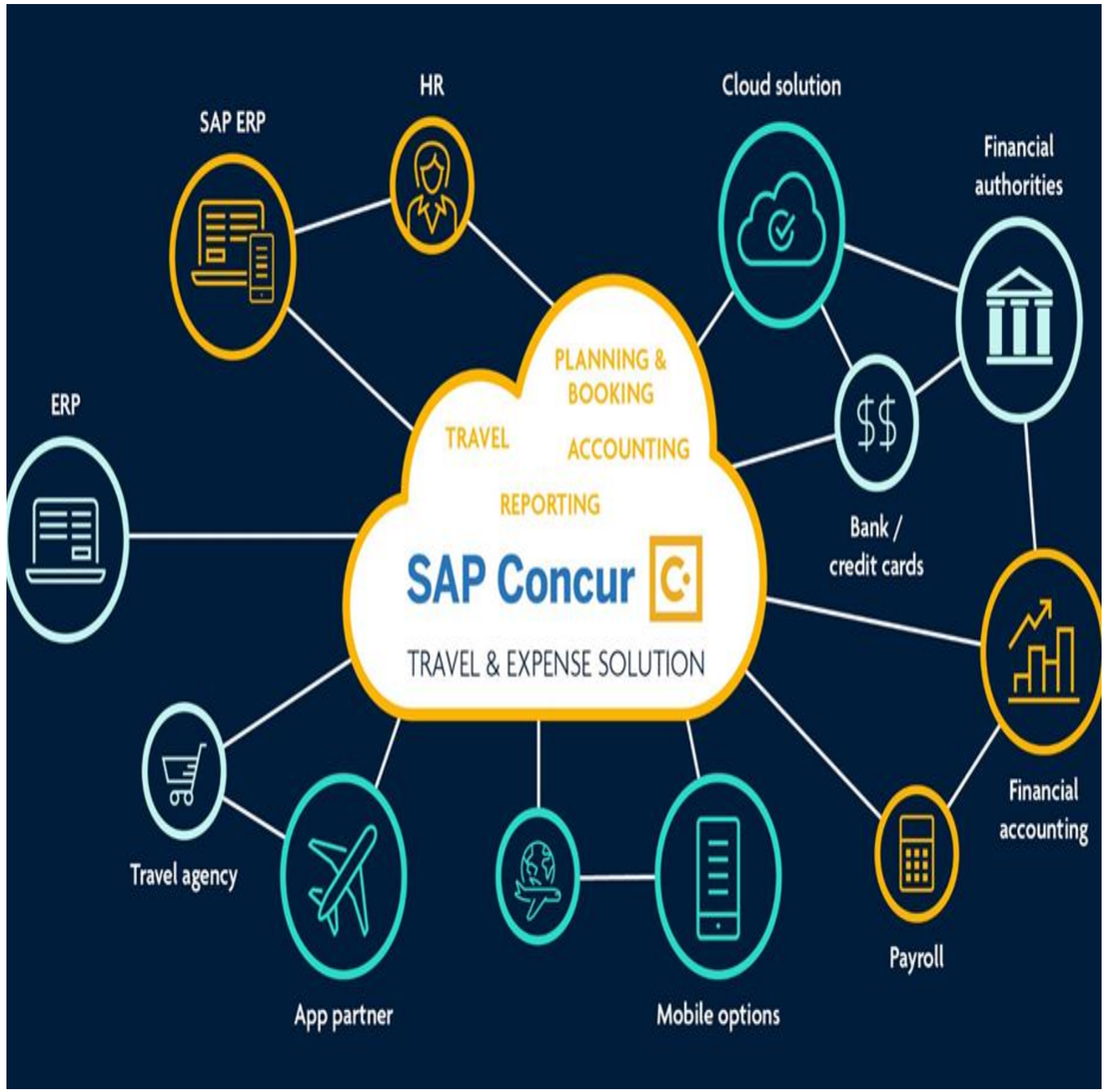
CARISMA SOLUTIONS

# BK & OSS

# *SAP CONCUR*





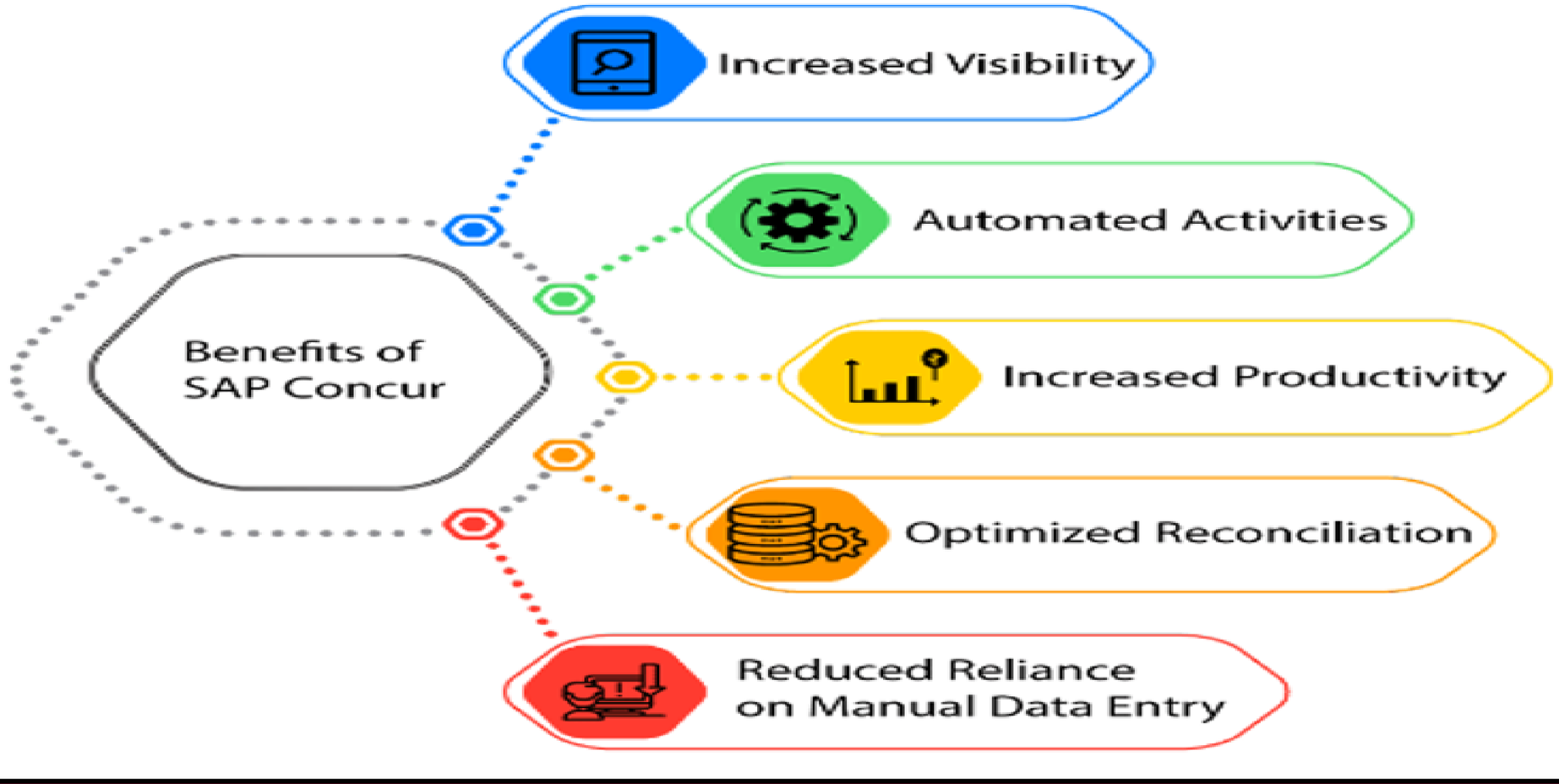

# SAP Concur

*SAP helps automating the invoices approvals and locating the invoices which are in with disputes with suppliers or if any mismatches happened, reduced the risk of missing invoices and missing mails, makes approval process more efficient and in timely manner, easy to drafts the reports. .*

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# Benefits of SAP Concur




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# SAP Invoice Processing

- Mail from Supplier
- In concur

✓Document Separation

✓Verification

✓Assigning

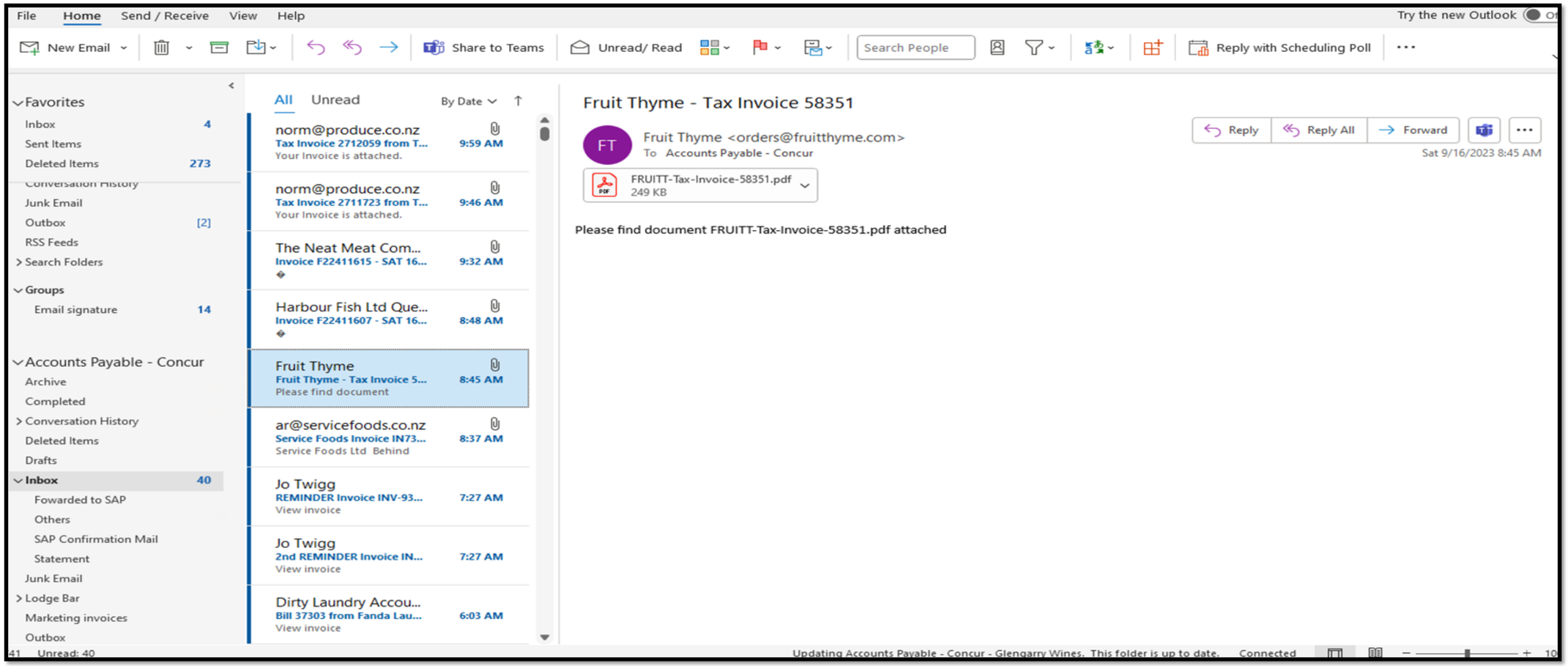



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# SAP Invoice Processing

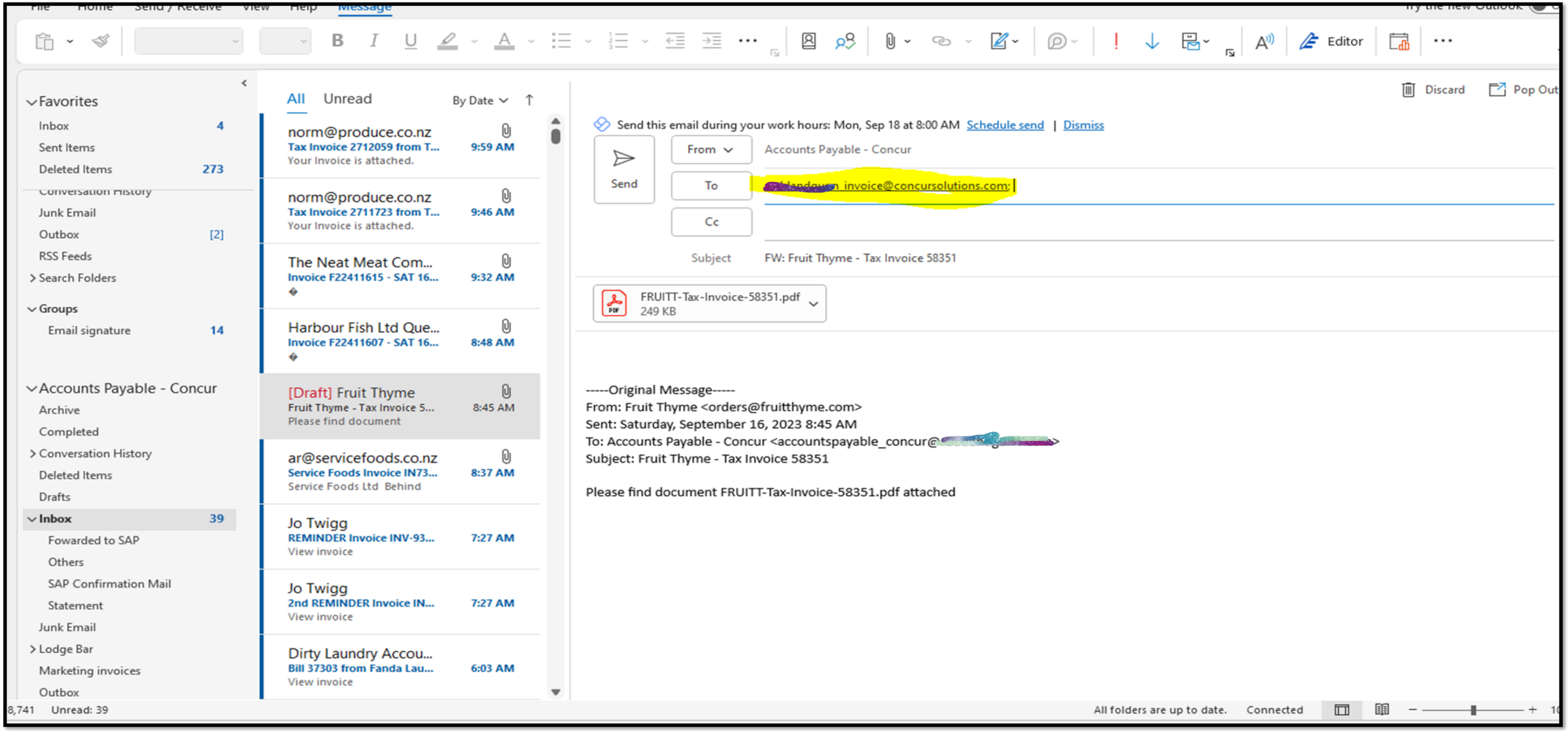
- This is how we receive a mail from supplier




