

This document identifies the process for entering three-way match invoice activity. Three-way match is usually associated with materials/goods purchases. Three-way PO activity is also indicated by the words 'WQTY' appearing in the 'Receipt Type' field on the 'Purchase Order' tab on the 'Enter Invoice Details' screen.

Matching Fundamentals

- Any New POs created or updates done to existing POs in EAS will only be interfaced in the nightly process and will be available the following day in CONCUR.
- Receiving can be done 2 ways
 - Receiving can be done as part of the invoice entry by the Invoice owner.
 - Receiving can be done in advance as standalone - someone else in the department can receive the PO.
 - Receipt numbers are not auto generated in CONCUR so it is suggested that you use the invoice number as the receipt number.

Invoice Entry and Matching Process

Step 1.

Log into the CONCUR application at <https://ibuy.gwu.edu> with single sign-on using your GWU system ID and password. Then select the GW Invoice option icon on the right-hand side.



Step 2. Select the 'Invoice' module.

The screenshot displays the SAP Concur user interface. At the top, a dark navigation bar contains the SAP Concur logo and menu items: Requests, Expense, Invoice (highlighted with a green arrow), Approvals, and App Center. Below the navigation bar, a white header area shows the user's name 'Hello, Natasha', a '+ New' button, and five summary cards: '00 Required Approvals', '00 Payment Requests', '00 Available Expenses', '00 Open Reports', and '00 Cash Advances'. The main content area is titled 'MY TASKS' and features three task cards: '00 Required Approvals' with the message 'Great! You currently have no approvals.', '00 Available Expenses' with 'You currently have no available expenses.', and '00 Open Reports' with 'You currently have no open reports.'. Each card includes a right-pointing arrow and a checkmark icon. The footer contains the SAP logo on the left and the SAP Concur logo on the right.

Page -2

Step 3.

Click on 'Create New Request'.

The screenshot shows the SAP Concur web interface. At the top, there is a dark navigation bar with the SAP Concur logo and menu items: Requests, Expense, Invoice (highlighted in blue), Approvals, and App Center. On the right side of this bar, there are links for 'Help' and 'Profile'. Below the navigation bar, there are two links: 'My Requests' and 'Create New Request'. A large green arrow points directly to the 'Create New Request' link. The main content area is titled 'Payment Request List' and 'Unsubmitted Requests'. On the right side of this area, there are two buttons: 'View Items' and 'Submit Request'. Below the title, there is a search bar with a dropdown menu for 'Request Name' and a 'Begin with' dropdown menu. At the bottom, there is a table with the following columns: Request Name, Vendor Name, Invoice Number, Invoice Date, Approval Status, Payment Status, Total, Last Comment, and With User Since.

Step 4.

Enter the PO Number: Wild card (%) can also be used to search the PO numbers.

Enter the desired PO number in the 'Purchase Order Search' field, and then select it by "clicking" on the PO number

Payment Request Type: Non PO Payment Request Policy

Purchase Order Search: 1000213934

Purchase Order Number: 1000213934
Vendor Name: PSI SERVICES LLC
Purchase Order Amount: 232,321.00

Vendor Name	Vendor Number	Address 1	Address 2	City	State/Province	Postal/Zip Code	Country	Currency	Telephone Number	Tax ID
CRYSTAL ENNIS	514584	3351 CANDLEWOOD CRESCENT		WINDSOR		NBWSM5	CANADA	US, Dollar		
EPLUS TECHNOLOGY INC	200453	PO BOX 404398		ATLANTA	GA	30384	UNITED STATES	US, Dollar		54-1904151

Step 5.

Default PO information for the supplier is displayed. Make sure the remittance address on the invoice is populated.


Note: If the address does not match the remittance address on the invoice select the 'Change' option in the 'Vendor Information' window.

The screenshot shows the 'Enter Invoice Details' form in SAP Concur. The 'Vendor Information' section is expanded, showing details for 'WIS REMUNICER S.L.L.C.' with address '37E 200 2955 N HOLLYWOOD WAY, BURBANK, CA 91508-7072'. The 'Invoice Details' section contains various fields for PO Number (1000210054), PO Approval Status (Approved), PO Total Active Encumbrance (\$7,556.05), and other invoice-related data. At the bottom of the form, there are 'View', 'Change', and 'Save' buttons. An orange callout box with a green arrow points to the 'Change' button, containing the text: 'Click on Change option to select the remittance address listed on the invoice'. Below the form is a 'Itemization Summary' table with columns for 'no.', 'expense type', 'line description', 'quantity', 'type or activity', 'regions', 'expenditure item code', 'unit or measure', 'unit price', 'PO segment number', 'PO release number', 'PO Line active amount', 'total', and 'tax'. The table currently shows 'No items found.'


Enter the first few characters of the supplier’s name (for ex: “eplus”) in the search field “click” on the search icon as shown below.

Change Vendor


Most Recently Used

Search: Vendor Name | Begins with | PSI | |  | Advanced

Vendor Name	Vendor Number	Address 1	Address 2	City	State/Province	Postal/Zip Code	Country	Currency	Telephone Number	Fax #
CRYSTAL ENIG	31894	331 CANDLEWOOD CRESC		WINDSOR		N6B3H3	CANADA	US Dollar		
EPLUS TECHNOLOGY INC	20583	PO BOX 86239		ATLANTA	GA	30381	UNITED STATES	US Dollar	54 1984761	

1 Page | 1 of 1 |  | Displaying 1 - 2 of 2

Cancel



Perform the search by clicking the magnifying glass

Click on the supplier (vendor) address that matches the invoice remittance address.

Change Vendor

Most Recently Used

Vendor Name	Vendor Number	Address 1	Address 2
PSI SERVICES LLC	486206	STE 200 2950 N HOLLYWOOD ...	
PSI SERVICES LLC	486206	18000 W 105TH ST	
PSI MEETING	374329	PO BOX 371	

Vendor address matches to the Address listed on the invoice

Search: Vendor Name Begins with PSI X Q Advanced

Country	Currency	Telephone Number	Tax ID
UNITED STATES	US Dollar		20-5810717
UNITED STATES	US Dollar		20-5810717
UNITED STATES	US Dollar		27-1192325

Page 1 of 1 | Displaying 1 - 3 of 3

Cancel

You will then be returned to the Enter Invoice Details Screen and the appropriate supplier address will now be displayed.

SAP Concur | Requests | Expense | **Invoice** | Approvals | App Center | Help

My Requests | Create New Request

Create New Request

Enter Invoice Details

Adams | Details

Vendor Information

DR BRUNNEN LLC

1800 W 105th ST
Olathe KS
66061-1942

Vendor Code: 60208
Address Code: PSI 59 3

Invoice Details

Payment Request Type: PO Payment Request Policy | PO Number: 000213834 | PO Approval Status: Approved | PO Total Actual Combinations: \$7,000.00 | WS Delivered: No | WS Expiration Date: | WOP Expiration Date: | Are All Services Performed Outside The US?: No

Service Period: | Invoice Form Type: | Invoice Type: Standard | Request Name: | Invoice Number: | Invoice Date: | Currency: USD - US, Dollar

Total Invoice Amount (incl S&T): 0.00 | Shipping: 0.00 | Request Total: 0.00 | Processing Type: Standard | Payment Method: J.P. Morgan Single use card | Net Payment Terms: 0 | Payment Due Date: | Custom 14 Mail Instructions: Custom 14 Mail Instructions

Special Handling Detail: | Special Handling Code: | Comments (Message to AP): | PO Order: SCHOOL OF ENGINEERING

View | Change | Save

Item/Location Summary

Show Distributions | Amount Remaining to be Invoiced: \$0.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Region	Expenditure Item Code	Unit of Measure	Unit Price	PO Shipment Number	PO Release Number	PO Line Active Encum...	Total	Tax
Amount Remaining to be Invoiced: \$0.00													

Step 6:

Continue to Enter Invoice Details.

Fields highlighted in red are all mandatory.

