

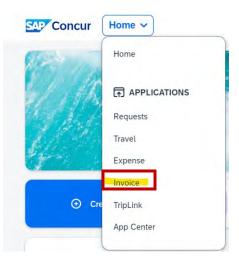
UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

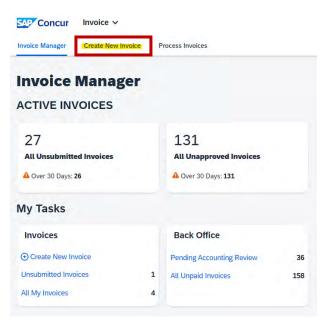
Concur Creating a Non-PO Invoice Manual

Procurement Card and Travel Services

650 Clinic Drive Suite 1400 | Mobile, Alabama | 36688 | 251.460.6242 pcardandtravelsvcs@southalabama.edu 1. Log into Concur and select Invoice.



2. Click Create New Invoice.



3. In the Policy dropdown field select *USA-Non-PO Invoice Policy.

Create New Inv	voic	e
Bither choose Policy and select a Version	endor from	the vendor list, or find and select the purchase order for your invoice.
Policy:	- OR -	Purchase Order Search:
SA-Payroll One Time Payment Policy \checkmark		
*USA-Non-PO Invoice Policy		
*USA-Payroll One Time Payment Policy		

4. Search for the vendor using the query fields to the right. Once you locate the vendor select the vendor option with "DD1" (preferred), "HP", or "AP" as the Vendor Address Code. Never select the option with "XX1" as the Vendor Address Code when using the *USA Non-PO Invoice Policy. If you are unable to locate the vendor please contact Accounts Payable.

Create N	ew Invoice	3								
() Either choose Polic	y and select a Vendor from t	the vendor list, or find and	select the purchase order fo	or your invoice.						
Policy.	- OR -	Purchase Order Search:								
"USA-Non-PO Invoice Po										
Vendor List							_			
Most Recently Used							Search: Vendor Code	V Begins with	✓ J00345096	X Q Advanced
Most Recently Used	Vendor Address Code	Vendor Code	Address 1	Address 2	City	State/Province	Search: Vendor Code Postal/Zip Code			X Q Advanced
	Vendor Address Code	Vendor Code J00345095	Address 1 75 Remittance Dr.	Address 2 Suite 1515	City Chicago	State/Province	attactionA	and the second		
Vendor Name1 ^a	Concern Contractor Concerns	1 tought the				State/Province	Postal/Zip Code	Country	Currency	
Vendor Name ¹⁴ CDW Government Inc.	001	J00345096	75 Remittance Dr.		Chicago	State/Province IL IL IL	Postal/Zip Code 60675-1515	Country UNITED STATES	Currency USD	

5. Complete all required fields as indicated by the redline in the left-hand side of the fields. Then click Save.

Create New Invoice for ISalact Imprice Owned

endor Information	Invoice Details								
DW Government Inc. 5 Remittance Dr. uite 1515	Policy *USA-Non-PO Involce Policy	Invoice Name	is Emergency Check	Run	Invoice Number		PO Number	Invoice Date	
Chicago, IL 0675-1515	Invoice Received Date	Chart	Division (13) Development	and Alumni	Div2 (13) Development and Alu	anni 🛉	Crg (130303) MCOB & Student Affa	Fund (110000) University	-
ender Code: J00345096 ddress Code: DD3 urrency: USD-US, Dollar	Program (4600) Institutional Support	Activity	Index	~	Currency USD-US, Dollar	~	Total Invoice Amount (Incl S&T) 1200	Comments	
	Request Total 0.00	Carrier Route	1099 Vendor	~	Direct Deposit Override	~	Check Vendor		

6. Query for the account code in the Expense Type field. Select the appropriate account and complete the remaining required fields as indicated by the red asterisk next to the field label. Then click Save.



