

**FIU**

**Foundation**

FLORIDA INTERNATIONAL UNIVERSITY

# Electronic Invoice Form Training Session

# Presentation Highlights

- Is Expense Allowable for Reimbursement?
- Business Purpose/ Project Purpose or Restrictions
- Payments to Suppliers
- Transfers to FIU
- Workflow Approvals
- Approving Electronic Invoice Forms
- Dashboard
- Foundation Website

# FIU Foundation Electronic Invoice Form

**FIU** FLORIDA INTERNATIONAL UNIVERSITY  
Florida International University Foundation, Inc.

**INVOICE INFORMATION**

Invoice #:  Supplier Invoice Date:   
If you have an invoice number, please specify the number in this field and attach and electronic copy.

**SUPPLIER INFORMATION**

Supplier ID:  Supplier Name:   
Supplier Location:  Address:   
Please, note that non-resident alien payments should be processed through the University and require prior approval from the Controller's Office Tax Compliance section. Do not complete this form as a compensation for an employee for work performed. Contact the Payroll Office for further instructions.

**FINANCIAL DATA**

FOUNDATION DATA	
Project SpeedType: <input type="text"/>	GL Account Number: <input type="text"/>
Project Name: <input type="text"/>	Activity (if any): <input type="text" value="Select..."/>
Fund: <input type="text"/>	Amount: <input type="text" value="0.00"/>

**DESCRIPTION AND BUSINESS PURPOSE**

Description:

Business Purpose:

Attachments:  : Event Notice/Agenda  : Original, Detailed Meal/payment Receipts  : List of Attendees  
Unless otherwise specified, all paper checks will be mailed directly to the Supplier. To provide wire payment or other special circumstances, select the appropriate box below. If other circumstances is selected, a comment box will appear below to add additional information.

Special Instructions:  : Wire Payment to Supplier  : Other special circumstances

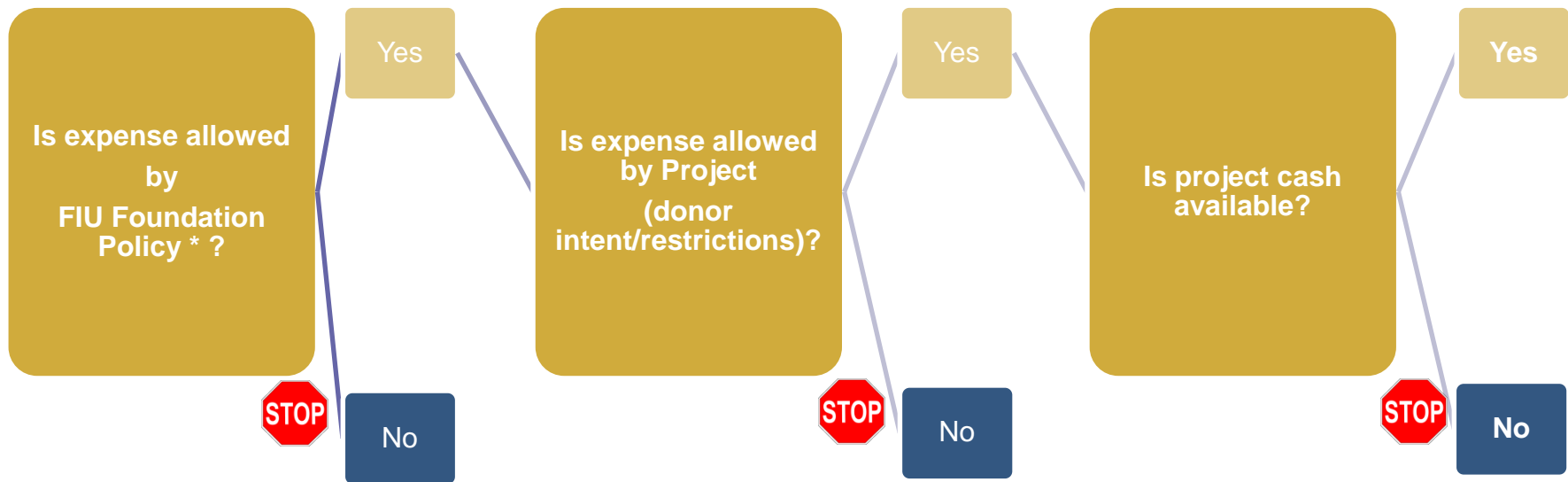
Unless otherwise specified, all paper checks will be mailed directly to the Supplier. To provide wire payment or other special circumstances, select the appropriate box above.

