

Using a Change Request to Increase a Fully Invoiced Line

Overview

Use a change order to increase a fully invoiced line on a purchase order when needed. A partially or fully invoiced line cannot be decreased below the amount vouchered, and ChartFields cannot be changed. The line cannot be cancelled. To increase the line, create a change request and double-click on the line to increase it to a new total amount to update the purchase order.

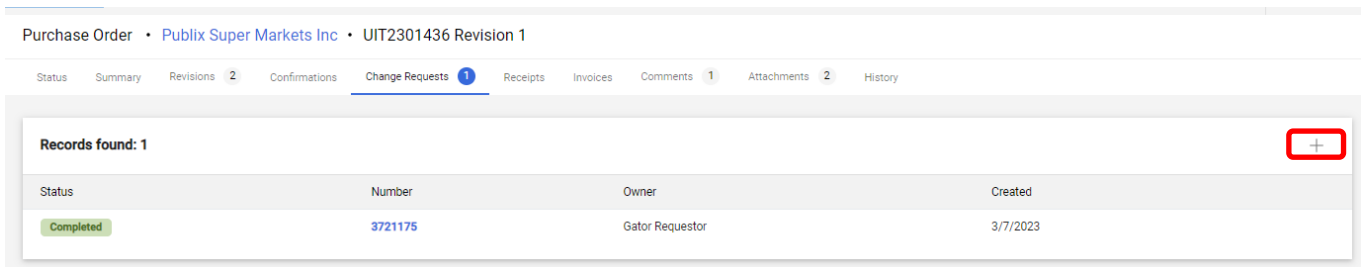
Navigation

Within myUFL, navigate to:

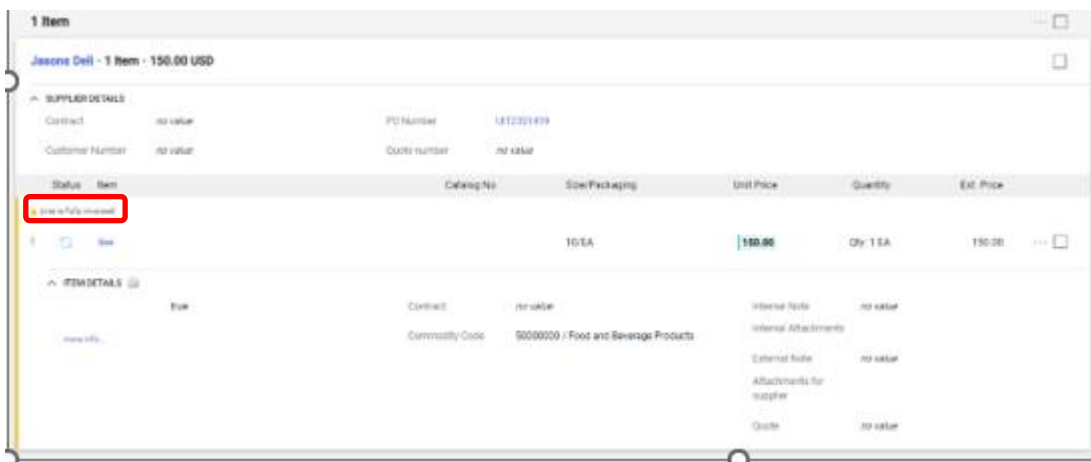
- ⇒ Main Menu
- ⇒ My Self Service
- ⇒ myUF Marketplace

Process

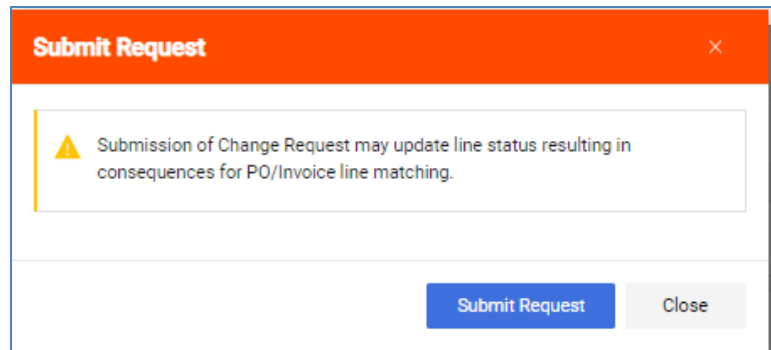
1. Create a new change request by clicking on the **Change Request tab** in the purchase order and clicking the **+** sign on the right to add a new change request:



2. Enter the reason for the change request, then click on **Create Change Request**.
3. The change request will bring in **all lines and label the fully invoiced lines as such:**



4. Increasing the PO with a change request will not fix any Match Exceptions for invoices applied against the PO. Contact UF Disbursement Services to have the Match Exception overridden. You may disregard any more messages with regards to consequences as you submit the change request.



For further assistance please contact the myUF Marketplace Help Desk at 352 392-1135 or email myufmarketplace@ufl.edu or procurement@ufl.edu