

Shopping using a UFIT Academic Technology Request Internal Service Provider (ISP) Form in myUFMarket

This form should be utilized to provide UFIT Billing with the necessary Chartfield information to process payment for Academic Technology services only.

The AT PO submittal process varies from other UFIT provided services (such as Telecom, Computing, etc.) in that there are typically no monthly recurring charges. Most charges are one-time and are billed at the time the customer requests the service. This is why we ask that a PO be submitted *prior* to the invoice being generated. **If Chartfields are set up prior to billing, the journal payments can be processed simultaneously, and journal detail information can be displayed on the invoice.**

THINGS TO KNOW BEFORE YOU BEGIN:

UFIT Billing Email - You should receive an email from the UFIT Business Center confirming the customer number, expense subaccount code(s), amount(s), and work order number that must be included on the form(s).

CHARTFIELDS - There is a distinct difference in the way that you need to enter the PO based on whether you are paying for MORE THAN ONE EXPENSE SUBCODE or via a SINGLE or MULTIPLE chartfield. If the information is not entered correctly, a replacement PO will be required.

In general, if the order includes more than one account code and/or more than one chartfield, A MULTI-LINE PO will be required as detailed in the instructions.

- **AT Accounting Expense Subcode & Budget Availability:** Please make sure the budget is available in the correct budget account for processing.
 - **Multiple AT Requests Billing to Same Customer Number:** To differentiate between any multiple service requests/purchases billing under the same customer number, each new request is assigned a unique work order number and must be included on the ISP form in myUF Market.
 - **AT Chartfields are One-Time Use:** Many of the AT services are grant funded and Chartfields often change with each new service request. Chartfields submitted through AT POs are single-use and are inactivated after each billing cycle. However, if new services are invoiced under the SAME CUSTOMER NUMBER and you would like to use the same chartfields again, you can send an e-mail to: it-bc-ufitbill@mail.ufl.edu requesting reactivation of the PO (include your Academic Technology customer name and number, PO number, work order number, and chartfields in your request).
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****START HERE****

If the forms are not submitted correctly, a replacement PO will be required.

ARE THERE MULTIPLE EXPENSE SUBACCOUNT CODES LISTED IN THE ORDER?

IF YES, for example if both 719300-INSTALLATIONS and 731800-MATERIALS are listed in the PO REQUEST EMAIL, YOU MUST SUBMIT MULTIPLE ISP FORMS WITHIN THE SAME REQUISITION TO REPRESENT EACH, WITH THE CORRESPONDING ACCOUNT CODES ENTERED IN THE CHARTFIELD SECTION. Further instructions are noted below, but this is important to know before you get started.

AND/OR

WILL MULTIPLE CHARTFIELDS BE USED FOR PAYMENT OF CHARGES RELATED TO THE SAME WORK ORDER?

IF YES, YOU MUST SUBMIT MULTIPLE ISP FORMS UNDER THE SAME REQUISITION TO REPRESENT EACH SEPARATE SPLIT LINE CHARTFIELD YOU WANT TO USE, WITH THE CORRESPONDING ACCOUNT CODES ENTERED IN THE CHARTFIELD SECTION.

