

# Chrome River Invoice User Manual

Swarthmore College  
Accounts Payable

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# 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

# Chrome River Landing Page

- Bookmark page →
- Sign onto Chrome River using your Swarthmore Signal Sign-On

Bookmark the site as you normally would.  
Navigate to the Bookmark.  
Right click it.  
Select Edit from the drop down box

Edit bookmark

Name

URL

Bookmarks bar

Other bookmarks

Copy and paste this into the URL.

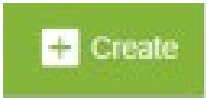
<https://sid.swarthmore.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=http://www.chromeriver.com/>

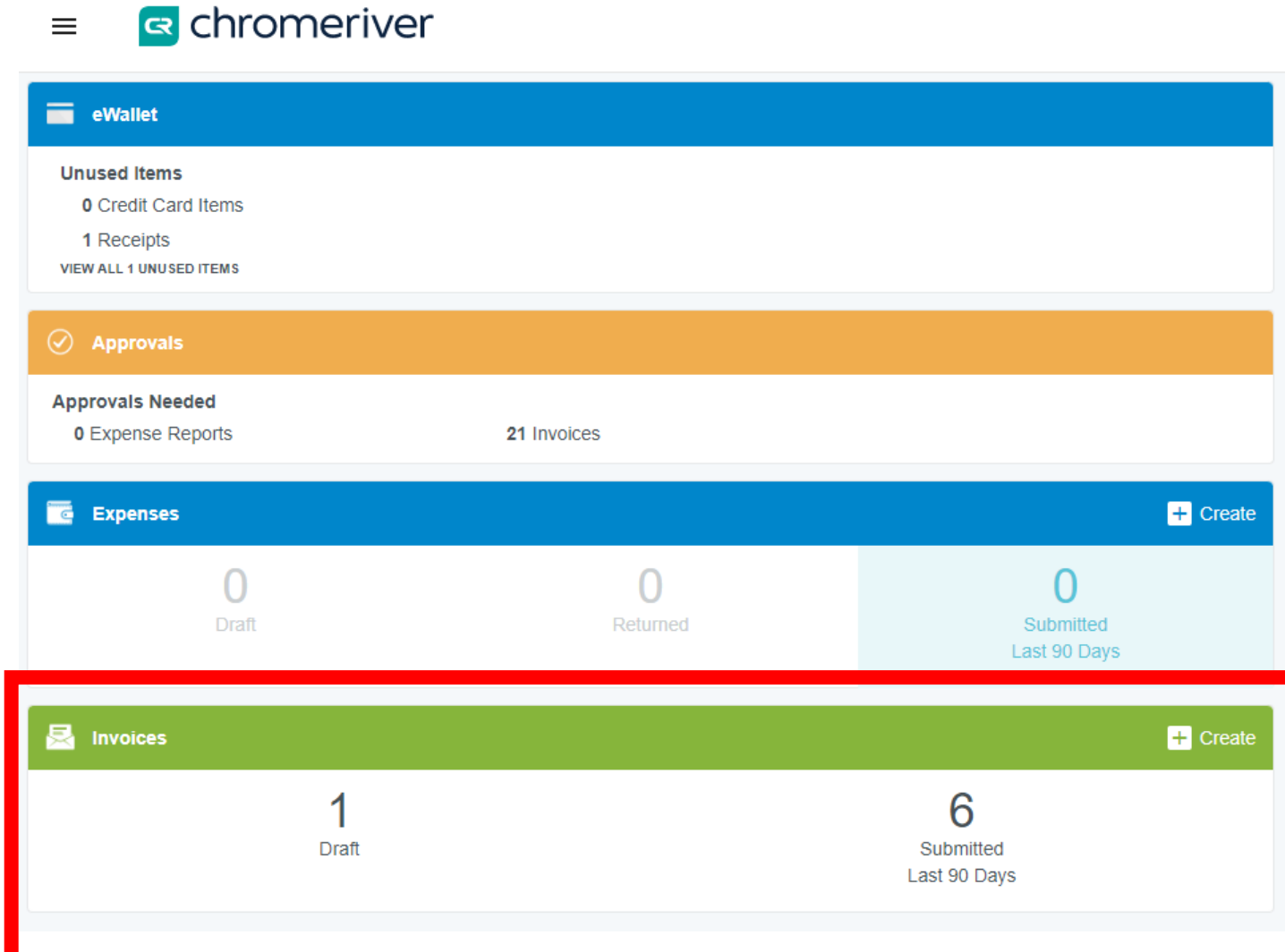
# Creating an Invoice for Payment – Direct Pay

*“What is a Direct Pay Invoice?”*

An invoice that does NOT  
have a PO

## Step 1

- Have your invoice in PDF format in your email or saved
- Click on the  in the “Invoices” section of the landing page



The screenshot shows the Chromeriver dashboard with the following sections:

- eWallet**: 0 Credit Card Items, 1 Receipts, [VIEW ALL 1 UNUSED ITEMS](#)
- Approvals**: 0 Expense Reports, 21 Invoices
- Expenses**: 0 Draft, 0 Returned, 0 Submitted Last 90 Days
- Invoices** (highlighted in red): 1 Draft, 6 Submitted Last 90 Days

