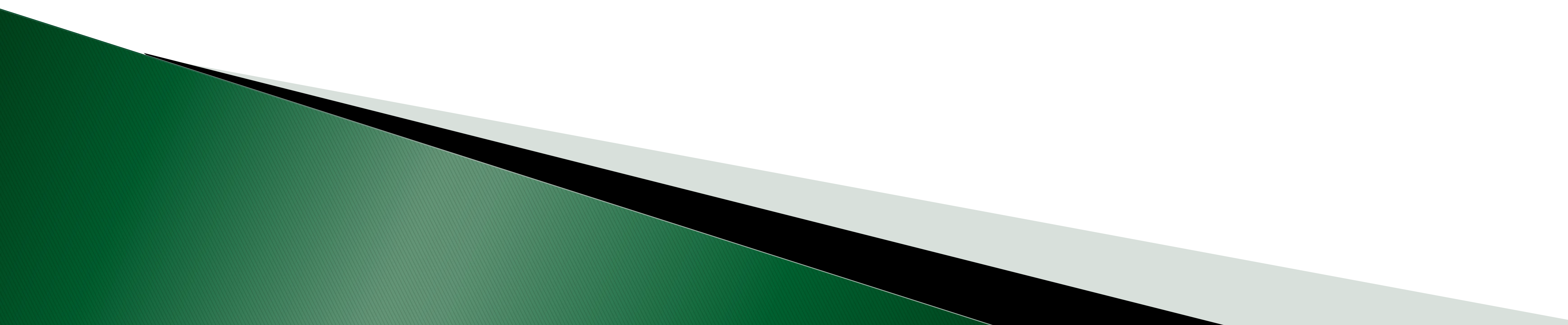


Concur eInvoice

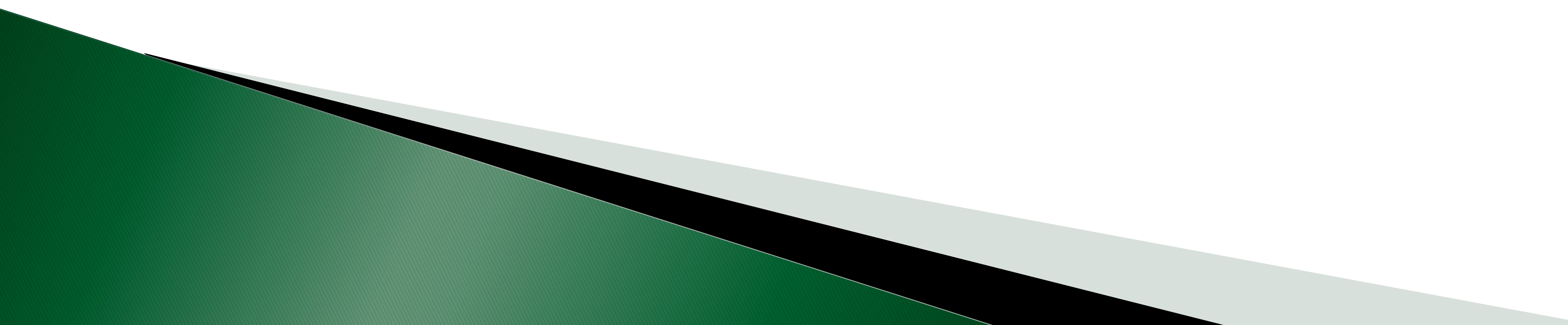
Demo Session

October 2018

eInvoice Topics

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

