Concur Invoice QuickStart Guide

SAP Concur

Technologies

Version 1.7

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Document Revision History

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01/23/2018	Updated UI Content	1.1	Concur
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09/13/2022	Updated the Sign On section	1.6	SAP Concur
10/18/2022	Updated UI Screenshots	1.7	Sap Concur

Proprietary Statement

Information contained in these documents applies to the following products in effect at the time of this document's publication, including but not limited to:

Travel & Expense

Invoice

Expense

Travel

Request

Risk Messaging

SAP Concur for Mobile

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Welcome to Concur Invoice

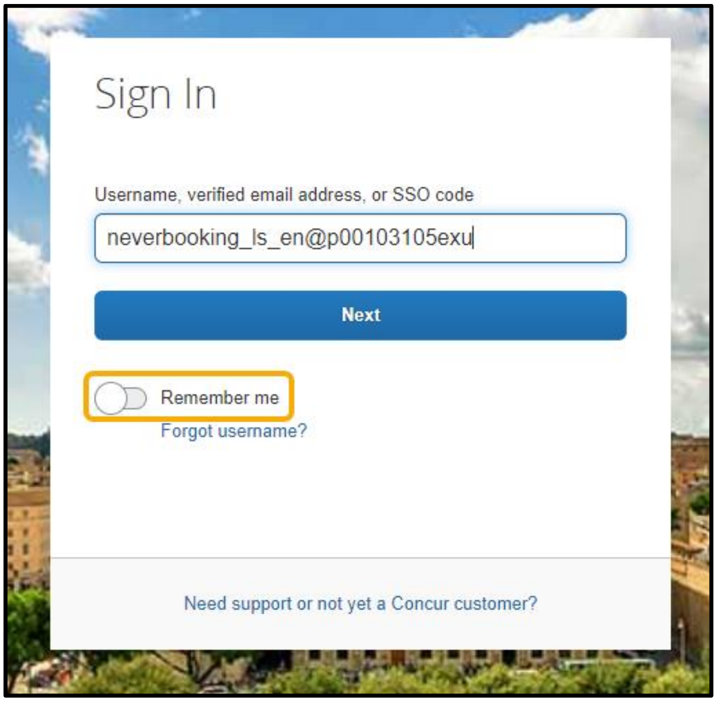
Concur Invoice is a cloud-based tool that integrates invoices with T&E payments within a single system. Concur Invoice gives you one view to manage all your business spend – from purchase request through payment.

To sign in to Concur Invoice

1. To sign into SAP Concur, on the **Sign In** screen, enter your **Username**, and then select **Next**.

   If you have forgotten your username, select the **Forgot username?** link.

   You can slide the **Remember me** toggle button to store your password, so that you don't have to enter it the next time you sign in to SAP Concur from this device.

2. Enter your **Password**.

   If this is your initial log in to SAP Concur, enter the temporary password that was provided to you.

   If you have forgotten your password, select the **Forgot password?** link.

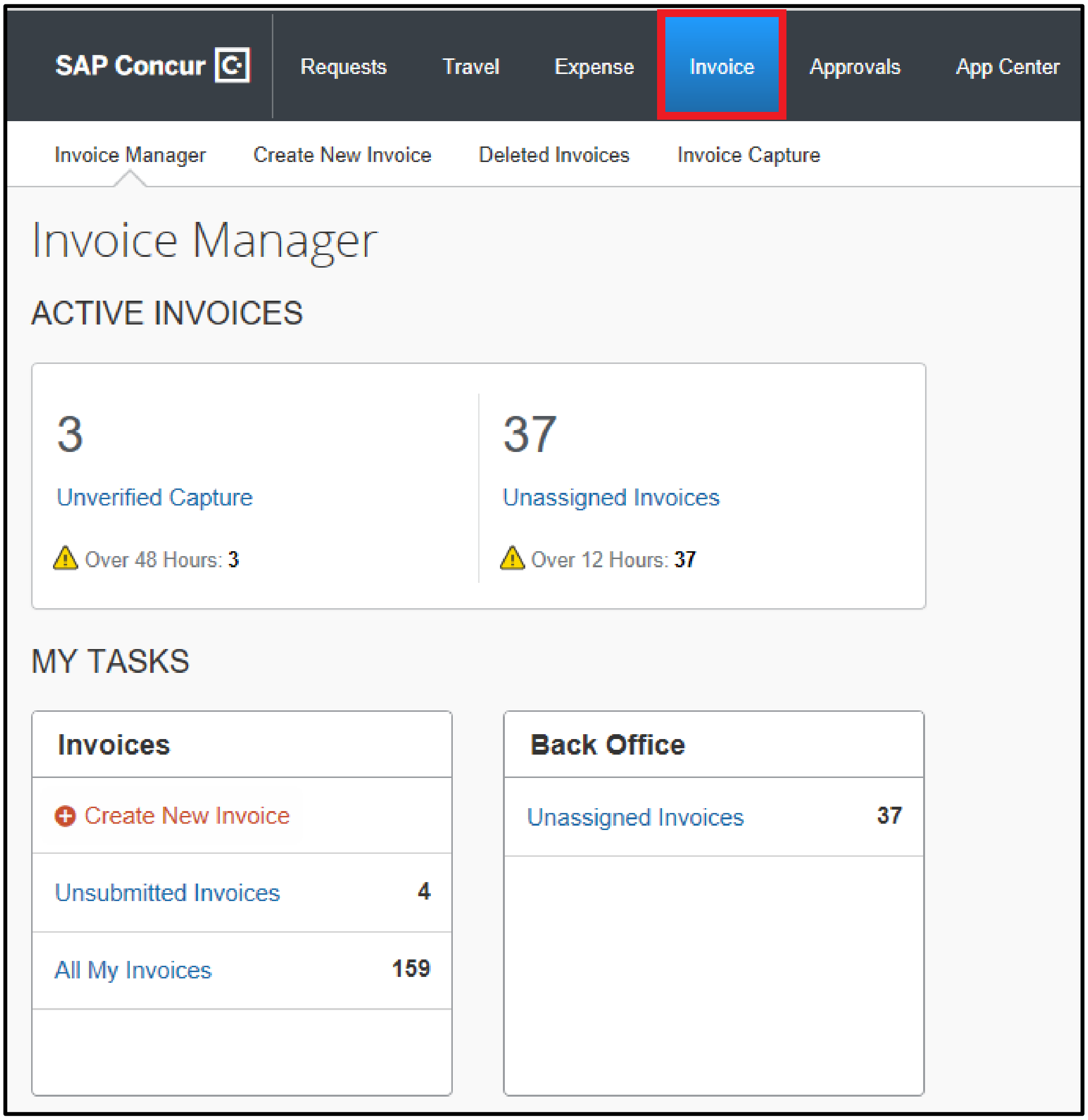
3. Select **Sign In**.

   Notes:

   - Log on to SAP Concur following your company's logon instructions.
   - Your password is case sensitive.
   - If you are not sure how to log on, check with your company's administrator.

Accessing Concur Invoice

On the **SAP Concur** home page, on the menu bar, from the menu bar, select **Invoice** to manage your invoices.



Creating a Purchase Request

You use purchase requests to obtain approval on upcoming purchases. These requests then become purchase orders, which authorize suppliers to provide goods and services at specified prices.

To create a purchase request

1. On the **SAP Concur** home page, from the menu, select **Requests**.
2. From the **Purchase Request** dropdown menu, select **Request Items**.

   When creating a purchase request, you begin by adding the items that you want in the request. The resulting list of goods and services is then combined into a request.
3. In the **Cart Items** section, select **Add New Item**.

4. Select the **Type** dropdown arrow to select whether this request is for **Goods** or **Services**.
5. Enter the name of an existing vendor or search for and select a vendor from the saved list.