SAP Concur | Requests | Expense | **Invoice** | Approvals | App Center | Help

My Requests | Create New Request

Payment Request: **PSI TEST 2 WAY FREIGHT DENIED AT** | Not Submitted

Vendor Information: **PSI SERVICES LLC**
27C 200 2600 N HOLLYWOOD HWY
SUITE 400
SHERMAN CA 94596-1577
Vendor Code: 498208
Address Code: PSI 031 01
Currency: USD US Dollar

Invoice Details:

Payment Request Type: PO Payment Request Policy	PO Number: 100012824	PO Approval Status: Approved	PO Total Active Encumbrance: \$7,820.00	W8 Received: No	W8 Expiration Date:	WCF Expiration Date:	Are All Services Performed Outside The US?: No
Service Period:	Invoice Form Type: Service PO Invoice	Invoice Type: Standard	Request Name: PSI TEST 2 WAY FREIGHT DENIED	Payment Remittance Description (Visible to Vendors): CONSULTANT SERVICES	Invoice Number: TEST 2 WAY FREIGHT DENIED AT	Invoice Date: 07/26/2018	Currency: USD US Dollar
Total Invoice Amount (incl TAX): \$,780.00	Shipping: 0.00	Request Total: 0.00	Processing Type: Standard	Payment Method: EFT	Net Payment Terms: 25	Payment Due Date: 08/22/2018	*Custom 10-Min Instructions
Special Handling Detail:	Special Handling Code:	Comments (Message to API):	PO Group: SCHOOL OF ENGINEERING	Line Item Tax Amount: 0.00			

Itemization Summary: Amount Remaining to be Invoiced: \$4,750.00

No	Expense Type	Line Description	Quantity	Type of Activity	Region	Expenditure Item Data	Unit of Measure	Unit Price	PO Shipment Number	PO Release Number	PO Line Invoice Percent	Total	Tax
No items found.													

Field Descriptions:

- **W8 Received and W8 Expiration date:** Review the 'W8' and 'W8 Expiration Date' fields. If the W8 indicator is 'N' or if the 'W8 Expiration Date' indicated is less than today's date, the system will show a warning. Resubmit a new form after the updated W8 has been obtained from the supplier.
- **WCF Expiration date:** Review the 'WCF Expiration Date' field. If the date is less than today's date, the system will show an exception. Resubmit after a new Workers Classification Form has been completed (by your organization), and submitted to the Tax Department for their review and approval.

Select the right Invoice form type from the list of values. If you do not see the Form type within the list use the 'Other Identify' option and enter the type of invoice in the Comments Field.

The screenshot shows the 'Enter Invoice Details' form. An orange callout box with a green arrow points to the 'Invoice Form Type' dropdown menu. The form includes various fields for vendor information, payment details, and invoice specifics. The 'Invoice Form Type' dropdown is currently set to 'Other Identify'.

Definition of each Invoice Form Type listed in the list of values:

- **Commercial PO invoice:** A bill issued by a supplier/vendor who rendered a good or service to the University. It is supported by a purchase order.
- **Commercial non-PO invoice:** A bill issued by a supplier/vendor who rendered a good or service to the University that does not require a purchase order.

- **Honorarium:** An honorarium is a one-time payment of a nominal amount that may at the discretion of the university, be made to an individual (who is not an employee or a student of the university), as an expression of gratitude for a personal service or expertise provided by the individual for a special and non-recurring activity or event with a short duration for which a fee is not legally or customarily required and where compensation is not requested.
- **Prize:** Given as a reward to the winner of a competition or in recognition of an outstanding achievement. Not applicable to employees.
- **Award:** Given in recognition of an outstanding achievement. Not applicable to employees.
- **Endowment:** Expense paid by endowments. Requires approval by Treasury.
- **Others-Identify:** If you don't see the form type from the list of values use the form type 'Others-Identify' and enter the invoice type in Comments (Message to AP) Column.
- **Donations:** Used to capture the donations to charitable organizations by the university.
- **Petty Cash Replenishments:** GW has a very small number of petty cash funds. When replenishment is required to properly fund the account, this type should be used.

Enter Invoice Details – Continued:

My Requests

Create New Request
Enter Invoice Details

Actions Details

Vendor Information
ADDY ABAMA UNIVERSITY
THIS SITE FOR WRES ONLY
WRES.DC
20029
Vendor Code: 230409
Address Code: WRES-01
Currency: USD-US, Dollar

Invoice Details

Payment Request Type: Not PO Payment Request Policy
WS Received: Yes
WS Expiration Date: 12/31/2029
WICF Expiration Date:
Are All Services Performed Outside the US?: NA
Is 100% of the Payment for Services?: Yes
Service Period:
Invoice Form Type:
Invoice Type: Standard
Request Name:
Payment Remittance Description (Visible to Vendors):
Invoice Number:
Invoice Date:
Currency: USD-US, Dollar
Total Invoice Amount (incl SAT): \$ 0.00
Shipping: \$ 0.00
Request Total: \$ 0.00
Grant/Non Grant: (OL) Non-Grant
Oracle Alias: (017000) FINANCIAL REPORT
Processing Type: Standard
Payment Method: CHECK
Net Payment Terms:
Payment Due Date:
Mail Instructions:
Special Handling Detail:
Special Handling Code:
PO Number:
Comments (Message to AF):
PO Group: AWP FOR FRANCE

View Change Save

Itemization Summary
Show Distributions
Amount Remaining to be Remitted: \$0.00

Qty.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
No items found.										

Select the Invoice type from the LOV .Refer to the definitions listed below

Definition of each Invoice Type listed in the LOV (List of Values):

- **Standard:** An invoice from a supplier representing an amount due for goods or services purchased or performed
- **Credit memo:** A memo from a supplier representing a credit amount towards goods or services
- **Prepayments:** An invoice entered to pay an advance payment for expenses to a supplier. If you choose the Prepayments Invoice type, please enter the Prepayments end date on the invoice lines.

Enter Invoice details – Continued:

My Requests Create New Request

Create New Request

Enter Invoice Details

Actions Details

Payment Request Purchase Order Business Summary

Vendor Information

SPARKS PERSONNEL SERVICES INC
 65 STAFFING
 205 KING HARBOR RD SUITE 100
 ROCKVILLE MD
 20850
 Vendor Code: 145580
 Address Code: ROCKVILLE-01
 Currency: USD-US, Dollar

Invoice Details

Payment Request Type: PO Payment Request Policy
 PO Number: 1000134271
 PO Approval Status: Approved
 PO Total Active Encumbrance: 7,844.13

Are All Services Performed Outside the US? No
 % 100% of the Payment for Services? Yes
 Service Period: []
 Invoice Form Type: []

Invoice Number: []
 Invoice Date: []
 Currency: USD-US, Dollar
 Total Invoice Amount (incl S&T): 0.00

Payment Method: CHECK
 Net Payment Terms: 25
 Payment Due Date: []
 Custom 14-Mat Instructions: []

PO Group: ALP FOR FINANCE

Will Received: No
 Will Expiration Date: []
 WCF Expiration Date: []

Invoice Type: Standard
 Request Name: []
 Request Total: 0.00

Shipping: []
 Special Handling Code: []
 Special Handling Code: []

Payment Description (Visible to Vendors): []
 Processing Type: Standard
 Comments (Message to AP): []

View Change Save

Itemization Summary

Show Distributions

Qty	Expense Type	Line Description	Quantity	Type of Activity	Regions	Expenditure Item...	Unit of Measure	Unit Price	PO Shipment No...	PO Release Num...	PO Line Active En...	Total	Tax
No Items Found													

Amount Remaining to be Released: \$0.00

Field Descriptions:

- PO Number:** This field is already populated when you select the PO number in Step 4. If you see PO Number–Number then that is the blanket release number followed by the release number
For example: PO Number: 1000134271-176 - in this case 1000134271 (PO blanket release number) and 176 (release number)
- PO Approval Status :** Invoices can be created only for the 'Approved' PO status
- PO Total Active Encumbrance:** This field indicates the total available encumbrance on the PO
Note: As the interfaces between EAS and CONCUR are not real time this value may not reflect the correct amount that is in EAS.

