

This document identifies the process for entering two-way match invoice activity. Two-way match is usually associated with services activity. Two-way PO activity is also indicated by nothing being populated in the 'Receipt Type' field on the 'Purchase Order' tab on the 'Enter Invoice Details' screen.

### Matching Fundamentals

- Invoices matched to purchase orders whose total is greater than \$3500 would require approval
- 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

### 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, a user profile icon, and a 'Help' dropdown. Below this, a secondary navigation bar features tabs for 'Requests', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The 'Invoice' tab is highlighted with a green arrow. To the right of the 'Invoice' tab are several status indicators: a '+ New' button, and five '00' indicators for 'Required Approvals', 'Payment Requests', 'Available Expenses', 'Open Reports', and 'Cash Advances'. Below the navigation bar, the 'MY TASKS' section shows three task cards: 'Required Approvals', 'Available Expenses', and 'Open Reports'. Each card displays '00' and a message indicating no pending items, along with a checkmark icon. The bottom of the page features the SAP logo on the left and the SAP Concur logo on the right.

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**Step 3.** Click on 'Create New Request'.

The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Invoice', 'Approvals', and 'App Center'. A green arrow points to the 'Create New Request' link in the top navigation bar. Below the navigation bar, the page title is 'Payment Request List' and 'Unsubmitted Requests'. There are search filters and a table with 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.

The screenshot shows the 'Create New Payment Request' form. An orange callout box contains the instruction: "Enter the desired PO number in the 'Purchase Order Search' field, and then select it by 'clicking' on the PO number". A green arrow points from the callout to the dropdown menu showing a selected PO number. The form includes a 'Purchase Order Search' field with the value '1000213004'. Below the search field is a 'Vendor List' table with columns: Vendor Name, Vendor Number, Address 1, Address 2, City, State/Province, Postal/Zip Code, Country, Currency, Telephone Number, and Tax ID.

Vendor Name	Vendor Number	Address 1	Address 2	City	State/Province	Postal/Zip Code	Country	Currency	Telephone Number	Tax ID
CRYSTAL ENVIS	514304	3351 CANDLEWOOD CRESCENT		WINDSOR		N0W6M5	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 SAP Concur 'Enter Invoice Details' interface. The 'Vendor Information' section on the left lists details for 'DB SERVICES LLC'. The main 'Invoice Details' section contains various fields for PO Number, Approval Status, Amount, and Payment Information. An orange callout box with a green arrow points to a 'Change' button located at the bottom left of the form, below the 'View' button. Below the form is a 'Remission Summary' table with columns for No., Expense Type, Line Description, Quantity, Type of Activity, Regions, Expenditure Item Code, Unit of Measure, Unit Price, PO Shipment Number, PO Release Number, PO Line Active Encum., Total, and Tax. The table currently shows 'No items found.'

Enter the first few characters of the supplier's name (for example: "PSI") in the search field and 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	Tax ID
CRYSTAL ENNIS	514584	3351 CANDLEWOOD CRESC.		WINDSOR		N9W5M5	CANADA	US, Dollar		
EPLUS TECHNOLOGY INC	200453	PO BOX 404386		ATLANTA	GA	30384	UNITED STATES	US, Dollar		54-1904151

Perform the search by clicking the magnifying glass

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Cancel

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 | Profile

My Requests | Create New Request

### Create New Request

## Enter Invoice Details

Adams | Details

**Vendor Information**  
DR FRANKS 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: Standard	Invoice Type: Standard	Request Name:	Payment Remittance Description (Please refer to standard):	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: JP Morgan Single use card	Net Payment Terms: 0	Payment Use Date:	Custom 14 Mail Instructions
Special Handling Detail:	Special Handling Code:	Comments (Message to AP):	PO Street: 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	Regions	Expenditure Item Code	Unit of Measure	Unit Price	PO Shipment Number	PO Release Number	PO Line Active Encum...	Total	Tax
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**Step 6: Continue to Enter Invoice Details**

