Reference Guide for Purchase Order Related 2 –Way Match Invoices

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

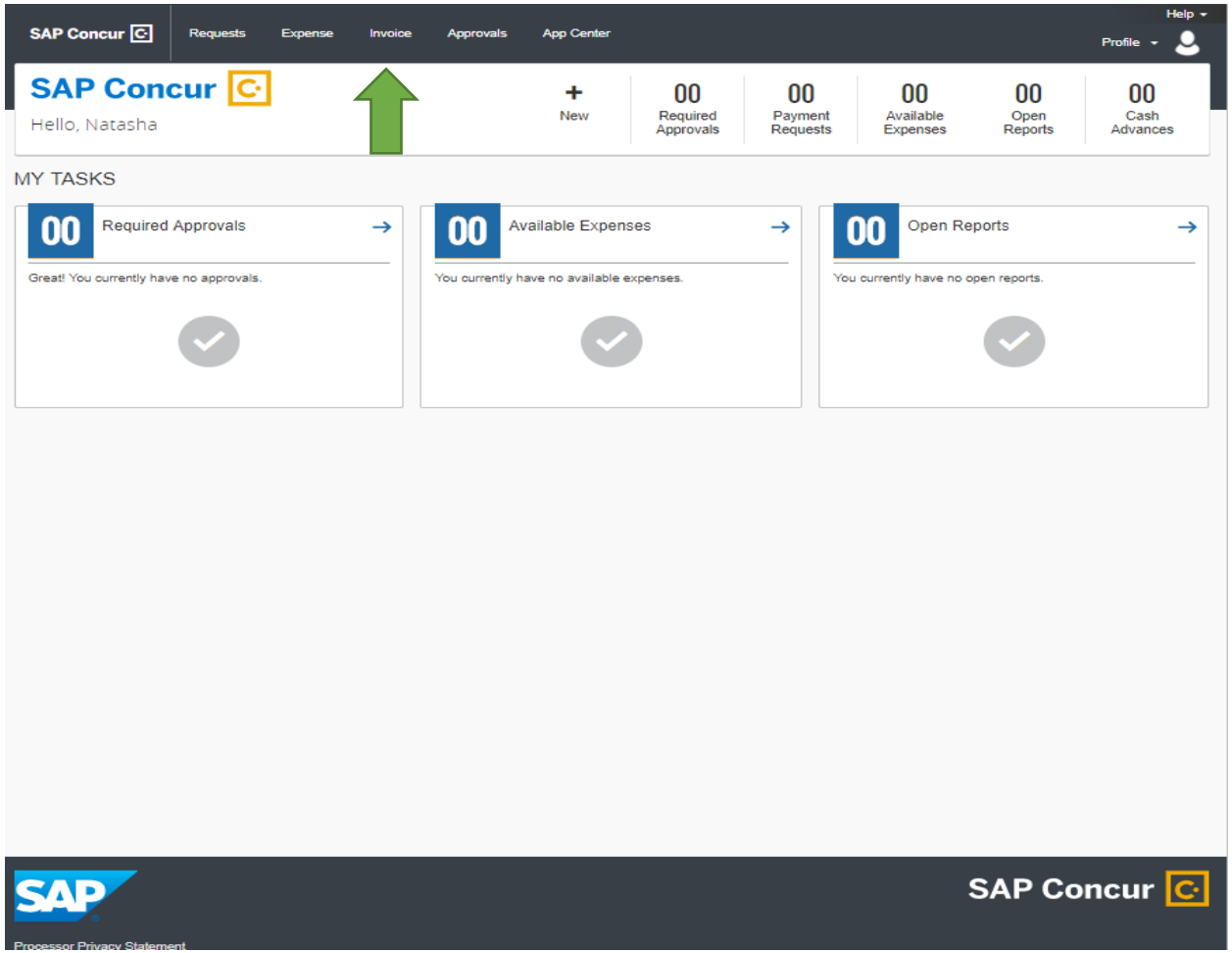
- Invoices matched to purchase orders whose total is greater than $3500 would require approval
- Any new POs created or updates done to existing POs in EAS will only be interfaced in the nightly process and will be available the following day in CONCUR

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.



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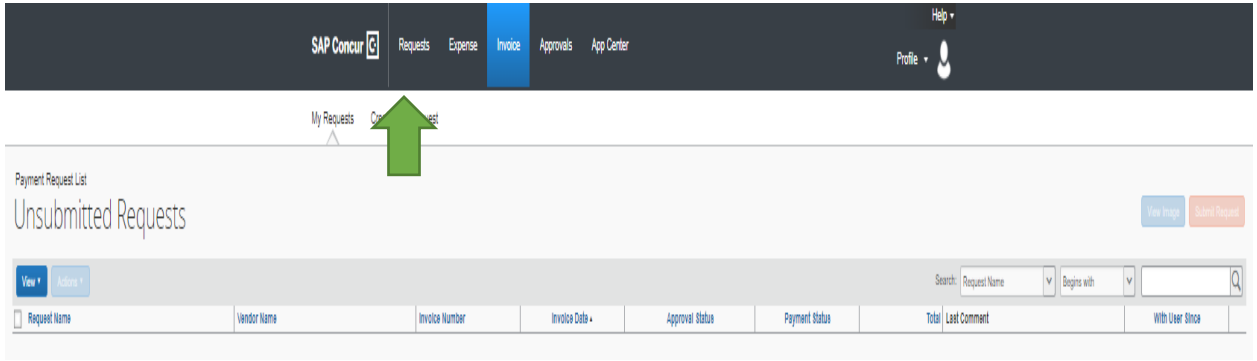
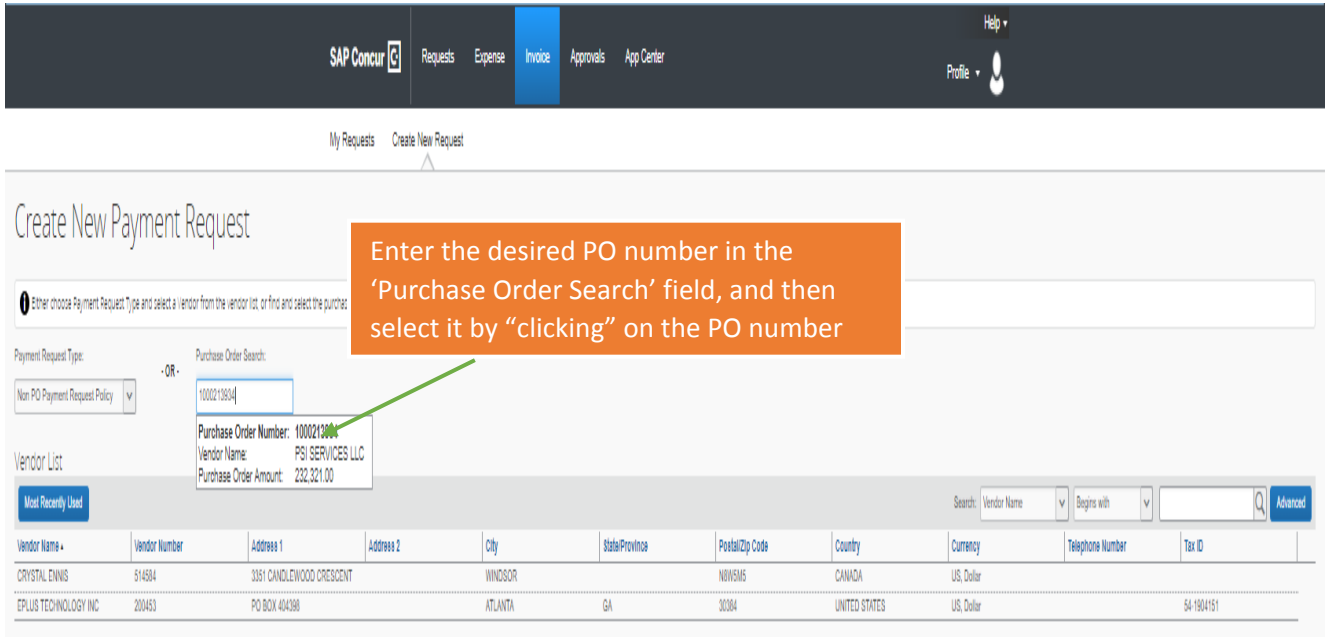
Step 3. Click on 'Create New Request'.



Step 4. Enter the PO Number.



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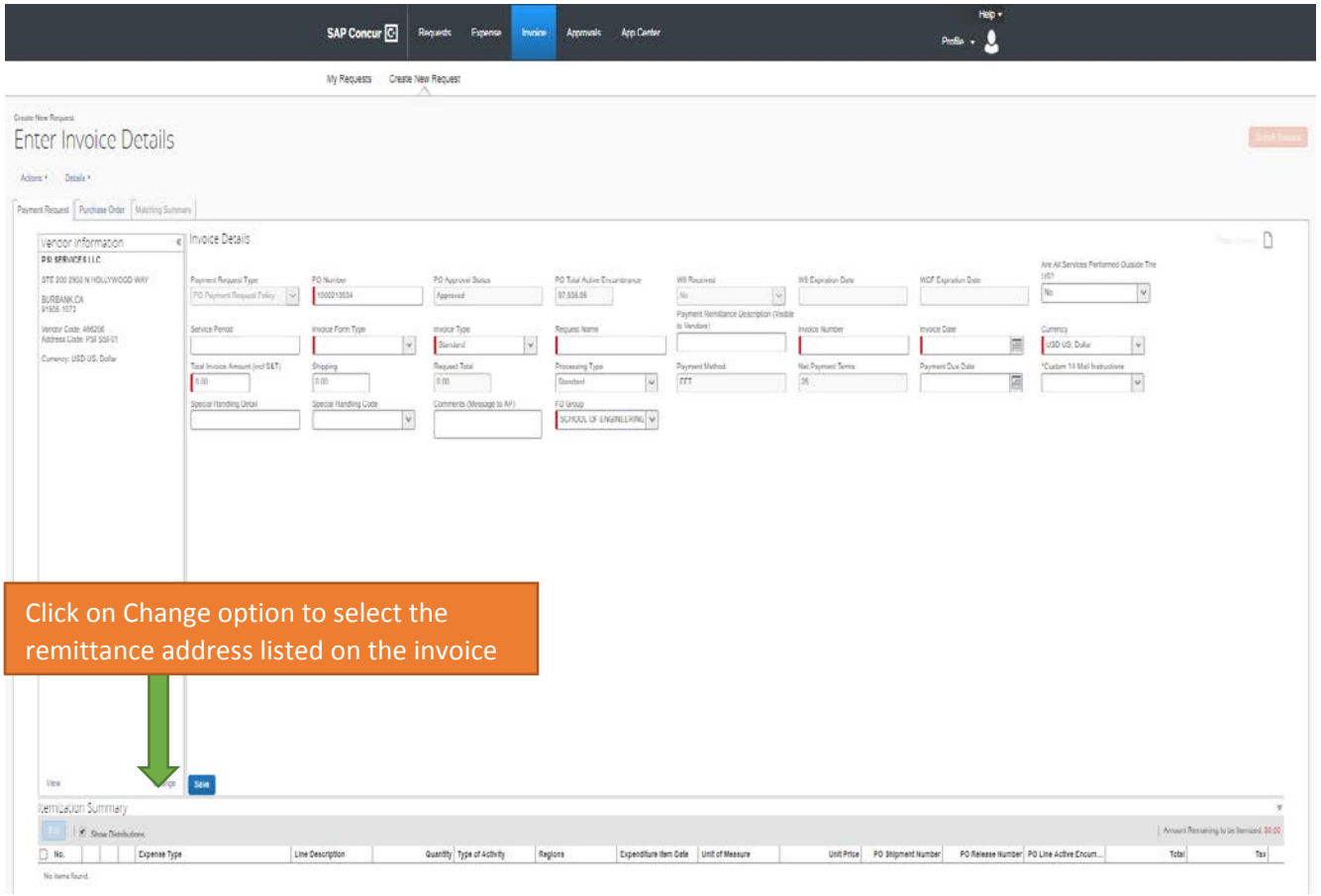
Step 5. Default PO information for the supplier is displayed. Make sure the remittance address on the invoice is populated.

