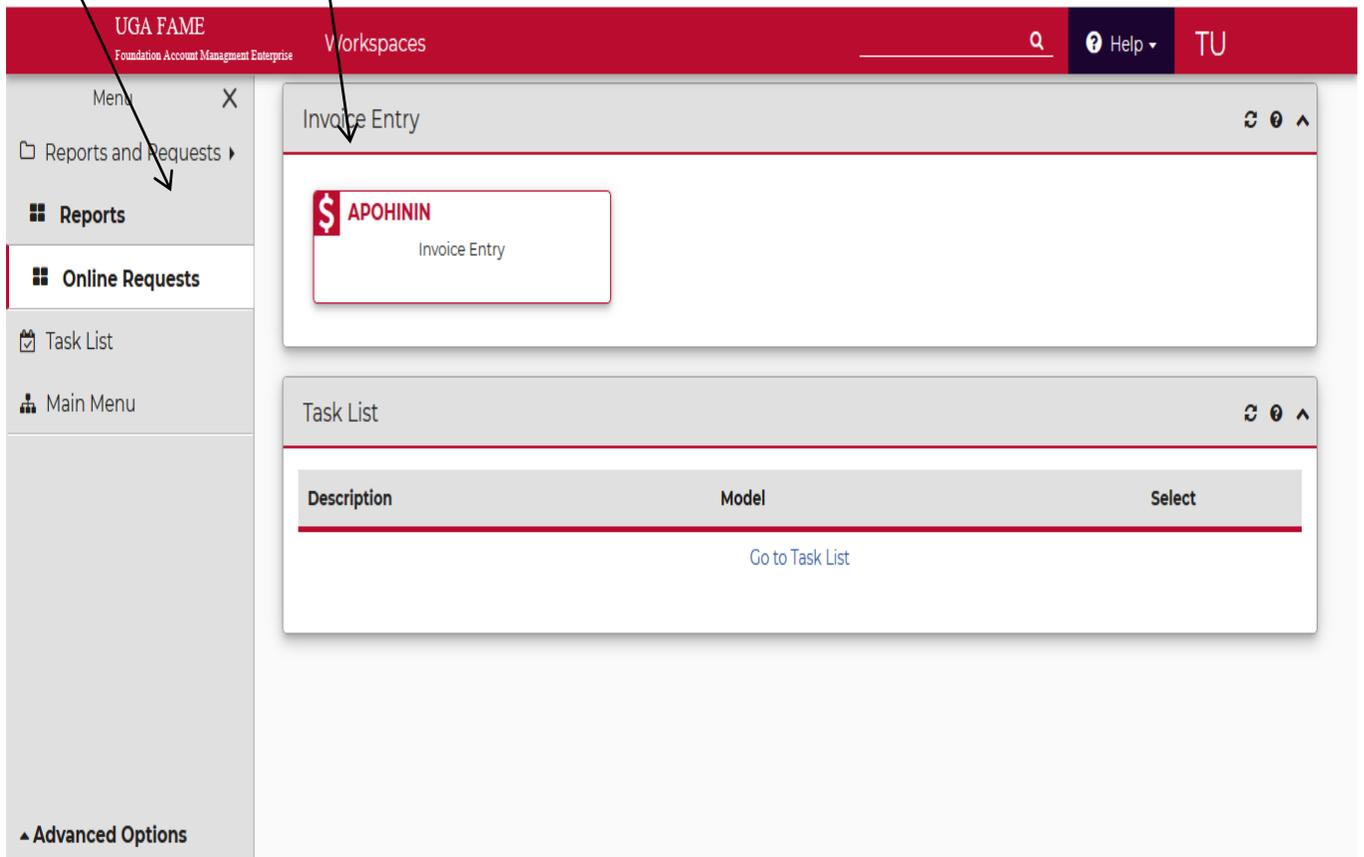


Creating a new online Check Request in the UGAF FAME System

Step 1. Navigating The Home Screen: Go to the Online Request tab and open the APOHININ Invoice Entry screen



