

Working an Invoice for Department Level 1 Approvers

Overview

Department Level 1 Approvers will follow the steps in this instruction guide to process an invoice received via the Digital Mailroom (DMR) or electronically from select suppliers.

NOTE: For a manually input invoice, the fields below will need to be entered instead of verified.

Navigation

Within myUFL, navigate to:

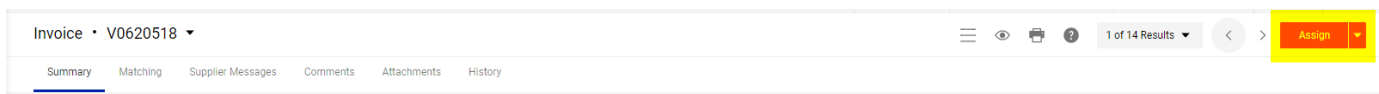
- ⇒ Nav Bar
- ⇒ Main Menu
- ⇒ My Self Service
- ⇒ myUF Marketplace

Within myUF Marketplace, navigate to:

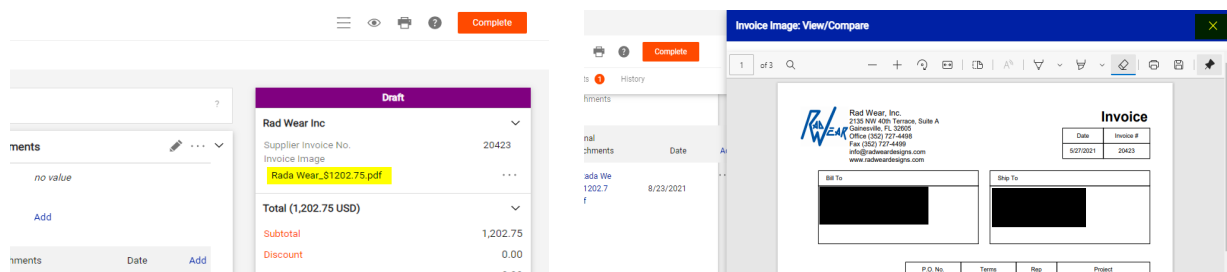
- ⇒ AP Home
- ⇒ Approvals
- ⇒ Invoices to Approve
- ⇒ Find the invoice and click on the Blue Invoice Number

Process

1. **Assign** invoice to yourself.



2. **Verify** Invoice matches index fields to right of the invoice image: invoice date, supplier name, supplier invoice number and remit address. For DMR invoices, the invoice image can be viewed by clicking on the invoice file name at the top right of the invoice. The invoice image will open on the right side of the invoice screen and can be closed by clicking the X icon at the top right of the invoice image window.



***Electronic invoices do not have an image and will show “Electronic (Supplier System)” on the invoice.**

3. **IMPORTANT! Add yourself as the invoice owner (this allows you to receive returned invoice notifications).** The Invoice Owner field is required and must be populated before you can approve the invoice.

- For **DMR** invoices:
 - Navigate to the **Entry** Tab with Simple toggled on and click **Select a different user...**
 - Search for your name and select the **plus icon** for the correct user.

Invoice • 108494984

Simple [toggle]

Save Complete

Entry Summary Matching Supplier Messages Comments Attachments History

Entry Summary Matching Supplier Messages Comments

⚠ You are reviewing an invoice currently assigned to the approver Patricia Davidson-Perkins

Invoice Number V1360144

Invoice Date 10/17/2023 mm/dd/yyyy

Due Date 11/16/2023 Override

Invoice Owner (Requisitioner) * **Albert Gator**
Select a different user...

- For **Electronic invoices**
 - Navigate to the **Summary** tab, click the pencil icon and scroll to the bottom of the pop-up.
 - Click **Select a different user...**
 - Search for your name and select the **plus icon** for the correct user.

Invoice • V0620518

1 of 14 Results Assign

Summary Matching Supplier Messages Comments Attachments History

Summary Matching Supplier Messages Com

General

Invoice Type Invoice

Invoice Source Electronic (Supplier System)

Invoice Number V1360554

Supplier Invoice No. 10705021916

Supplier Name Dell Marketing LP

Terms

Payment Handling Code

Payment Handling Justification

Payment Message

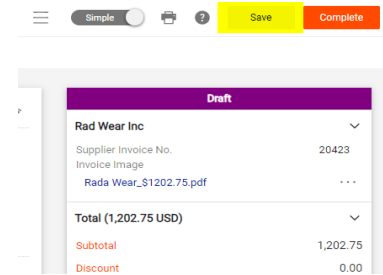
Business Purpose * P0202902 - PC accessories - S. Agahara

Other Information

Invoice Owner (Requisitioner) * **Albert Gator**
Select a different user...

★ Required fields Save Close

- Verify all line items match the invoice (to the bottom left of the invoice image), descriptions, and amount. You can add a new PO or add a Non-PO line item at this time. Any changes made on the simple manual entry tab must be saved. Click **Save** at top right of the screen.



