

INVOICE REVIEW (PAY VIA CHECK OR EFT)

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 Billing Portal 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 contains a 'Home' icon, a 'Billing' icon with a dollar sign, and a 'Services' icon. The main content area is titled 'Welcome to the UFIT Billing Portal' and contains a table with instructions for accessing invoices and services.

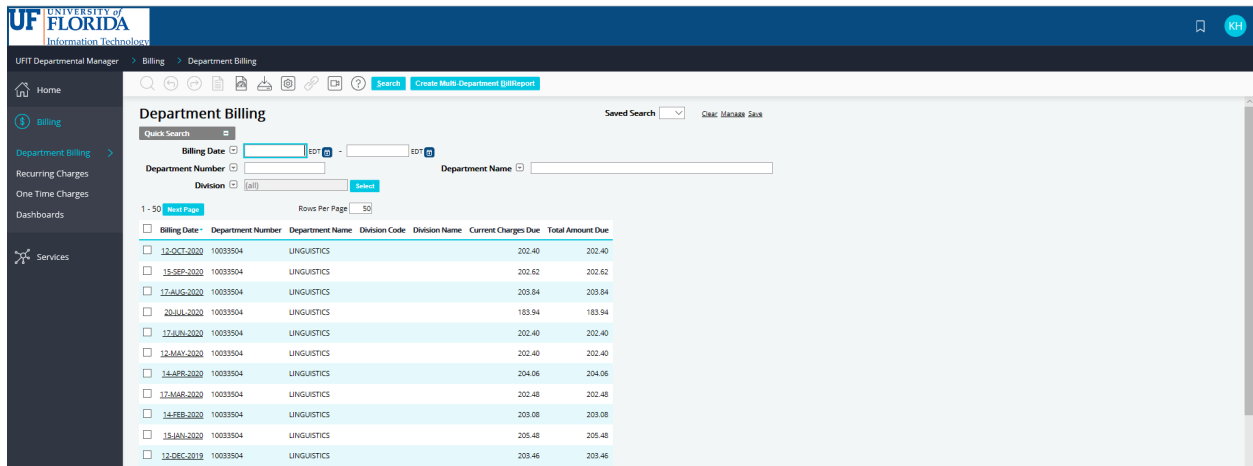
Welcome to the UFIT Billing Portal	
Please use the instructions below to review your invoices (based on method of payment). If you do not see one of the customer numbers you need, please contact our staff to request access.	
Use this site to access Invoices and Services for:	Instructions to Access Invoices 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 menu that appears.

The screenshot shows the UFIT Billing Portal interface with the 'Department Billing' option selected in the sidebar. The top navigation bar and breadcrumb trail are identical to the previous screenshot. The left sidebar now shows 'Home', 'Billing', and 'Department Billing' (highlighted in green), along with 'Recurring Charges', 'One Time Charges', 'Dashboards', and 'Services'. The main content area remains the same, displaying the 'Welcome to the UFIT Billing Portal' table.

