Penn Disbursements - Accounts Payable - COVID-19 Special Arrangements - Period (March 16-31, 2020)

Penn Disbursements – Accounts Payable writes to provide guidance on which of our processes will be impacted by the University’s transition to remote work over the coming weeks. Topics are organized by category and level of impact. We will share additional details if any of these processes are further adjusted.

**Invoice Processing:**

**Impacted –**

**PO invoices sent via US and intramural mail**
- Invoices sent by US Mail will be held by Mail Services until AP reports back to the office and is able to manually scan. We will be looking at the possibility of coming into the office to scan if the timing of remote working is extended.
- If PO invoices are with departments and need to be processed please forward them to Renee Nowaczyk (reneenow@upenn.edu).
- Suppliers only can email their PO invoices to poinv@upenn.edu (one invoice per pdf)

**Non-PO Payment Requests**
- No impact, forms are still submitted and approved through the Penn Marketplace.
- **DO NOT CLICK WILL CALL** (see note below).

**Little to No Impact –**

**PO invoices submitted via cXML and supplier flipped POs**
- No impact, invoices will continue to be forwarded to BEN.
- Normal PO invoice holds will need to be cleared.

**PO invoices submitted via our email box**
- No impact, invoices will be automatically scanned into MarkView and AP will process.
- Normal PO invoice holds will need to be cleared.

**Payment Processing:**

**Impacted –**

*We’ve paid check supplier invoices due up until April 10th.*
- Checks – We are testing remote printing/mailing with Wells Fargo, hoping to have this in place soon. Daily payments will be made for invoices due (start date TBD).
- Will Call Checks - **DO NOT CLICK WILL CALL ON THE NON-PO PAYMENT REQUESTS.** These payments will be put on hold and you will need to let AP know how you want to process payment. Invoices kept on hold will print as Will Call when AP is back in the office.

**Little to No Impact –**

**ACH**
- No impact, daily payments will be made for invoices due.

**Wires (including PDA-FC)**
- No impact, daily payments will be made for invoices due.

**ePayables**
- No impact, payments will be made for invoices due

**Paymode**
- No impact, payments will be made for invoices due

**Other:**

Please forward your requests on the following topics to our AP helpdesk (dofapsupp@pobox.upenn.edu).
- Final PO closes
- Void and reissues
- Inquiries