



UNIVERSITY OF SOUTH ALABAMA

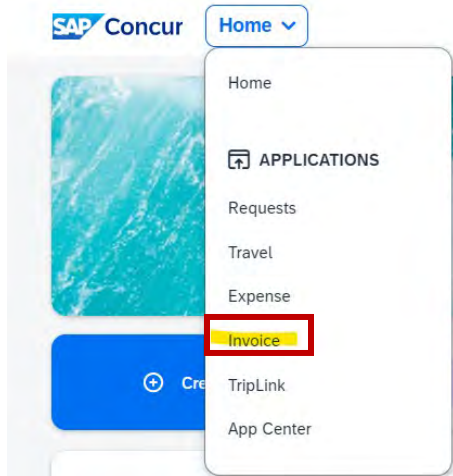
FLAGSHIP OF THE GULF COAST®

Concur **Creating a Non-PO Invoice Manual**

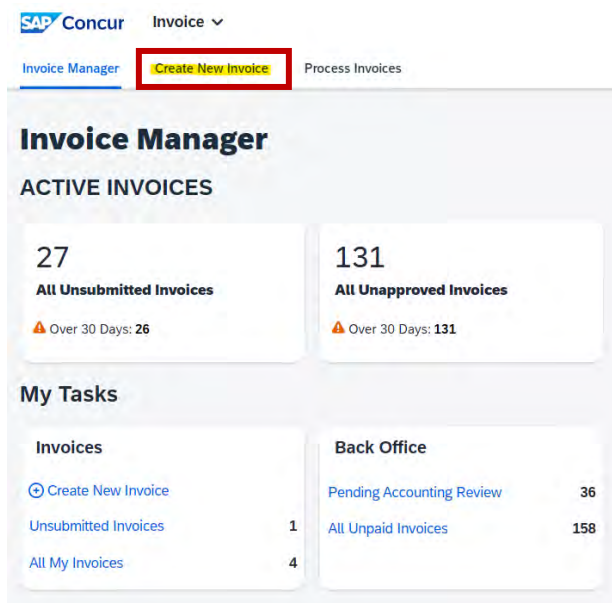
Procurement Card and Travel Services

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pcardandtravelsvcs@southalabama.edu

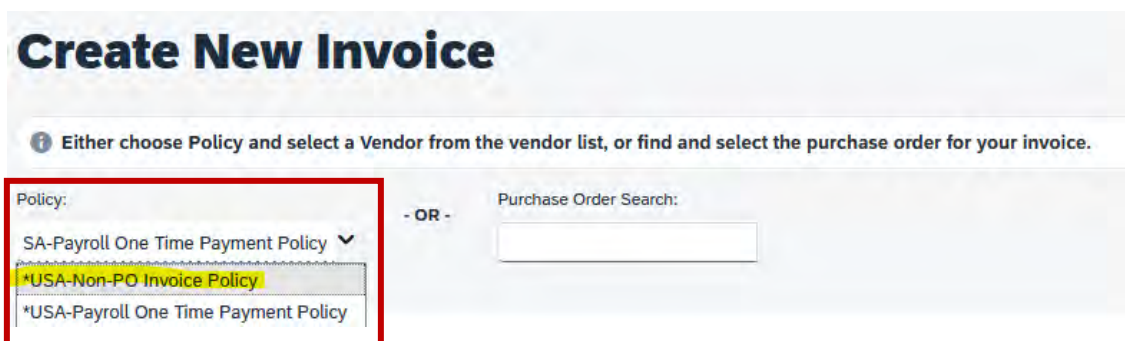
1. Log into Concur and select Invoice.



2. Click Create New Invoice.



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



- 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 New Invoice

Either choose Policy and select a Vendor from the vendor list, or find and select the purchase order for your invoice.

