

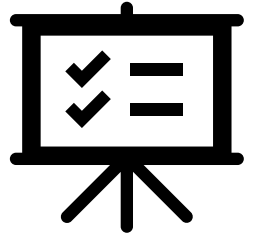
HUSKYBUY

Demystifying Invoicing Accounts Payable Department

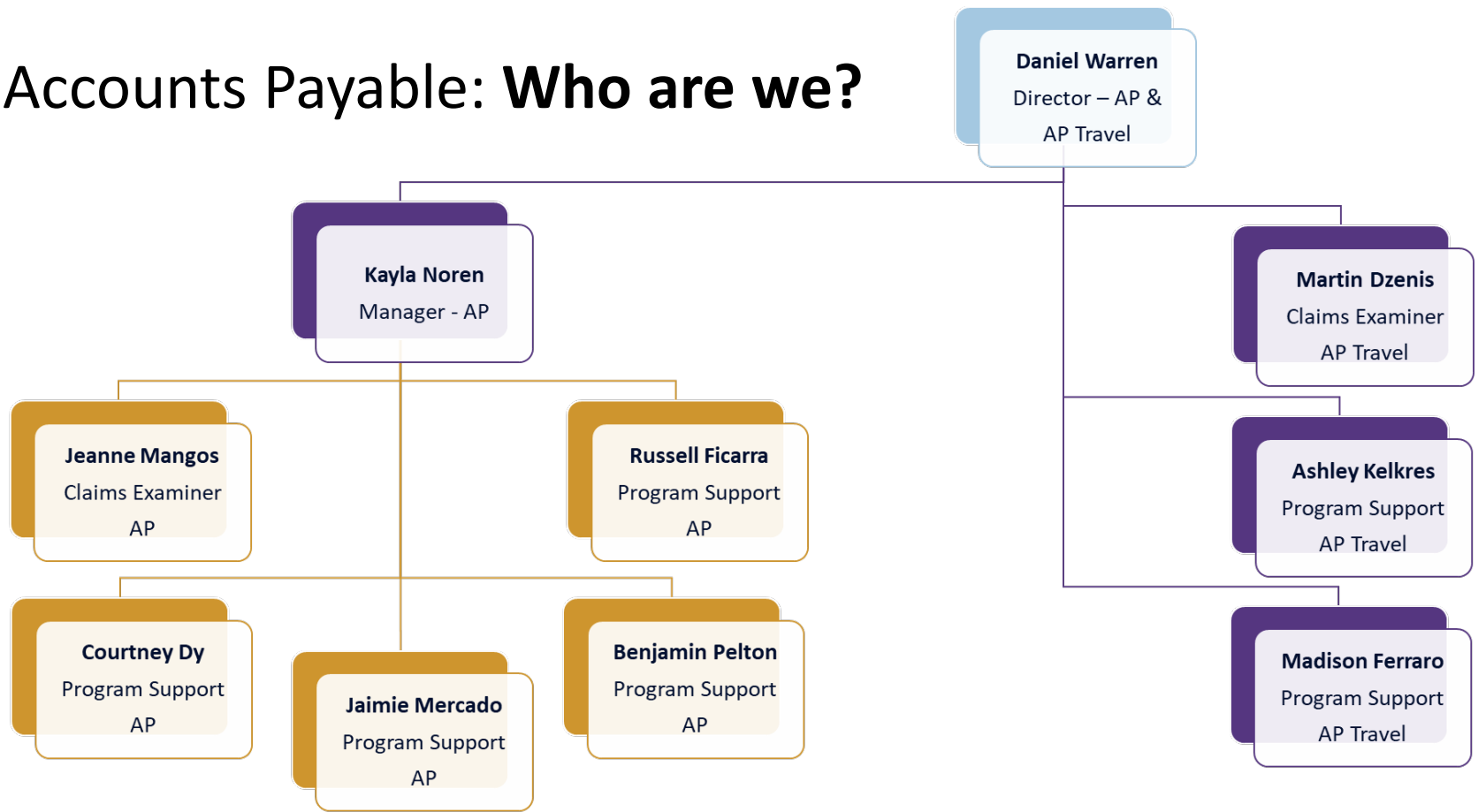
Technology Day
June 3, 2025

Today's Objectives:

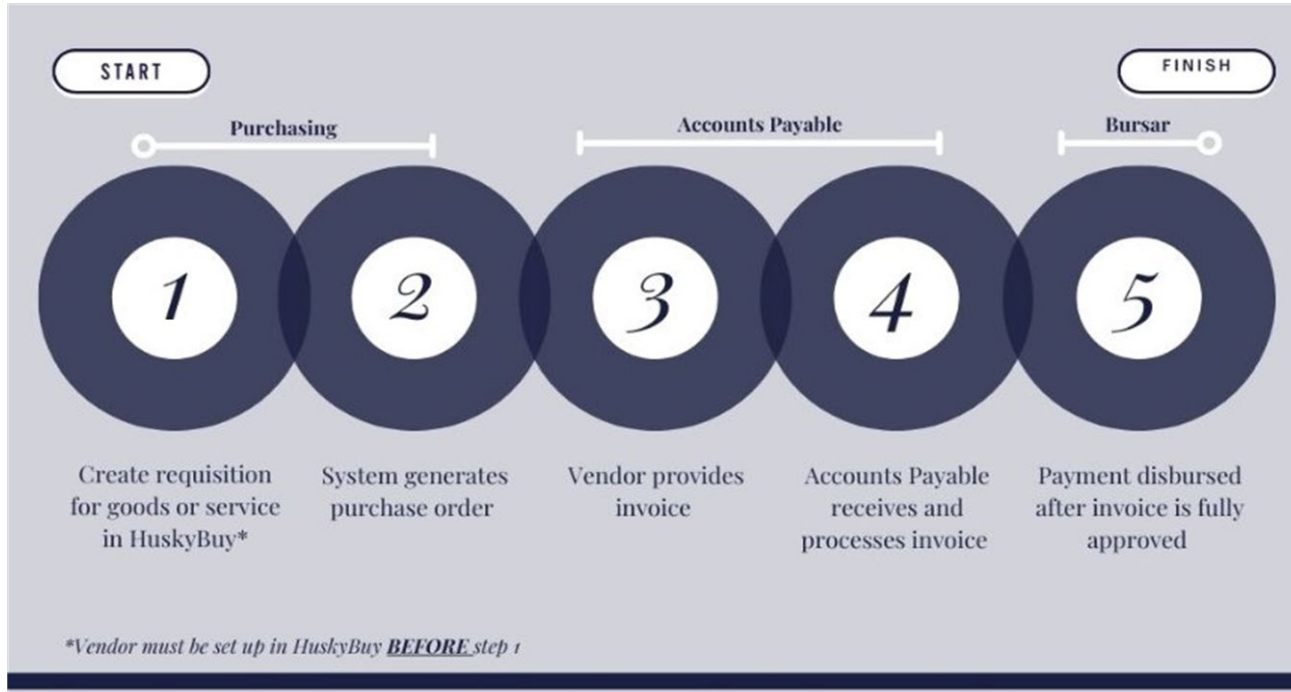
- Review invoice approver **responsibilities**
- Address reasons for **delayed** payments
- Tackle **FAQ's**
- **Navigate** through HuskyBuy invoice screens



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”**

The screenshot displays the HUSKYBUY UCONN interface for invoice management. At the top, there is a header with 'HUSKYBUY UCONN' on the left, 'Purchase Orders' and a search bar on the right, and a breadcrumb trail 'Invoice • Staples • 1077810'. Below the breadcrumb, there are icons for eye, print, help, and a blue 'Assign' button. The main content area shows a dropdown menu 'Approve/Complete & Show Next' with a '2 of 10000 Results' indicator. The dropdown menu is open, showing options: 'Approve & Next', 'Approve', 'Return to Shared Folder', 'Return Invoice', 'Place Invoice on Hold', 'Forward...', and 'Reject Invoice'. Below the dropdown, there is a 'History' section and a table with columns for 'Attachments' and 'no value'.

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

Eye ? Create Date Newest First ~~Approve All Matched Invoices~~

Invoices **292** Sourcing Events Procurement Requests AP Requests Sourcing Event Requests >

Total Results 2 Display 20 per folder ▾

MY INVOICE APPROVALS **2**

<input type="checkbox"/>	INVOICE NO.	SUPPLIER INVOICE NO.	SUPPLIER NAME	ASSIGNED APPROVER	CREATE DATE	PO I	
<input type="checkbox"/>	1072361	195968	Building Maintenance Enterprises LLC 	Kayla Noren	3/14/2025 8:37 AM	585	



