

## Concur Invoice Guide

# SAP Concur



SAP Concur Technologies  
Version 1.8

Last Modified: February 21, 2020

## Welcome to Concur

Concur Solutions is a cloud-based tool that integrates invoices with T&E payments within a single system. Concur Solutions gives you one view to manage all your business spend – from invoice request through payment.

### Logging into Concur

<https://www.concursolutions.com/nui/signin>

(Bookmark this site)

User Name: your GU email address

SAP Concur

Sign In

User Name

Password

☐ Remember user name on this computer

Sign In

Forgot your user name?

Forgot your password?

Change language

English (US)

SAP

SAP Concur

Travel Policy

Service Status (North America)

Last logged in: 02/09/2018 9:27 AM

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### New Payment Request from an Existing Vendor

- Email the invoice: **greenville\_invoice@concursolutions.com**
  - You will get a notification from Concur that the email has been received
- Invoice will be reviewed by Administrator and assigned to appropriate user

## Invoice Assigned

- From Concur home screen – Invoices assigned = 01 – Click the invoice you want to open

The screenshot shows the SAP Concur home screen. At the top, there's a navigation bar with 'SAP Concur', 'Expense', 'Invoice', and 'Administration'. Below this is a user profile section with 'User Name' and buttons for '+ Start a Report', '+ Invoice', '+ Upload Receipts', '01 Invoices', '00 Available Expenses', and '00 Open Reports'. The 'TASKS' section contains three cards: '01 Invoices' (with a red arrow pointing to it), '00 Available Expenses', and '00 Open Reports'. The '01 Invoices' card shows '06/17 NACO Printing(111355585)-21763 \$160.80 - (NACO Printing)'.

- Reviewing Invoice:

The screenshot shows the 'Review Invoice' page for 'NACO Printing(111355585)-21763'. Red annotations include: 'Review invoice information' pointing to the top section; 'Review vendor information' pointing to the left sidebar; 'Account Distribution Summary' pointing to the bottom section; 'Assign/Submit' pointing to the top right buttons; and 'View Invoice' pointing to the 'View Invoice' link. The page includes fields for Vendor Information, Invoice Details, and an Itemization Summary table.

No.	Expense Type	Line Description	Location	Fund	Function	Department	Accounting Expense T...	Project Number	Quantity	Unit Price	Total
1	1-Invoice		(1) 1-Greenville	(1) 1-Unrestricted	(80) 80-Advancement	(8100) 8100-Alumni Affairs		(0000) 0000-General	1	\$160.80	\$160.80
										Net Amount:	\$160.80
										Gross Amount:	\$160.80

- Review the vendor information and invoice for accuracy
- Assign an account number under the Itemization Summary section:
  - Select the box next to the line item
  - Click Edit

Required Fields

EDIT LINE ITEM x

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Expense Type: 1-Invoice 1-Invoice | Line Description: | Location: 1-Greenville 1-Greenville | Fund: 1-Unrestricted 1-Unrestricted | Function: 80-Advancement 80-Advancement | Department: (8100) 8100-Alumni Affairs (8100) 8100-Alumni Affairs | Accounting Expense Type: | Project Number: 0000-General 0000-General | Quantity: 1 1

Unit Price: 160.80 160.80 | Total: 160.80 160.80

[View Invoice](#)

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Distributions Distribution Summary

Distributions Total: \$160.80 | Distributed: \$0.00 (0%) | Remaining: \$160.80 (100%)

[Distribute By](#) [Add](#) [Delete](#) [Favourites](#) [Add to Favourites](#)

Percentage	Location	Fund	Function	Department	Accounting E...	Project Number	Distribution Code

Save

Cancel [Save](#)

- Fields with red bar are required:
  1. Expense Type: 1-Invoice (always)
  2. Location: 1 (always)
  3. Fund
    - 1 – Budget Account
    - 2 – Fund Account
    - 4 – Interterm
  4. Function Number
  5. Department's 4 digit number
    - If charging to a Project Number, your department will start with a P then the project number. (This lets the system know who to send to for approval)
  6. Accounting Expense Type
  7. Project Number
    - Budget Account – 0000
    - Project Number – XXXX
  8. Quantity – 1 (always)
  9. Unit Price – Amount being charged to account number
- Click Save

