

## PURPOSE

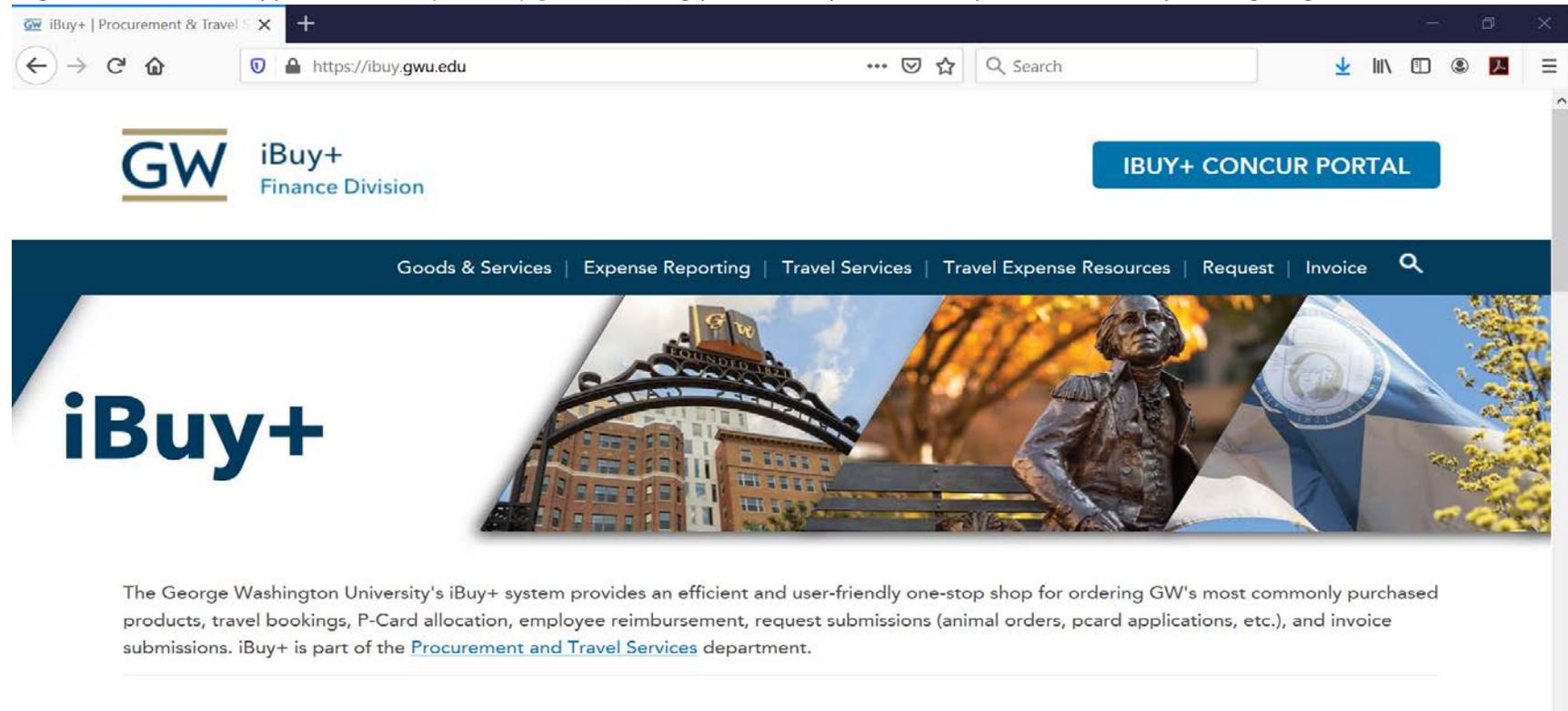
The purpose of this document is to provide instructions on navigating iBuy+ Invoice to determine an invoice status or payment status.

## NAVIGATING TO FIND INVOICE STATUS OR PAYMENT STATUS

### Step by Step Procedures

Step 1:

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



GW iBuy+ Finance Division

IBUY+ CONCUR PORTAL

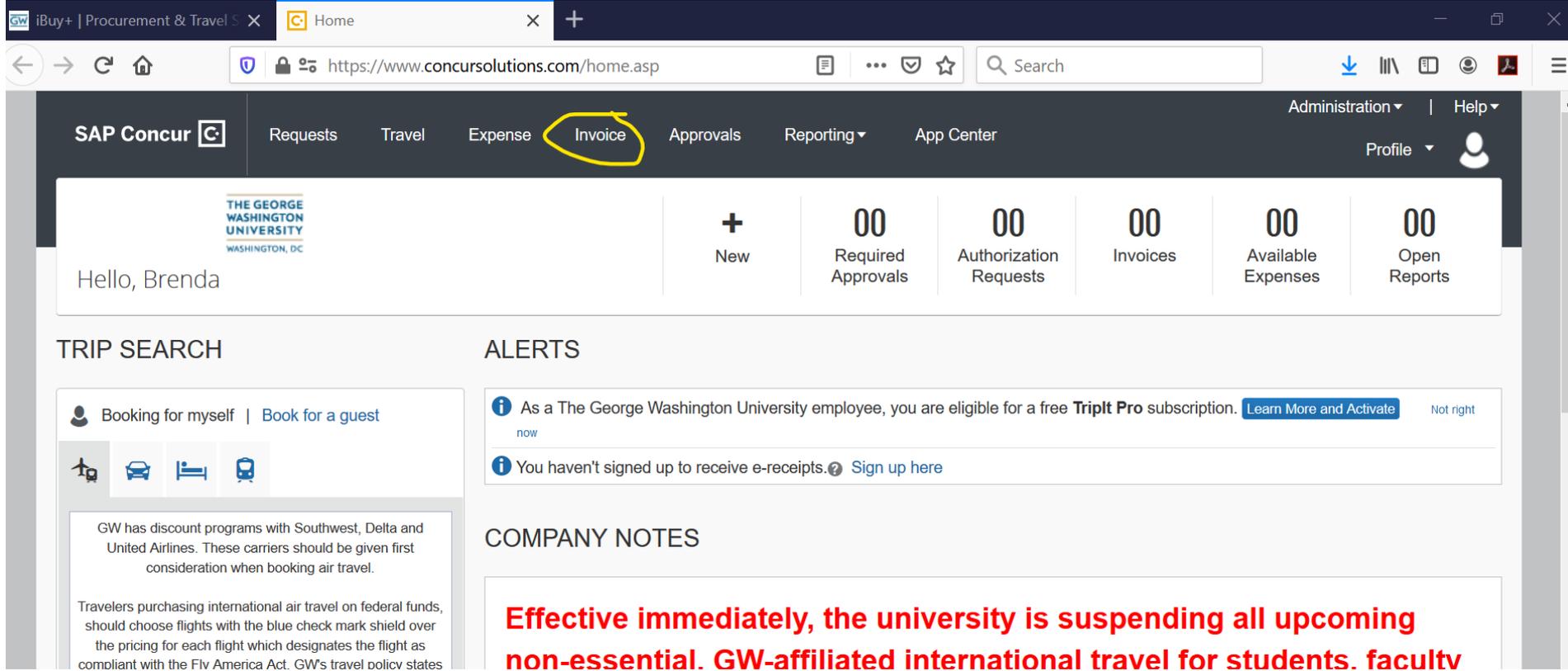
Goods & Services | Expense Reporting | Travel Services | Travel Expense Resources | Request | Invoice

# iBuy+

The George Washington University's iBuy+ system provides an efficient and user-friendly one-stop shop for ordering GW's most commonly purchased products, travel bookings, P-Card allocation, employee reimbursement, request submissions (animal orders, pcard applications, etc.), and invoice submissions. iBuy+ is part of the [Procurement and Travel Services](#) department.

Step 2:

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



The screenshot shows the SAP Concur iBuy+ Invoice interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Invoice' (highlighted with a yellow circle), 'Approvals', 'Reporting', and 'App Center'. The user is logged in as 'Brenda'. The main dashboard displays several key metrics: '+ New', '00 Required Approvals', '00 Authorization Requests', '00 Invoices', '00 Available Expenses', and '00 Open Reports'. Below the dashboard, there are sections for 'TRIP SEARCH' (with options for 'Booking for myself' and 'Book for a guest'), 'ALERTS' (with messages about Tript Pro subscription and e-receipts), and 'COMPANY NOTES' (with a red notice about suspending international travel).

TRIP SEARCH

Booking for myself | Book for a guest

GW has discount programs with Southwest, Delta and United Airlines. These carriers should be given first consideration when booking air travel.

Travelers purchasing international air travel on federal funds, should choose flights with the blue check mark shield over the pricing for each flight which designates the flight as compliant with the FIV America Act. GW's travel policy states

ALERTS

As a The George Washington University employee, you are eligible for a free **Tript Pro** subscription. [Learn More and Activate](#) Not right now

You haven't signed up to receive e-receipts. [Sign up here](#)

COMPANY NOTES

**Effective immediately, the university is suspending all upcoming non-essential. GW-affiliated international travel for students. faculty**



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

The dashboard is the next screen, after 'Invoice' is selected from the menu.

