submitting check request for payment. <input type="text"/>	




# Create a Direct Pay Invoice – Invoice Detail

- ▶ Payment Due Date – Date that check needs to be processed.
  - ▶ Checks are processed on Wednesday of every week. Please choose a Wednesday date.
- ▶ Check Handling – Click on field to view options.
  - ▶ Attachment required to be mailed with check.
  - ▶ Check will be picked up.
    - ▶ Payee will pick up check at Cashiers Office and will need ID.
  - ▶ Manual
  - ▶ Wire

▼ Invoice Detail	
Check Memo <input type="text"/>	Create Date 06/30/2020
Requester <input type="text"/>	Creator Name Jody Leber uShop and Chrome River Analyst
Payment Due Date <input type="text" value=""/>	Are the goods provided on a state contract? <input type="text"/>
Check Handling <input type="text"/>	Is the out of state payee subject to 4% withholding tax? <input type="text"/>
Do not direct deposit. <input type="checkbox"/>	Is this payment being made to or on behalf of a US citizen/vendor or legal permanent US resident? <input type="text"/>
Single check is needed <input type="checkbox"/>	
All goods and services have been received before submitting check request for payment. <input type="text"/>	

## Create a Direct Pay Invoice – Invoice Detail

- ▶ Do not direct deposit – Flag only if direct deposit is not needed. Reason is required.
- ▶ Single check is needed – Flag only if vendor requires a single check per direct pay invoice. Reason is required.
- ▶ Purchasing Questions required
  - ▶ All goods and services have been received before submitting check request for payment.
  - ▶ Are the goods provided on a state contract?
  - ▶ Is the out of state payee subject to 4% withholding tax?
  - ▶ Is this payment being made to or on behalf of a US citizen/vendor or legal permanent US resident?

▼ Invoice Detail	
Check Memo <input type="text"/>	Create Date 06/30/2020
Requester <input type="text"/>	Creator Name Jody Leber uShop and Chrome River Analyst
Payment Due Date <input type="text"/> 	Are the goods provided on a state contract? <input type="text"/>
Check Handling <input type="text"/>	Is the out of state payee subject to 4% withholding tax? <input type="text"/>
Do not direct deposit. <input type="checkbox"/>	Is this payment being made to or on behalf of a US citizen/vendor or legal permanent US resident? <input type="text"/>
Single check is needed <input type="checkbox"/>	
All goods and services have been received before submitting check request for payment. <input type="text"/>	

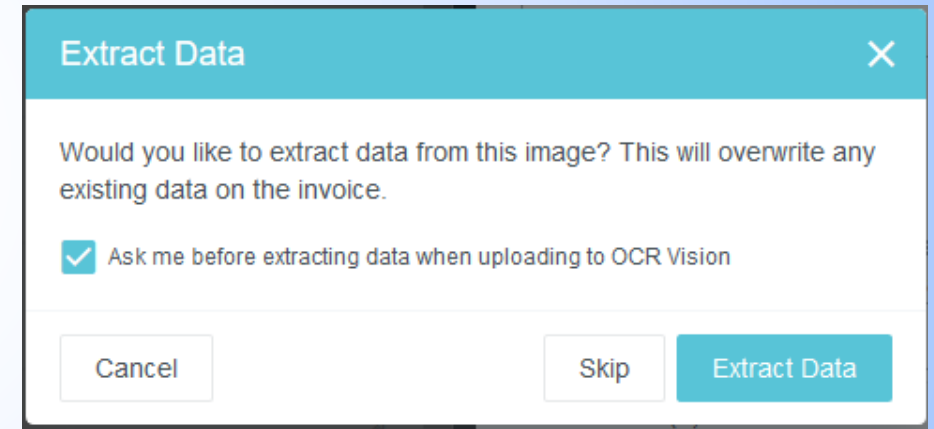


## Create a Direct Pay Invoice

- ▶ Comments – Comments can be added to communicate with direct pay approvers. The name of the person entering the comment, date, and time will be noted just above the comment.
- ▶ Attachments – Options to drag and drop image into the attachment area from your saved documents or browse files to upload.

