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
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

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

STOP

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

STOP

Is project cash available?
- Yes
- No

STOP

* See Foundation Disbursements Policy
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:

<table>
<thead>
<tr>
<th>Poor</th>
<th>Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch Meeting.</td>
<td>Roary held a lunch meeting at Lucca’s restaurant on 3/31/2016 to discuss research projects with students Kathy Brown and Bob Smith.</td>
</tr>
<tr>
<td>Expenses from the new student welcome event.</td>
<td>Food provided during the new student welcome event on 3/31/2016 to discuss financial aid and registration issues, 150 people in attendance.</td>
</tr>
</tbody>
</table>
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>GL 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 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**: 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.

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.
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

- **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**

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description</th>
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</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>Trfrs 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 - Incidental Exp - 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>

- A GL Account is required in the new 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).
Transfers to FIU
Commonly Used GL Accounts

### 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. To provide wire payment or other special circumstances, select the appropriate box below.

FIU Foundation
Payments to Suppliers/Transfers to FIU Approvals

- **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

• **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 SUPPORTS MILITARY VETERANS, MINORITIES

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

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.

Please visit the Foundation website:

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

Thank You!
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