

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

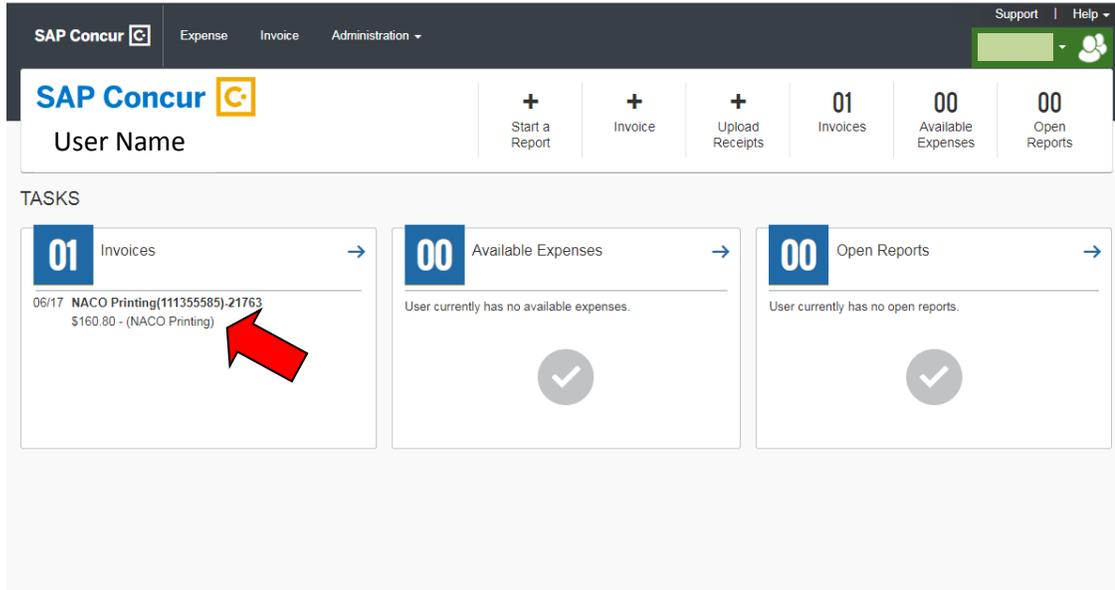
© Copyright 2018 SAP Concur. All Rights Reserved

New Payment Request from an Existing Vendor

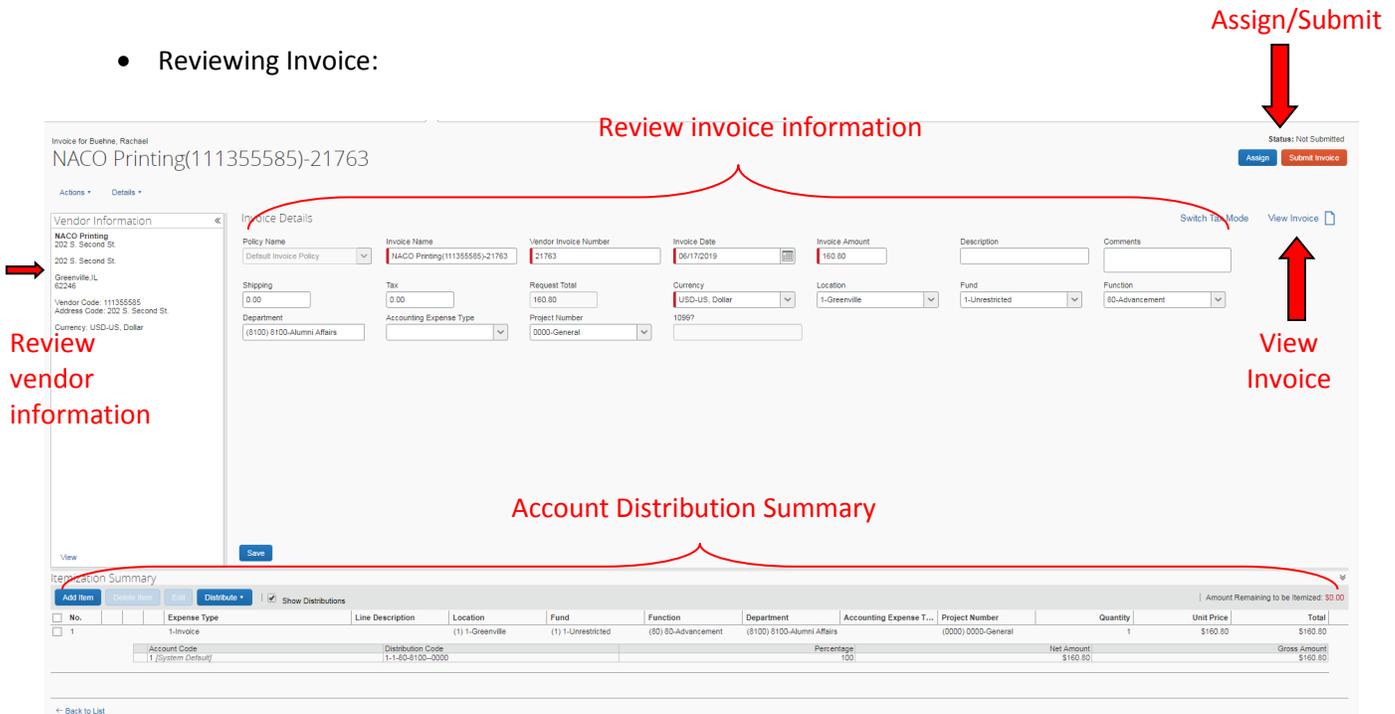
- Email the invoice: **greenville_invoice@concursolutions.com**
 - You will get a notification from Concur that the email has been received
- Invoice will be reviewed by Administrator and assigned to appropriate user

