## **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:

- Vendors
   Submit electronic invoices eliminating paper Email invoices to <u>ufl@invoices.corcentric.com</u>, or Mail to Disbursement Services for Imaging
   Departments
- Email invoices to <u>ufl@invoices.corcentric.com</u>, 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.

- Unas	signed														
	COR360 Voucher #	State	Invoice #	Invoice Date	Invoice Amount	PO #	Vendor #	Vendor Name	Has Trailing Docs	Approval Dept Id	Document Type	Queued	From Upda	ited	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	7/17/2 11:36	2014 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.

1	COR360 Voucher #	State	Invoice #	Invoice Date	Invoice Amount	PO#	Vendor #	Vendor Name	Has Trailing Docs	Approval Dept Id	Document Type	Queued	Pended	Comments	
10 18	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	00
10	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	00

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.

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	Check Request in	ndexing Search Inb	xxx Supervisor System Admin Out of Office Return to Workflow Dashboards Document Upload Repo
Invoice Processing			
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/ <i>/</i>	fareweiler 1, 2013     Custoner Ructuse Oper Number     Outcome Ructuse Oper Number     Outcome Ructuse Oper Number     Outcome Ructuse Oper Number     Outcome Ructuse		* 7/18/2014 III Allocated: 520.00
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For all purchases of assets, complete the asset section by checking the box and completing all the required information for capitalization.

Asset Purchase:	V
Received Date:	
Location:	
Manufacturer:	
Model:	
Responsible Individual:	
Serial Number:	

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)

Special Instructions:	
Request Same Day Payment by AP:	
Send Check with Attached Form:	
Call for Pickup:	
Mail to Alternate Address:	
Justification:	

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

		đ	Invoice
7 7 9 9	Line Standard Comparison Comparation Compared Standard Compared S	for a granula a measurement     for a GR33712     granula a measurement     granula measurement     granula a measure	COR380 Voucher Number         10081605           Invoice Date         56733712           Invoice Date         56733712           Anount         564.60           Amount         564.60           PO Search:         1500339296           Vendor Search:         500339296           Vendor Number:         *
	Customer Purchase Oxter Number Blanket Order 1 1500139296	unber Release Number	Vendor Address: Payment Terms:
	Shipper FEDEX Date 1	hipped 07/18/2014	Short Pay Reason Code: Select
	Une Octalog Number Number Description/ ID/ Size/ Sequence Number/ List Number/ Researcher Name	Stopped Unit Extended Quantity Pros Pros	Immediate Payment Option:
_	1.000 12430104 DMEM 1.000 12430104 DMEM HANDLING CHARGES	2 2e0.00 520.00 44.00	Department ID. 29050101 - MD-MEDICINE CHAIRMAN
	37354666	-	Asset Purchase: 🔲 🔁
8 00 80	Page 1 of 1	् <b>viewone</b> ) १५१	Special Instructions:

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  $\checkmark$  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.

Allocatio	ons	Line Ite	ms																	
Matched	1																			0
Level 1	уре	PO#	Line #	Item Description	Qty	Unit Price	Tax	Amount	UM	Multiplier	Qty Avai	1	nvoice Qty	Unit Price	Tax	Amount	Invoice #		Actions	
																\$0.00				
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Unmatch	ed																		1	0
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Once matched, the PO will move to the matched section on top. There it can be edited for price and quantity.

Alloc	ations	Line Items																				
Match	ed																					0
Level	Туре	PO#	Line #	Item Description		Qty	Unit Price	Tax	Amount	UM	Multiplier	Qty Avail	Invoice	e Qty	Unit Price	Tax	Amount	Invoice #	TT	Acti	ons	
	Receipt	1500339296	1	DMEM high glucose H	HEPES	2	260	0	520	EA	1	0	2		260	0	520.00	68733712	T	1	0	
						_		-		-				ļ			\$520.00				_	
					Filter									0								
					PO#		Vendor #	2	Item #	Rece	ipt Date From	n Receipt Da	te To A	ctions								
					1500339296	6							1	0								
Unmat	ched																					0
Туре	PO	# Line #		1	Item Descript	ion	Qty U	nit Pric	e	Ta	x Amo	ount	UM	Multip	olier	Q	ty Avail	Se	lect		L E	2
No reco	rds exist																				demoire	

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

\$44.00

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## 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.

Allo	cations	Line Item	s																					
Match	ned																							0
Level	Туре	PO #	Line #	Item Desc	ription				Qty	Unit Price	Tax	Amount	UM	Multiplier	Qty Avail	Invoice Qty	Unit Price	Tax	Amount	Invoice #		Act	tions	V
	Receipt	<u>1500337906</u>	1	CONFIRM Steering C and ongoir NIH	NG ORDER ommittee Mee	ONLY F eting Ap nd rene	PGRN Scienti oril 2 3 2014 t wal mechanis	ific Session o discuss current sms funded by	40598.67	0.59	0	24050.01	EA	1	0	37679.39	0.592385	0	22,320.71	337B21308	View Splits	1	8	
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	Receipt	<u>1500337906</u>	1	CONFIRM Steering C and ongoin	NG ORDER ommittee Mee	ONLY F eting Ap nd rene	PGRN Scienti pril 2 3 2014 t wal mechanis	ific Session to discuss current sms funded by	40598.67	0.05	0	1922.16	EA	1	0	37679.39	0.047345	0	1,783.93	337B21308	View Splits	1	8	E
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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.

Invoice Processing	
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	Invoice Number: * 200049463301070114
	Invoice Date: 7/1/2014
Overstand in state     Overstand	Amount: 61.05 Allocated: 0.00 Remaining 61.05
Contraction of the Contract	Tax: 0.00
DIT 10 OF GARLESONLLE Borreary F1 (51 BD) 3 (11) Warren F1 (51 BD) 3 (1	PO Search:
TALE MODULATES     TO THE DESCRIPTION OF THE D	PO Number:
A 110 - CONTRACTOR CON	Vendor Search:
A SA	Vendor Number: 0000002607
	Gainesville Regional Utilities Vendor Address: PO Box 147051 Gainesville, FL 32614-7051
	Payment Terms: 10
Plane to of the general term of the present of the second	Short Pay Reason Code: Select
Comparison of the second	Asset Purchase:
View Contractiverence Province Contractiverence	Special Instructions:
	Request Same Day Payment by AP:
	Send Check with Attached Form:
	Call for Pickup:
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Allocations Line Items	
Matched	
Level Type PO # Line # Item Description Qty Unit Price Tax Amount UM Multip	blier Qty Avail Invoice Qty Unit Price Tax Amount Invoice # Actio
Filter	
PO # Vendor # Item #	Receipt Date From Receipt Date To Actions
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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.

Why can't I	
Approve this invoice?	
At least one GL allocation or one Matched Line must be entered.     Remaining amount must be zero.	
Complete this invoice?	
At least one GL allocation or one Matched Line must be entered.     Remaining amount must be zero.	-

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).