

Concur Invoice Reference Guide





## Welcome to Concur Invoice

Concur Invoice is a system that enables you to create, submit, file, review, approve, and audit payment requests – online. Concur Invoice is designed for simplicity and ease of use, but has robust back office processor and analytics functionality that improves control and visibility.

## Section 1: Log on to Concur Invoice

### How to...

1. Log into Concur using [myNova](#).

### Additional Information

Once logged into myNova, you can access the Concur link via the Work@VU tab.

The screenshot displays the myNova website interface. The top navigation bar includes links for Home, Campus Currents, Office of the President, Work@VU, Library, My Tab, procurement, and Finance. The date January 23, 2015, is shown in the top right corner. The main content area is divided into three columns. The left column, titled 'New Employee Resources', contains a welcome message and a list of links including 'New Employee Checklist', 'Enroll in your benefits', 'View Your Pay Stub', 'New Employee Orientation', 'Staff Handbook', 'University Mission', 'Villanova At A Glance', 'University Heritage', 'Wildcard', 'Fitness Centers & Personal Training', and 'Parking Information'. The middle column, titled 'Employee Resources and Quick Links', contains a list of links including 'Human Resources Home Page', 'Staff Handbook', 'Human Resources Services Directory', 'Forms Directory', 'Holiday Schedule', 'View Vacation and Sick Time Balances', 'Update your Address or Phone Number', 'Voluntary Self-Identification of Protected Veterans Status', 'Voluntary Self-Identification of Disability', 'Search Job Postings', 'Compliance Office', 'Ethics Point Hotline', 'Online Direct Deposit', 'Pay Stub', 'Deduction History', 'Earning History', 'Tax Information', 'Payroll Web Site', 'Register For Parking', 'NOVApay (Concur)', and 'Declining Balance Card (Works)'. A red arrow points to the 'NOVApay (Concur)' link. The right column, titled 'Benefits Toolkit', contains a message about benefits and a list of links including 'Total Rewards', 'Employee Medical Contribution Rates', 'Supplemental Life Insurance Rates', 'Wellness Portal', 'Tuition Remission', 'Tuition Exchange', 'Apply for Tuition', and 'Childcare Assistance'. Below the 'Benefits Toolkit' is a section titled 'Preventing Workplace Harassment' with a message from the President and instructions for the course.

## Section 2: Verifying and Submitting a Payment Request (Centralized Process)

If your invoice is received directly by the Procurement Office (via Email or hardcopy) the Procurement Office will process the invoice through our [Electronic Invoice Capture System](#). This system will complete the Invoice detail and itemization Summary information with as much information as it can obtain from the invoice. The Procurement Office will then assign the invoice to the correct invoice owner. The Invoice Owner will review the information, add additional information as required, and submit the request for department and University approval. The owner can also forward it to another Invoice Owner if needed or send back to the Procurement Office if changes are required. Once the Invoice Owner submits the request, it will flow through the Index Approval route for approval.

### How to...

1. From the **Invoice** tab or **Payment Requests**, select **My Requests**.
2. Find requests with a status of **Not Submitted** by selecting **View**, **Unsubmitted Requests**.
3. Click the payment request to open it. **Review the payment request**.

### Additional Information

The Payment Request List displays your requests. From the **View** dropdown menu, select the types of requests to view. You might need to select **All Requests** to see the current status of your request.

You will see request that you may have started or have completed. You will also see requests that have been assigned to you. These will all show up under **Unsubmitted Requests**

Payment requests with a status of **Not Submitted** are ready for you to review and submit.

The **Invoice Details** page appears.



## Section 2: Verifying and Submitting a Payment Request (Centralized Process) (Continued)

Payment Request

Golf Cars Inc(V00009833)-65515 Not Submitted

Actions ▾ Details ▾ [View Image ▾](#) [Assign](#) [Save](#) [Submit Request](#)

