

## 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

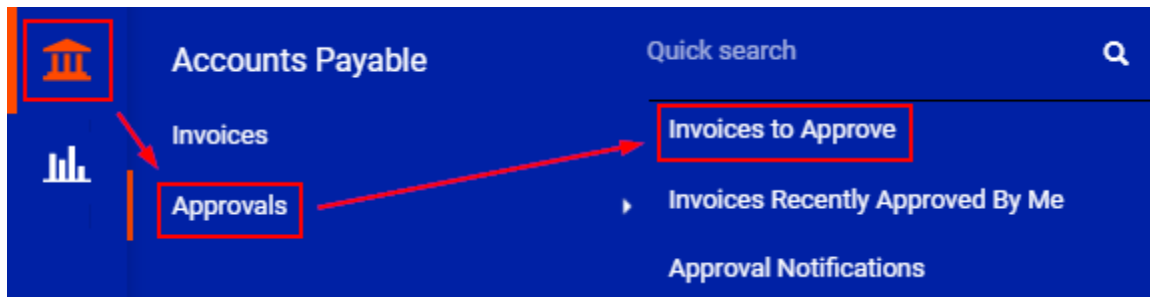
Within myUFL, navigate to:

- ⇒ Nav Bar
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- ⇒ My Self Service
- ⇒ myUF Marketplace

### 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**.

⚠ Please note: The **Approve** action on the **Invoice Approvals** page will not perform match actions. In order to mark invoices as Matched or Forced Match, the invoice must be approved from the document.

Total Results Found: 386 All Dates

Sort by: Folder Entry date oldest first  Results per folder: 20

Hide invoice details

My Invoice Approvals [1 result]

Invoice No.	Supplier Invoice No.	Supplier Name	Assigned Approver	Invoice date	PO No.	Match Status	Amount	Action
<b>V0595948</b>	240120-1	Florida Uniforms & Supplies Inc	Alberta Gator	7/16/2021 8:30 PM		Not Ready for Matching	226.95 USD	<input type="button" value="Approve"/>
Due Date		7/11/2021		No. of Lines:		3		
Invoice Name		2021-07-16 The University of Florida 01		Folders		11 Days in folder [My Invoice Approvals]		
Type		Non-PO Invoice						
Invoice Source:		Digital Mailroom Import						

Filter My Approvals

Type

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

2 Lines ...

<No PO Number> ...

Status	PO Line	Item	Catalog No.	Size/Pack aging	Unit Price	Quantity	Ex	
		Review of Recruitment...		EA	340.00	Qty: 1 EA	340.00	...

^ ITEM DETAILS

- Fill out the form.  
Add a Description, Quantity and Price.
- Click **Save**.

**Add Non-PO Item** ✕

Item ▼

Description *	Catalog No.	Quantity *	Price	UOM
Freight costs <small>247 characters remaining</small>		1	25.00	EA ▼

Additional Details ▼

PO Number  Commodity Code

★ Required fields

Save
Save And Add Another
Close

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

2 Lines ...

<No PO Number>

Status	PO Line	Item	Catalog No.	Size/Pack aging	Unit Price	Quantity	Ext. Price	
1	✓	SUMMARY DETAIL LINE			79.87	1	79.87	🗑️
2	✓	Freight costs			25.00	1	25.00	🗑️

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 display 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](#)

Phone: (352) 392-1335