



ROCHESTER CITY SCHOOL DISTRICT

CONCUR INVOICE

ATHLETIC DIRECTORS' GUIDE



It is the responsibility of the Athletic Director of each school to ensure the timely submission of Sports Official payment vouchers in the Concur Invoice system. The below steps outline the proper procedure for submission of such a payment voucher. Adherence to this procedure will enable the Accounts Payable department to pay our Sports Officials in an accurate and timely manner. All questions pertaining to this process can be directed to the Concur Administrator at 585-262-8710.

- 1) **Receive Sports Official Payment Voucher.** Obtain the completed Sports Official Voucher(s), verify all fields are filled in and the appropriate game fee is being requested. Within *one week of receiving the voucher*, enter it into Concur Invoice following the below steps.
- 2) **Log into Concur.** Access Concur by going to www.Concursolutions.com. Log-in ID is your RCSD email address and the default password is "welcome". Single Sign-on access, using your employee ID and network password, is available here: <http://intranet/Pages/Applications.aspx>.
- 3) **Create Invoice.** Select "Invoice" then "Create New Invoice".
- 4) **Select Official.** Find and select the official by searching for name and/or address in the search fields. If no vendor exists or the address on file is incorrect, select "Request New Vendor", enter in all required fields, and click "Apply". An image must now be uploaded in the "Request New Vendor" screen by selecting "Actions" then "Upload Image". Use a W-9 form if provided by the new official. Otherwise, upload the Sports Official Voucher.
 - **NOTE:** If multiple invoices are being entered for the same new vendor, only complete the "Request New Vendor" step once. The previously requested new vendor file can be used for additional invoices.
- 5) **Fill in all required fields:**
 - **Invoice Name** – Provide a name that references the event. Example: "Football"
 - **Invoice Number** – Use this format: "Vendor's Initials + Date of event". Example: For John Doe on 9/1/18, enter "JD090118".
 - **NOTE:** Only enter one invoice per day per vendor. If a Sports Official submits multiple vouchers for separate contests on the same day, enter them all on a single invoice in Concur. Otherwise, the system will identify it as a duplicate.
 - **Invoice Date** – Date of Contest/Event
 - **Total Invoice Amount** – Total payment requested for that day
 - **Click "Save"**
- 6) **Itemize and Allocate.** Enter the following required fields:
 - **Expense Type** – "Sports Officials – 5486"
 - **Line Description** – Enter the following: "Level + Sport + Opponent" (Ex. "Modified Football McQuaid")
 - **Quantity** – Should always be 1
 - **Unit Price** – Enter total fee for that contest/event
 - **Account** – 5486 - Must match the expense type
 - **Fund** – Use dropdown and select "A"
 - **Org** – Use dropdown and select "(29305)"
 - **Program** – Use dropdown and select "2855"
 - **Subclass** – Use dropdown and select "0000"

- 7) **Add Multiple Events.** If there were multiple contests/events on the same day, click the “Add” button to start another line for the next contest/event. The total of the itemizations needs to equal the Total Invoice Amount.
- 8) **Upload Image.** Scan and attach a copy of the completed voucher by selecting “Actions” then “Upload Image”. Browse and select the correct image and click “Upload”. To verify that the correct image was uploaded successfully, select “View Invoice” on the upper right-hand corner of the screen.
 - **NOTE:** If you do not have access to a scanner, you may use a smart phone to take a photo of the voucher and email it to yourself.
- 9) **Submit Invoice.** Click the “Submit Invoice” button on the upper right-hand corner of the screen. Agree to the terms stated in the acknowledgement by clicking “OK”. The invoice has now been submitted for approval. Rejected reports will be returned to the submitter for correction.
- 10) **View Status.** To view the status of submitted invoices, click “Invoice Manager” and change the view to “All My Invoices”. Locate an invoice using the search tool or sorting/scrolling through the list. Every invoice will need to be approved by the Accounts Payable Department, the Director of Athletics, and the Claims Audit Department.
 - **NOTE:** After all approvals are complete, payments will be made automatically based on scheduled due date. Checks are processed on a weekly basis on Thursday by the Accounts Payable Department.