Chapter 1 – Encumbered 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. Encumbered invoices must contain the PO number. 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.

Unassigned

		COR360 Voucher #	State	Invoice #	Invoice Date	Invoice Amount	PO #	Vendor #	Vendor Name	Has Trailing Docs	Approval Dept Id	Document Type	Queued	From	Updated	Comments
		10079628	AP Exception		7/17/2014 11:35:26 AM	$29,204.61		0000095381	Rosen Golf Resort dba Rosen Shingle Crk	No		Invoice	7/17/2014 11:36:55 AM		7/17/2014 11:36:55 AM	Indexed Dept ID not found

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

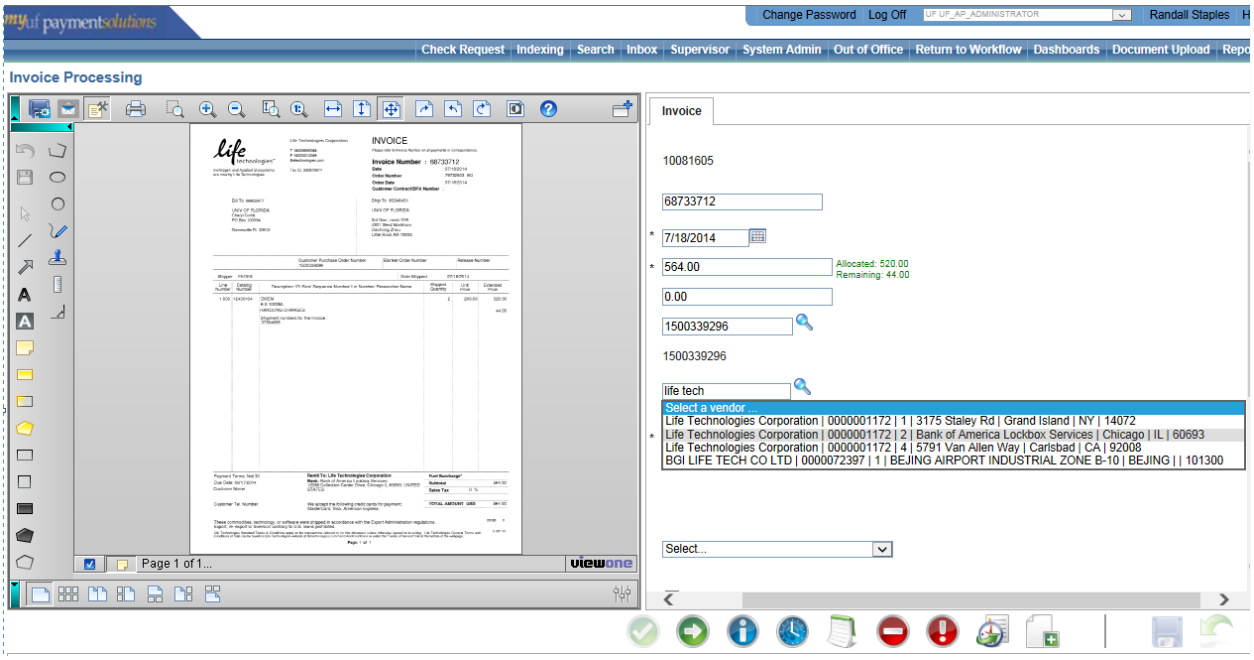
Pended

		COR360 Voucher #	State	Invoice #	Invoice Date	Invoice Amount	PO #	Vendor #	Vendor Name	Has Trailing Docs	Approval Dept Id	Document Type	Queued	Pended	Comments
		10062463	Approval	AE9122865-10	10/31/2013	$4.66		0000201067	University of Florida	No	31010600	Invoice	6/23/2014 10:55:12 AM	7/16/2014 11:32:10 AM	Auto Pend --
		10077866	Approval	200049463301070114	7/1/2014	$61.05		0000002607	Gainesville Regional Utilities	Yes	57140100	Invoice	7/18/2014 3:47:32 PM	7/22/2014 1:43:34 PM	Auto Pend --

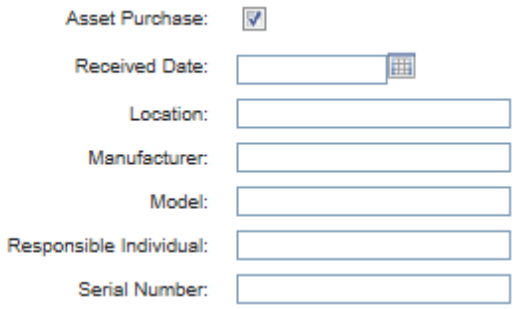
The invoice will display with the image in a viewer window on the left, invoice information on the top right, and GL allocation and Line Items tab along the bottom of the screen.

