Concur Manual

- Concur is for processing invoices, reimbursements or cash advances. That includes vendors, staff, faculty, and students.
 - If you are unable to find a current staff member or student in Concur, send AP an email so that we can add them.
- When using Concur, only enter invoice request/reimbursements/cash advances in the *Invoice* module.
- Any invoice/reimbursement request requires an invoice attachment/receipt no matter the amount.
- All new vendors must provide a W-9 before payment can be processed. The most SECURE and quickest method to obtain a W-9 or Direct Deposit is through Adobe Sign. Copy accountspayable@coloradocollege.edu on the request (A/P does not need to be a signer). A/P will receive a SECURE copy once they have completed the W-9 or Direct Deposit.

Cash Advances

- Cash advances should be requested in Concur 2 weeks prior to departure.
- There is no invoice attachment required for cash advances.
- The expense code is **708992** and the line description should have **the dates**, **place of travel and whether it's per-diem or program costs**.
- Per diem is based on the IRS rates- <u>https://www.gsa.gov/travel/plan-book/per-diem-rates</u>
- Program costs are based on the budget.
- Cash advances must be reconciled within 20 days after the trip has concluded.
- Per Diem cash advances do not require any receipts but the Per Diem Advance Summary must be completed and signed by both the staff member and the approver. (<u>https://www.coloradocollege.edu/offices/finance/documents/forms-update-may-</u>2018/Summary%20Travel%20Expense%20Form%20-%20Per%20Diem%20pdf.pdf)
- The Summary Travel Expense Log is for any program expenses incurred. It should be completed, signed, and returned with all receipts. (<u>https://www.coloradocollege.edu/offices/finance/documents/forms-update-may-2018/Summary%20Travel%20Expense%20Form%20pdf.pdf</u>)
- Any money not spent must be returned to the College.
- Cash advances are reconciled by Accounts Payable. All receipts and Summary forms are to be sent to <u>Accountspayable@coloradocollege.edu</u>.

How to add a New Vendor in Concur:

1. Select Invoice in the black banner at the top of the screen

SAP Concur 🖸	Invoice
COLO COLL	RADO EGE
TASKS	
00 Invoices	
	User currently has no active invoices.

2. Select Create New Invoice

SAP Concur 💽 Imaice	
Invoice Manager Create New Invoice	
My Invoices	
SEARCH View: Unsubmitted Invoices V Vendor Name v Begins with v	Search
	No Invoices When invoices are added and assigned to you, they will appear in this list.

3. Select Request New Vendor

	Invoice Manager Create New Ir	voice
Create New Invoice		
Choose Policy and select a Vendor from the vendor list below.		
Policy: Colorado College Payment Request F		
Vendor List		
Most Recently Used Request New Vendor		

4. Fill out any box that has a Red mark. Country should be United States and Currency will always be USD.

				Actions *
eral Vendor Informa	ation			
ndor Name	Address 1	Address 2	Address 3	
,	State/Province	Postal/Zip Code	Country	
			Selectione	
scial Instructions	Contact Person	Telephone Number	W9 on Pile	
tress import Sync ID	Currency			
	~			

5. All New Vendors must provide a W9 in order to be set up in Concur. You can add the W9 in Concur after filling out all the boxes that have a Red mark. Once finished filling out the boxes, select Apply (bottom right) then Actions (top right). It must be done in this order.

				Actions
neral Vendor Informa	ation			
ndor Name	Address 1	Address 2	Address 3	
y	State/Province	Postal/Zip Code	Select one	
ecial Instructions	Contact Person	Telephone Number	W9 on File	
Idress Import Sync ID	Currency	×		

6. From the Actions dropdown, select Upload Image. Browse for image. Open image. Select Upload. (two-step process to upload). Make sure you select Upload, or it won't save the form.