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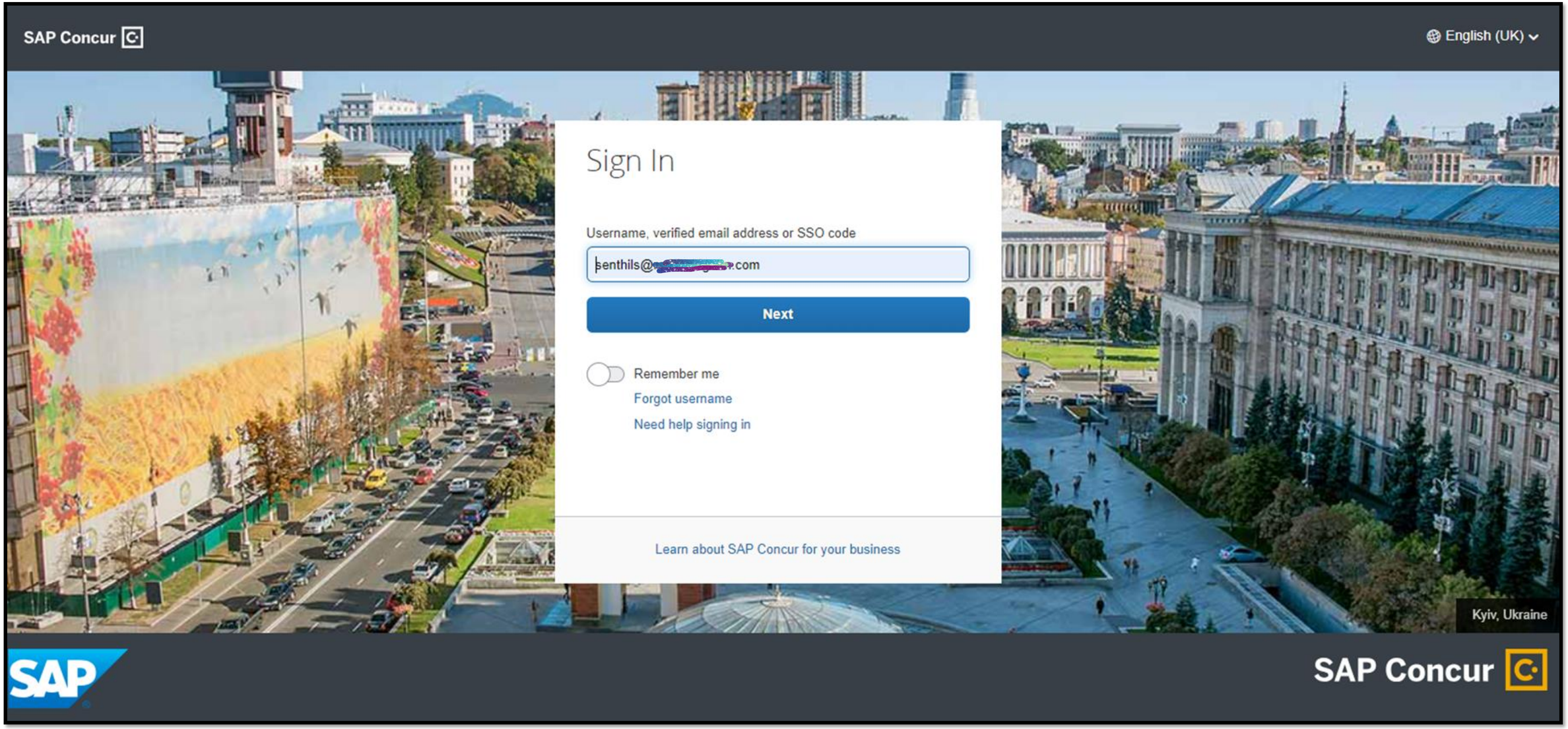
- **We've to forward the invoices to SAP Concur through mail like below**




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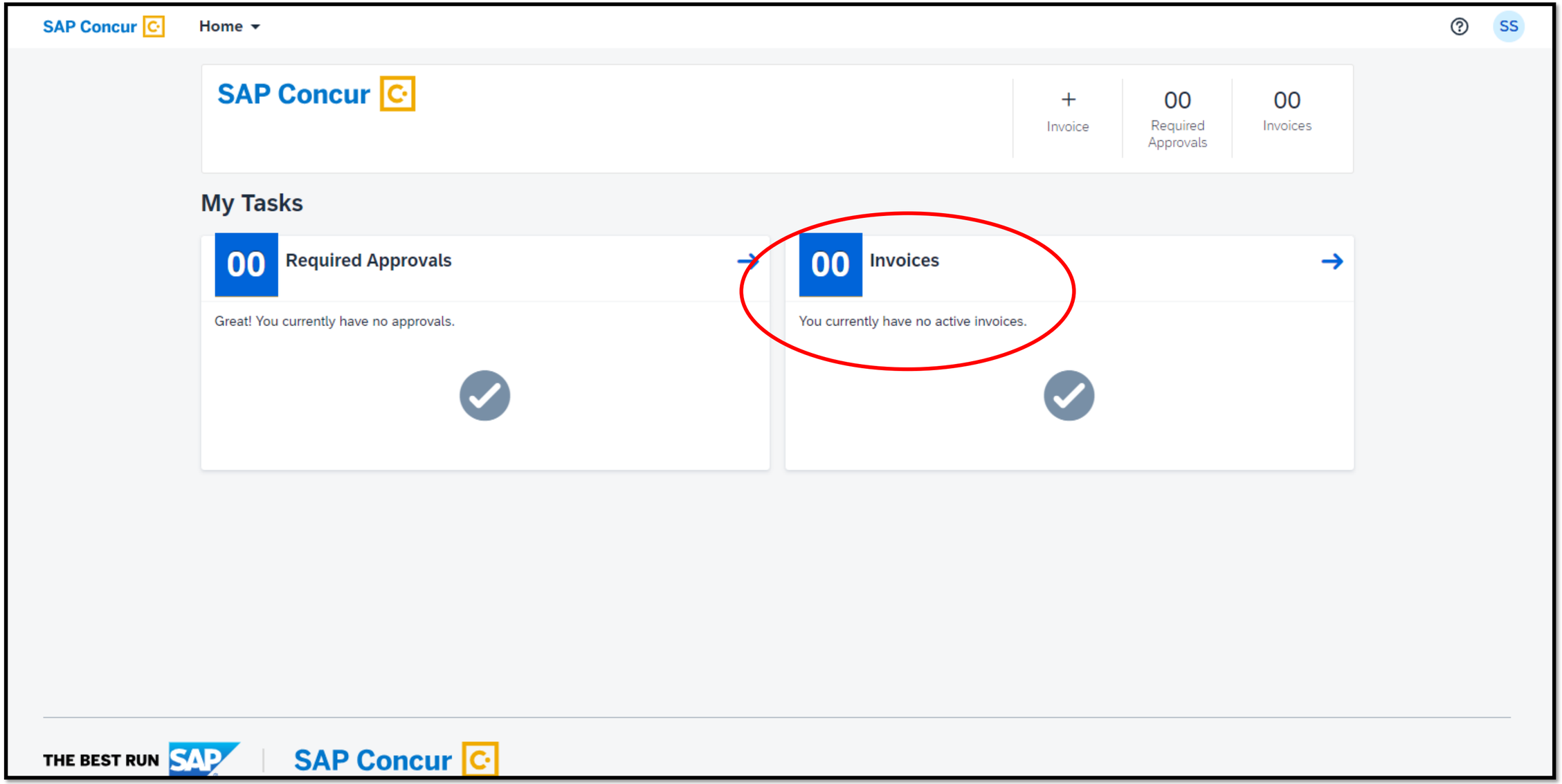
# In Concur




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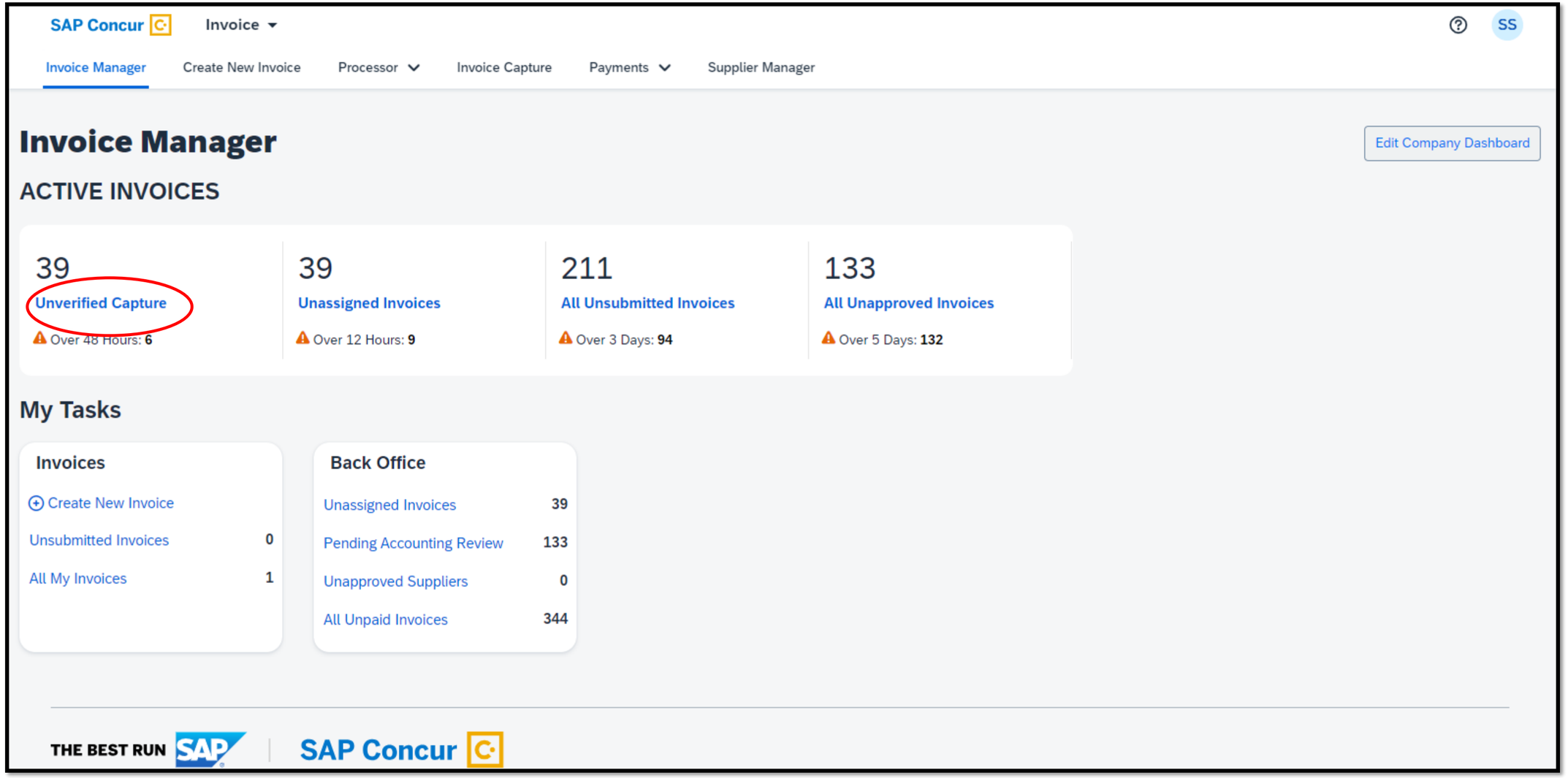
# SAP Concur Homepage : Click the invoice here




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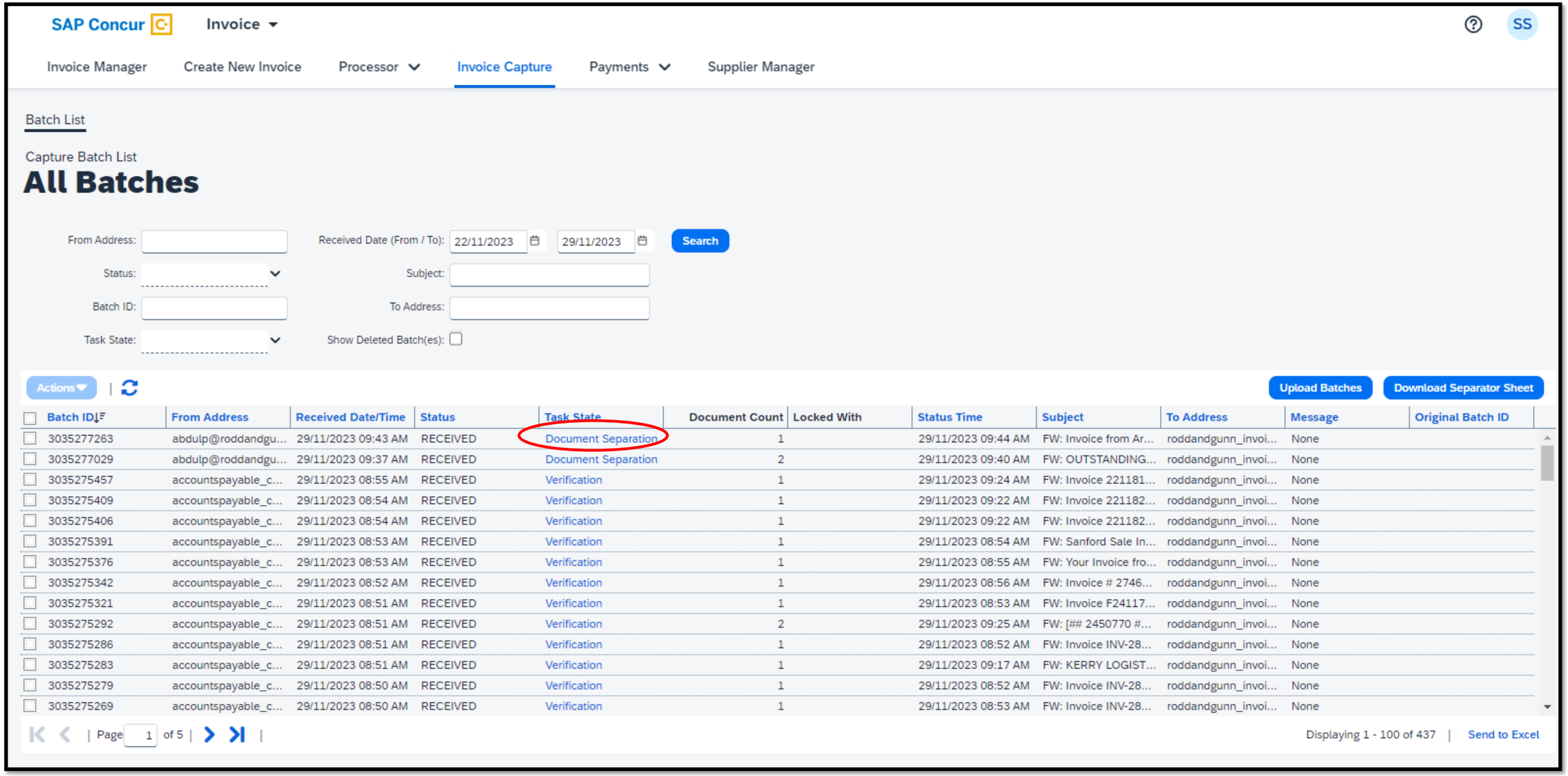
# SAP Concur Dashboard : Click the unverified Capture tab




