

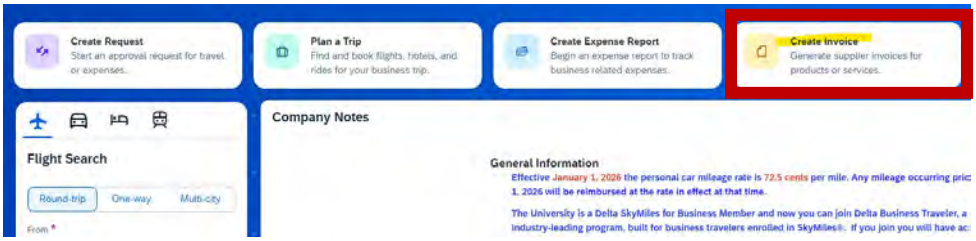
UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST®

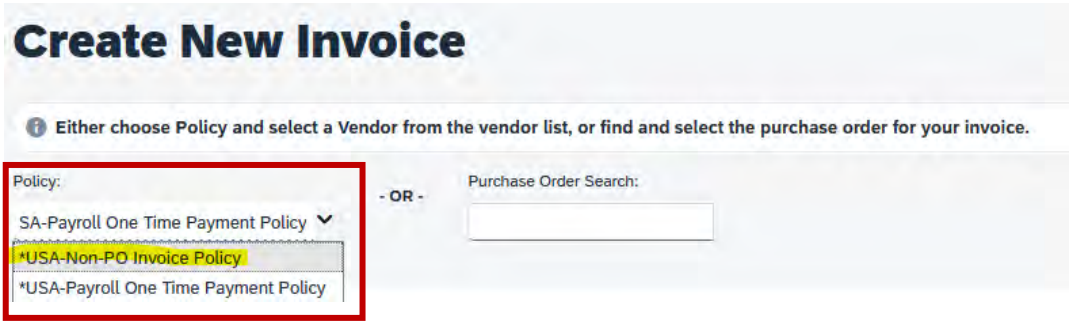
Concur
Creating a Non-PO Invoice Manual

Procurement Card and Travel Services
650 Clinic Drive Suite 1400|Mobile, Alabama|36688|251.460.6242
pcardandtravelsvcs@southalabama.edu

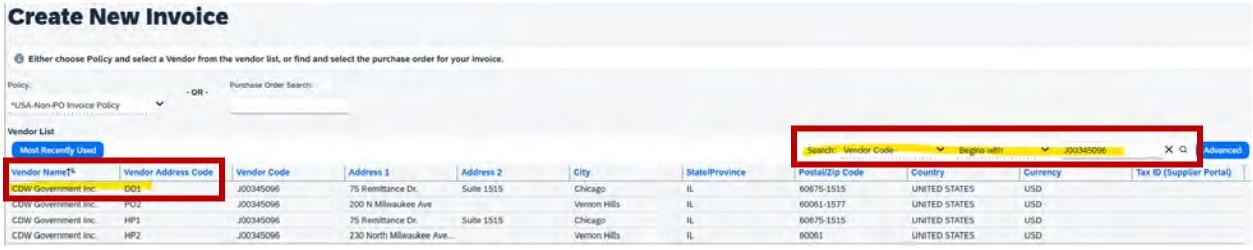
1. **Log into Concur and select Create Invoice.**



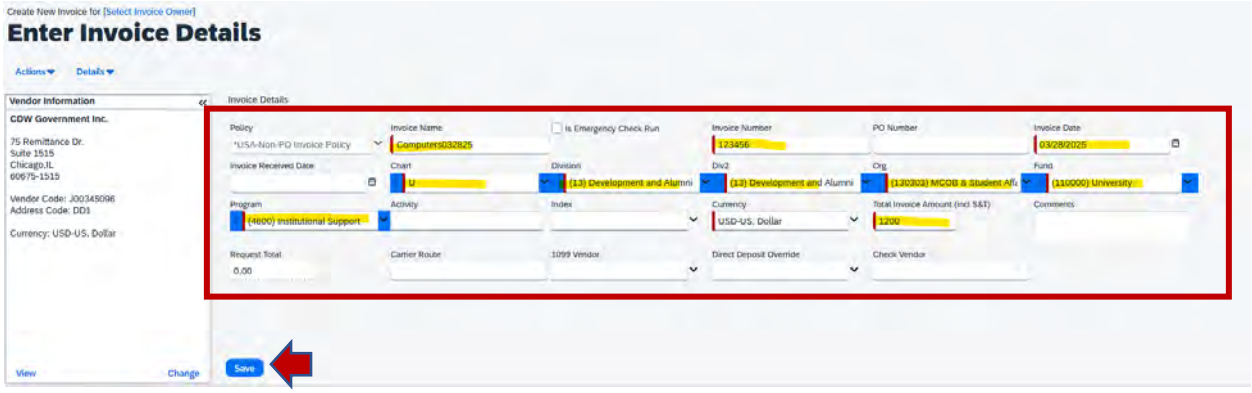
2. **In the Policy dropdown field select make sure the policy reads *USA-Non-PO Invoice Policy.**



