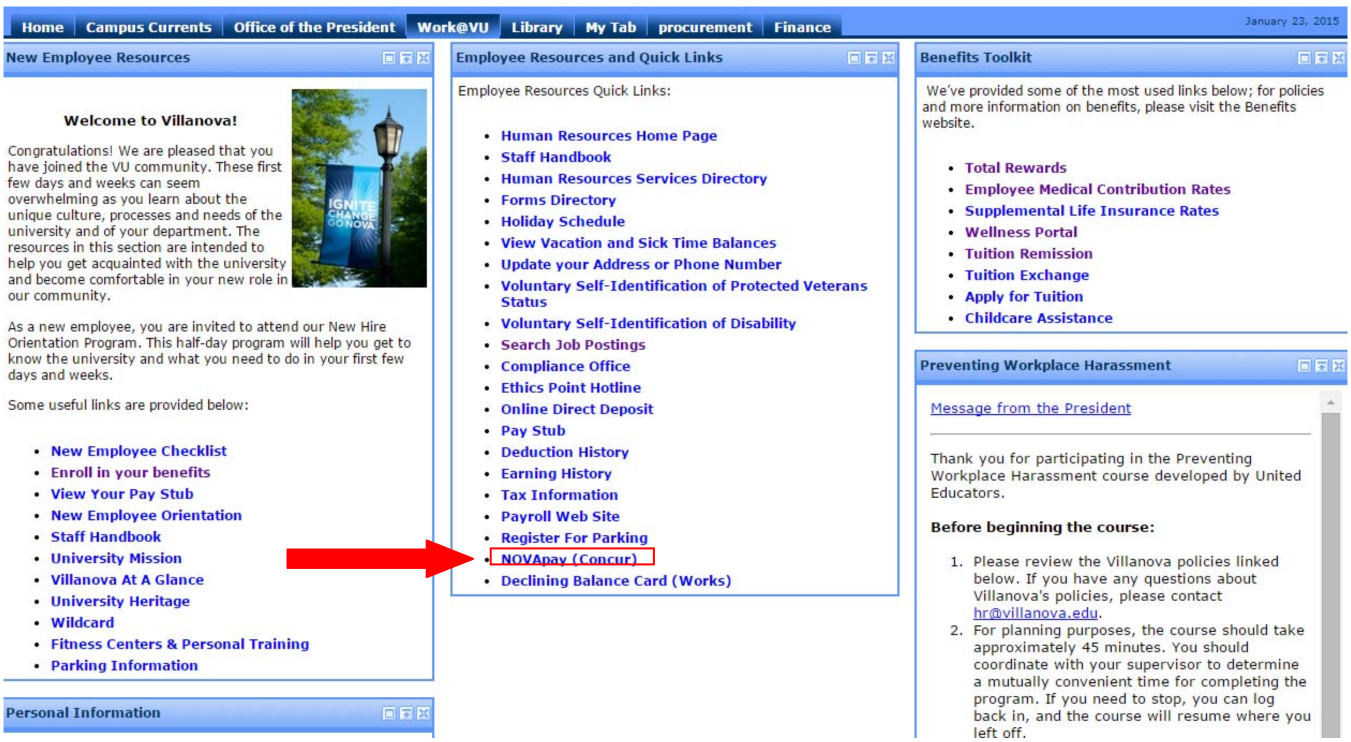
Concur Invoice Reference Guide

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.

