Concur Invoice Fast Facts

How do I get invoices into the system?

- Email them as an attachment to invoices@stmartin.edu

Is emailing invoices the easiest option?

- Yes, Concur will auto-populate most of the information from the invoice so you don't have to

When would I enter an invoice manually?

- Only if the invoice is unable to be sent to the invoices@stmartin.edu email account
- We don't recommend the manual invoice entry but instructions are provided if you are in a pinch and need to enter it manually

How do I enter my GL code?

- In the distribution screen, you will enter your GL in the custom fields
    - Custom 01: Fund, first two digits of your GL
        - Examples include: 31, 32, 34 etc.
    - Custom 02: Function, the second two digits in your GL
        - Examples include: 01, 02, 04, 05, 06, 07, 09
    - Custom 03: Department, the middle four digits of your GL
        - Examples include: 1110, 2150, 3110, 8600, etc.
    - Custom 04: Object code, this is the last four digits of your GL
        - Examples include: 6274, 7330, 7892 etc.
        - This field is optional
        - The expense type covers this option but can be added

How often do I need to submit invoices?

- We recommend two to three times per week

How long does it take for an invoice to be paid once the invoice is submitted?

- It depends on two things: how long it takes your supervisor to approve and when the invoice is due.
    - If the invoice is not due for 21 days from submission, we will not pay it until closer to its due date

Why did my invoice go to the Tim?

- If the invoice is over $4,999, the invoice needs an additional approval

What do I do if my GL isn't available?

- Email us at finance@stmartin.edu

Who assigns an Invoice?

- Finance will do our best to assign invoices appropriately based on the information listed in the invoice.
    - If we assign an invoice to you erroneously, please let us know and we can re-assign it

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What does "extract" mean as a status?

- Extract is when we've pulled the invoice details out of the system and are preparing to remit payment to the vendor

What if the invoice has a date in the future?

- Please verify that the system read the date correctly. If the invoice lists the date as Day, Month, Year, the system will put it incorrectly
- If the invoice date is truly a future date, please wait to submit it until after the invoice date or delivery date.

Additional Information:

- Invoices will time out if not submitted/approved within a week of being assigned to you.
- When you have a new vendor, a W-9 is required
- Please reach out to us if the currency on the invoice is not in USD