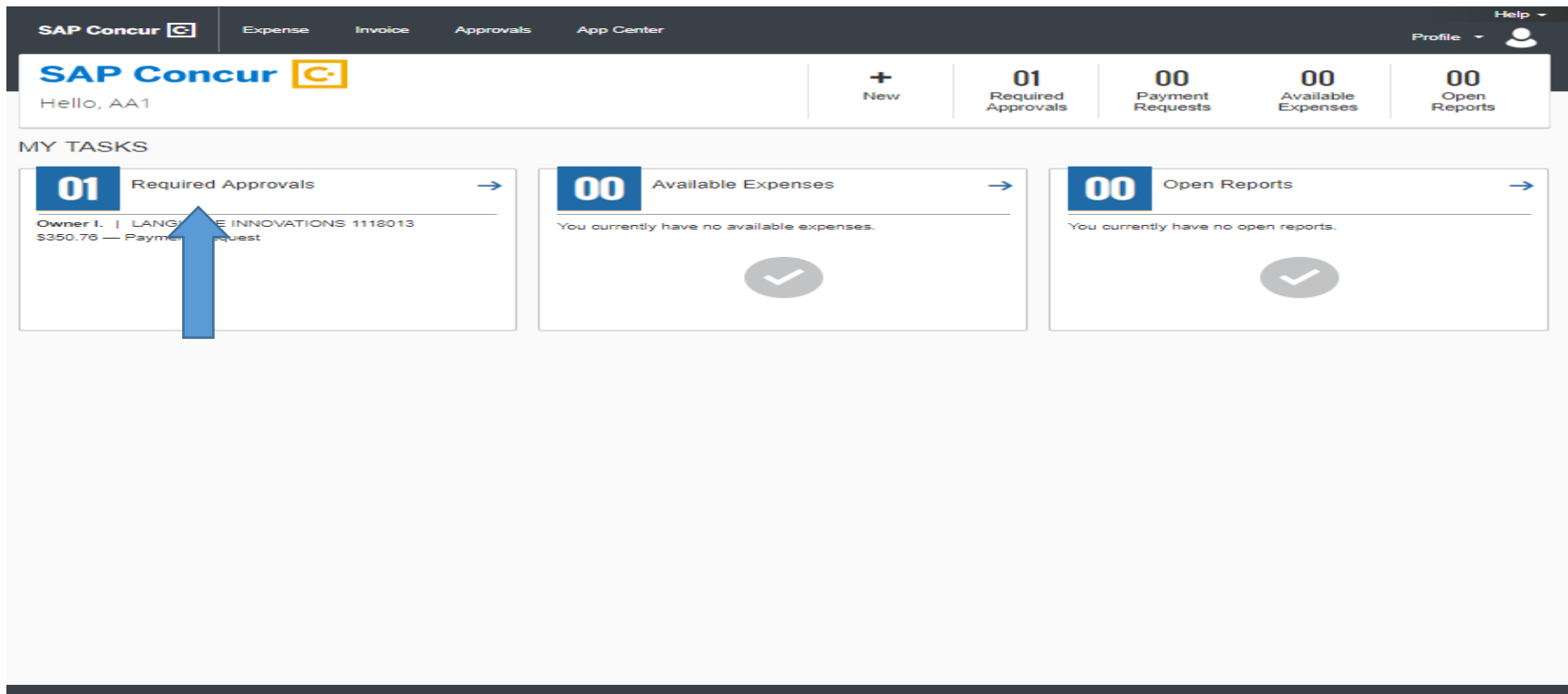


Reference Guide for Approving an Invoice

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

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



Select the item you wish to review by “clicking” on it. Your ‘Invoice Details’ screen will be displayed.

SAP Concur Expense Invoice Approvals App Center

Help
 Profile

Approvals Home Reports Payment Requests

Payment Request Status: Pending Approval - AA1, AA1

LANGUAGE INNOVATIONS 1118013

[Send Back](#) [Approve & Forward](#) [Approve](#)

Vendor Information

LANGUAGE INNOVATIONS LLC

1725 I ST NW STE 300
WASHINGTON, DC
20006

Vendor Code: 317425
Address Code: WASHINGTON-01
Currency: USD-US, Dollar

[View](#)

