| Creating an Invoice |
| --- |

Scenario:

 Invoice Payment to Greater Wichita Partnership 10/20/2019 $5,000.00

| Step | What to Do | Notes |
| --- | --- | --- |
| 1. | Log into Chrome River Test* Information provided in classroom
 | screen shot illustrates textual explanation |
| 2. | Click the +New icon and select New Invoice | screen shot illustrates textual explanation |
| 3. | The Invoice Header page will be displayed on the right side of the screen. | screen shot illustrates textual explanation |
| 4. | Enter the Vendor Name:* Greater Wichita Partnership
 | screen shot illustrates textual explanation |
| 5. | Select the Vendor:* X10873128
 | screen shot illustrates textual explanation |
| 6. | Select the Vendor Address:* Will auto-populate if there is only one address in the system
 | screen shot illustrates textual explanation |
| 7. | Enter Vendor Invoice Number* If there is not one, leave this field blank
 | screen shot illustrates textual explanation |
| 8. | Enter the Invoice Date* If typing the date instead of using the calendar, make sure to use the following format: MM/DD/YYYY; otherwise the system will revert to the current date.
 | screen shot illustrates textual explanation |
| 9. | Enter the total amount of the Invoice* Split funding will be completed in the Add Expense Section.
* Note: If the Invoice is not in USD currency, you can utilize the dropdown on the USD field to change the currency to the actual currency listed on the invoice.
 | screen shot illustrates textual explanation |
| 10. | Invoice ID is a system generated ID from Chrome River | screen shot illustrates textual explanation |
| 11. | Enter the Contract Number (if applicable) | screen shot illustrates textual explanation |
| 12. | **Invoice Detail Information*** This section will provide more detailed invoice information
 | screen shot illustrates textual explanation |
| 13. | Payment Message* This will be printed on the Check sent to the vendor minus the characters typed in the Vendor Invoice Number
* Total maximum number of characters allowed is 70
 | screen shot illustrates textual explanationThe Payment Message should include* Customer number listed on the invoice,
* Account number listed on the invoice,
* Any other information that will assist the vendor in applying the payment correctly
 |
| 14. | Department Approval / Routing (optional)* This feature will send the invoice to the WSU Employee you select, and they will have to approve the Invoice in addition to the required approvers.
* When in this field start typing the person’s name or myWSU ID that you would like to select.
* For this scenario, select Wu Shock
 | screen shot illustrates textual explanation |
| 15. | Business Purpose* Explain why the item was purchased
* For this scenario, Sponsorship to reach the community members and teach them more about the program’s offered at the University.
 | screen shot illustrates textual explanationThe business purpose should explain:* what purpose the expenditure served,
* why the expense was necessary,
* how it furthered the University’s goals
 |
| 16. | Activity* If your department uses the Banner Activity field, click the dropdown
* If your department does not use the Banner Activity field, leave the value **-- Select --** in the field
* For this scenario, leave the value **-- Select --** in the field
 | screen shot illustrates textual explanation |
| 17. | Location* If your department uses the Banner Location field, click the dropdown
* If your department does not use the Banner Location field, leave the value **-- Select --** in the field
* For this scenario, leave the value **-- Select --** in the field.
 | screen shot illustrates textual explanation |
| 18. | Department Tracking Number* This is an optional field
* Populate when your department utilizes a separate numbering system to keep track of payments.
* For this scenario, leave the box **blank**
 | screen shot illustrates textual explanation |
| 19. | **Special Handling Information*** This section will provide check details
 | screen shot illustrates textual explanation |
| 20. | Payment Handling* Should only be used when the vendor is to receive a paper check **and** check is to be hand delivered or sent with additional documentation
 | screen shot illustrates textual explanation |
| 21. | Payment Handling Options* **No** – payment will be made using the default payment method. If the default payment method is check, the check will be sent to the address selected in the Header section.
* **Yes** – check will be mailed back to WSU and Financial Operations will mail the check to the vendor along with additional documentation. When selecting **Yes**, leave the employee name “Select” field blank.
* **Yes, Pickup by** – check will be mailed back to WSU and the Employee selected below will be called to pick up the check from Financial Operations
* **Yes, Send to** – check will be mailed back to WSU and sent to the Employee selected below via campus mail.
* For this scenario, select **No**
 | screen shot illustrates textual explanationscreen shot illustrates textual explanation |
| 22. | Handling Option (AP use only)* This section will be completed by the Accounts Payable staff.
 | screen shot illustrates textual explanation |
| 23. | Additional Information* If there is any additional Information about the payment, enter it in this field.
* For this Scenario, leave the field blank
 | screen shot illustrates textual explanation |
| 24. | **Comments*** Enter any additional comments about the invoice here.
* Once the comment has been added it cannot be deleted
 | screen shot illustrates textual explanation |
| 25. | **Attachments*** Drag and Drop the PDF or Browse to the appropriate location to select the PDF file.
* Most expenses require an itemized receipt or adequate supporting documentation to be attached.
* Attachments can be added in Chrome River in various ways. Visit wichita.edu/cr to locate additional information.
* Click the Browse File Button
* Search for the correct invoice and click Open
 | screen shot illustrates textual explanationscreen shot illustrates textual explanation |
| 26. | Extract Data* This is the OCR Vision that will read the invoice and enter the Header details for you.
* For this scenario, select skip
 | screen shot illustrates textual explanationscreen shot illustrates textual explanation |
| 27. | Note: By moving the slider bar up or down, you can show more of the Invoice Header Information or Allocation sections | screen shot illustrates textual explanation |
| 28. | +Add Expense * This will enable you to select the appropriate funding source and account code for the invoice
