Payment Request Form



DA Bull Marketplace – Payment Request Forms Tutorial: Creating a PRF

Instructions: Payment Request Forms (PRF) are 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.**

Note: Payments to employees and study subjects are not processed on the PRF. Forms for these payments are available on the Accounts Payable website <u>here</u>.

1. In the Bull Marketplace Menu Navigate to:

Shop > Shopping Home Page > Form Requests Select **Payment Request Form**



2. Review the Instructions page, then Select the Next

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Shop + Shopping + View Forms								
Back to Shopping Home								
Payment Request Form	Instructions Request Actions V H	Sistory ?						
Form Number 786185 Purpose Check Request Status Incomplete	The purchase of commodilies and contractual services are sequined to be processed through the USF Bull Marketghase. All USF System parchases must comply with the System regulations and policies. Payment Request Forms (PRFs) are the EXCEPTION to using a purchase order or PCard for the purchase of commodilies and horo part,	ie USF ty						
Instructions	Pyrocinian Pyrocine	a						
Supplier A Questions A	relevance reporter: a quantum transmission must be accurate and complete. If not, they will be rejected and the user must complete a new PRF as the initial one cannot received. The second sec	t be						
Attachments 🖌	• A PAP can have only one suppliers invice. PAPs with multiple involces will be returned to the requester. • A supplier multiple be selected for the PRS to be processed. This means they takes an active Supplier O and will show up in the "Suppliers" section when searched, a new supplier go to the Request New Suppliers (Them to submit a request A Supplier). • PRS - submitmed beyond 60 sigs of the sids of the transaction will good go another by the accordated by the Revisite. This suppliers in the substance and the side of the transaction will good go another by the accordated by the Revisite. This suppliers in the substance and are to prove the supplier in the supplier in the supplier is the supplier in the supplier is the supplier is the supplier is the supplier in the supplier is the supplice is the supplier is the supplice is the	If this is						
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	All PRFs are reviewed by Accounts Payable. Any questions regarding PRFs should be directed to: APHELP@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 funds from a Direct Support Organization (DSO) (i.e. USF Foundation, USF Research Foundation; University Medical Services Association.)	are						
	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 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.	in the						
	Next 3							

3. Supplier Section: Search for your supplier and select to add to your form. Double check that the correct address is selected. Once the supplier information is populated select **Next**.

If the supplier does not exist, 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.

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Shop + Shopping + View Forms							
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Instructions		Remit-To Address					
Supplier Questions		Remit-To Address *	PO BOX 94515 (Primary Remittance) PO BOX 94515 PLATHE Innot 60094-555				
Attachments	1		United States				
Review and Submit		Payment Method	Check (Check)				
		* Required	(Preios	Save Progress	Next >		

4. Questions Section: 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.**

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		V Invoice Details
		Please fill out all sections accurately. If your expenditure type is not included in the list below, then you should fill out a requisition form instead of this PRP.
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5. Codes Section: Select Edit to add your Chartfields

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Enter Chartfields and Save

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Once completed select Next

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Back to Shopp	ping Home													
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Additional In	formation	*	Add alte	rnate distribu	tion for Discou	unt	♥ Go							
Attachments		-												
Review and S	Submit													
Form Approv	als												Ē	_
			* Required									٢	Previous	Next >

6. Additional Information Section: Location and PO Business Unit are not required for the PRF but will automatically populate if you have values setup. Select Next.

Shop + Shopping + View Forms					
Back to Shopping Home					
Payment Request Form	Additional Information	n		Request Actions 🔻 Histor	y ?
Form Number 786185 Purpose Check Request Status Incomplete	General Information	[unanose			
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Questions 🗸					
Additional Information					
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Review and Submit					
Form Approvals				_	
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7. Attachments Section: Add/upload required backup documentation.

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Shop + Shopping + View Forms			
K Back to Shopping Home			
Payment Request Form	Attachments		Request Actions 🔻 History ?
Form Number 786185 Purpose Check Request Status Incomplete	Please add your attachments below. Add Attachment		
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Save Changes

Upload				
Title *	TEST			
File *	Choose	File 2318542.pdf upload file size: 25.0 MB		
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Attachments	Request Actions 💌 History 🧳
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Add Attachment	
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	 Attachment ≜ TEST Add Anachment

8. Review and Submit Section: Once you have completed all required fields review and Submit.

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Click **Yes** if you wish to send form through workflow. Click **No** if you wish to make additional changes. Changes will not be able to be made once sent through workflow.

×
Yes No

9. Form Approvals: When the PRF has been submitted the system will create a Non-PO Invoice. Once created the system generated invoice number will be provided. The PRF is now complete and all additional workflow will be associated with the created invoice.

Shop + Shopping + View Forms		
Back to Shopping Home		
Payment Request Form	Form Approvals	Request Actions 💌 History 💡
Form Number 786185 Purpose Check Request Status Approved Invoice VT002338	Submitted 5/4/2023 4:48 PM	
Instructions	·	
Codes	-	
Additional Information Attachments	•	
Review and Submit		
Form Approvals		

10. Review Invoice: Select the invoice to review. Once on the invoice you can view the current workflow step in the **What's next** section.

