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We encourage you to join the **Controller's Corner Zoom Channel**. Important accounting related information and releases of the Controller's Corner monthly eNewsletter will be announced via this channel.

[How to Join a Zoom Channel](#)

FY23 Closing Dates reminder

This is a final reminder that we are working to close FY23 within the week. There are a few final deadline dates. Please use this opportunity to review your FY23 budget in Adaptive and make sure you have submitted all of your FY23 invoices for payment.

[FY23 Year End Closing Dates Download](#)

Coming Soon... Electronic Invoice Submission

We are very excited to be rolling out electronic invoice submission technology to replace the paper check request submission process! The system will be going live later in July and adoption of this technology will be rolling out by department in FY24. Although early adoption is allowed, you are not required to do anything until we connect with your department.

ChromeRiver Invoice

You may be familiar with ChromeRiver Expense used to process PCard expenses. We will be adding **ChromeRiver Invoice** to process invoices. The same link you use to access ChromeRiver now is used to access the invoice functionality. This is found on the [Faculty & Staff Resources webpage](#).

Which invoices can be submitted?

We are starting with supporting submission of domestic (paid in US dollars) invoices **NOT** associated with purchase orders to be entered into ChromeRiver Invoice.

What is the benefit?

Implementing this technology supports industry best practices and embraces a digital first mindset and culture of sustainability.

Is there training?

Yes! We will provide training to you. We will reach out to you but you may also request training by contacting [Accounts Payable](#). For more guidance on using ChromeRiver, you may use the customized Holy Cross ChromeRiver training through [LinkedIn Learning](#). We also can provide training via Zoom calls or in person training at your desk.

Approval Routing

The invoice you submit will be routed electronically for approval by the "right" person based on the person requesting payment, chart string selected, and dollar amount.

Paid Information

The date the invoice was paid, method of payment, and reference number will be available for you to view once each invoice has been paid.

Accepting Payment at Your Event

We now offer Clover devices for your department to use to accept credit card payments at an event you may be holding. To request use of a device complete this [request form](#). If you have questions, reach out to Clover_Owners@holycross.edu in the Controller's Office.

OFFICE OF THE CONTROLLER

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