Upload Image	
For best results, scan images in black & white with a resolution of Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff fi	300 DPI or lower. Ie for upload. 10 MB limit per file.
Files selected for uploading:	Browse Upload
No files selected	
	Close

					Actions
neral Vendor Informa	ition				
endor Name	Address 1	Address 2 Postal/Zip Code	Address 3		
pecial Instructions	Contact Person	Telephone Number	Select one W9 on File	~	
ddress Import Sync ID	Currency	~			

7. After image has been uploaded, select the OK button (bottom right)

8. Once you select OK, you can enter the invoice details. Under the vendor name, it will say (unapproved) but you can still submit the invoice. Accounts Payable will correct this once the vendor is set up with the W9.

						Administration - He	lp≠
	SAP Concur	Expense Invoice	Approvals App Center			Profile 🔻	9
	Invoice Manager	Create New Invoice Proc	essor • Payments • Vend	or Manager			
Create New Invoice for (Select Invoice Owner) Enter Invoice Detail Actions - Details -	ls						Submit moster
Vendor Information « Test Utopproved 123 No Way	Policy Colorado College Payment Requir	Request Description	Invoice Number	Invoice Received Date	Transaction Date	Payment Due Date	Rentitance Description (Appears on Check Stub)
Чема то во 1755622239 44ССЮН 1887 HC01+18 Сон 1995 - 1997 - 1998 - 1997	Tyref (************************************	organization Request Total (c.co)	Pryst	AdMy	Localign	Grmsy USD-US.2007 V	Table Horizon Amount (for SAT)
Itemization Summary							
📧 🛛 🗹 Show Distributions							Amount Remaining to be itemized: \$0.00
No. Expense Type			Line Desc	ription		Amou	nt Total
No items found.							

- 9. Any box with a Red mark is a mandatory field and must be completed before submitting.
 - Request Description
 - Transaction date-is the date you are submitting the request.
 - Payment due date-is the date you are submitting the request.
 - Remittance Description
 - Fund
 - Currency
 - Total Invoice Amount

		_				Administration 🗸 He	lp ▼	
	SAP Concur	C Expense Invoice	Approvals App Center			Profile 🔻	9	
	Invoice Manager	Create New Invoice Proce	ssor • Payments • Ven	dor Manager				
Create New Invoice for [Select Invoice Owner] Enter Invoice Detail	S							Submit Invoice
Actions • Details •								
Vendor Information «	Invoice Details							View Invoice
Test (Unapproved) 123 No Way	Policy Colorado College Payment Requi	Request Description	Invoice Number	Invoice Received Date	Transaction Date	Payment Due Date	Remitance Description (Appears on Check Stub)	
Vade Gone: EPOCOS22229 440CC006 19807 14C0 418 Address Code: EPISCICI A2884C2698920A0980671460A Code: EPISCICI A2884C2698920A0980671460A	Pud Utboligibiotratistic Qued Comments	Organization	Propan	Adhiy	Laoden	Carminy poour, beer	Telef Invide Anguni (Ind S&T)	
Edit Change	Save							
Show Distributions							Amount	Remaining to be itemized: \$0.00
No. Expense Type			Line Des	cription		Amou	nt	Total

- 10. Fields that are not mandatory but that should be completed are:
 - Invoice number, if applicable. Not all invoices will have an invoice number which in that case, leave this field blank.
 - Once the Fund field has been filled out, add the Organization (Department) and Program fields.
 - Once all fields have been completed, select the Save button (lower left)

		_				Administration 🕶 H	elp -	
	SAP Concur	C Expense Invoice	Approvals App Center			Profile 🔻	.	
	Invoice Manager	Create New Invoice Proc	essor • Payments • Vend	dor Manager				
Create New Invoice for [Select Invoice Owner] Enter Invoice Detail Actions • Details •	ls							Submt Invoice
Vendor Information «	Invoice Details							View Invoice
Test (Unapproved) 123 No Way	Policy Colorado College Payment Requi	Request Description	Invoice Number	Invoice Received Date	Transaction Date	Payment Due Date	Remittance Description (Appears on Check Stub)	
Vender Goor: #1705/822223/#805080198071409.418 Adminis Coor: #19427574284-6209892840880871684	Fund Itti00223 Unrestricted Operat Commente Commente	Organization	Program	Adhily.	Location	Currency USD-US, Dolar V	Total Invoice Amount (incl S&T)	
Edit Change Itemization Summary	Esre.							¥
Eat Show Distributions							A1	mount Remaining to be Itemized: \$0.00
No. Expense Type			Line Desi	ription		Amo	unt	Total
No items found.								