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# *Process 1* : Document Separation




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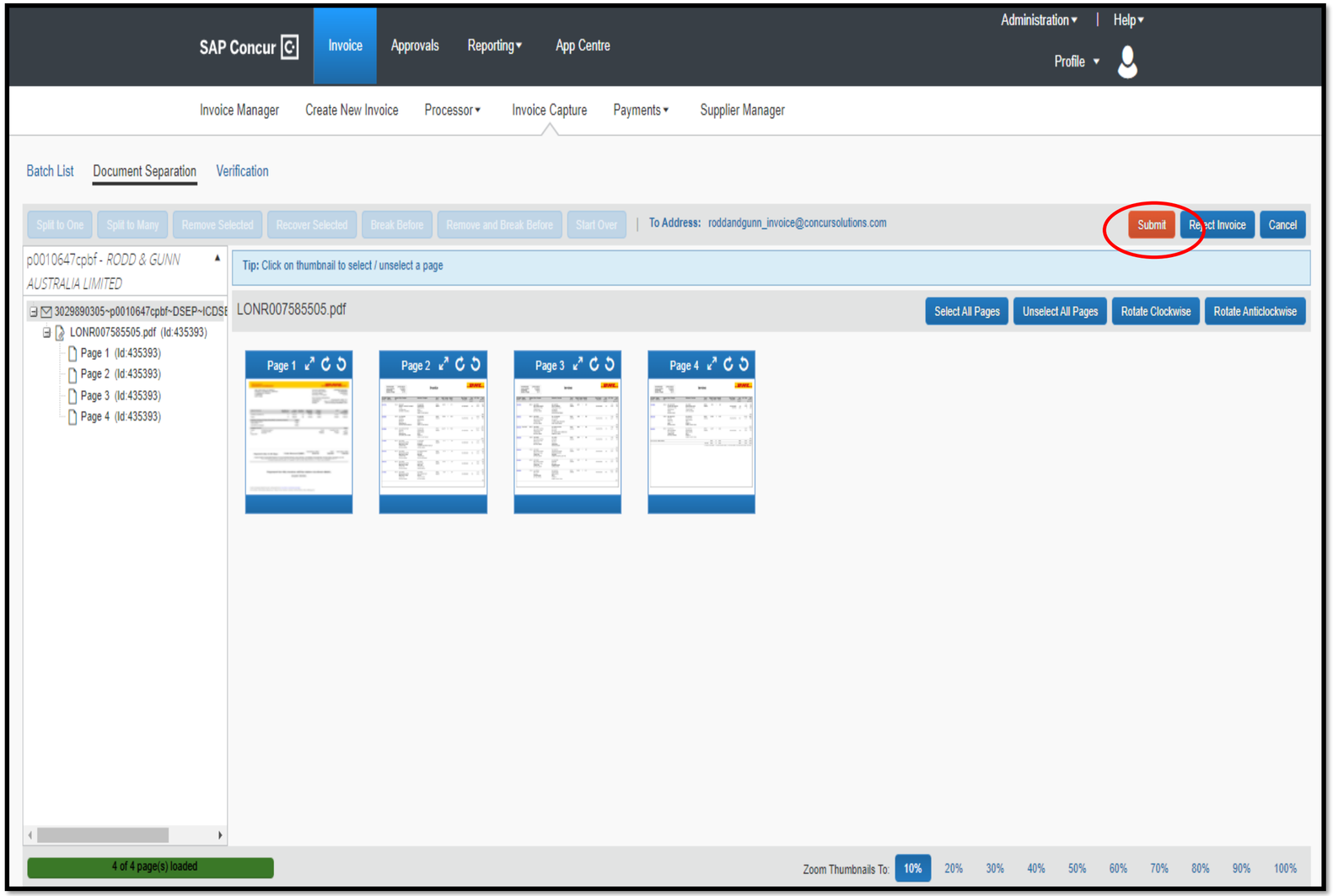
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# *Why Document Separation?*

- ***Vendors might scan items upside down or out of order, combine unrelated invoices, forget to group multi-page invoices, or include unneeded pages within the emailed batch. If allowed to proceed without review, the output might be unusable or require additional work to process.***
- ***SAP Concur strongly recommends that the Verifier review every multi-invoice batch using the options on the Document Separation tab.***

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# Document Separation Process

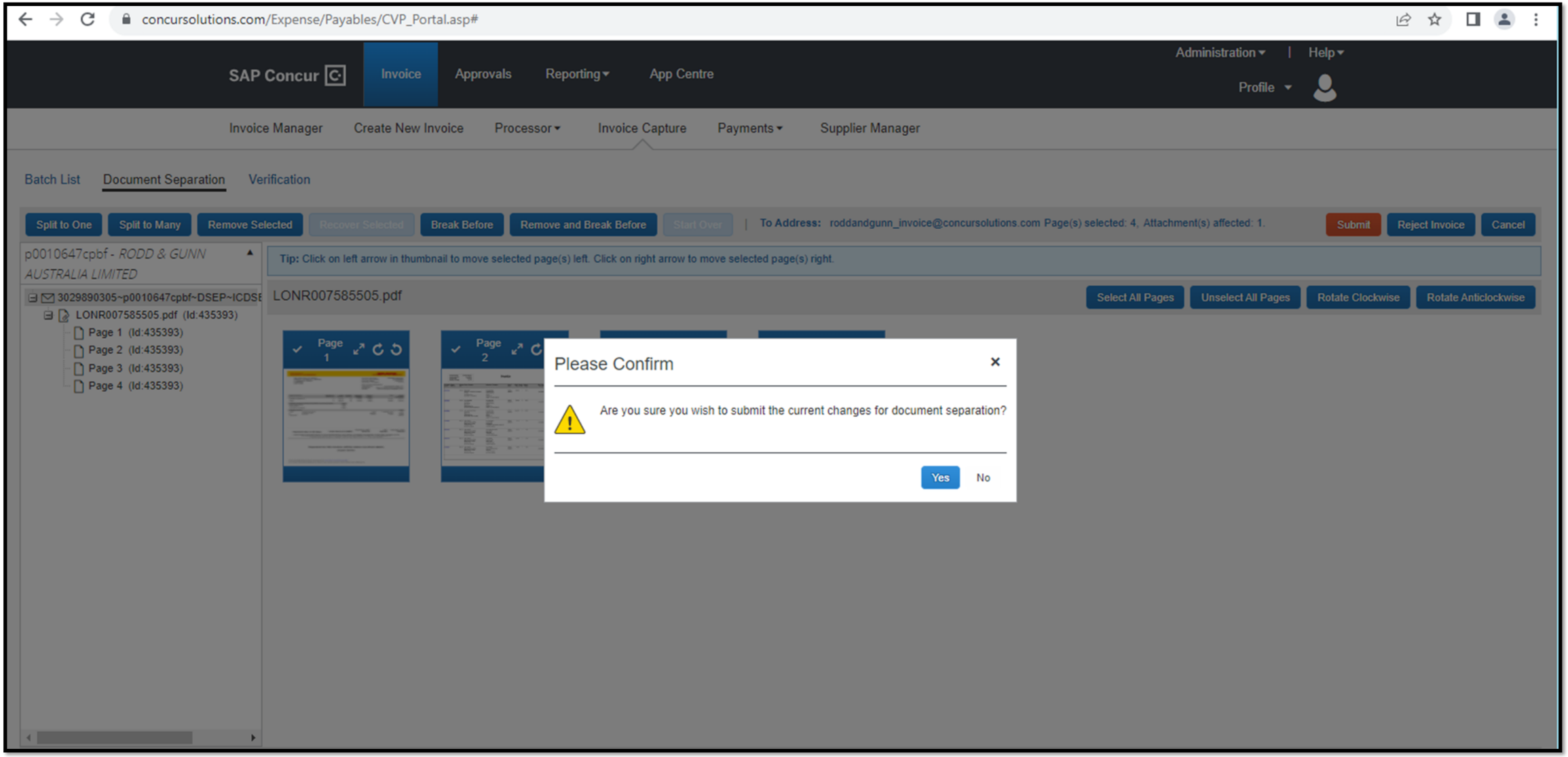



- ***Select each page of the invoice in the right order according to the page number.***
- ***Make sure the "Invoice number and Supplier name" located page is in the first page.***
- ***Select all pages and submit it.***

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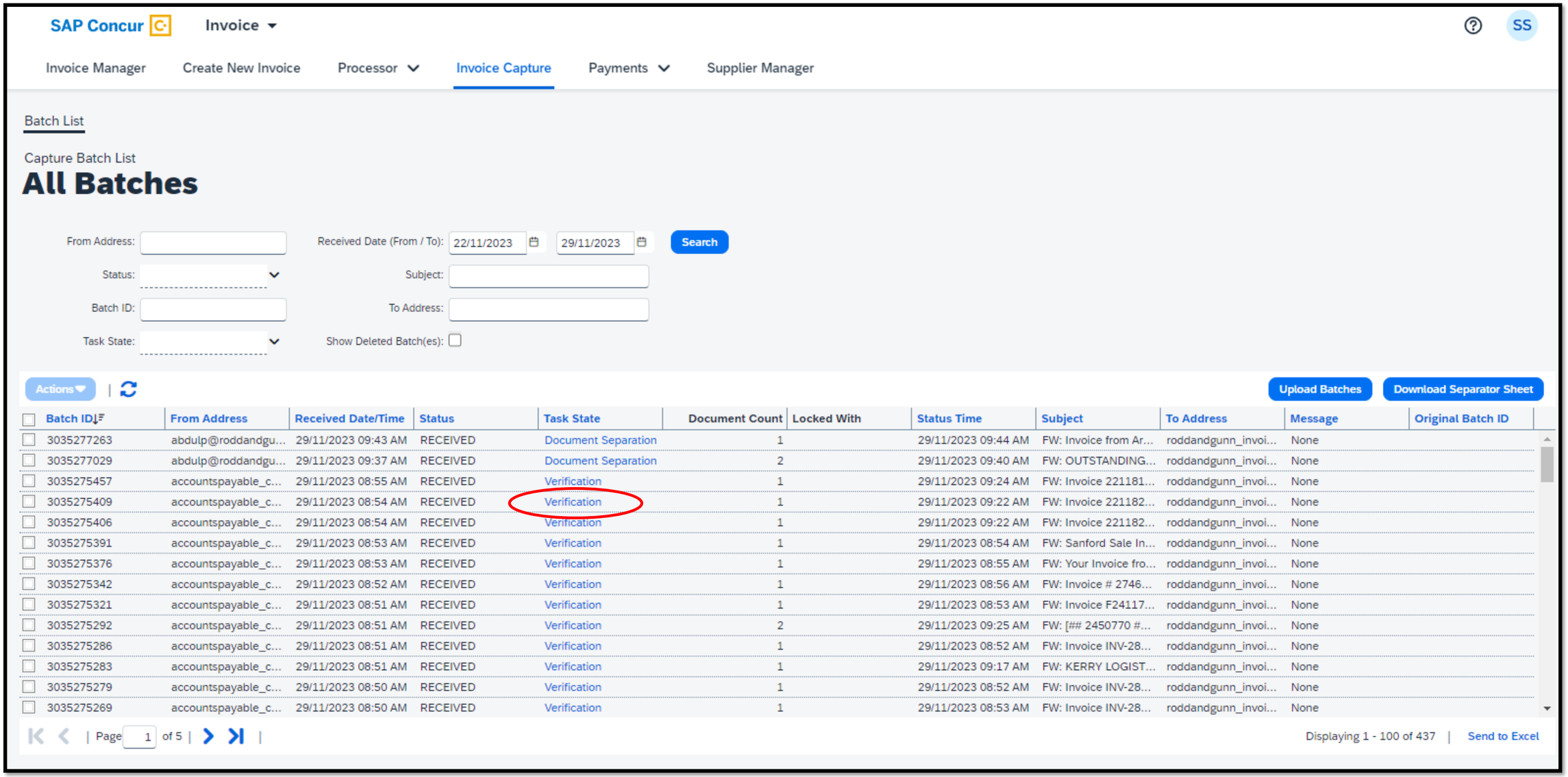
# Click Submit and Yes .Document Separation is Over.