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



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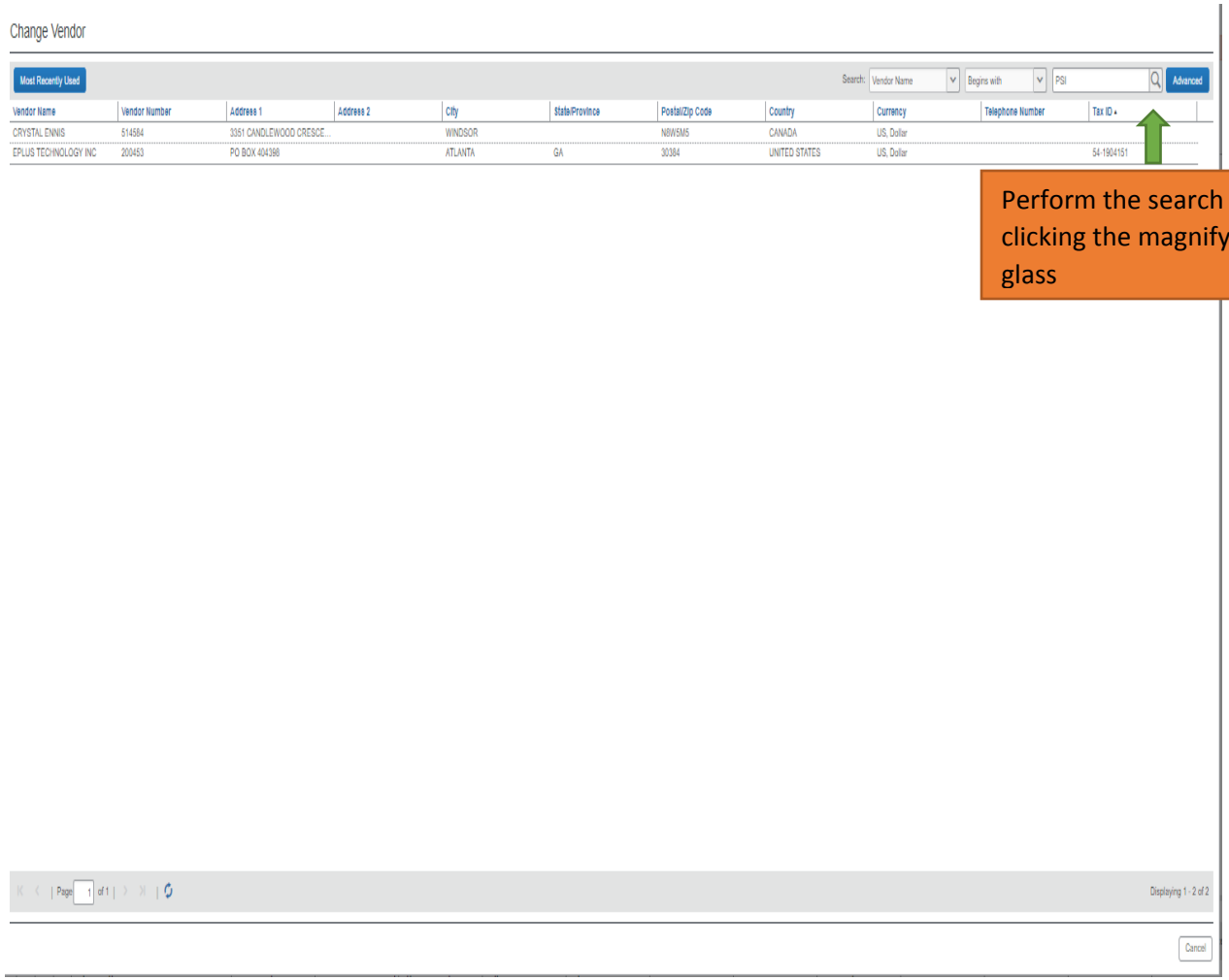
Enter the first few characters of the supplier's name (for example: "PSI") in the search field and click on the search icon as shown below.



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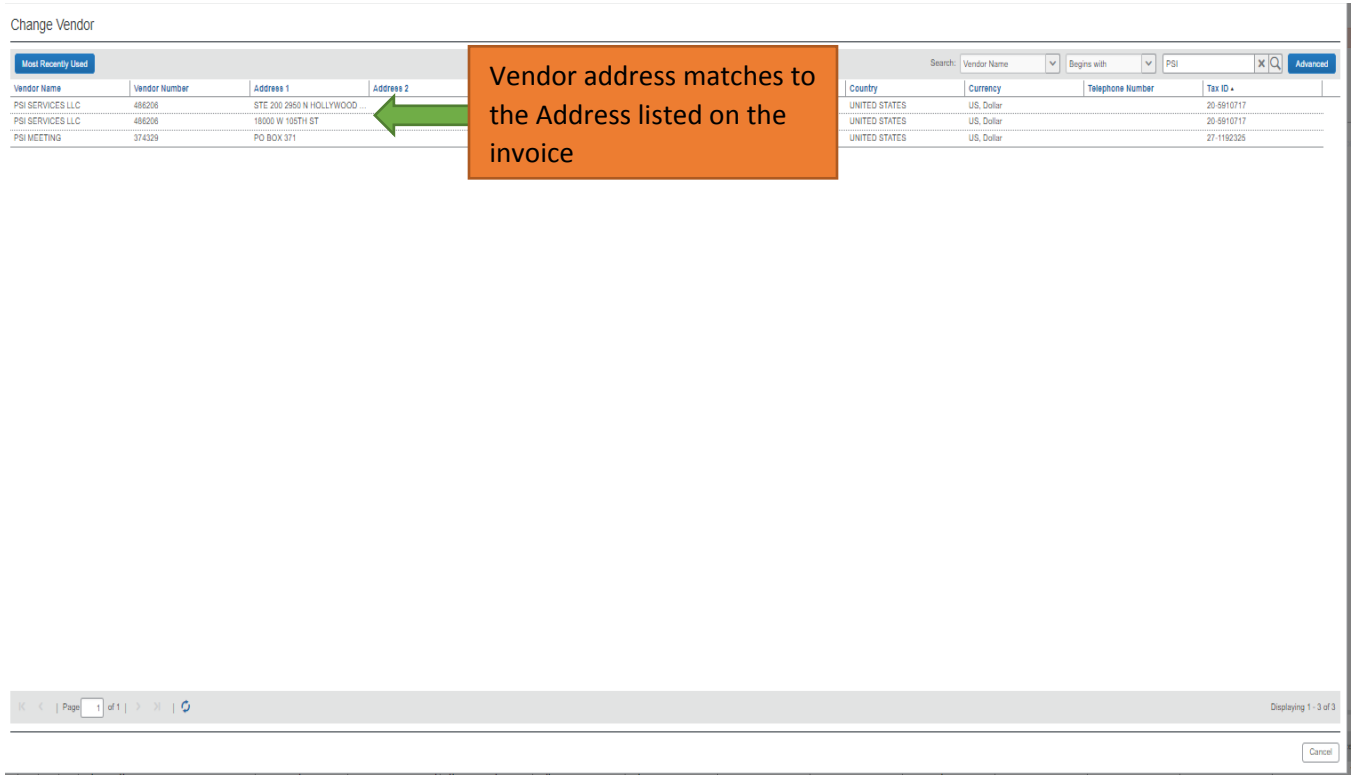
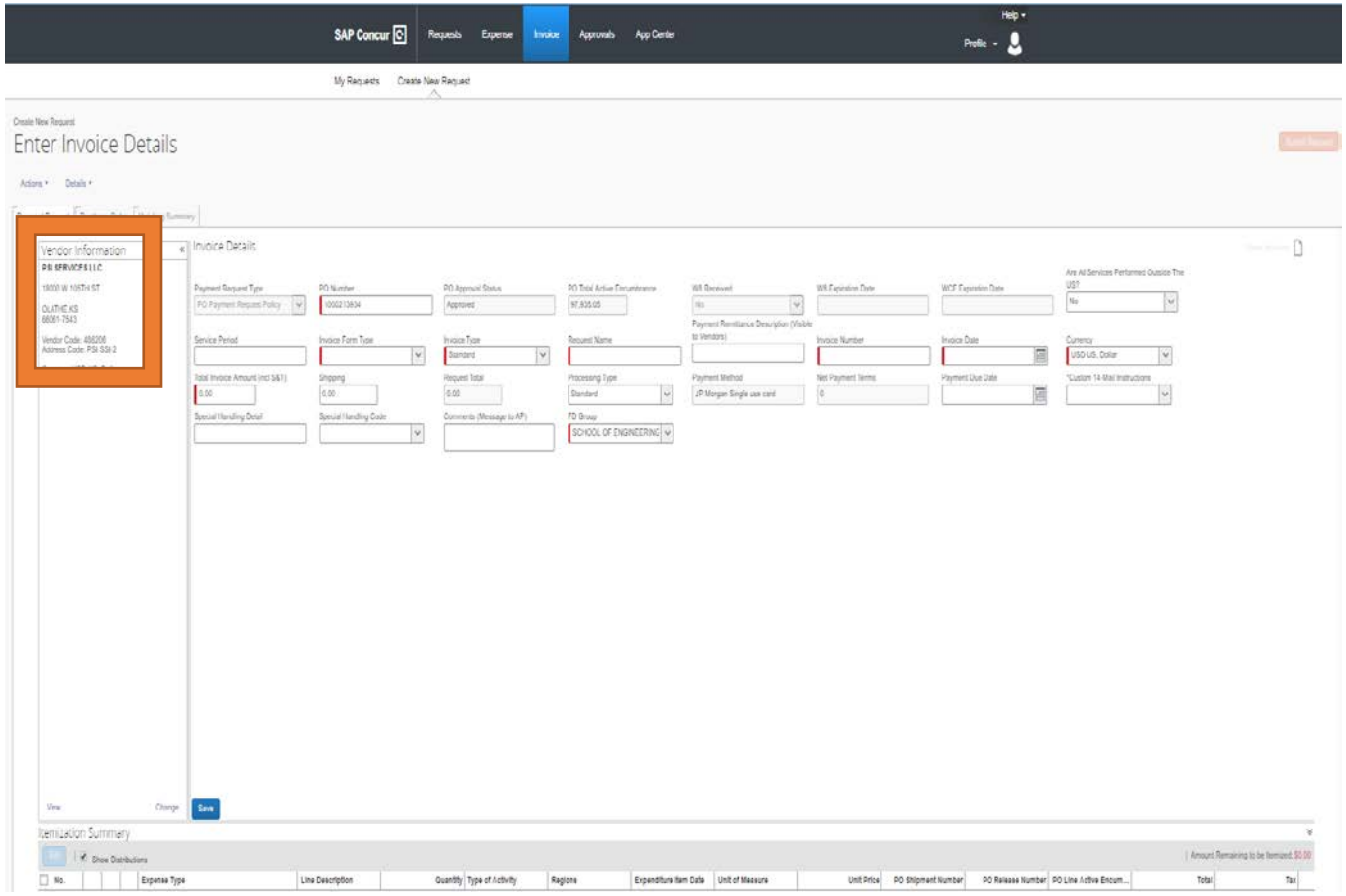
Click on the supplier (vendor) address that matches the invoice remittance address.