**Fields highlighted in red are all mandatory.**

**W8 Received, W8 Expiration Date, WCF Expiration Date fields are populated from the Supplier record .Refer to details listed below**

**Vendor Information**  
**PSI SERVICES LLC**  
 STE 200 2950 N HOLLYWOOD HWY  
 91606 CA  
 91606-1077  
 Vendor Code: 498008  
 Address Code: PSI 031 01  
 Currency: USD US, Dollar

**Invoice Details**

Payment Request Type: PO Payment Request Policy  
 PO Number: 100012804  
 PO Approval Status: Approved  
 PO Total Active Encumbrance: \$1,800.00

Service Period: [Empty]  
 Invoice Form Type: Service PO Invoice  
 Invoice Type: Standard  
 Request Name: PSI TEST 2 WAY FREIGHT DENIED  
 Request Description: CONSULTANT SERVICES  
 Invoice Number: TEST 2 WAY FREIGHT DENIED AT  
 Invoice Date: 07/26/2018  
 Payment Method: LFT  
 Net Payment Terms: 25  
 Payment Due Date: 08/22/2018

Total Invoice Amount (incl TAX): \$1,700.00  
 Shipping: 0.00  
 Special Handling Code: [Empty]  
 Special Handling Detail: [Empty]  
 Request Total: 0.00  
 Comments (Message to API): [Empty]  
 Processing Type: Standard  
 PD Group: SCHOOL OF ENGINEERING  
 Line Item Tax Amount: 0.00

Are All Services Performed Outside The US? No  
 Currency: USD US, Dollar  
 \*Custom 10-Min Instructions: [Empty]

**Itemization Summary**

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.													

Amount Remaining to be Invoiced: \$4,700.00



## 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 LOV use the 'Other Identify' option and enter the type of the invoice in the Comments Field.

The screenshot shows the 'Enter Invoice Details' form. The 'Vendor Information' section on the left lists 'ADDI ABASIA UNIVERSITY' with address '20045 20th St, Washington, DC 20045'. The main form area contains several sections: 'Payment Request Type' (W8 Received), 'W8 Expiration Date' (12/31/2020), 'WCF Expiration Date', 'Invoice Form Type' (with a dropdown arrow highlighted by a green arrow), 'Invoice Type' (Standard), 'Request Name', 'Request Total' (0.00), 'Payment Due Date', 'Mail Instructions', 'Payment Balance Description', 'Invoice Number', 'GrandTotal Grant' (0.00), 'Invoice Date', 'Processing Type' (Standard), 'PG Number', 'Is 100% of the Payment for Services?' (Yes), 'Service Period', 'Currency' (USD-USA), 'Payment Method' (CHECK), and 'Comments (Message to AP)'. At the bottom, the 'Remitization Summary' table is empty, with columns for 'Line', 'Expense Type', 'Line Description', 'Quantity', 'Type of Activity', 'Region', 'Prepayment End Date', 'Expenditure Item Date', 'Unit Price', 'Total', and 'Tax'.

**Definition of each Invoice Form Type listed in the LOV (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

## Enter Invoice details – Continued:

My Requests

Create New Request

### Enter Invoice Details

Actions Details

**Vendor Information**

ADDMS ABAMA UNIVERSITY  
THIS SITE FOR WRES ONLY  
WRES.DC  
20025  
Vendor Code: 230409  
Address Code: WRES-01  
Currency: USD-US, Dollar

**Invoice Details**

Payment Request Type:  WS Received:  WS Expiration Date:  WCF Expiration Date:  Are All Services Performed Outside the US?:  Is 100% of the Payment for Services?:  Service Period:

Invoice Form Type:  Invoice Type:  Request Name:  Payment Remittance Description (Visible to Vendors):  Invoice Number:  Invoice Date:  Currency:

Total Invoice Amount (incl SAT):  Shipping:  Request Total:  Grants/Non-Grant:  Oracle Alias:  Processing Type:  Payment Method:

Net Payment Terms:  Payment Due Date:  Mail Instructions:  Special Handling Detail:  Special Handling Code:  PO Number:  Comments (Message to AF):

