HUSKYBUY

Demystifying Invoicing

Accounts Payable Department

Technology Day

June 3, 2025

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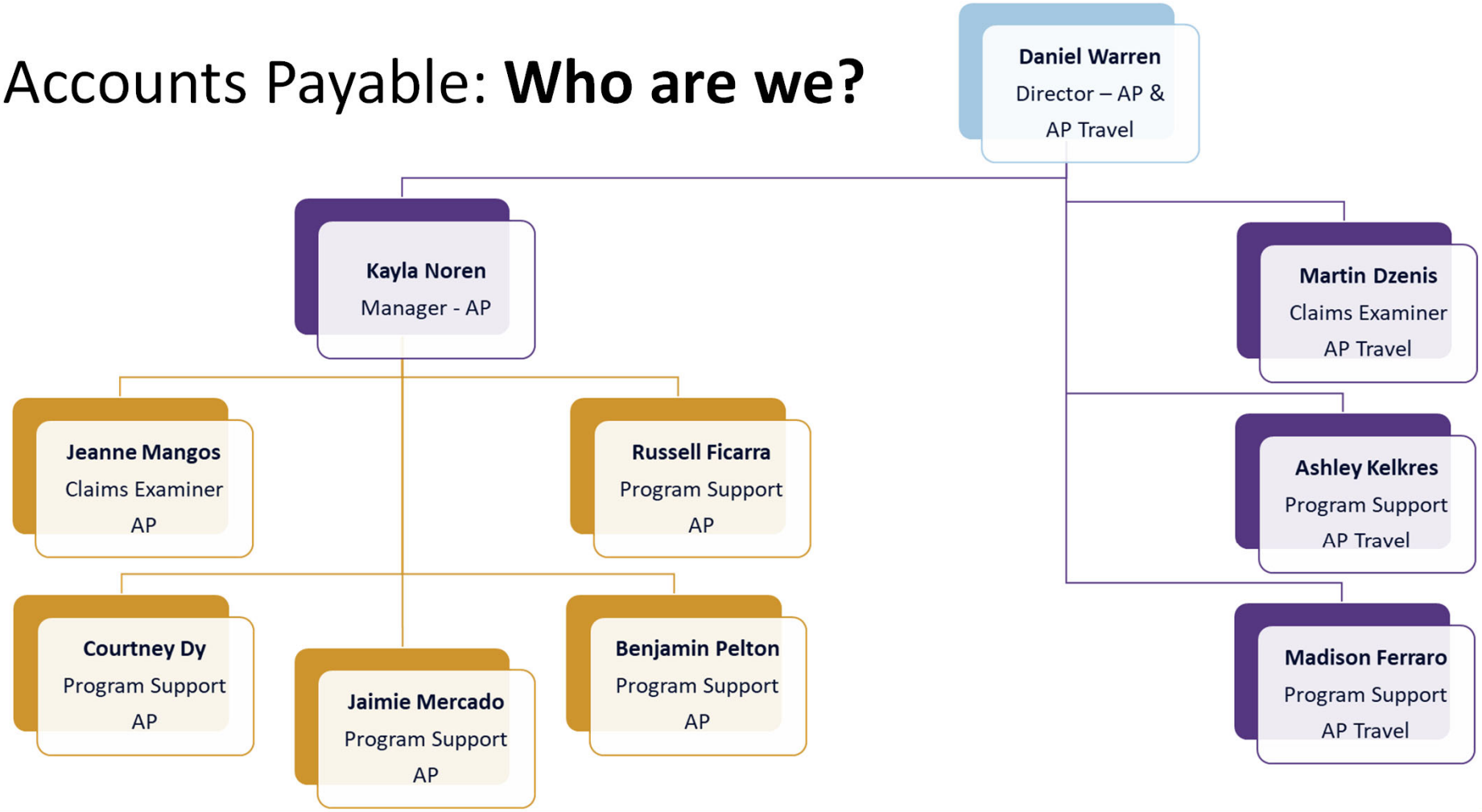
UCONN