Vendor Information	Invoice Details																				
<b>Golf Cars Inc</b> 4180 Skyrion Drive Box 247 Buckingham, PA 18912  Vendor Code: V00009833 Address Code: V00009833PV1  Currency: USD-US, Dollar	<table><tr><td>Payment Request Type Standard Invoice Policy ▾</td><td>Request Name Golf Cars Inc(V00009833)-6551</td><td>Request Type ▾</td><td>Transaction date <input type="text"/></td></tr><tr><td>Request Description <input type="text"/></td><td>Invoice Number 65515</td><td>Invoice Date 11/18/2014 <input type="text"/></td><td>Net Payment Terms 15</td></tr><tr><td>Payment Due Date 12/03/2014 <input type="text"/></td><td>Index <input type="text"/></td><td>Currency USD-US, Dollar ▾</td><td>Total Invoice Amount (incl S&amp;T) 325.48</td></tr><tr><td>Shipping 0.00 <input type="text"/></td><td>Tax 0.00 <input type="text"/></td><td>Comments <input type="text"/></td><td>Request Total 325.48</td></tr><tr><td>Remittance Description <input type="text"/></td><td>Enclosure Code ▾</td><td>PO Number <input type="text"/></td><td></td></tr></table>	Payment Request Type Standard Invoice Policy ▾	Request Name Golf Cars Inc(V00009833)-6551	Request Type ▾	Transaction date <input type="text"/>	Request Description <input type="text"/>	Invoice Number 65515	Invoice Date 11/18/2014 <input type="text"/>	Net Payment Terms 15	Payment Due Date 12/03/2014 <input type="text"/>	Index <input type="text"/>	Currency USD-US, Dollar ▾	Total Invoice Amount (incl S&T) 325.48	Shipping 0.00 <input type="text"/>	Tax 0.00 <input type="text"/>	Comments <input type="text"/>	Request Total 325.48	Remittance Description <input type="text"/>	Enclosure Code ▾	PO Number <input type="text"/>	
Payment Request Type Standard Invoice Policy ▾	Request Name Golf Cars Inc(V00009833)-6551	Request Type ▾	Transaction date <input type="text"/>																		
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Shipping 0.00 <input type="text"/>	Tax 0.00 <input type="text"/>	Comments <input type="text"/>	Request Total 325.48																		
Remittance Description <input type="text"/>	Enclosure Code ▾	PO Number <input type="text"/>																			

Itemization Summary

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

Amount Remaining to be Itemized: \$0.00

4. Review the Vendor Name.

You have the ability to change the vendor by selecting the Change under Vendor Information on the left side of the screen

5. Click in the Request Type field and select from the drop down menu Click

Options will be Athletic Officials, Dues/Subscriptions, Honorarium, Invoice Payment, Legal Fees, Maintenance/Service Contracts, Other, Registration, Reimbursement, Utilities.

6. In the **Transaction Date Field**, enter the current date

7. The **Request Description Field** is optional

8. Review Invoice number.

9. Review Invoice date.

10. Payment Terms are calculated automatically.

Payment date cannot be changed – This is for viewing purposes only

11. **Index Number** – Your default index number will appear here. Confirm or change as required.

12. Review currency

13. **Confirm Dollar amount.**

14. **Confirm Shipping amount.**



**15. Confirm Tax amount.**

16. Enter comments if necessary.

17. Enter Remittance Description

**18. Enclosure Code**

19. Click **Save**

20. Each Line must be assigned an Expense Type. Click on each line and assign the correct Expense Type. You may also edit line item description, change index numbers, and dollar amount.

21. Click **Submit Request**.

These comments will follow the invoice through the NOVApay system. All approvers will see these comments.

**\*\*Allows you to communicate with the Procurement Office about any special handling, rushes, etc.**

In most cases this field should be left blank. If you need special handling of the check, please select the option here. Please note that this may delay your payment do to additional Procurement Reviews.

**\*\*At the Bottom of the page, you will find the itemization summary. Review line item information.**

You are able to distribute line amounts in these fields – click on **Distribute By, Add**, and enter distribution amounts.

Once the invoice is submitted it will go through Index level approval based on the amount of the invoice.

If there is a problem with the invoice, such as the invoice not belonging to you, or incorrect data that you cannot change, you can Unassign the invoice. This puts the invoice back in the Procurement Office's queue. You will enter a comment explaining why you unassigned the invoice. For more information on unassigning invoices

If you need to Assign the invoice to another owner for review click on your name in the upper left corner next to **Payment Request for** and enter the name of the Villanova University individual that it should be sent to (last name first). Click Assign in the upper right hand corner.



## Section 3: Creating a Payment Request Using an Existing Vendor

You can quickly create a payment request for an existing vendor.

### How to...

1. On the **My Concur** homepage, from the **Invoice** tab, select **Create New Request**.
2. In the **Vendor Name** field, type the all or part of the vendor name.
3. Click **Search**.

### Additional Information

The Select Payment Request Options page appears.

You can also search for vendors by their city, zip/postal code, or Vendor Code. Searching by vendor name or code will yield more specific results.

The **Search Results** area displays all of the vendors that match your search criteria. You can display all vendors by leaving the search fields blank, and then clicking **Search**. Recently viewed vendors appear automatically.

