# UCONN HEALTH

HuskyBuy Training Manual

New Invoice Approvals Experience

Invoices must be approved by a HuskyBuy user with Signature Authority (SA) on the included FOAPAL. (Reminder - If a paper/email invoice is received by the department, it still will need to be forwarded to A/P at accountspayable@uchc.edu)

If the PO Owner ***does not*** have SA, they can approve the Invoice *but also must assign an Ad-Hoc approver*. **SEE SECTION 1A**

If the PO Owner ***does*** have SA **SEE SECTION 1B**

ALL USERS can navigate to the Approvals screen by either the Action Items located at the top right of HuskyBuy and clicking Invoices:
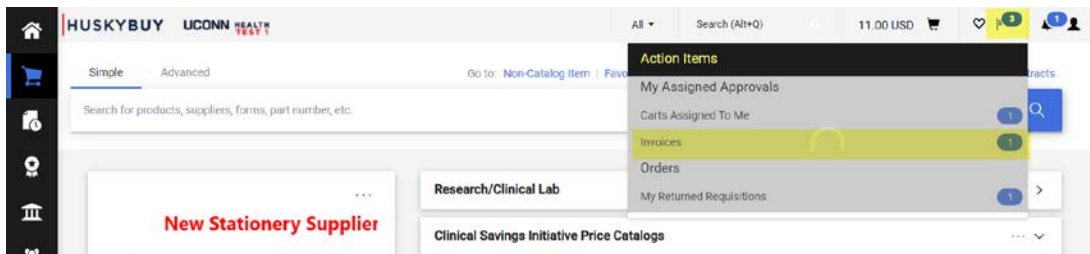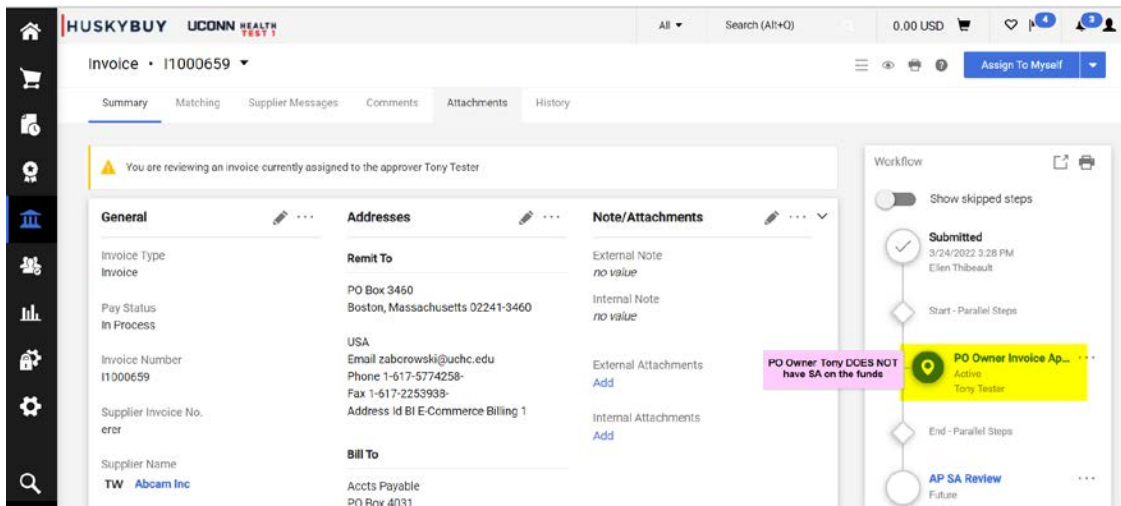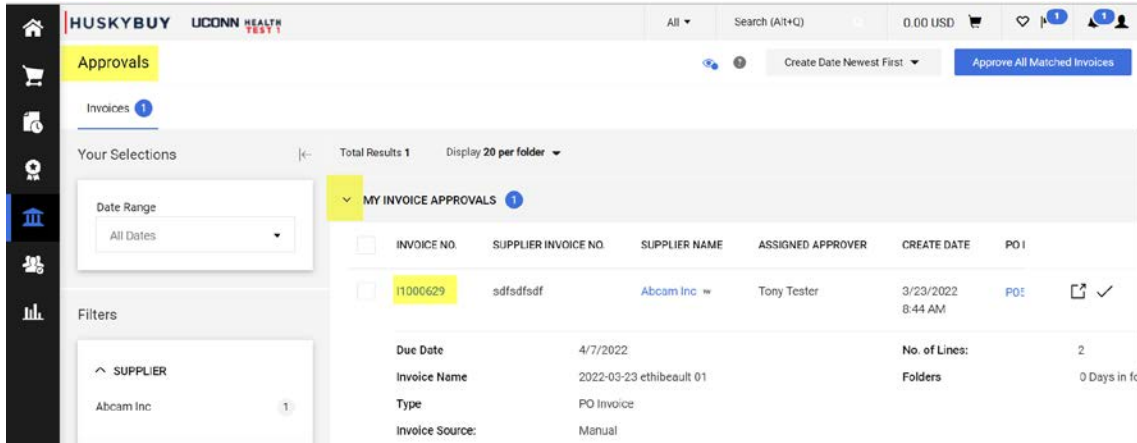

