

Paying Vendors: Using the Purchase Order Only Option

OVERVIEW

Use the Purchase Order Only option when you need to pay part of the purchase order already in myUFL because the invoice only fulfills part of the order.

- For this example, pay an invoice from vendor Mister Paper for items ordered by the Astronomy Department.
- Navigate to and create an encumbered voucher and enter:
 - Invoice Number and Invoice Date
 - Use the Purchase Order Only option to select and copy in only certain invoice lines from a purchase order
 - Check the Remittance Address
 - Use the Calculate button for balancing
 - Check Invoice Lines
 - Save, Budget Check and check Budget Status on the Summary tab page
 - Use the Related Documents tab to find the Purchase Order number used for this voucher if needed
 - Use the Fax Cover button to generate a fax cover sheet to print and submit paperwork
 - Finalize the voucher

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.**
 - Click the **Add** button.

1. Enter the Invoice Number into the **Invoice No.** field. For this example, enter "**8945671**".

2. Click the **Choose a date (Alt+5)** button to enter the Invoice Date from your invoice.
 - For this example, click the **January 4** link.

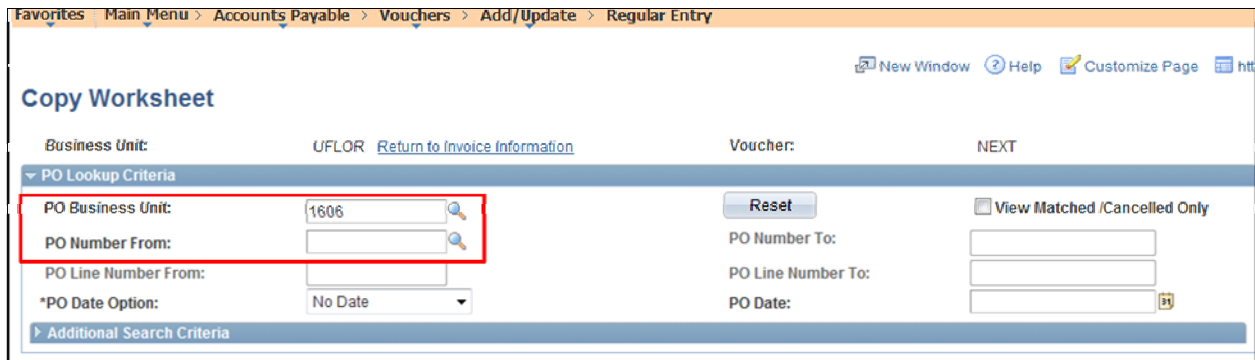
3. To search for the purchase order needed and be able to select certain lines to copy into the voucher, click the **Copy From** list.
 - Click the **Purchase Order Only** list item.
 - Click the **Go** link.

The screenshot shows a web-based interface for creating a voucher. At the top, there is a 'Difference' field set to 0.00 and a 'Calculate' button. Below this is the 'Copy From Source Document' section, which includes fields for 'PO Unit', 'PO Number', and a 'Copy From' dropdown menu. The dropdown menu is open, showing options: 'None', 'Non PO Receipt', 'PO Receipt', 'Purchase Order Only' (highlighted in blue), 'Template', and 'Voucher'. To the right of the dropdown is a 'Go' button, which is circled in red. Below the dropdown is a 'Copy PO' button. At the bottom of the interface, there is an 'Invoice Lines' table with columns for 'Line', 'Amount', 'Item', 'Unit Price', and 'Line Amount'. The first line is visible with 'Line: 1' and 'Ship To: R000004029'.

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4. Enter the **PO Business Unit**. For this example, start by typing "16".
 - o The auto-complete feature will show a list of business units that start with "16". For this example, click the **LS Astronomy** business unit.



Copy Worksheet

Business Unit: UFLOR [Return to Invoice Information](#) Voucher: NEXT

PO Lookup Criteria

PO Business Unit: 1606 View Matched /Cancelled Only

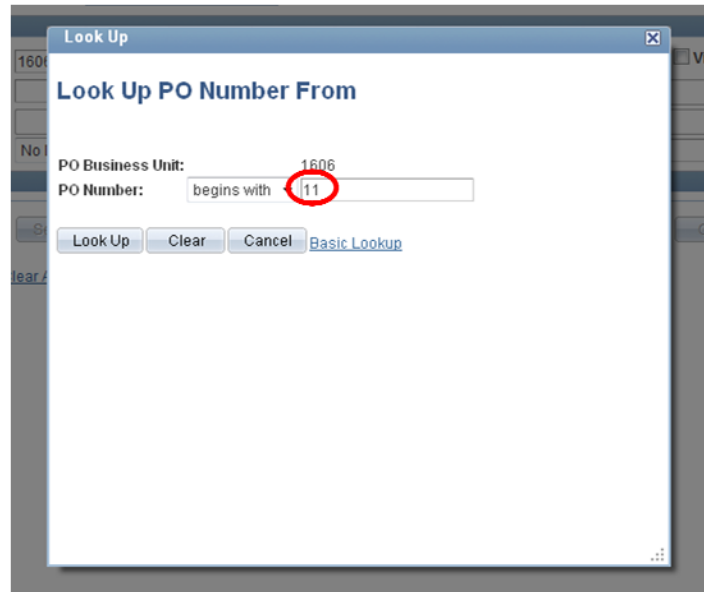
PO Number From: PO Number To:

PO Line Number From: PO Line Number To:

*PO Date Option: No Date

Additional Search Criteria

5. Click the **Look up PO Number From (Alt+5)** button to look up the PO in myUFL.
 - o Enter "11" in the **PO Number begins with** field to search for all the vouchers for this business unit in the current fiscal year, which is 2011. (July 2010 - June 2011).
 - o Click the **Look Up** button.



