UCONN HEALTH

HuskyBuy Training Manual

Returning an Invoice to Accounts Payable

If you receive an Invoice in your queue and would like to return it Accounts Payable for any revision(s) or corrections, you can do the following:

| r 🕨 | | HEALTH | | | | All 👻 Sea | rch (Alt+Q) | | 0.00 USD 📜 | ∞ 🔽 | 1 |
|----------|-------------------------|-------------------|---|-------------|----------------------------------|------------------|-------------|-----------------------------------|------------|-------------|----------|
| 2 | Invoice • 11000694 - | | | | 📃 👁 🖶 🕼 1 of 1 Results 🔻 | | | < > Approve/Complete Step < | | | |
| | Summary Matching | Supplier Messages | Comments | Attachments | History | | | | | Approve | |
| ío | | | | | | | | | | Return Invo | oice |
| <u>o</u> | General | | Addresses | | | Note/Attachments | v | | | ending | |
| π | Invoice Type Invoice | | Remit To | | External Note no value | | | Abcam Inc Supplier Invoice No. | TestAP 4-1 | 3-22 | |
| սև | Pay Status | | PO Box 3460 Boston, Massachusetts 02241-3460 | | Internal Note <i>no value</i> | | | Total (10.00 USD) | | ~ | |
| | In Process | | USA | | | | | | Subtotal | | 10.00 |

The Invoice will always go back to the "Invoiced by" user (Accounts Payable) regardless of the selection made on the below screen.



You must include a comment before clicking return

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