

Instructions for Entering a Research Computing Internal Service Provider (ISP) Form in MyUF MarketPlace

The REC ISP form should be utilized to provide UFIT Billing with valid chartfield information to process payment for Research Computing (RC) products only. UFIT ISP POs do not encumber funds.

RC BILLING PROCESS:

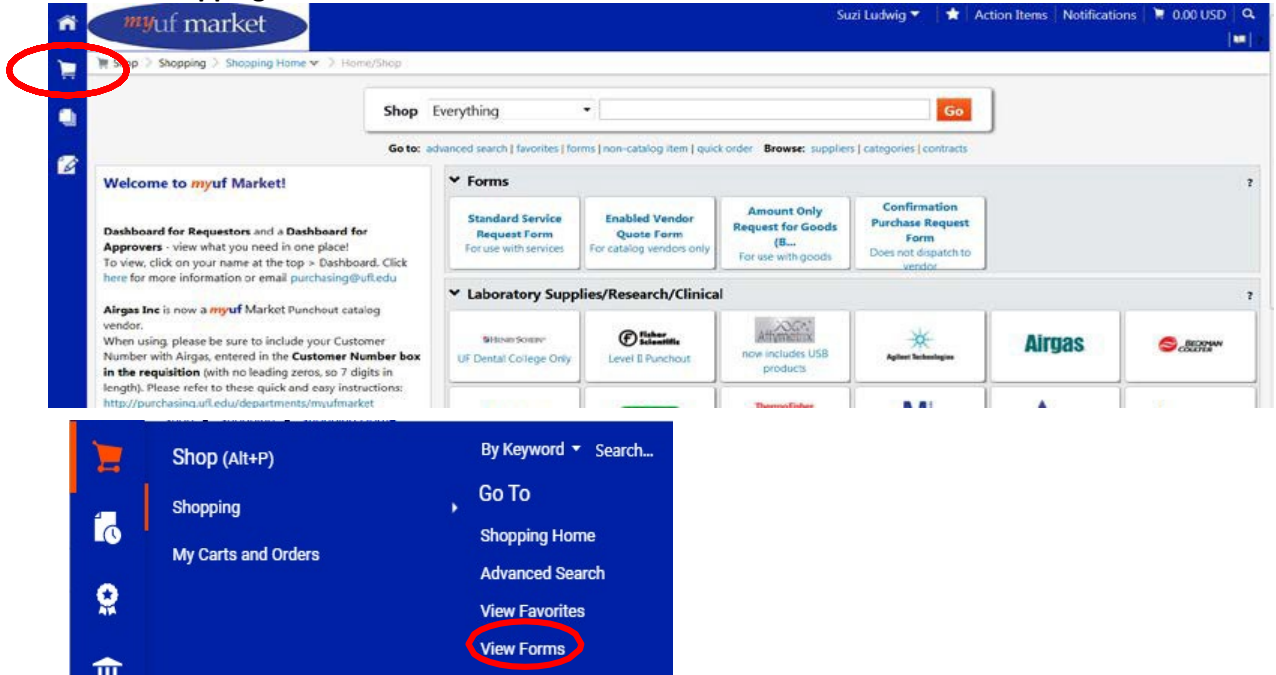
- **The RC PO submittal process varies from other UFIT provided services** (such as Telecom, Computing, etc.) in that there are no monthly recurring charges.
- **RC charges are one-time charges** and are entered into the centralized UFIT billing system within a few days after the customer places the order.
- **Once the charges are entered, UFIT Billing staff will email the fiscal contact a request for PO** (and copy the PI). *The email will provide the customer number, work order number, expense account codes and amounts that should be entered into the ISP form(s).*
- **The charges will not be scheduled for invoice generation (on the next regularly scheduled single mid-month bill cycle) until the PO is approved.**
- **UFIT Billing will process the journal payment as part of the once-monthly bill cycle** and post journal payment details on the invoice.
- **A billing notification will be sent out to fiscal contacts assigned to the account once a month (when there is a charge invoiced) at the time the invoices are finalized and ready for review in the portal.**
The email will include instructions for reviewing copies.

