

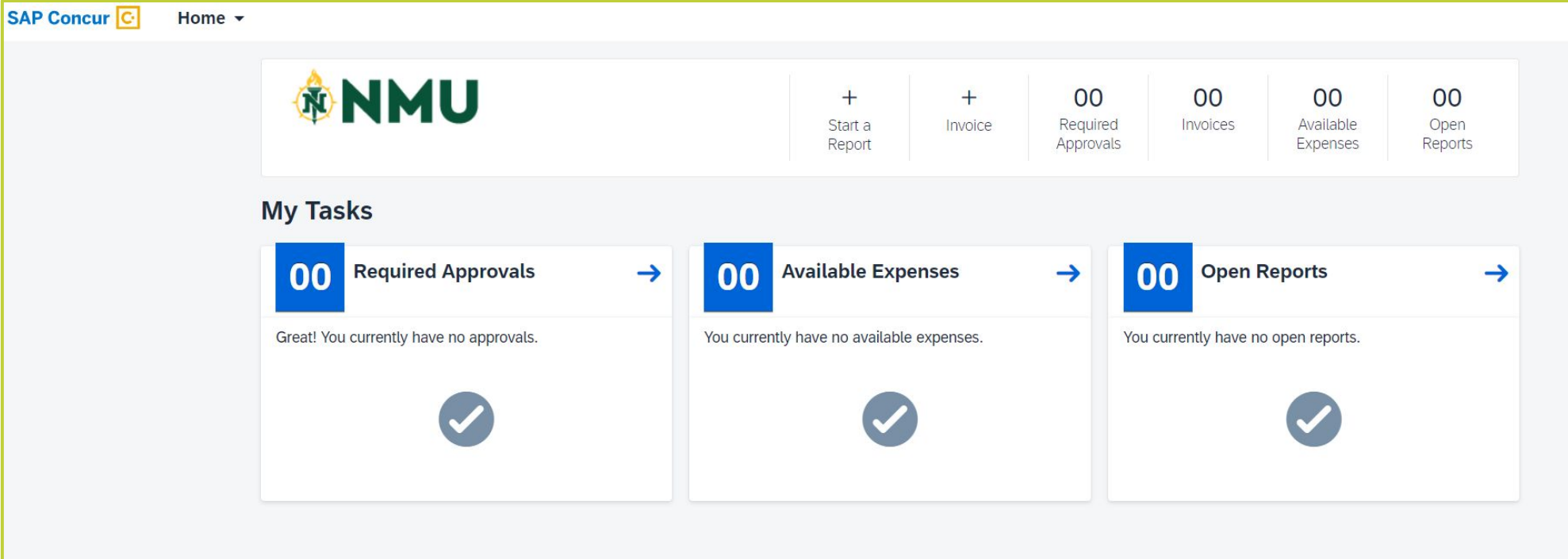
# How to Use Concur Invoice

# Concur

NMU uses a processing system called Concur to ensure that each purchase is authorized, accounted for in the correct general ledger account, and paid on time.

To request access to Concur, please fill out and sign the Concur Access Form found on the Finance website. Email the form to [venpay@nmu.edu](mailto:venpay@nmu.edu).

\*separate application and training is required to receive an NMU Credit Card. See Finance website for credit card application.



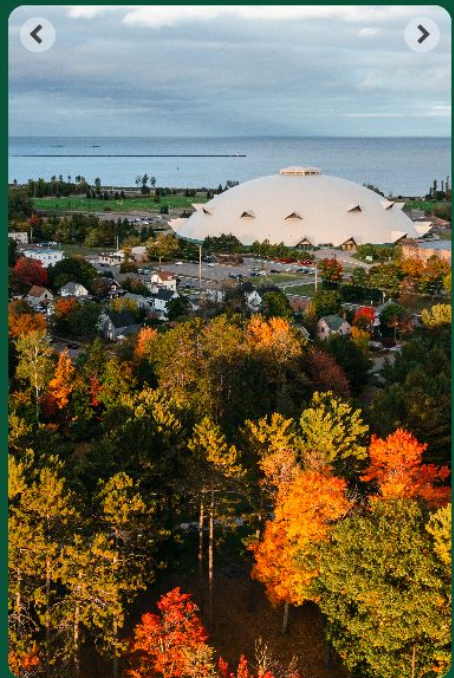
The screenshot displays the SAP Concur user interface. At the top left, it shows "SAP Concur" with a logo and a "Home" dropdown menu. Below this is a navigation bar with the NMU logo and several icons: a plus sign for "Start a Report", a plus sign for "Invoice", and three "00" icons for "Required Approvals", "Invoices", "Available Expenses", and "Open Reports".


