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# *Process 2*: Verification




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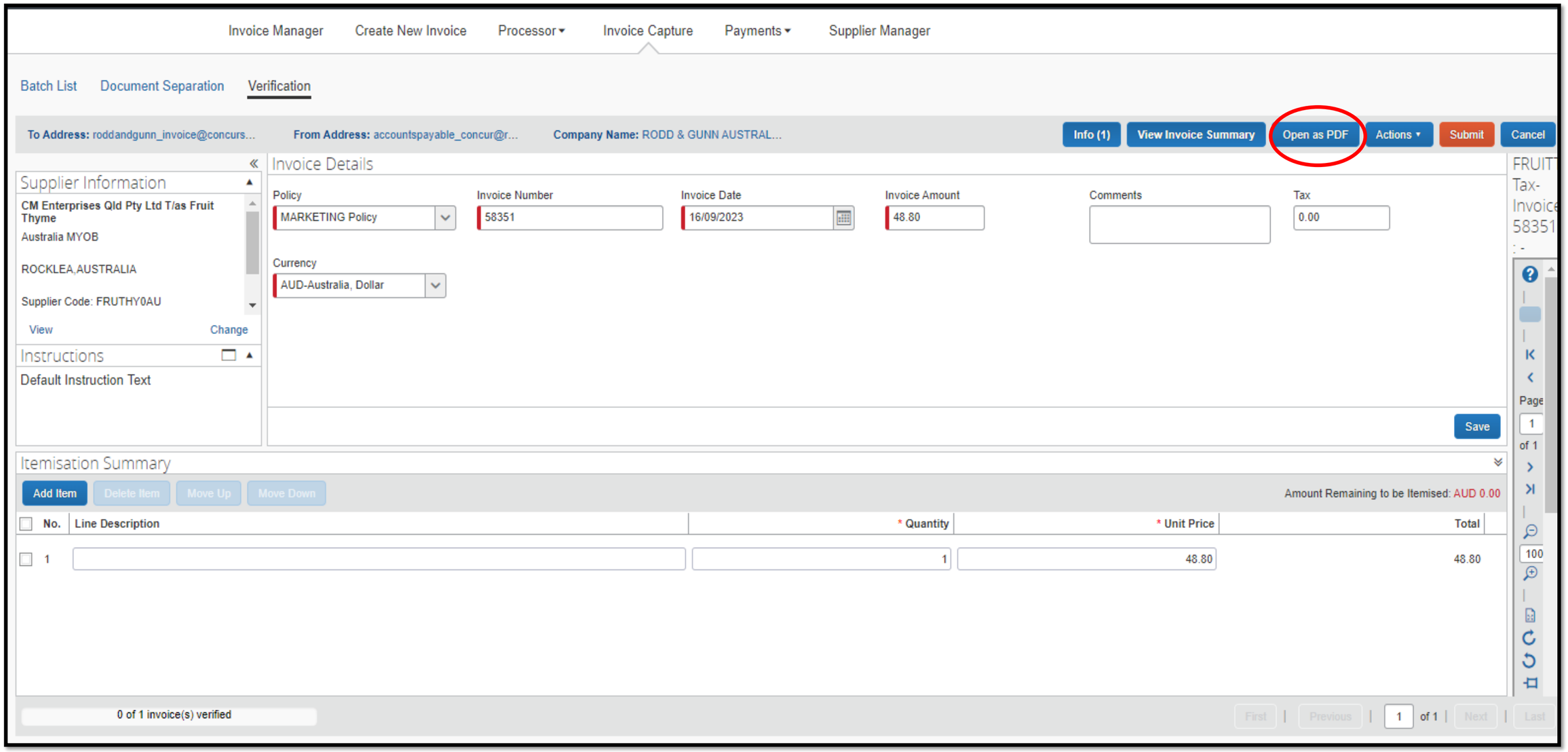
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# *What is verification and why?*

***The task of verification incorporates a side-by-side view of the original emailed invoice and the extracted data. The extracted data can be added to a selected field using click and paste techniques. This view lets the Verifier quickly compare and verify values that are auto populated into the default fields (captured data) during the processing step and allows for rapid coding of custom fields. The Verifier also manually codes the remaining, client-added fields at this time.***

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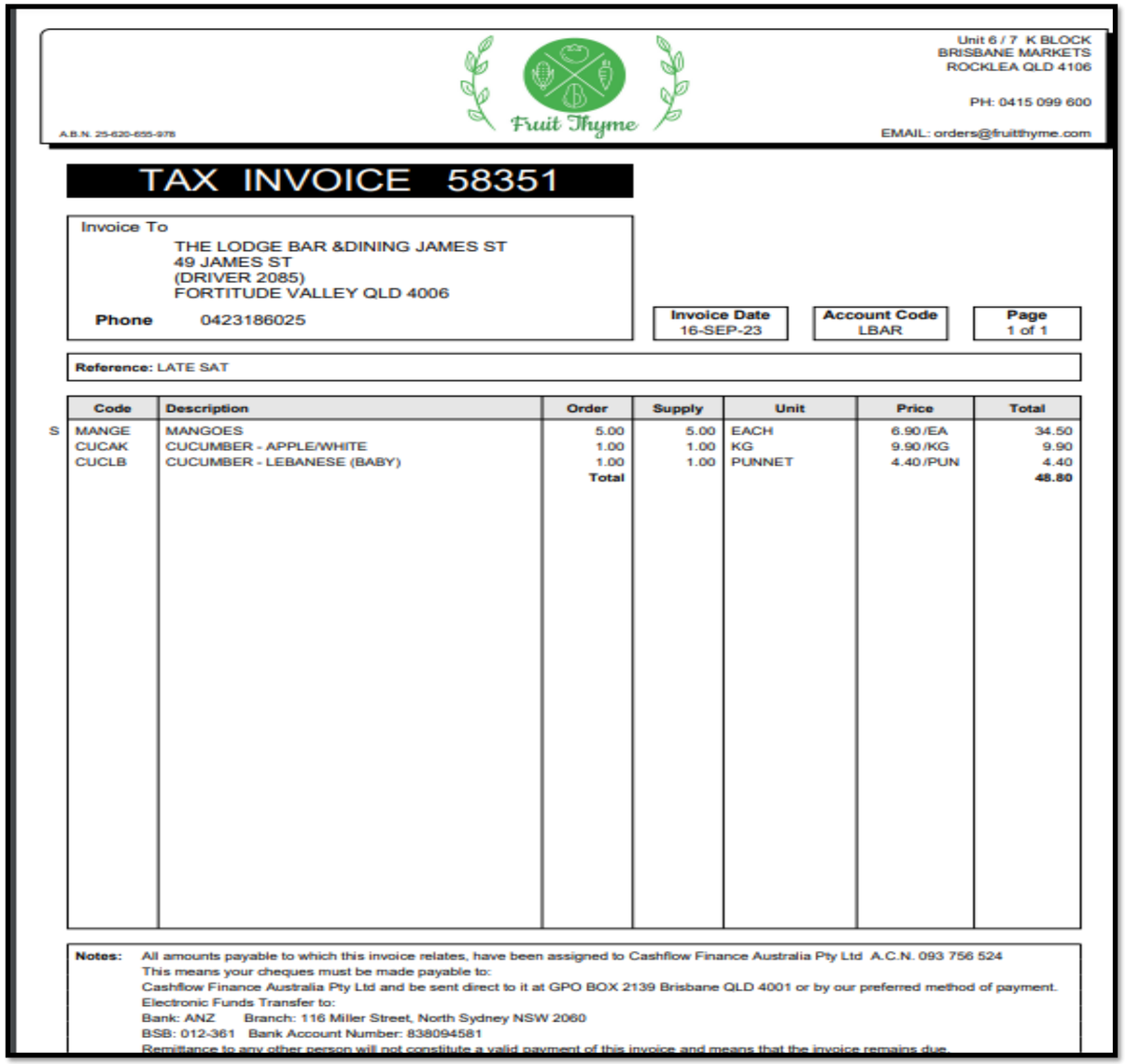
# Step 1: Open the invoice




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# You can see the invoice provided by the supplier.



Unit 6 / 7 K BLOCK
BRISBANE MARKETS
ROCKLEA QLD 4106

PH: 0415 099 600

A.B.N. 25-620-655-978

EMAIL: orders@fruitthyme.com

Fruit Thyme

**TAX INVOICE 58351**

Invoice To
THE LODGE BAR &DINING JAMES ST
49 JAMES ST
(DRIVER 2085)
FORTITUDE VALLEY QLD 4006

**Phone** 0423186025

| Invoice Date | Account Code | Page |
|---|---|---|
| 16-SEP-23 | LBAR | 1 of 1 |

**Reference:** LATE SAT

| | Code | Description | Order | Supply | Unit | Price | Total |
|---|---|---|---|---|---|---|---|
| S | MANGE | MANGOES | 5.00 | 5.00 | EACH | 6.90/EA | 34.50 |
| | CUCAK | CUCUMBER - APPLE/WHITE | 1.00 | 1.00 | KG | 9.90/KG | 9.90 |
| | CUCLB | CUCUMBER - LEBANESE (BABY) | 1.00 | 1.00 | PUNNET | 4.40/PUN | 4.40 |
| | | | **Total** | | | | **48.80** |

**Notes:** All amounts payable to which this invoice relates, have been assigned to Cashflow Finance Australia Pty Ltd A.C.N. 093 756 524
This means your cheques must be made payable to:
Cashflow Finance Australia Pty Ltd and be sent direct to it at GPO BOX 2139 Brisbane QLD 4001 or by our preferred method of payment.
Electronic Funds Transfer to:
Bank: ANZ Branch: 116 Miller Street, North Sydney NSW 2060
BSB: 012-361 Bank Account Number: 838094581
Remittance to any other person will not constitute a valid payment of this invoice and means that the invoice remains due.

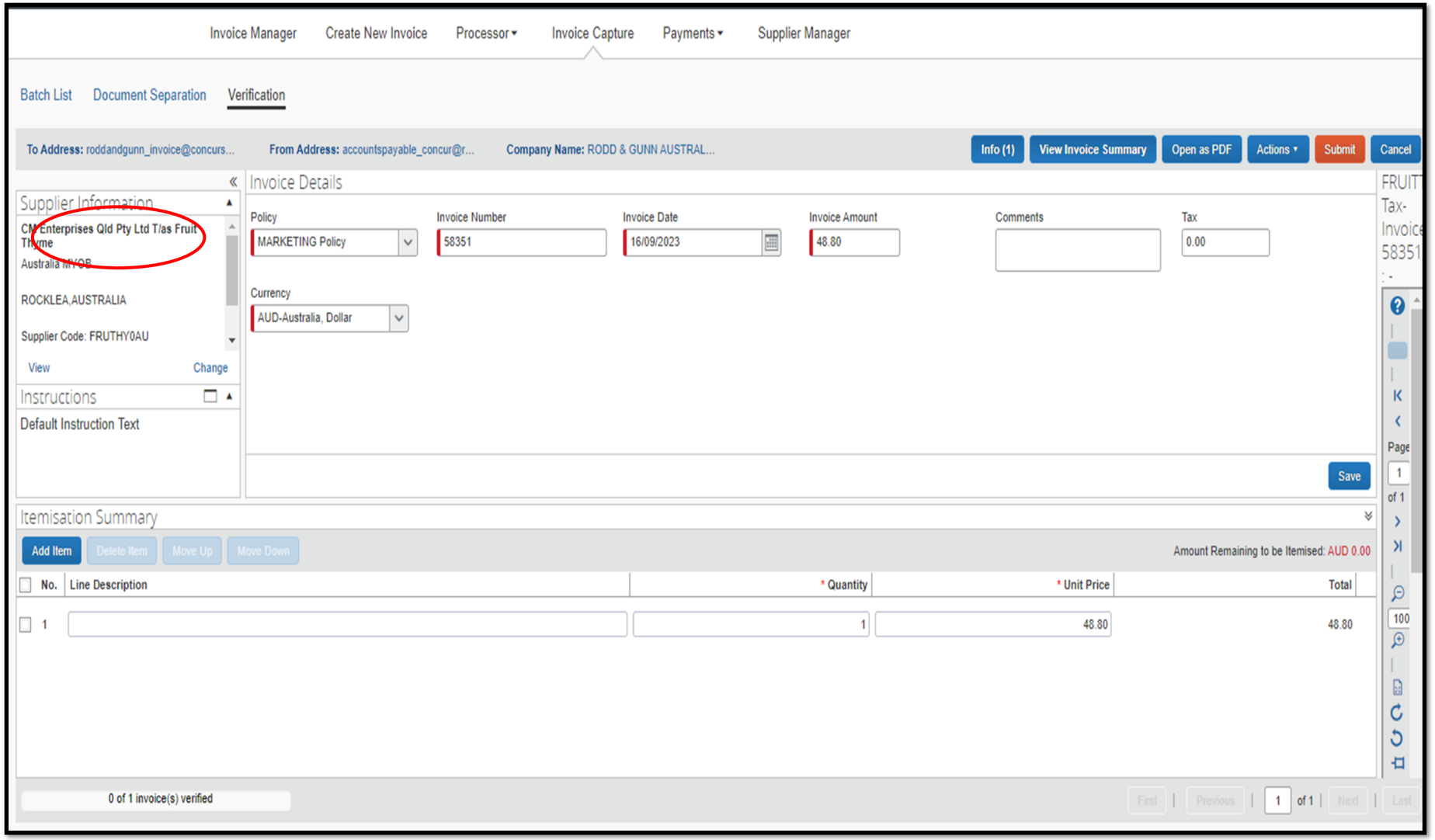
- ***Check whether the provided pdf is TAX INVOICE or CREDIT NOTE or any other sales related documents.***

- ***If it is not a TAX Invoice or a Credit note, we don't need to process.***

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# Step 2: Supplier




- ***Check whether the default picked supplier is belongs to the same supplier which is mentioned in the attached invoice.***
- ***Incase of wrong supplier picked, we've to change the supplier.***