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



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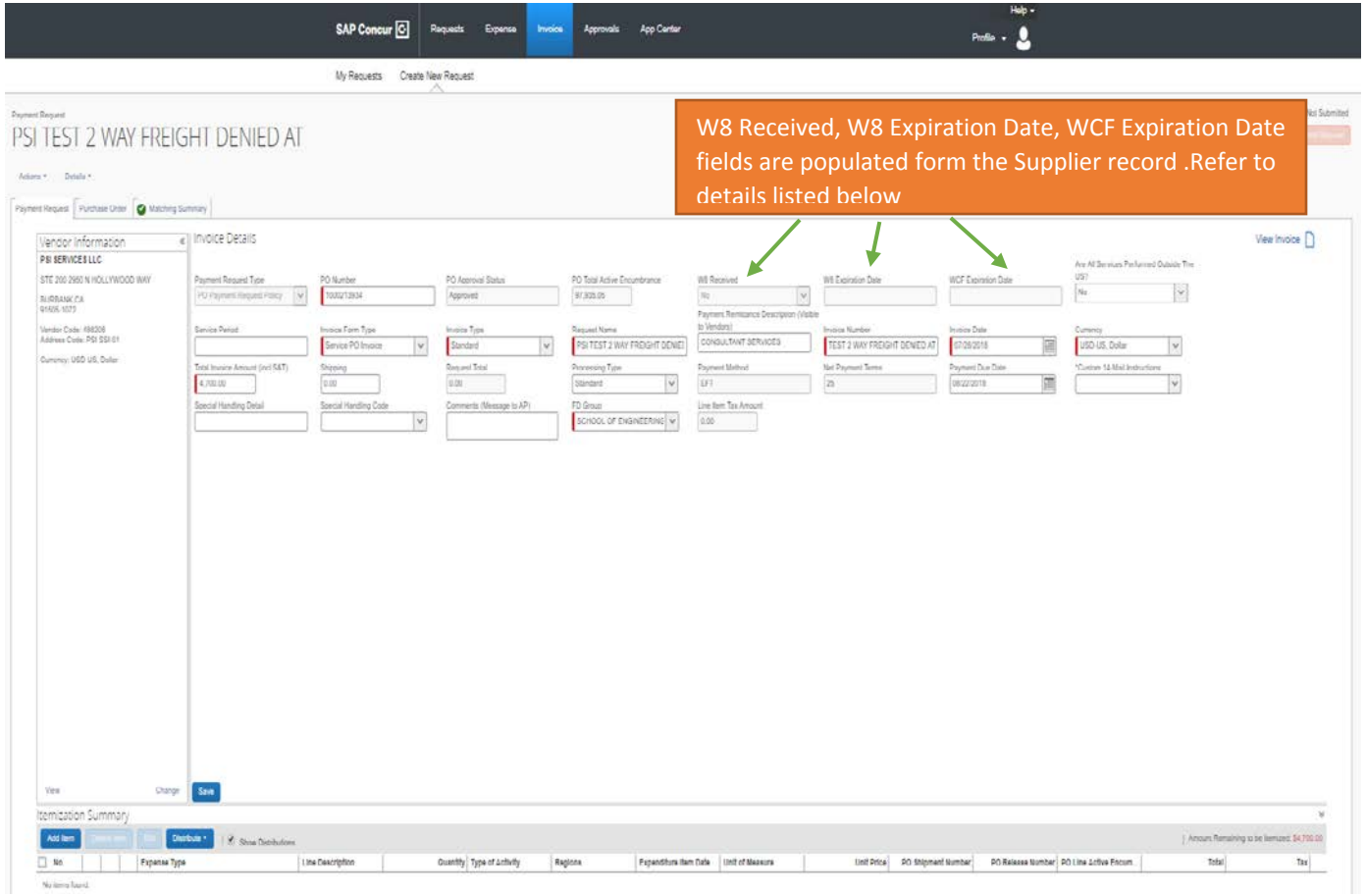
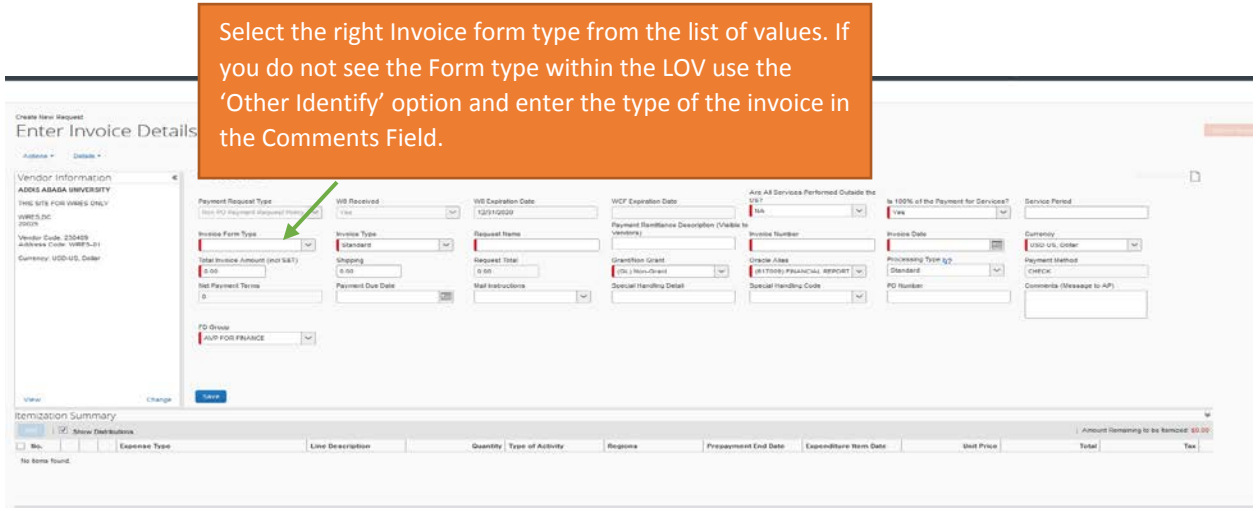
Step 6: Continue to Enter Invoice Details

Fields highlighted in red are all mandatory.



Field Descriptions:

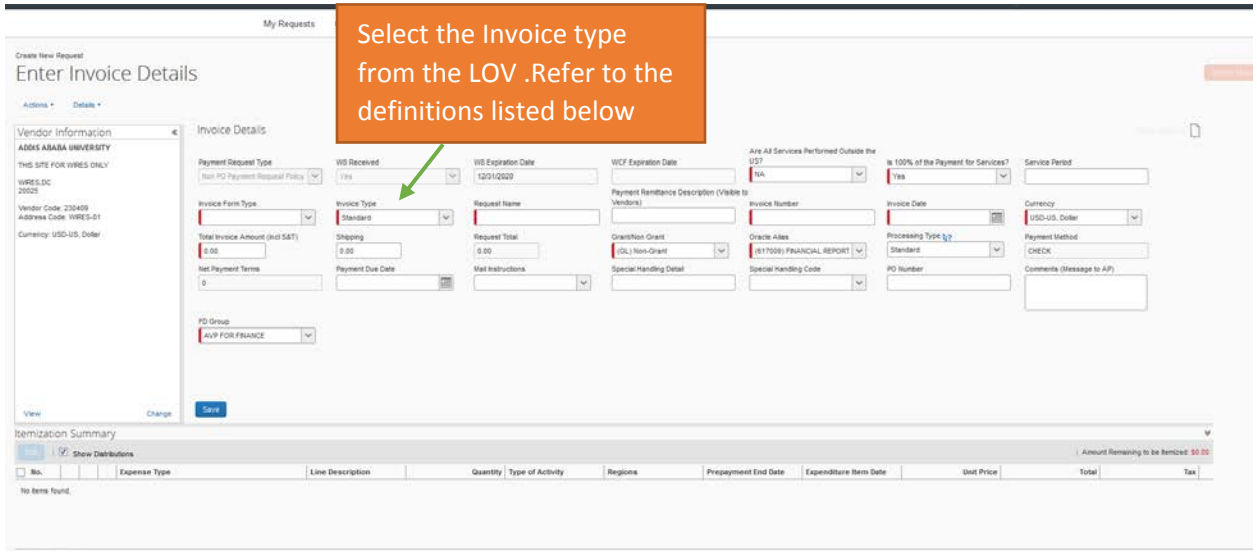
- **W8 Received and W8 Expiration date:** Review the 'W8' and 'W8 Expiration Date' fields. If the W8 indicator is 'N' or if the 'W8 Expiration Date' indicated is less than today's date, the system will show a warning. Resubmit a new form after the updated W8 has been obtained from the supplier.
- **WCF 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.



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

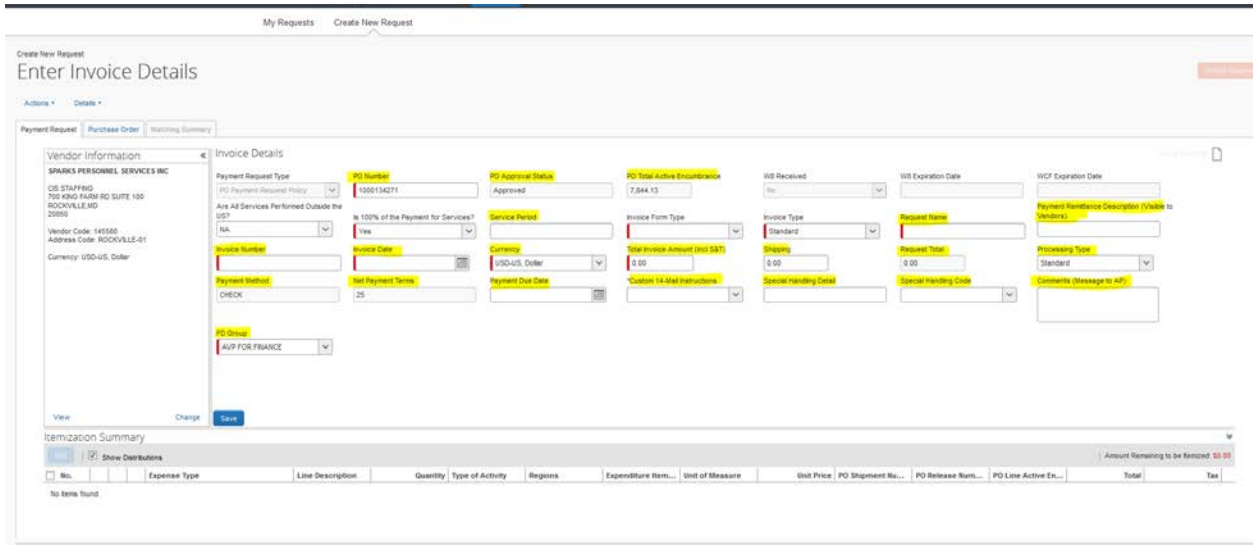
Enter Invoice details – Continued:



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:



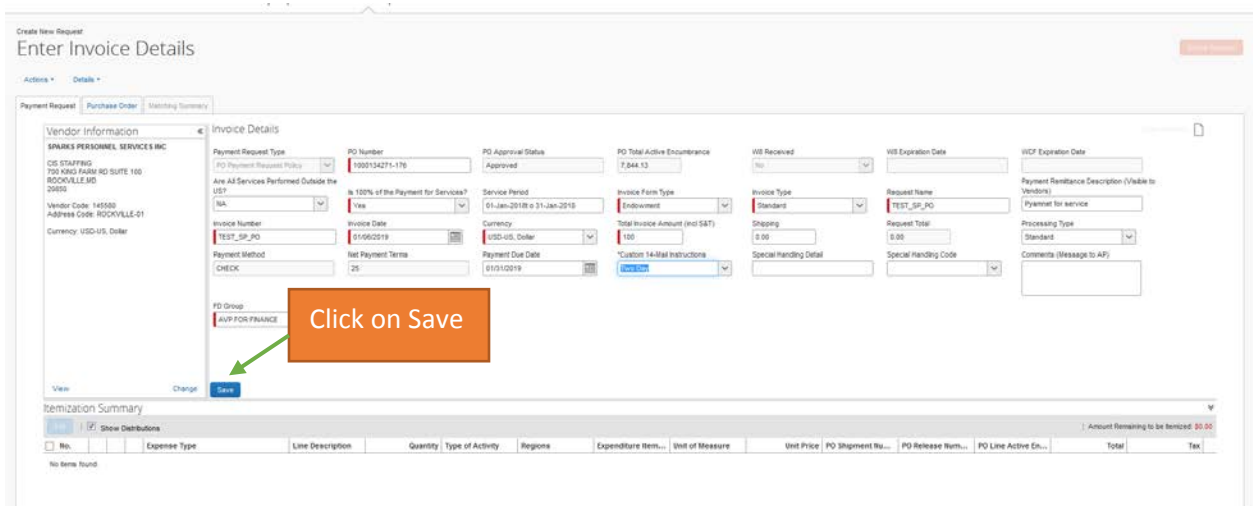
Field Descriptions

- **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

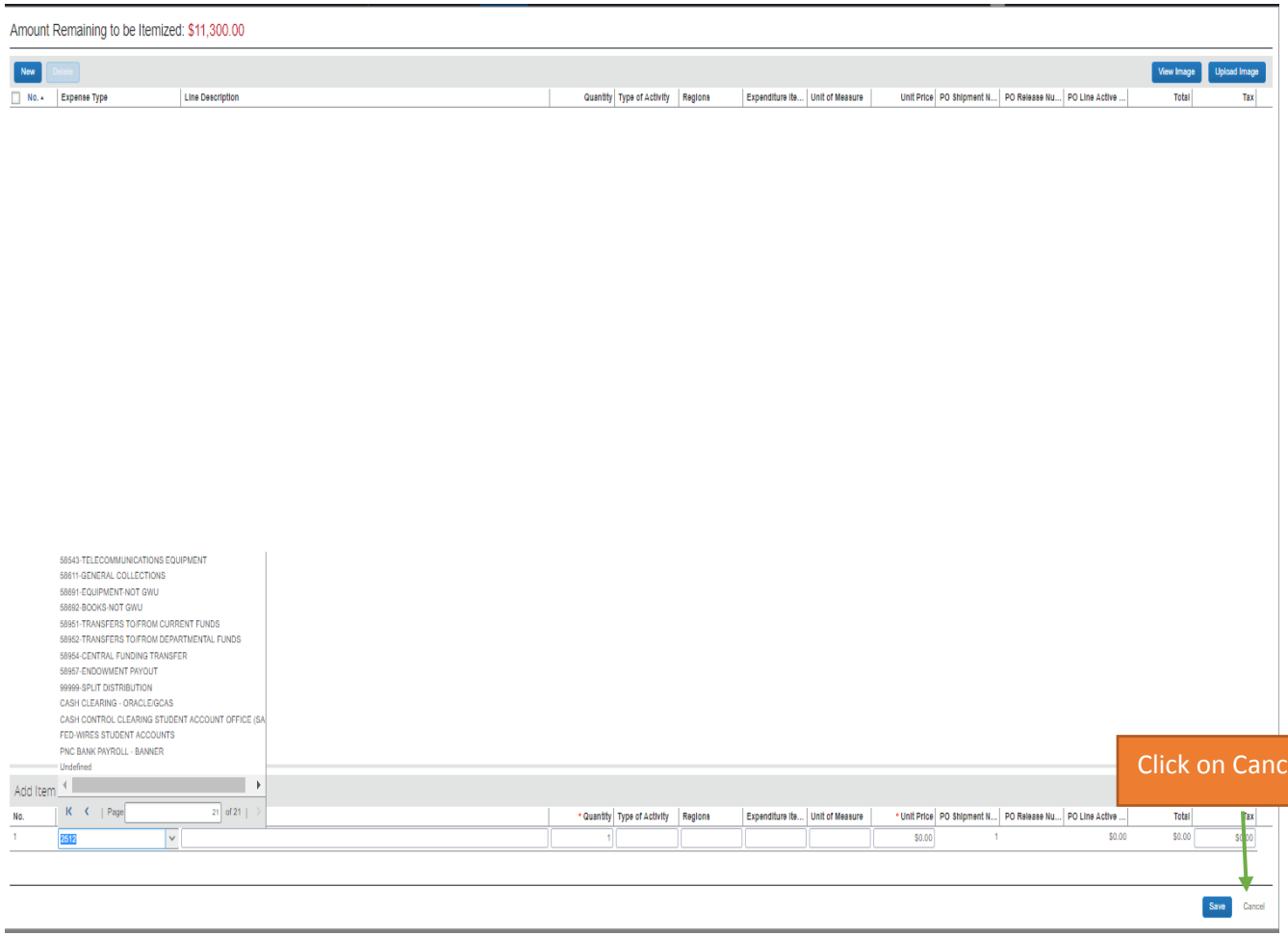
Note: As the interfaces between EAS and CONCUR are not real time this value may not reflect the correct amount that is in EAS.

- **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 **i**ncluding 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



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



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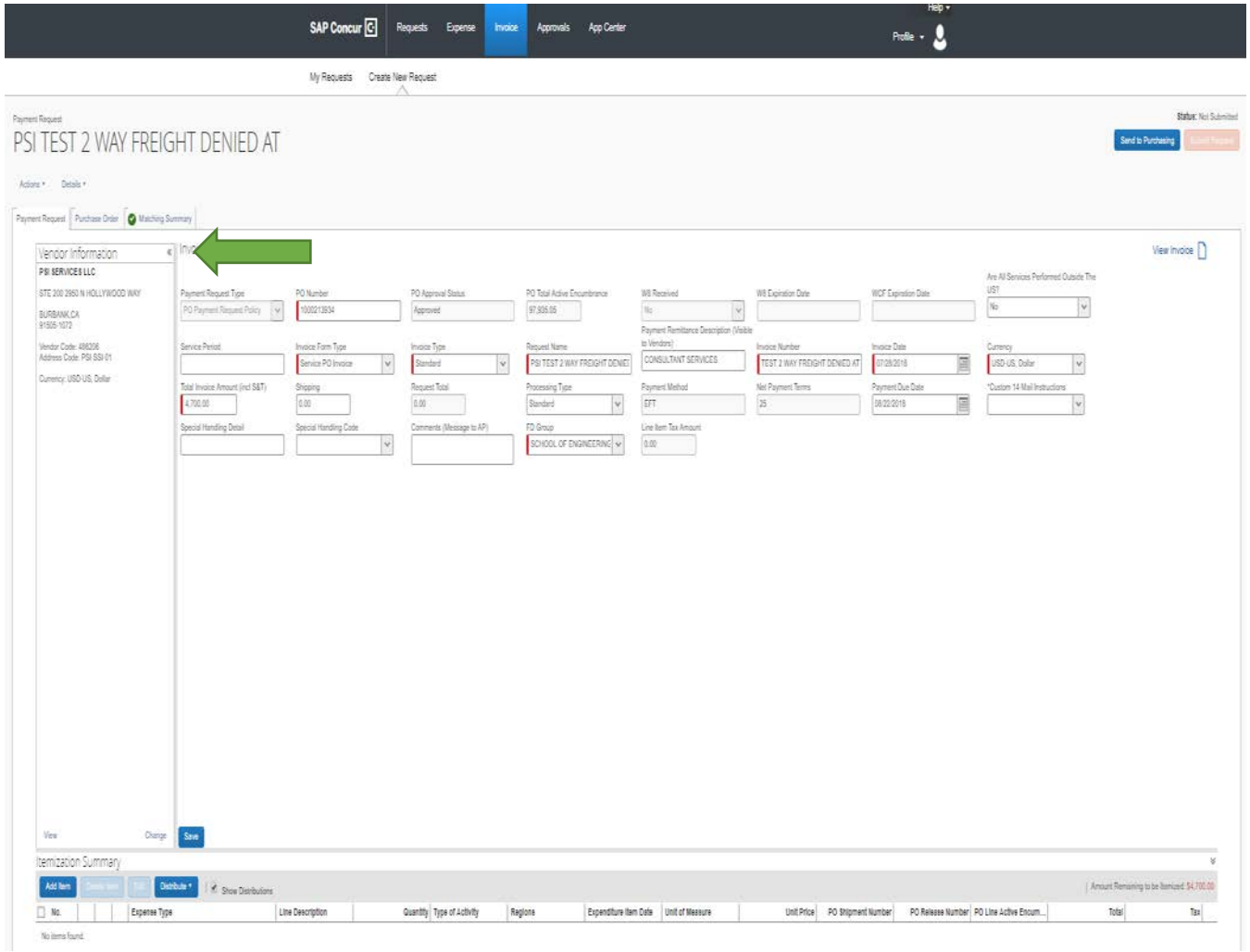
You will then be returned to your invoice details, where you will select the ‘Matching Summary’ tab.



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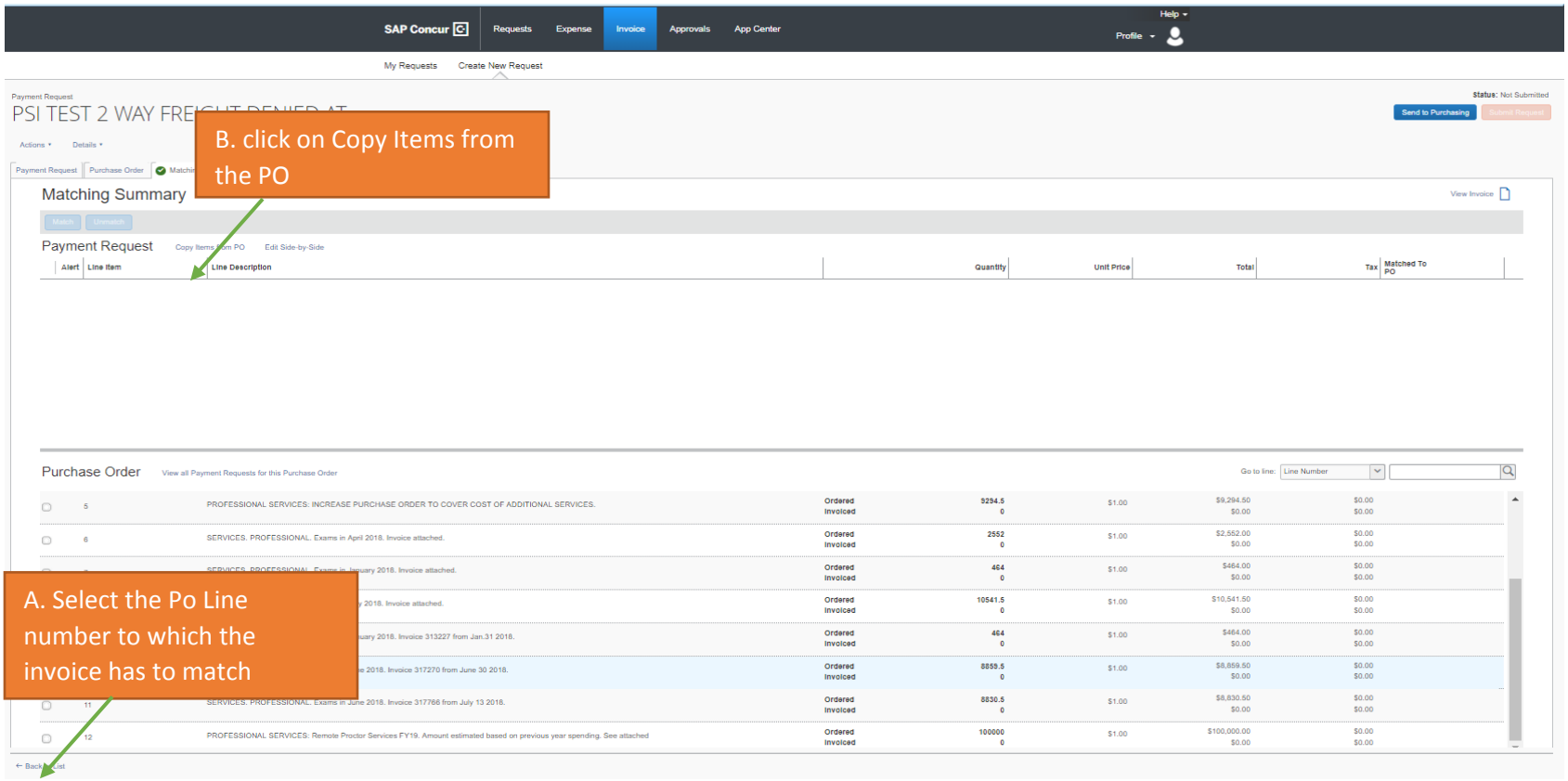
In the Matching Summary tab we match the line items being invoiced to the Purchase order. Enter the PO Line to which the invoice has to be charged.

