Concur Invoice User Guide

THE UNIVERSITY OF ALABAMA
Division of Financial Affairs
Procurement Services

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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
UA Employees International Travel	**UA Employee Travel** Travel bookings via CBT on P-Card for self and/or other UA travelers	**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	
	UA Guests & Student Travel Travel bookings via CBT on P-Card for guests/students by UA employees	**UA Guests & Student Travel** Travel Expense Reports for UA Guests & Students (P-Card)	**UA Guests & Students** Reimbursements for travel not on a UA P-Card
			UA Vendors – Individuals and Companies Payments for goods or services to UA vendors not on a UA P-Card

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.

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.

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.

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.

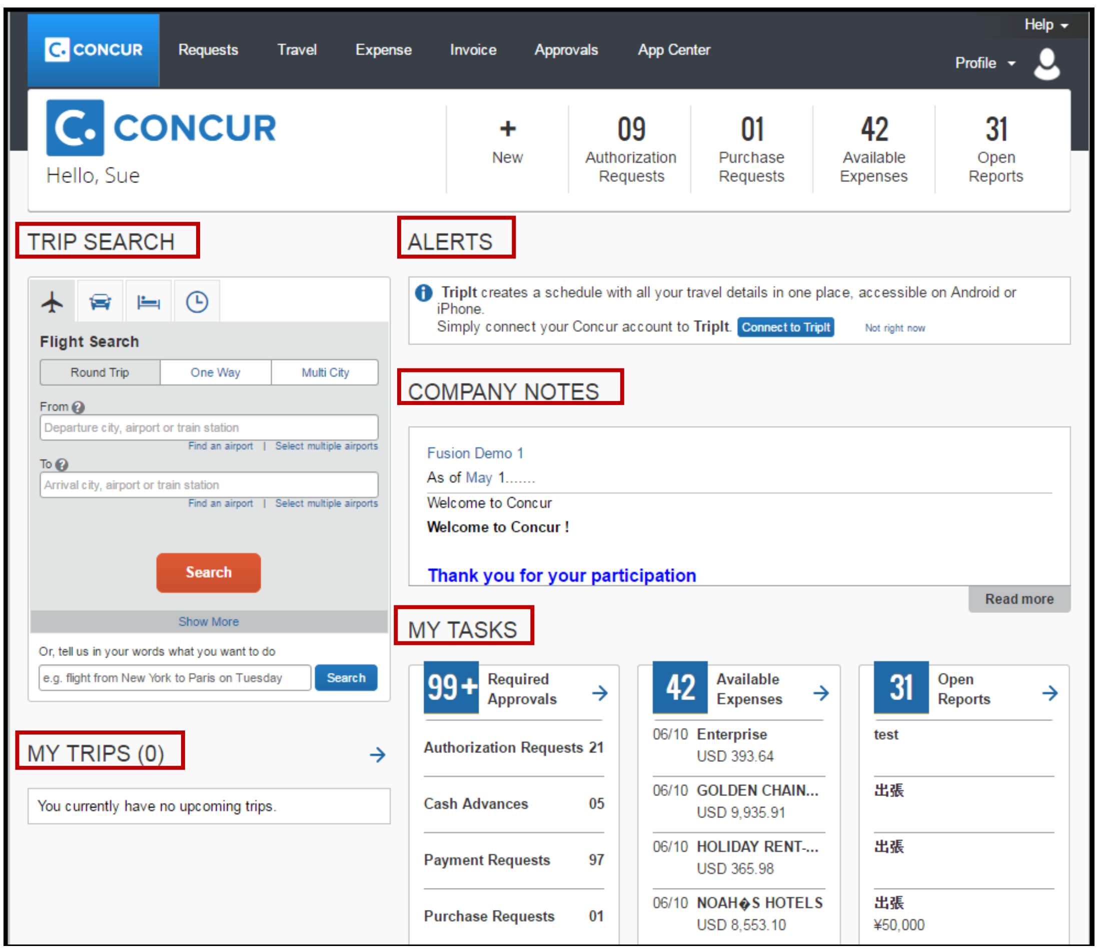
Logging on to Concur

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.

