



University e-Payables User Guide

Updated April 2024

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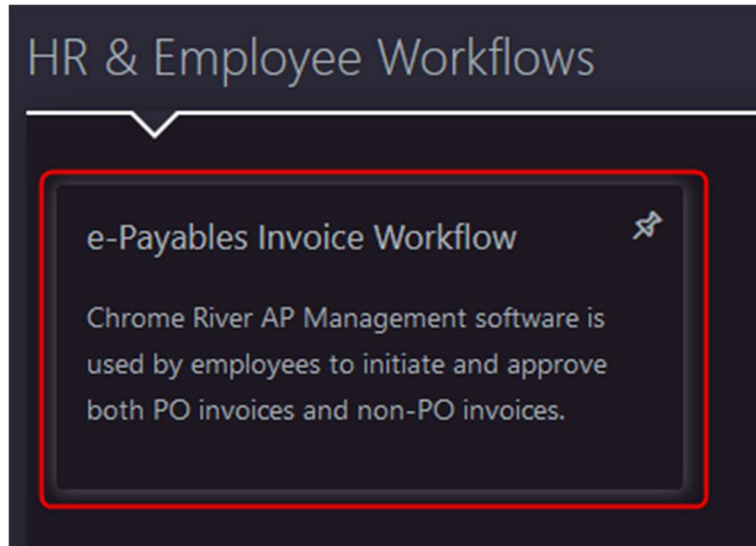
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1. Introduction and Terminology

Kent State University uses Chrome River's Invoice module as its ePayables system. The ePayables system is the electronic workflow through which invoices are routed for approval and submitted to Accounts Payable for processing.

The ePayables system is accessed via a link found in the Employee Workflows section in Flashline:



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The following table provides definitions of terms used in this user guide.

Term	Definition
Accounts Payable	The university's central hub for non-payroll payment processing, including direct payments to vendors, employee reimbursements, and purchasing card administration. These services are provided in compliance with the university's administrative policies and external regulations.
Allocation	The accounting string that a payable should be charged against.
Approve	Indication that a payment request has been reviewed and is ready for processing.
Approver	An employee tasked with reviewing and authorizing a payment request.
Business Purpose	A statement that explains the purpose of the purchase of the goods or services associated with a payment request.
Chrome River Invoice	An electronic payment request.
Commodity	The general classification or categorization of a product or service. A commodity code details or describes what was purchased in a common category or group. Kent State University uses a modified UNSPSC (the United Nations Standard Products and Services Code) commodity code list to categorize items or services.
Creator	An individual who initiates the payment request process by completing the fields on a Chrome River Invoice.
Credit memo	A vendor supplied billing document detailing a reduction of outstanding payables.
FOP	A fund-org-program accounting string that is usually represented by an index.
Fund	A 6-digit number identifying what type of funding is being charged (e.g. educational and general, designated, auxillary etc.).
Grants Accounting	Grants Accounting supports the administration of restricted funds by promoting accountability, compliance, and timely dissemination of accurate information.
Index	A 6-digit number that represents a fund-org-program accounting string.
Initiator	An individual who is responsible for submitting a payment request; a creator or requester
Non-Vendor Payees	Individuals and entities that are exempt from onboarding in the vendor portal
Org	A 6-digit number identifying the financial activities by functional reporting units.
Program	A 4-digit number identifying how the money is reported
Purchase Order	After a requisition is approved by Procurement, it will carry through its approval hierarchy, finalizing the document as a purchase order. When accepted by the seller, it becomes a contract binding on both parties.
Requester	An individual in addition to a creator, who is jointly responsible for the initiation of a payment request.
Return	The act of routing an invoice to a creator or requester.
Vendor Invoice	A vendor-supplied billing document that details a purchase to be paid.

2. Roles and Expectations

The following table lists the roles and expectations of users within the invoice payment process.

Role	Expectation
Creator	<ul style="list-style-type: none"> Fully creates invoice, including entering correct vendor name, remittance address, invoice number, invoice date, and amount. Attaches correct PO when applicable. Completes accounting allocation section, providing correct values for the account, commodity, and index/fund fields. Attaches all necessary documentation.
Principal Investigator Level 1 through 3 approvers Executive level approvers Senior VP for Finance and Administration <i>Optional:</i> - Requester - Reviewer	<ul style="list-style-type: none"> Confirms that goods/services have been received. Confirms that expenditure has a business purpose that is consistent with federal, state, granting agency, and university policies and regulations. Reviews initiator-entered information for correctness. Ensures that attached documentation is complete and supports the payment request.
Grants Accounting	<ul style="list-style-type: none"> Confirms that expense is reasonable in relation to the grant budget and was incurred within the grant period.
Accounts Payable	<ul style="list-style-type: none"> Reviews vendor name, remittance address, amount, invoice date, and invoice number for correctness. Ensures that invoices submitted for non-vendor payees are for qualified exceptions to PaymentWorks onboarding. Confirms that documentation is complete and supports the payment request. Processes pickup and special handling requests in accordance with departmental procedures.

3. Invoice Routing Steps

Both PO and non-PO invoices can be submitted for processing via the e-payables system. Chrome River Invoice accommodates both default and optional routing steps to facilitate invoice processing.

3.1 Default Routing Steps

Default routing steps are hard-coded in to the system to ensure that all invoices pass through them. These routing steps are based on university-wide policies and procedures. The default routing steps for PO invoices and non-PO invoices differ from each other.

By default, PO invoices route directly to Accounts Payable upon approval by their initiators.

By default, non-PO invoices route for approval based on their accounting allocations, upon approval by their initiators.

- Non-PO invoices that are allocated to fund/account accounting strings route to approvers who have been assigned responsibility for the applicable accounts.
- Non-PO invoices that are allocated to index/account accounting strings route according to amount, index type, the org associated with each index, and university policy, before routing to Accounts Payable. These steps are detailed in the table below.

	Routing Order	Explanation
1	Principal Investigator	Non-PO invoices allocated to a grant, cost share, or program income index
2	Org-based Level 1 Approver	All non-PO invoices \$0+
3	Org-based Level 2 Approver	All non-PO invoices \$5000+
4	Org-based Level 3 Approver	All non-PO invoices \$10,000+
5	Org-based executive-level Approver	All non-PO invoices \$25,000+
6	Sr. VP of Finance & Administration	All non-PO invoices \$100,000+
7	Grants Accounting	Non-PO invoices allocated to a grant, cost share, or program income index
8	Accounts Payable	All invoices

3.2 Optional Routing Steps

Optional routing steps can be inserted by invoice creators and approvers as needed. These steps occur in addition to, not in place of, default routing. The two types of optional routing are returning an invoice to a requester or selecting an additional reviewer.

Requesters

By routing an invoice to a requester, the creator indicates that the requester is jointly responsible for initiating the payment request.

The requester must have access to Chrome River Invoice. They must take action on invoices that are routed to them (e.g., return to creator or approve). Failure to do so will prevent the invoice from being processed.

An invoice that is routed to a requester appears in both the creator's and requester's list of submitted invoices. This allows both the creator and requester to track and recall the invoice when needed.

Reviewers

Selecting an additional reviewer allows a user to insert an additional level of approval between themselves and the next default routing step.

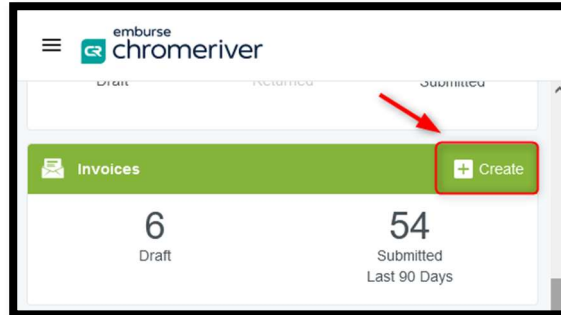
The reviewer must have access to Chrome River Invoice. They must take action on invoices that are routed to them (e.g., return to creator, return to requester, or approve). Failure to do so will prevent the invoice from being processed.

4. Creating and Copying Invoices

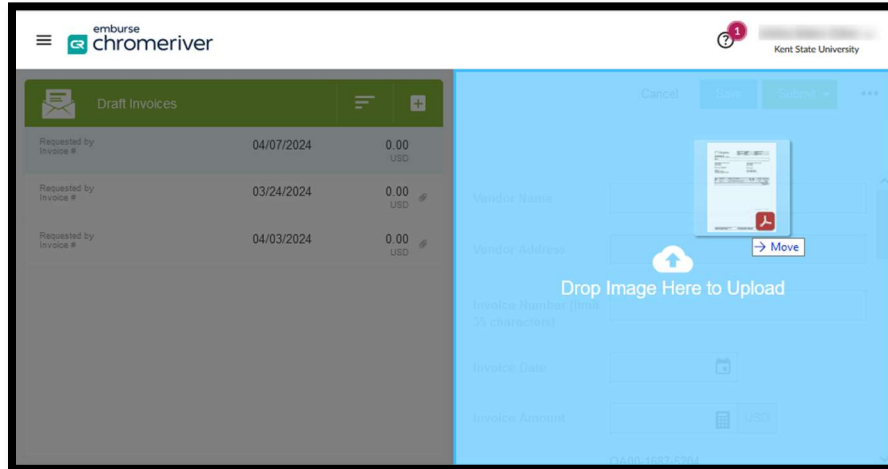
4.1 Creating a Non-PO Invoice or Credit Memo (Vendor)

To create a new non-PO invoice or credit memo from scratch:

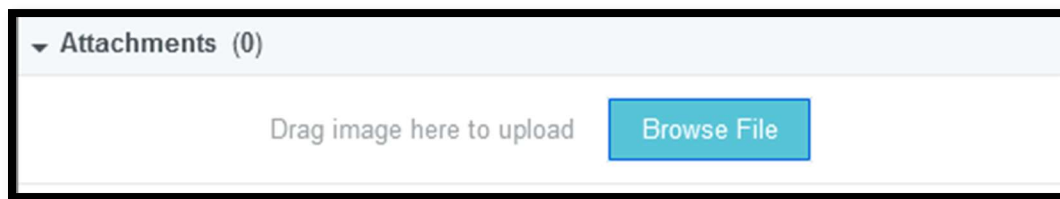
1. Click the Create button, found on the green Invoices ribbon on your Chrome River dashboard.



2. Upload the supporting documentation by either dragging and dropping it into the Invoice Entry (right side) screen or by scrolling down to the **Attachments** section and using the **Browse File** button.
 - Supported file types are .png, .jpeg, .jpg, and .pdf
 - Payment requests must be supported by an invoice or contract. Consult **Appendix A – Payment Request Documentation Guidelines** to determine if the payment requires additional documentation.



OR



3. Complete the following required **Invoice Header** fields:

- a. **Vendor Name** – Begin typing to search by the vendor’s name or ID. All vendors approved by our vendor desk are in the system. If your vendor does not appear in the search results, you must initiate onboarding via PaymentWorks.
- b. **Vendor Address** – Choose the address that matches the remittance address shown on the invoice. If the remittance address is not available in the dropdown, your vendor must register that address via PaymentWorks.
- c. **Invoice Number** – To prevent duplicate payments, invoice numbers provided by vendors must be used when available.
 - This field accepts letters, numbers, spaces, and hyphens. Other special characters should be omitted.
 - Consult **Appendix B – Invoice Numbering Guidelines** to determine how to format invoice numbers when vendor invoice numbers are not available.
- d. **Invoice Date** – Enter the date shown on the vendor invoice or contract.
- e. **Invoice Amount** – Enter the amount shown on the vendor invoice.
 - Invoices cannot be short-paid.
 - Obtain a new (modified) invoice from the vendor if your invoice does not display the correct amount to be paid.
 - Credit memos must be entered as negative amounts.

The screenshot shows a web form for entering invoice header information. At the top right, there are three buttons: 'Cancel' (light blue), 'Save' (teal), and 'Submit' (green) with a dropdown arrow. Below these are five form fields, each with a red circular label (A through E) indicating the required fields:

- Vendor Name** (A): A text input field.
- Vendor Address** (B): A dropdown menu showing a greyed-out selection.
- Invoice Number (limit 35 characters)** (C): A text input field.
- Invoice Date** (D): A date picker field with a calendar icon.
- Invoice Amount** (E): A numeric input field with a calculator icon and a currency dropdown set to 'USD'.

4. Complete the following **Invoice Detail** fields:

- a. **Business Purpose** – This field is required. Explain why the purchase is being made.
- b. **Requester** – This field is optional. See section 3.2 for more information about optional reviewers.
- c. **Pickup Request** – This field is optional.
 - Payments are issued directly to payees, in accordance with the payment preferences they indicate on their vendor registration.
 - Exceptions to this rule are payments initiated all or in part by the Office of General Counsel and payments related to payroll withholding.

The screenshot shows the 'Invoice Detail' section of a web form. It contains five rows of fields. The first row is 'Business Purpose' with a red circle 'A' next to the text input field. The second row is 'Requester (optional)' with a red circle 'B' next to the text input field. The third row is 'Create Date' with the value '04/07/2024'. The fourth row is 'Creator Name' with a blurred text input field. The fifth row is 'Pickup Request (optional)' with a dropdown menu showing '-- Select --' and a red circle 'C' next to it.

Invoice Detail	
Business Purpose	<input type="text"/>
Requester (optional)	<input type="text"/>
Create Date	04/07/2024
Creator Name	<input type="text"/>
Pickup Request (optional)	<input type="text" value="-- Select --"/>

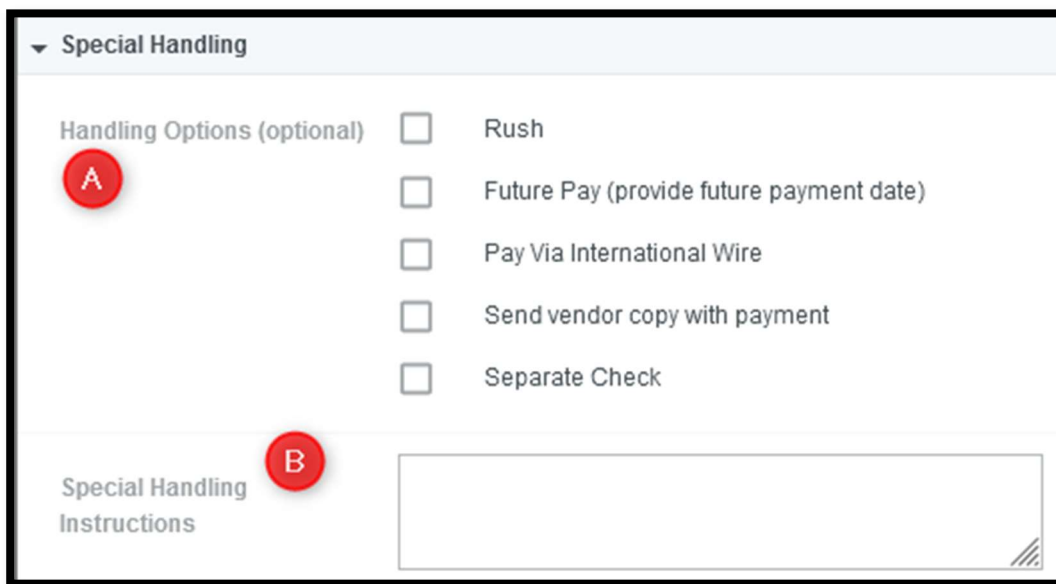
Clicking **Save** at any point after completing the required fields found in the Invoice Header and Invoice Detail sections will save the invoice to creator's Drafts list.

5. Complete the following **Special Handling** fields as needed:

a. **Handling Options**

- Rush – The rush indicator should be used sparingly, for emergency and time-sensitive payments. Complete and correct rush requests that are received by Accounts Payable by noon on Tuesday will be included in the weekly Wednesday check run.
- Future Pay – Use when scheduling a payment in advance (e.g., monthly rent). The future date of the payment must be entered in the Special Handling Instructions field.
- International Wire – Use for payments being made in foreign currency or to a non-US bank account.
- Vendor Copy – Use when requesting that documentation (e.g., an invoice stub) be mailed along with a check.
- Separate Check – Use to ensure that multiple payments to one vendor result in separate checks.

b. **Special Handling Instructions** – Enter any future pay date here, as well as other special handling requests not listed above.



▼ Special Handling

Handling Options (optional) ☐ Rush

☐ Future Pay (provide future payment date)

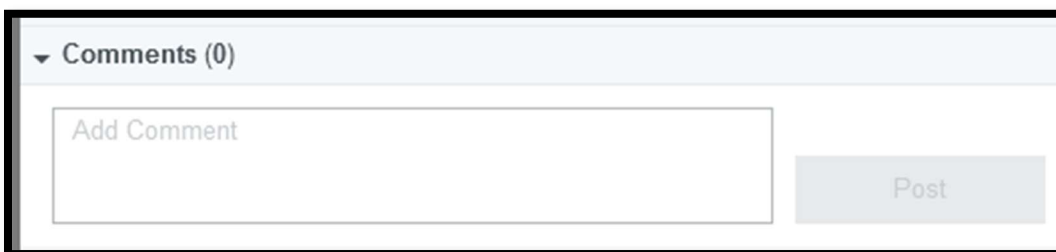
☐ Pay Via International Wire

☐ Send vendor copy with payment

☐ Separate Check

Special Handling Instructions

6. Entering a comment in the **Comments** section is optional.



▼ Comments (0)

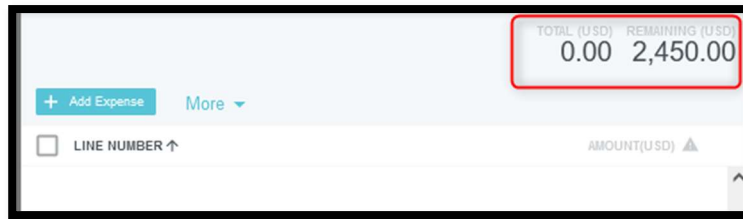
Add Comment

Post

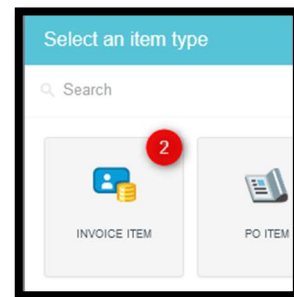
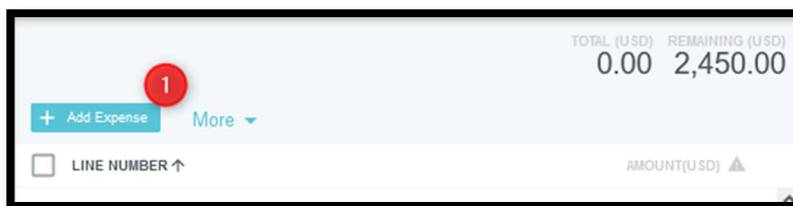
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7. Enter the commodity and accounting allocation for the payment in the **Accounting** section.

