

INVOICE REVIEW (PAY VIA UF CHARTFIELD)

INVOICE REVIEW INSTRUCTIONS FOR UFIT PROVIDED SERVICES:

- A **Academic Technology** (Video, Software licensing, Web design, AV Install, Printing, Scanning)
- C **Computing** (Virtual Machine, Database, Web, Storage, Back-up, and Zoom)
- E **Enterprise Systems** (Application Development)
- R **Research Computing** (Research Computing and Storage)
- T **Telecommunications** (Basic Line, Long Distance, Install/Repair/Materials)
- W **Wall-Plate** (Internet, WiFi, Switches)

A billing reminder notification from IT-BC-UFITBILL will be e-mailed to all Departmental Fiscal Contacts around the 15th of each month, when the new invoices and chartfield payment details have posted in the UFIT billing portal and are ready for review.

Access to the UFIT Services Online portal is restricted to those who have requested to be a FISCAL CONTACT in our billing system. If you attempt to log-in and receive an error message, please submit the [FISCAL UPDATE REQUEST FORM](#).

To review invoices (Firefox is the recommended browser but IE, Chrome and Safari will also work):

1. Start at the UFIT Billing Portal log-in page: <https://ufit-bill.it.ufl.edu> - enter your Gatorlink username and password.

2. Hover your mouse over the left sidebar to open expanded navigation options. Click on **Billing** from the menu located at the upper left side of the screen.

The screenshot shows the UFIT Departmental Manager interface. The top navigation bar includes the University of Florida logo and the text 'UNIVERSITY of FLORIDA Information Technology'. Below this, a breadcrumb trail reads 'UFIT Departmental Manager > Home > Home'. The left sidebar is expanded, showing 'Home', 'Billing' (highlighted with a yellow background), and 'Services'. The main content area is titled 'Welcome to the UFIT Billing Portal' and contains a table with instructions for accessing invoices and services.

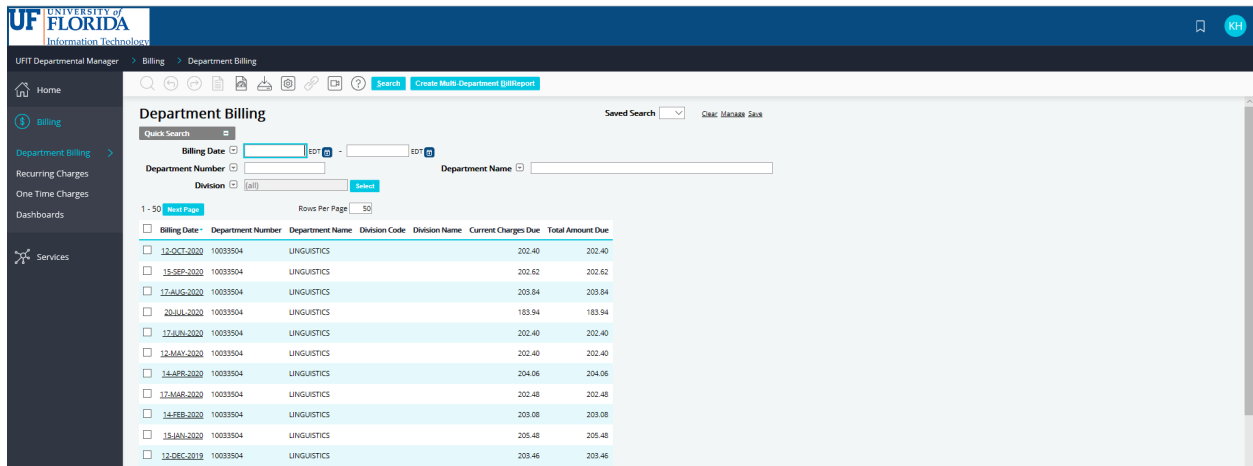
Welcome to the UFIT Billing Portal	
Please use the instructions below to review your invoices (based on method of payment). If you do not see one of the customer numbers you need, please contact our staff to request access.	
Use this site to access Invoices and Services for:	Instructions to Access Invoices and Services:
-A Academic Technology -C Computing -E Enterprise Systems -R Research Computing -T Telecommunications -W Wall-plate	Payment Method-UF Chartfield Payment Method-Check/FET List of Services (TBA)
Helpful Links/Forms:	Service Request Submittal:
Submitting Chartfield for Payment PeopleSoft Payment Review Fiscal Contact Update Request Form New Customer Number Request Form	Research Computing UF Health Shands Telephone All others my.it.ufl.edu
Billing/Payment Questions - Contact the UFIT Billing Team at it-bc-ufitbill@mail.ufl.edu or 352-392-7449.	

