



# Procure-to-Pay

## Finance Division

<https://procurement.gwu.edu/university-payables>

<https://procurement.gwu.edu/payables-frequently-asked-questions>

### NAVIGATING IBUY+ INVOICE TO DETERMINE INVOICE STATUS AND/OR PAYMENT STATUS

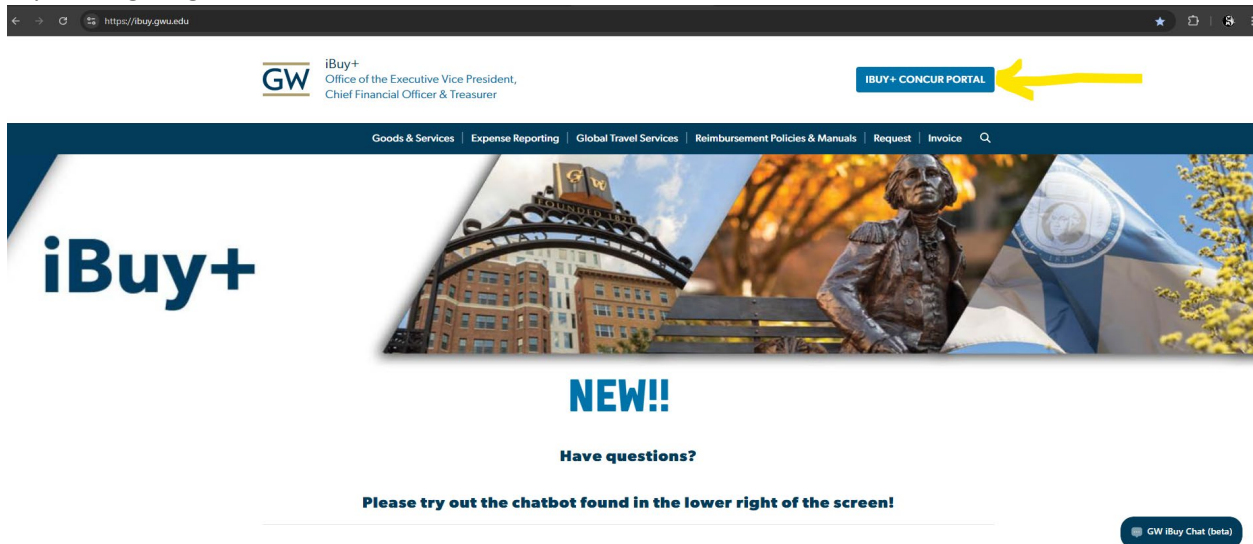
#### PURPOSE:

The purpose of this documentation is to provide instructions on navigating iBuy+ Invoice to see the status of an invoice and/or the payment status.

#### Step by Step Procedure:

##### Step 1:

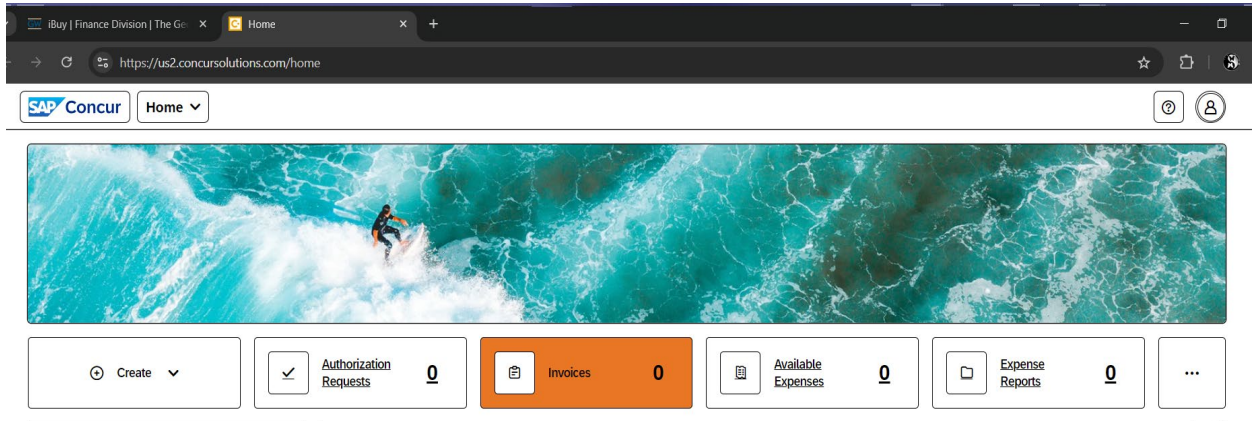
Log into the CONCUR application at <https://ibuy.gwu.edu> using your GWU system ID and password. This is your single sign-on.