# Creating an Invoice for Payment – Direct Pay Step 2

**Draft Invoices**

Requested by Invoice #	Date	Amount
	05/25/2022	0.00 USD
<b>WB Mason Company Inc</b> Requested by Invoice # hgghghgh	05/04/2022	10.00 USD

Image will appear here

PDF Delete Cancel Save Submit

05/25/2022  
Creator Name  
Carrie DiEnna

EthINVendType  
FiscalYear  
FY22

ethINVfiscalYearDate

Special Handling

Comments (0)

Attachments (0)

Drag image here to upload [Browse File](#)

TOTAL (USD) 0.00 REMAINING (USD) 0.0

+ Add Expense Global Edit Allocate Amounts Clear Amounts

LINE NUMBER ↑ AMOUNT(USD) ▲

Drag and Drop Image or Browse

# Creating an Invoice for Payment – Direct Pay

- 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
- The Check Request form is no longer required

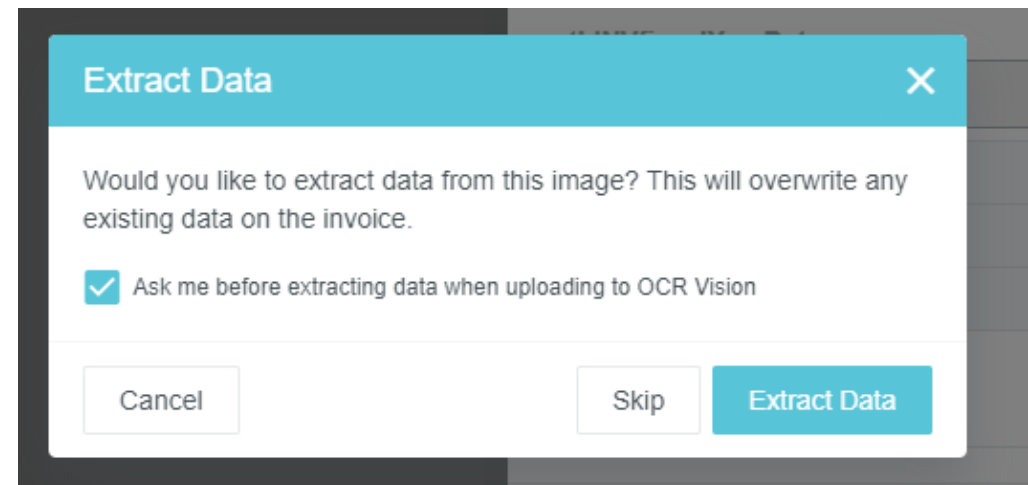
## Step 3

### Complete the header pane

1. Extract Data (not for PO)

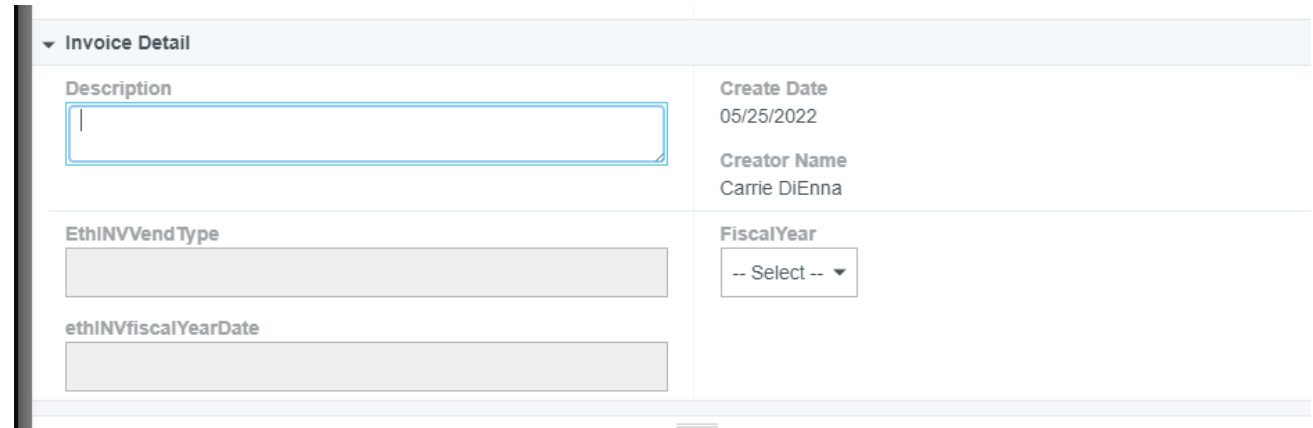
*OR*

2. Complete Manually



# Creating an Invoice for Payment – Direct Pay

## Step 4 Invoice Detail Pane



The screenshot shows a software interface for creating an invoice. The main section is titled "Invoice Detail" and contains several input fields and a dropdown menu. The "Description" field is highlighted with a blue border. The "Create Date" is set to 05/25/2022, and the "Creator Name" is Carrie DiEnna. The "FiscalYear" is set to "-- Select --". The "EthINVendType" and "ethINVfiscalYearDate" fields are currently empty.