Note that, before an allocation is added, the **TOTAL** will be \$0.00 and **REMAINING** will equal the **Amount** entered in the **Invoice Header** section.

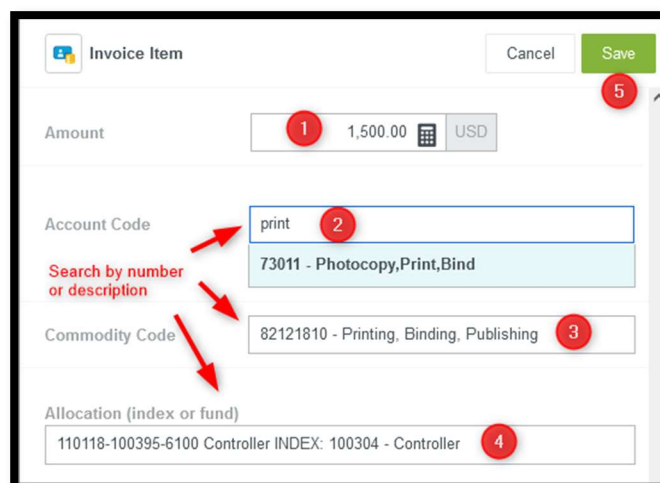


- a. Click the blue **+Add Expense** button and then select the **Invoice Item** tile



- b. Complete the **Amount**, **Account Code**, **Commodity Code**, and **Allocation** fields.

- The **Amount** is the amount that you are allocating to the specific accounting string.
- The **Account Code**, **Commodity Code**, and **Allocation** fields can be searched by number or description.
 - You may need to pause as the system searches.
 - Accounts that begin with 1, 2, and 9 must only be used when allocating to a fund.
 - When searching for an index, the Allocation result will display with the full fund-org-program string, followed by the index.
 - When searching for a fund, it is recommended that you enter the word **fund** in addition to the fund number (e.g., **fund 360001**)
- Click Save when the fields are complete.



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- c. When you enter new **Invoice Items**, the **TOTAL** updates to show the total amount allocated and the **REMAINING** amount shows the amount yet to be allocated.

The screenshot shows the University e-Payables interface. At the top right, a summary box displays 'TOTAL (USD)' as 1,500.00 and 'REMAINING (USD)' as 950.00. Below this, there is a '+ Add Expense' button and a 'More' dropdown menu. A table lists the invoice items. The first item is '1 Invoice Item' with a line number of 1, a description '110118-100395-8100 INDEX: 100304 - Contr...', and an amount of 1,500.00. The table has columns for 'LINE NUMBER', 'Invoice Item', and 'AMOUNT(USD)'.

LINE NUMBER	Invoice Item	AMOUNT(USD)
1	110118-100395-8100 INDEX: 100304 - Contr...	1,500.00

- d. To enter an additional allocation, repeat steps 7.a. and 7.b. These steps should be repeated until the **REMAINING** amount is \$0.00.

The screenshot shows the University e-Payables interface with two invoice items. The summary box at the top right displays 'TOTAL (USD)' as 2,450.00 and 'REMAINING (USD)' as 0.00. The table lists two items: '1 Invoice Item' and '2 Invoice Item', both with the same description and amounts of 1,500.00 and 950.00 respectively. The table has columns for 'LINE NUMBER', 'Invoice Item', and 'AMOUNT(USD)'.

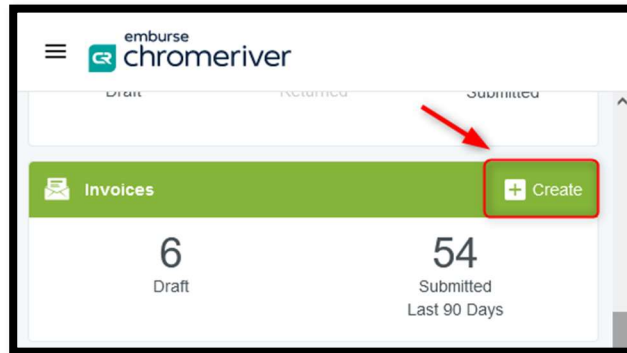
LINE NUMBER	Invoice Item	AMOUNT(USD)
1	110118-100395-8100 INDEX: 100304 - Contr...	1,500.00
2	110118-100395-8100 INDEX: 100304 - Contr...	950.00

8. When all required fields have been completed, the correct documentation has been attached, and the amount is fully allocated, the invoice can be submitted. Submission instructions are found in the **5. Submitting Invoices** section of this guide.

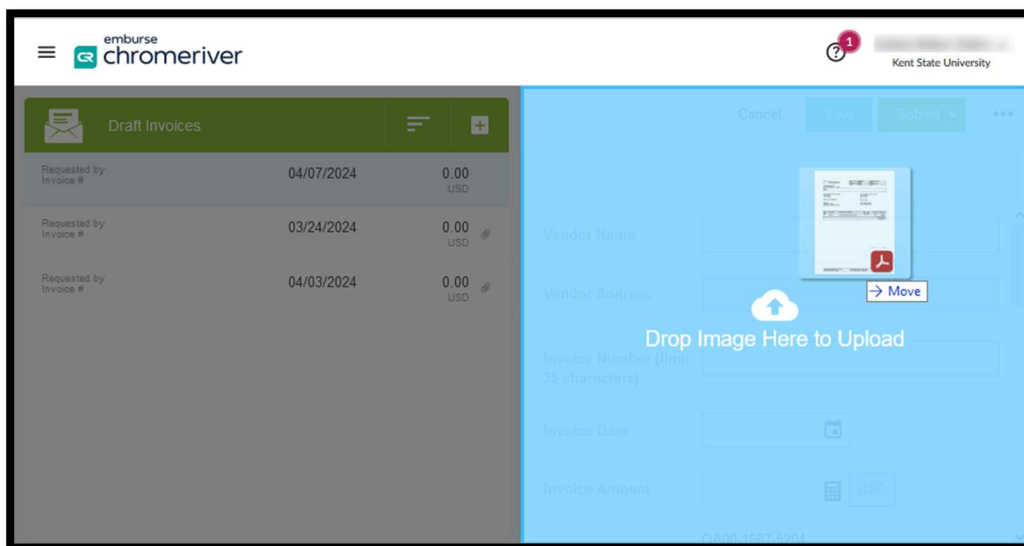
4.2 Creating a Non-PO Invoice or Credit Memo (Non-Vendor Payee)

To create a new non-PO invoice or credit memo for a Non-Vendor Payee (NVP) from scratch:

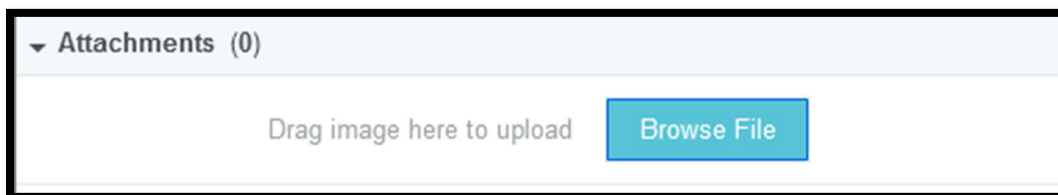
1. Click the Create button, found on the green Invoices ribbon on your Chrome River dashboard.



2. Upload the supporting documentation by either dragging and dropping it into the Invoice Entry (right side) screen or by scrolling down to the **Attachments** section and using the **Browse File** button.
 - Supported file types are .png, .jpeg, .jpg, and .pdf
 - NVP payment requests must be supported by an invoice, contract, or itemized receipts.

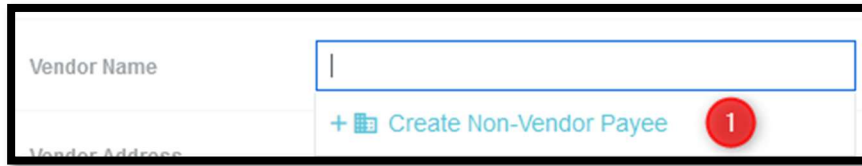


OR



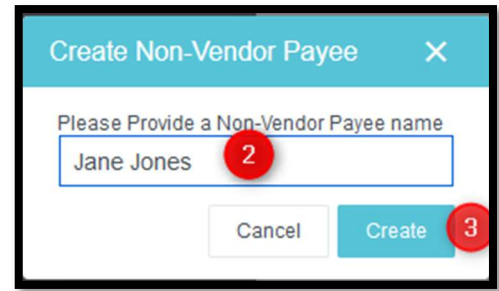
3. Complete the following required **Invoice Header** fields:

- a. **Vendor Name** – Select Create Non-Vendor Payee, enter the name of the NVP in the dialog box, and click Create.



Vendor Name

+ Create Non-Vendor Payee 1



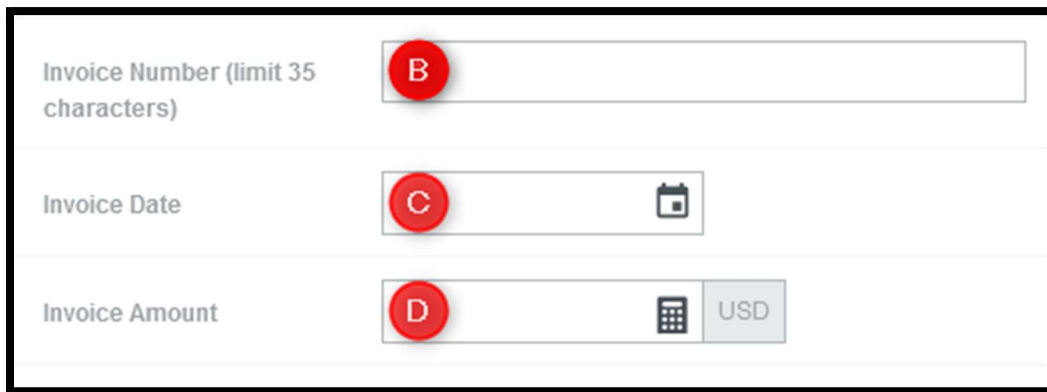
Create Non-Vendor Payee X

Please Provide a Non-Vendor Payee name

Jane Jones 2

Cancel Create 3

- b. **Invoice Number** – An invoice number provided by the NVP vendors must be used when available.
- This field accepts letters, numbers, spaces, and hyphens. Other special characters should be omitted.
 - If an NVP invoice number is not available, format the invoice number according to the Invoice Number Guidelines chart (###).
- c. **Invoice Date** – Enter the invoice or contract date or the date when the expense that is being reimbursed was incurred.
- d. **Invoice Amount** – Enter the amount shown on the NVP invoice.
- Invoices cannot be short-paid.
 - Obtain a new (modified) invoice from the NVP if your invoice does not display the correct amount to be paid.
 - Credit memos must be entered as negative amounts.



Invoice Number (limit 35 characters) B

Invoice Date C

Invoice Amount D USD

4. Complete the following **Invoice Detail** fields:

- a. **Business Purpose** – This field is required. Explain why the purchase is being made.
- b. **Requester** – This field is optional. See section 3.2 for more information about optional reviewers.
- c. **Non-Vendor Payee Address** – All address fields other than NVP Address Line 2 are required.
- d. **Pickup Request** – This field is optional.
 - Payments are issued directly to payees, in accordance with the payment preferences they indicate on their vendor registration.
 - Exceptions to this rule are payments initiated all or in part by the Office of General Counsel and payments related to payroll withholding.

The screenshot shows the 'Invoice Detail' section of a web form. It contains several input fields. Red circles with letters A, B, C, and D are placed over specific fields to indicate requirements. A red bracket groups the address fields (Line 1, Line 2, City, State, Zip) and is labeled with a red circle C. A red circle D is placed over the 'Pickup Request' dropdown menu.

Business Purpose	A
Requester (optional)	B
Create Date	04/07/2024
Creator Name	[Blurred]
Non-Vendor Payee Address Line 1	C
Non-Vendor Payee Address Line 2	
Non-Vendor Payee City	
Non-Vendor Payee State	
Non-Vendor Payee Zip	
Pickup Request (optional)	-- Select -- D

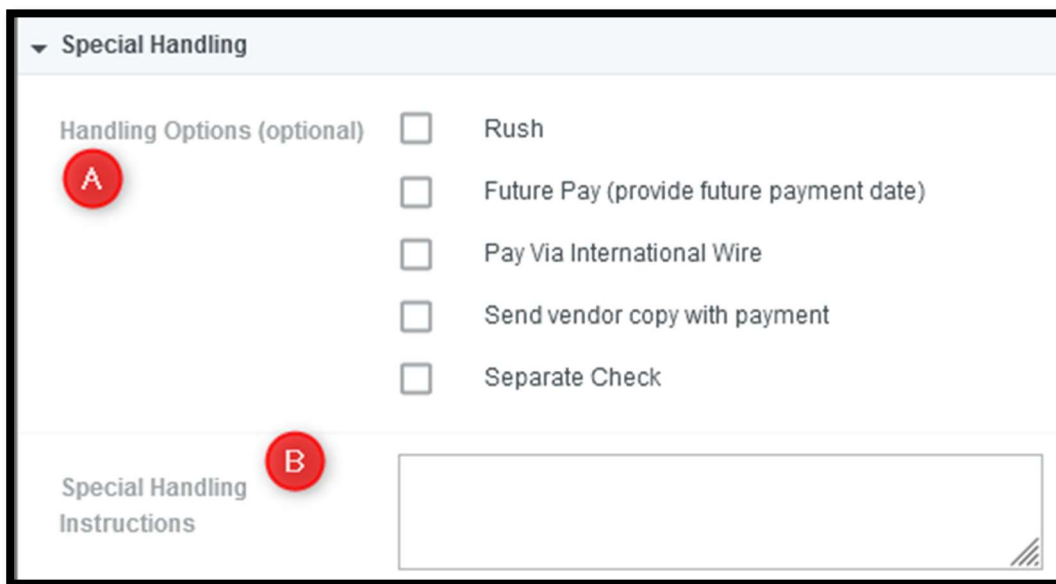
*Clicking **Save** at any point after completing the required fields found in the Invoice Header and Invoice Detail sections will save the invoice to creator's Drafts list.*

5. Complete the following **Special Handling** fields as needed:

a. **Handling Options**

- **Rush** – The rush indicator should be used sparingly, for emergency and time-sensitive payments. Complete and correct rush requests that are received by Accounts Payable by noon on Tuesday will be included in the weekly Wednesday check run.
- **Future Pay** – Use when scheduling a payment in advance (e.g., monthly rent). The future date of the payment must be entered in the Special Handling Instructions field.
- **International Wire** – This option cannot be used for NVP payments.
- **Vendor Copy** – Use when requesting that documentation (e.g., an invoice stub) be mailed along with a check.
- **Separate Check** – Use to ensure that multiple payments to one vendor result in separate checks.

b. **Special Handling Instructions** – Enter any future pay date here, as well as other special handling requests not listed above.



▼ Special Handling

Handling Options (optional) ☐ Rush

☐ Future Pay (provide future payment date)

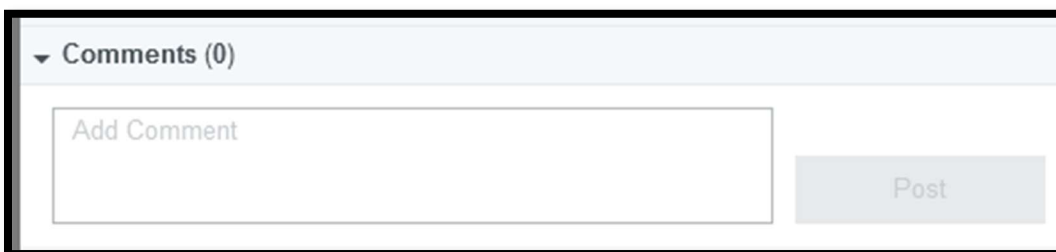
☐ Pay Via International Wire

☐ Send vendor copy with payment

☐ Separate Check

Special Handling Instructions

6. Entering a comment in the **Comments** section is optional.



▼ Comments (0)

Add Comment

Post

7. Enter the commodity and accounting allocation for the payment in the **Accounting** section.

Note that, before an allocation is added, the **TOTAL** will be \$0.00 and **REMAINING** will equal the **Amount** entered in the **Invoice Header** section.

LINE NUMBER	AMOUNT(USD)
TOTAL (USD) 0.00	
REMAINING (USD) 2,450.00	

- a. Click the blue **+Add Expense** button and then select the **Invoice Item** tile

- b. Complete the **Amount**, **Account Code**, **Commodity Code**, and **Allocation** fields.

- The **Amount** is the amount that you are allocating to the specific accounting string.
- The **Account Code**, **Commodity Code**, and **Allocation** fields can be searched by number or description.
 - You may need to pause as the system searches.
 - Accounts that begin with 1, 2, and 9 must only be used when allocating to a fund.
 - When searching for an index, the Allocation result will display with the full fund-org-program string, followed by the index.
 - When searching for a fund, it is recommended that you enter the word **fund** in addition to the fund number (e.g., **fund 360001**)
- Click Save when the fields are complete.

