

Correcting Vouchers in Budget Error at Year-end:

How to Remove and Re-Add PO to Correct Cross-Year Budget Reference

MPS

On the Line item tab, remove the PO# and click on the delete icon.

Allocations		Line Items																			
Receipt	1800607428	1	Fast DNA Stool Mini Kit 50	201.75	1	0	201.75	EA	1	0	242.1	1	0	UFLOR	32010000	143	7800	731100	CRRNT	52PHARMFD	30015156

Filter					
PO #	Vendor #	Item #	Receipt Date From	Receipt Date To	Actions
1800607428					 

Unmatched

Then add the PO# back into the PO# field, tab out of the box and click on the save icon. This should pull in the CYFWD line.

Allocations		Line Items																			
Receipt	1800607428	1	Fast DNA Stool Mini Kit 50	201.75	1	0	201.75	EA	1	0	242.1	1	0	UFLOR	32010000	143	7800	731100	CRRNT	52PHARMFD	30015156

Filter					
PO #	Vendor #	Item #	Receipt Date From	Receipt Date To	Actions
1800607428					 

PeopleSoft

- I. To be used ONLY when Prior-Year state fund PO has been pulled into myUFL voucher with the Budget Reference “Current” rather than “CYFWD”
- II. In MyUFL,
 - a. click on Main Menu,
 - b. Then follow Accounts Payable>Vouchers>Add/Update>Regular Entry.
- III. At “Regular Entry”
 - a. Click on “Find an Existing Value” Tab
 - b. Then type in voucher number

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Keyword Search

▼ Search Criteria

Business Unit: [=] UFLOR

Voucher ID: begins with P0496361

Invoice Number: begins with

Invoice Date: [=]

Short Supplier Name: begins with

Supplier ID: begins with

Supplier Name: begins with

Voucher Style: [=]

Related Voucher: begins with

Entry Status: [=]

Voucher Source: [=]

Incomplete Voucher: [=]

Case Sensitive

IV. When voucher opens...

a. Click on Invoice Information Tab

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit	UFLOR	Invoice Date	05/31/2016
Voucher ID	P0496361	Invoice No	257005
Voucher Style	Regular	Invoice Total	2,232.00 USD
Supplier Name	Tranonic Systems Inc	Pay Terms	Net 30

b. Remove the lines that are in error. Click on the Minus Sign on the far right of each row to delete a row.

Invoice Lines ? Find | View All First 1 of 2 Last

Line 1 <input type="checkbox"/> Copy Down	SpeedChart	Purchase Order	<input type="checkbox"/> One Asset
*Distribute by Amount	Ship To B800000206	28051600471030111	
Item	Description Scisense Dual Pressure Foundat	Associate Receiver(s)	
Quantity 1.0000	Packing Slip		

When you delete the row, you will get an error message saying the row cannot be deleted. Ignore this.

c. Delete the row a second time. The line will go away the second time.

- V. Add the PO lines back in.
 - a. Under “Copy From Source Document”

- b. In Dialogue Box on Right Side, choose, “Purchase Order Only” from the list in the “Copy From” drop down menu

- c. Click on the GO link to the Right of the Dialogue Box.
- d. Another window will open requesting the PO#. The Business Unit should auto populate.
- e. Key in the PO#

Copy Worksheet

- f. Then Click on Search
- g. A new pane will open headed “Select PO Lines.”
- h. In the select column, Click on the lines you wish to have in the voucher. NOTE: You may have to click on view all at the inner heading of Select PO Lines

Select PO Lines Find | View All | First 1 of 1 Last

PO Unit 2805 PO Number 1600471030
 Supplier ID 0000089396 Transonic Systems Inc PO Date 05/31/2016

Select All Deselect All

Select PO Lines Personalize | Find | View 1 | First 1-2 of 2 Last

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty
<input checked="" type="checkbox"/>	2145.00	1	1		Scisense Dual Pressure Foundat	1.0000	EA	2145.00 USD		1.0000 E
<input type="checkbox"/>	87.00	2	1		Shipping	1.0000	EA	87.00 USD		1.0000 E

Select All Deselect All PO Line Count 2
PO Total 2,232.00

i. Then Click on Copy Selected Lines between the two view panes.

Business Unit UFLOR Return to Invoice Information Voucher P0496361

PO Lookup Criteria

PO Business Unit 2805 Vet Med Physical Sciences View Matched /Cancelled Only

PO Number From 1600471030 PO Number To

PO Line Number From PO Line Number To

*PO Date Option No Date PO Date

Additional Search Criteria

Max Rows

Select PO Lines Find | View All | First 1 of 1 Last

PO Unit 2805 PO Number 1600471030
 Supplier ID 0000089396 Transonic Systems Inc PO Date 05/31/2016

Select All Deselect All

Select PO Lines Personalize | Find | View 1 | First 1-2 of 2 Last

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty
<input checked="" type="checkbox"/>	2145.00	1	1		Scisense Dual Pressure Foundat	1.0000	EA	2145.00 USD		1.0000 E
<input type="checkbox"/>	87.00	2	1		Shipping	1.0000	EA	87.00 USD		1.0000 E

Select All Deselect All PO Line Count 2
PO Total 2,232.00

VI. Check that the correct budget reference has populated.

a. Budget check the voucher as normal.

b. Save