Introduction to iBuy+ INVOICE

WHAT YOU NEED TO KNOW BASICS

The new GW iBuy+ Invoice system (also known as Concur Invoice) automates invoice processing. This user-friendly system helps simplify and streamlines the processes for invoice submissions, approvals, payment status determination, and reporting.

The guidelines below will help users get familiar with the new application.

1. Process Basics
   a. Pop-up blockers must be disabled in order to view invoice documents in Concur Invoice.
   b. The new Concur Invoice system is used in place of the Payment Request Form.
   c. Securing of approval signatures on invoices is no longer necessary. The approval within Concur Invoice is the authorization for payment for non-PO and two-way PO invoice activity.
   d. DCFs or journal entries may not be submitted through iBuy invoice. The online Invoice Submission Form should still be utilized for that purpose.
   e. All expense reimbursement requests must be manually entered in Concur Invoice. They may not be sent by email to Capture for initial entry.
   f. Petty Cash replenishment requests must be manually entered in Concur Invoice. They may not be sent by email to Capture for initial entry.
   g. When submitting an invoice and requesting ‘Priority’ rather than the default ‘Standard’ as the “Processing Type” you must provide a business justification (i.e. the specific disruption of the delivery of goods or services and the impact to your organization) in the ‘Comments (Message to AP)’ field. Failure to do so will delay the payment as this is required for the payment process to proceed.
   h. You can check the approval and or payment status for any of your submissions in Concur. The image invoice will be retained for future retrieval and records retention purposes. This will promote greater self-sufficiency. Suppliers will also have the capability to monitor their payment activity.

2. AP Payment Types
   a. Check – Paper check generated by and mailed the same day directly to the supplier from PNC Bank.
   b. Electronic – Payment by ACH/EFT deposited directly to payee domestic bank account. Payment settlement normally takes 2 – 3 business days. Similar to employee salary disbursements from Payroll.
   c. JP Morgan Single-Use Card – Payment administered by JP Morgan Chase Bank. Suppliers must register to participate in the program, and receive payment immediately (not subject to NET 30 payment terms). Suppliers receive an e-mail with a unique credit card number for each payment and then access the payment from a secured website. The
supplier may be assessed a fee by their bank (rate unknown to GWU). The university receives a rebate from the bank for this payment type activity.

d. **Wire (Domestic)** – Same day payment (the date when processed, not submitted) issued by wire to a domestic bank. Banking information must be registered by the supplier.

e. **Wire (International)** – Same day payment (the date when processed, not submitted) issued by wire to a foreign bank. Banking information must be secured from the supplier. Payment settlement is dependent upon the foreign bank.

f. **Wire (Manual)** – Same day payment (the date when processed, not submitted) issued to GWU critical payment recipients domestically and for all payments to foreign banks or payments issued in any currency other than US dollars. These payments are disbursed by Treasury Management. *When submitting payments for this payment type, the document containing the payee’s banking information (required) must be the first page of your invoice image document.* After disbursement by Treasury, AP manually posts the payment transaction.

3. **Data Entry Tips**

a. **Invoice Number** - When manually entering an invoice number into Concur Invoice, enter the invoice number with only alpha-numeric characters with no spaces and with all characters entered as upper case characters. When an invoice is presented without an invoice number, please ensure that you format the invoice number in accordance with the AP invoice number protocol. This will reduce the probability of duplicate invoice submission/payment activity. The protocol is available on the AP website.

b. **Instructions** - Ensure that special payment instructions are communicated in the ‘Comments (Message to AP)’ field.

c. **PO exempt code** - When submitting an invoice under the non-PO policy you must identify the numerical one or two digit PO exempt code associated with the submission (codes available at https://procurement.gwu.edu/goods-and-services-are-exempt-competition). Failure to do so will delay the payment as this is required for the payment process to proceed.

d. **Vendor Address** - When entering an invoice or reviewing a PO related invoice that you have sent to Capture, please ensure that the remittance address on the invoice is an exact match to the address indicated in the ‘Vendor Information’ window. The default supplier code associated with a PO is not necessarily the same address to which the payment should be directed. If the address does not match and there is no matching address available in Concur Invoice, then a new supplier code must be established by Supplier Maintenance before the transaction can proceed.

e. **Vendor Bank Account** - Similarly, if the last four digits of the bank account appearing on the invoice do not match that shown in the ‘View’ option of ‘Vendor Information’, then the bank account must be updated on the supplier record by Supplier Maintenance before the transaction can proceed. When Supplier Maintenance updates a record, the change is not reflected in Concur Invoice until the next day.