Welcome to Disbursements

Post in the Chat

Your Name

Where you work

How long you have been at UF



Who we are?

We are Accounts Payable for UF.

This means we manage:

- Suppliers
- Invoices
- Payments
- Travel





Supplier

• An organization or individual who provides goods or services.

Supplier Portals

• Online portal for new suppliers to register or existing suppliers to request changes.

Supplier File

• Each supplier is identified by a unique Supplier ID number housed within the Supplier File. Every supplier ID has an exclusive Tax ID number relationship.

Key Terms

myUFMarketplace (Marketplace)

• The system used to create requisitions/purchase orders and electronically receive and process invoices.

Digital Mail Room (DMR)

The supplier emails the invoice to <u>UFL.invoices@trustflowds.com</u>. The Dept ID or PO number is required to be on the invoice labeled: "Dept ID #" and/or "PO #" EX: Dept ID 6440400

Change Request

• You can process a change request directly in the Purchase Order in the Marketplace. You can increase/decrease either the quantity or amount. With a change request you can change the ChartField string. Exceptions may apply.

Key Terms

Purchase Order (PO)

A contract for the purchase of a good or service, before the actual purchase, that
ensures compliance with purchasing policies, budget checking for available funds and
encumbering funds.

Unencumbered

 A transaction where funds are not committed in advance to pay for the purchase, such as freight.

Encumbrance

 An encumbrance represents a commitment to pay for goods or services being purchased that has not yet been received. The amounts of encumbered transactions are deducted from budget balances.

Cash-based funds do not deduct from the available balance. Departments must take care to not overspend.

Key Terms

Non-PO Invoice

• Utilized to process unencumbered invoices. This will also be used for instances such as refunds, honorariums and receipts, (ex: Publix, Sam's Club).

PO Invoice

• Invoices for encumbered transactions that need to apply an Open PO or PO line or lines.

Selected Expedited Approval (SEA) Invoices

 Invoices that are \$500 or less from that go straight to PeopleSoft. These invoices bypass the approval process.

Tax Exempt Status

The University of Florida is **not subject to Florida sales tax.** The exemption certificate can be found online and should be presented to all suppliers. Receipts and invoices for transactions in the state of Florida should be reviewed to ensure tax is not included. If it is, contact the supplier to have it removed and provide the tax exemption certificate. Sales tax is only allowed when reimbursing an employee for expenses purchased.

Certificate of Exemption can be found:

https://www.fa.ufl.edu/wp-content/uploads/2019/06/Consumers-Certificate-of-Exemption-Sales-Tax-Exemption-Certificate.pdf



General Expenditure Guidelines

- Expenditures should only be made for reasonable and appropriate goods or services necessary to accomplish the mission of the University.
- To be an allowable expenditure:
 - A clear business purpose must exist
 - Must use a relevant and appropriate operating fund
- All disbursements and expenditures must have written documentation suitable for auditing purposes. If you are not sure if documentation is sufficient – contact us.





General Expenditure Guidelines

- Invoices should be approved in the Marketplace, which creates a voucher in PeopleSoft that schedules a payment to the supplier.
- When you pay a PO invoice, you need to make sure the invoice is linked to the correct purchase order. This reduces the committed funds on the PO.
- PO line matching is processed on the Summary tab. Non-PO lines can be added for unencumbered items not on the PO, such as Freight.



General Expenditure Guidelines

- Some purchase orders will have multiple invoices applied against them. When manually entering an invoice, the whole PO line/s will populate. The quantity and/or amounts may need to be edited to match the invoice.
- Make sure that any sensitive information (SSN, credit card number, driver's license number, etc.) is redacted before e-mailing or uploading.



Paying a Paper Invoice

- If a department receives a paper invoice instead of Electronic or by DMR, it can be manually created in the Marketplace with the invoice PDF being uploaded.
- All invoices sent to the DMR should have either a 10 digit PO number or an 8-digit department ID number to ensure proper routing.

Example:
Dept ID XXXXXXXX
PO 2301XXXXXX

Basic Payment Information

- Payments are processed on Tuesdays and Thursdays for both suppliers and Travel and Expense reimbursements.
- Scheduled pay dates are based on the invoice date and the payment terms for each supplier. If the invoice is past due, it will automatically get picked up in the next pay cycle.
- UF is committed to reducing paper checks and to pay all invoices electronically. There are very few reasons to pay by check. An example is Homeland Security.

