

Concur Manual

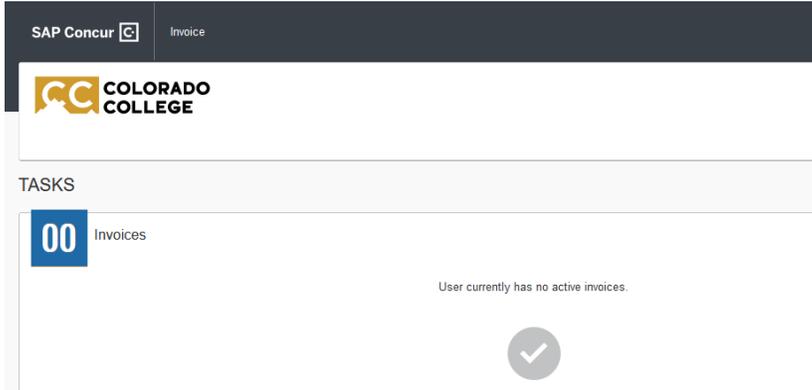
- Concur is for processing invoices, reimbursements or cash advances. That includes vendors, staff, faculty, and students.
 - If you are unable to find a current staff member or student in Concur, send AP an email so that we can add them.
- When using Concur, only enter invoice request/reimbursements/cash 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

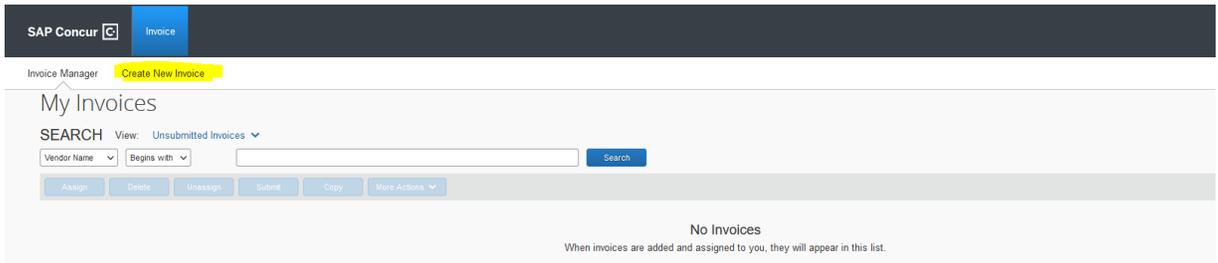
- Cash advances should be requested in Concur 2 weeks prior to departure.
- There is no invoice attachment required for cash advances.
- The expense code is **708992** and the line description should have **the dates, place of travel and whether it's per-diem or program costs**.
- Per diem is based on the IRS rates- <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- 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.
(<https://www.coloradocollege.edu/offices/finance/documents/forms-update-may-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.
(<https://www.coloradocollege.edu/offices/finance/documents/forms-update-may-2018/Summary%20Travel%20Expense%20Form%20pdf.pdf>)
- 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 Accountspayable@coloradocollege.edu.

How to add a New Vendor in Concur:

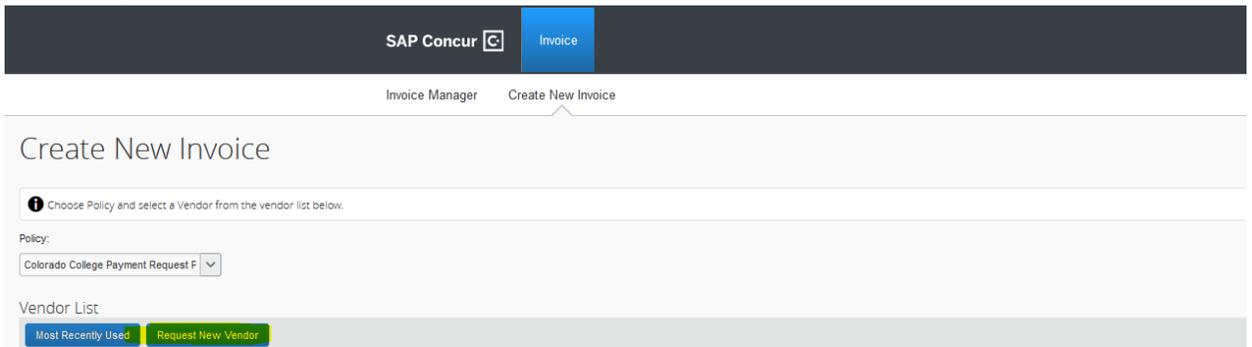
1. Select Invoice in the black banner at the top of the screen



2. Select Create New Invoice



3. Select Request New Vendor



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

Request New Vendor

General Vendor Information Actions

Vendor Name	Address 1	Address 2	Address 3
City	State/Province	Postal/Zip Code	Country
Special Instructions	Contact Person	Telephone Number	W9 on File
Address Import Sync ID	Currency		

OK Cancel Apply

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.

