SAP Concur Invoice
User Guide –
UH Employees

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# Table of Contents

- Introduction .......................................................................................................................... 3
- Requesting Access to Concur Invoice .................................................................................. 3
- Signing Into Concur Invoice ................................................................................................. 3
- Creating an Invoice from an Existing Vendor ....................................................................... 6
- Creating a Recurring Invoice ............................................................................................... 17
- Submitting Student Aid Payment Requests ......................................................................... 19
- Copying an Invoice ............................................................................................................... 22
- Approving an Invoice ........................................................................................................... 24
- Correcting an Invoice ............................................................................................................ 26
- Recalling a Submitted Invoice .............................................................................................. 27
- Requesting a New Vendor ...................................................................................................... 28
- Creating Invoices via Email ................................................................................................... 29
- Assigning a Delegate ............................................................................................................. 32
- Acting as a Delegate .............................................................................................................. 34
- Email Notifications .............................................................................................................. 36
- Invoice Payment Turnaround Time ....................................................................................... 36
- Questions? .............................................................................................................................. 36
Introduction

Concur Invoice is a cloud-based tool that gives you one view to manage business payment requests. Submit payment requests and route for electronic approval through Concur Invoice, with the ability to monitor and track the request status as it progresses through the payment process. Concur Invoice is a product in the SAP Concur suite of products, created by the software company, SAP.

Requesting Access to Concur Invoice

All active account administrators and support staff will automatically be granted access to Concur Invoice.

For those that are not listed as an account administrator or support staff but needs to have access to Concur, please submit a Concur Invoice Access Request at https://www.uhfoundation.org/resources/forms/concur.

Signing Into Concur Invoice

1. To sign in to SAP Concur, go to https://www.concursolutions.com/.

2. On the Sign In screen, enter your Username, which is your entire UH email address (xxx@hawaii.edu), and then click Next.
3. On the next page, select the **Sign in with UH Login** option.

4. You will be redirected to the UH login page. Enter your UH credentials and click **Log in**.
5. Complete the Duo two-factor authentication.

6. Once on the SAP Concur Home page, you will see an overview of your invoices. Click Invoice to manage your invoices.
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. **Submit** the invoice.

**Step 1: Creating an invoice**

1. There are a couple of ways to easily create an invoice.

   On the **SAP Concur Home page** click **+ Invoice**

   ![Image of SAP Concur Home page with + Invoice button highlighted](image1)

   Or, go to the **Invoice Manager** page by clicking **Invoice**, and then you can click **Create New Invoice** on the submenu.

   ![Image of Invoice Manager page with Create New Invoice button highlighted](image2)

2. 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 clicking the **Search** icon. Changing the search operator from **Begins with** to **Contains** will expand the search.

   ![Image of Create New Invoice page](image3)
3. Select the appropriate vendor from the list by double-clicking on the row. The vendor selected will be who the payment will be made out to. If information on the vendor record needs to be updated, such as their address, click on Request New Vendor instead. See the section on Requesting a New Vendor.

To request a reimbursement for an expense you paid out-of-pocket for, select yourself as the vendor.

4. 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 click Save.
**Invoice Name:** Brief description of the invoice to be used as a reference in the system. Required.

**Business Purpose:** Description of the invoice details, including a business purpose consistent with UH Foundation expenditure policies. If your business purpose is longer than can be entered into the field, add additional information in the **Comments** field. Required.

**Invoice Number:** Invoice number indicated on the invoice. If there is no invoice (e.g. receipts for reimbursement), enter today’s date in MMDDYYYY format. Required.

**PO Number:** Enter the UH Foundation Purchase Order (PO) number if this invoice fulfills (fully or partially) a previously generated PO.

**Invoice Date:** The date of the invoice. Enter today’s date if there’s no invoice (e.g. receipts for reimbursement). Required.

**2nd Ref:** 16 character description of what this payment is for; appears in financial reports.

**Check Description:** Description of what this payment is for; printed on the check stub.

**Currency:** The currency the invoice is in. Defaulted to the US dollar (USD). Required.

**Total Invoice Amount:** The invoice total amount. Required.

**Shipping:** For UH Foundation Fiscal use only.

**Tax:** For UH Foundation Fiscal use only.

**Request Total:** Calculated field based invoice amount, shipping and tax.

**Service Fiscal Year:** The fiscal year (July 1 – June 30) the invoiced services were rendered in. Required.

**Request #:** System-assigned sequential number populated after the invoice is saved.

**Project Number:** The UH Foundation account number to be charged for this expense, without hyphens or spaces. Must select from the available options. Required.