Invoice Item

Cancel Save

Amount 1,500.00 USD

Account Code print 73011 - Photocopy,Print,Bind

Commodity Code 82121810 - Printing, Binding, Publishing

Allocation (index or fund) 110118-100395-6100 Controller INDEX: 100304 - Controller

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- c. When you enter new **Invoice Items**, the **TOTAL** updates to show the total amount allocated and the **REMAINING** amount shows the amount yet to be allocated.

The screenshot shows the University e-Payables interface. At the top right, a summary box displays 'TOTAL (USD)' as 1,500.00 and 'REMAINING (USD)' as 950.00. Below this, there is a '+ Add Expense' button and a 'More' dropdown menu. A table lists the invoice items. The first item is '1 Invoice Item' with a line number of 1, a description '110118-100395-8100 INDEX: 100304 - Contr...', and an amount of 1,500.00. The table has columns for 'LINE NUMBER', 'AMOUNT(USD)', and a status indicator (a green checkmark).

LINE NUMBER	AMOUNT(USD)	Status
1	1,500.00	✓

- d. To enter an additional allocation, repeat steps 7.a. and 7.b. These steps should be repeated until the **REMAINING** amount is \$0.00.

The screenshot shows the University e-Payables interface with two invoice items. The summary box at the top right displays 'TOTAL (USD)' as 2,450.00 and 'REMAINING (USD)' as 0.00. The table lists the invoice items. The first item is '1 Invoice Item' with a line number of 1, a description '110118-100395-8100 INDEX: 100304 - Contr...', and an amount of 1,500.00. The second item is '2 Invoice Item' with a line number of 2, a description '110118-100395-8100 INDEX: 100304 - Contr...', and an amount of 950.00. The table has columns for 'LINE NUMBER', 'AMOUNT(USD)', and a status indicator (a green checkmark).

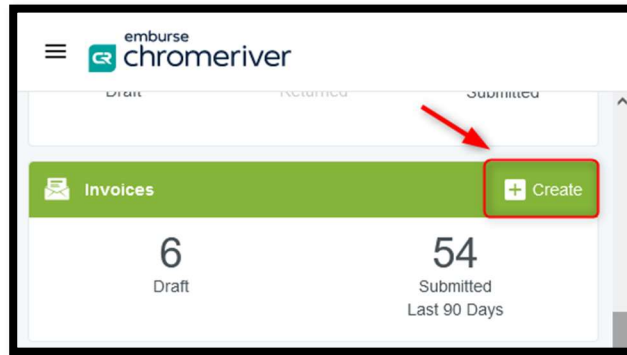
LINE NUMBER	AMOUNT(USD)	Status
1	1,500.00	✓
2	950.00	✓

8. When all required fields have been completed, the correct documentation has been attached, and the amount is fully allocated, the invoice can be submitted. Submission instructions are found in the **5. Submitting Invoices** section of this guide.

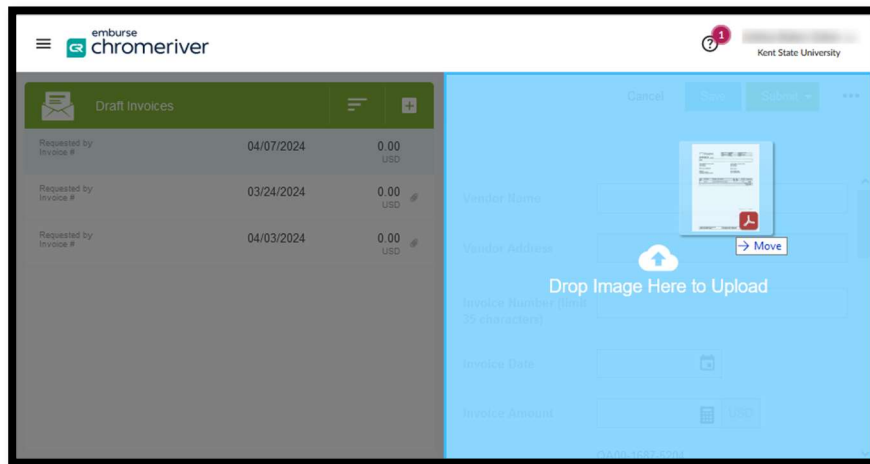
4.3 Creating a PO Invoice

To create a PO invoice or credit memo:

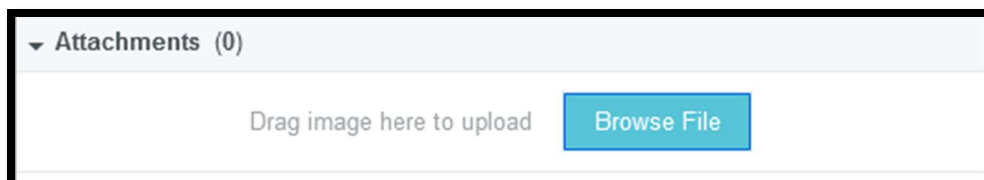
1. Click the Create button, found on the green Invoices ribbon on your Chrome River dashboard.



2. Upload the supporting documentation by either dragging and dropping it into the Invoice Entry (right side) screen or by scrolling down to the **Attachments** section and using the **Browse File** button.
- Supported file types are .png, .jpeg, .jpg, and .pdf
 - Payment requests must be supported by an invoice or contract. Consult **Appendix A – Payment Request Documentation Guidelines** to determine if the payment requires additional documentation.



OR



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3. In the **Invoice Header** section, select the blue **PO Number Search** link to open the **PO Advanced Search** page.

The screenshot shows the 'Invoice Header' section with three rows: 'Invoice Amount' with a text input and a 'USD' button; 'Invoice ID' with the value 'QA00-1687-5210'; and 'PO Number' with a 'Search' button highlighted by a red rectangle.

4. Enter your search criteria and click **Apply**.

The screenshot shows the 'PO Advanced Search' form. Fields include: 'Vendor' (Search), 'Address' (empty), 'PO Number' (p0055096, marked with a red circle 1), 'PO Date' (Select dropdown), 'Reference Number' (empty), and 'PO Amount' (radio buttons for Exactly, Greater Than or Equal, Less Than or Equal). At the bottom are 'Clear All', 'Close', and 'Apply' buttons. The 'Apply' button is marked with a red circle 2.

5. The resulting list will show each matching PO's number, opening and current balance, and the name of the person who initiated its creation in Flashcart.

The screenshot shows the 'PO Advanced Search' results table. The table has six columns: 'VENDOR', 'PO NUMBER' (marked with a red circle 1), 'PO DATE', 'PO AMOUNT' (marked with a red circle 2), 'OPEN AMOUNT' (marked with a red circle 3), and 'REQUESTER' (marked with a red circle 4). The table contains six rows of data, all for 'Staples Contract and Commercial'.

VENDOR	PO NUMBER	PO DATE	PO AMOUNT	OPEN AMOUNT	REQUESTER
Staples Contract and Commercial	P0055096	03/21/2024	11,000.00 USD	11,000.00 USD	Mariah Taylor
Staples Contract and Commercial	P0055070	03/19/2024	1,000.00 USD	1,000.00 USD	Mariah Taylor
Staples Contract and Commercial	P0055065	03/18/2024	1,000.00 USD	1,000.00 USD	Mariah Taylor
Staples Contract and Commercial	P0055064	03/15/2024	3,500.00 USD	7,000.00 USD	Mariah Taylor
Staples Contract and Commercial	P0055056	03/07/2024	1,300.00 USD	1,300.00 USD	Mariah Taylor
Staples Contract and Commercial	P0055042	02/23/2024	300.00 USD	200.00 USD	Lisa Steigmann-Gall

6. Select the appropriate PO and then click **Copy to Invoice**.

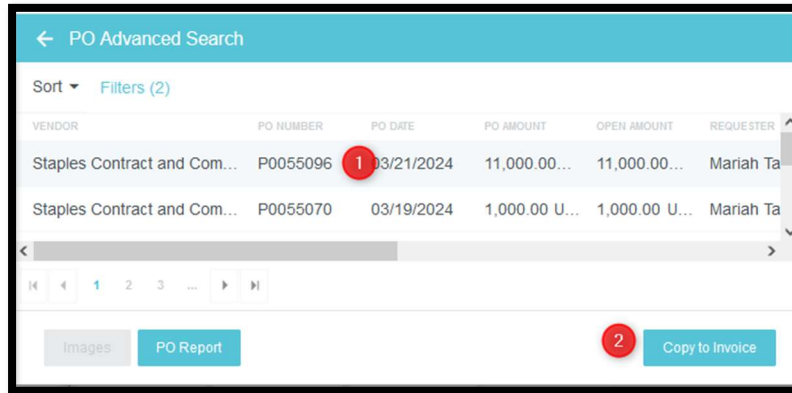


Chart 1: PO Line Items

Each individual accounting sequence on a PO is considered a separate PO line item for payment purposes.

PO Scenario	As Displayed in Flashcart	As Displayed in INVOICE
1 PO has one item/commodity line that is allocated to one accounting string	Item 1 - \$100 allocated to 100304 72015	PO Line #1 @ \$100 (100304 72015)
2 PO has two item/commodity lines, each allocated to one accounting string	Item 1 - \$100 allocated to 100304 72015 Item 2 - \$100 allocated to 100306 72017	PO Line #1 @ \$100 (100304 72015) PO Line #2 @ \$100 (100306 72017)
3 PO has one item/commodity line that is allocated to two accounting strings	Item 1 - \$100 total - \$25 allocated to 100304 72015 - \$75 allocated to 100304 72014	PO Line #1 @ \$25 (100304 72015) PO Line #2 @ \$75 (100304 72014)
4 PO has two item/commodity lines, each allocated to two accounting strings	Item 1 - \$100 total - \$25 allocated to 100304 72015 - \$75 allocated to 100304 72014 Item 2 - \$150 total - \$50 allocated to 100306 72015 - \$100 allocated to 100306 72017	PO Line #1 \$25 (100304 72015) PO Line #2 \$75 (100304 72014) PO Line #3 \$50 (100306 72015) PO Line #4 \$100 (100306 72017)

7. In the **Confirmation** box, enter the **Invoice Date** and **Invoice Amount**. Optionally, check the **“Allocate this amount across invoice line items”** box. Then click **Copy**.
 - Checking the **“Allocate this amount across Invoice line items”** box will result in the accounting allocation being distributed across all lines of the PO. Checking the box is recommended in the following circumstances:
 - When the invoice matches the full original amount of the PO (a “one and done” PO invoice that takes the PO balance down to zero).
 - When invoicing against a PO that has a single line item that is allocated to one accounting string (e.g., PO Scenario #1 in **Chart 1: PO Line Items**).
 - Leaving the **“Allocate this amount across Invoice line items”** box blank will add all open PO lines to the invoice. You will then need to edit the amounts on each line so that the total matches the amount of the invoice.

The screenshot shows a 'Confirmation' dialog box with a light blue header and a close button (X) in the top right corner. The main text reads: 'Enter/confirm the Invoice Date to use in saving the invoice with PO Data:'. Below this, there are two input fields. The first is 'Invoice Date' with a text box containing '03/15/2024' and a calendar icon to its right. A red circle with the number '1' is placed over the date text. The second is 'Invoice Amount' with a text box containing '248.47' and a calculator icon to its right. A red circle with the number '2' is placed over the amount text. To the right of the amount text is the label 'USD'. Below these fields is a checkbox labeled 'Allocate this amount across Invoice line items'. A red circle with the number '3' is placed over the checkbox. At the bottom right of the dialog are two buttons: 'Cancel' and 'Copy'. A red circle with the number '4' is placed over the 'Copy' button.

8. Review and complete the following required **Invoice Header** fields:

- a. **Vendor Name** – Confirm that the vendor name that was imported from the PO matches the vendor name on the invoice or contract.
- b. **Vendor Address** – Choose the address that matches the remittance address shown on the invoice. If the remittance address is not available in the dropdown, your vendor must register that address via PaymentWorks.
- c. **Invoice Number** – To prevent duplicate payments, invoice numbers provided by vendors must be used when available.
 - This field accepts letters, numbers, spaces, and hyphens. Other special characters should be omitted.
 - Consult **Appendix B – Invoice Numbering Guidelines** to determine how to format invoice numbers when vendor invoice numbers are not available.
- d. **Invoice Date** – Confirm that the date in this field matches the date shown on the vendor invoice or contract.
- e. **Invoice Amount** – Confirm that the amount in this field matches the amount shown on the vendor invoice.
 - Invoices cannot be short-paid.
 - Obtain a new (modified) invoice from the vendor if your invoice does not display the correct amount to be paid.
 - Credit memos must be entered as negative amounts.

The screenshot shows a web form for entering invoice header information. At the top right, there are three buttons: 'Cancel' (light blue), 'Save' (blue), and 'Submit' (green) with a dropdown arrow. Below these are five input fields, each with a red circular callout letter (A-E) overlaid on the left side of the input box:

- Vendor Name**: Callout A.
- Vendor Address**: Callout B.
- Invoice Number (limit 35 characters)**: Callout C.
- Invoice Date**: Callout D. This field includes a calendar icon on the right.
- Invoice Amount**: Callout E. This field includes a calculator icon and a 'USD' currency selector on the right.

9. Review and complete the following **Invoice Detail** fields:

- a. **Business Purpose** – This field is required. Explain why the purchase is being made.
- b. **Requester** – This field will be pre-populated with the name of the person who initiated the PO in Flashcart. The name may be left as is or can be changed to a different requester.
- c. **Pickup Request** – This field is optional.
 - Payments are issued directly to payees, in accordance with the payment preferences they indicate on their vendor registration.
 - Exceptions to this rule are payments initiated all or in part by the Office of General Counsel and payments related to payroll withholding.

Invoice Detail

Business Purpose

A

Required

Requester (optional)

B

Pickup Request (optional)

-- Select --

C

Create Date

04/08/2024

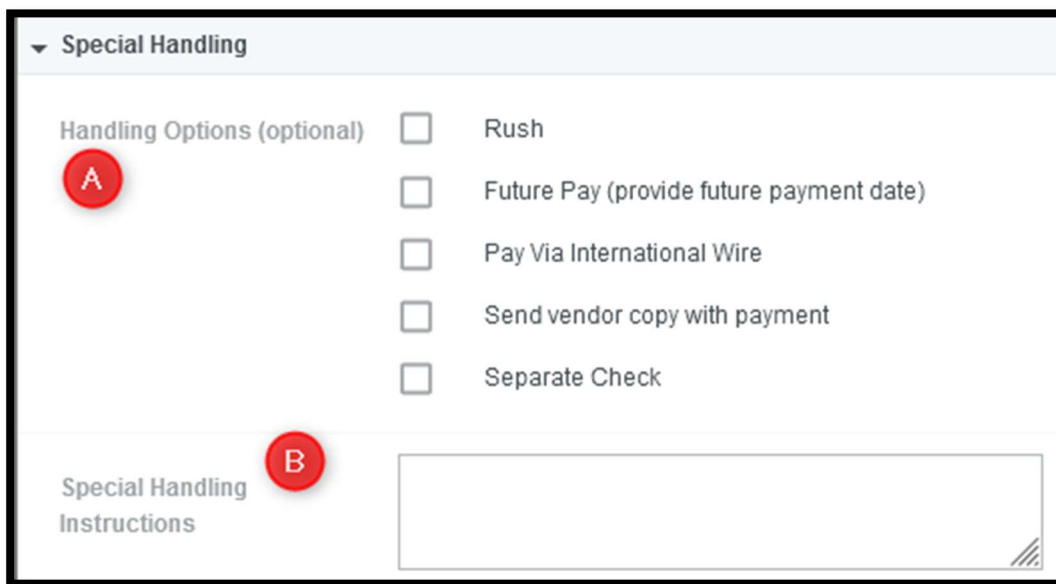
Creator Name

10. Complete the following **Special Handling** fields as needed:

a. **Handling Options**

- **Rush** – The rush indicator should be used sparingly, for emergency and time-sensitive payments. Complete and correct rush requests that are received by Accounts Payable by noon on Tuesday will be included in the weekly Wednesday check run.
- **Future Pay** – Use when scheduling a payment in advance (e.g., monthly rent). The future date of the payment must be entered in the Special Handling Instructions field.
- **International Wire** – Use for payments being made in foreign currency or to a non-US bank account.
- **Vendor Copy** – Use when requesting that documentation (e.g., an invoice stub) be mailed along with a check.
- **Separate Check** – Use to ensure that multiple payments to one vendor result in separate checks.

- b. **Special Handling Instructions** – Enter any future pay date here, as well as other special handling requests not listed above.



▼ Special Handling

Handling Options (optional) ☐ Rush

☐ Future Pay (provide future payment date)

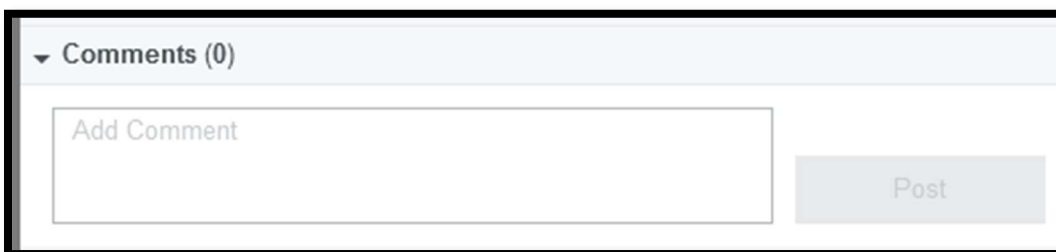
☐ Pay Via International Wire

☐ Send vendor copy with payment

☐ Separate Check

Special Handling Instructions

11. Entering a comment in the **Comments** section is optional.



▼ Comments (0)

Add Comment

Post

12. In the **Accounting** section:

a. Review and, if necessary, edit the amounts listed for the **PO Items**. To edit an item:

- Click the three dots found to the right of the amount.

