



# **Concur Invoice User Guide**

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## What is Concur?

Concur is a web-based tool that fully integrates travel reservations and expense reporting data into one application. Concur allows for electronic processing of the following:

- P-Card Transactions – Travel and Non-Travel
- Travel Reimbursements
- Miscellaneous Reimbursements
- Payments to Vendors
- International Travel Approvals

## Concur Modules

Concur is made up of four modules: Request, Travel, Expense and Invoice.

Request	Travel	Expense	Invoice						
<table><tr><th>UA Employees</th></tr><tr><td>International Travel</td></tr></table>	UA Employees	International Travel	<table><tr><th>UA Employee Travel</th></tr><tr><td>Travel bookings via CBT on P-Card for self and/or other UA travelers</td></tr></table>	UA Employee Travel	Travel bookings via CBT on P-Card for self and/or other UA travelers	<table><tr><th>UA Employees</th></tr><tr><td>Travel Expense Reports for self (P-Card &amp;/or Reimbursables)  Travel Expense Reports for other UA travelers (P-Card)  Miscellaneous Reimbursements for UA employees  P-Card Statement Expense Reports</td></tr></table>	UA Employees	Travel Expense Reports for self (P-Card &/or Reimbursables)  Travel Expense Reports for other UA travelers (P-Card)  Miscellaneous Reimbursements for UA employees  P-Card Statement Expense Reports	
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			<table><tr><th>UA Vendors – Individuals and Companies</th></tr><tr><td>Payments for goods or services to UA vendors not on a UA P-Card</td></tr></table>	UA Vendors – Individuals and Companies	Payments for goods or services to UA vendors not on a UA P-Card				
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## **Request**

Concur Request should be used to notify appropriate parties of international travel. For more information on Concur Request, please see [concur.ua.edu/request](https://concur.ua.edu/request).

## **Travel**

Concur Travel should be used to reserve airfare, rental cars, and hotels through the University's travel management company (TMC). For more information on the Concur Booking Tool, please see [concur.ua.edu/travel](https://concur.ua.edu/travel).

## **Expense**

Concur Expense must be used by UA employees to reconcile P-Card charges and to request reimbursements for UA employees. Concur Expense includes the following policies:

### **P-Card Non-Travel**

All P-Card Non-Travel expenses should be reconciled using the P-Card Non-Travel Policy.

### **Travel, Entertainment, and Reimbursements**

The Travel, Entertainment, and Reimbursements Policy should be used by UA employees to request reimbursement for travel expenses and to reconcile any travel related P-Card transactions. Travel for UA guests or students paid for by a UA P-Card should be reconciled in Concur Expense. This policy should also be used for any entertainment and/or relocation related charges and for any other miscellaneous reimbursements to UA employees.

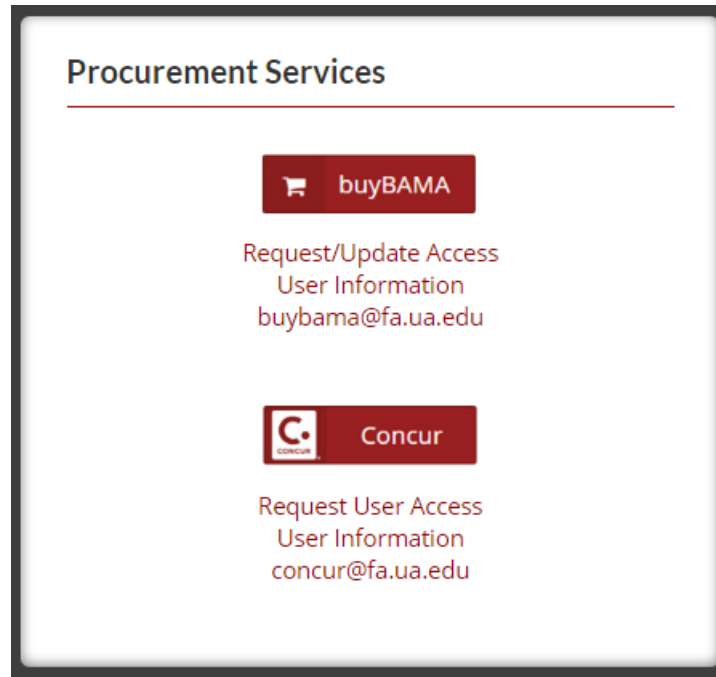
For more information, please see [concur.ua.edu/expense](https://concur.ua.edu/expense).