Request New Vendor

General Vendor Information Actions

Vendor Name	Address 1	Address 2	Address 3
City	State/Province	Postal/Zip Code	Country
Special Instructions	Contact Person	Telephone Number	W9 on File
Address Import Sync ID	Currency		

OK Cancel Apply

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 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

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

Request New Vendor

General Vendor Information

Vendor Name Address 1 Address 2 Address 3

City State/Province Postal/Zip Code Country

Special Instructions Contact Person Telephone Number W9 on File

Address Import Sync ID Currency

OK Cancel Apply

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.

Enter Invoice Details

Invoice Details

Policy Request Description Invoice Number Invoice Received Date Transaction Date Payment Due Date Remittance Description (Appears on Check Stub)

Fund Organization Program Activity Location Currency Total Invoice Amount (incl. SAT)

Request Total

Itemization Summary

No.	Expense Type	Line Description	Amount	Total
No items found.				

Show Details

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

Enter Invoice Details

Vendor Information

Test (Unapproved)
123 No Way

Vendor Code: B7DC5022323F48CC0861080714C01418
Address Code: 9F942FC742B84CE989928A008067160A

Policy: Colorado College Payment Reque

Request Description: [Yellow Highlight]

Invoice Number: [Yellow Highlight]

Invoice Received Date: [Yellow Highlight]

Transaction Date: [Yellow Highlight]

Payment Due Date: [Yellow Highlight]

Remittance Description (Appears on Check Stub): [Yellow Highlight]

Fund: ((110002) Unrestricted Operat)

Organization: [Yellow Highlight]

Program: [Yellow Highlight]

Activity: [Yellow Highlight]

Location: [Yellow Highlight]

Currency: USD-US, Dollar

Total Invoice Amount (incl SAT): \$ 0.00

Request Total: 0.00

Save

Itemization Summary

Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Amount	Total
No items found.				

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)

Enter Invoice Details

Vendor Information

Test (Unapproved)
123 No Way

Vendor Code: B7DC5022323F48CC0861080714C01418
Address Code: 9F942FC742B84CE989928A008067160A

Policy: Colorado College Payment Reque

Request Description: [Yellow Highlight]

Invoice Number: [Yellow Highlight]

Invoice Received Date: [Yellow Highlight]

Transaction Date: [Yellow Highlight]

Payment Due Date: [Yellow Highlight]

Remittance Description (Appears on Check Stub): [Yellow Highlight]

Fund: ((110002) Unrestricted Operat)

Organization: [Yellow Highlight]

Program: [Yellow Highlight]

Activity: [Yellow Highlight]

Location: [Yellow Highlight]

Currency: USD-US, Dollar

Total Invoice Amount (incl SAT): \$ 0.00

Request Total: 0.00

Save

Itemization Summary

Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Amount	Total
No items found.				

- 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 Remaining to be Itemized: \$100.00

New Cancel View Image Upload Image Invoice Image

No.	Expense Type	Line Description	Amount	Total
No items found.				

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

No.	Expense Type	Line Description	Amount	Total
1			\$0.00	\$0.00

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

Vendor Information

Test (Unapproved)
123 No Way

Vendor Code: 870C5022323F48CC061080714C01418
Address Code: 8F942FC7428B4CE098928A008D67160A

Invoice Details

Policy: Colorado College Payment Req
Request Description: Reimbursement mileage to DIA for fly
Invoice Number:
Invoice Received Date:
Transaction Date: 09/17/2022
Payment Due Date: 09/17/2022
Remittance Description (Appears on Check Stub): Mileage DIA Tr12
Fund: 1110002 Unrestricted Operat
Organization: 112007 Controller's Office
Program: (GA) Controller's Office
Activity:
Location:
Currency: USD-US, Dollar
Total Invoice Amount (incl S&T): 100.00
Request Total: 100.00

