



Invoice Processor

Quick Reference Guide (QRG)

Department of Finance & Administration
AASIS S/4HANA Upgrade and Implementation





Introduction

Purpose

Use this guide to process an invoice.

Concur Invoice takes supplier invoices from receipt to approval by validating key details, routing them for matching (PO) or coding (direct), and resolving exceptions.

Once approved, the invoice is sent to AASIS S/4HANA for posting and payment.

When to Use this Guide

Use this guide when you need to process an invoice.

Before You Begin

Before starting this procedure, log into Concur and remain on the Home Screen.

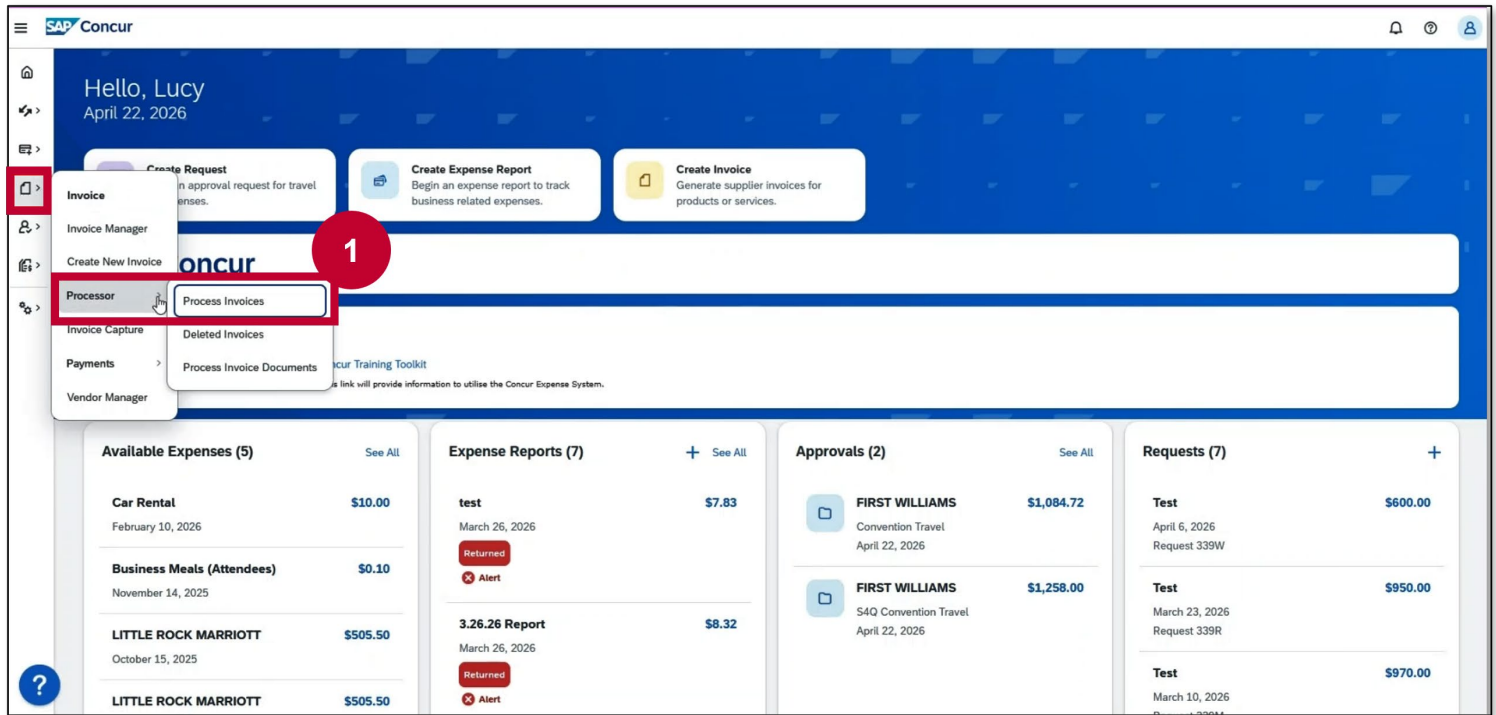
You must have the Invoice Processor role on your account to complete this action.

