

**Paying Vendors: Using the PO Receipt Option**

**OVERVIEW**

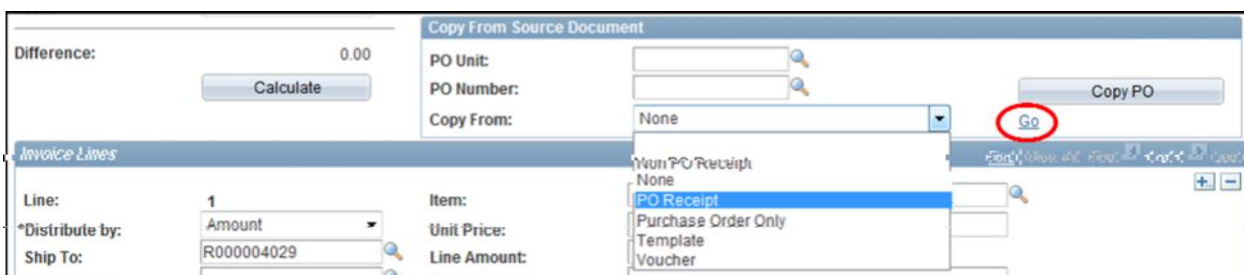
Use the PO Receipt option in a voucher when paying for a purchase order already in myUFL for an asset or when receiving is required. PO Receipt allows you to verify the Receipt ID number then selecting invoice lines to be paid.

- 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**

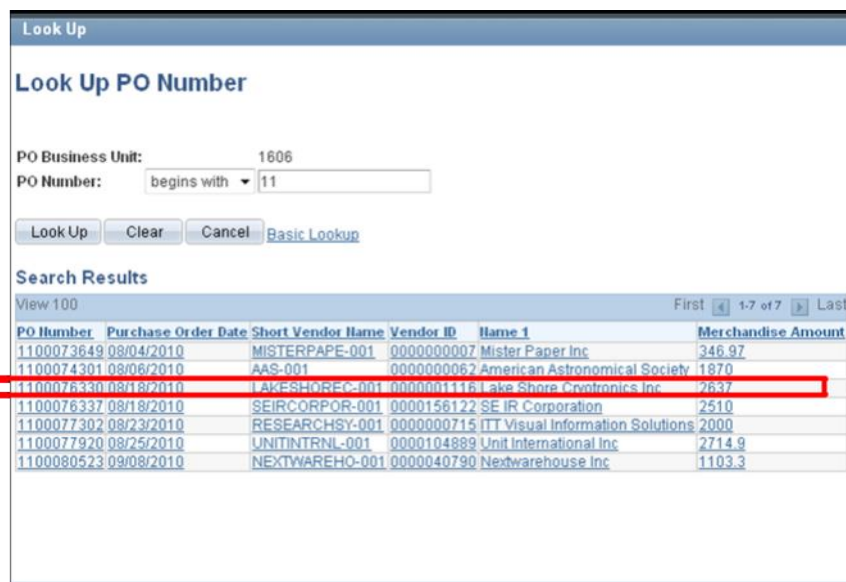
Click **Nav Bar > Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Voucher.**

- 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.



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4. At the Copy Worksheet page, enter the PO Business Unit. For this example, start by typing "16".
  - o 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.
  - o Enter "11" to find all the vouchers for this business unit in the current fiscal year, which is 2011. (July 2010 - June 2011).
  - o Click the **Look Up** button.
  - o 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.

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The screenshot shows the 'Select Receiver Lines' interface. At the top, there are fields for PO Business Unit (1606), PO Number (1100076330), PO Date (08/18/2010), Receipt Unit (1606), Receipt Number (000000396), and Receipt Date (01/05/2011). Below this, there are fields for Ship To (B80000038), Carrier ID, Vendor ID (000001116), Pro Number, Packing Slip, and Bill of Lading. The vendor name is Lake Shore Cryotronics Inc. Below the details is a table with columns: Select, Receipt Line, Seq, Item ID, Description, Quantity, UOM, Unit Price, Merchandise Amount, Currency, Unmatched Qty (VUOM), UOM PO, Purchase Order Price, and PO. The table contains one row with a checkbox in the 'Select' column, Receipt Line 1, Seq 1, Item ID 1, Description 'Autotuning Temperature Control', Quantity 1.0000, UOM EA, Unit Price 2604.00, Merchandise Amount 2604.00, Currency USD, Unmatched Qty 1.0000, UOM PO EA, Purchase Order Price 2604.00, and PO 11.

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.

The screenshot shows the 'Payments' tab of the voucher interface. The 'Invoice Information' tab is also visible. Fields include Business Unit (UFLOR), Invoice No. (458796), Voucher ID (NEXT), Invoice Date (01/05/2011), Voucher Style (Regular Voucher), Total Amount (2,604.00), Vendor Name (Lake Shore Cryotronics Inc), and Pay Terms (30 Net 30). There are buttons for 'Run' and 'Schedule Payments'. Below this is the 'Payment Information' section. A red box highlights the 'Payment' details: Payment 1, Remit to (000001116), Location (1), and Address (2). The address is Lake Shore Cryotronics Inc, Dept L 1018, Columbus, OH 43260. To the right of the address are fields for Gross Amount (0.00 USD), Discount (0.00 USD), Scheduled Due, Net Due, Discount Due, and Accounting Date. There are also links for 'Payment Inquiry', 'Express Payment', 'Payment Comments(0)', and 'Holiday/Currency'.

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.

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12. For each invoice line paying for an asset, click the **Assets** tab.
  - o Verify that there is a **Profile ID** for this asset. If there is none, please call Asset Management at 352 392-2556.
  - o 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.
  - o Click the scrollbar to return to the top to locate the **Voucher ID** number.
  - o 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.
  - o Click the **Budget Checking** list item.
  - o Click the **Run** button.
  - o Click the **Yes** button when asked if you would like to wait.
  - o When it has stopped processing, click the **Summary** tab to check the Budget Status.
  - o 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 email [Disbursements@ufl.edu](mailto:Disbursements@ufl.edu).