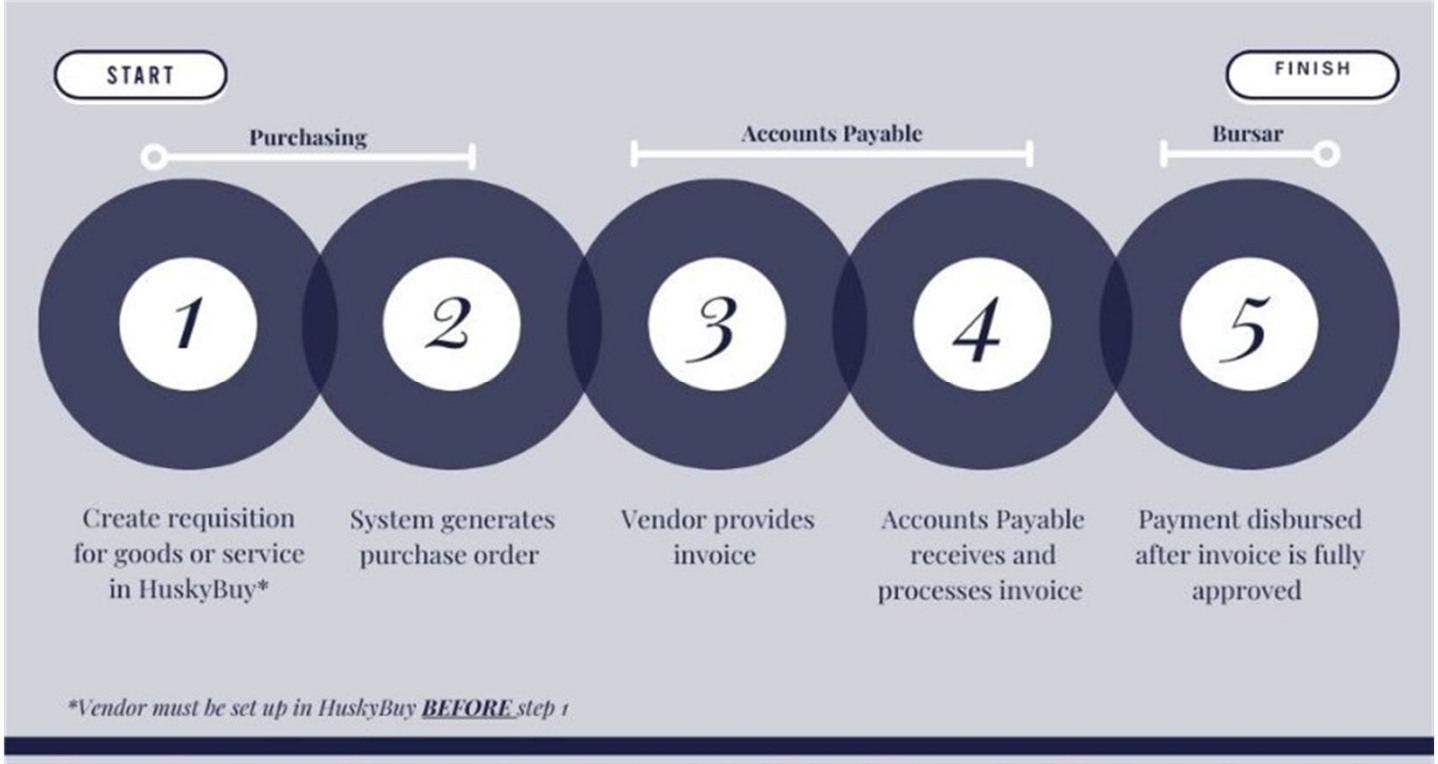
Today's Objectives:

- Review invoice approver **responsibilities**
- Address reasons for **delayed** payments
- Tackle **FAQ's**
- **Navigate** through HuskyBuy invoice screens

Accounts Payable: **Who are we?**



From Creation to Payment: **The PO Journey**



Purchasing: huskybuysupport@uconn.edu | AP: apinquiries@uconn.edu | Bursars: apdisbursements@uconn.edu

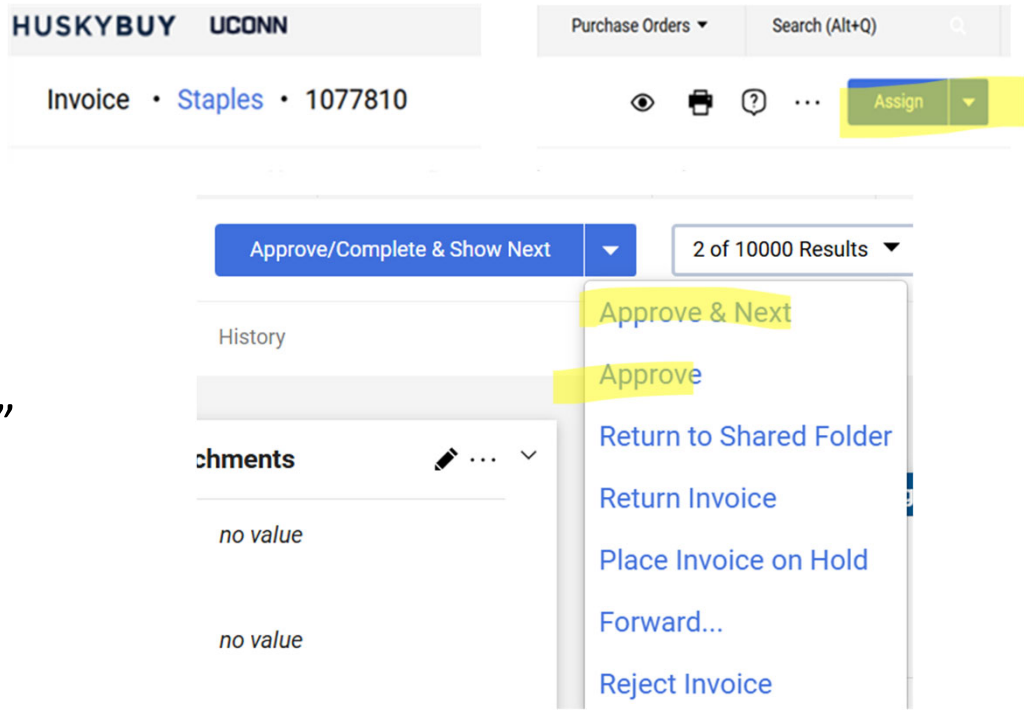
Invoice Routing & Approvals: **Approver Responsibilities**