3. **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.**



4. **Complete all required fields as indicated by the redline in the left-hand side of the fields. Then click Save.**



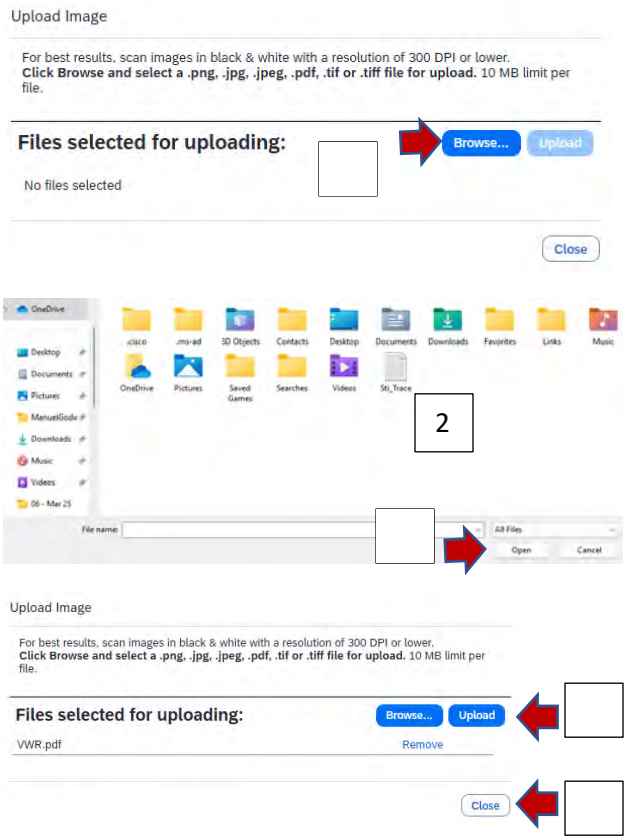
5. **Query for the account code in the Expense Type field. Select the appropriate account and complete the remaining required fields as indicated by the red asterisk next to the field label. Then click Save.**



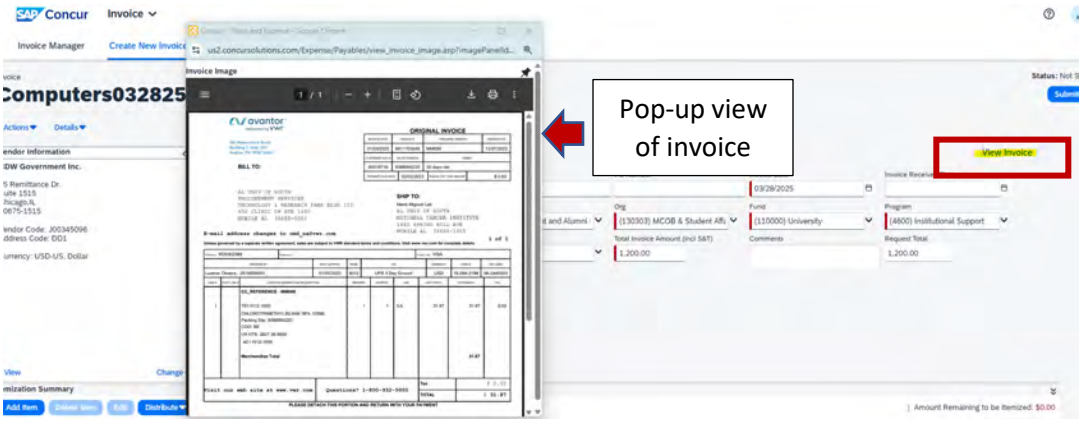
6. **Now you need to upload the invoice. Select Actions – Upload Image.**



