Electronic Invoice Form Training Session
Presentation Highlights

- Is Expense Allowable for Reimbursement?
- Business Purpose
- Affiliation of Individuals
- Payments to Suppliers
- Transfers to FIU
- Workflow Approvals
- Approving Electronic Invoice Forms
- Dashboard
- Foundation Website
FIU Foundation Electronic Invoice Form

- Electronic Invoice Form link can be found on our website: https://give.fiu.edu/about/fiu-foundation/online-forms/index.html
- 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.
Is Expense Allowable?

3 Tests Must Be Met

- Is expense allowed by FIU Foundation Policy? 
  - Yes
  - STOP No

- Is expense allowed by Project (donor intent/restrictions)? 
  - Yes
  - STOP No

- Is project cash available? 
  - Yes
  - STOP No

* See Foundation Disbursements Policy
A detailed business purpose must be included for all disbursement requests, including:
- Payments to vendors
- Reimbursements to the University
- Reimbursements to employees for travel or other expenses

<table>
<thead>
<tr>
<th>Question to Answer</th>
<th>Description of Information Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who</td>
<td>Who was present during the meal or entertainment event? Provide the detailed affiliation of each individual present (i.e., donor, prospective donor, prospective employee (candidate), guests of University and/or Foundation, current University employees or agents, etc.).</td>
</tr>
<tr>
<td>What</td>
<td>What is the purpose of the expense?</td>
</tr>
<tr>
<td>Where</td>
<td>Where did the expense take place?</td>
</tr>
<tr>
<td>When</td>
<td>When was the expense incurred?</td>
</tr>
<tr>
<td>How</td>
<td>How does the expense benefit the University? How does the expense fall in line with the project’s purpose?</td>
</tr>
</tbody>
</table>
The detailed business purpose must include affiliation, purpose of the expense, where and when the expense took place and how the expense falls in line with the project’s purpose.

### Business Purpose Examples:

<table>
<thead>
<tr>
<th>Poor</th>
<th>Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Lunch</td>
<td>Jane Doe, FIU Budget Manager, met with John Smith, VP of Bank Company, for a business lunch meeting on 06/01/2021 at Restaurant to discuss potential internships for students at Bank Company. This would provide students hands on experience and potential jobs upon graduating.</td>
</tr>
<tr>
<td>Travel for ABC Conference</td>
<td>Joseph Garcia, Nano Technology Professor at FIU, traveled to Denver, Colorado from June 1, 2021 through June 3, 2021 to attend the ABC Conference. The ABC Conference provided insight, knowledge and resources on new software that may improve research productivity and accuracy in nano technology.</td>
</tr>
</tbody>
</table>
The affiliation of all individuals **must** be included in the business purpose.

The detailed business purpose must include affiliation, purpose of the expense, where and when the expense took place and how the expense falls in line with the project’s purpose.

### Affiliation examples:

<table>
<thead>
<tr>
<th>Poor</th>
<th>Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>John Smith, VP of Bank Company</td>
</tr>
<tr>
<td>Roary Panther</td>
<td>Roary Panther, FIU College Researcher (faculty)</td>
</tr>
<tr>
<td>Pamela Thomas, Controller</td>
<td>Pamela Thomas, Controller – Bank Company (donor)</td>
</tr>
</tbody>
</table>
Payments to Suppliers

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

- 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

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

- A GL Account is required in the 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**: 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

- **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

<table>
<thead>
<tr>
<th>Foundation Data</th>
<th>University Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project SpeedType:</td>
<td>GL Account Number:</td>
</tr>
<tr>
<td>Project Name:</td>
<td>Activity (if any):</td>
</tr>
<tr>
<td>Fund:</td>
<td>Amount:</td>
</tr>
<tr>
<td>Add Row</td>
<td>Delete Row</td>
</tr>
</tbody>
</table>

| Activity SpeedType: | GL Account Number: |
| Activity Name: | Amount: |
| Add Row | Delete Row |

- **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 E&G Activity Number.
# Transfers to FIU

## Commonly Used GL Accounts

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

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

**Foundation Commonly Used GL Accounts**

- 751002 Transfers - Property & Equipment
- 751003 Transfers - Scholarships & Awards
- 751005 Transfers - Building Funds
- 751006 Transfers - Salaries
- 751101 Transfers Out - Postage
- 751102 Transfers Out - Courier Service
- 751103 Transfers Out - Per Diem - In State
- 751104 Transfers Out - Mileage - In State
- 751105 Transfers Out - Airfare - In State
- 751106 Transfers Out - Car Rental - In State
- 751107 Transfers Out - Reg Fee - In State
- 751108 Transfers Out - Incidental Exp - In State
- 751109 Transfers Out - Per Diem - Out of State
- 751110 Transfers Out - Airfare - Out of State
- 751111 Transfers Out - Car Rental - Out of State
- 751112 Transfers Out - Regist Fee - Out of State
- 751113 Transfers Out - Incidental Exp - Out of State
- 751114 Transfers Out - Per Diem - Foreign
- 751115 Transfers Out - Mileage - Foreign
**University Commonly Used GL Accounts**

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>659090</td>
<td>Operating Revenues</td>
</tr>
<tr>
<td>683990</td>
<td>DSO Non-operating Donations</td>
</tr>
<tr>
<td>687001</td>
<td>Capital Gifts and Donations</td>
</tr>
</tbody>
</table>

- **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

- **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

- **Initiator:** The Departmental requester’s information will be automatically filled-out in this section.
Payments to Suppliers/Transfers to FIU Validation

- 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

- 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.

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
Electronic Invoice Workflow

Prepare Electronic Invoice
• Attach receipts and support to Invoice

Project Authorized Signer:
• Department Project Authorized Signer (one of the System ORG Approvers) reviews and approves

VP/Designee Approval
• If Department requests a VP/Designee approval, Invoice will route to their queue for their review and approval.

Foundation Accountant
• Foundation AP Accountant reviews and approves.

Foundation Approvals
• Review and approval by Accounting Supervisor, Controller*, and/or AVP/SVP**

• *Controller will review/approve invoices equal to or greater than $1,001

• **AVP/SVP will review/approve invoices equal to or greater than $25,000
Approving Electronic Invoice Forms

- 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

• Provides users the ability to search for the status of any Foundation Electronic Invoice form you have submitted.
Electronic Invoice Dashboard
Search Functionality

- 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

Please visit the Foundation website:

https://give.fiu.edu/
Any Questions?

Thank You!
Contact Us:

Yelena Diaz  
Professional Accountant II  
FIU Foundation, Inc.  
Phone: 305-348-4762  
Email: yelediaz@fiu.edu

Madeline Martinez  
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FIU Foundation, Inc.  
Phone: 305-348-2358  
Email: madmarti@fiu.edu

For Questions regarding University Fund 604 and Coding (Operating & Non-Operating) Please Contact:  
Jose Zubimendi  
Assistant Controller Financial Reporting Services  
Office of the Controller  
Phone: 305-348-1139  
Email: jzubimen@fiu.edu