What to review:

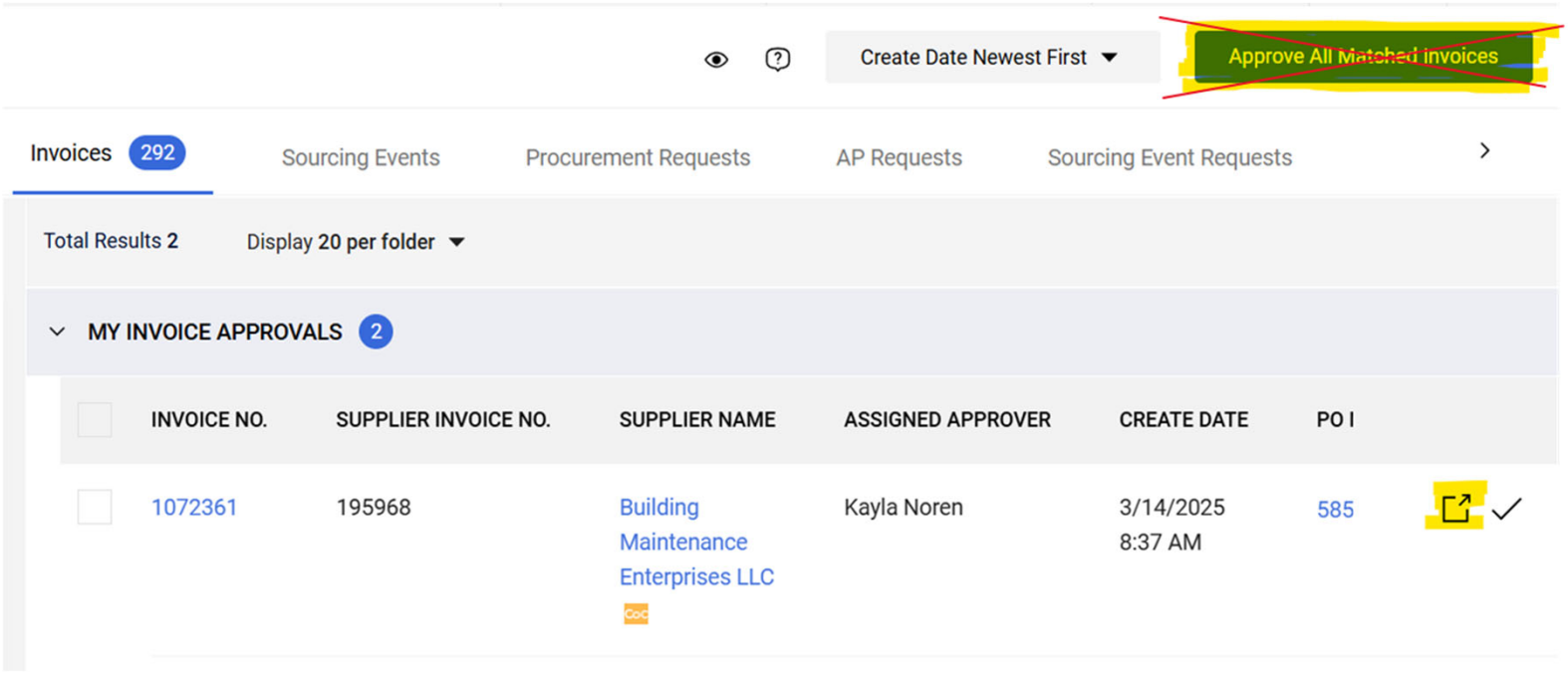
1. Supplier **name** and **remit address**
2. Vendor invoice **total**
3. PO **Lines** invoiced and pricing
4. Payment **terms**
5. **Discount** Due Date has not passed
6. Goods were **received**
7. Invoice is **matched**

Invoice Routing & Approvals: **Approving an invoice**

1. **Assign** the invoice
2. **Open** the invoice
3. Ensure all items are **correct**
4. Select “**Approve**” or “**Approve & Next**”



