Instruction Guide

Paying Vendors: Using the Copy PO Option to Pay an Unencumbered Voucher

OVERVIEW

Use the Copy PO option when the invoice fulfills the entire purchase order already in myUFL.

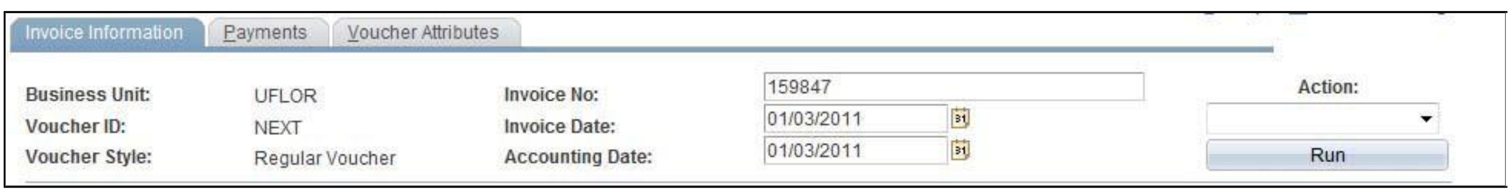
- For this example, pay an invoice from vendor Sigma Aldrich for a chemical for the Chemistry Department, paid for on a grant.
- Navigate to and create an encumbered voucher and enter:
  - Invoice Number and Invoice Date
  - Use the Copy PO option to copy in information from a purchase order
  - Check the Remittance Address
  - Use the Calculate button for balancing
  - Check Invoice Lines
  - Check ChartFields including Project ID, Activity ID and PC Business Unit when paying on a Grants project
  - Save, Budget Check and check Budget Status on the Summary tab page
  - Use the Fax Cover button to generate a fax cover sheet to print and submit paperwork
  - Finalize the voucher

STEPS

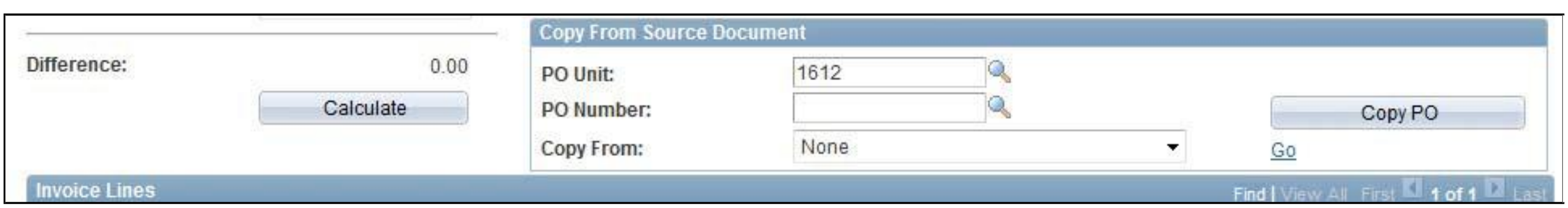
1. Click **Nav Bar > Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Voucher**.
    1. At the voucher start page, click the **Add** button to create a new voucher.

2. Enter the Invoice Number into the **Invoice No.** field. For this example, enter "**159847**".

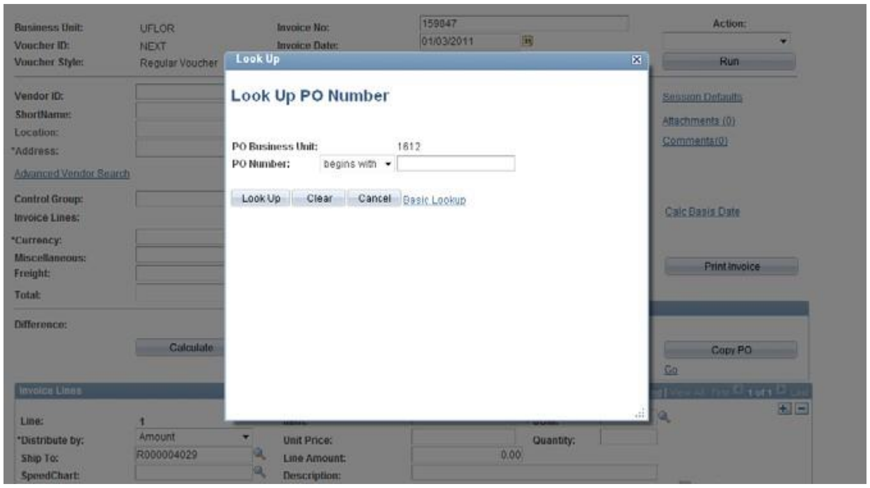
3. Click the **Choose a date (Alt+5)** button to enter the **Invoice Date** from your invoice.
    2. For this example, click the **January 3** link.



4. To search for a purchase order, start by entering your **PO Unit**. For this example, enter "**1612**" for the Chemistry department.