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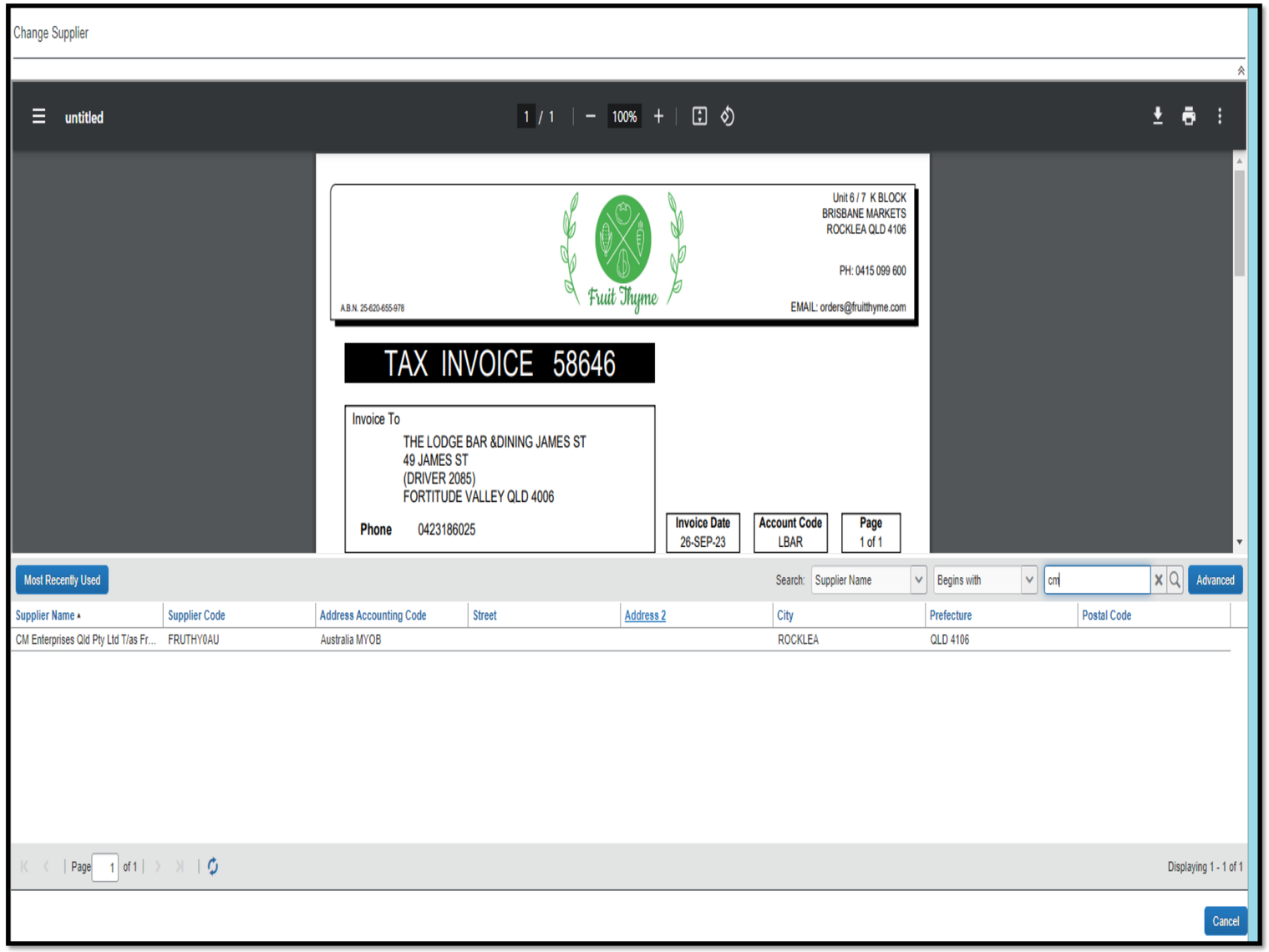
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# Process to select the Correct Supplier:




- ***Click change and find the right supplier and save it.***

- ***Select the change option in the supplier information tab.***




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# *Step 3: Policy*

***1. Lodge bar Policy*** **– Food & Liquor**

***2. Non-Lodge bar Policy***

**(i) Marketing Policy - Marketing related expenses**

**(ii) E-com Policy – E- Commerce expenses**

**(iii) IT Policy – IT expenses**

**(iv) All Accounting Policy – Other than marketing e-commerce and IT expenses.**

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- ***Only we can find the Lodge bar policy in the details of Invoice***
- ***Lodge Bar – Food, Liquor & Kitchen items and some consumables related to lodge bar.***
- ***For other Policies we are referring suppliers and policy group excel sheet.***

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# For Lodge Bar : Mentioned in the invoice itself.



Unit 6 / 7 K BLOCK
BRISBANE MARKETS
ROCKLEA QLD 4106

PH: 0415 099 600

A.B.N. 25-620-655-978

EMAIL: orders@fruitthyme.com

**TAX INVOICE 58351**

Invoice To
THE LODGE BAR &DINING JAMES ST
49 JAMES ST
(DRIVER 3085)
FORTITUDE VALLEY QLD 4006

Phone 0423186025

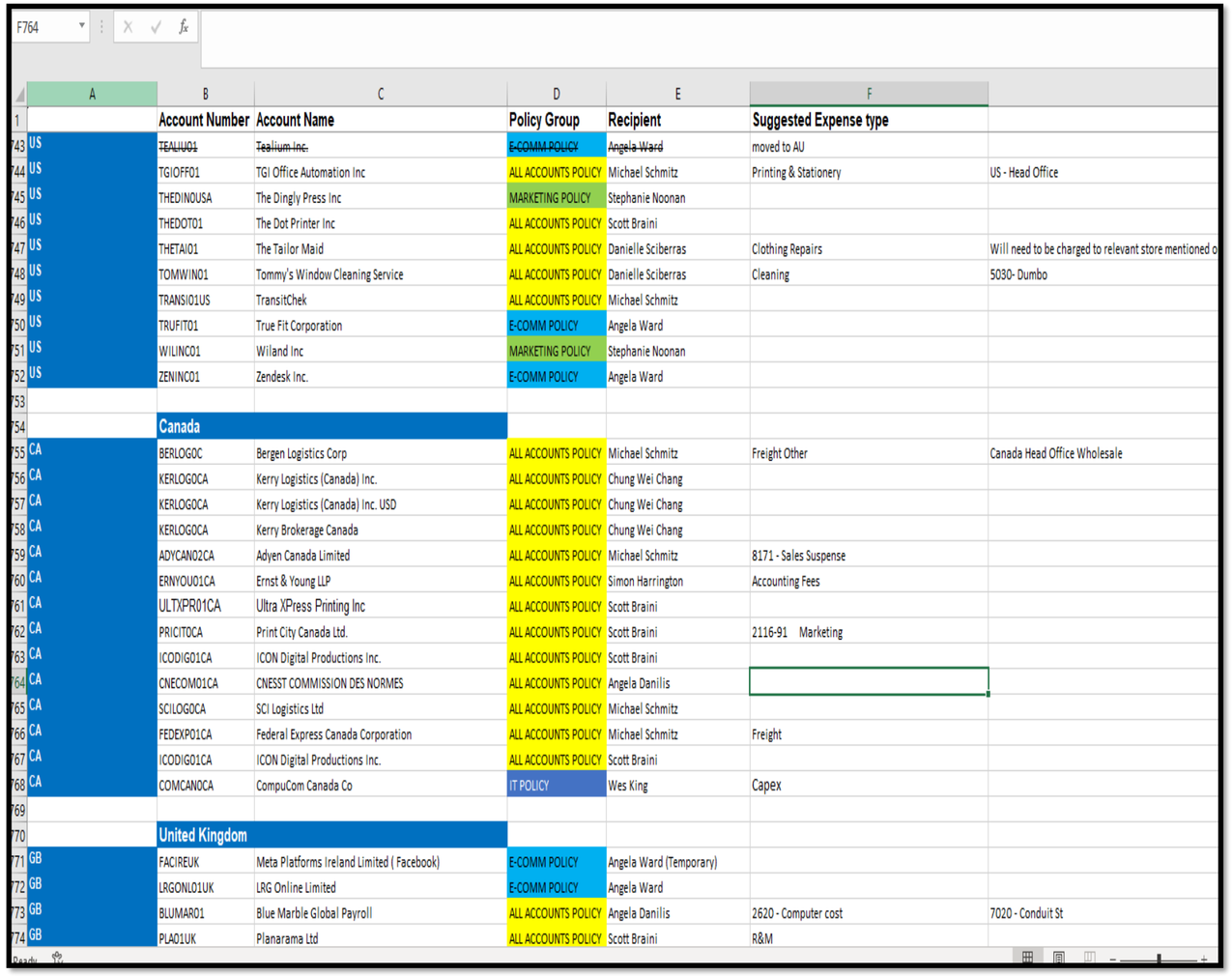
| Invoice Date | Account Code | Page |
|---|---|---|
| 16-SEP-23 | LBAR | 1 of 1 |

**Reference:** LATE SAT

| Code | Description | Order | Supply | Unit | Price | Total |
|---|---|---|---|---|---|---|
| MANGE | MANGOES | 5.00 | 5.00 | EACH | 6.90 /EA | 34.50 |
| CUCAK | CUCUMBER - APPLE/WHITE | 1.00 | 1.00 | KG | 9.90 /KG | 9.90 |
| CUCLB | CUCUMBER - LEBANESE (BABY) | 1.00 | 1.00 | PUNNET | 4.40 /PUN | 4.40 |
| | | Total | | | | 48.80 |

**Notes:** All amounts payable to which this invoice relates, have been assigned to Cashflow Finance Australia Pty Ltd A.C.N. 093 756 524
This means your cheques must be made payable to:
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Electronic Funds Transfer to:
Bank: ANZ Branch: 116 Miller Street, North Sydney NSW 2060
BSB: 012-361 Bank Account Number: 838094581
Remittance to any other person will not constitute a valid payment of this invoice and means that the invoice remains due

# For Non - Lodge Bar : Refer the Supplier and Policy group excel file



F764

| | A | B | C | D | E | F | |
|---|---|---|---|---|---|---|---|
| 1 | | Account Number | Account Name | Policy Group | Recipient | Suggested Expense type | |
| 743 | US | TEALIU01 | Tealium Inc. | E-COMM POLICY | Angela Ward | moved to AU | |
| 744 | US | TGIOFF01 | TGI Office Automation Inc | ALL ACCOUNTS POLICY | Michael Schmitz | Printing & Stationery | US - Head Office |
| 745 | US | THEDINOUSA | The Dingly Press Inc | MARKETING POLICY | Stephanie Noonan | | |
| 746 | US | THEDOT01 | The Dot Printer Inc | ALL ACCOUNTS POLICY | Scott Braini | | |
| 747 | US | THETAI01 | The Tailor Maid | ALL ACCOUNTS POLICY | Danielle Sciberras | Clothing Repairs | Will need to be charged to relevant store mentioned o |
| 748 | US | TOMWIN01 | Tommy's Window Cleaning Service | ALL ACCOUNTS POLICY | Danielle Sciberras | Cleaning | 5030- Dumbo |
| 749 | US | TRANSIO1US | TransitChek | ALL ACCOUNTS POLICY | Michael Schmitz | | |
| 750 | US | TRUFIT01 | True Fit Corporation | E-COMM POLICY | Angela Ward | | |
| 751 | US | WILINC01 | Wiland Inc | MARKETING POLICY | Stephanie Noonan | | |
| 752 | US | ZENINC01 | Zendesk Inc. | E-COMM POLICY | Angela Ward | | |
| 753 | | | | | | | |
| 754 | | Canada | | | | | |
| 755 | CA | BERLOG0C | Bergen Logistics Corp | ALL ACCOUNTS POLICY | Michael Schmitz | Freight Other | Canada Head Office Wholesale |
| 756 | CA | KERLOG0CA | Kerry Logistics (Canada) Inc. | ALL ACCOUNTS POLICY | Chung Wei Chang | | |
| 757 | CA | KERLOG0CA | Kerry Logistics (Canada) Inc. USD | ALL ACCOUNTS POLICY | Chung Wei Chang | | |
| 758 | CA | KERLOG0CA | Kerry Brokerage Canada | ALL ACCOUNTS POLICY | Chung Wei Chang | | |
| 759 | CA | ADYCAN02CA | Adyen Canada Limited | ALL ACCOUNTS POLICY | Michael Schmitz | 8171 - Sales Suspense | |
| 760 | CA | ERNYOU01CA | Ernst & Young LLP | ALL ACCOUNTS POLICY | Simon Harrington | Accounting Fees | |
| 761 | CA | ULTXPR01CA | Ultra XPress Printing Inc | ALL ACCOUNTS POLICY | Scott Braini | | |
| 762 | CA | PRICIT0CA | Print City Canada Ltd. | ALL ACCOUNTS POLICY | Scott Braini | 2116-91 Marketing | |
| 763 | CA | ICODIG01CA | ICON Digital Productions Inc. | ALL ACCOUNTS POLICY | Scott Braini | | |
| 764 | CA | CNECOM01CA | CNESST COMMISSION DES NORMES | ALL ACCOUNTS POLICY | Angela Danilis | | |
| 765 | CA | SCILOG0CA | SCI Logistics Ltd | ALL ACCOUNTS POLICY | Michael Schmitz | | |
| 766 | CA | FEDEXP01CA | Federal Express Canada Corporation | ALL ACCOUNTS POLICY | Michael Schmitz | Freight | |
| 767 | CA | ICODIG01CA | ICON Digital Productions Inc. | ALL ACCOUNTS POLICY | Scott Braini | | |
| 768 | CA | COMCAN0CA | CompuCom Canada Co | IT POLICY | Wes King | Capex | |
| 769 | | | | | | | |
| 770 | | United Kingdom | | | | | |
| 771 | GB | FACIREUK | Meta Platforms Ireland Limited ( Facebook) | E-COMM POLICY | Angela Ward (Temporary) | | |
| 772 | GB | LRGONL01UK | LRG Online Limited | E-COMM POLICY | Angela Ward | | |
| 773 | GB | BLUMAR01 | Blue Marble Global Payroll | ALL ACCOUNTS POLICY | Angela Danilis | 2620 - Computer cost | 7020 - Conduit St |
| 774 | GB | PLA01UK | Planarama Ltd | ALL ACCOUNTS POLICY | Scott Braini | R&M | |

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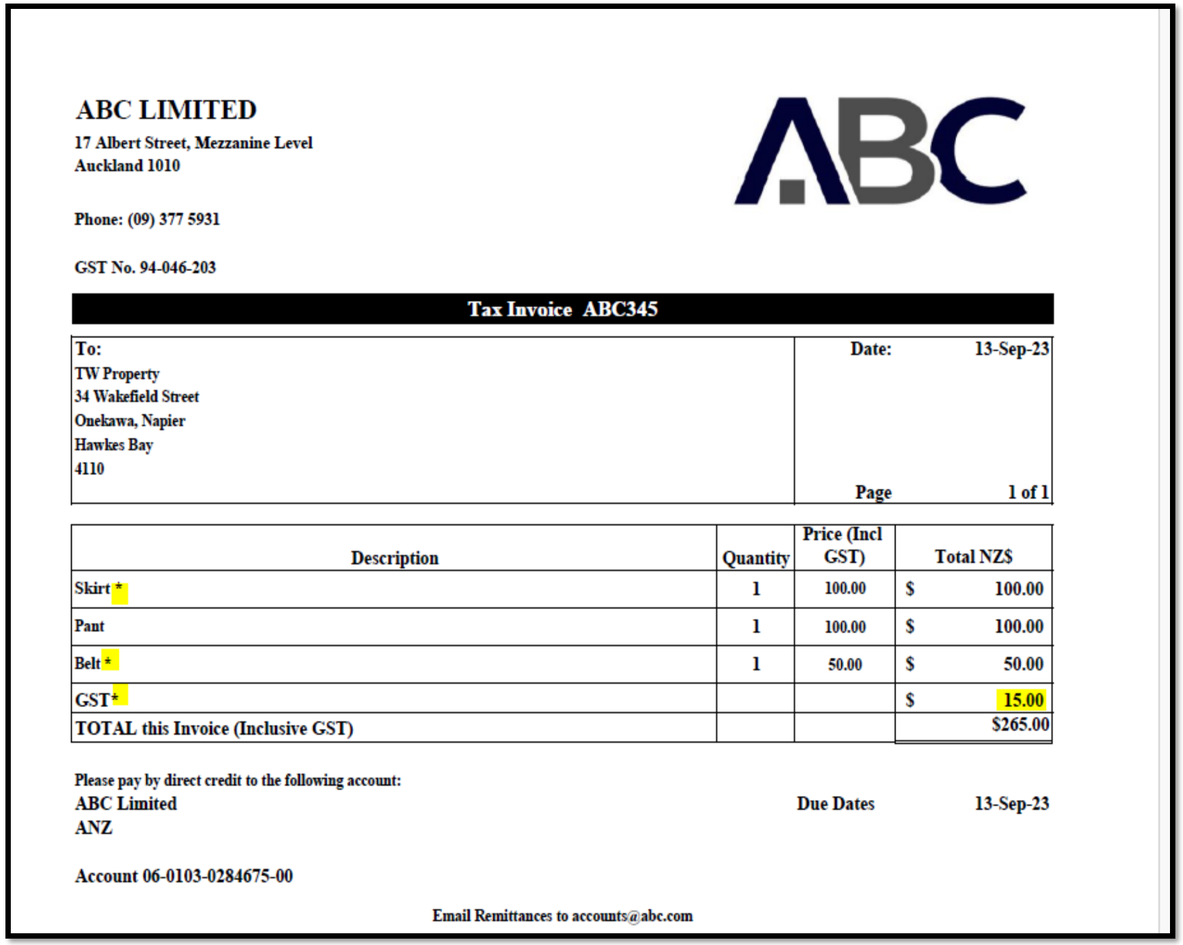
# *Step 4: Invoice no, Date, Amt, Tax, Currency, Description*

