Working an Invoice for Department Level 1 Approvers

Overview

Department Level 1 Approvers will follow the steps in this instruction guide to process an invoice received via the Digital Mailroom (DMR).

NOTE: For a manually input invoice, the fields below will need to be <u>entered</u> instead of verified.

Navigation
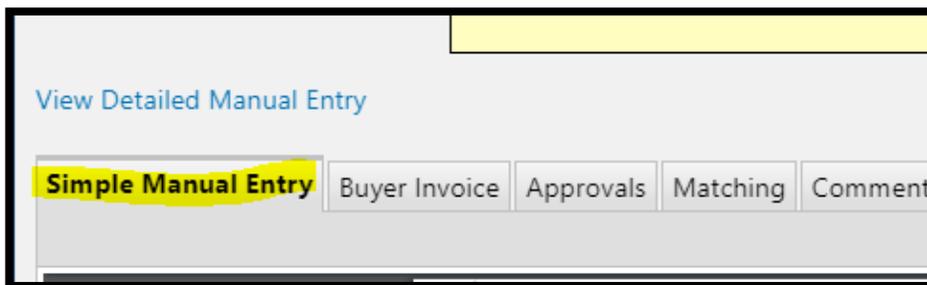
Within myUFL, navigate to:

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

Within myUF Marketplace, navigate to:

- ⇨ AP Home
- ⇨ Approvals
- ⇨ Click V# to open for processing
- ⇨ Assign invoice to yourself

Process

1. Navigate to the **Simple Manual Entry tab**.

2. **Verify** Invoice matches index fields to right of the image, invoice date, supplier name, supplier invoice number and remit address.
   IMPORTANT! Add yourself as the invoice owner (this allows you to receive returned invoice notifications).

Due Date	2/23/2020 ☐ Override du
Invoice Owner (Requisitioner)	Maria Aguirre Select a different user...
Supplier Name	Cafe Freska LLC
Supplier Account No.	

3. Verify all line items match the invoice (to the bottom right of the image), descriptions and amount. You can add a new PO or add a Non-PO line item at this time.
   Any changes made on the simple manual entry tab must be saved. Click **Save** at bottom middle of the screen. The Invoice Owner is required to have information before you can save.

Invoice was saved successfully.
Save

Subtotal	183.64
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Total	**183.64 USD**

4. Navigate to the **Buyer Invoice tab**.
5. General Selection:
   Non-PO – Enter the Business Purpose
   PO – Business Purpose should populate from the requisition
   Click **Edit** Related to Business Purpose area

General		?
Invoice Type	Invoice	edit
Invoice Source	Digital Mailroom Import	
Invoice Number	V0208555	
Supplier Invoice No.	3522737620-1071	
Supplier Name	Cafe Freska LLC more info...	
Invoice Date	1/24/2020	edit
Discount Date	2/3/2020	
Terms	2% 10, Net 30	
Terms Discount	3.67 USD	
Payment Handling Code	no value	
Payment Handling Justification	no value	
Payment Message	no value	
Business Purpose	no value ⊗ For requisitions, Shoppers may complete this field or proceed to Assign Cart to a Requestor. For invoices, this field is required for the document to continue for approval. ✎	
Invoice Owner (Requisitioner)	Maria Aguirre	edit
Match Status	Not Ready for Matching	
Contains substituted item(s)	✗	

6. Note/Attachments:
   Attach all packing slips or supporting documentation in the internal attachments.

Note/Attachments		?
External Note	*no note*	edit
External Attachments		
Add Attachments	Size	Date
Internal Attachments		
Add Attachments	Size	Date
⬇ 20024927270001.pdf	220.0 KB	–

7. ChartField Section:
   Non-PO - **Enter** the PO Business Unit and correct ChartField string.
   PO – Business Unit and ChartField should populate from the PO.

Chartfields		?
LINE	Asset Profile	edit
	no value	

Add alternate distribution for [Do not use ▼] Go

LINE	PO Business Unit	GL Business Unit	edit
	no value	*no value*	

Add alternate distribution for [Do not use ▼] Go

LINE	Dept Id	Fund	Program	Account	Budget Reference	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS	Resource Type	Resource Category	Resource SubCategory	Budget Date	edit
	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	

8. Line Item Section:
   Verify all items are correct and all changes (if applicable) are reflected from the Simple Manual Entry tab.
   To approve/complete you will select **Finalize Step** (from top right drop down field) and **Go**. This will complete the Department Level 1 Approver processing and move the invoice through the approval workflow.

By continuing with this transaction, you are acknowledging receipt of goods and services on behalf of UF.
Questions? Email myufMarketplace@ufl.edu. [Finalize Step ▼] Go

9. For a manually input invoice, you will "**Complete**" it to finish Department Level 1 Approver processing and move the invoice through the approval workflow.
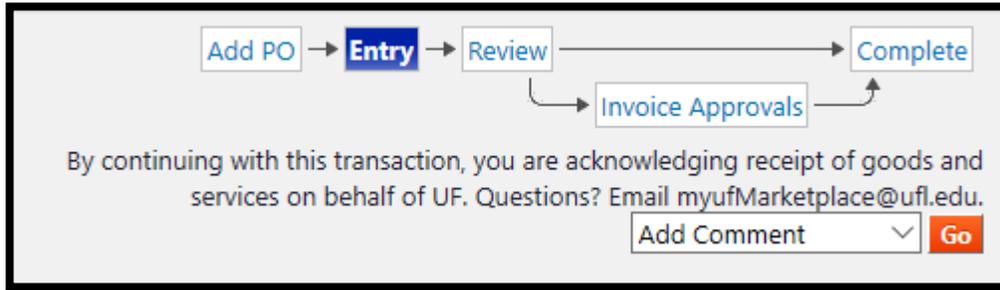
Additional Assistance

Marketplace Help Desk

Email: myUFMarketplace@ufl.edu

Phone: (352) 392-1335