

OVERVIEW

Use the PO Receipt option in a voucher when paying for a purchase order already in myUFL for an asset or when receiving is required. PO Receipt allows you to verify the Receipt ID number then selecting invoice lines to be paid.

- For this example, pay an invoice from vendor Lake Shore Cryotronics, Inc. for a temperature controller (an asset) ordered by the Astronomy Department.
- Navigate to and create an encumbered voucher and enter:
 - Invoice Number and Invoice Date
 - Use the **PO Receipt Option** to check for a Receipt ID before copying in information from a purchase order
 - Check the Remittance Address
 - Use the Calculate button for balancing
 - Check Invoice Lines
 - Check ChartFields including Project ID, Activity ID and PC Business Unit when paying on a Grants project
 - Check the Assets tab in the Distribution Lines when paying for an asset to locate the Profile ID
 - Check the Error Summary tab for any voucher errors
 - Save, Budget Check and check Budget Status on the Summary tab page
 - Use the Fax Cover button to generate a fax cover sheet to print and submit paperwork
 - Finalize the voucher

STEPS

- **Click the Main Menu in myUFL, then click on Accounts Payable. Click on Vouchers, then click on Add/Update. Click on Regular Voucher.**
 - Click the **Add** button.
1. Enter the Invoice Number. For this example, enter "**458796**".
 2. Click the **Choose a date (Alt+5)** button to enter the Invoice Date from your invoice.
 - For this example, click the **January 5** link.
 3. Click the **Copy From** list to view the **PO Receipt** option.
 - Click the **PO Receipt** list item.
 - Click the **Go** link.

Instruction Guide

Paying Vendors: Using the PO Receipt Option

Difference: 0.00
Calculate

Copy From Source Document
PO Unit:
PO Number:
Copy From: None
Copy PO
Go

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: R000004029

None
Non PO Receipt
PO Receipt
Purchase Order Only
Template
Voucher

Find | View All | First 1 of 1 | Last

- At the Copy Worksheet page, enter the PO Business Unit. For this example, start by typing "16".
 - The auto-complete feature will show a list of business units that start with "16". For this example, click the **LS Astronomy** business unit.
- Click the **Look up PO Number (Alt+5)** button.
 - Enter "11" to find all the vouchers for this business unit in the current fiscal year, which is 2011. (July 2010 - June 2011).
 - Click the **Look Up** button.
 - For this example, click the **Lake Shore Cryotronics** link or the PO needed

Look Up
Look Up PO Number

PO Business Unit: 1606
PO Number: begins with 11

Look Up Clear Cancel Basic Lookup

Search Results
View 100 First 1-7 of 17 Last

PO Number	Purchase Order Date	Short Vendor Name	Vendor ID	Name 1	Merchandise Amount
1100073649	08/04/2010	MISTERPAPE-001	000000007	Mister Paper Inc	346.97
1100074301	08/06/2010	AAS-001	000000062	American Astronomical Society	1870
1100076330	08/18/2010	LAKESHOREFC-001	0000001116	Lake Shore Cryotronics Inc	2637
1100076337	08/18/2010	SEIRCORPOR-001	0000156122	SE IR Corporation	2510
1100077302	08/23/2010	RESEARCHSY-001	0000000715	ITT Visual Information Solutions	2000
1100077920	08/25/2010	UNITINTRNL-001	0000104889	Unit International Inc	2714.9
1100080523	09/08/2010	NEXTWAREHC-001	0000040790	Nextwarehouse Inc	1103.3

- At the Copy Worksheet page, click the **Search** button to retrieve the purchase order.
- Verify that there is a receipt number for the items on your invoice that require receiving, such as assets, before continuing.

Paying Vendors: Using the PO Receipt Option

Select Receiver Lines Find | View All | First 1 of 1 Last

PO Business Unit: 1606 PO Number: 1100076330 PO Date: 08/18/2010
Receipt Unit: 1606 Receipt Number: 000000396 Receipt Date: 01/05/2011
 Ship To: B800000038 Pro Number:
 Carrier ID: Packing Slip:
 Vendor ID: 0000001116 Bill of Lading:
 Lake Shore Cryotronics Inc

Select Receiver Lines Customize | Find | View All | First 1 of 1 Last

Main Information Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price	PO
<input type="checkbox"/>		1	1	Autotuning Temperature Control	1.0000	EA	2604.00	2604.00	USD	1.0000	EA	2604.00	11

8. Click the **checkbox** to select the invoice line to be copied into the voucher.
 - o Click the **Copy Selected Lines** button.

9. Once on the voucher page, check the Remittance Address by clicking the **Payments** tab.

Invoice Information **Payments** Voucher Attributes

Main Content

Business Unit: UFLOR Invoice No: 458796 Action:
 Voucher ID: NEXT Invoice Date: 01/05/2011 Run
 Voucher Style: Regular Voucher
 Total Amount: 2,604.00
 Vendor Name: Lake Shore Cryotronics Inc *Pay Terms: 30 Net 30 Schedule Payments

Payment Information Find | View All | First 1 of 1 Last

Payment: 1
 *Remit to: 0000001116 Gross Amount: 0.00 USD Payment Inquiry
 Location: 1 Discount: 0.00 USD Express Payment
 *Address: 2 Lake Shore Cryotronics Inc Scheduled Due: Payment Comments(0)
 Dept L 1018 Net Due: Holiday/Currency
 Columbus, OH 43260 Discount Due:
 Accounting Date:

10. Once you have checked the address on the invoice against the Remittance Address, click the **Invoice Information** tab to return back to the voucher screen.

11. Click the **Calculate** button for On-Demand Balancing.
 - o The **Invoice Lines** total should match the **voucher** Total.

Instruction Guide

Paying Vendors: Using the PO Receipt Option

12. For each invoice line paying for an asset, click the **Assets** tab.
 - o Verify that there is a **Profile ID** for this asset. If there is none, please call Asset Management at 352 392-2556.
 - o Click the **GL Chart** link to return to the ChartFields row.

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequ
	1	100.0000	100.0000	2,604.00	1.0000	<input checked="" type="checkbox"/>	UFLOR	F255	NEXT	

13. ChartFields that include a Project number will also require:

- An **Activity ID** which will always be a "1" and
- A **PC Business Unit**, which will always be "GRANT".

14. Once the voucher is checked and complete, click the **Save** button.

- o Click the scrollbar to return to the top to locate the **Voucher ID** number.
- o The **Voucher ID** displays on the top left-hand corner of the voucher screen.

15. The next step after saving is budget checking the voucher. Click the **Action** dropdown on the top-right of the voucher screen.

- o Click the **Budget Checking** list item.
- o Click the **Run** button.
- o Click the **Yes** button when asked if you would like to wait.
- o When it has stopped processing, click the **Summary** tab to check the Budget Status.
- o The **Budget Status** should be "Valid". If there are budget errors, Budget Status would display an "Exceptions" link.

16. The final step is to submit the invoice and paperwork to the Fax Server at 846-1020. To print the required cover sheet for this voucher, click the **Fax Cover** button.

17. Click the **Finalize Document** button.

For further assistance, please contact University Disbursements at 392-1241 or email Disbursements@ufl.edu