

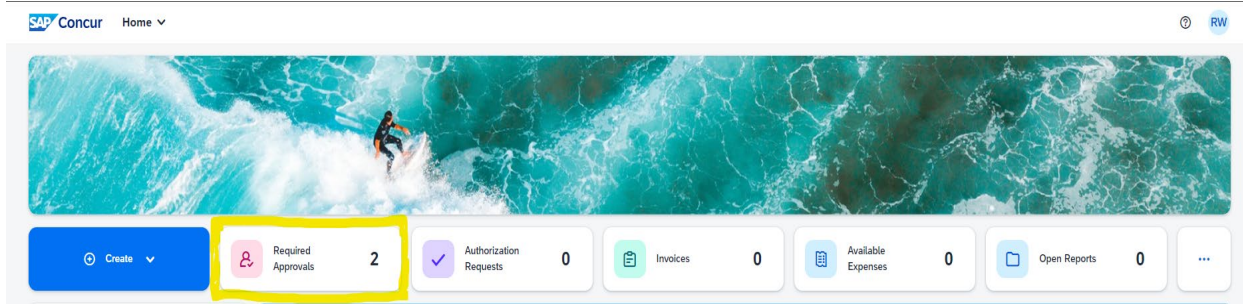


Procure-to-Pay
Finance Division

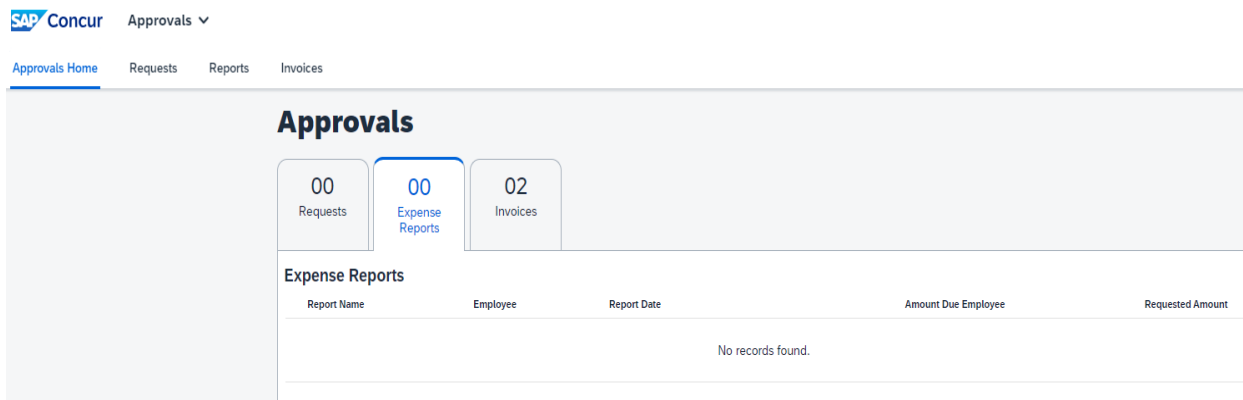
REFERENCE GUIDE FOR APPROVING AN INVOICE

This document guides you as to how to approve an invoice in your role as an approver.

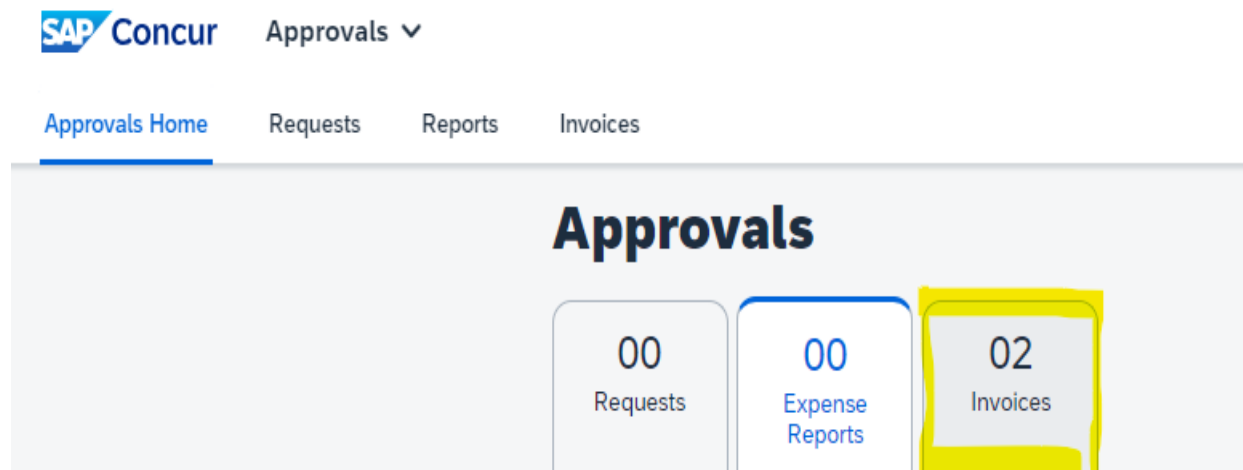
After login the following screen is displayed. All invoices awaiting your approval will be displayed.