## **Invoice**

Concur Invoice must be used to submit Payment Requests to reimburse non-UA individuals and to process payments to vendors. For more information, please see [concur.ua.edu/invoice](https://concur.ua.edu/invoice).

## Logging on to Concur

Users will access Concur through myBama by navigating to the Employee Tab and clicking on the Concur link. Users must complete the Concur Travel and Expense training available on [UA Skillport](#). Your account will not be activated unless the required training has been completed.



## Exploring the Home Page

The home page contains the following sections. To return to the home page from any other page, click the Concur logo on the top left of the screen.

Section	Description
Trip Search	This section provides the tools you need to book a trip with any or all of these: <b>Flight:</b> Use to book a flight. You can also book hotel and reserve a car at the same time. <b>Car, Hotel, or Rail:</b> Use to book hotels, reserve rental cars, etc. if not including them while booking a flight ( <b>Flight</b> tab).
Alerts	This section displays informational alerts about Travel features.
Company Notes	Content is provided by Procurement Services.
My Trips	This section lists your upcoming trips.
My Tasks	This section lists <b>Required Approvals</b> , <b>Available Expenses</b> , and <b>Open Reports</b> .

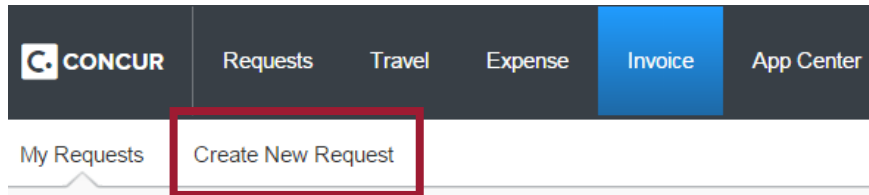
The screenshot shows the Concur Home Page. The top navigation bar includes links for Requests, Travel, Expense, Invoice, Approvals, and App Center. The user's name, Sue, is displayed. The main content area is divided into several sections, each highlighted with a red box:

- TRIP SEARCH:** Contains a flight search form with fields for From (Departure city, airport or train station) and To (Arrival city, airport or train station). It also has a Search button and a Show More link.
- ALERTS:** Displays a message about Triplt, a mobile app for managing travel details, with a link to Connect to Triplt.
- COMPANY NOTES:** Shows a welcome message from Fusion Demo 1, dated May 1, 2017, with a link to Read more.
- MY TASKS:** A summary of tasks, including:
  - 99+ Required Approvals (with a sub-total of 21 Authorization Requests)
  - 42 Available Expenses (listing items like Enterprise, GOLDEN CHAIN, HOLIDAY RENT, and NOAH'S HOTELS with their respective USD amounts)
  - 31 Open Reports (listing a test report and three reports with the Chinese characters '出張' and amounts in USD and JPY)
- MY TRIPS (0):** Shows a message: "You currently have no upcoming trips."

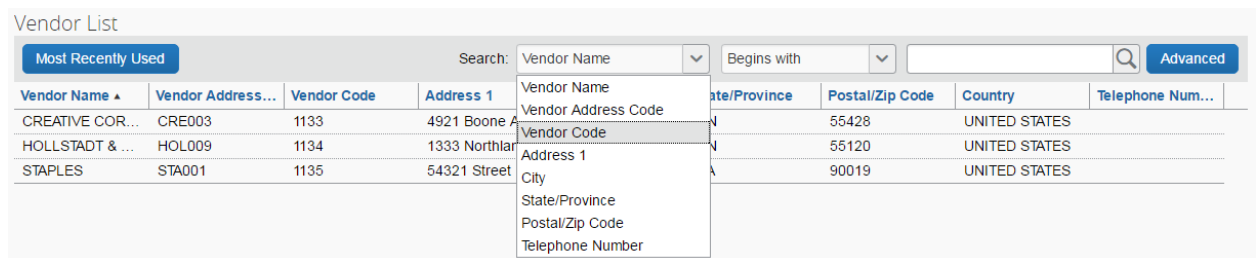
## Creating a Payment Request

To create a new Payment Request:

1. From the Invoice tab, click Create New Request.



2. Use the Search fields to find the appropriate vendor, and select it from the Vendor List. The drop-down menu allows you to search in several ways. To search by CWID, choose Vendor Code.



