Concur eInvoice

Working with your Vendors

Have your vendor follow these guidelines:

1. Invoices should be emailed to the following address: **emichinvoicecapture@concursolutions.com**

2. Invoice should be marked "**Attention To**" the department contact (you), so it can be routed to your Concur profile.

If the vendor sends the invoice to you, you can either send the invoice to the Concur email address or upload the invoice yourself. If you upload yourself, you will have to manually fill in all the invoice information.

Accessing Concur Invoice

1. Navigate your browser to http://www.concursolutions.com

2. Log in using your Concur username and password.

3. Click on the Invoice link across the top of the screen.

Working with My Requests

In the Invoice area of the Concur interface, you will see a list of My Requests. The default view shows all Unsubmitted Requests. You can change the filter to display requests with other statuses.

These are the Payment Requests you currently have open. You must verify the information in these requests, update if necessary, then submit for approval.

To open a Payment Request just click on it from the list of unsubmitted requests.

View Invoice

The invoice that was emailed to Concur will be attached to your Payment Request. You can view the Invoice by clicking on the **View Invoice** link.

You will need to disable your pop-up blocker in your browser in order to view your invoice.

Payment Request Type

Under Invoice Details check the Payment Request Type field.

1. ***EMU-Payment Request Policy** - what we used to call Direct Pay. Used to request the payment of an invoice.

2. ***EMU-PO Policy** - used to pay an invoice that is attached to a PO. All commodity lines must be matched to a PO commodity line.

3. ***EMU-PO Blanket Policy** - used for Blanket PO's only.

If your Payment Request has been assigned the wrong Policy, contact Accounts Payable and they will change that setting.

Verify the Invoice Details Information

Required fields in the Invoice Details will have a red flag; make sure these fields are all populated with data:

- Request Name
- Invoice Number
- PO Number (if the Payment Request Type is "PO Policy")
- Invoice received date
- Invoice date
- Total invoice amount
- The FOAP info is defaulted in, based on the account you're paid out of. This isn't necessarily the same FOAP as the one you are using to pay an invoice.

Click the **Save** button to save the Invoice Details information

Check for Exceptions

Underneath the Request Name at the top of the screen, you might see Exceptions:

Exceptions can alert you to an issue such as a warning (yellow traffic sign), or one that will prevent you from submitting your Payment Request (red stop sign).

These messages may need to be researched prior to submitting.

As you work with your Payment Request the Exceptions may go away as the issues are addressed. In some cases when you have a Stop Sign icon, you must submit before the Exception will clear.

Itemization Summary

In the lower half of the Payment Request screen is the Itemization Summary, where you will find commodity and FOAP information.

For each commodity line in a Payment Request you need to enter the Expense Type (Account Code).

1. Click on the **Undefined Expense Type**.

2. In the upper left, start typing your account code or description into the **Expense Type** field. As you type the list will populate with matching codes from Banner.

3. Once you find the correct Expense Type click on it to select it.

4. Click the **Save** button in the lower right to save the Expense Type.

Itemization Summary (cont.)

Check the Commodity and FOAP (Distibution Code) for each Commodity Line:

If it's a Payment Request (formerly Direct Pay):

- Add or review Commodity and FOAP infornation

If it's related to a Purchase Order (PO):

- Add or review Commodity and FOAP infornation

If it's related to a Blanket PO:

- Add or review Commodity and FOAP infornation

- must type over "Change Me" entries to add FOAP information

Upload Supporting Documentation

If you have other supporting documentation, you can upload it using the Upload Image button.

1. Click the Upload Image button
2. Click the Browse button
3. Choose the file from your computer
4. Click the Upload button
5. Click the Close button
6. Click the Save button in the lower-right to save your Payment Request with the image you uploaded.

Submit for Approval

Once your Payment Request is complete you must Submit it for Approval. The **Submit button** is in the upper right-hand corner of the Concur interface.

If it's a Payment Request (formerly Direct Pay):

- it will be routed to your approver, then to Accounts Payable for review

If it's a PO:

- it will be routed to Accounts Payable for review

Matching Invoice to PO

If you are working with an Invoice that is linked to a Purchase Order, you need to follow these additional steps:

1. When editing the Payment Request, click the **Matching Summary** tab in the Concur interface.

2. The Payment Request will appear above the Purchase Order. You can scroll to see all commodity lines on both the Payment Request and the Purchase Order.

3. You will need to match each commodity line in the Payment Request with a line in the PO. Choose the line in the PO with the FOAP you want to charge.

4. To match a line, click the checkbox for that line in the Payment Request, and the checkbox for the appropriate line you want to pay on.

5. Click the **Match** button above the Payment Request to match the Payment Request commodity line to the PO commodity line. Each commodity line needs to be matched to a line in the PO.