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



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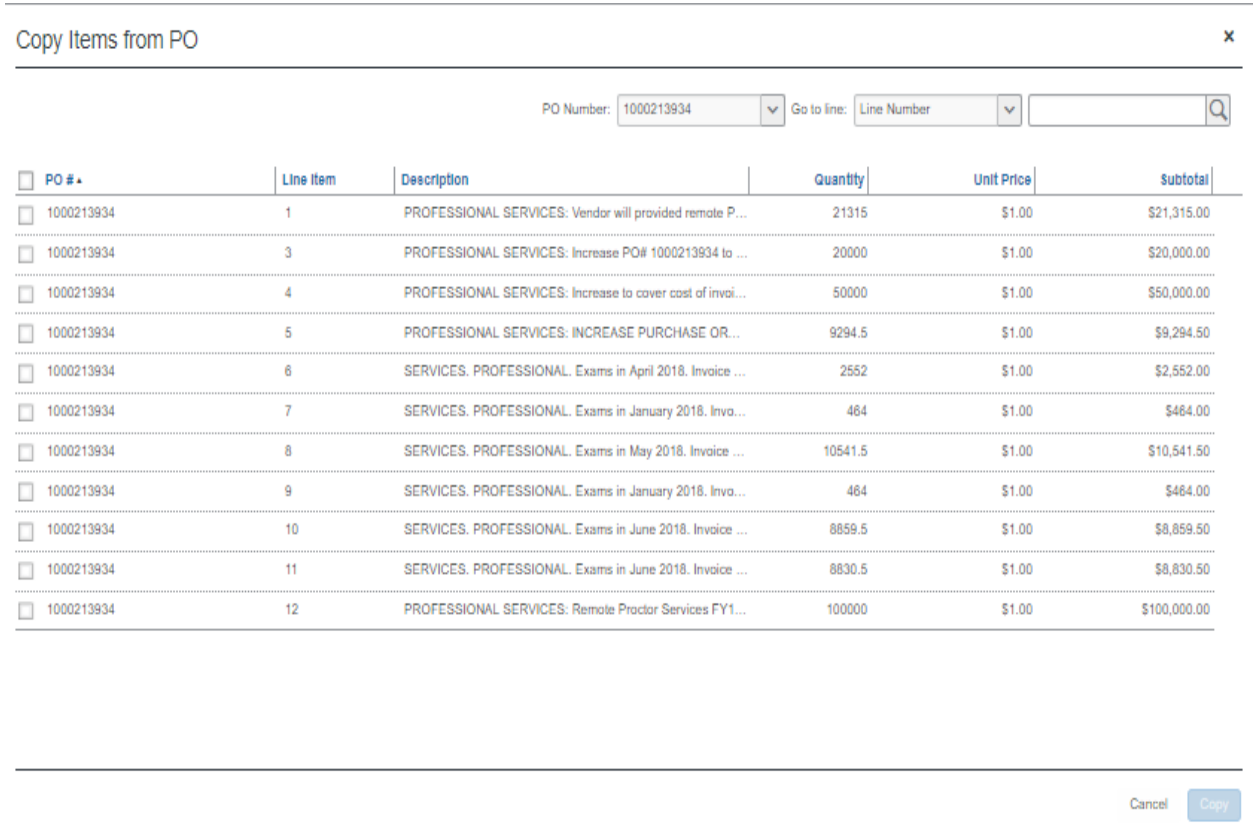
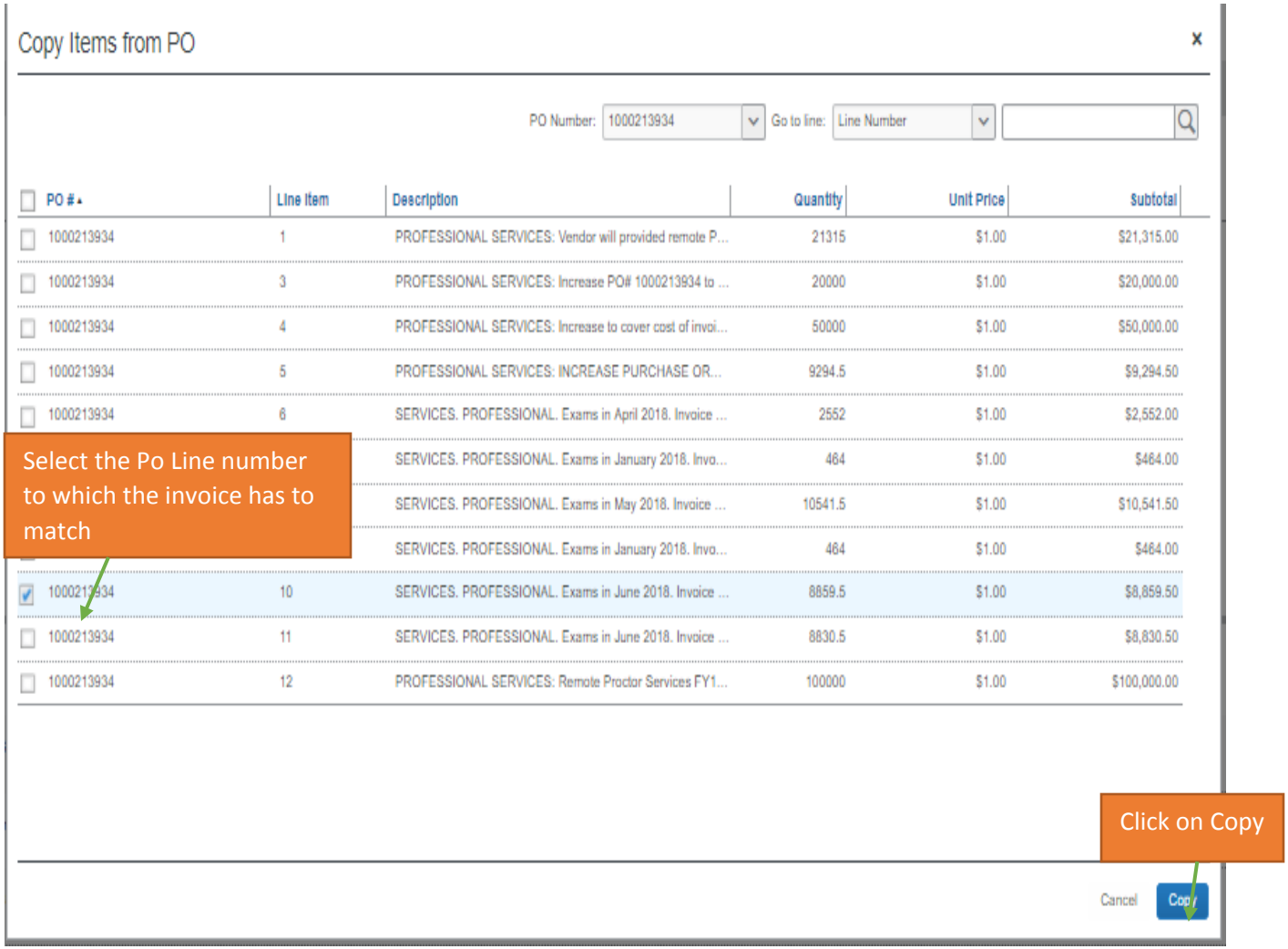
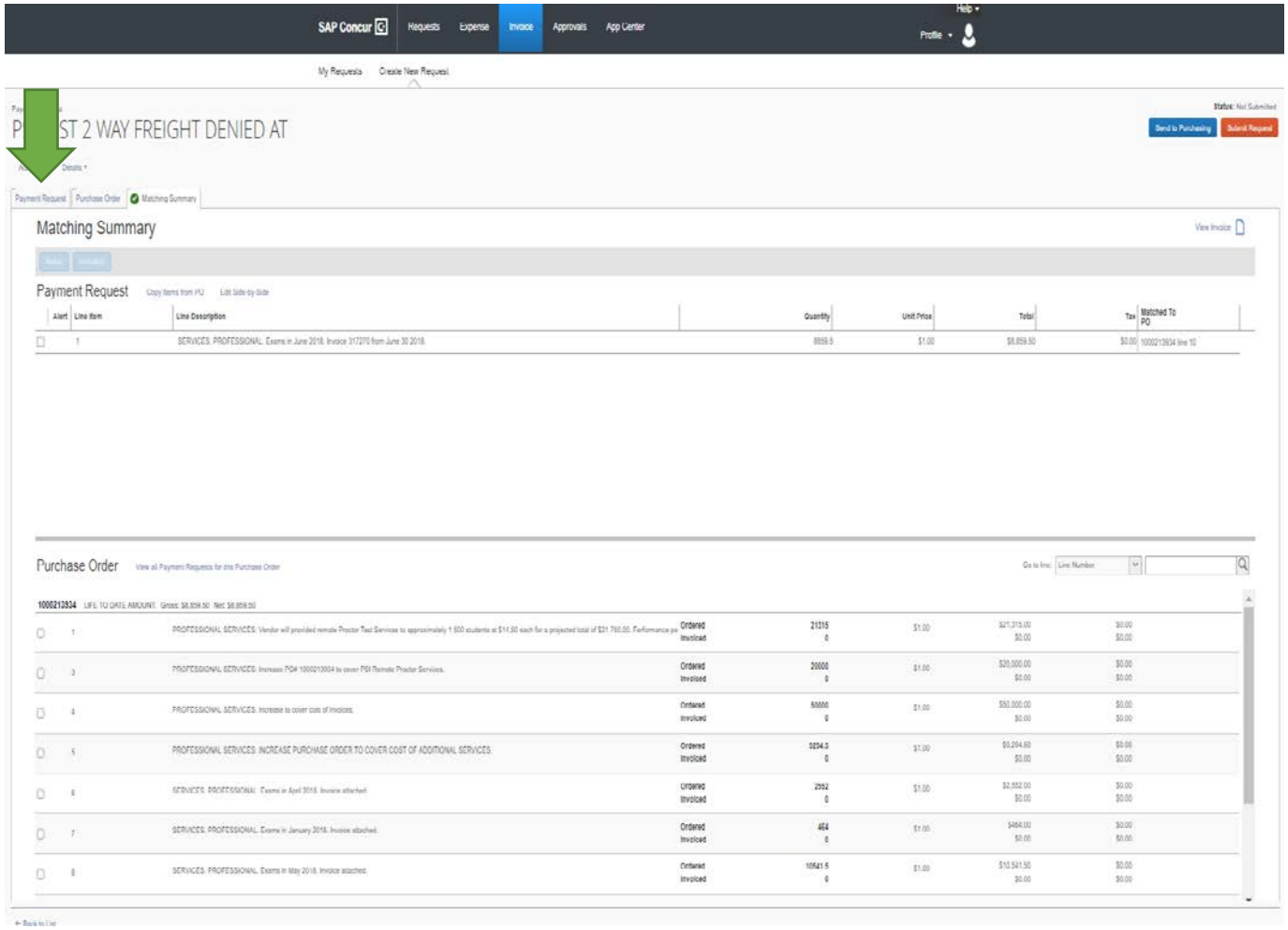
The following screen will appear.