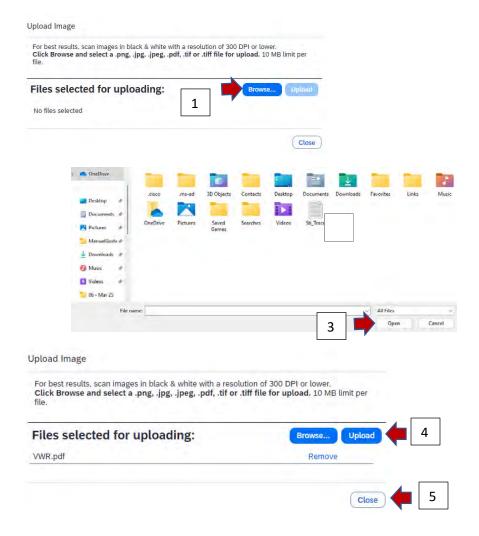
Avad Thin	(Ban)					Add Clear
No.	* Expense Type	Line Description	- Quantity Rec	* Quantity	" Unit Price	Total
1		Lenovo Láptop	1	1	\$1,200.00	\$1.200.00



7. Now you need to upload the invoice. Select Actions – Upload Image.

tions Details Unassign Upload Image Detete Image	65	Invoice Details Policy *USA-Test-Non-PO Invoice Policy 👻	Invoice Name Computers/032825	Invoice Number	PO Number	trivoice Date 03/28/2025		Invoice Received Date	View Invoice
Delete Invoice Print +		Chart	Division	Div2	Org	Fund		Program	
Extend Due Date		ų 🗸	(13) Development and Alumni I 💙	(13) Development and Alumni I 💙	(130303) MCOB & Student Alfi 💙	(110000) University	~	(4600) Institutional Support	~
Change Policy F Create Recurring Invoice		Activity	index	USD-US, Dollar	Total Invoice Amount (Incl 587) 1,200.00	Comments		Request Total 1,200.00	
-	Change	Save							
ation Summary	Change	500							¥
	Change							Amount Remaining	\$ to be itemized: \$0.00
ation Summary	Distribute	_	Line Description	Quantity	Received	Guantity	U	Amount Remaining	

8. Click browse and locate the invoice wherever you saved it and select it. Then click Open – Upload – and lastly Close.



9. Confirm that your invoice uploaded and is legible. Click View Invoice and your invoice image will pop-up. Once confirmed close the pop-up window and click Submit Invoice.

Invoice Manager C			Fand Excense Gn							*						
invoice manager	reate New Invoice	us2.concu	rsolutions.com/E	opense/Pa	yables/vi	evir_invoice	_image.ad	sp7imäge	Panelld_	۵,						
-	i.	voice Image			_	_	_	_	_	±î ⊑			7			Status:
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Government Inc. militance Dr. 1515		*1	DETY OF BOOTS			arter average a barra (1913)			1000			PO Number	Invoice Date 03/28/2025	e	Invoice Received Date	a
0.IL -1515 r Code: J00345096		18	opiednest filetijke Destions e skoenets o tijstij 20 ett 140 eile al jedde-dolo		101	Marin My Adv. Unit 14277-00 3.83.0	The parties	AND COMPANY		it and Alum		Org (130303) MCOB & Student Affa 🛩	Fund (110000) University	~	Program (4600) Institutional Support	~
ss Code: DD1			es changes to ond_n				CAL HERE		1 of 1			Total Invoice Amount (Incl 587)	Comments		Request Total	
ncy: USD-US, Dollar		Lasers Diago - 20		antymu Avitageis		Philippines		14-204-3148	10-00 964449900 10		*	1.200.00			1,200.00	
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	Change															
tion Summary		Visit our wal		- Quest	innat 1-80	- \$52-5008	San .		\$ 9.40							

