Concur eInvoice
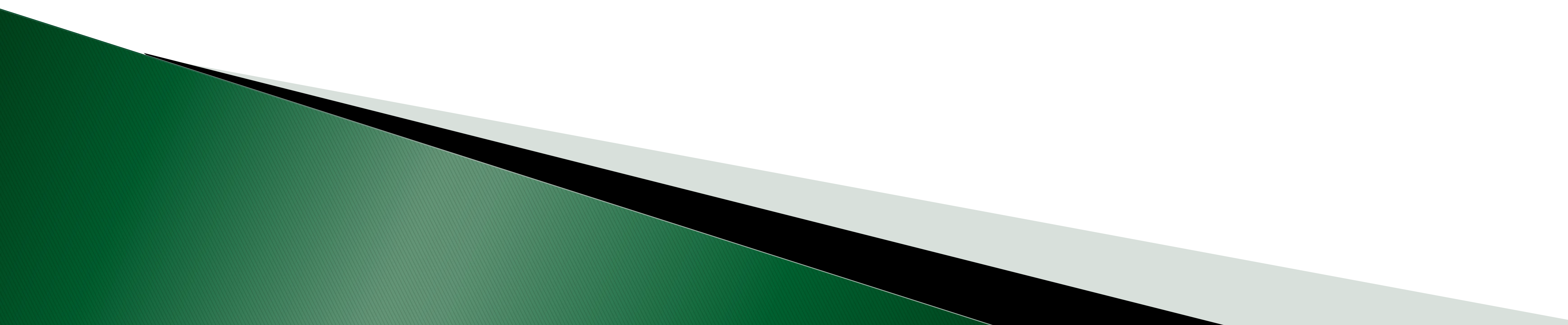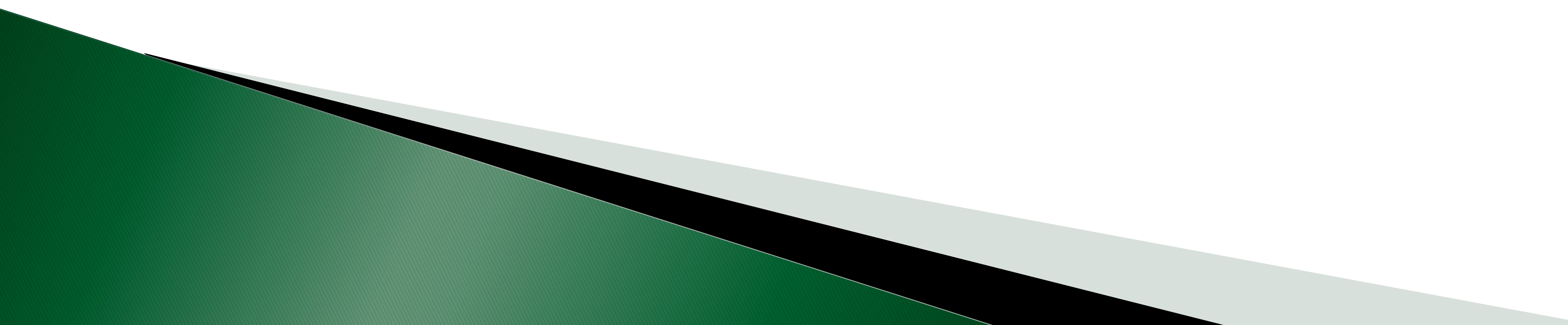
Demo Session
October 2018

eInvoice Topics

- Introductions
- Why we are here
- Payment Requests (formerly Direct Pays)
- Payment Requests with Purchase Orders
- Timeline
- Demo
- Questions

# Implementation Team

- Tammy Walters (Accounts Payable, Pcard, Travel and Expense Manager)
- Karen Gdula (Accounts Payable Coordinator)
- Travis Temeyer (Director of Purchasing)
- Ken Adkins (Director of Business System Support)
- Doris Celian (Controller)
- Russ Blanton (Information Tech Analyst, SR)
- Drew Daniels (BSA)

