



UNIVERSITY OF  
SOUTH ALABAMA

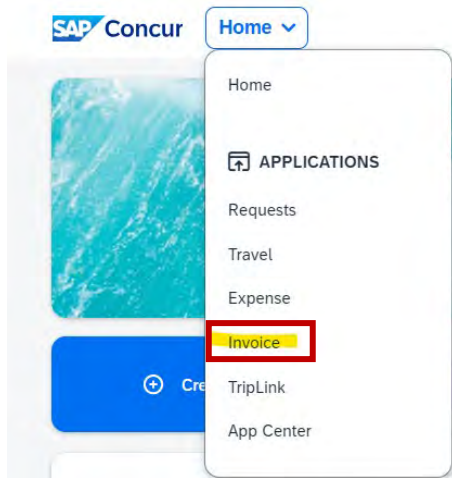
FLAGSHIP OF THE GULF COAST®

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

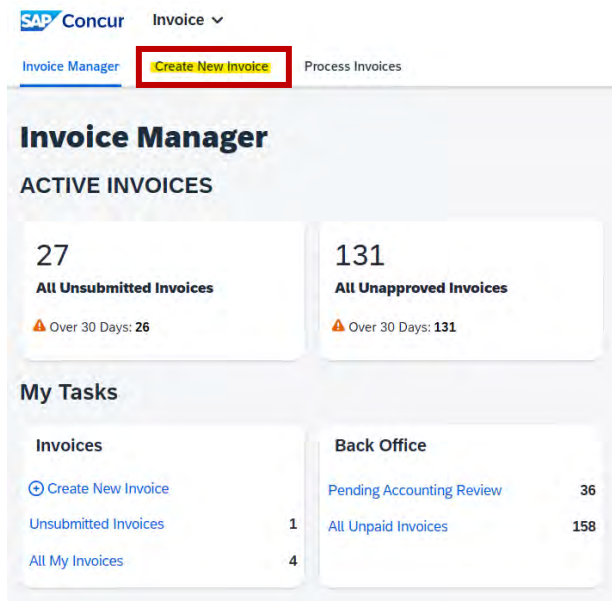
**Procurement Card and Travel Services**

650 Clinic Drive Suite 1400 | Mobile, Alabama | 36688 | 251.460.6242  
[pcardandtravelsvcs@southalabama.edu](mailto:pcardandtravelsvcs@southalabama.edu)

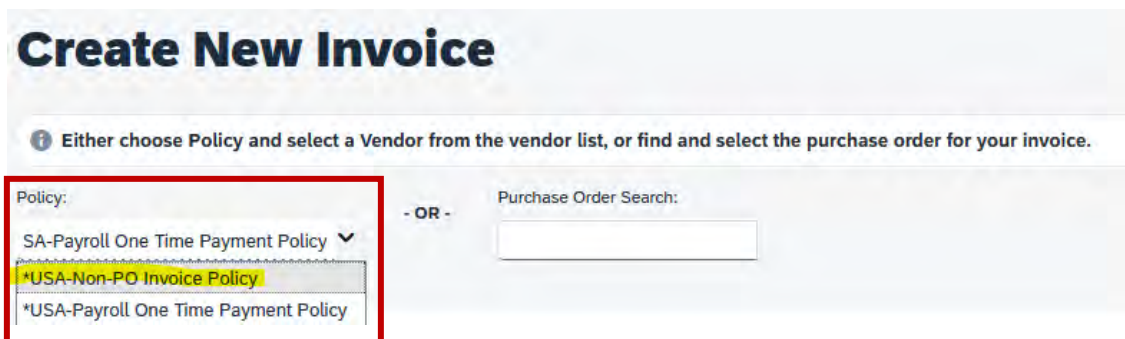
1. Log into Concur and select Invoice.



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 - OR - 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.

Create New Invoice for [Select Invoice Owner]

### Enter Invoice Details

Actions 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: 11203031 MGCB & Student Aff.

