### 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:

- 🖙 Nav Bar
- ➡ Main Menu
- ⇒ My Self Service
- ⇒ myUF Marketplace

#### Process

1. Click on the Accounts Payable icon.



- 2. Click **AP Home**.
- 3. Within the *Create Invoice* section of the dashboard:

Create Invoice		
Туре	Invoice	
From	Non PO	
Supplier name	1380 Piccard Drive LLC	×Q
		Creat

- 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:

- 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

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Entry Summary Ma	tching Supplier Messages Comments	Attachments     History
Invoice Date	9/23/2021	Remit To External Note
Supplier Name	Jasons Deli	PO Box 4869 Dept 271 1000 characters remaining expand   clear Houston, Texas 77210-4869
Terms	0% 0, Net 10 🔻	Address id 1002
Terms Discount	0.00 USD	Billing address no address
Invoice Type	Invoice	External Attachments Add
Record No.		Involce Owner * Elizabeth Pearson (Requisitioner) Select a different user
Supplier Invoice No. *	13k599	
Business Purpose *	Add your business purpose here	

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.,

Edit General			×
Invoice Information			
Supplier Invoice No. *			
	Required		
General Information			
Invoice Date	8/27/2021	<b>a</b> 19	
	mm/dd/yyyy		
Terms	0% 0, Net 10	•	
Payment Handling Code		Ľ	
Payment Handling Justification			
Payment Message			
Business Purpose *			
	Required		
Other Information			
Invoice Owner (Requisitioner) *	Elizabeth Pearson Select a different user		
★ Required fields		Save	Close

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

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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

Chartfields										a ser a s
LINE										
PO Business Unit	t									
no value © Required				Fdit Chartfields						
LINE				Luit Ghui theidis						
Dept Id	Fund	Program	Account	Accounting Codes 1						
64404000	101	3300	799200	LINE						
FA-DS- DISBURSEMENT SERVICES	E&G-GEN REV - MAIN Campus test	EXTENSION SERVICES	AWARDS 8 COMMENE	PO Business Unit *						
11 inc				Search	Q					
T Line				Required						
<no numbe<="" po="" th=""><th>(P</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></no>	(P									
Status PO	Line Item									
1 🗸	1			Accounting Codes 2						
				Accounting codes 2						
∧ ITEM DET	TAILS 🍙			LINE						
Contract:		no	value	Dept Id *	Fund *	Program *	Account *	Budget Reference *	Source Of Funds	Dept Flex
PO Numb	ber	no	value	64404000	Q 101	Q 3300	Q 799200	Q CRRNT ⊭	Search	Q Search
Substitut	te Item	×								

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.

21	Lines						
<n< td=""><td>o PO Number&gt;</td><td></td><td></td><td></td><td></td><td></td><td></td></n<>	o PO Number>						
	Status PO Line	Item	Catalog No.	Size/Pack aging	Unit Price	Quantity	Ex Add Non-PO Item
1	$\checkmark$	Review of Recruitment		EA	340.00	Qty: 1 EA	340.00
	∧ ITEM DETAILS	<b>P</b>					~

Fill out the form.

Add a Description, Quantity and Price.

Add Non-PO Item									×
Item									~
Description $\star$	Catalog No	o. Quantity 🛪	Price	UOM					
Freight costs		1	25.00	EA	•				
Additional Details									~
P0 Number			Commodity Code		۹				
★ Required fields							Save	Save And Add Another	Close

#### 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

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

Entry Summary Matching Supplier Messages	Comments Attachments	History
Attachments found: 0		Add Internal Attachment
There are no attachments for this document.	Add Attachment.	×
	Attachment Type	File     Link
	File(s) *	SELECT FILES Drop files to attach, or browse.
		Maximum upload file size: 9.77 MB
	★ Required fields	Save Changes Close

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.

Draft	
Jasons Deli	~
Supplier Invoice No. Invoice Image	testggg5
19309980360002.pdf	•••
Total (10.00 USD)	~
Subtotal	10.00
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
	10.00

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