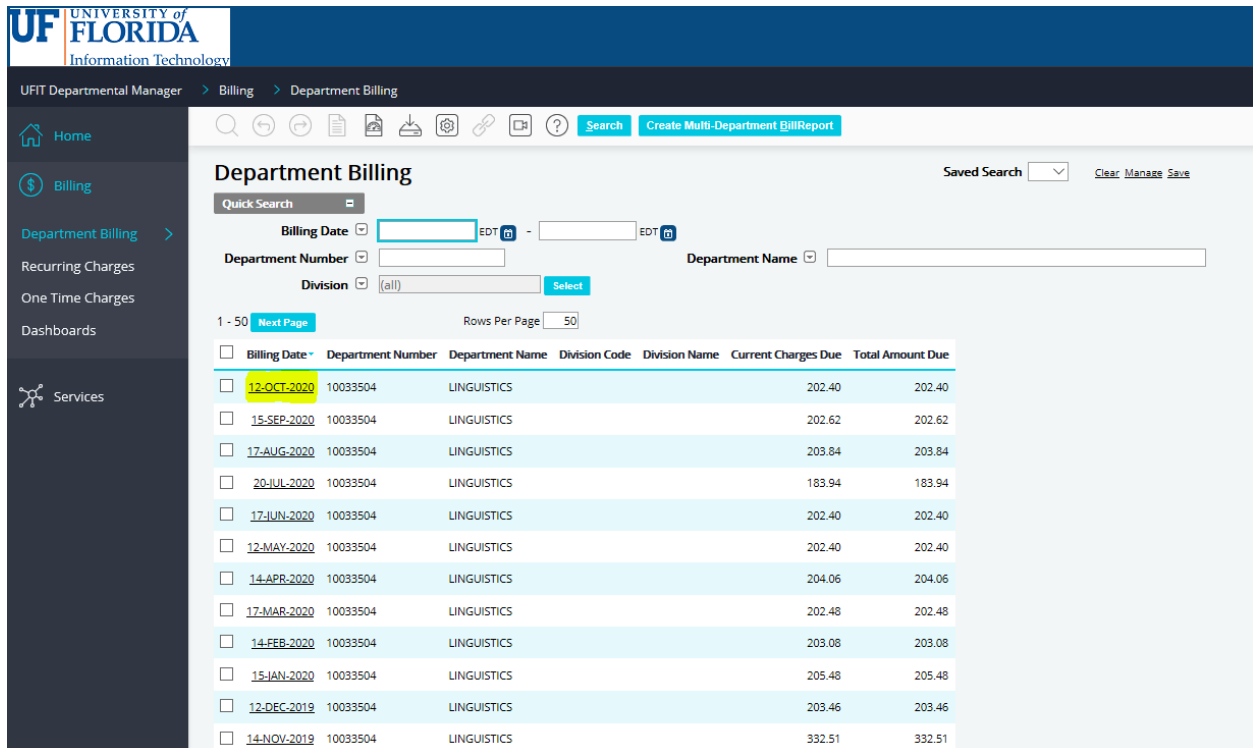
Welcome to the UFIT Billing Portal	
Please use the instructions below to review your invoices (based on method of payment). If you do not see one of the customer numbers you need, please contact our staff to request access.	
Use this site to access Invoices and Services for:	Instructions to Access Invoices 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)
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.	

- 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.



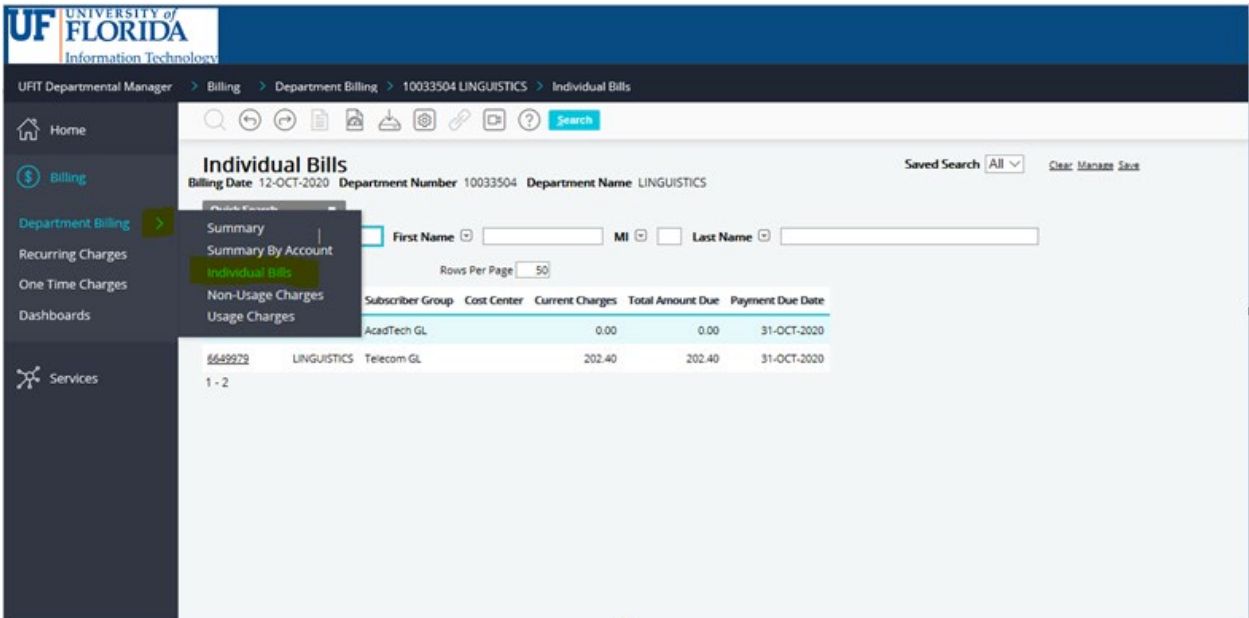
6. The **Departmental Bill Summary** page will open.