**Note:** Vendors must be set up in Banner to appear in this list.

3. In the Invoice Details section, complete the required fields, indicated with red bars, and the optional fields as needed.

The screenshot shows the 'Invoice Details' form. Several fields are highlighted with red vertical bars to indicate they are required: 'Payment Request Name' (containing 'Alumni Event'), 'Business Purpose' (a dropdown menu with 'Meetings & Conferences' selected), 'Total Invoice Amount (incl S&T)' (containing '7500.00'), 'Chart' (a dropdown menu with '1 (A) The University of Alabama' selected), 'Fund' (a dropdown menu with '2 (11000) Operations - E&G' selected), and 'Currency' (a dropdown menu with 'USD-US, Dollar' selected). Other fields include 'Payment Request Description' (containing 'Donor Entertainment'), 'Invoice Number' (containing '5464168'), 'Invoice Date' (containing '12/01/2016'), 'Program' (a dropdown menu with '4 (600) Institutional Support' selected), 'Activity' (empty), 'Work Order' (a dropdown menu), 'Phase' (a dropdown menu), 'Comment to Approver' (empty), and 'Request Key' (empty). A 'Save' button is located at the bottom left of the form.

4. Click Save.

- The itemization window will appear. Select the appropriate Expense Type and complete the required fields indicated with a red asterisk. To add other expense types, click Add and complete the required fields.

Amount Remaining to be Itemized: **\$2,500.00**

New Delete View Image Upload Image

No.	Expense Type	Business Purpose Explanation	Quantity	Unit Price	Total
1	Business Entertainment - 73210	Catering for 250	1	5,000.00	\$5,000.00

Advertising/Public Relations APR - 74210  
 Airfare - 72620  
 Art/Graphic Supplies - 71130  
 Audio Visual Supplies - 71140  
 Baggage Fees - 72621  
 Booking Fees - 72624  
 Building and Space Rental - 75110  
 Business Entertainment - 10 or fewer Attendees - 73210  
 Business Entertainment - 73210  
 Business Entertainment - More than 10 Attendees - 73210  
 Business Meetings and Conferences - 73110  
 C&G Subcontracts - 747013  
 C&G Subcontracts Over \$25,000 - 747012  
 C&G Subcontracts Under \$25,000 - 747011  
 C&G Subs Under \$25,000 No IDC - 747014  
 Cable/Internet - 76110

Add Item

No.	Expense Type	Business Purpose Explanation	Quantity	Unit Price	Total
2	Clothing and Linen Services - 74101		1	\$0.00	\$0.00

Save Cancel

- Continue to itemize the request until the Amount Remaining to be itemized is \$0.00, and then click Save.

Itemization Summary

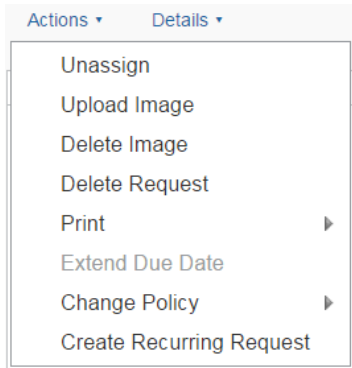
Add Item Delete Item Edit Distribute Show Distributions Amount Remaining to be Itemized: **\$0.00**

No.	Expense Type	Business Purpose Explanation	Quantity	Unit Price	Total
1	Business Entertainment - 73210	Catering for 250	1	\$5,000.00	\$5,000.00
	Account Code: 73210 [System Default]	Distribution Code: A-11000-502304-600	Percentage: 100	Net Amount: \$5,000.00	Gross Amount: \$5,000.00
2	Building and Space Rental - 75110	Venue rental fee	1	\$2,500.00	\$2,500.00
	Account Code: 75110 [System Default]	Distribution Code: A-11000-502304-600	Percentage: 100	Net Amount: \$2,500.00	Gross Amount: \$2,500.00

