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.

   ![Invoice Image](image_url)

   ![Invoice Image](image_url)

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.

   ![Invoice Image](image_url)

   ![Invoice Image](image_url)

   *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.

- **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.
4. 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**.

   ![Match to PO Line](image)

   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.

The PO will now be matched to the new PO number.
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:**

   ![Entry tab screenshot]

   **Summary tab:**

   ![Summary tab screenshot]

   *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.

![Note/Attachments](image)

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

   ![ChartField](image)

   *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.

![Approve: By Clicking This Button, You Acknowledge Receipt Of Goods And Services On Behalf of UF](image)
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.

Additional Assistance

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<tr>
<th>Marketplace Help Desk</th>
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<tr>
<td><strong>Contact Us</strong></td>
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<tr>
<td>Phone: (352) 392-1335</td>
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