The screenshot shows the UF Departmental Manager interface. The top navigation bar includes the University of Florida logo and the text '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, along with a 'View Report' button. The page title is 'Departmental Bill Summary', with metadata: 'Billing Date 12-OCT-2020', 'Department Number 10033504', and 'Department Name LINGUISTICS'. Two tables are displayed: 'Summary of Department Charges' and 'Bill Run Statistics'.

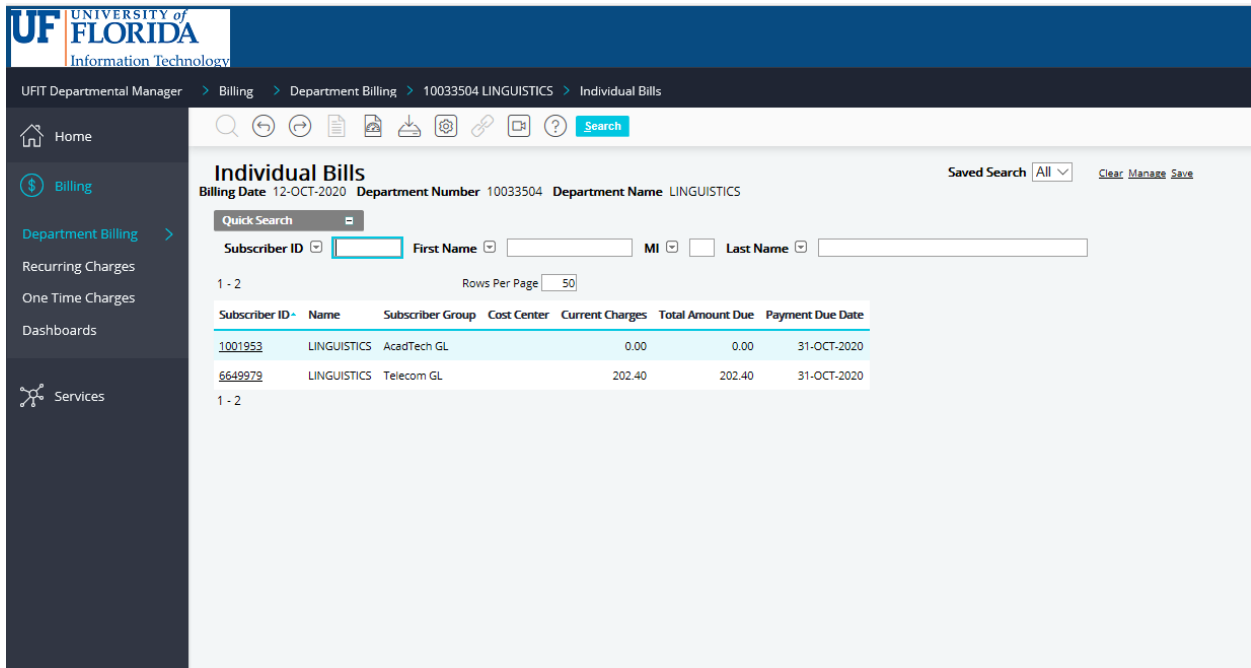
Bill Charge Category	Total Amount	Total Records
One Time Charges	202.40	22
Pay/Adjust	-202.62	1

