

UConn HEALTH

HuskyBuy Training Manual

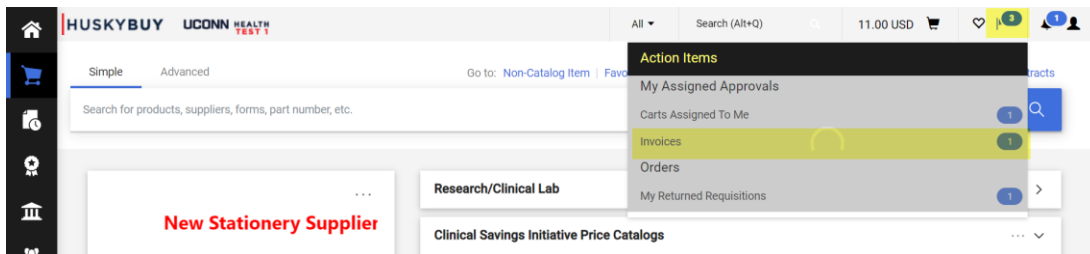
New Invoice Approvals Experience

Invoices must be approved by a HuskyBuy user with Signature Authority (SA) on the included FOAPAL. (Reminder - If a paper/email invoice is received by the department, it still will need to be forwarded to A/P at accountspayable@uchc.edu)

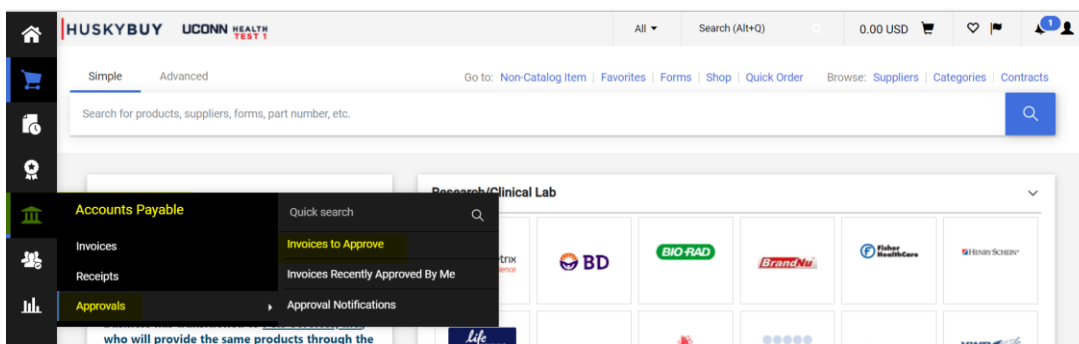
If the PO Owner **does not** have SA, they can approve the Invoice *but also must assign an Ad-Hoc approver*.
SEE SECTION 1A

If the PO Owner **does** have SA **SEE SECTION 1B**

ALL USERS can navigate to the Approvals screen either via the Action Items located at the top right of HuskyBuy and clicking Invoices:



Or they can navigate to the screen by clicking the Accounts Payable icon on the Navigation Bar on the left → choose Approvals → Invoices to Approve



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SECTION 1A - PO OWNER WITHOUT SA

In the Approvals screen click the down arrow to expand, if necessary, and click an Invoice # to open

The screenshot shows the HuskyBuy interface for the Approvals screen. The top navigation bar includes the HuskyBuy logo, UConn Health logo, and search bar. The main content area is titled "Approvals" and shows a list of invoices under the heading "MY INVOICE APPROVALS". The first invoice is highlighted with a yellow background. The invoice details are as follows:

INVOICE NO.	SUPPLIER INVOICE NO.	SUPPLIER NAME	ASSIGNED APPROVER	CREATE DATE	PO I
11000629	sdfsdf	Abcam Inc	Tony Tester	3/23/2022 8:44 AM	POE

Additional details for the invoice include: Due Date: 4/7/2022, Invoice Name: 2022-03-23 ethibeault 01, Type: PO Invoice, Invoice Source: Manual, No. of Lines: 2, and Folders: 0 Days in fo.

The screenshot shows the HuskyBuy interface for the Invoice details screen. The top navigation bar includes the HuskyBuy logo, UConn Health logo, and search bar. The main content area is titled "Invoice • 11000659" and shows a summary of the invoice. The invoice details are as follows:

General	Addresses	Note/Attachments
Invoice Type: Invoice Pay Status: In Process Invoice Number: 11000659 Supplier Invoice No.: erer Supplier Name: TW Abcam Inc	Remit To: PO Box 3460, Boston, Massachusetts 02241-3460 USA Email: zaborowski@uchc.edu Phone: 1-617-5774258 Fax: 1-617-2253938 Address Id BI E-Commerce Billing 1 Bill To: Accts Payable, PO Rnx 4031	External Note: no value Internal Note: no value External Attachments: Add Internal Attachments: Add

The workflow section on the right shows the status of the invoice: Submitted (3/24/2022 3:28 PM, Ellen Thibeault), Start - Parallel Steps, PO Owner Invoice Ap... (Active, Tony Tester), End - Parallel Steps, and AP SA Review (Future).

Scroll down to "Ad Hoc Approver" and click on it. In the popped window search and choose the Ad-Hoc Approver with SA → add a Comment if needed → click Save.

