How to add a Non-PO Line to a PO Invoice

Overview

This guide will show you how to add a Non-PO Line to a PO Invoice.

Navigation
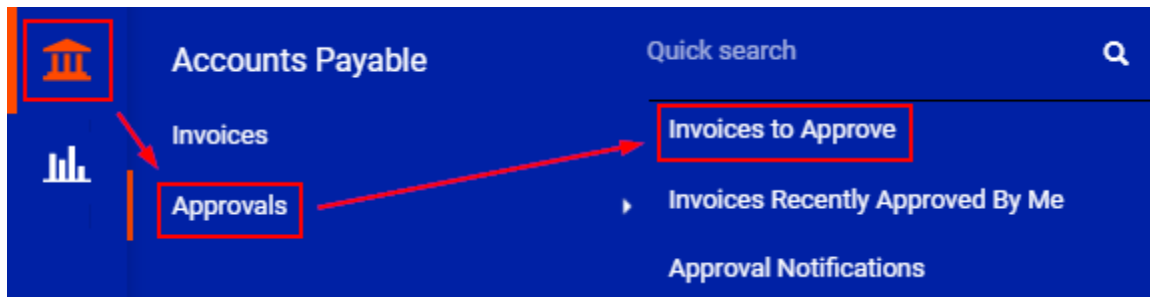
Within myUFL, navigate to:

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Process

For this example, we will be adding a freight line.

1. Click on **Accounts Payable icon**.
2. Click **Approvals** and then **Invoices to Approve**.
3. You should have an invoice already created to complete this process. If you don't, use the Create an Invoice instruction guide.

4. Find the **invoice** and click on the **Blue Invoice Number**.

5. On the **Summary tab**, scroll down to the **Line** section and click the three dots icon.
6. Select the **Add Non-PO Item** option.

7. Fill out the form.

   Add a Description, Quantity and Price.
8. Click **Save**.

9. **Scroll** to check for errors.
10. If you notice a mistake, click on the **line description** and make adjustments.

11. To add an alternate distribution for a line, on the **Summary tab** Scroll down to the **Line** section and click the three dots icon.
12. Select **Accounting Codes 2** option.
13. Create a new **Alternate Distribution Line** by clicking on the **+** icon.
14. Hovering over the chartfield area will desplay an additional **+** icon that will split the allocation.
15. Enter the updated **Chartfield information** and click Save. You will see the new chartfield for that line.

*Tip: Unless a specific invoice line has a GL allocation listed, it will use the invoice header to pay the invoice line

Additional Assistance

myUF Marketplace – Marketplace Help Desk

Contact Us

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