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

7. Hover over the arrow located next to **Department Billing** in the menu in the upper left side of the screen. Another menu will appear. Select **Individual Bills**.



8. The **Individual Bills** page will open.



9. Select the **Subscriber ID** for the Subscriber Group (type of service) you wish to view.

The screenshot shows the 'Individual Bills' page in the University of Florida Departmental Manager system. The breadcrumb trail is: UFIT Departmental Manager > Billing > Department Billing > 10033504 LINGUISTICS > Individual Bills. The page title is 'Individual Bills' with a 'Saved Search' dropdown set to 'All'. The current filters are 'Billing Date: 12-OCT-2020', 'Department Number: 10033504', and 'Department Name: LINGUISTICS'. A 'Quick Search' section includes fields for 'Subscriber ID', 'First Name', 'MI', and 'Last Name'. Below the search is a table with 2 rows. The second row, with Subscriber ID '6649973', is highlighted in yellow. The table columns are: Subscriber ID, Name, Subscriber Group, Cost Center, Current Charges, Total Amount Due, and Payment Due Date.

Subscriber ID	Name	Subscriber Group	Cost Center	Current Charges	Total Amount Due	Payment Due Date
1001953	LINGUISTICS	AcadTech GL		0.00	0.00	31-OCT-2020
6649973	LINGUISTICS	Telecom GL		202.40	202.40	31-OCT-2020

10. When the **Bill Summary** page opens, select **View Report**.

UF UNIVERSITY of FLORIDA Information Technology

UFIT Departmental Manager > Billing > Department Billing > 10033504 LINGUISTICS > Individual Bills > LINGUISTICS

Home
Billing
Department Billing >
Recurring Charges
One Time Charges
Dashboards
Services

Bill Summary

Billing Date 12-OCT-2020 Billing Cycle UFIT Internal
Name LINGUISTICS Subscriber ID 6649979 User Defined ID 10033504-T
Current Charges Due 202.40 Total Amount Due 202.40 Payment Due 31-OCT-2020 Invoice Number 128408

Summary of Charges

1 - 2

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

1 - 2

Summary of Charges by Account

1 - 2

Expense Account Number	Category	Usage Subtype	Total Amount	Total Charge Records
999999999	One Time Charges	-	202.40	22
999999999	Pay/Adjust	-	-202.62	1

1 - 2

Mailing Address

Name LINGUISTICS
Line 1 PO Box 115454
Line 2
Line 3
City Gainesville State Florida Zip Code 32611 5454
Country United States of America

11. 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.



Customer 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.

LINGUISTICS
PO Box 115454
Gainesville, FL 32611-5454
United States of America

Invoice Number: 128408
Customer Number: 10033504-T
Billing Date: 12-Oct-2020

Previous Balance: 202.62
Payments Received: 202.62
Balance Forward: 0.00
Current Charges Due: 202.40
Total Due: 202.40

Period Charges Summary

One Time Charges: 202.40

Current Charges Due 202.40

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Detach and submit with payment LINGUISTICS

Remit Payment To: University of Florida UFIT Business Center PO Box 112099 Gainesville, FL 32611 United States of America	Customer Number: 10033504-T Billing Date: 12-Oct-2020 Amount Due: 202.40 Amount Paid: _____
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Payments received after October 31, 2020 will not be indicated on November invoice.