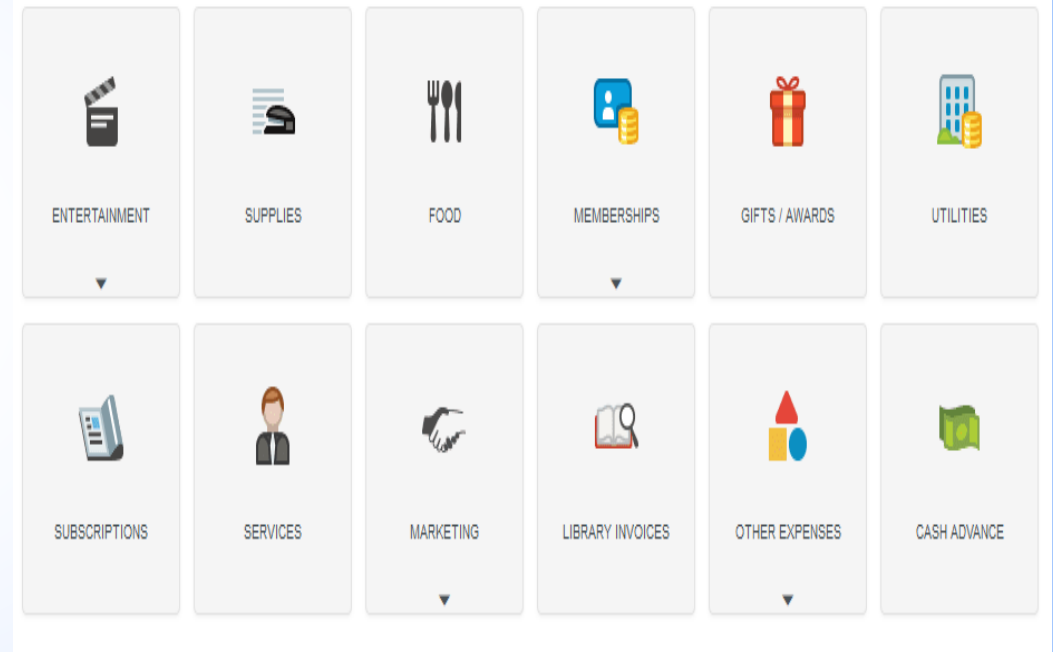
# Create a Direct Pay Invoice - Attachments

- ▶ Drag image here to upload – users can drag a saved image and drop to upload.
- ▶ Browse File - Users are able to browse their saved files. Once a file is chosen an Extract Data option will pop up.
  - ▶ Exact Data – Feature allows OCR Vision to read the invoice and extract data into the direct pay invoice header.
    - ▶ Review all fields to confirm the data was created correctly.
  - ▶ Users may Skip this step which then the system will simple upload the attachment.
  - ▶ Once a file is chosen the invoice/receipt will appear on the left side of the screen in order for the user to review while filling in the direct pay invoice header.



## Create a Direct Pay Invoice – Adding Expenses

- ▶ There can be as many expense line items added to the direct pay invoice per a single invoice number.
- ▶ If there are multiple invoices for a Vendor then each invoice will need to be entered separately.
- ▶ Select + Add Expense from bottom of Invoice page.
- ▶ Select the type of expense needed.



## Create a Direct Pay Invoice – Adding Expenses

- Expense type chosen will be listed on the left top corner.
- Amount - The amount of the expense line item.
  - Total amount of the direct pay invoice populates into the field but can be edit to match the expense line item amount.
- Description - is required for certain expense types.
- Cost Code – Account code of the expense type chosen.
- Fund – Enter in the fund that the expense will post against.

The screenshot shows a software interface for adding expenses. At the top right, it displays 'TOTAL (USD) 51.00' and 'REMAINING (USD) 0.00'. Below this, there are buttons for '+ Add Expense', 'Allocate Amounts', and 'Clear Amounts'. The main section is titled 'SUBSCRIPTIONS' and includes a 'Cancel' button and a green 'Save' button. An 'Amount' field is set to '51.00' with a calculator icon and 'USD' currency. Below this, there is a 'Description' text area and a 'Cost Code' field containing '954910'. At the bottom, there is a 'Fund' section with a search bar labeled 'Search for Allocation'.