Refunds

- Create a Non-PO invoice using the Supplier ID number 0000184773.
- This Supplier ID is used for refunds only.
- Add a brief description of what is being refunded in the Business Purpose field.
- Add back up documentation as an attachment.



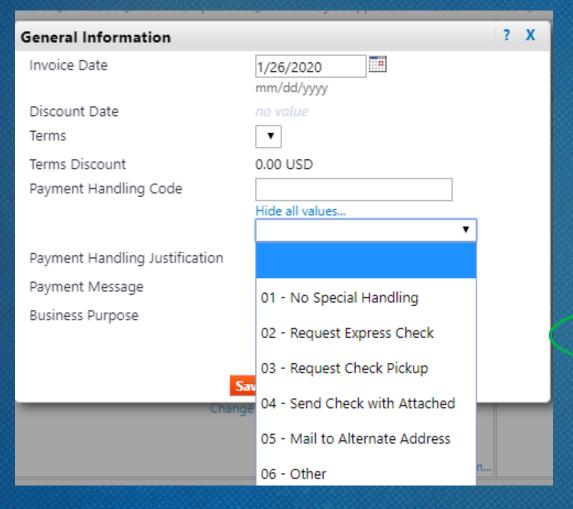
Alternate Delivery or Special Payment of Checks

- For alternate check handling choose the appropriate "Payment Handling Code" in the dropdown on the General tile of the Buyer invoice tab.
- Payment Handling Justification is required for any of the special payment selections above.
- If a check needs to be picked up, enter the name and phone number of the person picking up the check in this field.

**Example next slide.



Alternate Delivery or Special Payment of Checks



	General ?
Invoice Type	Invoice
Invoice Source	Manual
Invoice Number	no value
Supplier Invoice No.	1234567
Supplier Name	X-uberance Enterprises more info
Invoice Date	10/21/2020 edit
Discount Date	no value ·
Terms	0% 0, Net 10
Terms Discount	0.00 USD
Payment Handling Code	02 - Request Express Check
Payment Handling Justification	Needs to be picked up by Dept. Call Dianna Brook 294-1109.
Payment Message	no value
Business Purpose	Foreign national payments for participation in a study

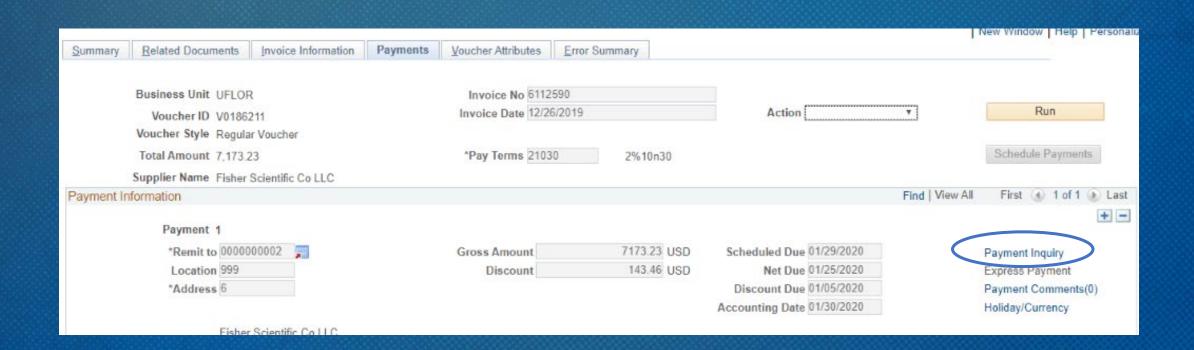
Payments to a supplier can be viewed in Peoplesoft by navigating to:

- Main Menu > Financials > Accounts Payable > Review Accounts Payable
 Info > Payments > Payment
 - You can search for a specific payment by payment number, supplier or amount.





- Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry
 - There you can search by the voucher number. Go to the payments Tab. By the Scheduled due date there is a link to the Payment info:







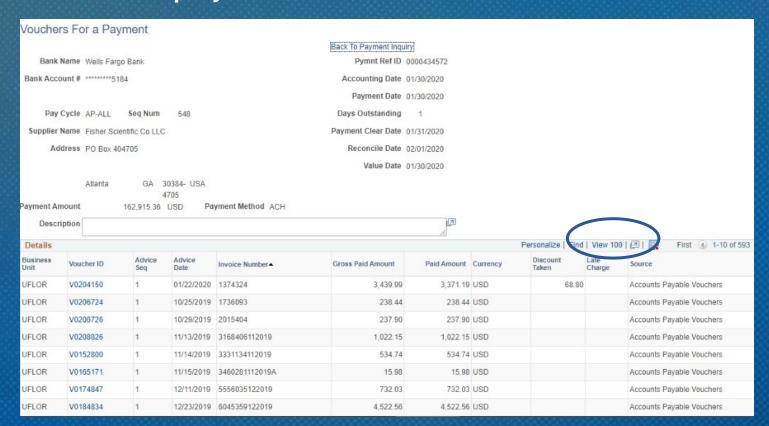
You will then click the payment reference ID link.

Payment Inq Payment Deta			plier Details <u>F</u> ir	nancial Gateway			Personalize	Find View	All ☑ ႃ Fi	rst 🕦 1 of 1 🕟 Last
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
→ Actions	VCHR	0000434572	Automated Clearing House	162,915.36	USD	01/30/2020	01/30/2020	Paid	Reconciled	02/01/2020





• This will list all vouchers paid on the payment reference. Be sure to click "view 100" to see more vouchers if there are more than 10 vouchers on the payment.





Supplier Maintenance

Types of Suppliers and Requirements

Domestic Suppliers

- W9 or Supplier Tax Information form
- Banking information
- Banking verification

Individuals using SSN

- Supplier Tax Information form
- Banking information
- Banking verification

Foreign Suppliers

- W-8BEN (individual) or W-8BEN-E (business)
- Bank wire form
- Foreign supplier requests are sent to payroll-services@ufl.edu

An invitation template can be downloaded at http://www.fa.ufl.edu/directives/supplier-portal/

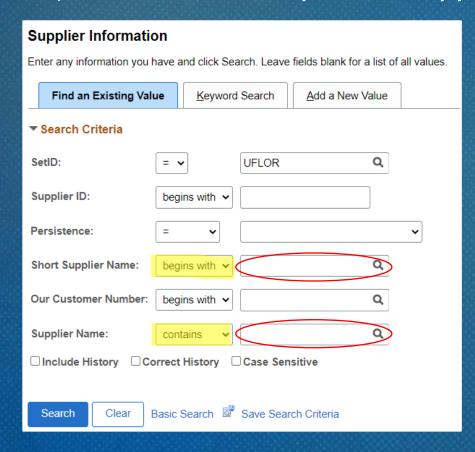
Supplier Portal

- Registration Portal
 - "New Supplier"
- Change Portal
 - "Existing Supplier Changes"

www.fa.ufl.edu/directives/supplier-portal/

Looking for a Supplier

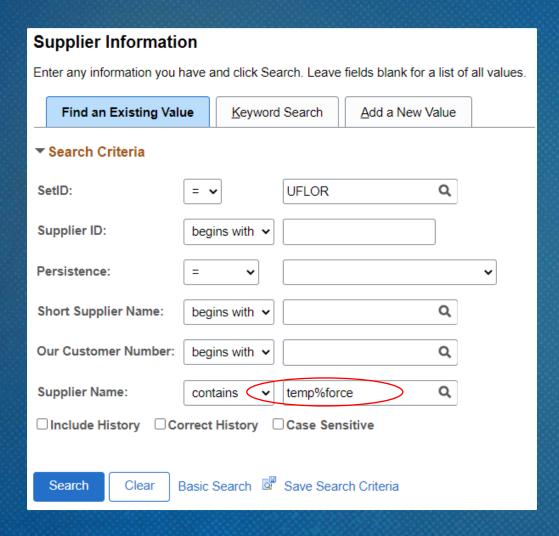
Main Menu > Financials > Suppliers > Supplier Information > Add/Update > Supplier



- Search by "Supplier Name" OR "Short Supplier Name"
- Change "begins with" to "contains"
- Type in supplier name
- Click Search



