**Entering a Payment Request for a Purchase Order**

- Select and drag the invoices/e-mails you will be working on from the PO Invoices-Pool folder into your subfolder located within the PO Invoices – Pool folder. You may have many invoices on one vendor e-mail. You will have to unstack these invoices.
- Open the PDF or E-mailed Invoice
- Pull up the PO# referenced on the invoice to be paid against and review the following;
    - Vendor name matches invoice
    - If a Central Stores or Motor Pool e-mail, send the invoice to Andrea Stone as they do their own data entry.
    - See if there is a Vendor Hold Code, if hold is present refer to hold code instructions.
    - Shipping Payment Terms, allow or disallows freight/shipping & handling, refer to shipping terms sheet.
    - Line item description and unit cost matches invoice.
    - Open the payment into tab if you are working with a no-qty PO to verify the start and end date
    - Open the accounting lines, if ledger 7 click on the account number to see if the bank code is 20. If it is, use the payment method of "Core" on the PREQ and mark special handling as Core.
- Once you reviewed the PO information and determine the invoice is ready for entry follow below steps on creating a Payment Request. If there is a problem that keeps you from entering an invoice write the problem on the invoice through a sticky note (PDF) or in the subject line (e-mail), and drag the invoice to the coordinating PO-Problem folder.

Creating the Payment Request

- Open KFS, on the Main Menu tab, locate the Transactions box and under Purchasing/Accounts Payable open Payment Request.
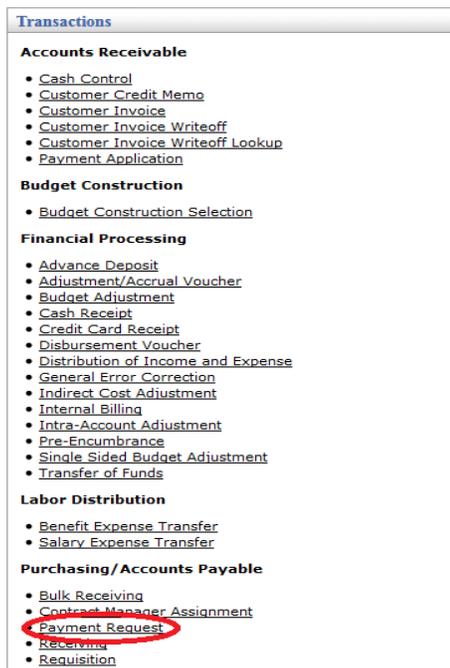
- Preq Initiation Screen:

- o Enter the PO number
- o Invoice number
- o Invoice date
- o Invoice amount
- o Special handling can be filled in on this screen or the next
  - ▪ Do not fill in special handling if the vendor is ACH or if you will be doing a Vendor Credit Memo to go with the PREQ.
  - ▪ Payments that need the A&E tax or NRA tax are a good example of PREQs that need vendor credits.
    - • You cannot fill in Special Handling even though they want to pick up the check or if you have an enclosure because the credit will not match up with the debit.
    - • Solution: give a copy of the invoice to the check distribution person with the due date written on top so they can pull the check for Special Handling the day it cuts.
- o Click Continue
- • Vendor Tab:
  - o Verify that the remit address is accurate with the vendor invoice. If it isn't correct select the search icon to find the correct address. If it's not available the vendor profile will need a vendor edit edoc. Cancel the PREQ and make a note on the invoice that it needs a remit. Move the invoice to the PO problems remit folder for logging.
- • Invoice Info Tab:
  - o Verify the correct information populated the invoice info tab. i.e. invoice number, invoice amount.
  - o Payment method will default to check/ACH. If doing a wire payment select "wire" for the payment method code. Select "Core" if paying out of bank 20.
    - ▪ To know if it is Bank 20, you will have to view. Click on the Acct# on the accounting line, the account inquiry screen will appear. Look for Bank Code of 20. You only need to do this if account number starts with 7
      - • You will NOT complete the PREQ for a wire until Cash Ops has done the wire transfer. You will have to hit save after attaching the invoice. Give the invoice and EFT wire form to the Wire Reviewer
- • Process Items Tab:
  - o Key in the amount being billed in the extended cost field corresponding to the invoice being paid.
    - ▪ Load Qty invoice button – only for quantity PO's
  - o Additional Chargers not on the line items:
    - ▪ Freight/Shipping & Handling: for Qty PO lines will be posted on the additional charges line for Freight or Shipping & Handling. If the PO line is No-Qty then the Frt/Shipping & Handling is posting on the line item.
    - ▪ Other: if the vendor is charging other fees not on the PO you will have to research by looking into the requisition attachment to see if UConn s/b charged for this additional fee.

- Full Order Discount: if the vendor offers discount terms the system will do the calculation and posting for you. If the invoice is already past due the system will make the pay date 7 days from the current date.
- Notes and Attachment Tab:
  - Write "invoice" in the note text box.
  - Drag your invoice into the Attached File field
  - Attached the e-mail also if you are   paying from an invoice that was e-mailed
  - Select "invoice image" from the pull down menu in the Attachment Type field
  - Click the add button
  - Click Calculate: this is where you will see error message if any,
  - Click submit if errors
  - Drag the invoice from your folder in the Q-drive to the PO-Complete folder