Project Overview

- Payment card is still the preferred purchasing method
- Reduce Paper
- Ability to Track Invoices
- Comments Remain with Invoice
- Eliminates Redundant Data Entry
- Banner Remains System of Record
- Uses Same Concur Functionality as Expense

Document Flow
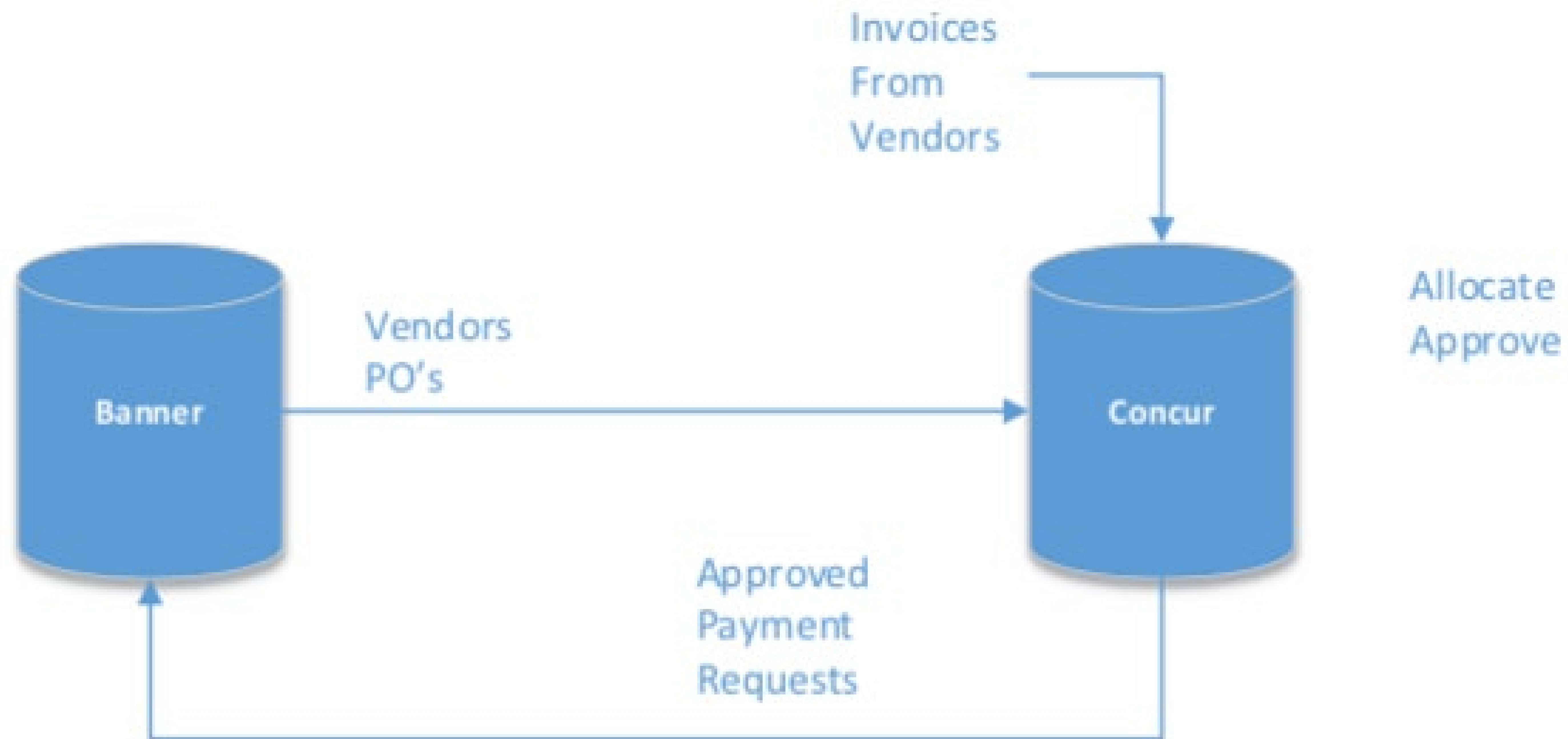
What is Changing

▸ NO MORE DIRECT PAYS

▸ Payment Requests are populated in Concur when an invoice is emailed or uploaded