Invoice Detail	
Description	Create Date 05/25/2022
EthINVendType	Creator Name Carrie DiEnna
ethINVfiscalYearDate	FiscalYear -- Select --

**Description** – a brief description of the products or services and the reason for their purchase

**Fiscal Year** – only available for 3 weeks in July

Allows you to charge the prior year budget

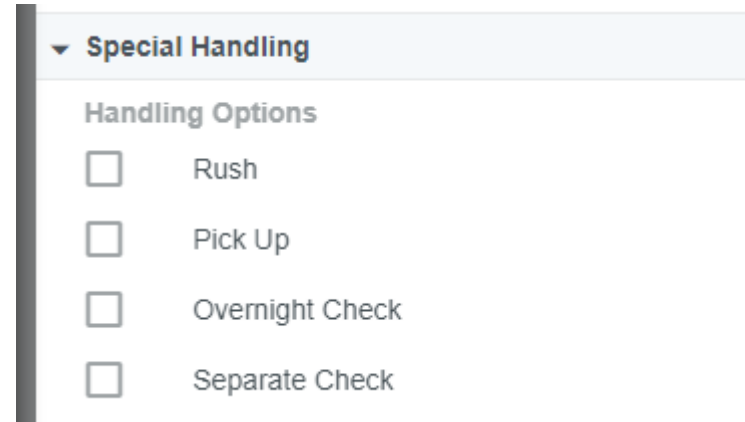
This is reviewed by AP and will be changed to conform with accounting guidelines.

Services and products have to be recorded in the year in which the service was provided or the product was delivered



# Step 5

## Special Handling Pane



▼ Special Handling

Handling Options

- Rush
- Pick Up
- Overnight Check
- Separate Check

**Rush** – This should only be used for extenuating circumstances.

*NOTE: Check runs are on Monday's and Thursday's. Currently, the Business Office requires 10 business days from the date AP receives the invoice to process a payment. Please consider this when submitting an invoice payment and plan your submission according to your needs.*

Please note in the comments section the reason for the rush.

**Pick Up** – use this option when you need a physical check to deliver to the vendor. AP will notify you when the check is available for pick up at 101 S Chester Rd

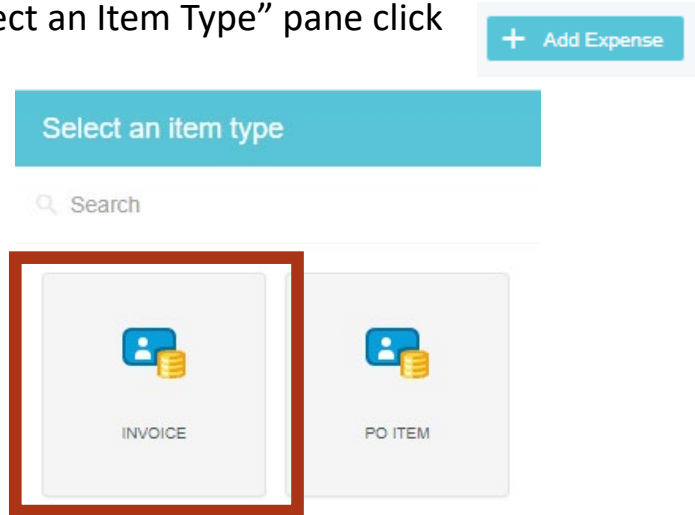
**Overnight Check** – use if you need AP to overnight your check payment. Make sure to provide all pertinent information

**Separate Check** – use if this payment cannot be combined with other payments to the same vendor – ex. Vehicle registrations

# Step 6 – Add Expenses

In the bottom, right pane click

1. In “Select an Item Type” pane click



2. Fill in Description, Account, Allocation (fund and organization code) and activity code and/or location, if any
3. Change amount if it is not the full invoice total
  - Multiple lines to charge? Go back to Step 1 and add more
4. After you are balanced – click Save

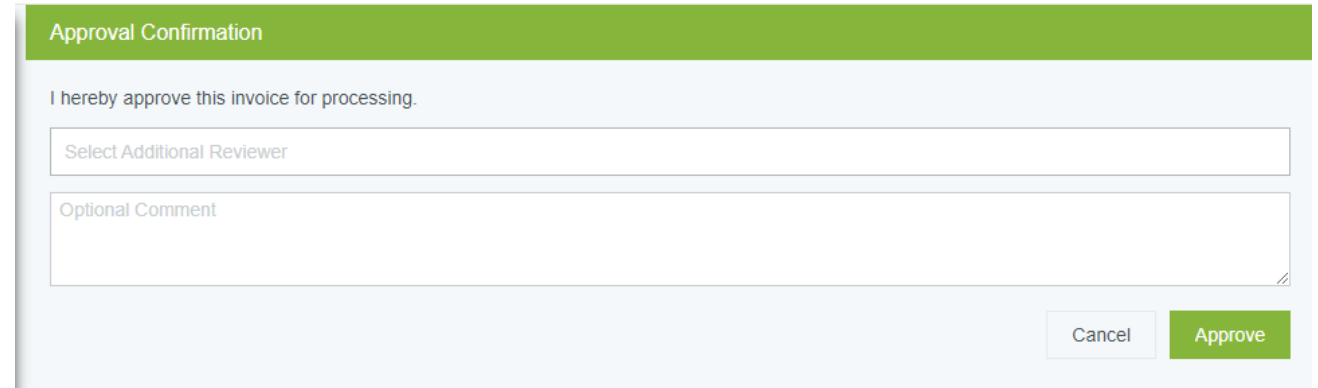
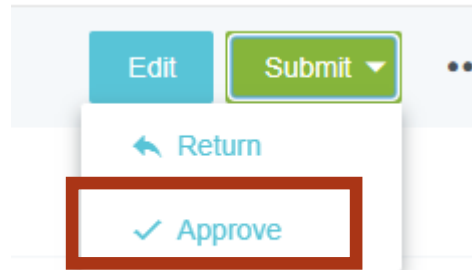
TOTAL (USD)	REMAINING (USD)
35,500.00	0.00