Itemization Summary

No.	Expense Type	Line Description	Amount	Total
<input checked="" type="checkbox"/>	730001-Airfare		\$100.00	\$100.00
	Account Code: 730001 [System Default]	Distribution Code: 110002-130007-GA	Percentage: 100	Net Amount: \$100.00 Gross Amount: \$100.00

Amount Remaining to be Itemized: \$0.00

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

Itemization Summary

Add Item Delete Item Edit Distribute Show Distributions

<input checked="" type="checkbox"/>	No.	Expense Type
<input checked="" type="checkbox"/>	1	730001-Airfare

Account Code: 730001 [System Default]

- 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

Actions • **Details**

Vendor Information

Test (Unapproved)
123 No Way

Vendor Code: B7DC5022323F48CC8D610B0714C01418
[Edit](#) [Change](#)

Invoice Details

Currency: USD-US, Dollar

Total Invoice Amount (incl S&T): 0.00

Comments

Request Total: 0.00

[Save](#)

[View Invoice](#)

[Submit Invoice](#)

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

Invoice for [Select Invoice Owner]

Reimbursement mileage to DIA for flight on 07/12/22

Actions • **Details**

Vendor Information

Test (Unapproved)
123 No Way

Vendor Code: B7DC5022323F48CC8D610B0714C01418
Address Code: 9F942F7C42B84CE08828A008067160A
[Edit](#) [Change](#)

Invoice Details

Policy: Colorado College Payment Reque

Request Description: Reimbursement mileage to DIA, for fl

Fund: (110002) Unrestricted Operat

Organization: (132007) Controller's Office

Program: (GA) Controller's Office

Activity

Location

Currency: USD-US, Dollar

Request Total: 100.00

Comments

Request Total: 100.00

[Save](#)

Status: Sent Back To Employee

[Assign](#) [Submit Invoice](#)

[View Invoice](#)

Itemization Summary

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

No.	Expense Type	Line Description	Amount	Total
1	730001-Asfare		\$100.00	\$100.00
	Account Code: 730001 (System Default)	Distribution Code: 110002-132007-GA	Percentage: 100	Net Amount: \$100.00
				Gross Amount: \$100.00

How to submit a request with an established vendor:

- Select Invoice in the black banner at the top of the screen

SAP
Concur
Invoice



COLORADO COLLEGE

TASKS

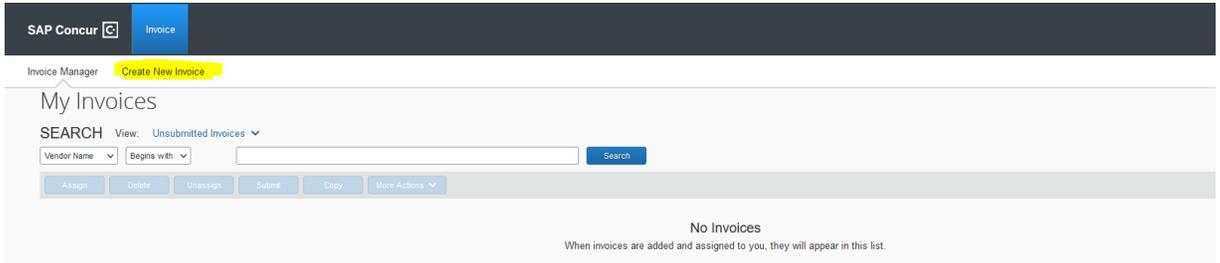
00

Invoices

User currently has no active invoices.