- If need to split between accounts
  - Itemization Summary

### 1. Click Add Item

Invoice for Buehne, Rachael  
NACO Printing(111355585)-21763

Status: Not Submitted  
[Assign](#) [Submit Invoice](#)

Actions Details

Vendor Information  
NACO Printing  
202 S. Second St  
Greenville, IL 62248  
Vendor Code: 111355585  
Address Code: 202 S. Second St  
Currency: USD-US, Dollar

Invoice Details  
Policy Name: Default Invoice Policy  
Invoice Name: NACO Printing(111355585)-21763  
Vendor Invoice Number: 21763  
Invoice Date: 06/17/2019  
Invoice Amount: 160.00  
Description:   
Comments:   
Shipping: 0.00  
Tax: 0.00  
Request Total: 160.00  
Currency: USD-US, Dollar  
Location: 1-Greenville  
Fund: 1-Unrestricted  
Function: 80-Advancement  
Department: (8100) 8100-Alumni Affairs  
Accounting Expense Type:   
Project Number: 0000-General  
1099?

Switch Tax Mode View Invoice

Itemization Summary  
[Add Item](#) [Delete Item](#) [Edit](#) [Distribute](#) [Show Distributions](#) Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Location	Fund	Function	Department	Accounting Expense T...	Project Number	Quantity	Unit Price	Total
1	1-Invoice		(1) 1-Greenville	(1) 1-Unrestricted	(80) 80-Advancement	(8100) 8100-Alumni Affairs		(0000) 0000-General	1	\$160.00	\$160.00
		Account Code: 1 (System Default)	Distribution Code: 1-1-80-8100-0000			Percentage: 100			Net Amount: \$160.00	Gross Amount: \$160.00	

← Back to List

- Enter Account Information (required fields \*)
  - Click Add if needing to add more than 1 additional line item

Amount Remaining to be Itemized: \$0.00

[New](#) [Delete](#) [View Image](#) [Upload Image](#)

No.	Expense Type	Line Description	Location	Fund	Function	Department	Accounting Ex...	Project Number	Quantity	Unit Price	Total
1	1-Invoice		(1) 1-Greenville	(1) 1-Unrestricted	(80) 80-Advancement	(8100) 8100-Alumni Affairs		(0000) 0000-General	1	\$160.00	\$160.00

Add Item

No.	Expense Type	Line Description	Location	Fund	Function	Department	Accounting Ex...	Project Number	Quantity	Unit Price	Total
2	1-Invoice		(1) 1-Greenville	(1) 1-Unrestricted	(80) 80-Advancement	(8100) 8100-Alumni Affairs		(0000) 0000-General	1	\$0.00	\$0.00

[Add](#) [Clear](#)

[Save](#) [Cancel](#)

To add additional accounts

Account Information

### 1. Save

Save

- Verify distribution codes are correct
  1. System will flag you if something is missing
- Click Assign (If invoice needs to be assigned to someone before the approval process)
- Click Submit (this will start the approval process)

Invoice for Bushne, Rachael  
NACO Printing(111355585)-21763

Status: Not Submitted

Assign Submit Invoice

Switch Tax Mode View Invoice

Assign/Submit

Vendor Information

NACO Printing  
202 S. Second St.  
Greenville, IL 62345  
Vendor Code: 111355585  
Address Code: 202 S. Second St.  
Currency: USD-US, Dollar

Invoice Details

Policy Name: Default Invoice Policy  
Invoice Name: NACO Printing(111355585)-21763  
Vendor Invoice Number: 21763  
Invoice Date: 06/17/2019  
Invoice Amount: 160.80  
Description:  
Comments:  
Shipping: 0.00  
Tax: 0.00  
Request Total: 160.80  
Currency: USD-US, Dollar  
Location: 1-Greenville  
Fund: 1-Unrestricted  
Function: 80-Advancement  
Department: (8100) 8100-Alumni Affairs  
Accounting Expense Type:  
Project Number: 0000-General  
1099?