The main section is titled "My Tasks" and contains three task cards, each with a "00" icon and a right-pointing arrow:

- Required Approvals:** "Great! You currently have no approvals." with a checkmark icon.
- Available Expenses:** "You currently have no available expenses." with a checkmark icon.
- Open Reports:** "You currently have no open reports." with a checkmark icon.

# Step 1: Login into Concur through MyNMU.nmu.edu

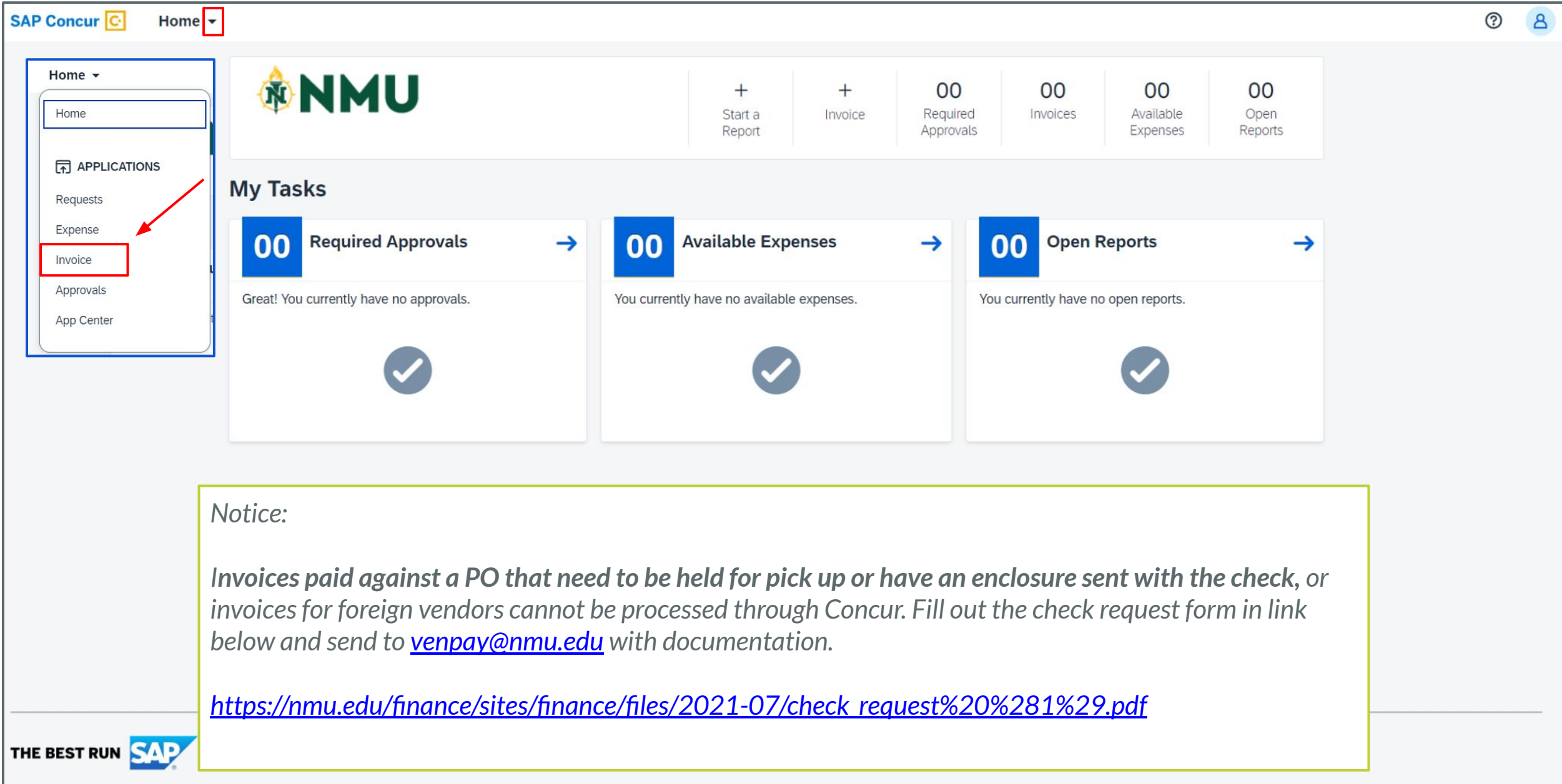
- MYUSER ACCOUNT
- NMU BOOKSTORE
- NOTIFICATIONS
- POLICY DATABASE
- QUALTRICS
- RECREATION MEMBERSHIP
- SAFETY DEPARTMENT
- SUBMIT AN INCIDENT REPORT
- TABLEAU ANALYTICS
- TALENT MANAGEMENT SYSTEM - PAGEUP
- THE HUB - NMU
- TIMESHEET
- ULTRATIME EMPLOYEE
- ULTRATIME MOBILE
- UNIVERSITY SERVICES
- VEHICLE / BICYCLE REGISTRATION
- VIEW MYNMU AS A STUDENT
- WEAPON REGISTRATION
- WELLBEING RESOURCES
- WILDCAT ATHLETICS
- XTENDER