This guide applies to both PO and Direct Invoices.

Invoice Processing (1 of 5)

Access the Invoice Processor

1. Navigate to the **Processor** by selecting **Invoice > Processor > Process Invoices** from the side navigation bar.



The screenshot shows the SAP Concur dashboard for user Lucy. The side navigation bar on the left contains the following items: Home, Invoice, Invoice Manager, Create New Invoice, Processor, Invoice Capture, Deleted Invoices, Payments, Process Invoice Documents, Vendor Manager, and Concur Training Toolkit. The 'Processor' item is highlighted with a red box. A dropdown menu is open for 'Processor', showing 'Process Invoices' (highlighted with a red box and a red circle with the number '1'), 'Deleted Invoices', and 'Process Invoice Documents'. The main dashboard area displays four sections: Available Expenses (5), Expense Reports (7), Approvals (2), and Requests (7). Each section contains a list of items with their respective amounts and dates.

Section	Item	Amount	Date	Status
Available Expenses (5)	Car Rental	\$10.00	February 10, 2026	
	Business Meals (Attendees)	\$0.10	November 14, 2025	
	LITTLE ROCK MARRIOTT	\$505.50	October 15, 2025	
	LITTLE ROCK MARRIOTT	\$505.50		
Expense Reports (7)	test	\$7.83	March 26, 2026	Returned Alert
	3.26.26 Report	\$8.32	March 26, 2026	Returned Alert
Approvals (2)	FIRST WILLIAMS	\$1,084.72	Convention Travel April 22, 2026	
	FIRST WILLIAMS	\$1,258.00	S4Q Convention Travel April 22, 2026	
Requests (7)	Test	\$600.00	April 6, 2026 Request 339W	
	Test	\$950.00	March 23, 2026 Request 339R	
	Test	\$970.00	March 10, 2026	

Invoice Processing (2 of 5)

Locate the Invoice

- All invoices ready for processing in your group show in the queue. Select the invoice you wish to process.

SAP Concur

Invoices Ready For Processing

Group: Global Group
Showing invoices created within last 3 months (Change)

Query Actions Group Preferences

Search: Invoice Name Begins with

Go To

Invoice Name	Employee Name	Vendor Name	Invoice Received	Origin Source	Approval Status	Payment Status	Request Total	PO Number	Invoice Number	Create Date	Latest Submit Date	Custom 01 - Location
Test	Vemulapati, Sravya	ROSE HILL FIRM	Y	User Added Request	Accounting Review	Not Paid	\$480.00		73382	04/22/2026	04/22/2026	Integration Client
\$40 4500000391 Rev...	YOUNG, FIRST	NORTHWEST BENTO...	N	User Added Request	Accounting Review	Not Paid	\$160,000.00	4500000391	450000039100	04/22/2026	04/22/2026	Integration Client
Matched to Purchase Order Code: INVFIERR, Level: 1: Financial Integration Posting failed. Check audit trail for detailed error messages.												
MM401	YARBERRY, CORY A.	PINE BLUFF SAND & ...	Y	User Added Request	Accounting Review	Not Paid	\$3,250.00	4504000110	401	04/22/2026	04/22/2026	Migration Client 200
Matched to Purchase Order Code: INVFIERR, Level: 1: Financial Integration Posting failed. Check audit trail for detailed error messages.												