Invoice Routing & Approvals: **Approving an invoice, cont'd**

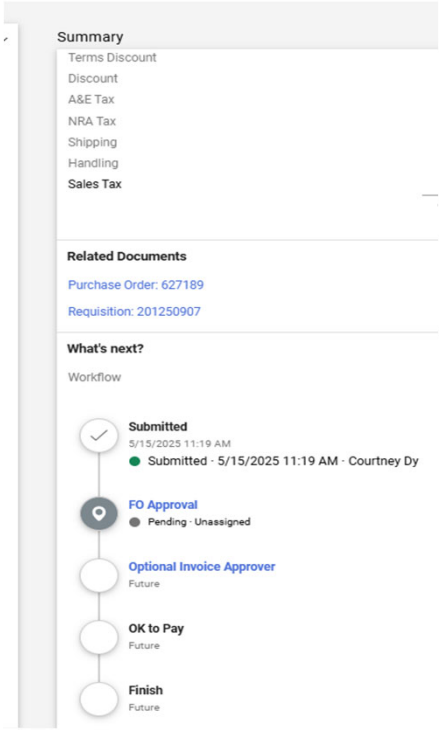


Helpful Tip: Do not click "Approve All Matched Invoices" in your approval folder. This does not check if each invoice is matched, so you might approve one in error. Instead, review **each** invoice before approving.

Invoice Routing & Approvals: **Approval Workflow**

Workflow steps you may encounter:

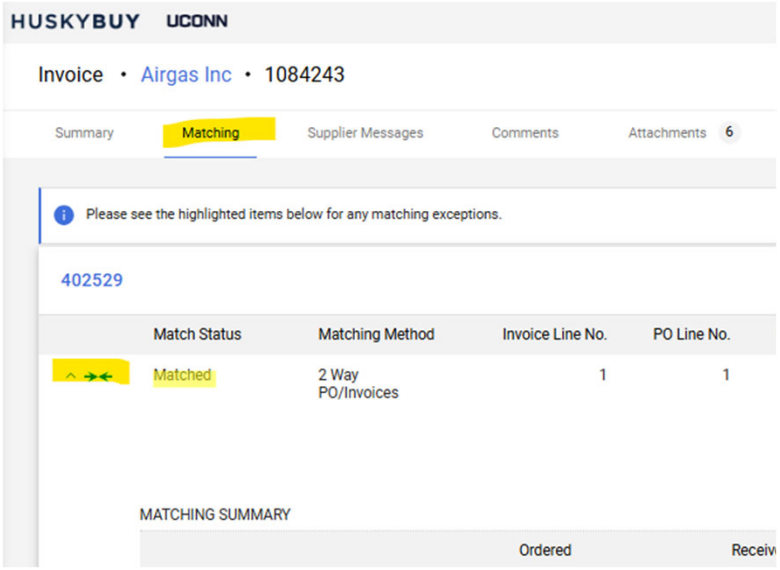
1. **OCR** – AP step, invoice may not be accurate until this step shows as *approved*
2. **Supplier Registration Update** – Discrepancy in supplier remit or tax ID #
3. **Levy Group Review** – AP step where we determine if vendors owes $ to DRS
4. **AP – AE and NRA Review** – AP step to review if A&E or NRA tax is applicable
5. **AP Match Exceptions** – Indicates the invoice is in an unmatched status
6. **PO Revision Pending** – A POA has been submitted and is not yet approved
7. **AP Research** – AP is working to resolve an issue with the invoice
8. **AP Review** – Waiting on AP travel to review against travel policy
9. **Hold for Receipt** – Goods/Services need to be received in HB



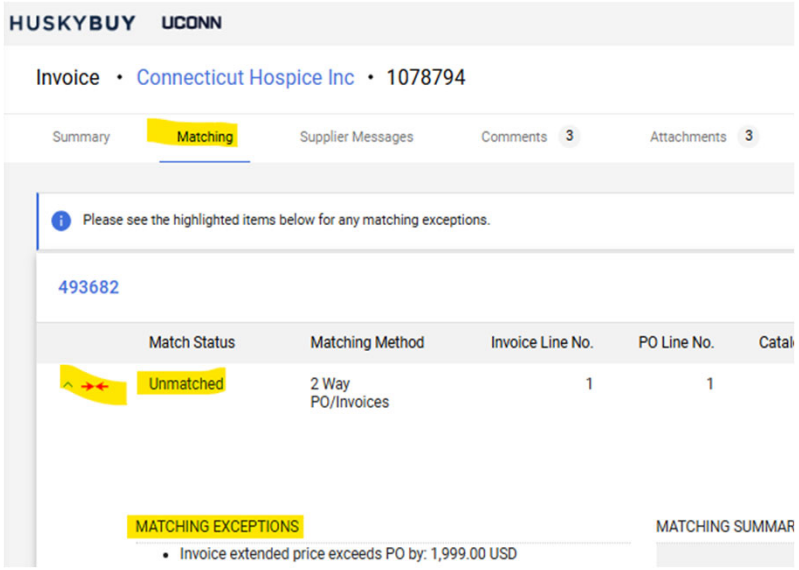
Invoice Routing & Approvals: **Unmatched invoices**

Open invoice in HuskyBuy and navigate to **matching** tab:

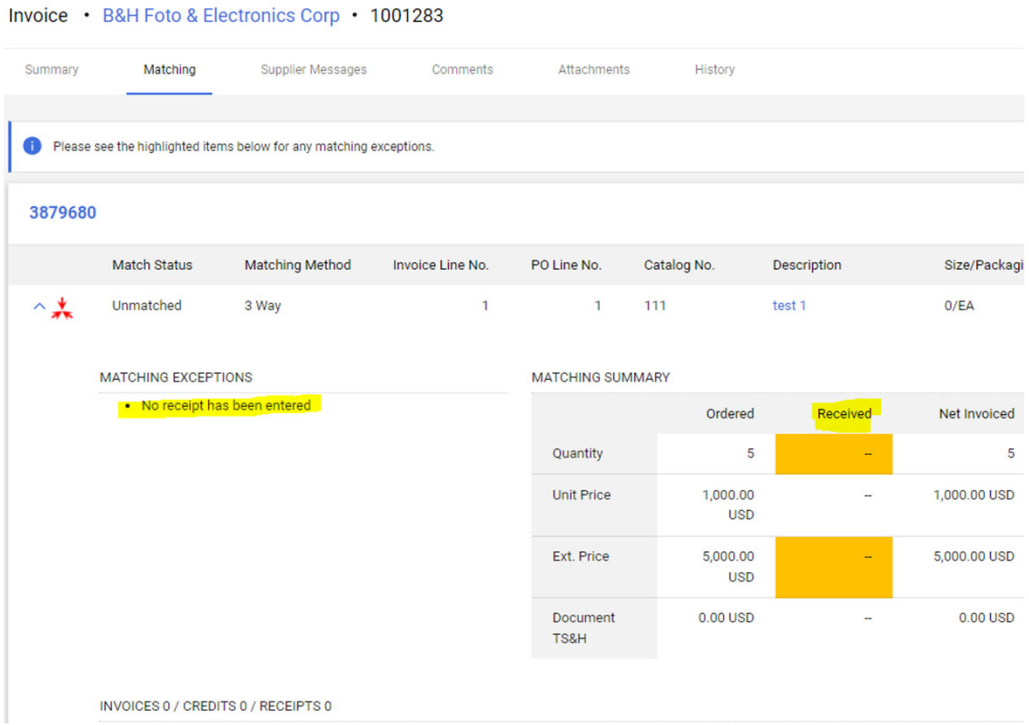
Matched lines show green arrows



Unmatched lines show red arrows

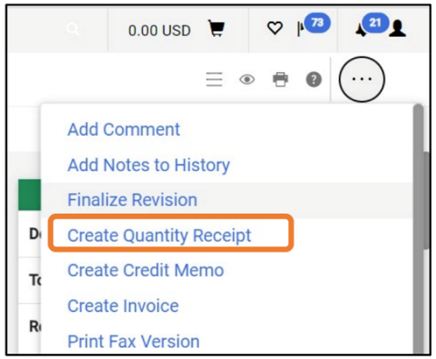


Invoice Routing & Approvals: **Unmatched invoices, no receipt**



Reasons an invoice might be **unmatched**:

1. No **receipt** has been entered – (refer to HB knowledgebase for instructions)



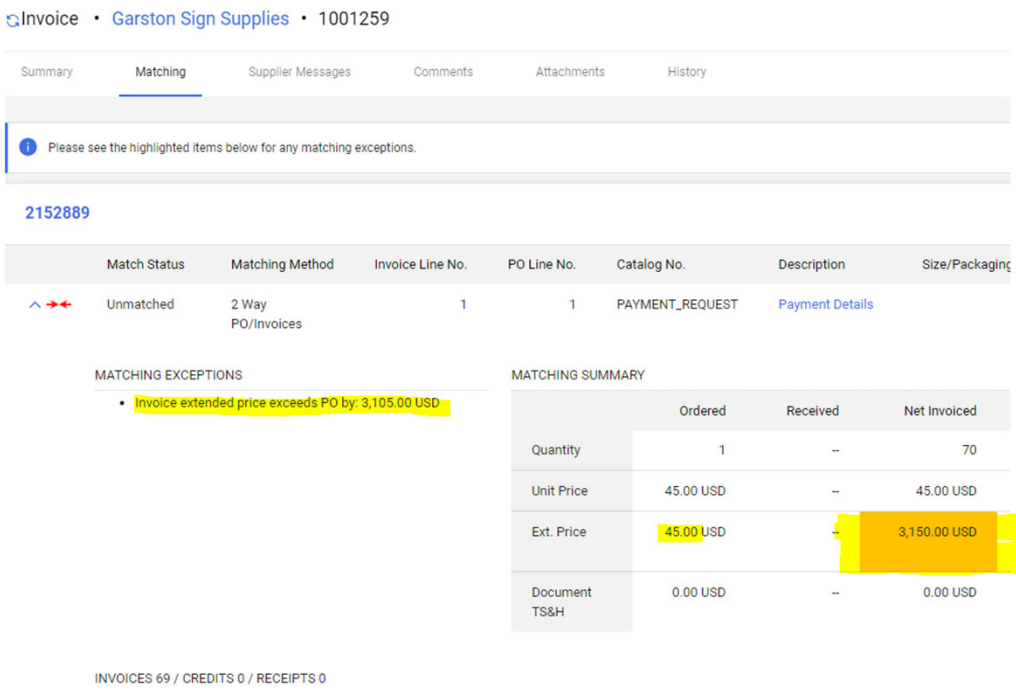
Invoice Routing & Approvals: **Unmatched invoices receiving quick tip**