## Create a Direct Pay Invoice – Adding Expenses

- Expense types with multiple account code options.
- Cost Code – reflect a CC1 until a account code is chosen from the picker field.
- Account Code – Click on field to review a drop down list of account codes and descriptions.

The screenshot shows a web-based form titled 'SUPPLIES'. At the top right, there are 'Cancel' and 'Save' buttons. Below the title, there is a section for 'Amount' with a text input field containing '250.00', a calculator icon, and a currency dropdown set to 'USD'. Below this, there are two columns: 'Description' with a large text input field, and 'Cost Code' with a text input field containing 'CC1'. Further down, there is an 'Account Code' section with a dropdown menu currently showing '-- Select --'. At the bottom, there is a 'Fund' section with a text input field containing the placeholder text 'Search for Allocation'.

# Create a Direct Pay Invoice – Adding Expenses

- ▶ Business and Other Entertainment
  - ▶ Internal UNCW Attendees
    - ▶ Enter in names of all attendees that are UNCW employees
      - ▶ If the attendee list exceeds five guest the user may attach a list of attendees to the invoice and add a comment “See Attachment” in the field.
    - ▶ Enter in the External Guest Name, Title, and Company
    - ▶ If the attendee list exceeds five guest the user may attach a list of attendees to the invoice and add a comment “See Attachment” in the field.

**BUSINESS ENTERTAINMENT MEALS - NONTRAVEL** Cancel Save

Amount: 51.00 USD

Description:

Cost Code: 953962

Internal UNCW Attendees:

External Guest (Name, Title, Company):

Fund:



# Create a Direct Pay Invoice – Adding Expenses

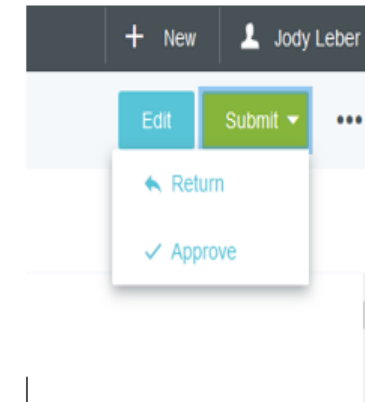
- Expense Line Item options:
- Select the three dots to the right of the expense line item total.
  - Edit – Able to edit all fields of the line item expense.
  - Duplicate – Able to duplicate the current line item expense.
    - Edit duplicated line item expense to match the amount, account code, and fund.
  - Delete – Remove line item expense if not needed.
    - Edit duplicated line item expense to match the amount, account code, and fund.

The screenshot displays a software interface for managing expenses. At the top right, it shows 'TOTAL (USD)' as 250.00 and 'REMAINING (USD)' as 0.00. Below this, there are buttons for '+ Add Expense', 'Allocate Amounts', and 'Clear Amounts'. A table lists expense line items with columns for 'LINE NUMBER' and 'AMOUNT (USD)'. One line item is visible: 'SUPPLIES' with a quantity of 1, account code '121230', and fund 'Graduate Liberal Studies', with an amount of 250.00. A context menu is open over the amount, showing options for 'Edit', 'Duplicate', and 'Delete'.

LINE NUMBER	AMOUNT (USD)
1 SUPPLIES 121230 Graduate Liberal Studies	250.00

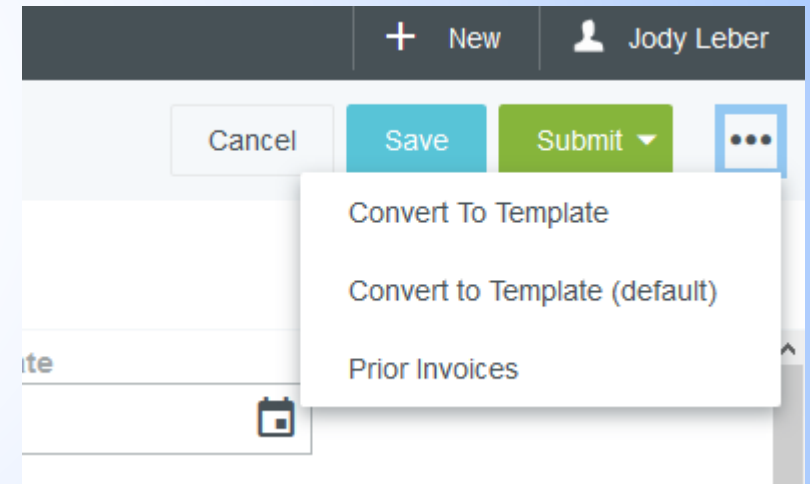
# Create a Direct Pay Invoice

- Once expenses are added to the direct pay invoice user may submit the report.
- Click the Submit tab in top right hand corner.
- Select Approve
- Select Approve again.