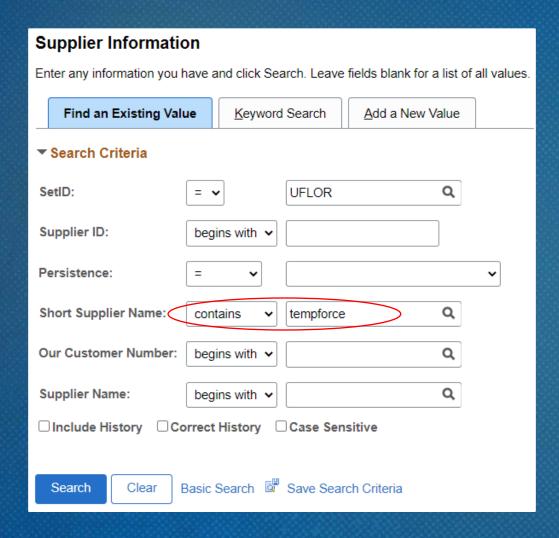
Looking for a Supplier



- Using "Supplier Name":
 - If there are two or more words in a supplier name, use "%" to find all possible combinations



Looking for a Supplier



- Using "Short Supplier Name":
 - Search for supplier's dba
 - Limited to 10 characters



Supplier Status

SetID UFLOR

Supplier ID 0000001233

Supplier Short Name TEMPFORCE TEMPFORCE-001

Supplier Name Career Center Inc.

Order TEMPFORCE-001

dba TEMPFORCE-001

Gainesville, FL 32606-7226

Remit To TEMPFORCE-001

dba Temp Force Gainesville

Philadelphia, PA 19170-8360

Status Approved

Persistence Regular

Classification Outside Party

SetID UFLOR

Supplier ID 0000003805

Supplier Short Name TEMPFORGAI TEMPFORGAI-001

Supplier Name TEMPFORCE GAINESVILLE FL

Order TEMPFORGAI-001

1236 NW 18 Ave

Gainesville, FL 32609

Remit To TEMPFORGAI-001

TEMPFORCE LP

PHILADELPHIA, PA 19170-8360

Status Inactive

Persistence Regular

Classification Outside Party



Paying an Encumbered Invoice in the Marketplace and Adding a New Supplier

Scenarios

- 1. We will be approving an invoice in the following slides
- 2. Read the scenarios
- 3. We'll work together to answer the discussion questions





You work in the College of the Arts School of Music (Dept ID 13030100) and you purchased (3) new tubas for the Tuba/Euphonium Studio. The tubas (model King 2341) cost \$5,434.92 each and were ordered through **Hoggtowne Music Inc.** from myUF Marketplace.

The invoice is in your folder on the Accounts Payable home page in the Marketplace. Since the asset has been received, you are ready to approve the invoice. The tubas, along with the packing slip, were received on 9/26/2023.

Assistant Professor Dr. VanTuinen will be responsible for the tubas located at the College of the Arts Music Building Room 101. The serial number is 1122334455.

Key Points: Capital asset vs Captital tangible property?

- 1. Long-term property that UF owns/uses in fulfilling its mission that is not expected to be "consumed" within (1) year of acquisition. This means it is not expected to be used-up within one year.
- 2. Capital tangible property (like the tubas) is property that:
 - a) Can be physically relocated
 - b) Costs a minimum of \$5,000
 - c) Has a useful life longer than 1 year

Key Point: Why are Purchase Orders required for <u>capital assets</u>?

- To encumber funds before the purchase
- To ensure the purchase is approved prior to being completed

Key Point: Why is it important to link to the PO?

- This matches the payment with the encumbrance
- It also releases the amount of the encumbrance upon Budget Checking

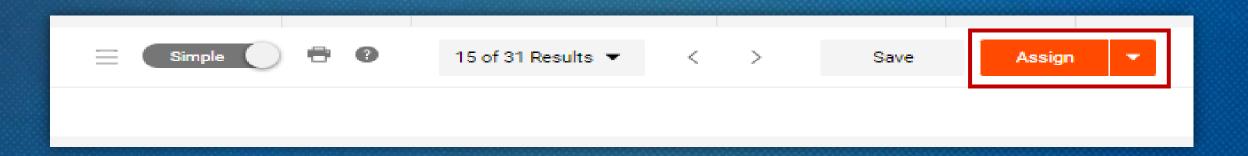




Click the Voucher Number to open the invoice.

INVOICE NO.	SUPPLIER INVOICE NO.	SUPPLIER NAME	ASSIGNED APPROVER	CREATE DATE	PO NO.	MATCH STATUS	AMOUNT	
V0612676 ₫	UFD2401289	Hoggtowne Music Inc.	Not Assigned	1/31/2024 7:38 AM	2100879340	Not Ready for Matching	16,304.76 USD	ď

Click the Assign button to work the invoice.