Actions V Details V	Invoice Details						Vi	Status: Not Su
CDW Government Inc. 75 Remittance Dr. Sute 1515	Policy +USA-Test-Non-PO Invoice Policy ♥	Invoice Name Computers032825	Invoice Number	PO Number	Invoice Date	invoice	Received Date	
Suite 1915 Chicago,IL 60675-1515 Vendor Code: J00345096	Chart U 🗸	Division (13) Development and Alumni I 🌱	Div2 (13) Development and Alumni I 💙	Org (130303) MCOB & Student Ally	Pund (110000) University	Progra ♥: (460)	m 0) Institutional Support	~
Address Code: DD1 Currency: USD-US, Dollar	Activity	index	Currency USD-US, Dollar	Total Invoice Amount (Incl S&T) 1,200.00	Comments	Reque 1.200		
View Change	Carrier Rouse							
temization Summary								*
Add Rem Distribute	Show Distributions						Amount Remaining to I	be Itemized: \$0.00
No. Expense Type		Line Description	Quantity Re	ceived	Quantity	Unit Price	0	Total
1 Computers \$1-\$1.999 - 71	2150	Lenovo Laptop		1	1	\$1.200.00		\$1.200.00
Account Code 712150 (System Default)	Distribution Code U-13-13-130303			Percentage 100	Net Amoun \$1.200.00			Gross Amount \$1,200.00

10. After you click Submit Invoice you will automatically be taken to the My Invoices screen. Here you can select "All My Invoices" in the View field if you wish to verify your invoice has been submitted.

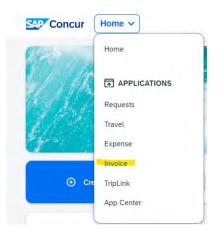
idor N	ame	~	Begins with	~		Search							
	Alert‡†	Image	Invoice Name 1	Vendor Name‡1	Invoice Number1	Invoice Date1	Approval Status 17	Action Due Date11	Payment Status []	Total1	Last Comment	With User Since1	
D.		۵	Computers032825	CDW Government Inc.	123456	03/28/2025	Pending Cost Object Approval		Not Paid	\$1,200.00			
2		۵	Test032125	CDW Government Inc.	12345	03/21/2025	Not Submitted Traveler1, USA		Not Paid	\$100.00			
2		٥	Test 101	CDW Government Inc.		09/06/2022	Pending Business Office Approval		Not Pald	\$100.00			
3		۵	T Anderson - Test 1	CDW Government Inc.		08/24/2022	Approved		Paid	\$1,950,00			
2		۵	Test 7	CDW Government Inc.	Testing	11/04/2023	Pending Cost Object Approval		Not Paid	\$200.00			

Other Miscellaneous Instructions

How to Recall an Invoice

Invoices can be recalled as long as Accounts Payable has not fully processed/approved the invoice. Instructions for recalling an invoice are below.

1. Log into Concur and go to Invoice.



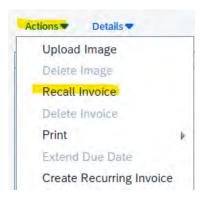
2. Select All My Invoices.



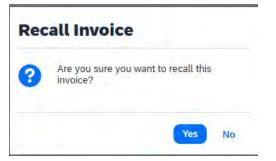
3. Select the invoice you wish to recall.



4. Go to Actions and select Recall Invoice.



5. Confirm you wish to recall by clicking Yes on the pop-up.



6. You will remain on your invoice. You can now make your changes and submit the invoice again. Or if you need to delete it select Actions – Delete Invoice.

How to Distribute (charge multiple funding sources) on one invoice

You can charge multiple fund/org/account codes on the same invoice using the Distribute feature. There are multiple ways you can get to the Distribute feature. These instructions only cover one.