		TOTAL (USD)	REMAINING (USD)
		11,211.50	0.00
<div> <div>+ Add Expense</div> <div>Global Edit</div> <div>Allocate Amounts</div> <div>Clear Amounts</div> <div>Delete Lines</div> </div>			
LINE NUMBER ↑		AMOUNT(USD) ▲	
1	PO Item 150001-500051-7100 INDEX: 140150 - Repair Of Buildings PO# P0055093 PO Line# 1	10,119.50 ✓	...
2	PO Item 150001-500051-7100 INDEX: 140150 - Repair Of Buildings PO# P0055093 PO Line# 2	1,092.00 ✓	...

- Select **Edit**

10,119.50 ✓ ...

Edit

Duplicate

Delete

- Correct the amount as needed and then click **Save**.

Cancel Save

Amount

1 10,119.50 USD

PO: 10,119.50

Open to Invoice: 10,119.50

b. Confirm that the invoice has been fully allocated by verifying that the REMAINING amount is \$0.00.

		TOTAL (USD)	REMAINING (USD)
		11,211.50	0.00

+ Add Expense

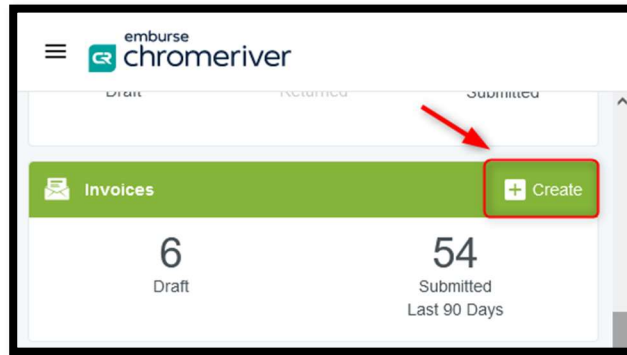
More ▼

13. When all required fields have been completed, the correct documentation has been attached, and the amount is fully allocated, the invoice can be submitted. Submission instructions are found in the **5. Submitting Invoices** section of this guide.

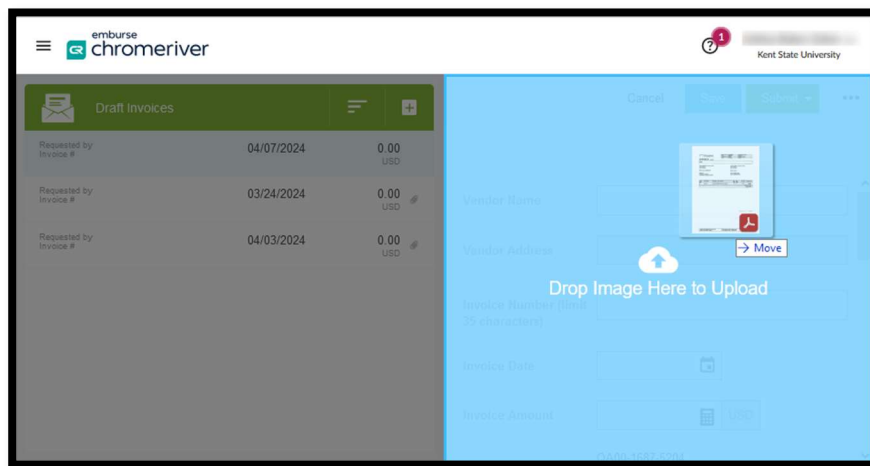
4.4 Copying a Prior Non-PO Invoice or Credit Memo

Follow these steps to copy over a previously-submitted non-PO invoice as a template for a new invoice.

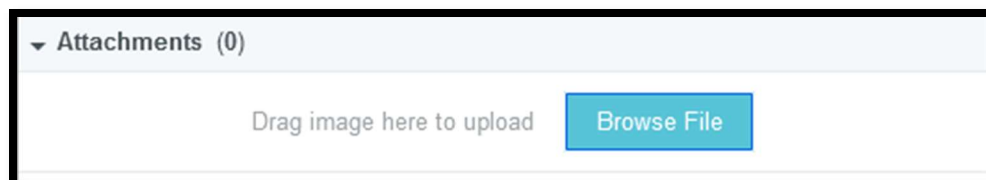
1. Click the Create button, found on the green Invoices ribbon on your Chrome River dashboard.



2. Upload the supporting documentation by either dragging and dropping it into the Invoice Entry (right side) screen or by scrolling down to the **Attachments** section and using the **Browse File** button.
 - Supported file types are .png, .jpeg, .jpg, and .pdf
 - Payment requests must be supported by an invoice or contract. Consult **Appendix A – Payment Request Documentation Guidelines** to determine if the payment requires additional documentation.

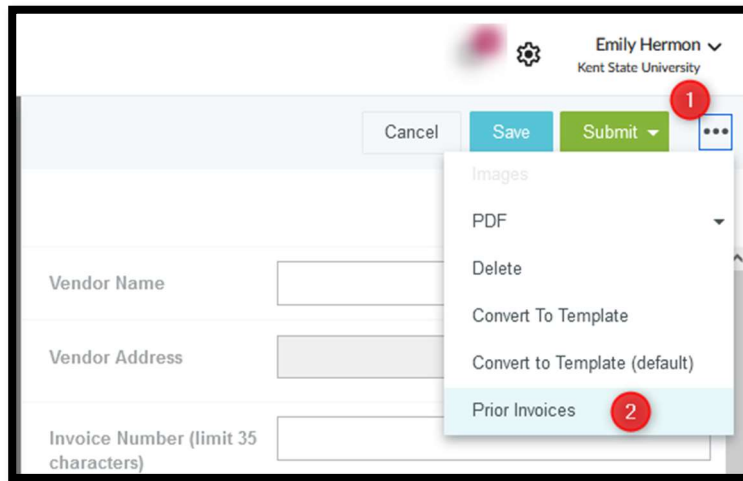


OR



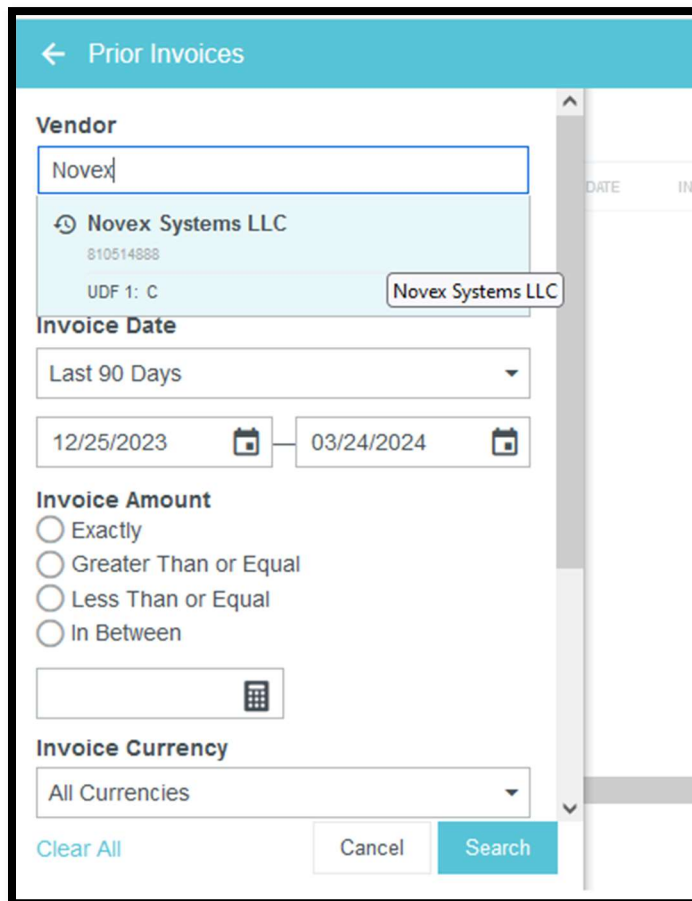
University e-Payables User Guide

- Click the three dots, located to the right of the green Submit button, and select Prior Invoices.



This screenshot shows the top right of the University e-Payables interface. The user is logged in as Emily Hermon at Kent State University. Below the user information, there are buttons for 'Cancel', 'Save', and 'Submit'. To the right of the 'Submit' button is a three-dot menu icon. A red circle with the number '1' points to this icon. The dropdown menu is open, showing options: 'Images', 'PDF', 'Delete', 'Convert To Template', 'Convert to Template (default)', and 'Prior Invoices'. A red circle with the number '2' points to the 'Prior Invoices' option. Below the menu, there are input fields for 'Vendor Name', 'Vendor Address', and 'Invoice Number (limit 35 characters)'.

- Enter your search criteria and click Search. This function searches invoices that were previously submitted within the system by all users.



This screenshot shows the 'Prior Invoices' search form. The form has a teal header with a back arrow and the text 'Prior Invoices'. Below the header, there are several sections: 'Vendor' with a search bar containing 'Novex' and a dropdown showing 'Novex Systems LLC' with a red circle icon; 'Invoice Date' with a dropdown set to 'Last 90 Days' and two date pickers showing '12/25/2023' and '03/24/2024'; 'Invoice Amount' with four radio button options: 'Exactly', 'Greater Than or Equal', 'Less Than or Equal', and 'In Between'; and 'Invoice Currency' with a dropdown set to 'All Currencies'. At the bottom, there are buttons for 'Clear All', 'Cancel', and 'Search'.

University e-Payables User Guide

5. The search result will include all matching invoices, regardless of user.

- To view an invoice, select it and click Image or PDF.
- When you have identified the invoice that you want to copy, select it and click the blue Copy button.

The screenshot shows a table titled 'Prior Invoices' with a teal header bar containing a back arrow and a close button. Below the header is a 'Sort' dropdown. The table has columns: VENDOR, INVOICE DATE, INVOICE NUMBER, AMOUNT, CURRENCY, REQUESTER, STATUS, DESCRIPTION, and CHECK M. There are five rows of invoice data. A red circle with the number '1' is placed over the 'CURRENCY' column header and the 'USD' value in the first row. At the bottom of the table, there are 'Images' and 'PDF' buttons. A red circle with the number '2' is placed over a blue 'Copy' button in the bottom right corner.

VENDOR	INVOICE DATE	INVOICE NUMBER	AMOUNT	CURRENCY	REQUESTER	STATUS	DESCRIPTION	CHECK M
Novex Systems LLC	01/22/2024	32704	1,515.92	USD		Pending	Print 1099 ...	
Novex Systems LLC	01/25/2024	327221	1.00	USD		Approved	test	
Novex Systems LLC	02/01/2024	procdemo	1,000.00	USD		Approved	printing 202...	
Novex Systems LLC	02/02/2024	123456	300.00	USD		Approved	printing for ...	
Novex Systems LLC	03/23/2024	test requester	1.00	USD		Pending	test requester	

6. In the Confirmation box, enter the new invoice's date and amount and click Copy.

The screenshot shows a 'Confirmation' dialog box with a teal header bar containing a close button. The main text says 'Enter/confirm the invoice date and amount to use in copying the invoice:'. There are two input fields: 'Invoice Date' with a calendar icon and 'Invoice Amount' with a calculator icon. A red circle with the number '1' is placed over the date field, and a red circle with the number '2' is placed over the amount field. At the bottom right, there are 'Cancel' and 'Copy' buttons. A red circle with the number '3' is placed over the 'Copy' button.

Confirmation

Enter/confirm the invoice date and amount to use in copying the invoice:

Invoice Date 03/22/2024

Invoice Amount 2,450.00 USD

Cancel Copy

7. Review and complete the following required **Invoice Header** fields:

- a. **Vendor Name** – Confirm that the vendor name that was imported from the previously-submitted invoice matches the vendor name on the new vendor invoice or contract.
- b. **Vendor Address** – Confirm that the imported address that matches the remittance address shown on the vendor invoice. If the remittance address is not available in the dropdown, your vendor must register that address via PaymentWorks.
- c. **Invoice Number** – To prevent duplicate payments, invoice numbers provided by vendors must be used when available.
 - This field accepts letters, numbers, spaces, and hyphens. Other special characters should be omitted.
 - Consult **Appendix B – Invoice Numbering Guidelines** to determine how to format invoice numbers when vendor invoice numbers are not available.
- d. **Invoice Date** – Confirm that the date in this field matches the date shown on the vendor invoice or contract.
- e. **Invoice Amount** – Confirm that the amount in this field matches the amount shown on the vendor invoice.
 - Invoices cannot be short-paid.
 - Obtain a new (modified) invoice from the vendor if your invoice does not display the correct amount to be paid.
 - Credit memos must be entered as negative amounts.

The screenshot shows a web-based form for entering invoice header information. At the top, there are three buttons: 'Cancel' (light blue), 'Save' (blue), and 'Submit' (green) with a dropdown arrow. Below the buttons, the form is organized into five rows, each with a label on the left and an input field on the right. Each input field has a red circular callout with a white letter (A, B, C, D, E) indicating a required action. The fields are: 'Vendor Name' (callout A), 'Vendor Address' (callout B), 'Invoice Number (limit 35 characters)' (callout C), 'Invoice Date' (callout D, with a calendar icon), and 'Invoice Amount' (callout E, with a calculator icon and a 'USD' currency selector). A vertical scrollbar is visible on the right side of the form.

8. Review, complete, and edit the following **Invoice Detail** fields as necessary:
 - a. **Business Purpose** – This field is required and will be imported from the copied invoice. It should explain why the purchase was being made.
 - b. **Requester** – This field is optional and will be imported from the copied invoice. See section 3.2 for more information about optional reviewers.
 - c. **Pickup Request** – This field is optional and will be imported from the copied invoice.
 - Payments are issued directly to payees, in accordance with the payment preferences they indicate on their vendor registration.
 - Exceptions to this rule are payments initiated all or in part by the Office of General Counsel and payments related to payroll withholding.

▼ Invoice Detail

Business Purpose	<div style="border: 1px solid #ccc; height: 40px; width: 100%; position: relative;"> A </div>
Requester (optional)	<div style="border: 1px solid #ccc; height: 30px; width: 100%; position: relative;"> B </div>
Create Date	04/07/2024
Creator Name	[Blurred Name]
Pickup Request (optional)	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;">-- Select -- ▼</div> <div style="position: relative; width: 30px; height: 30px;"> C </div> </div>

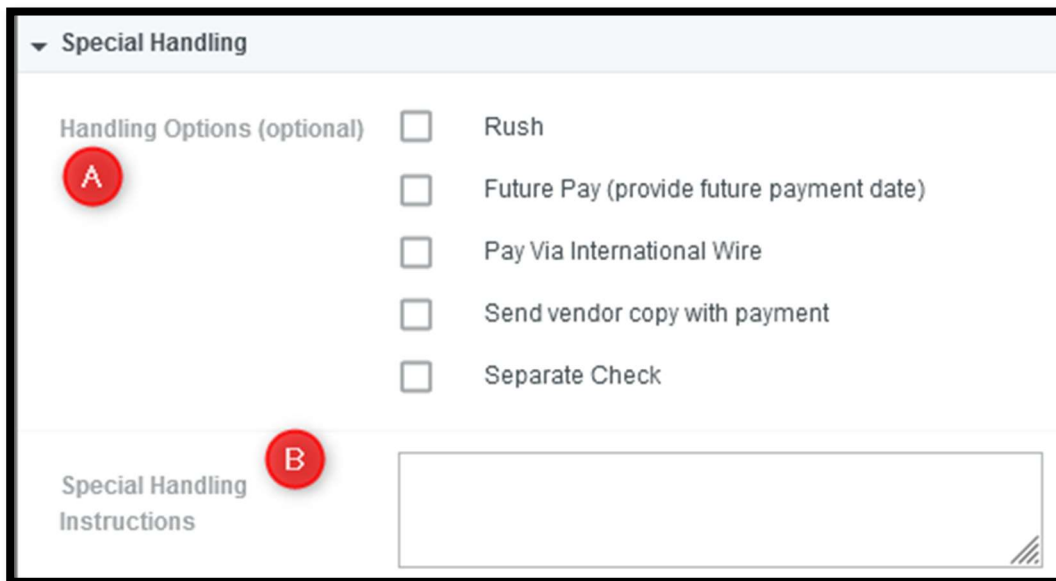
*Clicking **Save** at any point after completing the required fields found in the Invoice Header and Invoice Detail sections will save the invoice to creator's Drafts list.*

9. Complete the following **Special Handling** fields as needed. These fields will not be imported from the copied invoice:

a. **Handling Options**

- Rush – The rush indicator should be used sparingly, for emergency and time-sensitive payments. Complete and correct rush requests that are received by Accounts Payable by noon on Tuesday will be included in the weekly Wednesday check run.
- Future Pay – Use when scheduling a payment in advance (e.g., monthly rent). The future date of the payment must be entered in the Special Handling Instructions field.
- International Wire – Use for payments being made in foreign currency or to a non-US bank account.
- Vendor Copy – Use when requesting that documentation (e.g., an invoice stub) be mailed along with a check.
- Separate Check – Use to ensure that multiple payments to one vendor result in separate checks.

b. **Special Handling Instructions** – Enter any future pay date here, as well as other special handling requests not listed above.



▼ Special Handling

Handling Options (optional) ☐ Rush

☐ Future Pay (provide future payment date)

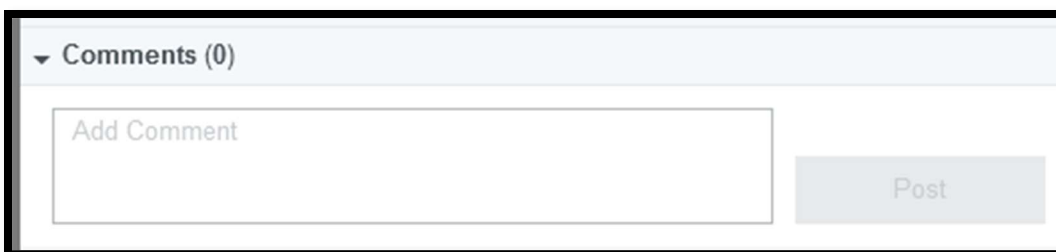
☐ Pay Via International Wire

☐ Send vendor copy with payment

☐ Separate Check

Special Handling Instructions

10. Entering a comment in the **Comments** section is optional.



▼ Comments (0)

11. The **Accounting** section will reflect the commodity and accounting information that was imported from the copied invoice.

a. Review and, if necessary, edit the amounts listed for the **Invoice Items**. To edit an item:

- Click the three dots found to the right of the amount.

