

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)

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- 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 AmountUSD

☐ Allocate this amount across Invoice line items

CancelCopy

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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	
Description 03/04/2022 11:27-Lopresti-W.B. Mason	Create Date 05/25/2022
	Creator Name Carrie DiEnna
EthINVvendType C	FiscalYear FY22 ▼
ethINVfiscalYearDate 	

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

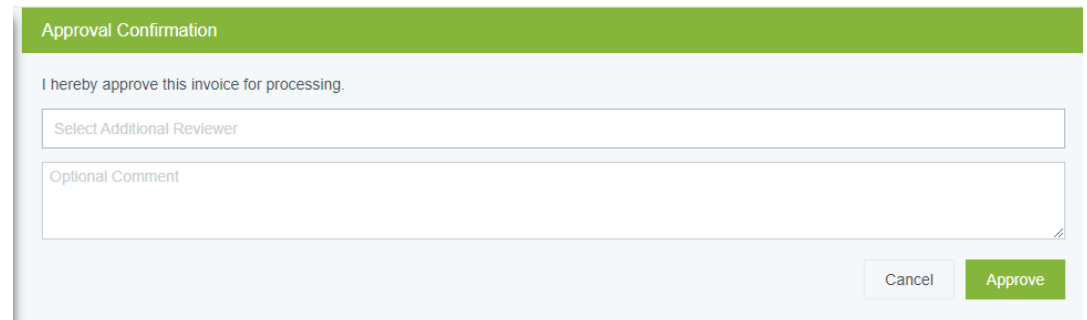
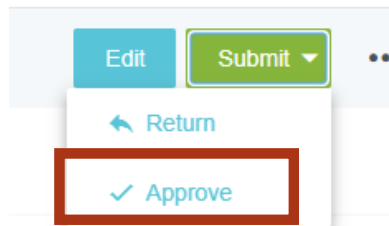
- Make sure PO line items match invoice
- Make sure the Remaining amount is Zero

Step 9 – Submit and Approve Invoice

- See step 7 for direct pay invoices

		TOTAL (USD)	REMAINING (USD)
		30.74	0.00
+ Add Expense Global Edit Allocate Amounts Clear Amounts			
☐	LINE NUMBER ↑	AMOUNT(USD) ▲	
☐	1 PO Item 11000-5110 5110-Business Office	7.28	✓ ...
☐	2 PO Item 11000-5110 5110-Business Office	23.46	✓ ...

Step 7 – Submit

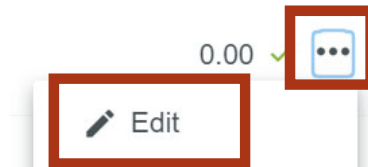
A screenshot of a dialog box titled 'Approval Confirmation'. The dialog has a green header bar. Below the header, it says 'I hereby approve this invoice for processing.' There are two input fields: 'Select Additional Reviewer' and 'Optional Comment'. At the bottom right, there are two buttons: 'Cancel' and 'Approve' (green button).

- 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”

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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