The screenshot displays the UGA FAME (Foundation Account Management Enterprise) system interface. The top navigation bar is red and contains the text "UGA FAME", "Workspaces", a search icon, "Help", and "TU". On the left, a sidebar menu is visible with the following items: "Menu", "Reports and Requests", "Reports", "Online Requests" (highlighted with a red border), "Task List", and "Main Menu". At the bottom of the sidebar is "Advanced Options". The main content area is divided into two sections. The top section is titled "Invoice Entry" and contains a card with a red dollar sign icon, the text "APOHININ", and "Invoice Entry" below it. The bottom section is titled "Task List" and contains a table with the following structure:

Description	Model	Select
Go to Task List		



Step 2. Add Mode: ININ will open into the search mode. To create a new request, click the add button (+)

UGA FAME
Foundation Account Management Enterprise

Invoice Entry (APOHININ) Help TU

Search

Apply Search

All Tasks

Clear Criteria

Filters:

- Created By Me
- Posted
- My Un-Posted
- All Un-Posted

Search Criteria:

+

Invoice.* Invoice Date.* Invoice Status:

Vendor ID.* Addr Cd:

Payment Type.* User Invoice Total: 0.00 System Total: 0.00

Invoice Details Invoice Text 1099-S

Main Misc

FUND - OBJECT.* KEY OBJ KEY OBJ WORK ORDER ...

Description: Unit Price: 0.00000 Second Ref:

Bank ID.*



Step 3. Generate New Check Request (Invoice): Click on the generate tile and select the Ohrefno command to create a new distinct REQ#

The screenshot shows the UGA FAME Invoice Entry (APOH'NIN) form. The form is titled "UGA FAME Foundation Account Management Enterprise Invoice Entry (APOH'NIN)". It features a search bar, a "Help" button, and a "TU" button. The form is divided into several sections. The top section contains fields for "Invoice:*", "Invoice Date:*" (04/10/2020), "Invoice Status:" (BE), "Vendor ID:*", "Payment Type:*" (CHK), "User Invoice Total:" (0.00), and "System Total:" (0.00). Below this is a section for "Invoice Details" with tabs for "Invoice Text" and "1099-S". The bottom section contains fields for "FUND - OBJECT:*" (GL), "FUND #", "OBJECT", "PL", "PROJECT#", "PROJOB#", "WORK ORDER", "Description:", "Unit Price:" (0.00000), "Second Ref:", and "Bank ID:*" (AP). A search icon is located next to the "Second Ref:" field. A red arrow points from the "Generate" tile in the top right corner of the form to the "Ohrefno" command in the "Vendor ID:*" field.

Step 4. Input Vendor: If the UGAF vendor ID is already known, Users can enter the V#/E# in this field. If not, proceed by selecting the vendor search tile



Step 5. Vendor search: From the vendor search tile, users can search by vendor name. Individuals are in last name, first name orientation. If a vendor cannot be found, please use the PE ID V999999 for new vendor and attach W9 with backup. New employee vendors only need 810#

UGA FAME Foundation Account Manager Invoice Entry (APOHININ)

Data Lookup

Search ID Source: Person/Entity

PE ID	Name	Doing Business As	Status	Select 1	Suffix
V040972	PAPA JOHN'S PIZ...		AC		

Ok Close

Step 5. Continued: Vendors with multiple addresses can be viewed and selected by scrolling down on the vendor selection screen.

Payment Type: CH... 1-1 of 1 items

Code	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City
A1	498 BAXTER STR...				ATHENS
BL	DEPT 771108	1108 SOLUTIONS ...			CHICAGO

1-2 of 2 items

Ok Close



Step 5. Continued: Vendor ID and address should be displayed in these fields

Step 6. User Invoice Total: Input the Total amount of the check request in the User total field. Once all fields are complete in the main record, you may begin entering the check request business purpose and line details.

