



# Changes in Payment of Invoices

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Beginning July 1, 2017, receiving and/or inspection will become the final step to pay routine invoices.



- ▶ This change will not affect non-purchase order payments or invoices that are not normally received in UCF Financials: zero dollar blanket invoices, sub-contracts, direct support organization payments, research foundation payments, deposits, prepayments, or petty cash.
- ▶ High dollar payments will continue to require RFO or DDC approval.

## Current System

Purchase Order created for purchase of goods or services

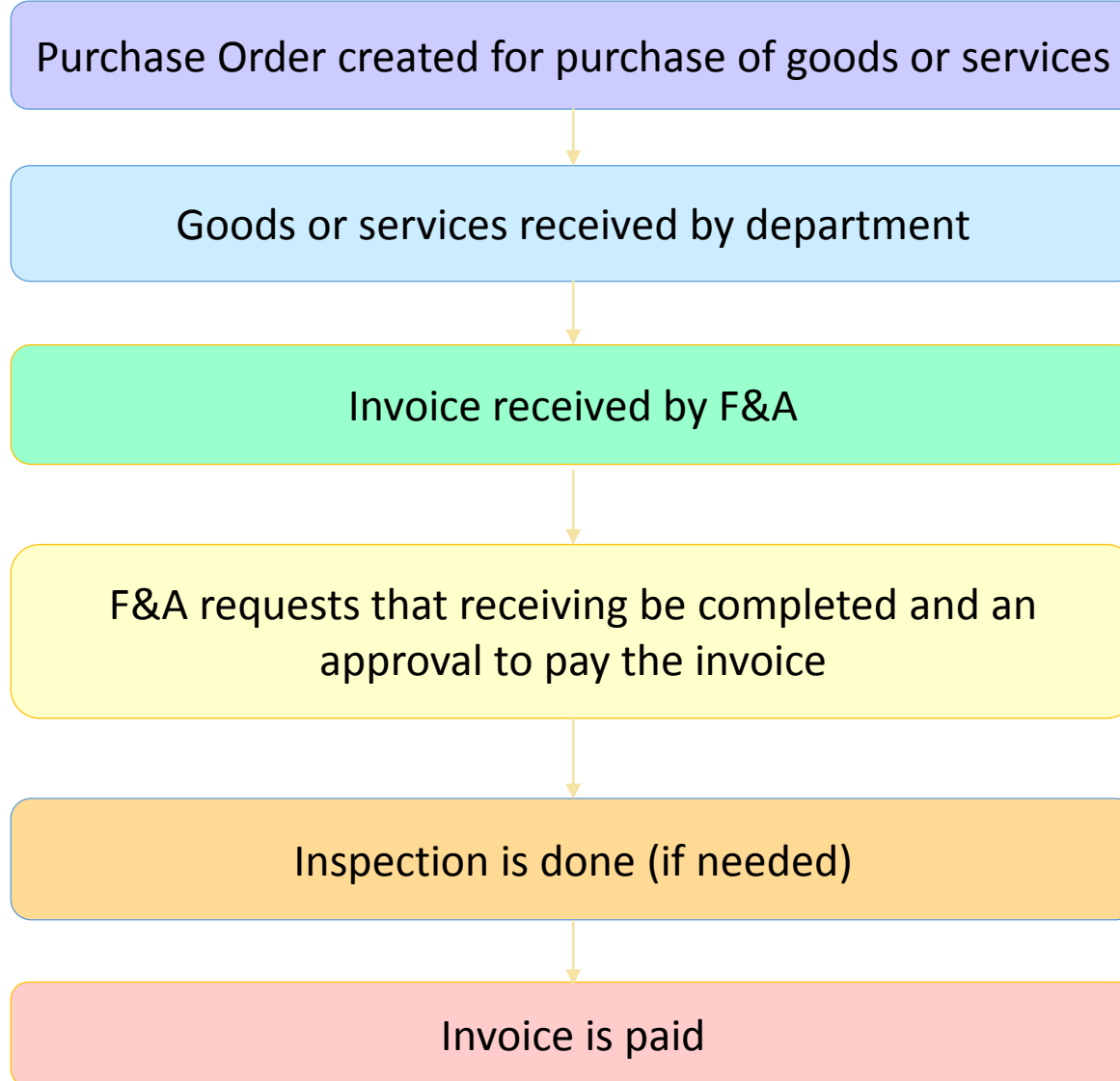
Goods or services received by department

Invoice received by F&A

F&A requests that receiving be completed and an approval to pay the invoice

Inspection is done (if needed)

Invoice is paid



Receiving as the final step to payment

Purchase Order created for purchase of goods or services

Goods or services received by department

Receiving done in the system to acknowledge receipt of the goods or services. **This is the final step needed by the department processor to pay the invoice.**