Summary N	Matching Supplier Messages	Comments Attachments 1 Hist	tory				
🛕 The invoice conta	ains one or more non-PO invoice lines. They ar	e excluded from the matching.			2	Pending	T.
General	,	Addresses		Note/Attachments	v	FEDEX Supplier Invoice No. Invoice Image	5544667799
Invoice Type	Invoice	Remit To		External Note no value		TEST	
Pay Status	In Process	PO BOX 94515 PALATINE, Illinois 60094-4515		Internal Note <i>no value</i> External		Total (10.00 USD)	
Invoice Number	V1002338	United States		Attachments		Discount	0.0
Supplier Invoice No.	5544667799	Address Id 3		Internal Attachments	Date	Тах	0.0
Supplier Name	FEDEX	Bill To		↓ TEST	5/4/2023	Shipping	0.0
Accounting Date	5/4/2023	no address				Handling Miscellaneous Fees	0.0
Invoice Owner	Alexandriani						10.0
Invoice Date	5/2/2023						10.0
Discount Date	no value	Payment Information		Discount, Tax, Shipping & Handling		What's next?	Ŷ
Due Date	5/2/2023	Payment Method Unknown		Discount, tax, shipping & handling		Workflow	6 8
Terms	0% 0, Net 0	Payment Record no value		Allocation Weighted		Submitted	
Terms Discount	0.00 USD	Date			Header-level	5/4/2023 4:49 PM	
Invoice Name	Payment Request Form	No.		Discount	0.00 USD	Initial Validation	
Location	MDC2305 HEALTH SCIENCE MAIN BUILDING			Tax	0.00 USD	Completed	
PO Business Unit	ТАМРА			Shipping	0.00 USD	Fund Approval	
	Tampa Campus			Handling	0.001100	Active	

11. Invoice Returned: If the invoice fails **Initial Validation** step or is flagged as a duplicate, it will be returned to you and set to **Draft** status. A notification will be sent via email with instruction on how to review and correct.

Note: Draft invoices cannot be deleted. If this is no longer a valid request due to duplicate status, there is need to make additional changes. Notate that this is a duplicate in the comments and leave in draft status.



Go to the original Payment Request Form and click the link to the invoice. You will not be able to search for the invoice through the invoice search while it is in draft status.

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Shop + Shopping + View Forms	
K Back to Involce	
Payment Request Form	Questions - Questions * History ?
Form Number 666679 Purpose Check Request Status Approved	* Response is Required
Invoice VT001981	V Invoice Details
Instructions	Please fill out all sections accurately. If your expenditure type is not included in the list below, then you should fill out a requisition form instead of this PRF.
Supplier 🖌	Only one expenditure type and one supplier may be used per form. If you have multiple expenditure types or suppliers, please submit additional forms as needed.
Questions 🗸	Supplier Invoice Number (max: 30 characters) *
Codes 🗸	
Additional Information	test 1111
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try Summ	nary Matching Supplier Messages	Comments Attachments History	1				_
ipplier Name	IRON MOUNTAIN INC	Remit To		Accounting Date	3/25/2022	I IRON MOUNTAIN INC	t
roice Type	Invoice	PO BOX 27128			mm/dd/yyyy	Supplier Invoice No.	test 11
roice Name	Payment Request Form	NEW YORK, NEW YOR TOUR/-/128		Accounting Date		Total (5.00 USD)	
roice Number	VT001981	Address Id 2		overnde		Subtotal	
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oplier Invoice *	test 1111	no address				Shipping	
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and Presed Ma	1111/38/3333	Invoice Owner Select a different user		Discount, tax, ship	ping & handling		
yment necord No.				Allocation	Weighted	✓ What's next?	
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ment Terms				-	0.00		

Click the History Link to view the error message.

Review the error message in the note. The Invoice Return will show up in the history and provide the message for the error.

voice	IRON MO		NINC • 20	94614				
Entry	Summary		Matching	Supplier Messages	Comments	A	ttachments	ts History
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ine No	Date/Time \downarrow	User	Step(s)	Action	Field Name	From	То	Note
	3/25/2022 3:57:27 PM	System		Modified	Pay Status	In Process	empty	
	3/25/2022 3:57:27 PM	System		invoice Returned (via Workflow)		empty	.adm Latiticy	Line: 0, Split: 0 - Budget Check Exception for Ledger Group: CC_ORG - Operating Unit = TPA, Account = 88 Fund: 03090, Department = 025300, Product = 000000, Initiative = 0000000, Budget Period = 2022 NoB found for the values provided, Show less
	3/25/2022 3:53:48 PM	System	Initial Validation	Message transmission to external system successful				.
	3/25/2022 3:51:42 PM	Julie McCoy		Invoice created				

For Chartfields changes go to the Codes section and select the pencil to edit

ntry Summ	ary Matchi	ng Supplier Me	ssages Com	iments	Attachments	History				
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Make your correction and Save

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Payment Request Form

Click **Complete** to send the Invoice back through workflow.

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Review the history to ensure your change corrected the error. Example below is now back in workflow in a pending status awaiting **Fund Approval**.

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test 11	Supplier Invoice No.	20 Per Page 💌									of 8 Results
	Subtotal			0	From	Field Name		Action	Step(s)	User	No Date/Time ↓
	Discount		VT001981				et check passed	on Invoice budget	Initial Validation	System	5/9/2023 1:31:26 PM
	Shipping		dation				nsmission to external system	Message trans	Initial Validation	System	5/9/2023 1:28:09 PM
	Miscellaneous Fees			n Process	empty	Pay Status		Modified	L	System	5/9/2023 1:28:00 PM
				Pending	Draft	Workflow Status		Modified		System	5/9/2023 1:28:00 PM
E	What's next? Workflow			mpty	In Process	Pay Status		Modified		System	3/25/2022 3:57:27 PM
	Show skipped steps	or Ledger Group: CC_ORG - Operating	Split: 0 - Budget Check Exception fo 'PA, A me	ini Altar	empty		ned (via Workflow)	Invoice Return		System	3/25/2022 3:57:27 PM
	5/9/2023 1:28 PM						nsmission to external system	Message trans	Initial Validation	System	3/25/2022 3:53:48 PM
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