- **Service Period:** This is a free text form field. Enter the dates during which the services have been performed. For example: 1-JAN-2018 to 31-JAN-2018
- **Request Name:** Enter the name of the request. This is similar to what we use in Expense today. Select a unique name for each submission.
- **Payment Remittance Description (Visible to Vendors):** Enter a meaningful description in this field as this description will be printed on the check and ACH remittances that are sent to the vendors.
- **Invoice Number:** Use the invoice number provided by the supplier. If you don't have an invoice number, refer to the AP website for recommendations (invoice number protocol). **Strictly adhere to the AP invoice protocol. Do not create your own invoice number; by doing so you will circumvent the duplicate invoice detection process.**
- **Invoice Date:** Enter the invoice date provided by the supplier. If there is none use the current date.
- **Currency:** By default US currency USD is populated. If the invoice is in another currency, select the currency from the list of values.
- **Total Invoice Amount (Include S&T):** Enter the total invoice amount that is sent by the supplier including shipping and tax.
- **Shipping:** Enter the shipping amount that is listed on the invoice sent by the supplier - the amount entered would be equally split among the invoice lines.
 - **If the shipping is already included as a line on the PO, select that as a shipping line to match to the invoice.**
 - **If the shipping is not included then add the shipping amount in the shipping field on the invoice header and this amount will be equally grossed up to each matched invoice line.**
- **Request Total:** Request total is the total amount of the invoice lines.
- **Processing Type:** Standard is the default value. 'Priority' processing type is used only for any emergency payments that need to be paid immediately. **Enter your business justification notes in the Comments (Message to AP) field so Accounts Payables can treat this payment as priority.**
- **Payment Method, Net Payment Terms, and Payment Due Date:** The payment details information are populated from the vendor/supplier record.
- **Mail Instructions:** Mail instructions are required for check instructions. Depending on the 'Priority' of the check payments, 'Mail instructions' can be selected. The postage expenses for using the mail instructions would be charged to the department submitting the invoice.

- **Special Handling Detail:** This field can be used to enter any additional instructions regarding the payment (including details for 'HOLD FOR PICK UP').
- **Special Handling Code:** These values can be selected only for check payments
 - **Attachment required:** Checks will be delivered to the Accounts Payables address
 - **Hold For Pick up :** Checks will be delivered to the FSSC in Washington DC for pick up by the requester
- **Comments (Message to AP):** All the comments and instructions that you need Accounts payables to follow and take action on the invoice has to be entered into this field
- **FD Group:** FD group will default from the home org. If this is not the correct FD group you can choose the right one to which you are charging to from the list of values and submit or assign the invoice for approval.

Create New Request

Enter Invoice Details

Payment Request | Purchase Order | Matching Summary

Vendor Information

SPARKS PERSONNEL SERVICES INC
 CS STAFFING
 750 1900 FAIRM RD SUITE 100
 ROCKVILLE MD
 20850
 Vendor Code: 140583
 Address Code: ROCKVILLE-01
 Currency: USD-US, Dollar

Invoice Details

Payment Request Type: PO Payment Request Policy
 PO Number: 1200134271-170
 PO Approval Status: Approved
 PO Total Active Encumbrance: 7,844.13

Are All Services Performed Outside the US? No
 In 100% of the Payment for Services? Yes
 Service Period: 01-Jan-2018 to 31-Jan-2018
 Invoice Form Type: Encumbrance
 Invoice Type: Standard
 Request Name: TEST_SP_PO
 Payment Resistance Description (Visible to Vendors): Payment for service

Invoice Number: TEST_SP_PO
 Invoice Date: 01/06/2019
 Currency: USD-US, Dollar
 Total Invoice Amount (incl SAT): 100
 Shipping: 0.00
 Request Total: 0.00

Payment Method: CHECK
 Net Payment Terms: 25
 Payment Due Date: 01/13/2019
 Custom 14-Char Instructions: [Click here](#)
 Special Handling Detail:
 Special Handling Code:
 Comments (Message to AP):

FD Group: AVP FOR FINANCE

View | Change | **Save**

Itemization Summary

Show Distributions

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Expenditure Item...	Unit of Measure	Unit Price	PO Shipment No...	PO Release Item...	PO Line Active En...	Total	Tax
No items found													

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

Click on Save

You will then be taken to the following screen where you will select the 'Cancel' option.

Amount Remaining to be Itemized: \$11,300.00

New Details View Image Upload Image

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Expenditure It...	Unit of Measure	Unit Price	PO Shipment N...	PO Release Nu...	PO Line Active ...	Total	Tax
1	5854	TELECOMMUNICATIONS EQUIPMENT	1					\$0.00	1		\$0.00	\$0.00	\$0.00

5854 TELECOMMUNICATIONS EQUIPMENT
 5861 GENERAL COLLECTIONS
 5869 EQUIPMENT NOT GIWU
 5862 BOOKS NOT GIWU
 5865 TRANSFERS TO/FROM CURRENT FUNDS
 5862 TRANSFERS TO/FROM DEPARTMENTAL FUNDS
 5864 CENTRAL FUNDING TRANSFER
 5867 ENDOWMENT PAYOUT
 9999 SPLIT DISTRIBUTION
 CASH CLEARING - ORACLE/GCAS
 CASH CONTROL CLEARING STUDENT ACCOUNT OFFICE (SA
 FED WIRES STUDENT ACCOUNTS
 PNC BANK PAYROLL - BANNER
 Undefined

Add Item

Page 21 of 21

Save Cancel

Click on Cancel

You will then be returned to your invoice details, where you will select the 'Matching Summary' tab.

The screenshot shows the SAP Concur interface for an invoice. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The main header displays 'Payment Request' and 'PSI TEST 2 WAY FREIGHT DENIED AT'. A green arrow points to the 'Matching Summary' tab in the sub-navigation bar.

Vendor Information:
PSI SERVICE LLC
 STE 200 2960 N HOLLYWOOD WAY
 BURBANK CA 91505-1072
 Vendor Code: 090206
 Address Code: PSI SS/01
 Currency: USD-US, Dollar

Invoice Details:

Payment Request Type: PO Payment Request Policy	PO Number: 100013934	PO Approval Status: Approved	PO Total Active Encumbrance: 97,996.06	WS Received: No	WS Expiration Date:	WOF Expiration Date:	Are All Services Performed Outside The US?: No
Service Period:	Invoice Form Type: Service PO Invoice	Invoice Type: Standard	Request Name: PSI TEST 2 WAY FREIGHT DENIED AT	Payment Remittance Description (Visible to Vendors): CONSULTANT SERVICES	Invoice Number: TEST 2 WAY FREIGHT DENIED AT	Invoice Date: 01-28-2018	Currency: USD US, Dollar
Total Invoice Amount (incl S&T): 4,700.00	Shipping: 0.00	Request Total: 0.00	Processing Type: Standard	Payment Method: EFT	Net Payment Terms: 25	Payment Due Date: 08-22-2018	*Custom 14 Mail Instructions
Special Handling Detail:	Special Handling Code:	Comments (Message to AP):	PO Group: SCHOOL OF ENGINEERING	Line Item Tax Amount: 0.00			

Itemization Summary:
 Amount Remaining to be Invoiced: \$4,700.00

MC	Expense Type	Line Description	Quantity	Type of Activity	Region	Expenditure Item Code	Unit of Measure	Unit Price	PO Shipment Number	PO Release Number	PO Line Active Encum...	Total	Tax
No items found.													

In this tab we match the line items being invoiced to the Purchase Order.

Enter the PO line to which the invoice has to be matched.