**SAP Concur** | Requests | Travel | Expense | **Invoice** | Approvals | Reporting | App Center | Administration | Help | Profile

Invoice Manager | Create New Invoice | Processor | Invoice Capture | Payments | Vendor Manager

## Invoice Manager

### ACTIVE INVOICES

|  |  |   |  |
|--|--|---|--|
| <b>15</b><br>Unverified Capture<br>⚠ Over 48 Hours: <b>0</b> | <b>3</b><br>Unassigned Invoices<br>⚠ Over 12 Hours: <b>3</b> | <b>397</b><br>All Unsubmitted Invoices<br>⚠ Over 3 Days: <b>334</b> | <b>280</b><br>All Unapproved Invoices<br>⚠ Over 5 Days: <b>118</b> |
|--|--|---|--|

### MY TASKS

| Invoices                                      | Back Office  |
|---|--|
| <a href="#">+ Create New Invoice</a>          | <a href="#">Unassigned Invoices</a> <b>3</b>         |
| <a href="#">Unsubmitted Invoices</a> <b>0</b> | <a href="#">Pending Accounting Review</a> <b>112</b> |
| <a href="#">All My Invoices</a> <b>0</b>      | <a href="#">Unapproved Vendor</a> <b>1</b>           |

Step 3:

Page | 3





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

Select 'Processor' on the dashboard screen. When selected, a drop down with three choices will appear: 'Process Invoices', 'Deleted Invoices' and 'Process Invoice Documents'. You will select 'Process Invoices'.

The screenshot displays the SAP Concur iBuy+ Invoice Manager interface. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Invoice' (highlighted), 'Approvals', 'Reporting', and 'App Center'. The 'Invoice' menu is expanded, and 'Processor' is circled in yellow. Below the navigation, the 'Invoice Manager' section shows 'ACTIVE INVOICES' with four summary cards:

| Count | Category                 | Warning          |
|-------|--------------------------|------------------|
| 15    | Unverified Capture       | Over 48 Hours: 0 |
| 3     | Unassigned Invoices      | Over 12 Hours: 3 |
| 397   | All Unsubmitted Invoices | Over 3 Days: 334 |
| 280   | All Unapproved Invoices  | Over 5 Days: 118 |

Below the summary cards is the 'MY TASKS' section, which is divided into two columns:

| Invoices                             |   |
|--------------------------------------|---|
| <a href="#">+ Create New Invoice</a> |   |
| <a href="#">Unsubmitted Invoices</a> | 0 |
| <a href="#">All My Invoices</a>      | 0 |

| Back Office                               |     |
|---|-----|
| <a href="#">Unassigned Invoices</a>       | 3   |
| <a href="#">Pending Accounting Review</a> | 112 |
| <a href="#">Unapproved Vendors</a>        | 4   |



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

After 'Process Invoices' is selected from the drop down, the following screen will appear.

The screenshot shows the SAP Concur iBuy+ Invoice Center interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Invoice' (highlighted), 'Approvals', 'Reporting', and 'App Center'. Below this, there are sub-navigation options: 'Invoice Manager', 'Create New Invoice', 'Processor' (selected), 'Invoice Capture', 'Payments', and 'Vendor Manager'. The main content area is titled 'Invoices Ready For Processing' and shows a list of invoices for the 'Global Group'. The list includes columns for Invoice ID, Employee, Vendor, Invoice Amount, Origin, Approval Status, Payment Status, Request ID, Create Date, First Approval Date, Customization, First Submission Date, Payment Date, Request ID, Comments, PO Number, and Latest Status. Several invoices are marked as 'Matched to Purchase Order'. A warning message at the bottom of the list states: 'Code: MISCREVW, Level: 50; REVIEW: Account 57121 should be reviewed for MISC Income Tax Type assignment.'

| Invoice ...                         | Employee... | Vendor ...   | Invoice ... | Invoice ... | Origin S... | Approva...  | Payment...  | Request... | Create D... | First Ap... | *Custom... | First Su... | Payment... | Request... | Comme... | PO Num...  | Latest S... |
|-------------------------------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|------------|-------------|------------|------------|----------|------------|-------------|
| <input type="checkbox"/>            | Robert H... | Brockhur...  | ROBERT...   | 55974644    | Y           | User Add... | Accounti... | Not Paid   | \$920.00    | 06/25/2020  | 06/25/2020 | EFT         | 06/25/2020 | 07/18/2020 | 101195   | 1000232... | 06/25/2020  |
| <input checked="" type="checkbox"/> |             |              |             |             |             |             |             |            |             |             |            |             |            |            |          |            |             |
|                                     |             |              |             |             |             |             |             |            |             |             |            |             |            |            |          |            |             |
| <input type="checkbox"/>            | RITTEN...   | Bowles, ...  | RITTEN...   | 5547018     | Y           | User Add... | Accounti... | Not Paid   | \$1,237.50  | 06/25/2020  | 06/25/2020 | EFT         | 06/25/2020 | 07/20/2020 | 101190   |            | 06/25/2020  |
| <input type="checkbox"/>            | EBSCO ...   | Bowles, ...  | EBSCO I...  | 1000131...  | Y           | User Add... | Accounti... | Not Paid   | \$14,367.19 | 06/25/2020  | 06/25/2020 | EFT         | 06/25/2020 | 07/19/2020 | 101189   | EXEMPT...  | 06/25/2020  |
| <input type="checkbox"/>            | Mary A D... | Campbel...   | MARY A ...  | 62420GF...  | Y           | User Add... | Accounti... | Not Paid   | \$280.00    | 06/25/2020  | 06/25/2020 | EFT         | 06/25/2020 | 07/19/2020 | 101175   | 1000226... | 06/25/2020  |
| <input checked="" type="checkbox"/> |             |              |             |             |             |             |             |            |             |             |            |             |            |            |          |            |             |
| <input type="checkbox"/>            | GAUMARD     | Lewis, K...  | GAUMA...    | 43290       | Y           | User Add... | Accounti... | Not Paid   | \$11,950.00 | 06/24/2020  | 06/25/2020 | JP Morg...  | 06/24/2020 | 06/12/2020 | 101145   | 1000232... | 06/24/2020  |
| <input checked="" type="checkbox"/> |             |              |             |             |             |             |             |            |             |             |            |             |            |            |          |            |             |
| <input type="checkbox"/>            | MN0624...   | Oliva, Ja... | MARGA...    | MN0624...   | Y           | User Add... | Accounti... | Not Paid   | \$1,500.00  | 06/24/2020  | 06/24/2020 | CHECK       | 06/24/2020 | 06/24/2020 | 101142   | Reigelm... | 06/24/2020  |

### Step 4:

On the left-hand side of the screen, under Group: Global Group, is a field for setting a date range. It is recommended to set a wide date range, unless you are certain of the date in which the invoice was created in iBuy+ Invoice. Setting a wide range gives the greatest possibility of locating the invoice (or invoices) you are seeking.





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

Click on 'Change'. This will allow you to set your data range.

SAP Concur | iBuy+ | Procurement & Travel | Invoice Center

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

Administration | Help | Profile

Requests | Travel | Expense | **Invoice** | Approvals | Reporting | App Center

Invoice Manager | Create New Invoice | Processor | Invoice Capture | Payments | Vendor Manager

## Invoices Ready For Processing

Group: Global Group

Showing invoices created within last 1 year(Change)

Query | Actions | Group | Preferences

Search: Invoice Name | Begins with | Go To

| <input type="checkbox"/> | Invoice ...  | Employee...  | Vendor ... | Invoice ... | Invoice ... | Origin S... | Approva...  | Payment... | Request...  | Create D... | First Ap... | *Custom... | First Su... | Payment... | Request... | Comme...   | PO Num...  | Latest S... |            |
|--------------------------|--|--------------|------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|------------|-------------|------------|------------|------------|------------|-------------|------------|
| <input type="checkbox"/> | Robert H...  | Brockhur...  | ROBERT...  | 55974644    | Y           | User Add... | Accounti... | Not Paid   | \$920.00    | 06/25/2020  | 06/25/2020  | EFT        | 06/25/2020  | 07/18/2020 | 101195     |            | 1000232... | 06/25/2020  |            |
|                          | ✔ Matched to Purchase Order  |              |            |             |             |             |             |            |             |             |             |            |             |            |            |            |            |             |            |
| <input type="checkbox"/> | RITTEN...  | Bowles, ...  | RITTEN...  | 5547018     | Y           | User Add... | Accounti... | Not Paid   | \$1,237.50  | 06/25/2020  | 06/25/2020  | EFT        | 06/25/2020  | 07/20/2020 | 101190     |            |            |             | 06/25/2020 |
| <input type="checkbox"/> | EBSCO ...  | Bowles, ...  | EBSCO I... | 1000131...  | Y           | User Add... | Accounti... | Not Paid   | \$14,367.19 | 06/25/2020  | 06/25/2020  | EFT        | 06/25/2020  | 07/19/2020 | 101189     | EXEMPT...  |            |             | 06/25/2020 |
| <input type="checkbox"/> | Mary A D...  | Campbel...   | MARY A ... | 62420GF...  | Y           | User Add... | Accounti... | Not Paid   | \$280.00    | 06/25/2020  | 06/25/2020  | EFT        | 06/25/2020  | 07/19/2020 | 101175     |            | 1000226... |             | 06/25/2020 |
|                          | ✔ Matched to Purchase Order  |              |            |             |             |             |             |            |             |             |             |            |             |            |            |            |            |             |            |
| <input type="checkbox"/> | GAUMARD  | Lewis, K...  | GAUMA...   | 43290       | Y           | User Add... | Accounti... | Not Paid   | \$11,950.00 | 06/24/2020  | 06/25/2020  | JP Morg... | 06/24/2020  | 06/12/2020 | 101145     |            | 1000232... |             | 06/24/2020 |
|                          | ✔ Matched to Purchase Order  |              |            |             |             |             |             |            |             |             |             |            |             |            |            |            |            |             |            |
| <input type="checkbox"/> | MN0624...  | Oliva, Ja... | MARGA...   | MN0624...   | Y           | User Add... | Accounti... | Not Paid   | \$1,500.00  | 06/24/2020  | 06/24/2020  | CHECK      | 06/24/2020  | 06/24/2020 | 101142     | Reigelm... |            |             | 06/24/2020 |
|                          | ⚠ Code: MISCREWV, Level: 50; REVIEW: Account 57121 should be reviewed for MISC Income Tax Type assignment. |              |            |             |             |             |             |            |             |             |             |            |             |            |            |            |            |             |            |