PO Group:

View Change

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

Itemization Summary

Show Distributions

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

Amount Remaining to be Received: \$0.00

## 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 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 Invoice Summary

**Vendor Information**

**SPARKS PERSONEL SERVICES INC**  
 05 STAFFING  
 255 KING HARBOR RD SUITE 100  
 ROCKVILLE MD  
 20850  
 Vendor Code: 10550  
 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  
 Will Received: No  
 Will Expiration Date:  
 WCF Expiration Date:

Are All Services Performed Outside the US? No  
 % 100% of the Payment for Services? Yes  
 Service Period:  
 Invoice Form Type:  
 Invoice Type: Standard  
 Request Name:  
 Payment Description (Visible to Vendors):  
 Processing Type: Standard  
 Comments (Message to AP):

Invoice Number:  
 Invoice Date:  
 Currency: USD-US, Dollar  
 Total Invoice Amount (incl. S&T): \$ 0.00  
 Shipping: \$ 0.00  
 Request Total: \$ 0.00  
 Special Handling Code:  
 Special Handling Code:  
 Payment Method: CHECK  
 Net Payment Terms: 25  
 Payment Due Date:  
 Custom 14-Mat Instructions:  
 PO Group: A/P FOR FINANCE

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 Ex: PO Number: 1000134271-176 - in this case 1000134271 (blanket release PO 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 ex: 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 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, and if none exists on the invoice 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 (Including 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 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. **Enter your business justification notes in the Comments (Message to AP) field in order that Accounts Payable 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 Payable 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 Payable 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 correct 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

Actions ▾ Details ▾ Save

Payment Request Purchase Order Matching Summary

**Vendor Information**

**SPARKS PERSONNEL SERVICES INC**  
 CS STAFFING  
 720 KING FARNS 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  
 WB Received: No  
 WB Expiration Date:   
 WCF Expiration Date:

Are All Services Performed Outside the US?: No  
 Is 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 Request 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  
 Processing Type: Standard

Payment Method: CHECK  
 Net Payment Terms: 25  
 Payment Due Date: 01/31/2019  
 Custom Mail Instructions: Custom Mail Instructions  
 Special Handling Detail:   
 Special Handling Code:   
 Comments (Message to AP):

FD Group: AWP FOR FINANCE

View Change Save

**Itemization Summary**

Show Deductions

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 Delete View Image Upload Image

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Expenditure Ita...	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

58543 TELECOMMUNICATIONS EQUIPMENT  
58811 GENERAL COLLECTIONS  
58891 EQUIPMENT NOT GWU  
58892 BOOKS NOT GWU  
58951 TRANSFERS TO/FROM CURRENT FUNDS  
58952 TRANSFERS TO/FROM DEPARTMENTAL FUNDS  
58954 CENTRAL FUNDING TRANSFER  
58957 ENDOWMENT PAYOUT  
99999 SPLIT DISTRIBUTION  
CASH CLEARING - ORACLE/GCAS  
CASH CONTROL CLEARING STUDENT ACCOUNT OFFICE (SA)  
FED WIRES STUDENT ACCOUNTS  
PNC BANK PAYROLL - BANNER  
Undefined

Add Item

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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. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The user's profile is visible in the top right. The main header displays 'Payment Request' and 'PSI TEST 2 WAY FREIGHT DENIED AT'. Below this, there are tabs for 'Payment Request', 'Purchase Order', and 'Matching Summary', with a green arrow pointing to the 'Matching Summary' tab. The 'Vendor Information' section on the left lists 'PSI SERVICES LLC' with its address and contact details. The main form contains various fields for invoice details, including PO Number (100013934), PO Approval Status (Approved), PO Total Active Encumbrance (\$7,896.06), Invoice Form Type (Service PO Invoice), Invoice Type (Standard), Request Name (PSI TEST 2 WAY FREIGHT DENIED), Request Total (\$790.00), Invoice Number (TEST 2 WAY FREIGHT DENIED AT), Invoice Date (01/28/2018), and Payment Due Date (08/22/2018). The 'Itemization Summary' table at the bottom is currently empty, showing 'No items found'.