- A. Select the PO Line number to which the invoice has to match
- B. Click on 'Copy Items from PO'

The screenshot shows the SAP Concur 'Invoice Matching Summary' page. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The main header includes 'Payment Request', 'PSI TEST 2 WAY FREIG', and a 'Status: Not Submitted' indicator. Below the header, there are buttons for 'Send to Purchasing' and 'Cancel Request'. The 'Matching Summary' section has a 'Match' button and a 'View Invoice' link. A table titled 'Payment Request' is shown with columns: Alert, Line Item, Line Description, Quantity, Unit Price, Total, Tax, and Matched To PO. Below this is a 'Purchase Order' section with a 'Go to line' dropdown and a search box. A table lists purchase order lines with columns: Line Item, Description, Ordered, Invoiced, Unit Price, Total, Tax, and Matched To PO. Two callout boxes are present: Box A points to line 10 in the Purchase Order table, and Box B points to the 'Copy Items from PO' button in the Matching Summary section.

B. click on Copy Items from the PO

A. Select the PO Line number to which the invoice has to match

Alert	Line Item	Line Description	Quantity	Unit Price	Total	Tax	Matched To PO
	5	PROFESSIONAL SERVICES. INCREASE PURCHASE ORDER TO COVER COST OF ADDITIONAL SERVICES.	9294.5 0	\$1.00	\$9,294.50 \$0.00	\$0.00	\$0.00
	6	SERVICES. PROFESSIONAL. Exams in April 2018. Invoice attached.	2592 0	\$1.00	\$2,592.00 \$0.00	\$0.00	\$0.00
	7	SERVICES. PROFESSIONAL. Exams in January 2018. Invoice attached.	464 0	\$1.00	\$464.00 \$0.00	\$0.00	\$0.00
	8	SERVICES. PROFESSIONAL. Exams in May 2018. Invoice attached.	10541.5 0	\$1.00	\$10,541.50 \$0.00	\$0.00	\$0.00
	9	SERVICES. PROFESSIONAL. Exams in January 2018. Invoice 313227 from Jan-31 2018.	464 0	\$1.00	\$464.00 \$0.00	\$0.00	\$0.00
	10	SERVICES. PROFESSIONAL. Exams in June 2018. Invoice 317270 from June 30 2018.	8659.5 0	\$1.00	\$8,659.50 \$0.00	\$0.00	\$0.00
	11	SERVICES. PROFESSIONAL. Exams in June 2018. Invoice 317786 from July 13 2018.	8830.5 0	\$1.00	\$8,830.50 \$0.00	\$0.00	\$0.00
	12	PROFESSIONAL SERVICES. Remote Proctor Services FY16. Amount estimated based on previous year spending. See attached	100000 0	\$1.00	\$100,000.00 \$0.00	\$0.00	\$0.00

The following screen will appear.

Copy Items from PO
✕

PO Number: Go to line:

PO #	Line Item	Description	Quantity	Unit Price	Subtotal
<input type="checkbox"/> 1000213934	1	PROFESSIONAL SERVICES: Vendor will provided remote P...	21315	\$1.00	\$21,315.00
<input type="checkbox"/> 1000213934	3	PROFESSIONAL SERVICES: Increase PO# 1000213934 to ...	20000	\$1.00	\$20,000.00
<input type="checkbox"/> 1000213934	4	PROFESSIONAL SERVICES: Increase to cover cost of invol...	50000	\$1.00	\$50,000.00
<input type="checkbox"/> 1000213934	5	PROFESSIONAL SERVICES: INCREASE PURCHASE OR...	9294.5	\$1.00	\$9,294.50
<input type="checkbox"/> 1000213934	6	SERVICES. PROFESSIONAL. Exams in April 2018. Invoice ...	2552	\$1.00	\$2,552.00
<input type="checkbox"/> 1000213934	7	SERVICES. PROFESSIONAL. Exams in January 2018. Invo...	464	\$1.00	\$464.00
<input type="checkbox"/> 1000213934	8	SERVICES. PROFESSIONAL. Exams in May 2018. Invoice ...	10541.5	\$1.00	\$10,541.50
<input type="checkbox"/> 1000213934	9	SERVICES. PROFESSIONAL. Exams in January 2018. Invo...	464	\$1.00	\$464.00
<input type="checkbox"/> 1000213934	10	SERVICES. PROFESSIONAL. Exams in June 2018. Invoice ...	8859.5	\$1.00	\$8,859.50
<input type="checkbox"/> 1000213934	11	SERVICES. PROFESSIONAL. Exams in June 2018. Invoice ...	8830.5	\$1.00	\$8,830.50
<input type="checkbox"/> 1000213934	12	PROFESSIONAL SERVICES: Remote Proctor Services FY1...	100000	\$1.00	\$100,000.00

Select the PO line item that needs to be matched on the screen and click on 'Copy'.

Copy Items from PO x

PO Number: 1000221400 Go to line: Line Number [] []

<input type="checkbox"/> PO #	Line Item	Description	Quantity	Unit Price	Subtotal
<input type="checkbox"/> 10002		CATALYST 9300 48-PORT POE+ NETWORK ESSENTIALS	15	\$4,431.88	\$66,478.20
<input type="checkbox"/> 10002		SNTC-8X5XNBD CATALYST 9300 48-PORT POE+ NETWO...	17757.9	\$1.00	\$17,757.90
<input type="checkbox"/> 10002		C9300 DNA ESSENTIALS 48-PORT - 3 YEAR TERM LICE...	15	\$523.05	\$7,845.75
<input checked="" type="checkbox"/> 1000221400	8	1100W AC CONFIG 1 SECONDARY POWER SUPPLY	15	\$887.31	\$13,309.65
<input checked="" type="checkbox"/> 1000221400	9	50CM TYPE 1 STACKING CABLE	15	\$46.70	\$700.50
<input type="checkbox"/> 1000221400	10	CATALYST STACK POWER CABLE 30 CM	15	\$44.37	\$665.55
<input type="checkbox"/> 1000221400	11	CATALYST 9300 8 X 10GE NETWORK MODULE	15	\$1,190.86	\$17,862.90

Cancel

Select the Po Line number to which the invoice has to match

Click on Copy

Note: You may select single line or select multiple PO lines.

Matching Summary shows Exceptions, as we need to receive the goods.

My Requests Create New Request

Payment Request Status: Not Submitted

EPLUS TEST 3 WAY FREIGHT ALLOWED AT Send to Purchasing Submit Request

Actions * Details * Hide Exceptions

Exceptions

- Matching Summary Line Item Receipt Matching - The Payment Request quantity on the line item exceeds
- Matching Summary Line Item Receipt Matching - The Payment Request quantity on the line item exceeds

Matching Summary shows the exceptions in red.

Payment Request Purchase Order Matching Summary

Matching Summary

Match Unmatch View Invoice

Payment Request Copy Items from PO Edit Side-by-Side

Alert	Line Item	Line Description	Quantity	Unit Price	Total	Tax	Matched To PO	Matched to Receipt
<input checked="" type="checkbox"/>	1	1100W AC CONFIG 1 SECONDARY POWER SUPPLY	15	\$887.31	\$13,309.65	\$0.00	1000221400 line 8	Not Matched
<input type="checkbox"/>	2	50CM TYPE 1 STACKING CABLE	15	\$46.70	\$700.50	\$0.00	1000221400 line 9	Not Matched

Purchase Order Go to line: Line Number

1000221400 LIFE TO DATE AMOUNT: Gross: \$80,755.10 Net: \$80,488.35

Line Item	Line Description	Ordered	Invoiced	Received	Quantity	Unit Price	Total	Tax
1	CATALYST 9300 48-PORT POE+ NETWORK ESSENTIALS	15	15	15	15	\$4,431.88	\$66,478.20	\$0.00
2	SNTC-8XSXNBD CATALYST 9300 48-PORT POE+ NETWORK	17757.9	0	0	17757.9	\$1.00	\$17,757.90	\$0.00
4	C9300 DNA ESSENTIALS 48-PORT - 3 YEAR TERM LICENSE	15	0	0	15	\$523.05	\$7,845.75	\$0.00
8	1100W AC CONFIG 1 SECONDARY POWER SUPPLY	15	15	15	15	\$887.31	\$13,309.65	\$0.00
9	50CM TYPE 1 STACKING CABLE	15	15	15	15	\$46.70	\$700.50	\$0.00
en	CATALYST STACK POWER CABLE 30 CM	15	15	15	15	\$44.37	\$665.55	\$0.00

← Back to List

Step 7: Steps to perform Receiving

Click on the 'Purchase Order' tab to enter the receipts.