   – Or –

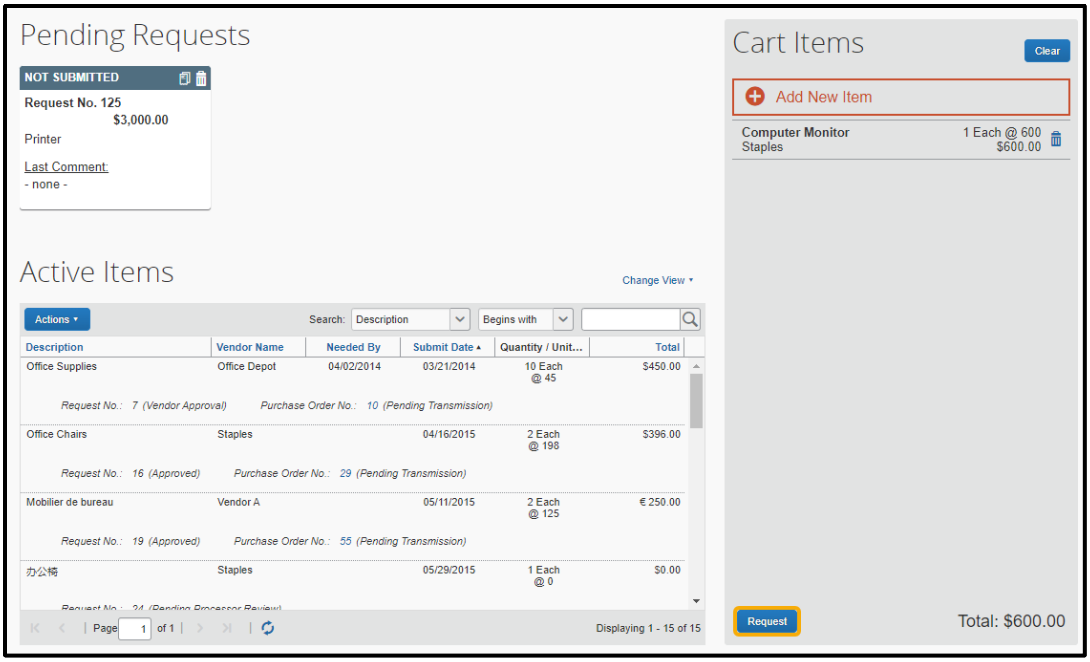
   Select the **Request New Vendor** link to enter the details for a new vendor.
6. If you request a new vendor, enter the appropriate vendor details, and then select **Apply**.
7. After you enter all the vendor information, select **OK**.

   A purchase request can contain several different vendors for specific line items. Multiple purchase orders are generated based on the vendors that you specify.
8. Complete the required fields (indicated with a red bar) and optional fields as directed by your company.

   Note: Depending on the goods that you are requesting to purchase, you can change the **Unit of Measure** to automatically calculate the **Total** based on the **Quantity** and **Unit Price** entered.
9. Select **Save**.

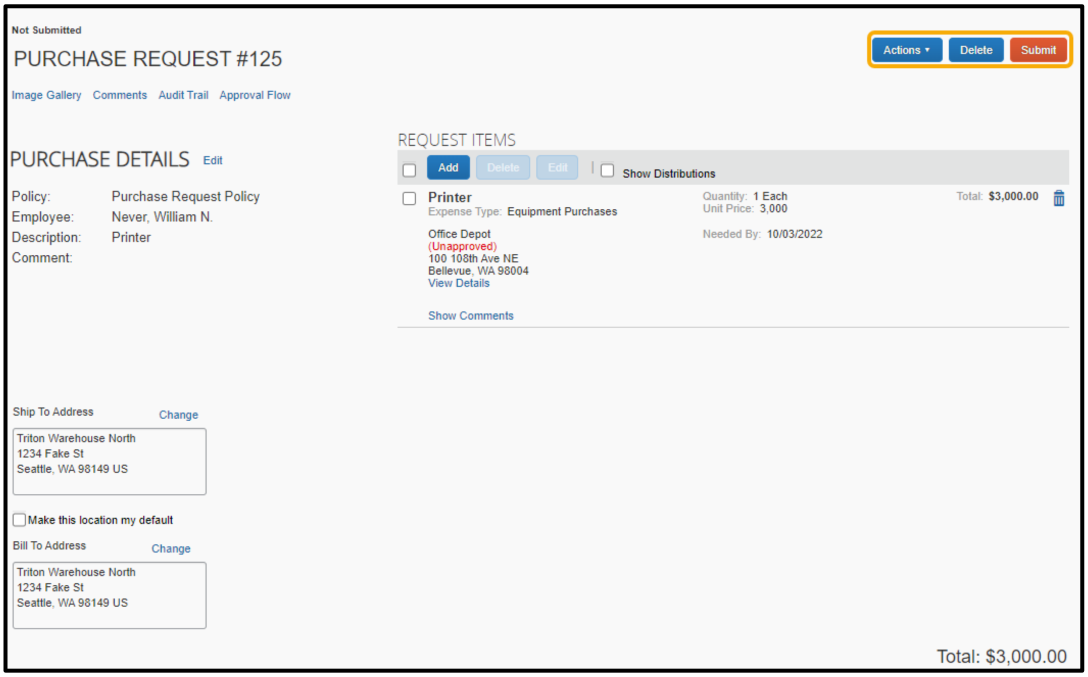
   Items that are pending a purchase request appear in the **Cart Items** section. After you add all your items, you can create the purchase request.

10. Select **Request**.



11. Complete the required **Purchase Details**, and then select **Save**.

    After creating the purchase request, you can take additional actions, such as submitting, deleting, or adding an image to the request.



Approving a Purchase Request

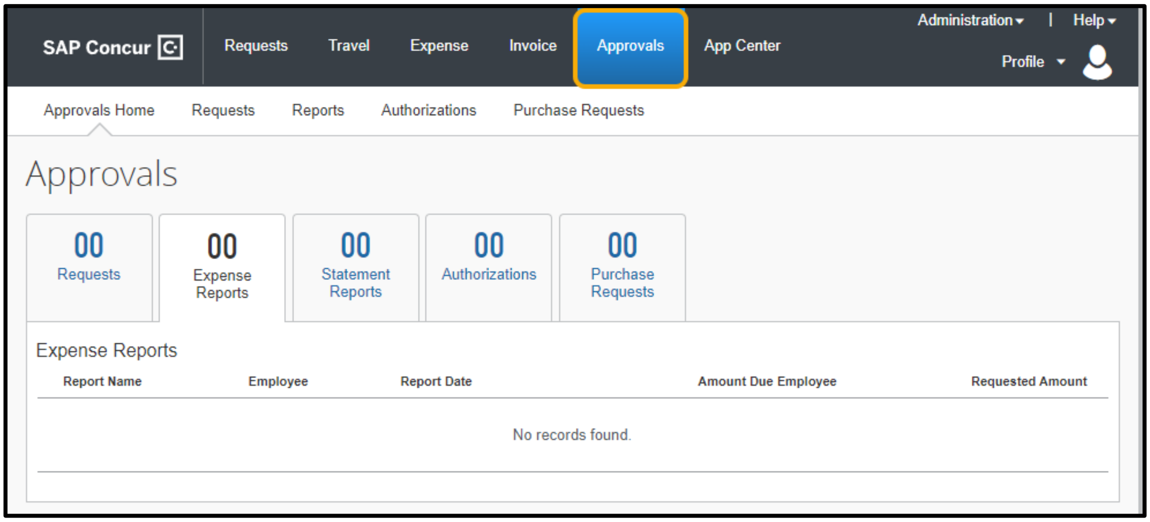
As a Request approver, you can review a purchase request sent to you for review and approval and then:

- Approve the request.
- Approve the request and forward it to another approver (if your company is configured to use this workflow feature).
- Send the request back to the user with a comment (to change and resubmit the request) or decline the request.