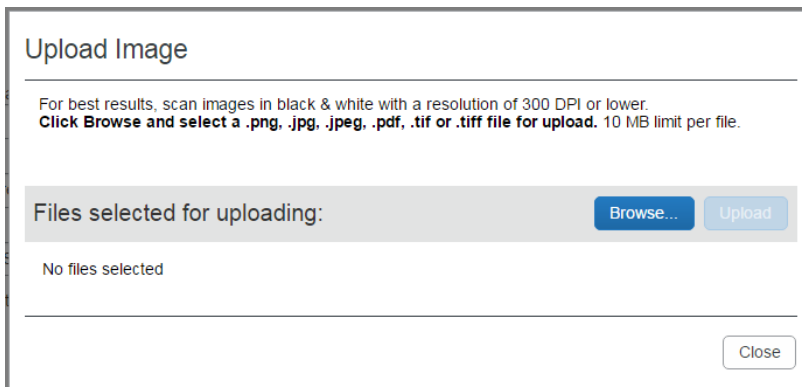
If it is necessary to charge any of the itemization lines to a FOAP different than the one entered in the Invoice Details section or to charge an itemization line to more than one Chart, Fund, Org, or Program, see Distributing a Payment Request section.



7. To upload the invoice, click Actions, and then Upload Image from the sub-menu.



8. The Upload Image screen will be displayed. Click Browse.

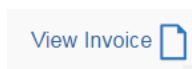


9. Locate the file on your computer and double click to add it to the upload screen.

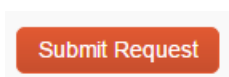
Up to 10 files may be added as necessary. Continue browsing and adding until all files have been selected.

10. Click Upload to add the documentation to the request, and then click Close to return to the Payment Request screen.

**Note:** To see the attachments, click View Invoice.



11. After entering all Payment Request details, click Submit Request.



**Note:** To save a Payment Request and complete at a later time, click Save. You can access unsubmitted Payment Requests on the Invoice tab by clicking Manage Requests and My Requests.

12. The final review screen appears. Click Accept & Submit to agree to the statement and submit the request.

Final Review

**Payment Request Submit**

By clicking on the 'Accept & Submit' I certify that the goods/services were received and all required images have been attached to this payment request.

Accept & Submit

Cancel

## Distributing Expenses in a Payment Request

1. After creating a new Payment Request and entering the lines in the Itemization Summary, you can distribute the expense line. Distributing allows you to allocate a portion of the transaction to a different FOAP than that included in the Invoice Details section or to allocate to multiple FOAPs. To distribute an expense line, select the line and then click Distribute.

Itemization Summary

☒ Show Distributions

No.	Expense	Business
<input checked="" type="checkbox"/> 1		

Distribute Selected Items  
 Import Distributions

Account Code	Distribution Code
73210 [System Default]	A-11000-502304-600

2. Click Distribute Selected Items from the sub-menu.
3. The distribution screen will be displayed. Click Add to create as many distributions as needed.

Distribute Selected Items

Distributions Total: \$5,000.00 | Distributed: \$5,000.00 (100%) | Remaining: \$0.00 (0%)

<input type="checkbox"/> Percentage	* Chart	* Fund	* Org	* Program	Activity	Work Order	Phase	Distribution Code
<input type="checkbox"/> 50	(A) The Univer...	(11000) Opera...	(502304) Acco...	(600) Institutio...				A-11000-502304-600
<input type="checkbox"/> 50	(A) The Univer...	(11000) Opera...	(502306) Proc...	(600) Institutio...				A-11000-502306-600

4. Adjust the lines to charge the appropriate FOAPs.

<input type="checkbox"/> Percentage	* Chart	* Fund	* Org	* Program	Activity	Work Order	Phase	Distribution Code
<input type="checkbox"/> 50	(A) The Univer...	(11000) Opera...	(502304) Acco...	(600) Institutio...				A-11000-502304-600
<input checked="" type="checkbox"/> 50	(A) The Univer...	(11000) Opera...	(502306) Proc...	(600) Institutio...				A-11000-502306-600

**Note:** Concur's default setting is to distribute by percentage. Click Distribute By to change to dollar amount, if needed.