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.

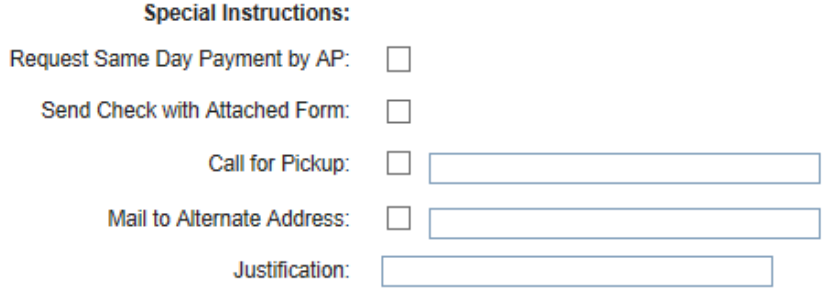
If the vendor is wrong or not listed, you can search for the correct vendor. This field is alpha-numeric so you can search by vendor number or any part of the name of the vendor.



For all purchases of assets, complete the asset section by checking the box and completing all the required information for capitalization.

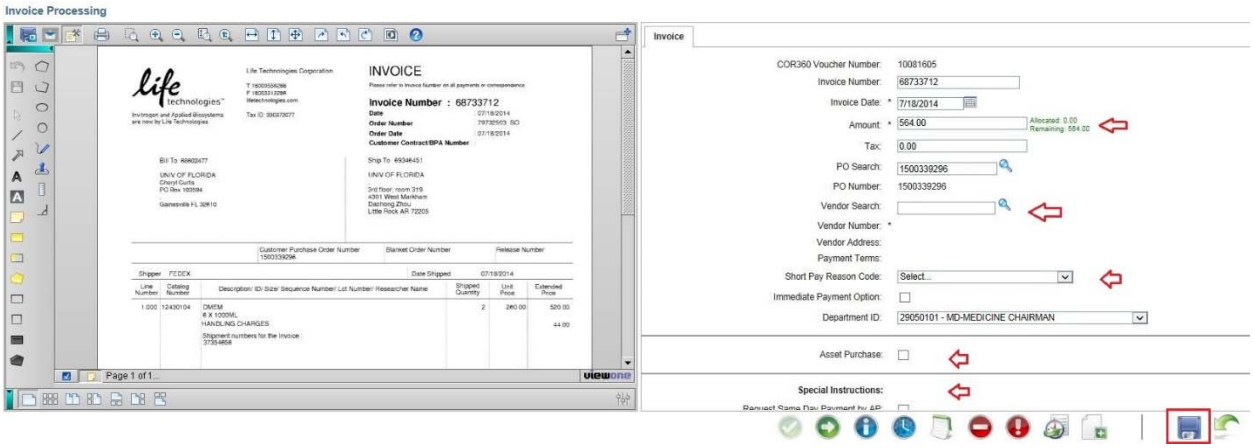


The special payment area can be used to have your payment handled in another method other than mailing to the vendor. (See Chapter 13 – Special Payment Handling instruction guide)



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

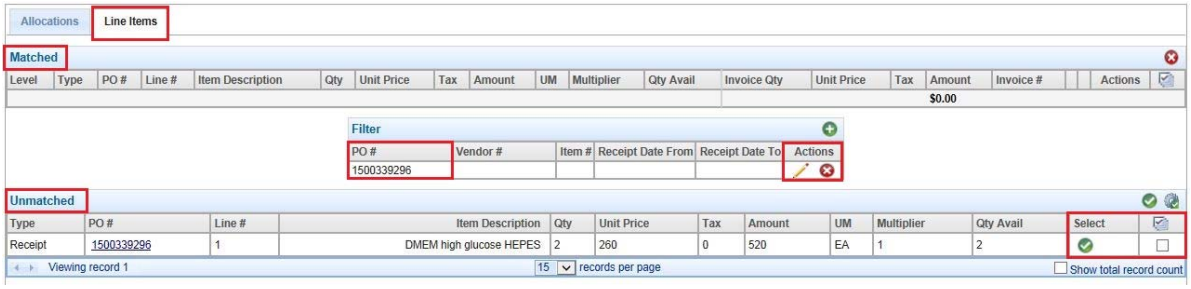
Complete this Invoice area and save before matching the PO for the transaction.