▸ Able to attach supporting documentation to a Payment Request

▸ The ability to track your Payment Request electronically

▸ Comments can be added on the Payment Request that others can see (ie; Approver, Accounts Payable)

▸ Able to view all previous Payment Requests you have submitted or approved

First Steps…

- Have invoices emailed into Concur: **emichinvoicecapture@concursolutions.com**
  - By the vendor
  - By the departmental representative
- Invoice should include "Attention To"
- Include all back-up (redact any "invoice" that is used as backup and not the actual invoice you are attempting to pay)

  ### OR
- Invoices may be uploaded into Concur directly (manual input of data elements)

Payment Request (formerly Direct Pay)

- If emailed to Concur;
    - Verify Invoice #, Invoice Amount, Invoice Date and the Address
    - Pay attention to any Exceptions
    - Re-allocate FOAP if necessary
    - Submit for Approval
- If Uploaded to Concur;
    - Choose your Vendor
    - Input Request Name, Invoice#, Invoice Rec'd Date, Invoice Date, and Invoice Amount
    - Pay attention to any Exceptions
    - Re-allocate FOAP if necessary
    - Submit for Approval

Concur Payment Requests (Purchase Orders)

- Requisitions are Still Completed in Banner (no change)
- Active PO's will be loaded into Concur
- Invoices that are able to be matched to a Purchase Order will create a Payment Request.
- To complete the PO Payment Request
  - Commodity line must be matched
  - Reallocate FOAP (only if prompted due to PO being a Blanket)
  - Attach any supporting documentation (if necessary)
- Submit Payment Request for approval

Concur Payment Requests (Purchase Orders) continued

For PO's with multiple FOAPS:

- New best practice is to create one commodity line for each FOAP line

- This allows you to pay on only one FOAP line when needed

Routing for Payment

eInvoice Approval Workflow Very Similar to Expense Approval Workflow

Payment Request (formerly Direct Pay)

Default Approver	→	COA (if needed)	—	Accounts Payable
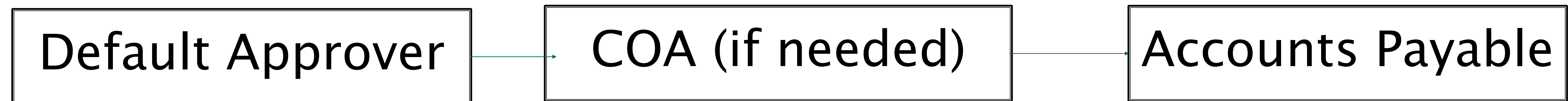
Purchase Order Approval Workflow

Submitter	—	Accounts Payable
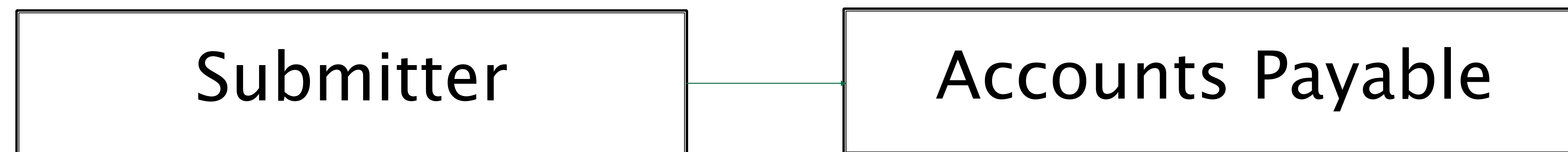
Accounts Payable Processing (normal circumstances)

Wednesday Concur Download	Friday Upload to Banner	Tuesday Payment

Timeline...

- Information Sessions
  - October 24th, 26th, and 30th
  - November 2nd

- Concur Labs (Hands on Help but Bring Your Work)
  - Held every week in Halle Library
    - November Dates 2nd, 6th, 15th, and 28th.
    - See Accounts Payable Website for Additional Dates and to reserve a space.
      - https://www.emich.edu/controller/payable/appaymentcard.php

- No longer Accepting Paper Invoices or Direct Pays
  - January 2, 2019

Demo

Demo

Questions?