**APPROVALS**

- New electronic invoice form was implemented on May 1, 2016.
- The form is modeled after the University's unencumbered payment form.
- The form will automate the approval process via the workflow.
- FIU MyAccounts Username or PantherID and Password will be used to create invoice form.
- Must use the latest version of Java (Mozilla Firefox is recommended).

# Is Expense Allowable?

## 3 Tests Must Be Met



\* See Foundation Disbursements Policy

# Business Purpose/ Project Purpose

- A business purpose is **required** for all vendor disbursements and employee expense reimbursements.
- Questions to ask yourself – How does this particular expense help to advance FIU's mission? How does the expense adhere to the Foundation project restrictions set by donor?

## Examples:

Poor	Good
Lunch Meeting.	Roary held a lunch meeting at Lucca's restaurant on 3/31/2016 to discuss research projects with students Kathy Brown and Bob Smith.
Expenses from the new student welcome event.	Food provided during the new student welcome event on 3/31/2016 to discuss financial aid and registration issues, 150 people in attendance.

# Payments to Suppliers

INVOICE INFORMATION			
Invoice #:	<input type="text"/>	Supplier Invoice Date:	<input type="text" value="MM/DD/YYYY"/>
<small>If you have an invoice number, please specify the number in this field and attach an electronic copy.</small>			



  

SUPPLIER INFORMATION			
Supplier ID:	<input type="text"/>	Supplier Name:	<input type="text"/>
Supplier Location:	<input type="text" value="Select..."/>	Address:	<input type="text" value="Select..."/>
<small>Please, note that non-resident alien payments should be processed through the University and require prior approval from the Controller's Office Tax Compliance section. Do not complete this form as a compensation for an employee for work performed. Contact the Payroll Office for further instructions.</small>			

## Information needed to complete the form:

- Supplier invoice number
- Supplier invoice date
- Supplier ID/ Supplier Name
  - Search by entering first few letters of the Supplier name on the Supplier Name field or by entering the Supplier ID and the corresponding information will be automatically populated.
- Supplier Address must match address in PeopleSoft System

# Payments to Suppliers Required Financial Data

FINANCIAL DATA			
		FOUNDATION DATA	
 Project SpeedType:	<input type="text"/>	GL Account Number:	<input type="text"/>
Project Name:	<input type="text"/>	Activity (if any):	<input type="text"/>
 Fund:	<input type="text"/>	Amount:	<input type="text" value="0.00"/>
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>			

- Foundation Project SpeedType\*
  - \*SpeedType: (Project ID/Fund)
- Fund
  - **Unrestricted (900)** funds are net assets that are free of donor-imposed restrictions; all revenue, expenses, gains and losses that are not changes in permanently or temporarily restricted net assets.
  - **Temporarily restricted (901)** funds are net assets whose use is limited by donor-imposed stipulations that either expire by passage of time or that can be fulfilled or removed by actions of the Foundation pursuant to those stipulations.
- Enter the full invoice amount

# Payments to Suppliers

## Commonly Used GL Accounts

<b>711011</b>	Postage
<b>711031</b>	Courier Services
<b>711401</b>	Rental of Equipment
<b>711454</b>	Departmental Memberships
<b>711201</b>	Travel-DSO
<b>711203</b>	Business Meals-DSO
<b>711601</b>	Catering
<b>711602</b>	Events
<b>711603</b>	Flowers & Gifts
<b>711604</b>	Taxes & Licenses
<b>773101</b>	Printing
<b>772102</b>	Professional Services
<b>772113</b>	Other Professional Fees
<b>773301</b>	Office Supplies
<b>773906</b>	Other Materials and Supplies

- A GL Account is required in the new electronic invoice form.
- Invoices that include incorrect GL accounts will be sent back to initiator for adjusting.