Look Up

Look Up PO Number From

PO Business Unit: 1606

PO Number: begins with 11

[Basic Lookup](#)

- o Click the **link** for the purchase order needed when the results appear
6. Once the PO Business Unit and the PO number are entered, click the **Search** button to retrieve the purchase order lines.

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Copy Worksheet

Business Unit: UFLOR [Return to Invoice Information](#) Voucher: NEXT

PO Lookup Criteria

PO Business Unit: 1606 LS Astronomy View Matched /Cancelled Only

PO Number From: 1100073649 PO Number To:

PO Line Number From: PO Line Number To:

*PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows:

Select All Clear All

7. Click the **View All** link to view all the lines of the purchase order.
8. Click the checkbox of each line needed to copy into the voucher.
 - o Click the **Copy Selected Lines** button to copy the selected lines into the voucher.

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

PO Business Unit: 1606 LS Astronomy View Matched /Cancelled Only

PO Number From: 1100073649 PO Number To:

PO Line Number From: PO Line Number To:

*PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows:

Select All Clear All

Select PO Lines Find | View All | First | 1 of 3 | Last

PO Unit: 1606 PO Number: 1100073649

Vendor ID: 0000000007 Mister Paper Inc PO Date: 08/04/2010

Select PO Lines Customize | Find | View 1 | First | 1-3 of 3 | Last

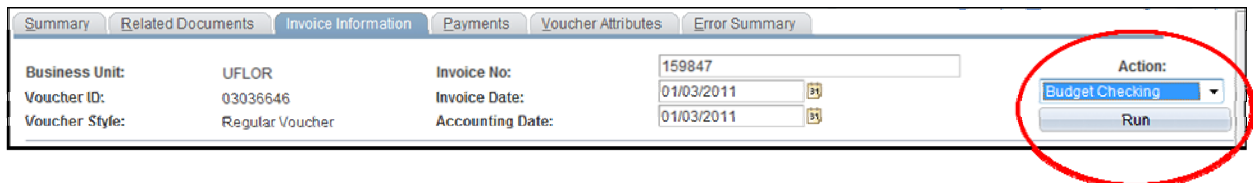
Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO
<input checked="" type="checkbox"/>	14.27	1	1		Porelon BR80C-6 Red/Black Repl	1.0000	PAK	14.27	USD	1.0000	PAK
<input type="checkbox"/>	1.80	2	1		JWOD Adding Machine Tape, 2 1/	10.0000	RO	18.00	USD	10.0000	RO
<input checked="" type="checkbox"/>	31.47	3	1		Office Depot(R) Copy Paper, 8	10.0000	CS	314.70	USD	10.0000	CS

9. In the voucher, check the Remittance Address by clicking the **Payments** tab.
 - o 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.

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10. Click the **Calculate** button for On-Demand Balancing.
 - o The Invoice Lines total should match the voucher Total.
11. Check ChartFields for each line by clicking the **internal built-in scrollbar** to move it to the right.
 - o After checking the ChartFields,click the **scrollbar** to move the ChartFields row back.
12. After you have checked all the Distribution Lines and ChartFields, click the **Save** button.
 - o The saved voucher now has a **Voucher ID** number. Write this on your invoice for future reference.
13. The next step is to budget check the voucher. Click the **Action** list.
 - o Click the **Budget Checking** list item.
 - o Click the **Run** button.



The screenshot shows a web interface with several tabs: Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The 'Invoice Information' tab is active. It displays the following fields: Business Unit (UFLOR), Voucher ID (03036646), Voucher Style (Regular Voucher), Invoice No. (159847), Invoice Date (01/03/2011), and Accounting Date (01/03/2011). On the right side, there is an 'Action:' dropdown menu with 'Budget Checking' selected, and a 'Run' button below it. A red circle highlights the 'Action:' dropdown and the 'Run' button.

14. Click the **Yes** button to wait for the result. Wait until the budget checking process has finished. The processing circle on the top right-hand will disappear when done.
15. To check if the voucher passed budget check, click the **Summary** tab. Budget Status should be "Valid". If there are budget errors, an "Exceptions" link will appear.
16. Click the **Invoice Information** tab to return to the voucher.
17. The final step is to submit the invoice and paperwork to the Fax Server at 846-1020 for scanning into myUFL. To print the required cover sheet for this voucher, click the **Fax Cover** button.
18. The last step in completing a voucher is to finalize it. Click the **Finalize Document** button.

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