The image shows the 'Add Expense' form with the following details:

- Amount:** 35,500.00 USD (highlighted with a red box)
- Description:** COVID supplies (highlighted with a red box)
- Account:** 7304-Professional Services: General (highlighted with a red box)
- Allocation:** 11000-5110 (highlighted with a red box)
- Operating:** 5110-Business Office
- Cost Code:** CC1
- Location:** —
- Comments:** Add Comment (input field) and Post (button)



At the top right, the summary shows: TOTAL (USD) 35,500.00 and REMAINING (USD) 0.00.

# Step 7 – Submit

A screenshot of a dialog box titled 'Approval Confirmation' with a green header bar. The text inside reads 'I hereby approve this invoice for processing.' Below this is a text input field labeled 'Select Additional Reviewer'. Underneath is a larger text area labeled 'Optional Comment'. At the bottom right, there are two buttons: 'Cancel' (grey) and 'Approve' (green).

- Submit => Approve
- The Approval Confirmation Box allows you to select another user to review this invoice
  - If you wish for this invoice to follow our regular routing rules continue with “Approve”

# Creating an Invoice to pay against a PO

- Follow Steps 1 and 2 from direct pay invoice procedures
- At Step 3 hit 
- Step 4 – for POs only, click Search 
  - Type in the vendor name and find the PO you want to pay
  - Or Type in the PO number, if you know it
  - Chrome River will show the total PO amount and how much is left to be paid

Sort ▾

VENDOR	PO NUMBER	PO DATE	PO AMOUNT	OPEN AMOUNT
WB Mason Company Inc	P0011522	03/04/2022	40.97 USD	0.00 USD
WB Mason Company Inc	P0011524	03/04/2022	30.74 USD	30.74 USD
WB Mason Company Inc	P0011526	03/30/2022	115.13 USD	58.21 USD
WB Mason Company Inc	P0011528	04/19/2022	447.28 USD	447.28 USD
WB Mason Company Inc	P0011529	04/20/2022	22.80 USD	0.00 USD
WB Mason Company Inc	P0011532	04/20/2022	749.00 USD	0.00 USD


- Click on the PO you want and hit “Copy” (bottom, right corner)


# Creating an Invoice to pay against a PO

- Step 5 – complete this pop-up box
- Do not click on the “Allocate this amount across invoice line items”
- “Copy”

**Confirmation** ✕

Enter/confirm the Invoice Date to use in saving the invoice with PO Data:

Invoice Date  

Invoice Amount   USD

Allocate this amount across Invoice line items

# Creating an Invoice to pay against a PO

## Step 6 – Invoice Detail pane

- Description will automatically generate
- Select Fiscal Year

Step 7 – Special Handling pane  
(see Step 5 in direct pay invoice)

▼ Invoice Detail	
<b>Description</b> 03/04/2022 11:27-Lopresti-W.B. Mason	<b>Create Date</b> 05/25/2022
	<b>Creator Name</b> Carrie DiEnna
<b>EthINVVendType</b> C	<b>FiscalYear</b> FY22 ▼
<b>ethINVfiscalYearDate</b>	

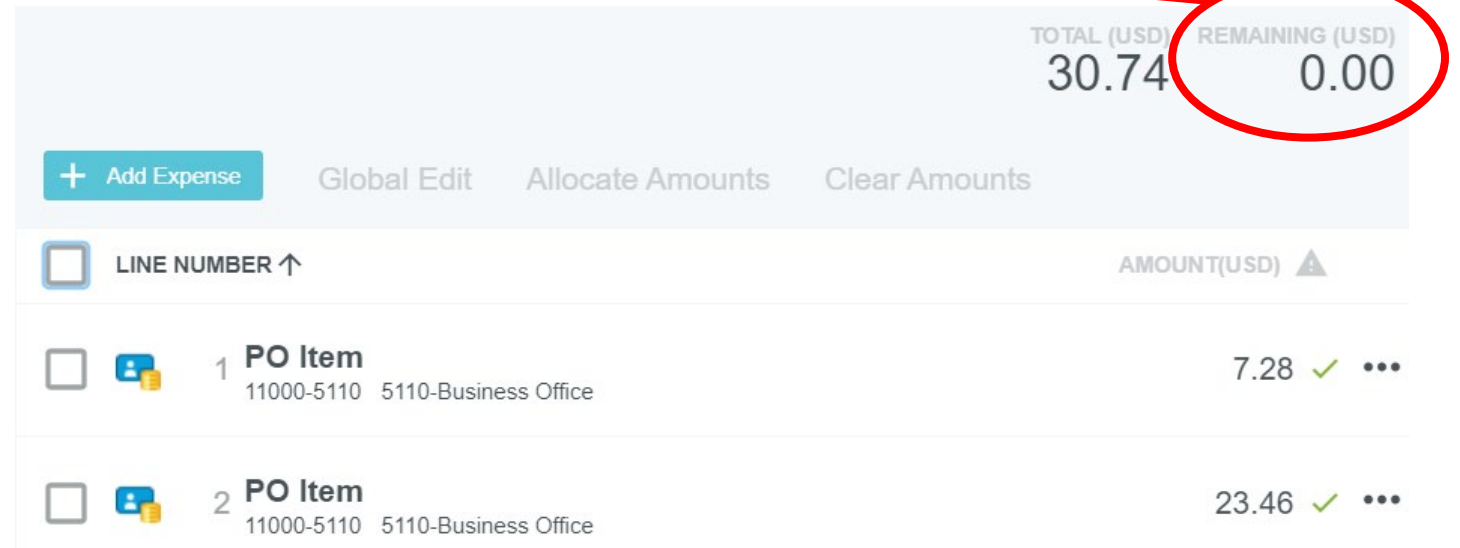
# Creating an Invoice to pay against a PO

