Paying Vendors: Using the PO Receipt Option

OVERVIEW

Use the PO Receipt option in a voucher when paying for a purchase order already in myUFL for an asset or when receiving is required. PO Receipt allows you to verify the Receipt ID number then selecting invoice lines to be paid.

- For this example, pay an invoice from vendor Lake Shore Cryotronics, Inc. for a temperature controller (an asset) ordered by the Astronomy Department.
- Navigate to and create an encumbered voucher and enter:
    - Invoice Number and Invoice Date
    - Use the **PO Receipt Option** to check for a Receipt ID before copying 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
    - Check the Assets tab in the Distribution Lines when paying for an asset to locate the Profile ID
    - Check the Error Summary tab for any voucher errors
    - 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

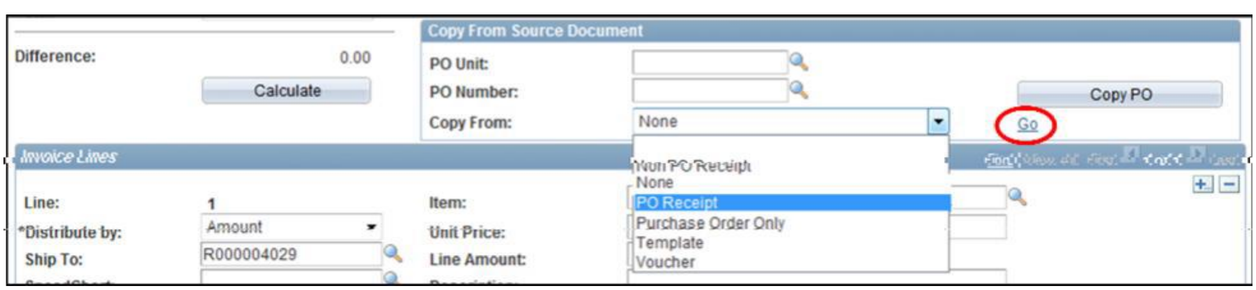
STEPS

Click **Nav Bar > Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Voucher**.
- Click the **Add** button.

1. Enter the Invoice Number. For this example, enter "**458796**".

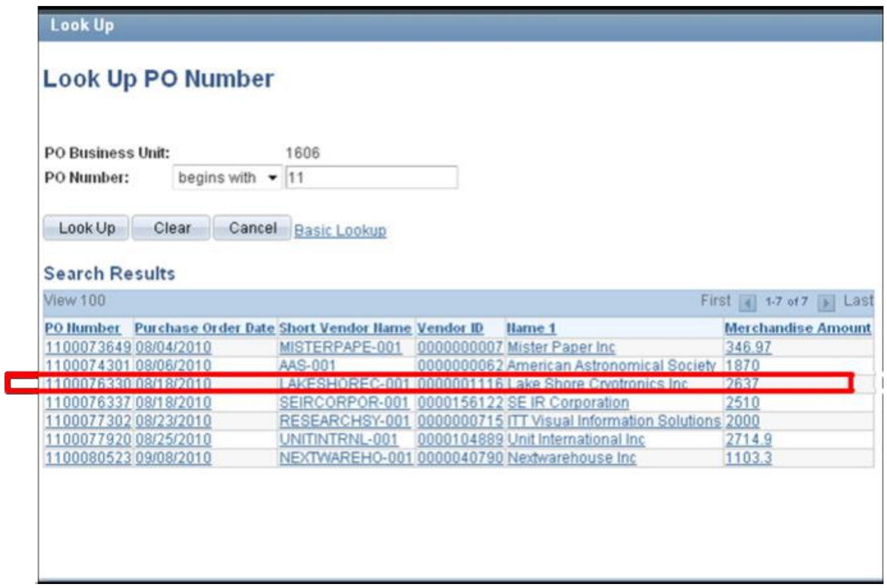
2. Click the **Choose a date (Alt+5)** button to enter the Invoice Date from your invoice.
    - For this example, click the **January 5** link.

3. Click the **Copy From** list to view the **PO Receipt** option.
    - Click the **PO Receipt** list item.
    - Click the **Go** link.



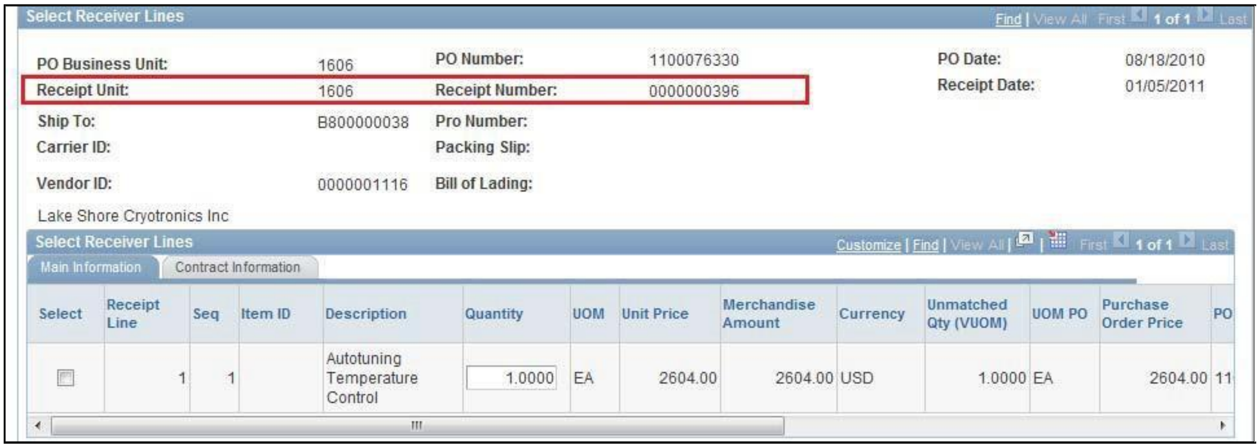
4. At the Copy Worksheet page, enter the PO Business Unit. For this example, start by typing "**16**".
    - The auto-complete feature will show a list of business units that start with "**16**". For this example, click the **LS Astronomy** business unit.

