Working an Invoice for Department Level 1 Approvers

Overview

Department Level 1 Approvers will follow the steps in this instruction guide to process an invoice received via the Digital Mailroom (DMR) or Electronically from select suppliers.

NOTE: For a manually input invoice, the fields below will need to be <u>entered</u> instead of verified.
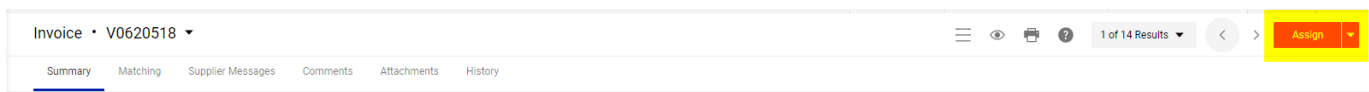
Navigation

Within myUFL, navigate to:

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

Within myUF Marketplace, navigate to:

- ⇨ AP Home
- ⇨ Approvals
- ⇨ Invoices to Approve
- ⇨ Find the invoice and click on the Blue Invoice Number.

Process

1. **Assign** invoice to yourself

2. **Verify** Invoice matches index fields to right of the invoice image, invoice date, supplier name, supplier invoice number and remit address. For DMR invoices, the invoice image can be viewed by clicking on the invoice file name at the top right of the invoice. the invoice image will open on the right side of the invoice screen. The invoice image can be closed by clicking the X icon at the top right of the invoice image window.
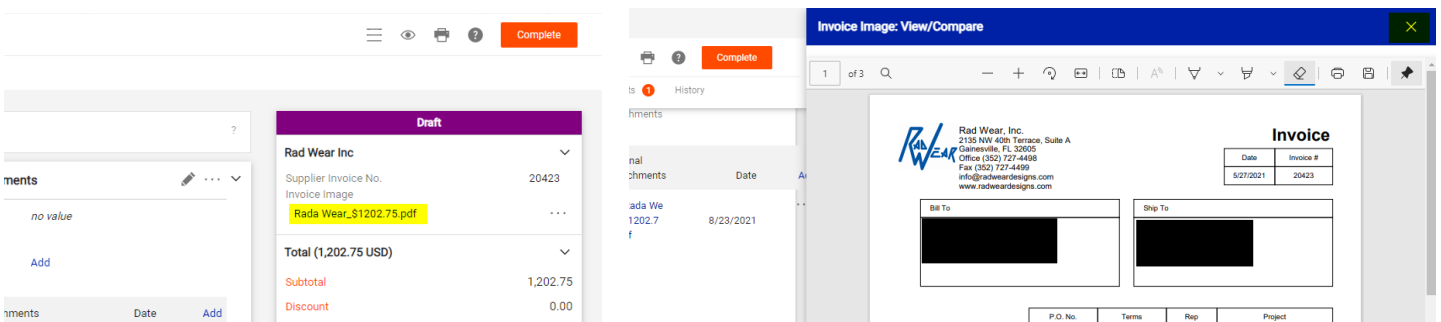
*Electronic invoices do not have an image and will show "Electronic (Supplier System)" on the invoice.

3. **IMPORTANT!** **Add yourself** **as the invoice owner (this allows you to receive returned invoice notifications).** The Invoice Owner is required to have information before you can save.

- For **DMR** invoices:
  - Navigate to the Entry Tab with Simple toggled on and click Select a different user...
  - Search for your name and select the plus icon for the correct user.

Invoice • 108494984 ▾   ☰   `Simple` 🔘   🖨 ❓   Save   Complete

Entry   Summary   Matching   Supplier Messages   Comments   Attachments   History

- For **Electronic invoices**
  - navigate to the Summary tab, click on the pencil icon and scroll to the bottom of the pop-up.
  - Click Select a different user...
  - Search for your name and select the plus icon for the correct user.

Invoice • V0620518 ▾   ☰ 👁 🖨 ❓ 1 of 14 Results ▾ ‹ › Assign ▾

Summary   Matching   Supplier Messages   Comments   Attachments   History

4. Verify all line items match the invoice (to the bottom left of the image), descriptions and amount. You can add a new PO or add a Non-PO line item at this time.
   Any changes made on the simple manual entry tab must be saved. Click **Save** at top right of the screen.

☰ `Simple` 🔘 🖨 ❓   Save   Complete

Draft	
Rad Wear Inc	⌄
Supplier Invoice No.	20423
Invoice Image	
Rada Wear_$1202.75.pdf	⋯
Total (1,202.75 USD)	⌄
Subtotal	1,202.75
Discount	0.00

5. Navigate to the **O** tab, General Selection and
   to Update or verify Business Purpose:
   Non-PO – Enter the Business Purpose
   PO – Business Purpose should populate from the requisition
   # **O**

6. Note/Attachments:
   Using the pencil icon on the **Summary** Tab, **Attach** all packing slips or supporting documentation in the internal attachments.

Note/Attachments		✏ · · · ∨
External Note		*no value*
External Attachments		Add
Internal Attachments	Date	**Add**
⬇ 21238970680001.pdf	8/26/2021	· · ·

7. ChartField Section:
   Non-PO - **Enter** the PO Business Unit and add the ChartField string.
   PO – Business Unit and ChartField should populate from the PO.

Chartfields   ✏ · · · ∨

LINE

Asset Profile	AM Unit
no value	*no value*

LINE

PO Business Unit
no value
⊗ Required

LINE

Dept Id	Fund	Program	Account	Budget Reference	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS	Resource Type	Resource Category	Resource SubCategory	Budget Date
no value	*no value*	*no value*	*no value*	*no value*	*no value*	*no value*	*no value*	*no value*	*no value*	*no value*	*no value*	*no value*	*no value*	*no value*	*no value*
⊗ Required	⊗ Required	⊗ Required	⊗ Required	⊗ Required											

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

8. Line Item Section:
   Verify all items are correct and all changes (if applicable) are reflected from the Entry and/or Summary tab.
   To approve you will click **Approve: By Clicking This Button, You Acknowledge Receipt Of Goods And Services On Behalf of UF"**. This will complete the Department Level 1 Approver processing and move the invoice through the approval workflow.

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

9. For a manually input invoice, you will click "**Complete: By Clicking This Button, You Acknowledge Receipt of Goods And Services On Behalf of UF**" to finish Department Level 1 Approver processing and move the invoice through the approval workflow.

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