

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								
C 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							_			
									M DODISON	
Most Recently Used							Seatch: Vendor Code	 Begins with 		X Q Advanced
Most Recently Used	Vendor Address Code	Vendor Code	Address 1	Address 2	city	StateProvince	Search: Vendor Code Postal/Zip Code			X Q Advanced Tax ID (Supplier Portal)
	Vendor Address Code	Vendor Code J00345096	Address 1 75 Remittance Dr.	Address 2 Suite 1515	City Chicago	State/Province	an familian A	and the second	2003-5000	
Vendor Name ¹⁴ CDW Government Inc.	Contract of the second second	1 readers and a second s				State/Province IL IL	Postal/Zip Code	Country	Currency	
Vendor Name1 ^a	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 Computers032825	is Emergency Check Run		Invoice Number 123456	PO Number	Invoice Date 03/28/2025	0
hicag0.1L 0675-1515	Invoice Received Date	•	Chart U	Development and Alu	mni	Div2 (13) Development and Alumni	Org (130303) MCOB & Student Affa	Fund (120000) University	-
endor Code: J00345096 ddress Code: DD3 umency: USD-US, Dollar	Program (4800) 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	n					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.

Unassign Upload Image Delete Image	ec	Invoice Details Policy	Invoice Name	Invoice Number	PO Number	Invoice Date	Invoio	e Received Date	View Invoice
Delete Invoice		*USA-Test-Non-PO Involce Policy 🛩	Computers032825	123456		03/28/2025	8		8
Print +		Chart V	Division (13) Development and Alumni I 💙	Div2 (13) Development and Alumni I 💙	Org (130303) MCOB & Student Affe 💙	Fund (110000) University	~ (460	en 00) Institutional Support	~
Change Policy + Create Recurring Invoice		Activity	Index.	Currency USD-US, Dollar	Total Invoice Amount (Incl S&T) 1,200.00	Comments	Requi	nır Total 0.00	
	Change	5244							
	Change	100							×
tion Summary	Change							Amount Remaining	Ş g to be themized: \$0.00
tion Summary Born [Donks Jum] [Cof 0. Expen		_	Line Description	Quantity	Received	Quantity	Unit P		

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		Carecus (Toyel and Excerne) Groupe us2.concursolutions.com/Exper		age.asp7imagePanelld_ @						
Ce Omputer Detais der information Worvermeet Inc. Isonator 1955 1955 1955 207 Code, 203450 ency: USD-US, Dollar		A CONTRACTOR CONTRACTO			e and Alamni ~	op-up view of invoice P0 furme Org. (120203) MCOB & Student Aft, * Text Indice Amount (Inst SST) 1.200.00	Involve Dates (2)22/2/2025 Fund (110000) University Comments	Program Program Regioneri Tetal 1.200.00	View Invoice ed Dare	Status: 1
w ization Summary dd Rem	Change Distribute •	Visit our web site at www.rwr.em	Questions1 1-800-552-5000	4 %.45 84. 0 31.87) Amo	unt Remaining to be itemized:	8 50.00

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.

dor Na	ame	,	Begins with	~		Search							
	Alert‡†	Image	Invoice Name1	Vendor Name‡1	Invoice Number1	Invoice Date1	Approval Status11	Action Due Date1	Payment Status 1	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			
		٥	Test 101	CDW Government Inc.		09/06/2022	Pending Business Office Approval		Not Pald	\$100.00			
		۵	T Anderson - Test 1	CDW Government Inc.		08/24/2022	Approved		Paid	\$1,950,00			
1		۵	Test 7	GDW 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 tern (Spinstern) (Sec. Distant	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 Distributions
No.		Expense	Distribut	e Selected Items
1	G	Advertisir	Import D	Distributions
	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	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 Ba	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.