THINGS TO KNOW BEFORE YOU BEGIN:

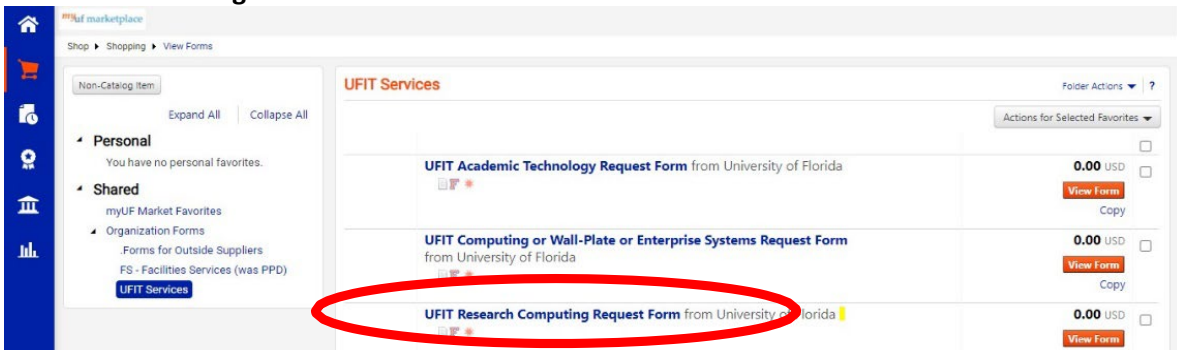
- **Grant/Project Funds Expiring Soon:** If you are using funds that expire between the 15th and the last day of the month you are entering this PO, you must have the PO submitted and approved by close-of-business on the 10th to make it into the single mid-month bill cycle.
- **Split Payments:** Multiple chartfields are accepted as payment for RC orders, however, they *must be* entered per the special instructions provided in this document for payment to process correctly.
- **Grant Funds 201 or 209:** Per C&G, if using grant Funds 201 or 209 for payment, the service date MUST be a minimum of six-months prior to the project expiration date in PeopleSoft. If the purchase date does not meet the six-month window, the PI should have entered a justification for the purchase on the space provided on the order form. UFIT Billing is not authorized to process the invoice against these two funds without this justification. For additional guidance on using grant and contract funds for RC services, please see: <https://www.rc.ufl.edu/research/proposal-support/guide-using-grant-and-contract-funds/>
- **RC Expense Account Subcodes:** Depending on the product(s) ordered, the PO request email will detail which account code(s) should be entered into the ISP form(s).
- **Budget Availability:** Please ensure budget is available in the correct budget account prior to submitting the requisition.
- **Multiple RC Requests Billing to Same Customer Number:** To differentiate between multiple RC orders billing under the same customer number, **each order is assigned a unique work order number and must be included on the ISP form.** A separate PO is required for each order.
- **The chartfields will be de-activated once used** for this one-time purchase.
- **Empty Shopping Cart:** Your shopping cart should be empty when you begin in.
- **Default Supplier:** Do not change the default supplier/fulfillment address.

TO SET UP THE RESEARCH COMPUTING PO:

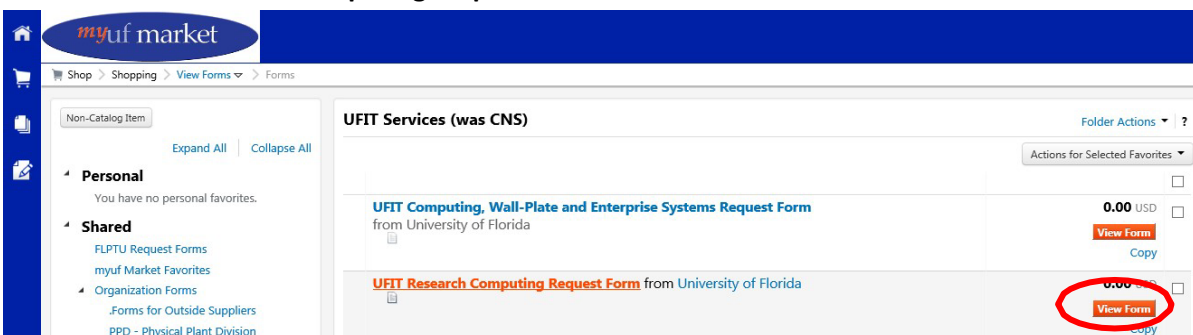
- ❑ Access MyUFL here: <http://my.ufl.edu> and log-in with your Gatorlink credentials
- ❑ Click Main Menu > My Self Service > myUFMarket Place
- ❑ Click on the Shopping Cart icon in left menu bar > View Forms



- ❑ Click > Shared > Organization Forms > UFIT Services



- ❑ Click the UFIT Research Computing Request Form link OR the View Form button




Order Information

- **Description:** Enter a short description
- **Type of Purchase:**
Choose the first (or only) Account code listed in the PO request email:
 - **711375 – RC Consulting - IDC**
 - **711750 – RC Hardware - IDC exempt**
 - **711775 – RC Service - IDC**
 - *Please make sure that budget is available in the correct budget account for processing.)*
- **Amount:** Enter the charge amount **for this line of the PO**
- **Commodity Code:** Enter 81110000-Computer Services
- **Customer ID Number (Required)** - Enter the 8-digit RC Customer Number *(including the –R)*
- **Work Order Number (Required)** – Enter the 4-digit work order number here

UFIT Research Computing Request Form ?

Supplier Info


The Foundation for The Gator Nation

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

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

Note: Research Computing Service 711775 and Research Computing Consulting 711375 service types are IDC non-exempt. Only the Research Computing Hardware 711750 is IDC exempt.

Enter your UFIT Customer Number in the bottom portion of the screen. 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 Research Computing 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.

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

Supplier University of Florida
Fulfillment Address UFIT Research Computing:
UFIT Research Computing
PO Box 112099
Gainesville, Florida 32611 United States

Order Information ?

Description
220 characters remaining [expand](#) | [clear](#)

Type of Service:

Amount

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

Commodity Code

UFIT Customer ID Number ?

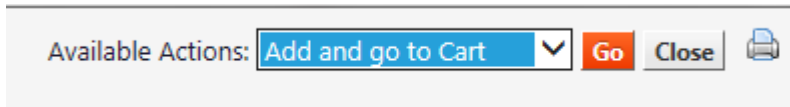
Customer ID Number (Required):

UFIT Work Order Number ?

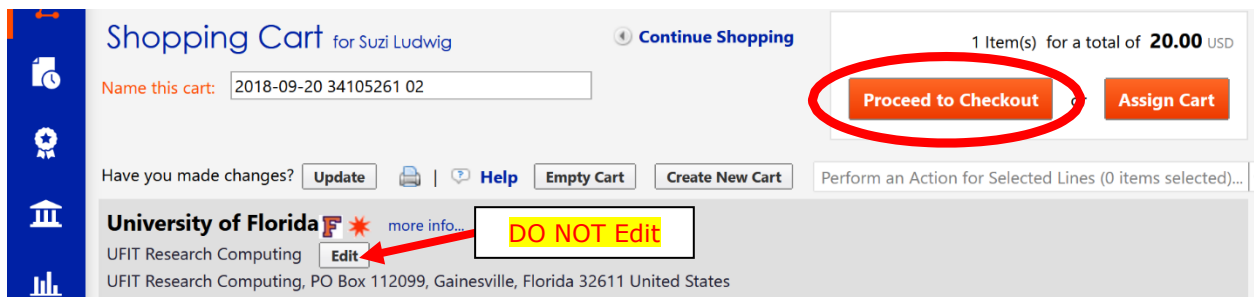
Work Order Number (Required):