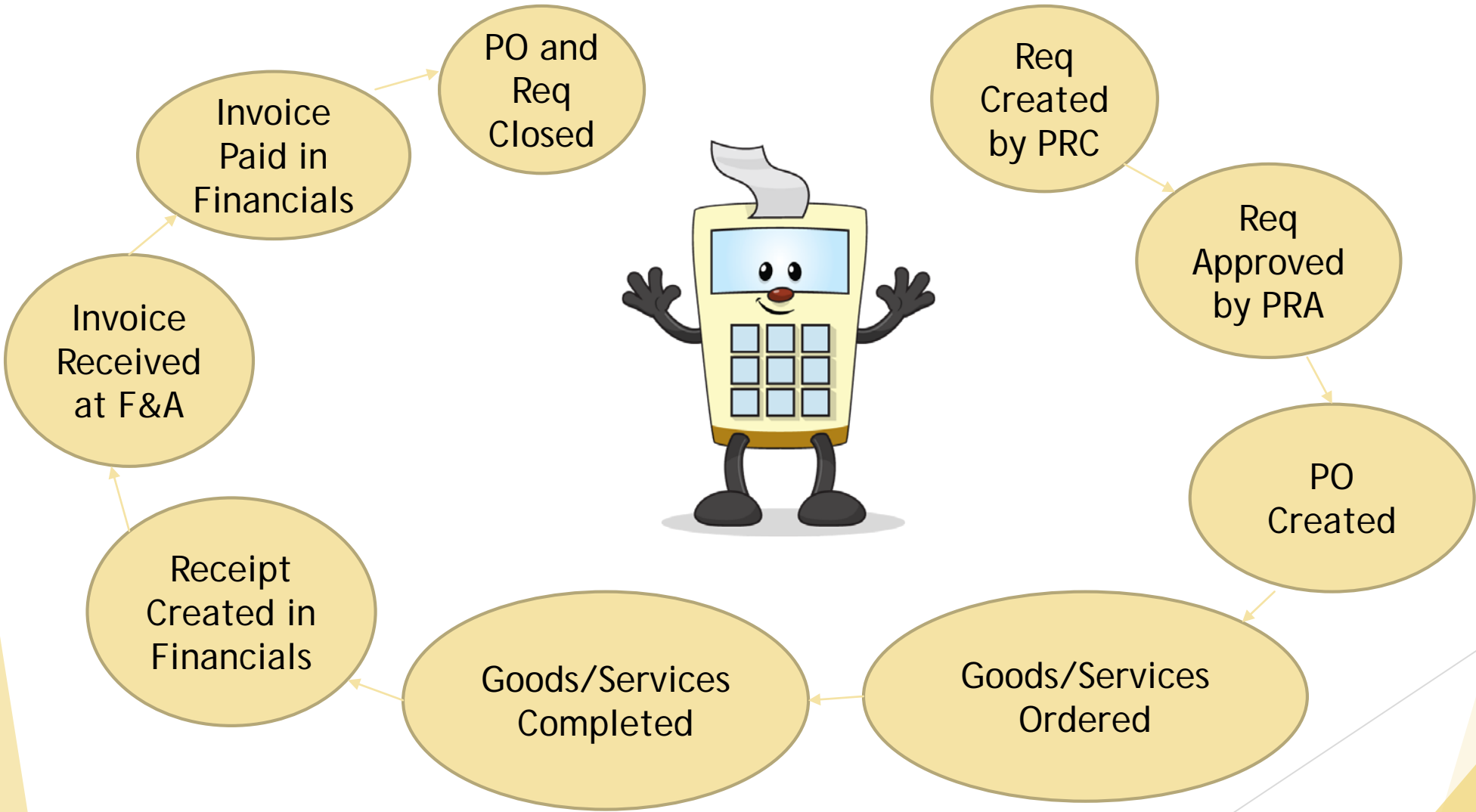
Invoice received by F&A and vouchered

3 Way Match-  
Payment  
made

4 Way Match-  
Payment  
made

Inspection is done

# Life Cycle of a PO/Invoice Payment



# Notification from UCF Financials

- ▶ Invoices will be paid when they are received at F&A.
- ▶ If receiving/inspection is not complete, the system will send an e-mail.



# The E-Mail notification

**Subject:** Receiving/Inspection Voucher Match Exception  
**Date:** Wednesday, February 01, 2017 3:53:22 PM

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Please note that voucher(s) with supplier AT & T Mobility II LLC at their Atlanta, Ga location have been placed on the Match Exception page requiring your review:

Business Unit : UCF01  
Voucher ID : 01199286  
PO ID : 0000313018  
Match Rule ID: FX100

If the Match Rule ID (above) is FX100, it indicates that Receiving is required to be performed for PO 0000313018. If inspection is necessary it should also be performed.

If the Match Rule ID (above) is FX150, it indicates that Inspection is required to be performed for PO 0000313018.

Note: Please do not reply to this email, as this mailbox is not monitored.

# Receiving and Inspecting in UCF Financials

- ▶ Receiving - Demo
- ▶ Inspecting - Demo





# How to Modify DAL to Create Receipts



# Available Views and Actions for Requester and/or Approver in ePro

- ▶ [http://www.financials.ucf.edu/Helpful\\_Resources/Docs/Available\\_Views\\_Actions\\_Requester\\_Approver.pdf](http://www.financials.ucf.edu/Helpful_Resources/Docs/Available_Views_Actions_Requester_Approver.pdf)



# What the change will do:

- ▶ It will enable your invoices to be paid faster.
- ▶ It will greatly reduce the number of approval and receiving requests you are sent from Vendors Payable.
- ▶ It will increase the number of notifications you are sent from UCF Financials.





- ▶ The new payment process will not pay your invoices automatically.
- ▶ It will not notify Vendors Payable staff of a PO or receipt creation.
- ▶ It will not Notify Vendors Payable staff of invoices attached to the purchase order.

