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.



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 201.75 1 0 201.7	75 EA 1 0 242.	1 1 0 UFLO	R 32010000 143	7800 731100 CRR	NT !	52PHARMFD	30015156
	Kit 50							
	Filter							
	PO #	Vendor #	Item #	Receipt Date From	Receipt Date To	Actions		
	1800607428 × 🔍					80		
	10000014201 × 3							

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.

Search Criteria	1			
Business Unit:	= 🗸	UFLOR	Q	
Voucher ID:	begins with V	P0496361		
Invoice Number:	begins with N	·		
Invoice Date:	= 🗸		31	
Short Supplier Name:	begins with N	 Image: A set of the set of the		
Supplier ID:	begins with N	 Image: A set of the set of the	Q	
Supplier Name:	begins with N	•		
Voucher Style:	= 🗸			$\mathbf{\vee}$
Related Voucher:	begins with N	 Image: A set of the set of the		
Entry Status:	= 🗸			$\mathbf{\vee}$
Voucher Source:	= 🗸			\checkmark
Incomplete Voucher:	= 🗸			\checkmark

IV. When voucher opens...

a. Click on Invoice Information Tab

Summary Related	I Documents	formation ayments	Voucher Attribute	es <u>E</u> rror Sun	nmary
Ducinose Unit	LIELOR		Invoice Date	05/21/2016	
Voucher ID	P0496361		Invoice Date	257005	
Voucher Style	Regular		Invoice Total	2,232.00	USD
Supplier Name	Transonic 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 👔		F	Find View All 🛛 First 🕚 1 of 2 🕑 Last
Line 1 Copy Down	SpeedChart	Purchase Order	One Asset
*Distribute by Amount	Ship To B800000206	2805116004710301111	
ltem Q	Description Scisense Dual Pressure Foundat	Associate Receiver(s)	
Quantity 1.0000	Packing Slip	11 R	

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"

Summary Related Docu	uments Invoice In	nformation	Payments	Voucher
Business Unit Voucher ID Voucher Style	UFLOR P0496361 Regular Voucher		Invoice Accounting D *Pay Ter	No 25700 Date 07/06/ rms 30
Invoice Date Invoice Received	05/31/2016	31 31	Basis Date T	ype Inv Da
	Transonic System	s Inc		
Supplier ID	0000088396	Q		
ShortName	TRANSONICS-001	Q		
Location	001	Q		
*Address	1	Q		
Save			Act	tion
Copy From Source	e Document	>		
Invoice Lines ?				
	• 🗆		SpeedCl	hart

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

		•		
Copy From Source Document				
PO Unit 2805	PO Number 1600471030	Copy PO	Copy From None	Go

- 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

Business Unit UFLOR Return to Invoid	ce Information Voucher	P0496361
▼ PO Lookup Criteria		
PO Business Unit 2805	Vet Med Physical Sciences Reset	View Matc
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 Search		Copy Sele

- 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

elect PO Lin	es							Find Viev	v All First	🖲 1 of 1 🕑 La
	PO Unit 280	5						PO Number 1600	0471030	
	Supplier ID 000	0088396	Transonic Sy	ystems Inc				PO Date 05/3	1/2016	
Select A	All 🗖 De	eselect All								
Select PO I	Lines					Personalize	Find	View 1 🖾 🔣	First 🕚 1-2	of 2 🕑 Last
Main Inform	nation <u>C</u> ontrac	t Informatio	n							
Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty U
☑	2145.00	1	1	1	Scisense Dual Pressure Foundat	1.0000	EA	2145.00	USD	1.0000 E
	87.00	2	1	1	Shipping	1.0000	EA	87.00	USD	1.0000 E
<										>
Select A	All 🗖 De	eselect All						PO Line Count 2 PO Total 2.23	2.00	

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

PO Lookup Criteria	pulcas with 1	UPLOR Hea	im to Invoi	ce information			Voucher P	0496361		
PO Be	siness Unit	2805	Q	Vet Med Physical Sciences	Reset			View Matched	/Cancelled O	nly
PO N	umber From	1600471030	Q				PO Number To		a	
PO Line N	umber From		a,			PO	Line Number To		Q	
*PO	Date Option	No Date	~				PO Date		B	
Additional Search (Triteria									
ct PO Lines PO Unit Supplier ID	2805 0000088395	Transonic	Systems Ir	ić			Find \ PO Number 1 PO Date 0	/ww All First 600471030 5/31/2016	1 of 1	26
Ct PO Lines PO Unit Supplier ID Select All	2005 00000000395 Deselect Al	Transonic	Systems Ir	16	Perennaliza	LEind	Find (N PO Number 1 PO Date 0	/ew All First 600471030 5/31/2016	1 of 1	2) Li
ct PO Lines PO Unit Supplier ID Select All E select PO Lines tain Information Co	2005 00000003396 Deselect Al	Transonic	Systems Ir	10	Personalize	Find	Find (V PO Number 1 PO Date 0	/ew All First 600471030 5/31/2016 First & 1	1-2 of 2 🛞 Li	ast
Ct PO Lines PO Unit Supplier ID Select AI C Intect PO Lines Iain Information Co Select Unit Price	2805 0000083395 Deselect Al ntract Informat Line Number	Transonic I Schedule Number	Systema ir Item ID	ic Description	Personalize Quantity Vouchered	Find	Find [V PO Number 1 PO Date 0 View 1 [2] III Merchandise Amount	/lew All First 600471030 5/31/2016 First & 1 Currency	1-2 of 2 (1) Li PO Qty	ast U
CLPO Lines PO Unit Supplier ID Salect Al C Salect PO Lines Laten Information Qo Salect Unit Price Q 214	2005 00000083396 Deselect Al ntract Informat Line Number 5.00	Transonic ton Schedule Number	Systems in Rem ID	Description Scisense Dual Pressure Foundat	Personalize Quantity Voachered	Find UOM EA	Find (V PO Number 1 PO Date 0 (View 1 ((2))))) Merchandise Amount 2145	New All First 600471030 5/31/2016 First 4 Currency 00 USD	1.2 of 2 (1) Li PO City 1.00	ast U
Ct PO Lines PO Unit Supplier ID Salect AI Example Ct PO Lines Exam	2805 0000088395 Deselect Al Intract Informat Line Mumber 5.00	Transonic ton Schedule Number	Systems in Nem ID	Beacription Gesense Dual Pressure Foundat Shipping	Personalize Quantity Voochered 1 0000 1.0000	I Find UOM EA EA	Find (V PO Number 1 PO Date 0 (View 1 ((2))) ((4) Merchandise Amount 2145 87	New All First 600471030 5/31/2016 First 4 Currency 1 00 USD 10	1. (a) 1 of 1 (a) 1-2 of 2 (b) La PO Gty 1.00 1.00	100 E
Ct PO Lines PO Unit Supplier ID Salect All E select PO Lines Iain Information Co	2005 0000008395 Deselect Al	Transonic	Systems in	K	Personalize	Find	Find [V PO Number 1 PO Date 0	/lew All First 600471030 5/31/2016 First & 1	1 ar 1 a 1-2 ar 2 🛞 Li	

- VI. Check that the correct budget reference has populated.
 - a. Budget check the voucher as normal.
 - b. Save