

Working Returned Invoices

Overview

This guide will show you how to access and edit Returned Invoices.

Navigation

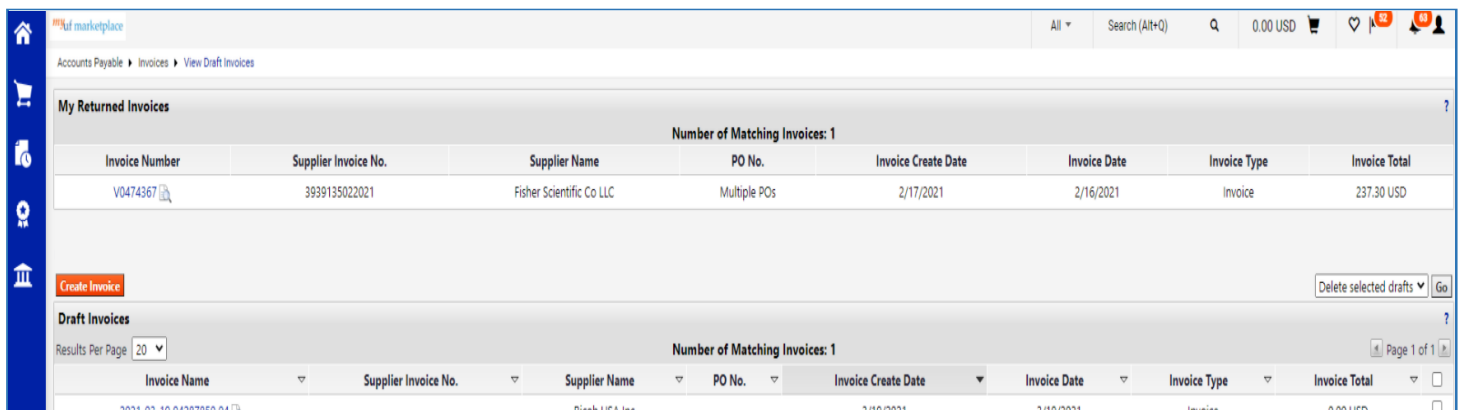
Within myUFL, navigate to:

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

Process

Invoices that fail invoice validation due to insufficient budget, invalid chartfield combinations, or that are returned by another user in the workflow are sent to the draft invoice folder of the Invoice owner. Returned invoices are considered draft invoices and are not searchable in the system until they are submitted back into workflow. **It is best practice to make yourself the invoice owner for all invoices you complete; if there is an issue with the invoice, it will return to you as the invoice owner.**

1. Click on [Accounts Payable icon](#).
2. Click [View Draft Invoices](#).
3. Any returned invoices will populate in the My Returned Invoices.
4. Returned invoices can be edited by clicking on the invoice number hyperlink.



The screenshot shows the 'myUF marketplace' interface. At the top, there is a navigation bar with 'Accounts Payable > Invoices > View Draft Invoices'. Below this, there are two main sections: 'My Returned Invoices' and 'Draft Invoices'.

My Returned Invoices: This section shows a table with one invoice. The table has columns for Invoice Number, Supplier Invoice No., Supplier Name, PO No., Invoice Create Date, Invoice Date, Invoice Type, and Invoice Total. The data row shows Invoice Number V0474367, Supplier Invoice No. 3939135022021, Supplier Name Fisher Scientific Co LLC, PO No. Multiple POs, Invoice Create Date 2/17/2021, Invoice Date 2/16/2021, Invoice Type Invoice, and Invoice Total 237.30 USD.

Draft Invoices: This section shows a table with one invoice. The table has columns for Invoice Name, Supplier Invoice No., Supplier Name, PO No., Invoice Create Date, Invoice Date, Invoice Type, and Invoice Total. The data row shows Invoice Name 2021-03-10 04287890 04, Supplier Invoice No. 3939135022021, Supplier Name Fisher Scientific Co LLC, PO No. Multiple POs, Invoice Create Date 2/17/2021, Invoice Date 2/16/2021, Invoice Type Invoice, and Invoice Total 237.30 USD.

- After a returned invoice has been updated, it can be submitted back into workflow by clicking the **Complete** button.
 - *invoices re-submitted into workflow will go through the same approval process to allow for review on any changes made.*

