
Creating a Check Request for a Payment that Doesn't have an Invoice

This guide is designed for approvers in myUF Payment Solutions. To complete the process described below, you must have the UF_SY_BUSUNIT_UFLOR role *and* either the UF_AP_Reviewer *or* UF_AP_Approver security role in myUFL. For a complete coverage of content and skills related to myUF Payment Solutions, please see the following online course: PST970 myUF Payments for Approvers.

To access myUF Payment Solutions, use the following steps:

- Visit <http://my.ufl.edu>
- Click the Access myUFL button
- Enter your GatorLink username and password
- Click the Login button
- Click **Main Menu > My Self Service > myUF Payment Solutions**

For this example, pay for Dr. Smith's annual membership in the Florida Health Professions Association as part of a sponsored research project.

1. Click the **Check Request** menu.
2. Click the **OK** button.
3. The Check Request number and the Invoice Date automatically display. The Invoice Date is automatically set to the date the Check Request is created. It can be changed. In myUFL, the Check Request Number will be the voucher number.
4. Click in the **Amount** field and enter a valid value (e.g. "**120.00**").

NOTE: The date needed and check description are not functional.

5. You may either search for the vendor you need or request to add a new vendor.
6. Click in the **Vendor Search** field.
7. Enter a **Vendor Name** (e.g. "**Florida Health Professions**").
8. Click the **Search** icon.
9. Click the **Dropdown** menu and select the appropriate vendor address.
10. Scroll to the bottom of the page.

NOTE: If the check request will be charged to a Foundation Funding Source (Fund 171 and Source FXXXXXXX), you must fill in the **Purpose** field. Such a transaction would also need to be routed to the Fund Administrator for approval or upload the UFF-PA as a trailing documentation.

11. Click the **Save** button.
12. Click the **Business Unit** dropdown menu, and click the **UFLOR** list item.

13. Enter the ChartField string.
14. Scroll to the beginning of the row and click the **Save** icon.
15. To provide further documentation related to this check request, you can attach a trailing document. Examples of trailing documents include receipts, packing slips, etc. Click the **Upload Trailing Document** button.
16. Click the **Browse** button to navigate to the location on your computer where your trailing document exists.
17. Click the **Upload** button.
18. Review the provided commentary. If you would like to receive an email notifying you that the upload is complete, click **Yes** at this step.

NOTE: If you submit an incorrect trailing document and wish to retract it, you will need to decline and create a new check request.
19. Click **Finish**.
20. Click the **Save** button.
21. Verify that all of the information is correct and saved. The save button will be gray.
22. Provided that all ChartField information is correct, the **Approve** button will become active. Click the **Approve** button.

If you need help with...

- Technical issues, contact the UF Help Desk:
 - 392-HELP(4357)
 - helpdesk@ufl.edu
- Procedures, Policies and Directives, contact University Disbursements:
 - 392-1241
 - Disbursements@ufl.edu
- UF Foundation Purchase Authorization, contact the UF Foundation:
 - 352-392-1691
 - webfeedback@uff.ufl.edu