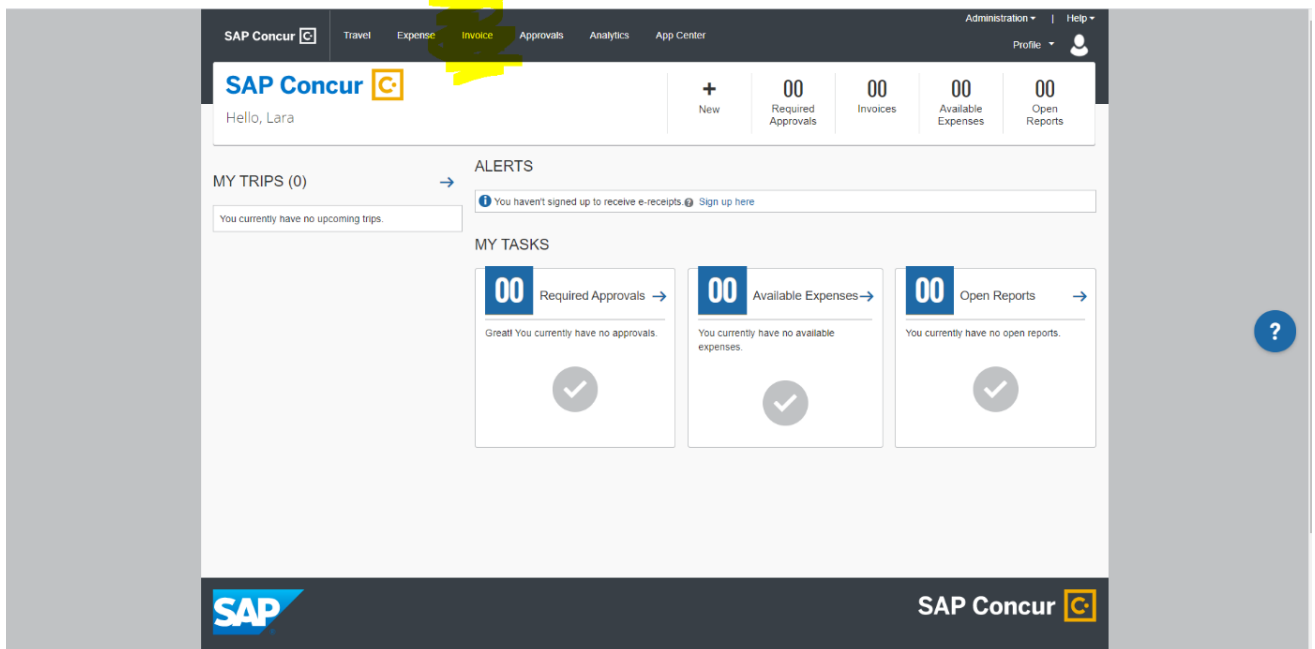
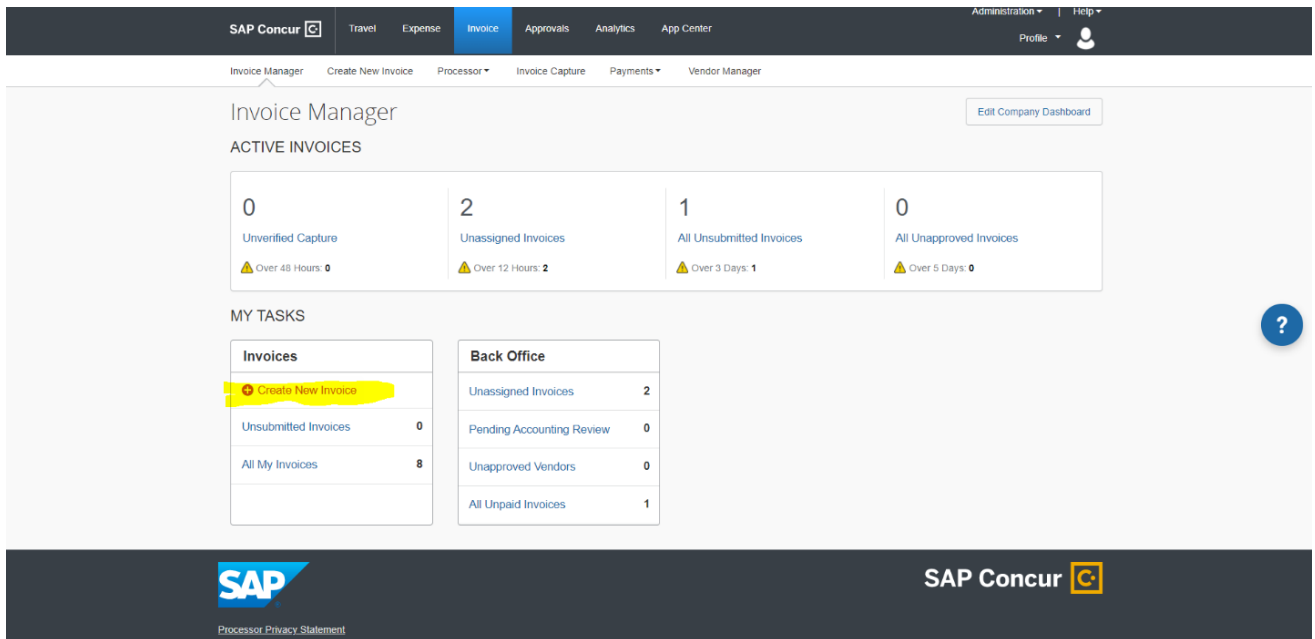


