

ACCOUNTS PAYABLE



TODAY'S AGENDA

- Learning Objectives
- Who we are
- Topics of Interest
- Reduce Risk - Invoice approver responsibilities
- Resources



LEARNING OBJECTIVE

- To educate invoice approvers on the Accounts Payable Policies and to consider these policies when approving invoices for disbursement so the University stays in compliance.

ACCOUNTS PAYABLE – WHO ARE WE?

343 Mansfield Rd, Unit 1080

John J. Budds Building

<https://accountspayable.uconn.edu/>

AREAS:

Vendor Payment Processing

Employee Reimbursements

TOTAL STAFF MEMBERS: 10

- 1 Director
- 1 AP Manager
- 5 A/P Staff Members
- 3 Travel Reimbursement Staff Members

REPORTING STRUCTURE:

Jeff Geoghegan, Vice President for Finance and Chief Financial Officer

Margaret McCarthy, Associate Vice President of Financial Operations and Controller

Daniel Warren, Accounts Payable Director

Kayla Noren, Accounts Payable Manager



DVs AND PO INVOICES PROCESSED BY A/P DEPARTMENT

DOC TYPE	FY 21	FY 22	FY 23
Concur Expense reports	3,613	11,340	17,515
Purchase Order Invoices	46,708	44,438	44,781
All disbursements	\$511m	\$622m	\$630m

Topics of Interest

Tolerance/Receiving/FO Approval

	\$ Matching Tolerance	Receiving Required	FO Approval *
General	10%/\$250	\$5k	\$250
ITS ORGS Qty POs	0%/\$0	\$0	\$250
SPS CG w/ OC 6603, 6604, 6626, 6638, 7650	0%/\$0	\$5k	\$250
Capital Projects ORGs 1731, 1832, 1863	0%/\$0	\$5k	\$0
Haz Substances Qty PO	10%/\$250	\$0	\$250
Bank 20 (Bond Funded)	10%/\$250	\$5k	\$0
Grants Consulting/PSA	10%/\$250	\$5k	\$0
Credit Memo	10%/\$250	\$5k	\$0
Catering	10%/\$250	\$5k	\$0

* Will route to FO if under \$250 and optional invoice approver is selected

Optical Character Recognition (OCR)

Accounts Payable has implemented a new software that will read and input invoices against Purchase Orders

- Ways to streamline process
 - Blanket Orders or Non-Qty Purchase orders with single line
 - Ensure correct Purchase Order type is selected between Qty and Non-Qty Purchase Orders
 - Email apinquiries@uconn.edu if you need changes to the invoice. Do not return to invoice owner

QUANTITY RECEIPTS (RECEIVING REPORTS)

DID YOU KNOW?



The Requester will get a notification when an invoice requiring a quantity receipt is entered.



After 7 days, if the Requester has not entered the quantity receipt, the invoice will continue in the workflow to the FO.



The FO cannot approve the invoice until the receipt is entered.

SPONSORSHIPS VS DONATIONS

SPONSORSHIPS/CO SPONSORSHIPS – DV Reason Code of “Y”

- Include all situations wherein the University provides funds, good or services to an outside organization in support of one or more activities, events or programs with the expectation of acknowledgment, recognition or promotion.
 - A disbursement form is used to process payment using the reason code of “Y”
 - Must attach proof of acknowledgment, recognition or promotion that will be given to UConn.
 - **Donation are provided with no expectation of a measurable benefit to the University and cannot be paid via Accounts Payable**

DEFINITIONS PO VS PSA VS DV VS SPAR

For Services Rendered of an Individual or Supplier - Please consult with Procurement if you are unsure of what Procurement tool to use (i.e. PO, DV, PCard, Catalog, PSA, etc.)

Personal Service Agreement (PSA)

Contract designed for simple transactions that do not require assistance of a Purchasing Agent with sourcing and settlement of business terms.

Disbursement Voucher (DV Form)

For services/goods not requiring a Purchase Order you can use the DV form. Typically, it is for one-time services rendered under \$2,500.

VS

Purchase Order

Services of a technical nature for which competitive bidding may be desirable, must be secured through a PO unless otherwise advised by the Purchasing Department.

Special Payroll

Special payroll is used for the payment of certain types of temporary or part-time professional employment. Regulations governing its use are covered within the website of Special Payroll Authorization.

REASON CODES VS OBJECT CODES

Reason Codes, why do we have them?