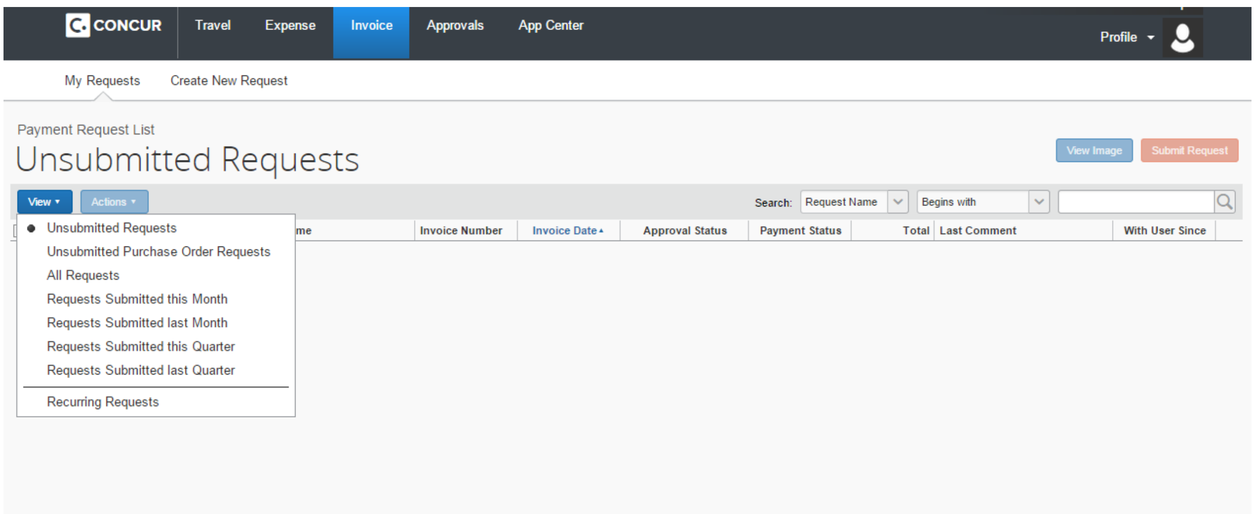
Section 1: Log on to Concur Invoice

How to...	Additional Information
1. Log into Concur using myNova.	Once logged into myNova, you can access the Concur link via the Work@VU tab.



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…	Additional Information
1. From the **Invoice** tab or **Payment Requests**, select My Requests.	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**
2. Find requests with a status of **Not Submitted** by selecting **View**, Unsubmitted Requests.	Payment requests with a status of **Not Submitted** are ready for you to review and submit.
3. Click the payment request to open it. **Review the payment request.**	The **Invoice Details** page appears.

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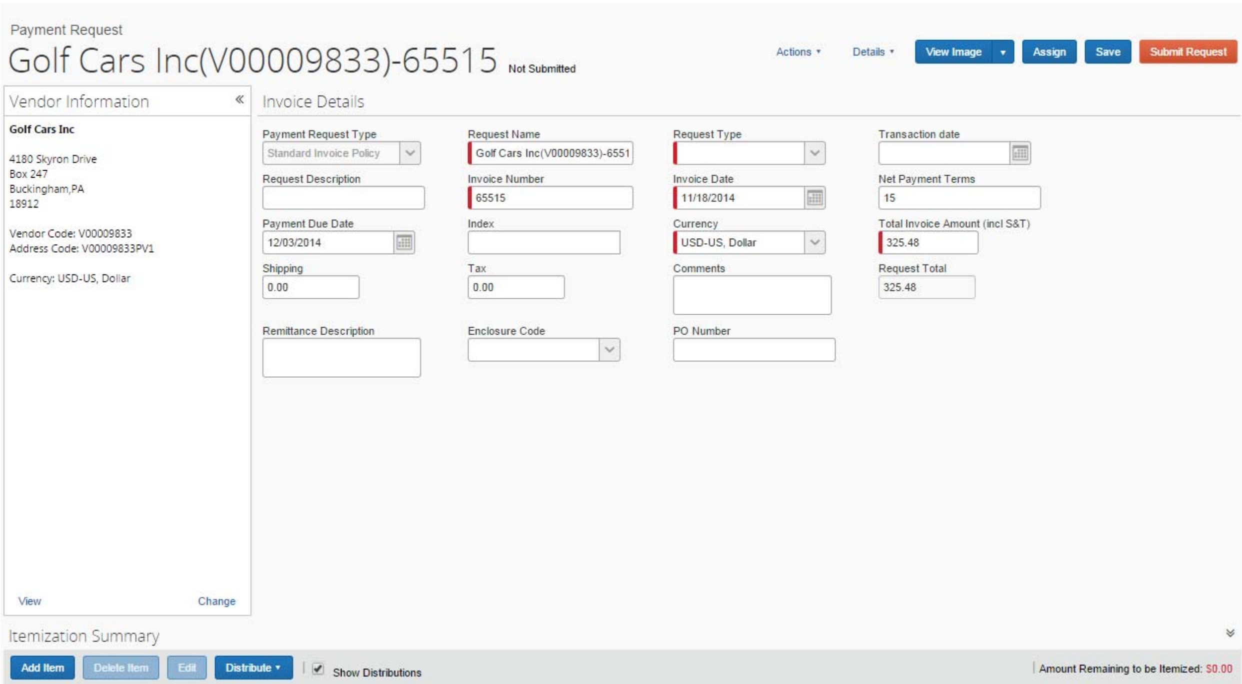
Section 2: Verifying and Submitting a Payment Request (Centralized Process) (*Continued)*



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. <u>Review Invoice number.</u>
9. <u>Review Invoice date.</u>
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.

