

Creating a Check Request

Overview

This Guide will show you how to create a check request.

Navigation

Within myUFL, navigate to:

- ⇒ Nav Bar
- ⇒ Main Menu
- ⇒ My Self Service
- ⇒ myUF Marketplace

Process



1. Click on the **Accounts Payable icon**.
2. Click **AP Home**.
3. Click the **Check Request link** in the Create Check Request tile.

The screenshot shows the myUF Marketplace dashboard with several widgets. The 'Create Check Request' link is highlighted in a red box. Below is a table of 'My Invoices'.

Number	Supplier	Supplier Invoice No	POs	Date	Total
V0000740	Rainin I...	123456789	-	10/1/2019	500.35 USD
V0000682	Mister P...	05191993	-	9/27/2019	500.00 USD
V0000651	Jasons ...	05191993	UIT1902289	9/27/2019	5.00 USD
V0000487	Foley & ...	9872	-	9/20/2019	5,000.00 USD
V0000472	Career ...	2789	UIT1902230	9/20/2019	17.50 USD

4. Enter the **Supplier Name Manually** or **Search**.
5. Add the **Amount**.
6. Add an **Attachment**.
7. Select the **Type of Payment**.
8. Type "00000000" in for the **Commodity Code**.
 - OR Search for the code using key words.

The screenshot shows search results for the commodity code 00000000. The results table is as follows:

Code	Description
00000000	Check Request Only

9. In the Drop Down menu, select **Add and Go to Cart**. Click **Go**.

Check Request Available Actions: Add and go to Cart Go Close

Instructions
This form is to be used to request payment to suppliers and individuals where the transaction lacks an invoice. It should be used for honorariums, stipends/awards, refunds, research subjects, recurring payments, and HSC PHI transactions. All other requests should be handled through the appropriate procurement process. Please see Buy/Pay Guide for further guidance.

Supplier Information	Required Information
<p>Supplier Huron Consulting Group Inc more info... select different supplier</p> <p>Fulfillment Address Main: (preferred) dba Huron Consulting Services LLC 550 W Van Buren St Chicago, IL 60607 US</p> <p>Distribution The system will distribute purchase orders using the method(s) indicated below: Email (HTML Attachment) mlabrousse@huronconsultinggroup.com Manual</p> <p>If the Supplier Remit To Address fields below are empty, please add the information before you complete order request.</p> <p>Remit To Address Remit To Location List <input type="text" value="Remit"/> dba Huron Consulting Services LLC PO Box 71223 Chicago, IL 60694-1223 United States</p>	<p>Amount 1.00</p> <p>Please attach supporting documentation</p> <p>Internal Attachments Add Attachments OF01238-201805163... Remove</p> <p>Type of Payment</p> <ul style="list-style-type: none"> <input type="radio"/> Receipt <input checked="" type="radio"/> Honorarium (80000000 Professional Services) <input type="radio"/> Stipends/Awards <input type="radio"/> Refunds <input type="radio"/> Reseach Subject Participation <input type="radio"/> Wireless Device Payments <input type="radio"/> HSC-PHI Payments <input type="radio"/> Other (complete below) <p>Please complete if Other was chosen</p> <p>Commodity Code 00000000 <input type="text" value="search..."/></p> <p>Total 1.00</p>

10. Name the Cart.

Name this cart:

11. Verify all information is correct and click **Proceed to Checkout** or **Assign Cart**.

Shopping Cart for AP Training1 [Continue Shopping](#)

Name this cart:

Have you made changes? [Help](#) Perform an Action for Selected Lines (0 Items selected)

Product Description	Unit Price	Quantity	Total
<p> Check Request open form...</p>	1.00	1	1.00
Supplier subtotal			1.00 USD

[view cart history](#)

12. Add the **Business Purpose**.

13. Scroll down and **Add ChartField Information**.

14. Click **Place Order**.

Orders Search Requisitions Summary - 2801553 - Draft Requisition

[Cart Information](#)
[Ship To](#)
[Bill To and PCard](#)
[Chartfields](#)
[Internal Notes and Attachments](#)
[External Notes and Attachments](#)
[Final Review](#)
[Place Order](#)
[Assign Cart](#)

Return to shopping cart Continue Shopping

All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page.

[Requisition](#)
[PR Approvals](#)
[PO Preview](#)
[Comments](#)
[Attachments \(1\)](#)
[History](#)

[Summary](#)
[Ship To](#)
[Bill To and PCard](#)
[Chartfields](#)
[Supplier Info](#)

Hide header Hide value descriptions

Cart Information				Ship To				Bill To and PCard			
Cart Name	Honorarium for Consultant	edit		Ship To	Attn: Test User1	edit		Bill To	Attn: Test User1	edit	
Description	no value			Building/Room:	971 ELMORE DR			PO BOX:	117166		
Priority	Normal			Address:	GAINESVILLE, FL 32611			Address:	GAINESVILLE, FL 32611		
Prepared by	AP Training1			Country:	United States			Country:	United States		
Payment Handling Code	no value			Delivery Options		edit					View/edit by line item...
Payment Handling Justification	no value			Requested	no value						
Payment Message	no value			Delivery/Due Date							
				Business Purpose	Compensation for Services Rendered						
Purchasing Use Only		edit									
Payment Terms	no value										
PO Clauses											
	001 UF Phonebook and Invoicing Inf...										
	view all clauses - (1)										

Chartfields

PO Business Unit [edit](#)

6440
FA Purchasing Disbus Sens

Dept Id	Fund	Program	Account	Budget Reference	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS
64404000	159	RCM	7700	711300	CSRNT	Current	no value	no value	no value	no value	no value
		SUPPORT	AUXILIARY	CONSULTING							
		UNIT FUND	ADMINISTRATION	SERVICES							

Requisition Submitted

Next Steps
You can view or print this at: [Requisition 2801553](#), or via the [Search Requisitions](#) page

- [View Approval Status](#)
- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

Requisition Summary

Requisition number	2801553 Quick View
Requisition status	Pending
Cart name	Honorarium for Consultant
Requisition date	10/27/2019
Requisition total	1.00 USD
Number of line items	1

Additional Assistance

Marketplace Help Desk

Email: myUFMarketplace@ufl.edu

Phone: (352) 392-1335