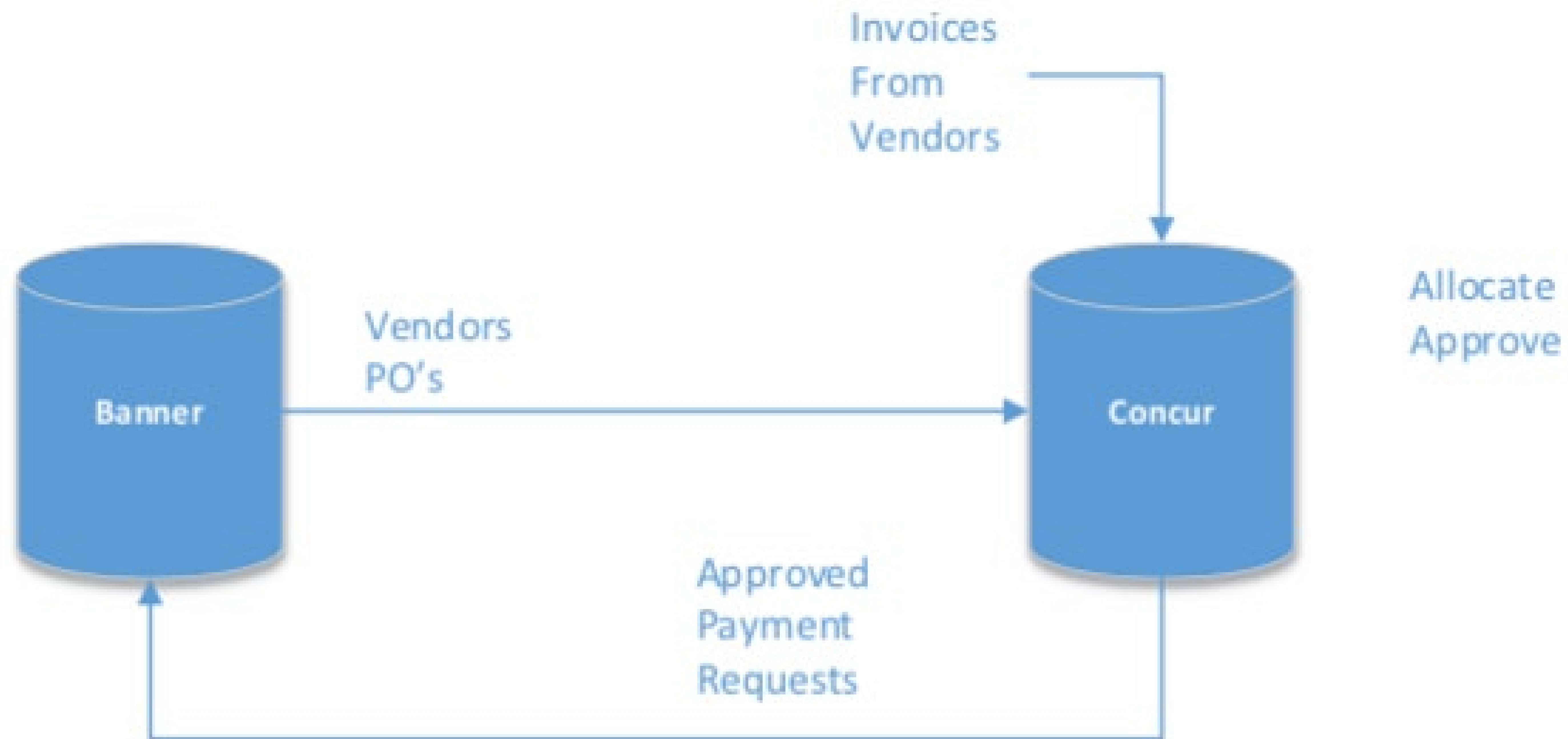
Implementation Team

- ▶ **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

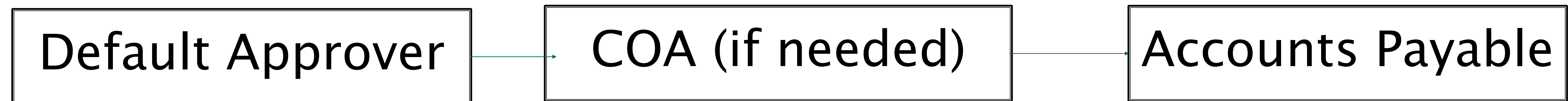
For PO's with multiple FOAPS:

