



University of Central Florida Procedures Document VP General Business Process Guide (External)

Purpose of Procedure:	General Business Process Guide for Departments
Who Processes:	Departments
How often:	As Needed
What is Processed:	Payment Vouchers for Invoices and other Payment Documents
Where are the results distributed:	Vendors Payable
Date:	04/15/04
Author:	Vendor Payable, F&A

A. ON-LINE REQUISITIONS

- All documents listed below have been discontinued and replaced with an on-line requisition effective 7/1/03.
 1. LPO (Limited Purchase order)
 2. PA (Payment Authorization)
 3. ROTT (Reimbursement Other than Travel)
- Department name and contact person's phone number should be provided in the Header Comment.
- Make sure account code assigned is correct. Refer to Account Crosswalk at <http://www.finacctg.ucf.edu> for assistance.
- Make sure vendor is in the system database and the correct vendor ID is selected.
- Obtain completed W-9 forms from new vendors and forward to Data Entry clerk. W-9 forms can be downloaded from <http://www.irs.gov>.

B. INVOICES

- Vendor invoices with PO number must be sent to Finance and Accounting for processing.
- Invoice copies will be expedited by fax or mail to the department requesting action needed. Expedited Invoices will need to be returned to Finance & Accounting with requested action completed ASAP.
- If invoices have been paid via Procurement Card, inform the processor by email or fax.
- If there is a problem notify the appropriate processor by email or fax.

- Invoices received by the departments should be reviewed for discrepancies before forwarding to Finance & Accounting. Items checked should include the following:
 - ❖ Previous payment
 - ❖ PO number
 - ❖ Correct amount
 - ❖ Quantity received is correct
 - ❖ Proper vendor name according to PO
 - ❖ Check for sufficient funds and initiate change order if necessary

- Helpful suggestions:
Keep a close check on expenditures utilizing reports available through UCF Financials. Verify the following:
 - ❖ If payment has been disbursed
 - ❖ Liquidation of encumbrances
 - ❖ Available encumbrance balance on blanket PO's
 - ❖ Proper department/project number charged

- Above steps will ensure payment in a timely manner and keep the line of communication open between departments and Finance & Accounting.

Any questions/concerns call 407-882-1000.