Invoice Assigned

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



- Reviewing Invoice:



- 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

View Invoice

Expense Type 1-Invoice	Line Description	Location 1-Greenville	Fund 1-Unrestricted	Function 80-Advancement	Department (8100) 8100-Alumni Affairs	Accounting Expense Type	Project Number 8000-General	Quantity 1
Unit Price 160.80	Total 160.80							

Distributions | Distribution Summary

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

Distribute By • Add • Delete • Favorites • Add to Favorites

<input type="checkbox"/> Percentage	* Location	* Fund	* Function	* Department	* Accounting E...	* Project Number	Distribution Code
-------------------------------------	------------	--------	------------	--------------	-------------------	------------------	-------------------

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

Vendor Information: NACO Printing, 202 S. Second St, Greenville, IL 62348, 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, Project Number: 1099?

Itemization Summary: 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: 11 (System Default)	Distribution Code: 1-1-80-8100-0000		Percentage: 100					Net Amount: \$160.80	Gross Amount: \$160.80

← 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
2	1-Invoice		(1) 1-Greenville	(1) 1-Unrestricted	(80) 80-Advan...	(8100) 8100-Al...		(0000) 0000-G...	1	\$0.00	\$0.00

Add Item Add Clear

Save Cancel

Account Information

1. Save

To add additional accounts

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 Bushra, Rashad
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.
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?

Verify Distribution Code

Itemization Summary

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

No.	Expense Type	Line Descriptors	Location	Fund	Function	Department	Accounting Expense T...	Project Number	Quantity	Unit Price	Total
1	T-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 [Assign](#) [Submit Invoice](#)

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

[View](#)

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: 10997

[Save](#)

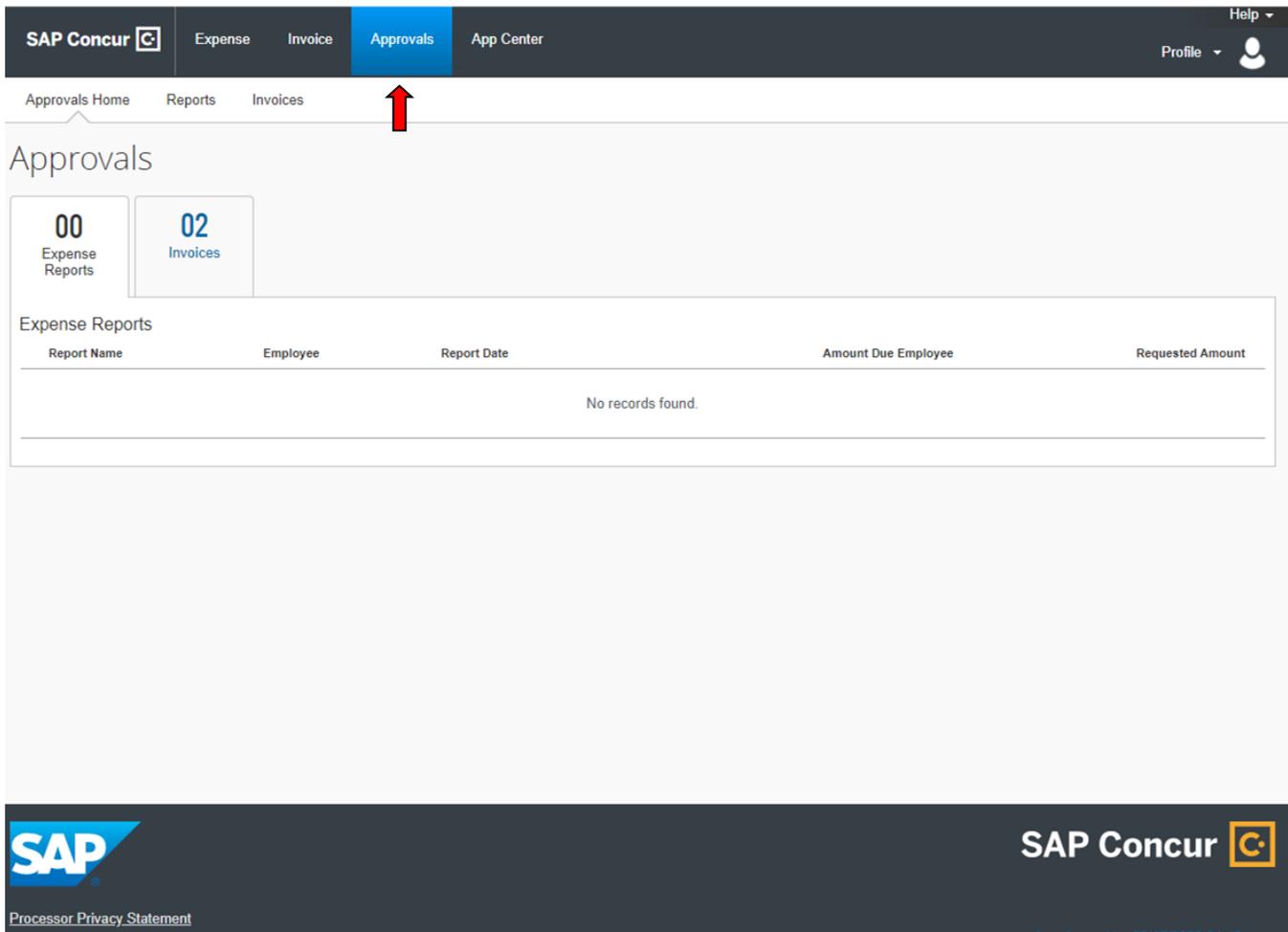
Itemization Summary Amount Remaining to be Itemized: \$0.00

