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:

- 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. Click **Save**.

| Entry | Summary | Matching | Supplier Messages | Comments 1 | Attachments 1 | History |

Invoice Date: 9/23/2021 mm/dd/yyyy

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 mm/dd/yyyy

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.

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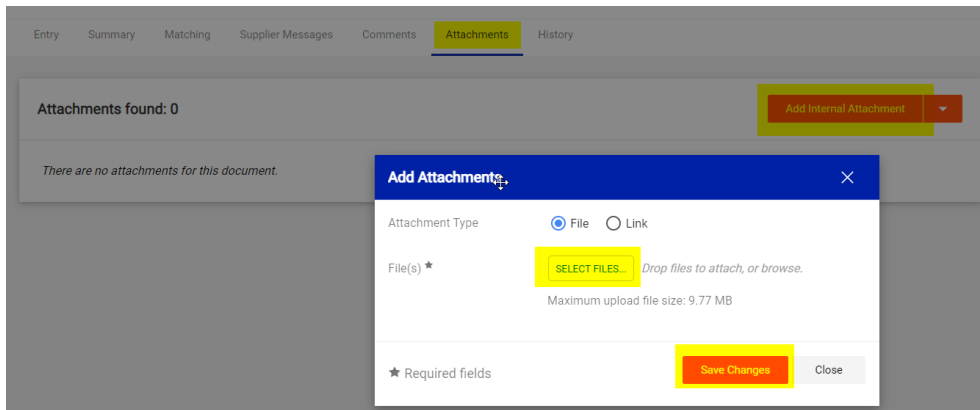
12. Verify all information is correct and the **total** invoice amount matches the invoice.

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

Email: myUFMarketplace@ufl.edu

Phone: (352) 392-1335