**Unit:** The unit associated with the above account number. Must select the option presented. Required.

**Campus:** The campus associated with the above account number. Must select the option presented. Required.

**Department:** The department associated with the above account number. Must select the option presented. Required.

**Project Approver 1:** The first approver. Required.

**Project Approver 2:** The second approver. Required.
Comments: Additional notes or business purpose description overflow.

Step 2: Itemizing 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 click **Add**.

3. Continue adding items until all the items (expense types) are represented.

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

**Expense Type:** Object categorization of the expense line item. Required.

**Line Description:** Expense line item description. Required.

**Quantity:** Quantity of the expense line item. If there is no unit price, enter quantity and the entire line item total in the **Unit Price** field. Required.

**Unit Price:** Unit price of the expense line item. Required.

**Total:** Calculated field for the expense line item total (Quantity x Unit Price).
5. To update a line item, select the appropriate check box next to the line item to edit. The selected line item details will appear in the **Edit Item** section, update and click **Update**.

6. Click **Save**.

**Step 3: Distributing 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 accounts (project numbers).

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. Click **Distribute**, and then click **Distribute Selected Items**.

3. On the **Distribute Selected Items** page, click **Distribute By**, and then select **Percentage** or **Amount** as the distribution type. Note that working with **Amounts** may be easier to work with over **Percentages**.

4. Click **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.
Enter the additional account information to distribute to.

Click **Save** once done and the **Remaining to distribute** is $0.00 (0%).

**Amount/Percentage**: Amount or percentage to distribute depending which **Distribute By** method is selected.

**Project Number**: The UH Foundation account number to be charged for this expense, *without* hyphens or spaces. Must select from the available options. Required.

**Unit**: The unit associated with the above account number. Must select the option presented. Required.

**Campus**: The campus associated with the above account number. Must select the option presented. Required.

**Department**: The department associated with the above account number. Must select the option presented. Required.

**Project Approver 1**: The first level approver. Generally the department head for UH Foundation operating accounts. Required.

**Project Approver 2**: The second level approver. Generally the next level supervisor. Required.

**Step 4: Attaching an image to an invoice**

Per the UH Foundation **Account Administration Policy**, it is required to upload a digital copy of the invoice, receipt(s) and any necessary supporting documentation.

**IMPORTANT**: Do not upload any documents that contain sensitive information, such as social security numbers.

If your payment request requires you to submit required or supporting documents that contain sensitive information (e.g. social security numbers, etc.), please instead upload the documents to our secure file sharing site using the appropriate link below:

- **Student Aid payments**: [https://www.uhfoundation.org/student-aid-documents-upload](https://www.uhfoundation.org/student-aid-documents-upload)
- **All others**: [https://www.uhfoundation.org/payment-request-documents-upload](https://www.uhfoundation.org/payment-request-documents-upload)
1. On the Invoice page, go to Actions then select Upload Image.

2. Select the invoice, receipt(s) and any necessary supporting documentation to upload by clicking Browse. Multiple documents can be uploaded at once. Once all documentation to upload has been selected, click Upload. Once all documents have been uploaded, click Close. Images can be in .png, .jpg, .pdf, .tif or .tiff file formats. The size limit is 10 MB per file.

3. The upload documentation will appear in the Invoice Image pane. If you do not see the document(s), click on View Invoice in the Invoice Details section.

If the wrong invoice image is accidently uploaded, you can delete the uploaded invoice image by going to Actions then Delete Image.
Confirm that you want to delete the invoice image by clicking Yes.

The invoice image preview will still be displayed in the Invoice Image section. However, clicking the Refresh icon in the Invoice Image section will display an Invoice Image Not Available message that confirms that the invoice image has been deleted.

Step 5: Adding Additional Approvers

If your business process requires that approvers in addition to the selected approver 1 and 2 to review the invoice and approve, you can add additional approvers before submitting the invoice.

It a required that all additional approvers have access to Concur Invoice, see the Requesting Access to Concur Invoice section.

1. On the Invoice page, go to Details then click on Approval Flow.
2. In the Approval Flow window, click on the Add icon in the Cost Object Approval section.