|   |  |  |  |   |  |   |  |
|---|--|--|--|---|--|---|--|
| <br>Notifications      | <br>EduCat™         | <br>Gmail                 | <br>Campus Directory      | <b>MyNMU Support</b>         |  |   |  |
| <br>Banner Admin Pages | <br>Cognos Reports  | <br>Xtender               | <br>Tableau Analytics     | <br>Banner Shared Output     | <br>Course Search                     |   |  |
| <br>ESP                | <br>Timesheet       | <br>Approve Time          | <br>Employee Self Service | <br>Concur Settlement        | <br>Talent Management System - PageUp |   |  |
| <br>UltraTime Employee  | <br>UltraTime Mobile | <br>My Employee Benefits | <br>LawLogix I9 System   | <br>Facilities Work Request | <br>eBill                            | <br>Foundation Pay Deduction      | <br>GET Dining Order Online  |
| <br>The Hub - NMU      | <br>Campus Dining   | <br>Wildcat Athletics   | <br>Event Ticketing     | <br>WellBeing Resources    | <br>Campus Safety                   | <br>Vehicle/Bicycle Registration | <br>Emergency Alert Sign-Up |



## Step 2: Select Invoice from the Home dropdown menu



The screenshot shows the SAP Concur Home page. At the top left, the SAP Concur logo and a 'Home' dropdown menu are visible. The dropdown menu is open, showing options: Home, APPLICATIONS, Requests, Expense, Invoice (highlighted with a red box and a red arrow), Approvals, and App Center. The main content area features the NMU logo and a dashboard with six cards: Start a Report, Invoice, Required Approvals (00), Invoices (00), Available Expenses (00), and Open Reports (00). Below this is a 'My Tasks' section with three cards: Required Approvals (00), Available Expenses (00), and Open Reports (00). Each card contains a status message and a checkmark icon.

Home ▾

- Home
- APPLICATIONS
- Requests
- Expense
- Invoice**
- Approvals
- App Center

**NMU**

+ Start a Report    + Invoice    00 Required Approvals    00 Invoices    00 Available Expenses    00 Open Reports

### My Tasks

- 00** Required Approvals →  
Great! You currently have no approvals.
- 00** Available Expenses →  
You currently have no available expenses.
- 00** Open Reports →  
You currently have no open reports.