UGA FAME Foundation Account Management Enterprise Invoice Entry (APOHININ) Help TU

Invoice: REQ0045988 Invoice Date: 04/13/2020 Invoice Status: BE

Vendor ID: V040972 PAPA JOHN'S PIZZA Addr Cd: BL
DEPT 771108
1108 SOLUTIONS CENTER
CHICAGO, IL 60677-1001

Payment Type: CHK Check User Invoice Total: 1,000.00 System Total: 0.00

Invoice Details Invoice Text 1099-S

Main Misc

FUND - OBJECT: CL FUND # OBJECT PL PROJECT# PROJOBJ WORK ORDER

Description: Unit Price: 0.00000 Second Ref:

Bank ID: AP

Lookup FUND #
Lookup FUND - OBJECT
✓ Show Ledger
✓ Show Job Ledger Side
✓ Show Work Order



Step 7. Check Request Purpose: Click on the Invoice Text Box to enter the purpose of the request. This field is to define the business purpose of the expense. Limit to 250 Characters.
*All CAPS is preferred in all fields within FAME.

Step 7. Continued: Once Business purpose is complete, Return to the Invoice Details tab.

UGA FAME Foundation Account Management Enterprise Invoice Entry (APOHINIM) Help TU

Invoice: RE00045988 Invoice Date: 04/13/2020 Invoice Status: BE

Vendor ID: V040972 PAPA JOHN'S PIZZA Addr Cd: BL

DEPT 771108
1108 SOLUTIONS CENTER
CHICAGO, IL 60677-1001

Payment Type: CHK Check User Invoice Total: 1,000.00 System Total: 0.00

Invoice Details Invoice Text 1099-S

Invoice Text Error Text

STUDENT TEACHING SEMINAR LUNCH ON APRIL 1ST.



Step 8. Request Fund Details: Enter UGAF fund, Object Code, Project code, and OneSource Chart field 1(Work Order) into these areas. To search for each, click in the field in which you are entering and click the search icon (...)

Step 8. Continued: If the fund is a UGAF budgeted fund (1*/2*), users will need to also enter the Project fund # and Project object code into these areas. The project fund # will always be the same as the GL Fund #.

The screenshot shows the UGA FAME Invoice Entry (APOHININ) interface. The top navigation bar includes 'UGA FAME Foundation Account Management Enterprise', 'Invoice Entry (APOHININ)', a search icon, 'Help', and 'TU'. The main form contains the following fields and sections:

- Invoice Details:** Invoice # (REQ0045988), Invoice Date (04/13/2020), Invoice Status (BE), Vendor ID (VO40972), Vendor Name (PAPA JOHN'S PIZZA), Address Code (BL), Address (DEPT 771108, 1108 SOLUTIONS CENTER, CHICAGO, IL 60677-1001), Payment Type (CHK), User Invoice Total (1,500.00), System Total (0.00).
- Invoice Text:** 1099-S
- Main/Misc Tabs:** Main (selected), Misc
- FUND - OBJECT:** GL, FUND #, OBJECT, PL, PROJECT#, PROJOBJ, WORK ORDER, ...
- Description:** [Empty field]
- Unit Price:** 0.00000
- Second Ref:** [Empty field]
- Bank ID:** AP

Annotations from the text boxes point to the following fields in the interface:

- From the first box: 'FUND #' and 'OBJECT'.
- From the second box: 'PROJECT#' and 'PROJOBJ'.

A dropdown menu is open on the right side of the 'WORK ORDER' field, showing options: 'Lookup FUND #', 'Lookup FUND - OBJECT', 'Show Ledger', 'Show Job Ledger Side', and 'Show Work Order'.



Step 8. Continued: Clicking on the search field in each section will bring up the Lookup screen in which users can search using a wide variety of criteria.

Step 8. Continued: Funds Available in lookup screen will be based on the User access. Please see the commonly used object code report for help assigning expense codes.

