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 direct pay invoice requires the following information:

- **Vendor Name** – Enter the payee's 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.
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
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.
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.
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.
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
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?
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 simply 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.
Create a Direct Pay Invoice – Adding Expenses

- Expense types with multiple account code options.
- Cost Code – reflect a CC1 until an account code is chosen from the picker field.
- Account Code – Click on field to review a drop down list of account codes and descriptions.
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 guests, 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 guests, the user may attach a list of attendees to the invoice and add a comment “See Attachment” in the field.
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.
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.
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.
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.
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
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.
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)
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.
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.
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 needed.
- 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.