[Add Item](#) [Delete Item](#) [Edit](#) [Distribute](#) Show Distributions

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:



The screenshot shows the SAP Concur interface. At the top, there is a navigation bar with tabs for 'Expense', 'Invoice', 'Approvals', and 'App Center'. The 'Approvals' tab is highlighted in blue, and a red arrow points to it. Below the navigation bar, there are sub-tabs for 'Approvals Home', 'Reports', and 'Invoices'. The main content area is titled 'Approvals' and contains two cards: '00 Expense Reports' and '02 Invoices'. Below these cards is a table titled 'Expense Reports' with columns for 'Report Name', 'Employee', 'Report Date', 'Amount Due Employee', and 'Requested Amount'. The table is currently empty, displaying 'No records found.' at the bottom. The footer of the page includes the SAP logo, the text 'SAP Concur', and a link to the 'Processor Privacy Statement'.

- Click on Invoice to Review/Approve:

The screenshot shows the SAP Concur interface for the 'Approvals' section. The top navigation bar includes 'SAP Concur', 'Expense', 'Invoice', 'Approvals', and 'App Center'. Below this, there are sub-navigation links 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 the following 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

SAP Concur Expense Invoice Approvals App Center

Approvals Home Reports Invoices

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

Status: Pending Cost Object Approval

Send Back Approve

Review invoice information

Vendor Information: Gebke Brothers Outdoor Power Equipment Inc. 450 S 8th St. Carlyle, IL 62231

Invoice Details: Policy Name, Invoice Name, Vendor Invoice Number, Invoice Date, Invoice Amount, Description, Comments, Origin Source, Shipping, Tax, Request Total, Currency, Location, Fund, Function

View Invoice

Review vendor information

Itemization Summary

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		

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

← 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.

The screenshot displays the SAP Concur Invoice Manager interface. At the top, the navigation bar includes 'SAP Concur', 'Expense', 'Invoice' (highlighted in blue), 'Approvals', and 'App Center'. A 'Help' dropdown is visible on the right. Below the navigation bar, the 'Invoice Manager' section contains a 'Create New Invoice' button and a dropdown menu. A red arrow points to the 'Invoice' tab in the navigation bar, and another red arrow points to the 'All My Invoices' dropdown menu. The main content area shows a search bar with 'Vendor Name' and 'Begins with' filters, and a 'Search' button. Below the search bar is a table of invoices with columns for Alert, Image, Invoice Name, Vendor Name, Invoice Number, Invoice Date, Approval Status, Action Due Date, Payment Status, Total, Last Comment, and With User Since. The table lists 10 invoices with various statuses such as 'Approved', 'Pending Cost Object Approval', 'Pending Payment', and 'Paid'. At the bottom, there is a pagination control showing page 1 of 266 and a 'Displaying 1 - 25 of 266' indicator.

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	02/08/2020	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 Insuranc	02012020	02/01/2020	Approved		Paid	\$2,347.99		