

**Paying Vendors: Using the PO Receipt Option**

**OVERVIEW**

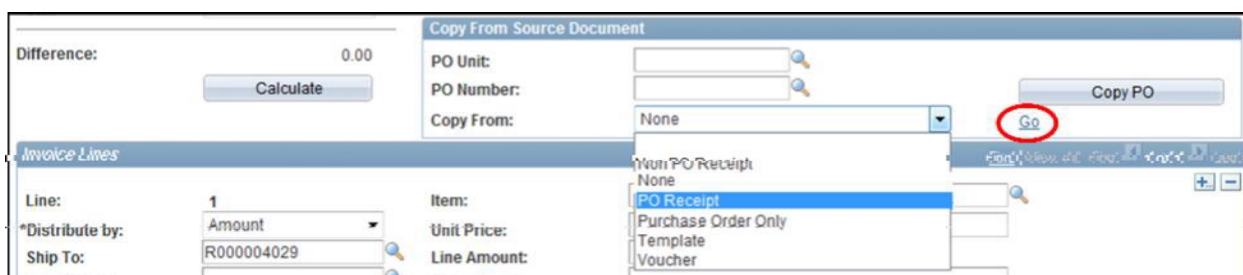
Use the PO Receipt option in a voucher when paying for a purchase order already in myUFL for an asset or when receiving is required. PO Receipt allows you to verify the Receipt ID number then selecting invoice lines to be paid.

- For this example, pay an invoice from vendor Lake Shore Cryotronics, Inc. for a temperature controller (an asset) ordered by the Astronomy Department.
- Navigate to and create an encumbered voucher and enter:
  - Invoice Number and Invoice Date
  - Use the **PO Receipt Option** to check for a Receipt ID before copying in information from a purchase order
  - Check the Remittance Address
  - Use the Calculate button for balancing
  - Check Invoice Lines
  - Check ChartFields including Project ID, Activity ID and PC Business Unit when paying on a Grants project
  - Check the Assets tab in the Distribution Lines when paying for an asset to locate the Profile ID
  - Check the Error Summary tab for any voucher errors
  - Save, Budget Check and check Budget Status on the Summary tab page
  - Use the Fax Cover button to generate a fax cover sheet to print and submit paperwork
  - Finalize the voucher

**STEPS**

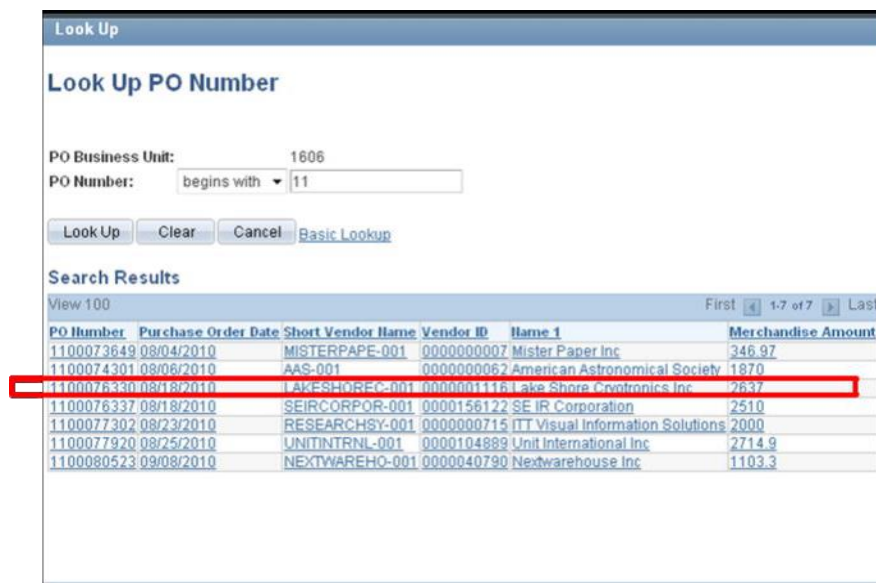
Click **Nav Bar > Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Voucher.**

- Click the **Add** button.
1. Enter the Invoice Number. For this example, enter "**458796**".
  2. Click the **Choose a date (Alt+5)** button to enter the Invoice Date from your invoice.
    - For this example, click the **January 5** link.
  3. Click the **Copy From** list to view the **PO Receipt** option.
    - Click the **PO Receipt** list item.
    - Click the **Go** link.



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4. At the Copy Worksheet page, enter the PO Business Unit. For this example, start by typing "16".
  - o The auto-complete feature will show a list of business units that start with "16". For this example, click the **LS Astronomy** business unit.
  
5. Click the **Look up PO Number (Alt+5)** button.
  - o Enter "11" to find all the vouchers for this business unit in the current fiscal year, which is 2011. (July 2010 - June 2011).
  - o Click the **Look Up** button.
  - o For this example, click the **Lake Shore Cryotronics** link or the PO needed



6. At the Copy Worksheet page, click the **Search** button to retrieve the purchase order.
  
7. Verify that there is a receipt number for the items on your invoice that require receiving, such as assets, before continuing.