Page 1 of 1

Displaying 1 - 3 of 3 | Send to Excel

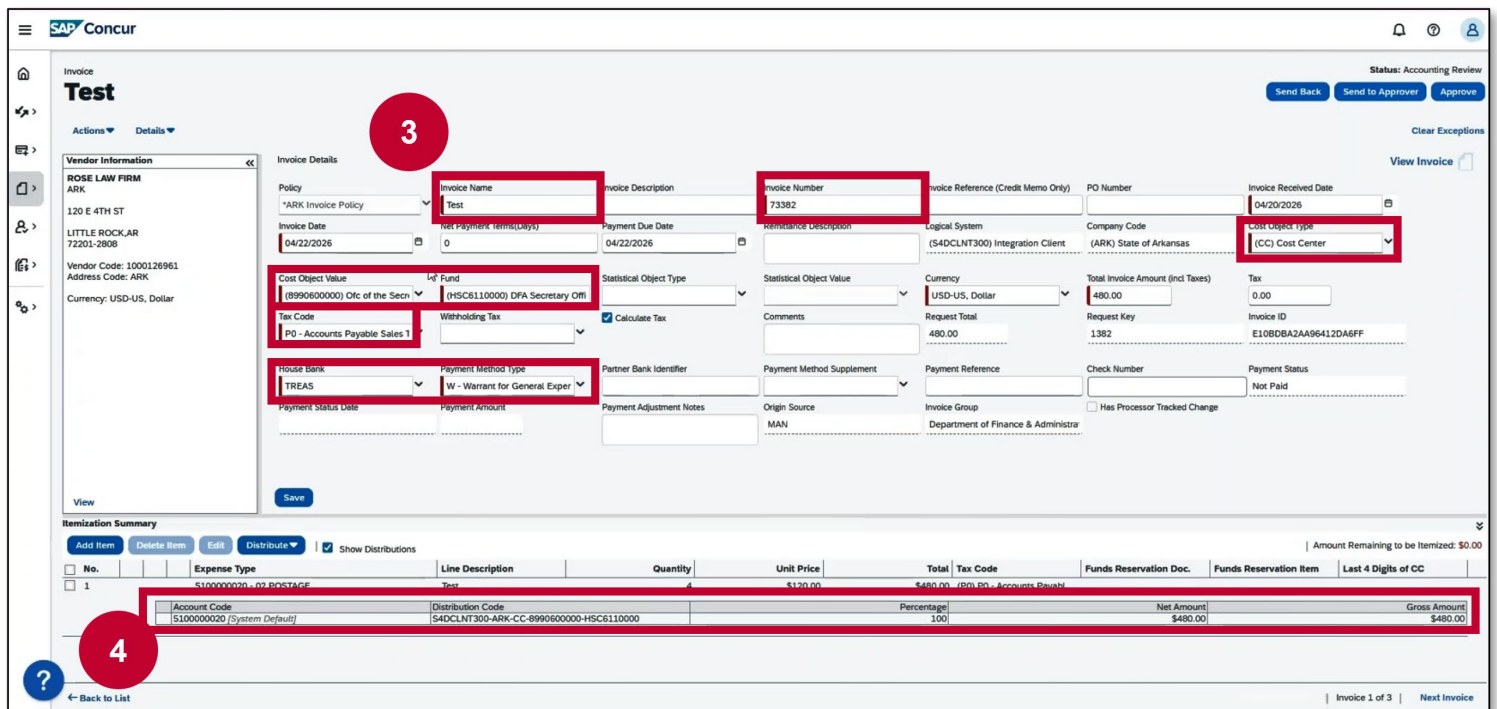
Invoice Processing (3 of 5)

Review the Invoice

3. Review the invoice details. Pay close attention to the following fields:

- Invoice Name
- Invoice Number
- Cost Object Type
- Cost Object Value
- Fund
- Tax Code
- House Bank
- Payment Method Type

4. Open the line item expenses.



The screenshot displays the SAP Concur 'Invoice Test' interface. A red circle with the number '3' highlights the 'Invoice Details' section. Within this section, several fields are highlighted with red boxes: 'Invoice Name' (Test), 'Invoice Number' (73382), 'Cost Object Type' ((CC) Cost Center), 'Cost Object Value' ((899060000) Ofc of the Sec), 'Fund' (HSC6110000) DFA Secretary Off, 'Tax Code' (PO - Accounts Payable Sales 1), 'House Bank' (TREAS), and 'Payment Method Type' (W - Warrant for General Expe). The 'Invoice Received Date' is 04/20/2026, and the 'Total Invoice Amount (incl Taxes)' is 480.00.