In the User-Added Approver field, start typing the last name of the additional approver, clicking on the appropriate row. Additional approvers must be able to login and access Concur Invoice.
Click the **Add** icon to continue to add additional approvers. Click the **Delete** icon symbol to remove any additional approvers you added. Once done, click **Save Workflow**.

**Step 6: Submitting an invoice**

You must submit the invoice once complete to have the invoice routed for approvals and processing.

1. On the **Invoice** page, click **Submit Invoice**.
2. Acknowledge the pop-up certifying the expenditures/reimbursement by clicking on **Accept & Submit** to being invoice processing.

**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 bills for subscription services.

**To create a recurring invoice**

1. On the **SAP Concur** home page, from the menu bar, click **Invoice**.
2. From the **Invoice Manager** submenu, change the *View* to **All My Invoices**.
3. Click the **Name** of the invoice that you want to convert to a recurring invoice.
4. On the Invoice page, click the Actions dropdown menu, and then select Create Recurring Invoice.

![](image)

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

5. In the Recurring Invoice Details window, select the frequency for the recurring invoice from the dropdown list.

6. 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.

7. Select the appropriate option for how to manage the invoice number, Blank out Invoice Number will most likely be the most appropriate to avoid duplicate invoice number warnings.

8. Select the Start and End dates for when this recurring request will be effective, and then click Save.
The system duplicates the recurring invoice, which appears on the **Recurring Invoice** page.

9. To view the invoice, click the **Invoice Manager** submenu. Change the **View** 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).

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**Submitting Student Aid Payment Requests**

**To submit student aid payments:**
1. Concur Invoice should only be used for issuing checks directly to students (e.g. awards, grants, reimbursements, etc.). Please continue to use the UHF Payment Request Form for Student Aid, located on our website.

2. Scholarships and Scholarship portions of Fellowships should still be processed through Star Giving Tree or Banner as usual.

3. If you have been processing Grants/Awards through Star Giving Tree, you may continue to send in the way you have been through Star or you may process through Concur Invoice.

4. If you want a check to go to you and not the student, when choosing a Vendor ID, please make sure you choose the vendor or create the vendor with the students name with your department address – making sure to indicate the full address.

5. If submitting multiple check requests for the same student and would like separate checks issued, please make a note in the comments, otherwise one check will be issued.

6. If you have any sensitive information regarding students or student aid, like WH-1’s or international paperwork, please don’t upload them to Concur Invoice. Please instead upload the documents to our secure file sharing site by using the following link.

   https://www.uhfoundation.org/student-aid-documents-upload

To split payments between Fall and Spring semesters:

1. Fill out the UHF Payment Request Form for Student Aid form as normal for a split payment, making sure to fill in the total amount and checking the split payment option.

2. Once the invoice is inputted into Concur Invoice by Invoice Capture (see the Creating Invoices via Email section) or manually entering in the invoice (see the Creating an Invoice from an Existing Vendor section), make sure to put the Total Invoice amount as only the Fall half of the scholarship.

   ![Split Payment Test 8.17 Fall Payment](image)

3. When inputting the Invoice Name and Invoice Number, make sure to follow the name/number by putting in “Fall Payment.”
4. Next, copy the invoice. See the Copying an Invoice section.

5. An error will be displayed indicating that you have the same invoice number. Change Invoice Name and Invoice Number ending from “Fall Payment” to “Spring Payment” and re-upload the backup documents, and Submit the invoice.
6. The approver will be notified of the pending approval. The Fall and Spring payments will be clearly indicated on their Approvals Home page.

Copying an Invoice

You can make a copy of an existing invoice to help minimize entry.

To copy an invoice

1. On the SAP Concur home page, from the menu bar, click Invoice.

   From the Invoice Manager submenu, change the View to All My Invoices and locate the invoice you want to copy.
2. Check the box next to the invoice that you want to copy and click Copy.

3. Update the Invoice Details of the copied invoice as necessary. Note that there may be a duplicate invoice number warning, be sure to update the Invoice Number for the new instance of the invoice, and then click Save.

4. Upload an image of the new invoice, receipt(s) and any necessary supporting documentation by going to Actions then select Upload Image.
5. **Submit** the invoice.

**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, click the **Required Approvals** heading or click on the specific invoice listed in that section.