Payment Request: EPLUS TEST 3 WAY FREIGHT ALLOWED AT Status: Not Submitted

My Requests Create New Request Send to Purchasing Submit Request

Actions Details Hide Exceptions

Exceptions

- Matching Summary Line Item Receipt Matching - The Payment Request quantity on the line item exceeds the total quantity received Please correct the Payment Request or update receipt in purchasing system.
- Matching Summary Line Item Receipt Matching - The Payment Request quantity on the line item exceeds the total quantity received Please correct the Payment Request or update receipt in purchasing system.

Payment Request Purchase Order Matching Summary View Invoice

Match Unmatch

Click on the Purchase order tab

	Quantity	Unit Price	Total	Tax	Matched To PO	Matched to Receipt
15	\$887.31	\$13,309.65	\$0.00	1000221400 line 8	Not Matched	
15	\$48.70	\$700.50	\$0.00	1000221400 line 9	Not Matched	

Purchase Order Go to line: Line Number

1000221400 LIFE TO DATE AMOUNT: Gross: \$80,755.10 Net: \$80,488.35

Line	Description	Ordered	Invoiced	Received	Unit Price	Total	Tax	Matched
1	CATALYST 9300 48-PORT POE+ NETWORK ESSENTIALS	15	15	15	\$4,431.88	\$66,478.20	\$0.00	Matched Quantity: 15 of 15
2	SNTC-8XSXBD CATALYST 9300 48-PORT POE+ NETWORK	17757.5	0	0	\$1.00	\$17,757.50	\$0.00	
4	C9300 DNA ESSENTIALS 48-PORT - 3 YEAR TERM LICENSE	15	0	0	\$523.05	\$7,845.75	\$0.00	
8	1100W AC CONFIG 1 SECONDARY POWER SUPPLY	15	15	15	\$887.31	\$13,309.65	\$0.00	
9	50CM TYPE 1 STACKING CABLE	15	15	15	\$48.70	\$700.50	\$0.00	
15	CATALYST STACK POWER CABLE 30 CM	15	15	15	\$44.37	\$665.55	\$0.00	

← Back to List

On the following screen, scroll down to the PO line and select the 'Enter' box to enter your receipt.

SAP Concur | Requests | Expense | Invoice | Approvals | App Center | Profile

My Requests | Create New Request

Payment Request | EPLUS TEST 3 WAY FREIGHT ALLOWED AT | Status: Not Submitted | Send to Purchasing | Submit Request

Actions | Details | Hide Exceptions

Exceptions

- Matching Summary | Line Item Receipt Matching - The Payment Request quantity on the line item exceeds the total quantity received Please correct the Payment Request or update receipt in purchasing system.
- Matching Summary | Line Item Receipt Matching - The Payment Request quantity on the line item exceeds the total quantity received Please correct the Payment Request or update receipt in purchasing system.

Payment Request | Purchase Order | Matching Summary

PURCHASE ORDER 1000221400
 Transmitted to Vendor
 Requested by G48880210

Vendor: EPLUS TECHNOLOGY INC | Ship To: 801 22ND ST NW | Bill To: 45155 RESEARCH PLACE

Policy Name: PO Payment Request Policy
 PO Number: 1000221400
 PO Type: Standard
 Description: Req #258548--9300 Quote Request
 Active Encumbrance PO Total: 124,620.45
 PO Revision Number: 0
 Approval Status: (APPROVED) Approved
 Receipt Type: WQTY
 Order Date: 05/26/2018
 Tax: 0.00
 Shipping: 0.00
 Total: 124,620.45
 Currency: US, Dollar
 Requested By: G48880210

Itemization Summary

Line Number	Expense Type	Supplier Part ID	Description	Type of Activity	Region	PO Shipment Nu...	PO Release Number	Expenditure Date ...	Active Encumbra...	Unit of Measure	Quantity	Unit Price	Subtotal
Enter/Edit Received Received Quantity: 0													
<input type="button" value="Enter"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>													
<input type="checkbox"/> Receipt # Original Receipt # Attachments Date of Receipt Quantity Unit of Measure													
8		58524-CAP COMPUTER EQUIP & PRI...	1100W AC CONFL...			1				\$0.00 BAG	15	\$887.31	\$13,309.65
Account Code: 58524 Distribution Code: GL 640003 Percentage: 100 Net Amount: \$13,309.65 Gross Amount: \$13,309.65													
Enter/Edit Received Received Quantity: 0													
<input type="button" value="Enter"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>													
<input type="checkbox"/> Receipt # Original Receipt # Attachments Date of Receipt Quantity Unit of Measure													
9		58524-CAP COMPUTER EQUIP & PRI...	CATALYST STACK...			1				\$0.00 BAG	15	\$48.70	\$700.50
Account Code: 58524 Distribution Code: Percentage: 100 Net Amount: \$700.50 Gross Amount: \$700.50													
Enter/Edit Received Received Quantity: 0													
<input type="button" value="Enter"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>													
<input type="checkbox"/> Receipt # Original Receipt # Attachments Date of Receipt Quantity Unit of Measure													
10		58524-CAP COMPUTER EQUIP & PRI...	CATALYST STACK...			1				\$0.00 BAG	15	\$44.37	\$665.55
Account Code: Distribution Code: Percentage: Net Amount: Gross Amount:													

Back to List | Previous Request | Request 1 of 1 | Next Request

Scroll down to the PO line to and click on Enter

Enter your receipt information – utilize a unique receipt number for each entry for each PO, receipt date, and quantity received and then click ‘Save’.

Enter Received Goods x

Purchase Order: 1000221400
Line 8: 1100W AC CONFIG 1 SECONDARY POWER SUPPLY, Quantity 15

Receipt #	Original Receipt #	Date of Receipt	Quantity	Unit of Measure
<input type="text"/>	<input type="text"/>	09/14/2018	15	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

↑

Receipt Numbers are not auto generated - it is suggested to use the Invoice number as the Receipt number.

Cancel Save

Click on Save
↓

Scroll down and then repeat Step 7 to create receipts for the other PO line numbers.

All items have now been matched and 'Exception' messages have been cleared.

SAP Concur | Requests | Expense | Invoice | Approvals | App Center | Help | Profile

My Requests | Create New Request

Payment Request: EPLUS TEST 3 WAY FR | Status: Not Submitted | Send to Purchasing | Submit Request

Actions * | Details * | Matching Summary

PURCHASE ORDER 1000221400

Transmitted to Vendor: EPLUS TECHNOLOGY INC | Ship To: 801 22ND ST NW | Bill To: 45155 RESEARCH PLACE

Requested by: G48880210

Policy Name: PO Payment Request Policy
 PO Number: 1000221400
 PO Type: Standard
 Description: Req #258548--9300 Quote Request
 Active Encumbrance: 124,620.45
 PO Total: 0
 PO Revision Number: 0
 Approval Status: (APPROVED) Approved
 Receipt Type: WQTY
 Order Date: 05/25/2018
 Tax: 0.00
 Shipping: 0.00
 Total: 124,620.45
 Currency: US, Dollar
 Requested By: G48880210