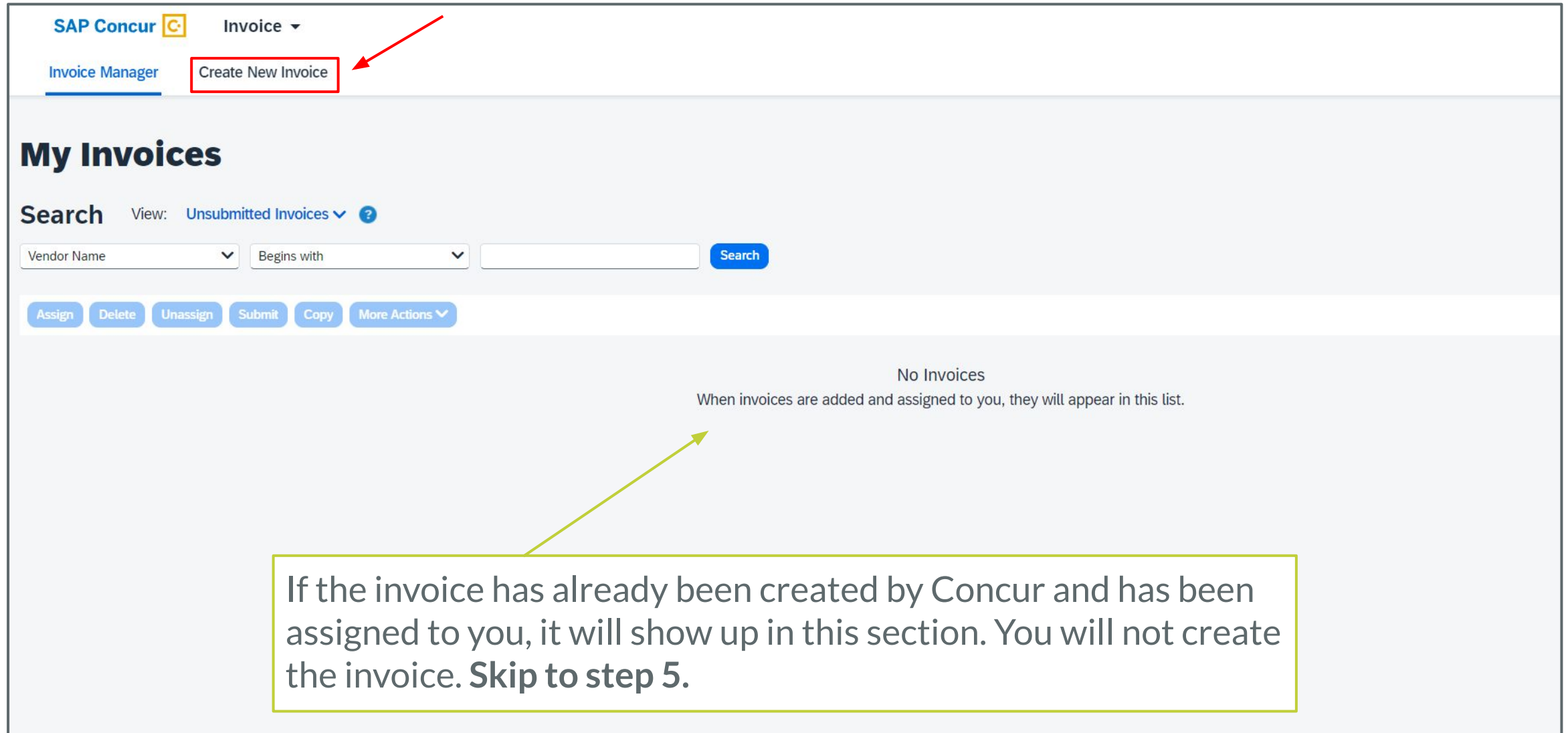
*Notice:*

*Invoices paid against a PO that need to be held for pick up or have an enclosure sent with the check, or invoices for foreign vendors cannot be processed through Concur. Fill out the check request form in link below and send to [venpay@nmu.edu](mailto:venpay@nmu.edu) with documentation.*

[https://nmu.edu/finance/sites/finance/files/2021-07/check\\_request%20%281%29.pdf](https://nmu.edu/finance/sites/finance/files/2021-07/check_request%20%281%29.pdf)

THE BEST RUN **SAP**

### Step 3: Click 'Create New Invoice' or select invoice from list



The screenshot displays the SAP Concur Invoice Manager interface. At the top left, the SAP Concur logo is visible. Below it, the 'Invoice Manager' tab is active, and the 'Create New Invoice' button is highlighted with a red box and a red arrow. The main heading is 'My Invoices'. Below this, there is a search section with a 'View: Unsubmitted Invoices' dropdown and a search button. A row of action buttons includes 'Assign', 'Delete', 'Unassign', 'Submit', 'Copy', and 'More Actions'. The main content area shows a 'No Invoices' message with the text: 'When invoices are added and assigned to you, they will appear in this list.' A yellow box with a yellow arrow points to this message.