Matching a PO in MPS

Matching a PO is performed on the Line Items tab within the MPS system. Input of chartfields on the Allocations tab is not needed unless the invoice received has additional charges (Freight/Handling Charges) that were not captured on the original PO.

The system will attempt to match the invoice against the PO. If successful, amount and quantities are correct, the PO will be displayed in the matched section. If not, the PO will be listed in the unmatched section. The processor will need to check the PO to ensure it is the correct PO. If not, the PO can be changed by editing the PO number in the filter box located in the center of the invoice. If the PO is correct, click on the match icons on the far right to match the PO.

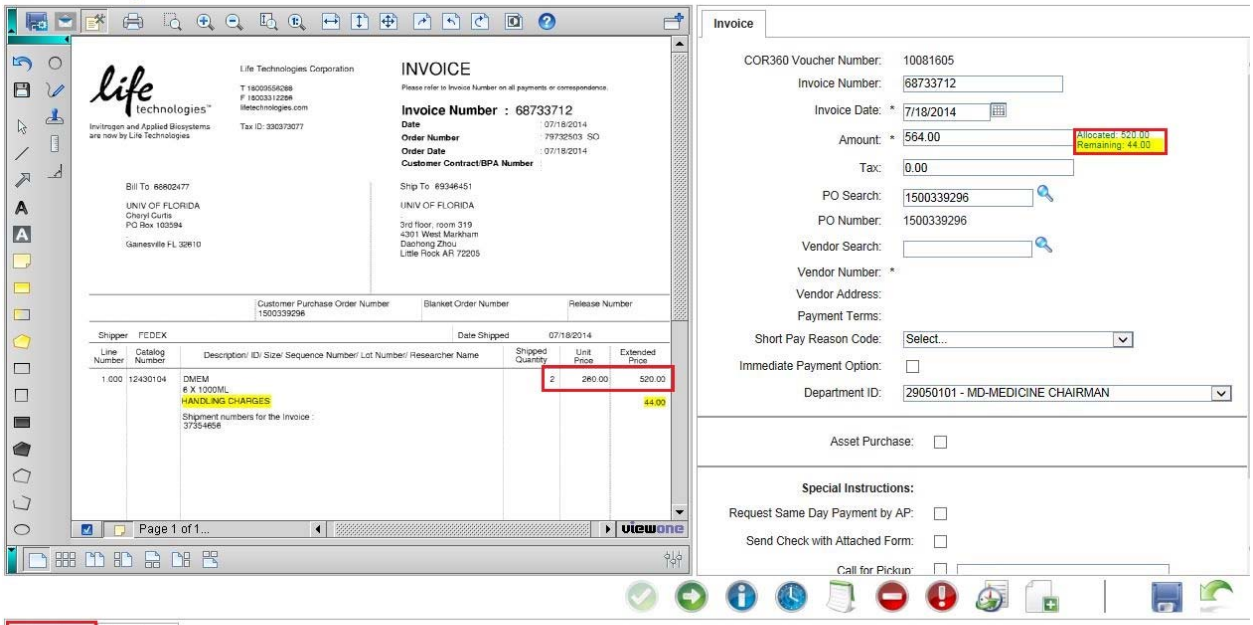


Once matched, the PO will move to the matched section on top. There it can be edited for price and quantity.

Never apply more than one PO against an invoice in the MPS system.

Once matched, any remaining unallocated cost will need chartfields entered on the Allocation tab to account for the amounts not contained on the PO.