11. Once you select save, you will need to enter the Expense Type. Invoices submitted in Concur will always be an expense code that start with a 7 (there are certain exceptions to this rule). Enter expense type and amount then select Add

Amount R	emaining to be Itemized: \$100.	00						
New			View Image	Upload Image	voice Image			±φ×
🗌 No. *	Expense Type	Line Description	Amount	Total				
No items fi	bund.				Invoice Image Not Available			
					There is currently no invoice image available. Try again in a	a few minutes.		
					If significant time has elapsed, there may have been an en again. If the issue persists, review the Help for this featur	rror during the upload e, or contact your App	The invoice image should ication administrator.	be uploaded
					If you use fax to add images, click the Print button, then c it and the applicable document to the fax number printed have been an error during the upload or the fax may have	hoose the Fax Cover F on the cover page. If s been sent incorrectly	age option. Print the cove ignificant time has elapse or may have been unread	r page, then fax d, there may lable.
Add Ite	m							Add
No.	* Expense Type	Line Description				* Amount	Total	
1		~				50.00	\$0.00	

12. Once everything is completed, your screen should look like this, with the Amount Remaining to be Itemized should be \$0.00:

Actions * Details *										Show Exceptions
Vendor Information «	Invoice Details									View Invoice
Test (Unapproved) 123 No Way	Policy Colorado College Payment Reque	Request Description Reimbursement mileage to DIA for flig	Invoice Number	Invoice Received Date	Transaction Do 08/17/2022	ate	Payment Due Date 08/17/2022		Remittance Description (Appears Check Stub) Mileage DIA 7/12	on
Vendor Code: B7DC5022323F4BCC8D610B0714C01418 Address Code: 9F942FC742BB4CE09B928A00BD67160A	Fund (110002) Unrestricted Operat	Organization (152007) Controller's Office	Program (GA) Controller's Office	Activity	Location	~	Currency USD-US, Dollar	~	Total Invoice Amount (incl S&T) 100.00	
			Comments	Request Total						
Edit Change	Save									
Itemization Summary	- 1 - 2									Amount Remaining to be Remitted: \$0.00
	Show distributions			0						Tenter in the second second
1 730001-Airfare			Li	ne bescription				5100.00	1	10tal \$100.00
Account Code		Distribution Code			Percentage			Net Amoun	*	Gross Amount
730001 (System Default)		110002-132007-GA			100			\$100.00	3	\$100.00

13. If the Amount Remaining to be itemized is not \$0.00, select the box next to 1 then Edit to correct the amount.

Itemizatior	n Summary							
Add Item	Delete Item	Edit Distribute 🔹	Show Distributions					
✓ No.		Expense Type						
✓ 1	730001-Airfare							
	Acc	count Code						
	730	001 [System Default]						

14. Once all information has been entered, an invoice must be added to the request no matter the amount of the invoice/reimbursement. Select Actions then Upload Image

Create New Invoice for [Select Invoice Owner] Enter Invoice Details					Submit Invoice
Actions • Details •					
Vendor Information 《	Invoice Details				View Invoice
Test (Unapproved)	Currency	Total Invoice Amount (incl S&T)	Comments	Request Total	^
123 No Way	USD-US, Dollar 🗸 🗸	0.00		0.00	
					~
Vender Code: R7DC5022323E4RCC8D610R0714C01418					
Edit Change	Save				