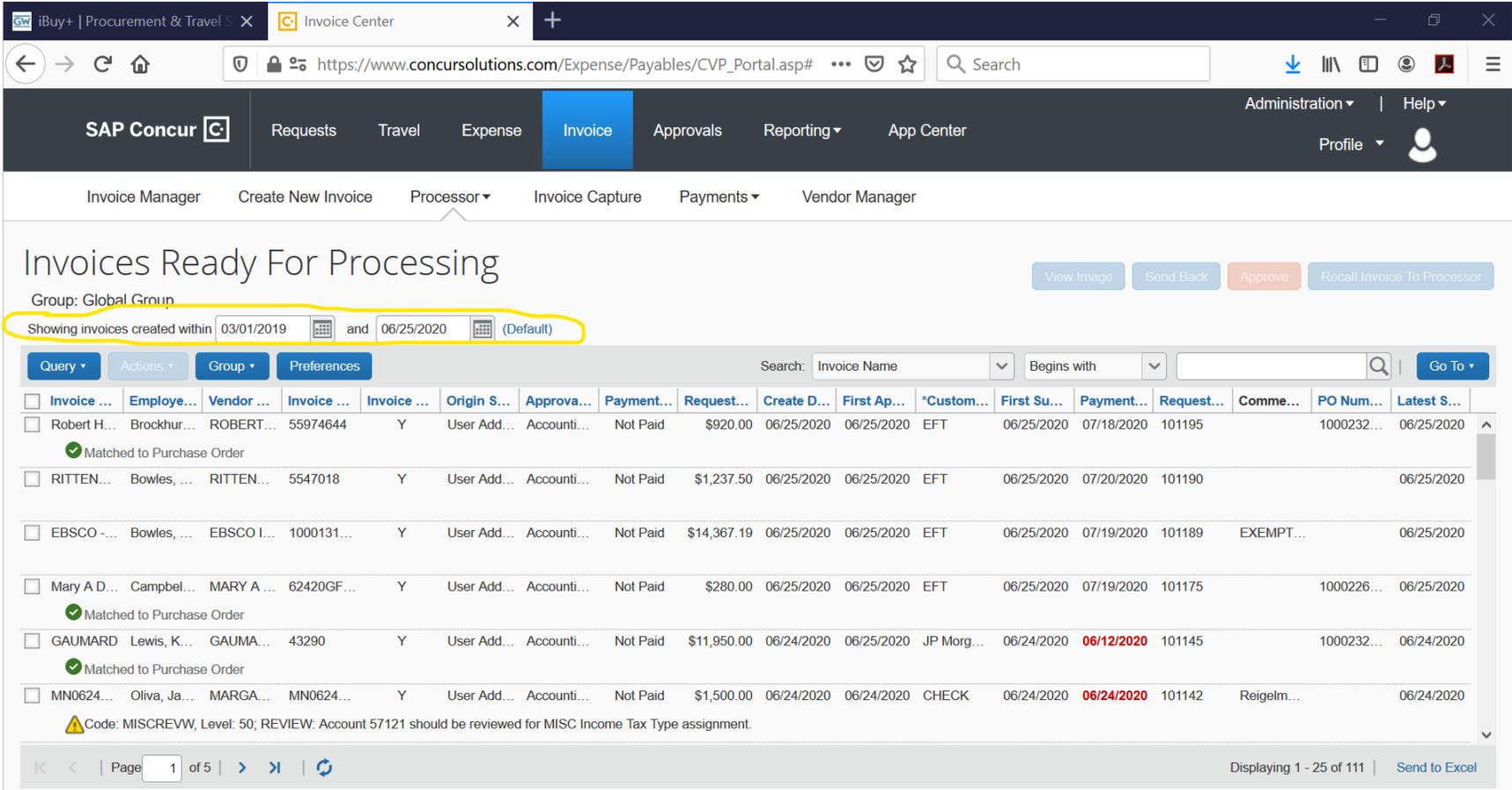
Page 1 of 5 | Displaying 1 - 25 of 111 | Send to Excel



**NAVIGATING IBUY+ INVOICE TO DETERMINE INVOICE STATUS OR PAYMENT STATUS**

Step 5:

After clicking on 'Change', set the date range. In the example below, the date range of 03/01/2019 to 06/25/2020 is set.



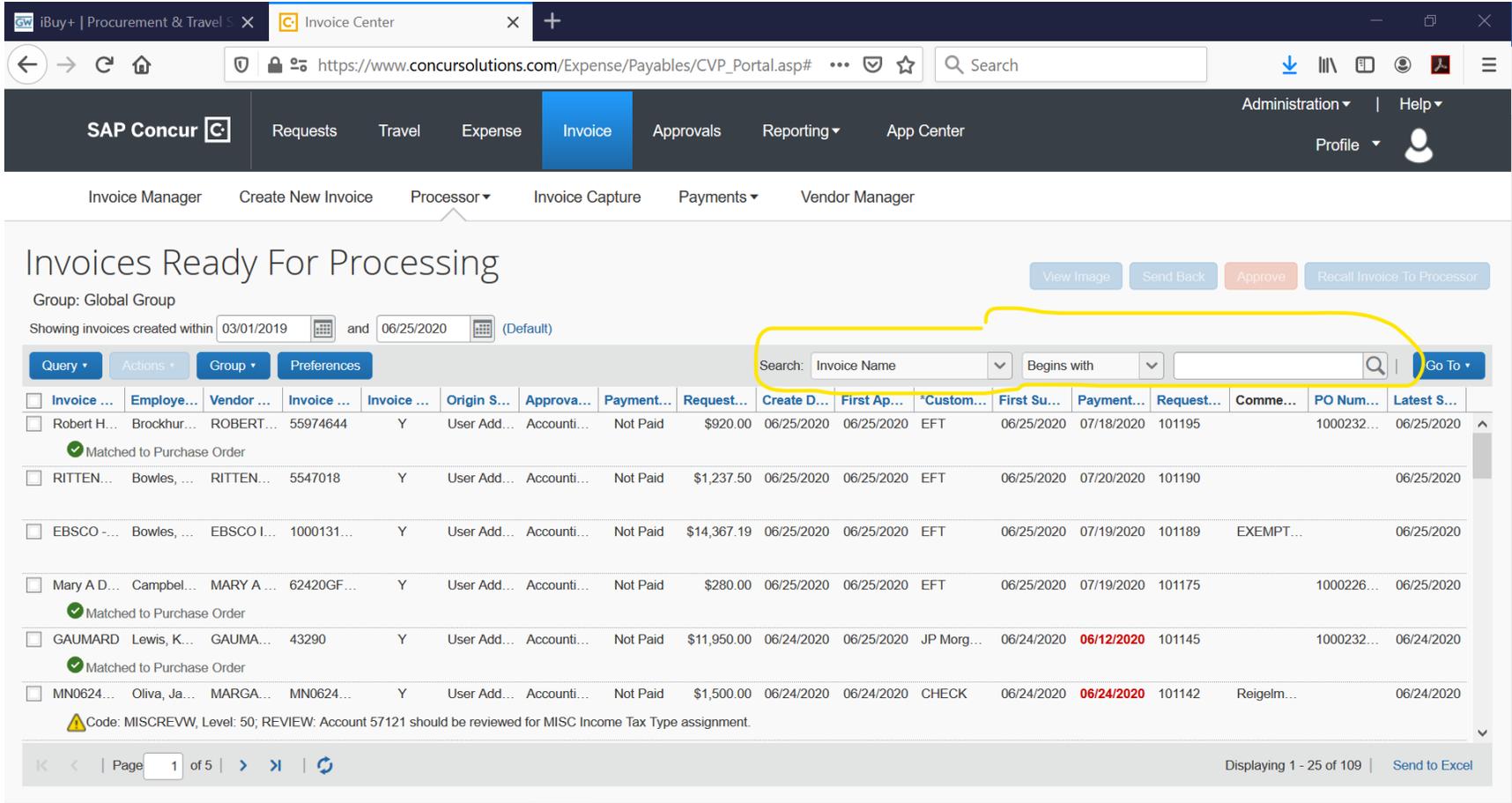
The screenshot shows the SAP Concur iBuy+ Invoice Center interface. The main heading is "Invoices Ready For Processing" for the "Global Group". A date range filter is highlighted in yellow, showing "Showing invoices created within 03/01/2019 and 06/25/2020 (Default)". Below this is a table of invoices with columns for Invoice ID, Employee, Vendor, Invoice Number, Invoice Date, Origin, Approval, Payment Status, Request Amount, Create Date, First Approval Date, Customization, First Submission Date, Payment Date, Request Number, Comments, PO Number, and Latest Status. Several invoices are listed, some with "Matched to Purchase Order" status. A warning message is visible at the bottom of the table: "Code: MISCREVW, Level: 50; REVIEW: Account 57121 should be reviewed for MISC Income Tax Type assignment." The footer shows "Page 1 of 5" and "Displaying 1 - 25 of 111".

