



ROCHESTER CITY SCHOOL DISTRICT CONCUR INVOICE USER GUIDE



Any Rochester City School District employee requesting a direct payment assumes the responsibility of submitting an electronic invoice in the Concur Invoice system. Accounts Payable will no longer accept Claim Voucher forms to process direct payments. The below steps outline the proper procedure for submission of a direct pay invoice. Adherence to this procedure will enable the Accounts Payable department to make payments in an accurate and timely manner. All questions can be directed to the Concur Administrator at 585-262-8710.

SUBMITTING AN INVOICE FOR DIRECT PAYMENT

- 1) **Receive Invoice/Payment Documentation.** Obtain invoice and/or supporting documentation from vendor. If no official invoice exists, obtain all documentation available to support the payment (Receipts, registration, etc.). Concur invoices should be submitted *as soon as possible after receiving the invoice and/or supporting documentation*.
 - **NOTE:** If Accounts Payable receives an invoice without a Purchase Order, it will be assigned to the employee/department that placed the order. It will then be that employee or department's responsibility to submit the invoice for direct payment in Concur.
- 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 Vendor.** Find and select the correct vendor 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 vendor. Otherwise, upload the invoice or supporting documentation.
 - **NOTE:** If multiple invoices are being submitted for the same new vendor, only complete the "Request New Vendor" step once. The previously requested new vendor file can be used for subsequent invoices.
- 5) **Fill in all required fields:**
 - **Invoice Name** – Provide a unique name that references the type of invoice and will help you identify it quickly. Example: "ABC Conference Registration"
 - **Invoice Number** – Enter the invoice number if one is provided. If no invoice number is provided, use a unique number from the primary supporting document (i.e. Transaction ID, confirmation number, ticket number, etc.). If a unique number cannot be found, create an invoice number including the relevant date.
 - Example: For John Doe on 9/1/18, enter "JD090118".
 - **Invoice Date** – Enter the invoice date if one is provided. If no invoice date is provided, use the current date.
 - **Total Invoice Amount** – Total payment amount requested
 - **Click "Save"**
- 6) **Allocate.** Enter the following required fields:
 - **Expense Type** – Select the expense type (Budget account code)
 - **Line Description** – Enter a description of the line item
 - **Quantity**
 - **Unit Price** – Enter expense line total
 - **Account** – Must match the expense type

- **Fund**
 - **Org**
 - **Program**
 - **Subclass**
 - **Project** – Only required for grant funds
- 7) **Itemize.** If your invoice contains multiple expense items or events, you may itemize them by selecting the “Add” button to start another line for the next item/event. The total of the itemizations needs to equal the Total Invoice Amount.
 - 8) **Upload Image.** Scan and attach a copy of the invoice 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 invoice and email it to yourself.
 - **NOTE:** You may need to adjust your browser’s pop-up blocker settings to view the invoice.
 - 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. Invoices submitted with errors or without the required documentation will be returned to the submitter for correction.
 - 10) **View Status.** To view the status of previously submitted invoices, click “Invoice Manager” and change the view to “All My Invoices”. A submitted invoice can be located by using the search tool or by sorting/scrolling through the list. Every invoice will need to be approved by the Accounts Payable Department, Department Manager (and Grant Monitor if applicable), and Claims Audit Department. Additional approvers will be automatically included for confirming orders.
 - **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. After payment is made, payment information will appear in the invoice details and payment status will change to “Paid”.

APPROVING AN INVOICE

- 1) **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>.
- 2) **Review Invoices.** Select “Approvals” and then “Invoices” to get to a list of invoices pending your approval. Open an invoice and select “View Invoice” to view the image. Verify that the vendor and all required fields agree to the invoice image. Ensure that the budget code entered is correct and contains sufficient funds. To view all required approvals for the invoice, select “Details” and “Approval Flow”.
- 3) **Approve/Send Back Payment Invoice.** If the invoice is approved for payment, click “Approve”. The invoice will then move on to the next step in the approval workflow. If the invoice is not approved or needs changes, click “Send Back” and enter an explanation in the comments section. The invoice will be routed back to the submitting employee for correction.

DIRECT PAYMENTS (CONCUR)

The term “**direct payments**” refers to payments made to vendors when no purchase order is available and a P-card is not used. All direct payments are processed electronically via Concur Invoice. *Generally, governmental accounting requirements are such that a purchase order is mandatory for all purchases.* The purpose of this section is to establish uniform procedures and guidelines for District staff to follow that specify when it is permissible to initiate a purchase without a purchase order.

Expense Types Acceptable for Direct Payment

Description	Account Code
Legal Services	5244
Pupil Accidents	5414
Independent Evaluations	5415
Travel In District - Reimbursement Only	5424
Travel Out Of District - Reimbursement Only	5425
Membership Fees - Reimbursement Only	5426
Testifying Fees	5432
Professional Development – Reimbursement Only	5433
Admissions/Tournament Fees	5439
Postage	5462
Driver License Testing – Reimbursement Only	5466
Health Serv-Othr Dist	5473
Scholarships	5481
Permits and Fees	5482
Sports Officials	5486
Adjustment & Disallowance	5492
Judgments & Claims- Projected Liability Required	5493
Tool/Safety Shoe Allowance	5535
State Teachers Retirement	5813
Life Insurance	5816
Health Insurance - Ret Empl	5819
Dental Insurance Civ Serv	5820
Unemployment Insurance	5822
Workers Compensation	5823
Employee Assistance Program	5824
Tuition Reimbursement – Employee Reimbursement Only	5825
Moving Cost	5826
Health Insurance FSA Fee	5833

*Any items that do not appear on the above list require a purchase order or P-card payment