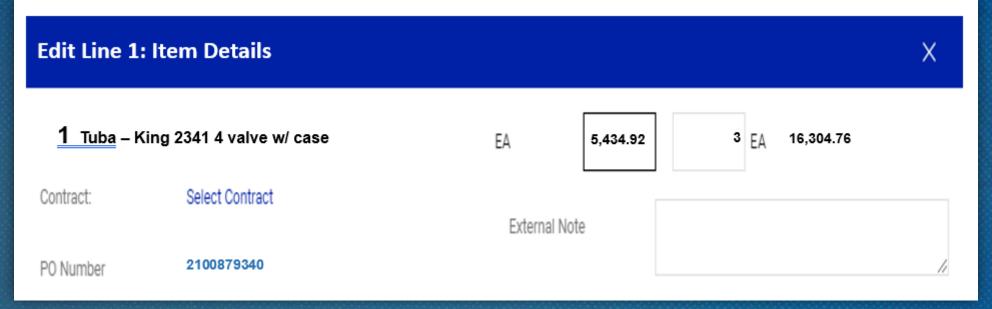


You can work on the Entry Tab or the Summary Tab

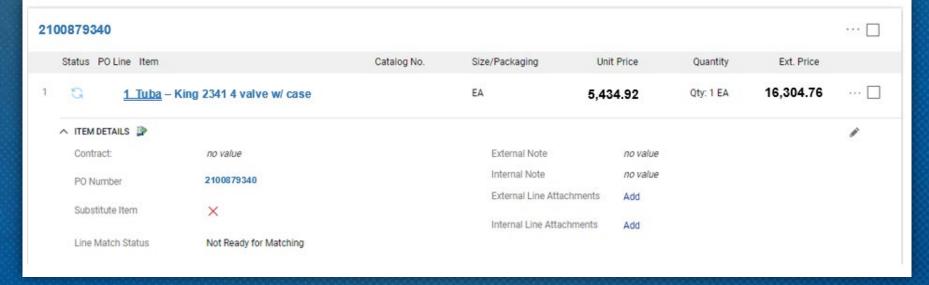
Entry Sum	mary Matching	Supplier Messages	Comments	Attachments	History
General		ℯ ··· Addr	esses		≯ ···
Invoice Type	Invoice	Remi	То		
Invoice Source	Manual		NW 43rd St Ste 26E sville, Florida 32606		
Invoice Number	V0612676				
Supplier Invoice	348726		d States ess Id 1001		
		Bill To)		
Supplier Name	Hoggtowne Music Inc		Jessica Ward		
Invoice Date	6/5/2021	GAIN	DX 115800 ESVILLE, FL 32611 d States		
Discount Date	no value				
Terms	0% 0, Net 30				
Terms Discount	0.00 USD				
Payment Handling Code	no value				
Payment Handling Justification	no value				
Payment Message	no value	Payn	nent Information		ቇ
Business	Euphoniums and Tubas	Intern			