IF THE ORDER INCLUDED ONLY ONE EXPENSE ACCOUNT CODE AND YOU ARE ONLY USING A SINGLE CHARTFIELD LINE FOR FULL PAYMENT OF THAT ONE ACCOUNT CODE, CONTINUE HERE. If you are splitting the payment between multiple account codes OR multiple chartfields, YOU MUST FOLLOW SPECIAL INSTRUCTIONS-SKIP TO PAGE 5 NOW.

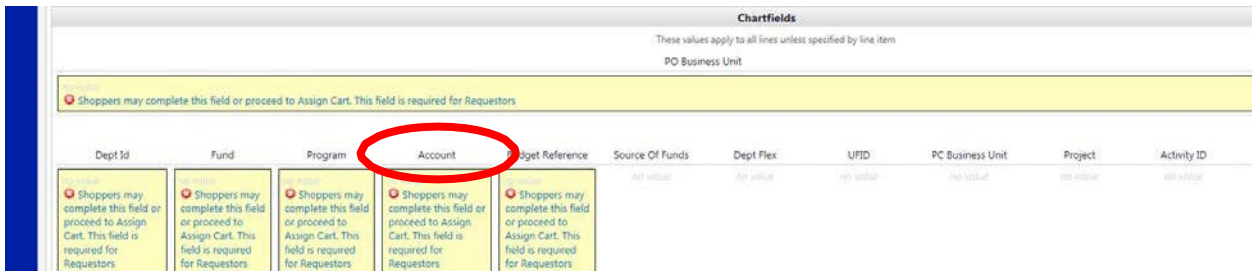
- Assuming you had ONLY ONE expense account subcode, AND are using only one chartfield line for full payment, SELECT THE default “Add and go to Cart” feature from the drop-down menu in the upper right corner of the screen and click “Go”



- Click “Proceed to Checkout”



- Enter the chartfield in the header section under the Chartfields tab, and make sure the Account code field matches the account code you selected from the drop-down in the ISP form Type of Service field.



- Click the “Assign Cart” button in the upper right-hand corner of the screen to assign to a Requestor. Make sure to follow-up to ensure the requisition is approved in a timely manner.

Once submitted, be aware it cannot be used by UFIT to process payment until it is in approved status (with a PO number beginning with the prefix RECFYXXXXX). UFIT POs must be both entered correctly and approved by the 10th of the month to ensure inclusion in that month’s billing cycle.

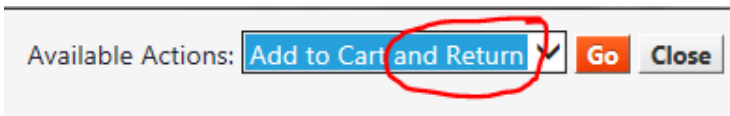
If you have any questions, please e-mail the UFIT Business Center’s Billing Team at it-bc-ufitbill@mail.ufl.edu.

****MULTIPLE ACCOUNT CODES OR MULTIPLE CHARTFIELD PAYMENT INSTRUCTIONS****

Split Specific Info:

- At least one form/line is required for each unique expense account code in the order
- A separate form/line is required for each unique chartfield string
- If you are using the same chartfield string to pay for multiple items in the order assigned to the same account code, separate lines are NOT needed. You can simply combine the total for that account code into the same chartfield line.