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

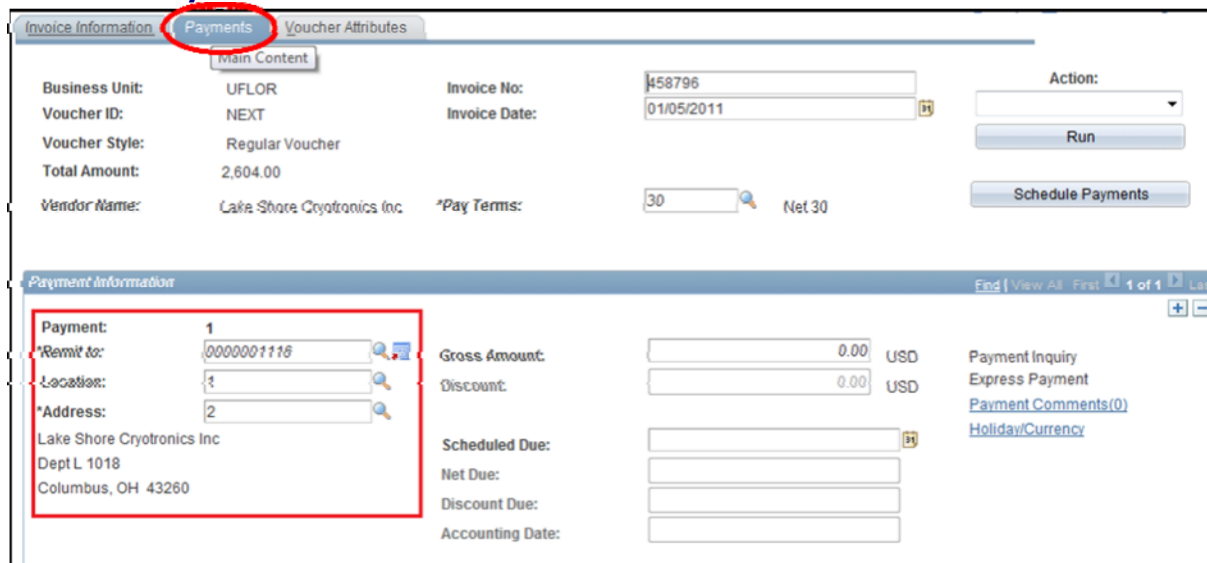
PO Business Unit: 1606      PO Number: 1100076330      PO Date: 08/18/2010  
 Receipt Unit: 1606      Receipt Number: 000000396      Receipt Date: 01/05/2011  
 Ship To: B800000038      Pro Number:  
 Carrier ID:      Packing Slip:  
 Vendor ID: 000001116      Bill of Lading:  
 Lake Shore Cryotronics Inc

Select Receiver Lines Customize | Find | View All | First | 1 of 1 | Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price	PO
<input type="checkbox"/>		1	1	Autotuning Temperature Control	1.0000	EA	2604.00	2604.00	USD	1.0000	EA	2604.00	11

8. Click the **checkbox** to select the invoice line to be copied into the voucher.
  - o Click the **Copy Selected Lines** button.

9. Once on the voucher page, check the Remittance Address by clicking the **Payments** tab.



Invoice Information      **Payments**      Voucher Attributes

Business Unit: UFLOR      Invoice No: 458796      Action:  
 Voucher ID: NEXT      Invoice Date: 01/05/2011      Run  
 Voucher Style: Regular Voucher  
 Total Amount: 2,604.00      Schedule Payments  
 Vendor Name: Lake Shore Cryotronics Inc      \*Pay Terms: 30 Net 30

Payment Information Find | View All | First | 1 of 1 | Last

Payment: 1  
 \*Remit to: 000001116      Gross Amount: 0.00 USD      Payment Inquiry  
 Location: 1      Discount: 0.00 USD      Express Payment  
 \*Address: 2      Lake Shore Cryotronics Inc      Payment Comments(0)  
 Lake Shore Cryotronics Inc      Holiday/Currency  
 Dept L 1018  
 Columbus, OH 43260  
 Scheduled Due:      Net Due:  
 Discount Due:  
 Accounting Date:

10. 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.

11. Click the **Calculate** button for On-Demand Balancing.
  - o The **Invoice Lines** total should match the **voucher** Total.

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12. For each invoice line paying for an asset, click the **Assets** tab.
  - o Verify that there is a **Profile ID** for this asset. If there is none, please call Asset Management at 352 392-2556.
  - o Click the **GL Chart** link to return to the ChartFields row.



13. ChartFields that include a Project number will also require:
  - An **Activity ID** which will always be a "1" and
  - A **PC Business Unit**, which will always be "GRANT".
14. Once the voucher is checked and complete, click the **Save** button.
  - o Click the scrollbar to return to the top to locate the **Voucher ID** number.
  - o The **Voucher ID** displays on the top left-hand corner of the voucher screen.
15. The next step after saving is budget checking the voucher. Click the **Action** dropdown on the top-right of the voucher screen.
  - o Click the **Budget Checking** list item.
  - o Click the **Run** button.
  - o Click the **Yes** button when asked if you would like to wait.
  - o When it has stopped processing, click the **Summary** tab to check the Budget Status.
  - o The **Budget Status** should be "**Valid**". If there are budget errors, Budget Status would display an "**Exceptions**" link.
16. The final step is to submit the invoice and paperwork to the Fax Server at 846-1020. To print the required cover sheet for this voucher, click the **Fax Cover** button.
17. Click the **Finalize Document** button.

For further assistance, please contact University Disbursements at 392-1241 or our [contact form](#).