Invoice Details

Payment Request Type Non PO Payment Request Polk	W8 Received No	W8 Expiration Date <input type="text"/>	WCF Expiration Date <input type="text"/>	Are All Services Performed Outside the US? NA	Is 100% of the Payment for Services? Yes	Service Period <input type="text"/>	Invoice Form Type Non-PO Commercial Invoice	Invoice Type Standard
Request Name LANGUAGE INNOVATIONS 1118013	Payment Remittance Description (Visible to Vendors) TRANSLATION - SARAMDIS	Invoice Number 1118013	Invoice Date 11/07/2018	Currency US, Dollar	Total Invoice Amount (incl S&T) 350.76	Shipping 0.00	Request Total 350.76	Grant/Non Grant (GL) Non-Grant
Oracle Alias (192302) LEGAL AID	Processing Type Standard	Payment Method EFT	Net Payment Terms 25	Payment Due Date 12/02/2018	Mail Instructions <input type="text"/>	Special Handling Detail <input type="text"/>	Special Handling Code <input type="text"/>	PO Number <input type="text"/>
Comments (Message to AP) <input type="text"/>	FD Group LAW SCHOOL	Income Tax Type Non-employee compensation	Invoice Withholding Tax Group <input type="text"/>	Line Item Tax Amount 0.00	Origin Source MAN			

[View Invoice](#)


↑

Itemization Summary Amount Remaining to be Itemized: \$0.00

Edit | Show Distributions

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	55561-CONTRACT SERVICE-OTHER	TRANSLATION - SARAMDIS DO...	1					\$350.76	\$350.76	\$0.00
Account Code 55561		Distribution Code GL-192302			Percentage 100			Net Amount \$350.76	Gross Amount \$350.76	

Select the 'View Invoice' icon. The uploaded invoice image will be displayed.



LANGUAGE INNOVATIONS
 1725 I Street, NW Suite 300
 Washington, DC 20006
 Ph. (202) 349-4180 Fax (202) 349-4182
 Email: accounts@languageinnovations.com

Invoice

DATE	INVOICE #
11/7/2018	1118013

BILL TO

George Washington University
 [Redacted]
 20th Street, NW
 Washington, DC 20052

SHIP TO

George Washington University
 [Redacted]
 Washington, DC 20052

P.O. NO.	TERMS	DUE DATE	REP	SHIP DATE	SHIP VIA	REFERENCE
	Net 30	12/7/2018	DBB	11/7/2018	Email	

ORDER	DESCRIPTION	RATE	CHARGE DETAIL	UNITS	TOTAL AMOUNT
1	Translation of: Saramadis, I.I.I Translation .docx English to Spanish — Rush turnaround Requested by: Despina Saramadis	0.2775	per word	1264	350.76

Thank you for your business.

Language Innovations, LLC Federal Tax ID # 52-2019596

Invoice Total	\$350.76
Current Balance Due	\$350.76

In this instance the invoice window was maximized. Compare the invoice to the 'Invoice Details' screen.

SAP Concur Expense Invoice Approvals App Center

Approvals Home Reports Payment Requests

Payment Request LANGUAGE INNOVATIONS 1118013

STATUS: Pending Approval - AM1, AM1

Send Back Approve & Forward Approve

Vendor Information

LANGUAGE INNOVATIONS LLC
 1321 1ST NW STE 300
 WASHINGTON DC
 20004
 Vendor Code: 31422
 Address Code: WASHINGTON01
 Currency: USD-USD, Dollar

Invoice Details

Payment Request Type: Non-PO Payment Request (Pub) No
 We Received: No
 WE Expiration Date:
 WCF Expiration Date:
 Are All Services Performed Outside the US? NA
 Is 100% of the Payment for Services? Yes
 Service Period:
 Invoice Form Type: Non-PO Commercial Invoice
 Invoice Type: Standard

Request Name: LANGUAGE INNOVATIONS 1118013
 Payments Remittance Description (Visible to Vendor): TRAVEL ATION - SARAHADIC
 Invoice Number: 1118013
 Invoice Date: 11/07/2018
 Currency: USD, Dollar
 Total Invoice Amount (incl GST): 330.76
 Shipping: 0.00
 Request Total: 330.76
 Grant/Non Grant: (BL) Non-Grant

Oracle Alias: 1192002 LEGAL AID
 Processing Type: Standard
 Payment Method: EFT
 Net Payment Terms: 25
 Payment Due Date: 12/02/2018
 Mail Instructions:
 Social Handling Detail:
 Social Handling Code:
 PO Number:

Comments (Message to AP):
 PO Group: LAW SCHOOL
 Income Tax Type:
 Invoice Withholding Tax Group:
 Line Item Tax Amount: 0.00
 Origin Source: MAN

Itemization Summary

Show Distributions

LN	Region	Region Type	Line Description	Quantity	Type of Activity	Region	Payment End Date	Expenditure Item Code	Unit Price	Tax	Tax
1			8881 CONTRACT SERVICE OFFIC		TRANSLATION - SARAHADIC OO				\$360.76	\$360.76	\$0.00
			Account Code		Distribution Code		Percentage		Net Amount		Gross Amount
			8881		00-10202		100		\$360.76		\$360.76

Amount Remaining to be Invoiced: \$0.00

Audit the screen for accuracy:

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

Is a PO required? Is the correct PO number referenced?

If an award is involved is the expenditure item date correct?

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

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

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

You will now exercise your approval decision option.

SAP Concur Expense Invoice Approvals App Center

Payment Request LANGUAGE INNOVATIONS 1118013

Status: Pending Approval - AA1, AA1

Send Back Approve & Forward Approve

View Invoice

Vendor Information: LANGUAGE INNOVATIONS LLC, 1725 I ST NW STE 300, WASHINGTON, DC 20006

Invoice Details: Payment Request Type: Non PO Payment Request; Request Name: LANGUAGE INNOVATIONS 1118013; Invoice Number: 1118013; Invoice Date: 11/07/2018; Total Invoice Amount: 350.76

Itemization Summary:

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax	
1	55561 CONTRACT SERVICE OTHER	TRANSLATION - SAMARDIS DO...	1					\$350.76	\$350.76	\$0.00	
								Net Amount:	\$350.76	Gross Amount:	\$350.76

Send Back – Send back to the request originator for corrective action or additional supporting documentation

Approve & Forward – Affix your approval and forward to other requisite approvers

Approve – Affix your final approval



Should you select the 'Send Back' option:

Send Back Request

Add a comment to explain why you are returning the request. Then click OK to return the request to the employee.

Comment:

|

Comment History

Date ▾	Entered By	Comment Text
No comments.		

You will need to provide the reason the invoice is being sent back in the 'Comments' window and then click 'OK'. The invoice is then returned to the originator.

Should you select the 'Approve & Forward' option:

Approve & Forward Payment Request: LANGUAGE INNOVATIONS 1118013

User-Added Approver:

Comment:

Perform a search for the individual to whom you wish to forward the invoice by entering the employee's name last name, comma and then first name until identified. Then click on the name to select it.

Approve & Forward Payment Request: LANGUAGE INNOVATIONS 1118013

User-Added Approver:

smi	
Smidakova, Bohumira (smidakova@gwu.edu) Employee ID: G40512864	
Smilanich, Sarah E. (smila@gwu.edu) Employee ID: G39164778	
Smiley, Daisy (daisysmiley@gwu.edu) Employee ID: G25777189	
Smiley, Kathryn N. (katiesmiley@gwu.edu) Employee ID: G20061168	
Smith, Adam R. (adam_smith@gwu.edu) Employee ID: G42963454	
Smith, Alexandria G. (algenay2020@gwu.edu) Employee ID: G40107845	
Search Approvers By	Cancel

Enter any comment you deem appropriate in the 'Comment' window and then "click" 'Approve & Forward'. The invoice will then be forwarded to that person for their review and approval.

Should you select the **'Approve'** option:

When you indicate 'Approve' for your final approval the invoice is cleared from your queue and forwarded to AP for review.

The screenshot displays the SAP Concur user interface. At the top, there is a navigation bar with the SAP Concur logo and tabs for Expense, Invoice, Approvals (which is currently selected), and App Center. A user profile icon is visible on the right. Below the navigation bar, there are links for Approvals Home, Reports, and Payment Requests. The main content area is titled "Payment Request List" and "Requests Pending your Approval". It includes a search bar with a dropdown menu for "Employee Last Name" and a "Begin with" dropdown. Below the search bar is a table with the following columns: Employee Name, Request Name, Last Comment, Approval Status, Action Due Date, Invoice Date, Submit Date, Total, Has Allocations, Vendor Name, and Invoice Number. The table is currently empty.