Policy: *USA-Non-PO Invoice Policy - GR - Purchase Order Search: _____

Vendor List

Most Recently Used

Vendor Name*	Vendor Address Code	Vendor Code	Address 1	Address 2	City	State/Province	Postal/Zip Code	Country	Currency	Tax ID (Supplier Portal)
CDW Government Inc.	DD1	J00345096	75 Remittance Dr.	Suite 1515	Chicago	IL	60675-1515	UNITED STATES	USD	
CDW Government Inc.	HP2	J00345096	200 N Milwaukee Ave		Vernon Hills	IL	60061-1577	UNITED STATES	USD	
CDW Government Inc.	HP1	J00345096	75 Remittance Dr.	Suite 1515	Chicago	IL	60675-1515	UNITED STATES	USD	
CDW Government Inc.	HP2	J00345096	230 North Milwaukee Ave...		Vernon Hills	IL	60061	UNITED STATES	USD	

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

Enter Invoice Details

Vendor Information

CDW Government Inc.
75 Remittance Dr.
Suite 1515
Chicago, IL
60675-1515
Vendor Code: J00345096
Address Code: DD1
Currency: USD-US, Dollar

Invoice Details

Policy: *USA-Non-PO Invoice Policy
Invoice Name: Computer*032825
Invoice Number: 123456
PO Number: _____
Invoice Date: 03/29/2025
Invoice Received Date: _____
Chart: U
Division: (12) Development and Alumni
Div2: (03) Development and Alumni
Org: (120303) MCOB & Student Aff.
Fund: (130000) University
Program: (4000) Institutional Support
Activity: _____
Index: _____
Currency: USD-US, Dollar
Total Invoice Amount (incl S&T): 1200
Request Total: 0.00
Carrier Route: 1099 Vendor
Direct Deposit Override: _____
Check Vendor: _____

View Change Save

- 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.

Amount Remaining to be Itemized: \$1,200.00

Now Details View Image Upload Image

No Tax Expense Type Line Description Quantity Rec... Quantity Unit Price Total

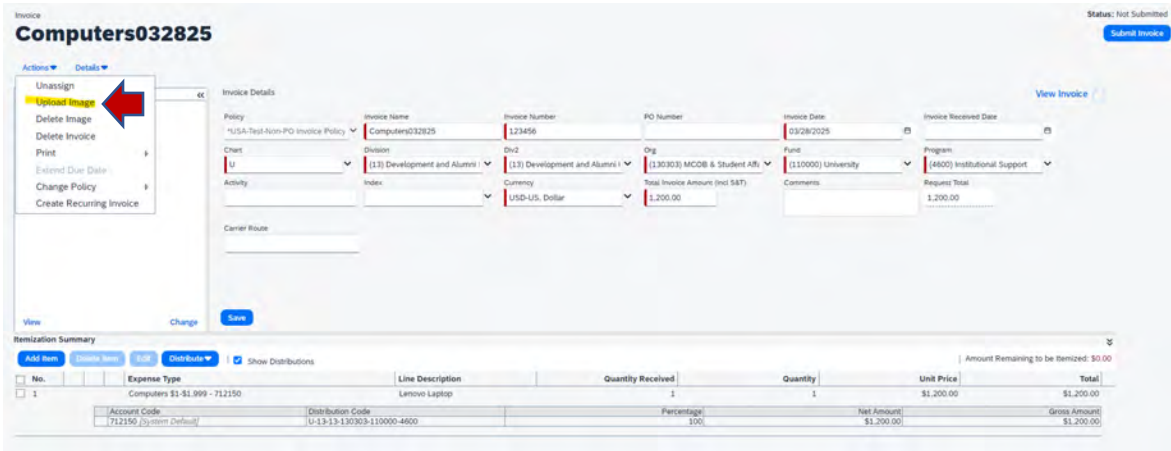
No items found.