- ***Invoice number : It is provided in the invoice. If it is not provided, we can use date or any reference number as an invoice number according to the client instruction.***
- ***Date : Make sure you are picking the correct date which is provided in the invoice.***
- ***Amount : We should take the current total amount of the invoice.***
- ***Tax : AUS – 10% GST, NZ – 15% GST, UK- VAT, CANADA – QST, RST, GST vary according to the state of business, Europe – VAT % vary according to the state of business, US – No tax.***
- ***Currency – As mentioned in the invoice.***

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# Partial Tax

***In One invoice some products will have GST and some of them will not have GST.***



**ABC LIMITED**
17 Albert Street, Mezzanine Level
Auckland 1010

Phone: (09) 377 5931

GST No. 94-046-203

**Tax Invoice ABC345**

| To: | Date: 13-Sep-23 |
|---|---|
| TW Property<br>34 Wakefield Street<br>Onekawa, Napier<br>Hawkes Bay<br>4110 | Page 1 of 1 |

| Description | Quantity | Price (Incl GST) | Total NZ$ |
|---|---|---|---|
| Skirt * | 1 | 100.00 | $ 100.00 |
| Pant | 1 | 100.00 | $ 100.00 |
| Belt * | 1 | 50.00 | $ 50.00 |
| GST* | | | $ 15.00 |
| TOTAL this Invoice (Inclusive GST) | | | $265.00 |

Please pay by direct credit to the following account:
ABC Limited
ANZ

Account 06-0103-0284675-00

Due Dates 13-Sep-23

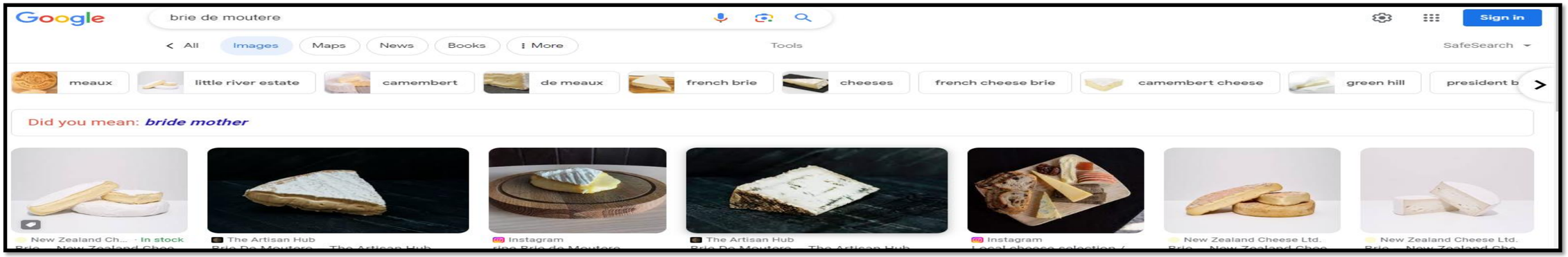
Email Remittances to accounts@abc.com

- ***For example, look at this this invoice; This invoices has 3 products. 2 products have GST and 1 product have no GST . In these sceneries also, we have to put the whole GST amount in the tax tab.***

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# Description

- We have to put the item name as a description in case of the description is 2 to 3 lines.
- Incase of more than 3 lines, we have to summarize the description as per the nature of the product like food, Beverage, Consumables. If we don't know the nature of the product, we have to google it and find it.

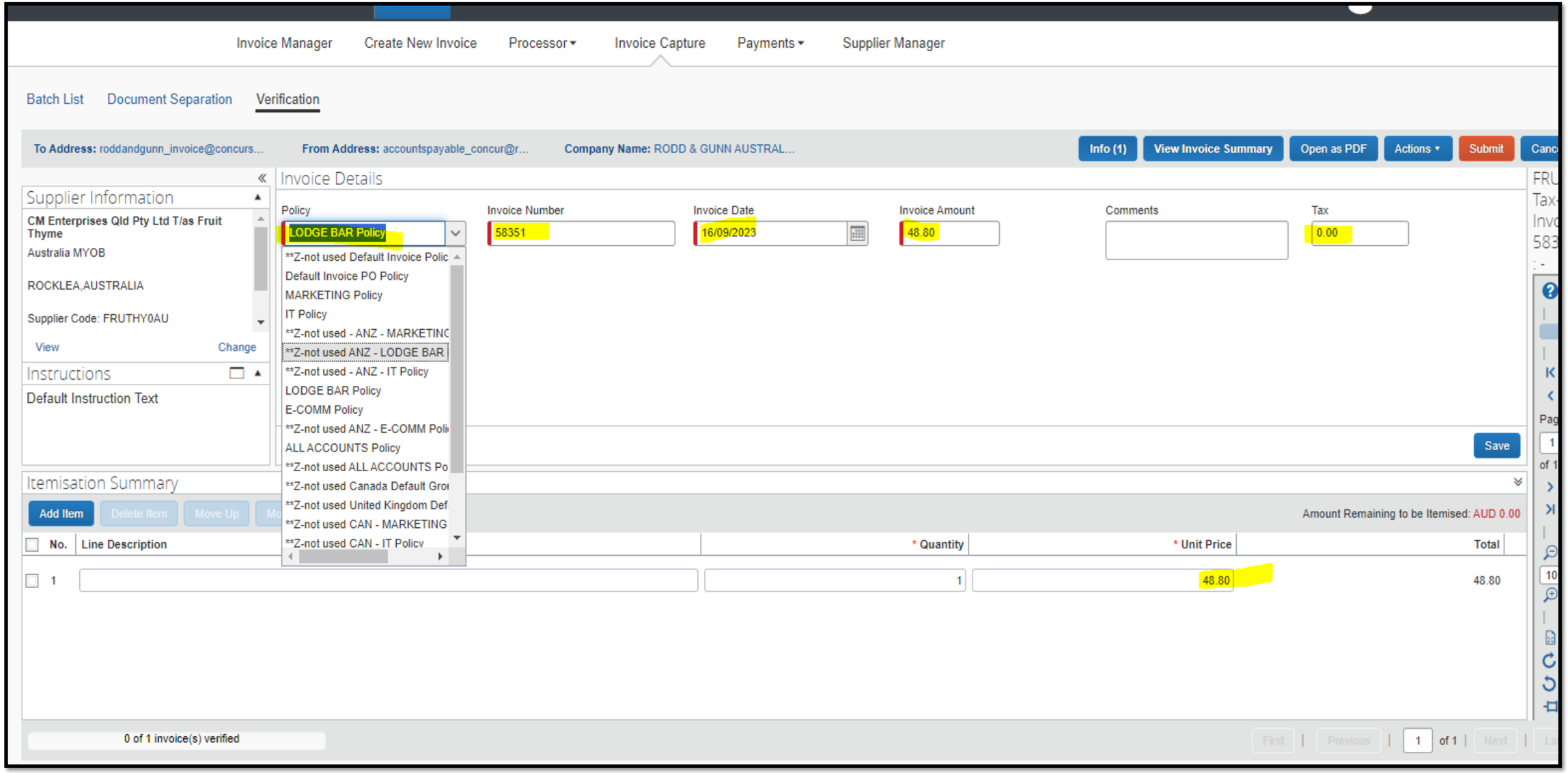



- In some cases, Client will provide description for specific suppliers

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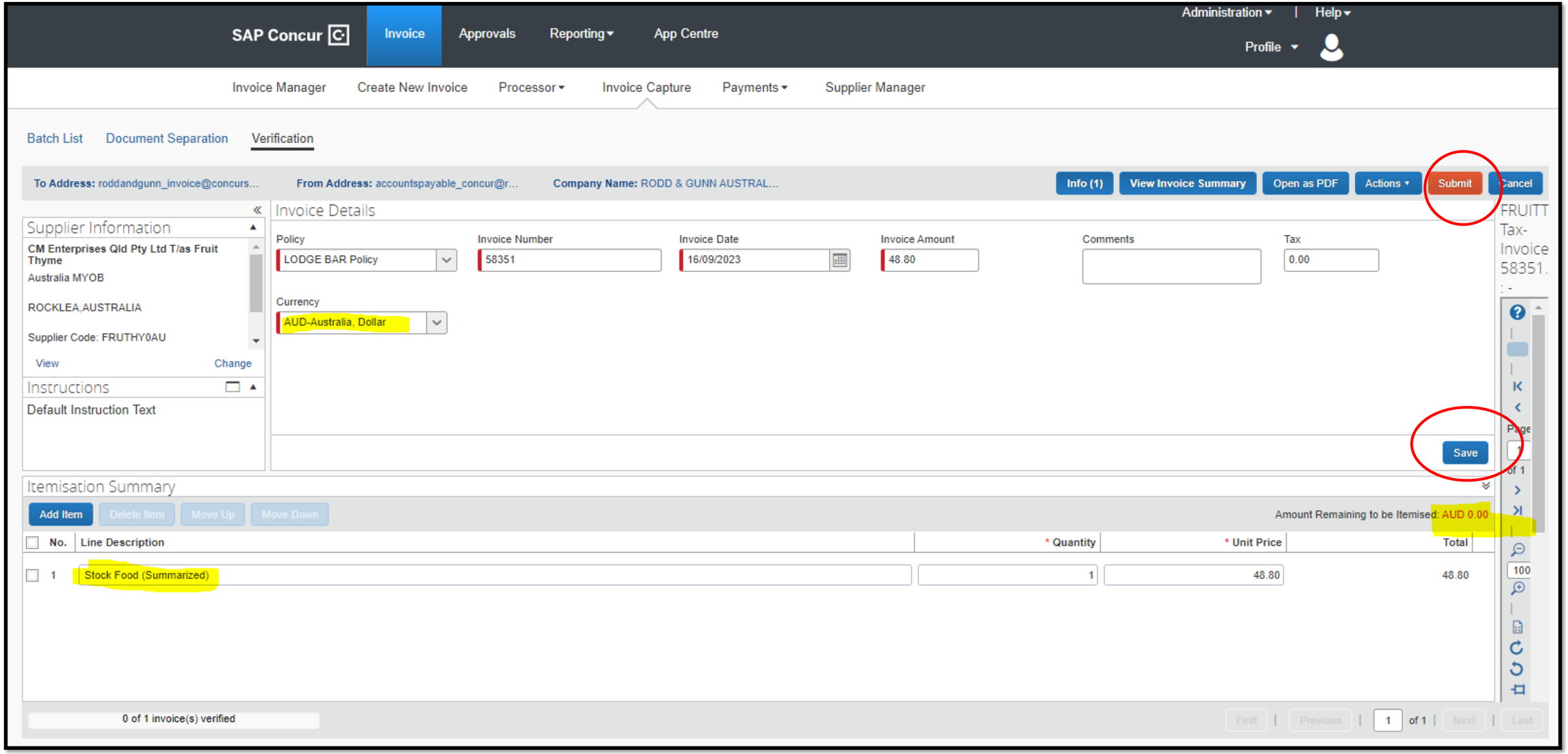
# Step 4: Check and enter all the details.