To approve a purchase request

1. On the **SAP Concur** home page, from the menu bar, select **Approvals.**

   From the **Approvals** page, any items awaiting your approval are listed under the appropriate tab.



2. Select the **Purchase Requests** tab.
3. On the **Approvals** page, select the appropriate **Request No.** link, and then complete one of the following three steps:
   - Review the request and then select **Approve.**
   - Review the request and select **Approve & Forward.**
   - Review the request and then select **Send Back** to request a correction.

   To attach additional documentation to a selected request, select **Actions**, and then select **Upload Image.**

   If your company has multiple steps in the approval process, then select **Approve & Forward** to send it to the next approver in the workflow.

4. If you need to access requests that you previously approved, select the **Change View** dropdown arrow, and then select the appropriate option.

You will see the requests that you approved for the selected time frame.

Creating an Invoice from an Existing Vendor

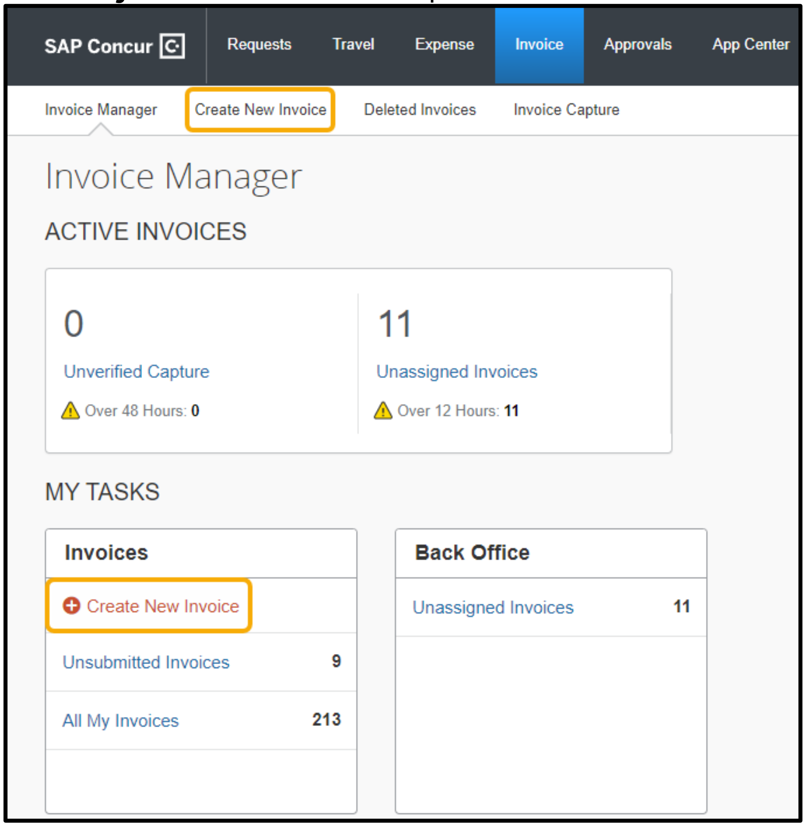
You can manually create an invoice using an approved vendor that was added by your company.

The basic steps in the invoice process are:

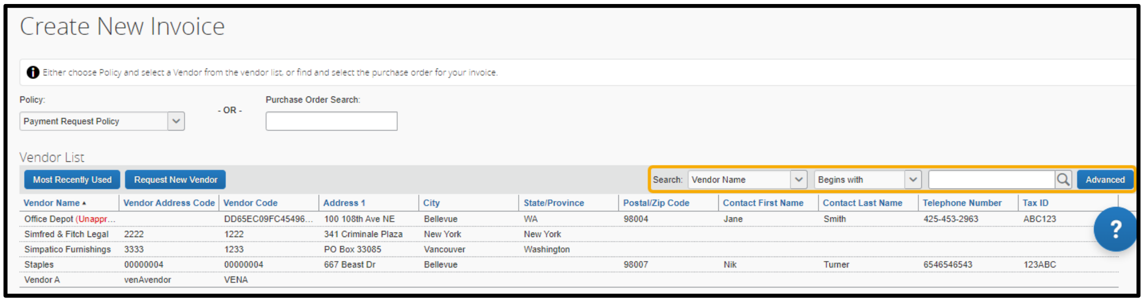
1. **Create** the invoice –Select or add a vendor, and then provide request-level information (such as the invoice name, invoice number and date, amounts, and comments).
2. **Itemize** the payment request – Select the expense type, such as "Computing Equipment."
3. **Distribute** or allocate the invoice across departments.
4. **Attach** an image of the invoice.
5. **Assign** the invoice – Review the information on the invoice, and then assign it to the appropriate employee.
6. **Unassign** the invoice (*optional*) to reassign it to the employee associated with the request.

To create an invoice

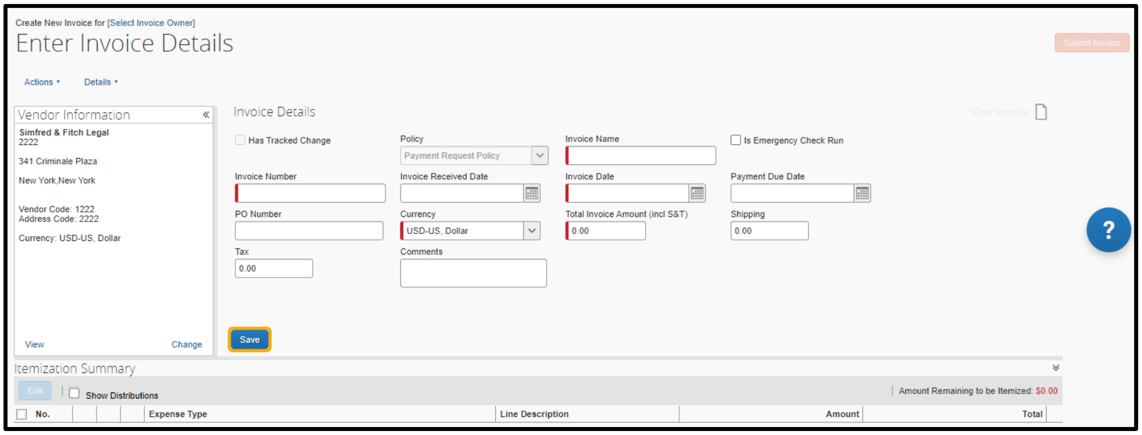
1. On the **SAP Concur** home page, from the menu bar, select **Invoice.**
2. On the **Invoice Manager** page, you can select **Create New Invoice** on the submenu or under **My Tasks** in the **Invoices** pane.



3. On the **Create New Invoice** page, use the **Search** fields to find and select the appropriate vendor or select it from the entire **Vendor List** by selecting the **Search** icon.



4. Select the appropriate vendor from the list.
5. On the **Enter Invoice Details** page, complete the required fields (indicated with a red bar) and optional fields as directed by your company, and then select **Save**.