Or they can navigate to the screen by clicking the Accounts Payable icon on the Navigation Bar on the left → choose Approvals → Invoices to Approve
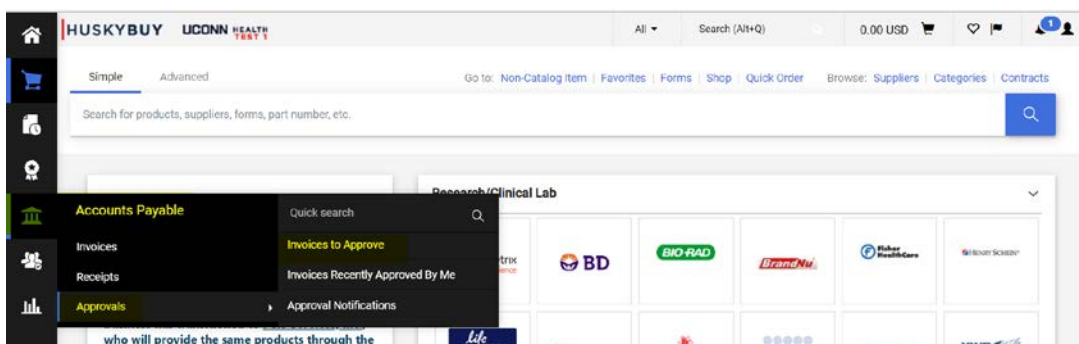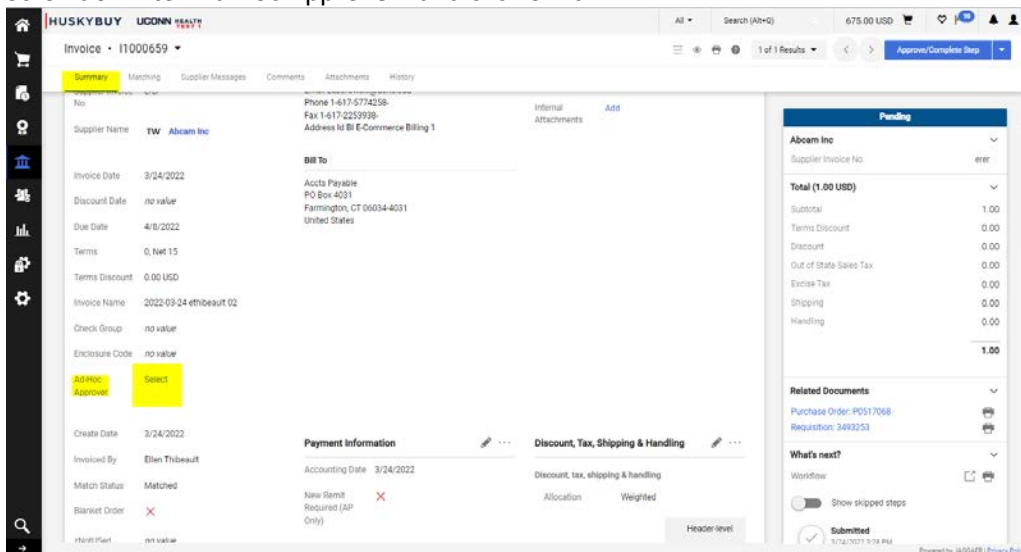
SECTION 1A - PO OWNER WITHOUT SA

