Paying for Wireless Device Reimbursements- Using an Unencumbered Voucher

STEPS

1. Contact the Vendor Maintenance group in Disbursements via e-mail at addsupplier@ufl.edu to add, activate or review the employee file before entering a check request in myUF Payment Solutions. The vendor team will add the employee's Direct Deposit information.

    - For guidance on starting a Check Request, see the myUF Payment Solutions Toolkit instruction guide: Create a Check Request

2. When entering the Invoice Number, follow the format UFID-FY-WDA, for example, 87262940-FY17-WDA. For a device purchase, the Invoice Number format should be UFID-FY-WDP.

    The check request should be the whole amount to be paid throughout the fiscal year.

    The invoice date should always be the date the check request is entered to prevent the myUFL voucher from paying the whole amount (this will give you a few days to make the payment changes).

NOTE: Once the Check Request is approved through the overnight processing, go to the voucher in myUFL by navigating to:
Click Nav Bar > Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry.
Then click the **Find an Existing Value** tab.

3. Go to the **Payments** tab within the voucher. Use the plus (+) icon to add the number of payments needed to ensure payments are made on a monthly basis (Maximum 12 for a full fiscal year).
    - Change the **Gross Amount** on each payment to reflect the **monthly reimbursement amount**.
    - Set the **Scheduled Due Date** on **each payment** to the date the payment needs to be made monthly. **Remember to change the year when you get to January of the calendar year.
    - Click the **Save** button

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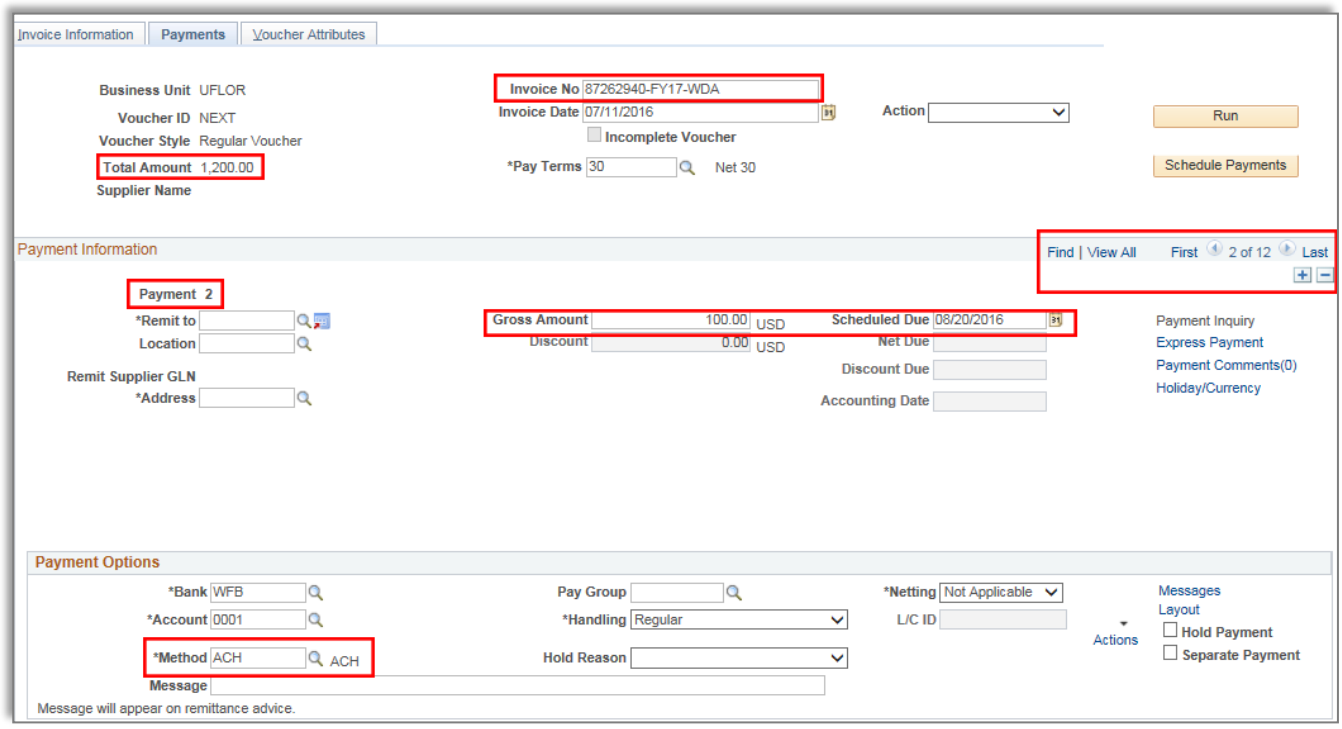

Once the voucher is complete, the system will automatically make a payment each month for each payment set up in the unencumbered voucher.

If the payments need to be terminated during the year, contact Disbursements to close the voucher. The remaining funds will go back to the available balance.

For further assistance, please contact University Disbursements at 392-1241 or our contact form.