To Itemize an invoice

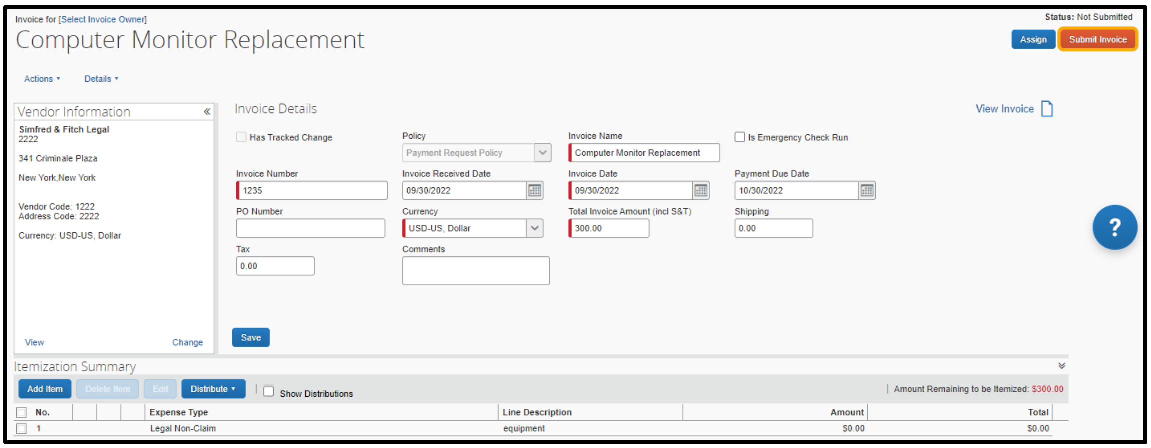
You must itemize all invoices to show the goods or services received.

1. On the **Amount Remaining to be Itemized** page, select the appropriate expense type, such as **Furniture** and **Fixtures**.
2. In the **Add Item** section, complete all required fields (indicated with a red asterisk) and optional fields as directed by your company, and then select **Add**.
3. Continue adding items until all the items (expense types) are represented, and then select **Save**.

   The **Amount Remaining** to be itemized balance will be $0.00 when all the items are correctly added.

   You can also view or upload images from this screen.

4. On the **Invoice** page, select **Submit Invoice.**



The invoice is submitted for approval and you are returned to the **My Invoices** page.

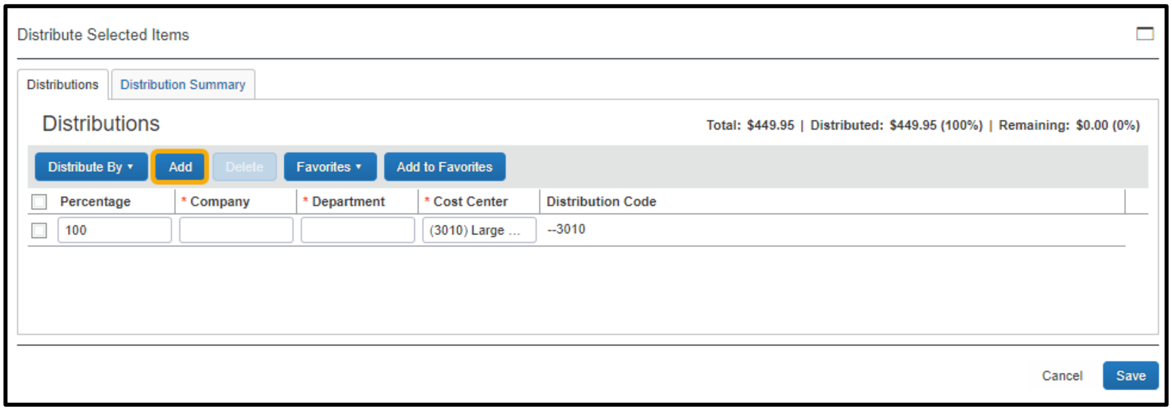
To distribute an invoice

After creating a new invoice, you can distribute the amount of the expense. Distributing allows you to allocate a portion of the transaction to different cost centers, departments, or locations based on accounting requirements.

1. In the **Itemization Summary** area of the page, select the appropriate check boxes (on the left side of the page) for the items that you want to distribute.
2. Select **Distribute**, and then select **Distribute Selected Items**.

   You can also use the **Distributions** template to import your distributions. You use the template when you have recurring distributions.
3. On the **Distribute Selected Items** page, select **Distribute By**, and then select **Percentage** or **Amount** as the distribution type.

4. Select **Add.**

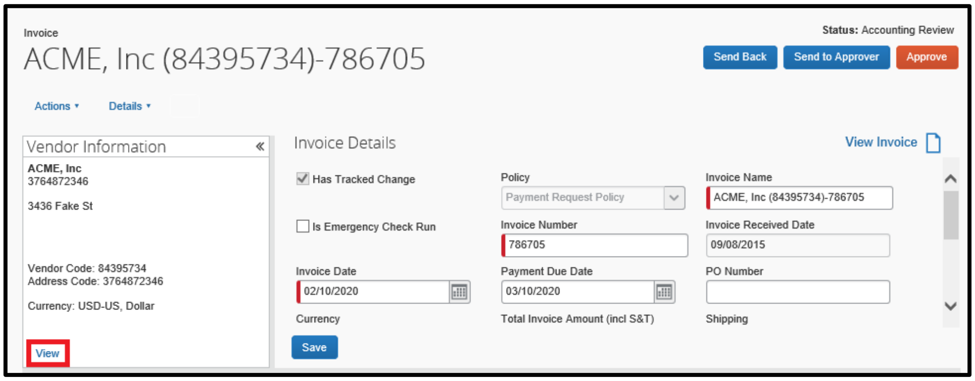


With each additional allocation, the system automatically distributes the percentage evenly between the departments. You can manually adjust the **Percentage** or **Amount** fields as needed.

To attach an image to an invoice

Your company might require that an image of the invoice is attached to the invoice prior to submission.

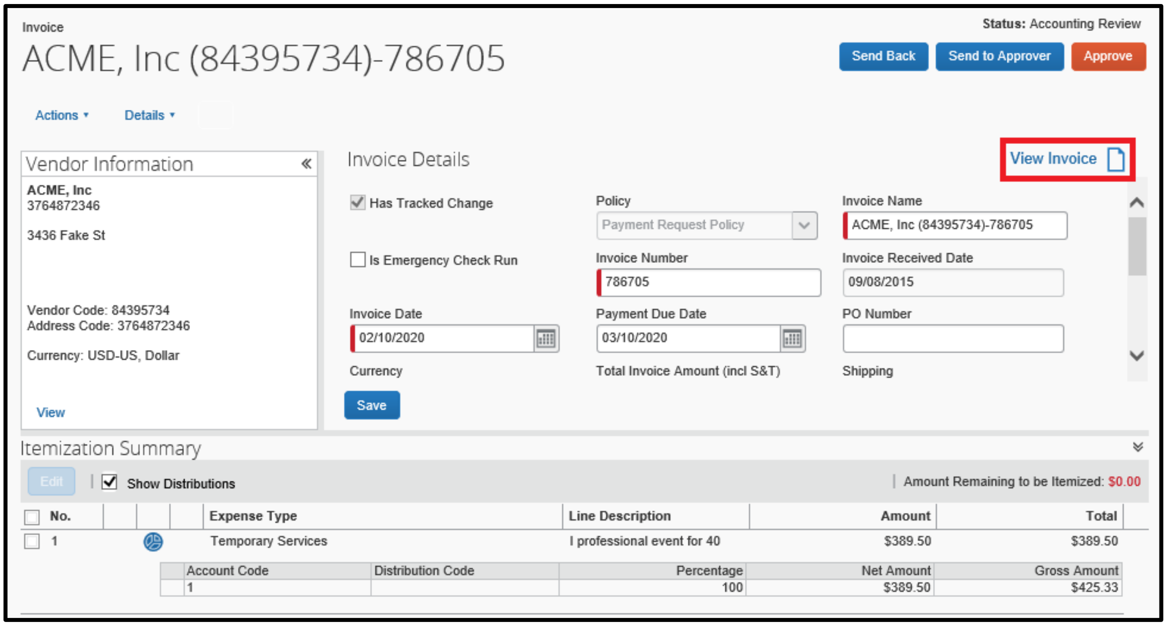
1. In the **Vendor Information** area of the page, select **View.**



2. On the **Vendor Information** page, select the **Actions** dropdown menu, and then select **Upload Image.**
3. Select **Browse**, to navigate to the image file, and then select **Open.**
4. Select **Upload**, and then select **Close.**

   The amount of time required to upload the images depends on the size of each file and the connection speed.