- The Requester will get a **notification** when an invoice requiring a quantity receipt is **entered** and it will move to the Hold for Receipt workflow step
- 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**

Invoice Routing & Approvals: **Unmatched invoices, invoice extended price**

Reasons an invoice might be **unmatched**:

2. Invoice extended price **exceeds** PO:
   A. Submitted against the **wrong** PO **line?**
      - Return invoice to AP ***OR***
      - Email apinquiries@uconn.edu
   B. Was the invoice billed for more than the PO?
      - Complete POA to increase line ***OR***
      - Request credit from vendor ***OR***
      - Obtain vendor approval to short pay invoice



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Invoice Routing & Approvals: **Returns**

Returning an item?? Follow these steps:

1. Contact vendor to begin the Return Merchandise Authorization process (RMA)
2. Do not approve the original invoice until the credit is sent by vendor
3. Once credit is issued and received:
   I. Approve both the original invoice and the credit memo
   II. If goods are being replaced, review and approve the rebill invoice once replacement goods are received

Invoice Routing & Approvals: **Closing PO's**

Closing a PO? Check the invoices tab on the PO and verify no invoices have an in-process status.

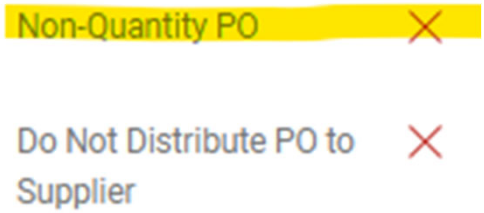
Common Reasons for delayed payments:

1. **No PO** number
2. Closed/Expired PO
3. What line? Line items do not match PO lines
4. Invoice is in **unmatched** status:
    - Receipt not yet created in HB
    - Not enough funds on PO line
5. Remit to **discrepancies**
6. Missing **wire form** (Search UConn Wire Form)
7. Invoice **NOT submitted** to apinvoices@uconn.edu (attached to requisition)
8. Quantity vs. Non-Quantity PO errors

Quantity vs Non-Quantity

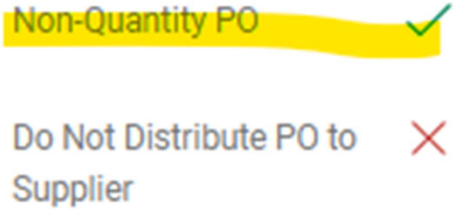
Quantity

- Known quantity at a set price
- PO lines match vendor's invoice
- # of invoices cannot exceed Quantity
- PO will close when quantity is reached



Non-Quantity

- Overall cost known, specific billing information unknown
- PO lines may not match vendor's invoice
- Quantity must be set to 1
- # of Invoices can exceed quantity
- Ideally 1 line per non-quantity PO
- Will need to manually close PO



Quantity vs Non-Quantity: Example 1

Line	Quantity	Part Number and Description	UM	Unit Price	Extended Price
1	20	UC-000146 NET SOURCE UC-FASM-SALC-5M 5M SC-APC/LC SM PVC DUPLEX CORNING GOLD LIST: $69.20 DISCOUNT: 35% PRICING PER OMNIA OPEN CATALOG R240809	EA	45.25	905.00
2	20	UC-000211 NET SOURCE UC-FASM-SALC-6M 6 METER SC-APC/LC SINGLEMODE 2.0MM DUPLEX PVC-CORNING GOLD LIST: $70.10 DISCOUNT: 35% PRICING PER OMNIA OPEN CATALOG R240809	EA	45.95	919.00
3	20	UC-000042 NET SOURCE UC-FASM-SALC-7M 7 METER, SC-APC TO LC-UPC SINGLE MODE JUMPER FIBER LIST: $71.10 DISCOUNT: 35% PRICING PER OMNIA OPEN CATALOG R240809	EA	46.75	935.00
				Quote Total:	**2,759.00**

Answer: Quantity

Quantity vs Non-Quantity: Example 2

Key Personnel

Title	On-Call Rate	Estimated Time
Principal	$200 / Hour	5 Hours
Senior Project Mgr	$150 / Hour	100 Hours
Senior Designer	$125 / Hour	75 Hours

Fees

We propose to provide the above Scope of Services for the following fees inclusive of expenses **and subconsultant markup of 10%:**

Phase		
Hazard Analysis	**hourly-NTE**	*$15,000
Construction Documents	**hourly-NTE**	*$35,000
Construction Estimate	**fixed fee**	*$5,000
Bidding	**hourly**	*$2,500
Construction Administration	**hourly-NTE**	*$10,000
Total		$67,500

All items indicated with an asterisk (*) are budget items. Services and/or products will be provided on an as needed basis up to the not-to-exceed (NTE) values itemized. No work will be performed after the NTE value is reached without written approval.
Please note that the project will be billed monthly during the design period, including labor and expenses incurred during the previous month.