## Step 8a – Charge Expense Lines – Full/Final Payment

- Make sure PO line items match invoice
- Make sure the Remaining amount is Zero

## Step 9 – Submit and Approve Invoice

- See step 7 for direct pay invoices




		TOTAL (USD)	REMAINING (USD)
		30.74	0.00

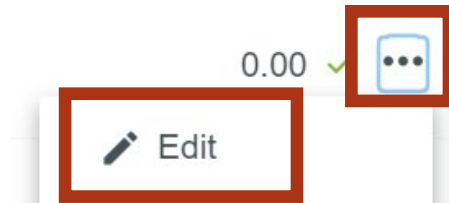
  

<input type="checkbox"/>	LINE NUMBER ↑	AMOUNT(USD) ▲
<input type="checkbox"/>	1 PO Item 11000-5110 5110-Business Office	7.28 ✓ ...
<input type="checkbox"/>	2 PO Item 11000-5110 5110-Business Office	23.46 ✓ ...

# Creating an Invoice to pay against a PO

## Step 8a – Charge Expense Lines – Partial Payment

- Click the PO line item to expand and show details
- Click  and “Edit” to edit quantity/amount to match invoice for each PO line item to be paid



- Delete any unused PO line item by clicking  and selecting “delete”
- Click Save

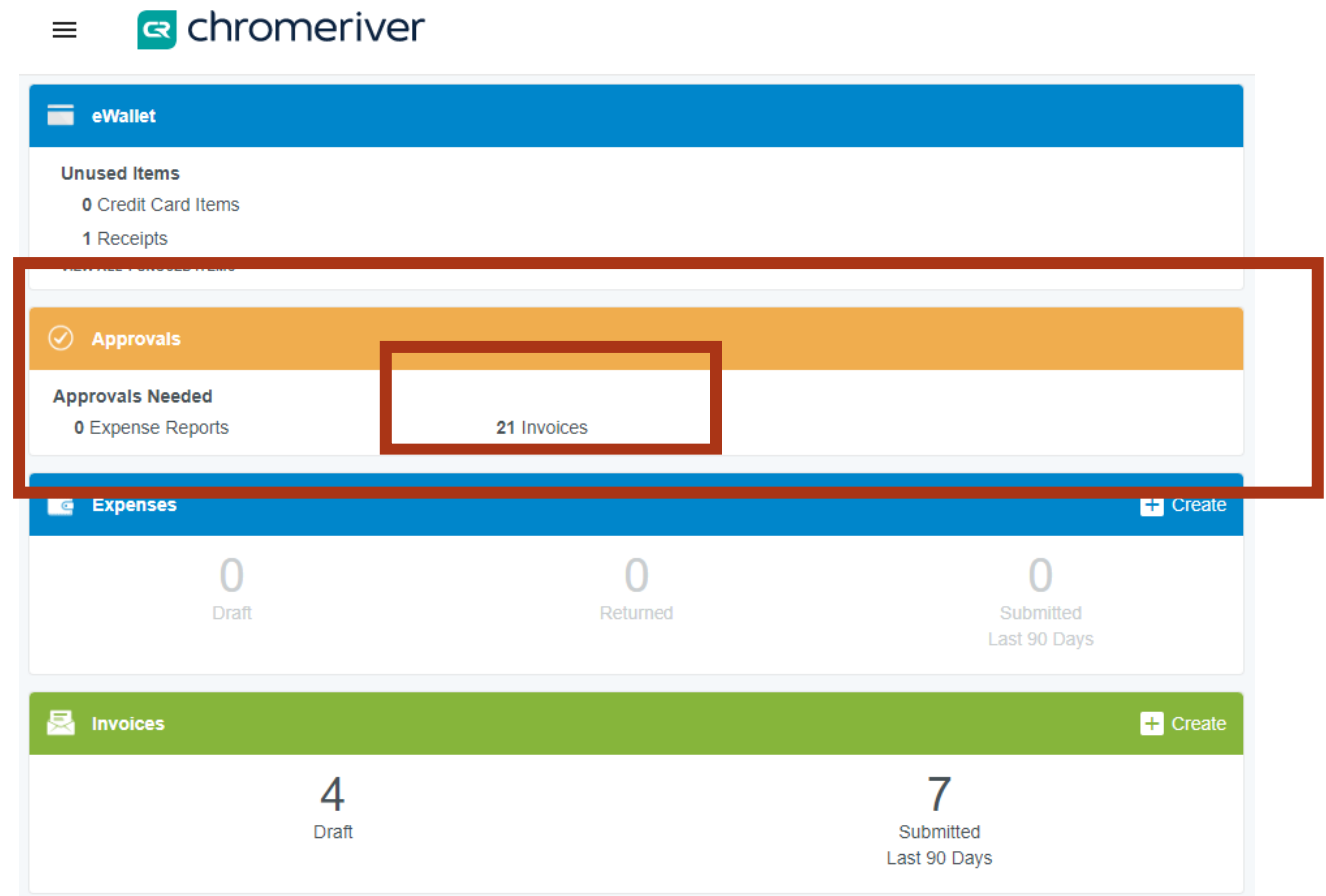


# Where does my invoice go after I submit it?

- Under \$10k => AP
- Between \$10k and \$50k => Financial Manager
- Between \$50k and \$250k => President's Staff
- Greater than \$250k => VP for Finance and Administration
- AP approves all invoices
- Additional approvals for specific funds
  - Grant Funds => Grants Accountant, Christy Brydges
