Chapter 2 – Unencumbered Invoices

Invoices are processed in the MPS system either against a PO (encumbered) or not (unencumbered). Invoices are submitted to the system by the following methods:

1. Vendors
   Submit electronic invoices eliminating paper
   Email invoices to ufl@invoices.corcentric.com, or
   Mail to Disbursement Services for Imaging
2. Departments
   Email invoices to ufl@invoices.corcentric.com, or
   Mail to Disbursement Services for Imaging

When emailing invoices, the attached file(s) must be either in .pdf or .tif format. Emails may contain multiple attached files but each file can only contain a single invoice. Files should not be larger than 8MB. All invoices should contain either a PO number or an 8-digit department ID number for the system to determine where to route the invoice. Unencumbered invoices must contain the 8-digit department ID. An emailed file should normally take 24-48 hours to come into the system and route to the department. When invoices do not contain the proper information, the transaction will be classified as an AP Exception and this exception must be resolved by Disbursement Services staff. This can delay the time it takes an invoice to reach a department.

Once the invoice is routed to the department, from your inbox, click on the work icon to open the invoice.

The invoice will display with the image in a viewer window on the left, invoice information on the top right, and GL allocation tab along the bottom of the screen.

Any information on the Invoice tab can be changed if needed. The amount can be decreased (to remove sales tax) or increased (system scanned the wrong amount). If changed, you will need to supply a Short Reason Code in the field below.

If the vendor is wrong, you can search for the correct vendor. This field is alpha-numeric so you can search by vendor number or any part of the name of the vendor.

The section for Asset Purchases should not be used in an unencumbered transaction. UF policy requires all asset purchases to have a PO established and processed as encumbered.

The special payment area can be used to have your payment handled in another method other than mailing to the vendor. (See Chapter 13 – Special Payment Handling instruction guide)

Special Instructions:

Request Same Day Payment by AP: ☐

Send Check with Attached Form: ☐

Call for Pickup: ☐ [   ]

Mail to Alternate Address: ☐ [   ]

Justification: [   ]

If any changes are made to any field on the Invoice tab, you will need to save by clicking on the save icon.

Complete this Invoice area and save before entering GL Allocations for the transaction.

Input the required GL Allocation chartfield string and click on the save icon on the Allocation line. This will perform a combo edit check in PS and return any issues. Issues can be seen by hovering your mouse over the approve icon.

PO Number:

Why can't I...

Approve this invoice?

- FAILURE! Combination of fields are invalid for GL Line at 1. Invalid ChartField combination PROGRAM_CODE/ FUND_CODE in combo group PROGRFUND

Complete this invoice?

- FAILURE! Combination of fields are invalid for GL Line at 1. Invalid ChartField combination PROGRAM_CODE/ FUND_CODE in combo group PROGRFUND

0000002607

Gainesville Regional Utilities
PO Box 147051
Gainesville, FL 32614-7051

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Select...

Chartfields can be entered manually and then tab between fields, dropping the window down and selecting the correct code or begin typing information in the field and a short-cut window will appear with selections that meet the input criteria.

Once saved if all issues are resolved, the approve icon will become active and allow you to approve the transaction. At any time the approve icon is not active, hover over it with your mouse to determine what actions are needed.

An unencumbered transaction can be converted to an encumbered transaction by performing the following tasks:

1. Add the PO number to the PO Search field on the Invoice tab and save. Sometimes this will cause an error with the vendor. The system will state…"0000002607-2-001-UFLOR Does Not Match". Simply clear all information after the 10-digit vendor number and search to find the correct address then save.

2. Add the PO number to the Line Item tab in the filter field and save. Then match the transaction if needed (matching is covered in the Instruction Guide Chapter 1 – Encumbered Invoices).

3. If a PO is added to an invoice, you must remove any chartfields entered on the Allocations tab.

4. Never complete any field other than PO number when searching for a PO in the filter box. Vendor #, Item #, Receipt Date From and Receipt Date To should always be left blank.

Invoices charged against a Foundation funding source (Fund 171/Source FXXXXX), should not be approved at the department level. These must be routed to the Fund Administrator responsible for approving the use of these funds for final approval (see Chapter 5 – Routing an Invoice for information on how to route a transaction).

This icon can be used to upload trailing documents if additional supporting documentation needs to be added (for more information see Chapter 9 – Upload Trailing Documents).

Do not use the reject button. If you need to remove/delete a transaction, use the decline icon (for more information see Chapter 6 – Declining an Invoice).