# Payments to Suppliers

## Description and Business Purpose

DESCRIPTION AND BUSINESS PURPOSE

Description:

Business Purpose:

Attachments:  : Event Notice/Agenda     : Original, Detailed Meal/payment Receipts     : List of Attendees

Unless otherwise specified, all paper checks will be mailed directly to the Supplier. To provide wire payment or other special circumstances, select the appropriate box below. If other circumstances is selected, a comment box will appear below to add additional information.

Special Instructions:  : Wire Payment to Supplier     : Other special circumstances

Unless otherwise specified, all paper checks will be mailed directly to the Supplier. To provide wire payment or other special circumstances, select the appropriate box above.

- **Description:** Select a brief description from the dropdown box that best identifies the type of expense you are requesting payment for.
- **Business Purpose:** Add the statement of purpose in the box provided.
- **Attachments (Required):** Select applicable attachments and upload the appropriate documentation at the bottom of the form. **Please Note: Only Adobe PDF files can be uploaded to the electronic invoice form.**
- **Special Instructions:** Unless otherwise specified, all paper checks will be mailed directly to the Supplier.

# Transfers to FIU

TRANSFER TO FIU	
Date:	<input type="text" value="12/11/2015"/>
Department:	<input type="text" value="FIU Foundation"/>
<b>SUPPLIER DATA</b>	
Supplier ID:	<input type="text" value="000005134"/>
Supplier Name:	<input type="text" value="FLORIDA INTERNATIONAL UNIVERSITY"/>
Address:	<input type="text" value="11200 SW 8TH ST MIAMI, FL 33199"/>
Invoice Prefix:	<input type="text" value="Select..."/>
Invoice #:	<input type="text"/>
Supplier Inv. Date:	<input type="text" value="MM/DD/YYYY"/>

Please note that an invoice number will be automatically assigned if you select a "prefix". Otherwise, please include the invoice number as shown on the department issued invoice (i.e. Publications, Parking).

- **Supplier ID/ Supplier Name/ Address:** Information will be automatically pre-filled.
- **Invoice Prefix:** An invoice number is needed to complete the form. Please include the invoice number as shown on the department issued invoice (i.e. Publications, Parking).
  - If you do not have an invoice number available, select an "Invoice Prefix" from the drop down box and an invoice number will be automatically assigned.
- **Supplier Invoice Date:** Insert the date listed on the departmental invoice. If date is unavailable, enter the date that the form is being submitted.

# Transfers to FIU Financial Data

The screenshot shows a form titled "FINANCIAL DATA" with two main sections: "FOUNDATION DATA" and "UNIVERSITY DATA".

**FOUNDATION DATA:**

- Project SpeedType:
- Project Name:
- Fund:
- Buttons: Add Row, Delete Row
- GL Account Number:
- Activity (if any):
- Amount:

**UNIVERSITY DATA:**

- Activity SpeedType:
- Activity Name:
- Buttons: Add Row, Delete Row
- GL Account Number:
- Amount:

Red arrows on the left point to the Project SpeedType and Activity SpeedType fields. Red circles on the right highlight the Amount fields in both sections.

- **Foundation Data Project SpeedType:** Enter the Project and Fund in the Project ID field; this will automatically populate the Project Name and Fund.
- **Foundation Data Amount/ University Data Amount:** Enter the total invoice amount. These amounts have to agree.
- **University Data Activity SpeedType:** Enter the Activity Number in the Activity Number field; this will automatically populate the University Activity Name in the remaining fields.
  - **Note: Activity Numbers should not be linked to a Fund 210.**