Answer: Non-quantity

Quantity vs Non-Quantity: Example 3

Thank you for your continued business. For your reference, the agreed upon rates are below.

Candidate Name:	Jane Doe
General Function:	Admin Assistant
Initial Start Date:	06-03-25
Hourly Rate:	**$25.00**
Overtime Rate Factor:	1.50
Doubletime Rate Factor:	2.00

Our professional will submit a time report for verification and approval at the end of each week. Your approval thereby will indicate your acceptance of the terms of this letter and the terms of the General Conditions of Assignment and Terms of Payment that were sent to you at the start of this assignment.

Answer: Non-quantity

Quantity vs Non-Quantity: Example 4

Consultant Role, Cost and Project Duration:

- Staffing Agency shall provide this resource which meets the qualifications of the Consulting role at the following hourly rates:
  - $50.00/hour (includes travel and expenses)
- The placement of this consulting resource shall begin on July 1, 2025, and end on June 30, 2026, for a period of no more than fifty **(52) weeks**, given an average of **35 hours per week**. The **maximum** number of **hours** shall not exceed one thousand eight hundred twenty (**1,820**) hours.
- The **maximum value** of this Statement of Work shall **not exceed $91,000** based on hourly rates at 1,820 hours.

Answer: Quantity or Non-Quantity

Quantity vs Non-Quantity: Example 5

5. Fee/Payment/Pricing Terms:

The total cost of this statement of work is One hundred forty-nine thousand one hundred and twenty dollars ($149,120)

Fixed Fee:

Monthly billed fee of $4,020 over the 6 months totaling $24,120 CTAC support.

Time and Materials:

Monthly billed fee based on hourly rates not to exceed $125,000.

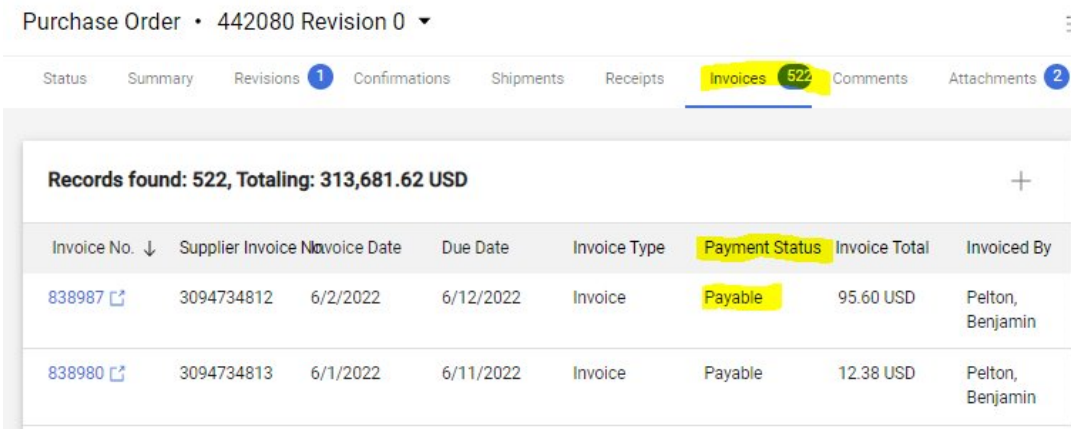
Answer: Non-quantity or combination

Frequently Asked Questions:

1. How do I verify whether my invoice has been **submitted?**
2. How can I view an invoices' current **payment status**?
3. Can my invoice be paid out **earlier**?
4. Why can't I **return** an invoice?