Invoice Date: 8/30/2025

Chart: U

Division: (12) Development and Alumni

Div2: (12) Development and Alumni

Fund: (135000) University

Program: (44000) 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 Cancel

No TA Expense Type

Line Description

Quantity Rec... Quantity Unit Price Total

No Items found.

Add Item

| 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 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.

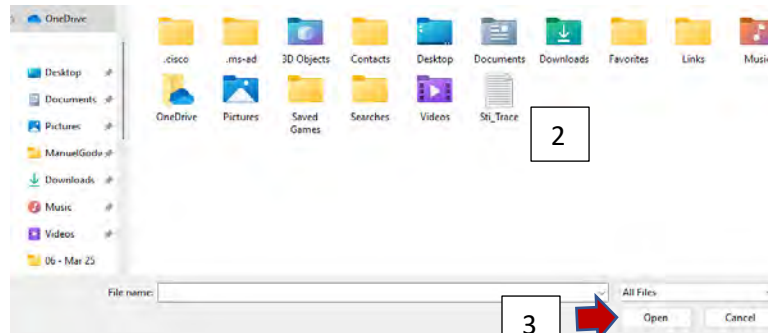
Files selected for uploading:

No files selected

1

Browse... Upload

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

Browse... Upload

4

Close

5



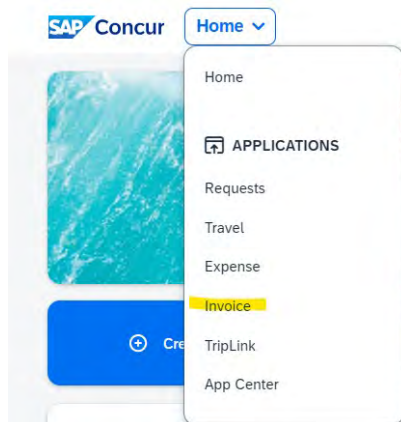


## Other Miscellaneous Instructions

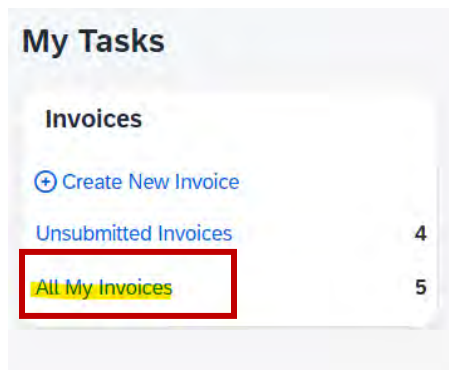
### How to Recall an Invoice

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

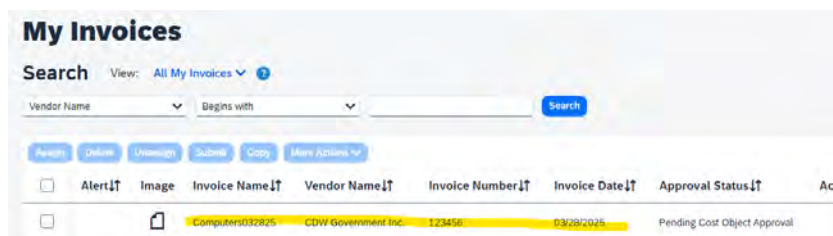
1. Log into Concur and go to Invoice.



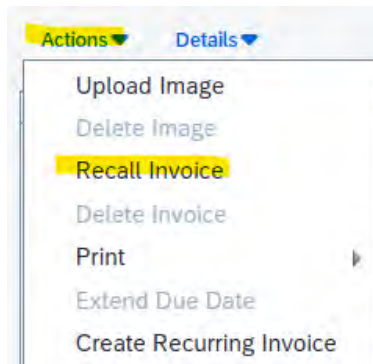
2. Select All My Invoices.



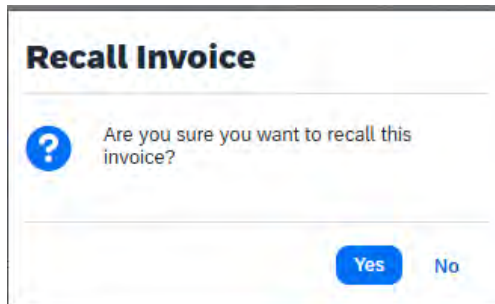
3. Select the invoice you wish to recall.



