

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	oic	e
Either choose Policy and select a Ve	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	8									
C Either choose Policy	and select a Vendor from t	the vendor list, or find and	select the purchase order fo	r your invoice.							
Poicy.	- OR -	Purchase Order Search:									
*USA-Non-PO Invoice Pol	ky 👻		_								
Vendor List										-	
Most Recently Used							Search: Vendor Code	 Begins with 	✓ J00345096	ХQ	Advanced
Vendor Name1 [®]	Vendor Address Code	Vendor Code	Address 1	Address 2	City	State/Province	Postal/Zip Code	Country	Currency	Tax ID (Supplie	r Portal)
CDW Government Inc.	001	J00345096	75 Remittance Dr.	Suite 1515	Chicago	IL	60675-1515	UNITED STATES	USD		
COW Government Inc.	P02	J00345095	200 N Milwaukee Ave		Vernon Hills-	IL.	60061-1577	UNITED STATES	USD		
CDW Government Inc.	HP1	J00345096	75 Remittance Dr.	Suite 1515	Chicago	R.	60675-1515	UNITED STATES	USD		
CDW Government Inc.	HP2	J00345095	230 North Milwaukee Ave	L	Vernon Hills	IL.	60061	LINITED STATES	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

ndor information	< Invoice Details								
W Government Inc.	Policy	Invoice Name	is Emergency Check Run		Invoice Number		PO Number	Invoice Date	
Remittance Dr.	*USA-Non-PO Involce Policy	Computers03282	and the second se		123456			03/28/2025	8
icago,IL	Invoice Received Date	Chart	Division		Div2		Org	Fund	
675-1515		0 0	🗢 🖬 (13) Development and	d Alumni	 (13) Development and A 	lumni	(130303) MCOB & Student Affa	 (110000) University 	~
ndor Code: J00345096	Program	Activity	Index		Currency		Total Invoice Amount (incl S&T)	Comments	
	(4600) Institutional Support	• •		~	USD-US, Dollar	~	1200		
mency: USD-US. Dokar	and the second se								
	Request Total	Cartier Route	1099 Vendor		Direct Deposit Overnde		Check Vendor		
	0,00					_		-	

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.



Add Item						Add Clear
No.	* Expense Type	Line Description	· Quantity Rec	* Quantity	" Unit Price	Total
¢.	Computers \$1-\$1.999 - 712150	Lenovo Láptop	1	1	\$1,200.00	\$1,200.00



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

Unassign Uptoset Image Delete Image	65	Invoice Details Policy 1038-Test-Non-PO Invoice Policy	Invoice Name	Invoice Number	PO Number	tevoice Date	invoice Received Date	View Invoice
Print +		Chart V	Division (13) Development and Alumni I 💙	Div2 (13) Development and Alamni I 🗸	Org (130303) MCOB & Student Alfi ❤	Fund (110000) University	Program	~
Change Policy F Create Recurring Invoice		Activity	Index 🗸	Currency USD-US, Dollar	Total Invoice Amount (Incl S&T) 1,200.00	Comments	Request Total 1,200.00	
		Carrier Route						
m začion Summary	Change	Save						
w zation Summary 54 Been Datak keen Edd	Change Distribute •	Save					Amount Remainin	g to be themized: \$0.00
ni zalion Summary d Bern Donkk Kom Est Vo. Expanse T	Change Oistribute •	Sine	Line Description	Quartity	Received	Quantity	Amount Remainin Unit Price	ş to be tternized: \$0.00 Total

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.

Concur Invoice Manager	Invoice V	Carocal 170y8 and Excense I Groups Chrome Us2.concursolutions.com/Expense/Payables/Nim	- 🗆 🛞			0.
voice Computer Actions • Details • endor Information	s032825	Invoice Image		Pop-up view of invoice		Status Hot S Robert
DW Government Inc. 5 Remittance Dr. ubi 1515 Nicegoli 10575-1513 00555-1513 00555-1513 00555-1513 00555-1515-1555-1555-1555-1555-1555-155		Bit 10: and and and any of approximations of approximation of approximation of approximation of approximation of approx	1 International Statutional Statutionae Statutiona	PO Numoe Og [1,0000) MCOB & Student Afti v Trati Invace Amount (Inci 5517) v [1,200.00	Invoice Date 02/22/02/5 Fund (11.0000) University Commetts	invoice Received Date Pregam C4600 Institutional Support Received Tata 1.200.00
View mization Summary Add Rem Docession	Change Distribution	Visit our with site at over our Questioner 1.900- Klast officiential pointer and point	314-5000 100 A 10000 100 31.00 808 MIN 1004 A NESS ¹ 1000 100 100 100 100 100 100 100 100			8 Amount Remaining to be itemized: \$0.00

