

How to add a Non-PO Line to a PO Invoice

Overview

This guide will show you how to add a Non-PO Line to a PO Invoice.

Navigation

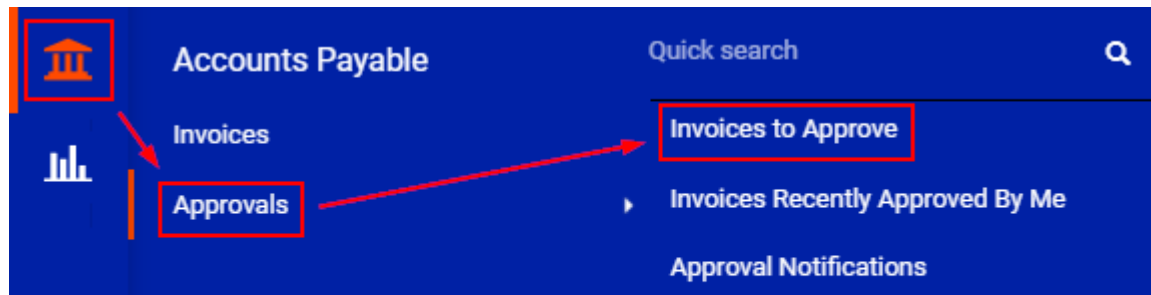
Within myUFL, navigate to:

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

Process

For this example, we will be adding a freight line.

1. Click on **Accounts Payable icon**.
2. Click **Approvals** and then **Invoices to Approve**.
3. You should have an invoice already created to complete this process. If you don't, use the Create an Invoice instruction guide.



4. Find the **invoice** and click on the **Blue Invoice Number**.

⚠ Please note: The **Approve** action on the **Invoice Approvals** page will not perform match actions. In order to mark invoices as Matched or Forced Match, the invoice must be approved from the document.

Total Results Found: 386 All Dates

Sort by: Folder Entry date oldest first Results per folder: 20

Hide invoice details

My Invoice Approvals [1 result]

Invoice No.	Supplier Invoice No.	Supplier Name	Assigned Approver	Invoice date	PO No.	Match Status	Amount	Action
V0595948	240120-1	Florida Uniforms & Supplies Inc	Alberta Gator	7/16/2021 8:30 PM		Not Ready for Matching	226.95 USD	<input type="button" value="Approve"/>

Due Date: 7/11/2021
 Invoice Name: 2021-07-16 The University of Florida 01
 Type: Non-PO Invoice
 Invoice Source: Digital Mailroom Import

No. of Lines: 3
 Folders: 11 Days in folder [My Invoice Approvals]

3. On the **Summary tab**, scroll down to the **Line** section and click the three dots icon
4. Select the **Add Non-PO Item** option.

2 Lines ...

<No PO Number> ...

Status	PO Line	Item	Catalog No.	Size/Pack aging	Unit Price	Quantity	Ex
1	✓	Review of Recruitment...		EA	340.00	Qty: 1 EA	340.00

Add Non-PO Item

^ ITEM DETAILS

5. Fill out the form.
Add a Description, Quantity and Price.
6. Click Save.

Add Non-PO Item
×

Item ▼

Description ★	Catalog No.	Quantity ★	Price	UOM
Freight costs		1	25.00	EA ▼

241 characters remaining

Additional Details ▼

PO Number		Commodity Code	<input type="text" value=""/>
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★ Required fields

Save
Save And Add Another
Close

6. **Scroll** to check for errors.
7. If you notice a mistake, click on the **line description** and make adjustments.

2 Lines								
<No PO Number>								
Status	PO Line	Item	Catalog No.	Size/Pack aging	Unit Price	Quantity	Ext. Price	
1	✓	SUMMARY DETAIL LINE		79.87		1	79.87	✕
2	✓	Freight costs		25.00		1	25.00	✕

8. To add an alternate distribution for a line, on the **Summary tab** Scroll down to the **Line** section and click the three dots icon
9. Select **Accounting Codes 2** option.
10. Create a new **Alternate Distribution Line** by clicking on the **+** icon.
11. Hovering over the chartfield area will display an additional **+** icon that will split the allocation.
12. Enter the updated **Chartfield information** and click Save. You will see the new chartfield for that line.

Dept Flex

UFID

PC Business Unit

Search

Search

Search

Search

+

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

Additional Assistance

myUF Marketplace – Marketplace Help Desk

Email: myUFMarketplace@ufl.edu

Phone: (352) 392-1335