3. Select **Department Billing** from the submenu that appears.

This screenshot shows the same UFIT Billing Portal interface as the previous one, but with the 'Department Billing' submenu expanded. The 'Billing' menu item in the sidebar is now highlighted with a yellow background, and a submenu is visible below it containing 'Department Billing' (highlighted with a yellow background), 'Recurring Charges', 'One Time Charges', and 'Dashboards'. The main content area remains the same, displaying the 'Welcome to the UFIT Billing Portal' table.

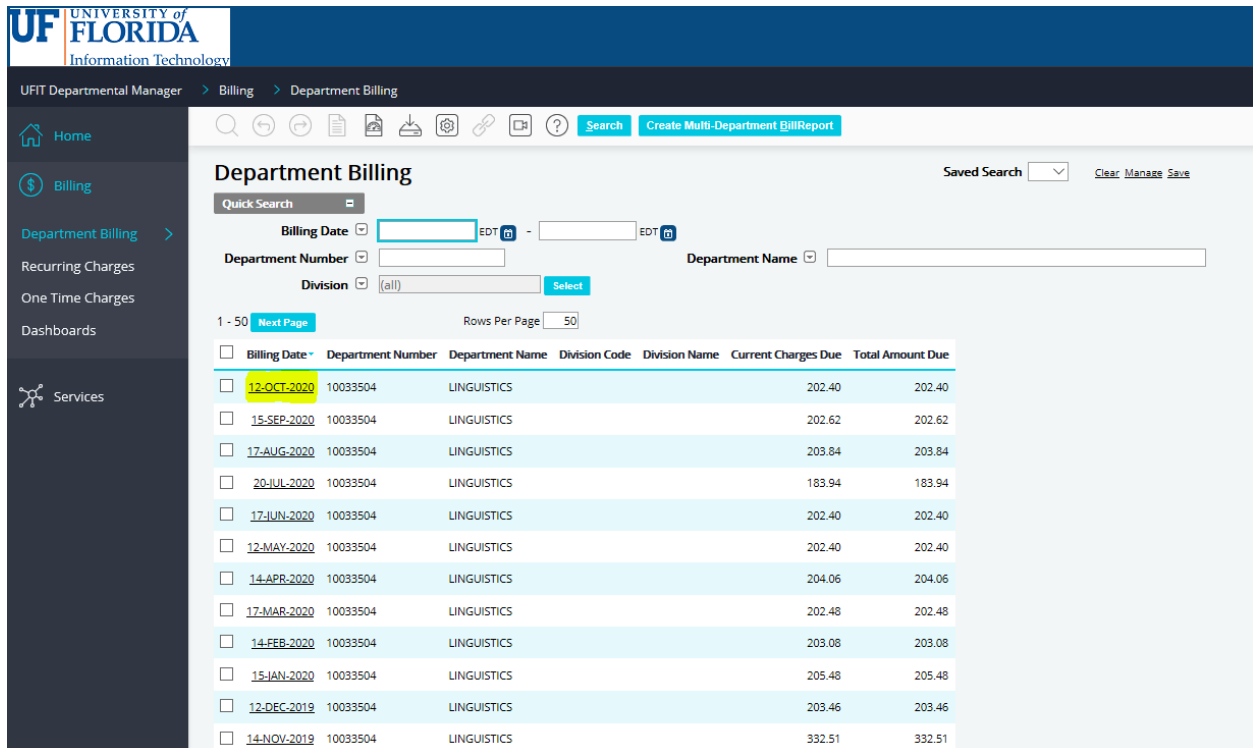
Welcome to the UFIT Billing Portal	
Please use the instructions below to review your invoices (based on method of payment). If you do not see one of the customer numbers you need, please contact our staff to request access.	
Use this site to access Invoices and Services for:	Instructions to Access Invoices and Services:
-A Academic Technology -C Computing -E Enterprise Systems -R Research Computing -T Telecommunications -W Wall-plate	Payment Method-UF Chartfield Payment Method-Check/FET List of Services (TBA)
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Submitting Chartfield for Payment PeopleSoft Payment Review Fiscal Contact Update Request Form New Customer Number Request Form	Research Computing UF Health Shands Telephone All others my.it.ufl.edu
Billing/Payment Questions - Contact the UFIT Billing Team at it-bc-ufitbill@mail.ufl.edu or 352-392-7449.	

- A list of invoices and customer/department numbers associated with your name will appear.



Note: Another option is to enter the 8-digit UFIT customer number (without suffix '-X') in the Department Number field and hit Search. (If you do not see the specific customer number you are looking for listed, please contact us to request an association.) NOTE: This eight digit number is not related in any way to your PeopleSoft Dept Id.