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

17. Enter Remittance Description

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

18. Enclosure Code

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.

19. Click **Save**

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

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.

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

21. Click **Submit Request.**

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

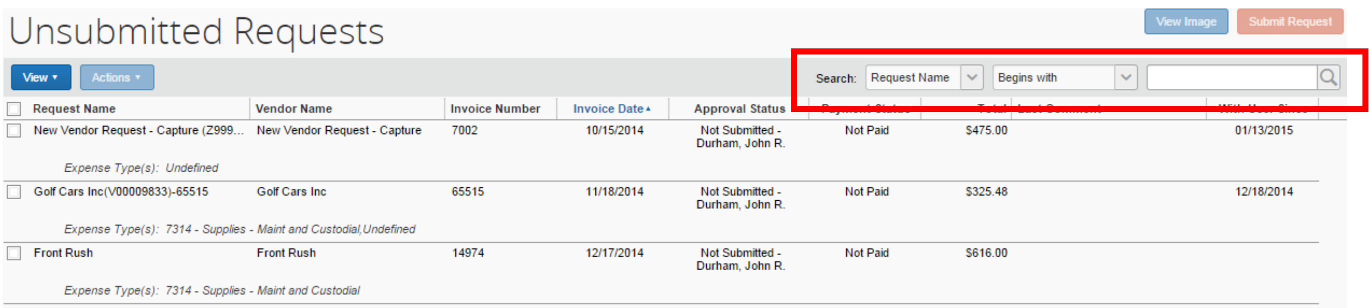
If there is a problem with the invoice, such as the invoice not belonging to you, or incorrect data that you cannot change, you can <u>Unassign</u> the invoice. This puts the invoice back in the Procurement Office's queue. You will enter a comment explaining why you unassigned the invoice. For more information 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…	Additional Information
1. On the **My Concur** homepage, from the **Invoice** tab, select **Create New Request**.	The Select Payment Request Options page appears.
2. In the **Vendor Name** field, type the all or part of the vendor name.	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.
3. Click **Search**.	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.



How to…	Additional Information
4. In the **Search Results** area, click the desired vendor.	**<u>Be sure to select the vendor with the same address that is stated on the invoice, there may be multiple addresses for one vendor</u>**
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 <u>always be the Vendor name</u>. <u>Correct example</u>: **Philly Pretzel Factory** <u>Incorrect example</u>: **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…	Additional Information
11. Payment terms are determined automatically and cannot be changed.	
12. Index numbers can be changed.	If you need to divide into multiple index numbers please look at step 27a.
13. You are able to make changes to **Currency** if necessary.	
14. **<u>Total Invoice Amount</u>**- Enter the total amount of the invoice. This includes shipping, taxes, etc.	
15. **<u>Shipping</u>**- If shipping/freight is broken down on the invoice; include that amount in the designated field.	
16. **<u>Tax</u>**- If taxes apply; please include them in the designated field. .	
17. If you want to communicate any specific information, place it in the **<u>Comments</u>** 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 **<u>Remittance Description</u>** field. .	**Remittance Description** *example: Send tax exempt form, Send check to ____ department, Send check to a specified person.*
19. **<u>Enclosure Code</u>**- 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 **<u>PO Number</u>** 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.	A list of expense types appears.
23. Select the appropriate expense type.	

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 **Actio**n 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 an New Vendor

How to…

1. On the **My Concur** homepage, from the **Invoice** tab, select **Create New Request**.

Additional Information

The Select Payment Request Options page appears.

