

ACCOUNTS PAYABLE FAQs

1. How do I submit an invoice for payment?

Log into Workday, select **UM Quicklinks** then **Option 2, Invoice Submission Form – Accounts Payable**. Complete the form and upload the document.

2. How should vendors submit invoices?

Vendors may use the Accounts Payable mailbox, umiamiap@miami.edu, or send the invoices via US mail. If the PO # is not on the invoice, payment cannot be made.

3. How can I ensure that my vendors get paid timely?

The invoice must be sent directly to Accounts Payable with the correct PO # noted on the invoice. If there is no PO #, there can be no payment. A requisition # should not be given to a vendor in order to acquire goods/services. Wait for the PO to be processed before ordering.

4. Can payment be made from a packing slip if the prices are listed?

No. Payments are made from invoices only. Packing slips, acknowledgements, quotes, statements and other non-invoice document should not be sent to Accounts Payable.

5. How may I look up payment information in Workday?

Use the Procurement Tip Sheet in Workday. To access the Tip Sheet, from Workday, select **UM Quicklinks** then select **Option 4, Workday Finance Tip Sheets**. Scroll down the page and select **Procurement**. From the Procurement page, under Business Process, select **Locate Payment Details for a PO**.

Have questions regarding invoices? Please see contacts below:

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