FUND	Report Format	Long Desc	Ledger	Status	SUBACCT
20410800	20410800	DEAN~ SCHOOL...	GL	A	0
71016000	71016000	Wildman Scholar...	GL	A	0
71075000	71075000	Talarico Fund, Su...	GL	A	0
71076000	71076000	Williams Minority...	GL	A	0
71089000	71089000	WILLSON ENDO...	GL	A	0
71119000	71119000	Zell Miller Shp for...	GL	A	0
71154000	71154000	GOLEMBIEWSKI ...	GL	A	0

OBJ	Long Desc	Ledger	Status	FASB
63850	Give-Away Items	GL	A	60900
63900	Gifts	GL	A	60900
63910	Flowers and/or Decorations	GL	A	60900
64000	Purchased for Resale	GL	A	60100
64100	Stewardship Entertainment	GL	A	60800
64200	Meetings/Refreshments	GL	A	60800
64300	Special Event/Banquet	GL	A	60800



Step 9. Request Line Detail Fields: Once the fund/object information is entered, users will move on to the request description details. These are the invoice description/line amount/ and reference(invoice number/date). These details will be displayed both in the check details as well as in FAME financials for the transaction. *Bank ID should be automatically set to AP*

Step 9. Request Details Continued: Description line is limited to 30 characters and should provide brief description of charge. LNCH W/SPKR JONES. Second Ref field is for the invoice number and or date of occurrence. Limited to 16 characters

UGA FAME Foundation Account Management Enterprise Invoice Entry (APOHININ) Help TU

Invoice:* REQ0446025 Invoice Date:* 04/17/2020 Invoice Status: BE

Vendor ID:* V040972 PAPA JOHN'S PIZZA Addr Cd: BL

DEPT 771108
1108 SOLUTIONS CENTER
CHICAGO, IL 60677-1001

Payment Type:* CHK Check User Invoice Total: 1,000.00 System Total: 500.00

Invoice Details Invoice Text 1099-S

Main Misc

FUND - OBJECT:* CL 90042000 64200 PL PROJECT# PROJOBJ WORK ORDER

Description: CATER STUDENT LUNCH Unit Price: 500.00000 Second Ref: INV 12345

Bank ID:* AP



Step 9. Request Details Continued: If multiple lines are needed so to allow for the use of multiple funds or object codes in a request, users will complete the first record and then press enter to get a new blank line. After the last line is complete, and before submitting the request by hitting enter, please continue to the next step to add the necessary attachments to the request.

The screenshot shows the UGA FAME Invoice Entry (APOHININ) interface. The top navigation bar includes 'UGA FAME Foundation Account Management Enterprise', 'Invoice Entry (APOHININ)', a search icon, 'Help', and 'TU'. A green notification bar at the top right says 'Record[s] Accepted 2'. The main form contains the following fields:

- Invoice #: REQ0046025
- Invoice Date: 04/17/2020
- Invoice Status: BE
- Vendor ID: V040972 (PAPA JOHN'S PIZZA)
- Addr Cd: BL
- Address: DEPT 771108, 1108 SOLUTIONS CENTER, CHICAGO, IL 60677-1001
- Payment Type: CHK (Check)
- User Invoice Total: 1,000.00
- System Total: 500.00

Below these fields are tabs for 'Invoice Details', 'Invoice Text', and '1099-S'. A table for adding lines is visible, with columns for 'FUND - OBJECT*', 'GL', 'FUND #', 'OBJECT', 'PL', 'PROJECT#', 'PROJOB#', 'WORK ORDER', and 'Description'. The 'Unit Price' is set to 0.00000 and 'Bank ID' is set to AP. A red arrow points from the 'Main' tab to the table header.