**My Invoices**

Search View: Unsubmitted Invoices ?

Vendor Name Begins with Search

Assign Delete Unassign Submit Copy More Actions

No Invoices  
When invoices are added and assigned to you, they will appear in this list.

If the invoice has already been created by Concur and has been assigned to you, it will show up in this section. You will not create the invoice. **Skip to step 5.**

## Step 4: Enter Purchase Order number or Search for Vendor

A PO is required for invoices greater than \$2,500 unless the invoice requires a contract to be set up. Contact Risk Management to set up contracts.

\*Multiple invoices totaling over \$2,500 for a vendor will require a Standing PO to be set up.

**SAP Concur** Invoice

Invoice Manager [Create New Invoice](#) Processor Invoice Capture Vendor Manager

### 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: Check Request - OR - Purchase Order Search:

#### Vendor List

[Most Recently Used](#) [Request New Vendor](#)

Search: Vendor Name Begins with   [Advanced](#)

| Vendor Name      | Vendor Code | Address 1 | Address 2 | City | State/Province | Postal/Zip Code | Tax ID |
|------------------|-------------|-----------|-----------|------|----------------|-----------------|--------|
| [Search Results] |             |           |           |      |                |                 |        |

Vendor Name dropdown options: Vendor Name, Vendor Code, Address 1, Address 2, City, State/Province, Postal/Zip Code, Tax ID

Search criteria dropdown options: Equals, Does Not Equal, Begins with, Ends with, **Contains**, Does Not Contain, Is Blank, Is Not Blank

Change field to 'Contains' for more results

# Requesting a New Vendor

Request New Vendor Actions ▾

---

**General Vendor Information**

|   |                      |                      |                      |
|---|----------------------|----------------------|----------------------|
| Vendor Name                               | Address 1            | Address 2            | Address 3            |
| <input type="text"/>                      | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| City                                      | State/Province       | Postal/Zip Code      | 1099 Type ▾          |
| <input type="text"/>                      | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tax ID                                    | Contact Name         | Contact Phone #      | Contact Email        |
| <input type="text"/>                      | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Country                                   | Currency             |                      |                      |
| <input type="text" value="Select one"/> ▾ | <input type="text"/> |                      |                      |

When requesting a new vendor, the department will have to collect IRS form W9 from the vendor, allow enough time for NMU's Vendor Payables to verify the W9 information with the IRS, and note that the vendor does not accept credit cards on the check request.

\*W9's are not required for reimbursements. If you do not know if a W9 is needed, contact Vendor Payables

1. Full legal name of the vendor as found on the W9. If the vendor is a student, add the student's IN with the name.
2. The address is required for a check to be printed, even though it is not a required field by Concur.
3. 1099 Type - Leave blank
4. Tax ID - this is found on the W9
5. Contact's info - your info
6. Currency - USD. Foreign payments are not processed through Concur.

# Step 5: Fill in the required Invoice Details

If the invoice was assigned to you, review the details.

Create New Invoice for [Select Invoice Owner]

## Enter Invoice Details

Submit Invoice

Actions ▾ Details ▾

### Vendor Information

Smith, John  
(Unapproved)

1234 Street  
Beverly Hills, California  
90210

Vendor  
Code: B53D46DFF88B4BF0A70520E9646A8D21  
Address  
Code: 1BD5806D6FE2491E926FD06ADF983B48

Currency: USD-US, Dollar

Edit Change Save

### Invoice Details

Has Tracked Change

Policy: Check Request

Invoice Name: [Red Box]

PO Number: [Green Box] **Leave blank if no PO.**

Invoice Number: [Red Box]

Invoice Received Date: [Calendar Icon]

Invoice Date: [Red Box]

Payment Due Date: [Green Box] **Concur uses the 'Payment Due Date' for mailing checks/sending ACH payments.**

Org Start: Org's that begin with a 2 (2)

Organization Number: Financial Services (271125)

Invoice Amount (incl S&T): [Red Box] 0.00

Comments: [Text Area] **Any info for the vendor and approvers can be entered here**