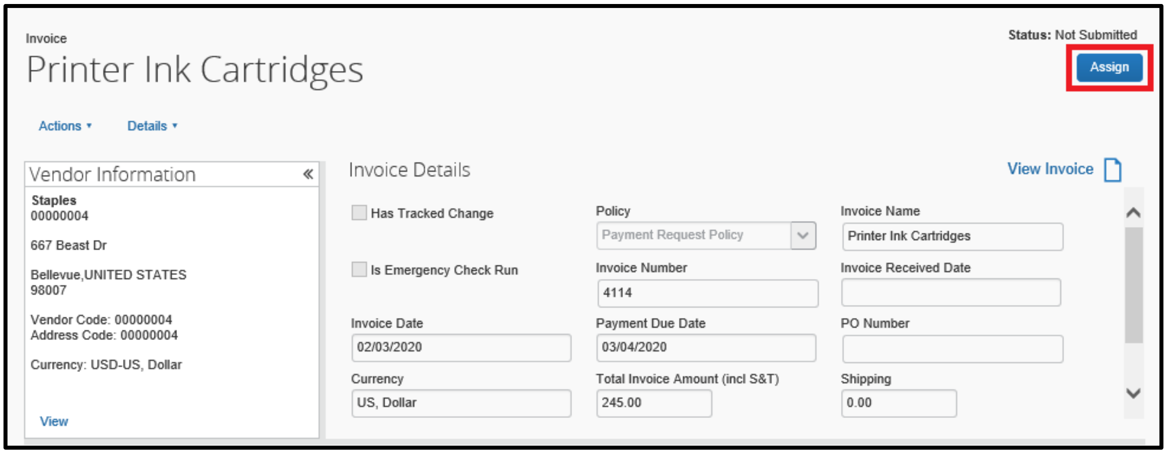
You can view the image later by opening the invoice and then selecting **View Invoice** on the right side of the page.



To assign an invoice

If your company uses a centralized process, your Accounts Payable (AP) department might create invoices for employees before assigning them to the correct invoice owner. In this case, as the invoice owner, you can assign the invoice back to AP if changes are needed.

1. On the **Invoice** tab, select the invoice that you want to assign.
2. Select **Assign**.

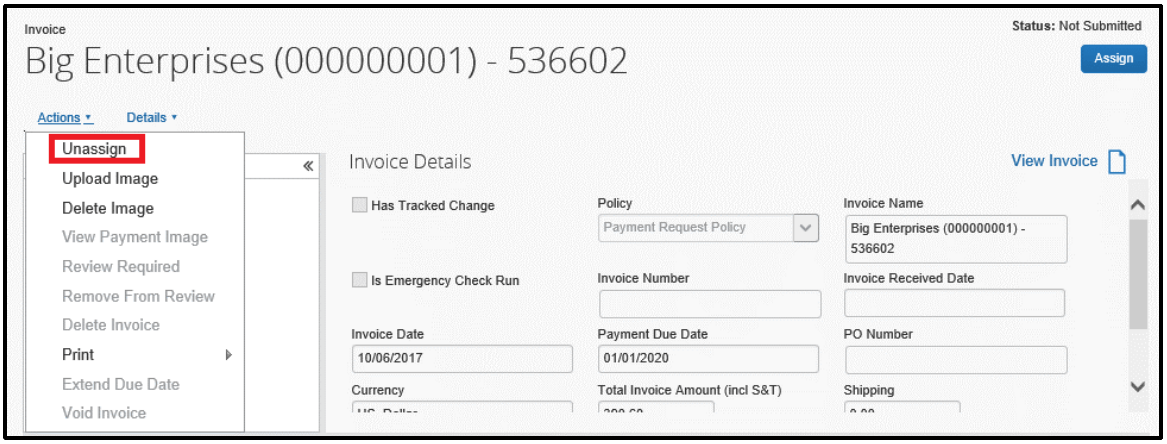


3. In the **Assign Invoices** window, enter the employee that you want to assign the invoice to, and then select **Assign**.

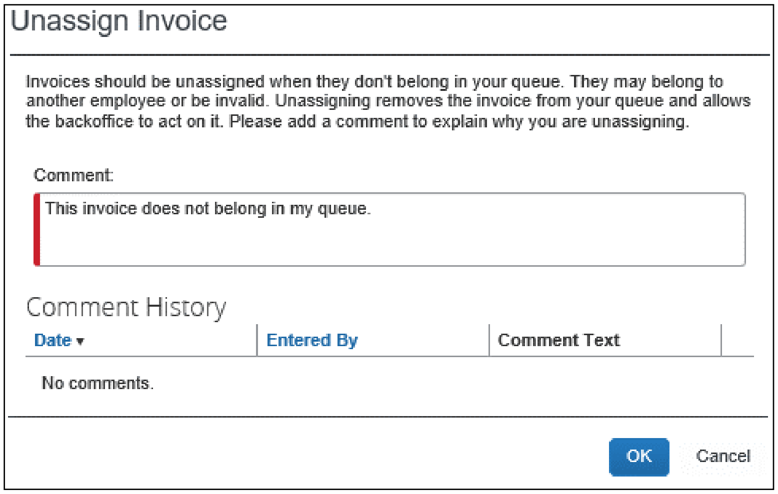
To unassign an invoice (optional)

If an invoice doesn't belong in your queue or is invalid, you can unassign it to allow your back-office staff to act on it, such as reassigning it to the appropriate invoice owner.

1. On the **Invoice** screen, select the **Actions** dropdown menu, and then select **Unassign**.



2. In the **Unassign Invoice** window, in the **Comment** field, explain why you are unassigning the invoice, and then select **OK**.



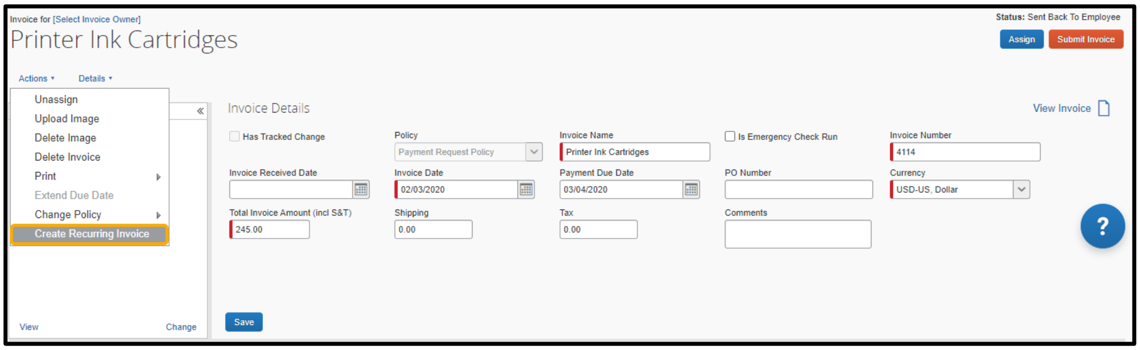
Creating a Recurring Invoice

You can convert any invoice (submitted or unsubmitted) into a recurring invoice. You can use this feature for any type of recurring goods or services that you receive, such as a monthly phone bill, rent, or Internet service.