### Unsubmitted Requests

Unsubmitted Requests							
<input type="button" value="View"/> <input type="button" value="Actions"/>		Search: Request Name <input type="text"/> Begins with <input type="text"/> <input type="button" value="Search"/>					
<input type="checkbox"/> Request Name	Vendor Name	Invoice Number	Invoice Date	Approval Status	Payment Status	Total Due Amount	With Open Invo
<input type="checkbox"/> New Vendor Request - Capture (Z999...	New Vendor Request - Capture	7002	10/15/2014	Not Submitted - Durham, John R.	Not Paid	\$475.00	01/13/2015
Expense Type(s): Undefined							
<input type="checkbox"/> Golf Cars Inc(V00009833)-65515	Golf Cars Inc	65515	11/18/2014	Not Submitted - Durham, John R.	Not Paid	\$325.48	12/18/2014
Expense Type(s): 7314 - Supplies - Maint and Custodial, Undefined							
<input type="checkbox"/> Front Rush	Front Rush	14974	12/17/2014	Not Submitted - Durham, John R.	Not Paid	\$616.00	
Expense Type(s): 7314 - Supplies - Maint and Custodial							

4. In the **Search Results** area, click the desired vendor.

**\*\*Be sure to select the vendor with the same address that is stated on the invoice, there may be multiple addresses for one vendor\*\***

5. On the **Enter Invoice Details** page, in the **Request Name** field, type the name Vendor Name.

The *Enter Invoice Details* page appears. You will see the vendor details in the **Vendor Information** area. The request name should always be the Vendor name.

Correct example: **Philly Pretzel Factory**

Incorrect example: **Invoice for Pretzel Delivery.**

6. Click in the Request Type field and select from the drop down menu.

Options will be Athletic Officials, Dues/Subscriptions, Honorarium, Invoice Payment, Legal Fees, Maintenance/Service Contracts, Other, Registration, Reimbursement, Utilities.

7. In the Transaction Date field, enter the current date.

8. In the Request Description field is optional.

9. In the **Invoice Number** field, enter the invoice number that correlates to the current payment request.

If there is No invoice number- use the date on the invoice  
Example : jan152015

10. The Invoice Date should be the date that is stated on the invoice.



### Section 3: Creating a Payment Request Using an Existing Vendor (Continued)

#### How to...

11. Payment terms are determined automatically and cannot be changed.
12. Index numbers can be changed.
13. You are able to make changes to **Currency** if necessary.
14. **Total Invoice Amount**- Enter the total amount of the invoice. This includes shipping, taxes, etc.
15. **Shipping**- If shipping/freight is broken down on the invoice; include that amount in the designated field.
16. **Tax**- If taxes apply; please include them in the designated field. .
17. If you want to communicate any specific information, place it in the **Comments** section. All approvers will be able to see the comments throughout the approval process.
18. If there is any important information you would like to communicate with the Procurement Department place that information in the **Remittance Description** field. .
19. **Enclosure Code**- In most cases this field should be left blank, if you require special handling of your check please make your selection here.
20. The field that asks for a **PO Number** should be left blank.
21. **Click Save.**
22. At the bottom of the page, in the **New Item** section, click in the blank field in the **Expense Type** column header.
23. Select the appropriate expense type.

#### Additional Information

If you need to divide into multiple index numbers please look at step 27a.

**Remittance Description** *example: Send tax exempt form, Send check to \_\_\_\_ department, Send check to a specified person.*

A list of expense types appears.



### Section 3: Creating a Payment Request Using an Existing Vendor (Continued)

24. In the **Description** field, enter a description of the expense.

25. In the Amount field, enter the amount of the invoice.

26. Click Save

27. Repeat steps 22-26 for each itemization needed.

28. Click **Action** at the top right above invoice header, select **Upload Image** and choose invoice image from your files.

29. Click **Submit**.

24A. Make any Index number changes if necessary.

When itemizing, the total of all itemizations must equal zero. The system subtracts shipping and tax from the total prior to itemization.



## Section 4: Creating a Payment Request Using a New Vendor

### How to...

1. On the **My Concur** homepage, from the **Invoice** tab, select **Create New Request**.
2. In the **Vendor Name** field, type the all or part of the vendor name.
3. Select **Request New Vendor**.

### Additional Information

The Select Payment Request Options page appears.

You want to confirm that the vendor has not been previously entered into the system.

Vendor List

Most Recently Used **Request New Vendor**

Search: Vendor Name  Begins with

Vendor Name	Vendor Address ...	Vendor Code	Address 1	Address 2	City	State/Province	Postal/Zip Code	Country	Currency	Tax ID
21st Century Cyb...	00112958AP1	00112958	Attn: Lisa Przycho...	455 Boot Road	Downingtown	PA	19335	UNITED STATES	US, Dollar	
PECO Energy	V88501049AP6	V88501049	2301 Market St S...		Philadelphia	PA	19103	UNITED STATES	US, Dollar	

4. Under **Request New Vendor** please fill in Vendor Name, Address and as much information as you can provide.
5. Once you have input all necessary information select **Apply**, which can be found in the bottom right corner of the screen.
6. Once you have selected **Apply** you will remain on the same screen, from here look to the top right and select the **Actions** drop down.
7. Select **Upload Image** in order to upload all relevant documents such as the vendor profile, W-9 and insurance certificate.
8. Click OK.