Request Total: 0.00

Payment Method Type: Client

Contract #: [Text Box]

Notes to Vendor: [Text Area]

Save

### Itemization Summary

Edit |  Show Distributions

Amount Remaining to be Itemized: \$0.00

| No.             | Expense Type | Description | 1099 Code | Amount | Total |
|-----------------|--------------|-------------|-----------|--------|-------|
| No items found. |              |             |           |        |       |

**Save before leaving page**

# Change Vendor or Change Vendor's address

Create New Invoice for [Select Invoice Owner]

## Enter Invoice Details

Submit Invoice

Actions ▾ Details ▾

### Vendor Information

Smith, John  
(Unapproved)

1234 Street

Beverly Hills, California  
90210

Vendor  
Code: B53D46DFF88B4BF0A70520E9646A8D21  
Address  
Code: 1BD5806D6FE2491E926FD06ADF983B48

Currency: USD-US, Dollar

Edit Change Save

### Invoice Details

Has Tracked Change

Policy: Check Request

Invoice Name: [ ] PO Number: [ ] Invoice Number: [ ] Invoice Received Date: [ ]

Invoice Date: [ ] Payment Due Date: [ ] Org Start: [ ] Organization Number: [ ] Invoice Amount (incl S&T): [0.00] Comments: [ ]

Org's that begin with a 2 (2) Financial Services (271125)

Request Total: 0.00

Payment Method Type: Client Contract #: [ ] Notes to Vendor: [ ]

View Invoice

To add additional information to the new vendor request, click edit.

To select a different vendor or address that is already in the system, click change

### Itemization Summary

## Step 6: Allocate Expenses

Amount Remaining to be Itemized: \$900.00

[New](#) [Delete](#) [View Image](#) [Upload Image](#)

| <input type="checkbox"/> No. ↑ | Expense Type | Line Description | 1099 Code | Amount | Total |
|--------------------------------|--------------|------------------|-----------|--------|-------|
|--------------------------------|--------------|------------------|-----------|--------|-------|

**Add Item**

| No. | * Expense Type       | Line Description | 1099 Code | * Amount | Total  |
|-----|----------------------|------------------|-----------|----------|--------|
| 1   | <input type="text"/> |                  |           | \$0.00   | \$0.00 |

[Add](#) [Clear](#) [Save](#) [Cancel](#)

Search for the expense type "account code" that best fits the description of your purchase and add the amount. Then save.

# Step 7: Change default Distribution Code (Org Code)

Invoice for [Select Invoice Owner] Status: Not Submitted

## Example Invoice - Smith, John

Assign Submit Invoice

Actions ▾ Details ▾

### Vendor Information

Smith, John  
(Unapproved)

1234 Street  
Beverly Hills, California  
90210

Vendor  
Code: 3DA73A52E17D424DA1B90981080A82DC  
Address  
Code: 9AA1074E45BE489694F636AF49A3EF10

Currency: USD-US, Dollar

### Invoice Details

Has Tracked Change

Policy: Check Request Invoice Name: Example Invoice - Smith, John PO Number: Invoice Number: 01122024 Invoice Received Date: 01/12/2024

Invoice Date: 01/02/2024 Payment Due Date: 01/02/2024 Org Start: Org's that begin with a 2 (2) Organization Number: Financial Services (271125) Invoice Amount (incl S&T): 900.00 Comments:

Request Total: 900.00 Payment Method Type: Client Contract #: Notes to Vendor:

[View Invoice](#)

[Edit](#) [Change](#) [Save](#)

Select the expense line, then click edit. You can also add another line or delete.

