

### Paying Vendors: Using an Unencumbered Voucher

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#### OVERVIEW

Use unencumbered vouchers when you need to pay an invoice for which a) there is no purchase order already in myUFL, **and** b) the purchase is listed as an Allowable Purchase for unencumbered vouchers on the Finance and Accounting Directives and Procedures website at <http://fa.ufl.edu>

- For this example, we are going to pay for Dr. Smith's annual membership in the Florida Health Professions Association
- Navigate to and create a voucher and enter:
  - Vendor
  - Invoice Number and Invoice Date
  - Total amount due
  - Invoice Line information including ChartFields
- Add an additional Distribution line to split the cost on the voucher - The Dean's Office has offered to pay \$100 towards the membership.
- Budget Check
- Use the Fax Cover button to generate a fax cover sheet to print and submit paperwork

#### STEPS

1. **Click the Main Menu in myUFL, then click on Accounts Payable. Click on Vouchers, then click on Add/Update. Click on Regular Voucher.**
  
1. Enter the following items on this screen - this information would come from your invoice:
  - Vendor ID
  - Invoice Number
  - Invoice Date
  - Gross Invoice Amount
  
2. Start with the **Vendor ID**. Enter it from the invoice or look it up using the lookup icon:
  - Click the **Short Vendor Name** to begin searching for the vendor.
  - Click the **Name 1** list.
  - Click the "**contains**" list item.
  - Enter part of the vendor name into the **Name 1** field. For this example, enter "Association" to search for Florida Health Professions Association.
  - Click the **Look Up** button.
  - Click the **Florida Health Professions Association** link to select it and add it to the voucher.
  
3. Enter the **Invoice Number** from your invoice. For this example, enter "**254698**".

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4. Enter the **Invoice Date** from the invoice. For this example, click the **Choose a date (Alt+5)** button. Click the **January 7th** link.
5. Enter the total on the invoice into the Gross Invoice Amount. For this example, enter "**267.00**".
6. Click the **Add** button to add the information entered above into the next page, which is the voucher page.

The screenshot displays a web-based interface for managing invoices and vouchers. It is divided into several sections:

- Invoice Information:** Fields for Business Unit (UFLOR), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice No. (254698), Invoice Date (01/07/2011), and Accounting Date (01/07/2011). A red box highlights the Invoice No. and Invoice Date fields.
- Vendor Information:** Fields for Vendor ID (000009795), ShortName (FLHEALTHPR-001), Location (001), and Address (1). A red box highlights these fields. The vendor name is Florida Health Professions Association, POBOX 100185, Gainesville, FL 32610-0185.
- Control Group:** Fields for Control Group, Invoice Lines (0.00), \*Currency (USD), Miscellaneous, and Freight.
- \*Pay Terms:** Set to 10 Net 10.
- Basis Date Type:** Set to Inv Date.
- Total:** A red box highlights the Total field, which is 267.00.
- Difference:** Set to 0.00, with a Calculate button.
- Copy From Source Document:** Fields for PO Unit, PO Number, and Copy From (None).
- Invoice Lines:** A table with one line item. A red box highlights the Line Amount field, which is 267.00.

7. Item Categories help identify how much UF spends for particular products and services. For this example, the item category would be "Professional Association Dues". Click the **Look up Item (Alt+5)** button:
  - To search for the item category, begin by clicking the **Description** list.
  - Click the **contains** list item.
  - In the **Description** field, enter "**Dues**".
  - Click the **Look Up** button.
  - Click the **Professional Association Dues** link.
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8. The next step is to enter ChartFields for this voucher.
  - For this example, enter "**16100100**" into the Dept field.
  - Enter the Fund Code. For this example, enter "**101**".

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- Enter the Program Code. For this example, enter "**1100**".
9. Enter the Account Code. Account codes are also used for reporting and answer "For What Are You Paying?" Click the **Look up Account (Alt+5)** button:
- Click the **Description** list.
  - Select "**contains**" to narrow the search.
  - Enter a word that describes the type of purchase. For this example, enter "**member**" for membership.
  - Click the **Look Up** button.
  - For this example, click the **Membership and Dues** link to select it.
10. For this example, the Dean's office offered to pay \$100.00 towards the membership. Add another Distribution Line to split the cost.
- Click the **Add multiple new rows at row 1 (Alt+7)** button.
  - Click the **OK** button to add 1 line.
  - Enter the added amount into the **Amount** field. For this example, enter "**100.00**".
  - Adjust the amount in the first row's distribution when adding the second row! Fix the top line by entering a "**1**" to make it 167.00
  - For this example, enter "**1610000**" for the **Dept ID** splitting the cost.
  - Enter the **Fund Code**, in this case it is "**101**".
  - Enter the **Program Code**. For this example, enter "**1100**".
  - Enter the **Account Code**. For this example, enter "**791000**".
  - Enter the **Bud Ref** ChartField for the second row. Enter "**crnt**" for current Fiscal Year.

Note: If you need to add a **Project ID** to the ChartFields, you need to enter the information **in this order** if you are using the Look Ups, or it won't display the data: **1. PC Bus Unit, 2. Project ID and 3. Activity ID**

PC Bus Unit	Project	Activity
GRAN	00001764	1

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- a) Enter the PC Business Unit first by using the Look Up to find the PC Business Unit:

Business Unit	Description
CONST	Construction
EVENT	Event Management
GRANT	Sponsored Programs
HOUSE	UF Housing Division
UFLOR	University of Florida

- b) Then you may use the Project ID look up to find your project. Add the Activity ID as the next step.

11. Click the **Invoice Line Calculate** button to double-check that the distribution lines amounts match the invoice line total. You may also click the **Calculate** button at the voucher level.

Line	Merchandise Amt	Quantity	GL Unit	Dept	Fund	Program	Account	Source	Bud Ref	Flex
1	167.00		UFLOR	16100100	101	1100	791000		CRRN	
2	100.00		UFLOR	16100000	101	1100	791000		CRRN	

12. Click the **Payments** tab to check the remittance address against the address on the invoice.

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13. Click the **Save** button.
- After saving, the **Voucher ID** will display. Write this number on your invoice for future reference.
14. The next step is to Budget Check:
- Click the **Action** list to begin.
  - Click the **Budget Checking** list item.
  - Click the **Run** button.
  - Click the **Yes** button to wait; it will only take a few seconds.
  - Click the **Summary** tab to check the Budget Status when done.
  - **Budget Status** should show as "Valid". If there are budget errors, the page will have an "Exceptions" link.

Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	01/07/2011
Approval Status:	Pending	Created By:	TOD_AP_Originator
Post Status:	Unposted	Modified:	01/07/2011
		Modified By:	TOD_AP_Originator
		ERS Type:	Not Applicable
<b>Budget Status:</b>	Valid	Close Status:	Open
Budget Misc Status:	Valid		
*View Related	Payment Inquiry		<a href="#">Go</a>

15. Click the **Invoice Information** tab to return to the voucher page.
16. The next step is to submit the invoice and paperwork to the Fax Server at 846-1020 for scanning into myUFL:
- Print the required cover sheet for this voucher by clicking the **Fax Cover** button.

For further assistance, please contact University Disbursements at 392-1241 or email [Disbursements@ufl.edu](mailto:Disbursements@ufl.edu)