In the Matching Summary tab we match the line items being invoiced to the Purchase order. Enter the PO Line to which the invoice has to be charged.

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

The screenshot shows the SAP Concur Matching Summary interface. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Expense', 'Invoice', 'Approvals', and 'App Center'. Below this, there are buttons for 'My Requests' and 'Create New Request'. The main content area is titled 'Payment Request' and 'Matching Summary'. There are buttons for 'Match', 'Unmatch', 'Copy Items from PO', and 'Edit Side-by-Side'. A table displays the matching summary with columns for 'Alert', 'Line Item', 'Line Description', 'Quantity', 'Unit Price', 'Total', 'Tax', and 'Matched To PO'. Below the table, there is a 'Purchase Order' section with a search bar and a table of purchase order lines. Two orange callout boxes with green arrows point to specific elements: one points to the 'Copy Items from PO' button, and the other points to the 'Go to Line' dropdown menu in the Purchase Order 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.	Ordered Invoiced	5294.5 0	\$1.00	\$9,294.50 \$0.00	\$0.00 \$0.00
	6	SERVICES: PROFESSIONAL: Exams in April 2018. Invoice attached.	Ordered Invoiced	2552 0	\$1.00	\$2,552.00 \$0.00	\$0.00 \$0.00
		SERVICES: PROFESSIONAL: Exams in January 2018. Invoice attached.	Ordered Invoiced	464 0	\$1.00	\$464.00 \$0.00	\$0.00 \$0.00
		2018. Invoice attached.	Ordered Invoiced	10541.5 0	\$1.00	\$10,541.50 \$0.00	\$0.00 \$0.00
		January 2018. Invoice 313227 from Jan.31 2018.	Ordered Invoiced	464 0	\$1.00	\$464.00 \$0.00	\$0.00 \$0.00
		2018. Invoice 317270 from June 30 2018.	Ordered Invoiced	8859.5 0	\$1.00	\$8,859.50 \$0.00	\$0.00 \$0.00
	11	SERVICES: PROFESSIONAL: Exams in June 2018. Invoice 317766 from July 13 2018.	Ordered Invoiced	8830.5 0	\$1.00	\$8,830.50 \$0.00	\$0.00 \$0.00
	12	PROFESSIONAL SERVICES: Remote Proctor Services FY19. Amount estimated based on previous year spending. See attached	Ordered Invoiced	100000 0	\$1.00	\$100,000.00 \$0.00	\$0.00 \$0.00

The following screen will appear.

Copy Items from PO
✕

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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 invo...	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: 1000213934 Go to line: Line Number

<input type="checkbox"/> 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 invo...	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
		SERVICES. PROFESSIONAL. Exams in January 2018. Invo...	464	\$1.00	\$464.00
		SERVICES. PROFESSIONAL. Exams in May 2018. Invoice ...	10541.5	\$1.00	\$10,541.50
		SERVICES. PROFESSIONAL. Exams in January 2018. Invo...	464	\$1.00	\$464.00
<input checked="" 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 number to which the invoice has to match

Click on Copy

Cancel

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

The screenshot displays the SAP Concur Invoice interface. At the top, there are navigation tabs for Requests, Expense, Invoice (highlighted), Approvals, and App Center. Below the navigation, there are links for 'My Requests' and 'Create New Request'. A green arrow points to a 'Payment Request' tab, which is selected. The main content area is titled 'Matching Summary' and includes a 'View Invoice' link. Below this, there is a 'Payment Request' section with a table showing a single line item:

Line Item	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	1000212834 line 10

Below the Payment Request section is the 'Purchase Order' section, which includes a search bar for 'On to line: Line Number'. The Purchase Order table shows multiple line items with their respective quantities, unit prices, and totals:

Line Item	Description	Ordered	Invoiced	Unit Price	Total	Tax
1	PROFESSIONAL SERVICES, Vendor will provide remote Proctor Test Services to approximately 1,800 students at \$14.50 each for a projected total of \$261,750.00. Performance po	21215	0	\$1.00	\$21,215.00	\$0.00
3	PROFESSIONAL SERVICES, Increase PO# 1000212834 to cover PSI Remote Proctor Services.	20000	0	\$1.00	\$20,000.00	\$0.00
4	PROFESSIONAL SERVICES, Increase to cover cost of invoices.	80000	0	\$1.00	\$80,000.00	\$0.00
5	PROFESSIONAL SERVICES, INCREASE PURCHASE ORDER TO COVER COST OF ADDITIONAL SERVICES.	8254.5	0	\$1.00	\$8,254.50	\$0.00
6	SERVICES, PROFESSIONAL, Exams in April 2018. Invoice attached.	2592	0	\$1.00	\$2,592.00	\$0.00
7	SERVICES, PROFESSIONAL, Exams in January 2018. Invoice attached.	424	0	\$1.00	\$424.00	\$0.00
8	SERVICES, PROFESSIONAL, Exams in May 2018. Invoice attached.	10541.5	0	\$1.00	\$10,541.50	\$0.00

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

My Requests | Create New Request

Payment Record | **PSI TEST 2 WAY FREIGHT DENIED AT** | Status: Not Submitted | Send to Purchasing | Submit Record

Vendor Information: PSI SERVICES LLC  
 275 200 2860 N HOLLYWOOD HWY  
 BURBANK CA 91505-1072  
 Vendor Code: 48008  
 Address Code: PSI-SS-01  
 Currency: USD US, Dollar

Invoice Details:

Payment Request Type: PO Payment Request Policy | PO Number: 000012804 | PO Approval Status: Approved | PO Total Active Encumbrance: \$7,805.00

Service Period: | Invoice Term Type: Service-PO Invoice | Invoice Type: Standard | Request Name: PSI TEST 2 WAY FREIGHT DENIED

Total Invoice Amount (incl S&T): 6,100.00 | Shipping: 0.00 | Request Total: 6,856.50 | Processing Type: Standard | Payment Method: EFT

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

Invoice Number: 1151 2 WAY FREIGHT DENIED AT | Invoice Date: 11/20/2018 | Net Payment Terms: 00 | Payment Due Date: 08/22/2019

View Invoice

Select the Check box  
click on Edit

Click on Edit

View | Change | Save

Itemization Summary | Amount Remaining to be Itemized: 14,138.00

Item	Expense Type	Line Description	Quantity	Type of Activity	Region	Expenditure Item Code	Unit of Measure	Unit Price	PO Segment Number	PO Release Number	PO Line Active From	Total	Tax
1		55586 DISTANCE EDUCATION SERVICE PROVI... SERVICES, PROFESS...	889.5				US Dollars	\$7.00	1			\$6,223.50	\$0.00
Account Code: 16986   Distribution Code: 02-17624   Percentage: 100   Net Amount: \$6,856.50   Gross Amount: \$6,856.50													

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

[View Invoice](#)

Expense Type	Line Description	Quantity	Type of Activity	Regions	Expiration Item Date	Unit of Measure	Unit Price	PO Shipment Number	PO Release Number
65566 DISTANCE EDUCATI	SERVICES, PROFESSIONAL Exams in June 2016, Invoice	8859.5				US Dollars	1.00	1	

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

---

Distributions Total: 88,855.50 | Distributed: 88,855.50 (100%) | Remaining: 0.00 (0%)

Distributions

[Distribute By \\*](#) [Add](#) [Delete](#) [Favorites \\*](#) [Add to Favorites](#)

Percentage	Grant/Non Grant	Oracle Aliaa	Expense Type	Distribution Code
<input type="checkbox"/> 100	(GL) Non Grant	(175524) EMSE ...		GL-175524

Update the Quantity.

