This document identifies the process for entering three-way match invoice activity. Three-way match is usually associated with materials/goods purchases. Three-way PO activity is also indicated by the words ‘WQTY’ appearing in the ‘Receipt Type’ field on the ‘Purchase Order’ tab on the ‘Enter Invoice Details’ screen.

Matching Fundamentals

- Any New POs created or updates done to existing POs in EAS will only be interfaced in the nightly process and will be available the following day in CONCUR.
- Receiving can be done 2 ways
  - Receiving can be done as part of the invoice entry by the Invoice owner.
  - Receiving can be done in advance as standalone - someone else in the department can receive the PO.
  - Receipt numbers are not auto generated in CONCUR so it is suggested that you use the invoice number as the receipt number.

Invoice Entry and Matching Process

Step 1.

Log into the CONCUR application at https://ibuy.gwu.edu with single sign-on using your GWU system ID and password. Then select the GW Invoice option icon on the right-hand side.
Step 2. Select the ‘Invoice’ module.
Step 3.
Click on ‘Create New Request’.
Step 4.

Enter the PO Number: Wild card (%) can also be used to search the PO numbers.

Enter the desired PO number in the ‘Purchase Order Search’ field, and then select it by “clicking” on the PO number.
Step 5.

Default PO information for the supplier is displayed. Make sure the remittance address on the invoice is populated.

Note: If the address does not match the remittance address on the invoice select the ‘Change’ option in the ‘Vendor Information’ window.
Enter the first few characters of the supplier’s name (for ex: “eplus”) in the search field “click” on the search icon as shown below.
Click on the supplier (vendor) address that matches the invoice remittance address.

Vendor address matches to the Address listed on the invoice.
You will then be returned to the Enter Invoice Details Screen and the appropriate supplier address will now be displayed.
Step 6:

Continue to Enter Invoice Details.

**Fields highlighted in red are all mandatory.**

W8 Received, W8 Expiration Date, WCF Expiration Date fields are populated form the Supplier record. Refer to details listed below.
Field Descriptions:

- **W8 Received and W8 Expiration date**: Review the ‘W8’ and ‘W8 Expiration Date’ fields. If the W8 indicator is ‘N’ or if the ‘W8 Expiration Date’ indicated is less than today’s date, the system will show a warning. Resubmit a new form after the updated W8 has been obtained from the supplier.

- **WCF Expiration date**: Review the ‘WCF Expiration Date’ field. If the date is less than today’s date, the system will show an exception. Resubmit after a new Workers Classification Form has been completed (by your organization), and submitted to the Tax Department for their review and approval.

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**Definition of each Invoice Form Type listed in the list of values:**

- **Commercial PO invoice**: A bill issued by a supplier/vendor who rendered a good or service to the University. It is supported by a purchase order.

- **Commercial non-PO invoice**: A bill issued by a supplier/vendor who rendered a good or service to the University that does not require a purchase order.
• **Honorarium**: An honorarium is a one-time payment of a nominal amount that may at the discretion of the university, be made to an individual (who is not an employee or a student of the university), as an expression of gratitude for a personal service or expertise provided by the individual for a special and non-recurring activity or event with a short duration for which a fee is not legally or customarily required and where compensation is not requested.

• **Prize**: Given as a reward to the winner of a competition or in recognition of an outstanding achievement. Not applicable to employees.

• **Award**: Given in recognition of an outstanding achievement. Not applicable to employees.

• **Endowment**: Expense paid by endowments. Requires approval by Treasury.

• **Others-Identify**: If you don’t see the form type from the list of values use the form type ‘Others-Identify’ and enter the invoice type in Comments (Message to AP) Column.

• **Donations**: Used to capture the donations to charitable organizations by the university.