Actions * Details *	Invoice Details						Vi	Status: Not Su
CDW Government Inc. 75 Remittance Dr.	Policy *USA-Test-Non-PO Invoice Policy V	Invoice Name Computers032825	Invoice Number	PO Number	Invoice Date	Invoice	Preceived Date	
Suite 1915 Chicago, IL 60075-1915	Chart U. V	Division (13) Development and Alumni I 💙	Div2 (13) Development and Alumni I 💙	Org (130303) MCOB & Student Affi ♥	Pund (110000) University	 Progra ✓ : (480) 	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	et Tota) 3,00	
View Change	5.00							
temization Summary								8
Add Rem Distribute	Show Distributions						Amount Remaining to	be Itemized: \$0.00
No. Expense Type		Line Description	Quantity Re	ceived	Quantity	Unit Price		Total
2 Computers \$1-\$1.999 - 71	2150	Lenovo Laptop		1	1	\$1.200.00	5	\$1.200.00
Account Code 712150 (System Default)	Distribution Code U-13-13-130303	110000-4600		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.

Searc	h View		Invoices 🛩 👔										
Vendor Na	ame	Ŷ	Begins with	~		Search							0.0
	Delater	-		terre (street of									
D	Alert1	Image	Invoice Name11	Vendor Name11	Invoice Number11	Invoice Date11	Approval Status 1	Action Due Date11	Payment Status 11	Total1	Last Comment	With User Since1	
0		۵	Computers032825	CDW Government Inc.	123456	03/28/2025	Pending Cost Object Approval		Not Paid	\$1,200.00			
0		۵	Test032125	CDW Government Inc.	12345	03/21/2025	Not Submitted Traveler1, USA		Not Paid	\$100.00			
		٥	Test 101	CDW Government Inc.		09/06/2022	Pending Business Office Approval		Not Pald	\$100.00			
0		۵	T Anderson - Test 1	CDW Government Inc.		08/24/2022	Approved		Paid	\$1,950,00			
0		۵	Test 7	CDW Government Inc.	Testing	11/04/2023	Pending Cost Object Approval		Not Paid	\$200.00			
1	5 51										Display	ing 1 - 5 of 5 Downloa	d as Excel

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 re-	puires Academic Affairs grant approval.						
A trucice Line Item 1 Dis	tribution - This invoice requires Academic Affairs	grant approval.					Edit
Vendor Information	ec Invoice Details						View Invoice
DW Government Inc.	Poice	incice Name	Invoice Number	PO Number	Invoice Date	Invoice Received Date	
15 Remittance Dr. Svilw 1518	"USA-Non-PO Impice Policy	✓ Test 7	Testing		03/26/2025		8
Dicago.IL 10675-1515	Chart	Division	Dv2	OR	Pund	Program	
Andor Code: J003#5096	U	(44) College of Education	(440500) Educ Assoc Dean Der 🌱	(440530) Educ Office of Contra 💙	(251171) SARIC FY 2021	✓ (4100) Instruction	~
Iddress Code: DD1	Activity	Index	Currency	Total Involce Amount (Incl. S&T)	Comments	Request Total	
Currency: USD-US, Dollar		Ŷ	USD-US, Dollar	200.00		200.00	
	Carrier Route						
	-						1
Vew Ch	large Can						
Addama (Columnia) (Columnia)	Show Distributions						Amount Pernaining to be Itemized: \$0.00
No. Expense Ty	pe .	Line Description		Quantity Received	Quantity	Unit Price	Total
1 G Advertising	713010	eest		1	1	\$200.00	\$200.00
Account Code	Distrib	ution 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	Distribute	e Selected Items
1	G	Advertisir	Import D	istributions
	Acc	ount Code		1
	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 V	Show Distributions
No.	Expense Type	Line Description
] 1	Computers \$1-\$1,999 - 712150	Training
	Account Code	Distribution Code
	712150 (System Default)	LL-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: \$20	0.00 (100%) F	Remaining: \$0.00 (0%)
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%.

Distributi	ons				Total: \$200.00 Distributed: \$200.00 (100%) Remaining:			Remaining: \$0.00 (0%)
Distribute By 🕶	Add Delete	Favorites 🔻	Add to Favorites					
Amount	* Chart	* Division	* Div2	* Org	* Fund	* Program	Activity	Index
\$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.

Itemization S	ummary			
Add Item	Colore Aver Eriel Distribute 🕶 🗹 Show D	stributions		
No.	Expense Type	Line Description	Quantity Received	Quantity
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

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.