   You can also click the **Approvals** tab at the top of the home page.

2. On the **Approvals** page, double click on the invoice row to open the invoice. After reviewing the invoice details and uploaded documentation, you can **Send Back** or **Approve** invoices.
3. To review the details of the invoice, double-click the appropriate invoice, review it for accuracy, and then click **Approve**. If the total for any account being expensed for the invoice is $3000 or greater, the invoice will be automatically routed to the second approver.

4. To send back an invoice for additional information or correction, double-click the appropriate invoice, and then click **Send Back**.

Enter your comment detailing the additional information or correction necessary. Click **OK** to submit the comment to the requestor.
Correcting an Invoice

Invoice approvers have the ability to request additional information or corrections to an invoice by using the **Send Back** feature.

When an invoice is sent back to you for further action before approvals can be gained, the invoice becomes unsubmitted again and is in status **Sent Back To Employee**.

**To provide additional information or correct a Sent Back invoice**

1. View invoices sent back on the **Invoice Manager** page, in the **Unsubmitted Invoices** view. The comment of the approver who **Sent Back** the invoice will be displayed under the Last Comment column. Click on the **Invoice Name** to open the invoice.

2. On the **Invoice** page, go to **Details** then **Comments** to view the comments indicating the additional information or corrections needed for approval.
3. Review the comments entered by the approver who Sent Back the invoice in the Comment History. Click Close when done.

4. Once the necessary additional information or corrections to the invoice are completed, submit the invoice again for processing by clicking Submit Invoice.

Recalling a Submitted Invoice

If at any time after you Submit an invoice you need to stop approvals or stop payment, for example, if you notice something needs to be corrected, you can Recall the invoice.

Invoices can be recalled up until they have an Approval Status of Approved, meaning that the payment process for that invoice is already underway.

To recall a submitted invoice

1. On the SAP Concur home page, from the menu bar, click Invoice.

   From the Invoice Manager submenu, change the View to All My Invoices and locate the invoice you want to recall.
2. Click on the **Invoice Name** of the invoice you want to recall to open it.

3. On the Invoice page, go to Actions and click **Recall**.

4. Click **Yes** to confirm that you would like to recall the invoice.

5. The invoice will be placed back into the **Not Submitted** status.

6. Make any necessary corrections and resubmit the invoice.

**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, click **Create New Invoice**.

2. On the **Create New Invoice** page, click **Request New Vendor**.
3. Under **General Vendor Information**, complete the required fields (indicated with a red bar), and then click **OK**.

![General Vendor Information](image)

**Creating Invoices via Email**

SAP Concur offers an **Invoice Capture** service where invoice data entry is taken care of for you. Invoices entered through **Invoice Capture** remain unsubmitted until they are reviewed by you and you submit the invoice. Corrections and itemization summary may still need to be completed for invoices entered through **Invoice Capture**.

**To send an invoice to Invoice Capture**

1. Start a new email, enter **UH_InvoiceCapture@concursolutions.com** as the To: email address.
2. Enter an email subject. No email body is necessary.
3. Attach the invoice PDF document.
4. Send the email.
5. You will receive an email from InvoiceCaptureProcessing@concursolutions.com notifying you that the invoice was received for Invoice Capture Processing.

6. After 1-2 business days, the invoice will be ready for your review. You will receive an email notification letting you know that the invoice has been assigned to you.

7. To review and submit the invoice, on the SAP Concur home page, in the My Tasks section, the invoice will be displayed under the Invoices heading. Click on the invoice to open it.

You can also click the Invoice tab at the top of the home page and see the invoice in the Unsubmitted Invoices view. Select the invoice to review by clicking on the Invoice Name.

8. On the Invoice page, review the information that was entered for accuracy, including the selected vendor.

9. If the incorrect vendor was associated, in the Vendor Information section, click Change. On the Change Vendor page, search for the appropriate vendor and double-click on the vendor row to change the vendor. If the vendor cannot be found, Request New Vendor.
10. Fill in any missing information, such as the **Business Purpose**, **2nd Ref** and **Project Number**. When changing the **Project Number**, acknowledge the confirmation to overwrite the fields – this refers to the system default placeholder values used upon initial entry. **Save** the invoice.

