

# 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





# Key Terms

## 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 [UFL.invoices@trustflowds.com](mailto:UFL.invoices@trustflowds.com). 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 XXXXXXXXX

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 Information** ? X

Invoice Date    
mm/dd/yyyy

Discount Date *no value*

Terms

Terms Discount 0.00 USD

Payment Handling Code

[Hide all values...](#)

Payment Handling Justification

- 01 - No Special Handling
- 02 - Request Express Check
- 03 - Request Check Pickup
- 04 - Send Check with Attached
- 05 - Mail to Alternate Address
- 06 - Other

Save Change

**General** ?

Invoice Type Invoice edit

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

# View Payment Status

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.



# View Payment Status

- *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:

The screenshot displays a software interface for viewing payment status. At the top, there are tabs for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The main area shows details for an invoice with Business Unit UFLOR, Voucher ID V0186211, and Supplier Name Fisher Scientific Co LLC. The invoice number is 6112590, dated 12/26/2019, with a total amount of 7,173.23. The scheduled due date is 01/29/2020. A 'Payment Inquiry' link is circled in blue. The interface also includes a 'Run' button and a 'Schedule Payments' button.

Field	Value
Business Unit	UFLOR
Voucher ID	V0186211
Voucher Style	Regular Voucher
Total Amount	7,173.23
Supplier Name	Fisher Scientific Co LLC
Invoice No	6112590
Invoice Date	12/26/2019
*Pay Terms	21030 2%10n30
Scheduled Due	01/29/2020
Net Due	01/25/2020
Discount Due	01/05/2020
Accounting Date	01/30/2020
Gross Amount	7173.23 USD
Discount	143.46 USD

Payment Information

Payment 1

\*Remit to 0000000002  
Location 999  
\*Address 6

Payment Inquiry  
Express Payment  
Payment Comments(0)  
Holiday/Currency

# View Payment Status

- You will then click the payment reference ID link.

Payment Inquiry Result											Personalize	Find	View All			First	◀	1 of 1	▶	Last
Payment Details		Additional Info		Supplier Details		Financial Gateway														
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										

# View Payment Status

- 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.

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name Wells Fargo Bank  
 Bank Account # \*\*\*\*\*5184



Pay Cycle AP-ALL    Seq Num    548  
 Supplier Name Fisher Scientific Co LLC  
 Address PO Box 404705

Pymnt Ref ID 0000434572  
 Accounting Date 01/30/2020  
 Payment Date 01/30/2020  
 Days Outstanding 1  
 Payment Clear Date 01/31/2020  
 Reconcile Date 02/01/2020  
 Value Date 01/30/2020

Atlanta    GA    30384- USA  
 4705

Payment Amount 162,915.36    USD    Payment Method ACH

Description

Personalize | Find | **View 100** |  |     First 1-10 of 593

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
UFLOR	V0204150	1	01/22/2020	1374324	3,439.99	3,371.19	USD	68.80		Accounts Payable Vouchers
UFLOR	V0206724	1	10/25/2019	1736093	238.44	238.44	USD			Accounts Payable Vouchers
UFLOR	V0206726	1	10/29/2019	2015404	237.90	237.90	USD			Accounts Payable Vouchers
UFLOR	V0208826	1	11/13/2019	3168406112019	1,022.15	1,022.15	USD			Accounts Payable Vouchers
UFLOR	V0152800	1	11/14/2019	3331134112019	534.74	534.74	USD			Accounts Payable Vouchers
UFLOR	V0165171	1	11/15/2019	3460281112019A	15.98	15.98	USD			Accounts Payable Vouchers
UFLOR	V0174847	1	12/11/2019	5556035122019	732.03	732.03	USD			Accounts Payable Vouchers
UFLOR	V0184834	1	12/23/2019	6045359122019	4,522.56	4,522.56	USD			Accounts Payable Vouchers

# 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](mailto: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/](http://www.fa.ufl.edu/directives/supplier-portal/)

# Looking for a Supplier

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

**Supplier Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

**Search Criteria**

SetID: = UFLOR

Supplier ID: begins with

Persistence: =

Short Supplier Name: begins with

Our Customer Number: begins with

Supplier Name: contains

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

# Looking for a Supplier

**Supplier Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

▼ **Search Criteria**

SetID: = ▼ UFLOR 🔍

Supplier ID: begins with ▼

Persistence: = ▼

Short Supplier Name: begins with ▼ 🔍

Our Customer Number: begins with ▼ 🔍

Supplier Name: contains ▼ temp%force 🔍

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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



# Looking for a Supplier

**Supplier Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

▼ **Search Criteria**

SetID: = UFLOR

Supplier ID: begins with

Persistence: =

Short Supplier Name: contains tempforce

Our Customer Number: begins with

Supplier Name: begins with

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- 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

# Scenario #1

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.