### Itemization Summary

[Add Item](#) [Delete Item](#) [Edit](#) [Distribute](#)  Show Distributions | Amount Remaining to be Itemized: \$0.00

| No. | Expense Type                   | Line Description | 1099 Code | Amount   | Total    |
|-----|--------------------------------|------------------|-----------|----------|----------|
| 1   | 7330 University guest expenses |                  |           | \$900.00 | \$900.00 |

| Account Code          | Distribution Code | Percentage | Net Amount | Gross Amount |
|-----------------------|-------------------|------------|------------|--------------|
| 7330 [System Default] | 2-271125          | 100        | \$900.00   | \$900.00     |

## Step 8: Search for default Distribution Code (Org Code)

**EDIT LINE ITEM**

|                               |                  |           |        |        |
|-------------------------------|------------------|-----------|--------|--------|
| Expense Type                  | Line Description | 1099 Code | Amount | Total  |
| 7330 University guest expense |                  |           | 900.00 | 900.00 |

Distributions | Distribution Summary

**Distributions**

Distribute By | Add | Delete | Favorites | Add to Favorites

| Amount   | * Org Start   | * Organization... | Distribution Code |
|----------|---------------|-------------------|-------------------|
| \$900.00 | Org's that be | Financial Serv... | 2-271125          |

Type to search by:

Text  Code

Text (Code)

Communications (2-274500)

EAN Operations FY2019 on (5-552051)

Org's that begin with a 1 (1)

Org's that begin with a 2 (2)

Org's that begin with a 3 (3)

EAN Other Supplies and Support (339611)

Org's that begin with a 4 (4)

Cancel Save

## Step 9: Upload Receipt/Documentation

If you requested a new vendor, you will need to attach the W9 here as well.

Invoice for [Select Invoice Owner]

### Example Invoice - Smith, John

Status: Not Submitted [Submit Invoice](#)

[View Invoice](#)

Actions ▾ Details ▾

- Unassign
- Upload Image**
- Delete Image
- Delete Invoice
- Print
- Extend Due Date
- Change Policy
- Create Recurring Invoice

#### Invoice Details

Has Tracked Change

Invoice Date: 01/02/2024

Request Total: 900.00

Invoice Received Date: 01/12/2024

Comments

Currency: USD-US, Dollar

[Edit](#) [Change](#) [Save](#)

#### 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:** [Browse...](#) [Upload](#)

No files selected

[Close](#)

'Browse' computer for image. Then click 'Upload'.

#### Itemization Summary

[Add Item](#) [Delete Item](#) [Edit](#) [Distribute](#) |  Show Distributions | Amount Remaining to be Itemized: \$0.00

| No. | Expense Type                   | Line Description  | 1099 Code  | Amount     | Total        |
|-----|--------------------------------|-------------------|------------|------------|--------------|
| 1   | 7330 University guest expenses |                   |            | \$900.00   | \$900.00     |
|     | Account Code                   | Distribution Code | Percentage | Net Amount | Gross Amount |
|     | 7330                           | 2-271125          | 100        | \$900.00   | \$900.00     |

## Step 10: Submit Invoice

Invoices with unapproved vendors can still be submitted and approved by supervisors.



Invoice for [Select Invoice Owner] Status: Not Submitted

### Example Invoice - Smith, John

Actions ▾ Details ▾

#### Vendor Information

**Smith, John**  
(Unapproved)

1234 Street  
Beverly Hills, California  
90210

Vendor Code: 3DA73A52E17D424DA1B90981080A82DC  
Address Code: 9AA1074E45BE489694F636AF49A3EF10

Currency: USD-US, Dollar

[Edit](#) [Change](#) [Save](#)

#### Invoice Details

Has Tracked Change

Invoice Date: 01/02/2024

Request Total: 900.00

*After your invoice has been submitted, it will go to your supervisor, org code owner then to the \*back office for accounting approval. After the back office has approved the invoice a check will be sent to the vendor to the address you have selected.*

*\*Invoices paid with a PO will not go to the back office for approval. If you need a check held for pick up that is being paid with a PO, you will need to send a paper check request form into Vendor Payables instead.*

Approvers will ensure charges

- are authorized,
- match the invoice
- are for the benefit of the University
- are not personal expenses
- are within the department budget
- are submitted by the employee in a timely manner

**Then, approvers will approve/send back/deny invoices.**

#### Itemization Summary

[Add Item](#) [Delete Item](#) [Edit](#) [Distribute](#) |  Show Distributions

| No. | Expense Type                   |
|-----|--------------------------------|
| 1   | 7330 University guest expenses |

| Account Code | Distribution |
|--------------|--------------|
| 7330         | 2-271125     |

Any questions?

reach out to  
Vendor Payables  
at [venpay@nmu.edu](mailto:venpay@nmu.edu)  
or ext 2339