Invoice Processing

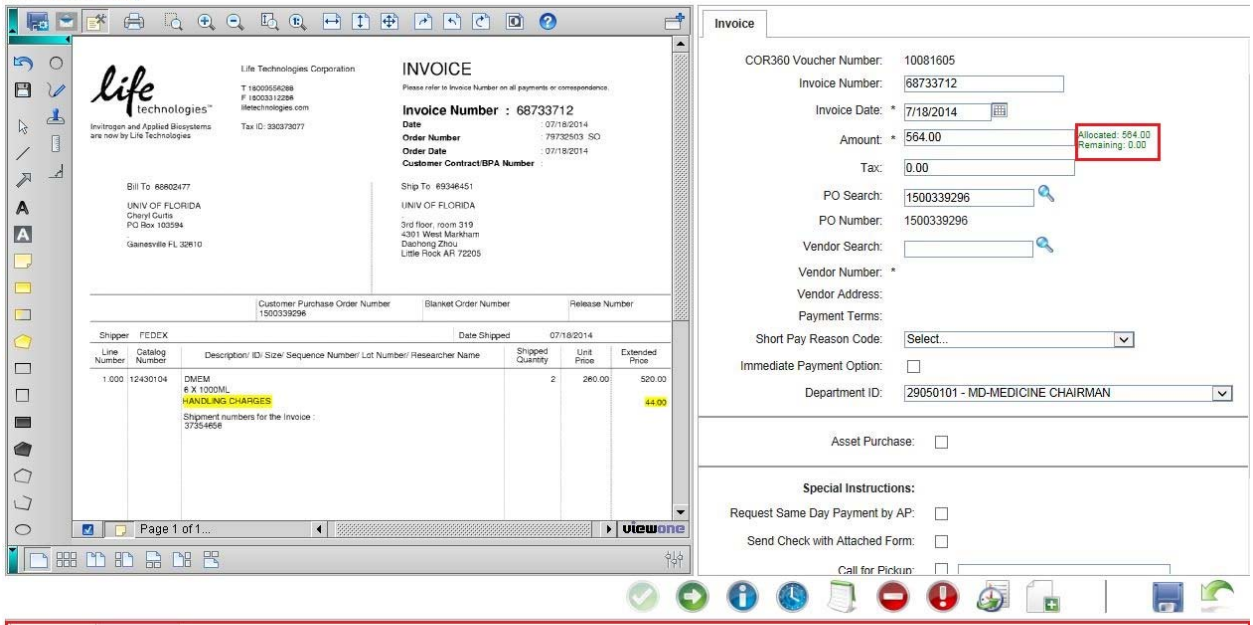


Allocations | Line Items

Matched

Level	Type	PO #	Line #	Item Description	Qty	Unit Price	Tax	Amount	UM	Multiplier	Qty Avail	Invoice Qty	Unit Price	Tax	Amount	Invoice #	Actions
	Receipt	1500339296	1	DMEM high glucose HEPES	2	260	0	520	EA	1	0	2	260	0	520.00	68733712	
															$520.00		

Invoice Processing



Allocations | Line Items

Allocations

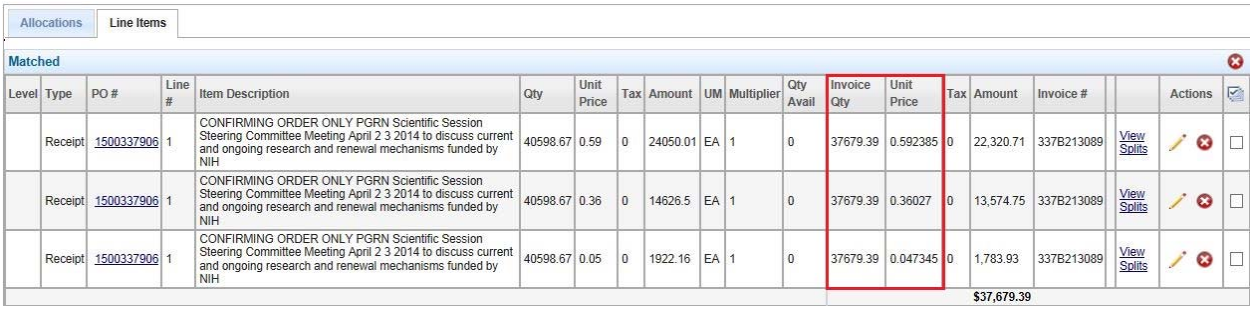
Actions	Business Unit	Amount	Department	Fund	Program Code	Account	Budget Reference	Source of Funds	Flex Code	Cris	UFID	PC Business Unit	Project ID	Activity ID	Resource Type	Resource Category	Resource Subcategory	Voucher Description
	UFLOR	44.00	29050101	213	2200	731100	CRRNT	RGATORA				GRANT	00108957	1				
		$44.00																

Matching a PO with Multiple Distributions

In PeopleSoft, a PO with multiple distributions calculates percentages for each line of the PO. These percentages are carried out to 4 digits to the right of the decimal place. In MPS, the system truncates the percentages to 2 decimal places. This can cause rounding issues.

