


## Routing an Invoice

This guide is designed for reviews and 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 appropriate online course for your role in the system: PST967 myUF Payments for Reviewers or 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**

Approvers may route invoices to their Reviewers before submitting for payment to check and verify that goods and services have been received and completed. Reviewers may route the invoice back, confirming in the route message that it is ready for payment. Users may also route invoices to one another with a business process explanation.

1. From the Inbox, click the **Route button** in the invoice's row to route the invoice. 
2. Click the dropdown menu to select the Route Type.
3. The system will give you a different list of users depending on your choice. Click the **Route to User in Company** list item.
4. Click the **Route Item To** dropdown menu for a list of users in myUF Payments.
5. Select a name from the list.
6. Enter a business explanation for routing the invoice into the **Comments** field, and then click the **OK** button.

The invoice will disappear from the Inbox and show up in the Inbox of the recipient.

7. You may also route from within an invoice. Click the green **Route button** to begin.



8. Click the **Route Type** dropdown menu.
9. Click the **Route Back** list item.
10. The **Route Item To** dropdown menu populates with the name of the user who sent you the

invoice.

**NOTE:** This field will only populate if the invoice was routed to you from another user in the system. If the invoice is new and just entered the system, there will be no user listed.

11. Click the **Route Item To** dropdown menu for a list of users in myUF Payments.
  12. Select a name from the list.
  13. Enter a business purpose for the route in the **Comments** field.
  14. Click the **OK** button to route back the invoice.
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If you need help with...

- Technical issues, contact the UF Help Desk:
  - 392-HELP(4357)
  - [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- Procedures, Policies and Directives, contact University Disbursements:
  - 392-1241
  - [Disbursements@ufl.edu](mailto:Disbursements@ufl.edu)