The screenshot shows the 'EDIT LINE ITEM' interface. At the top, there are several input fields: 'Quantity' (highlighted with a green arrow and an orange callout box labeled 'Update the Qty'), 'Type of Activity', 'Regions', 'Expenditure Item Date', 'List of Values', 'PO Document Number', and 'PO Purchase Number'. Below this is a 'Details/Errors' section with a table for 'Items'. The table has columns for 'Item', 'Description', 'Quantity', 'Unit of Measure', 'Expenditure Type', and 'Distribution Code'. The table is currently empty.

**Note:** For invoices that are matched to POs 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, then 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

FORMER NAME: [Field] | CURRENT NAME: [Field] | QUANTITY: [Field] | UNIT OF MEASURE: [Field] | UNIT PRICE: [Field] | DISTRIBUTION NUMBER: [Field] | FISCAL YEAR: [Field]

DESCRIPTIONS

Percentage	Account	Object Code	Expense Type	Distribution Code

Click on Save





After you click on 'Save', the header and line items are now "in balance", with both now showing the same amount for ex: \$4700.

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

My Requests | Create New Request

Payment Request | Status: Not Submitted | Send to Purchasing | Submit Request

PSI TEST 2 WAY FREIGHT DENIED AT

Actions | Details

Payment Request | Purchase Order | Matching Summary

**Vendor Information**

**PSI SERVICES LLC**

STE 200 2950 N HOLLYWOOD WAY  
BURBANK, CA 91505-1072

Vendor Code: 482006  
Address Code: PSI SSI 01  
Currency: USD-US, Dollar

**Invoice Details**

Payment Request Type: PO Payment Request Policy | PO Number: 1000213934 | PO Approval Status: Approved | PO Total Active Encumbrance: 97,935.05

Service Period: | Invoice Form Type: Service PO Invoice | Invoice Type: Standard | Request Name: PSI TEST 2 WAY FREIGHT DENIED

Total Invoice Amount (incl SAT): 4,700.00 | Shipping: 0.00 | Request Total: 4,700.00

Special Handling Detail: | Special Handling Code: | Comments (Message to AP):

Payment Request Type: No | W8 Received: No | W8 Expiration Date: | WCF Expiration Date: | Are All Services Performed Outside The US?: No

Payment Remittance Description (Visible to Vendors): CONSULTANT SERVICES | Invoice Number: TEST 2 WAY FREIGHT DENIED AT | Invoice Date: 07/29/2018 | Currency: USD-US, Dollar

Processing Type: Standard | Payment Method: EFT | Net Payment Terms: 25 | Payment Due Date: 08/22/2018 | \*Custom 14-Mail Instructions:

PD Group: SCHOOL OF ENGINEERING | Line Item Tax Amount: 0.00

View Invoice

View | Change | Save

**Itemization Summary**

Add Item | Delete Item | Edit | Distribute | Show Distributions

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Expenditure Item Code	Unit of Measure	Unit Price	PO Shipment Number	PO Release Number	PO Line Encumbrance	Total	Tax
1	55566	DISTANCE EDUCATION SERVICE PROVI... SERVICES, PROFESSI...	4700				US Dollars	\$1.00	1		\$0.00	\$4,700.00	\$0.00
											Net Amount	\$4,700.00	
											Gross Amount	\$4,700.00	