1. While you are in your invoice go to the bottom section titled "Itemization Summary".

Exceptions							>
A Invoice This invoice requires A	cademic Affairs grant approval.						
A tryoice Line Nem 1 Distribution	 This invoice requires Academic Affairs g 	rant approval.					Edit
Vendor Information ex	Invoice Details						View Invoice
CDW Government Inc.	Polcy	inucice Name	invoice Number	PO Number	Invoice Date	Invoice Received Date	
75 Remitance Dr. Suite 1515		Test 7	Testing		03/28/2025		
Chicago.IL 60675-1515	Chart	Division	DV2	O'L	Pund	Program	
Vendor Code: J00385098	U ~	(44) College of Education 👻	(440500) Educ Assoc Dean Der 🌱	(440530) Educ Office of Contra 💙	(251171) SARIC FY 2021	✓ (4100) Instruction	~
Address Code: DD1	Activity	ander v	Currency	Total Invoice Amount (Incl. S&T)	Comments	Request Total	
Currency: USD-US, Dollar		•	USD-US. Dollar Y	200.00		200.00	
	Carrier Route						
Vew Charge	See						
Add Rest Training Total District	Show Distributions						Amount Remaining to be Iterrized: \$0.00
No. Expense Type		Line Description		Quantity Received	Quantity	Unit Price	Total
	6	feet		1	1	\$200.00	\$200.00
1 6 Advertising - 71301		ion Code		Percentage		Net Amount	Gross Amount

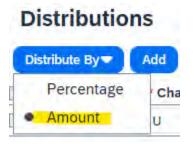
2. Select the line item and click Distribute or use the Alternate method. These instructions are not based on the Alternate method.

Add Item	Delete Item	Edit	Distribute	Show Distribution
No.		Expense	Distribut	te Selected Items
1	G	Advertisir	Import D	Distributions
	Acc	ount Code	_	
	713	010		

Alternately you can click on the header with the titles Account Code, Distribution Code, etc. to get to the Distribution feature.

Add Item	Detete Item Edit Distribute	Show Distributions
No.	Expense Type	Line Descrip
1	Computers \$1-\$1,999 - 712	2150 Training
	Account Code	Distribution Code
	712150 [System Default]	U-13-13-130303-110000-4600

 The Distributions feature will open. You can distribute by Percentage (default) or Amount. To change how you wish to distribute select Distribute By and then the way you wish to distribute. In this example we are going to use Amount.



4. Once you have selected how you wish to distribute click Add. This will open another line to add an additional fund/org/prog.

C	Distributio	ons				Total: \$200.00	Distributed: \$200	0.00 (100%) F	Remaining: \$0.00 (0%)
•	Distribute By 😎	Add Delete	Favorites 🔻	Add to Favorites					
	Amount	* Chart	Division	* Div2	* Org	* Fund	* Program	Activity	Index
	\$200.00	U	(44) College o	(440500) Edu	(440530) Edu	(251171) SAR	(4100) Instruc		
	\$0.00	U	(44) College o	(440500) Edu	(440530) Edu	(251171) SAR	(4100) Instruc		

5. Adjust the Amount field to how you wish to distribute and select the appropriate Funds/Orgs/Program codes. Then click Save. Note the distributed amount must be 100%.

D	Distributio	ns				Total: \$200.00 Distributed: \$200.00 (100%) Remaining: \$0.00 (0%)				
•	Distribute By	Add Delete * Chart	Favorites	Add to Favorites	* Org	* Fund	* Program	Activity	Index	
	Amount									
	\$150.00	U	(44) College o	(440500) Edu	(440530) Edu	(251171) SAR	(4100) Instruc			
	\$50.00	U	(46) Mitchell	(46) Mitchell	(460100) Dea	(110000) Univ	(4401) Acade			

6. Once you click Save you will see your distribution on your invoice under the Itemization Summary section.

Add ftem	Colors No.	n Distribute 🕶	Show Distributions			
No.		Expense Type		Line Description	Quantity Received	Quantity
11	G	Advertising - 713010		test	1	1
		Account Code	Distribution		Percentage	Net Amou
		13010		0-440530-251171-4100	75	\$150.0 \$50.0
		13010	U-46-46-460	0100-110000-4401	25	\$50.0

7. If it looks good click Submit Invoice. If you need to change just click on the Account Code title in the Itemization Summary and make your changes.