

Welcome to Disbursements

Post in the Chat

Your Name

Where you work

How long you have been at UF

1

UF

Who we are?

We are Accounts Payable for UF.

This means we:

- Manage the invoices/payment systems of the University
- Review for prompt payments
- ACH, EPAY and Wire payments (Checks only with justification)
- Supplier file vetting, additions and maintenance



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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@trustflows.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.

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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.

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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.

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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.

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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>

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General Expenditure Guidelines

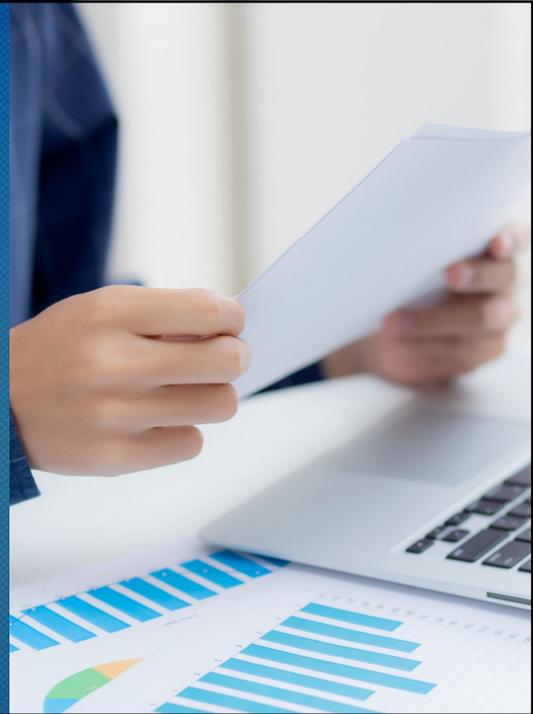
- Expenditures should only be made for reasonable and appropriate goods or services necessary to accomplish the mission of the University.
- To be an allowable expenditure:
 - A clear business purpose must exist
 - Must use a relevant and appropriate operating fund
- All disbursements and expenditures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



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Notes**

- 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.



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Paying a Paper Invoice

UF

- 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

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Notes**

- 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.



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UF

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.



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Basic Payment Information

- Payments are processed on Tuesdays and Thursdays for both outside 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.

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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.*

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Alternate Delivery or Special Payment of Checks

General Information

Invoice Date	1/26/2020
Discount Date	no value
Terms	
Terms Discount	0.00 USD
Payment Handling Code	
Payment Handling Justification	
Payment Message	
Business Purpose	

General

Invoice Type	Invoice
Invoice Source	Manual
Invoice Number	no value
Supplier Invoice No.	1234567
Supplier Name	X-uberance Enterprises
Invoice Date	10/21/2020
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

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View Payment Status

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

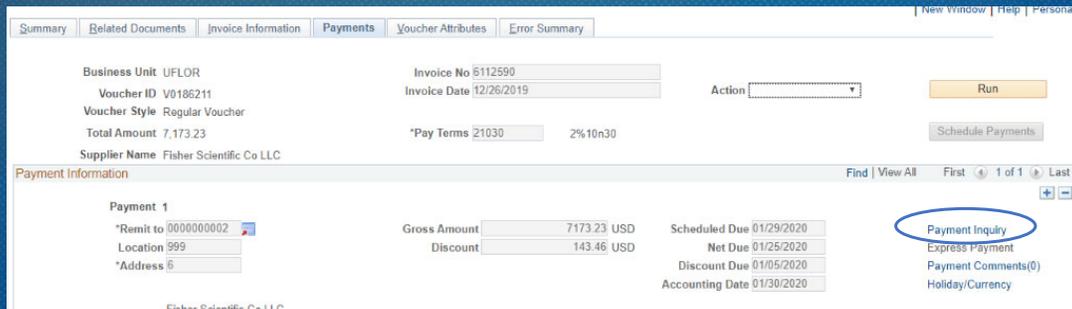
- *Main Menu > Financials > Accounts Payable > Review Accounts Payable Info > Payments > Payment*
- You can search for a specific payment by payment number, supplier or amount.

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View Payment Status

If you prefer you can look at the payment information in the voucher.

- 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:



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View Payment Status

- You will then click the payment reference ID link.

Payment Inquiry Result

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

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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 Payment Ref ID: 0000434572
Bank Account #: *****9184 Accounting Date: 01/30/2020
Payment Date: 01/30/2020
Pay Cycle: AP-ALL Seq Num: 548 Days Outstanding: 1
Supplier Name: Fisher Scientific Co LLC Payment Clear Date: 01/31/2020
Address: PO Box 404705 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:

Details

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Lab 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	1736963	238.44	238.44	USD			Accounts Payable Vouchers
UFLOR	V0206726	1	10/26/2019	2015404	237.90	237.90	USD			Accounts Payable Vouchers
UFLOR	V0208826	1	11/13/2019	316840512019	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	15.88	15.88	USD			Accounts Payable Vouchers
UFLOR	V0174847	1	12/11/2019	556605122019	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

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Supplier Maintenance

352-392-1125

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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/>

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Supplier Portal

- Registration Portal
 - “New Supplier”
- Change Portal
 - “Existing Supplier Changes”

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

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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

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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

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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 [Q]

Supplier ID: [begins with] [] [Q]

Persistence: [=] [] [Q]

Short Supplier Name: [contains] tempforce [Q]

Our Customer Number: [begins with] [] [Q]

Supplier Name: [begins with] [] [Q]

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

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Supplier Status

SetID	UFLOR
Supplier ID	0000001233
Supplier Short Name	TEMPFORCE
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
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

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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.mycompliance.report.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



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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

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Scenario #1

Key Points: What is a capital asset?