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# Step 5: Check once, then Save and Submit




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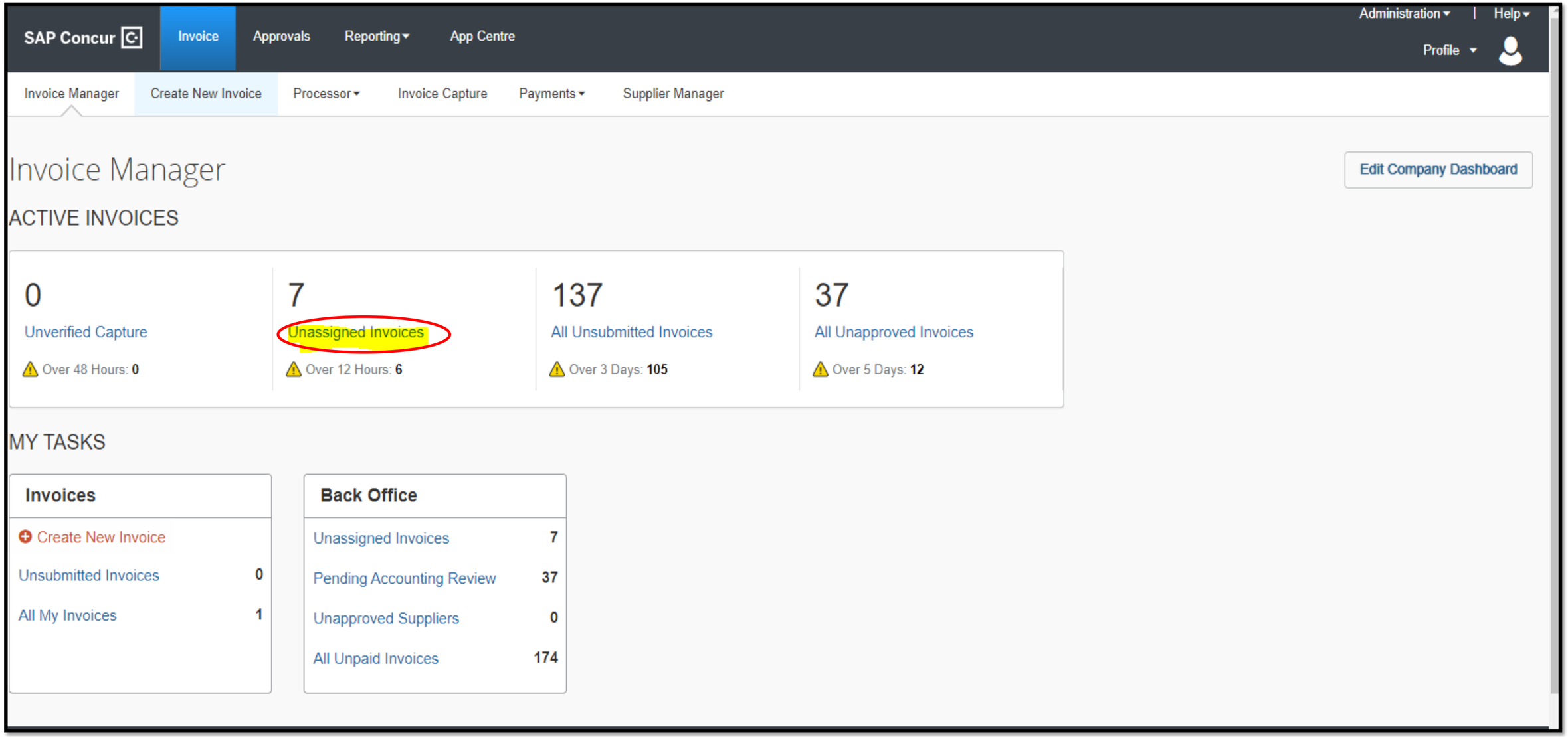
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# *Things to check before save and Submit*

- ❑ *Make sure you have selected the right supplier with the right country.*
- ❑ *Policy is right.*
- ❑ *Invoice number, Invoice date , total amount, tax and currency are correct.*
- ❑ *Amount remaining itemized to be ZERO*
- ❑ *Description is correctly picked or summarized.*

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# *Process 3*: Assigning – Click unassigned invoices tab




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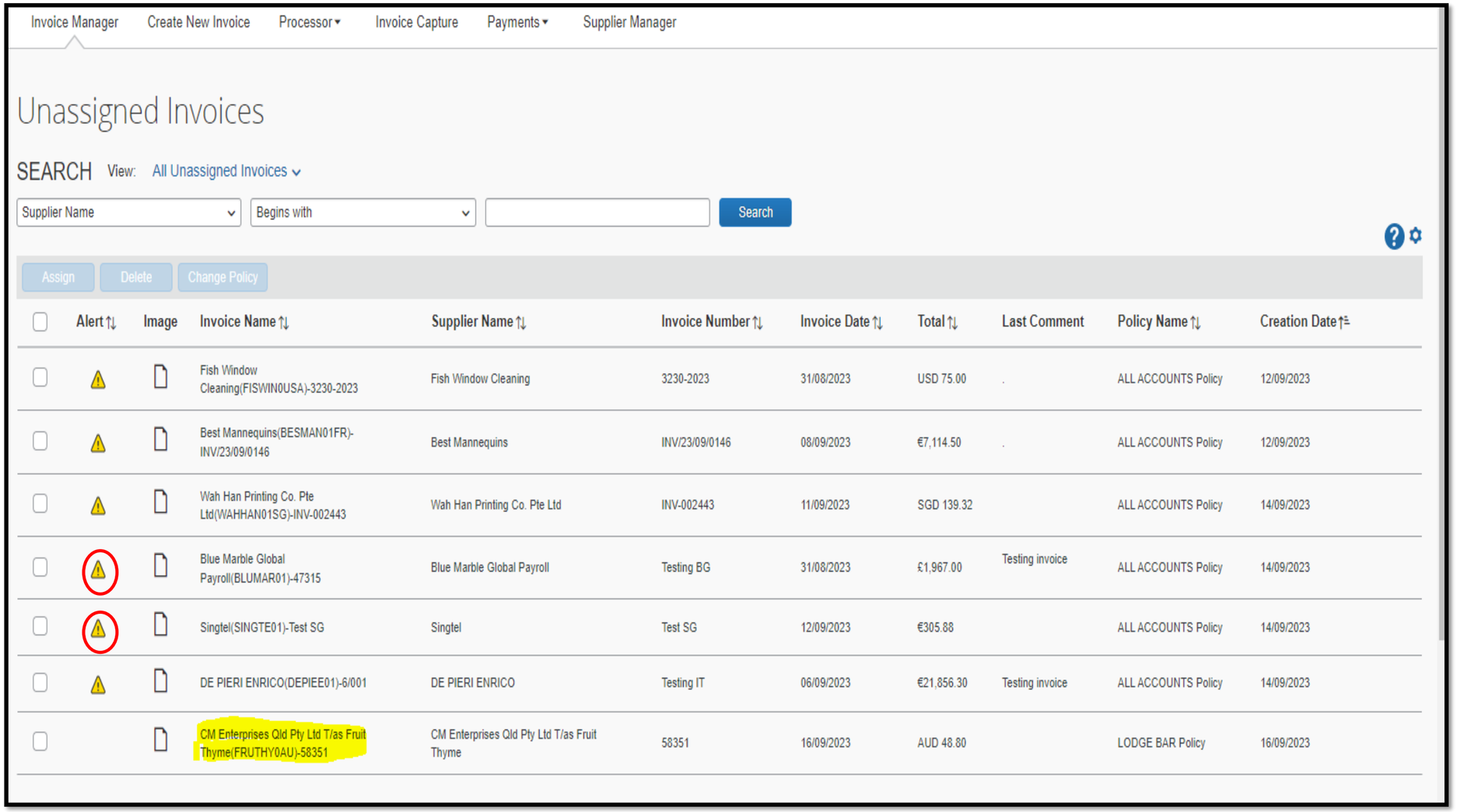
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# *What is Assigning and Its importance?*

***A step where an Invoice Verifier reviews the verification processing capture results. This includes correcting incorrect field capture and manually coding additional custom fields like expense type and GL code added onto the form by the client in an effort to prepare the batch for the final invoice review step.***

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# Step 1: Check whether the verified invoice is original or duplicate.

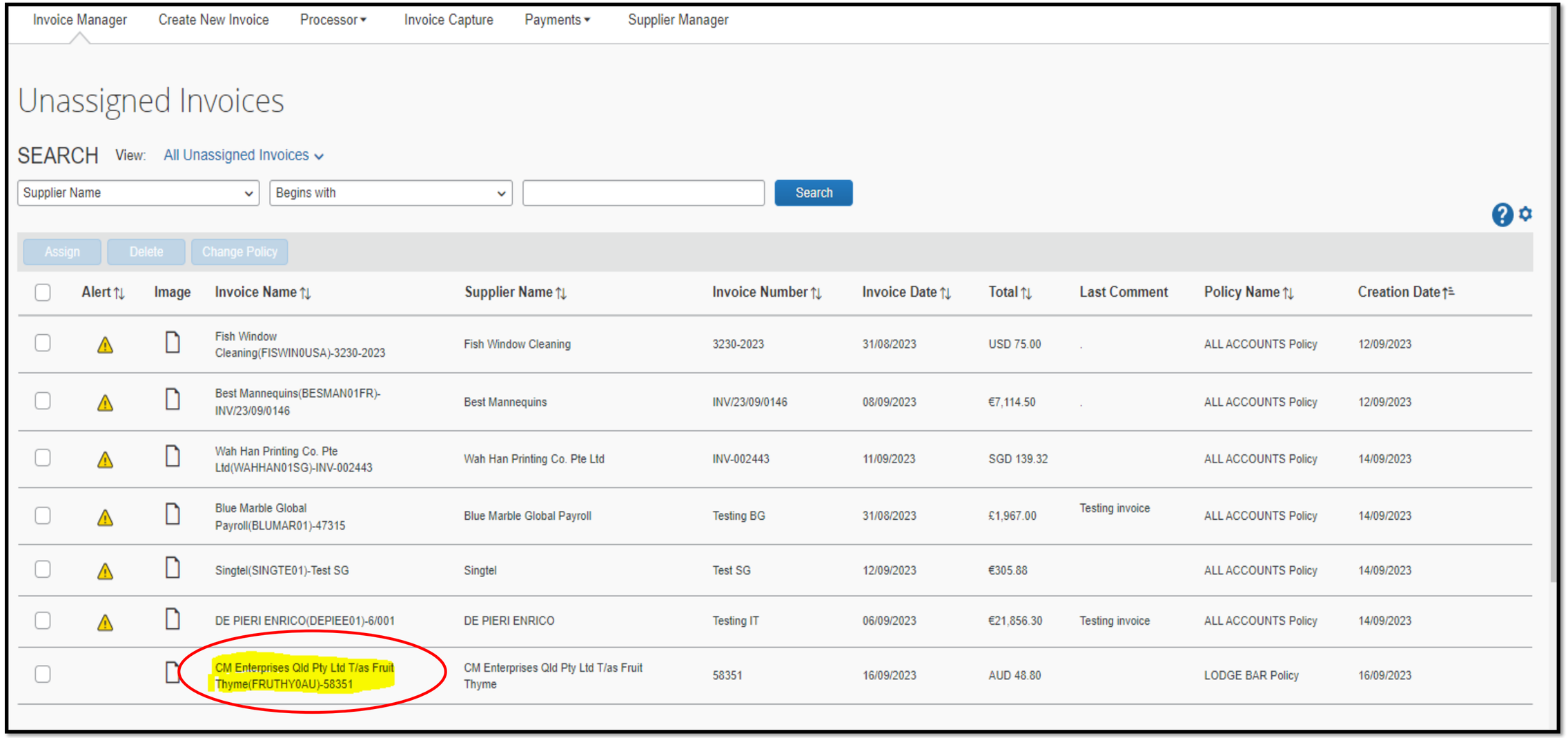



- ***In case of same invoices processed twice the times, sap concur detect those duplicate invoices easily and shows alert symbol like in the attached image.***

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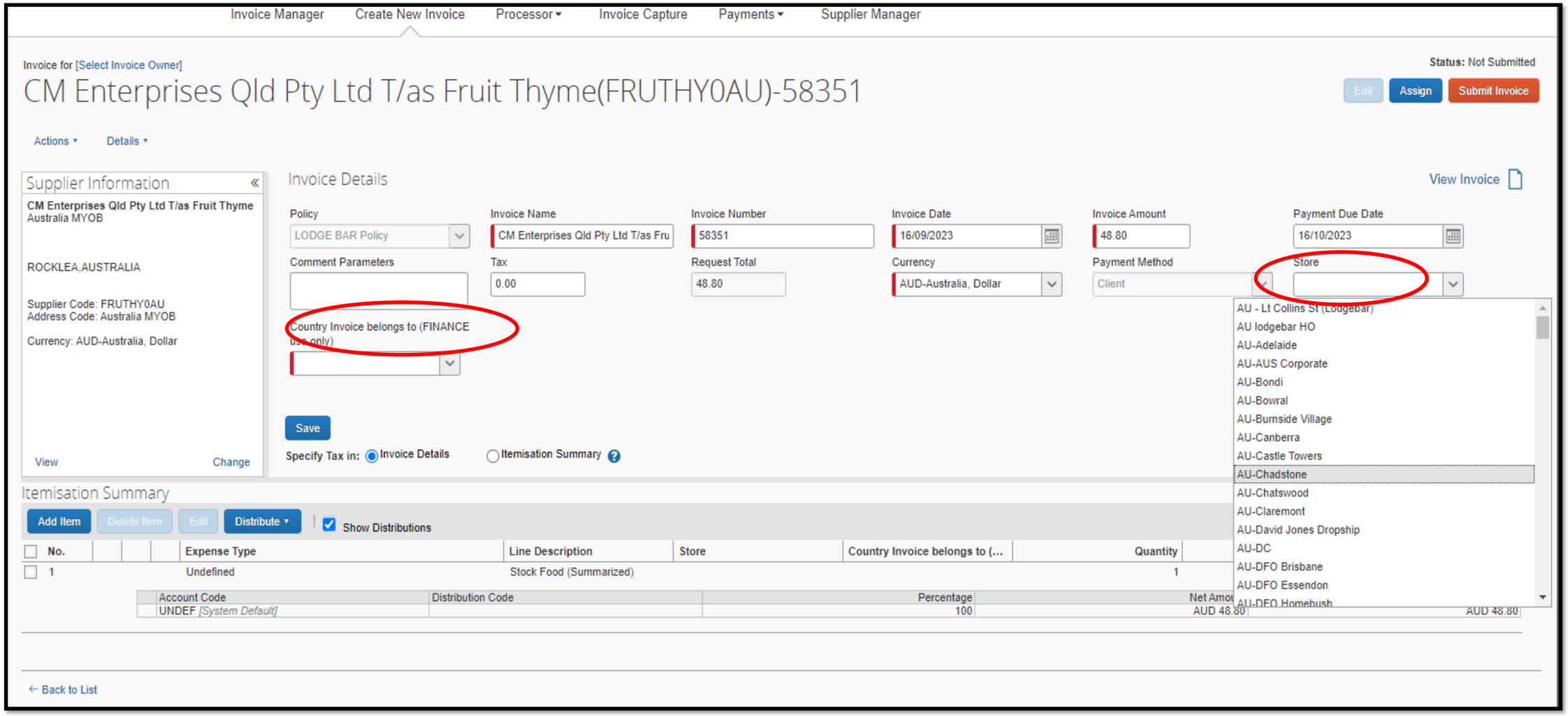
# Step 2: Double click the invoice and open for assigning process.