When trying to match a PO in this scenario, do the following:

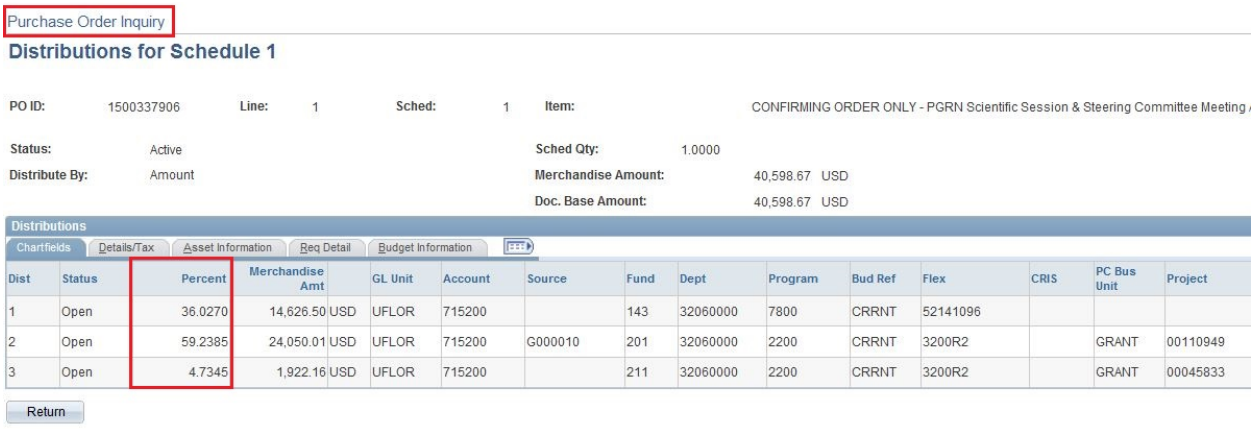
1. Set your Invoice Quantity on each line of the PO to the total amount of the invoice you are paying.
2. Set the Unit Price to the true percentages on the PO. These can be found in PS under Purchase Order Inquiry.



Allocations | Line Items

Matched

Level	Type	PO #	Line #	Item Description	Qty	Unit Price	Tax	Amount	UM	Multiplier	Qty Avail	Invoice Qty	Unit Price	Tax	Amount	Invoice #		Actions
	Receipt	1500337906	1	CONFIRMING ORDER ONLY PGRN Scientific Session Steering Committee Meeting April 2 3 2014 to discuss current and ongoing research and renewal mechanisms funded by NIH	40598.67	0.59	0	24050.01	EA	1	0	37679.39	0.592385	0	22,320.71	337B213089	View Splits	
	Receipt	1500337906	1	CONFIRMING ORDER ONLY PGRN Scientific Session Steering Committee Meeting April 2 3 2014 to discuss current and ongoing research and renewal mechanisms funded by NIH	40598.67	0.36	0	14626.5	EA	1	0	37679.39	0.36027	0	13,574.75	337B213089	View Splits	
	Receipt	1500337906	1	CONFIRMING ORDER ONLY PGRN Scientific Session Steering Committee Meeting April 2 3 2014 to discuss current and ongoing research and renewal mechanisms funded by NIH	40598.67	0.05	0	1922.16	EA	1	0	37679.39	0.047345	0	1,783.93	337B213089	View Splits	
															$37,679.39			



Purchase Order Inquiry

Distributions for Schedule 1

PO ID: 1500337906 Line: 1 Sched: 1 Item: CONFIRMING ORDER ONLY - PGRN Scientific Session & Steering Committee Meeting

Status: Active Sched Qty: 1.0000

Distribute By: Amount Merchandise Amount: 40,598.67 USD

Doc. Base Amount: 40,598.67 USD

Distributions

Chartfields | Details/Tax | Asset Information | Req Detail | Budget Information

Dist	Status	Percent	Merchandise Amt		GL Unit	Account	Source	Fund	Dept	Program	Bud Ref	Flex	CRIS	PC Bus Unit	Project
1	Open	36.0270	14,626.50	USD	UFLOR	715200		143	32060000	7800	CRRNT	52141096			
2	Open	59.2385	24,050.01	USD	UFLOR	715200	G000010	201	32060000	2200	CRRNT	3200R2		GRANT	00110949
3	Open	4.7345	1,922.16	USD	UFLOR	715200		211	32060000	2200	CRRNT	3200R2		GRANT	00045833