| Invoice ...                         | Employee...  | Vendor ...   | Invoice ... | Invoice ... | Origin S... | Approva...  | Payment...  | Request... | Create D... | First Ap... | *Custom... | First Su... | Payment... | Request... | Comme... | PO Num...  | Latest S... |
|-------------------------------------|--|--------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|------------|-------------|------------|------------|----------|------------|-------------|
| <input type="checkbox"/>            | Robert H...  | Brockhur...  | ROBERT...   | 55974644    | Y           | User Add... | Accounti... | Not Paid   | \$920.00    | 06/25/2020  | 06/25/2020 | EFT         | 06/25/2020 | 07/18/2020 | 101195   | 1000232... | 06/25/2020  |
| <input checked="" type="checkbox"/> | Matched to Purchase Order  |              |             |             |             |             |             |            |             |             |            |             |            |            |          |            |             |
| <input type="checkbox"/>            | RITTEN...  | Bowles, ...  | RITTEN...   | 5547018     | Y           | User Add... | Accounti... | Not Paid   | \$1,237.50  | 06/25/2020  | 06/25/2020 | EFT         | 06/25/2020 | 07/20/2020 | 101190   |            | 06/25/2020  |
| <input type="checkbox"/>            | EBSCO -...   | Bowles, ...  | EBSCO I...  | 1000131...  | Y           | User Add... | Accounti... | Not Paid   | \$14,367.19 | 06/25/2020  | 06/25/2020 | EFT         | 06/25/2020 | 07/19/2020 | 101189   | EXEMPT...  | 06/25/2020  |
| <input type="checkbox"/>            | Mary A D...  | Campbel...   | MARY A ...  | 62420GF...  | Y           | User Add... | Accounti... | Not Paid   | \$280.00    | 06/25/2020  | 06/25/2020 | EFT         | 06/25/2020 | 07/19/2020 | 101175   | 1000226... | 06/25/2020  |
| <input checked="" type="checkbox"/> | Matched to Purchase Order  |              |             |             |             |             |             |            |             |             |            |             |            |            |          |            |             |
| <input type="checkbox"/>            | GAUMARD  | Lewis, K...  | GAUMA...    | 43290       | Y           | User Add... | Accounti... | Not Paid   | \$11,950.00 | 06/24/2020  | 06/25/2020 | JP Morg...  | 06/24/2020 | 06/12/2020 | 101145   | 1000232... | 06/24/2020  |
| <input checked="" type="checkbox"/> | Matched to Purchase Order  |              |             |             |             |             |             |            |             |             |            |             |            |            |          |            |             |
| <input type="checkbox"/>            | MN0624...  | Oliva, Ja... | MARGA...    | MN0624...   | Y           | User Add... | Accounti... | Not Paid   | \$1,500.00  | 06/24/2020  | 06/24/2020 | CHECK       | 06/24/2020 | 06/24/2020 | 101142   | Reigelm... | 06/24/2020  |
| <input type="checkbox"/>            | Code: MISCREVW, Level: 50; REVIEW: Account 57121 should be reviewed for MISC Income Tax Type assignment. |              |             |             |             |             |             |            |             |             |            |             |            |            |          |            |             |

**NAVIGATING IBUY+ INVOICE TO DETERMINE INVOICE STATUS OR PAYMENT STATUS**

After the date range is set, searching for the invoice (or invoices) is next. The search fields are located on the right hand side, directly opposite of the date range fields.

The first two fields offer selections via a drop down menu.



The screenshot shows the SAP Concur iBuy+ Invoice Center interface. The main heading is "Invoices Ready For Processing". Below this, there are filters for "Group: Global Group" and "Showing invoices created within 03/01/2019 and 06/25/2020 (Default)". A search bar is highlighted with a yellow circle, containing the text "Search: Invoice Name" and "Begins with". Below the search bar is a table of invoices with columns: Invoice, Employee, Vendor, Invoice, Invoice, Origin S..., Approva..., Payment..., Request..., Create D..., First Ap..., \*Custom..., First Su..., Payment..., Request..., Comme..., PO Num..., Latest S... The table contains several rows of invoice data, including one for Robert H. Brockhur... and another for RITTEN... Bowles, ...

| Invoice                             | Employee                | Vendor     | Invoice    | Invoice | Origin S... | Approva...  | Payment... | Request...  | Create D... | First Ap... | *Custom... | First Su... | Payment... | Request... | Comme...   | PO Num...  | Latest S... |  |
|-------------------------------------|-------------------------|------------|------------|---------|-------------|-------------|------------|-------------|-------------|-------------|------------|-------------|------------|------------|------------|------------|-------------|--|
| <input type="checkbox"/>            | Robert H... Brockhur... | ROBERT...  | 55974644   | Y       | User Add... | Accounti... | Not Paid   | \$920.00    | 06/25/2020  | 06/25/2020  | EFT        | 06/25/2020  | 07/18/2020 | 101195     |            | 1000232... | 06/25/2020  |  |
| <input checked="" type="checkbox"/> |                         |            |            |         |             |             |            |             |             |             |            |             |            |            |            |            |             |  |
| <input type="checkbox"/>            | RITTEN... Bowles, ...   | RITTEN...  | 5547018    | Y       | User Add... | Accounti... | Not Paid   | \$1,237.50  | 06/25/2020  | 06/25/2020  | EFT        | 06/25/2020  | 07/20/2020 | 101190     |            |            | 06/25/2020  |  |
| <input type="checkbox"/>            | EBSCO ... Bowles, ...   | EBSCO I... | 1000131... | Y       | User Add... | Accounti... | Not Paid   | \$14,367.19 | 06/25/2020  | 06/25/2020  | EFT        | 06/25/2020  | 07/19/2020 | 101189     | EXEMPT...  |            | 06/25/2020  |  |
| <input type="checkbox"/>            | Mary A D... Campbel...  | MARY A ... | 62420GF... | Y       | User Add... | Accounti... | Not Paid   | \$280.00    | 06/25/2020  | 06/25/2020  | EFT        | 06/25/2020  | 07/19/2020 | 101175     |            | 1000226... | 06/25/2020  |  |
| <input checked="" type="checkbox"/> |                         |            |            |         |             |             |            |             |             |             |            |             |            |            |            |            |             |  |
| <input type="checkbox"/>            | GAUMARD Lewis, K...     | GAUMA...   | 43290      | Y       | User Add... | Accounti... | Not Paid   | \$11,950.00 | 06/24/2020  | 06/25/2020  | JP Morg... | 06/24/2020  | 06/12/2020 | 101145     |            | 1000232... | 06/24/2020  |  |
| <input checked="" type="checkbox"/> |                         |            |            |         |             |             |            |             |             |             |            |             |            |            |            |            |             |  |
| <input type="checkbox"/>            | MN0624... Oliva, Ja...  | MARGA...   | MN0624...  | Y       | User Add... | Accounti... | Not Paid   | \$1,500.00  | 06/24/2020  | 06/24/2020  | CHECK      | 06/24/2020  | 06/24/2020 | 101142     | Reigelm... |            | 06/24/2020  |  |

The first field offers many search options to locate an invoice or a group of invoices.

**NAVIGATING IBUY+ INVOICE TO DETERMINE INVOICE STATUS OR PAYMENT STATUS**

iBuy+ | Procurement & Travel | Invoice Center

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

SAP Concur | Requests | Travel | Expense | **Invoice** | Approvals | Reporting | App Center

Administration | Help | Profile

Invoice Manager | Create New Invoice | Processor | Invoice Capture | Payments | Vendor Manager

### Invoices Ready For Processing

Group: Global Group

Showing invoices created within 03/01/2019 and 06/25/2020 (Default)

Query | Actions | Group | Preferences

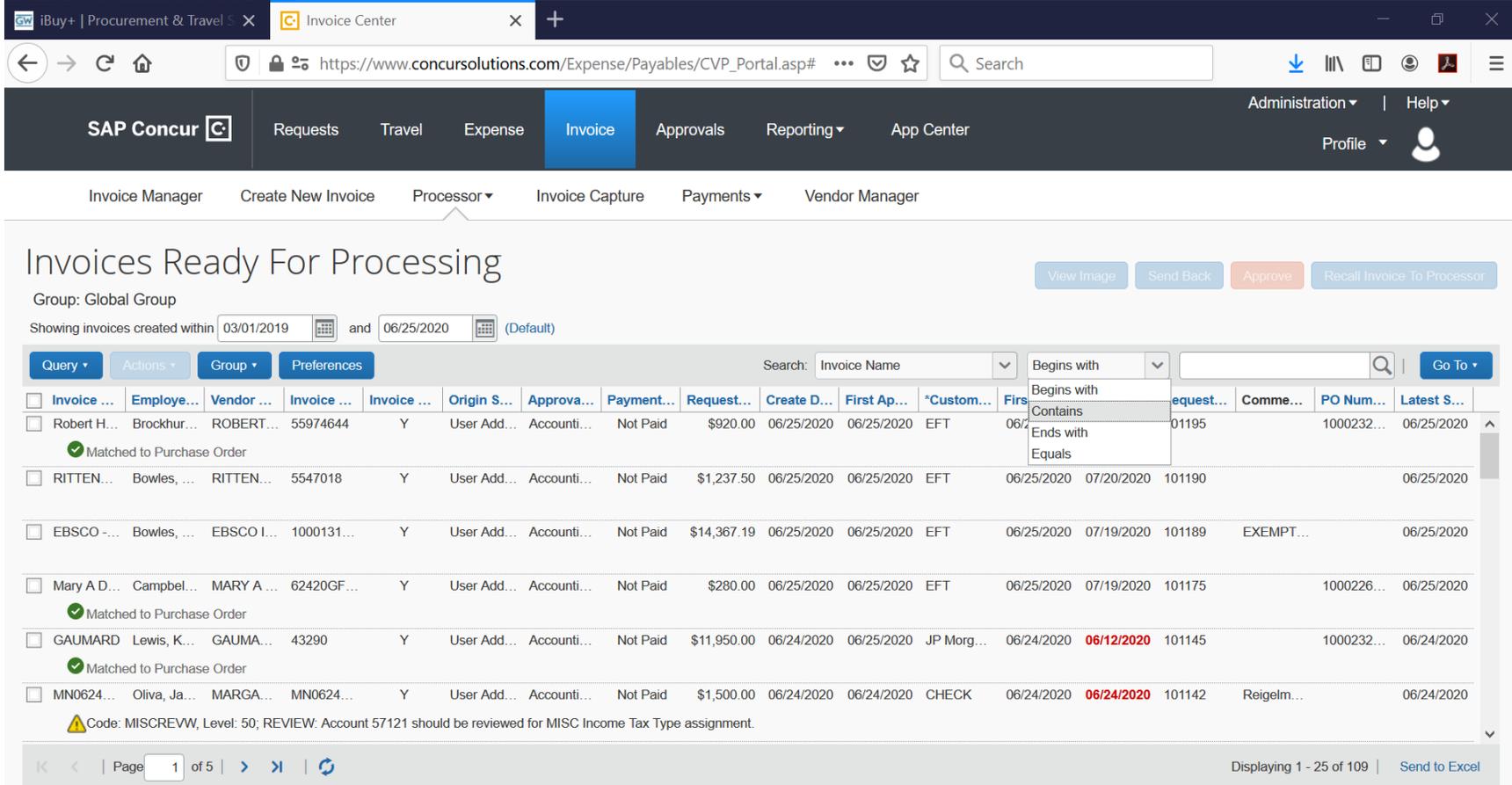
Search: Invoice Name | Begins with | Go To