iBuy+ Concur Portal News

##### Step 2:

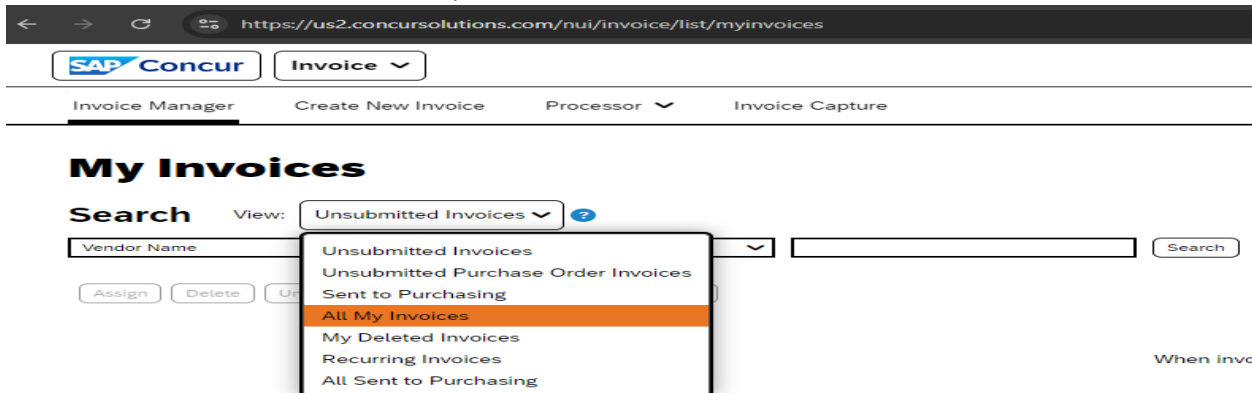
After logging into iBuy+ invoice, the following screen will appear. Select 'Invoice' from the menu bar.



### Step 3:

After clicking Invoices it will take you to "My Invoices" any invoices listed here require your actions.

Click the down arrow and select all my invoices.



This screen shows you where your invoice is in the Approval & Payment status process:

**Not Submitted** – requires your action.

**Sent back to Employee** – requires your action

**Pending Manager Approval** – requires your manager's action.

**Accounting Review** – is with Payables for the final audit.

**Extracted** – payment will be made when the terms are met.

**Paid** – has been paid.

Open the invoice you want to see the payment details:

You will see under Invoice Details near the bottom the payment details:

https://us2.concursolutions.com/Expense/Payables/CVP\_Portal.asp

SAP Concur Invoice

Invoice Manager Create New Invoice Processor Invoice Capture

Invoice

### FISHER SCIENTIFIC CO LLC(114401)-2278939

Actions Details

Exceptions

- Invoice The Invoice Date is more than a year old. Please be more timely in your invoice submissions.
- Invoice This report will require Grant Approval

Invoice Purchase Order Matching Summary

**Vendor Information**

FISHER SCIENTIFIC CO LLC

PO BOX 3648  
BOSTON, MA  
02241-3648

Vendor Code: 114401  
Address Code: BOSTON-09

Currency: USD-US, Dollar

View

**Invoice Details**

Policy	Invoice Name	Invoice Number	PO Number	Invoice Date	Currency	Payment Method
PO Payment Request Policy	FISHER SCIENTIFIC CO LLC(114401)-2278939	2278939	1000244480	04/19/2023	US, Dollar	EFT
Total Invoice Amount (incl S&T)	Request Total	Are All Services Performed Outside the US?	Is 100% of the Payment for Services?	Service Period	Invoice Form Type	Invoice Type
22,369.85	22,369.85	NA	No	4/19/23	Material PO Invoice	Standard
Grant/Non Grant	Oracle Alias	Payment Remittance Description (Visible to Vendors)	PO Approval Status	PO Total Active Encumbrance	WB Received	WB Expiration Date
(GL) Non-Grant	N-2278939		Approved	\$2,825.28	No	
WCF Expiration Date	Processing Type	Not Payment Terms	Payment Due Date	Mat Instructions	Special Handling Detail	Special Handling Code
	Standard	25	05/14/2023			
<input type="checkbox"/> Is Emergency Check Run	Receipt Type	Pay Group	FD Group	GWD	Income Tax Type	Invoice Withholding Tax Group
	WQTY	Standard	SCHOOL OF ENGINEERING & APPL			
Line Item Tax Amount	Request Key	Invoice ID	Check Number	Payment Status	Payment Status Date	Payment Amount
0.00	247558	C4D4FE4E1AC342308AF7	200422836	Paid	05/15/2024	22,369.85
Origin Source	Invoice Group ID	<input type="checkbox"/> Has Processor Tracked Change				
MAN	GW					

View Invoice