- To track the type of Non-PO payments being made
- To assist in the workflow of payment types
- Help guide departments of what object codes to use

VS

Object Codes and how they interact with reason codes

- The system has parameters to validate object codes and reason codes
- Accounting maintains the object codes
- 07/01/2021 Guide on Accountings website. [Click here](#)

Quantity versus Non Qty (i.e. Blanket Order) POs

Blanket Orders/Non Qty POs

- Generally used when the business needs the same type of goods or services on a recurring basis over a specified period, such as an entire year.
 - Preference is not to have more than one line for a Blanket Order PO
 - When using Goods & Services form in HuskyBuy it defaults to Qty
 - Consider using a Blanket Order form in HuskyBuy versus a Non Qty PO created using Goods & Services form

Qty POs

- Generally used when the business needs specific one-time products or services.

INVOICE APPROVER RESPONSIBILITIES

NEVER USE THE "APPROVE " BUTTONS IN YOUR "MY INVOICE APPROVALS FOLDER" - YOU SHOULD OPEN UP EACH INVOICE INDIVIDUALLY TO REVIEW

When selecting these buttons, the invoice will not go through the system validations and will cause invoices to fail or pay out in error. You must select the invoice number you want to assign to yourself. Example – invoice amount is more than PO amount that requires department to potentially increase PO or dispute invoice amount

Sort by: Due date oldest first

Hide invoice details expand all collapse all Results per folder: 20

My Invoice Approvals [1 result]

Invoice No.	Supplier Invoice No.	Supplier Name	Assigned Approver	Invoice date	PO No.	Match Status	Amount	Action
762868	8805431840	VWR International LLC	Terri Richard	7/17/2021 3:15 AM	441839	Matched	15.97 USD	Approve

Due Date: 8/15/2021
Discount Date: 7/26/2021
Type: PO Invoice
Invoice Source: Electronic

No. of Lines: 1
This invoice has Notes ✓
Folders: 0 Days in folder [My Invoice Approvals]

INVOICE APPROVER RESPONSIBILITIES

Below are the buttons found on the invoice.
Use these buttons to assign &/or approve.

If you need more options, once you assign the invoice to yourself. These options will show in the pull down on the top left side of the invoice.

The screenshot displays an invoice management interface. At the top left, the invoice number '765581' is highlighted with a yellow circle. A dropdown menu is open, listing several actions: 'Assign', 'Approve & next', 'Approve', 'Add Comment', 'Copy to new invoice', 'Create Recurring Invoice', and 'Add Notes to History'. In the top right corner, an 'Assign' button is also highlighted with a yellow circle. The main content area shows a 'Summary' tab, an 'Attachments' section with a count of 3, and a 'Pending' section with a table of invoice details.

Pending	
Inside Higher Ed	▼
Supplier Invoice No.	RI2531
Total (9,371.25 USD)	▼
Subtotal	9,371.25

Tips on finding status of invoice

Invoice • Fastenal Company • 1001278

Summary Matching Supplier Messages Comments Attachments History

General

Invoice Type	Invoice
Pay Status	In Process
Invoice Number	1001278
Supplier Invoice No.	INV-2418492
Supplier Name	Fastenal Company
Invoice Date	9/20/2023
Invoice Received in AP (mm/dd/yyyy)	no value
Discount Date	no value
Due Date	9/20/2023
Terms	0% 0 Net 0
Invoice Name	2023-09-20 acd14005 03
Optional PR Approver	no value
New Remit to	✗
Alternate Payment Method	no value
Optional Invoice Approver	no value
AIM Work Order	230014-383214
AIM Phase	001
Unifer UID	no value
ProjectID	no value
Construction Invoice Approver 1	no value
Construction Invoice Approver 2	no value
Construction Invoice Approver 3	no value
Construction Invoice Approver	no value

Addresses

Remit To

PO Box 1286
Winona, Minnesota 55987-1286

United States
Fax 1-507-4947585
Address Id 563693

Bill To

Email Invoices To: apinvoic@uconn.edu
Type Vendor Name / Invoice # in Subject Line
or Mail: AP - Unit 1080
343 Mansfield Rd
Storrs, CT 06269-1080
United States

Payment Information

PO Valid From (mm/dd/yyyy)	no value
PO Valid To (mm/dd/yyyy)	no value
Non-Quantity PO	✗
Accounting Date	9/20/2023
Shipping Payment Terms	no value
Payment Method	Unknown
Disbursement No.	no value
Disbursement Date	no value

Note/Attachments

External Note	no value
Internal Note	no value
Special Handling / Enclosures Type	no value
Special Handling / Enclosures Detail	no value
External Attachments	
Internal Attachments	

Discount, Tax, Shipping & Handling

Allocation	Weighted	Header-level
Terms Discount		0.00 USD
Discount		0.00 USD
ASE Tax		0.00 USD
NRA Tax		0.00 USD
Shipping		0.00 USD

Summary

Fastenal Company

Supplier Invoice No. INV-2418492

Total (827.99 USD)

Subtotal	827.99
Terms Discount	0.00
Discount	0.00
ASE Tax	0.00
NRA Tax	0.00
Shipping	0.00
Handling	0.00
Sales Tax	0.00
Total	827.99

Related Documents

[Purchase Order: 3874207](#)

[Requisition: 3863585](#)

What's next?

