**my**uf marketplace

# Creating a Non-Purchase Order Invoice

## Overview

This guide will show you how to manually create an invoice from a Non-Purchase Order.

## Navigation

Within myUFL, navigate to:

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## Process

1. Click on the **Accounts Payable icon**.
2. Click **AP Home**.
3. Within the *Create Invoice* section of the dashboard:

| Create Invoice | | ... |
|---|---|---|
| Type | Invoice ▼ | |
| From | Non PO ▼ | |
| Supplier name | 1380 Piccard Drive LLC ✕ 🔍 | |
| | | Create |

- Check the dropdown list says **Invoice**.
- Make sure the *From:* dropdown says **Non-PO**.
- If it doesn't, click the arrow to change the selection from PO to Non PO.

4. Add the **Supplier Name** and click **Create**.

From the Entry Tab with Detailed toggled on:

5. Edit the **Invoice Date** as necessary.
   *Clicking the Override due date check box will not change the payment date of the invoice. Payment dates are determined by the agreed supplier payment Terms (Located on the Summary tab)
6. Add the **Supplier Invoice Number**.
7. Save

≡ ⬤ Detailed 🖨 ❓ Save | Complete: By Clicking This Button, You Acknowledge Receipt Of Goods And Services On Behalf Of UF

*If using Simple manual entry, you may notice information below the Supplier Invoice No.\* called "(Do Not Use– Invoice will Fail)". Anything entered in this section will allocate to the header chartfield. Invoices with taxes added will fail and should be removed. Discount, tax, shipping, and handling information should be added as Non-PO Lines.*

8. On the Summary tab, click the pencil icons to edit General and Addresses ✎ and click Add to add Internal attachments

Editing **General** will allow you to edit the Supplier Invoice number, Invoice date, Payment Message, Business Purpose and changing the Invoice Owner. \*If Special Handling is required... In the Payment Justification field, select the Handling Code needed, provide the justification, contact information, etc.,



Editing **Addresses** will allow you to change the supplier remit and bill to address of the invoice.

9. Scroll down to Chartfields and add a PO BU using the pencil icon. PO BU is added in the Accounting Codes 1 section and header level chartfields added on the accounting Codes 2 line. Dept ID, Fund, Program, Account and Budget Reference are required on all transactions
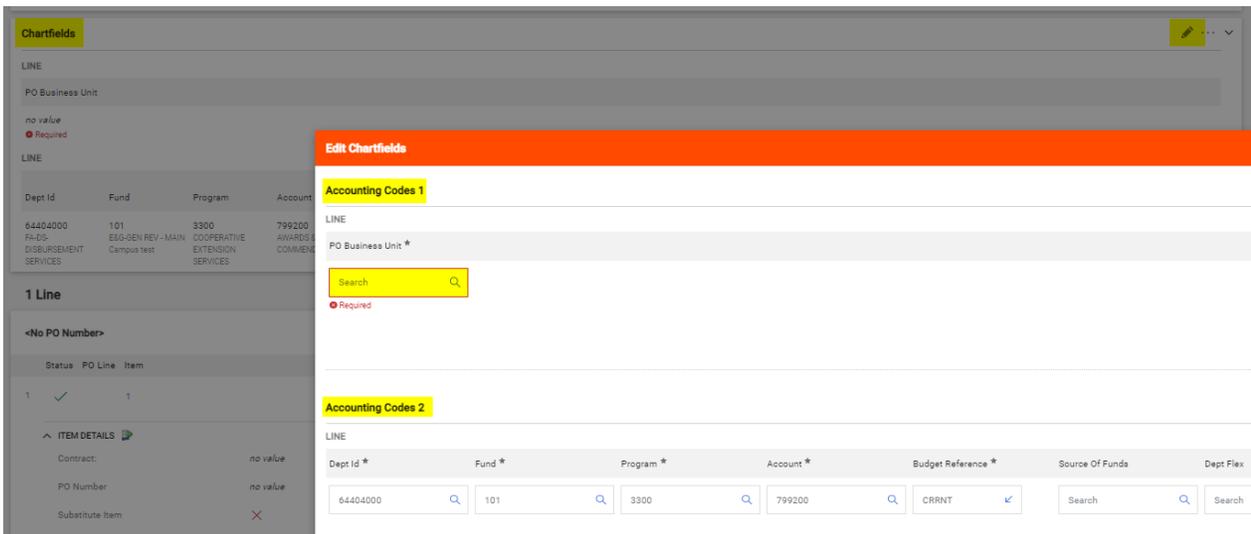
10. to add a non-po line for Discount, tax, shipping, and handling information, etc.:

On the **Summary tab,** scroll down to the Line section and click the three dots icon
Select the Add Non-PO Item option.
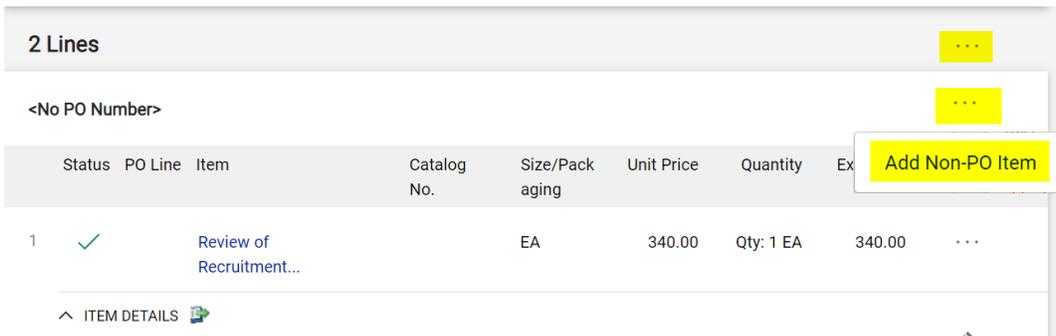
Fill out the form.
Add a Description, Quantity and Price.
Click Save.
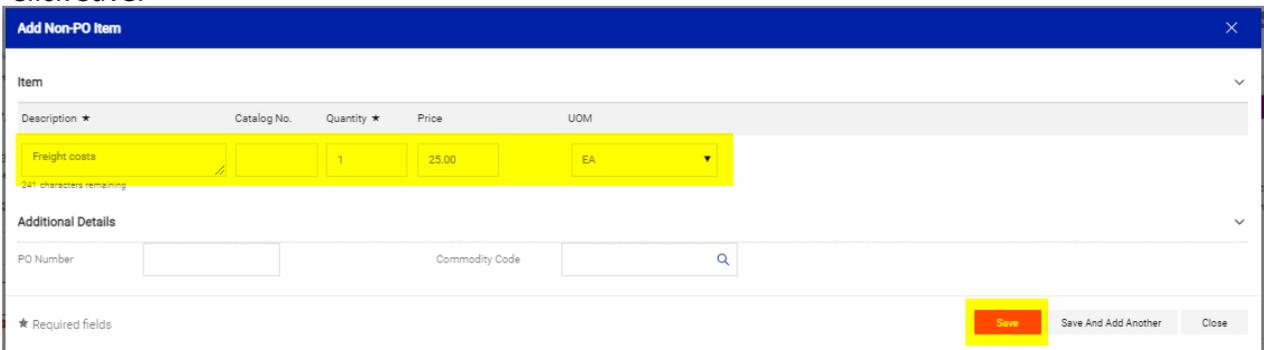
**Scroll** to check for errors.
If you notice a mistake, click on the line description and make adjustments.
*Tip: Unless a specific invoice line has a GL allocation listed, the invoice header to pay the invoice line

11. On the **Attachments tab** click **Add Internal Attachment** to add backup documentation for the invoice
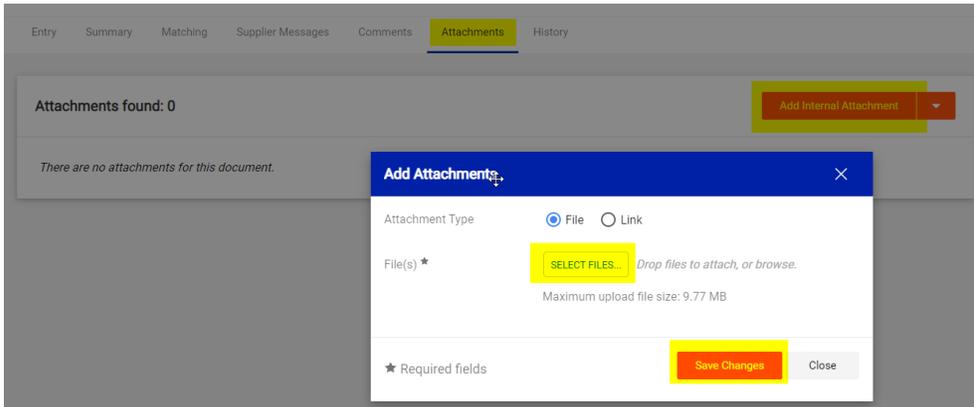


12. Verify all information is correct and the **total** invoice amount matches the invoice.

The invoice total amount and the ability to view the attached invoice image can be viewed by clicking on the **Summary tab**. To open the invoice image on the page, **click** the attachment name and it will open and cover the right side of the screen.



13. Once finished, click Complete: By Clicking This Button, You Acknowledge Receipt Of Goods And Services On Behalf of UF



Additional Assistance

Marketplace Help Desk

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