Save

Verify Distribution Code

Itemization Summary

Add Item Delete Item Edit Distribute Show Distributions Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Location	Fund	Function	Department	Accounting Expense T...	Project Number	Quantity	Unit Price	Total
1	1-Invoice		(1) 1-Greenville	(1) 1-Unrestricted	(80) 80-Advancement	(8100) 8100-Alumni Affairs		(0000) 0000-General	1	\$160.80	\$160.80
		Account Code	Distribution Code				Percentage			Net Amount	Gross Amount
		1 (System Default)	1-1-80-8100-0000				100			\$160.80	\$160.80

## Unassign Invoice

- If an invoice does not belong in your work queue or is invalid, you can unassign it to allow your back office staff to act on it, such as reassigning it to the appropriate invoice owner or deleting
- 2 ways to send the invoice back:
  - Assign - A/P Administrator
    - Enter a Comment as to why you are sending the invoice back
  - Actions – Unassign
    - This will go back to the A/P Administrator's work queue
      - Enter a comment as to why you are sending the invoice back

Action

Assign

**L & B Flooring Center(111356131)-293**

Actions • Details •

**Vendor Information**  
L & B Flooring Center  
815 S Third Street  
Greenville, IL 62246  
Vendor Code: 111356131  
Address Code: 815 S Third Street  
Currency: USD-US, Dollar

**Invoice Details**  

Policy Name Default Invoice Policy	Invoice Name L & B Flooring Center(111356131)-2	Vendor Invoice Number 293	Invoice Date 02/02/2020	Invoice Amount \$117.88	Description	Comments
Shipping 0.00	Tax 0.00	Request Total 117.88	Currency USD-US, Dollar	Location 1-Greenville	Fund 1-Unrestricted	Function 70-Physical Plant
Department (7000) 7000-Facilities Maint	Accounting Expense Type	Project Number 0000-General	1099?			

Switch Tax Mode View Invoice

Save

Itemization Summary

Add Item Details Edit Distribute • Show Distributions Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Location	Fund	Function	Department	Accounting Expense T...	Project Number	Quantity	Unit Price	Total
1	1-Invoice		(1) 1-Greenville	(1) 1-Unrestricted	(70) 70-Physical Plant	(7000) 7000-Facilities M...		(0000) 0000-General	1	\$117.88	\$117.88
	Account Code 1 (System Default)	Distribution Code 1-1-70-7000-0000					Percentage 100		Net Amount \$117.88		Gross Amount \$117.88

## Approving Payment Request

- Approval Levels:
  - Department's Cost Object Approver
  - PC Member (if over \$750.00)
  - CFO (if over \$5,000.00)
- As an invoice approver, you can review a request sent to you, and then:
  - Approve the payment request
  - Send the request back to the employee to modify, and then resubmit the request
- If invoice is assigned to you for account entry and you are the budget cost approver, you need to also approve the invoice after you submit
  - Click on Approvals tab at top of Concur Screen:

SAP Concur

Expense Invoice Approvals App Center

Help

Profile

Approvals Home Reports Invoices

Approvals

00 Expense Reports

02 Invoices

Expense Reports

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
No records found.				

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Processor Privacy Statement

SAP Concur



- Click on Invoice to Review/Approve:

The screenshot shows the SAP Concur 'Approvals' page. The top navigation bar includes 'Expense', 'Invoice', 'Approvals' (selected), and 'App Center'. Below this, there are tabs for 'Approvals Home', 'Reports', and 'Invoices'. The main content area is titled 'Approvals' and features two summary cards: '00 Expense Reports' and '02 Invoices'. Below these cards is a table titled 'Invoices' with columns: 'Invoice Name', 'Employee Name', 'Submit Date', 'Invoice Date', and 'Total'. A red arrow points to the first row of the table.

Invoice Name	Employee Name	Submit Date	Invoice Date	Total
Springfield Electric Supply(111355602)-S6393413.001	Owens, Mark	02/13/2020	02/11/2020	\$800.00
Gebke Brothers Outdoor Power Equipment Inc.(111381924)-009156	Owens, Mark	02/13/2020	01/02/2020	\$58.00

- Review vendor invoice information:
- Review Account Distribution Code
  - Either send back invoice if need corrected
  - Approve invoice for payment

Send Back/Approve

Review invoice information

Invoice: Gebke Brothers Outdoor Power Equipment Inc.(111381924)-009156

Status: Pending Cost Object Approval

[Send Back](#) [Approve](#)