- Click the **Billing Date** of the invoice you would like to view.



6. The **Departmental Bill Summary** page will open.

The screenshot shows the UF Departmental Manager interface. The top navigation bar includes the University of Florida logo and the text 'UNIVERSITY of FLORIDA Information Technology'. Below this, a breadcrumb trail reads 'UFIT Departmental Manager > Billing > Department Billing > 10033504 LINGUISTICS'. A dark sidebar on the left contains navigation options: Home, Billing (selected), Department Billing, Recurring Charges, One Time Charges, Dashboards, and Services. The main content area features a toolbar with icons for search, navigation, document, print, settings, link, calendar, help, and a 'View Report' button. The page title is 'Departmental Bill Summary', with sub-headers for 'Billing Date 12-OCT-2020', 'Department Number 10033504', and 'Department Name LINGUISTICS'. Two tables are displayed: 'Summary of Department Charges' and 'Bill Run Statistics'.

Bill Charge Category	Total Amount	Total Records
One Time Charges	202.40	22
Pay/Adjust	-202.62	1

	Total New Charges	Total Balance Due	Total Bill Records
Total Bills	202.40	202.40	2

7. Click **View Report**.

The screenshot shows the University of Florida Departmental Billing Manager interface. The top navigation bar includes the UF logo and the text "UNIVERSITY of FLORIDA Information Technology". Below this, a breadcrumb trail reads "UFIT Departmental Manager > Billing > Department Billing > 10033504 LINGUISTICS". A dark sidebar on the left contains navigation options: Home, Billing (selected), Department Billing, Recurring Charges, One Time Charges, Dashboards, and Services. The main content area features a toolbar with icons for search, navigation, document, print, settings, link, and help, followed by a prominent yellow "View Report" button. The main heading is "Departmental Bill Summary", with sub-headers for "Billing Date 12-OCT-2020", "Department Number 10033504", and "Department Name LINGUISTICS".

Summary of Department Charges

Bill Charge Category	Total Amount	Total Records
One Time Charges	202.40	22
Pay/Adjust	-202.62	1

Bill Run Statistics

	Total New Charges	Total Balance Due	Total Bill Records
Total Bills	202.40	202.40	2

8. A PDF copy of the invoice will open, and you can save or print from this screen. If you don't see the PDF open, check your Downloads folder for the file.
9. If the journal payment via UF chartfield processed without any errors, the invoice number, journal ID, and chartfields used will display at the top of page 1.



Departmental Invoice

Note: If grant funds are used for this acquisition, the faculty member is responsible for assuring the purchase is required to achieve and is consistent with the purpose and aims of the grant.

DEPARTMENT:		10033504	LINGUISTICS			BILLING DATE:		12-Oct-2020
LINGUISTICS - 10033504-T								
Invoice Number:		128408						
Journal ID:		NST2010189						
ACCOUNT	DEPTID	FUND	PROG	BGT REF	FLEX	PROJ UNIT	PROJECT	
722100	16300100	101	1100	CRRNT			202.40	

Service Details

ID: 10033504-T LINGUISTICS,

Service: Voice 3522943925 0267 (TURLINGTON HALL) / B122

One Time Charges

ITEM CODE	DESCRIPTION	BILL NOTE	QTY	RATE	CHARGE
BSLINE	ATTLINE bill date 30-SEP-20		1	7.60	7.60
Total (1)					7.60

Service: Voice 3522947445 0267 (TURLINGTON HALL) / 4131

One Time Charges

ITEM CODE	DESCRIPTION	BILL NOTE	QTY	RATE	CHARGE
BSLINE	ATTLINE bill date 30-SEP-20		1	7.60	7.60
Total (1)					7.60

Service: Voice 3522947446 0267 (TURLINGTON HALL) / 4131

One Time Charges

ITEM CODE	DESCRIPTION	BILL NOTE	QTY	RATE	CHARGE
BSLINE	ATTLINE bill date 30-SEP-20		1	7.60	7.60
Total (1)					7.60

Service: Voice 3522947447 0267 (TURLINGTON HALL) / 4131

One Time Charges

ITEM CODE	DESCRIPTION	BILL NOTE	QTY	RATE	CHARGE
BSLINE	ATTLINE bill date 30-SEP-20		1	7.60	7.60
Total (1)					7.60

Service: Voice 3522947448 0267 (TURLINGTON HALL) / 4131C

One Time Charges

ITEM CODE	DESCRIPTION	BILL NOTE	QTY	RATE	CHARGE
BSLINE	ATTLINE bill date 30-SEP-20		1	7.60	7.60
Total (1)					7.60

Service: Voice 3522947449 0267 (TURLINGTON HALL) / 4131D