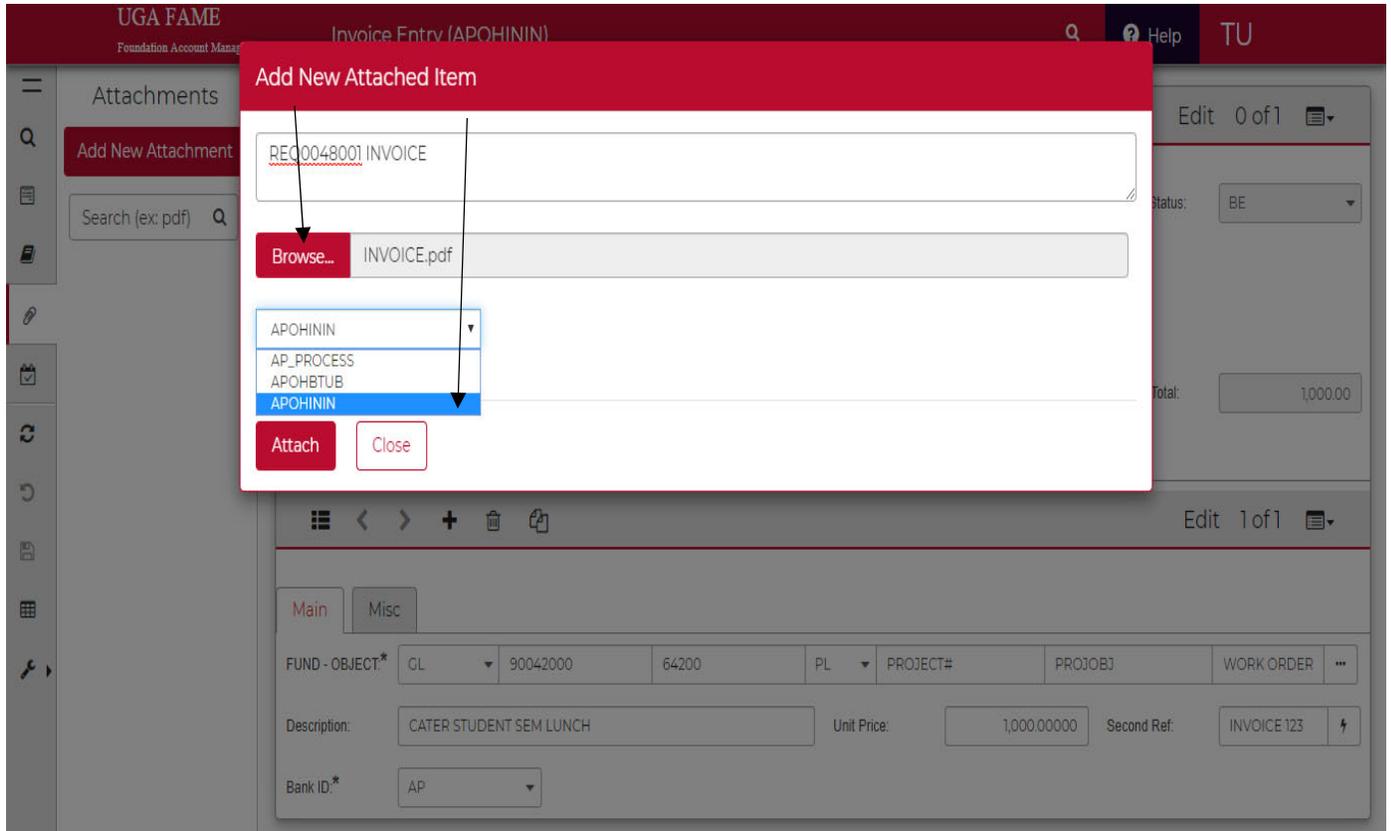
Step 9. Request Details Continued:
To review/edit entered lines, users can click on the detail box



Step 10. Adding Attachments to Requests: Once all lines are added and the total(s) match the request total. Users will need to add all supporting documents as an attachment. To begin, click on the attachment icon (paperclip). Once selected, users will click on the add new attachment button.