To create a recurring invoice

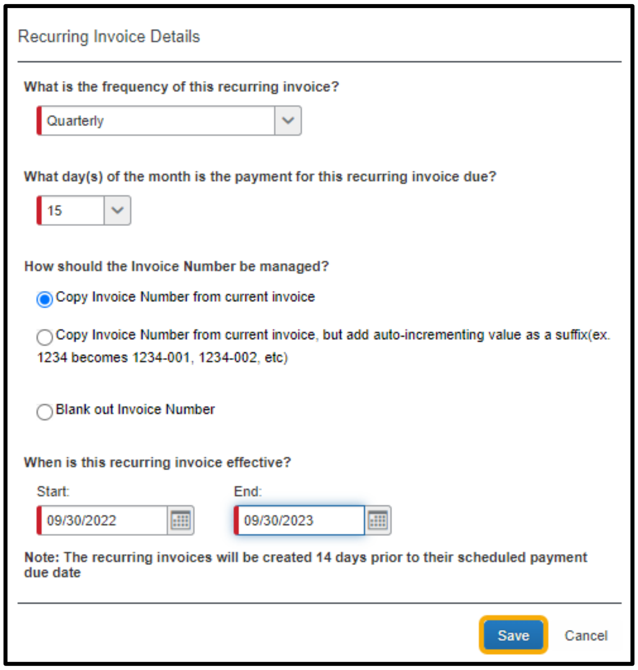
1. From the **SAP Concur** home page, from the menu bar, select **Invoice**.
2. From the **Invoice Manager** submenu, select the **Name** of the invoice that you want to convert to a recurring invoice.
3. Select the **Actions** dropdown menu, and then select **Create Recurring Invoice**.

   After you create a recurring invoice, you can modify the payment schedule by selecting **Edit Recurring Invoice**.



4. In the **Recurring Invoice Details** window, select the frequency for the recurring invoice from the dropdown list.
5. Select when you want the recurring invoice to be due from the **What day(s) of the month is the payment for the recurring invoice due** from the dropdown list.
6. Select the appropriate option for how to manage the invoice number.

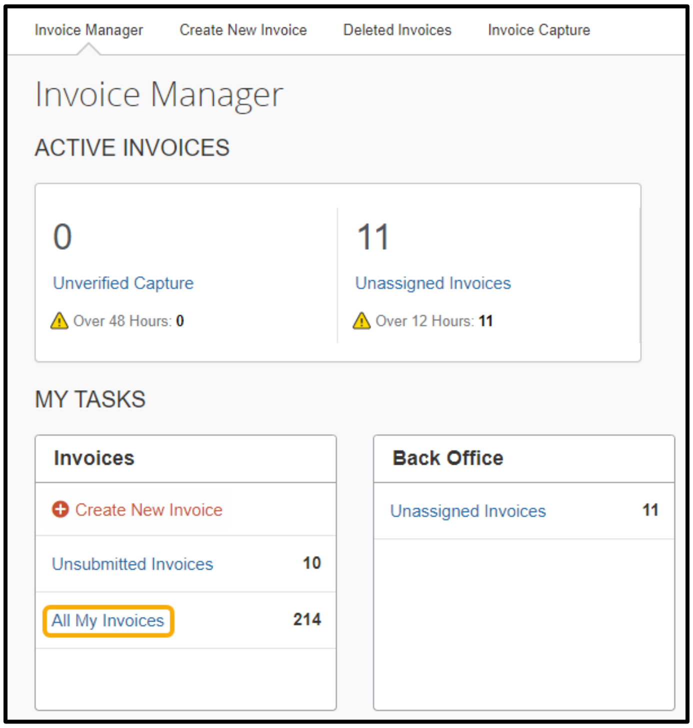
7. Select the **Start** and **End** dates for when this recurring request will be effective, and then select **Save.**



The system duplicates the recurring invoice, which appears on the **Recurring Invoice** page.

8. To view the invoice, select the **Invoice Manager** submenu.

9. In the **My Tasks** section, select **All My Invoices**.



10. On the **My Invoices** page, select the **View** dropdown menu, and then select **Recurring Invoices.**

    You will see the new recurring invoice in the list. This duplication occurs on a regular basis specified by the offset value (the default is 14 days prior to the payment date).

Approving an Invoice

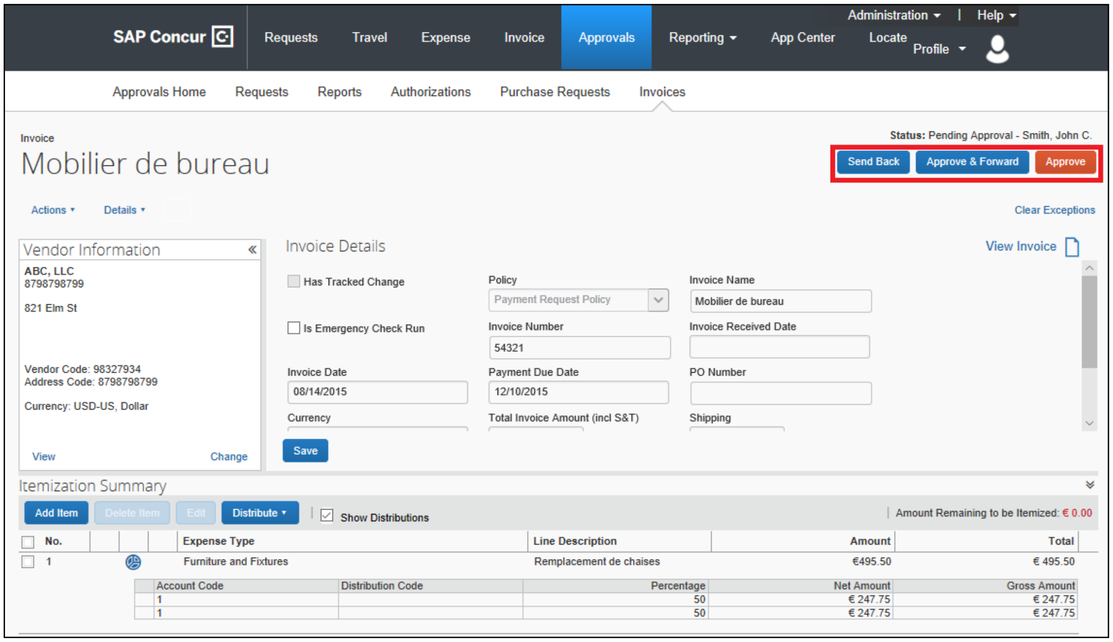
As an Invoice approver, you can review an invoice sent to you, and then:

- Approve the invoice.
- Attach additional receipt images or documentation to the invoice.
- Send an invoice back to the employee to modify, and then resubmit the invoice.

To approve an invoice

1. On the **SAP Concur** home page, in the **My Tasks** section, under the **Required Approvals** heading, select **Invoices.**

   You can also select the **Approvals** tab at the top of the home page and then select **Invoices**.
2. On the **Approvals** page, complete one of the following three steps:
   - To approve an invoice as is (without opening it and reviewing the details), select the appropriate invoice, and then select **Approve**.
   - To review the details of the invoice, double-click the appropriate invoice, review it for accuracy, and then select **Approve** or **Approve & Forward**.
   - To send back an invoice for correction, double-click the appropriate invoice, and then select **Send Back**.