* Multiple expense lines can be added to the invoice to accommodate split funding, multiple funding sources, or multiple account codes
* Note: This button is not active until the invoice date has been entered.
 | screen shot illustrates textual explanation |
| 29. | Select an item type* There are two options to choose from
* For this scenario, we will select the **All other Account Codes** tile
 | screen shot illustrates textual explanation |
| 30. | * You will be returned to the main invoice page.
* The system will default the total amount of the invoice
* For this scenario, change the amount to $4,500.00
 | screen shot illustrates textual explanation |
| 31. | Funding section | screen shot illustrates textual explanation |
| 32. | Begin typing in the Search for Funding box to locate and select the appropriate funding for the Expense Type.* As you begin typing, the system will display results that contain the value entered.
* For this scenario, enter your Fund, Org or Department Name and click on the appropriate value from the displayed results
 | screen shot illustrates textual explanation\*\*Use the scroll bar to see additional matches |
| 33. | -- Select –* Once a funding value has been selected, the – Select – field will display.
* Click in the field to view the drop down list of available values
* Select the appropriate value
* For this scenario, select 2240-Advertising / Marketing
 | screen shot illustrates textual explanationscreen shot illustrates textual explanation |
| 34. | Click Save | screen shot illustrates textual explanation |
| 35. | The line has now been saved and you can continue to add expenses to fully allocate the invoice.* Select the **Add Expense** button
* Select the **All other Account Codes** tile
 | screen shot illustrates textual explanation |
| 36. | Notice the system populated the Amount field with the full remaining dollar amount that must be allocated* In the Search for Funding box, enter your Fund, Org or Department Name and click on the appropriate value from the displayed results
* Once a funding value has been selected, the – Select – field will display.
* Click in the field to view the drop down list of available values
* Select the appropriate value
* For this scenario, select 2320-Booth Rental
 | screen shot illustrates textual explanationscreen shot illustrates textual explanation |
| 37. | Click Save in the upper right hand corner of the form. | screen shot illustrates textual explanation |
| 38. | This is what the final product should look like from the Add Expense section. | screen shot illustrates textual explanation |
| 39. | * Click the Submit button located in the upper right corner of the form
* Select Approve from the displayed options.
 | screen shot illustrates textual explanation screen shot illustrates textual explanation |
| 40. | An Approval Confirmation page will display* If any Additional Reviewers are needed you can enter their name or myWSU ID in the Select Additional Reviewer box, a comment is required if you select a name.
* The Optional Comment field is independent of the Additional Reviewer assignment.
* Any comment added in this section will display on the main invoice page.
* For this scenario, leave blank and click Approve
 | screen shot illustrates textual explanation |
| 41. | The confirmation message will display. | screen shot illustrates textual explanation |
| 42. | Click the “ChromeRiver” icon to return to the home page. | screen shot illustrates textual explanation |
| 43. | To view the submitted report, click on the number listed in the “Submitted Last 90 days” section of the Invoice swim lane. | screen shot illustrates textual explanation |
| 44. | Locate the report in the Submitted Expense Reports list and click once to display the report details.* Note: The report status is displayed below the amount field.
* Statuses include:
	+ Pending
	+ Approved
	+ Paid
 | screen shot illustrates textual explanation |
| 45. | The report details will be displayed on the right side of the screen. Four options will be displayed along the top of the report:* Images
* Tracking
* PDF
* Recall
 | screen shot illustrates textual explanation |
| 46. | Selecting the Tracking button will display where each line of the report is in the approval process. | screen shot illustrates textual explanation |
| 47. | Select a person on the left to display more information on the right. | screen shot illustrates textual explanation |
| 48. | To see additional tracking information, click on Show Projected.* Clicking on the numbered circles will display information about the selected approval step.
* When an approval step has been completed, the number will be replaced with a green check mark.
* When finished reviewing the tracking information, click the “X” in the upper right-hand corner of the screen.
 | screen shot illustrates textual explanation |
| 49. | Selecting PDF will display two options to select from:* Full Report will create a PDF of the full report minus any attachments
* Full Report with Image will create a PDF of the full report and receipts.

After selecting an option, a new browser window will open. Once closed you will be taken back to the summary page of the report. | screen shot illustrates textual explanationscreen shot illustrates textual explanation |
| 50. | Selecting the Recall button will remove the report from workflow and return it to the creator’s Approvals Queue section.* Invoices can only be recalled prior to obtaining final approval
* Once in the Approval Queue the Invoice can be modified
* The invoice cannot be deleted once submitted

Submitting the Invoice will restart the workflow approval process. | screen shot illustrates textual explanationscreen shot illustrates textual explanation |
| 51. | Click the “ChromeRiver” icon to return to the home page. Click the Invoices option from the Approvals swim lane. | screen shot illustrates textual explanationscreen shot illustrates textual explanation |
| 52. | Click once on the Invoice on the left side of the screen to open it on the right* Click Edit and make any changes necessary
* For this scenario, change the Department Tracking number to IX200358 from within the Invoice Detail Section. Repeat steps XX to submit the Invoice for approvals again.
 | screen shot illustrates textual explanation |
| 53. | The three dots will display the option to Audit the Invoice. | screen shot illustrates textual explanation |
| 54. | Log out by clicking the user icon in the upper right hand corner of the screen and selecting Logout | screen shot illustrates textual explanation |
| 55. | Complete |  |