## 1. Log into Concur and choose the "Invoice" window



## 2. Create New Invoice



- Look up the appropriate Vendor. Note if the vendor is new you will need to reach out to the Accounting team to add.

SAP Concur | Travel | Expense | **Invoice** | Approvals | Analytics | App Center | Administration | Help

Invoice Manager | Create New Invoice | Processor | Invoice Capture | Payments | Vendor Manager

### Create New Invoice

Choose Policy Name and select a Vendor from the vendor list below.

Policy Name:  
Default Invoice Policy

Vendor List

Most Recently Used | Request New Vendor

Search: Vendor Name | Begins with | **Fisher** | Advanced

Vendor Name	Vendor Code	Address Accounting Code	Address 1	Address 2	City	State or Province	Postal Code
<b>Fisher Investment Real Estate</b>	FISHER INVESTME	FISHER INVESTME					

Page 1 of 1 | Displaying 1 - 1 of 1

Cancel

- Enter required info tagged red below (Invoice name, number, date, etc.). Partial coding is required at this step for the company, function and department. You will code the expense type below in the next step. Please note the required field for Contracts. If the invoice is related to a contract please select "Yes" and the invoice will be automatically routed to Marie Z. for approval. Hit "Save".

SAP Concur | Travel | Expense | **Invoice** | Approvals | Analytics | App Center | Administration | Help

Invoice Manager | Create New Invoice | Processor | Invoice Capture | Payments | Vendor Manager

### Enter Invoice Details

Actions | Details

Vendor Information

Fisher Investment Real Estate  
FISHER INVESTME

Vendor Code: FISHER INVESTME  
Address Code: FISHER INVESTME  
Currency: USD-US, Dollar

Invoice Details

Policy Name: Default Invoice Policy

Payment Due Date: 05/15/2021

Currency: USD-US, Dollar

Pre-paid over a month?

Invoice Name: **Fisher Investments**

Invoice Number: **101**

Invoice Date: **04/15/2021**

Invoice Amount: **100.00**

Net Payment Terms: 30

Request Total: 0.00

Shipping: 0.00

Tax: 0.00

Payment Method: Client

Location: (1) Institute

Company: (1) Institute

Function: (200) Education

Department: (451000) Core Courses

Contract Related?: Yes

Vendor ID: LARA GALBATO

Switch Tax Mode | View Invoice

Save

#### Itemization Summary

Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Location	Company	Function	Department	Pre-paid over a ...	Vendor ID	Contract Related?	Quantity	Unit Price	Total
No items found.												