		TOTAL (USD)	REMAINING (USD)
		1.00	0.00
<div> + Add Expense Global Edit Allocate Amounts Clear Amounts Delete Lines </div>			
LINE NUMBER ↑	AMOUNT(USD) ▲		
1	1.00 ✓ ...		
<div> 1 Invoice Item 110118 FUND: 110118 - Fd Bal-Kent </div>			

- Select **Edit**

1.00 ✓ ...

Edit
Duplicate
Delete

- Correct the **Amount**, **Account Code**, **Commodity Code**, or **Allocation**, and then click **Save**.

1 Invoice Item

Cancel
Save

Amount

1.00 USD

Account Code

11012 - Petty Cash

Commodity Code

10000000 - Live Plant & Animal Material

Allocation (index or fund)

110118 FUND: 110118 - Fd Bal-Kent

b. Confirm that the invoice has been fully allocated by verifying that the REMAINING amount is \$0.00.

		TOTAL (USD)	REMAINING (USD)
		1.00	0.00
<div> + Add Expense Global Edit Allocate Amounts Clear Amounts Delete Lines </div>			

12. When all required fields have been completed, the correct documentation has been attached, and the amount is fully allocated, the invoice can be submitted. Submission instructions are found in the **5. Submitting Invoices** section of this guide.

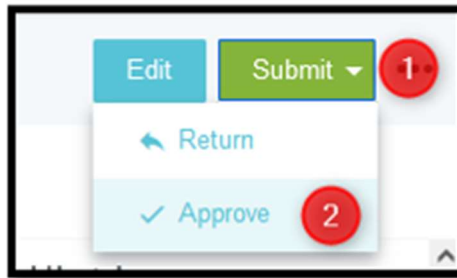
5. Submitting Invoices

Creators, Requesters, and Approvers use the Submit button to both return and approve invoices.

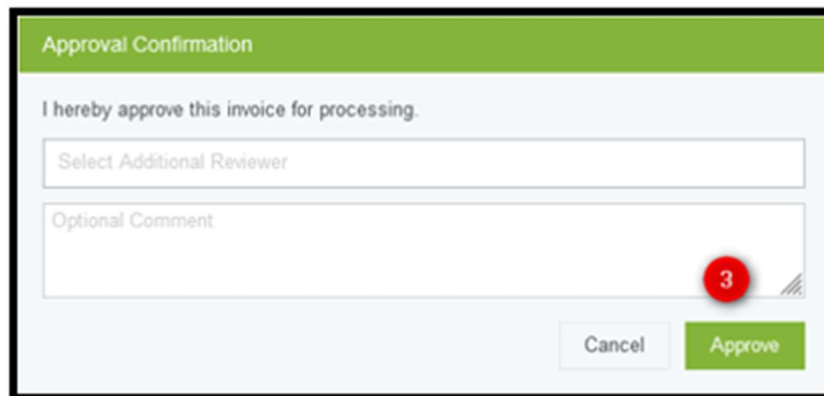
5.1 Approving an Invoice

To approve an invoice and allow it to route to the next default routing step:

1. Select Submit > Approve



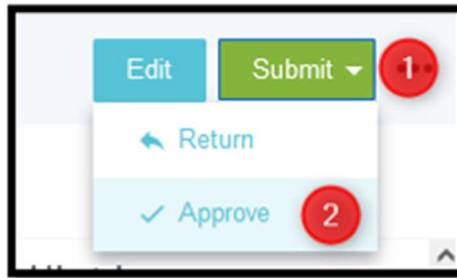
2. Click the Approve button.

A screenshot of a dialog box titled 'Approval Confirmation' with a green header. The text inside reads 'I hereby approve this invoice for processing.' Below this is a text input field labeled 'Select Additional Reviewer'. Underneath that is a larger text area labeled 'Optional Comment'. At the bottom right of the dialog, there is a red circle with the number '3' next to a small icon. At the bottom of the dialog are two buttons: 'Cancel' (light gray) and 'Approve' (green).

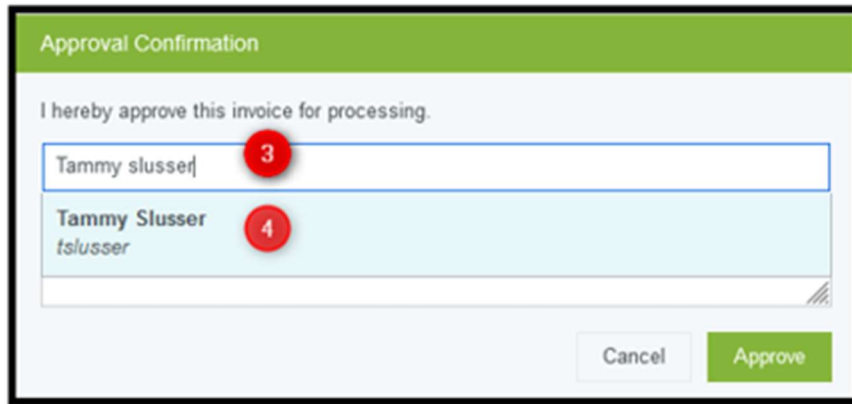
5.2 Approving an Invoice and Adding an Additional Reviewer

To approve an invoice and then insert an additional reviewer before the next default routing step:

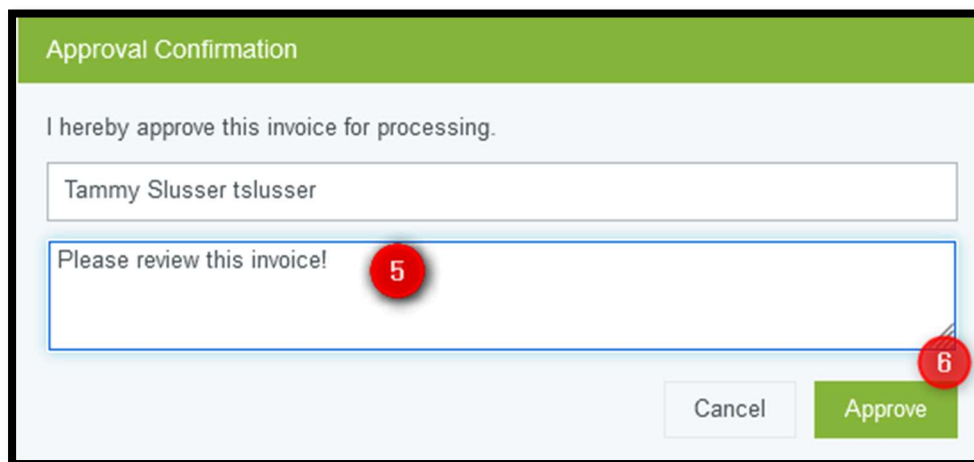
1. Select Submit > Approve



2. Enter the name of the reviewer in the *Select Additional Reviewer* field, and select the name from the search results.

A screenshot of a dialog box titled 'Approval Confirmation'. It contains the text 'I hereby approve this invoice for processing.' Below this is a search input field containing 'Tammy slusser' (marked with a red circle '3'). Below the input field is a list of search results, with 'Tammy Slusser' and 'tslusser' highlighted (marked with a red circle '4'). At the bottom right are 'Cancel' and 'Approve' buttons.

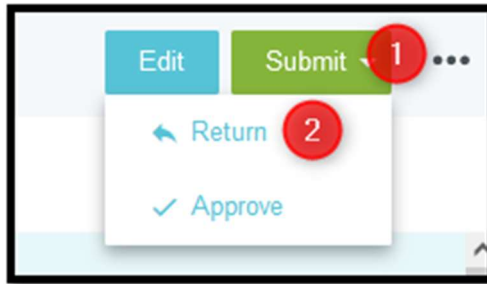
3. Enter a message in the comment field and click Approve.

A screenshot of the same 'Approval Confirmation' dialog box. The search input field now contains 'Tammy Slusser tslusser'. Below it is a larger text area for a comment, containing the text 'Please review this invoice!' (marked with a red circle '5'). At the bottom right are 'Cancel' and 'Approve' buttons. A red circle with the number '6' is next to the 'Approve' button.

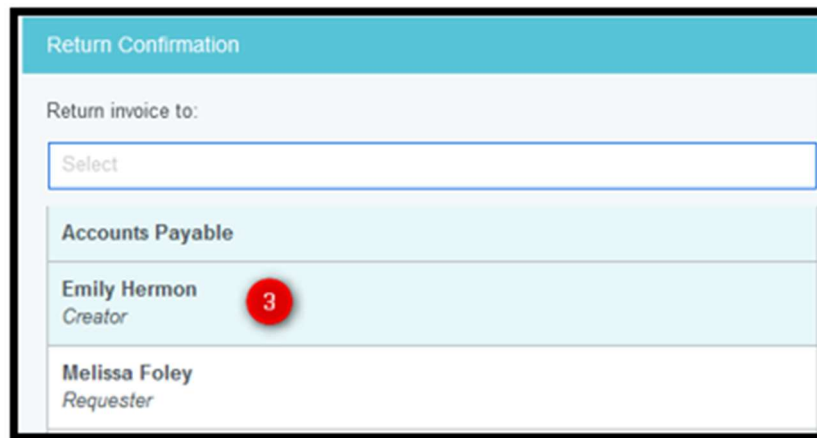
5.3 Returning an Invoice to a Creator

To return an invoice to its creator:

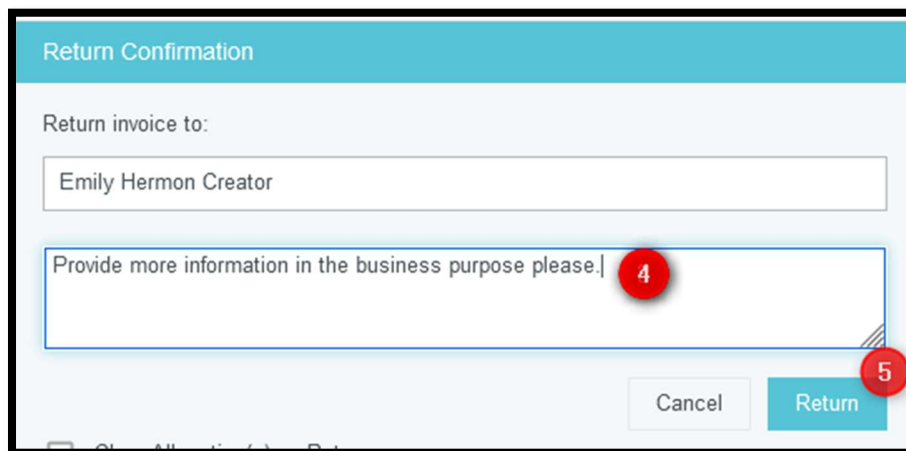
1. Select Submit > Return



2. Choose the creator's name from the *Return invoice to* dropdown field.

A screenshot of a mobile application screen titled 'Return Confirmation'. Below the title, there is a section labeled 'Return invoice to:' followed by a dropdown menu. The dropdown menu is open, showing a list of options. The first option is 'Select'. Below it is a section header 'Accounts Payable'. Under this header, there are two options: 'Emily Hermon Creator' and 'Melissa Foley Requester'. A red circle with the number '3' is placed over the 'Emily Hermon Creator' option.

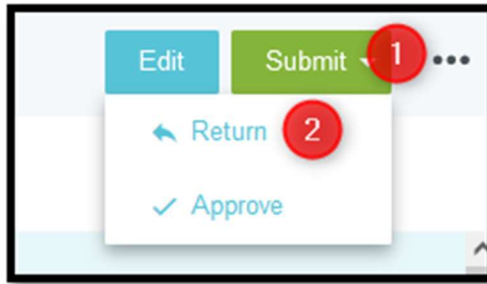
3. Enter a message in the comment field and click Return.

A screenshot of a mobile application screen titled 'Return Confirmation'. Below the title, there is a section labeled 'Return invoice to:' followed by a dropdown menu. The dropdown menu is open, showing a list of options. The first option is 'Select'. Below it is a section header 'Accounts Payable'. Under this header, there are two options: 'Emily Hermon Creator' and 'Melissa Foley Requester'. A red circle with the number '3' is placed over the 'Emily Hermon Creator' option. Below the dropdown menu, there is a text input field with the placeholder text 'Provide more information in the business purpose please.' A red circle with the number '4' is placed over this field. At the bottom right of the screen, there are two buttons: 'Cancel' and 'Return'. A red circle with the number '5' is placed over the 'Return' button.

5.4 Returning an Invoice to a Requester

To return an invoice to its requester:

1. Select Submit > Return



2. Choose the requester's name from the *Return invoice to* dropdown field.

A screenshot of a 'Return Confirmation' form. The form has a title bar 'Return Confirmation' in a blue header. Below the header, there is a label 'Return invoice to:' followed by a dropdown menu. The dropdown menu is open, showing a list of options. The first option is 'Select'. Below it, there is a section titled 'Accounts Payable'. Under this section, there are two entries: 'Emily Hermon Creator' and 'Melissa Foley Requester'. A red circle with the number '3' is positioned over the 'Melissa Foley Requester' entry.

3. Enter a message in the comment field and click Return.

A screenshot of the 'Return Confirmation' form. The form has a title bar 'Return Confirmation' in a blue header. Below the header, there is a label 'Return invoice to:' followed by a dropdown menu. The dropdown menu is open, showing a list of options. The first option is 'Select'. Below it, there is a section titled 'Accounts Payable'. Under this section, there are two entries: 'Emily Hermon Creator' and 'Melissa Foley Requester'. A red circle with the number '3' is positioned over the 'Melissa Foley Requester' entry. Below the dropdown menu, there is a text input field. The text 'Please review!' is entered into this field. A red circle with the number '4' is positioned over the text input field. At the bottom right of the form, there are two buttons: 'Cancel' and 'Return'. A red circle with the number '5' is positioned over the 'Return' button.

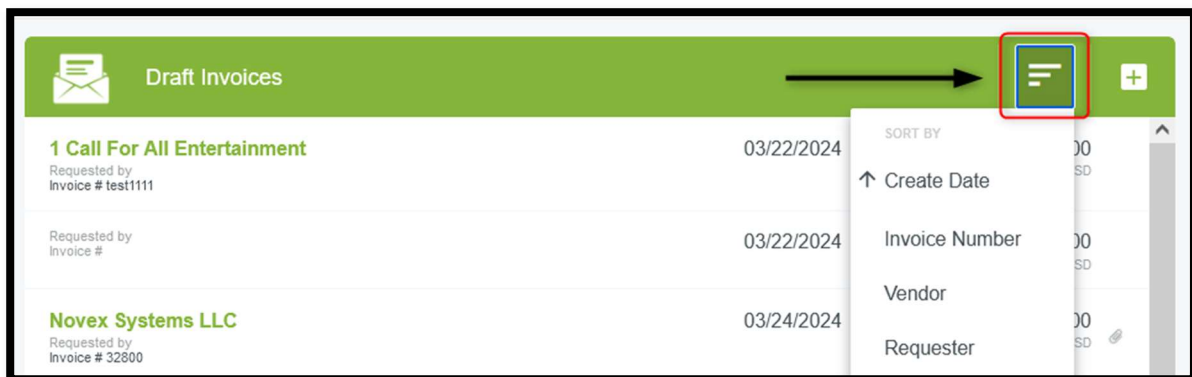
6. Managing Invoices – Initiators

6.1 Draft Invoices

Selecting the Drafts link on the Invoices ribbon will open your Drafts list.

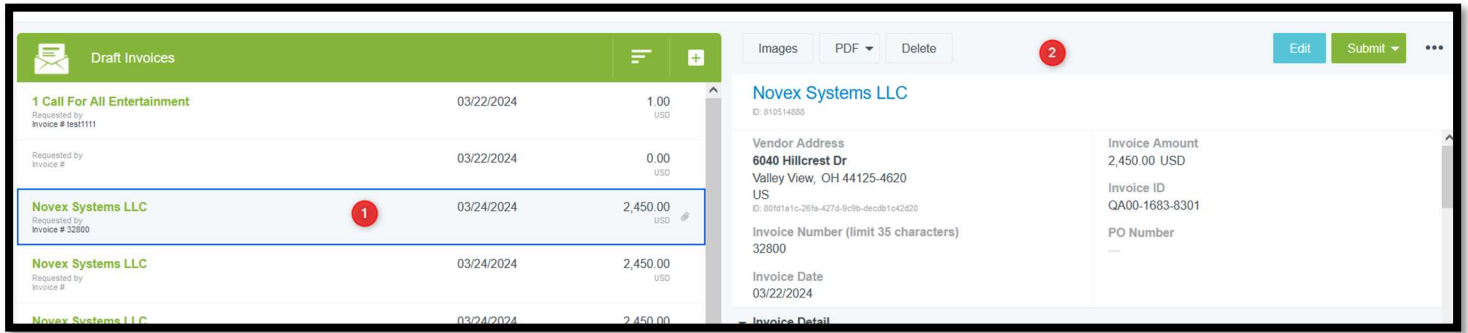


The list can be sorted by clicking on the sort icon (three parallel lines) that is found to the left of the plus sign.