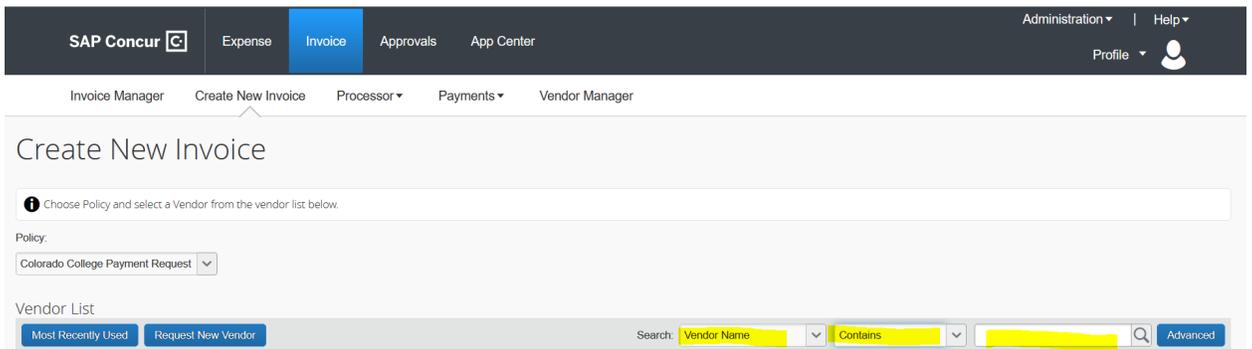


2. Select Create New Invoice

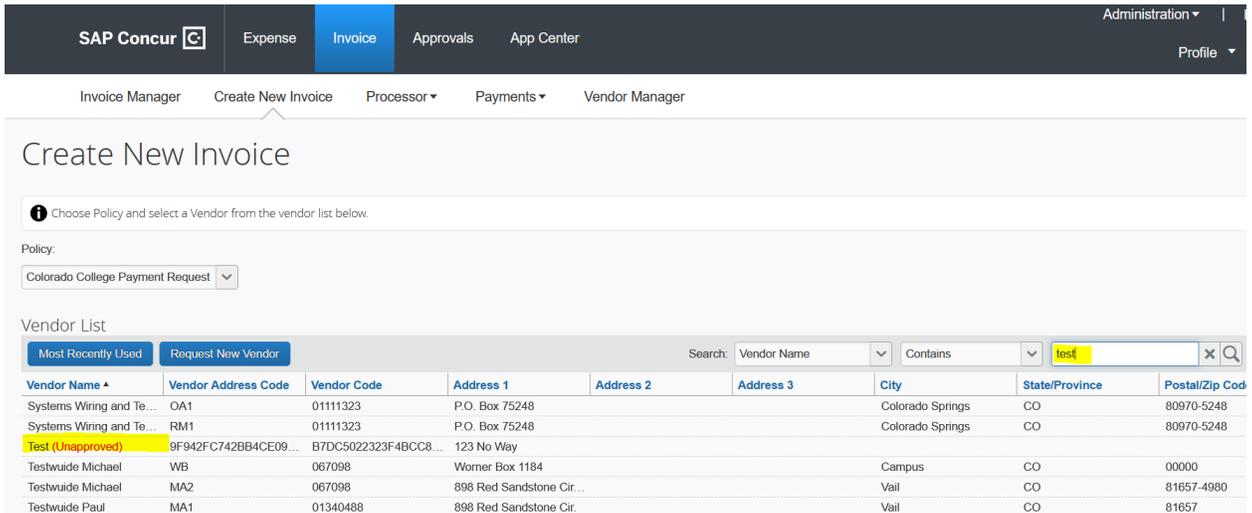


3. Search for the vendor name, change the middle box to contains, type the name of the individual or business name then enter.

- If you know the vendor code, you can search that way as well. Change it from vendor name to vendor code.



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



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

Vendor Information

Test (Unapproved)
123 No Way

Vendor Code: B7DC5022323F4BC08D61080714C01418
Address Code: 9F942FC742B84CE089928A008067160A

Invoice Details

Policy: Colorado College Payment Recp

Request Description: [highlighted]

Invoice Number: [highlighted]

Invoice Received Date: [calendar icon]

Transaction Date: [calendar icon]

Payment Due Date: [calendar icon]

Remittance Description (Appears on Check Stub): [highlighted]

Fund: ((110002) Unrestricted Operat)

Organization: [highlighted]

Program: [highlighted]

Activity: [highlighted]

Location: [highlighted]

Currency: USD-US, Dollar

Total Invoice Amount (incl S&T): \$ 0.00

Request Total: 0.00

Comments: [text area]

Buttons: Edit, Change, Save

Itemization Summary

Amount Remaining to be Remitted: \$0.00

No.	Expense Type	Line Description	Amount	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)

Vendor Information

Test (Unapproved)
123 No Way

Vendor Code: B7DC5022323F4BC08D61080714C01418
Address Code: 9F942FC742B84CE089928A008067160A

Invoice Details

Policy: Colorado College Payment Recp

Request Description: [highlighted]

Invoice Number: [highlighted]

Invoice Received Date: [calendar icon]

Transaction Date: [calendar icon]

Payment Due Date: [calendar icon]

Remittance Description (Appears on Check Stub): [highlighted]

Fund: ((110002) Unrestricted Operat)

Organization: [highlighted]

Program: [highlighted]

Activity: [highlighted]

Location: [highlighted]

Currency: USD-US, Dollar

Total Invoice Amount (incl S&T): \$ 0.00

Request Total: 0.00

Comments: [text area]

Buttons: Edit, Change, **Save** (highlighted)

Itemization Summary

Amount Remaining to be Remitted: \$0.00

No.	Expense Type	Line Description	Amount	Total
No items found.				