# Transfers to FIU

## Commonly Used GL Accounts

### Foundation Commonly Used GL Accounts

<b>751002</b>	Transfers - Property & Equipm	<b>751116</b>	Transfers Out -Airfare-Foreign
<b>751003</b>	Transfers - Scholarships & Aw	<b>751117</b>	Trfrs Out -Car Rental-Foreign
<b>751005</b>	Transfers - Building Funds	<b>751118</b>	Trfrs Out -Regist Fee-Foreign
<b>751006</b>	Transfers - Salaries	<b>751119</b>	Tf Out-Incidental Exp-Foreign
<b>751101</b>	Transfers Out -Postage	<b>751120</b>	Transfers Out - Insurance
<b>751102</b>	Transfers Out -Courier Serv	<b>751121</b>	Transfers Out -Rental of Equip
<b>751103</b>	Transfers Out -Per Diem- In St	<b>751122</b>	Trfrs Out-Rental of Facilities
<b>751104</b>	Transfers Out -Mileage - In St	<b>751123</b>	Transfers Out -Memberships
<b>751105</b>	Transfers Out -Airfare - In St	<b>751124</b>	Transfers Out -Catering
<b>751106</b>	Trfrs Out -Car Rental-In St	<b>751125</b>	Transfers Out -Events
<b>751107</b>	Trfrs Out -Reg Fee - In St	<b>751126</b>	Transfers Out -Flowers & Gifts
<b>751108</b>	Trfrs Out-Incidental Exp-In St	<b>751127</b>	Transfers Out -Utilities
<b>751109</b>	Trfrs Out -Per Diem-Out Of St	<b>751128</b>	Trfrs Out -Repairs & Maint
<b>751110</b>	Trfrs Out -Airfare-Out Of St	<b>751129</b>	Trfrs Out - Professional Serv
<b>751111</b>	Trfrs Out-Car Rental-Out of St	<b>751130</b>	Trfrs Out-Consulting Services
<b>751112</b>	Trfrs Out-Regist Fee-Out of St	<b>751131</b>	Trfrs Out - Parking Permits
<b>751113</b>	Tf Out-IncidentalExp-Out of St	<b>751132</b>	Transfers Out - Advertising
<b>751114</b>	Trfrs Out -Per Diem - Foreign	<b>751133</b>	Transfers Out -Printing
<b>751115</b>	Transfers Out -Mileage-Foreign	<b>751134</b>	Trfrs Out - Materials and Supp

- A GL Account is required in the new electronic invoice form
- Invoices that include incorrect GL accounts will need to be sent back to initiator for adjusting
- GL accounts 751xxx are used for reimbursement of all operating expenses (i.e. P-Card reimbursements, Fund 604 reimbursements)

# Transfers to FIU

## Commonly Used GL Accounts

### University Commonly Used GL Accounts

<b>659090</b>	Operating Revenues
<b>683990</b>	DSO Non-operating Donations
<b>687001</b>	Capital Gifts and Donations

- **GL Account 659090:** Operating revenues normally result from exchange transactions, usually as revenues received in exchange for a good or service that benefits the Foundation directly (examples – fundraising events, donor related expenses, employees directly working in the Foundation).
- **GL Account 683990:** Most typical; Non-operating revenues normally result from non-exchange transactions, defined as value received with no good or service provided to the FIU Foundation. For example, salary supplements and/or subsidies for university faculty and staff, student scholarships, Subsidies to cover university operating expenses, and noncapital gifts.
- **GL Account 687001:** The contributions and transfers for capital gifts and donations that will reimburse represent capitalizable construction projects that will be owned by FIU.

# Transfers to FIU Business Purpose

DESCRIPTION AND BUSINESS PURPOSE

Business Purpose:

Attachments:  : Event Notice/Agenda    : Original, Detailed Meal/payment Receipts    : List of Attendees    : Trandata/Payroll detail report(s)

Special Instructions:  : Pickup

Unless otherwise specified, all paper checks will be mailed directly to the Supplier. To provide wire payment or other special circumstances, select the appropriate box above.

- **Business Purpose:** Add the statement of purpose in the box provided.
- **Attachments:** Select applicable attachments and upload the appropriate documentation at the bottom of the form. **Please Note: Only Adobe PDF files can be uploaded to the electronic invoice form.**
- **Special Instructions:** Unless otherwise specified, all paper checks will be mailed directly to the Supplier.