2. In the **Vendor Name** field, type the all or part of the vendor name.

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

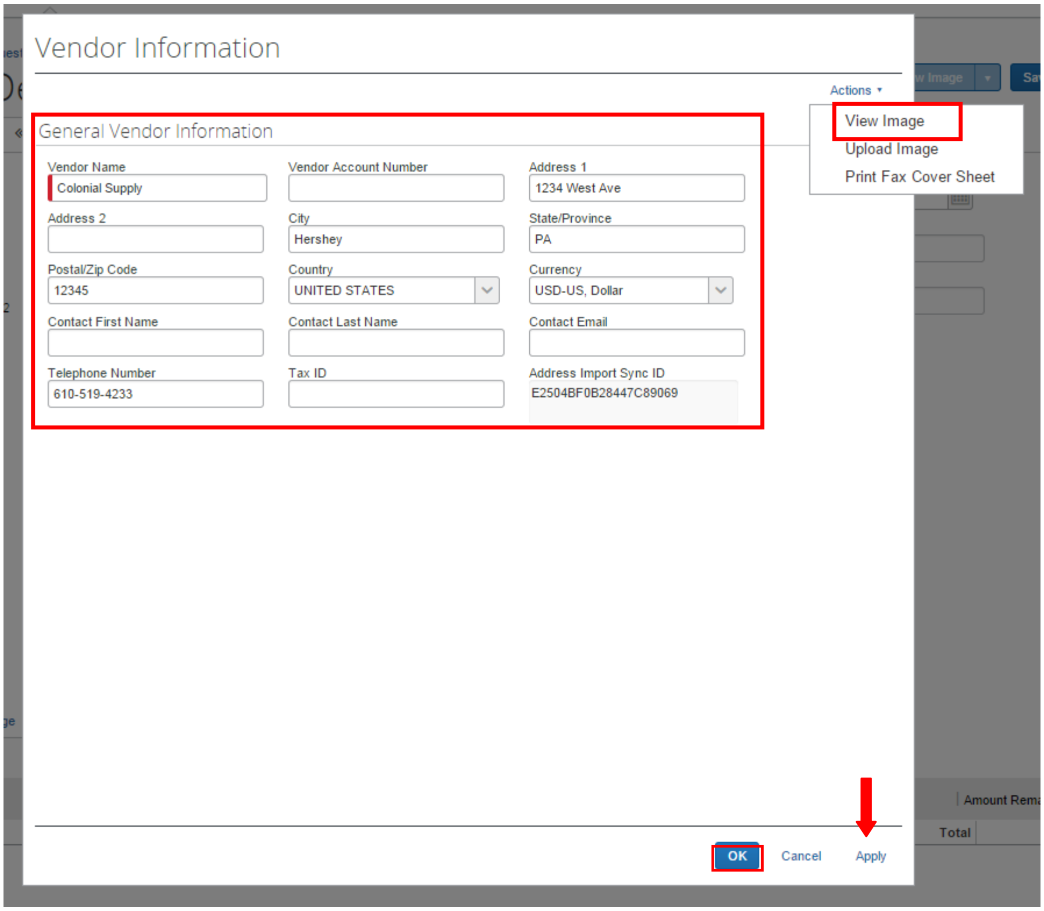
3. Select **Request New Vendor**.

4. Under **Request New Vendor** please fill in <u>Vendor Name, Address and as much information as you can provide.</u>
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. <u>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. **</u>*

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

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



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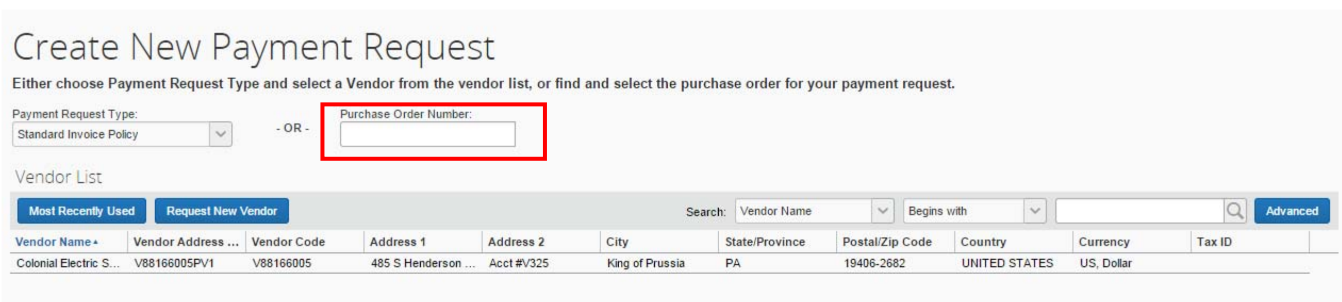
Section 5: Creating a Payment Request with a Purchase Order