6.11 Viewing a Draft Invoice

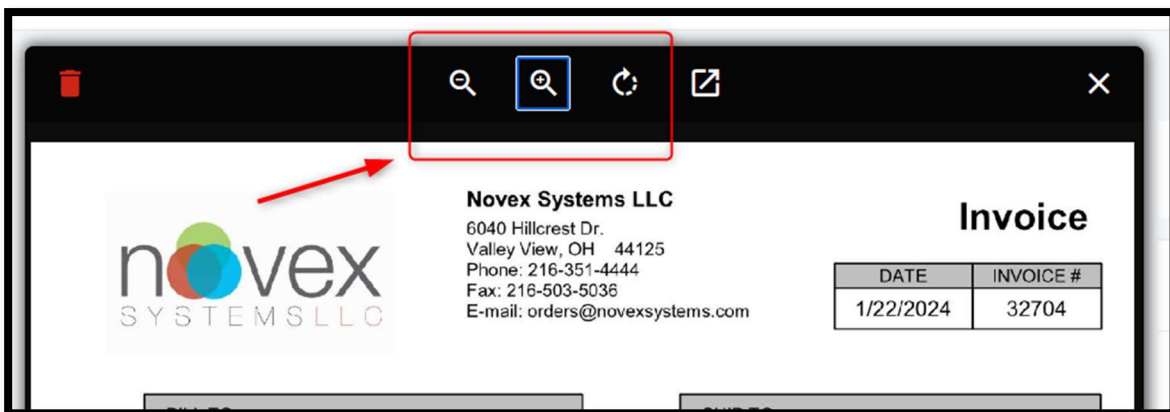
To view an invoice, select it from your **Drafts** list. It will then open in a panel on the right side of the screen.



Click the Images button to open the attached documentation in a panel on the left side of the screen.

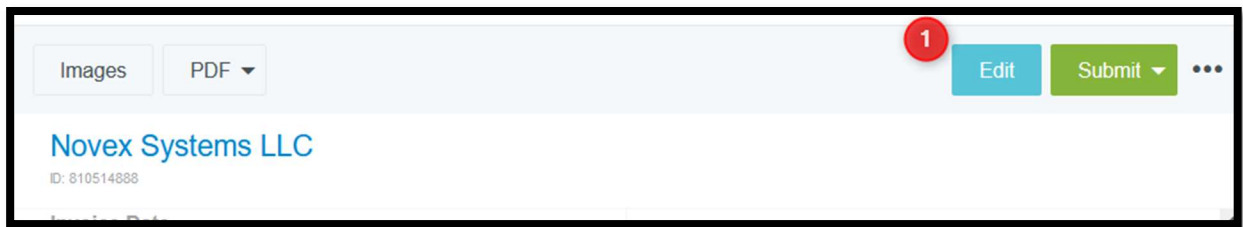


Use the controls at the top of the Image panel to zoom in or out, rotate the image, or open it in a new browser tab.
WARNING: The trash can image is a delete button.

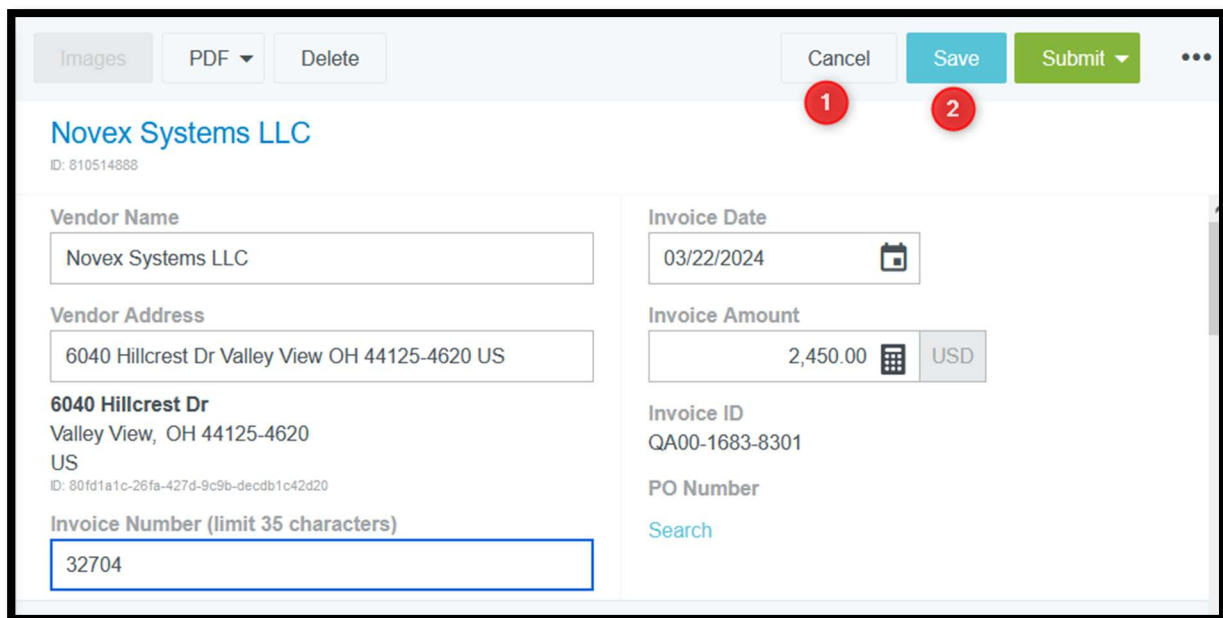


6.12 Editing the Invoice Header, Invoice Detail, and Special Handling Fields

To edit the Invoice Header, Invoice Detail, or Special Handling sections, select the blue **Edit** button that is in the upper right corner. This will open all fields for editing.



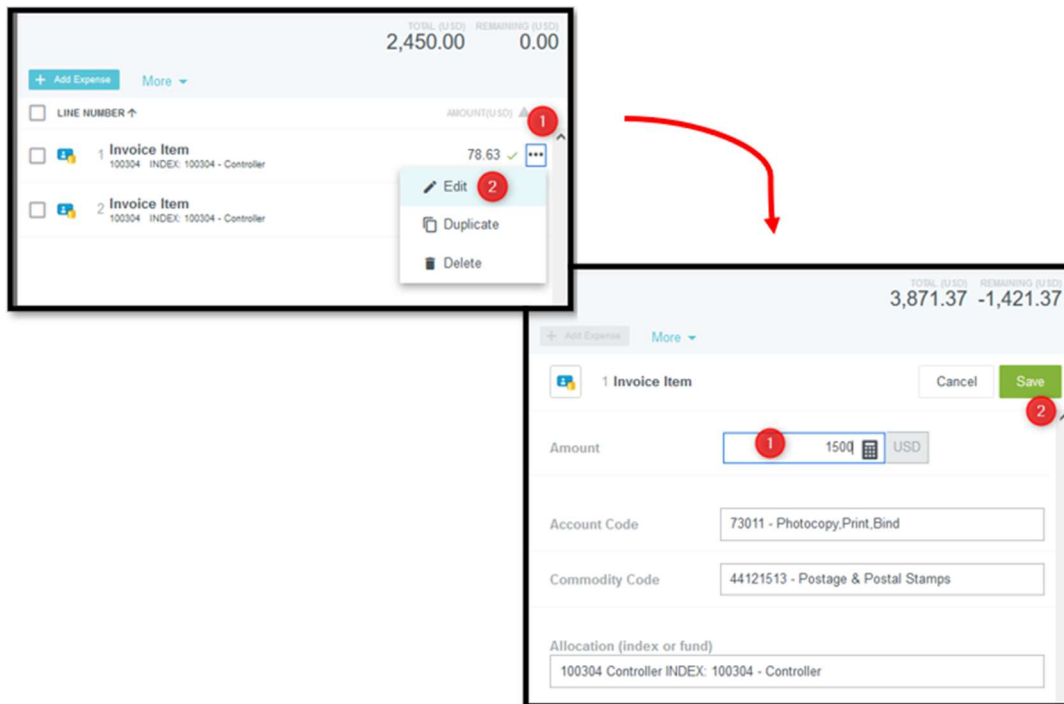
Select Cancel to exit without changing information or Save to save your changes.



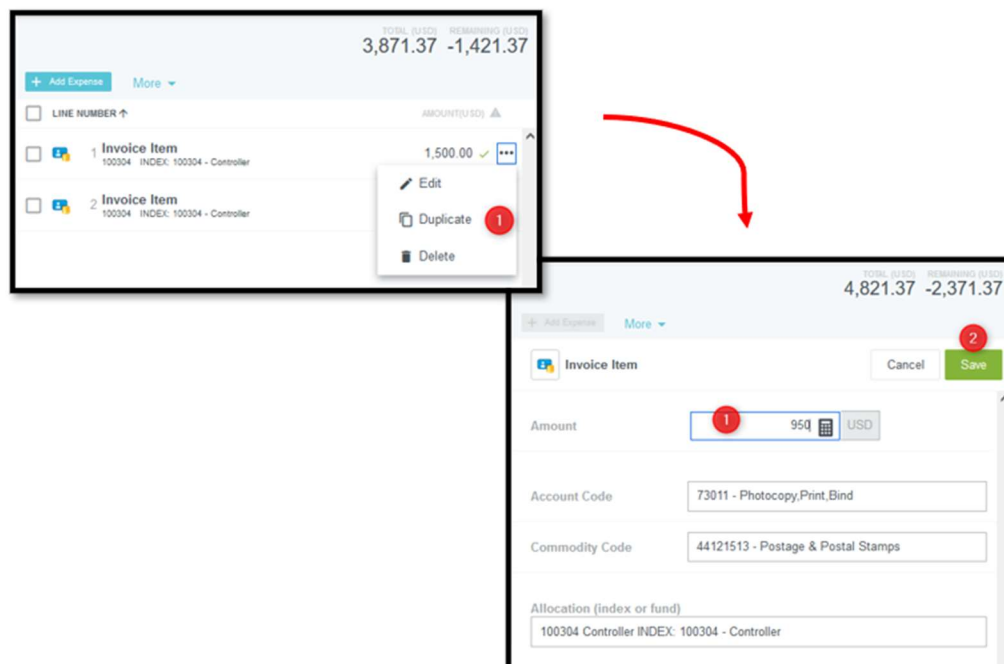
6.13 Editing the Accounting Information

Entries in the **Accounting** section can be edited, duplicated, or deleted.

1. **To edit**, click the three dots to the right of the amount and choose Edit. This will display the Invoice Item allocation, where you can make changes before clicking the Save button.

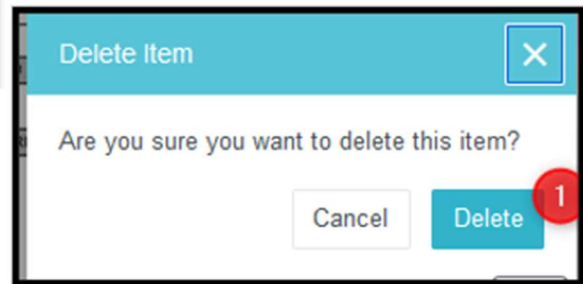
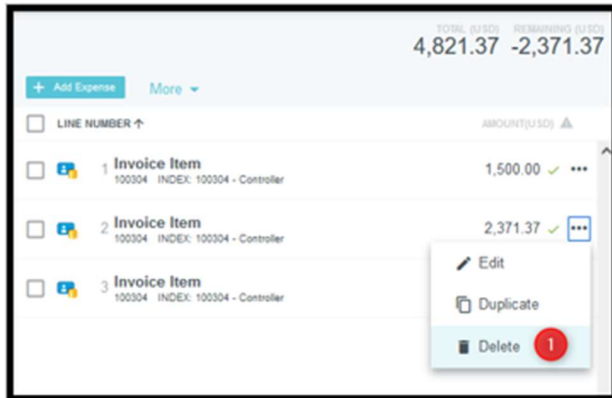


2. **To duplicate**, click the three dots to the right of the amount and choose Duplicate. This will open an Invoice Item identical to the one that is being duplicated. Make any desired changes to its information and then click Save.



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3. **To delete**, click the three dots to the right of the amount and choose Delete. This will open an Invoice Item identical to the one that is being duplicated. Make any desired changes to its information and then click Save.



6.2 Submitted Invoices

Selecting the Submitted link on the Invoices ribbon will open a list of all invoices that you have submitted in Chrome River Invoice.



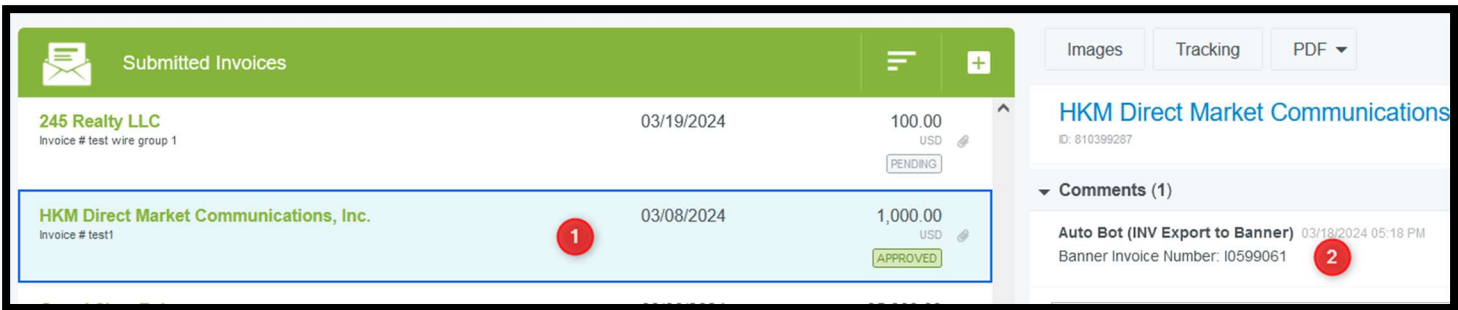
The list can be sorted by clicking on the sort icon (three parallel lines) found to the left of the plus sign.



Invoices that have a Pending tag have not yet been fully approved.



Invoices that have an Approved tag have been fully approved and exported to Banner, to await the next available check run. Their Banner invoice numbers are listed in their Comments sections.



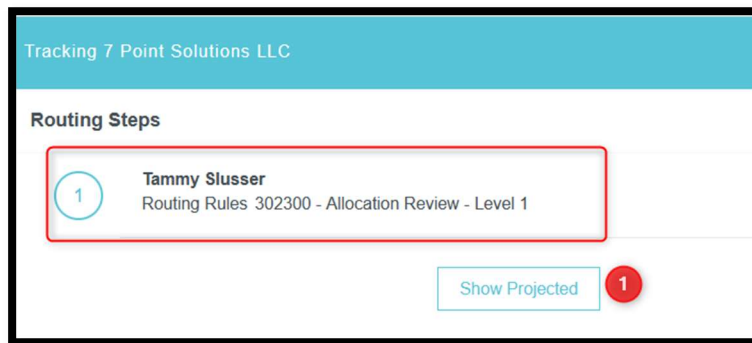
6.21 Tracking an Invoice

Use the Tracking feature to see where your invoice is in the routing process.

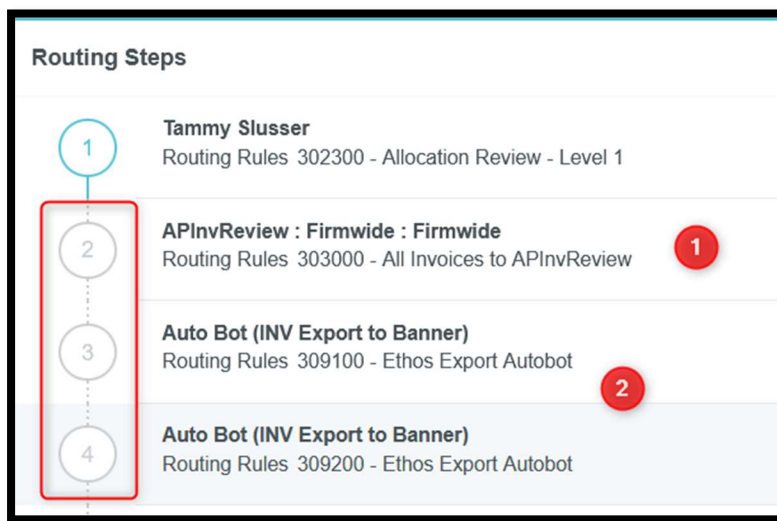
1. Select a pending invoice on your Submitted list on the left and then click the Tracking button on the right.



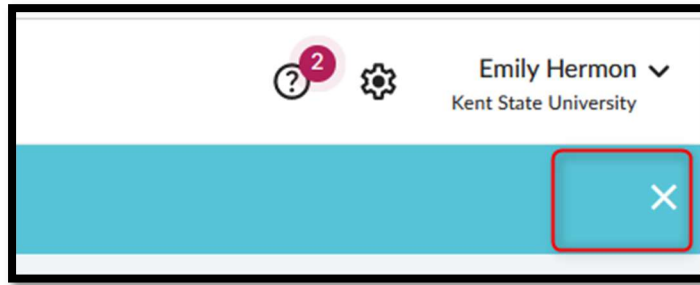
2. The Routing Steps will display, showing you whose queue the invoice is currently sitting in. Click the Show Projected button to see where the invoice will route after the current approver approves it.



3. Future routing steps display with greyed-out circles.
 - **APInvReview** = Accounts Payable review
 - **Auto Bot** = automated review that occurs before invoices are exported to Banner



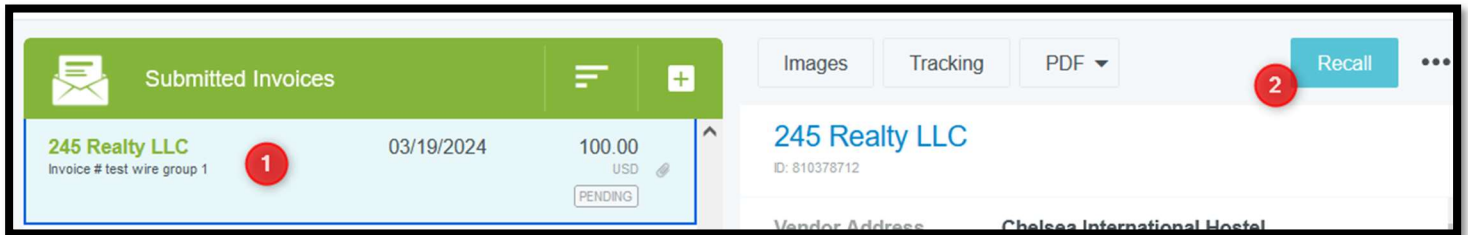
4. To close out of Tracking, select the X found in the upper right corner, under your name.