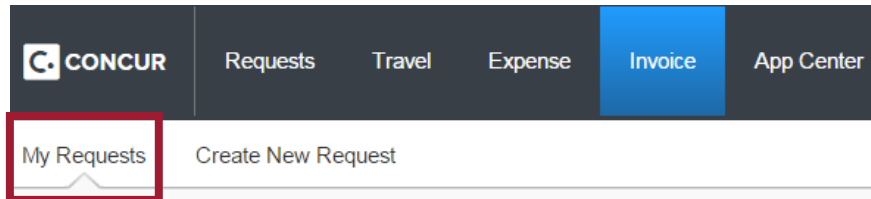
5. Click Save.

The distribution information will be displayed on the Payment Request screen.

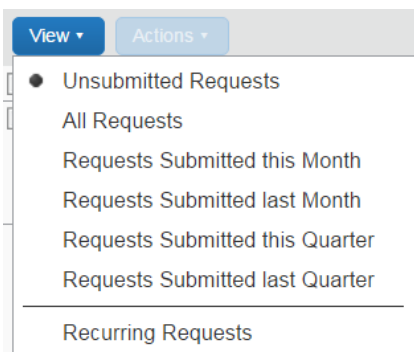
<input type="checkbox"/> 1	Business Entertainment - 73210	Catering for 250	1	\$5,000.00	\$5,000.00
	Account Code	Distribution Code	Percentage	Net Amount	Gross Amount
	73210	A-11000-502304-600	50	\$2,500.00	\$2,500.00
	73210	A-11000-502306-600	50	\$2,500.00	\$2,500.00

## Viewing Submitted Payment Requests

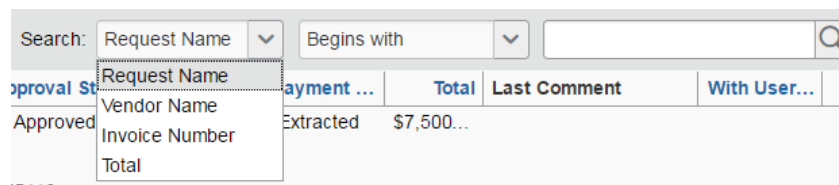
1. From the Invoice tab, click My Requests.



2. By default, Concur shows any Payment Requests that have not yet been submitted. To see submitted Payment Requests, click View and then choose your preference from the sub-menu.



3. Use the search options as needed to search in multiple ways. Choose from the drop-down menu.



4. All Payment Requests that meet the search criteria will be displayed. The approval status will show on this screen.

View ▾		Actions ▾		Search: Request Name ▾ Begins with ▾						
<input type="checkbox"/>	Request Name	Vendor Name	Invoice N...	Invoice D...	Approval Sta...	Action Du...	Payment ...	Total	Last Comment	With User...
<input type="checkbox"/>	Alumni Event	Interactive Solutions ...	5465168	12/01/2016	Approved		Extracted	\$7,500...		
Description: Donor entertainment Expense Type(s): Business Entertainment - 73210,Building and Space Rental - 75110										
<input type="checkbox"/>	Alumni Event	Interactive Solutions ...	5464168	12/01/2016	Pending Appr...	Poole, Mary K.	Not Paid	\$7,500...		01/26/2017
Description: Donor Entertainment Expense Type(s): Business Entertainment - 73210,Building and Space Rental - 75110										
<input type="checkbox"/>	Alumni Event	Interactive Solutions ...	5464168	12/01/2016	Not Submitted - User, Training		Not Paid	\$7,500...		
Description: Donor Entertainment Expense Type(s): Business Entertainment - 73210,Building and Space Rental - 75110										
<input type="checkbox"/>	Real Estate Law Event	Shriji Group LLC	12356132	12/06/2016	Approved		Extracted	\$5,936...		
Expense Type(s): Business Entertainment - 73210,Audio Visual Supplies - 71140,Building and Space Rental - 75110										

- Double click the request to view the full information.
- To view the approval workflow, click Details and then choose Approval Flow from the sub-menu.