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

The screenshot displays a software interface for invoice approval. It is divided into three main sections: 'Summary', 'Related Documents', and 'What's next?'.
1. **Summary**: Lists various tax and discount items: Terms Discount, Discount, A&E Tax, NRA Tax, Shipping, Handling, and Sales Tax.
2. **Related Documents**: Provides links to 'Purchase Order: 627189' and 'Requisition: 201250907'.
3. **What's next?**: A vertical timeline titled 'Workflow' showing the current status of the invoice:

- Submitted**: 5/15/2025 11:19 AM, completed by Courtney Dy.
- FO Approval**: Currently 'Pending - Unassigned'.
- Optional Invoice Approver**: Status is 'Future'.
- OK to Pay**: Status is 'Future'.
- Finish**: Status is 'Future'.

Invoice Routing & Approvals: **Unmatched invoices**

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

Matched lines show **green** arrows


HUSKYBUY UCONN

Invoice • **Airgas Inc** • 1084243

Summary **Matching** Supplier Messages Comments Attachments 6

Please see the highlighted items below for any matching exceptions.

402529

Match Status	Matching Method	Invoice Line No.	PO Line No.
 Matched	2 Way PO/Invoices	1	1

MATCHING SUMMARY

Ordered	Received
---------	----------

Unmatched lines show **red** arrows


HUSKYBUY UCONN

Invoice • **Connecticut Hospice Inc** • 1078794

Summary **Matching** Supplier Messages Comments 3 Attachments 3

Please see the highlighted items below for any matching exceptions.

493682

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catal
 Unmatched	2 Way PO/Invoices	1	1	

MATCHING EXCEPTIONS

- Invoice extended price exceeds PO by: 1,999.00 USD

MATCHING SUMMARY

Invoice Routing & Approvals: Unmatched invoices, no receipt

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/Packag
Unmatched	3 Way	1	1	111	test 1	0/EA

MATCHING EXCEPTIONS

- No receipt has been entered

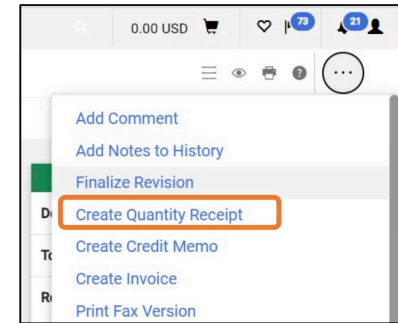
MATCHING SUMMARY

	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

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

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

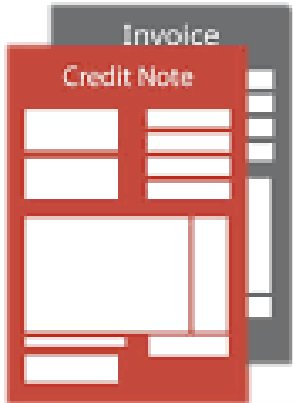
INVOICES 69 / CREDITS 0 / RECEIPTS 0

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 PO 

Do Not Distribute PO to Supplier 

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

Non-Quantity PO 

Do Not Distribute PO to Supplier 

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**

UCONN

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%**:

<u>Phase</u>		
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**

Purchase Order • 442080 Revision 0 ▾

Status Summary Revisions **1** Confirmations Shipments Receipts **Invoices 522** Comments Attachments **2**

Records found: 522, Totaling: 313,681.62 USD +

Invoice No. ↓	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
838987	3094734812	6/2/2022	6/12/2022	Invoice	Payable	95.60 USD	Pelton, Benjamin
838980	3094734813	6/1/2022	6/11/2022	Invoice	Payable	12.38 USD	Pelton, Benjamin



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?

Purchase Order • [Airgas Inc](#) • 402529 Revision 19

Status	Summary	Revisions 20	Confirmations	Shipments	Receipts	Invoices 252
Records found: 252, Totaling: 30,727.75 USD						<input type="checkbox"/> Hide 'Not Ready for Match'
Invoice No. ↓	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice T
1084243	9160477145A	4/23/2025	5/23/2025	Invoice	Payable	142.00

Purchase Order • [McKesson Medical-Surgical Inc](#) • 580061 Revision 0

Status	Summary	Revisions 1	Confirmations	Shipments	Receipts	Invoices 237	Ce
Records found: 237, Totaling: 82,241.45 USD						<input type="checkbox"/> Hide 'Not Ready for Matching' Invoices	
Invoice No. ↓	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	It
1084580	23707520	5/1/2025	5/31/2025	Invoice	In Process	411.71 USD	S

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/>