| Creating an Invoice |
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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 explanation  The 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 explanation  The 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 explanation  screen 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 explanation  screen 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 explanation  screen 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 explanation  screen 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 explanation  screen 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 explanation  screen 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 explanation  screen 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 explanation  screen 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 |  |