# Scenario #1

## Key Points: Capital asset vs Capital 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

# Scenario #1

**Key Point: Why are Purchase Orders required for capital assets?**

- 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



# Scenario #1

Click the Voucher Number to open the invoice.

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

Click the Assign button to work the invoice.

Navigation bar containing: a menu icon, a 'Simple' view selector, a printer icon, a help icon, a '15 of 31 Results' dropdown, navigation arrows, a 'Save' button, and a highlighted 'Assign' button with a dropdown arrow.



# Scenario #1

You can work on the Entry Tab or the Summary Tab



Invoice • V0612676

Entry Summary Matching Supplier Messages Comments Attachments History

General		Addresses	
Invoice Type	Invoice	<b>Remit To</b>	
Invoice Source	Manual	2441 NW 43rd St Ste 26B Gainesville, Florida 32606	
Invoice Number	V0612676	United States Address Id 1001	
Supplier Invoice No.	348726	<b>Bill To</b>	
Supplier Name	Hoggtowne Music Inc	Attn: Jessica Ward PO BOX 115800 GAINESVILLE, FL 32611 United States	
Invoice Date	6/5/2021		
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	<b>Payment Information</b>	
Business Purpose	Euphoniums and Tubas	Internal Note	no value





# Scenario #1

## Entry Tab

**Edit Line 1: Item Details**
✕

**1 Tuba – King 2341 4 valve w/ case**      EA      5,434.92      3 EA      **16,304.76**

Contract:      [Select Contract](#)

PO Number      **2100879340**

External Note

## Summary Tab

**2100879340** ...

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	<a href="#">1</a>	<a href="#">Tuba – King 2341 4 valve w/ case</a>		EA	<b>5,434.92</b>	Qty: 1 EA	<b>16,304.76</b>	... <input type="checkbox"/>

^ ITEM DETAILS

Contract: <i>no value</i>	External Note <i>no value</i>
PO Number <b>2100879340</b>	Internal Note <i>no value</i>
Substitute Item      ✕	External Line Attachments <a href="#">Add</a>
Line Match Status      Not Ready for Matching	Internal Line Attachments <a href="#">Add</a>



# Scenario #1

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)

The screenshot displays a software interface for an invoice. At the top, it reads "Invoice • Hoggtowne Music Inc • V0612676". To the right are icons for a menu, print, and help, and a "1 of 1 Result" indicator. Below this is a navigation bar with tabs: "Entry", "Summary", "Matching", "Supplier Messages", "Comments" (which is selected and has a blue circle with the number "3"), "Attachments" (with a "1" in a circle), and "History".

Under the "Comments" tab, there is a section titled "Records Found: 3". To the right of this is a dropdown menu labeled "Show comments for" with "Invoice" selected and a plus sign icon. Below this is a list of comments. The first comment is from "Albert Gator" on "1/11/2024 8:36:37 AM", with a "Comment Added" button and a refresh icon. Below it is another comment from "Invoice - V0612676" with the text "Received 1/5/23, Custodian John Patrick, Room V2-186, Bldg 1017. Serial #112233445".



# Scenario #1

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

The screenshot shows a software interface for invoice management. At the top, the breadcrumb path is "Invoice • Hoggtowne Music Inc • V0612676". To the right of this path are several controls: a hamburger menu icon, a "Detailed" view toggle, a printer icon, a help icon, a "15 of 31 Results" dropdown, and navigation arrows. Below these are "Save" and "Finalize Step" buttons. A secondary navigation bar contains tabs for "Entry", "Summary", "Matching", "Supplier Messages", "Comments" (with a blue circle containing the number 3), "Attachments" (with a grey circle containing the number 1), and "History". The "Comments" tab is currently selected and underlined.

# Supplier scenarios



## Scenario #2

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.**



## Scenario #2

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.



**UF**

# Thank you for attending!

**Victoria Peprah-Asante**  
**Associate Controller**  
**Disbursements and Travel**  
**vpa@ufl.edu**

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