7. **Click browse and locate the invoice wherever you saved it and select it. Then click Open – Upload – and lastly Close.**



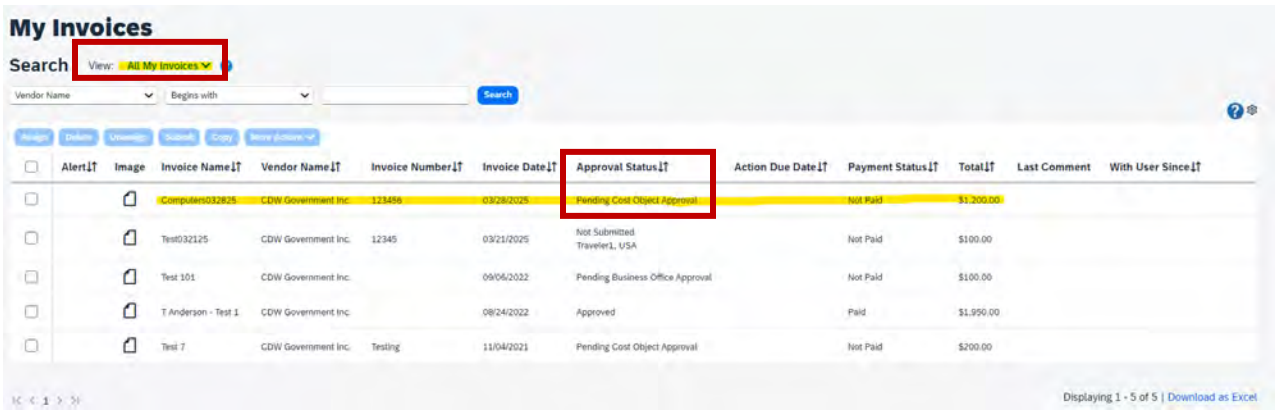
8. **Confirm that your invoice uploaded and is legible. Click View Invoice and your invoice image will either pop-up or show in screen. Once confirmed close the pop-up window and click Submit Invoice.**



9. **Once you have confirmed your invoice is uploaded close the pop-up window and click Submit Invoice.**



10. **After you click Submit Invoice you will automatically be taken to the My Invoices screen. Here you can select "All My Invoices" in the View field if you wish to verify your invoice has been submitted.**

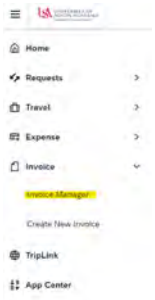


Other Miscellaneous Instructions

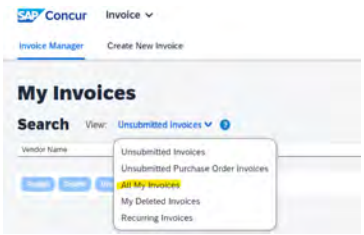
How to Recall an Invoice

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

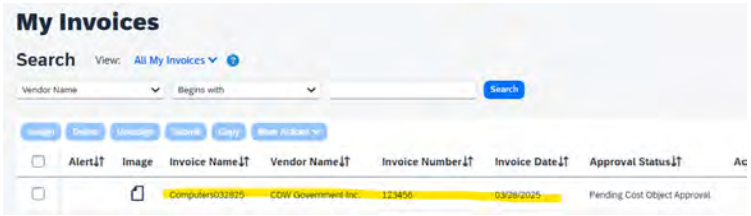
1. Log into Concur and go to Invoice – Invoice Manager



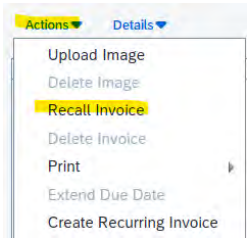
2. Select All My Invoices.



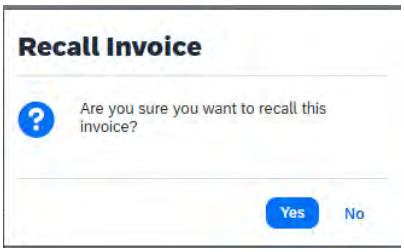
3. Select the invoice you wish to recall.



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.