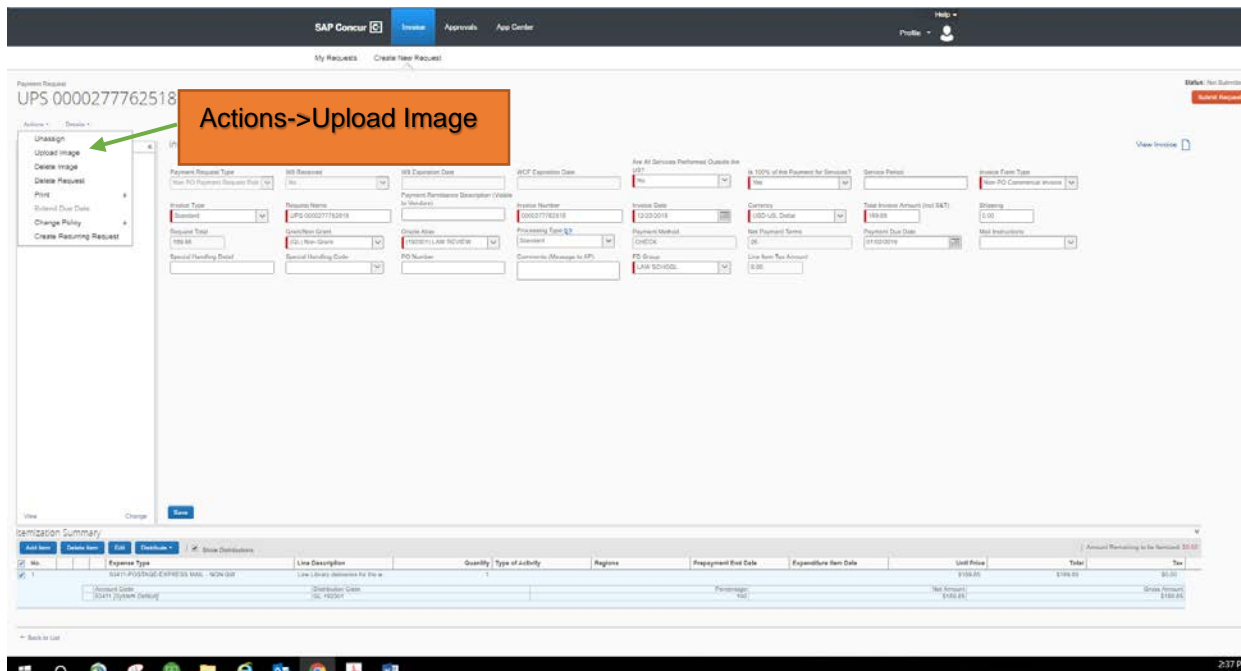
Invoice Header amount should match to Line amount

Invoice line amount should match Header amount

**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 7:**

Upload your invoice image. Click on 'Actions'-'>'Upload Image'.



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

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## Upload Image

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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