15. Once all fields have been entered and the invoice attached, select the Submit Invoice (Upper right).

Invoice for [Select Invoice Owner] Reimbursement mi Actions • Details •	leage to DIA for	flight on 07/12/	22						Status: Sent Back To Employee Assign Submit Invoice Show Exceptions
Vendor Information «	Invoice Details								View Invoice 🗋
Test (Unapproved) 123 No Way	Policy Colorado College Payment Requir	Request Description Reimbursement miesge to DIA for flig	Invoice Number		Invoice Received Date	Transaction Date 08/17/2022	Payment Due Date 08/17/2022	Remittance Description (Appears on Check Stub) Mileage DIA 7/12	
Vendor Code: B7DC5022323F4BCC8D610B0714C01418 Address Code: 9F942FC742BB4CE09B928A00BD67160A	Fund (110002) Unrestricted Operat	Organization (132007) Controller's Office	Program (GA) Controller's Office	~	Activity	Location	Currency USD-US, Dollar	Total Invoice Amount (incl S&T)	
			Comments		Request Total				
Edit Change	Save								
Itemization Summary									¥
Add Item Delete Item Edit Distribute	🔹 🛛 Show Distributions							Ar	nount Remaining to be itemized: \$0.00
No. Expense Type				Line Descrip	ition		A	nount	Total
✓ 1 730001-Airfare							5	100.00	\$100.00
Account Code 730001 (System Default)		Distribution Code 110002-132007-GA				Percentage 100	Net	Amount 1100.00	Gross Amount \$100.00

How to submit a request with an established vendor:

1. Select Invoice in the black banner at the top of the screen

SAP Concur 🖸	Invoice
	ADO GE
TASKS	
00 Invoices	
	User currently has no active invoices.

2. Select Create New Invoice

SAP Concur C Imaice	
Invoice Manager Create New Invoice	
My Invoices	
SEARCH View: Unsubmitted Invoices ✓ Vendor Name ✓ Begins with ✓	Search
	No Invoices When invoices are added and assigned to you, they will appear in this list.

- 3. Search for the vendor name, change the middle box to contains, type the name of the individual or business name then enter.
 - If you know the vendor code, you can search that way as well. Change it from vendor name to vendor code.

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4. It will populate all items that have the name. Once you find the correct vendor, click on the name to enter the invoice details

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	SAP Conc	ur C. Expense	Invoice Appro	ovals App Center					Profile 🔻
	Invoice Mana	ger Create New Inv	voice Processor •	Payments • \	/endor Manager				
	Create Ne	w Invoice							
	Choose Policy and sel	ect a Vendor from the vend	lor list below.						
F [Policy: Colorado College Payment	t Request 🗸							
	Vendor List								
	Most Recently Used	Request New Vendor			Searc	h: Vendor Name	 ✓ Contains 	✓ test	×Q
	Vendor Name •	Vendor Address Code	Vendor Code	Address 1	Address 2	Address 3	City	State/Province	Postal/Zip Cod
	Systems Wiring and Te	OA1	01111323	P.O. Box 75248			Colorado Springs	CO	80970-5248
	Systems Wiring and Te	RM1	01111323	P.O. Box 75248			Colorado Springs	CO	80970-5248
	Test (Unapproved)	9F942FC742BB4CE09	B7DC5022323F4BCC8	123 No Way					
	Testwuide Michael	WB	067098	Worner Box 1184			Campus	CO	00000
	Testwuide Michael	MA2	067098	898 Red Sandstone Cir			Vail	CO	81657-4980
	Testwuide Paul	MA1	01340488	898 Red Sandstone Cir.			Vail	CO	81657

- 5. Any box with a Red mark is a mandatory field and must be completed before submitting.
 - Request Description
 - Transaction date-is the date you are submitting the request.
 - Payment due date-is the date you are submitting the request.