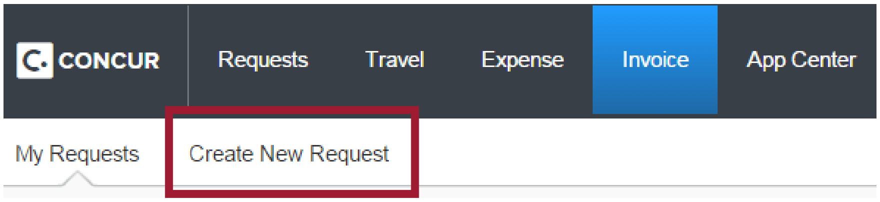
Section	Description
Trip Search	This section provides the tools you need to book a trip with any or all of these: **Flight:** Use to book a flight. You can also book hotel and reserve a car at the same time. **Car**, **Hotel**, or **Rail:** Use to book hotels, reserve rental cars, etc. if not including them while booking a flight (**Flight** 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 **Required Approvals, Available Expenses,** and **Open Reports**.



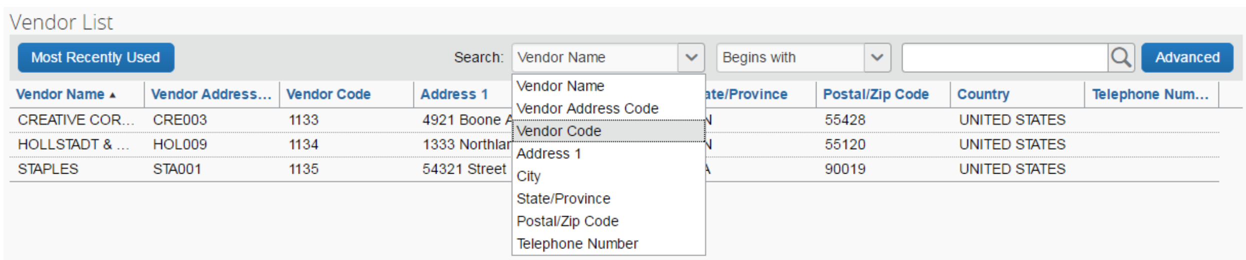
Creating a Payment Request

To create a new Payment Request:

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

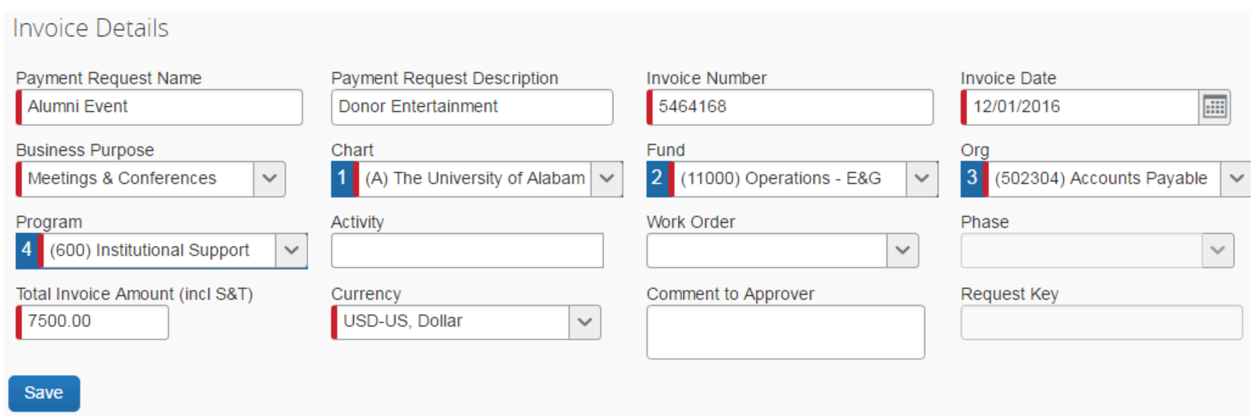


2. Use the Search fields to find the appropriate vendor, and select it from the Vendor List. The drop-down menu allows you to search in several ways. To search by CWID, choose Vendor Code.