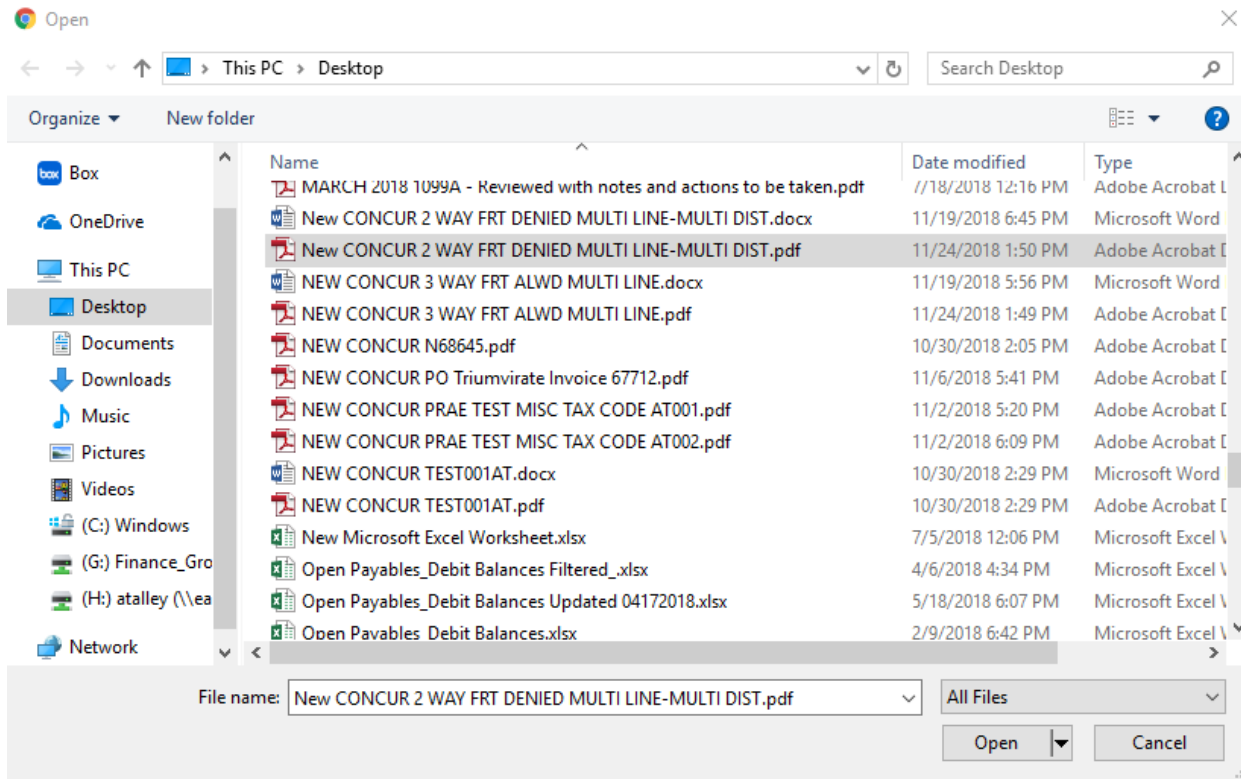
No files selected

Close

---

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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:

Image will be indicated as  
'Uploaded'

Browse...

Upload

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

Close

Select 'Close' to complete the  
invoice upload process

The invoice is now attached to your request. If you wish to verify, you may do so by clicking the 'View Invoice' option. **Your invoice followed by all supporting documentation must be submitted as one single individual file, not as multiple files.**

The screenshot displays the SAP Concur 'Invoice' page for a payment request with ID 'UPS 0000277762518'. The interface includes a top navigation bar with 'SAP Concur', 'Invoice', 'Approvals', and 'App Center'. Below the navigation, there are links for 'My Requests' and 'Create New Request'. The main content area is divided into 'Vendor Information' and 'Invoice Details'. The 'Vendor Information' section lists 'UNITED PARCEL SERVICE INC' with address details. The 'Invoice Details' section contains various fields for invoice type, request name, invoice number, date, and amount. An orange callout box with a green arrow points to the 'View Invoice' button in the top right corner of the invoice details section.

Line	Expense Type	Line Description	Quantity	Type of Activity	Regions	Payment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	63411 POSTAGE/EXPRESS MAIL - NON-G/P	Line 1 entry adjustment for the a	1					\$108.85	\$108.85	\$0.00
	63411 SYSTEMS SERVICE	Distribution Code GL 10001				Percentage: 100		Net Amount: (\$108.85)	Order Amount: \$108.85	

## Step 8.

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

The screenshot shows the SAP Concur 'Invoice' page. At the top, there are navigation tabs for 'Requests', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The 'Invoice' tab is active. Below the navigation, there are buttons for 'My Requests' and 'Create New Request'. The main header area displays 'Payment Request' and 'PSI TEST 2 WAY FREIGHT DENIED AT'. On the right side, there are two buttons: '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 main content area is divided into 'Vendor Information' and 'Invoice Details'. The 'Vendor Information' section shows details for 'PSI SERVICES LLC'. The 'Invoice Details' section contains various fields such as 'Payment Request Type', 'PO Number', 'Invoice Form Type', 'Invoice Type', 'Requested Name', 'Requested Amount', 'Processing Type', 'Payment Method', 'Net Payment Terms', 'Payment Due Date', 'Live Item Tax Amount', 'Invoice Number', 'Invoice Date', and 'Currency'. At the bottom, there is a 'Verification Summary' table.

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Expenditure Item Code	Unit of Measure	Unit Price	PO Item Number	PO Release Number	PO Line Active Ensum...	Total	Tax
1	5586 DISTANCE EDUCATION SERVICE PROVI...	SERVICES, PROFESSI...	4700				US Dollars	\$1.00	1		\$0.00	\$4,700.00	\$0.00
											Net Amount	\$4,700.00	
											Gross Amount	\$4,700.00	



The following screen is displayed.

Enter the 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.