- Remittance Description
- Fund
- Currency
- Total Invoice Amount

		_					Administration - H	Help -	
	SAP Concur	C Expense Invoice	Approvals App Center				Profile 🔻	2	
	Invoice Manager	r Create New Invoice Proc	cessor▼ Payments▼ V	endor Manager					
Create New Invoice for [Select Invoice Owner] Enter Invoice Detail	S								Submit Invoice
Vendor Information «	Invoice Details								View Invoice
Test (Unapproved) 123 No Way	Policy Colorado College Payment Requi	Request Description	Invoice Number	Invoice Received Date	Transaction D	ate	Payment Due Date	Remittance Description (Appears on Check Stub)	
Vender Gener BTOCSKIZZIZIARBCKOERPIEDENTACON 418 Adminis Code: III MAGTCAZBBACCONBRIGANDEDITIONA Code: III MAGTCAZBBACCONBRIGANDEDITIONA	Ford Interpretation of Search (*) Connects	Organization	Proyam	AdMy	Location	×	Carriny Tablock Delar	Total Hundra Annual (Ind SAT)	
Itemization Summary									¥
Eat Show Distributions								A	mount Remaining to be itemized: \$0.00
No. Expense Type			Line D	escription			Amo	ount	Total
No items found.									

- 6. Fields that are not mandatory but that should be completed are:
 - Invoice number, if applicable. Not all invoices will have an invoice number which in that case, leave this field blank.
 - Once the Fund field has been filled out, add the Organization (Department) and Program fields.
 - Once all fields have been completed, select the Save button (lower left)

	SAP Concur	r 🖸 Expense Invoice	Approvals App Center			Profile •	<u>.</u>	
	Invoice Manager	r Create New Invoice Proc	cessor▼ Payments▼ Ven	dor Manager				
Create New Invoice for [Select Invoice Owner] Enter Invoice Detail Actions • Details •	ls							Submit Invoice
Vendor Information & Test (Unapprved) 123 No Way	Invoice Details Polcy Colorado College Payment Required	Request Description	Invoice Number	Invoice Received Date	Transaction Date	Payment Due Date	Remittance Description (Appears on Check Stub)	View Invoice
Vendor Code B70C5022323F48CC8D61080714C01418 Address Code: 9F942FC742884CE098528A008D67160A	Fund (110002) Unrestricted Operat Comments	Organization V Request Total 0.00	Program	Activity	Location V	Currency USD-US, Dollar	Total Invoice Amount (incl S&T)	
Edi Change						I		
Itemization Summary								¥
Ect Show Distributions							Amo	ant Remaining to be itemized: \$0.00
No. Expense Type			Line Des	cription		Amo	int	Total
No items found.								

7. Once you select save, you will need to enter the Expense Type. Invoices submitted in Concur will always be an expense code that start with a 7. Enter expense type and amount then select Add.

Amount Ren	maining to be Iternized: \$100.00				
New			View Image	Upload Image	Invoice Image 🗠 🗘 🗸
No. *	Expense Type	Line Description	Amount	Total	
No items for	ind.				Invoice Image Not Available
					There is currently no invoice image available. Try again in a few minutes.
					If significant time has elapsed, there may have been an error during the upload. The invoice image should be uploaded again. If the issue persists, review the Help for this feature, or contact your Application administrator.
					If you use fax to add images, click the Print button, then choose the Fax Cover Page option. Print the cover page, then fax
					it and the applicable document to the fax number printed on the cover page. If significant time has elapsed, there may have been an error during the upload or the fax may have been sent incorrectly or may have been unreadable.
Add Item	1				Cad Dear
No.	* Expense Type	Line Description			* Amount Total
1	~				50.00 \$0.00

8. Once everything is completed, your screen should look like this, with the Amount Remaining to be Itemized should be \$0.00:

Actions * Details *									Show Exceptions
Vendor Information «	Invoice Details								View Invoice
Test (Unapproved)	Policy Colorado College Payment Requi	Request Description Reimbursement mileage to DIA for flig	Invoice Number	Invoice Received Date	Transaction	n Date	Payment Due Date 08/17/2022	Remittance Description (Apper Check Stub)	ars on
120 100 1109									
Vendor Code: B7DC5022323F4BCC8D610B0714C01418	Fund	Organization	Program (GA) Controller's Office	Activity	Location	~	Currency USD-US, Dollar	V Total Invoice Amount (incl S&T)
Address Code: 9F942FC742BB4CE09B928A00BD67160A	(110002) Unrestricted Operat	(132007) Controller's Office V							
			Comments	Request Total					
	Save								
Itemization Summary									*
Add item Delete item Edit Distribute	Show Distributions								Amount Remaining to be itemized: \$0.00
No. Expense Type			Line	Description				Amount	Total
1 730001-Airfare								\$100.00	\$100.00
Account Code 730001 (System Default)		Distribution Code 110002-132007-GA			Percenta	sge	Ne	stop op	Gross Amount \$100.00