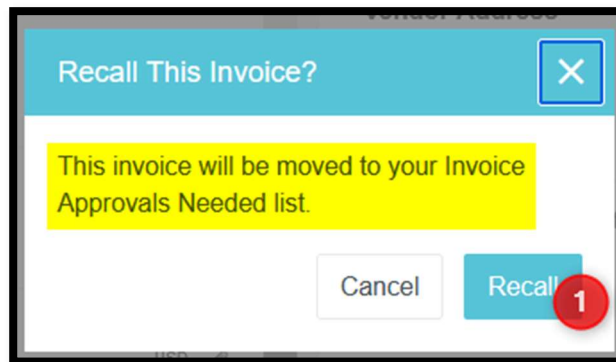
6.22 Recalling an Invoice

Use the Recall function to pull an invoice back from its approval routing steps. This can only be done with pending invoices.

1. Select the pending invoice from your Submitted list on the left and then click the Recall button on the right.

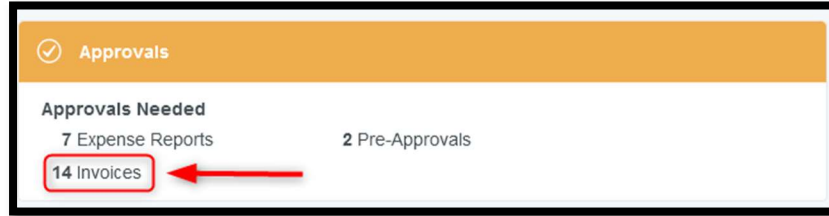


2. Note that the message that appears states that the invoice will be moved to your Invoice Approvals Needed list. Click Recall.

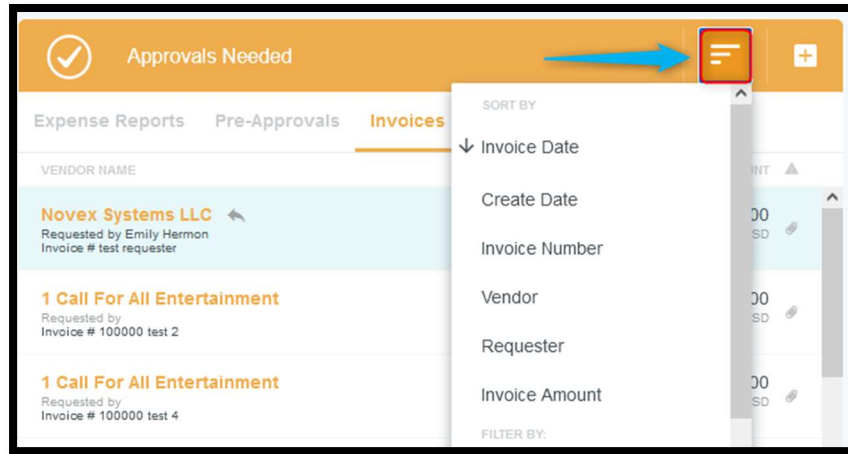


6.3 Recalled Invoices

Recalled invoices can be found in your **Invoices Approvals Needed** list, which is accessed by selecting the Invoices link under the gold Approvals ribbon on your Chrome River dashboard.



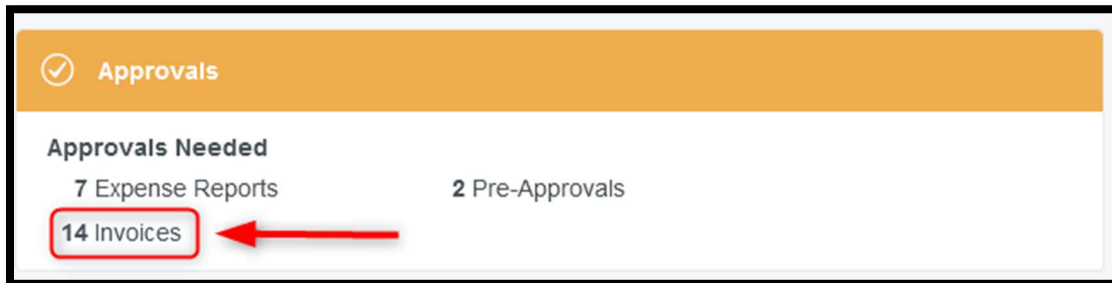
Your **Invoice Approvals Needed** list can be sorted by clicking the sort icon (three parallel lines) that is located to the left of the plus sign.



7. Managing Invoices – Approvers

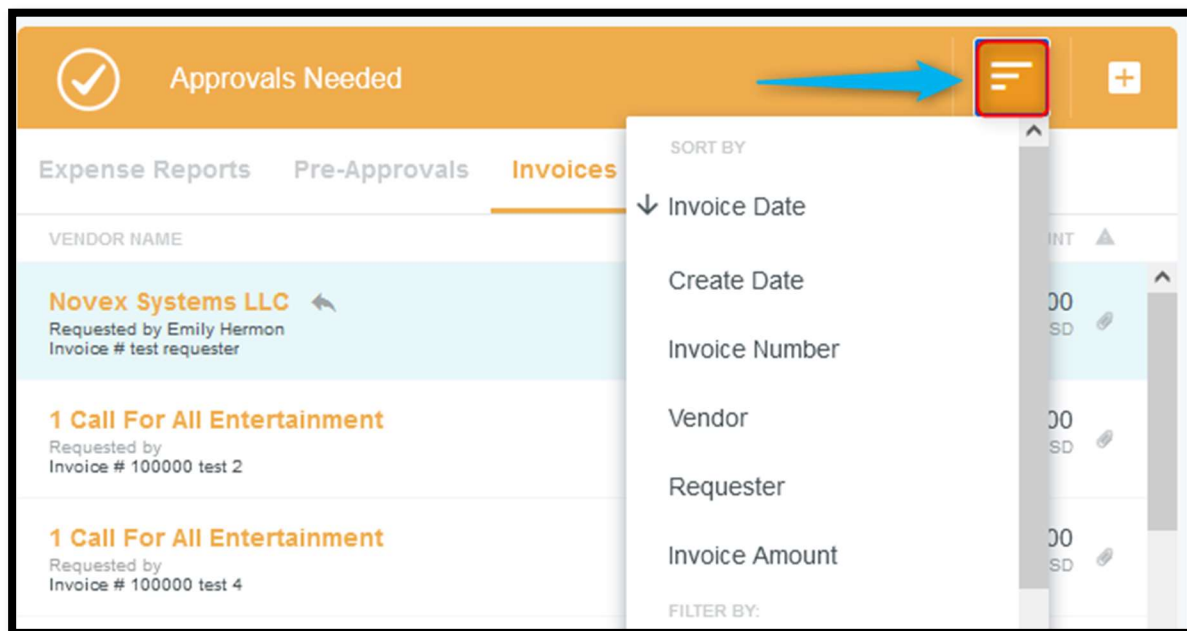
7.1 Approvals Ribbon

When an invoice is awaiting your approval, the Invoice indicator will appear under the gold Approvals ribbon on your Chrome River dashboard.



7.2 Approvals Needed List

Selecting the Invoices link on the Approvals ribbon will open the **Approvals Needed** list. The list can be sorted by clicking the sort icon (three parallel lines) that is found to the left of the plus sign.



7.21 Viewing an Invoice

To view an invoice, select it in your **Approvals Needed** list. This will open it in a panel on the right side of the screen.

The screenshot shows the 'Approvals Needed' interface. On the left, a table lists invoices with columns for Vendor Name, Invoice Date, and Amount. The first row, 'Novex Systems LLC', is highlighted with a red circle '1'. On the right, a detailed view of this invoice is shown, with a red circle '2' highlighting the 'Novex Systems LLC' header. The detailed view includes fields for Vendor Address, Invoice Amount, Invoice ID, Invoice Number, Invoice Date, Invoice Detail (Business Purpose, Requester, Pickup Request, Transaction Date Override), and Special Handling.

VENDOR NAME	INVOICE DATE	AMOUNT
Novex Systems LLC Requested by Emily Hermon Invoice # test requester	03/23/2024	1.00 USD
1 Call For All Entertainment Requested by Invoice # 100000 test 2	03/21/2024	100,000.00 USD
1 Call For All Entertainment Requested by Invoice # 100000 test 4	03/19/2024	100,000.00 USD
GoEngineer LLC Requested by Invoice # test1	03/06/2024	100.00 USD
1 Call For All Entertainment Requested by Invoice # 100961	03/06/2024	100,000.00 USD
245 Realty LLC Requested by Invoice # test414945	03/05/2024	100.00 USD
Stitle Construction Corporation Requested by Lawrence McWilliams Invoice # P0055000-1	03/01/2024	28,000.00 USD

Novex Systems LLC
ID: 810514888

Vendor Address
6040 Hillcrest Dr
Valley View, OH 44125-4620
US
ID: 806f1a1c-26fa-427d-9c9b-dec0b1c42d20

Invoice Amount
1.00 USD

Invoice ID
QA00-1683-8290

Invoice Number (limit 35 characters)
test requester

PO Number
—

Invoice Date
03/23/2024

Invoice Detail

Business Purpose
test requester

Create Date
03/23/2024

Requester (optional)
Emily Hermon
ehemon

Creator Name
Melissa Foley
mfoley11

Pickup Request (optional)
—

Bank Code
75 - Accounts Payable

Transaction Date Override (MM/DD/YYYY)
—

Blanket Purchase Order
☐

Special Handling

Click the Images button to open the attached documentation in a panel on the left side of the screen.

The screenshot shows the top navigation bar with buttons for 'Images', 'PDF', 'Edit', and 'Submit'. The 'Images' button is highlighted with a red circle '1'.

Use the controls at the top of the Image panel to zoom in or out, rotate the image, or open it in a new browser tab. **WARNING:** The trash can image is a delete button.

The screenshot shows the image viewer interface. A red box highlights the controls at the top: a trash can icon, a magnifying glass icon, a zoom in icon, a zoom out icon, a rotate icon, and a share icon. A red arrow points to the trash can icon.

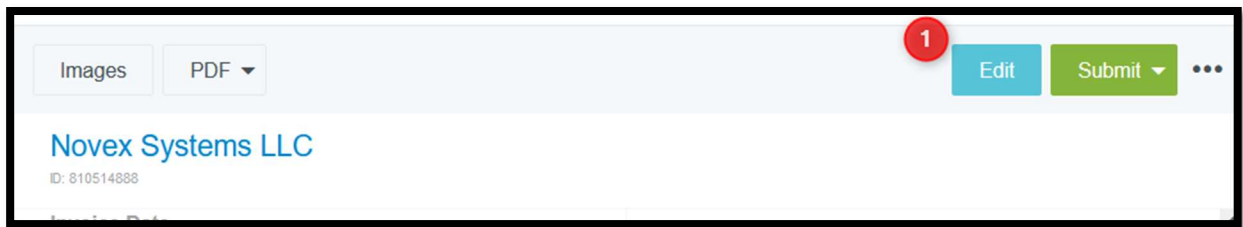
Novex Systems LLC
6040 Hillcrest Dr.
Valley View, OH 44125
Phone: 216-351-4444
Fax: 216-503-5036
E-mail: orders@novexsystems.com

Invoice

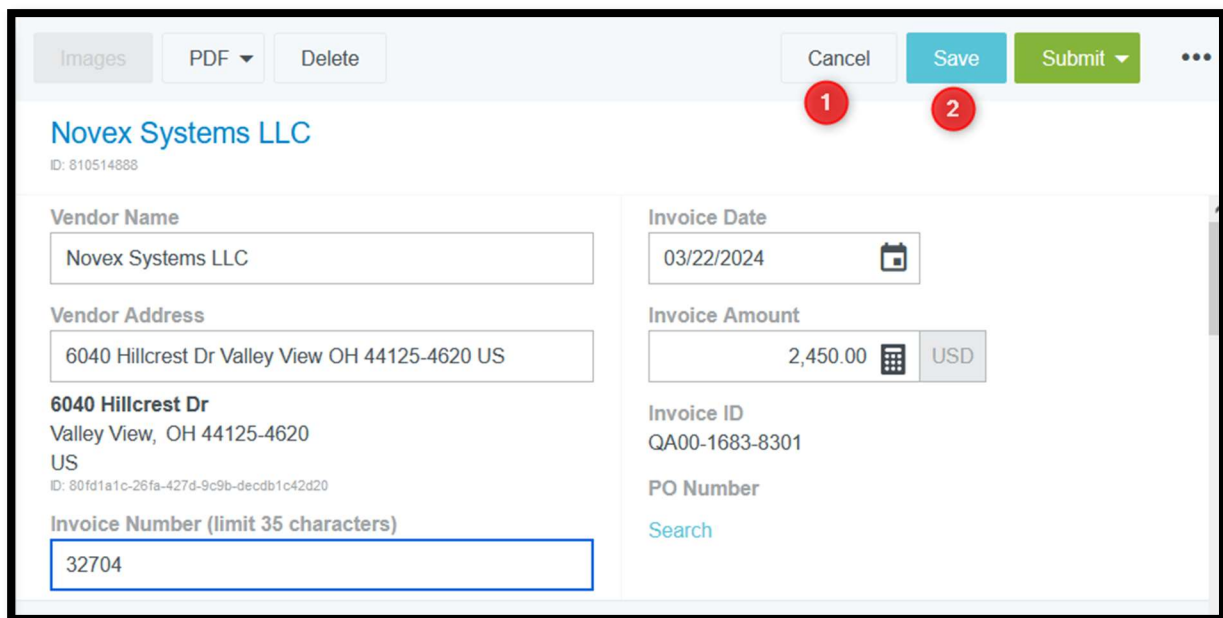
DATE	INVOICE #
1/22/2024	32704

7.22 Editing the Invoice Header, Invoice Detail, and Special Handling Fields

To edit the Invoice Header, Invoice Detail, or Special Handling sections, select the blue **Edit** button that is in the upper right corner. This will open all fields for editing.



Select Cancel to exit without changing information or Save to save your changes.

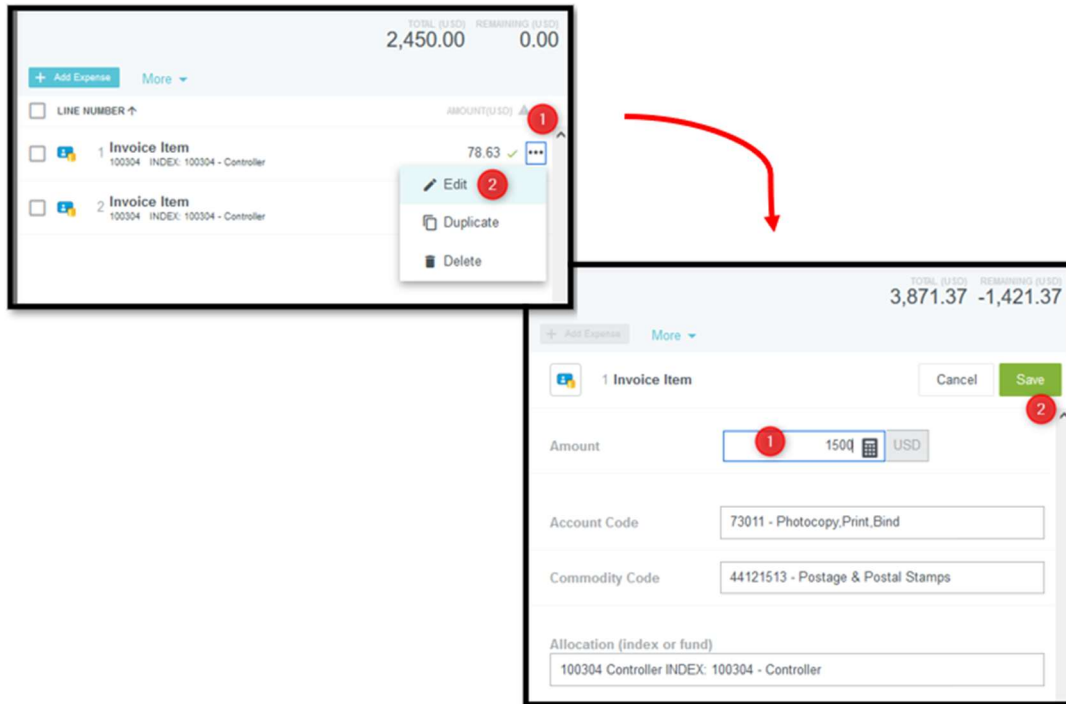


7.23 Editing the Accounting Information

Entries in the Allocation section can be edited, duplicated, or deleted.

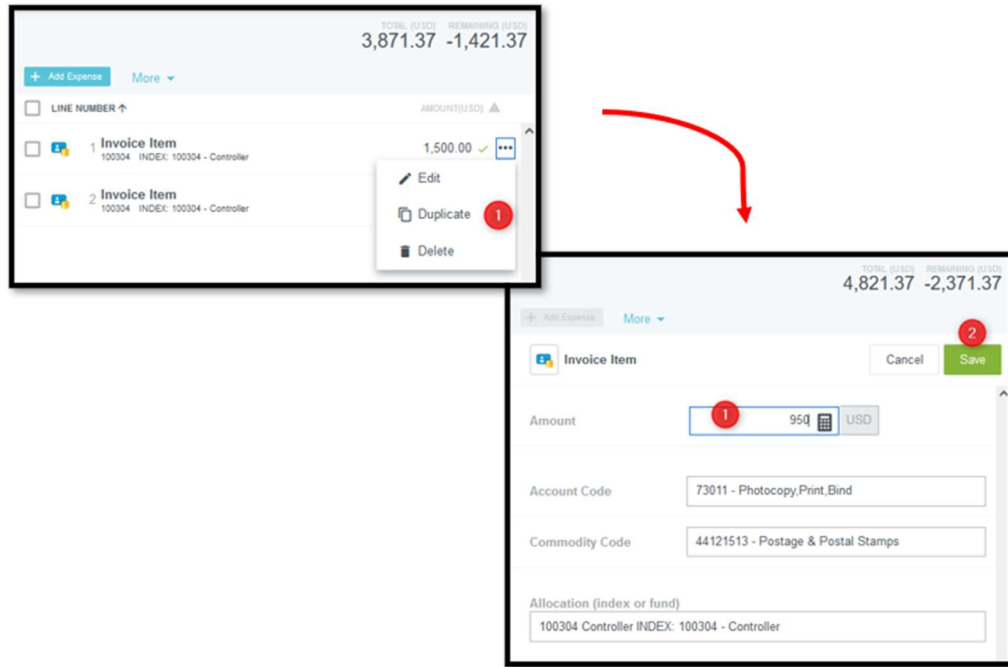
1. **To edit**, click the three dots to the right of the amount and choose Edit. This will display the Invoice Item allocation, where you can make changes to any of the fields before clicking the Save button.