5. Match to PO Line:

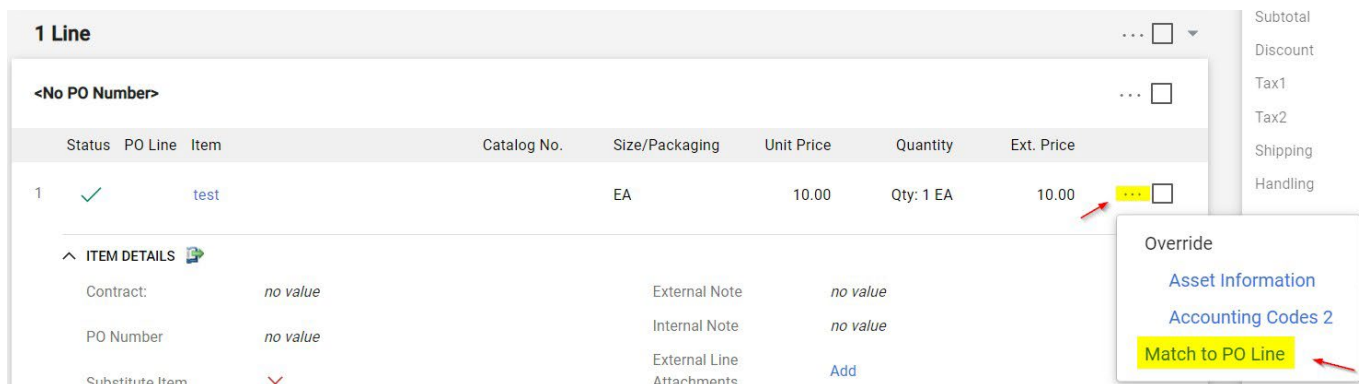
Users can select the Match to PO Line option, which links an invoice line to a PO line for matching purposes. The link will update related information such as statuses or PO numbers, and it will replace the invoice line accounting codes but it will not replace any fiscal data that will alter the amount of the invoice.

Match to PO line is available during workflow and only when the invoice is assigned to the invoice approver.

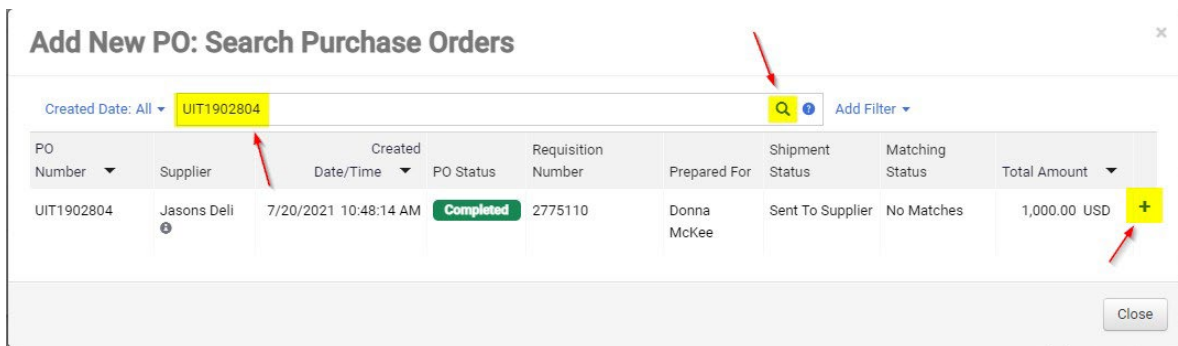
***Replace with PO line** is also available for invoices in the Draft/Returned folder, invoices with Detailed Entry, and invoices on the Summary tab when the Entry tab is available.

Click **⋮** directly on the invoice line that needs to be updated and select **Match to PO Line**

***or Replace with PO Line.**



Search for the new PO number and click the **+** icon to select the correct PO number



If the PO has more than one line it will display, and the correct line can be selected

Add New PO: Search Purchase Orders

Created Date: All Quick search Add Filter

UIT2301386: Match PO Line to Invoice Line

Match PO Line to Invoice Line

Buyer Invoice Line
 <No PO Number>

PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 ✓	test		EA	10.00 USD	1 EA	10.00 USD

Please select a PO line from the list below to match with the above displayed invoice line.

Line(s) from PO

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Match
1 Dry-Back Dental Bibs 2 ply Paper+ 1 ply Poly (Beige) ▲	8287	500/CS	21.9429	3 CS	65.83 USD	[select]
2 Lab Coat, Unisex, SafeWear Hipster, Deep Blue, Small ▲	8101-A	SM 1/EA	86.50	2 EA	173.00 USD	[select]

The PO will now be matched to the new PO number

Line Items

UIT1902804

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
2 ✓	1	Testing		1/EA	33.22	1 EA	33.22

ITEM DETAILS

6. Removing a PO Line - The below situations will not allow a PO line to be removed unless the invoice is returned to the invoice owner (see Working Returned Invoices guide)

- PO lines from electronic invoices
- Manually created invoices in Department Approver 2 folder
- An invoice that was previously returned to the invoice owner due to an invoice validation issue and is back in department 1 or Department 2 approval folders

PO lines can be removed at the invoice line item section on either the Entry or Summary tabs

Entry tab:

The screenshot shows the 'Line Items' section in the 'Entry' tab. A table lists one item: 'Access Vitamin B12 Calibrators (S0-S5), 6 x 4.0 mL' with a unit price of 69.68 and a quantity of 1 EA. A dropdown menu is open over the 'Remove' button, showing options: 'Remove', 'Convert To Substituted Items', 'Replace with PO Line', 'Match to PO Line', and 'Change Commodity Code'.