| Invoice ...                         | Employee ...   | Vendor ...   | Invoice ... | Invoice ... | Origin S... | Approva...  | Payment...  | Request... | Create      | Invoice Name | Request Key | Payment... | Request... | Comme...   | PO Num...  | Latest S... |
|-------------------------------------|--|--------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|--------------|-------------|------------|------------|------------|------------|-------------|
| <input type="checkbox"/>            | Robert H...  | Brockhur...  | ROBERT...   | 55974644    | Y           | User Add... | Accounti... | Not Paid   | \$920.00    | 06/25/2020   |             |            | 101195     |            | 1000232... | 06/25/2020  |
| <input checked="" type="checkbox"/> | Matched to Purchase Order  |              |             |             |             |             |             |            |             |              |             |            |            |            |            |             |
| <input type="checkbox"/>            | RITTEN...  | Bowles, ...  | RITTEN...   | 5547018     | Y           | User Add... | Accounti... | Not Paid   | \$1,237.50  | 06/25/2020   |             |            | 101190     |            |            | 06/25/2020  |
| <input type="checkbox"/>            | EBSCO ...  | Bowles, ...  | EBSCO I...  | 1000131...  | Y           | User Add... | Accounti... | Not Paid   | \$14,367.19 | 06/25/2020   |             |            | 101189     | EXEMPT...  |            | 06/25/2020  |
| <input type="checkbox"/>            | Mary A D...  | Campbel...   | MARY A ...  | 62420GF...  | Y           | User Add... | Accounti... | Not Paid   | \$280.00    | 06/25/2020   |             |            | 101175     |            | 1000226... | 06/25/2020  |
| <input checked="" type="checkbox"/> | Matched to Purchase Order  |              |             |             |             |             |             |            |             |              |             |            |            |            |            |             |
| <input type="checkbox"/>            | GAUMARD  | Lewis, K...  | GAUMA...    | 43290       | Y           | User Add... | Accounti... | Not Paid   | \$11,950.00 | 06/24/2020   |             |            | 101145     |            | 1000232... | 06/24/2020  |
| <input checked="" type="checkbox"/> | Matched to Purchase Order  |              |             |             |             |             |             |            |             |              |             |            |            |            |            |             |
| <input type="checkbox"/>            | MN0624...  | Oliva, Ja... | MARGA...    | MN0624...   | Y           | User Add... | Accounti... | Not Paid   | \$1,500.00  | 06/24/2020   |             |            | 101142     | Reigelm... |            | 06/24/2020  |
| <input type="checkbox"/>            | Code: MISCREVW, Level: 50; REVIEW: Account 57121 should be reviewed for MISC Income Tax Type assignment. |              |             |             |             |             |             |            |             |              |             |            |            |            |            |             |

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The second field offers options to aid a wider search.

**NAVIGATING IBUY+ INVOICE TO DETERMINE INVOICE STATUS OR PAYMENT STATUS**



The screenshot shows the SAP Concur iBuy+ Invoice Center interface. At the top, there are navigation tabs for Requests, Travel, Expense, Invoice (selected), Approvals, Reporting, and App Center. Below the navigation is a sub-menu with Invoice Manager, Create New Invoice, Processor, Invoice Capture, Payments, and Vendor Manager. The main content area is titled "Invoices Ready For Processing" and shows a list of invoices for the "Global Group". The list includes columns for Invoice ID, Employee, Vendor, Invoice Number, Invoice Date, Origin, Approval, Payment Status, Request Amount, Create Date, First Approval Date, Custom Code, First Invoice Date, Request ID, Comment, PO Number, and Latest Status. A search dropdown menu is open over the "Invoice Name" column, showing options: Begins with, Contains, Ends with, and Equals. The "Contains" option is selected. The table shows several invoices, including one for Robert H. Brockhurst (Invoice 55974644) and another for Mary A. Campbell (Invoice 62420GF...).

Step 6:

Establish your search criteria. In the following example, we will search for an invoice for a vendor named Renaissance Unemployment using the vendor name *contains* 'Renaissance Unemploy'. After populating the partial name, click the magnifying glass to begin the search.

**NAVIGATING IBUY+ INVOICE TO DETERMINE INVOICE STATUS OR PAYMENT STATUS**

iBuy+ | Procurement & Travel S... Invoice Center

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

SAP Concur

Requests Travel Expense **Invoice** Approvals Reporting App Center

Administration | Help

Profile

Invoice Manager Create New Invoice Processor Invoice Capture Payments Vendor Manager

Search Results

View Image Send Back Approve Recall Invoice To Processor

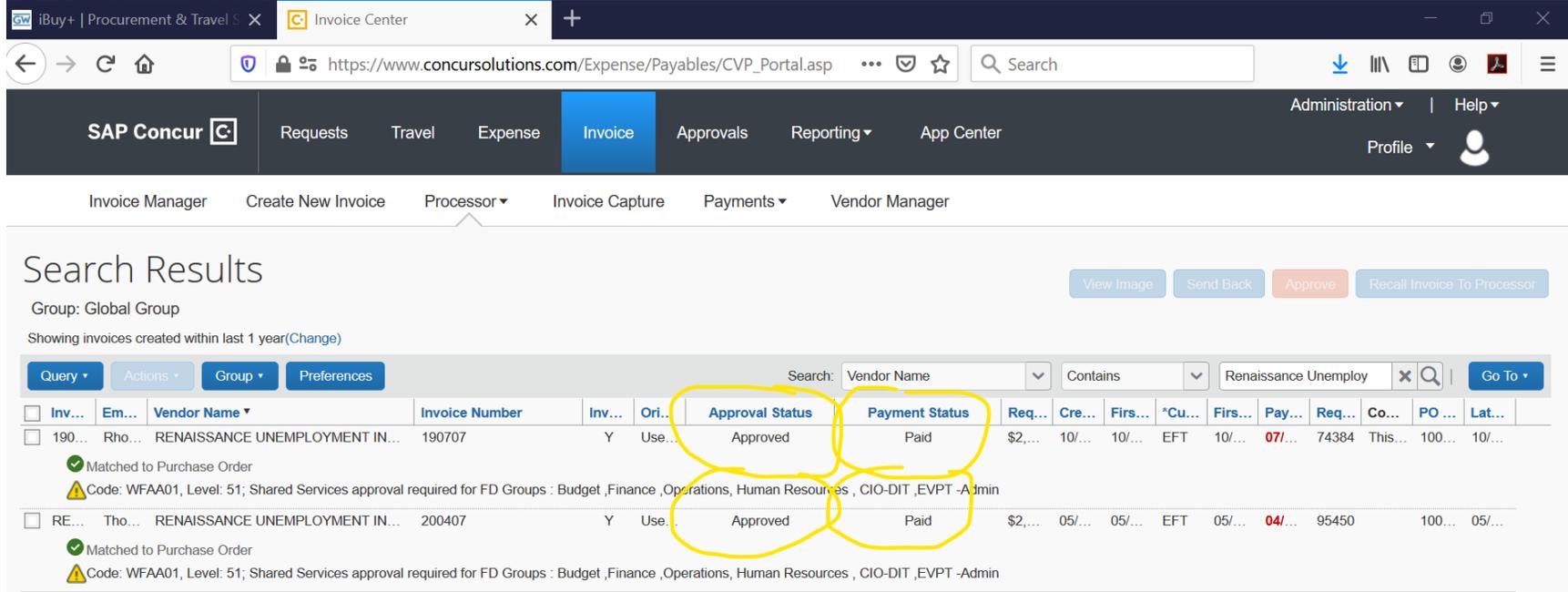
Group: Global Group  
Showing invoices created within last 1 year(Change)