NOTE: *If you change the entry in the Allocation field, the invoice will re-route to the correct accounting-based approver when you approve the invoice.*

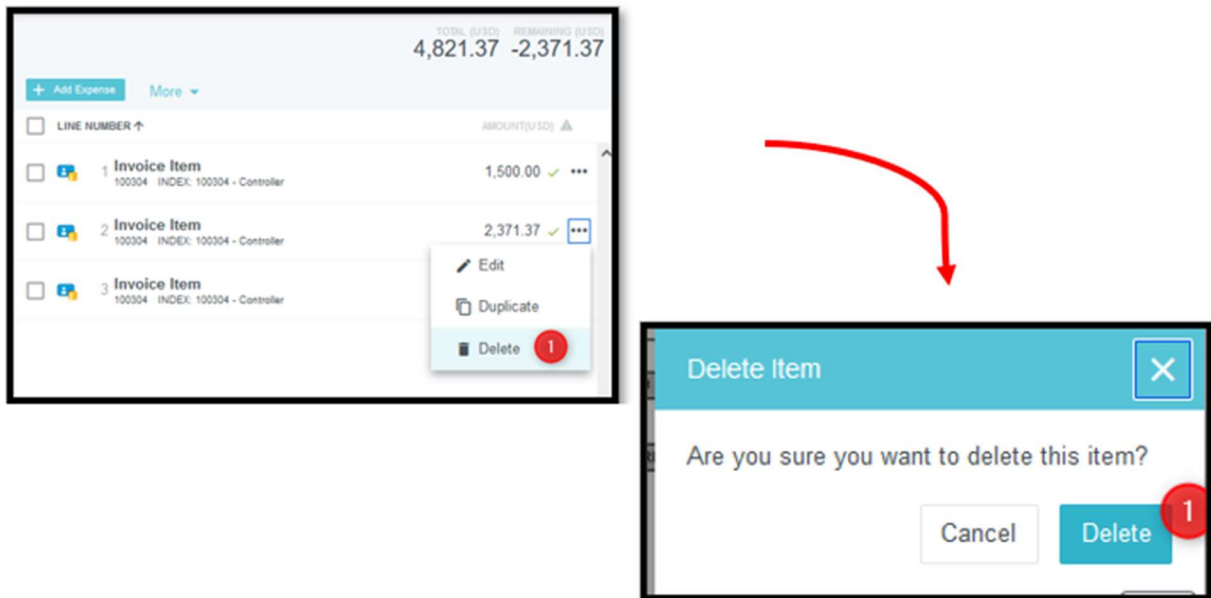


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2. **To duplicate**, click the three dots to the right of the amount and choose Duplicate. This will open an Invoice Item identical to the one that is being duplicated. Make any desired changes to its information and then click Save.



4. **To delete**, click the three dots to the right of the amount and choose Delete. This will open an Invoice Item identical to the one that is being duplicated. Make any desired changes to its information and then click Save.



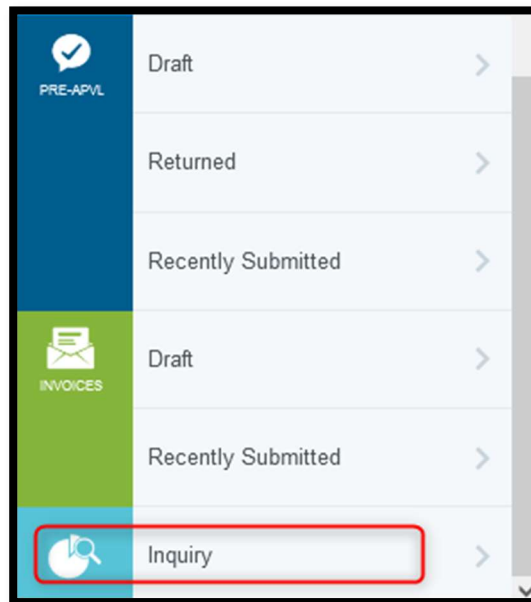
7.3 Viewing Approved Invoices

To view invoices that you have approved:

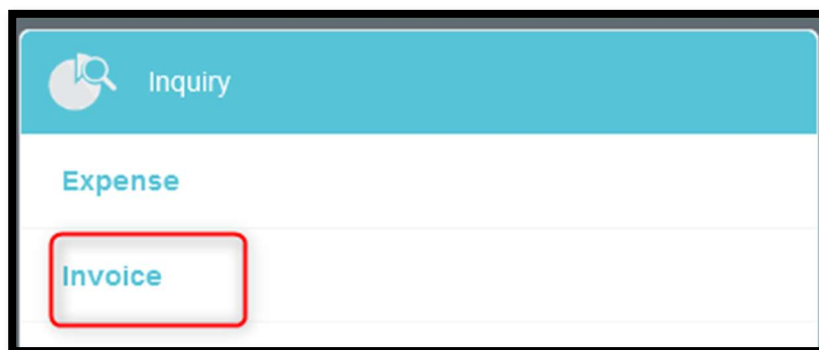
1. Open the “hamburger” menu (three horizontal lines) to the right of the emburse Chrome River logo in the upper left corner of your screen.



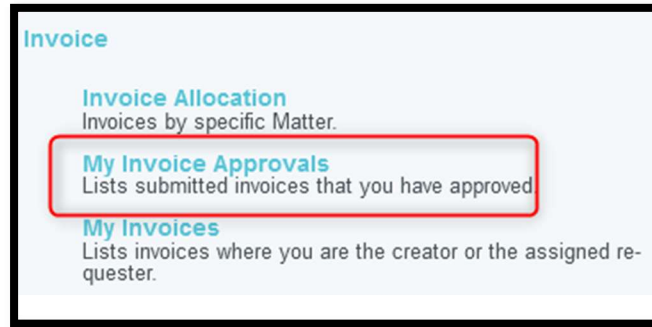
2. Scroll to and select **Inquiry**



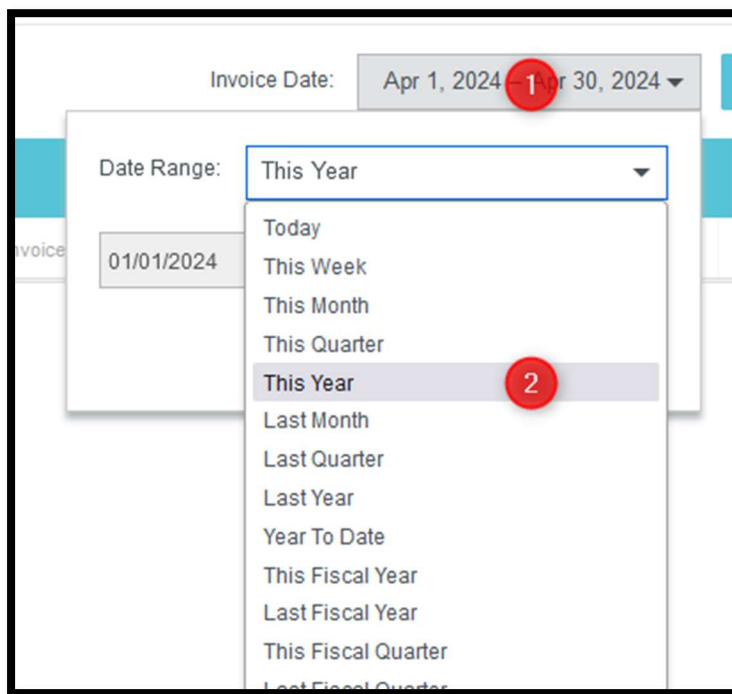
3. Select **Invoice**



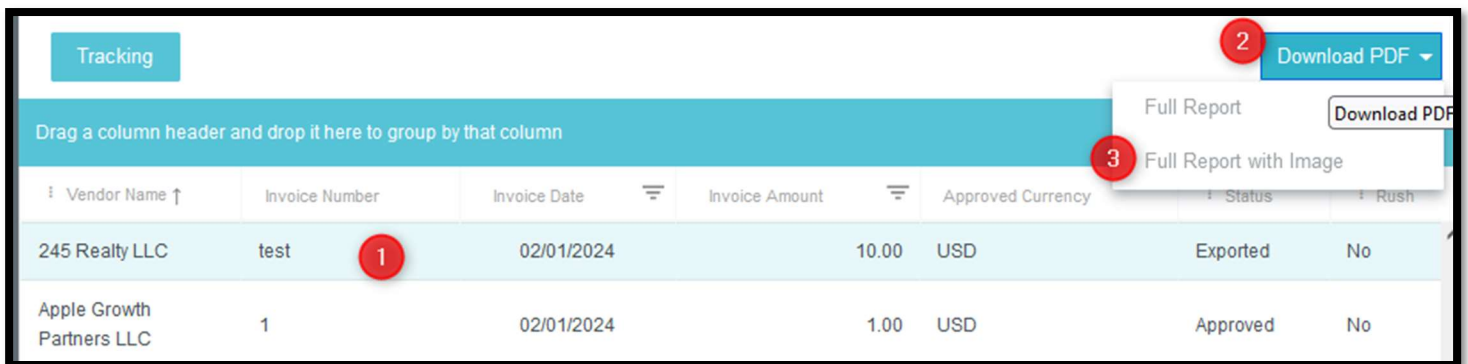
4. Select **My Invoice Approvals**



5. Click on the Invoice Date dropdown and then select a timeframe from the list and click Apply.



6. Select the invoice, Download PDF, and Full Report with Image.



Appendix A – Payment Request Documentation Guidelines

Most payment requests must be supported by an itemized invoice or contract. Certain expense categories require additional documentation. These guidelines state the required documentation needed for common expense categories, as well as suggested account numbers and relevant policies.

Expense Type	Requirements	Policy/Procedure
Awards to KSU students	Do not submit payment request. Coordinate with Student Financial Aid to issue funding through the student's account.	
Business meals and hospitality	<u>Documentation:</u> <ul style="list-style-type: none"> Itemized Invoice Executive Approval Form or equivalent List of attendees <u>Suggested Account:</u> 71202 <u>Special notes:</u> <ul style="list-style-type: none"> University funds may not be used to pay for alcohol. Alcoholic beverages provided as part of a business meal or hospitality event must be paid via the KSU Foundation. 	7 - 02.5 Administrative policy regarding business meals and hospitality expenses payable or reimbursable from university funds
Contributions (donations, financial assistance, equipment, or supplies made to charitable or non-profit organizations or university foundation accounts using university funds)	Not Allowable Do not submit payment request.	7 - 02.13 Administrative policy regarding contributions and gifts Section (B)(1)(a)
Gifts (flowers, greeting cards, holiday decorations, radios, televisions, and parties where the beneficiaries are university employees or employees' dependents)	Not Allowable Do not submit payment request.	7 - 02.13 Administrative policy regarding contributions and gifts Section (B)(2)(a)(ii)
Gifts (must have an essential business purpose, includes plaques and other similar recognition awards, and customary gifts to international guests of the university)	<u>Documentation</u> <ul style="list-style-type: none"> Itemized Invoice Executive Approval Form or equivalent <u>Suggested Account:</u> varies according to type of gift	7 - 02.13 Administrative policy regarding contributions and gifts Section (B)(2)(a)(i)

Expense Type	Requirements	Policy/Procedure
Gift cards (cash advances for the purchase of gift cards unrelated to research)	<u>Documentation:</u> <ul style="list-style-type: none"> • Executive Approval Form or equivalent 	
Independent Contractor (ICs) (payments for services performed by individuals, sole proprietors and single member LLCs, including honoraria)	<u>Documentation:</u> <ul style="list-style-type: none"> • Fully executed contract (or invoice for subsequent payments) • HR independent contractor approval email • PEDACKN (for the first payment under each contract) • Executive Approval Form or equivalent (when HR approval has been denied) <u>Suggested Account:</u> dependent on purpose of services performed <u>Special notes:</u> <ul style="list-style-type: none"> • Contracts must be signed by an executive officer or individual who has a Letter of Delegation on file with the Office of General Counsel 	6 – 04.3 Administrative policy regarding independent contractors HR Independent Contractor website https://www.kent.edu/hr/independent-contractor
Memberships or certifications	<u>Documentation:</u> <ul style="list-style-type: none"> • Itemized Invoice or membership registration/renewal form • Executive Approval Form or equivalent (only for individual memberships) <u>Suggested Account:</u> 73405	See: 7 - 02.12 Administrative policy regarding memberships and certifications
Petty cash reimbursements	<u>Documentation:</u> <ul style="list-style-type: none"> • Petty cash reimbursement form <u>Suggested Account:</u> dependent on purchases listed on reimbursement <u>Special notes:</u> <ul style="list-style-type: none"> • Itemized receipts must be retained in department and do not need to be attached to request. 	See: Controller's website - Resources / Forms Library for procedure documents

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Expense Type	Requirements	Policy/Procedure
Refunds	<u>Documentation:</u> <ul style="list-style-type: none"> • Document showing original receipt and deposit of funds being returned <u>Suggested Account:</u> account into which funds were original deposited	
Reimbursements (independent contractor)	<u>Documentation:</u> <ul style="list-style-type: none"> • Itemized receipts • Fully executed contract (or invoice for subsequent payments) • HR independent contractor approval email • PEDACKN (for the first payment under each contract) • Executive Approval Form or equivalent (when HR approval has been denied) <u>Suggested Account:</u> dependent on expenses incurred <u>Special notes:</u> <ul style="list-style-type: none"> • Contracts must be signed by an executive officer or individual who has a Letter of Delegation on file with the Office of General Counsel 	6 – 04.3 Administrative policy regarding independent contractors HR Independent Contractor website https://www.kent.edu/hr/independent-contractor
Reimbursements (student employee)	<u>Documentation:</u> <ul style="list-style-type: none"> • Itemized receipts • Email confirming that Student Financial Aid determined that it is a business expense reimbursement <u>Suggested Account:</u> dependent on expenses incurred	
Reimbursements (travel expenses for prospective employee or student)	<u>Documentation:</u> <ul style="list-style-type: none"> • Itemized receipts <u>Suggested Account:</u> 71022	

Appendix B – Invoice Numbering Guidelines

Invoice numbers are required for all payment requests. When available, vendor invoices must be used. When a vendor invoice number is not available, invoice numbers must be formatted according to these guidelines.

Expense Type	Details	Invoice Number Format	Example (example date is 5/15/24)
Other	Anything not fitting into the categories on this list	1) 1 st pmt = INV+date on invoice 2) Subsequent pmts add /# of pmt	1) INV051524 2) INV051524/2
Commissions (UCS only)	Commissions for sales at UCS dining areas	COMM+MMDDYY	COMM051524
Construction (OUA only)	Pmt to fulfill construction contracts	Project Number+Record Number	24L009PAY0002
Cooperating teacher stipends	Pmt to school districts who host student teachers	1) Semester (FA, SP, or SU)+YYYY 2) Regionals add campus name	1) FA2024 2) FA2024-STARK
Events	Includes catering and venue rentals	1) 1 st pmt = EVENT+contract # or first day of event 2) Subsequent pmts add /# of pmt	1) EVENT051524 2) EVENT051524/2
Gift cards	Cash advance to purchase gift cards	GCARDS+date on IRB form	GCARDS051524
Hotel	Group and student group travel only	Use (in order of preference) folio or confirmation #	Varies by vendor
Independent contractors		SERV+first date of service listed on invoice	SERV051524
Leases	1) Short-term 2) Long-term	1) Room or street#+RENT+MMYY 2) RENT+date of invoice	1) RENT1230524 2) RENT051524
Memberships	1) Institutional 2) Individual	1) MEMB+first year 2) MEMB+last name+first year	1) MEMB24 2) MEMBHERMON24
Petty cash	Replenishing a petty cash change fund	PCASH+date of first expense	PCASH051524
Refund	Returning funds (e.g., room deposits)	REFUND+date revenue received	REFUND051524

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Expense Type	Details	Invoice Number Format	Example (example date is 5/15/24)
Registration fees	1) College fairs 2) Conferences	1) FAIR+first day of fair 2) Last name+first day of event	1) FAIR051524 2) HERMON051524
Reimbursement	1) Student employee (reviewed by SFA) 2) Prospective employees or students	1) REIM+date of first expense 2) REIM+first day of visit	REIM051524
Research subject pmts		RS+date request is being submitted	RS051524
Royalty	1) Regular 2) Location-specific	1) ROY+first date of time period 2) ROY+MMDDYY+Location #	1) ROY051524 2) ROY051524-52323
Stipend	Pmt to to researcher or student for job training (reviewed by SFA)	1) STIP+month and year 2) STIP+date assignment completed	1) STIP0524 2) STIP051524
US Dept of Homeland Security	Visa fees	1) Last name+H1B+YY 2) Last name+FRAUD+YY 3) Last Name+PREM+YY	1) HERMONH1B24 2) HERMONFRAUD24 3) HERMONPREM24
Utilities	Utilities that bill under account numbers	Varies by vendor; check FAIVNDH for history	

Vendor Specific:

Vendor	Details	Example
Fred Albrecht	Must provide statement that lists 15-digit invoice# along with receipt	022005407123456 026240700800440
Hungry Howie's (HHP Holding Company)	Phone number of person placing order/date of order	3306722607/051524