

Working Returned Invoices

Overview

This guide will show you how to access and edit Returned Invoices.

Navigation

Within myUFL, navigate to:

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

Process

Invoices will return to the Invoice Owner if they fail invoice validation due to insufficient budget or an invalid chartfield combination. Returned invoices are sent to the draft invoice folder of the Invoice Owner listed on the invoice. For invoices that have a PO, the default Invoice Owner is the "Prepared by" user that started the requisition. Invoices can also be returned by another user in the invoice workflow. Since returned invoices are considered draft invoices, they are not searchable in the system until they are submitted back into workflow. **It is best practice to make yourself the invoice owner for all invoices you complete; if there is an issue with the invoice, it will return to you as the invoice owner (See last screenshot on page 2 for location to change Invoice Owner).**

Navigate to Returned Invoices:

1. Click on [Accounts Payable icon](#).
2. Click [View Draft Invoices](#).
 - a. Returned Invoices can also be accessed on the Notifications icon at the far right of myUF Marketplace
3. Any returned invoices will populate in My Drafts with a [Returned](#) status.
4. Returned invoices can be edited by clicking on the invoice number hyperlink.

The screenshot displays the 'My Drafts' section of the myUF Marketplace. It features a table with the following columns: INVOICE NAME, SUPPLIER INVOICE NO., SUPPLIER NAME, PO NO., STATUS, INVOICE CREATE DATE, INVOICE DATE, INVOICE TYPE, and INVOICE TOTAL. The table shows three invoices, with the first two marked as 'Returned' (indicated by a red dot and the word 'Returned' in a yellow box). The third invoice is marked as 'Draft' (indicated by a blue dot and the word 'Draft').

Below the table, there is a 'Notifications Icon' label pointing to a notification bell icon in the top right corner of the interface. The bottom part of the screenshot shows the 'Accounts Payable - AP Dashboard' with a table of approvals and a sidebar with 'Action Items' including 'Unassigned Approvals' and 'Invoices'.

Invoice • Fisher Scientific Co LLC • 124823975
Detailed

Entry
Summary
Matching
Supplier Messages
Comments
Attachments

Invoice Date
6/2/2022
mm/dd/yyyy

Supplier Name
Fisher Scientific Co LLC

Terms
2% 10, Net 30

Terms
2.10 USD

Discount

Invoice Type
Invoice

Payment Record No.

Supplier Invoice No.
3089838052022

Business Purpose
for culturing B cells

Contract No.
Select Contract

Remit To
P.O. Box 404705
Atlanta, Georgia 30384-4705
United States

Billing address
PO Box 3357
Scranton, PA 18505
United States

External Attachments
Add

Invoice Owner (Requisitioner)
★ Albert Alligator
Select a different user...

- After a returned invoice has been updated, it can be submitted back into workflow by clicking the **Complete** button.
 - invoices re-submitted into workflow will go through the same approval process to allow for review on any changes made.*

Complete: By Clicking This Button, You Acknowledge Receipt Of Goods And Services On Behalf Of UF

Where do I go to find out why an invoice was returned?

Navigate to the history tab, located in every invoice. If an invoice has been returned, under the Action column, it will either show "Invoice Returned (via email)" or "Invoice Returned (via system)". Invoices that are returned by the system will also provide a reason; Most reasons are due to an invalid chartfield or budget issue. If an invoice was returned via email, it was returned by a UF employee and should have a comment.

myuf marketplace

Invoice • 114038944 ▾

Entry Summary Matching Supplier Messages Comments 1 Attachments 1 History

Start date End date Invoice ▾ Filter Clear All Filters Export CSV

mm/dd/yyyy mm/dd/yyyy Action Document type

< > Page 1 of 2 1-20 of 21 Results 20 Per Page ▾

Line No	Date/Time ▾	User	Step(s)	Action	Field Name	From	To	Note
	11/2/2021 7:37:17 AM	Alberta		Modified	Pay Status	In Process		empty
	11/2/2021 7:37:17 AM	Alberta		Invoice Returned (via email)		Alberta	Albert	Please see Chris W about what is needed for this.

- Returned invoices can be canceled from the [View Draft Invoices](#) page.
 - A returned invoices should only be canceled if it was already paid or a new invoice needs to be created.

Invoices

My Drafts Search

Showing Results 1 - 20 of 36 Display 20 ▾

INVOICE NAME	SUPPLIER INVOICE NO.	SUPPLIER NAME	PO NO.	STATUS ▾	INVOICE CREATE DATE	INVOICE DATE	INVOICE TYPE	INVOICE TOTAL
V0849563	3089838052022	Fisher Scientific Co LLC	No POs	Returned	6/2/2022	6/2/2022	Invoice	105.12 USD
V0984649	27449249	Henry Schein Inc	No POs	Returned	10/28/2022	10/27/2022	Invoice	1,000.00 USD
2023-03-29 58989300 01		OEC Business Interiors Inc	2301045880	Draft	3/29/2023	3/29/2023	Invoice	10,298.48 USD

Additional Assistance

Marketplace Help Desk

[Contact Us](#)

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