



# UConn

UNIVERSITY OF CONNECTICUT



Frequently Asked Questions

Accounts Payable

2017

**1. What is a Payment Request?**

- a. Payment Request or PREQ's are vendor invoices that are paid against purchase orders (PO) or Personal Service Agreements (PSA) that are entered by Accounts Payable. Once the invoice is entered, using the PREQ E-doc, it will be routed to the Fiscal Officer (FO) for approval and the Principal Investigator (PI) if applicable for PSA payments.
  - i. Original Invoices should be mailed to Accounts Payable at Unit 6080 for processing.

**2. Has this invoice been processed?**

- a. Please open the purchase order and scroll down to the 'payment history' tab. Open the tab and there you can see all payment requests processed against the purchase order so far.

**3. Where can I check for payment status on a purchase order?**

- a. Please open the purchase order and scroll down to the 'payment history' tab. Open the tab and there one can see all payment requests processed against the purchase order so far. The status of the payment request will show, along with a pay date and disbursement date if applicable.

**4. If I need to create a new purchase order, what do I do?**

- a. Please submit a requisition. For further instruction, please contact [Procurement Services](#).

**5. Why does this payment not match the invoice?**

- a. There are many reasons why a payment request may not match the invoice. Some including a discount being taken, A/P having to pay per PO price, short paying invalid tax or freight charges. Please contact [apinquiries@uconn.edu](mailto:apinquiries@uconn.edu) for further guidance.

**6. Why can't I do a receiving report on a Payment Request?**

- a. If a purchase order is closed, a receiving report cannot be processed against the PO. If the PO is not set to require receiving you will not be able to enter a receiving report.

**7. I returned a product, and received a credit memo. What do I do with this?**

- a. Please send all credit memos to [apinvoices@uconn.edu](mailto:apinvoices@uconn.edu) with the Vendor Name, Credit Memo # and Purchase Order # in the subject line.

**8. The invoice I have should be paid via wire. How do I fill out the EFT/Wire form?**

- a. If the vendor banking information is on the invoice, fill out the EFT/Wire form, or ask the vendor to enter their information into the EFT/Wire form and e-mail it to

you. Then attach the EFT/Wire form to the DV or e-mail it to [APinvoices@uconn.edu](mailto:APinvoices@uconn.edu) with the PO invoice.

**9. I am sending an invoice to Accounts Payable. What is the correct way to send it?**

- a. Please send all invoices to [apinvoices@uconn.edu](mailto:apinvoices@uconn.edu) with the Vendor Name, Invoice # and Purchase Order # in the subject line.

**10. Why is Accounts Payable telling me my PO is expired?**

- a. Please open the purchase order. Scroll down to 'Payment Info' tab and there will be a date range. Only invoices between these dates can be processed under this PO. If the invoice date is outside this range, the PO is deemed "expired".
  - i. Note: Expired POs are usually for blanket POs and not one time purchases.

**11. What is Auto Approval for Payment Requests?**

- a. Auto Approve is for any Payment Request (PREQ) invoices under \$5,000.00 (unless you select Payment Request Positive Approval Required on your requisition).
- b. When an invoice under \$5,000.00 is entered against a Purchase Order it will be routed to the Fiscal Officer's Action List. If the FO hasn't approved the invoice by the due date, it will "Auto Approve" and move to the Pre-Disbursement Processor for payment. At this time the FO Action Requested will change from Approve to Acknowledge in their Action List. This Acknowledgement lets the FO know the invoice was "Auto Approved". The Acknowledgement must be reviewed before it can be cleared from the Action list. This is an Audit requirement. Once acknowledged the edoc will go from processed to final.
- c. If an invoice is entered after the due date, a grace period of 7 days will be added to give time for approvals. After 7 days, if the FO hasn't approved the invoice, it will move to the Pre-Disbursement Processor and will pay out to the vendor.
- d. Invoice for all Purchase Orders over \$5,000.00 will Auto Approve.

**12. How do I prevent invoices from Auto Approving?**

- a. To prevent invoices from Auto Approving, you can click the Hold or Request Cancel button at the bottom of the PREQ. You will be prompted to enter a note explaining the reason for the Hold or request Cancel
  - i. Hold – to hold a PREQ to approve at a later date
  - ii. Request Cancel – To request that the PREQ be removed from the PO because the discount period has passed or the invoice is posted to the wrong PO. (If you returned an item there is no need to remove the preq as the vendor will send a credit memo for the return).