| Invoice ...  | Employee... | Vendor ...   | Invoice ... | Invoice ... | Origin S... | Approva...  | Payment... | Request... | Create D... | First Ap... | *Custom... | First Su... | Payment... | Request... | Comme... | PO Num...  | Latest S... |
|--|-------------|--------------|-------------|-------------|-------------|-------------|------------|------------|-------------|-------------|------------|-------------|------------|------------|----------|------------|-------------|
| <input type="checkbox"/>   | STE Aud...  | Balolou, ... | WORLD...    | INV1114...  | Y           | User Add... | Approved   | Paid       | \$136.80    | 01/16/2020  | 01/16/2020 | EFT         | 01/16/2020 | 01/31/2020 | 84278    |            | 01/16/2020  |
| <p> Code: FGNA CCT, Level: 50; Services performed overseas should be charged to a foreign account, such as 55161, 55404, 55405, etc. See the full list of foreign accounts at <a href="https://taxdepartment.gwu.edu/schedule-F-reporting">https://taxdepartment.gwu.edu/schedule-F-reporting</a></p>   |             |              |             |             |             |             |            |            |             |             |            |             |            |            |          |            |             |
| <input type="checkbox"/>   | STAP Tai... | Balolou, ... | WORLD...    | INV1101...  | Y           | User Add... | Approved   | Paid       | \$304.00    | 01/17/2020  | 01/20/2020 | EFT         | 01/17/2020 | 01/31/2020 | 84383    | PO exem... | 01/17/2020  |
| <p> Code: FGNA CCT, Level: 50; Services performed overseas should be charged to a foreign account, such as 55161, 55404, 55405, etc. See the full list of foreign accounts at <a href="https://taxdepartment.gwu.edu/schedule-F-reporting">https://taxdepartment.gwu.edu/schedule-F-reporting</a></p>   |             |              |             |             |             |             |            |            |             |             |            |             |            |            |          |            |             |
| <input type="checkbox"/>   | STE GE...   | Balolou, ... | WORLD...    | INV1101...  | Y           | User Add... | Approved   | Paid       | \$125.40    | 01/17/2020  | 01/20/2020 | EFT         | 01/17/2020 | 01/31/2020 | 84385    | PO Exe...  | 01/17/2020  |
| <p> Code: FGNA CCT, Level: 50; Services performed overseas should be charged to a foreign account, such as 55161, 55404, 55405, etc. See the full list of foreign accounts at <a href="https://taxdepartment.gwu.edu/schedule-F-reporting">https://taxdepartment.gwu.edu/schedule-F-reporting</a></p>   |             |              |             |             |             |             |            |            |             |             |            |             |            |            |          |            |             |
| <input type="checkbox"/>   | STAP Sp...  | Balolou, ... | WORLD...    | INV0110...  | Y           | User Add... | Approved   | Paid       | \$285.00    | 01/17/2020  | 01/20/2020 | EFT         | 01/17/2020 | 01/31/2020 | 84397    | PO Exe...  | 01/17/2020  |
| <p> Code: FGNA CCT, Level: 50; Services performed overseas should be charged to a foreign account, such as 55161, 55404, 55405, etc. See the full list of foreign accounts at <a href="https://taxdepartment.gwu.edu/schedule-F-reporting">https://taxdepartment.gwu.edu/schedule-F-reporting</a></p>   |             |              |             |             |             |             |            |            |             |             |            |             |            |            |          |            |             |
| <input type="checkbox"/>   | STAP R...   | Balolou, ... | WORLD...    | INV0110...  | Y           | User Add... | Approved   | Paid       | \$290.70    | 01/17/2020  | 01/20/2020 | EFT         | 01/17/2020 | 01/10/2020 | 84413    | PO exem... | 01/17/2020  |
| <p> Code: FGNA CCT, Level: 50; Services performed overseas should be charged to a foreign account, such as 55161, 55404, 55405, etc. See the full list of foreign accounts at <a href="https://taxdepartment.gwu.edu/schedule-F-reporting">https://taxdepartment.gwu.edu/schedule-F-reporting</a></p> |             |              |             |             |             |             |            |            |             |             |            |             |            |            |          |            |             |

Step 7:

Review the search results. For our example, two invoices were located for Renaissance Unemployment Insurance. Both invoices are approved and are paid.

**NAVIGATING IBUY+ INVOICE TO DETERMINE INVOICE STATUS OR PAYMENT STATUS**

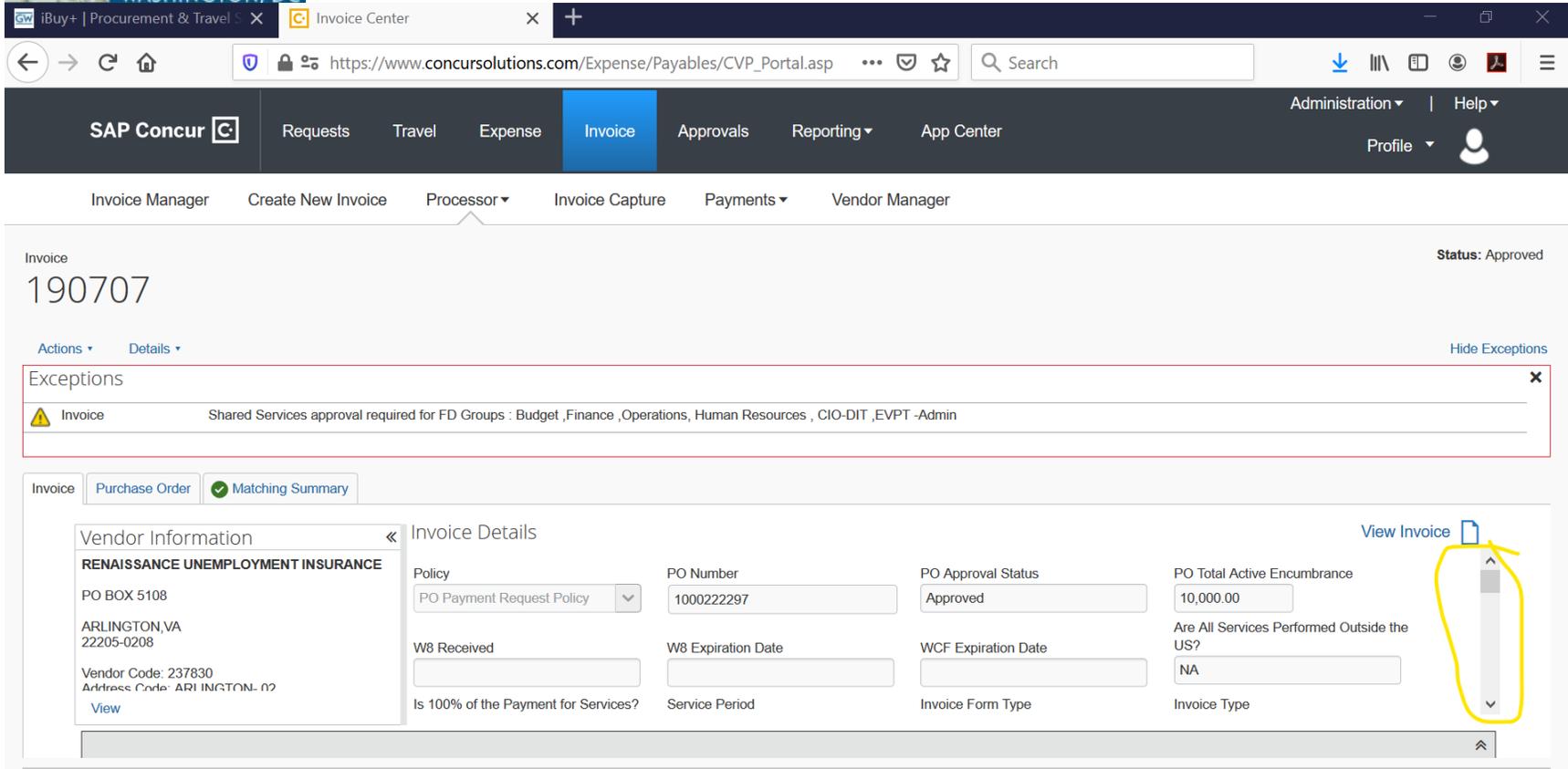


The screenshot shows the SAP Concur iBuy+ Invoice Center interface. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Invoice' (highlighted), 'Approvals', 'Reporting', and 'App Center'. Below this, there are sub-navigation options: 'Invoice Manager', 'Create New Invoice', 'Processor', 'Invoice Capture', 'Payments', and 'Vendor Manager'. The main content area displays 'Search Results' for 'Global Group' with a filter for 'Showing invoices created within last 1 year'. A search bar shows 'Vendor Name' with the search criteria 'Renaissance Unemploy'. The search results table has columns for 'Inv...', 'Em...', 'Vendor Name', 'Invoice Number', 'Inv...', 'Ori...', 'Approval Status', 'Payment Status', 'Req...', 'Cre...', 'Firs...', '\*Cu...', 'Firs...', 'Pay...', 'Req...', 'Co...', 'PO...', and 'Lat...'. Two rows of results are visible, both with 'Approved' status and 'Paid' payment status. The 'Approval Status' and 'Payment Status' columns for both rows are circled in yellow. Below each row, there are status messages: 'Matched to Purchase Order' and a warning 'Code: WFAA01, Level: 51; Shared Services approval required for FD Groups : Budget ,Finance ,Operations, Human Resources , CIO-DIT ,EVPT -Admin'.

**Step 8:**

To view the payment details (payment number and payment date), click on the desired invoice. The following screen will appear. Using the scroll bar on the right hand side of the screen, scroll until the payment details are visible in the Invoice Details screen.