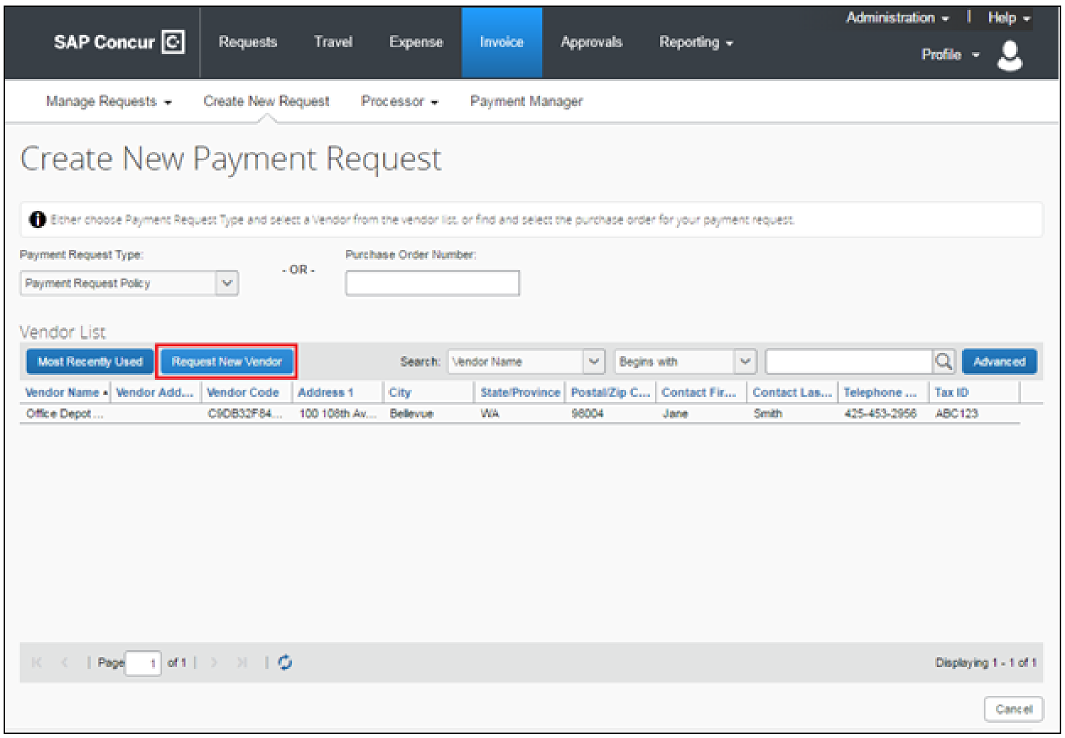
Requesting a New Vendor

If the vendor for your payment request is not located within the system, you can submit a new vendor request.

To request a new vendor

1. On the **Invoice** tab, select **Create New Request**.
2. On the **Create New Payment Request** screen, select **Request New Vendor**.
3. Under **General Vendor Information**, complete the required fields (indicated with a red bar), and then complete one of the following options:
   - Select **OK** to submit it without further action for the new vendor request.
   - To attach documentation before submitting the new vendor request, select **Apply**, and then select **Upload Images** in the **Actions** menu.

   After selecting **Apply**, the **Actions** menu is activated, and you can then attach documentation to the new vendor request.



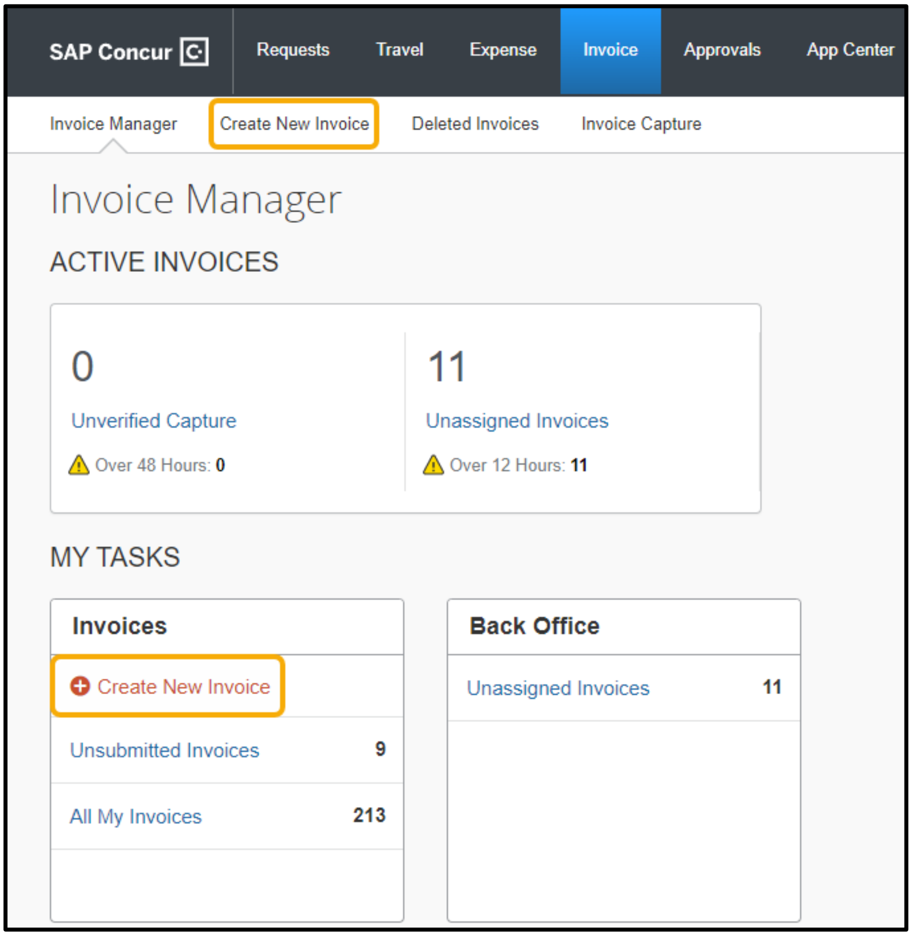
Assigning a Purchase Order to an Invoice

You can add an invoice by Invoice Capture or by the client. The invoice is already associated to a purchase order (PO) if it was scanned through Invoice Capture and has a PO number that is available in the SAP Concur system.
If an invoice is associated with a PO number, but not yet been scanned through Invoice Capture, you must create a new invoice, and then match the invoice to the PO.

To assign a purchase order to an invoice

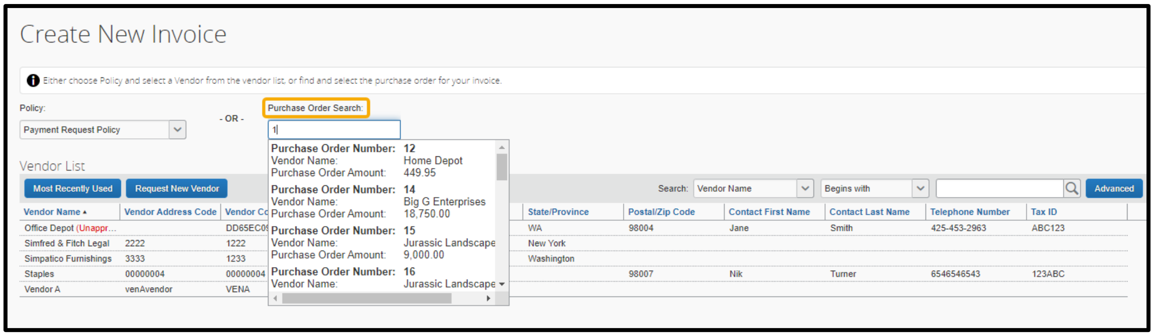
1. From the SAP Concur home page, from the menu bar, select **Invoice**.

   If the invoice is assigned an invoice owner, you can open it in **Active Invoices** in the **Unsubmitted Invoices** section. If it has not yet been assigned, then you will need to open the invoice in the **Unassigned Invoices** area, and then select an Invoice Owner.
2. Select the **Create New Invoice** tab.