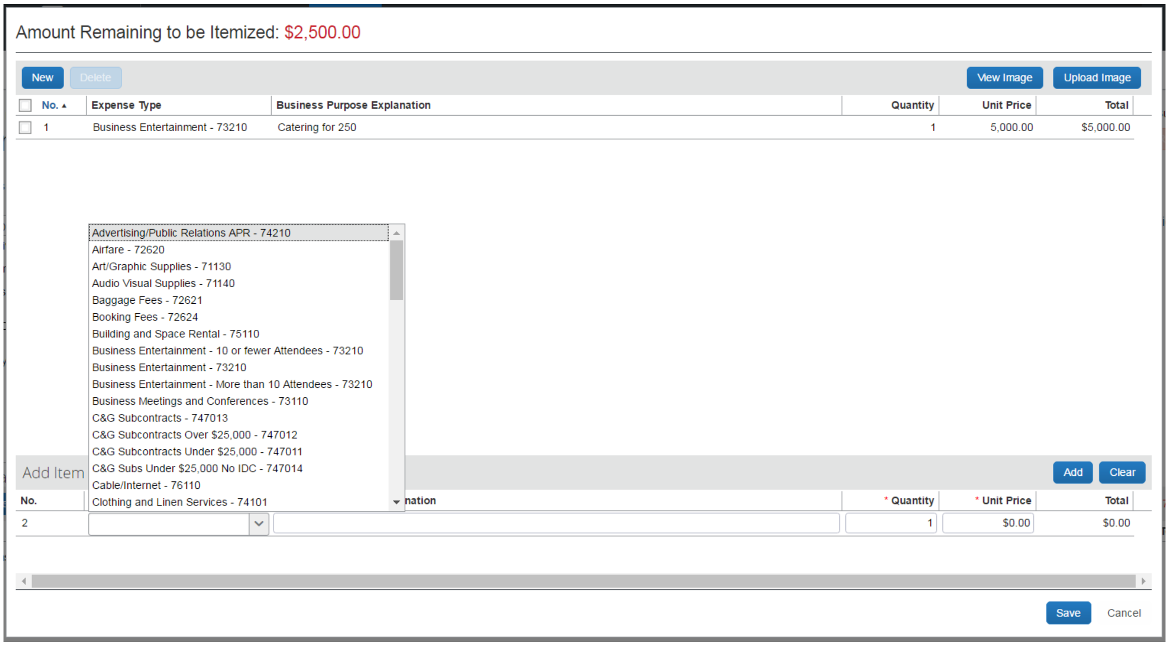
Note: Vendors must be set up in Banner to appear in this list.

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

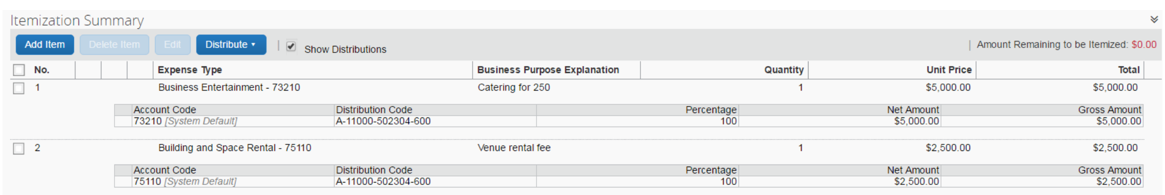


4. Click Save.

5. 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.

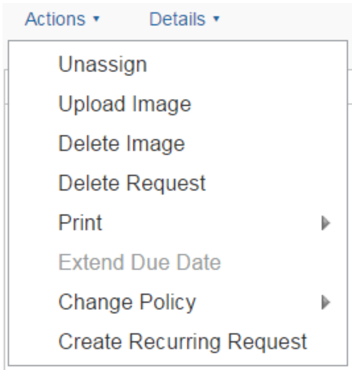


6. Continue to itemize the request until the Amount Remaining to be itemized is $0.00, and then click Save.

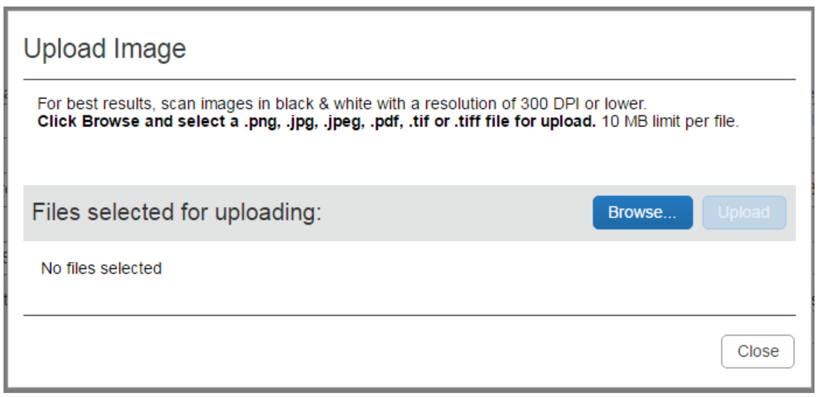


If it is necessary to charge any of the itemization lines to a FOAP different than the one entered in the Invoice Details section or to charge an itemization line to more than one Chart, Fund, Org, or Program, see Distributing a Payment Request section.

