UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

SAP Concur

What do you need to do?

Create a Non-PO Concur Invoice

1. Log into Concur.
2. Click the dropdown next to the SAP Concur logo upper left and select Invoice.
3. Click Create New Invoice. Alternatively, on the landing page click Create – select Invoice.
4. In the Policy dropdown field select *USA-Non-PO Invoice policy.
5. Search for the vendor using the query fields.
6. Select appropriate vendor option.
7. Complete all required fields as indicated by the **redline** in the left-hand side of the fields**.**
8. Click Save.
9. Query for the account code in the Expense Type field and select the appropriate account.
10. Complete all required fields.
11. Click Save.
12. Upload the invoice. Select Actions – Upload Image.
13. Browse for your invoice and attach.
14. Click Submit Invoice.

Recall an Invoice

1. Log into Concur.
2. Click the dropdown next to the SAP Concur logo upper left and select Invoice.
3. Select All My Invoices under the dropdown menu next to “View:” or under My Tasks depending on your Concur access.
4. Select the invoice you wish to recall.
5. Go to Actions and select Recall Invoice.
6. Confirm you wish to recall by clicking Yes on the pop-up.

Distribute (charge line item/invoice to multiple FOAPs)

1. While in your invoice go to Itemization Summary, bottom section.
2. Select the line item(s) you wish to distribute and click Distribute.
3. Select how you wish to distribute by Amount or Percentage.
4. Click Add.
5. Adjust the amount or percentage field (whichever you selected in #3).
6. Select the appropriate Funds/Orgs/Program codes.
7. If you need to add more Funds/Orgs/Program codes click Add and repeat steps 5 & 6.
8. Once the item is 100% distributed click Save.