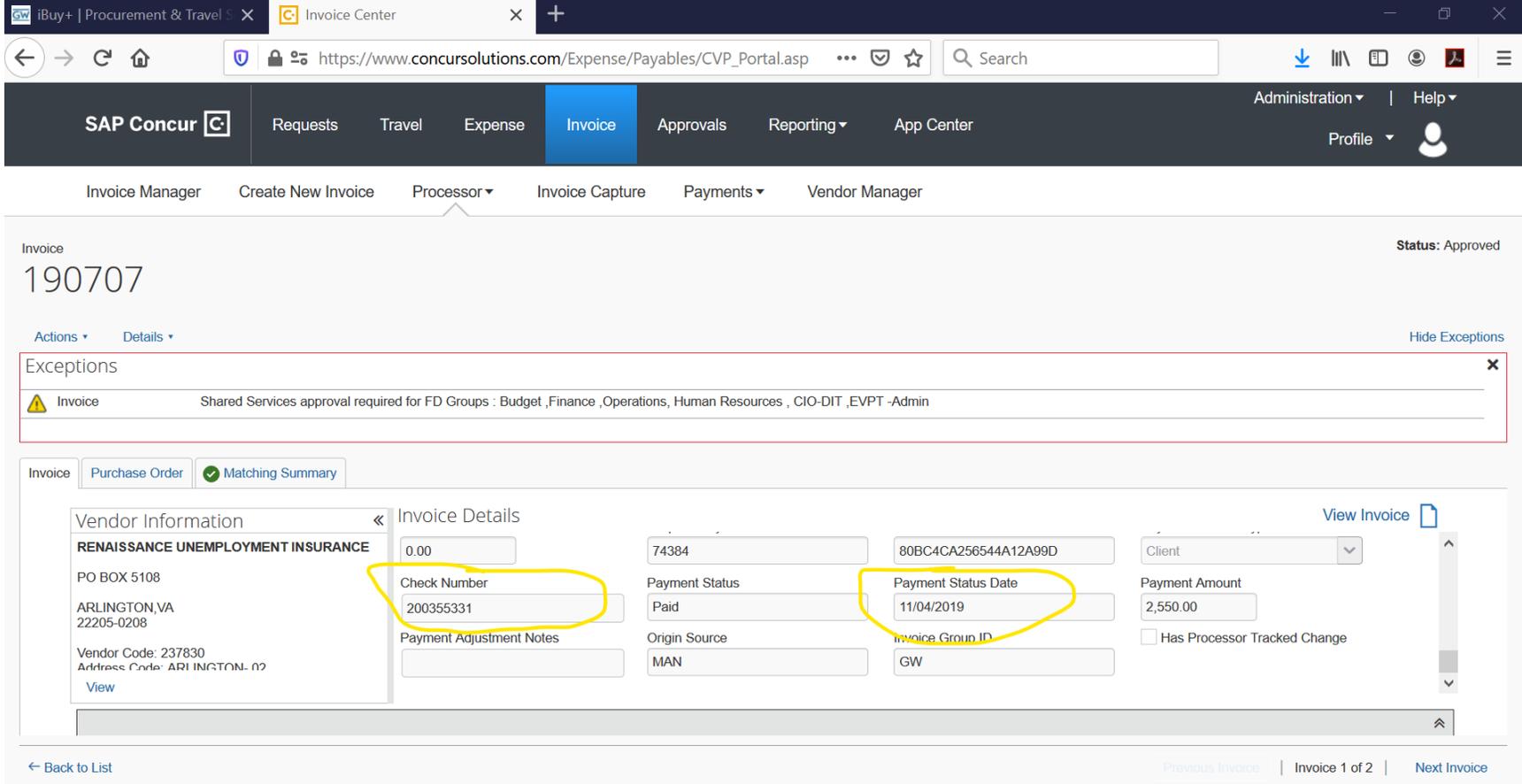
**NAVIGATING IBUY+ INVOICE TO DETERMINE INVOICE STATUS OR PAYMENT STATUS**



The screenshot shows the SAP Concur iBuy+ Invoice Center interface. At the top, there is a navigation bar with tabs for Requests, Travel, Expense, Invoice (selected), Approvals, Reporting, and App Center. Below this is a sub-navigation bar with options like Invoice Manager, Create New Invoice, Processor, Invoice Capture, Payments, and Vendor Manager. The main content area displays the invoice number 190707, which is in an 'Approved' status. An 'Exceptions' box is highlighted with a red border, containing a warning icon and the text: 'Invoice Shared Services approval required for FD Groups : Budget ,Finance ,Operations, Human Resources , CIO-DIT ,EVPT -Admin'. Below the exceptions, there are tabs for Invoice, Purchase Order, and Matching Summary. The 'Invoice Details' section is expanded, showing vendor information for 'RENAISSANCE UNEMPLOYMENT INSURANCE' and various invoice fields such as PO Number (1000222297), PO Approval Status (Approved), and PO Total Active Encumbrance (10,000.00). A yellow circle highlights the 'View Invoice' button and the scroll bar on the right side of the details section.

The following screen shows the invoice was paid on 11/04/2019.

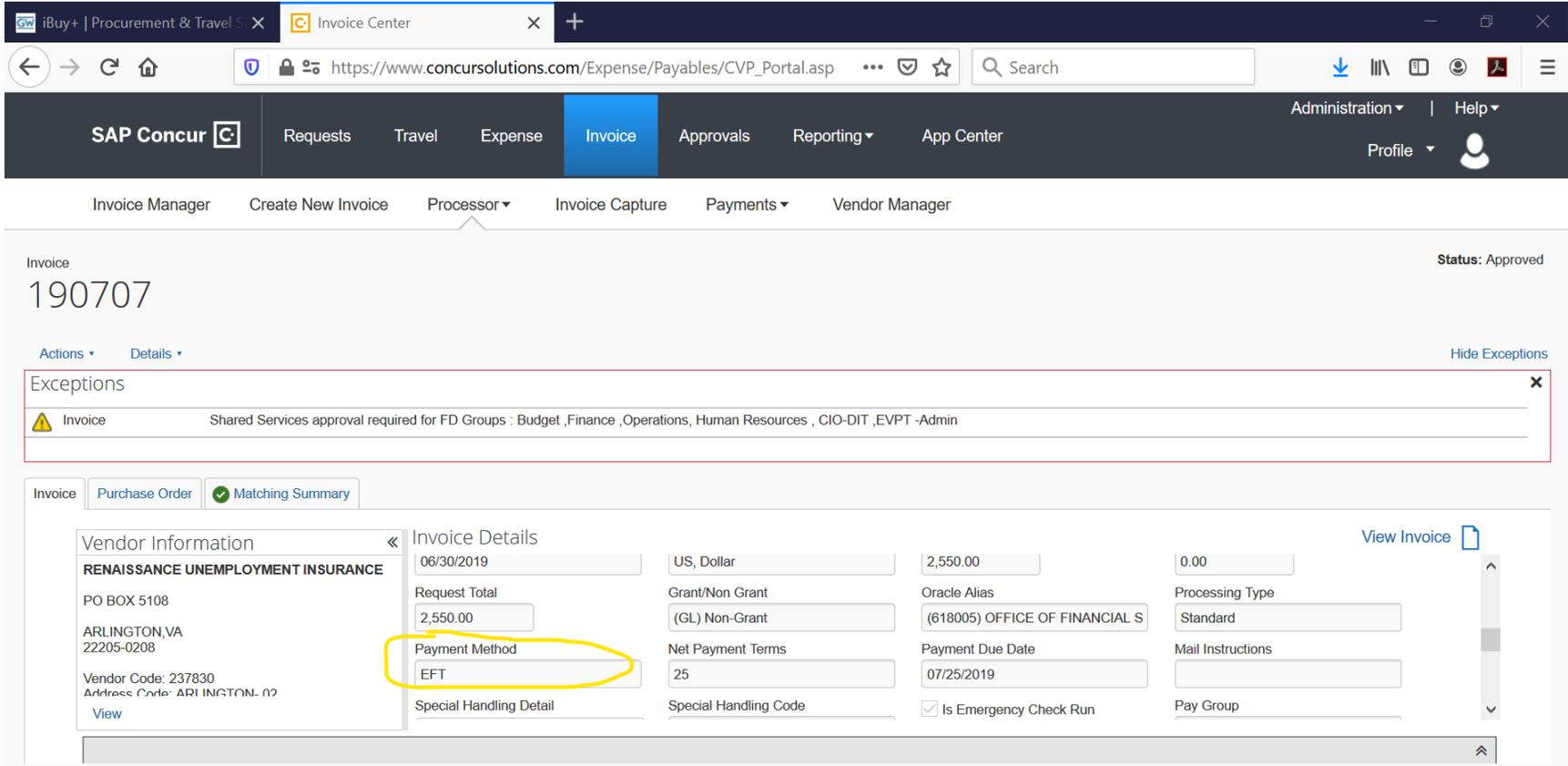
**NAVIGATING IBUY+ INVOICE TO DETERMINE INVOICE STATUS OR PAYMENT STATUS**



The Check Number field in iBuy+ Invoice populates the payment document number from EAS. This field should **not** be used to identify the payment method. To identify the payment method, using the scroll bar on the right hand side again, scroll up until you see the payment method in the Invoice Details screen.

The invoice was paid by EFT. Therefore, it was paid electronically and the funds were directed to the supplier’s bank account on their supplier master record. Refer to the screen-print below.

**NAVIGATING IBUY+ INVOICE TO DETERMINE INVOICE STATUS OR PAYMENT STATUS**



The screenshot shows the SAP Concur iBuy+ Invoice Center interface. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Invoice' (highlighted), 'Approvals', 'Reporting', and 'App Center'. Below this, there are sub-navigation options: 'Invoice Manager', 'Create New Invoice', 'Processor', 'Invoice Capture', 'Payments', and 'Vendor Manager'. The main content area displays 'Invoice 190707' with a status of 'Approved'. An 'Exceptions' section is highlighted with a red border, showing a warning: 'Invoice Shared Services approval required for FD Groups : Budget ,Finance ,Operations, Human Resources , CIO-DIT ,EVPT -Admin'. Below the exceptions, there are tabs for 'Invoice', 'Purchase Order', and 'Matching Summary'. The 'Invoice Details' section is expanded, showing 'Vendor Information' for 'RENAISSANCE UNEMPLOYMENT INSURANCE' and various invoice fields. The 'Payment Method' field is circled in yellow and contains the value 'EFT'. Other fields include 'Request Total' (2,550.00), 'Currency' (US, Dollar), 'Grant/Non Grant' ((GL) Non-Grant), 'Oracle Alias' ((618005) OFFICE OF FINANCIAL S), 'Processing Type' (Standard), 'Net Payment Terms' (25), 'Payment Due Date' (07/25/2019), and 'Is Emergency Check Run' (checked).