- ▶ 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

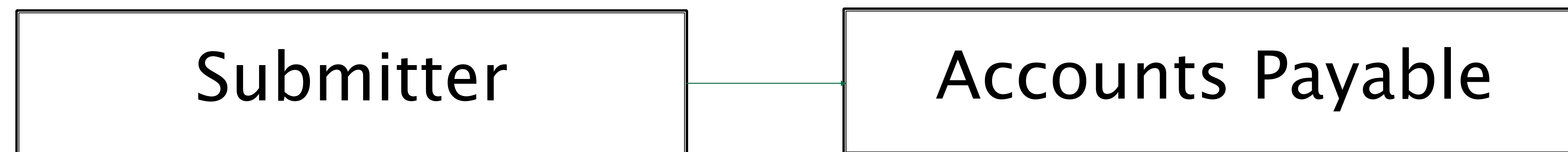
Routing for Payment

eInvoice Approval Workflow Very Similar to Expense Approval Workflow

Payment Request (formerly Direct Pay)



Purchase Order Approval Workflow



Accounts Payable Processing (normal circumstances)



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




My Requests Create New Request

Payment Request List

Insubmitted Requests

[View Image](#) [Submit Request](#)

View  Actions  Search: Request Name  Begins with  

Request Name	Vendor Name	Invoice Nu...	Invoice Date	Approval Status	Payment ...	Total	Last Comment	With User ...
<input type="checkbox"/> SOS Security LLC (SOSSE...  Matched to Purchase Order <i>Expense Type(s): Security Services (3328)</i>	SOS Security LLC	0139053	03/03/2018	Not Submitted - Daniels, Andre...	Not Paid	\$1,043.00		05/15/2018
<input type="checkbox"/> Commonwealth Associates ...  Matched to Purchase Order <i>Expense Type(s): Undefined</i>	Commonwealth Associ...	0053081	04/03/2018	Not Submitted - Daniels, Andre...	Not Paid	\$278.00		05/15/2018
<input type="checkbox"/> Kiwanis Club of Ypsilanti(KI...  Matched to Purchase Order <i>Expense Type(s): Undefined</i>	Kiwanis Club of Ypsilanti	4212018-K...	04/21/2018	Not Submitted - Daniels, Andre...	Not Paid	\$640.00		05/22/2018
<input type="checkbox"/> Gordon Food Service Inc(G... <i>Expense Type(s): Undefined</i>	Gordon Food Service Inc	184362820	05/21/2018	Not Submitted - Daniels, Andre...	Not Paid	\$48.19		05/15/2018
<input type="checkbox"/> Engineering Consultant <i>Expense Type(s): Consultants Individuals (3175)</i>	Washtenaw Engineering	1234567	05/21/2018	Not Submitted - Daniels, Andre...	Not Paid	\$2,500.00		

Demo

My Requests Create New Request

Payment Request

Status: Not Submitted

Kiwanis Club of Ypsilanti(KIWCLU)-4212018-KIW-I...

Send to Purchasing

Submit Request

Actions 

Details 

Hide Exceptions

Exceptions

 Payment Request This payment request has a payment due date in the past.

Payment Request

Purchase Order

 Matching Summary

Vendor Information

Kiwanis Club of Ypsilanti

318 Senate
Ypsilanti,MI
48197

Vendor Code: KIWCLU

[View](#)

Invoice Details

Payment Request Type

*EMU-PO Policy 

Request Description

[Save](#)

Request Name

Kiwanis Club of Ypsilanti(KIWCLU)->

Invoice Number

4212018-KIW-INV

[View Invoice](#) 

Itemization Summary

[Add Item](#)

[Delete Item](#)

[Edit](#)

[Distribute](#) 

Show Distributions

Amount Remaining to be Itemized: **\$0.00**

<input type="checkbox"/>	No.	Expense Type	Commodity Desc...	Quantity	Unit Price	Total
<input type="checkbox"/>	1	Undefined	2018 April Comme...	2	\$320.00	\$640.00
		Account Code	Distribution Code	Percentage	Net Amount	Gross Amount
		Non Travel Related	00-OF-455-455A-455B-53305-53300-126150-A05755-90	100	\$640.00	\$640.00

[← Back to List](#)

[Previous Request](#)

[Request 3 of 5](#)

[Next Request](#)

Questions?