[Paying Certain UF Departments Using Item Templates]

This guide describes how interdepartmental (ID) transactions work in myUFL for the Physical Plant Division (PPD) as well as Computer and Networking Services (CNS) and CNS Telecommunications and Business Services(Postage). An ID transaction is how one UF department “pays” another UF department for goods or services. For these areas, an Item Template has been established to create requisitions with default values. To learn more about ID transactions, attend “Introduction to Purchasing and Payables.”

- Log on to myUFL using your GatorLink username and password (http://my.ufl.edu).
- Navigate to eProcurement > Create Requisition
- At the New Requisition screen:
  - Change the Business Unit (UFLOR) to the first four digits of your Department ID
  - Click “OK”
- At the screen presented:
  - Enter the Requisition Title of your choice
  - The more descriptive, the better (you will be able to conduct searches based on this title)
  - Click “Item Templates”
- At the Item Template screen, a list of UF vendors who are “interfacing” their account payable transactions will be provided
  - In the Quantity field by the name of the UF vendor for whom you wish to set up a requisition, or ID transaction, enter “1”
  - Click the green “plus” button to the right of the same row
- The Requisition Summary screen will provide a list of individual links for each available service
- The system will add the services available from this UF Vendor as line items

**Important:** At this stage in the process, click “Save for Later” at the bottom of the screen to protect the line item sequence. You can delete a line later, but this step is important to preserve the template format

- Delete the row(s) associated with any service that is NOT needed on this requisition.
  - Remember: This should be done only AFTER having clicked “Save for Later”
    - To delete a row, click on the “minus” button, located to the far right of the row, or line
    - Click “OK” to finalize the deletion
    - After deleting a line, the line numbers of the requisition summary will remain in the original order, which is the desired state
- You can edit the line information by clicking on each line item link.
  - For example, select FYXX-PPD Electric (where XX equals the fiscal year)
- Each line item will already have requisition information entered such as Category, Unit of Measure and Vendor
- Certain vendors' Description fields need more information. Based on the vendor, read the description and add the information requested below:
  - **PPD** – When entering a requisition using the template(s), include the following information in the Line Item Description field:
    - PPD Utilities-Blanket – After the provided description, if applicable, you are required to include the prior year PO information in the following required format:
      - Required Format for PO# – The Business Unit (First 4 digits of the Dept ID); dash (-); the PeopleSoft PO# (excluding the leading zeros); dot (.); Line; dot (.); Schedule; dot (.); Distribution
      - Example: 6355-47.1.1.1
        - To locate the Line, Schedule and Distribution:
          - Navigate to Purchasing > Purchase Orders > Maintain Purchase Orders
          - Enter the Business Unit and PeopleSoft PO#
          - Click the OK button in the pop-up
          - Click the Schedule button
          - Click the Distribution button

Note: Do not combine multiple templates into one requisition

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PPD Motor Pool-Blanket – After the description provided, enter the Vehicle Number(s)
PPD Services-Blanket – After the description provided, if applicable, you are required to include the prior year PO information in the following required format:
   - Required Format for PO# – The PO# must include: The Business Unit (First 4 digits of the Dept ID); dash (-); the PeopleSoft PO# (excluding the leading zeros); dot (.); Line; dot (.); Schedule; dot (.); Distribution
   - Example: 6355-47.1.1.1
   - To locate the Line, Schedule and Distribution:
     - Navigate to Purchasing > Purchase Orders > Maintain Purchase Orders
     - Enter the Business Unit and PeopleSoft PO#
     - Click the OK button in the pop-up
     - Click the Schedule button
     - Click the Distribution button

PPD Single Work Request PO – Enter the Work Request Number in the field provided. For this required number, please contact Work Management at 392-1121

CNS Telecom – When entering a requisition using the template(s), include the following information in the Description field:
   - CNS Telecom Services Blanket: CNS Customer Number
   - CNS Telecom Install Work Order: CNS Customer Number/Work Order Number

CNS Networking – When entering a requisition using the template(s), include the following information in the Description field:
   - CNS Computing and Networking Blanket: CNS Customer Number

Click "OK" to go to the next line item
For each line item, click the "Truck" icon to review shipping information and change as needed. The "Ship to" location defaults from your identity when you logged in to the system
   - To change the “Ship to” location, click the lookup icon
     - The Advanced Lookup allows searching and selecting by building name or number
   - Can’t find what you need? Review the “Shipping Information” instruction guide

Enter your name in the Attention field
Click the Ledger icon within Shipping Information to go to ChartFields
Each line will be defaulted to “AMT” (for Amount) and should NOT be changed
Certain ChartFields will be provided by default: Department ID, Fund, Program Code, and Account

**Important:** Do NOT change the Account ChartField. This has been specifically assigned to the line item number and associated item description for interfacing to the ID transaction department
All other ChartFields should be changed and/or entered as needed (be sure to scroll to the right to view the entire string). **If ChartFields are not changed, the requisition will FAIL budget check**
To learn more about ChartFields, view the ChartFields web tutorial available at [http://www.bridges.ufl.edu/training/videos.html](http://www.bridges.ufl.edu/training/videos.html) as well as the “Required ChartFields” documentation at [http://www.bridges.ufl.edu/ledger/RequiredCFs.xls](http://www.bridges.ufl.edu/ledger/RequiredCFs.xls)
Click the “Return to Requisition Summary” link
Click “Save and Submit” to start the approval process
   - Look for a “Requisition has been saved” message along with a requisition ID number and the “dancing” exclamation point
   - “Save for Later” or “Cancel Requisition” also can be used

**NOTE:** As of June 1, 2005, this procedure no longer applies to Animal Care Services. You must use unencumbered funds to complete those transactions. For more information, please see the Unencumbered Vouchers instruction guide available at [http://www.bridges.ufl.edu/purchasing/](http://www.bridges.ufl.edu/purchasing/)