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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