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



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



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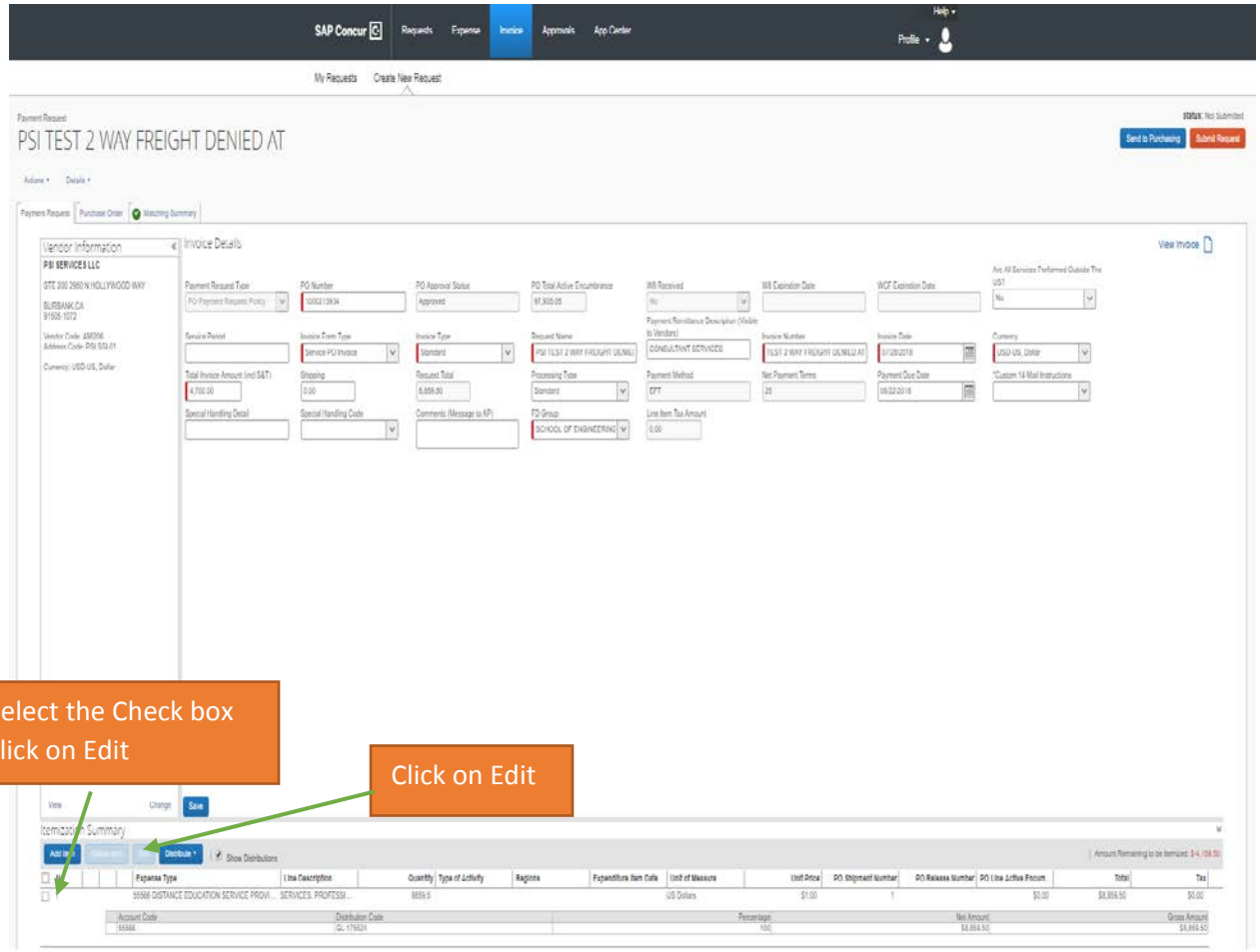

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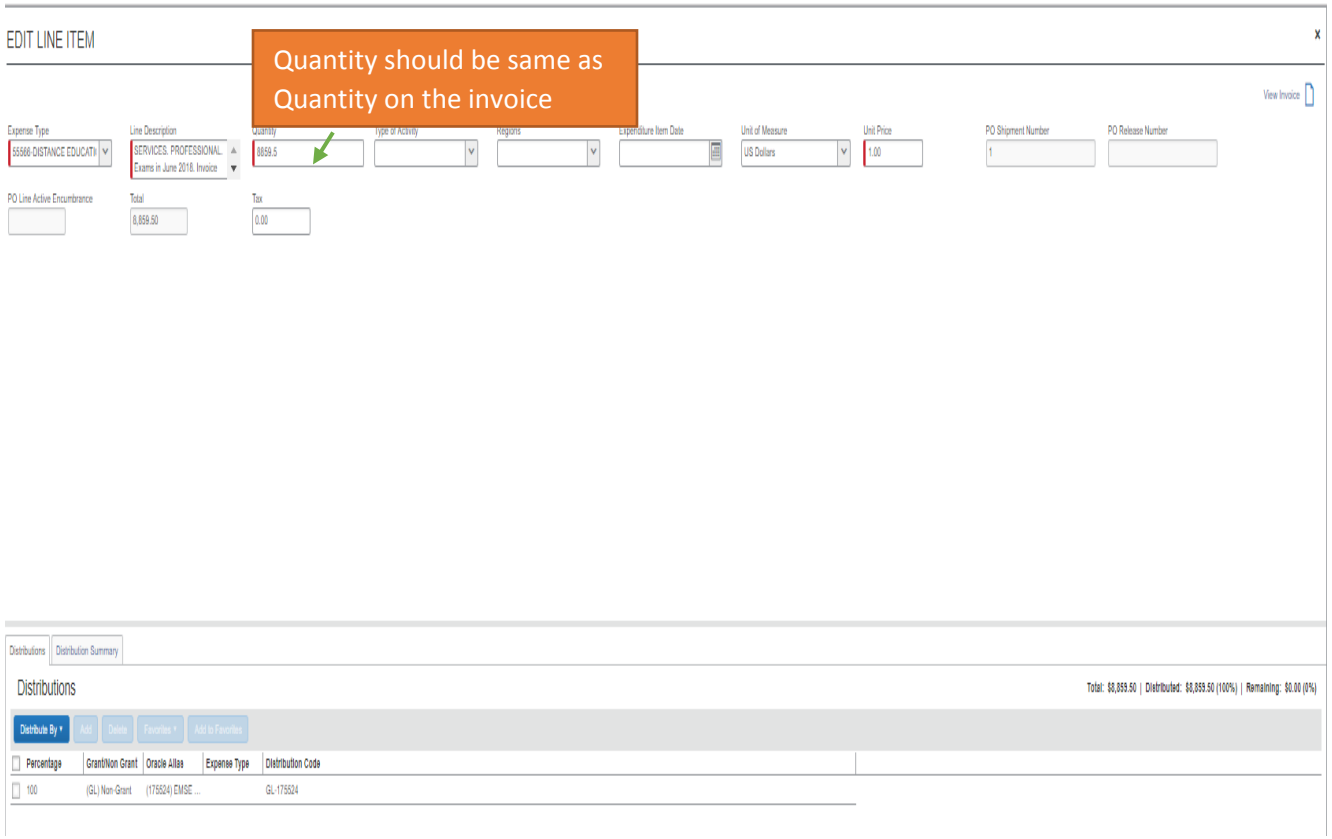
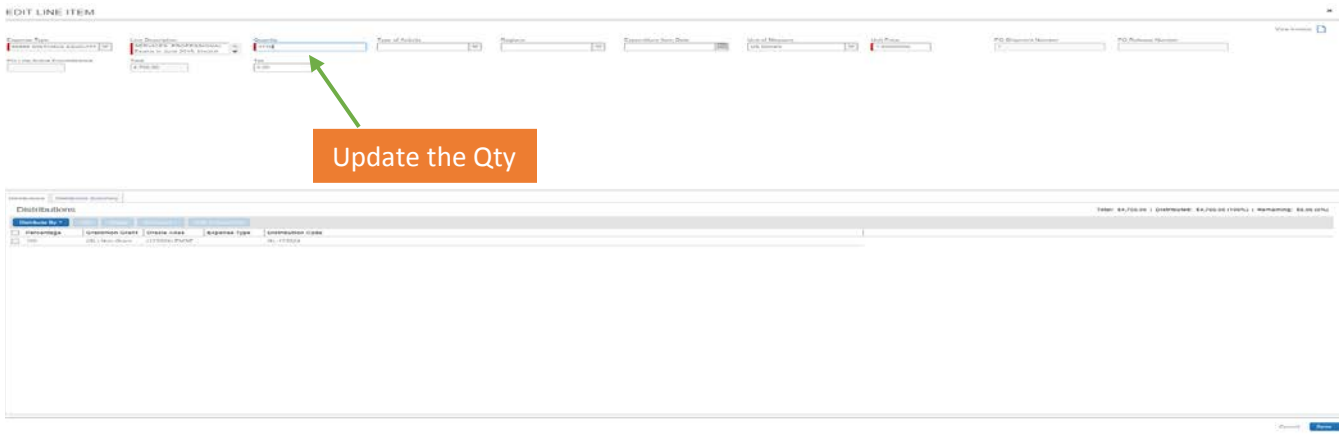
The following screen will be displayed.

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.



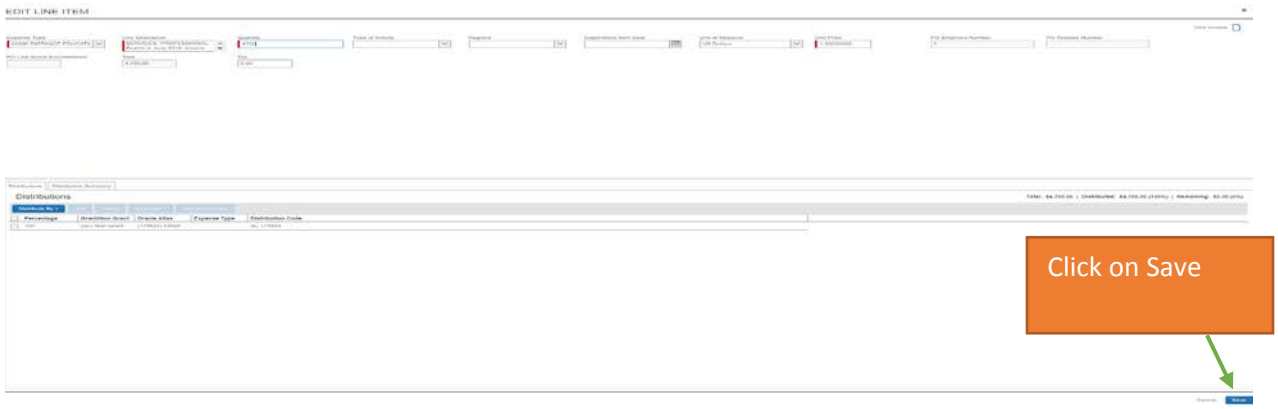
Update the Quantity.



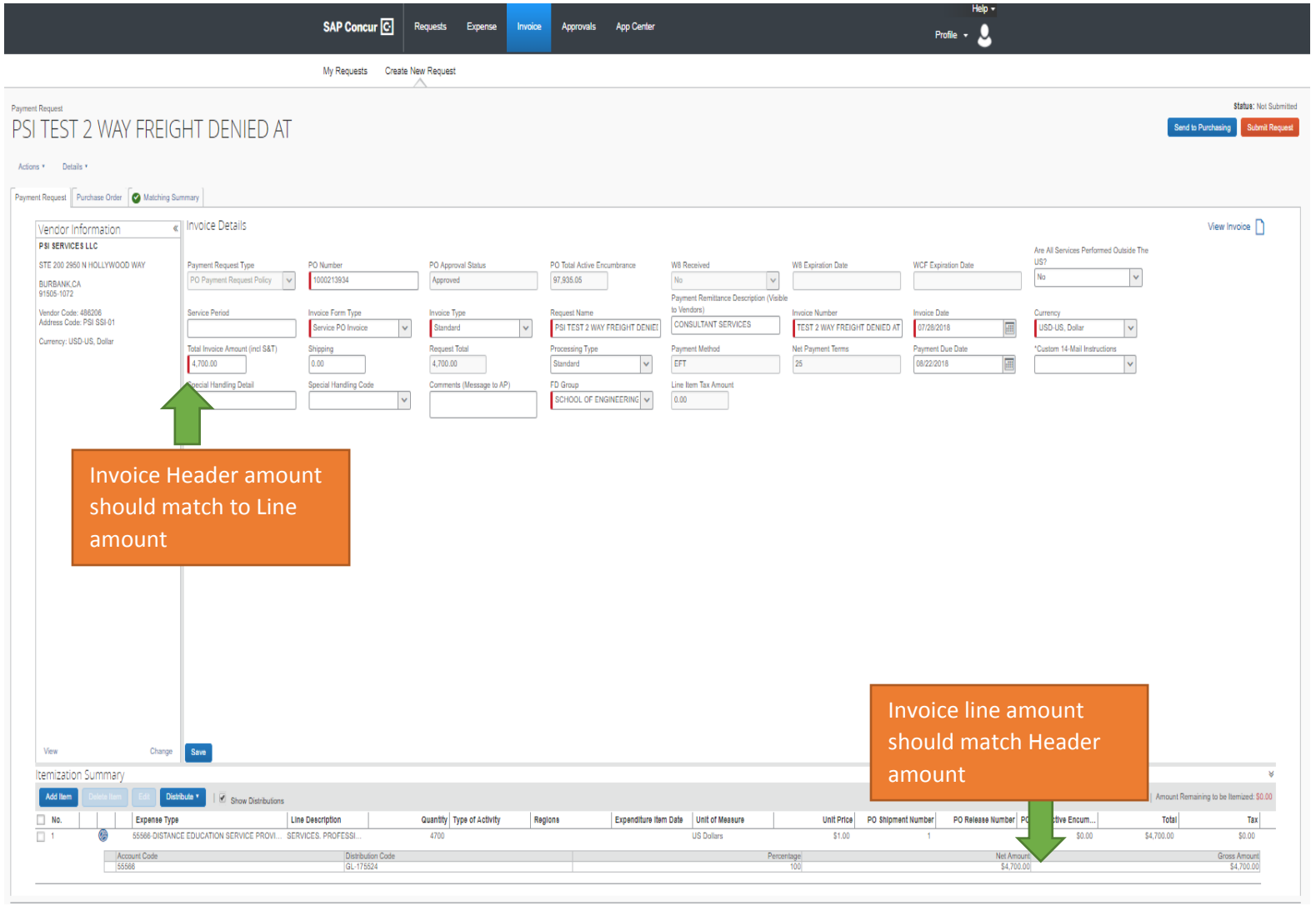
Note: For invoices that are matched to POs that are charged to grants enter the following fields.