Workflow

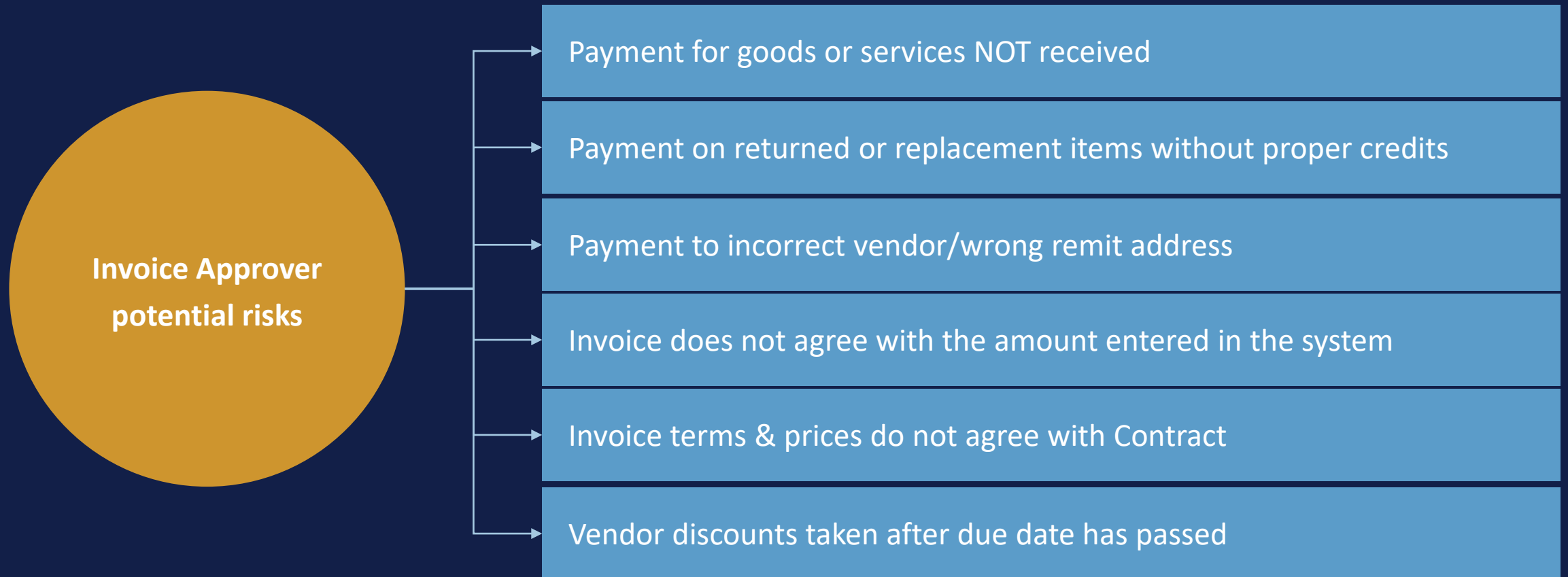
- Submitted 9/20/2023 11:37 AM Araceli del Castillo
- PO Approval **Done**
- OK to Pay Future
- Auto-Close-PO Future

Top reasons why PO invoices may be held up

- No PO number referenced on the invoice – A/P reaches out to vendor asking to work with UConn department contact to obtain the PO number and resubmit invoice
- Closed/Expired PO - A/P reaches out to vendor and UConn department PO owner to obtain the updated PO number and resubmit invoice
- What line – A/P reaches out to the department on what line of PO to apply the invoice to
- Increase in PO needed – relates to invoice entered for more than the PO line item. Issue is caused when FO approves unmatched invoice where it ends up in A/P. A/P then has to reach out to department to resolve
- Vendors remit to discrepancies – remit to on invoice does not match any remittance addresses on supplier profile. Supplier management reaches out to vendor to go online and update their profile
- Invoices attached to requisition and not submitted to apinvoices@uconn.edu – issues stems from departments creating POs after the services were performed or goods received.
- Wires – not selecting wires for international company or selecting wire for domestic company
- Future dated invoices – cannot be submitted to KFS for payment until date of invoice

REDUCING RISK – Invoice approver's responsibility

REDUCE THE RISK OF INCORRECT PAYMENTS



INVOICE APPROVER RESPONSIBILITIES

If the invoice approver is unsure on any of the below, work with someone who has the knowledge.