Entry Tab



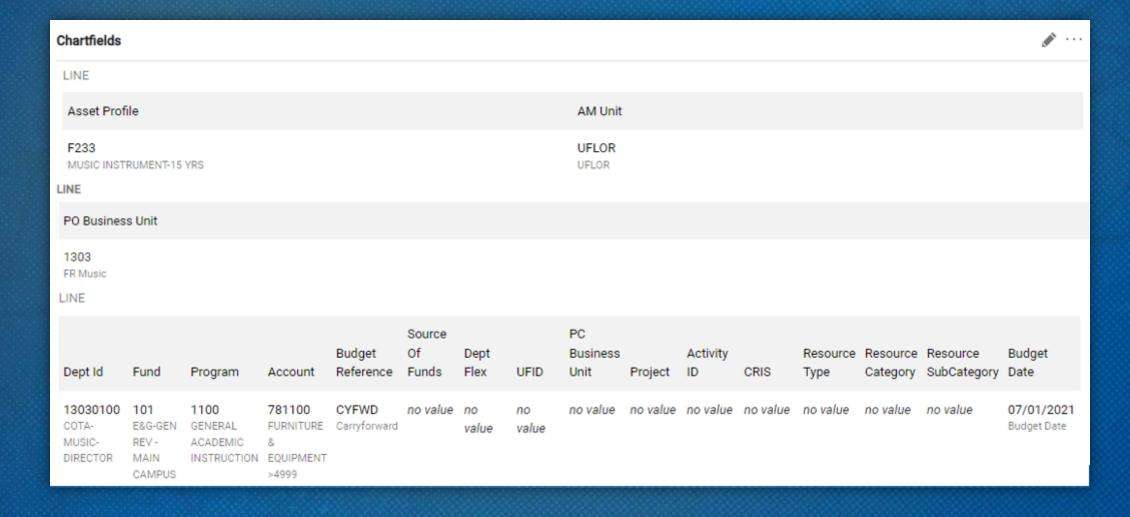
Summary Tab







Capital asset is identified under Asset Profile.

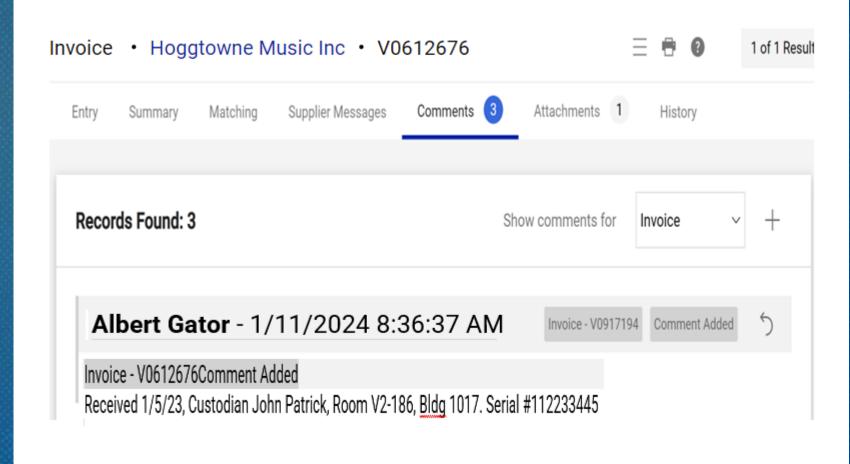




Attach either a signed packing slip or signed delivery document along with entering the following information into the comment section.

Information needed:

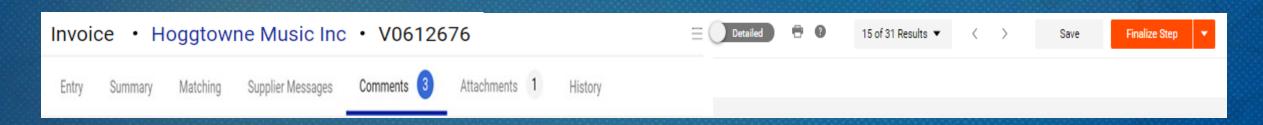
- Received date
- Location
- Manufacturer & model
- Serial number
- Individual responsible for the Asset (Custodian)







Click Finalize Step to approve the invoice. It will flow to the Secondary Approver in Asset Management.



Supplier scenarios



You are the office manager for the Chemistry Department. The professors in your department have requested additional materials (lab coats, beakers, etc.).

You contact a new local laboratory supply company in Gainesville to purchase these requested items. The total invoice is \$523.

Using this scenario, answer the following questions.



1. What is the first thing you need to check?

2. How will your department pay for the goods or services

Reporting Fraud

If you are not sure if fraud is happening, talk to someone in Finance & Accounting, a trusted advisor, a supervisor, or someone you trust.

To report potential legal, policy, or ethical conduct violations or concerns.

Anonymous Compliance Hotline: 1-877-556-5356 https://app.mycompliancereport.com/report.aspx?cid=uofl

University of Florida Compliance Hotline: https://compliance.ufl.edu/uf-compliance-hotline-2/

UF Controller's Office: 352-392-1321





Any Questions

Wrap Up

- 1. What was your biggest takeaway from today's session?
- 2. What information from today's session do you think you might use in your job? What would you like to learn more about?

Use the chat or unmute to share your answers.

For more detailed information, sign up for

Procure2Pay Workshop PST900.

This workshop walks you through the entire process of finding/adding a supplier, submitting a requisition, to approving an invoice, (PO and Non-PO) for payment.



Thank you for attending!

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Disbursements and Travel
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For more resources, tips and instructions you can go to: https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/financial-toolkits/myuf-marketplace