- **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’.



After you click on ‘Save’, the header and line items are now “in balance”, with both now showing the same amount for ex: $4700.



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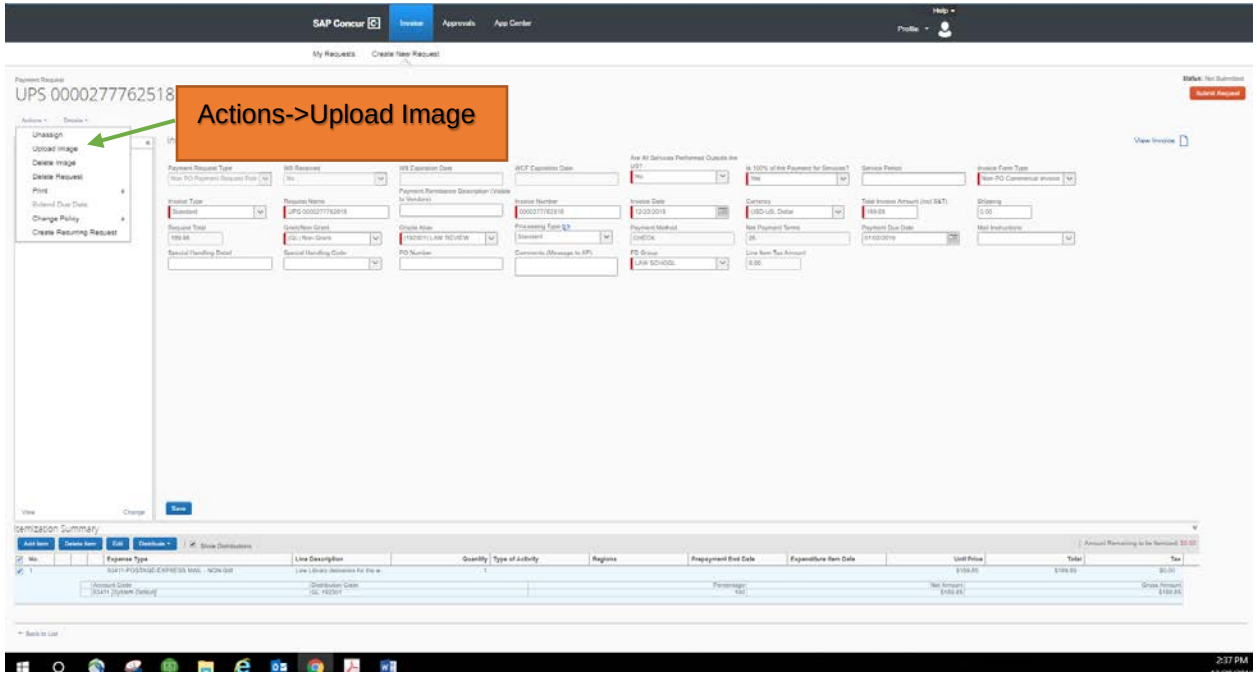
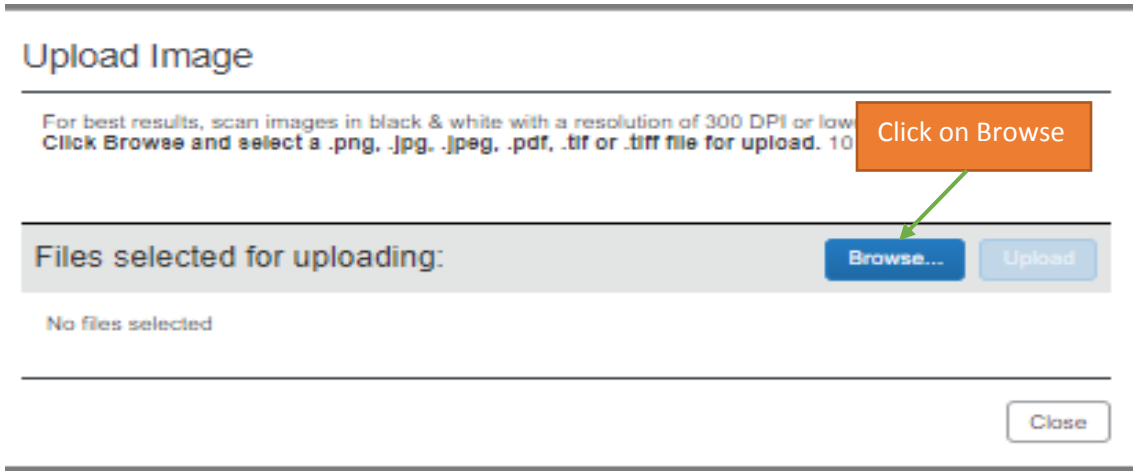
Special note: <u>If the invoice was originally entered under the non-PO policy and the distributions were saved and the invoice was revised to reflect the PO policy, the system will retain the original distribution info, which may not be that of the PO. Should this be the case, you will need to delete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

Step 7:

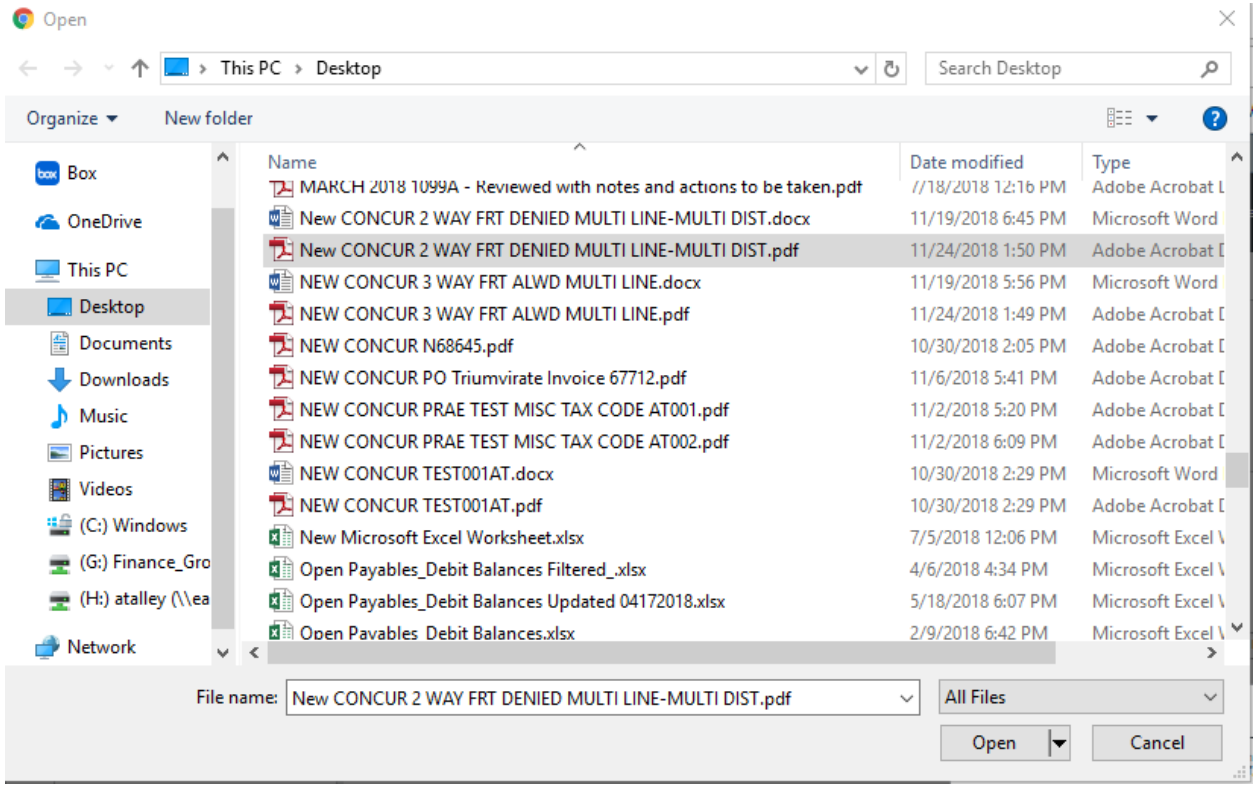
Upload your invoice image. Click on 'Actions'->'Upload Image'.

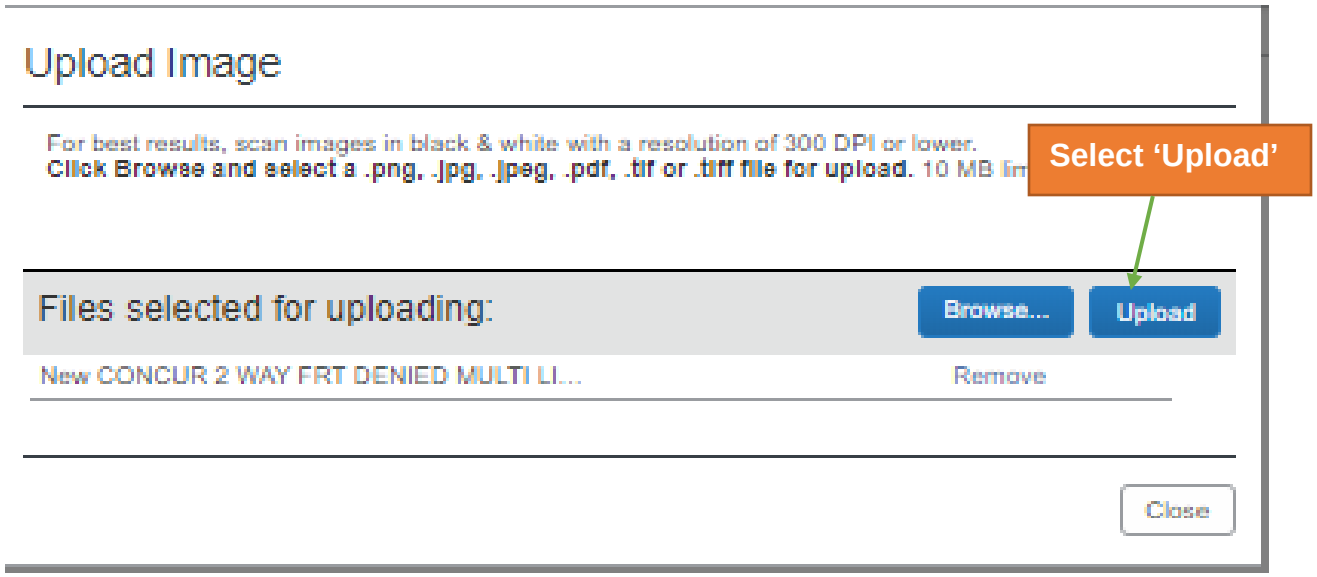


Click on ‘Browse’ to locate the invoice where it is stored.



Identify the invoice for upload and select it.