In the Approvals screen click the down arrow to expand, if necessary, and click an Invoice # to open

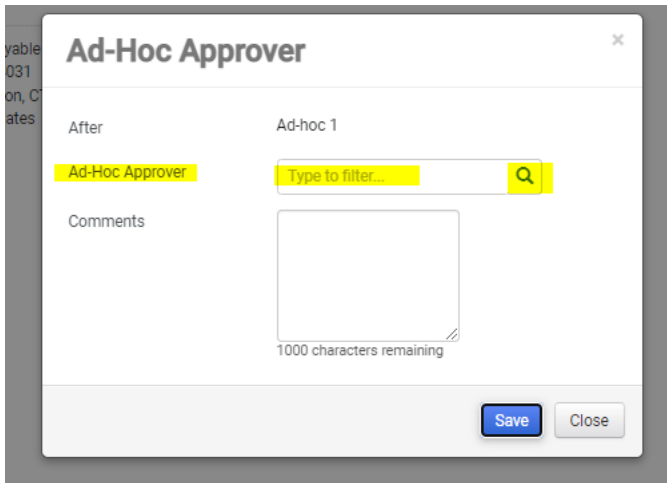Scroll down to "Ad Hoc Approver" and click on it.

In the popped window search and choose the Ad-Hoc Approver with SA → add a Comment if needed → click Save.
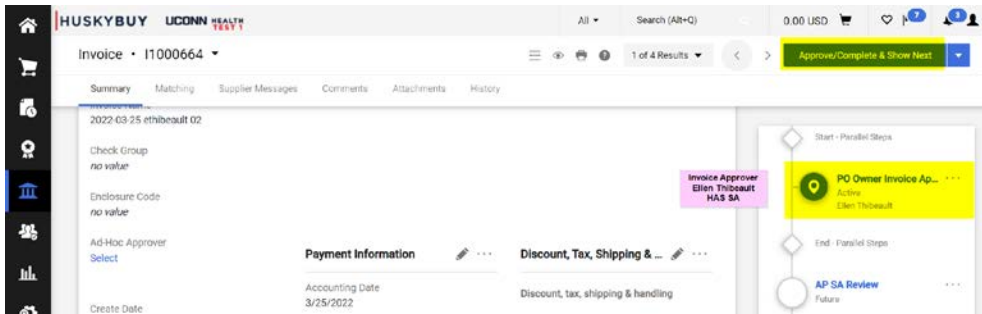

The Ad Hoc Approver has been added to the workflow and a new Workflow Step has been added. (Please note you can change the Ad-Hoc Approver if needed.) Click the appropriate response in the upper right and the Invoice will move into the new Ad-Hoc workflow step.
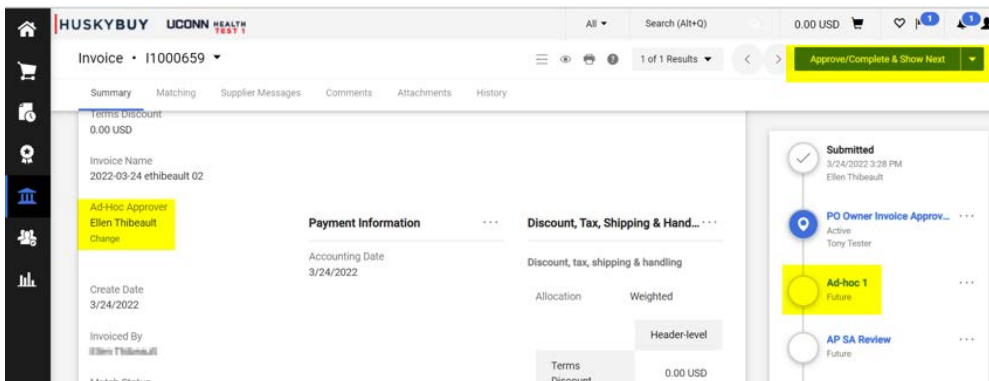
## SECTION 1B – INVOICE APPROVERS WITH SA
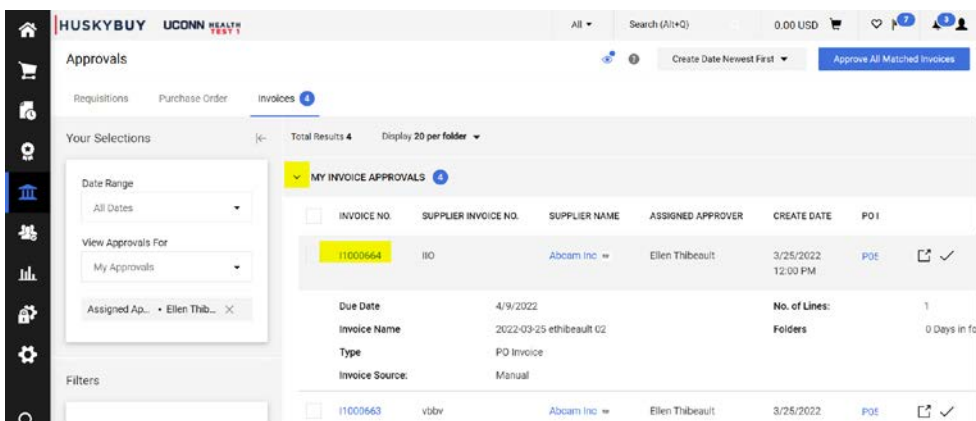
The Invoice copy will be attached to the HB Invoice - review as needed. Click the appropriate response in the upper right and the Invoice will move into to the next Workflow Step.