Itemization Summary

Line Number	Expense Type	Supplier Part ID	Description	Type of Activity	Region	PO Shipment Nu...	PO Release Number	Expenditure Date ...	Active Encumbra...	Unit of Measure	Quantity	Unit Price	Subtotal
1	58524-CAP COMPUTER EQUIP & PRI...		CATALYST 9300 4...			1			\$0.00	BAG	15	\$4,431.88	\$66,478.20
Account Code: 58524 Distribution Code: IGL-640003 Percentage: 100 Net Amount: \$66,478.20 Gross Amount: \$66,478.20 Enter/Edit Received Received Quantity: 15 Enter Edit Delete <input type="checkbox"/> Receipt # Original Receipt # Attachments Date of Receipt Quantity Unit of Measure <input type="checkbox"/> 1 11/11/2018 15 BAG 15 Received Invoiced													
2	58524-CAP COMPUTER EQUIP & PRI...		SNTC-6XSXNBD C...			1			\$0.00	US Dollars	17757.9	\$1.00	\$17,757.90
Account Code: 58524 Distribution Code: IGL-640003 Percentage: 100 Net Amount: \$17,757.90 Gross Amount: \$17,757.90 Enter/Edit Received Received Quantity: 0 Enter Edit Delete <input type="checkbox"/> Receipt # Original Receipt # Attachments Date of Receipt Quantity Unit of Measure													
4	58524-CAP COMPUTER EQUIP & PRI...		C9300 DNA ESSE...			1			\$0.00	BAG	15	\$523.05	\$7,845.75
Account Code: 58524 Distribution Code: IGL-640003 Percentage: 100 Net Amount: \$7,845.75 Gross Amount: \$7,845.75 Enter/Edit Received Received Quantity: 0 Enter Edit Delete <input type="checkbox"/> Receipt # Original Receipt # Attachments Date of Receipt Quantity Unit of Measure													
8	58524-CAP COMPUTER EQUIP & PRI...		1100W AC CONF...			1			\$0.00	BAG	15	\$887.31	\$13,309.65
Account Code: 58524 Distribution Code: IGL-640003 Percentage: 100 Net Amount: \$13,309.65 Gross Amount: \$13,309.65													

← Back to List | Previous Request | Request 1 of 1 | Next Request

Return to the 'Payment Request' tab by selecting it.

Step 8: Note: This step is only required if you are not paying the full amount of PO line items.

If you are not paying the full amount of the PO line item, “click” on the ‘Payment Request’ tab.

The screenshot shows the SAP Concur interface. At the top, there are navigation tabs: SAP Concur, Requests, Expense, Invoice, Approvals, and App Center. Below this, there are links for 'My Requests' and 'Create New Request'. The main content area is titled 'Payment Request' and shows a 'Matching Summary' for a purchase order. A green arrow points to the 'Payment Request' tab. Below the summary, there is a table with columns: Alert, Line Item, Line Description, Quantity, Unit Price, Total, Tax, and Matched To PO. The table contains one row for line item 1, 'SERVICES, PROFESSIONAL: Exams in June 2018'. Below this, there is a 'Purchase Order' section with a table showing all PO lines. The PO table has columns: Line Number, Description, Status, Quantity, Unit Price, Total, Tax, and Matched To PO. The PO table contains 8 rows of data.

Alert	Line Item	Line Description	Quantity	Unit Price	Total	Tax	Matched To PO
	1	SERVICES, PROFESSIONAL: Exams in June 2018. Invoice 317270 from June 30, 2018.	8858.5	\$1.00	\$8,858.50	\$0.00	1000212004 line 10

Line Number	Description	Status	Quantity	Unit Price	Total	Tax	Matched To PO
1	PROFESSIONAL SERVICES: Vendor will provide remote Proctor Test Services to approximately 1,500 students at \$14.00 each for a projected total of \$21,750.00. Performance...	Ordered Invoiced	21218 0	\$1.00	\$21,218.00 \$0.00	\$0.00 \$0.00	
2	PROFESSIONAL SERVICES: Increase PO# 1000212004 to cover PSA Remote Proctor Services.	Ordered Invoiced	20000 0	\$1.00	\$20,000.00 \$0.00	\$0.00 \$0.00	
4	PROFESSIONAL SERVICES: Increase to cover cost of invoices.	Ordered Invoiced	50000 0	\$1.00	\$50,000.00 \$0.00	\$0.00 \$0.00	
5	PROFESSIONAL SERVICES: INCREASE PURCHASE ORDER TO COVER COST OF ADDITIONAL SERVICES.	Ordered Invoiced	3291.3 0	\$1.00	\$3,291.30 \$0.00	\$0.00 \$0.00	
6	SERVICES, PROFESSIONAL: Exams in April 2018. Invoice attached.	Ordered Invoiced	2692 0	\$1.00	\$2,692.00 \$0.00	\$0.00 \$0.00	
7	SERVICES, PROFESSIONAL: Exams in January 2018. Invoice attached.	Ordered Invoiced	484 0	\$1.00	\$484.00 \$0.00	\$0.00 \$0.00	
8	SERVICES, PROFESSIONAL: Exams in May 2018. Invoice attached.	Ordered Invoiced	10541.5 0	\$1.00	\$10,541.50 \$0.00	\$0.00 \$0.00	

My Requests Create New Request

Payment Record
PSI TEST 2 WAY FREIGHT DENIED AT

STATUS: Not Submitted
Send to Purchasing Submit Record

Actions Details

Payments Request Purchase Order Matching Summary

Vendor Information

PSI SERVICES LLC
 STE 200 2860 N HOLLYWOOD AVE
 BURBANK CA 91505-1072
 Vendor Code: 63008
 Address Code: PSI-ESL1
 Currency: USD US, Dollar

Invoice Details

Payment Request Type: PO Payment Request Policy
 PO Number: 000013804
 PO Approval Status: Approved
 PO Total Active Encumbrance: \$7,809.00
 JWS Received: No
 WJF Expiration Date:
 WCF Expiration Date:
 Are All Services Performed Outside The US?: No

Service Period:
 Invoice Term Type: Service PO Invoice
 Invoice Type: Standard
 Request Name: PSI TEST 2 WAY FREIGHT DENIED AT
 Payment Remittance Description (Visible to Vendor): CONDUCTANT GCN/CCDS
 Invoice Number: PSI TEST 2 WAY FREIGHT DENIED AT
 Invoice Date: 11/20/2018
 Currency: USD US, Dollar

Total Invoice Amount (incl S&T): 8,700.00
 Shipping: 0.00
 Request Total: 8,699.95
 Processing Type: Standard
 Payment Method: EFT
 Net Payment Terms: 25
 Payment Due Date: 08/22/2019
 *Custom 14 Mail Instructions

Special Handling Detail:
 Special Handling Code:
 Comments (Message to AP):
 PO Group: SCHOOL OF ENGINEERING
 Line Item Tax Amount: 0.00

View Invoice

Select the Check box
click on Edit

Click on Edit

View Change Save

Itemization Summary

Amount Remaining to be Reimbursed: \$4,138.00

Expense Type	Line Description	Quantity	Type of Activity	Region	Expenditure Item Code	Unit of Measure	Unit Price	PO Alignment Number	PO Release Number	PO Line Activity Fraction	Total	Tax
5598	DISTANCE EDUCATION SERVICE PROV. SERVICES, PROFESS	869.5				US Dollars	\$7.00	1		\$0.00	\$6,086.50	\$0.00
Account Code: 5598	Distribution Code: QL 17649				Percentage: 100				Net Amount: \$6,086.50		Gross Amount: \$6,086.50	

The following screen will be displayed.

Note: Unit price will be copied from the PO line - you have to update the 'Quantity' field to reflect the amount that is billed on the invoice.

For example: The Unit Price for the PO line is 1.00. Thus you will want to update the 'Quantity' field from 8859.5 (the original PO line item amount) and change it to 4700, the amount billed on the invoice to be paid.