*\*\*Once you have completed all of the new Vendor Information, you will notice that **Unapproved** appears in red under the vendors name on the left side of the screen. Unapproved simply means that it has not been entered into the Banner Finance System yet. You may continue to submit the invoice so it will follow all Index level approvals and is ready for prompt payment upon Procurements approval of the New Vendor. \*\**

9. To complete the request please refer to **Section 2, Steps 4-21/**

## Section 4: Creating a Payment Request Using a New Vendor (*Continued*)

Vendor Information

General Vendor Information

Vendor Name Colonial Supply	Vendor Account Number	Address 1 1234 West Ave
Address 2	City Hershey	State/Province PA
Postal/Zip Code 12345	Country UNITED STATES	Currency USD-US, Dollar
Contact First Name	Contact Last Name	Contact Email
Telephone Number 610-519-4233	Tax ID	Address Import Sync ID E2504BF0B28447C89069

Actions

- View Image
- Upload Image
- Print Fax Cover Sheet

OK Cancel Apply

## Section 5: Creating a Payment Request with a Purchase Order

### How to...

1. On the **My Concur** homepage, from the **Invoice** tab, select **Create New Request**.
2. Enter the **Purchase Order Number** in the designated field.
3. Once the Purchase Order Number is entered please fill out the header information, all required fields are marked in red.
4. Click **Save**.

### Additional Information

The Select Payment Request Options page appears.

The Purchase Order Number should be located on the invoice. If there is not a Purchase Order Number please reference Section

-**Request Name:** Vendor Name

-**Transaction Date:** Date of Service/Transaction

- **Invoice Number**

- **Invoice Date:** Date stated on invoice

-**Total Invoice Amount:** This includes shipping and tax unless otherwise itemized on the invoice.

-**PO Number:** This will automatically populate

### Create New Payment Request

Either choose Payment Request Type and select a Vendor from the vendor list, or find and select the purchase order for your payment request.

Payment Request Type:  - OR - Purchase Order Number:

Vendor List

Search:

Vendor Name *	Vendor Address ...	Vendor Code	Address 1	Address 2	City	State/Province	Postal/Zip Code	Country	Currency	Tax ID
Colonial Electric S...	V8816600SPV1	V88166005	485 S Henderson ...	Acct #V325	King of Prussia	PA	19406-2682	UNITED STATES	US, Dollar	

5. Once you have clicked save, a new window will open. Select **Upload Image**.
6. Click **Browse, Upload** and **Close**.
7. Once the image is uploaded, look to the top left of the page and select **PO Matching Summary**.
8. There are two ways to move forward, one is that the invoice is for the entire amount of the Purchase Order and the other is entering a different amount against the Purchase Order.
9. Click **Submit Request**.

1. If the invoice is for the entire amount of the PO, simply select each line item and select **Copy to Payment Request**. Once you have completed this, click **Submit Request**.

2. If the amount differs from that of the PO, select the one line item and **Copy to Payment Request**. From here select **Edit Side-by-Side**. This will present the payment request alongside the PO. Select **Next**, this will allow you to edit the dollar amount on the **Payment Request**. Once you have made the necessary changes select **Save**.

✓ PO Matching Summary

Payment Request

Purchase Order

**Vendor**  
CBORD Group Inc (@00104967)  
61 Brown Rd  
Ithaca, NY 14850

**Invoice Date**  
01/15/2015

**PO Number**  
P1500008

**Life to Date Gross Amount**  
600.00 USD

**Matching Rule Set**  
\*Villanova Rule Set

**Invoice Number**  
123456

**Payment Request**  
CBORD

**Request Total**  
600.00 USD

**Purchase Order Total**  
1,614.00 USD

**Life to Date Net Amount**  
600.00 USD



**Matched to Purchase Order**

[Edit Side-by-Side](#)

[View Image](#)

[View all Requests for this PO \(1\)](#)

[Submit Request](#)

[Assign](#)

[Send to Purchasing](#)

[Unassign](#)

[Change to Non-PO](#)

Purchase Order Line Items

[Copy To Payment Request](#)

<input type="checkbox"/>	Sequence	Description	Quantity	Unit Price	Subtotal	Tax
<input type="checkbox"/>	1	CBord White Hall doors 111 & 216	1 Life-to-Date: 1	1,597	1,597.00 Life-to-Date: 60...	0.00 Life-to-Date: 0.00
<input type="checkbox"/>	2	Shipping	1 Life-to-Date: 0	17	17.00 Life-to-Date: 0.00	0.00 Life-to-Date: 0.00

Matching Exceptions

Payment Request Line Items

[Change Associations](#)

Sequence	Line Description	Quantity	Unit Price	Total	Tax	PO Sequence
1	CBord White Hall doors 111 & 216	1	600	600.00	0.00	1