## Creating an Invoice for Payment – Direct Pay

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chromeriver

"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 Create in the "Invoices" section of the landing page

#### eWallet Unused Items 0 Credit Card Items 1 Receipts VIEW ALL 1 UNUSED ITEMS Approvals Needed 0 Expense Reports 21 Invoices Expenses + Create $\mathbf{0}$ Last 90 Days 🛃 Invoices + Create 6 Draft Submitted Last 90 Days

#### Creating an Invoice for Payment – Direct Pay Step 2

■ Inclusion Chromeriver					0	鐐	Carrie DiEnna 🗸 Swarthmore College	
Draft Invoices		= ∎	PDF - Delete		Cancel	Save	Submit 🔻	
Requested by Invoice #	05/25/2022	0.00 USD						
WB Mason Company Inc Requested by Immoles # https://doi.org/10.1000/000000000000000000000000000000	05/04/2022	<b>10.00</b> USD		05/25/2022 Creator Name Carrie DiEnna				
			EthINVVendType ethINVfiscalYearDate	FiscalYear FY22 ▼				
			Special Handling					$\frown$
Image will	)		Comments (0)					Drag and Drop
appear here			Attachments (0)					Image or
			Drag image here to upload Browse File					Browse
							tal (USD) REMAINING (	0 0
			+ Add Expense Global Edit Allocate Amounts Clear Amounts					
							AMOUNT(USD) 🛦	

## 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 skip this and complete the information manually
- You should also skip 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

Note: the Invoice number field only accepts alpha/numeric characters and no spaces

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

✓ Invoice Detail	
Description	Create Date 05/25/2022 Creator Name Carrie DiEnna
EthINVVend Type	FiscalYear Select
ethINVfiscalYearDate	

**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

👻 Speci	al Handling
Handl	ing Options
	Rush
	Pick Up
	Overnight Check
	Separate Check

**<u>Rush</u>** – 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

<u>Separate Check</u> – 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

Select an item type	•
Q Search	
<b>e</b>	6
INVOICE	POITEM

- 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



			35,500.00 0.
+ Add Expense Global Edit Allocate Amounts Clear Amounts			
			AMOUNT(USD)
11000-5110 5110-Business Office			35,500.00 🗸 •
	C	Amount 35,500.00 US	SD
Description COVID supplies	Cost Code CC1		
Account 7304-Professional Services: General	Location		
Activity			
Allocation 11000-5110 <b>Operating</b> 5110-Business Office			
Comments			
Add Comment			

## Step 7 – Submit

Edit	Submit 👻	••
🔦 Ret	urn	
🗸 App	orove	

nereby approve this involce for proce.	sing.		
Select Additional Reviewer			
Optional Comment			

- 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"