University of Florida

Setting up Users in myUF Payment Solutions

Training and roles required:

**PST967 myUF Payments for Reviewers**
This interactive session reviews the topics and skills necessary to review invoices in the myUF Payment Solutions system. This course is required for employees requesting the UF_AP_Reviewer role, which enables users to find existing vouchers, annotate invoice images, route invoices to users, view vendors, add GL allocations to invoices, enter add supporting docs to invoices and vouchers

OR

**PST970 myUF Payments for Approvers**
This interactive session reviews the topics and skills necessary to approve invoices in the myUF Payment Solutions system. This course (along with PST956 Online Journal Entry) is required for employees requesting the UF_AP_Approver security role, which enables users to find existing vouchers, annotate invoice images, route invoices to users, view vendors, add GL allocations to invoices, approve invoices for payments, enter check requests for non-invoice payment, amend ChartFields and budget check vouchers, add supporting docs to invoices and vouchers, create expense journals, and submit vouchers for payment.

After roles are requested, it takes two business days for user to have access to myUF Payment Solutions. Please fill out the myUF Payment Solutions Dept ID Request form and send it to disbursements@ufl.edu. There is also an optional unassigned queue notification Request form for departments that use a distribution list for fiscal emails.

Checklist:

- Take PST967 or PST970 training
- Have DSA request UF_AP_Reviewer or UF_AP_Approver roles. Request UF_SY_BUSUNIT_UFLOR if user doesn’t have the role
- Fill out and send myUF Payment Solutions Dept ID Request form to disbursements@ufl.edu
- Wait two business days for access to myUF Payment Solutions

For more information please contact University Disbursement Service at disbursements@ufl.edu or 352-392-1241