

Creating a Credit Memo

Overview

This guide will show you how to manually create a Credit Memo.

Navigation

Within myUFL, navigate to:

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

Process



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

A screenshot of a web form titled "Create Invoice". The form has three rows of input fields. The first row is "Type:" with a dropdown menu showing "Credit Memo". The second row is "From:" with a dropdown menu showing "Non PO". The third row is "Supplier name:" with a text input field containing "Type to filter..." and a search icon. A blue "Create" button is located at the bottom right of the form. There are also refresh and help icons in the top right corner of the form area.

- Check the dropdown list says **Credit Memo**.
 - Make sure the *From:* dropdown says **Non-PO**.
4. Add the **Supplier Name** to the PO number field.
 5. Click **Create**.

From the **Simple Manual Entry Tab**

6. Modify the **Invoice Date**.
7. Add the **Supplier Invoice Number**.
8. Add a **Description**.
9. Enter the **Subtotal**.
10. Click **Save**.

In the **Buyer Invoice** Tab

11. In the General section of the Buyer Invoice tab, click the second **edit button** from the top. This one is located beside the Invoice Date line.
12. If Special Handling is required...In the **Payment Justification** field, select the Handling Code needed, provide the justification, contact information, etc.
13. Click **Add Attachments** and add an internal attachment to the Invoice.
14. Scroll down to add Chartfield information.
15. Add the **PO Business Unit**.
16. Enter your **Chartfield information** (The chartfields below are required on all transactions).
 - Dept ID
 - Fund
 - Program
 - Account
 - Budget Reference
17. Click **Complete**.

Additional Assistance

myUF Marketplace – Marketplace Help Desk

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