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Creating a Credit Memo

Overview

This guide will show you how to manually create a Credit Memo.

Navigation

Within myUFL, navigate to:

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

Process



- 1. Click on Accounts Payable icon.
- 2. Click AP Home.
- 3. Within the *Create Invoice* section of the dashboard:

Create Invoice		Ø?
Туре:	Credit Memo	
From:	Non PO	\checkmark
Supplier name:	Type to filter	Q
		Create

- Check the dropdown list says Credit Memo.
- Make sure the *From:* dropdown says **Non-PO**.
- 4. Add the **Supplier Name** to the PO number field.

Save

5. Click Create.

From the **Entry** Tab with Detailed toggled on:

- 6. Modify the Invoice Date.
- 7. Add the Supplier Invoice Number.
- 8. Add a **Description**.
- 9. Enter the **Subtotal**.
- 10. Click Save.

Detailed

Complete: By Clicking This Button, You Acknowledge Receipt Of Goods And Services On Behalf Of UF

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8. On the Summary tab, click the pencil icons to edit General and Addresses 💉 and click Add to add Internal attachments

Editing General will allow you to edit the Supplier Invoice number, Invoice date, Payment Message, Business Purpose and changing the Invoice Owner.

Edit General		×
Invoice Information		
Supplier Invoice No. *		
	Required	,
General Information		
Invoice Date	8/27/2021	
	mm/dd/yyyy	
Terms	0% 0, Net 10 🔹	
Payment Handling Code	Ľ	
Payment Handling Justification		
Payment Message		
Business Purpose *		
	Required	
Other Information		
Invoice Owner (Requisitioner) *	Elizabeth Pearson Select a different user	
★ Required fields		Save Close

Editing Addresses will allow you to change the supplier remit and bill to address of the invoice.

9. Scroll down to Chartfields and add a PO BU using the pencil icon. PO BU is added in the Accounting Codes section and header level chartfields added on the accounting Codes 2 line. Dept ID, Fund, Program, Account and Budget Reference are required on all transactions

Chartfields														đ	••• 🗸
LINE															
PO Business Unit															
no value © Required															
LINE				Edit Chartfields											
Dept Id	Fund	Program	Account	Accounting Codes 1											
64404000	101	3300	799200	LINE											
FA-DS- DISBURSEMENT SERVICES	E&G-GEN REV - MAIN Campus test	EXTENSION SERVICES	AWARDS 8 COMMEND	PO Business Unit *											
1 Line				Search	Q										
<no number<="" po="" td=""><td>P</td><td></td><td></td><td>Required</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></no>	P			Required											
Status PO	Line Item														
1 🗸	1			Accounting Codes 2											
TITEM DET.	AILS 🍺			LINE											
Contract:		no	value	Dept Id *	Fund *		Program *		Account *		Budget Reference	*	Source Of Funds		Dept Flex
PO Numb	per	no	value	64404000	Q 101	Q	3300	Q	799200	۹	CRRNT	×	Search	Q	Search
Substitut	e Item	×				~		~		~				~	

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10. to add a non-PO line:

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

2	Lines							
<n< td=""><td>lo PO Number></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></n<>	lo PO Number>							
	Status PO Line	Item	Catalog No.	Size/Pack aging	Unit Price	Quantity	Ex Add I	Non-PO Item
1	\checkmark	Review of Recruitment		EA	340.00	Qty: 1 EA	340.00	
	∧ ITEM DETAILS	₽						a b

Fill out the form.

Add a Description, Quantity and Price.

Add Non-PO Item											
Item										~	
Description *	Cata	log No.	Quantity ★	Price	UOM						
Freight costs			1	25.00	EA	•					
Additional Details										~	
PO Number				Commodity Code		Q					
★ Required fields								Save	Save And Add Another	Close	

Scroll to check for errors.

If you notice a mistake, click on the line description and make adjustments.

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

11. On the Attachments tab click Add Internal Attachment to add backup documentation for the invoice

Entry Summary Matching Supplier Messages C	Comments Attachments	History
Attachments found: 0		Add Internal Attachment
There are no attachments for this document.	Add Attachment,	×
	Attachment Type	File Link
	File(s) *	SELECT FILES Drop files to attach, or browse.
		Maximum upload file size: 9.77 MB
	★ Required fields	Save Changes Close

© 2021 Training & Organizational Development UF Human Resources University of Florida, Gainesville, FL 32611 12. Verify all information is correct and the **total** invoice amount matches the invoice.

The invoice total amount and the ability to view the attached invoice image can be viewed by clicking on the **Summary tab**. To open the invoice image on the page, **click** the attachment name and it will open and cover the right side of the screen.

Jasons Deli Supplier Invoice No. Invoice Image 19309993710001.pdf Total (-10.00 USD) Subtotal Discount Tax1 Tax2	gfgrh
Invoice Image 19309993710001.pdf Total (-10.00 USD) Subtotal Discount Tax1	
19309993710001,pdf Total (-10.00 USD) Subtotal Discount Tax1	
Subtotal Discount Tax1	~
Discount Tax1	
Tax1	-10.00
	0.00
Tax2	0.00
	0.00
Shipping	0.00
Handling	0.00
	-10.00

13. Once finished, click Complete: By Clicking This Button, You Acknowledge Receipt Of Goods And Services On Behalf of UF

Complete: By Clicking This Button, You Acknowledge Receipt Of Goods And Services On Behalf Of UF

Additional Assistance

Marketplace Help Desk

Email: myUFMarketplace@ufl.edu

Phone: (352) 392-1335