## DEFINITIONS

### Invoice Status:

Approval status is the status of the invoice. Each invoice will have one of the following statuses.

- Not submitted
  - o The invoice resides with the end-user, referred to as the submitter. It has not been submitted for approval.
- Returned to the employee
  - o The invoice has been returned to the employee (the submitter) for corrective action by an approval. The explanation for the return is typically found in the 'Comments'.
- Pending approval
  - o The invoice has been submitted for approval and is pending the approval of the individual identified. For example:

Showing invoices created within last 1 year(Change)

| Invoice...                       | Empl...  | Vendor... | Invoice... | Invoice... | Origin ... | Approval Status ▾                    | Payment Status | Reque... | Create ... | First A... |
|----------------------------------|----------|-----------|------------|------------|------------|--------------------------------------|----------------|----------|------------|------------|
| <input type="checkbox"/> URGE... | Thomp... | ALYSS...  | AG061...   | Y          | User A...  | Pending Approval -<br>Fuhman, Jessic | Not Paid       | \$50.00  | 06/23/2... | 06/24/2... |

⚠ Code: WFAA01, Level: 51; Shared Services approval required for FD Groups : Budget ,Finance ,Operations, Human Resources , CIO-DIT ,EVPT -Admin

- Accounting Review
  - o The invoice has been routed to Accounts Payable (AP) for review. Following AP's review, the invoice is eligible to be extracted. This means the invoice will be included in file that will be imported into EAS.
- Approved
  - o The invoice is fully approved.

### Payment Status:

Payment status is the status of the payment on the invoice. Payment statuses are as follows.

- Not Paid – The invoice has not been imported into EAS.

- Extracted – The invoice has imported into EAS and will be paid based on its payment terms.
- Not Paid – Invoice has posted to EAS. Payment will be disbursed when payment terms are met.
- Paid – Invoice is paid.

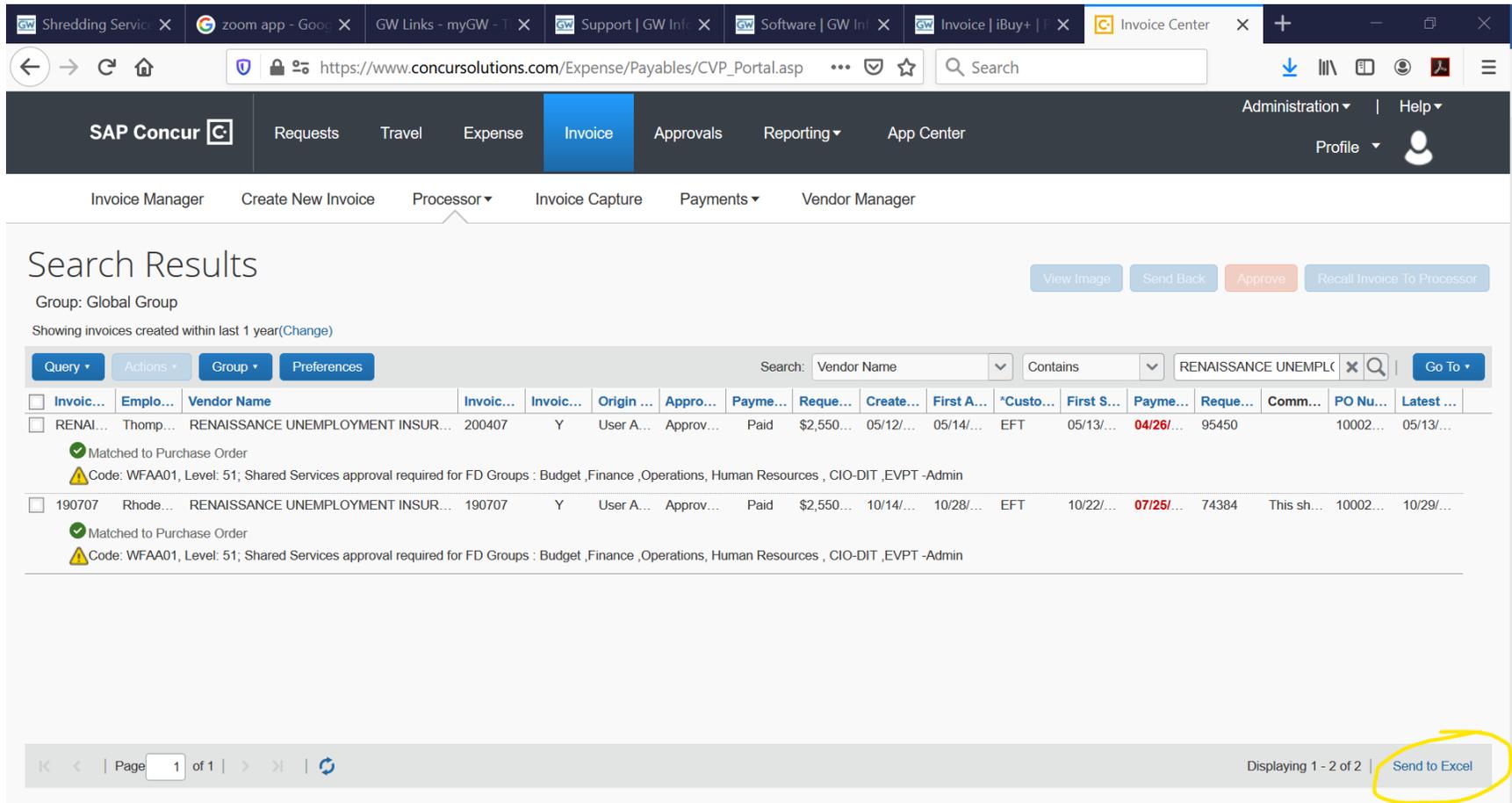
**Payment Methods:**

- Check
  - o Invoice was paid by a paper check.
- EFT
  - o Invoice was paid electronically via a EFT. The funds will deposit into the supplier’s bank account on the supplier master record. Allow two to three business days after the payment date for the funds to be deposited.
- Wire Manual
  - o Invoice was paid by a wire transfer through Treasury Services. Invoices requiring payment in non-USD are typically paid through Treasury Services.
- SUA
  - o JP Morgan’s Single-Use Accounts (SUA) is an electronic payment solution that uses a virtual credit card. Under the program, suppliers who enroll will be paid by a one-time use eCredit card. Each time a payment is disbursed to the supplier, a secured e-mail message will be sent with the eCredit card information. Using this information the supplier can process the payment transaction using their credit card processor and receive their funds immediately. Upon enrollment in the SUA program, the supplier’s payment method in the supplier record is changed to SUA and payment terms are changed to ‘immediate’. The supplier will no longer be subject to terms of payment 30 days after the invoice date.
- Wire Domestic
  - o Wire transfer disbursed through EAS by Accounts Payable. The payment is directed to a bank account held in the United States and uses USD currency.
- Wire International
  - o Wire transfer disbursed through EAS by Accounts Payable. The payment is directed to an international bank account in USD currency.

**TIPS**

- Data results from a search can be exported into Excel by using the ‘Send to Excel’ feature located at the bottom right hand corner of the screen.

**NAVIGATING IBUY+ INVOICE TO DETERMINE INVOICE STATUS OR PAYMENT STATUS**



The screenshot shows the SAP Concur Invoice Center interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Invoice' (highlighted), 'Approvals', 'Reporting', and 'App Center'. Below this is a secondary navigation bar with 'Invoice Manager', 'Create New Invoice', 'Processor', 'Invoice Capture', 'Payments', and 'Vendor Manager'. The main content area displays 'Search Results' for 'Global Group', showing invoices created within the last year. A search filter is set to 'Vendor Name' containing 'RENAISSANCE UNEMPLC'. The results table has columns for Invoicing, Employment, Vendor Name, Invoice Number, Invoice Date, Origin, Approval, Payment Status, Request Amount, Create Date, First Approval Date, Customer, First Status, Payment Date, Request Number, Comments, PO Number, and Latest Date. Two invoice entries are shown, both for 'RENAISSANCE UNEMPLOYMENT INSURANCE'. The first entry (200407) is marked as 'Matched to Purchase Order' and has a warning icon with the message 'Code: WFAA01, Level: 51; Shared Services approval required for FD Groups : Budget ,Finance ,Operations, Human Resources , CIO-DIT ,EVPT -Admin'. The second entry (190707) is also marked as 'Matched to Purchase Order' with the same warning. At the bottom right, a 'Send to Excel' button is circled in yellow.

| Invoicing                | Employment | Vendor Name                                | Invoice Number | Invoice Date | Origin    | Approval  | Payment Status | Request Amount | Create Date | First Approval Date | Customer | First Status | Payment Date | Request Number | Comments   | PO Number | Latest Date |
|--------------------------|------------|--|----------------|--------------|-----------|-----------|----------------|----------------|-------------|---------------------|----------|--------------|--------------|----------------|------------|-----------|-------------|
| <input type="checkbox"/> | RENAI...   | Thomp... RENAISSANCE UNEMPLOYMENT INSUR... | 200407         | Y            | User A... | Approv... | Paid           | \$2,550...     | 05/12/...   | 05/14/...           | EFT      | 05/13/...    | 04/26/...    | 95450          |            | 10002...  | 05/13/...   |
| <input type="checkbox"/> | RENAI...   | Rhode... RENAISSANCE UNEMPLOYMENT INSUR... | 190707         | Y            | User A... | Approv... | Paid           | \$2,550...     | 10/14/...   | 10/28/...           | EFT      | 10/22/...    | 07/25/...    | 74384          | This sh... | 10002...  | 10/29/...   |