

## **Penn Disbursements - Accounts Payable - COVID-19 Special Arrangements**

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.

4/1/20 Update:

### **Emailing PO Invoices**

Due to the extension of remote work, we would like to provide temporary availability to departments to email their invoices directly to the Accounts Payable email box starting on April 1<sup>st</sup>. Our preference is still to have Suppliers email them directly to Accounts Payable, however we understand that there are exceptions and there is a need to have flexibility. Please ensure that you follow the below instructions on emailing invoices to avoid rejections.

Email should be sent to [poinv@upenn.edu](mailto:poinv@upenn.edu) in the following format:

- PDF format only- provide one pdf file per invoice. Number of files in an email is unlimited.
- PO number and Invoice Number need to be included on the invoice, it should not be included in the email. AP will not see the email, only the invoice.

This email address is not to be used for inquiries. Any inquiries should be directed to our helpdesk @ [dofapsupp@pobox.upenn.edu](mailto:dofapsupp@pobox.upenn.edu).

### **Will Calls**

We are currently working on a process for emergency will call requests, such as Homeland Security. If you have an urgent will call request need, please contact [reeneenow@upenn.edu](mailto:reeneenow@upenn.edu). Our preference is for departments to not request will calls at this time and allow checks to be sent directly to the Suppliers when possible.

### **Check Runs**

We processed check payments on Tuesday 3/24/20 paying invoices due through April 24<sup>th</sup>. We will continue to come into the office every 2 weeks to scan mailed paper PO invoices and run a check run. Remote Wells Fargo check printing/ mailing has been tested and will be available to us. The current file we send Wells Fargo does not include remittance information, therefore we are considering this option as a backup.

Original 3/13/20 Communication:

## **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 ([reeneenow@upenn.edu](mailto:reeneenow@upenn.edu)).
- Suppliers only can email their PO invoices to [poinv@upenn.edu](mailto: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 10<sup>th</sup>.*

- 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](mailto:dofapsupp@pobox.upenn.edu)).

- Final PO closes
- Void and reissues
- Inquiries