- 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 Remaining to be Itemized: \$100.00

Invoice Image

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.

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Add Item

No.	Expense Type	Line Description	Amount	Total
1			\$0.00	\$0.00

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

Vendor Information

Test (Unapproved)
123 No Way

Vendor Code: B7DC5022323F4BCC8D61080714C01418
Address Code: 5F942FC7428B4CE08928A008D67165A

Invoice Details

Policy: Colorado College Payment Reque
Request Description: Reimbursement mileage to DIA for fl
Invoice Number: []
Invoice Received Date: []
Transaction Date: 08/17/2022
Payment Due Date: 08/17/2022
Remittance Description (Appears on Check Stub): Mileage DIA 712

Fund: (110002) Unrestricted Operal
Organization: (132007) Controller's Office
Program: (GA) Controller's Office
Activity: []
Location: []
Currency: USD-US, Dollar
Total Invoice Amount (incl S&T): 100.00

Request Total: 100.00

Itemization Summary

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	Percentage: 100	Net Amount: \$100.00 Gross Amount: \$100.00

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

Itemization Summary

Add Item Delete Item **Edit** Distribute Show Distributions

<input checked="" type="checkbox"/>	No.	Expense Type
<input checked="" type="checkbox"/>	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

Actions ▾ **Details** ▾

Vendor Information

Test
(Unapproved)

123 No Way

Vendor Code: 87DC5022323F48CC8D616B0714C01418
[Edit](#) [Change](#)

Invoice Details

Currency: USD-US, Dollar

Total Invoice Amount (incl S&T): 0.00

Comments

Request Total: 0.00

[Save](#)

[View Invoice](#)

[Submit Invoice](#)

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

Invoice for [Select Invoice Owner]

Reimbursement mileage to DIA for flight on 07/12/22

Actions ▾ **Details** ▾

Vendor Information

Test
(Unapproved)

123 No Way

Vendor Code: 87DC5022323F48CC8D616B0714C01418
Address Code: 8F942FC742984CE98928A00B067160A
[Edit](#) [Change](#)

Invoice Details

Policy: Colorado College Payment Requir

Request Description: Reimbursement mileage to DIA for fl

Invoice Number

Invoice Received Date

Transaction Date: 08/17/2022

Payment Due Date: 08/17/2022

Remittance Description (Appears on Check Stub): Mileage DIA 712

Fund: 1110002 Unrestricted Operat

Organization: 1132007 Controller's Office

Program: (GA) Controller's Office

Activity

Location

Currency: USD-US, Dollar

Total Invoice Amount (incl S&T): 100.00

Request Total: 100.00

[Save](#)

Status: Sent Back To Employee

[Assign](#) [Submit Invoice](#)

[Show Exceptions](#)

[View Invoice](#)

Itemization Summary

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

No.	Expense Type	Line Description	Amount	Total
1	730001-Airfare		\$100.00	\$100.00
	Account Code: 730001 [System Default]	Distribution Code: 110002-132007-GA	Percentage: 100	Net Amount: \$100.00
			Gross Amount: \$100.00	Amount Remaining to be Itemized: \$0.00

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 Summary

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

No.	Expense Type	Line Description	Amount	Total
<input type="checkbox"/> 1	710101			
		Account Code: 710101 [System Default]	Distribution Code: 310000-162101-AX	
<input checked="" type="checkbox"/> 2	710101 -Custodial Expenses			
		Account Code: 710101 [System Default]	Distribution Code: 310000-162101-AX	

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

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:

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.
 - <https://www.coloradocollege.edu/offices/controller/documents/W-8BEN.pdf> For Individuals
 - <https://www.coloradocollege.edu/offices/controller/documents/W-8BEN-E.pdf> For business entities
- The wire transfer form (<https://www.coloradocollege.edu/offices/finance/documents/forms-update-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 accountspayable@coloradocollege.edu 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 Accountspayable@coloradocollege.edu 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.