EDIT LINE ITEM x

Quantity should be same as Quantity on the invoice

Expense Type: 85686 DISTANCE EDUCATI | Line Description: SERVICES, PROFESSIONAL Exams in June 2016, Invoice | Quantity: 8859.5 | Type of Activity: | Regions: | Expenditure Item Date: | Unit of Measure: US Dollars | Unit Price: 1.00 | PO Shipment Number: 1 | PO Release Number: | [View Invoice](#)

PO Line Active Encumbrance: | Total: 8,859.50 | Tax: 0.00

Distributions | Distribution Summary

Distributions Total: 88,859.50 | Distributed: 88,859.50 (100%) | Remaining: \$0.00 (0%)

Distribute By * | Add | Delete | Favorites * | Add to Favorites

Percentage	Grant/Non Grant	Oracle Aliaa	Expense Type	Distribution Code
100	(GL) Non Grant	(175524) EMSE ...	GL-175524	

Special note: If the invoice was originally entered under the non-PO policy and the distributions were saved and the invoice was revised to reflect the PO policy, the system will retain the original distribution info, which may not be that of the PO. Should this be the case, you will need to delete the distributed line and then match the invoice (via the 'Matching Summary' tab).

Step 8: For Invoices that are matched to POs that are charged to grants enter the following fields.

The screenshot displays the SAP Concur Invoice interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The main header shows 'Payment Request' and 'PSI TEST 2 WAY FREIGHT DENIED AT'. Below this, there are tabs for 'Payment Request', 'Purchase Order', and 'Matching Summary'. The 'Matching Summary' tab is active, showing a table with columns for 'Line Description', 'Expenditure Item Code', 'Unit of Measure', 'Unit Price', 'PO Segment Number', 'PO Release Number', 'PO Line Active Count', 'Total', and 'Tax'. An orange callout box labeled 'A. Select the Check box click on Edit' points to a checkbox in the first row of the table. Another orange callout box labeled 'B. Click on Edit' points to an 'Edit' button in the same row. The 'Invoice Details' section on the right contains various fields for 'Payment Request Type', 'PO Number', 'PO Approval Status', 'PO Total Active Commitments', 'WB Received', 'WB Expiration Date', 'WOF Expiration Date', 'Are All Services Performed Outside The US?', 'Service Period', 'Invoice Form Type', 'Invoice Type', 'Request Name', 'Equipment/Resource Description (Match to Member)', 'Invoice Number', 'Invoice Date', 'Currency', 'Total Invoice Amount (incl S&T)', 'Shipping', 'Request Rate', 'Processing Type', 'Payment Method', 'Net Payment Terms', 'Payment Due Date', 'Special Handling Detail', 'Special Handling Code', 'Comments (Message in API)', 'PO Group', and 'Line Item Tax Amount'.

The following screen will be displayed:

The screenshot shows the 'EDIT LINE ITEM' form. At the top, there are several input fields: 'Expense Type' (with a dropdown arrow), 'PO Number' (with a dropdown arrow), 'Type of Activity' (with a dropdown arrow), 'Region' (with a dropdown arrow), 'Expenditure Item Date' (with a calendar icon), 'PO Budget Number' (with a dropdown arrow), and 'PO Purchase Order' (with a dropdown arrow). Below these fields is a 'Classification' section with a table. The table has three columns: 'Classification Code', 'Expense Type', and 'Expenditure Code'. The table is currently empty.

Note: For Invoices that are matched to PO that are charged to Grants enter the following fields.

- **Type of Activity:** If a non-domestic expense type is indicated, select the 'Type of Activity' from the list of values.
- **Regions:** If a non-domestic expense type is indicated, select the 'Regions' from the list of values.
- **Expenditure Item Date:** If an award is involved, the 'Expenditure Item Date' field must be populated by entering the date (either via manual enter or selecting the calendar "dropdown". This expenditure item date is carried over into EAS and will be populated on the invoice in EAS.

Click on 'Save'.

EDIT LINE ITEM

Customer Name: [Field] | Line Item Description: [Field] | Quantity: [Field] | Unit of Measure: [Field] | Item Code: [Field] | Unit Price: [Field] | Estimated Amount: [Field] | Estimated Quantity: [Field]

Display Options: [Buttons]

Percentage	Description Detail	Expense Type	Distribution Code

Save

Click on Save
↓

After you click on 'Save' the header and the line items are now "in balance", with both now showing the same amount.

You are currently logged into a test instance of Concur

SAP Concur | Requests | Expense | Invoice | Approvals | App Center | Help | Profile

My Requests | Create New Request

Payment Request: EPLUS TEST 3 WAY FREIGHT ALLOWED AT | Status: Not Submitted | Send to Purchasing | Submit Request

Actions: Unassign, Upload Image, Delete Image, Change to Non-PO, Enable Line Level PO, Delete Request, Print, Extend Due Date

Matching Summary

Invoice Details

Payment Request Type: PO Payment Request Policy | PO Number: 1000221400 | PO Approval Status: Approved | PO Total Active Encumbrance: 124,620.45 | W8 Received: None Selected | W8 Expiration Date: | WCF Expiration Date: | Are All Services Performed Outside The US?: No

Service Period: | Invoice Form Type: Material PO Invoice | Invoice Type: Standard | Request Name: EPLUS TEST 3 WAY FREIGHT ALL | Payment Remittance Description (Visible to Vendors): | Invoice Number: TEST 3 WAY FREIGHT ALLOWED | Invoice Date: 07/26/2018 | Currency: USD-US, Dollar

Total Invoice Amount (incl S&T): 14,276.90 | Shipping: 266.75 | Request Total: 14,276.90 | Processing Type: Standard | Payment Method: EFT | Net Payment Terms: 25 | Payment Due Date: 08/20/2018 | *Custom 14-Mail Instructions: | Special Handling Detail: | Special Handling Code: | Comments (Message to AP): | FD Group: DIVISION OF IT | Line Item Tax Amount: 0.00

View Invoice

View | Change | Save

Itemization Summary

Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Expenditure Item Date	Unit of Measure	Unit Price	PO Shipment Number	PO Release Number	PO Line Active Encum...	Total	Tax
1	58524 CAP COMPUTER EQUIP & PRINTERS	1100W AC CONFIG 1 S...	15				BAG	\$887.31	1		\$0.00	\$13,309.65	\$0.00
	Account Code: 58524	Distribution Code: GL-640003					Percentage: 100			Net Amount: \$13,309.65		Gross Amount: \$13,563.06	
2	58524 CAP COMPUTER EQUIP & PRINTERS	50CM TYPE 1 STACKL...	15				BAG	\$48.70	1		\$0.00	\$700.50	\$0.00

← Back to List | Previous Request | Request 1 of 1 | Next Request

Invoice Header amount should match to Line amount

Invoice line amount should match Header amount

Step 9: Upload your invoice image

Click on 'Actions' -> 'Upload Image'

The screenshot shows the SAP Concur Invoice interface. At the top, there are navigation tabs for 'Invoice', 'Approvals', and 'App Center'. The main header displays 'Payment Request' and the invoice number 'UPS 0000277762518'. A sidebar on the left contains an 'Actions' menu with options: 'Unassign', 'Upload Image', 'Delete Image', 'Delete Request', 'Print', 'Extend Due Date', 'Change Policy', and 'Create Recurring Request'. An orange callout box with the text 'Actions->Upload Image' and a green arrow points to the 'Upload Image' option. The main content area is a form with various fields for invoice details, including 'Payment Request Type', 'Invoice Number', 'Invoice Date', and 'Total Invoice Amount (Net GST)'. At the bottom, there is a 'DEDUPLICATION Summary' table with columns for 'Line', 'Expense Type', 'Line Description', 'Quantity', 'Type of Activity', 'Region', 'Assignment End Date', 'Expense Due Date', 'Unit Price', 'Total', and 'Tax'.

Line	Expense Type	Line Description	Quantity	Type of Activity	Region	Assignment End Date	Expense Due Date	Unit Price	Total	Tax
1	POSTAGE EXPRESS MAIL - NON-IMP	Line 1: Rate Adjustment For the a	1					\$189.00	\$189.00	\$0.00
	Account Code: 50471 (Expense Default)	Distribution Costs						Net Amount: \$189.00	Gross Amount: \$189.00	

Click on 'Browse' to locate the invoice where it is stored.