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.

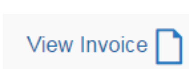


9. Locate the file on your computer and double click to add it to the upload screen.

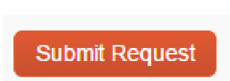
   Up to 10 files may be added as necessary. Continue browsing and adding until all files have been selected.

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.

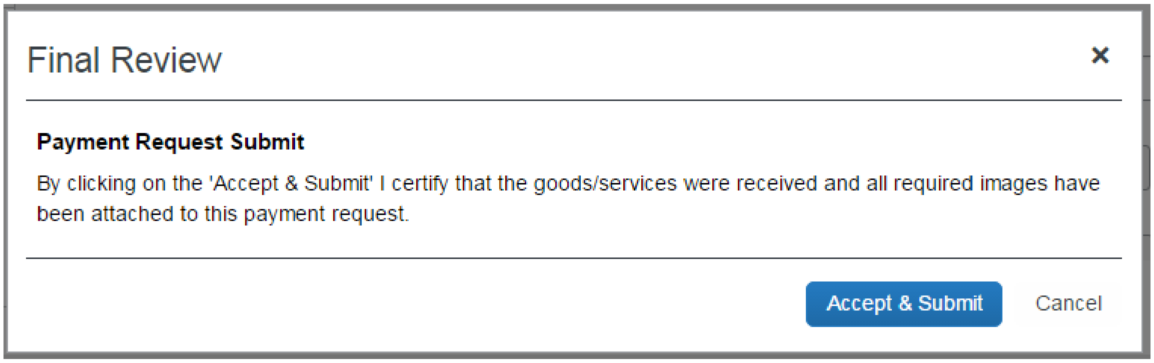


11. After entering all Payment Request details, click Submit Request.



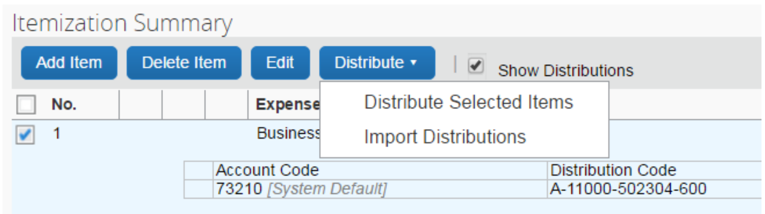
Note: To save a Payment Request and complete at a later time, click Save. You can access unsubmitted Payment Requests on the Invoice tab by clicking Manage Requests and My Requests.

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



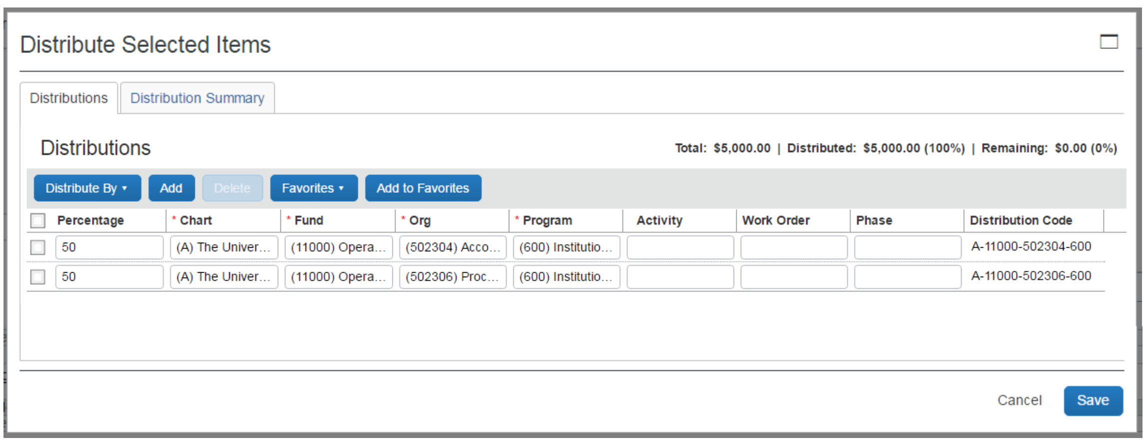
Distributing Expenses in a Payment Request

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.

