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.
4. At the Copy Worksheet page, 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.

5. Click the **Look up PO Number (Alt+5)** button.
   - Enter "11" to find all the vouchers for this business unit in the current fiscal year, which is 2011. (July 2010 - June 2011).
   - Click the **Look Up** button.
   - 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.
8. Click the **checkbox** to select the invoice line to be copied into the voucher.
   - Click the **Copy Selected Lines** button.

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

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.
   - The **Invoice Lines** total should match the **voucher** Total.
12. For each invoice line paying for an asset, click the **Assets** tab.
   - Verify that there is a **Profile ID** for this asset. If there is none, please call Asset Management at 352 392-2556.
   - 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.
   - Click the scrollbar to return to the top to locate the **Voucher ID** number.
   - 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.
   - Click the **Budget Checking** list item.
   - Click the **Run** button.
   - Click the **Yes** button when asked if you would like to wait.
   - When it has stopped processing, click the **Summary** tab to check the Budget Status.
   - 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 email Disbursements@ufl.edu.