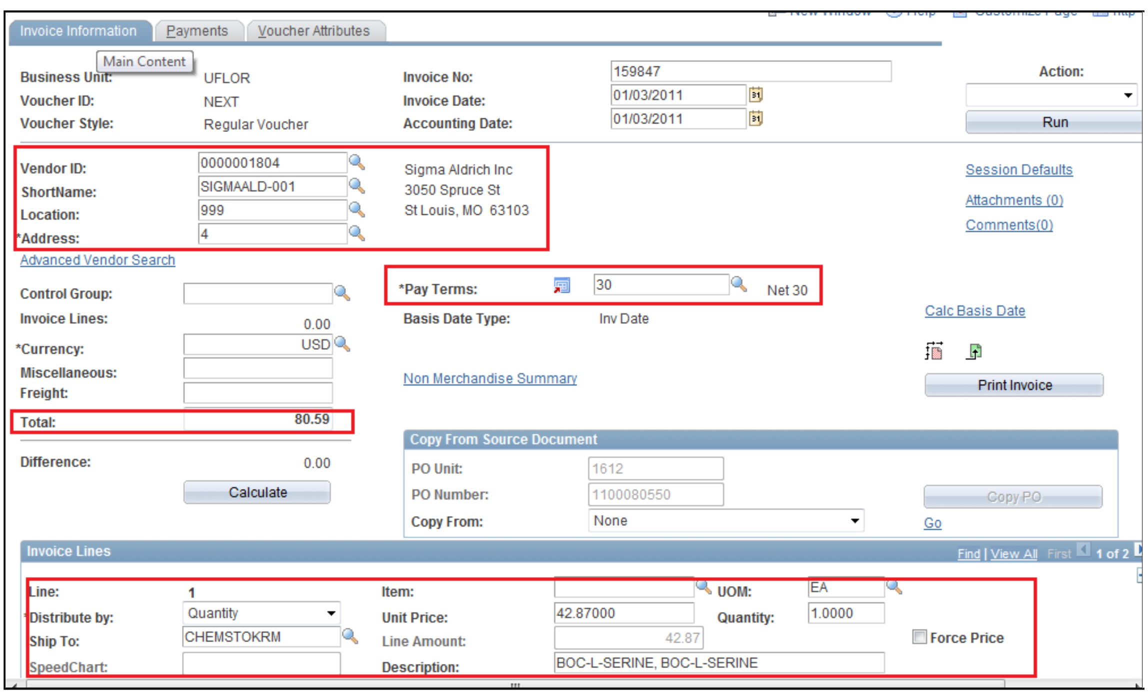


5. Click the **Look up PO Number (Alt+5)** button to look up purchase orders within the business unit entered.
   - The Look Up PO Number screen will appear blank at first.



   - Enter an "11" in the PO Number begins with field to search for purchase orders placed in the fiscal year 2011. (July 2010 - June 2011)
   - Click the **Look Up** button.
   - Find the purchase order that corresponds to the invoice being paid. For this example, click the Sigma Aldrich Inc. link for $80.59.

6. Click the **Copy PO** button to copy the purchase order information into the invoice.



7. Information copied in from the PO:

   - Vendor ID and Address
   - Total Amount
   - Vendor's Pay Terms
   - Unit Price
   - Description
   - Quantity
   - Unit of Measure
   - ChartFields

8. To check the Remittance Address, click the **Payments** tab.

9. Click the **Invoice Information** tab to return to the voucher screen.

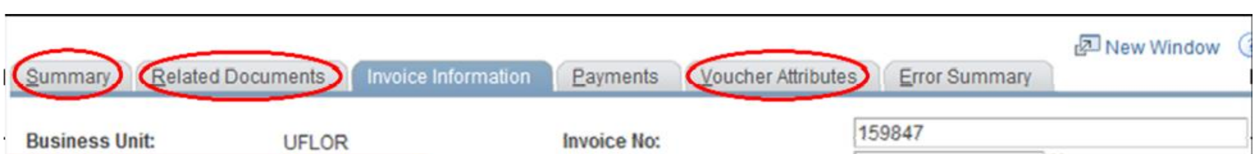
10. Click the **Calculate** button for On-Demand Balancing, where the system checks the Invoice Lines Total with the voucher Total to ensure they match.

11. Click the **built-in scrollbar** to scroll to the right and check ChartFields.
    - ChartFields that include a Grants Project ID will also require:
      - An Activity ID which will always be a "1" and
      - A PC Business Unit, which will always be "GRANT".

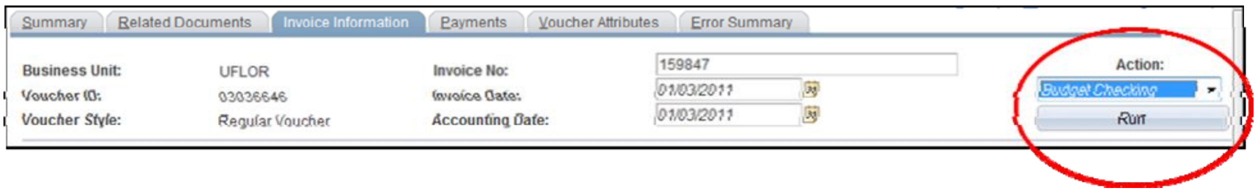
12. Once the voucher is checked and complete, click the **Save** button.

13. The system will save the voucher and create a **Voucher ID** number.

14. The **Voucher ID** displays on the top left-hand corner of the voucher screen. Three new tabs appear upon saving:
    - Summary
    - Related Documents
    - Error Summary



15. The next step after saving is to budget check the voucher. Click the **Action** dropdown on the top-right of the voucher screen.
    - Click the **Budget Checking** list item.
    - Click the **Run** button.



- Click the **Yes** button when asked if you would like to wait.
- When it has finished processing, click the **Summary** tab to check Budget Status.
  - The Budget Status should be "Valid". If there are budget errors, Budget Status would have an "Exceptions" link.

16. Click the **Invoice Information** tab to return to the voucher screen.

17. The final step is to submit the invoice and paperwork to the Fax Server at 846-1020 for scanning into myUFL. To print the required cover sheet for this voucher, click the **Fax Cover** button.

18. The last step in completing a voucher is to finalize it. Click the **Finalize Document** button.

For further assistance, please contact University Disbursements at 392-1241 or e-mail Disbursements@ufl.edu