Summary tab:

The screenshot shows the '1 Line' section in the 'Summary' tab. The table shows the same item as the entry tab. A dropdown menu is open over the 'Remove' button, showing options: 'Override', 'Asset Information', 'Accounting Codes 2', 'Remove', 'Convert To Substituted Items', 'Replace with PO Line', 'Match to PO Line', and 'Change Commodity Code'. The 'Remove' option is highlighted in yellow.

*A non-PO line can also be added: (How to add a non-PO Line to a PO invoice)

7. Navigate to the Summary tab, General Selection and click the pencil icon to Update or verify

Business Purpose:

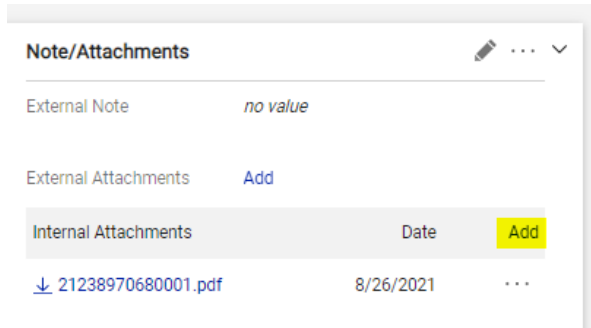
Non-PO – Enter the Business Purpose

PO – Business Purpose should populate from the requisition

Click **Save**.

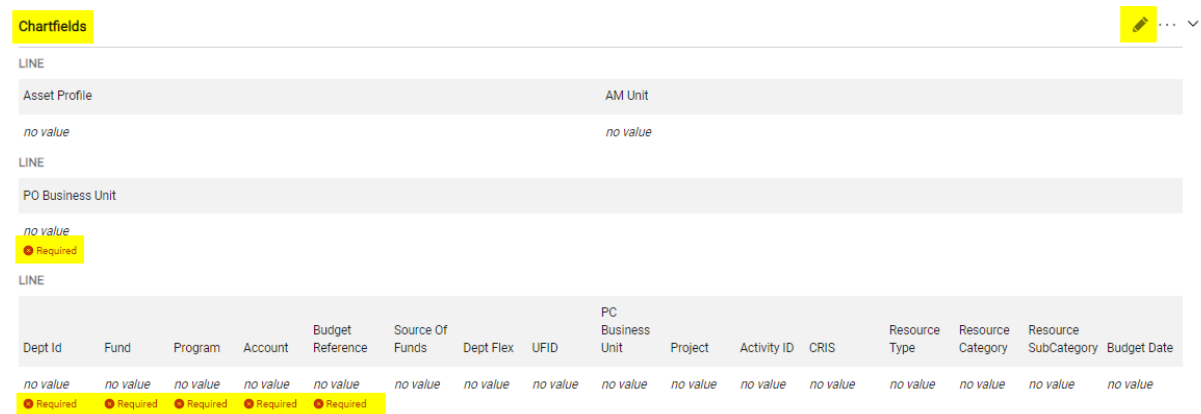
8. Note/Attachments:

Using the pencil icon on the **Summary** Tab, **Attach** all packing slips or supporting documentation in the internal attachments.



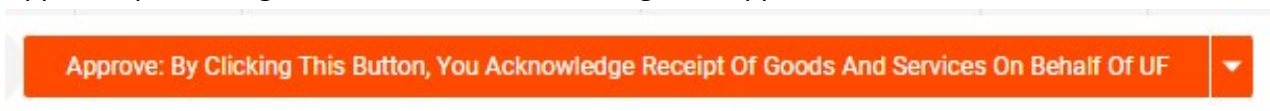
9. ChartField Section:

Non-PO - **Enter** the PO Business Unit and add the ChartField string PO – Business Unit and ChartField should populate from the PO



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

10. **Verify** all items are correct and all changes (if applicable) are reflected from the Entry and/or Summary tab. To approve you will click **Approve: By Clicking This Button, You Acknowledge Receipt Of Goods And Services On Behalf of UF**". This will complete the Department Level 1 Approver processing and move the invoice through the approval workflow.



11. For a manually input invoice, you will click “**Complete: By Clicking This Button, You Acknowledge Receipt of Goods And Services On Behalf of UF**” to finish Department Level 1 Approver processing and move the invoice through the approval workflow.

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

Additional Assistance

Marketplace Help Desk

[Contact Us](#)

Phone: (352) 392-1335