Shopping using a UFIT Research Computing Request Internal Service Provider (ISP) Form in myUFMarket

This form should be utilized to provide UFIT Billing with the necessary Chartfield information to process payment for Research Computing (RC)/High Performance Computing (HPC) services only.

The RC PO submittal process varies from other UFIT provided services (such as Telecom, Computing, etc.) in that there are typically no monthly recurring charges. Most charges are one-time and are billed at the time the customer requests the service. This is why we ask that a PO be submitted prior to the invoice being generated. If Chartfields are set up prior to billing, the journal payments can be processed simultaneously and journal detail information can be displayed on the invoice.

THINGS TO KNOW BEFORE YOU BEGIN:

- **RC Payment with Grant Funds 201 or 209**: When using grant Funds 201 or 209, the service date MUST be a minimum of six months prior to the project expiration date in PeopleSoft. If the purchase date does not meet this six month window, you will need to provide UFIT Billing written documentation from Contracts & Grants approving the purchase. UFIT Billing is not authorized to process the invoice against these funds without this documentation. For additional guidance on using grant and contract funds for RC services, please see: https://www.rc.ufl.edu/research/proposal-support/guide-using-grant-and-contract-funds/

- **RC Accounting Expense Subcode & Budget Availability**:
  - Research Computing Hardware purchase use account code 711750 which is exempt from IDC charges.
  - Research Computing Service purchase use account code 711700 which is IDC non-exempt.
  - Research Computing Consulting purchase use account code 711300 which is IDC non-exempt.

  ✓ Please make sure that budget is available in the correct budget account for processing.
  ✓ You will get a quote from the PI or the UFIT Business Center showing the purchase types that will match the myUF Market service types.

- **Multiple RC Requests Billing to Same Customer Number**: To differentiate between multiple service requests/purchases billing under the same customer number, each new request is assigned a unique work order number and must be included on the form.

- **RC Chartfields are One-Time Use**: Many of the RC services are grant funded and Chartfields often change with each new service request. Chartfields submitted through RC POs are single-use and are inactivated after each billing cycle. However, if new services are invoiced under the SAME CUSTOMER NUMBER and you would like to use the same chartfields again, you can send an e-mail to: it-bc-ufitbill@mail.ufl.edu requesting reactivation of the PO (include your Research Computing customer name and number, PO number, work order number (if applicable), and chartfields in your request).
TO SET UP THE RESEARCH COMPUTING PO:

 Access myUFMarket: [http://my.ufl.edu](http://my.ufl.edu) and log-in with your Gatorlink username and password, and navigate by:

 Click Main Menu > My Self Service > myUFMarket

 Click on the Shopping Cart icon in left menu bar > View Forms

 Click > Shared > Organization Forms > UF Internal Service Provider Forms > UFIT Services (was CNS)
Click the UFIT Research Computing Request Form link OR the View Form button

IF YOU ARE SPLITING THE PAYMENT BETWEEN MULTIPLE CHARTFIELDS, YOU MUST FOLLOW SPECIAL INSTRUCTIONS-Skip to page 6 now.

IF YOU ARE USING A SINGLE CHARTFIELD FOR PAYMENT CONTINUE HERE:

□ Complete Form Sections

Order Information

- **Description** - Enter the 8-digit customer number *(including the –R)*, the faculty member's name, and a short description of the services in this field

- **Choose a Type of Purchase:**
  - 711750 – Research Computing Hardware purchase *is IDC exempt*.
  - 711700 – Research Computing Service purchase *is IDC non-exempt*.
  - 711300 – Research Computing Consulting purchase *is IDC non-exempt*.
  - Please make sure that budget is available in the correct budget account for processing.

- **Estimated Cost (not to exceed)** – Total amount of services requested *(The Total should be listed in the e-mail request or on the RC Billing request form.)*

- **Commodity Code** – 81110000-Computer Services

UFIT Customer ID Number

- **Customer ID Number (required)** - Enter your 8-digit UFIT RC Customer Number *(including the –R)*.

UFIT Work Order Number

- **Work Order Number** – Enter the work order number here. This number is provided to you by UFIT Billing in the initial e-mail notification.
If the purchase included only ONE expense account subcode, select the “Add and go to Cart” feature from the drop down menu in the upper right corner of the screen and click Go.

If the purchase included MULTIPLE expense account subcodes, a separate form must be submitted for each. Forms can be submitted on separate requisitions/POs, or they can all be submitted under the same Requisition/PO by choosing the “Add to Cart and Return” feature from the drop down menu in the upper right corner of the screen.
Submit additional forms as needed for each type of purchase:

- 711750 – Research Computing Hardware (IDC exempt)
- 711700 – Research Computing Service (IDC non-exempt)
- 711300 – Research Computing Consulting (IDC non-exempt)

☐ Once all forms are completed, select the “Add and go to Cart” feature from the drop down menu in the upper right corner of the screen and click Go.

