

## Invoice Pay CLIENT FACT SHEET

**NOTE:** Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

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### Overview

Invoice Pay allows Concur Invoice clients to manage accounts payable spend in the Concur system with the Payment Manager tool, and leverage SAP Concur 3<sup>rd</sup> party Payment Providers to facilitate the processing of payments to suppliers.

By leveraging the payment expertise of Payment Providers, clients have more security and flexibility for how they pay suppliers. Other benefits of Invoice Pay include:

- **Fully Managed:** The entire invoice lifecycle, from invoice receipt to final payment, is managed in one system. One common set of data drives all events.
- **Streamlined Control and Visibility:** Automated payments are made daily, batched by optimum pay date per the payment terms and due date of the payment to the supplier. Users access payment and batch records to answer inquiries on invoice payments from internal employees or suppliers.
- **Cash Flow Management:** Users can adjust individual pay dates and amounts, or place payments on-hold to control cash outflow. The payment source check and ACH payments are to be made from can be managed to align with company bank accounts.
- **Return on Investment:** In-house costs for check stock, equipment maintenance, and check fraud are reduced or eliminated when payment processing is moved to Concur. While the average cost to process a check is \$7 (according to an Aberdeen study), Invoice Pay cost per check is around \$1 (including postage), and ACH transactions are currently free.

Invoice Pay currently supports:

Supported Payment Method	Supported Currencies	Description
Check (contract required & per transaction fee)	US Dollar (USD) & Canadian Dollar (CAD)	Clients configure check templates in Concur with the check vendors. The check vendors will print and mail check payments to the client's suppliers.

Supported Payment Method	Supported Currencies	Description
ACH (no contract required & no transaction fee)	US Dollar (USD)	Clients set up accounts with the ACH payment provider Worldline that are associated to their existing bank accounts for funding. Worldline's bank will process batches of ACH payments from Concur to the client's suppliers.
Card Voucher	All supported Concur Invoice currencies.	Allows clients to have an email sent from Concur to the supplier with a list of invoices to be paid with the client's credit card on file with the supplier.
Payment Provider	Depends on the Payment Provider processing the payment.	Clients can contract with SAP Concur App Center Payment Providers to process invoice payments via the forms of payment supported by the Payment Providers application.

## Available Editions

Invoice Pay is available in the Professional/Premium and Standard Editions of Concur Invoice.

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## Features

Features in Invoice Pay let the Invoice Payment Manager user:

- Manage funding account and check configuration
- Adjust Pay Dates, Funding Dates, and Paid Amounts
- View, correct, and reprocess exceptions and failed payments (for example, due to an invalid supplier bank account)
- Communicate with the vendor using the Notes to Supplier feature, which displays the notes both in remittance advice sent to the vendor and the invoice
- Reconcile and post payment data to the client's ERP system using the Payment Confirmation Extract

Multiple funding accounts are supported. Different attributes such as company, business unit, division, etc. can be configured to drive which funding account is used.

Payments in open batches can be moved from inactive funding accounts to batches for active funding accounts if clients change banks or have new bank accounts payments are to be made from.

Clients can easily make selected payments outside of Invoice Pay, by marking them Client Pay either at the overall vendor or individual payment request level.

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## Feature Activation

To activate the Invoice Pay feature, clients should contact their account manager, then log a case with Concur to initiate feature activation.

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## Documentation on Concur's Support Portal

### Professional Edition

For complete information on Invoice Pay, log on to the **Concur Support** page, and navigate to **Resources > Release/Tech Info > Technical Documentation > Invoice Pay**.

### Standard Edition

For complete information on Invoice Pay, log on to the **Concur Support** page, and navigate to **Resources > Release/Tech Info – Standard > Technical Documentation > Invoice Pay**.