A second red circle with the number '4' highlights the 'Itemization Summary' table at the bottom. The table has columns for No., Expense Type, Line Description, Quantity, Unit Price, Total, Tax Code, Funds Reservation Doc., Funds Reservation Item, and Last 4 Digits of CC. The first row shows a quantity of 1 for the expense type '5100000020 - POSTAGE' with a unit price of \$130.00 and a total of \$480.00. The 'Net Amount' is \$480.00, and the 'Gross Amount' is \$480.00.

Invoice Processing (4 of 5)

Validate Line Item Expenses

5. Validate the line item expenses:
 - Expense Type (G/L Account)
 - Line Item Description
 - Quantity
 - Unit Price
 - Tax Code
6. Once the line item is validated, click **Save**.

EDIT LINE ITEM

View Invoice

Expense Type	Line Description	Quantity	Unit Price	Total	Tax Code	Funds Reservation Doc.	Funds Reservation Item	Last 4 Digits of CC
100000020 - 02 POSTAGE	Test	4	120.00	480.00	PO - Accounts Payable Sales Tax Ex			

5

Distributions

Distribution Summary

Distributions

Total: \$480.00 | Distributed: \$0.00 (0%) | Remaining: \$480.00 (100%)

Distribute By Add Delete Favorites Add to Favorites

Percentage	Logical System	Company Code	Cost Object T...	Cost Object V...	Fund	Statistical Obj...	Statistical Obj...	Assignment N...	Distribution Code
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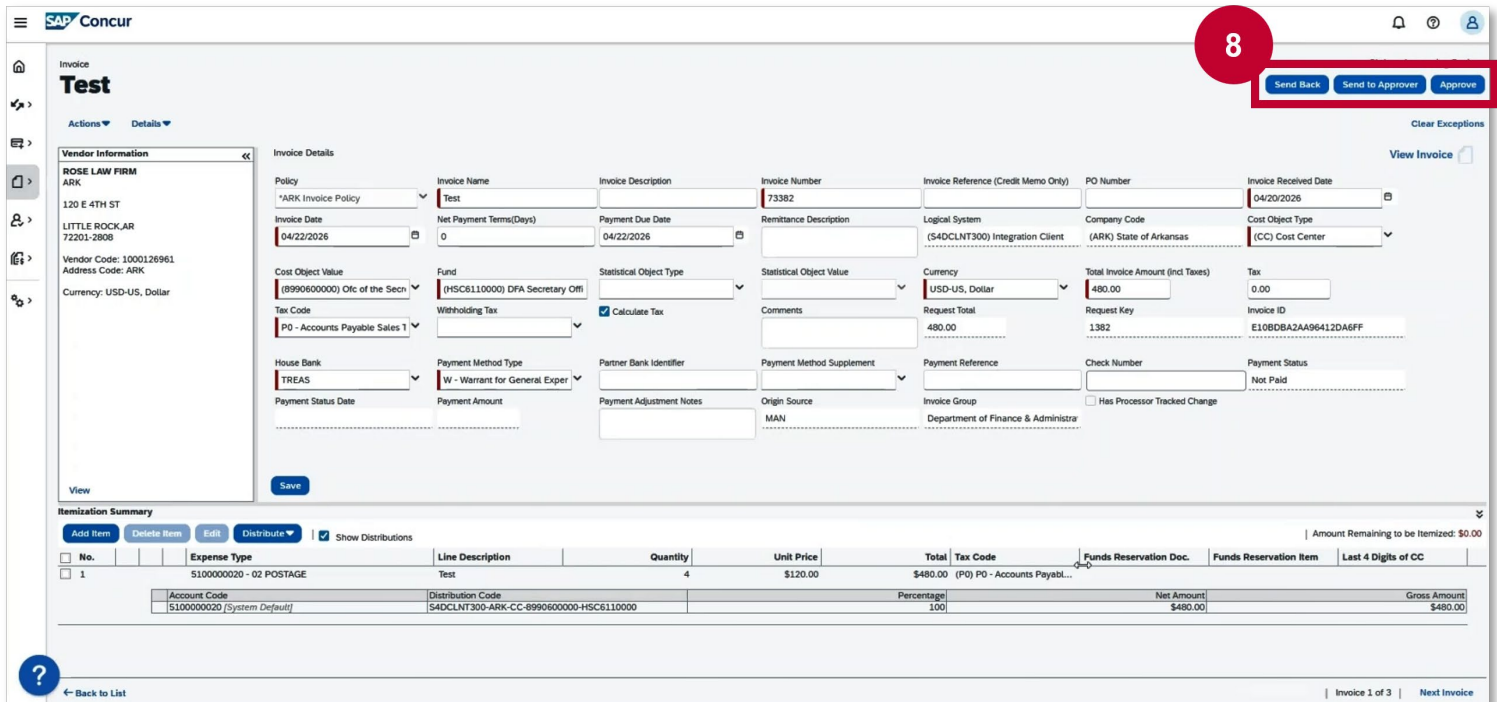
6