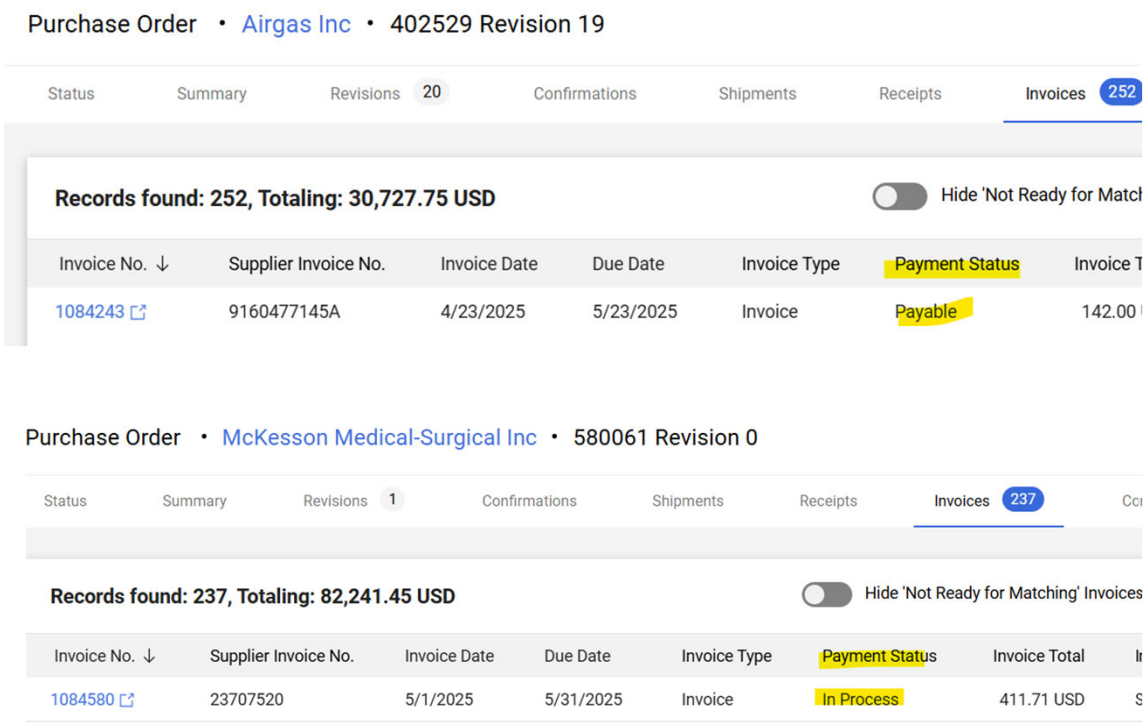
FAQ1: How do I verify whether my invoice has been **submitted?**

1. Search for the PO number in HB- **upper right corner**
2. Open PO and go to **invoice** tab
   - Any submitted invoices will be listed here, if **blank**, no invoices have been entered
3. Open invoice by clicking on the invoice **number**



Helpful Tip: Document visibility is based off your department org access and your involvement in the workflow

FAQ2: How can I view an invoices' current payment status?



Invoices may be listed as…

- **Paid:** invoice fully approved and paid
- **Payable:** invoice fully approved, but not yet paid. Will pay per due date
- **In Process**: invoice is pending approvals, will not pay until approved. Will pay per due date, once approved.
- **Cancelled**: invoice cancelled; no payment will be issued. Check invoice comments for cancellation reason.

FAQ2: How can I view an invoices' current payment status? Cont'd

Payment Schedules (Check and Wire runs are initiated by Bursars – apdisbursements@uconn.edu):

- **Checks, ACH, and Virtual Card payments:**
  - Run on Tuesdays & Thursdays
  - Invoices must be *complete and integrated into KFS* by 6 PM the prior business day
- **Cutoffs for inclusion**:
  - Tuesday's run: Includes invoices due through Wednesday
  - Thursday's run: Includes invoices due through Monday
- **International wires (must reference an international bank account):**
  - Initiated on Wednesdays
  - Must be in wire workflow step by 2 PM Tuesday with a completed wire form attached to the invoice

FAQ3: Can my invoice be paid out earlier?

Early Payment Requests

- Invoices are paid according to PO **payment terms**
- Procurement **approval required** for early payment. Approval can be obtained in one of two ways:
    1. Submit a **POA** in HuskyBuy – once approved, reach out to apinquiries@uconn.edu
    2. Email Procurement – Appropriate buyer can be found on the Commodities Listing on the Purchasing website
        - Forward the approval to apinquiries@uconn.edu to request unpaid invoices be updated

FAQ4: Why can I not return an invoice?

Need something corrected on an invoice?

- Manual Invoices – Return option available
  - Invoice must be assigned
  - Include the reason for the return and instructions if any
  - If including an attachment submit a comment with the attachment before returning.
- Electronic Invoices – No return option available
  - "Submitted" step in the workflow will show only a date and time and no name
  - Reach out to apinquiries@uconn.edu for assistance
  - If "OCR" shows in the workflow, add **comment** and tag the OCR approver

Navigate HuskyBuy Invoice Screens

HuskyBuy Test Database

Important Contacts:

Huskybuysupport@uconn.edu – For questions on the supplier registration process or questions related to a supplier portal account including updating any supplier addresses, name changes, or updated W-9 forms/information. You can also use this inbox for any general questions related to an existing purchase order or to ask questions on the purchase order process.

apinvoices@uconn.edu – For submitting original invoice copies only.

apinquiries@uconn.edu – For questions/communications regarding a previously submitted invoice, including invoice status, vendor statements, and past due inquiries or questions on invoices still in workflow.

apdisbursements@uconn.edu – For questions and information relating to payment methods or inquiries on a payment already processed. For additional information on payment methods available you can also visit the following website: https://bursar.uconn.edu/departments/cash-operations/accounts-payable-disbursements/

Travel@uconn.edu – For any travel related questions or questions on a concur related submission.

Questions, comments and feedback….
What can we do better?

https://accountspayable.uconn.edu/