Back to List

## 5. Select add Item to input expense type.

SAP Concur | Travel | Expense | **Invoice** | Approvals | Analytics | App Center

Administration | Help | Profile |

Invoice Manager | Create New Invoice | Processor | Invoice Capture | Payments | Vendor Manager

Invoice for [Select Invoice Owner]  
**Fisher Investments**

Status: Not Submitted | Assign | Submit Invoice

Actions | Details

Vendor Information

Fisher Investment Real Estate  
FISHER INVESTME

Vendor Code: FISHER INVESTME  
Address Code: FISHER INVESTME  
Currency: USD-US, Dollar

View | Change

Invoice Details

Policy Name: Default Invoice Policy | Invoice Name: Fisher Investments | Invoice Number: 101 | Invoice Date: 04/15/2021 | Invoice Amount: 100.00 | Net Payment Terms: 30

Payment Due Date: 05/15/2021 | Description: | Comments: | Shipping: 0.00 | Tax: 0.00 | Request Total: 0.00

Currency: USD-US, Dollar | Payment Method: | Location: | Company: (1) Institute | Function: (200) Education | Department: (451800) Core Courses

☐ Pre-paid over a month? | Vendor ID: LARA GALBATO | Contract Related?: Yes

Save

Switch Tax Mode | View Invoice

Itemization Summary

Add Item | Delete Item | Edit | Distribute | Show Distributions | Amount Remaining to be Itemized: \$100.00

No.	Expense Type	Line Description	Location	Company	Function	Department	Pre-paid over a ...	Vendor ID	Contract Related?	Quantity	Unit Price	Total
No items found.												

← Back to List

## 6. Select New and choose appropriate expense type. Note you can add multiple expense types and amounts if applicable. Hit Save.

Amount Remaining to be Itemized: \$0.00

New | Delete | View Image | Upload Image

No.	Expense Type	Line Description	Location	Company	Function	Department	Pre-paid over a ...	Vendor ID	Contract Relat...	Quantity	Unit Price	Total
1	Teaching Fees (\$498)			(1) Institute	(200) Education	(451800) Core ...		LARA GALBATO	Yes	1	100.00	\$100.00

Add Item

No.	Expense Type	Line Description	Location	Company	Function	Department	Pre-paid over a ...	Vendor ID	Contract Relat...	Quantity	Unit Price	Total
2				(1) Institute	(200) Education	(451800) Core ...		LARA GALBATO	Yes	1	\$0.00	\$0.00

Save | Cancel

7. Attach invoice under Actions- Upload Image. Once the invoice is attached hit “Submit Invoice”.

SAP Concur | Travel | Expense | **Invoice** | Approvals | Analytics | App Center

Administration | Help | Profile

Invoice Manager | Create New Invoice | Processor | Invoice Capture | Payments | Vendor Manager

Invoice for [Select Invoice Owner]  
Fisher Investments

Status: Not Submitted | Assign | Submit Invoice

Actions | Details

Unassign | **Upload Image** | Delete Image | CPDI Attachment | View Payment Image | Review Required | Remove From Review | Delete Invoice | Print | Extend Due Date | Void Invoice | Change Policy | Create Recurring Invoice

Invoice Details

Policy Name: Default Invoice Policy | Invoice Name: Fisher Investments | Invoice Number: 101 | Invoice Date: 04/15/2021 | Invoice Amount: 100.00 | Net Payment Terms: 30

Payment Due Date: 05/15/2021 | Description: | Comments: | Shipping: 0.00 | Tax: 0.00 | Request Total: 100.00

Currency: USD-US, Dollar | Payment Method: Client | Location: | Company: (1) Institute | Function: (200) Education | Department: (451800) Core Courses

☐ Pre-paid over a month? | Vendor ID: LARA GALBATO | Contract Related?: Yes

Switch Tax Mode | View Invoice

View | Change | Save

Itemization Summary

Add Item | Delete Item | Edit | Distribute | Show Distributions

No.	Expense Type	Line Description	Location	Company	Function	Department	Pre-paid over a ...	Vendor ID	Contract Related?	Quantity	Unit Price	Total		
1	Teaching Fees (5498)			(1) Institute	(200) Education	(451800) Core Co...	<input type="checkbox"/>	LARA GALBATO	Yes	1	\$100.00	\$100.00		
										Account Code	Distribution Code	Percentage	Net Amount	Gross Amount
										5498 (System Default)	-1-200-451800-N-LARA GALBATO-Yes	100	\$100.00	\$100.00

Amount Remaining to be Itemized: \$0.00

Back to List

Note - Invoices can also be sent to [ccminstitute\\_invoicecapture@concursolutions.com](mailto:ccminstitute_invoicecapture@concursolutions.com) for submission. Once an invoice is sent to this address you can anticipate Concur to process and capture the invoice within 48 hours. When the invoice is “captured” it will be sent out to the appropriate employee for approval by the Accounting Team. Approval requirements will mirror steps 4 - 6 above.