  - Restricted Funds => Senior Accountant, Denise Risoli
  - Plant Funds => Associate Controller, Joe Cataldi
- After last approval, the invoice is brought into Banner and will be processed in the next check run

# Approving an Invoice for Payment

- You will receive an email stating that there are items for you to approve in Chrome River Invoice
- Log into Chrome River
- In the Approvals section of the landing page, you will see how many invoices are needing your approval. Click on “# Invoices” – a list will appear
- Click on the invoice you would like to review/approve

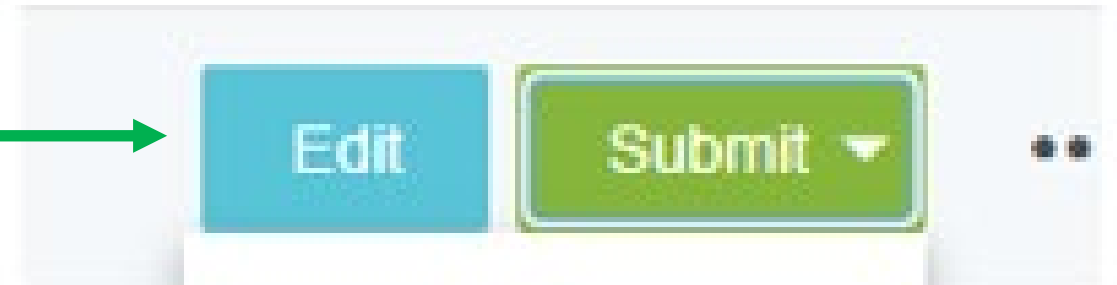


The screenshot displays the Chrome River eWallet dashboard. The top navigation bar includes the Chrome River logo and a hamburger menu icon. The main content area is divided into several sections:

- eWallet** (blue header):
  - Unused Items
    - 0 Credit Card Items
    - 1 Receipts
- Approvals** (orange header, highlighted with a red box):
  - Approvals Needed
    - 0 Expense Reports
    - 21 Invoices
- Expenses** (blue header):
  - 0 Draft
  - 0 Returned
  - 0 Submitted Last 90 Days
- Invoices** (green header):
  - 4 Draft
  - 7 Submitted Last 90 Days

