

## Creating a Credit Memo

### Overview

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

### Navigation

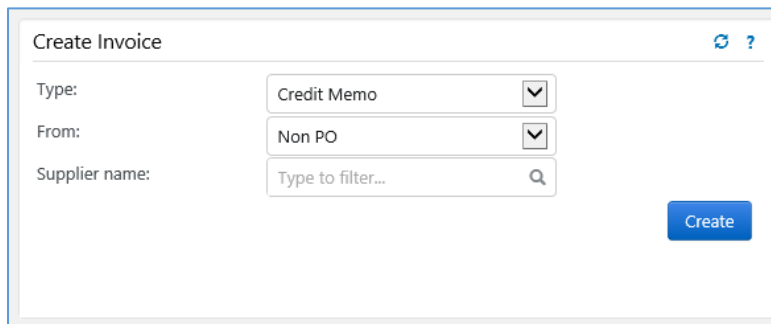
Within myUFL, navigate to:

- ⇒ 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:



- 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.
  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

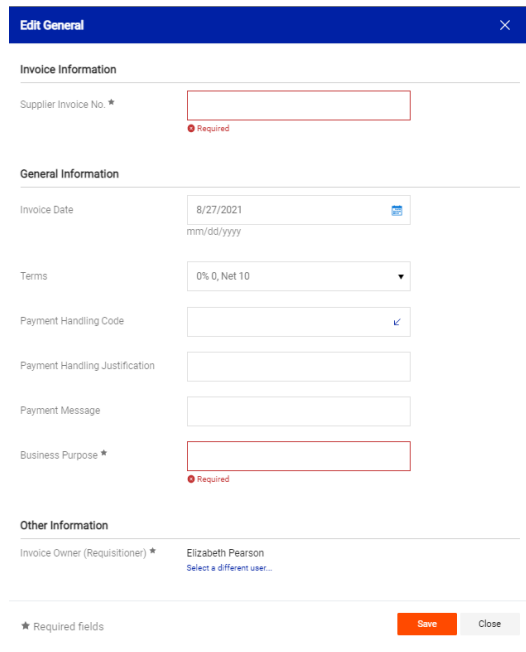


Save

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

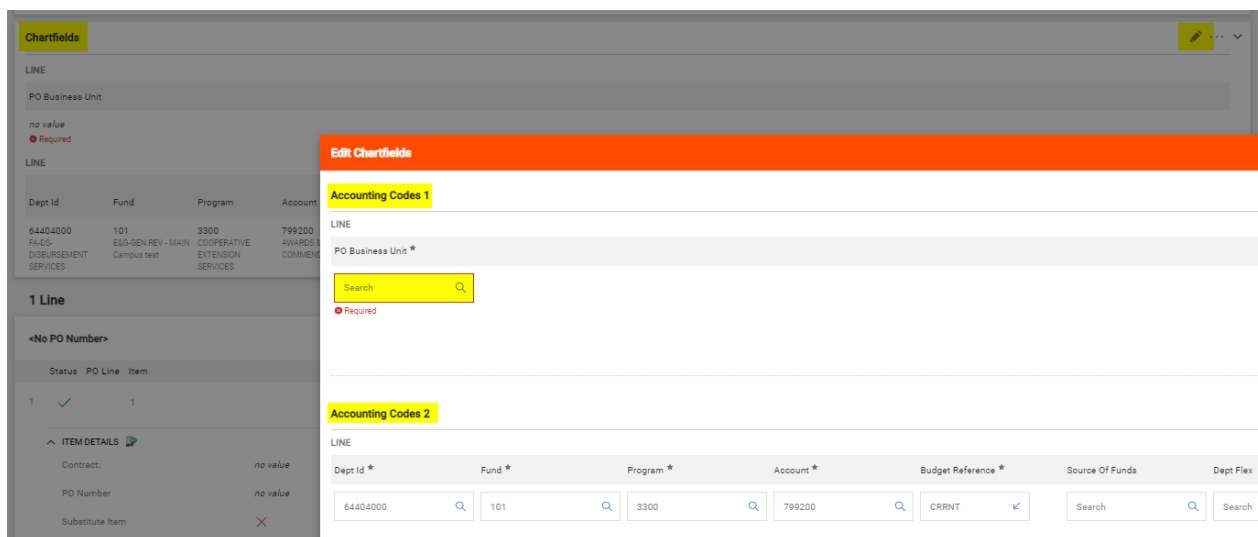
8. On the Summary tab, click the pencil icons to edit General and Addresses  and click Add to add Internal attachments

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



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



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

<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

ITEM DETAILS

Fill out the form.

Add a Description, Quantity and Price.

Click Save.

Add Non-PO Item

Item

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

Additional Details

PO Number

Commodity Code

★ 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 Comments Attachments History

Attachments found: 0

Add Internal Attachment

There are no attachments for this document.

Add Attachments

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

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.

Draft	
Jasons Deli	▼
Supplier Invoice No.	gfgrh
Invoice Image	
19309993710001.pdf	...
Total (-10.00 USD)	▼
Subtotal	-10.00
Discount	0.00
Tax1	0.00
Tax2	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](mailto:myUFMarketplace@ufl.edu)

Phone: (352) 392-1335