Upload Image

For best results, scan images in black & white with a resolution of 300 DPI or low
Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 10

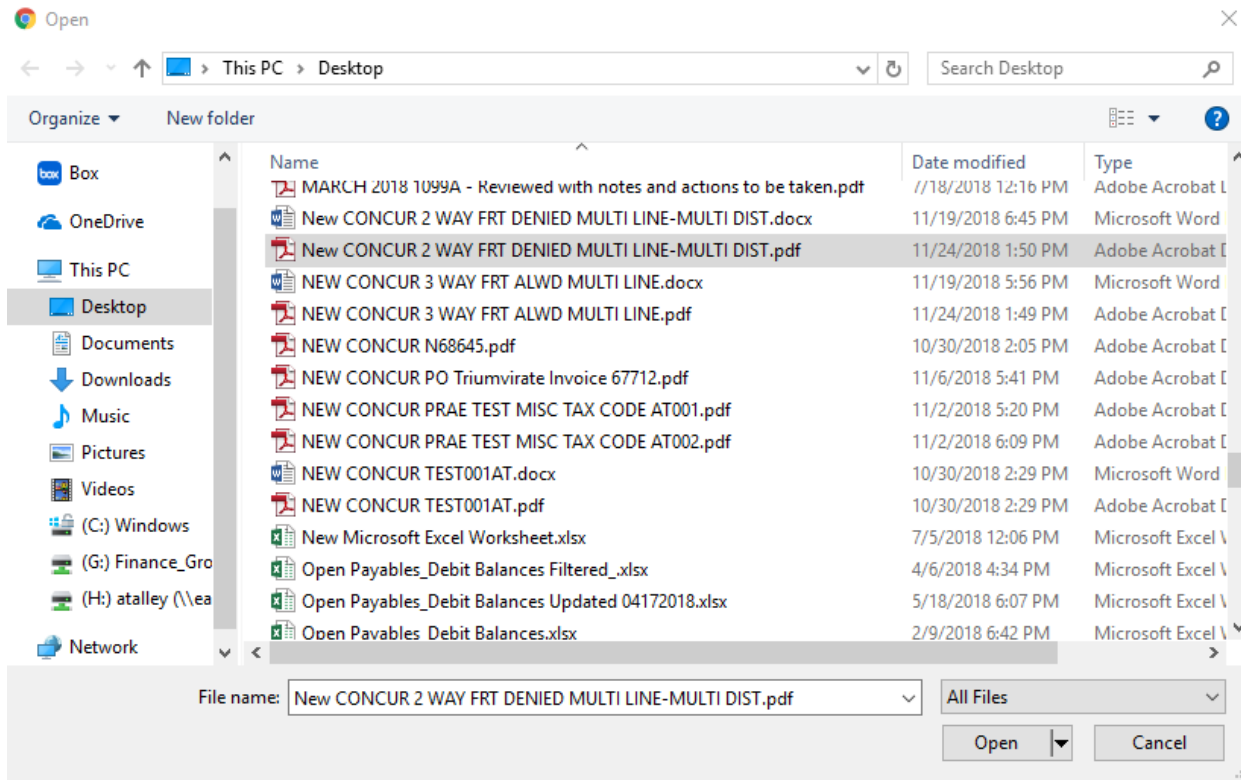
Click on Browse

Files selected for uploading: Browse... Upload

No files selected

Close

Identify the invoice for upload and select it.



Upload Image

For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 10 MB limit

Select 'Upload'

Files selected for uploading:

Browse...

Upload

New CONCUR 2 WAY FRT DENIED MULTI LI...

Remove

Close

Upload Image

For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click **Browse** and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 10 MB limit per file.

Files selected for uploading:

New CONCUR 2 WAY FRT DENIED MULTI LINE-MULTI DI... Uploaded

Browse...

Upload

Select 'Close' to complete the invoice upload process

Close

The invoice is now attached to your request. If you wish to verify, you may do so by clicking the 'View Invoice' option.

The screenshot shows the SAP Fiori 'Invoice' application interface. At the top, there are navigation tabs for 'Invoice', 'Approvals', and 'App Center'. The main header displays 'Payment Request' and the invoice number 'UPS 0000277762518'. Below this, there are sections for 'Vendor Information' (UNITED PARCEL SERVICE INC) and 'Invoice Details'. The 'Invoice Details' section contains various fields for payment type, request name, invoice date, and payment method. A 'View Invoice' button is located in the top right corner of the details section. An orange callout box with a green arrow points to this button, containing the text: 'Click on View Invoice to see the image of the invoice attached'. At the bottom of the screen, there is a 'Itemization Summary' table.

No.	Expense Type	Line Description	Quantity	Type of Activity	Region	Employment End Date	Expense Item Date	Unit Price	Total	Tax
1		SU211 POSTAGE EXPRESS MAIL - 9504 016						\$168.00	\$168.00	\$0.00
Account Code		Distribution Code				Percentage	Net Amount		Gross Amount	
SU211 System Setup		204_70201				100	\$168.00		\$168.00	

Step 10.

Submit your request for management approval by selecting the 'Submit Request' option.

The screenshot shows the SAP Concur 'Invoice' request form. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The main header displays 'Payment Request: PSI TEST 2 WAY FREIGHT DENIED AT' and 'Status: Not Submitted'. Two buttons are visible: 'Send to Purchasing' and 'Submit Request'. An orange callout box with a green arrow points to the 'Submit Request' button, containing the text: 'Click on submit request to start the invoice approval'. The form fields are organized into sections: 'Vendor Information' (PSI SERVICES LLC), 'Invoice Details' (Payment Request Type: PO Payment Request Entry, PO Number: 10021918M, PO Approval Status: Approved, PO Total Actual Encumbrance: \$7,056.26, Invoice Form Type: Review PO Invoice, Invoice Type: Standard, Request Name: PSI TEST 2 WAY FREIGHT DENIED, Invoice Number: TEST 2 WAY FREIGHT DENIED AT, Invoice Date: 08/08/2018, Request Total: 4,700.00, Net Payment Terms: 25, Payment Due Date: 08/22/2018, Live Item Tax Amount: 0.00), and 'Verification Summary' (Expense Type: 5586 DISTANCE EDUCATION SERVICE PROV..., Line Description: SERVICES, PROFESSI..., Total: \$4,700.00, Tax: \$0.00).

The following screen is displayed.

Enter the name (last name, first name) of the appropriate approver in the 'Invoice Approver' field. **This individual should be someone higher in your organizational hierarchy or the individual authorizing the charges if the charges are being posted external to your organization.**

Approval Flow for Payment Request: TEST_SP_AA3_WF

You must identify an approver before the request proceeds to the next workflow step.

Invoice Approver: + -

OVPR Subaward Approval: + -
(this step may be skipped)

Supplier Maintenance: + -
(this step may be skipped)

Back Office Approval:

Submit Request

Save Workflow Cancel

Note: Depending up on the invoice conditions it will route to various approvers such as OVPR Sub-award approval, Supplier Maintenance etc. (Refer to the Invoice approval Guidelines Document for additional details.)

Click on 'Submit Request' to initiate the approval.

To verify the status of this (or any) submission you may select the 'My Requests' option and then select either 'All Requests', 'Requests Submitted This Month' or any other appropriate selection.

The screenshot shows the SAP Concur interface for 'Unsubmitted Requests'. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Invoice', 'Approvals', and 'App Center'. A 'My Requests' button is highlighted in yellow. Below the navigation, there is a search bar with fields for 'Request Name' and 'Begins with'. A dropdown menu is open on the left, listing various request filters: 'Unsubmitted Requests', 'Unsubmitted Purchase Order Requests', 'All Requests', 'My Deleted Requests', 'Requests Submitted this Month', 'Requests Submitted last Month', 'Requests Submitted this Quarter', 'Requests Submitted last Quarter', and 'Recurring Requests'. The main table area is currently empty, with columns for 'Vendor Name', 'Invoice Number', 'Invoice Date', 'Approval Status', 'Payment Status', 'Total', 'Last Comment', and 'Web User Since'.