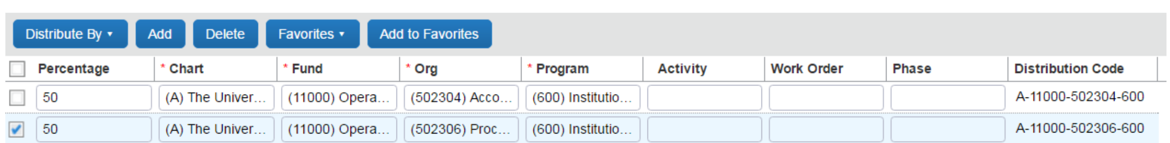


2. Click Distribute Selected Items from the sub-menu.

3. The distribution screen will be displayed. Click Add to create as many distributions as needed.



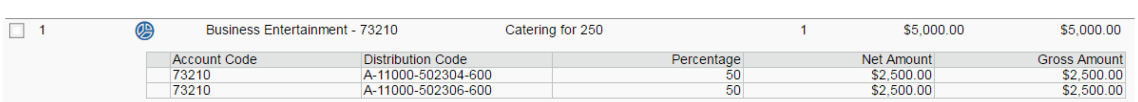
4. Adjust the lines to charge the appropriate FOAPs.



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

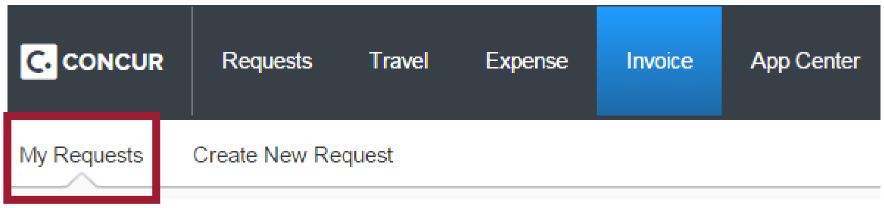
5. Click Save.

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

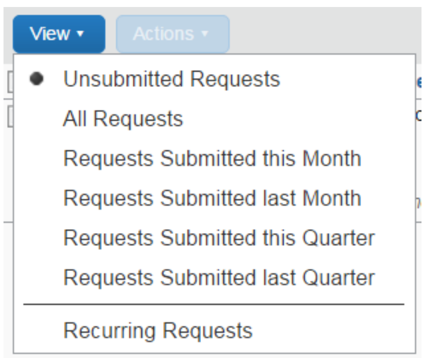


Viewing Submitted Payment Requests

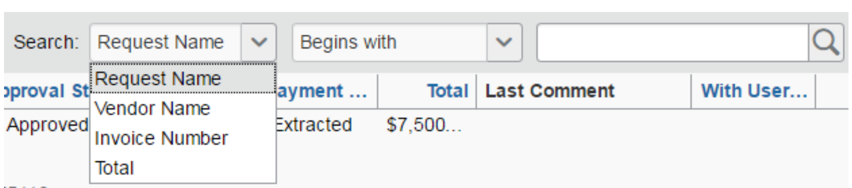
1. From the Invoice tab, click My Requests.



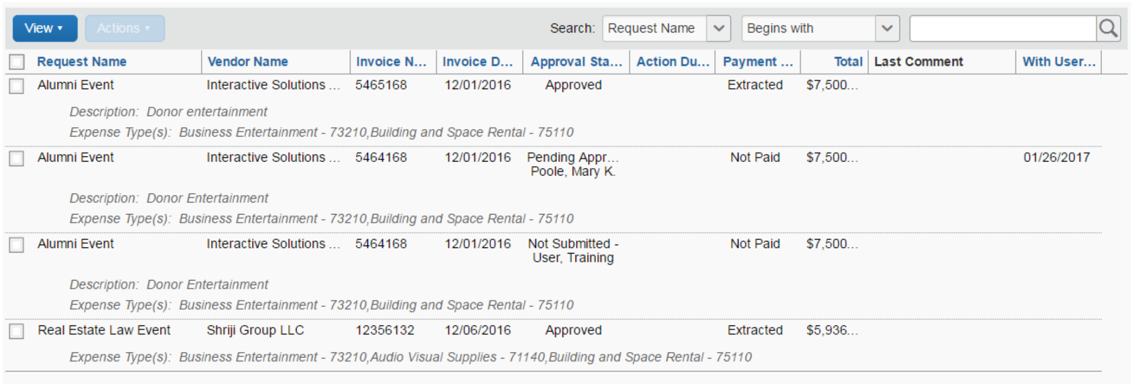
2. By default, Concur shows any Payment Requests that have not yet been submitted. To see submitted Payment Requests, click View and then choose your preference from the sub-menu.



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.



5. Double click the request to view the full information.

6. To view the approval workflow, click Details and then choose Approval Flow from the sub-menu.