# Payments to Suppliers/Transfers to FIU Approvals

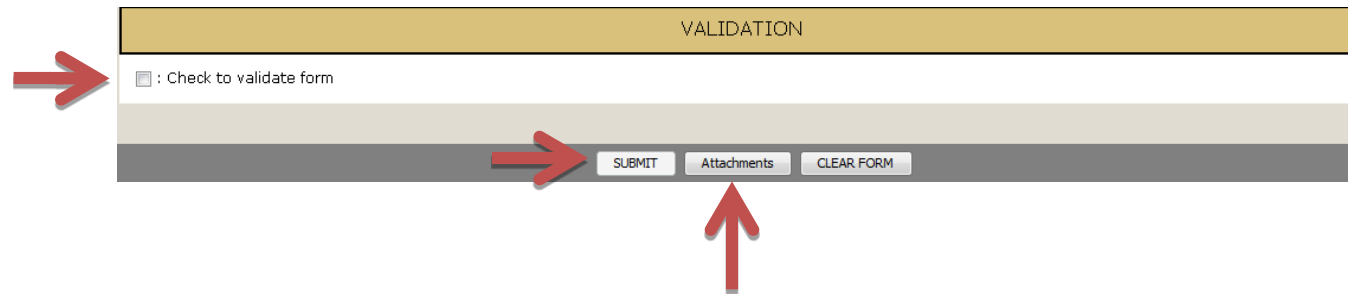
APPROVALS

Authorized Signer Certification: I certify that the goods and services have been received and that disbursements meet donor's intent.

	PID	Name	Date	Phone
Initiator	<input type="text" value="1415468"/>	<input type="text"/>	<input type="text" value="03/23/2016"/>	<input type="text"/>
VP Or Designee:	<input type="text" value="Select..."/>		<input type="text"/>	<input type="text"/>
Reason for VP signature: Spouse attendance, Gifts over policy limits				
Send Back:	<input type="text" value="Select..."/>		Reason:	<input style="width: 150px; height: 20px;" type="text"/>
<input type="button" value="Send Back"/>				
<a href="#">View Send Back History</a> <input type="checkbox"/>				

- **Initiator:** The Departmental requester's information will be automatically filled-out in this section.
- **VP Or Designee:** **This is not a required field.** All authorized signers approving invoices must be more senior in the University than the employee responsible for payment to a vendor.
  - Any gifts to a donor greater than \$150 must be approved by the President, Provost or area Vice President. Other reasons for requiring of VP signature would be for Spouse attendance or gifts over policy limits.

# Payments to Suppliers/Transfers to FIU Validation

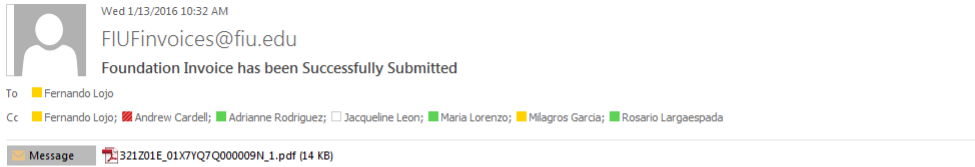


A screenshot of a web form titled "VALIDATION". The form has a yellow header bar with the word "VALIDATION" in the center. Below the header, there is a white section containing a checkbox and the text ": Check to validate form". The bottom of the form is a dark grey bar containing three buttons: "SUBMIT", "Attachments", and "CLEAR FORM". Three red arrows are overlaid on the image: one points to the left side of the form, one points to the "SUBMIT" button, and one points to the "Attachments" button.

- **Be sure to upload all required documentation!**
- All supporting documents including an invoice must be attached or the form will be deleted after submitted. The attachment button is on the bottom of the form.



# Payments to Suppliers/Transfers to FIU Email Confirmation



Greetings,

You have successfully submitted a FIU Foundation Invoice for approval.