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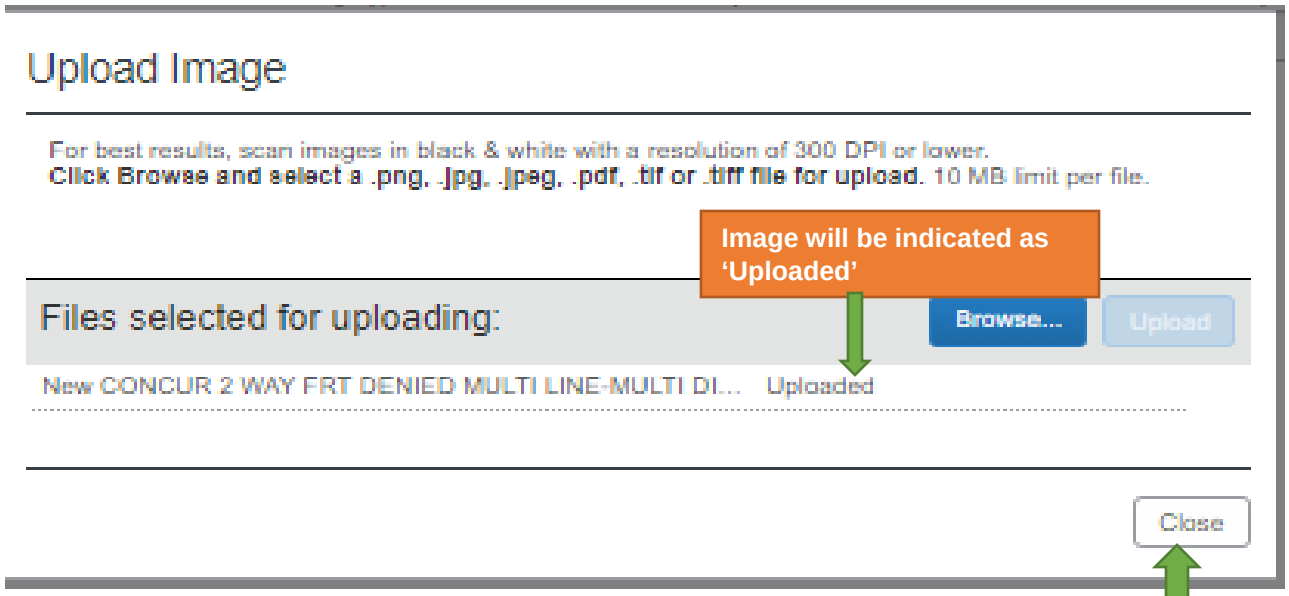
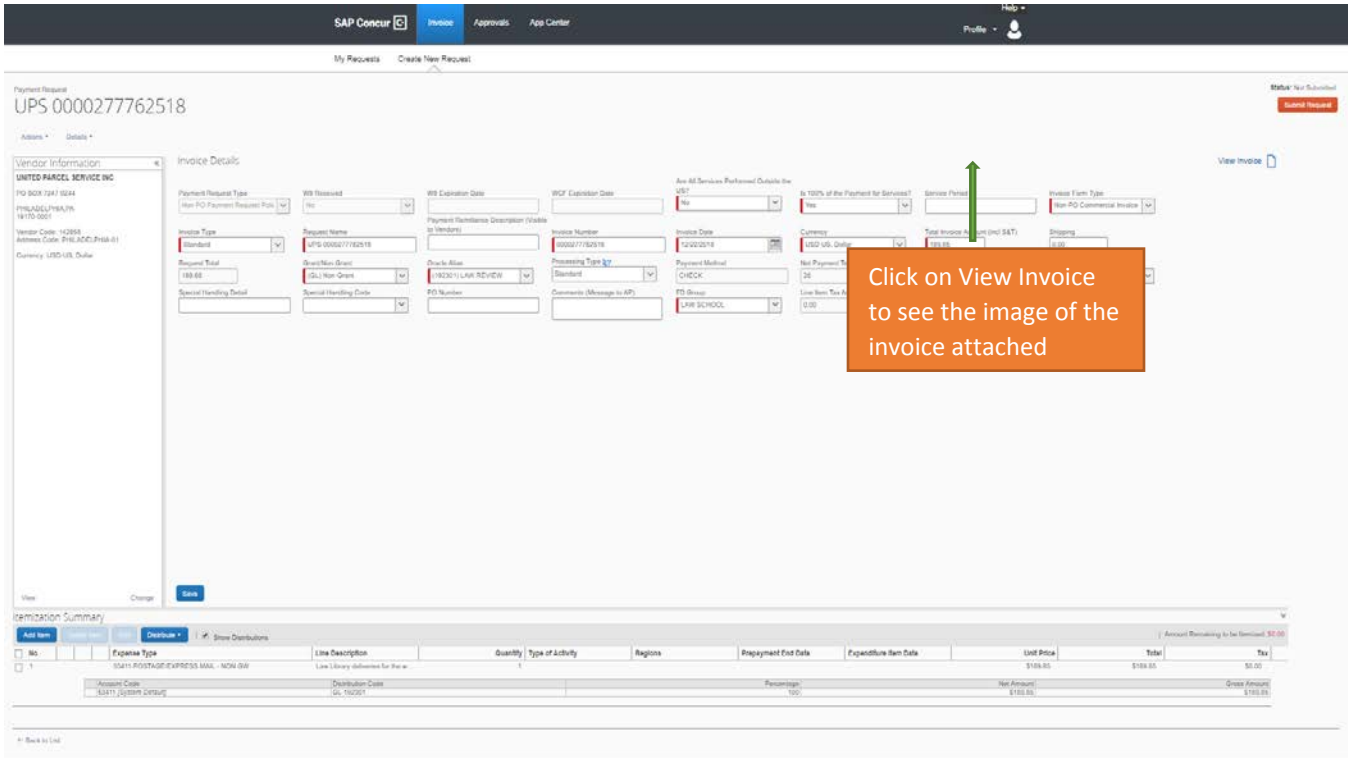

Upload Image
For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 10 MB limit per file.
Image will be indicated as 'Uploaded'
Files selected for uploading:
Browse...
Upload
New CONCUR 2 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.**



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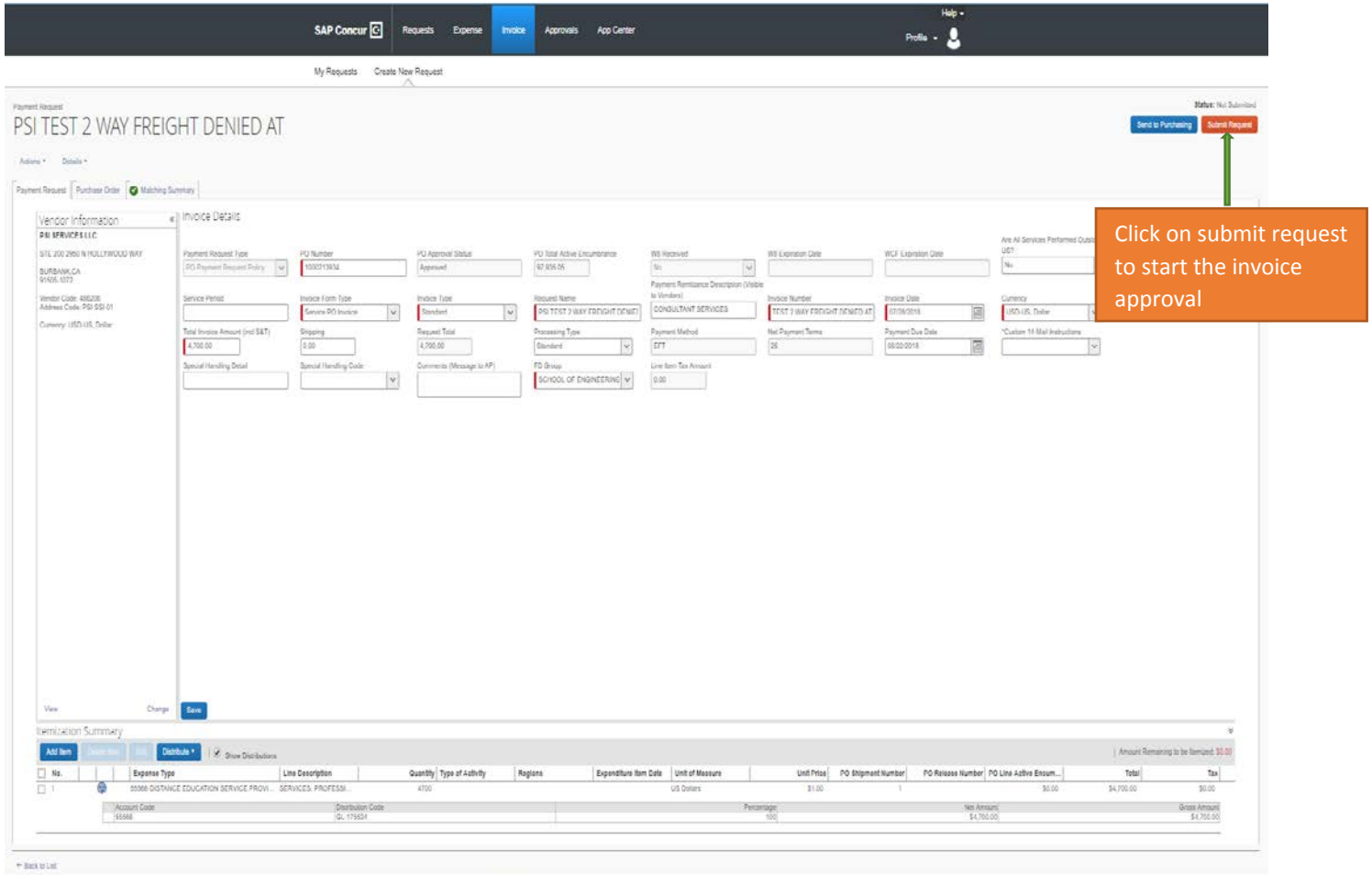
Step 8.

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



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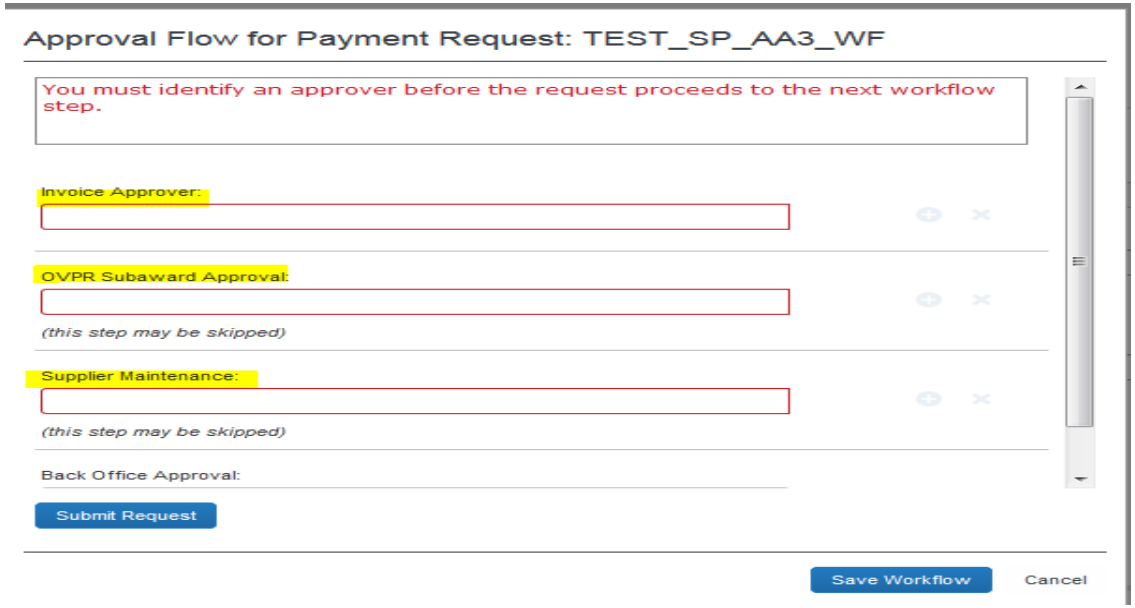
The following screen is displayed.

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.**



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.