# Approving an Invoice for Payment

- To edit for all items become available for change



- If you want to return it to sender or another employee

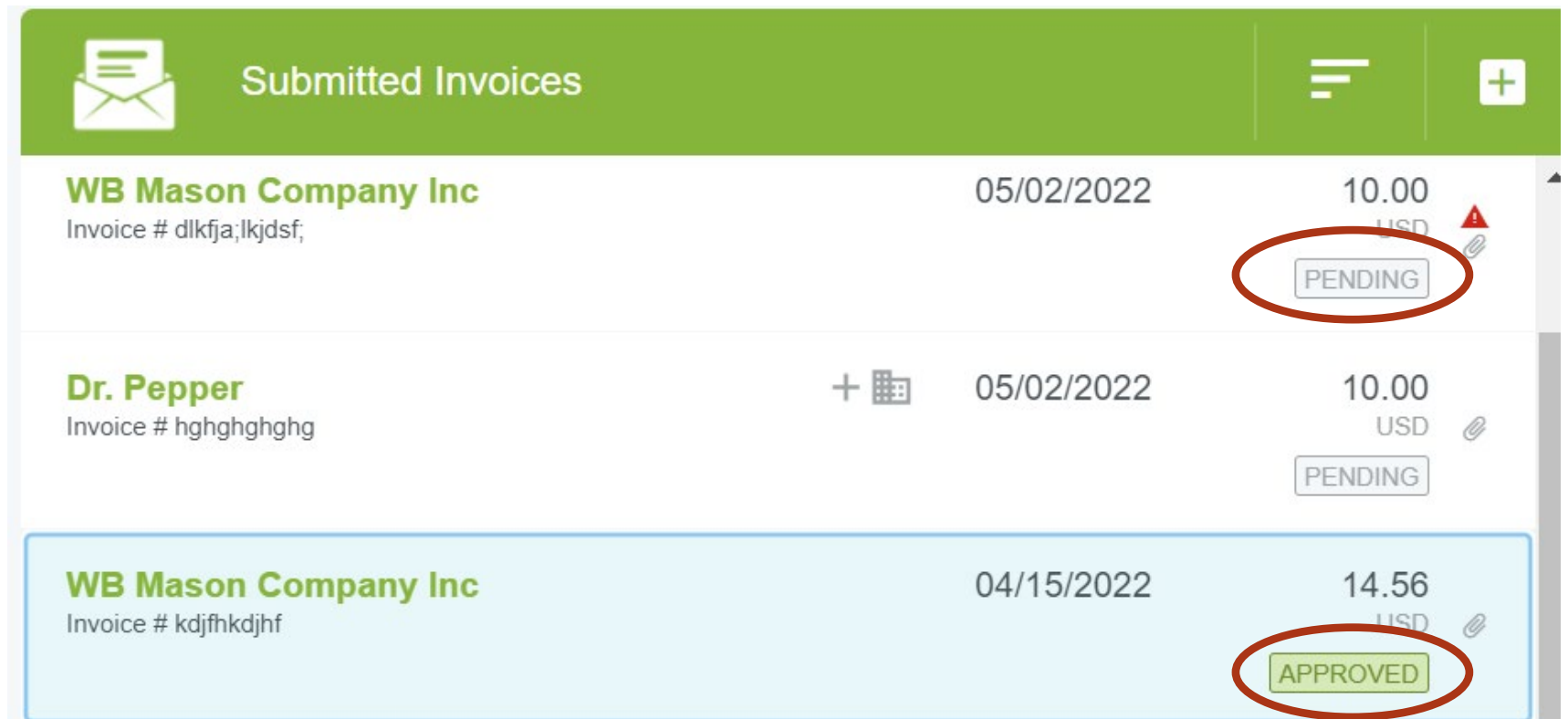
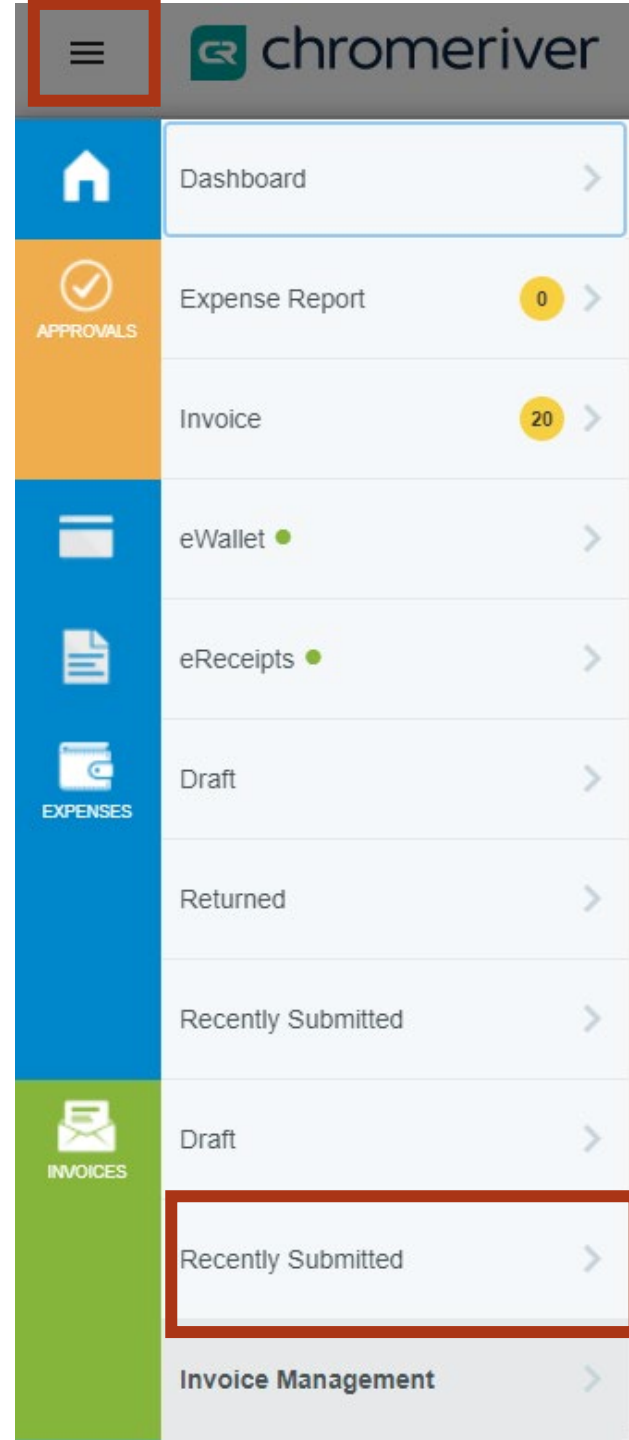


- If you are ready to submit
  - Here you can send to additional reviewers and add comments