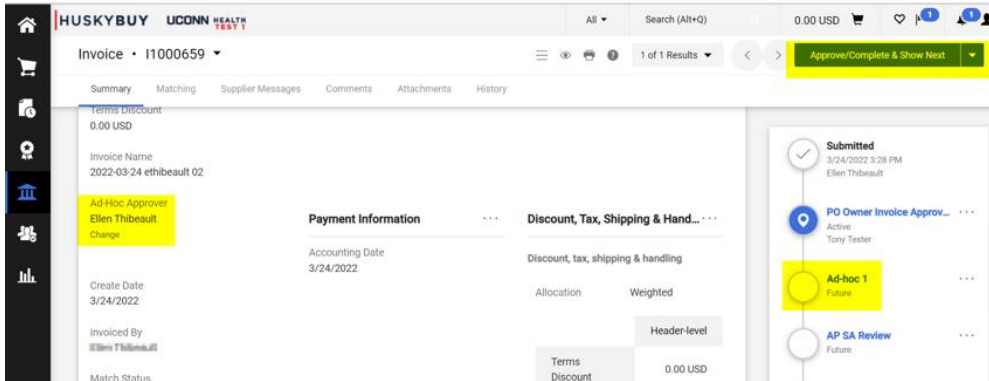
The screenshot shows the HuskyBuy interface for the Ad-Hoc Approver pop-up window. The window is titled "Ad-Hoc Approver" and is used to approve an invoice. The details are as follows:

After	PO Owner Invoice Approval A
Ad-Hoc Approver	Type to filter...
Comments	1000 characters remaining

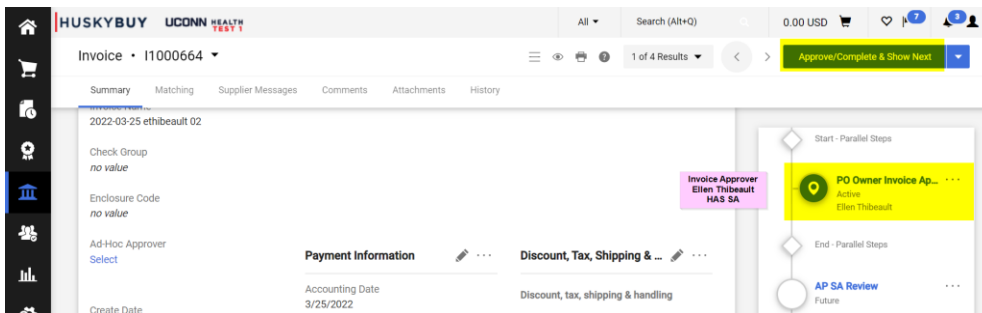
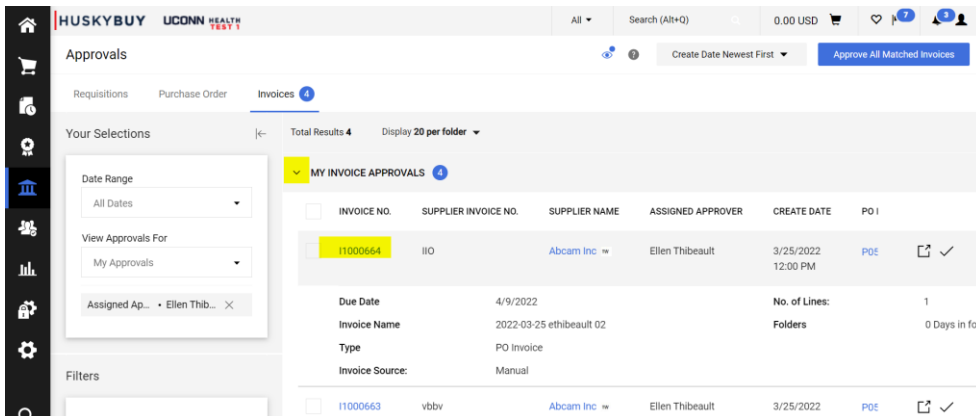
The window includes a "Save" button and a "Close" button.

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The Ad Hoc Approver has been added to the workflow and a new Workflow Step has been added. (Please note you can change the Ad-Hoc Approver if needed prior to approving the invoice.) Click Approve/Complete in the upper right and the Invoice will move into the Ad-Hoc workflow step.



SECTION 1B – INVOICE APPROVERS WITH SA

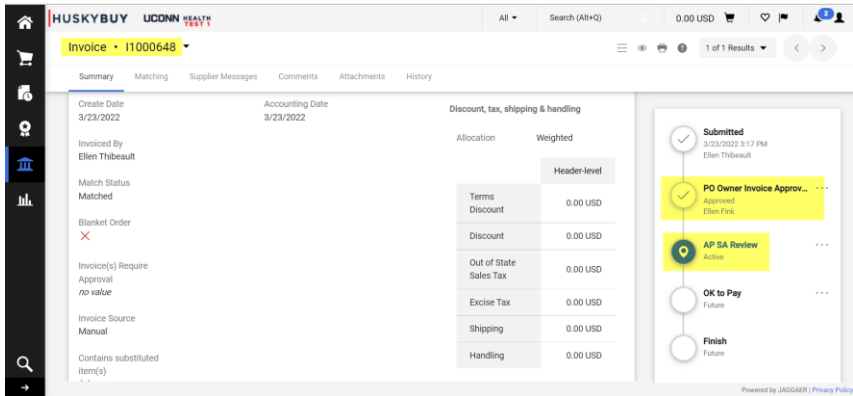


The Invoice copy will be attached to the HB Invoice - review as needed. Click the appropriate response in the upper right and the Invoice will move into to the next Workflow Step.

Note: Each approver can Ad-Hoc the invoice to another approver if multiple approvals are necessary to pay the invoice. For example, additional PI Approval. The same steps above should be followed with the last approver just clicking Approve/Complete with no additional Ad-Hoc Approver selected.

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Once the invoice is fully approved by the department, it returns to Accounts Payable where appropriate SA approvals will be verified. If the invoice did not get at least one required SA approval initially, it will be returned to the department by Accounts Payable for additional approval.



If you are unsure who has SA for your FOAPAL, reference the UCHC APEX application linked to below (user must be logged onto UCH’s network to access):

[UCHC APEX Signature Authority Application](#)