9. If the Amount Remaining to be itemized is not \$0.00, select the box next to 1 then Edit to correct the amount.

Itemizatior	ו Summary							
Add Item	Delete Item 🛛 Edit 🖉 Distribute 🔹 🗏 🗹 Show Distributions							
✓ No.	Expense Type							
🗹 1	✓ 1 730001-Airfare							
	Account Code							
	730001 [System Default]							

10. Once all information has been entered, an invoice must be added to the request no matter the amount of the invoice/reimbursement. Select Actions then Upload Image

Create New Invoice for [Select Invoice Owner] Enter Invoice Details					Submit Invoice
Actions • Details •					
Vendor Information «	Invoice Details				View Invoice
Test (Usepproved)	Currency	Total Invoice Amount (incl S&T)	Comments	Request Total	^
123 No Way	USD-US, Dollar	0.00		0.00	
	•	•			
					~
Vondor Codo: R7DC5022323E4RCC8D610R0714C01418 Edit Change	Save				

11. Once all fields have been entered and the invoice attached, select the Submit Invoice (Upper right).

Invoice for [Select Invoice Owner] Reimbursement mi	leage to DIA for	flight on 07/12/	22					Status: Sent Back To Employee Assign Submit Invoice
Vendor Information « Test (Unapproved) 123 No Way	Invoice Details Policy Cobrado College Payment Requir	Request Description Reimbursement mileage to DIA for flg	Invoice Number	Invoice Received Date	Transaction Date 08/17/2022	Payment Due Date 08/17/2022	Remittance Description (Appears on Check Stub) Mileage D/A 7/12	View Invoice 🗋
Vedda Cade: 970C59223237486C08061060714C01418 Cade: 97942PC742884C6098928A008067160A Code: 97942PC742884C6098928A008067160A	Fund (110002) Unrestricted Operat	Organization (132007) Controller's Office	Program (GA) Controller's Office Commants .	Activity Request Total 100.00	Location	Currency USD-US, Dolar	Total Invoice Amount (Hot S&T)	
Edit Change Itemization Summary Add tem Decite tem Edit Distribute	Save						Am	wount Remaining to be termized: \$0.00
No. Expense Type			Line	Description		Amou \$100	int	Total
Account Code 730001 (System Default)		Distribution Code 110002-132007-GA			Percentage 100	Net Amo \$100	unt .00	Gross Amount \$100.00

How to add another FOAP to same invoice request

Once you enter your line items, select the box next to the number you need to change the FOAP for then select Distribute-Distribute Selected Items.

Itemization Sur	nmary		
Add Item Dele	te Item Edit	Distribute 🔹 🛛 🔽 Show Distributio	ons
No.	Expense	Distribute Selected Items	
1	710101 -	Import Distributions	
	Account Code	Distribution Code	
	710101 [System	310000-162101-AX	
2	710101 -Cu	stodial Expenses	
	Account Code	Distribution Code	
	710101 [System	310000-162101-AX	

It will then take you to this screen. Select Distribute By dropdown and select Amount then select Add:

Distributions	Distribution Summary							
Distributions Total: \$500.00 Distributed: \$500.00 (100%) Remaining: \$0.00 (0%)								
Distribute By Add Delete Favorites Add to Favorites								
Amount	* Fund	Organization	Program	Activity	Location	Distribution Code		
\$500.00	(310000) Hous	(162101) Apar	(AX) Auxiliary			310000-162101-AX		

From here you can change the FOAP to the correct codes. Once you update the codes, select save.