☐ After “Proceeding to Checkout,” you must complete the Chartfield section.

If the purchase includes only ONE expense account subcode, please make sure the Account Code in the Chartfield header matches and is either:
711750 - Research Computing Hardware OR
711700 - Research Computing Service OR
711300 - Research Computing Consulting

If the purchase includes MULTIPLE expense account subcodes, please leave the account code in the chartfield Header blank and use the “Edit” button on each line to update the account codes to match the type of purchase referenced on the form for that line.

☐ Complete the remainder of the submittal process as usual. Please follow up with your approver to make sure the requisition was approved and a PO number assigned. These PO numbers will have the prefix REC. Forward the PO number to: it-bc-ufitbill@mail.ufl.edu.

**NOTE: At this time, all Research Computing POs are set up for one-time use. The POs are inactivated after each billing cycle. However, if new services are invoiced under the SAME CUSTOMER NUMBER and you would like to use the same chartfields again, you can send an e-mail to: it-bc-ufitbill@mail.ufl.edu requesting reactivation of the PO (include your Research Computing customer name and number, PO number, work order number (if applicable), and chartfields in your request.

If you have any questions, please e-mail the UFIT Billing Group at it-bc-ufitbill@mail.ufl.edu.
**SPLIT CHARTFIELD PAYMENT INSTRUCTIONS**

In order for RC split chartfields to process correctly, multiple form submittals within the same PO are required at this time. Each form added will represent one line of the split.

A single line with a split charge will NOT process correctly.

☐ Submit a separate form for each line of split

**Order Information**

- **Description** - Enter the 8-digit customer number *(including the -R)*, the faculty member’s name, and a short description of the services in this field

- **Choose a Type of Purchase:**
  - 711750 – Research Computing Hardware purchase *is IDC exempt*.
  - 711700 – Research Computing Service purchase *is IDC non-exempt*.
  - 711300 – Research Computing Consulting purchase *is IDC non-exempt*.

- **Estimated Cost (not to exceed)** – Enter the exact amount of the split allocation for the line that this form represents (see example images below)

- **Commodity Code** – 81110000-Computer Service

**UFIT Customer ID Number**

- **Customer ID Number (required)** - Enter your 8-digit UFIT Research Computing Customer Number (including the -R).

**UFIT Work Order Number**

- **Work Order Number** – Enter the work order number here. This number is provided to you by UFIT Billing in the initial e-mail notification.

**SEE SPLIT EXAMPLE ON NEXT PAGE**
EXAMPLE: ACCOUNT CODE 711750
$750.00 TOTAL 3-LINE SPLIT ($500 + $200 + $50 = $750)
EXAMPLE FORM #1 (LINE 1 OF SPLIT)

☐ Click the “Add to Cart and Return” feature from the drop down menu in the upper-right corner of the screen and click Go.

EXAMPLE FORM #2 (LINE 2 of SPLIT)

☐ To continue submitting additional forms, click the “Add to Cart and Return” feature from the drop down menu in the upper right corner of the screen and click Go.
If the purchase includes MULTIPLE expense account subcodes, you must submit additional forms for each type and follow the same steps for any splits. Add a single form for an additional accounting code when no split is needed.

Once the number of forms submitted matches the number of account code purchases and splits desired, select the “Add and go to Cart” feature from the drop down menu in the upper right corner of the screen and click Go.

After “Proceeding to Checkout,” you must use only the “Edit” button on the right to enter the corresponding Chartfields for each line. DO NOT USE THE “ADD-SPLIT” OPTION IN THIS SCREEN OR IT WILL NOT PROCESS CORRECTLY. Please make sure the Account Code for each line coincides with the appropriate purchase type:

- 711750 – Research Computing Hardware
- 711700 – Research Computing Service
- 711300 – Research Computing Consulting

Complete the remainder of the submittal process as usual. Please follow up with your approver to make sure the requisition was approved and a PO number
assigned. These PO numbers will have the prefix REC. Forward the PO number to: it-bc-ufitbill@mail.ufl.edu.

**NOTE: At this time, all Research Computing POs are set up for one-time use. The POs are inactivated after each billing cycle. However, if new services are invoiced under the SAME CUSTOMER NUMBER and you would like to use the same chartfields again, you can send an e-mail to: it-bc-ufitbill@mail.ufl.edu requesting reactivation of the PO (include your Research Computing customer name and number, PO number, work order number (if applicable), and chartfields in your request.

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