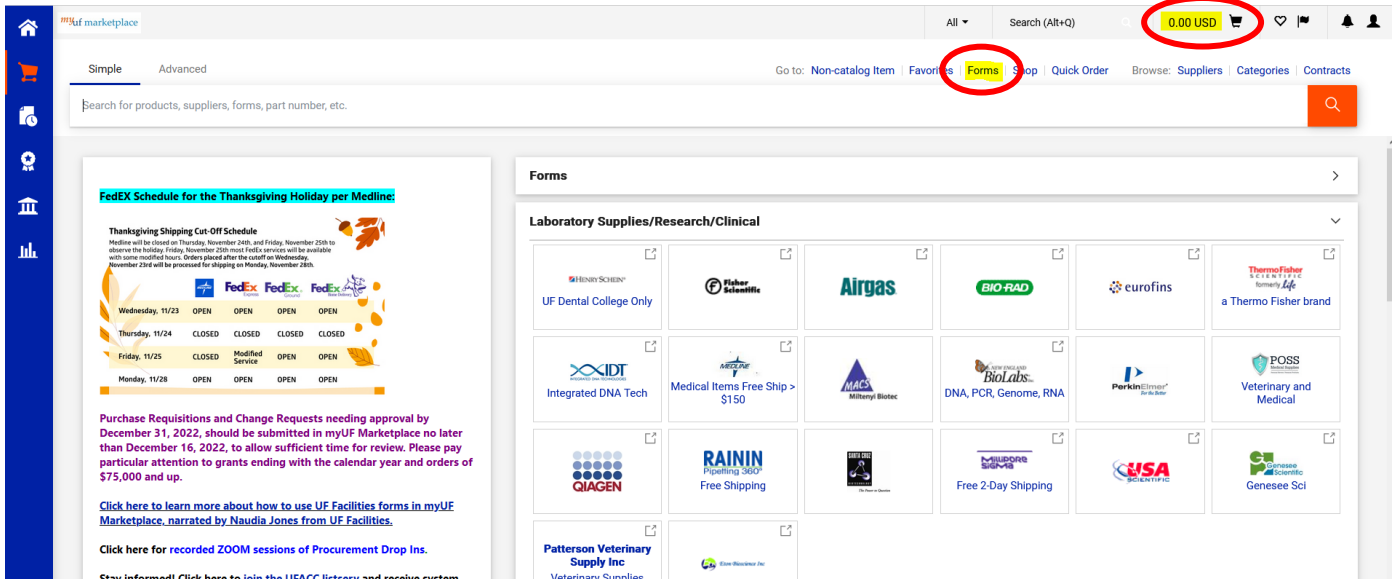


UFIT Telecommunications Chartfield Submittal Form in myUF Marketplace

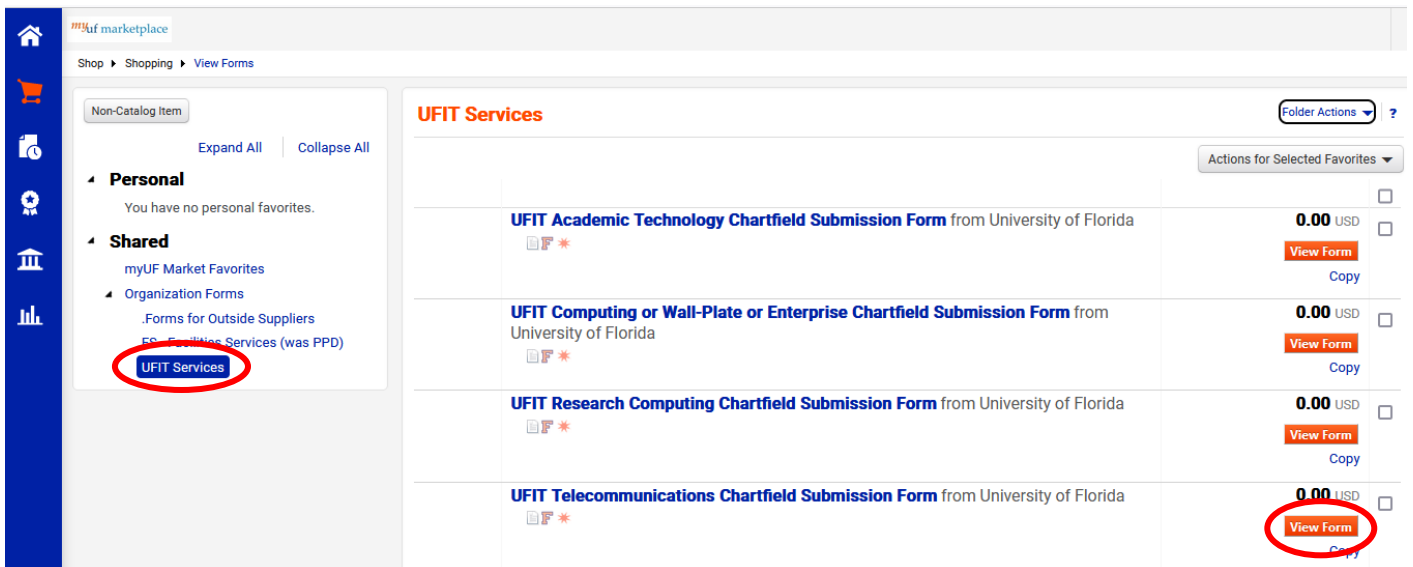
These forms are utilized to provide UFIT with the necessary chartfield information to process GL payments for Telecommunications services rendered, including Basic Line, Long Distance, Installation and Repair Service and other Miscellaneous Telecommunications Services.