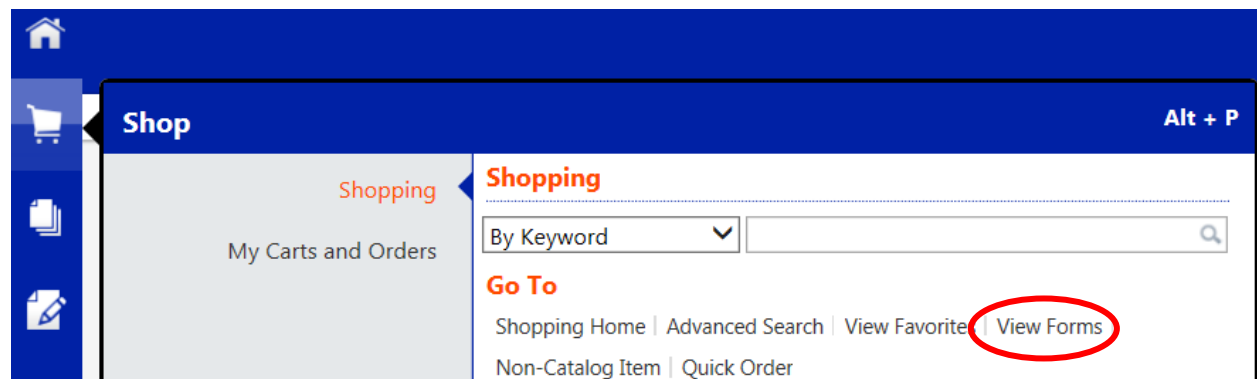
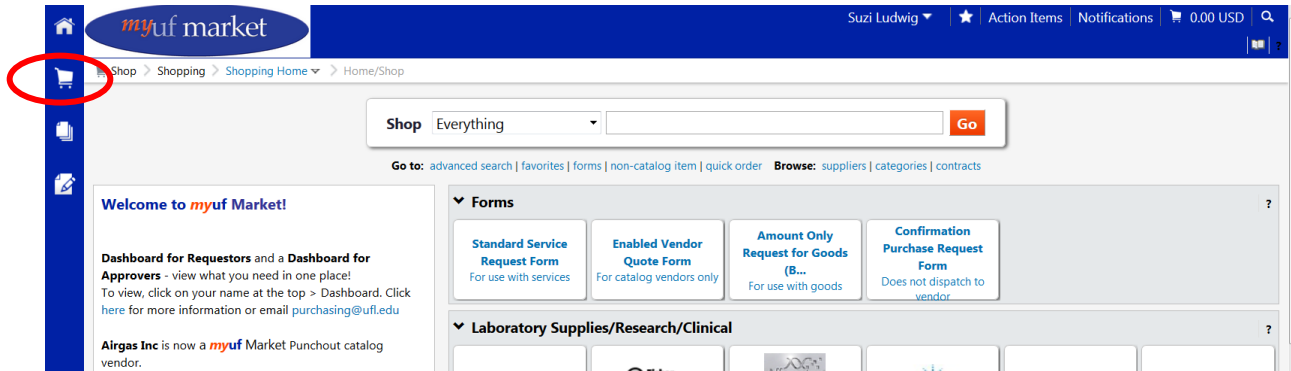
Further instructions are noted below, but this is important to know before you get started.

SUBMITTING THE REQUISITION

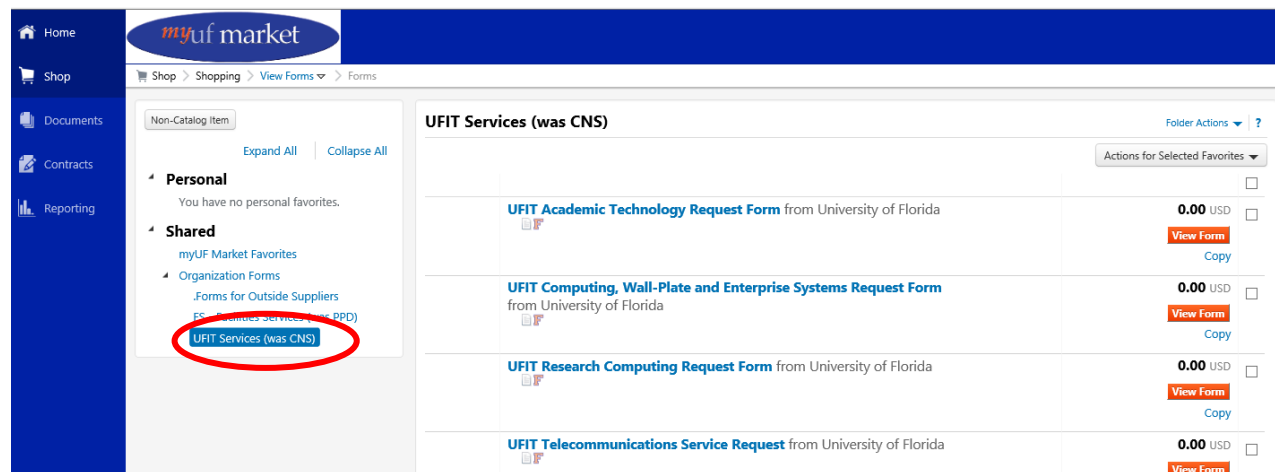
☐ Access myUFMarket: <http://my.ufl.edu> and log-in with your Gatorlink username and password, and navigate by:

☐ Click Main Menu > My Self Service > myUFMarket

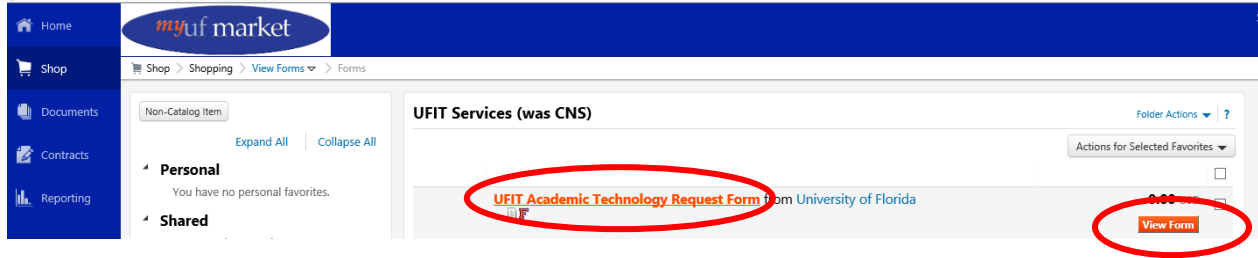
☐ Click on the Shopping Cart icon in left menu bar > View Forms



☐ Click > Shared > Organization Forms > UFIT Services (was CNS)



- ☐ Click the **UFIT Academic Technology Request Form** link OR the **View Form** button



- ☐ **COMPLETE FORM FIELDS** (see image example on page 5)

- **Description** – Enter a short description of the purchase in this field
- **Type of Service** - Choose the required **SERVICE NAME** and corresponding **EXPENSE SUBACCOUNT CODE**
(This is provided in the UFIT Billing PO request email.)

Please select...

- AV Design and Installations LABOR - 719300
- AV Design and Installations MATERIALS - 731800
- AV Design and Installations RENTAL - 714100
- CITT Video Productions - 719300
- Instructional Design - 719300
- Printing - 793100
- Scanning - 731100
- Software - 734200
- Support Services LABOR - 719300
- Support Services MATERIALS - 734800
- Support Services SOFTWARE - 734200
- Video and Collaboration Services - 719300
- Web Design - 719300

- **Total Amount of Order** - Total amount of this line of the PO
The sum of all line amounts combined should add up to the entire work order total.
- **Commodity Code** – 81110000-Computer Services
- **Customer Academic Technology Number (Required)**
Enter your **8-digit UFIT AT Cust No. INCLUDING THE -A** (i.e. XXXXXXXX-A).
(This is provided in the UFIT Billing PO request email.)
- **Work Order Number (Required)** – Enter the **4-digit work order number** here.
(This is provided in the UFIT Billing PO request email.)

UFIT Academic Technology Form ?

Supplier Info

UF UNIVERSITY of FLORIDA
The Foundation for The Gator Nation

Utilized to provide UFIT Billing with necessary Chartfield information to bill for services rendered. These services include UFIT Academic Technology Services.

Please select the type of service and enter a short description in the field provided.

Enter your UFIT Academic Technology Customer Number in the bottom portion of the screen from the email about your work order you should have received from UF IT Academic Technologies. This is a required field.

Split Chartfields (Optional) - In order for split ChartFields to process, separate line items within the same PO are required. This dictates that a new UFIT Academic Technology Request Form be submitted to represent each line of the split. Enter the exact amount of the split allocation for the line that each form represents. Once all forms have been submitted, each line should be edited to update any other ChartField fields as needed. Do not use the 'Add Split' function. *Form Revised July 2, 2018*

NOTE: Creating a one line item PO with a split charge will NOT process correctly.