How to…	Additional Information
1. On the **My Concur** homepage, from the **Invoice** tab, select **Create New Request**.	The Select Payment Request Options page appears.
2. Enter the **Purchase Order Number** in the designated field.	The Purchase Order Number should be located on the invoice. If there is not a Purchase Order Number please reference Section
3. Once the Purchase Order Number is entered please fill out the header information, all required fields are marked in red.	-**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
4. Click **Save.**	



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.	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**.
9. Click **Submit Request**.	

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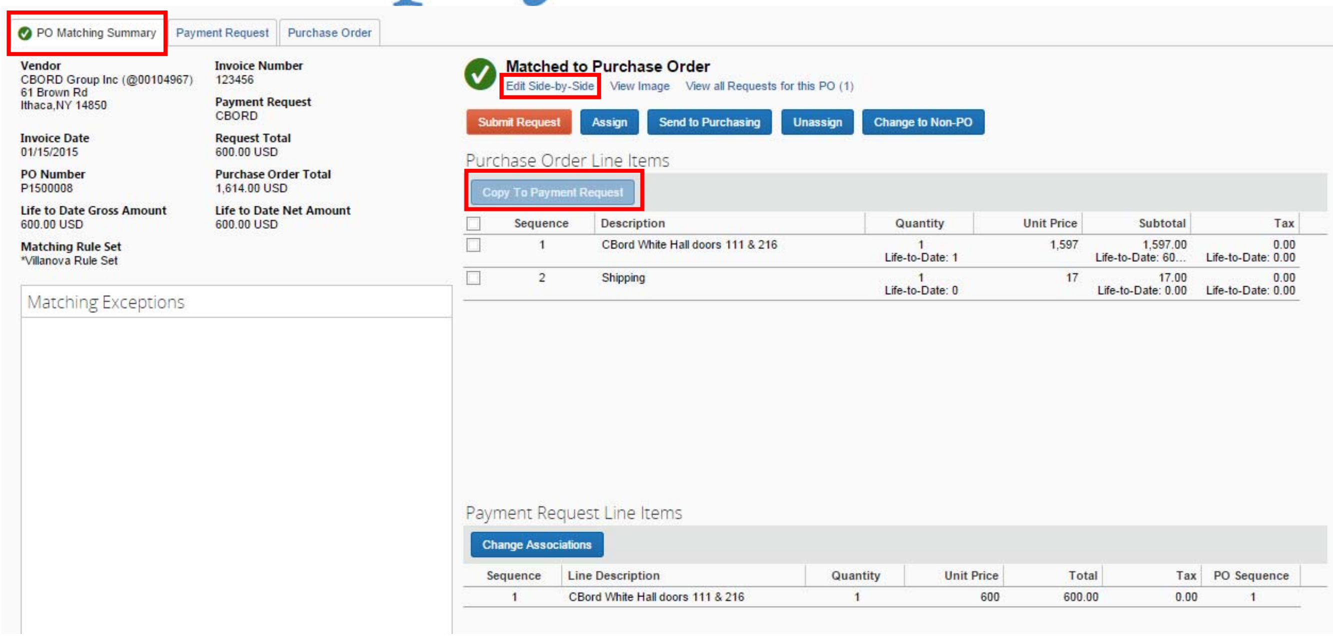
PO Matching Summary
Payment Request
Purchase Order
Vendor
CBORD Group Inc (@00104967)
61 Brown Rd
Ithaca,NY 14850
Invoice Number
123456
Payment Request
CBORD
Invoice Date
01/15/2015
Request Total
600.00 USD
PO Number
P1500008
Purchase Order Total
1,614.00 USD
Life to Date Gross Amount
600.00 USD
Life to Date Net Amount
600.00 USD
Matching Rule Set
*Villanova Rule Set
Matching Exceptions
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
Sequence
Description
Quantity
Unit Price
Subtotal
Tax
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
2
Shipping
1
Life-to-Date: 0
17
17.00
Life-to-Date: 0.00
0.00
Life-to-Date: 0.00
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