☐ Login to myUFL here: <http://my.ufl.edu> and navigate to Main Menu > My Self Service > myUF Marketplace

☐ Ensure you start with an empty cart and then click Forms in the top menu bar



☐ Click > Shared > Organization Forms > UFIT Services and then the View Form button



☐ **It is important that a chartfield is on-file for all three service types:**

Telecom Expense Account Codes

- 1) 722100 – Basic Line
- 2) 722150 – Long Distance
- 3) 722120 – Materials/Install/Repairs

☐ **Complete Form Fields**

- **Description** - enter a short description which includes the service type
- **Type of Service** - select the type of service from the drop-down menu and associated expense account subcode
- **Estimated Amount (does not encumber)** – this requisition *will not encumber any funds*, but it cannot be left blank, so you should enter at least \$1.00
- **Commodity Code** - 83111500
- **Customer ID Number** - enter your 8-digit UFIT Telecommunications Customer ID Number including the “-T” (i.e. XXXXXXXX-T). For your convenience, up to five can be entered, which is helpful if you are using the same chartfield string for multiple billing accounts.
- **UFIT Work Order Number (Optional)** - Customers typically choose to pay Materials/Install/Repairs charges with a blanket chartfield that may already be on file. In some instances, however, a customer would like to use a different chartfield to pay for specific work order. If so, enter the 4-digit work order number in this field (the telecommunications unit who worked the original service request can provide this number). *The PO must be approved by the 10th of the month the charge is scheduled to bill in for it to be used.*

UFIT marketplace

Form • UFIT Telecommunications Chartfield Submission Form

Order Information

Description * Basic Line Service for UFIT Telecom
219 characters remaining expand | clear

Type of Service * Telephone Basic Line - 722100

Estimated Amount (does not encumber) * 1.00

Please use Commodity Code 83111500 Telephone Communications in the field below.

Commodity Code * 83111500

UFIT Customer ID Number

Customer ID Number (Required): * XXXXXXXX-T

Customer ID Number (Optional):

Customer ID Number (Optional):

Customer ID Number (Optional):

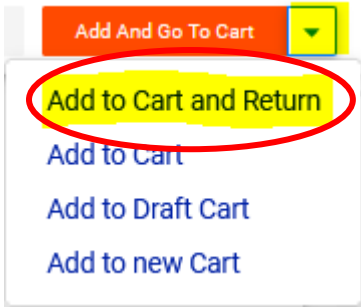
Customer ID Number (Optional):

UFIT Work Order Number

Work Order Number (Optional):

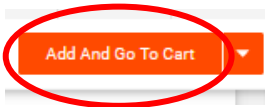
□ A separate form must be submitted for each service type either by:

- 1) Submitting multiple forms in a single requisition by utilizing the "Add to Cart and Return" feature from the drop-down menu in the upper right corner of the screen, OR