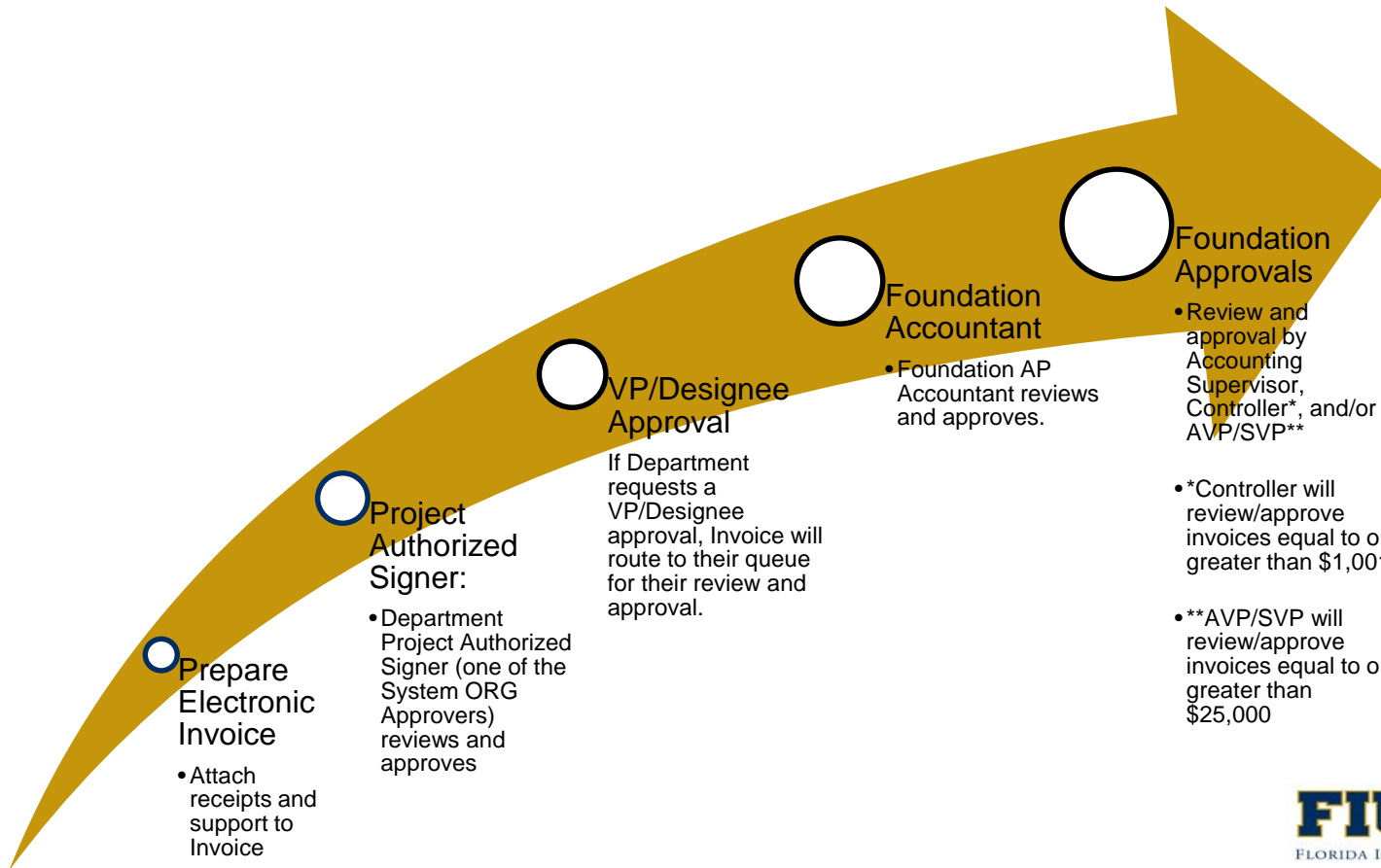
- Invoice Number: Facilities\_120
- Initiator: Andrew A Cardell
- Supplier Name: FLORIDA INTERNATIONAL UNIVERSITY
- Total Amount: \$5.00

Please, access the form through the link below:

[Click here to View the E-Form](#)

- E-Form initiator will receive an email confirmation once the Invoice has been successfully submitted.
- Email confirmation will include details on the electronic invoice and a PDF copy of the supporting documents attached.

# Electronic Invoice Workflow




# Approving Electronic Invoice Forms

Wed 1/13/2016 10:35 AM  
FIUFinvoices@fiu.edu  
Foundation Invoice is Pending Approval

To: Fernando Lojo  
Cc: Fernando Lojo, Andrew Cardell, Adrienne Rodriguez, Jacqueline Leon, Maria Lorenzo, Milagros Garcia, Rosario Largaespada

Message: 321201E\_01X7VQ7Q000099N\_1.pdf (14 KB)



Greetings,

The following Foundation Invoice is pending your approval:

- Invoice Number: Facilities\_120
- Initiator: Andrew A Cardell
- Supplier Name: FLORIDA INTERNATIONAL UNIVERSITY
- Total Amount: \$5.00

Please, access the form through the link below:  
[Click here to Process the E-Form](#)

**APPROVALS**

Authorized Signer Certification: I certify that the goods and services have been received and that disbursements meet donor's intent.