Note: Each approver can Ad-Hoc the invoice to another approver if multiple approvals are necessary to pay the invoice. For example, additional PI Approval. The same steps above should be followed with the last approver just clicking Approve/Complete with no Ad-Hoc Approver selected.

Once the Requisitioner has approved the Invoice it returns to the A/P Invoice owner who will verify SA in Banner, proceeding with the Approval process if the SA matches or returning it to the PO owner to try another Requisitioner.

If a user without SA approves the invoice will be returned for a new, corrected invoice approver.
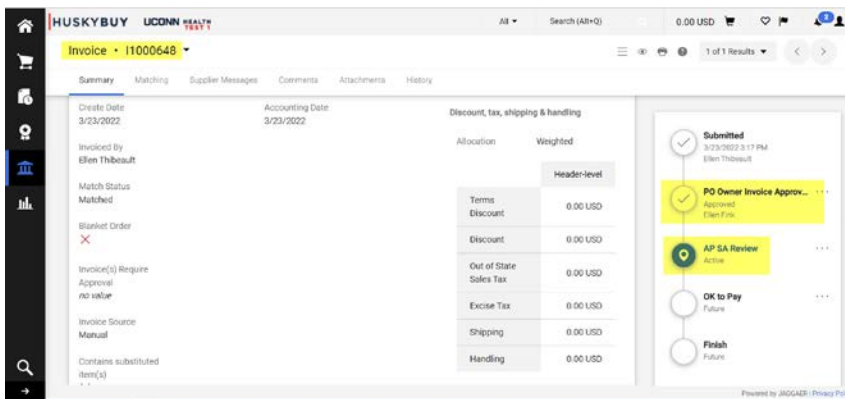
You can find a Signature Authorized FOAPAL user in the UCHC APEX application (user must be logged onto UCH's network to access):

http://nso-banner-pssb.uchc.net:8920/apexprod/f?p=104:1:0:::::

nso-banner-pssb.**uchc.net**:8920/apexprod/f?p

msn | UConn Health Candid... | HB PROD | Test1 Green | Test2 Red | CT (06111) | 03276 | Go

UCONN HEALTH

» Finance Applications

APEX_ID	DESCRIPTION
100	One Time Payment Web Entry
102	Security / Permission Lookup
103	Fixed Asset Inquiry / Maintenance Application
107	Promissory Notes
108	Office of Logistics Mgmt Application
109	Finance Transfer Voucher Application
110	Signature Authorization (Image View)
116	AR Contract Billing Application
118	One-Time Payment Inquiry
119	Travel Reimbursements
120	Finance Maintenance
126	Journal Web Entry
128	File Review / Remediation
129	Bank Reconciliation
134	A/P Inquiry & Maintenance Application
136	Bursar Receipts

row(s) 1 - 16 of 16

» General Applications

APEX_ID	DESCRIPTION
101	Duplicate Pidm Analysis
105	Person Lookup
112	Crosswalk Lookup
133	SA - Signature Authorization
200	Drop a File to Load to Banner

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