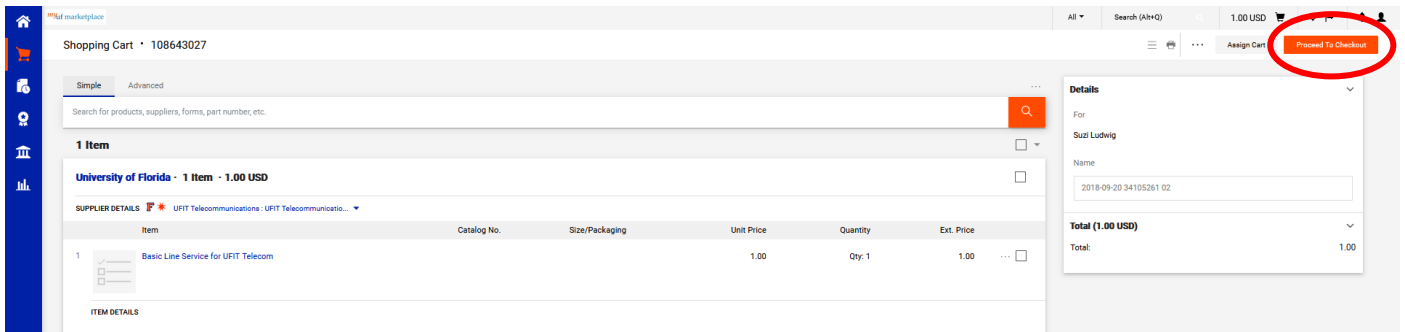
- 2) Submitting three separate requisitions

□ Once all forms have been completed, click the "Add and Go to Cart" button in the upper right corner of the screen.



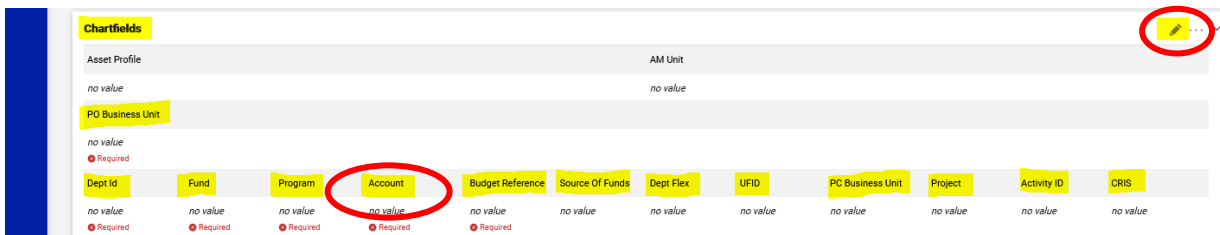
□ Click "Proceed to Checkout" button and complete the remainder of the submittal process as usual by entering any required fields, and desired chartfield for each form.

NOTE: Splits within the same service type (expense account code) are not allowed.



If you submitted only one form, ensure the Account code listed in the "Chartfields" header matches the service selected:

- 722100 – Telephone Basic Line
- 722150 – Telephone Long Distance
- 722120 – Telephone Materials/Install/Repairs



If you entered multiple forms, edit the "Accounting Codes" on each Item line to ensure the desired chartfield string is entered and the Account field matches the corresponding form's service type:

- 722100 – Telephone Basic Line
- 722150 – Telephone Long Distance
- 722120 – Telephone Materials/Install/Repairs

The screenshot displays a procurement system interface for 'University of Florida - 3 Items - 3.00 USD'. It shows three item lines:

- Item 1:** Basic Line Service for UFIT Telecom. Unit Price: 1.00, Quantity: 1, Ext. Price: 1.00.
- Item 2:** Long Distance for UFIT Telecom. Unit Price: 1.00, Quantity: 1, Ext. Price: 1.00. This item is circled in red, and its dropdown menu is open, showing 'Accounting Codes 1' circled in red.
- Item 3:** Materials/Install/Repair for UFIT Telecom. Unit Price: 1.00, Quantity: 1, Ext. Price: 1.00.

The interface includes sections for 'SUPPLIER DETAILS', 'ITEM DETAILS', and a sidebar with options like 'Supplier', 'Delivery Options', 'Asset Information', 'Accounting Codes 1', 'Remove', 'Add to Favorites', and 'Add to Draft Cart'. A 'Save' button is circled in red at the bottom right.

Make sure to Save any edits.

Accounting Codes 1

| Dept Id * | Fund * | Program * | Account * | Budget Reference * | Source Of Funds | Dept Flex | UFID | PC Business Unit | Project | Activity ID |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|
| <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value=""/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value=""/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> |

* Required fields

Submit and ensure the requisition gets a PO number assigned. An approved Telecom ISP PO number will begin with the prefix FYTEL (i.e. 23TEL).

If you have any questions, please e-mail the UFIT Billing Team at it-bc-ufitbill@mail.ufl.edu or call 352-392-7449, ext. 3.