

[Paying Encumbered Vouchers When Receiving Is Required]

UF departments and fiscal offices input invoice information in myUFL to create a voucher. The voucher schedules payment of the invoice. Use this instruction to pay an encumbered voucher (refers to an existing purchase order) when receiving **is** required, as in receiving an asset. To learn more, attend PST071 "Paying Your Vendors."

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- ▶ Log on to myUFL using your GatorLink username and password (<http://my.ufl.edu>)
 - ▶ Navigate to **Accounts Payable > Vouchers > Entry > Regular Entry**
 - ▶ At the "Add a New Value" tab on the Vouchers screen, ensure the Business Unit is UFLOR
 - ▶ Are you a DSO? Then select your DSO's Business Unit by using the look up icon and replace UFLOR
 - ▶ Click "Add"

Follow these steps to process the invoice:

Select the **PO Receipt** option to retrieve the purchase order:

- ▶ At the "Invoice Information" tab, in the "Copy From A Source Document" section, click on the "Worksheet Copy Option" dropdown list and select "PO Receipt"
 - ▶ This will display the Receiver Look Up criteria page
 - ▶ Enter the "PO Unit"
 - ▶ Tab to the "Purchase Order" box and click the look up icon to see the POs for this unit
 - ▶ Click the Purchase Order dropdown box and select "Contains" to narrow your search
 - ▶ Enter part of the PO number – you may leave out the zeros
 - ▶ Click the "Look Up" button
 - ▶ Click the PO link to select it – the system returns you to the previous page
 - ▶ Click the "Search" button to find the PO
 - ▶ This will display the Receiving lines as well as the PO lines

Check to see that the items on the invoice have been received:

- ▶ Check the "Receipt No" and "Received Date"

Copy the purchase order information into the voucher:

- ▶ Select the specific lines that you want to copy into the voucher by checking the select box on each line (or select all lines)
- ▶ Click the "Copy to Voucher" button at the top

Complete the voucher:

- ▶ The voucher will then be populated with the purchase order information:
 - ▶ Vendor, Payment Terms, Item and Description, and ChartFields
 - ▶ Be sure to verify that the ChartFields are correct!

Note: When vouchering an asset, follow these steps when checking ChartFields in a voucher:

- ▶ Click the **Assets** tab
- ▶ Check the **Profile ID** box for the presence of a Profile ID
- ▶ If there is no **Profile ID**, please stop and call Asset Management Services at 392-2556



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- ▶ Click on the ChartFields tab to continue checking ChartFields
- ▶ Next, enter the "Invoice Number" and "Invoice Date" in the Invoice section at the top of the voucher
- ▶ Review the Invoice Lines section to confirm it matches the invoice received
 - ▶ If needed, change quantity or unit price as a result of a partial shipment or charge adjustments
- ▶ Click the "Payments" tab to check the remittance address against the invoice
 - ▶ To change the address, use the magnifying glass view icon to the right of the "Remit To" field
 - ▶ If the remittance address is not available, please e-mail Vendor Management with related information at addvendor@ufl.edu. Note: You can save this voucher and change the address after addvendor has made the appropriate update.

Save and budget check the voucher and check its status:

- ▶ Click "Save" after checking all invoice information
- ▶ Return to the "Invoice Information" tab:
 - ▶ Entry Status should have changed from "Open" to "Postable." If Entry Status is "Recycled," check the voucher to ensure a valid ChartField combination, a duplicate invoice number is not created, or balance of lines is accurate. Once the error is fixed, save again and check the Entry Status.
 - ▶ Click the Budget Check button to check the budget

Fax the invoice and paperwork using the voucher's generated fax cover sheet:

- ▶ A button labeled "Fax Cover" will appear on the voucher after it is saved:
 - ▶ Click on the button
 - ▶ The system will create and display a cover sheet with a barcode coded with the Voucher ID and voucher information
 - ▶ Print the cover sheet
 - ▶ Fax to **352-846-1020** with the invoice and any supporting documentation
 - ▶ Do **NOT** use any additional cover sheets
 - ▶ The fax server receives these pages and automatically attaches a link into the system!

Note: Refer to the instruction guide, "**Using Fax Imaging in Vouchers**" for more directions on faxing.

- ▶ For questions on approving your voucher, make sure to call the appropriate office:
 - ▶ DOCE Accounting Office – 392-2137
 - ▶ Engineering Processing – 846-1857
 - ▶ VP Finance and Administration – 392-1336 (Concession Fund)
 - ▶ UF Foundation – 392-8304
 - ▶ All other vouchers: Disbursements – 392-1241

***Vouchers will not pay until approved by the designated officer.

Finalize the voucher:

- ▶ If the quantity ordered, received, and vouchered all match, click the "Finalize" icon (a pink icon surrounded by arrows at the top of the screen or the one associated with the invoice line) for the purchase order. Finalization removes the PO lines or the PO from the list of available POs in subsequent vouchers.



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Note: If the Voucher and PO don't match, the system will allow you to save and budget check. Overnight processes check for predetermined tolerances. System will return match exceptions, so check your worklist the next day, using the link in the upper right-hand corner of your screen. For more information, look for a web tutorial and instructional guide about "Match Exceptions."

For further assistance please contact the UF Disbursements Department at 352-392-1241 or the UF Help Desk at 392-HELP.



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