4. Go to Actions and select Recall Invoice.



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

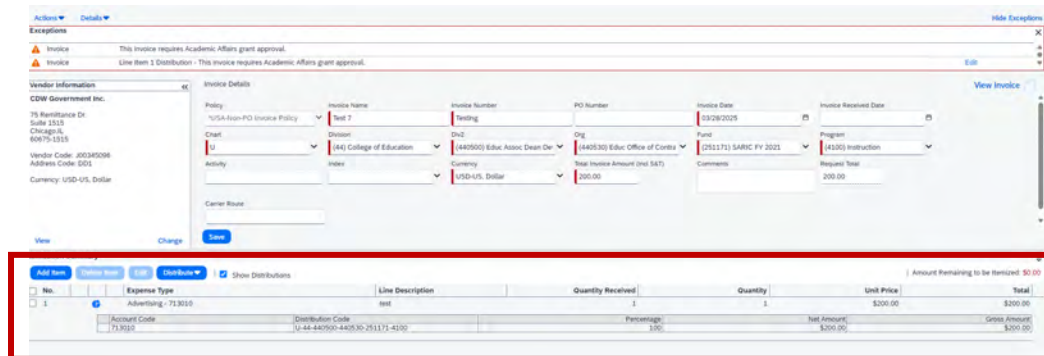


6. You will remain on your invoice. You can now make your changes and submit the invoice again. Or if you need to delete it select Actions – Delete Invoice.

## 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”.



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

**Itemization Summary**

☒ Show Distributions

| <input type="checkbox"/>            | No. | Expense    |
|-------------------------------------|-----|------------|
| <input checked="" type="checkbox"/> | 1   | Advertisin |

**Distribute Selected Items**

Import Distributions

|              |        |
|--------------|--------|
| Account Code | 713010 |
|--------------|--------|

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

**Itemization Summary**

☒ Show Distributions

| <input type="checkbox"/> | No. | Expense Type                   | Line Description |
|--------------------------|-----|--------------------------------|------------------|
| <input type="checkbox"/> | 1   | Computers \$1-\$1,999 - 712150 | Training         |

|                         |                            |
|-------------------------|----------------------------|
| Account Code            | Distribution Code          |
| 712150 [System Default] | U-13-13-130303-110000-4600 |

3. 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.

**Distributions**

Percentage

**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.

**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"/> | \$200.00 | U       | (44) College o... | (440500) Edu... | (440530) Edu... | (251171) SAR... | (4100) Instruc... |          |       |
| <input type="checkbox"/> | \$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%.

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

[Distribute By](#) [Add](#) [Delete](#) [Favorites](#) [Add to Favorites](#)

| <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...   |          |       |

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

**Itemization Summary**

[Add Item](#) [Cancel Item](#) [Edit](#) [Distribute](#) ☒ Show Distributions

| No.   | Expense Type                   | Line Description | Quantity Received | Quantity |              |                   |            |            |        |                                |    |          |        |                            |    |         |
|---|--------------------------------|------------------|-------------------|----------|--------------|-------------------|------------|------------|--------|--------------------------------|----|----------|--------|----------------------------|----|---------|
| 1   | Advertising - 713010           | test             | 1                 | 1        |              |                   |            |            |        |                                |    |          |        |                            |    |         |
| <table border="1"><thead><tr><th>Account Code</th><th>Distribution Code</th><th>Percentage</th><th>Net Amount</th></tr></thead><tbody><tr><td>713010</td><td>U-44-440500-440530-251171-4100</td><td>75</td><td>\$150.00</td></tr><tr><td>713010</td><td>U-46-46-460100-110000-4401</td><td>25</td><td>\$50.00</td></tr></tbody></table> |                                |                  |                   |          | 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 |
| 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.