	PID	Name	Date	Phone	Decision/Status
Initiator	1323043	Angelica M Sanchez	02/22/2016	(305)348-6221	Approved
Project Authorized Signer:	1290188	Capote,Ivette	03/08/2016	(305)348-2101	Approved
Project Authorized Signer:	1368829	Martinez,Aime	03/08/2016	(305)348-2679	Skipped
VP Or Designee:	Select...				

Reason for VP signature: Spouse attendance, Gifts over policy limits

Send Back:  Reason:

View Send Back History

- An email will be sent to all Project Authorized Signers (ORG approvers) once the electronic invoice form is submitted.
- Email includes PDF copies of back up documentation.
- Project Authorized Signers **must click on the link** provided in email which will route them to electronic invoice form.
  - Select “Approve” under Approvals section on form (Decision/Status)
- Approvers will have the option to “Send Back” electronic invoice to Initiator to make corrections.

# Electronic Invoice Dashboard

**FIU** | FLORIDA INTERNATIONAL UNIVERSITY

Enter your FIU MyAccounts UserName or PantherID and Password (e.g.: jd00001, 1234567)

MyAccounts UserName

Password

Please sign in with your FIU MyAccounts username and password to access FIU information systems, such as eTraining, eCampus, Qualtrics and FIU Phonebook.

**Need Help Logging In?**

If you forgot your username/password, [click here](#) to visit the MyAccounts web site.

If you still have trouble logging in, contact the UTS Support Center online at [uts.fiu.edu](http://uts.fiu.edu) or by calling 305-348-2284.

**FIU** | FLORIDA INTERNATIONAL UNIVERSITY

Florida International University Foundation, Inc.

**FOUNDATION INVOICES**

Invoice Number:  Invoice Date:  *MM/DD/YYYY*

Vendor ID:  Vendor Name:

Invoice Status:

- Provides users the ability to search for the status of any Foundation Electronic Invoice form you have submitted.

# Electronic Invoice Dashboard

## Search Functionality

Invoice Number:  Invoice Date:  *MM/DD/YYYY*  
Vendor ID:  Vendor Name:   
Invoice Status:

Invoice #	Submitted Date	Vendor Name	Initiator Name	Next Approver	Status	Link	Email
1234	12/17/2015	ASSOCIATION OF SCHOOL OF JOURNALISM AND	Fernando H Lojo	Garcia Chica,Milagros	Pending	<a href="#">Link</a>	<input type="button" value="SEND"/>

- Search for invoices by Invoice Number, Vendor ID, Invoice Date, Vendor Name or Invoice Status.
- Search results will display the status of the electronic invoice.
- Initiators will only be able to search for invoices they have created.
- Approvers will only be able to search for invoices they have pending to approve or have already approved.
- Initiators and Approvers will be able to re-send email that includes link to electronic invoice form.
  - Initiators will only have view-access to the submitted electronic invoice form.
  - Approvers will have the ability to approve the electronic invoice form from new email sent.

# FIU Foundation, Inc. Website

Home Contact Us Business & Governance News & Events Worlds Ahead Vision FIU Alumni Association

GIVING TO FIU WHY WHERE HOW GIVE NOW

**FIU** Foundation, Inc.  
FLORIDA INTERNATIONAL UNIVERSITY

## FIU SUPPORTS MILITARY VETERANS, MINORITIES

A specialized FIU agriculture program teaches aspiring local farmers business skills and helps them secure funding.

LEARN MORE GIVE TO THIS UNIT

By the year 2020, nearly a quarter of a million students will have graduated from FIU since its opening nearly 50 years ago. We are a solutions center, an engine of change for South Florida and beyond. And you are a part of this **Worlds Ahead** vision.

GIVE TODAY TO HELP US REACH THE NEXT HORIZON

Please visit the  
Foundation website:

<https://give.fiu.edu/>

Any Questions?



Thank You!

# Contact Us:

## **Joseph Welborn**

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## **Madeline Martinez**

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***Be Worlds  
Ahead***

**For Questions regarding University Fund 604 and Coding (Operating & Non-Operating) Please Contact:**

## **Jose Zubimendi**

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