OVERVIEW
Use the Purchase Order Only option when you need to pay part of the purchase order already in myUFL because the invoice only fulfills part of the order.

- For this example, pay an invoice from vendor Mister Paper for items ordered by the Astronomy Department.
- Navigate to and create an encumbered voucher and enter:
  - Invoice Number and Invoice Date
  - Use the Purchase Order Only option to select and copy in only certain invoice lines from a purchase order
  - Check the Remittance Address
  - Use the Calculate button for balancing
  - Check Invoice Lines
  - Save, Budget Check and check Budget Status on the Summary tab page
  - Use the Related Documents tab to find the Purchase Order number used for this voucher if needed
  - Use the Fax Cover button to generate a fax cover sheet to print and submit paperwork
  - Finalize the voucher

STEPS
Click Nav Bar > Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Voucher.
- Click the Add button.

1. Enter the Invoice Number into the Invoice No. field. For this example, enter "8945671".

2. Click the Choose a date (Alt+5) button to enter the Invoice Date from your invoice.
   - For this example, click the January 4 link.

3. To search for the purchase order needed and be able to select certain lines to copy into the voucher, click the Copy From list.
   - Click the Purchase Order Only list item.
   - Click the Go link.
4. Enter the **PO Business Unit**. For this example, start by typing "16".
   - The auto-complete feature will show a list of business units that start with "16". For this example, click the **LS Astronomy** business unit.

**Main Menu > Accounts Payable > Vouchers >add/Delete > Regular Entry**

![Copy Worksheet](image)

5. Click the **Look up PO Number From (Alt+5)** button to look up the PO in myUFL
   - Enter "11" in the **PO Number begins with** field to search for all the vouchers for this business unit in the current fiscal year, which is 2011 (July 2010 - June 2011).
   - Click the **Look Up** button.

![Look Up PO Number From](image)

   - Click the **link** for the purchase order needed when the results appear

6. Once the PO Business Unit and the PO number are entered, click the **Search** button to retrieve the purchase order lines.
7. Click the **View All** link to view all the lines of the purchase order.

8. Click the checkbox of each line needed to copy into the voucher.
   - Click the **Copy Selected Lines** button to copy the selected lines into the voucher.

9. In the voucher, check the Remittance Address by clicking the **Payments** tab.
   - Once you have checked the address on the invoice against the Remittance Address, click the **Invoice Information** tab to return back to the voucher screen.
10. Click the **Calculate** button for On-Demand Balancing.
   o The Invoice Lines total should match the voucher Total.

11. Check ChartFields for each line by clicking the **internal built-in scrollbar** to move it to the right.
   o After checking the ChartFields, click the **scrollbar** to move the ChartFields row back.

12. After you have checked all the Distribution Lines and ChartFields, click the **Save** button.
   o The saved voucher now has a **Voucher ID** number. Write this on your invoice for future reference.

13. The next step is to budget check the voucher. Click the **Action** list.
   o Click the **Budget Checking** list item.
   o Click the **Run** button.

14. Click the **Yes** button to wait for the result. Wait until the budget checking process has finished. The processing circle on the top right-hand will disappear when done.

15. To check if the voucher passed budget check, click the **Summary** tab. Budget Status should be "Valid". If there are budget errors, an "Exceptions" link will appear.

16. Click the **Invoice Information** tab to return to the voucher.

17. The final step is to submit the invoice and paperwork to the Fax Server at 846-1020 for scanning into myUFL. To print the required cover sheet for this voucher, click the **Fax Cover** button.

18. The last step in completing a voucher is to finalize it. Click the **Finalize Document** button.

For further assistance, please contact University Disbursements at 392-1241 or e-mail Disbursements@ufl.edu