No.	Expense Type	Line Description	Quantity Rec...	Quantity	Unit Price	Total
1	Computers \$1-\$1,999 - 712150	Lenovo Laptop	1	1	\$1,200.00	\$1,200.00

Add Item Add Clear

Save Cancel

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



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

Upload Image

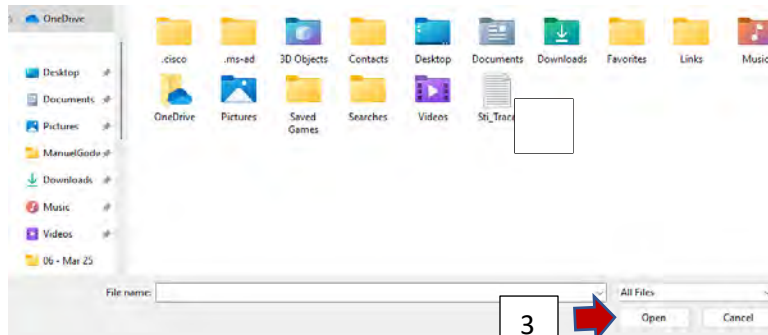
For best results, scan images in black & white with a resolution of 300 DPI or lower. Click **Browse** and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 10 MB limit per file.

Files selected for uploading:



No files selected

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:



VWR.pdf

Remove



- 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.

The screenshot shows the SAP Concur Invoice Manager interface. A pop-up window displays the scanned image of an invoice from 'avantor'. The invoice details include:

- Invoice Name: Computers032825
- Invoice Number: 123456
- Invoice Date: 03/28/2025
- Total Invoice Amount (incl. S&T): 1,200.00

 A red box highlights the 'View Invoice' button in the top right corner of the main interface. A red arrow points to the pop-up window with the text 'Pop-up view of invoice'.

The screenshot shows the SAP Concur Invoice Manager interface with the 'Submit Invoice' button highlighted in red. The invoice details are visible, including:

- Vendor Information: CDW Government Inc.
- Invoice Name: Computers032825
- Invoice Number: 123456
- Invoice Date: 03/28/2025
- Total Invoice Amount (incl. S&T): 1,200.00

 The 'Submit Invoice' button is located in the top right corner, and a red arrow points to it.

- 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.

The screenshot shows the SAP Concur 'My Invoices' screen. The 'View' dropdown menu is set to 'All My Invoices'. The table below lists several invoices:

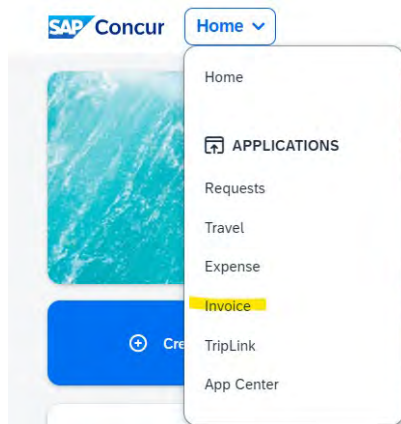
Alert	Image	Invoice Name	Vendor Name	Invoice Number	Invoice Date	Approval Status	Action Due Date	Payment Status	Total	Last Comment	With User Since
		Computers032825	CDW Government Inc.	123456	03/28/2025	Pending Cost Object Approval		Not Paid	\$1,200.00		
		Test032125	CDW Government Inc.	12345	03/21/2025	Not Submitted	TravelerL, USA	Not Paid	\$100.00		
		Test 101	CDW Government Inc.		09/06/2022	Pending Business Office Approval		Not Paid	\$100.00		
		T Anderson - Test 1	CDW Government Inc.		08/24/2022	Approved		Paid	\$1,950.00		
		Test 7	CDW Government Inc.	Testing	11/04/2021	Pending Cost Object Approval		Not Paid	\$200.00		