Once completed, this what the request will look like:

Sodexo-Fac Apts Au	ug 2022										Send E	Sack Send to	itatus: Accounti o Approver	ing Review Approve
Actions * Details *													Clear	Exceptions
					Invoid	ce Image								чΟх
Vendor Information «	Invoice Details			View Invoice	đ	Q A V	1 of 1		- +	80%	•		8 Pi	N >
Sodexo Inc. & Affiliates	Policy	Request Description	Invoice Number	~		CC Housing Cleaning -	921 H. Hevela - 3 HS.	9522.53/11 · Aug 2022		1	\$07.39		307.37	^
801 N. Nevada Ave.	Colorado College Payment Requi	Sodexo-Fac Apts Aug 2022	346212			CC Housing Cleaning - CC Housing Cleaning -	Mathias - 18.05 hrs. @ Gaylord - 1.83 hrs. @ 5	\$22.53/hr Aug 2022 22.53/hr Aug 2022			\$406.67 \$41.23		\$406.67 \$41.23	
Colorado Springs,CO 80903-4705	Invoice Received Date	Transaction Date	Payment Due Date			CC Housing Cleaning -	South Hall - 11.42 hrs.	@ \$22.53/hr Aug 202	2		\$257.29		\$257.29	
Vendor Code: 03000128	09/07/2022	09/07/2022	09/07/2022											
Address Code: RM17	Remittance Description (Appears on Chack Stub)	Fired	0											
Currency: USD-US, Dollar	Sodexo-Fac Apts Aug 2022	(310000) Housing	(162101) Anartments- A	dmin 🖌										
		(
	Program	Activity	Location					Tax-m	cempt#-9801691	INVOICE TOTAL	\$1,335,80	\$0.00	\$1,335,80	
	(AA) Auxiliary			*		TERMS: PRIMENT IS DUE UNIN RE	CERT OF THIS INVOICE UNLESS	OTHERWISE SPECIFIED BY CONT	RACT OR IN WRITING.	with the second	11,100.40	10.00	41,755.00	
	Currency	Total Invoice Amount (incl S&T)	Comments										1444	
	030-03,008	1,000,00												
	Request Total	Request Key	Invoice ID											
	Save													Ň
View Change														,
Itemization Summary	_													*
Add tem Delete tem Edit Distribute	Show Distributions											Amount Rem	aining to be itemi	ized: \$0.00
No. Expense Type				Line Description					A	nount				Total
1 710101 -Custodial E:	xpenses			Sodexo - Fac Apts Cleaning Aug 2022					5	377.38			\$	377.38
Account Code		Distribution Code				Percentage			Net.	Amount			Gross A	Amount
						100							*	
2 🛞 710101 -Custodial E:	xpenses			Sodexo - Res Halls cleaning Aug 2022					s	958.42			s	958.42
Account Code 710101		Distribution Code 310000-162201-AX				Percentage 100			Net	Amount i958.42			Gross A	Amount 958.42
						100								and and

Other payment types not processed through Concur

Wire Payments

- Wire payments are for international vendors **only** as there is an additional fee when processing payments.
- International vendors need to complete a W8 in order to set them up as a vendor.
 - <u>https://www.coloradocollege.edu/offices/controller/documents/W-8BEN.pdf</u> For Individuals
 - <u>https://www.coloradocollege.edu/offices/controller/documents/W-8BEN-E.pdf</u> For business entities
- The wire transfer form (https://www.coloradocollege.edu/offices/finance/documents/formsupdate-may-2018/Wire%20Transfer%20Form.pdf) needs to be completed and signed by the staff member requesting the wire and the budget owner. It can be sent to the vendor through Adobe Sign as well. Once completed it should be sent to <u>accountspayable@coloradocollege.edu</u> for processing along with a copy of the invoice.

Purchase Orders

- If you request a Purchase Order (PO) through the purchasing department, you will receive an email from purchasing with the PO number.
- When the vendor sends you an invoice, you will send <u>Accountspayable@coloradocollege.edu</u> an email with the invoice attached, stating "Ok to pay against PO #".
- If the PO has been fulfilled, make a note that it's OK to close the PO.
- If the PO still has items to be invoiced, make a note to leave PO open for now.