Return

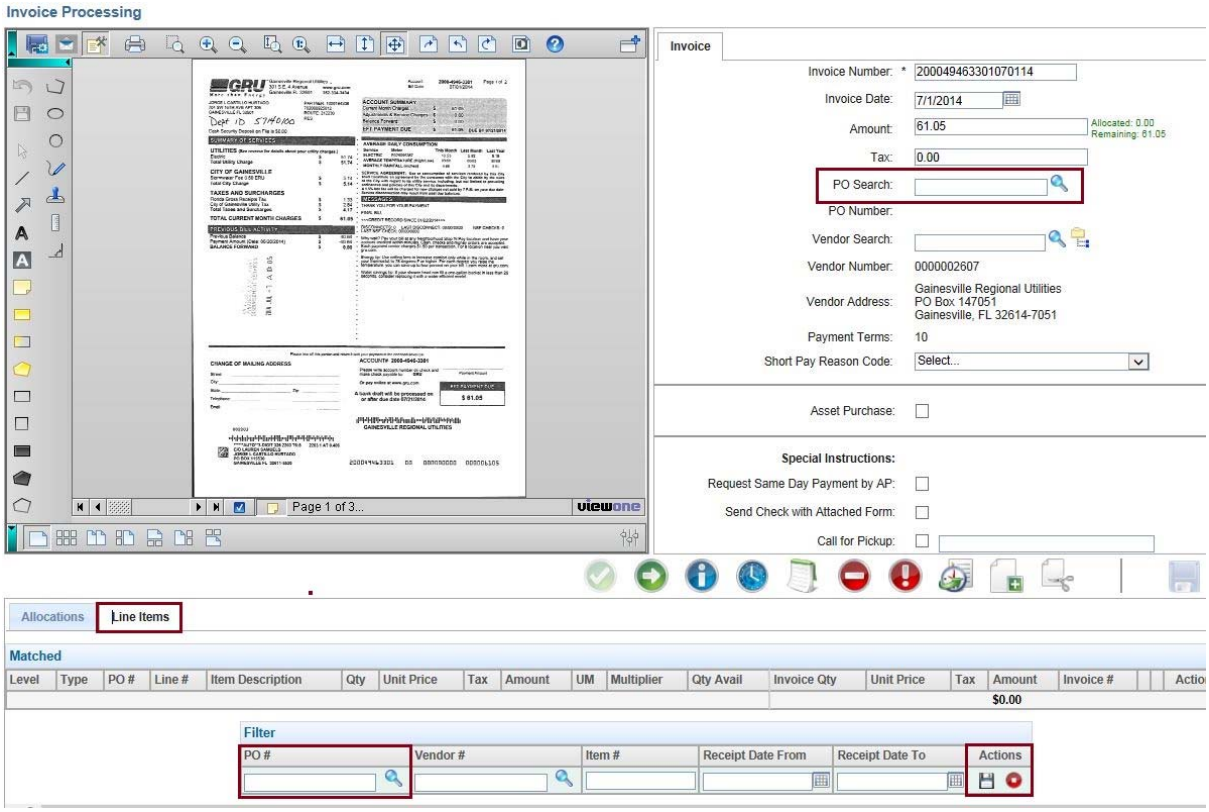
During the imaging of invoices, information can sometimes be missed. If the PO number is missing, follow these instructions to get the invoice applied against the PO:

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).

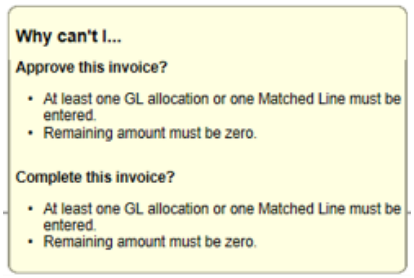
3. Never complete any field other than PO number when searching for a PO in the filter box. Vendor #, Item #, Receipt Date From and Receipt Date To should always be left blank.

4. After the PO number is input into the filter box field and the save icon clicked, if the PO does not display, click the save icon a second time. This is sometimes needed to display the PO. If it still does not display, contact Disbursements Services.

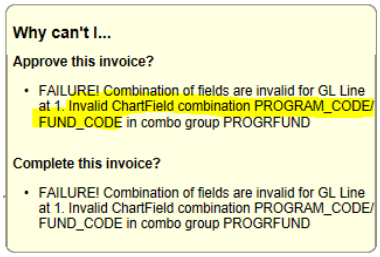


If an invoice is received for an amount greater than the amount of the PO (Freight, Handling, etc.), match the amount of the PO then add a chartfield cost center on the Allocations tab to cover the overage.

Once the invoice amount has been completely allocated, save the invoice. 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.



The saving function will perform a combo edit check in PS and return any issues. Issues can be seen by hovering your mouse over the approve icon.



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).