

Processing Invoices For Payment

AP STAFF ABIDES BY THE FOLLOWING:

- Invoices submitted to Accounts Payable Department for payment must have a Purchase Order Number.
 - Invoices can be scanned and sent to the Accounts Payable email @ accountspayable@uchc.edu
- It is the department's responsibility to ensure Purchase Orders have enough money to support submitted invoices.
 - See next slide on how to check your Purchase Order for available funds.
- Payments are generated based on the documented date of invoice receipt at UConn Health – Our standard terms for payments are Net 30 from the “stamped date” of receipt at UConn Health. Vendors may have different default terms.
- Product Invoices are entered into HuskyBuy system but receipt of product must be confirmed on the Purchase Order prior to payment. Typically this is done by the Logistics Department.
- Service Invoices are not entered into HuskyBuy system until the Invoice is signed by an authorized approver then scanned and sent to the Account Payable email @ accountspayable@uchc.edu for processing.
 - Service Invoices that are split coded only require an authorize signature for one of the coding
 - Click the link below to verify if you have signature authorization on a fund.
[Signature Authorization Form Link](#)
- Accounts Payable generally requires a minimum of 3 business days to initiate payments. AP checks are only cut once a day due to data interchange requirements with our bank.
- **Note: There is not attachment notification in HuskyBuy.** Therefore, if you are attaching an invoice to a Purchase Order/Requisition a comment must be entered and an AP staff member tagged; otherwise, AP will not know an Invoice is present. Instead, scan and send the Invoice to the Accounts Payable email @ accountspayable@uchc.edu.



How to check to see if you have funds on a Purchase Order to pay an Invoice

PO/Reference No. **P0449222 Revision 0** Available Actions

Supplier **Abcam Inc**

Status Purchase Order Revisions PO Approvals Shipments Receipts Invoices Comments Attachments History

General Information

PO/Reference No. **P0449222**
 Revision No. **0**
 Supplier Name **Abcam Inc** [more info...](#)
 Purchase Order Date **3/2/2020**
 Total **3.45**
 Owner Name **Garrett Heinze**
 Owner Phone **+1 860-679-8174**
 Owner Email **purserv@uchc.edu**
 Requisition Number **2907772** [view](#) [print](#)

Document Status

A/P status **Open**
 Workflow **Completed**
 (3/2/2020 10:07 AM)
 Distribution **The system distributed the purchase order using the method(s) indicated below the last time it was distributed:** [view](#)
 Manual **1 866-739-9844**
 Distribution Date/Time **3/2/2020 10:07 AM**
 Supplier **Sent To Supplier** [view](#)

Line Item Status

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1 <input checked="" type="checkbox"/> A PO based Invoice is created with a single line item against a single set of account fields with a quantity difference within tolerance more info...	P02	SET	0.69	5 SET	3.45 USD	Sent To Supplier	Fully Received	Partially Invoiced	Do not Match

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown are for the PO and not for the invoice.

Subtotal **3.45**
 Out of State Sales Tax **0.00**
 Excise Tax **0.00**
 Shipping **0.00**
 Handling **0.00**
Total **3.45 USD**

At the "Status" tab on the PO look at the Line detail to see if the PO was invoiced

If the PO was invoice then check the Invoice tab on the PO to see how much funds are available on the PO

PO/Reference No. **P0449222 Revision 0** Available Actions

Supplier **Abcam Inc**

Status Purchase Order Revisions PO Approvals Shipments Receipts **Invoices** Comments Attachments History

Invoicing Summary

Invoice No.	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
13000960	P02 20	3/2/2020	4/1/2020	Invoice	Payable	2.76 USD	Heinze, Garrett
Total						2.76 USD	

Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	<input checked="" type="checkbox"/> A PO based Invoice is created with a single line item against a single set of account fields with a quantity difference within tolerance	P02	0.69 USD	5 SET	3.45 USD	1 / 0.69 USD 4 / 2.76 USD	Open Net Invoiced

This PO is showing \$0.69 available



Forms for PO vs. Non-PO Payments

Purchase Order Forms

- [Vendor Payment Authorization Form](#)

Non-Purchase Order Forms

- [Travel Reimbursement Form](#)
- [Mileage Reimbursement Form](#)
- [Miscellaneous Payment Reimbursement Form](#)

***Forms are found on the Finance Website: <https://health.uconn.edu/finance/forms/>*

Vendor Payment Authorization (VPA) Form

When to Use

- VPA forms are used when requesting payments to vendors who will not be invoicing UCHC
 - Examples include: rental/lease payments, license renewals, subscription renewals, membership dues, honorariums, sleep study, etc.
- VPA forms are used when requesting “Special Handling” on an invoice. Mark the box at the top of the VPA Form with one of following:
 - “D” for enclosed documents with the check for a specific vendor.
 - “G” for check pick up request at the Bursar’s Office.

How to Use

- VPA Forms must include purchase order number and authorization to pay. Payment authorizes must have signature authority on a FOAPAL charged.
- VPA Forms may be emailed to the Accounts Payable Mailbox after completion
- Download the [Vendor Payment Authorization Form](#)

Miscellaneous Payment Reimbursement Form

*The Miscellaneous Payment Reimbursement Form is used when a PO does not exist. The form is submitted directly to the Accounting Department for processing. **Do not send this form to the AP Department***

When to use this form:

- Submitting Stipends, Awards/Prizes and Subject payments. See link below for additional information <https://health.uconn.edu/finance/accounting/stipends-subject-payments-and-student-awards/>
- Reimbursement for Professional License Renewal as approved by the Department (Employee has paid)
- Reimbursement for Professional Society Dues as approved by the Department (Employee has paid)
- Employee Reimbursement for expenses incurred for visiting guests (Requires copy of Guest Travel Authorization and additional documentation in line with the [Travel Policy](#))
- Guest Travel Reimbursement (Requires copy of Guest Travel Authorization)
- Reimbursement for non-PO purchase with prior authorization obtained from Procurement.
-Click on this [Procurement link](#) for additional information on “Authorized Purchase vs Unauthorized Purchase”
- Download the [Miscellaneous Payment Reimbursement Form](#)

***Finance Website <https://health.uconn.edu/finance/accounts-payable/po-vs-non-po-payments/>

UConn
HEALTH