

## 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:

- 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

Entry Summary **Matching** Supplier Messages Comments Attachments History

Invoice Date: 9/23/2021  
Supplier Name: **Jasons Deli**  
Terms: 0% 0, Net 10  
Terms Discount: 0.00 USD  
Invoice Type: Invoice  
Record No.:  
Supplier Invoice No. \*: 13K599  
Business Purpose \*: Add your business purpose here

**Remit To**  
PO Box 4869 Dept 271  
Houston, Texas 77210-4869  
United States  
Address Id 1002

**Billing address**  
no address

External Attachments: Add  
Invoice Owner (Requisitioner): \* Elizabeth Pearson  
Select a different user...

External Note: 1000 characters remaining expand clear

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  
Terms: 0% 0, Net 10  
Payment Handling Code:  
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.



