**PRF Job Aid**

**Bull Marketplace – Accounts Payable**

**Payment Request Form Job Aid**

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<th>Purpose:</th>
<th>To provide a job aid for submitting a Payment Request Form in Bull Marketplace.</th>
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<td>Navigation:</td>
<td>Navigate in Bull Marketplace to Shop &gt; Showcases &gt; Forms &gt; Payment Request Form</td>
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<td>Notes:</td>
<td>In order to access the request form you must have a Req-Initiator, Req-Approver or Req-Manager role in FAST.</td>
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### Payment Request Form Instructions

**Payment Request Forms (PRF)** are now submitted directly to Accounts Payable in Bull Marketplace. See the PRF Guidelines for a list of allowable purchases on a Payment Request Form. **Payment Requests submitted beyond 60 days of the date of the transaction will require VP approval.**

Payments to employees and study subjects are not processed on the PRF. Forms for these payments are available on the Accounts Payable website [here](#).

On the Shopping home page in Bull Marketplace select the Payment Request Form.
Payment Request Form Instructions

Review the instructions and select Next.

The purchase of commodities and contractual services are required to be processed through the USF Bull MarketPlace. All USF System purchases must comply with the USF System regulations and policies. Payment Request Forms (PRFs) are the EXCEPTION to using a purchase order or PCard for the purchase of commodities and non-party agreements.

- PRFs are submitted electronically in Bull MarketPlace and upon passing a preliminary budget check will generate an AP invoice which will be forwarded to the approver for approval. Submitters must ensure that the Accountable Office, AD (designee) or other designated approvers are established within the FAST Rex Approver role for the chartfield being charged. Before submitting a PRF, Failure to do so will result in rejection of the request.
- Payment Request Form submissions must be accurate and complete. If not, they will be rejected and the user must complete a new PRF at the initial level cannot be recycled.
- A PRF can have only one supplier invoice. PRFs with multiple invoices will be returned to the requester.
- A supplier must be selected for the PRF to be processed. This means they have an active Supplier ID and will show up in the "Suppliers" section when searched. If this is a new supplier, go to the "Request New Supplier Form" to submit a request. A Supplier ID will be created and sent to you for use on this form.
- PRFs submitted beyond 60 days of the date of the transaction will require approval by the accountable Vice President. This approval must be uploaded as an attachment on the PRF. The approval format could include a signed document or a copy of an e-mail granting approval.
- PRF's with $5 million or greater require approval by the Vice President & CFO for Business & Finance. This approval must be uploaded as an attachment on the PRF. The approval format could include a signed document or a copy of an e-mail granting approval.

All PRFs are reviewed by Accounts Payable. All questions regarding PRFs should be directed to APHEL5@USF.EDU.

PRFs that are not in compliance will not be processed and the user will have to seek other non-university funding sources. Examples of non-university funding are funds from a Direct Support Organization (DSO) (i.e. USF Foundation, USF Research Foundation, University Medical Services Association)

Information on what is allowable and not allowable on PRFs may be found on the USF Accounts Payable website. If you are unable to find an accurate payment type in the drop-down options in this form, it is not an appropriate use of the Payment Request Form, and a requisition form should be submitted instead.

Search for your supplier and select to add to your form. If this is a new supplier, go to the New Supplier Request Form to submit a request. A Supplier ID will be created and sent to you for use on this form. Once the supplier information is populated select Next.
Complete the invoice details.

**Invoice Details**: Supplier Invoice Number and Invoice Date are required fields. If the supporting backup documents do not have a true invoice number, one must be created using the following format.

- For individuals use the date of delivery or service completion, first initial and last name. Ex. 01232019JSMITH
- For businesses or other entities use date of delivery or service completion and initials of the full company name. Ex. 11082019FDOE.

**Payment Request Type**: This is a drop down list of payment types that are allowable on a PRF.

**Description of Expenditure**: The description should reflect what is being paid for, contain a clear business purpose, and should match the backup documentation attached to the form. *Only the first 30 characters will become the Finance Mart description.*

Complete your chartfield information and select Next.
Payment Request Form Instructions

Location and PO Business Unit are not required for the PRF. Select Next.

Add/upload required backup documentation.

Once you have completed all required fields review and Submit.
Payment Request Form Workflow

When the PRF has been submitted the system will create a Non PO Invoice. Once created the system generated invoice number will be provided.

Select the invoice to review. Once on the invoice you can select the Approvals tab to view the current workflow step.

If the invoice fails Initial Validation it will be returned to a draft status. Select History to review the reason for the failure.
Payment Request Form Workflow

The reason for the failure is in Note section.

You will also receive a notification that the invoice has been returned.

Using Document Search return to the original PRF.
Payment Request Form Workflow

Select the invoice number.

If the chartfields are to be updated select edit on the invoice under Codes.

Update the chartfield as needed and select Save.
Payment Request Form Workflow

Once the error is resolved select Finalize Invoice to send back to workflow.

You can review the current workflow step by selecting Approvals.

After the Invoice Validation has been successfully completed the workflow will route to the chartfield approval. The specific approvers will be based on the chartfield(s) used.
Payment Request Form Workflow

Select View Approver to view which Approvers can approve this workflow step.

If multiple chartfields are used, parallel approvals may be initiated. An Approver from each chartfield will need to approve before the request can move to the next approval step. If the same Approver is available on multiple chartfields, they can choose to approve all the parallel approvals at once.

If multiple chartfields are used, please include backup documentation showing approval for each chartfield combination.

The system does not allow you to approve requests that you submit. If an Approver submits a PRF using a chartfield combination they are responsible for, another Approver must be the one who approves this step.

Once the request has been approved the workflow will route to the AP Review step. Accounts Payable will review the request for compliance and if acceptable approve the request.

Workflow steps OK to Pay and Auto-Close-PO are automatic system steps. Once complete the invoice is sent to FAST.
Payment Request Form Workflow

Once the FAST voucher has been paid in the FAST pay cycle the payment information will be populated on the invoice in Bull Marketplace.

Rejected Payment Request Forms

You will also receive a notification if the invoice has been rejected.

Using Document Search return to the original PRF.
Rejected Payment Request Forms

Select the invoice number.

![Image](rejected_payment_request_form.png)

If the invoice status is rejected it cannot be updated.

![Image](summary_invoice.png)

Select Comments to view the reason for the rejection.

![Image](comments_invoice.png)

If this expense is to be paid in the future a new Payment Request Form will be required.