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 this microscope) is property that:
 - a) Can be physically relocated
 - b) Costs a minimum of \$5,000
 - c) Has a useful life longer than 1 year

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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

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Scenario #1

You work in Physics, (Dept ID 16360100) you purchased a OmniDAC-LT microscope for a lab. The microscope, (model ABC123) costs \$9942.00 and was ordered through **Almax EasyLab Inc** from the 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 it. The microscope along with the packing slip were received on 8/30/2022.

The Principal Investigator, Dr. John Patrick, will be responsible for the microscope located at the McKnight Brain Institute; Room L2-171A. The serial number is 1122334455.

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Scenario #1

Click the Voucher Number to open the invoice.

Invoice Source:		Electronic (Supplier System)							
<input type="checkbox"/>	V0917194	156362	Almax EasyLab Inc	Not Assigned	8/18/2022 4:01 AM	2200956848	Not Ready for Matching	9,942.00 USD	 

Click the Assign button to work the invoice.

☰
Simple
 
15 of 31 Results ▾
< >
Save
Assign ▾

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Scenario #1

You will be able to work on the Entry Tab or the Summary Tab

Invoice • V0917194 ▾

Entry Summary Matching Supplier Messages Comments Attachments 1 History

General		Addresses	
Invoice Type	Invoice	Remit To	
Invoice Source	Digital Mailroom Import	485 Massachusetts Ave Ste 300 Cambridge, Massachusetts 02139	
Invoice Number	V0917194	United States Address Id 1001	
Supplier Invoice No.	156362	Bill To	
Supplier Name	Almax Easylab Inc	Attn: UFL.invoices@edmgrou.com PO Box 3357 Scranton, PA 18505 United States	
Invoice Date	8/31/2022		
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 Information	

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Scenario 1

Entry Tab

Edit Line 1: Item Details [X]

1 OmniDAC-LT Special [A53xxx] EA 1 EA 9,942.00

Contract: [Select Contract](#) External Note:

PO Number: 2200956848

Summary Tab

2200956848 [X]

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
	1	1 OmniDAC-LT Special [A53xxx]		EA	9,942.00	Qty: 1 EA	9,942.00

ITEM DETAILS

Contract:	no value	External Note:	no value
PO Number:	2200956848	Internal Note:	no value
Substitute Item:	✗	External Line Attachments:	Add
Line Match Status:	Not Ready for Matching	Internal Line Attachments:	Add

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Scenario #1

Capital asset is identified under Asset Profile.

Chartfields

LINE

Asset Profile AM Unit

F255 UFLOR
SCIENTIFIC/TECHNICAL - 7 YRS UFLOR

LINE

PO Business Unit

1636
LS Physics

LINE

Dept Id	Fund	Program	Account	Budget Reference	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS	Resource Type	Resource Category	Resource SubCategory	Budget Date
16360100	201	2200	781100	CRRNT	G000050	no value	no value	GRANT	P0173527	1	no value	no value	no value	no value	no value
LS-PHYSICS-GENERAL	C&G - FEDERAL RESTRICTED	INDIVIDUAL OR PROJECT	FURNITURE & EQUIPMENT	Current	US DEPT OF ENERGY			Sponsored Programs	Hamlin - Main	Data-science					

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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)

Invoice • V0917194

Entry Summary Matching Supplier Messages **Comments 1** Attachments 1 History

Records Found: 1 Show comments for Invoice

Dianna Brook - 9/8/2022 3:36:06 PM Invoice - V0917194 Comment Added

Received 8/30/22, Custodian John Patrick, Room V2-186, Bldg 1017. Serial #1122334455

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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 left, it says 'Invoice • V0917194'. To the right of this are several icons: a hamburger menu, a 'Detailed' button, a printer icon, and a '15 of 31 Results' dropdown with left and right navigation arrows. Further right are 'Save' and 'Finalize Step' buttons. Below this is a navigation bar with tabs for 'Entry', 'Summary', 'Matching', 'Supplier Messages', 'Comments 1', 'Attachments 1', and 'History'. The 'Entry' tab is currently selected.

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Supplier scenarios

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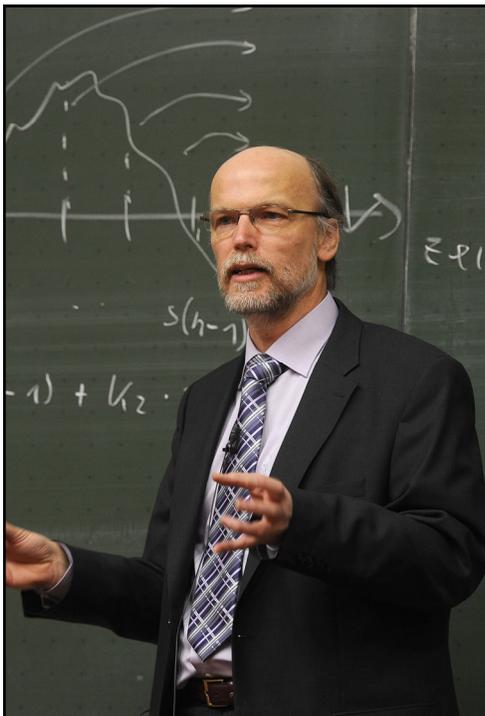
Scenario #2

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.

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Scenario #3

A researcher in the Department of Pathology is conducting a study.

They invite Dr. Good from San Diego State University to come and conduct a lecture on the study. You will pay Dr. Good a \$1000.00 honorarium for the lecture and reimburse him travel expenses up to \$500.00.

Using this scenario, answer the following questions.

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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.

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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.

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The logo for the University of Florida, consisting of the letters 'UF' in white on an orange square background.

Thank you for attending!

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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>