

Appendix B

Procedures on Billing UCONN Health Center (UCH)

Many UCONN departments invoice UCH on a regular basis. It is important to follow these procedures when invoicing UCH in order to receive payment timely:

- 1) Secure a purchase order number. The UCH Accounts Payable Office (AP) will not pay invoices without a purchase order. Prior to creating the invoice in KFS, your UCH contact should reach out to their AP Office to provide detail information regarding the goods and/or services provided as well as the amount of the goods/services.
- 2) Once the purchase order is set up, you can enter the KFS invoice on the UCH account (UCO8414).

PO# is required by UCH AP and your UCH contact name should appear in the Attention Line Text data field

Customer Number: UCO8414		: UCONN HEALTH CENTER	
Customer Purchase Order Number: 442150	Customer Purchase Order Date:		
Billing Date: 06/14/2019	* Due Date: 07/01/2019		
Terms: Net 30 Days	Open Invoice Indicator: No		
Header Text:	Attention Line Text: Anuja Rizal		
Print Invoice Indicator: Send to BILL Queue	Print Date: 06/19/2019		

- 3) Be sure to include any backup documents in the Notes and Attachments section of the invoice.
- 4) Submit the invoice, once the page refreshes, scroll to the bottom of the eDoc and click the 'Reload' button then the 'generate print file' appears.
- 5) Click 'generate print file' and the invoice eDoc appears. If the pdf does not appear, make sure the pop up blocker is disabled. You can either print the pdf of the invoice or save and email with the backup to your UCH contact to forward to their AP Office.
- 6) When emailing the invoice to your UCH contact, please also cc: the AR Office at accountsreceivable@uconn.edu and Brittany Fabrizio at UCH's AP Office at bfabrizio@uchc.edu.

At any point, you can look up the eDoc number by performing a doc search of the invoice number to see if/when the invoice is paid.

Paid Invoice:

Doc Nbr:	3879584	Status:	FINAL
Initiator:	amp03015	Created:	09:11 AM 09/21/2016
Invoice Total Amount:	100.00	Open Amount:	0.00

Outstanding Invoice:

Doc Nbr:	3879581	Status:	FINAL
Initiator:	amp03015	Created:	08:57 AM 09/21/2016
Invoice Total Amount:	100.00	Open Amount:	100.00