Click on the highlight box and you will get the following screen:



Click the Invoice tab



Approvals

00
Requests

00
Expense
Reports

02
Invoices

Invoices

Invoice Name

DCAUG2024

MVC Softball Field Concrete Installation

Select the invoice you wish to review/approve by clicking on the invoice name (blue hyper link). The invoice details screen will be displayed:

SAP Concur Approvals

Approvals Home Requests Reports **Invoices**

Invoice **DCAUG2024** Status: Pending AP Invoice Mgmt Review - \$250K Approval - Wajale, Rachel M.

Send Back Recall Invoice To Processor Approve & Forward Approve

Actions Details Clear Exceptions Hide Exceptions

Exceptions

- Invoice Shared Services approval required for FD Groups : Budget ,Finance ,Operations ,Human Resources , CIO-DIT ,EVPT -Admin
- Invoice AP Supervisor approval required for Invoices greater than \$75k and less than or equal to \$250k

Vendor Information

DC TREASURER
THIS SITE TO BE USED ONLY FOR WIRES
WIRES.DC
2005
Vendor Code: 109789
Address Code: WIRES-01
Currency: USD-US, Dollar

Invoice Details

Policy: Non PO Payment Request Policy Invoice Name: DCAUG2024 Invoice Number: 09162491655 PO Number: Invoice Date: 09/16/2024 Currency: US, Dollar Payment Method: Wire-Manual

Total Invoice Amount (incl S&T): 91,655.94 Request Total: 91,655.94 Are All Services Performed Outside the US?: No Is 100% of the Payment for Services? No Service Period: Invoice Form Type: Other - Identify Invoice Type: Standard

Grant/Non Grant: (GL) Non-Grant Oracle Alias: (625101) PARKING GENERAL Comments (Message to AP): Payment Remittance Description (Visible to Vendors): N-paid by Treasury Wire Payment Due Date: 09/20/2024 Special Handling Code: FD Group: A/P FOR FINANCE

Income Tax Type: Invoice Withholding Tax Group: Line Item Tax Amount: 0.00 Check Number: Payment Status: Not Paid Payment Status Date: Payment Amount:

Origin Source: MAN Invoice Group ID: GW

View Invoice Save

Itemization Summary | Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Region	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	21281-DISTRICT OF COLUMBIA AND VIRGINIA SAL...	DC Sales Tax Aug 2024	1					\$86,559.02	\$86,559.02	\$0.00
	Account Code: 21281	Distribution Code: GL-625101						Percentage: 100	Net Amount: \$86,559.02	Gross Amount: \$86,559.02
2	21281-DISTRICT OF COLUMBIA AND VIRGINIA SAL...	DC Sales Tax Aug 2024	1					\$135.43	\$135.43	\$0.00

Select the View Invoice icon in the upper right portion of the screen. The uploaded invoice/image will be displayed.

The screenshot shows the SAP Concur Invoices interface for invoice DCAUG2024. The status is 'Pending AP Invoice Mgmt Review - \$250K Approval - Wagle, Rachel M.'. The interface includes a navigation bar with 'Approvals Home', 'Requests', 'Reports', and 'Invoices'. Below the navigation bar, there are buttons for 'Send Back', 'Recall Invoice To Processor', 'Approve & Forward', and 'Approve'. The main content area is divided into 'Vendor Information' and 'Invoice Details'. The 'View Invoice' button is located in the top right corner of the 'Invoice Details' section and is highlighted with a yellow arrow.