• **Petty Cash Replenishments**: GW has a very small number of petty cash funds. When replenishment is required to properly fund the account, this type should be used.
Enter Invoice Details – Continued:

Definition of each Invoice Type listed in the LOV (List of Values):

- **Standard**: An invoice from a supplier representing an amount due for goods or services purchased or performed
- **Credit memo**: A memo from a supplier representing a credit amount towards goods or services
- **Prepayments**: An invoice entered to pay an advance payment for expenses to a supplier. If you choose the Prepayments Invoice type, please enter the Prepayments end date on the invoice lines.
Enter Invoice details – Continued:

Field Descriptions:

- **PO Number**: This field is already populated when you select the PO number in Step 4. If you see PO Number–Number then that is the blanket release number followed by the release number.
  For example: PO Number: 1000134271-176 - in this case 1000134271 (PO blanket release number) and 176 (release number)
- **PO Approval Status**: Invoices can be created only for the ‘Approved’ PO status
- **PO Total Active Encumbrance**: This field indicates the total available encumbrance on the PO
  Note: As the interfaces between EAS and CONCUR are not real time this value may not reflect the correct amount that is in EAS.
- **Service Period:** This is a free text form field. Enter the dates during which the services have been performed. For example: 1-JAN-2018 to 31-JAN-2018
- **Request Name:** Enter the name of the request. This is similar to what we use in Expense today. Select a unique name for each submission.
- **Payment Remittance Description (Visible to Vendors):** Enter a meaningful description in this field as this description will be printed on the check and ACH remittances that are sent to the vendors.
- **Invoice Number:** Use the invoice number provided by the supplier. If you don’t have an invoice number, refer to the AP website for recommendations (invoice number protocol). **Strictly adhere to the AP invoice protocol. Do not create your own invoice number; by doing so you will circumvent the duplicate invoice detection process.**
- **Invoice Date:** Enter the invoice date provided by the supplier. If there is none use the current date.
- **Currency:** By default US currency USD is populated. If the invoice is in another currency, select the currency from the list of values.
- **Total Invoice Amount (Include S&T):** Enter the total invoice amount that is sent by the supplier including shipping and tax.
- **Shipping:** Enter the shipping amount that is listed on the invoice sent by the supplier - the amount entered would be equally split among the invoice lines.
  - If the shipping is already included as a line on the PO, select that as a shipping line to match to the invoice.
  - If the shipping is not included then add the shipping amount in the shipping field on the invoice header and this amount will be equally grossed up to each matched invoice line.
- **Request Total:** Request total is the total amount of the invoice lines.
- **Processing Type:** Standard is the default value. ‘Priority’ processing type is used only for any emergency payments that need to be paid immediately. **Enter your business justification notes in the Comments (Message to AP) field so Accounts Payables can treat this payment as priority.**
- **Payment Method, Net Payment Terms, and Payment Due Date:** The payment details information are populated from the vendor/supplier record.
- **Mail Instructions:** Mail instructions are required for check instructions. Depending on the ‘Priority’ of the check payments, ‘Mail instructions’ can be selected. The postage expenses for using the mail instructions would be charged to the department submitting the invoice.
- **Special Handling Detail**: This field can be used to enter any additional instructions regarding the payment (including details for ‘HOLD FOR PICK UP’).

- **Special Handling Code**: These values can be selected only for check payments
  - **Attachment required**: Checks will be delivered to the Accounts Payables address
  - **Hold For Pick up**: Checks will be delivered to the FSSC in Washington DC for pick up by the requester

- **Comments (Message to AP)**: All the comments and instructions that you need Accounts payables to follow and take action on the invoice has to be entered into this field

- **FD Group**: FD group will default from the home org. If this is not the correct FD group you can choose the right one to which you are charging to from the list of values and submit or assign the invoice for approval.

![Click on Save](image)
You will then be taken to the following screen where you will select the ‘Cancel’ option.

<table>
<thead>
<tr>
<th>Amount Remaining to be Itemized</th>
<th>$11,000.00</th>
</tr>
</thead>
</table>

Click on Cancel
You will then be returned to your invoice details, where you will select the ‘Matching Summary’ tab.
In this tab we match the line items being invoiced to the Purchase Order.