11. In the **Itemization Summary**, **Edit** the line items individually to update the **Expense Type** (object code) or **Distributions** across other accounts by clicking on the line item row or selecting the appropriate checkbox and clicking **Edit**.
Change the **Expense Type** from **Undefined** to the corresponding code. In the **Distributions** section, click on **Add** to display and edit the account distributions.

**Save** all changes once done.

12. **Save** and **Submit** the invoice.

### Assigning a Delegate

You can add **Invoice Delegates** to act on their behalf, defining specific tasks that the delegate can complete.

**To assign a delegate:**

1. In the top navigation bar, click on **Profile** and select **Profile Settings**.

2. On the Invoice Delegates page, click on **Add Delegate**.
3. A search box will appear. Search for the employee to assign as a delegate using their name or email address. Click on the appropriate employee and then **Add**.

4. Select the tasks the delegate can complete on your behalf.

<table>
<thead>
<tr>
<th>Delegate Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can Prepare</td>
<td>The delegate can create invoices on your behalf.</td>
</tr>
<tr>
<td>Can Submit</td>
<td>The delegate can submit invoices on your behalf.</td>
</tr>
<tr>
<td><strong>NOTE:</strong> If you do not allow the delegate to submit, you receive an email notification when the delegate has completed the invoice and it is ready for submission.</td>
<td></td>
</tr>
<tr>
<td>Can View Receipts</td>
<td>The delegate can view receipt images on your behalf.</td>
</tr>
<tr>
<td>Receives Emails</td>
<td>The delegate receives a copy of each Invoice-related email that you receive, except for approval emails.</td>
</tr>
</tbody>
</table>
Can Approve

The delegate can approve invoices on your behalf, without date constraints.

Can Approve Temporary

The delegate can approve invoices on your behalf but only for the specified period. If you select this option, you must also select beginning and ending date.

Receives Approval Emails

The delegate receives a copy of each Invoice-approval-related email that you receive.

NOTE: The delegate cannot approve or reject the invoice via email.

5. **Save** the **Invoice Delegate** entry.

6. To **Edit** an **Invoice Delegate** entry, edit the delegate options for the entry you wish to edit. Click **Save**.

7. To **Delete** an **Invoice Delegate** entry, check the box of the entry you wish to delete. Click **Delete**.

---

### Acting as a Delegate

**To perform delegate duties:**

1. In the top navigation bar, click on **Profile** and select the user to perform duties on behalf of in the **Acting as other user** section. This section only appears if you have been assigned delegate options by another user. Clicking into the **Search by name or ID** field will display all the users who have add you as a delegate.
2. Select the user by clicking on the user information row. Click on Start Session.

3. Acting as user name will appear in the navigation bar. You will now be able to complete tasks delegated to you on behalf of the user.

4. When done acting on behalf of the user, click on Acting as user name in the navigation bar and Sign Out or click Done acting for others.
Email Notifications

SAP Concur sends out several system-generated email notifications. These email notifications will come from email addresses AutoNotifications@concursolutions.com or EmailService@concursolutions.com.

<table>
<thead>
<tr>
<th>Email Description</th>
<th>Email Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform invoice owner that an invoice has been assigned to them</td>
<td>Invoice Owner</td>
</tr>
<tr>
<td>Confirmation after an invoice has been submitted</td>
<td>Invoice Submitter</td>
</tr>
<tr>
<td>Notification that the invoice was returned (sent back) for additional information or corrections</td>
<td>Invoice Submitter</td>
</tr>
<tr>
<td>Notification that the invoice has reached the UH Foundation Fiscal department for processing</td>
<td>Invoice Submitter</td>
</tr>
<tr>
<td>Notification that the invoice has been paid</td>
<td>Invoice Submitter</td>
</tr>
<tr>
<td>Notification that the invoice has been voided</td>
<td>Invoice Submitter</td>
</tr>
<tr>
<td>Notification to an approver that an invoice has been sent to them for approval</td>
<td>Invoice Approver</td>
</tr>
</tbody>
</table>

Invoice Payment Turnaround Time

SAP Concur will handle the issuing and sending of checks for approved and processed invoices. Checks are mailed out from St. Louis, MO. Delivery time will depend on the proximity to St. Louis and handling by the US Post Office. Checks are issued and sent every weekday.

The pay cycle time is 4 days for ACH in the US and 3-5 days for checks.

Questions?

If you have any questions, email ConcurSupport@uhfoundation.org.