A screenshot of an 'Approval Confirmation' dialog box. The title bar is green and contains the text 'Approval Confirmation'. The main content area is white and contains the text 'I hereby approve this invoice for processing.' Below this text is a text input field labeled 'Select Additional Reviewer'. Underneath that is a larger text area labeled 'Optional Comment'. At the bottom right of the dialog, there are two buttons: 'Cancel' (light gray) and 'Approve' (green).

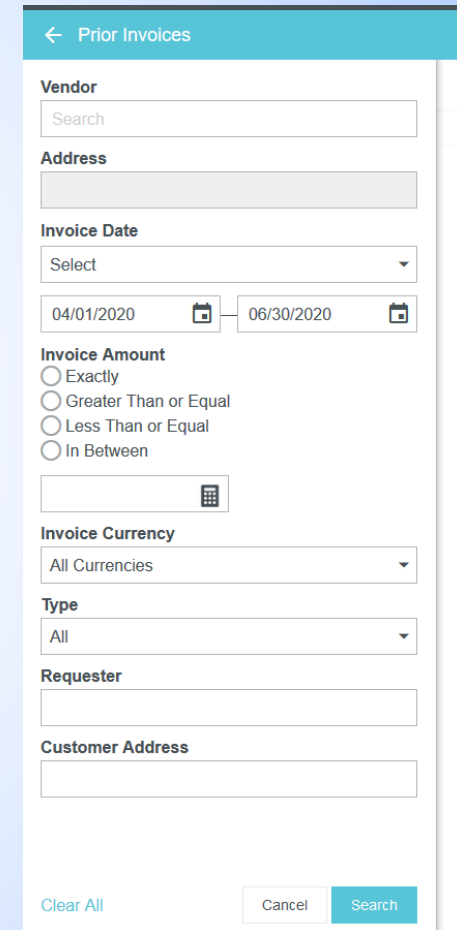
## Create a Direct Pay Invoice – Prior Invoices

- ▶ Prior Invoice feature will allow a user to easily search for invoices submitted in the past.
- ▶ The feature will also allow a user to copy a prior invoice in order to efficiently create a current direct pay invoice.
- ▶ Click on the three dots in the top right corner found beside the Submit tab.
- ▶ Select Prior Invoices



## Create a Direct Pay Invoice – Prior Invoices

- ▶ Search your prior invoices based on the filters listed.
- ▶ Enter the search criteria then select Search.
- ▶ User may sort invoice search data by selecting the Sort tab in the top left hand corner.
- ▶ Review search results and select the invoice that is needed.



The screenshot shows a mobile application interface for searching prior invoices. The title bar is teal and contains a back arrow and the text "Prior Invoices". The form is white with teal accents. It includes the following sections:

- Vendor:** A search input field with the placeholder text "Search".
- Address:** A greyed-out input field.
- Invoice Date:** A dropdown menu currently set to "Select", with two date pickers below it showing "04/01/2020" and "06/30/2020".
- Invoice Amount:** Four radio button options: "Exactly", "Greater Than or Equal", "Less Than or Equal", and "In Between". Below these is a numeric input field with a calculator icon.
- Invoice Currency:** A dropdown menu set to "All Currencies".
- Type:** A dropdown menu set to "All".
- Requester:** An empty input field.
- Customer Address:** An empty input field.

At the bottom of the form, there are three buttons: "Clear All" (teal), "Cancel" (white), and "Search" (teal).