Other Miscellaneous Instructions

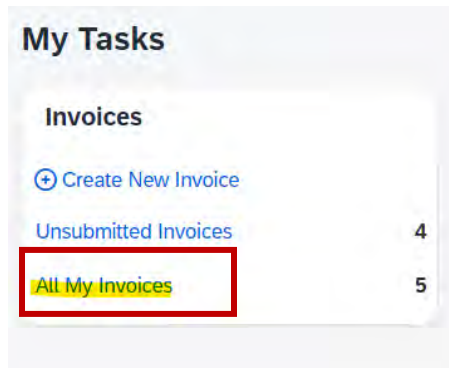
How to Recall an Invoice

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

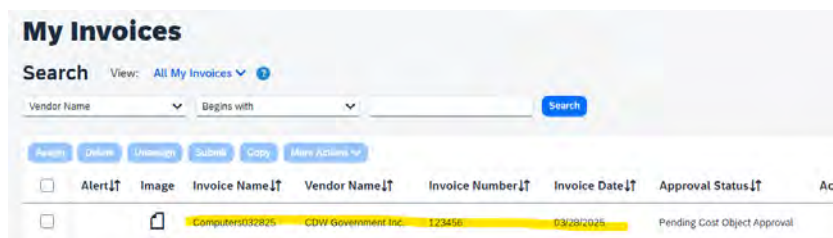
1. Log into Concur and go to Invoice.



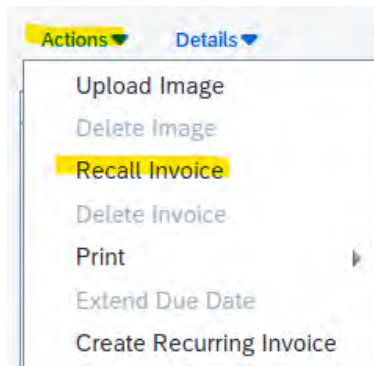
2. Select All My Invoices.



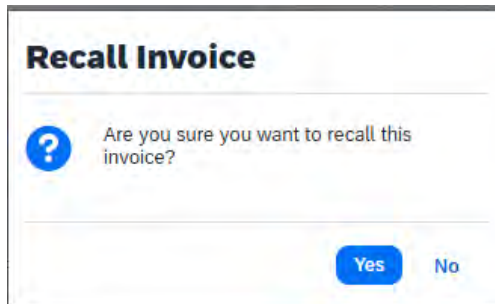
3. Select the invoice you wish to recall.



- Go to Actions and select Recall Invoice.



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

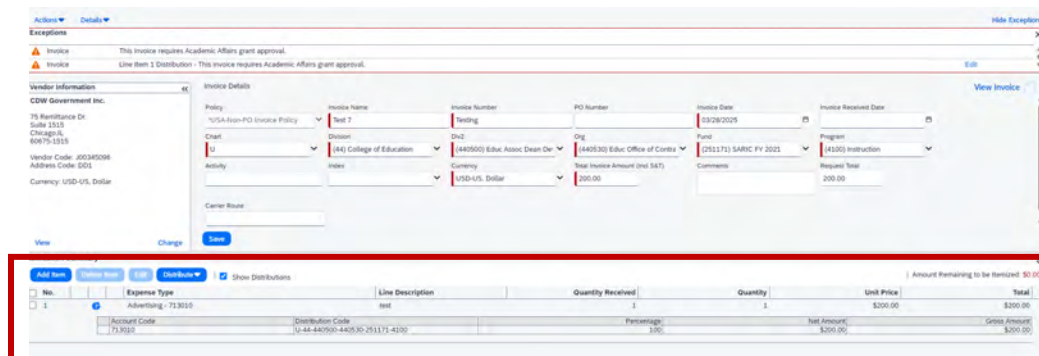


- You will remain on your invoice. You can now make your changes and submit the invoice again. Or if you need to delete it select Actions – Delete Invoice.