Enter the PO line to which the invoice has to be matched.

A. Select the PO Line number to which the invoice has to match
B. Click on ‘Copy Items from PO’
The following screen will appear.
Select the PO line item that needs to be matched on the screen and click on ‘Copy’.

Select the Po Line number to which the invoice has to match

Note: You may select single line or select multiple PO lines.
Matching Summary shows Exceptions, as we need to receive the goods.

Matching Summary shows the exceptions in red.
Step 7: Steps to perform Receiving

Click on the ‘Purchase Order’ tab to enter the receipts.
On the following screen, scroll down to the PO line and select the ‘Enter’ box to enter your receipt.
Enter your receipt information – utilize a unique receipt number for each entry for each PO, receipt date, and quantity received and then click ‘Save’.

Receipt Numbers are not auto generated - it is suggested to use the Invoice number as the Receipt number.

Scroll down and then repeat Step 7 to create receipts for the other PO line numbers.

Click on Save
All items have now been matched and ‘Exception’ messages have been cleared.

Return to the ‘Payment Request’ tab by selecting it.
Step 8: Note: This step is only required if you are not paying the full amount of PO line items. If you are not paying the full amount of the PO line item, “click” on the ‘Payment Request’ tab.
Select the Check box
click on Edit

Click on Edit
The following screen will be displayed.

**Note:** Unit price will be copied from the PO line - you have to update the ‘Quantity’ field to reflect the amount that is billed on the invoice.

**For example:** The Unit Price for the PO line is 1.00. Thus you will want to update the ‘Quantity’ field from 8859.5 (the original PO line item amount) and change it to 4700, the amount billed on the invoice to be paid.
Special note: If the invoice was originally entered under the non-PO policy and the distributions were saved and the invoice was revised to reflect the PO policy, the system will retain the original distribution info, which may not be that of the PO. Should this be the case, you will need to delete the distributed line and then match the invoice (via the ‘Matching Summary’ tab).

**Step 8:** For Invoices that are matched to POs that are charged to grants enter the following fields.

A. Select the Check box
   click on Edit

B. Click on Edit
The following screen will be displayed:

Note: For Invoices that are matched to PO that are charged to Grants enter the following fields.

- **Type of Activity**: If a non-domestic expense type is indicated, select the ‘Type of Activity’ from the list of values.
- **Regions**: If a non-domestic expense type is indicated, select the ‘Regions’ from the list of values.
- **Expenditure Item Date**: If an award is involved, the ‘Expenditure Item Date’ field must be populated by entering the date (either via manual enter or selecting the calendar “dropdown”. This expenditure item date is carried over into EAS and will be populated on the invoice in EAS.
Click on ‘Save’.

Click on Save
After you click on ‘Save’ the header and the line items are now “in balance”, with both now showing the same amount.
Step 9: Upload your invoice image

Click on ‘Actions’->’Upload Image’
Click on ‘Browse’ to locate the invoice where it is stored.
Identify the invoice for upload and select it.
Image will be indicated as ‘Uploaded’

Select ‘Close’ to complete the invoice upload process
The invoice is now attached to your request. If you wish to verify, you may do so by clicking the ‘View Invoice’ option.
Step 10.

Submit your request for management approval by selecting the ‘Submit Request’ option.
The following screen is displayed.

Enter the name (last name, first name) of the appropriate approver in the ‘Invoice Approver’ field. **This individual should be someone higher in your organizational hierarchy or the individual authorizing the charges if the charges are being posted external to your organization.**

![Approval Flow for Payment Request: TEST_SP-AA3_VF](image)

Note: Depending up on the invoice conditions it will route to various approvers such as OVPR Sub-award approval, Supplier Maintenance etc. (Refer to the Invoice approval Guidelines Document for additional details.)

Click on ‘Submit Request’ to initiate the approval.
To verify the status of this (or any) submission you may select the ‘My Requests’ option and then select either ‘All Requests’, ‘Requests Submitted This Month’ or any other appropriate selection.