## Create a Direct Pay Invoice – Prior Invoices

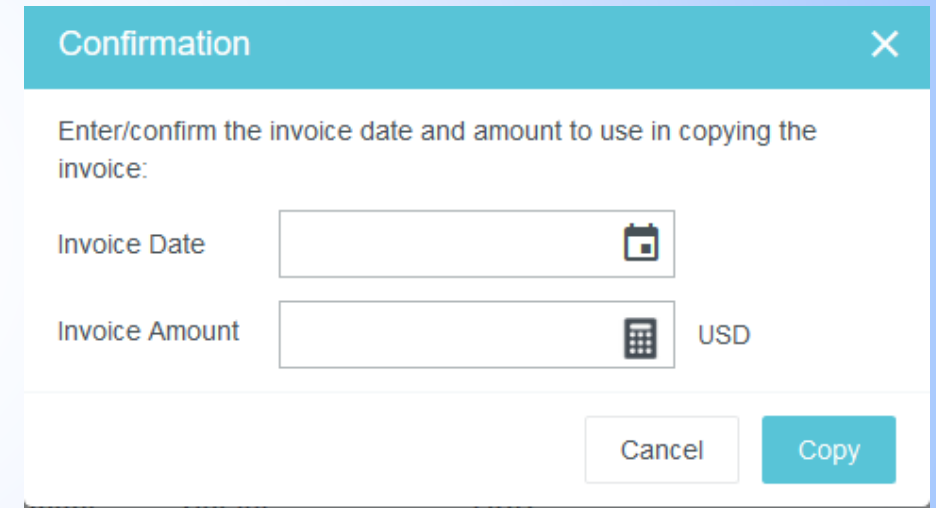
- Once a direct pay invoice is chosen the user has three options.
- Bottom left corner tabs:
  - Images – Select to view the invoice/receipt that is attached to the direct pay invoice.
  - PDF – Select to view the direct pay invoice report PDF. This allows the user to view all information that was entered on the report.
- Bottom right corner tab:
  - Copy – Users are able to copy the prior invoice in order to create a current invoice.

ARAMARK	06/02/2020	632659	80.00
ARAMARK	06/17/2020	45875	90.00
ARAMARK	06/30/2020	5698562	90.00
ARAMARK	06/24/2020	569874	90.00
ARAMARK	06/22/2020	2369-6-22-2020	100.00
ARAMARK	06/24/2020	2369a	100.00
ARAMARK	06/23/2020	2369d	100.00
ARAMARK	06/24/2020	2369e	100.00
ARAMARK	06/26/2020	2369g	100.00
ARAMARK	06/30/2020	2369i	100.00
ARAMARK	06/22/2020	2508	100.00

Images PDF ▾


## Create a Direct Pay Invoice – Prior Invoices


- ▶ Copying a Prior Invoice
  - ▶ Select correct direct pay invoice.
  - ▶ Select the copy tab.
  - ▶ Confirmation popup requiring new data.
  - ▶ Enter in the new Invoice Date.
  - ▶ Enter in the new Invoice Amount
  - ▶ Select Copy



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The dialog contains the following text and fields:

Enter/confirm the invoice date and amount to use in copying the invoice:

Invoice Date  

Invoice Amount   USD

At the bottom right, there are two buttons: "Cancel" and "Copy".

# Create a Direct Pay Invoice – Prior Invoices

- ▶ The direct pay invoice is created including:
  - ▶ Vendor Name
  - ▶ Vendor Address
  - ▶ Invoice Date
  - ▶ Invoice Amount
  - ▶ Payment Due Date
  - ▶ Answers to the four Purchasing questions
  - ▶ Expense line items
  - ▶ Review, edit, complete empty fields then submit report.

The screenshot displays the ARAMARK invoice creation interface. At the top left, the ARAMARK logo and ID (850072733) are visible. The form is divided into several sections:

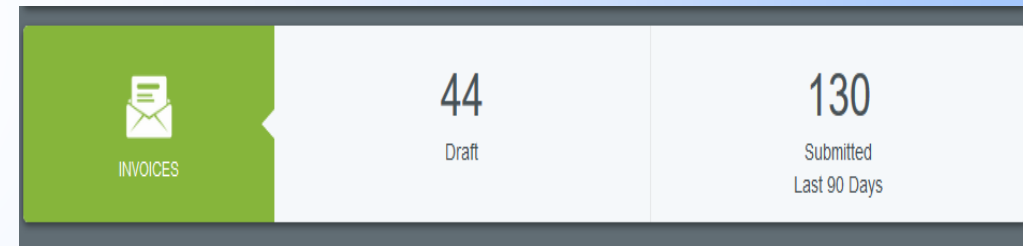
- Vendor Information:** Vendor Name (ARAMARK), Vendor Address (ARAMARK 1101 Market St Philadelphia PA 19101), and Invoice Number (empty).
- Invoice Information:** Invoice Date (06/30/2020), Invoice Amount (90.00 USD), and Invoice ID (QA00-2284-8894).
- Invoice Detail:** Check Memo (empty), Requester (empty), Create Date (07/01/2020), and Creator Name (Jody Leber, uShop and Chrome River Analyst).

At the bottom right, a summary shows a TOTAL (USD) of 90.00 and a REMAINING (USD) of 0.00. Below this, there are buttons for '+ Add Expense', 'Allocate Amounts', and 'Clear Amounts'. A table lists the expense line items:

LINE NUMBER	AMOUNT (USD)
1 SERVICES 121230 Graduate Liberal Studies	90.00 ✓

# Reviewing Direct Pay Invoices






- ▶ The Welcome page Invoice label consist of a Draft and Submitted queue.
  - ▶ Draft – Users are able to locate, edit, and submit any Direct Pay Invoices within this queue that has been started but not submitted previously.
  - ▶ Submitted – All submitted Direct Pay Invoices are located within this queue. The number represents the amount of reports submitted in the last 90 days.





# Reviewing Direct Pay Invoices

- Submitted Invoice Queue – Each Direct Pay Invoice report information consist of :
  - Vendor Name
  - Invoice Number
  - Temporary Vendor Create Icon
  - Invoice Date
  - Total amount of invoice
  - Invoice report status
    - Pending
    - Approved
    - Exported
    - Paid
  - Attachment (paperclip) and/or Compliance symbol (red triangle)

<b>ARAMARK</b> Invoice # 85258		06/29/2020	100.00 USD	 <b>APPROVED</b>
<b>Jackson Hall</b> Invoice # 02292020	 	06/29/2020	25.00 USD	 <b>PENDING</b>
<b>ARAMARK</b> Invoice # 2369h		06/29/2020	50.00 USD	 <b>EXPORTED</b>

# Reviewing Direct Pay Invoices

- Users are able to sort their Submitted Invoice queue to better meet their needs.
- Select the hamburger menu on the top right hand side of the queue.
- Select the type of assortment needed.

The screenshot displays a web interface for reviewing submitted invoices. The header is green and contains an envelope icon, the text 'Submitted Invoices', and a hamburger menu icon. Below the header is a table of invoices. A dropdown menu is open on the right side, showing sorting and filtering options.

Vendor	Invoice #	Date	Amount
Ferguson Joanne N	Invoice # 08292020a	06/30/2020	
ARAMARK	Invoice # 56987	06/30/2020	
Taylor Smith	Invoice # 08302020	06/30/2020	
ARAMARK	Invoice # 5698962	06/30/2020	
Ferguson Joanne N	Invoice # 08292020	06/29/2020	
ARAMARK		06/29/2020	100.00

**Sort By:**

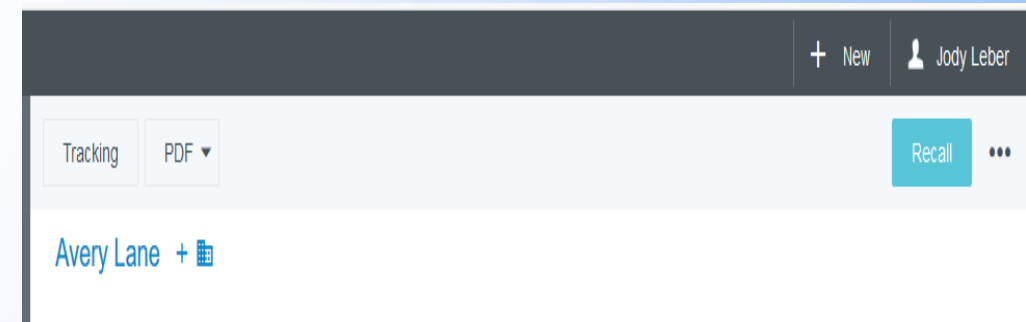
- Invoice Date
- Submit Date
- Invoice Number
- Vendor
- Invoice Amount
- Currency