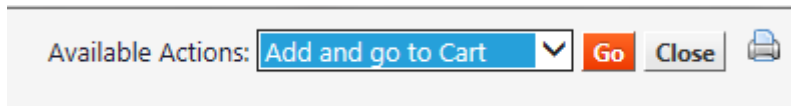
- **CONTINUE TO ENTER ADDITIONAL FORMS by SELECTING the “Add to Cart and Return” feature from the drop-down menu in the upper right corner of the screen, and click “Go”**



REFER TO PAGE 3 for ORDER INFORMATION FIELD HELP

****SEE MULTIPLE FORM SPLIT EXAMPLE ON PAGE 7 IF NEEDED****

- **Once all forms have been entered to match the corresponding account codes and full amount of the order, SELECT the “Add and go to Cart” feature from the drop-down menu in the upper right corner of the screen, and click “Go”**



- **Click “Proceed to Checkout” to complete the chartfields section under the Chartfields tab**



- Use the “Edit” buttons in the far right column to enter the chartfields/account codes for each line, and make sure the account code matches the one referenced on the corresponding form. The “more info” link at the end of each product description will allow you to review the form if needed. ***Do not use the ADD SPLIT feature to split within the same line***

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 XXXXXXXX-R Faculty Member's Name and Brief Description of Service more info... Asset Information (same as header) edit Accounting Codes 1 (same as header) edit			500.00	1	500.00 USD
2 XXXXXXXX-R Faculty Member's Name and Brief Description of Service more info... Asset Information (same as header) edit Accounting Codes 1 (same as header) edit			200.00	1	200.00 USD
3 XXXXXXXX-R Faculty Member's Name and Brief Description of Service more info... Asset Information (same as header) edit Accounting Codes 1 (same as header) edit			50.00	1	50.00 USD

- Click the “Assign Cart” button in the upper right-hand corner of the screen to assign to a Requestor. Make sure to follow-up to ensure the requisition is approved in a timely manner.

Once submitted, be aware it *cannot* be used by UFIT to process payment until it is in approved status (with a PO number beginning with the prefix RECFYXXXXX). UFIT POs must be both entered correctly and approved by the 10th of the month to ensure inclusion in that month's billing cycle.

If you have any questions, please e-mail the UFIT Business Center's Billing Team at it-bc-ufitbill@mail.ufl.edu.

SPLIT EXAMPLE:

\$750 ORDER TOTAL for 711750-Hardware account code will be paid using three separate chartfields.

Form/Line 1: 711750-Hardware \$500 Chartfield 1

Order Information	
Description	XXXXXXXX-R Faculty Member's Name and Brief Description of Service 189 characters remaining expand clear
Type of Service:	Research Computing Hardware Non-IDC - 711750
Estimated Cost (not to exceed)	500.00
Please use Commodity Code 81110000 - Computer Services in the field below.	
Commodity Code	81110000 search...
UFIT Customer ID Number	
Customer ID Number (Required):	XXXXXXXX-R
UFIT Work Order Number	
Work Order Number (Required):	XXXX

Form/Line 2: 711750-Hardware \$200 Chartfield 2

Order Information	
Description	XXXXXXXX-R Faculty Member's Name and Brief Description of Service 188 characters remaining expand clear
Type of Service:	Research Computing Hardware Non-IDC - 711750
Estimated Cost (not to exceed)	200.00
Please use Commodity Code 81110000 - Computer Services in the field below.	
Commodity Code	81110000 search...
UFIT Customer ID Number	
Customer ID Number (Required):	XXXXXXXX-R
UFIT Work Order Number	
Work Order Number (Required):	XXXX

Form/Line 3 711750-Hardware \$50 Chartfield 3

Order Information	
Description	XXXXXXXX-R Faculty Member's Name and Brief Description of Service 188 characters remaining expand clear
Type of Service:	Research Computing Hardware Non-IDC - 711750
Estimated Cost (not to exceed)	50.00
Please use Commodity Code 81110000 - Computer Services in the field below.	
Commodity Code	81110000 search...
UFIT Customer ID Number	
Customer ID Number (Required):	XXXXXXXX-R
UFIT Work Order Number	
Work Order Number (Required):	XXXX