The screenshot displays the UGA FAME Foundation Account Management Enterprise interface. The main window is titled "Invoice Entry (APOHININ)". On the left, there is a sidebar with an "Attachments" section containing an "Add New Attachment" button and a search box. The main area shows invoice details for "REQ0046025" dated "04/17/2020" with a status of "BE". The vendor is "PAPA JOHN'S PIZZA" with address "DEPT 771108, 1108 SOLUTIONS CENTER, CHICAGO, IL 60677-1001". The payment type is "CHK" (Check) for a total of "1,000.00". Below this, there are tabs for "Invoice Details", "Invoice Text", and "1099-S". The "Main" tab is active, showing "FUND - OBJECT*" as "CL 90042000 64200 PL PROJECT# PROJOBJ WORK ORDER ...". The description is "CATER STUDENT LUNCH" with a unit price of "500.00000" and a second reference of "INV 12345". The bank ID is "AP".

Step 10. Attachments Continued: Users will then need to name and upload their attachment(s). Once uploaded, click on the drop down box and select APOHININ. Once selected and the file is named and uploaded, select attach tile and close out the box.



The screenshot displays the UGA FAME (Foundation Account Manager) interface for 'Invoice Entry (APOHININ)'. A modal dialog box titled 'Add New Attached Item' is open. The dialog contains a text input field with the text 'REQ0048001 INVOICE'. Below this is a 'Browse...' button and a file name field containing 'INVOICE.pdf'. A dropdown menu is open, showing a list of options: 'APOHININ', 'AP_PROCESS', 'APOHBTUB', and 'APOHININ' (which is highlighted in blue). At the bottom of the dialog are 'Attach' and 'Close' buttons. The background interface shows the 'Attachments' section with a search bar and a table of attachments. The table has columns for 'FUND - OBJECT*', 'Description', 'Unit Price', and 'Second Ref'. The current row shows 'CL 90042000 64200 PL PROJECT# PROJOBJ WORK ORDER ...' for the fund object, 'CATER STUDENT SEM LUNCH' for the description, '1,000.00000' for the unit price, and 'INVOICE 123' for the second reference.



Step 10 Continued: Once completed, the new attachment(s) will be visible in the attachment box and users can move on to the final step.

UGA FAME
Foundation Account Management Enterprise

Invoice Entry (APOHININ)

Attachments

REQ0048001 INVOICE

Add New Attachment

Search (ex: pdf)

Invoice.*: REQ0046001 Invoice Date.*: 04/15/2020 Invoice Status: BE

Vendor ID.*: V040972 PAPA JOHN'S PIZZA Addr Cd: BL

DEPT 771108
1108 SOLUTIONS CENTER
CHICAGO, IL 60677-1001

Payment Type.*: CHK Check User Invoice Total: 1,000.00 System Total: 1,000.00

Invoice Details Invoice Text 1099-S

Main Misc

FUND - OBJECT.*: GL 90042000 64200 PL PROJECT# PROJOBJ WORK ORDER ...

Description: CATER STUDENT SEM LUNCH Unit Price: 1,000.00000 Second Ref: INVOICE 123

Bank ID.*: AP



Step 11. Complete Request: Once an attachment is added and the request is complete, users will submit the request for approval by hitting the Enter Key. If successful, users will get the record accepted alert.

UGA FAME
Foundation Account Management Enterprise

Invoice Entry (APOHININ)

Record(s) Accepted Add

Invoice:* Invoice Date:* 04/15/2020 Invoice Status: BE

Vendor ID:* Addr Cd:

Payment Type:* Check User Invoice Total: 0.00 System Total: 0.00

Invoice Details Invoice Text 1099-S

Add

Main Misc

FUND - OBJECT*	GL	FUND #	OBJECT	PL	PROJECT#	PROJOB#	WORK ORDER	...
Description:	<input type="text"/>	Unit Price:	0.00000	Second Ref:	<input type="text"/>			
Bank ID.*	AP							

Step 11. Continued: Once a request has been submitted. The final step is for the initiator to review and approve the request in their Task List.
*Please see Check request approval instructions for more information on the approval process.