



# 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:	11/16/2016
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## A. ON-LINE REQUISITIONS

- Department processor initiates a requisition in UCF Financials for purchases of goods, services, or 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.fa.ucf.edu> for assistance.
- Make sure vendor is active in UCF Financials and the correct vendor ID is selected.
- For new or inactive vendors, obtain completed W-9 forms from the vendor and forward to Data Entry clerk. W-9 forms can be downloaded from: <http://www.fa.ucf.edu/Forms/Vendor/41-990.pdf>

## B. INVOICES

- Vendor invoices which cannot be paid with a department Pcard must be sent to Finance and Accounting for processing with an authorized department approval.
- Invoices sent directly to Finance and Accounting from the vendor will be expedited to the department requesting action needed. Expedited invoices will need to be returned to Finance & Accounting with any requested action completed.
- If invoices have been paid via Procurement Card, inform the appropriate processor.
- If there is a problem, notify the appropriate processor.

- Invoices received by the departments should be reviewed for discrepancies before forwarding to Finance & Accounting. Invoices should be reviewed for the following:
  - Previous payment
  - PO number
  - Correct amount
  - Quantity received
  - Proper vendor name
  - Check for sufficient budget and initiate a change order if necessary
  
- Helpful suggestions:  
Keep a close check on expenditures utilizing reports available through UCF Financials. Addy Notes can be found on the main F&A Website to help with this. Verify the following:
  - If payment has been disbursed
  - Liquidation of encumbrances
  - Available encumbrance balance on blanket PO's
  - Proper department/project number charged
  
- The 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.