The screenshot shows the SAP Concur Invoices interface for invoice DCAUG2024. The status is 'Pending AP Invoice Mgmt Review - \$250K Approval - 1'. The interface includes a navigation bar with 'Approvals Home', 'Requests', 'Reports', and 'Invoices'. Below the navigation bar, there are buttons for 'Send Back', 'Recall Invoice To Processor', and 'Approve & Forward'. The main content area is divided into 'Vendor Information' and 'Invoice Details'. An 'Invoice Image' window is open, displaying a 'UAS - DC SALES TAX PAYMENT AUTHORIZATION FORM' from the Finance Division. The form includes the following information:

Tax Agency Name:	D.C. TREASURER
Tax Agency Address:	Office of Tax and Revenue, P.O. Box 679, Washington D.C. 20044
Payment Description:	Sales Tax for August 2024
Tax Type:	Tax Type 00350; Tax Return Number: 3500 0003 8577
EIN/Account #:	53-0196584
Tax Filing Date:	September 16, 2024
Payment Date:	September 16, 2024

Compare the invoice to the invoice details screen to verify and ensure entry accuracy.

Audit the screen for accuracy:

Do all elements “match”? Supplier name, payment address, invoice number, invoice date, invoice amount, charged to the correct organization, expense type or award?

Is a PO required? Is the correct PO number referenced? If non-PO is the exemption in the comments section?

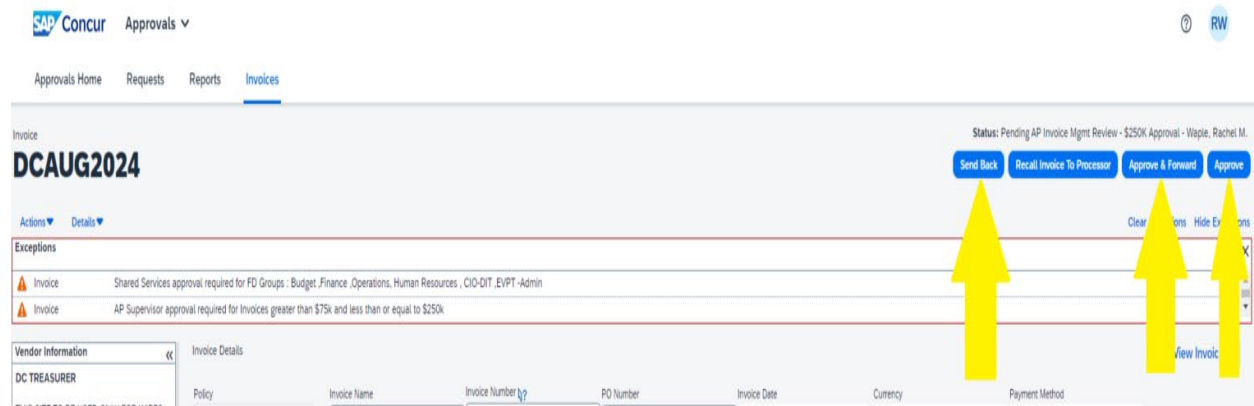
If an award is involved is the expenditure item date correct? Does the service period field contain correct information? Is the expenditure date entered, and correct?

If a non-domestic expense type is involved are the 'Type of Activity' and 'Regions' fields properly populated?

Make note of how the payment will be made by reviewing the 'Payment Method' field.

If you need to need to enter a comment for review by AP, you may enter it in the Comments (Message to AP field) window and save.

Once you are satisfied you will exercise your approval decision option:



Send Back – Send back to the request originator for corrective action or additional supporting documentation- selecting this the system will prompt you to provide the reason the invoice is being sent back in the 'Comments' window and then click 'OK'. The invoice is then returned to the originator.

Approve & Forward – Affix your approval and forward to other requisite approvers – select this the system will let you add an extra level of approval, perform a search for the individual to whom you wish to forward the invoice by first entering the **employee's last name**. Then click on the name to select it.

Approve – Affix your final approval - selecting this option when you indicate 'Approve' for your final approval the invoice is cleared from your queue and forwarded to AP for review.