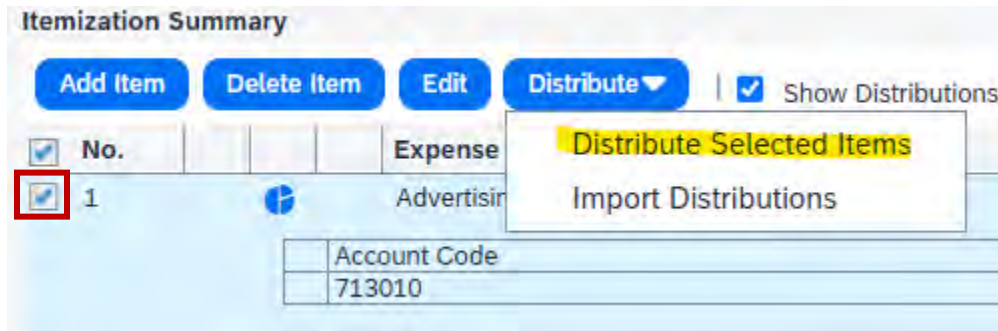
How to Distribute (charge multiple funding sources) on one invoice

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.

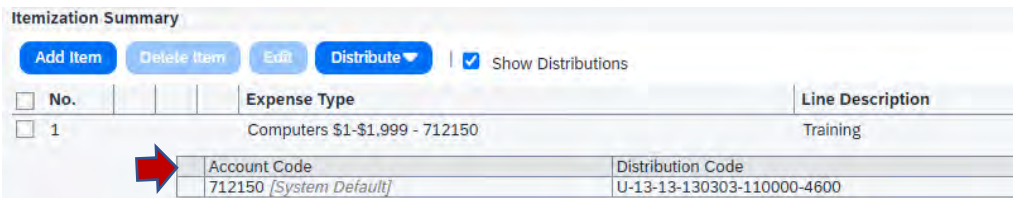
- While you are in your invoice go to the bottom section titled “Itemization Summary”.



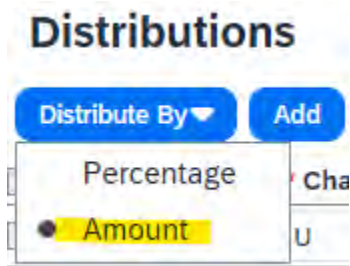
- Select the line item and click Distribute or use the Alternate method. These instructions are not based on the Alternate method.



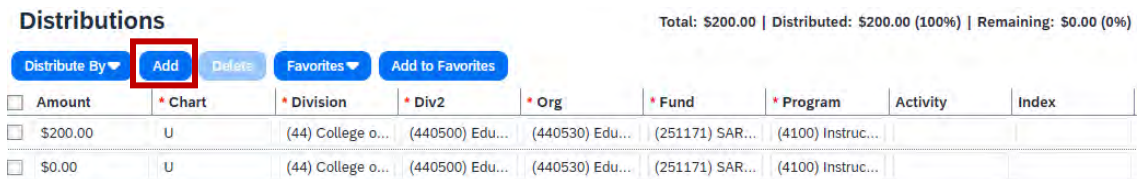
Alternately you can click on the header with the titles Account Code, Distribution Code, etc. to get to the Distribution feature.



- 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.



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



- 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%.

Distributions Total: \$200.00 | Distributed: \$200.00 (100%) | Remaining: \$0.00 (0%)

<input type="checkbox"/>	Amount	* Chart	* Division	* Div2	* Org	* Fund	* Program	Activity	Index
<input type="checkbox"/>	\$150.00	U	(44) College o...	(440500) Edu...	(440530) Edu...	(251171) SAR...	(4100) Instruc...		
<input type="checkbox"/>	\$50.00	U	(46) Mitchell ...	(46) Mitchell ...	(460100) Dea...	(110000) Univ...	(4401) Acade...		

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

Itemization Summary

Show Distributions

<input type="checkbox"/>	No.	Expense Type	Line Description	Quantity Received	Quantity
<input type="checkbox"/>	1	Advertising - 713010	test	1	1
		Account Code	Distribution Code	Percentage	Net Amount
		713010	U-44-440500-440530-251171-4100	75	\$150.00
		713010	U-46-46-460100-110000-4401	25	\$50.00

- 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.