Save

Invoice Processing (5 of 5)

Finish the Invoice

8. Once your full review is complete, select one of the options at the top:
 - **Send Back** – return the invoice for correction
 - As the Processor, do not make changes to the invoice
 - **Send to Approver** – send to another approver for additional review
 - **Approve** – approve the invoice for posting and payment



Invoice Test

Vendor Information

ROSE LAW FIRM
ARK
120 E 4TH ST
LITTLE ROCK, AR
72201-2808
Vendor Code: 1000126961
Address Code: ARK
Currency: USD-US, Dollar

Invoice Details

Policy: *ARK Invoice Policy
Invoice Name: Test
Invoice Description:
Invoice Number: 73382
Invoice Reference (Credit Memo Only):
PO Number:
Invoice Received Date: 04/20/2026
Invoice Date: 04/22/2026
Net Payment Terms(Days): 0
Payment Due Date: 04/22/2026
Remittance Description:
Logical System: (S4DCLNT300) Integration Client
Company Code: (ARK) State of Arkansas
Cost Object Type: (CC) Cost Center
Cost Object Value: (8990600000) Ofc of the Secy
Fund: (HSC6110000) DFA Secretary Off
Statistical Object Type:
Statistical Object Value:
Currency: USD-US, Dollar
Total Invoice Amount (incl Taxes): 480.00
Tax: 0.00
Tax Code: PO - Accounts Payable Sales 1
Withholding Tax:
Calculate Tax: ☒
Comments:
Request Total: 480.00
Request Key: 1362
Invoice ID: E10BDBA2AA96412DA6FF
House Bank: TREAS
Payment Method Type: W - Warrant for General Expe
Partner Bank Identifier:
Payment Method Supplement:
Payment Reference:
Check Number:
Payment Status: Not Paid
Payment Status Date:
Payment Amount:
Payment Adjustment Notes:
Origin Source: MAN
Invoice Group: Department of Finance & Administr

Itemization Summary

Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Quantity	Unit Price	Total	Tax Code	Funds Reservation Doc.	Funds Reservation Item	Last 4 Digits of CC
1	5100000020 - 02 POSTAGE	Test	4	\$120.00	\$480.00	(PO) PO - Accounts Payabl...			
					Percentage	Net Amount	Gross Amount		
Account Code: 5100000020 [System Default]					Distribution Code: S4DCLNT300-ARK-CC-8990600000-HSC6110000	100	\$480.00	\$480.00	

← Back to List

Invoice 1 of 3 | Next Invoice

Key Takeaways

Tips and Notes

The processor review is the final validation before posting and payment.

Outcome

The invoice is processed and submitted.

Related Training

Use these resources if you need more detailed instruction:

- Concur Invoice Approval WBT
- Concur Essentials – Invoice ILT