Actions Details

Vendor Information

Gebke Brothers Outdoor Power Equipment Inc.  
450 S 8th St.  
450 S 8th St.  
Carlyle, IL 62231  
Vendor Code: 111381924  
Address Code: 450 S 8th St.  
Currency: USD-US, Dollar

Change

Invoice Details

Policy Name: Default Invoice Policy

Invoice Name: Gebke Brothers Outdoor Power Equipment Inc.(111381924)-009156

Vendor Invoice Number: 009156

Invoice Date: 01/02/2020

Invoice Amount: \$8.00

Description:

Comments:

Origin Source: ICL

Shipping: 0.00

Tax: 0.00

Request Total: \$8.00

Currency: US, Dollar

Location: 1-Greenville

Fund: 1-Unrestricted

Function: 70-Physical Plant

Save

View Invoice

Clear Exceptions

Itemization Summary

View Cost Objects Edit Show Distributions

Cost Object: \$58.00 Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Location	Fund	Function	Department	Accounting E...	Project Number	1099?	Quantity	Unit Price	Total
1	1-Invoice	(1) 1-Greenville	(1) 1-Unrestricted	(70) 70-Physic...	(7500) 7500-Ve...	(5689) 5689-Ve...	(0000) 0000-G...			1	\$58.00	\$58.00
		Account Code	Distribution Code			Percentage				Net Amount	Gross Amount	
		1 [System Default]	1-1-70-7500-5689-0000			100				\$58.00	\$58.00	

Back to List

Review Account Distribution Summary

## Inquire on All your Invoices

- Invoice Tab
- Click drop down from Unsubmitted Invoices to All My Invoices
  - This will give you a list of every invoice that has been assigned to you and the current status of that invoice.

SAP Concur Expense **Invoice** Approvals App Center Help Profile

Invoice Manager Create New Invoice Processor

### My Invoice

Search View: All My Invoices

Vendor Name Begins with Search

Assign Delete Unassign Submit Copy More Actions

	Alert	Image	Invoice Name	Vendor Name	Invoice Number	Invoice Date	Approval Status	Action Due Date	Payment Status	Total	Last Comment	With User Since
<input type="checkbox"/>			Fresh Ideas Management LLC(111383922)-INV367050	Fresh Ideas Management LLC	INV367050	02/12/2020	Approved		Pending Payment	\$49.00		02/19/2020
<input type="checkbox"/>			Ecolab Inc. (111375135)-6253924359	Ecolab Inc.	6253924359	02/01/2020	Approved		Pending Payment	\$99.00		02/19/2020
<input type="checkbox"/>			Fresh Ideas Management LLC(111383922)-INV366923	Fresh Ideas Management LLC	INV366923	02/12/2020	Pending Cost Object Approval	02/26/2020	Not Paid	\$41,140.89		02/19/2020
<input type="checkbox"/>			Fresh Ideas Management LLC(111383922)-INV366924	Fresh Ideas Management LLC	INV366924	02/12/2020	Pending Cost Object Approval	02/26/2020	Not Paid	\$4,116.56		02/19/2020
<input type="checkbox"/>			First American Equipment Finance(111381044)-00124376	First American Equipment Finance	00124376	02/06/2020	Pending Cost Object Approval	02/26/2020	Not Paid	\$3,397.21		02/19/2020
<input type="checkbox"/>			Shimadzu Capital Services(111385313)-66007055	Shimadzu Capital Services	66007055	02/06/2020	Approved		Extracted	\$1,959.15		02/18/2020
<input type="checkbox"/>			Fresh Ideas Management LLC(111383922)-INV366759	Fresh Ideas Management LLC	INV366759	02/05/2020	Approved		Extracted	\$41,140.89		02/13/2020
<input type="checkbox"/>			Fresh Ideas Management LLC(111383922)-INV366818	Fresh Ideas Management LLC	INV366818	02/05/2020	Approved		Extracted	\$41.50		02/13/2020
<input type="checkbox"/>			Lincoln National Life	Lincoln National Life Insurance	02012020	02/01/2020	Approved		Paid	\$2,347.99		

« 1 2 3 4 5 6 7 8 9 10 ... »

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