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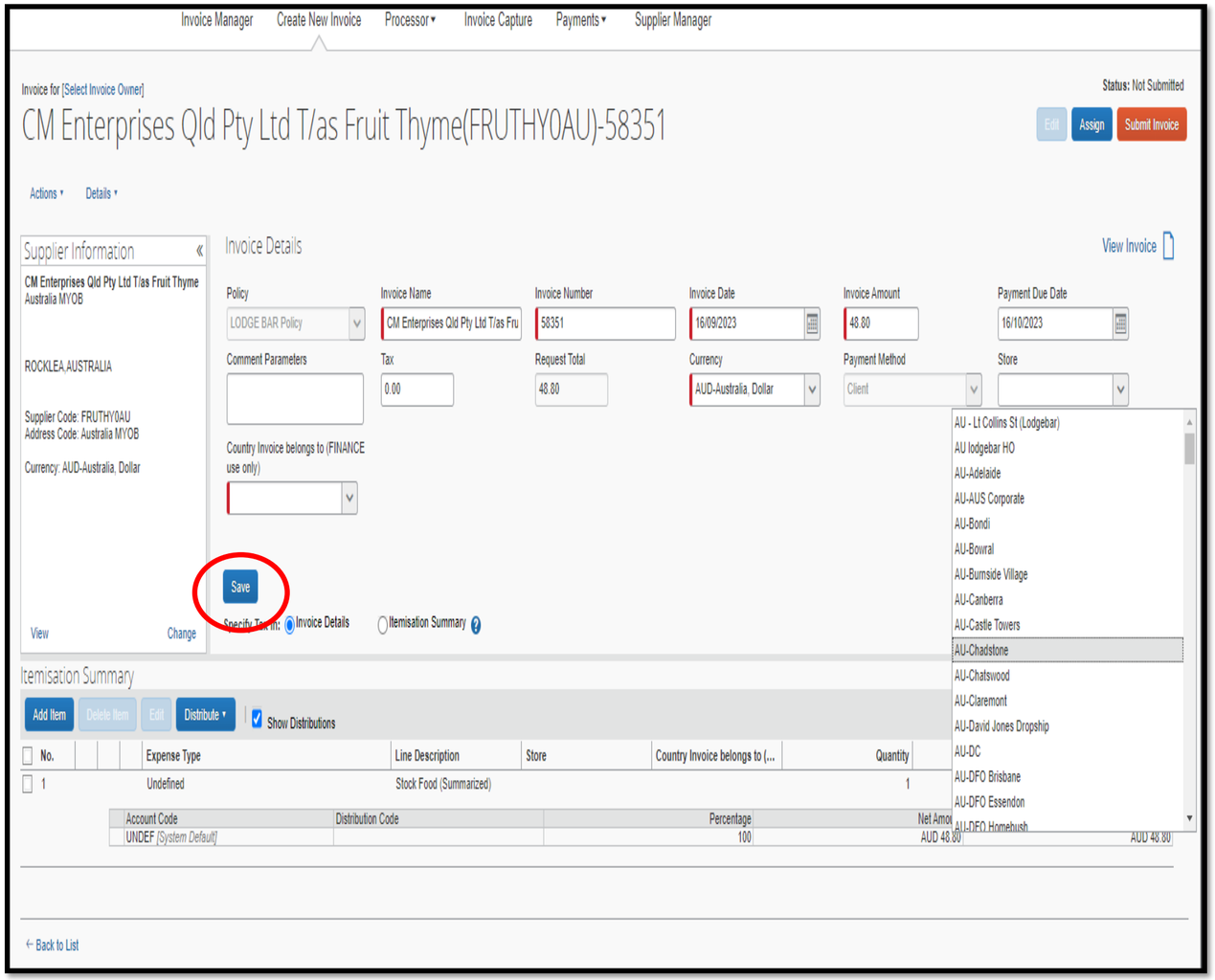
# Step 3: Check all the details are correct and select the store and country.

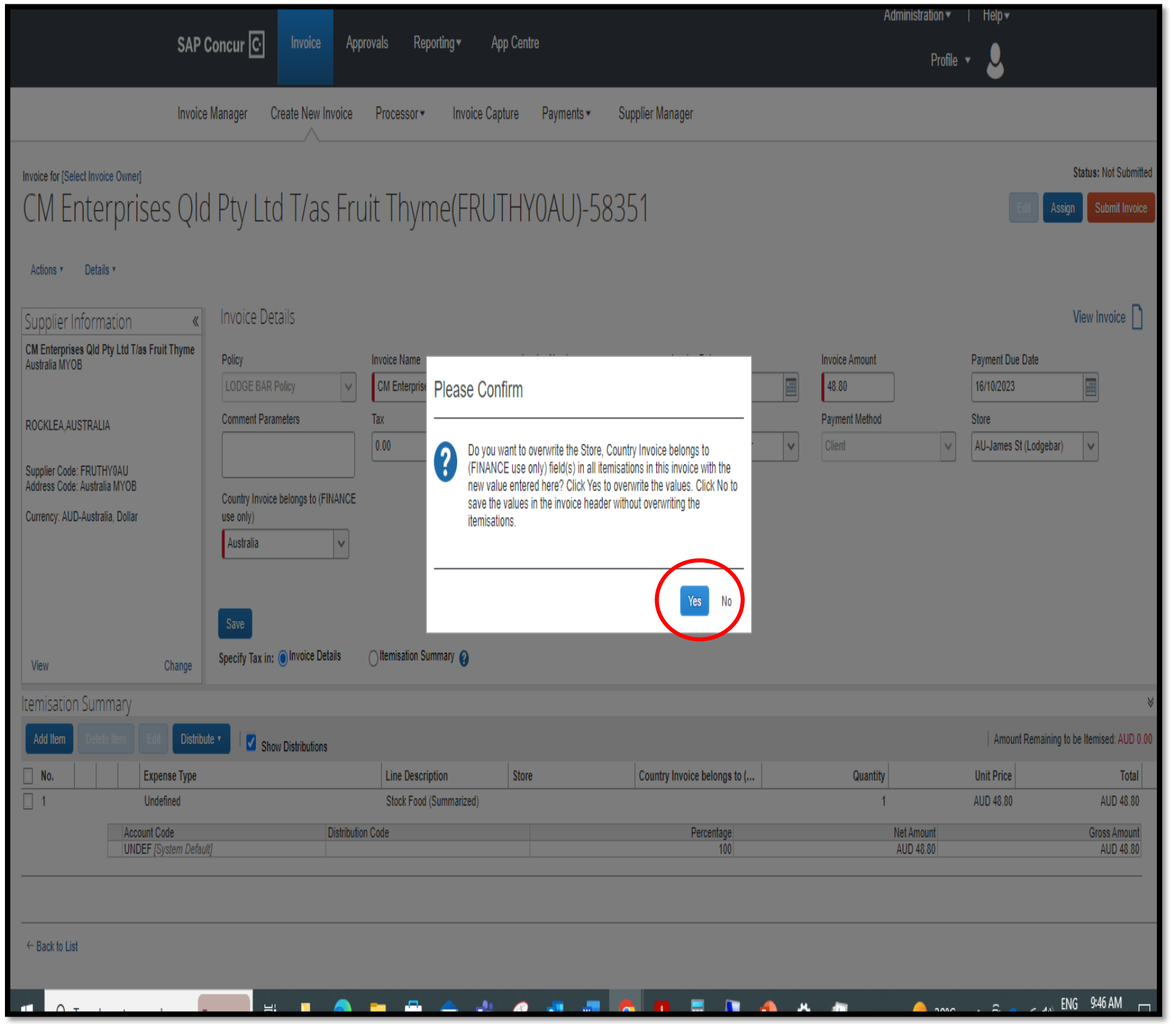



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# Step 4: Save the changes.

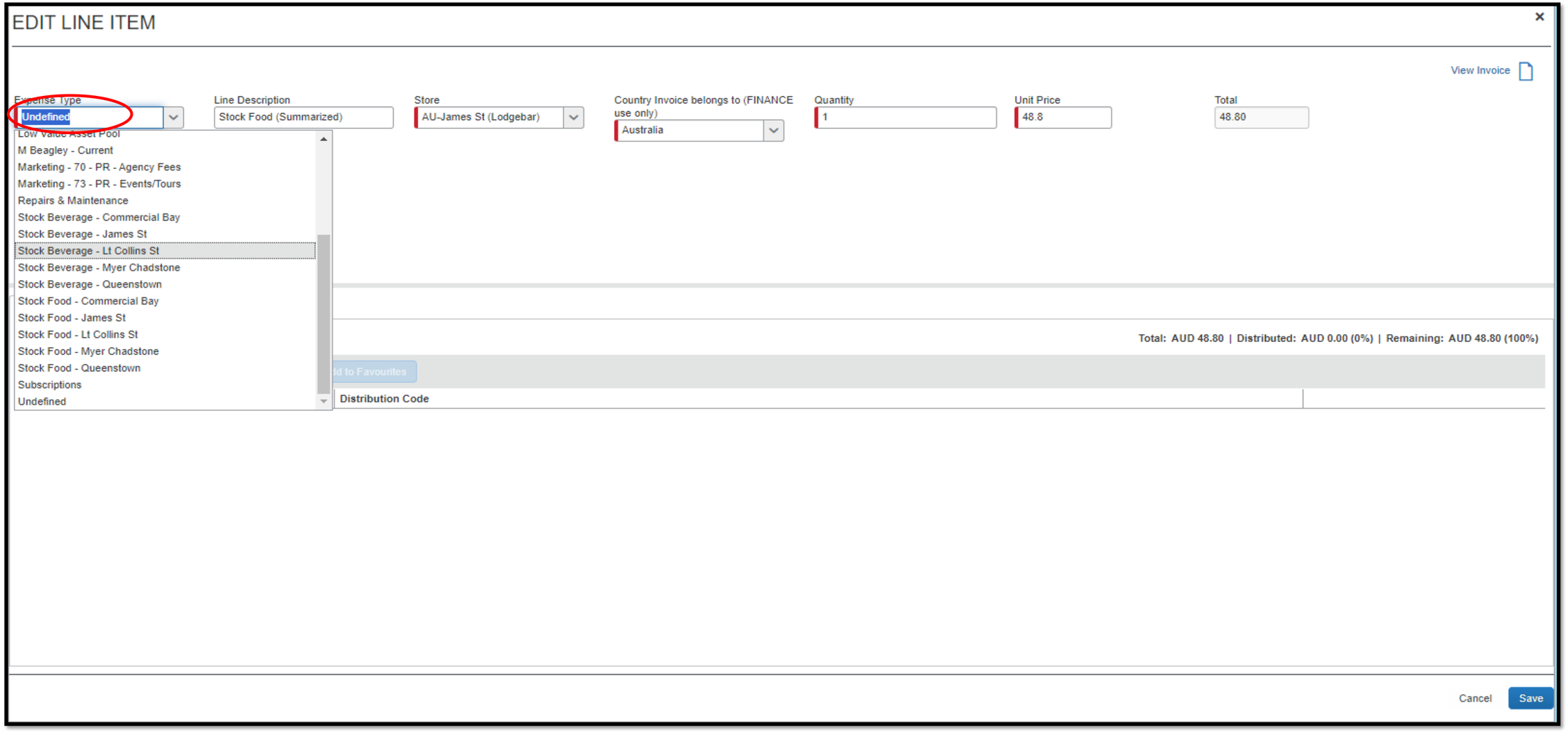



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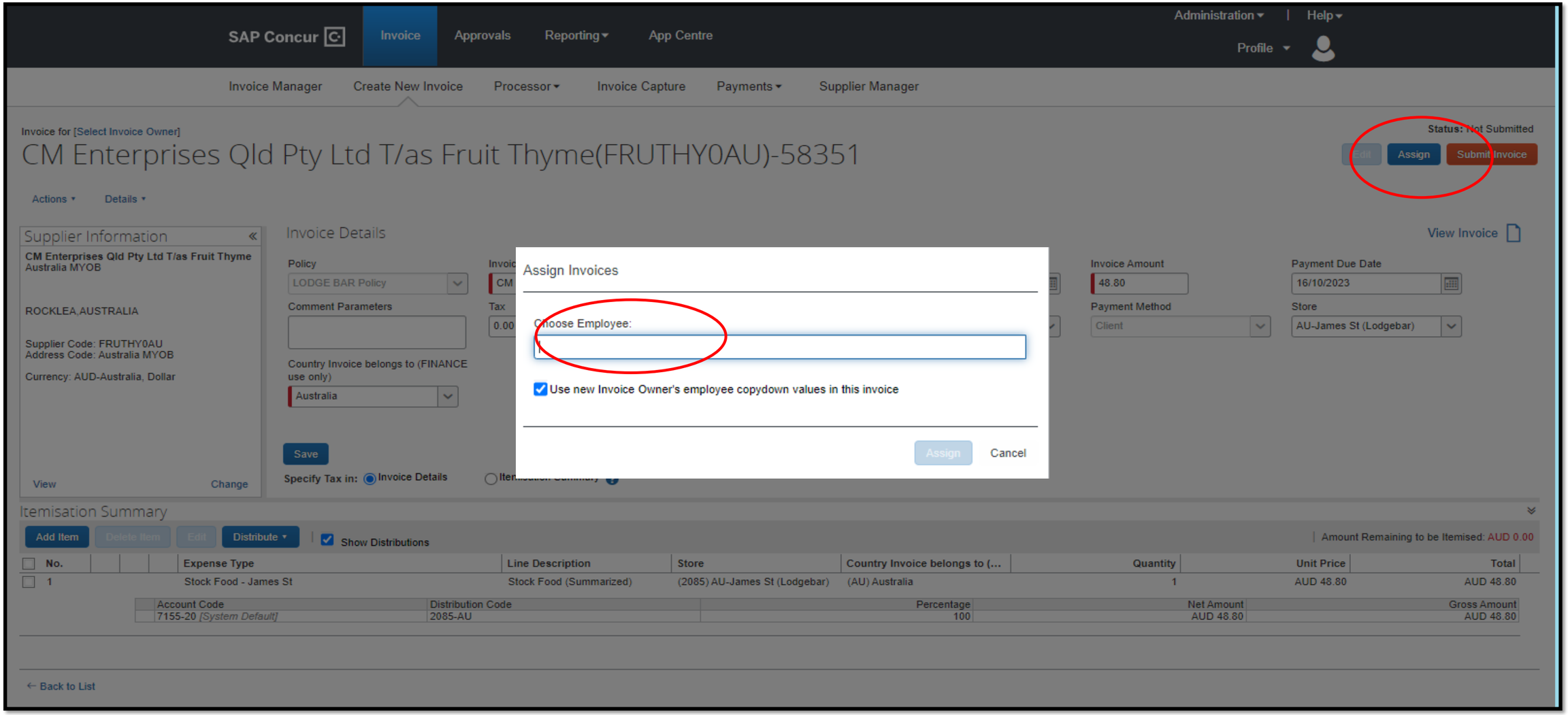
# Step 5: Select the expense type and save.




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# Step 6: Click assign in the left corner and assign to the respective store manager for approval.




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# Conclusion:

***SAP Concur is an all-in-one expense management platform hosted in the cloud that facilitates automated expense tracking of employee expenditures and can automate, monitor, audit approval flow of the invoices and generating report from it.***

***By recording, reporting, and approving costs online, users are able to efficiently keep an eye on and report their company's spending habit. Furthermore, users may approve submitted charges.***

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