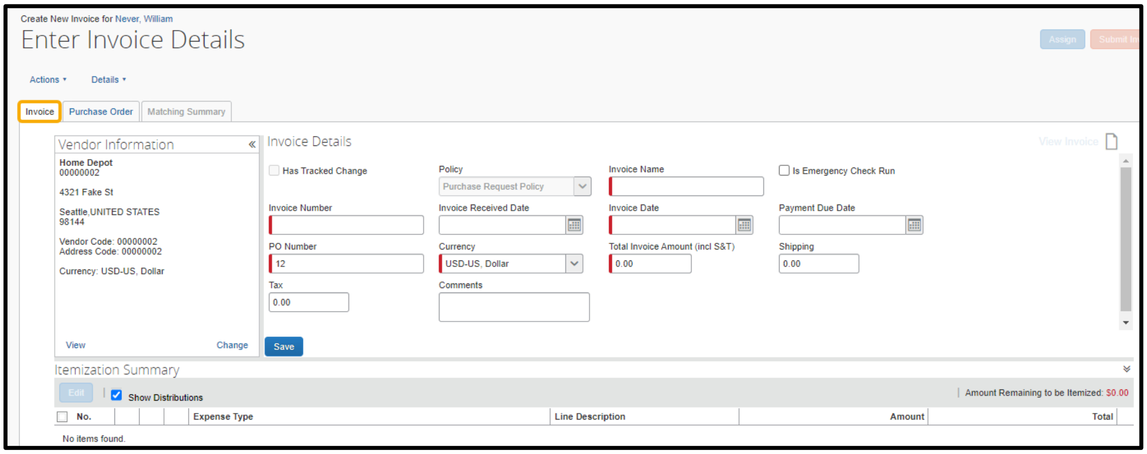
   In this example, you will see how to use the Purchase Order number to search for a PO instead of searching for a vendor as you would with non-PO invoices.

3. Enter the **Purchase Order Number** that you want to assign, and then select the appropriate purchase order.



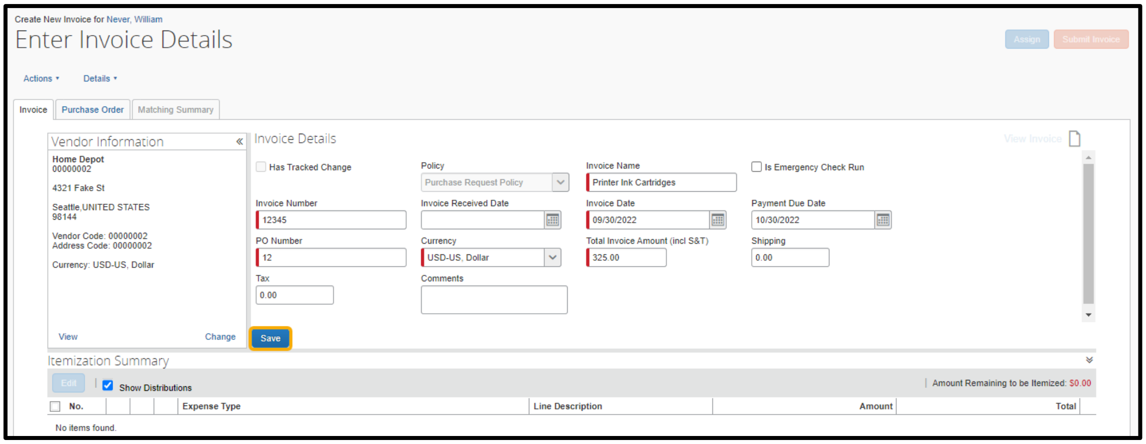
4. After you select the purchase order, you can enter invoice details on the **Invoice** tab.
5. Select the **Purchase Order** tab.
6. Review the details for the selected purchase order.

   Notice that all of the fields are read-only unless you are assigned the Purchase Order Processor role.
7. To enter the invoice details, select the **Invoice** tab.



Notice that several of the invoice fields are prepopulated.

8. Complete the required and optional fields as directed by your company, and then select **Save.**



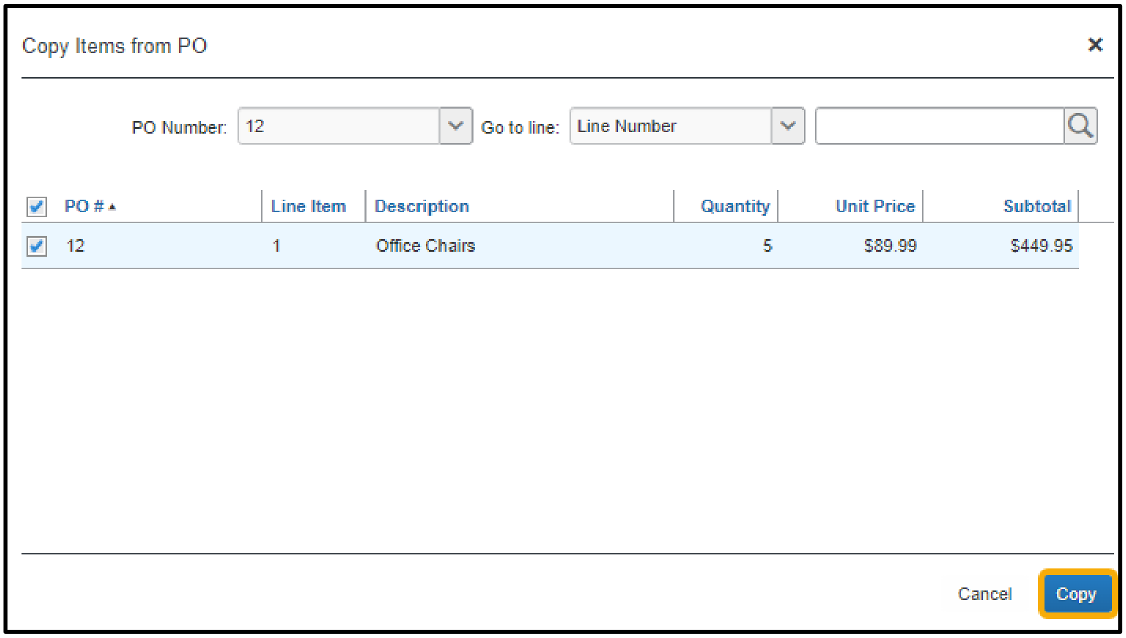
9. On the **Amount Remaining to be Itemized** screen, you can select the **Expense Type** for the itemization, enter the **Line Description**, and **Amount** for each line item.

   In the following example, you will see how to create line items on the **Matching Summary** tab.

10. On the **Amount Remaining to be itemized** screen, select **Cancel**.
11. Select the **Matching Summary** tab.

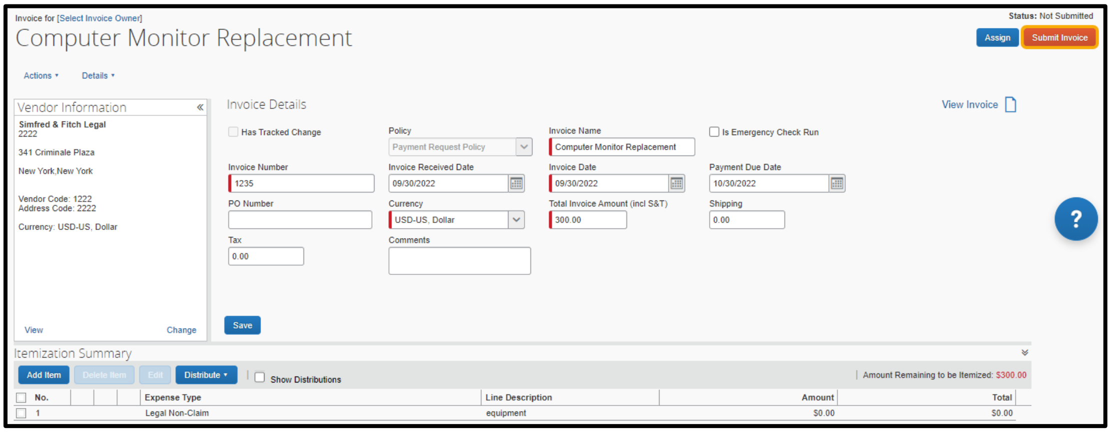
   You can quickly create line items by copying them from the PO.

12. Select **Copy Items from PO**.
13. In the **Copy Items from PO** window, select the check box for the appropriate purchase order line items that you want to assign to the invoice, and then select **Copy.**



   Notice that the line item is now listed in the **Invoice** section.

14. To submit the invoice, select the **Invoice** tab.
15. Select **Submit Invoice**.



The Invoice is now submitted with the assigned purchase order.