What to review	Action	Potential Risk/Consequence
Pricing	Verify the pricing/rate is correct per Agreement/PO/University or State Contract	Risk of University over/under paying for goods/services received.
Invoice Amount	Verify the invoice in HuskyBuy matches the suppliers invoice amount.	Risk of over/under paying a supplier. Example overpayment on grant fund using cumulative invoice amounts vs. Current amount.
Goods/Services Received	Verify the goods/services were received.	Risk of University paying for goods/services not received.
Returned/Replaced Items	If you are aware an item on the invoice is being returned or replaced, do not approve the invoice for the original invoice/replacement invoice until a credit is received from the supplier.	Risk of paying for returned items.

INVOICE APPROVER RESPONSIBILITIES CONTINUED

If the invoice approver is unsure on any of the below, work with someone who has the knowledge.

What to review	Action	Potential Risk/Consequence
Supplier Name/Address	Verify the name and address on the invoice agrees with the supplier selected in the system.	Risk of paying an incorrect supplier where the University might not be able to collect/recoup the funds from the incorrect supplier.
Terms	Verify the terms on the invoice are correct. If not, reach out to procurement for approval for the terms to be changed and e-mail apinquiries@uconn.edu with procurements approval.	Risk of payment being sent to the supplier late.
Discounts	If there are discount terms, verify the discount date has not already passed prior to approving the invoice. If so, return the invoice to AP requesting the discount be removed or e-mail apinquiries@uconn.edu .	Risk of supplier being short paid.

INVOICE APPROVER RESPONSIBILITIES CONTINUED

Unmatched invoices – what to do?

Unmatched Reason	Action
Unmatched Invoices – Invoice extended price exceeds PO	<p>Research why the invoice was submitted for more than the PO.</p> <ol style="list-style-type: none"><li data-bbox="690 508 2461 611">1. If you agree with the higher price submit a POA to increase the line amount. Once the POA is approved the invoice will be matched.<li data-bbox="690 622 2346 725">2. If the amount was entered against the wrong line in error, return the invoice with instructions on what PO line to submit the line against.<li data-bbox="690 736 2461 951">3. If the supplier overbilled on the line, contact the supplier and request a credit memo or submit a comment on the invoice and e-mail apinquiries@uconn.edu asking AP to contact the supplier for a credit or ok to short pay. Once the credit is received and entered the invoice will be matched.
Unmatched Invoices – No receipt has been entered	Verify the goods/services have been received and do the appropriate receiving within HuskyBuy. Refer to the HuskyBuy job-aid for additional instructions.

INVOICE APPROVER RESPONSIBILITIES CONTINUED

Unmatched invoices Continued

Invoice • B&H Foto & Electronics Corp • 1001283

Summary Matching Supplier Messages Comments Attachments History

Please see the highlighted items below for any matching exceptions.

3879680

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging
Unmatched	3 Way	1	1	111	test 1	0/EA

MATCHING EXCEPTIONS

- No receipt has been entered

MATCHING SUMMARY

	Ordered	Received	Net Invoiced
Quantity	5	--	5
Unit Price	1,000.00 USD	--	1,000.00 USD
Ext. Price	5,000.00 USD	--	5,000.00 USD
Document TS&H	0.00 USD	--	0.00 USD

INVOICES 0 / CREDITS 0 / RECEIPTS 0

Invoice • Garston Sign Supplies • 1001259

Summary Matching Supplier Messages Comments Attachments History

Please see the highlighted items below for any matching exceptions.

2152889

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging
Unmatched	2 Way PO/Invoices	1	1	PAYMENT_REQUEST	Payment Details	

MATCHING EXCEPTIONS

- Invoice extended price exceeds PO by: 3,105.00 USD

MATCHING SUMMARY

	Ordered	Received	Net Invoiced
Quantity	1	--	70
Unit Price	45.00 USD	--	45.00 USD
Ext. Price	45.00 USD	--	3,150.00 USD
Document TS&H	0.00 USD	--	0.00 USD

INVOICES 69 / CREDITS 0 / RECEIPTS 0

RESOURCES

EMAILS:



APinvoices@uconn.edu for submission of PO invoices only ~ APinquiries@uconn.edu for any AP questions ~ APdisbursements@uconn.edu for any disbursement information



All [HuskyBuy Support](#) for Procurement and Supplier support questions go to (860) 486-2BUY (2289) HuskyBuySupport@UConn.edu



Training Guides for HuskyBuy

<https://procurement.uconn.edu/huskybuy-evolution/>



University Policies

<https://policy.uconn.edu/finance/>