Supplier University of Florida
Fulfillment Address Office of Academic Technology;
 Office of Academic Technology;
 IT Business Center
 Gainesville, FL 32611-2099 US

Order Information ?

Description Brief description of purchase here
 220 characters remaining [expand](#) | [clear](#)

Type of Service: Please select.. ▾

Total Amount of Order XXX.xx ←

Please use Commodity Code 81110000 - Computer Services in the field below.

Commodity Code 81110000 search..

UFIT Customer ID Number ?

Customer Academic Technology Number (Required): XXXXXXXX-A

UFIT Work Order Number ?

Work Order Number (Required): XXXX

Enter the amount for this account code/chartfield line in the PO (all PO line amounts combined should total the full amount of the work order)

If the REFERENCED WORK ORDER included charges related to ONLY ONE expense subcode account AND only a single chartfield string is being used for payment, select the "ADD and GO TO CART" feature from the drop down menu in the upper right corner of the screen and click "Go" to proceed.

Available Actions: Add and go to Cart ▾ Go Close

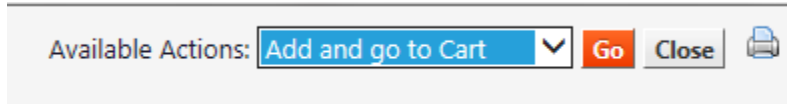
**** OR ****

If the REFERENCED WORK ORDER included charges related to MORE THAN ONE expense account subcode OR MULTIPLE (SPLIT) CHARTFIELDS will be used for a SINGLE expense account subcode, an additional form must be submitted for each line (under the same Requisition) by choosing the "ADD to CART AND RETURN" feature from the drop down menu in the upper right corner of the screen and click "Go" to proceed.

Available Actions: Add to Cart and Return ▾ Go Close

Submit any additional forms AS NEEDED TO MATCH EACH ACCOUNT CODE LISTED IN THE UFIT EMAIL OR TO REPRESENT EACH LINE OF A SPLIT - this will essentially create a separate line for each in the PO.

AFTER all forms are submitted, select the **"ADD and GO TO CART"** feature from the drop-down menu in the upper right corner of the screen and click **"Go"** to proceed.



After **"PROCEEDING TO CHECKOUT,"** you must complete the Chartfield section.

****DO NOT CHANGE THE DEFAULT SUPPLIER ADDRESS****

If the purchase includes only ONE EXPENSE SUBACCOUNT CODE, please make sure the account code entered in the chartfield string (header OR Lines) matches the service type in the corresponding form.

| Dept Id | Fund | Program | Account | Budget Reference | Source Of Funds | Dept Flex | UFID | PC Business Unit | Project | Activity ID |
|--|--|--|--|--|-----------------|-----------|----------|------------------|----------|-------------|
| <small>Required</small> Shoppers may complete this field or proceed to Assign Cart. This field is required for Requestors | <small>Required</small> Shoppers may complete this field or proceed to Assign Cart. This field is required for Requestors | <small>Required</small> Shoppers may complete this field or proceed to Assign Cart. This field is required for Requestors | <small>Required</small> Shoppers may complete this field or proceed to Assign Cart. This field is required for Requestors | <small>Required</small> Shoppers may complete this field or proceed to Assign Cart. This field is required for Requestors | no value | no value | no value | no value | no value | no value |

OR

If the purchase includes MULTIPLE EXPENSE ACCOUNT SUBCODES, please use the "EDIT" button on each line to update the account code to match the service type of the corresponding form.

Complete the remainder of the submittal process as usual, and:

- Follow up with your approver to make sure the requisition was approved, and a PO number assigned (these PO numbers will have the prefix FYOAT).
- **NOTE: Until the purchase order has been approved, we will not be able to close the work order and generate an invoice and process payment for the charge.**

If you have any questions, please e-mail the UFIT Billing Group at it-bc-ufitbill@mail.ufl.edu.