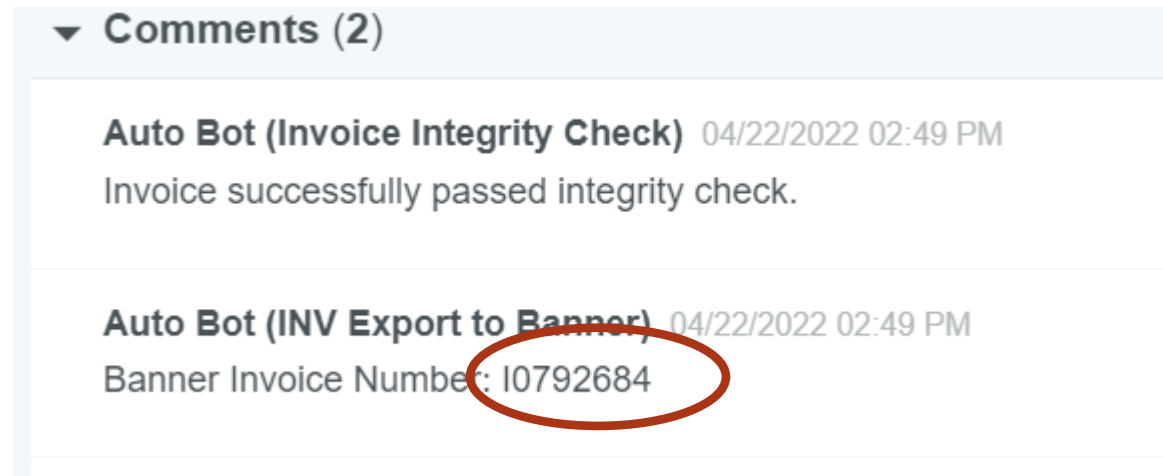
# Checking Invoice Status

- Click on the “hamburger” at the top, left corner
- In the Invoices section, select “Recently Submitted”
- The status of the invoice will be shown in the list under the invoice amount



# Tracking an Invoice

- Select the invoice in your recently submitted list
- Click on the “Tracking” button above the invoice to show steps needed for approvals
- If Invoice is through approvals and processed in Banner, you will see the Banner document number in the Comments pane




▼ Comments (2)

**Auto Bot (Invoice Integrity Check)** 04/22/2022 02:49 PM  
Invoice successfully passed integrity check.

**Auto Bot (INV Export to Banner)** 04/22/2022 02:49 PM  
Banner Invoice Number: 10792684

# Creating a Temporary Vendor

- In Step 3 of “Creating an Invoice – Direct Pay” – select the  icon for the drop down list to appear
- Click “+ Create Temporary Vendor” at the top of the list
- Complete the remaining steps of invoice creation
  - **Along with the invoice, be sure to include the vendor’s W-9**
- This will be routed to AP to create a Banner ID
- AP will return the invoice to the creator with the Banner ID
- The next day, the user can change the vendor to the newly created vendor and resubmit to AP for normal processing
  - All new vendors are fed to Chrome River overnight

# Creating an Address

- Click “+ Create Temporary Address”
- This will be routed to AP to create a new address or feed that address into CR
- This information is feed to CR from Banner every night
- The next day, Accounts Payable will submit the invoice with the correct address for payment

# Assigning a Delegate for Approvals

- Click on your name (top, right)
- Account Settings
- Delegate Settings
- Add Approval Delegate
- Select A User and start/end date

*Note: "My Delegates" is only for Chrome River Expense*

☰ chromeriver

Carrie DiEnna

Personal Settings

Preferences Settings

**Delegate Settings**

Notification Settings

Privacy Policy

About Chrome River

**My Delegates**

A "Delegate" is someone who has full access to your account.

+ Add New Delegates


**My Approval Delegate**

An "Approval Delegate" helps you with approvals during a specified time.

+ Add Approval Delegate



# Submitting Invoices via email

- Send email with a PDF attachment(s) to [swarthmore.edu-vision@invoice.ca1.chromeriver.com](mailto:swarthmore.edu-vision@invoice.ca1.chromeriver.com)
- You will get a notification that Chrome River Invoice has created drafts of these invoices
- Go to Dashboard =>  click on the drafts

Invoices <span>+</span> Create	
3 Draft	1 Submitted Last 90 Days

- Complete the remaining steps for invoice creation
- If you have a PO, make sure to search and include the PO in the header information and continue with the remaining steps for PO payment

**Helpful Tool:** if a vendor sends you an email with a PDF copy of the invoice, you can forward that email to the above email address and a draft invoice will be created



You **CANNOT** have the vendor send the invoice directly to the Chrome River email address as Chrome River will not recognize the vendor as a user

# FAQs

- What do I do If I do not see the fund/org?
  - Contact the Financial Manager of that fund/org
- Can I upload multiple invoices at once?
  - Yes, each invoice has to be a separate PDF document but you can include multiple PDF invoices, and email to the following alias  
[swarthmore.edu-vision@invoice.ca1.chromeriver.com](mailto:swarthmore.edu-vision@invoice.ca1.chromeriver.com)

# Helpful Links

[CR Live Training Webinars](#) provides the ability to sign up for live webinars with Chrome River

[CR End User Essentials](#) provides a quick references for “how to’s”

[CR Recorded Trainings](#) provides on-demand refreshers with pre-recorded demonstrations