**Filter By:**

- All My Submitted
- Rush
- Attachments

# Reviewing Direct Pay Invoices

- ▶ Various options are available at the top of the submitted Direct Pay Invoice.
  - ▶ PDF – Users are able to review the Direct Pay Invoice in a PDF form.
  - ▶ Tracking – Users are able to track the invoice report to verify approvals
  - ▶ Recall – Users are able to Recall the invoice report to edit.



# Reviewing Direct Pay Invoices

- ▶ Tracking – Allows users to verify which approval step the Direct Pay Invoice is currently on.
- ▶ User may show or hide the projected approval path.
- ▶ Click on the routing step to review the approval step in more detail.
  - ▶ Information consist of approver, routing status, approval status, date and time assigned to the approver, and date and time invoice report was approved.

Tracking Avery Lane

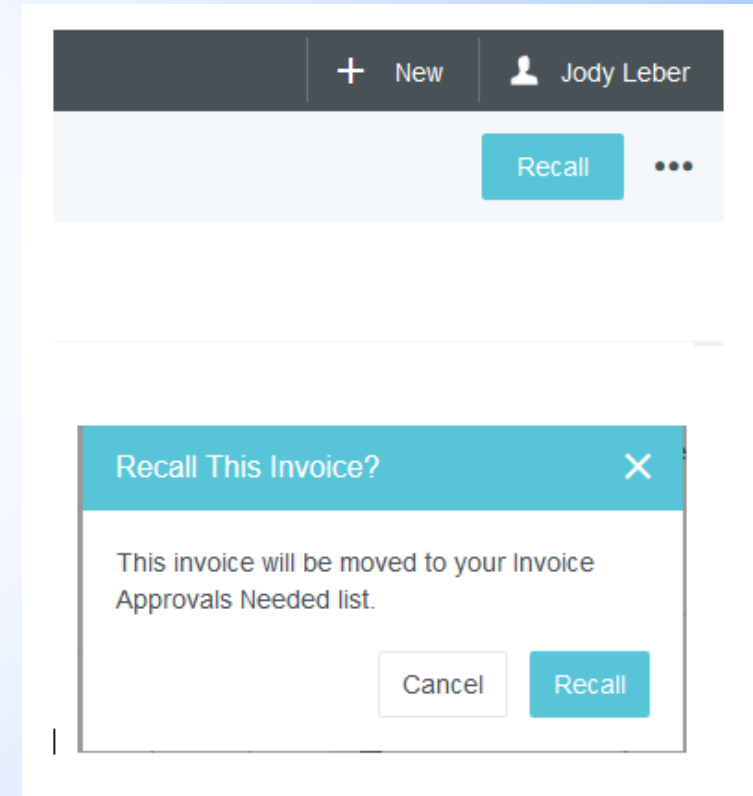
### Routing Steps

- VendorSetup : Firmwide : Firmwide**  
Routing Rules 301000 - Requesters Boss
- Patricia Turrisi**  
Routing Rules 302500 - Route to Budget Authority
- AccountsPayable : Firmwide : Firmwide**  
Routing Rules 308000 - Route to Accounts Payable
- Auto Approve**  
Routing Rules 995000 - AutoApprove rule

[Hide Projected](#)

## Recall and Returned Direct Pay Invoices

- Recall Direct Pay Invoices – Users are able to recall submitted invoice reports while the report status is pending in order to edit the information.
- Select the submitted invoice report.
- Select the Recall tab in the top right hand corner.
- Select Recall from the Recall This Invoice? pop-up box.



## Recall and Returned Direct Pay Invoices

- ▶ Approvers are allowed to Return Direct Pay Invoices to the creator with a comment if editing is need.
- ▶ When a Direct Pay Invoice is Recalled or Returned the invoice report will be located within the Approval queue.
- ▶ The number of reports and Invoice label will show within the orange Approval queue.
- ▶ Users are able to open up the Direct Pay Invoice, edit the data, and resubmit.