5. Click the **Look up PO Number (Alt+5)** button.
    - Enter "11" to find all the vouchers for this business unit in the current fiscal year, which is 2011. (July 2010 - June 2011).
    - Click the **Look Up** button.
    - For this example, click the **Lake Shore Cryotronics** link or the PO needed



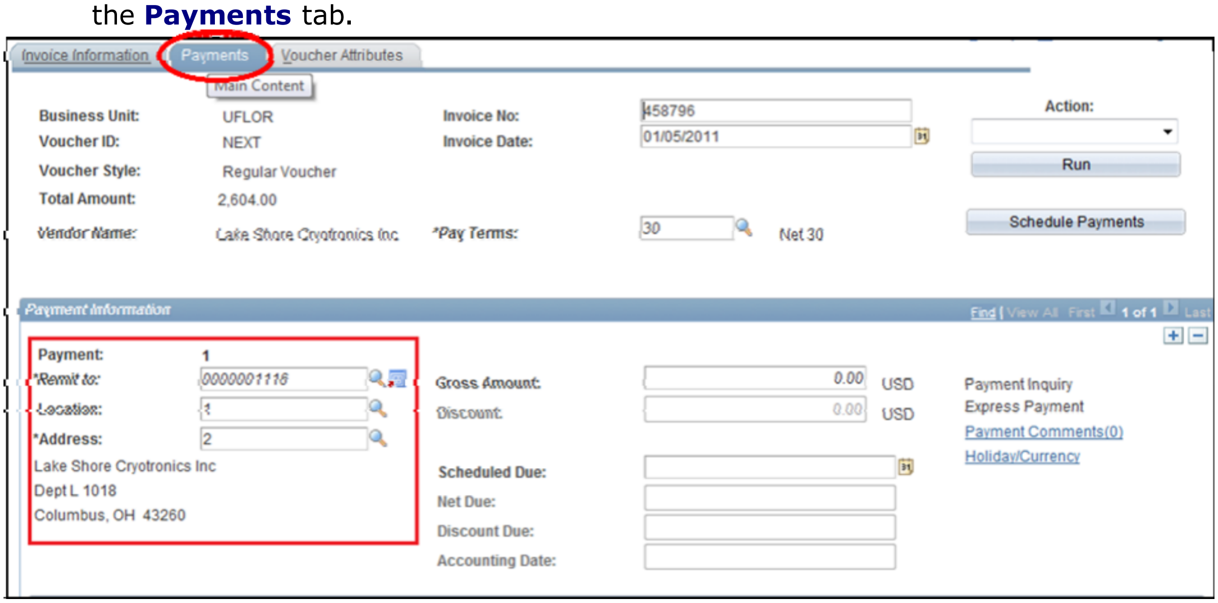
6. At the Copy Worksheet page, click the **Search** button to retrieve the purchase order.

7. Verify that there is a receipt number for the items on your invoice that require receiving, such as assets, before continuing.



8. Click the **checkbox** to select the invoice line to be copied into the voucher.
   - Click the **Copy Selected Lines** button.

9. Once on the voucher page, check the Remittance Address by clicking the **Payments** tab.



10. Once you have checked the address on the invoice against the Remittance Address, click the **Invoice Information** tab to return back to the voucher screen.

11. Click the **Calculate** button for On-Demand Balancing.
    - The **Invoice Lines** total should match the **voucher** Total.

12. For each invoice line paying for an asset, click the **Assets** tab.
    - Verify that there is a **Profile ID** for this asset. If there is none, please call Asset Management at 352 392-2556.
    - Click the **GL Chart** link to return to the ChartFields row.

13. ChartFields that include a Project number will also require:
    - An **Activity ID** which will always be a "**1**" and
    - A **PC Business Unit**, which will always be "**GRANT**".

14. Once the voucher is checked and complete, click the **Save** button.
    - Click the scrollbar to return to the top to locate the **Voucher ID** number.
    - The **Voucher ID** displays on the top left-hand corner of the voucher screen.

15. The next step after saving is budget checking 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 stopped processing, click the **Summary** tab to check the Budget Status.
    - The **Budget Status** should be "**Valid**". If there are budget errors, Budget Status would display an "**Exceptions**" link.

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

17. Click the **Finalize Document** button.

For further assistance, please contact University Disbursements at 392-1241 or our contact form.