[Encumbered Vouchers]

A PeopleSoft voucher is an online request for payment that holds invoice information and creates a payment schedule. In PeopleSoft, UF departments and fiscal offices will input invoice information into PeopleSoft to create a voucher. This instructional guide describes that process. To learn more, attend "Introduction to Purchasing and Payables."

- Log on to myUFL using your GatorLink username and password (http://my.ufl.edu)
- Navigate to Accounts Payable > Vouchers > Entry > Regular Entry
- At the “Add a New Value” tab on the Vouchers screen, ensure the Business Unit is UFLOR
  - Click “Add”
- At the “Invoice Information” tab next to the PO Business Unit and PO Number boxes, click on the "Worksheet Copy Option" drop down list and select "Purchase Order Only"
  - This will display the PO Look Up criteria page
- Enter your Business Unit and PO number and click the yellow "Search" button
  - All PO lines will be displayed
    - If you do not see the PO, check the View Matched/Cancelled Only checkbox and click search again
- Select the specific lines that you want to copy into the voucher (or select all lines) by checking the select box on each line
- Click the “Copy to Voucher” button
  - The voucher will then be populated with the purchase order information:
    - Vendor, Payment Terms, Item and Description, and ChartFields
  - Be sure to verify that the ChartFields are correct!
- Next, enter Invoice Number and Invoice Date in the Invoice section
- Review the Invoice Lines section to confirm it matches the invoice received
  - If needed, change quantity as a result of a partial shipment
- Click the “Payments” tab to check the remittance address against the invoice
  - If needed, change the address using the magnifying glass view icon to the right of the Remit To field
  - If the remittance address is not available, please e-mail Vendor Management with related information at addvendor@ufl.edu. Be sure to return here to correct the remittance address (once the correct address is made available) before the payment is issued
    - Click “Save” after checking all invoice information
- Return to the “Invoice Information” tab:
  - Entry Status should have changed from “Open” to “Postable.” If not, check to ensure a valid ChartField combination
  - The system will budget check all vouchers nightly.
  - REQUIRED: Write the Voucher ID number on the upper right corner of the invoice. Keep a copy for your files and send original to Elmore Hall, PO Box 115250, for scanning
  - If the quantity ordered, received, and vouchered all match, close the purchase order by clicking the ”Finalize” icon for the purchase order, which is a pink icon surrounded by arrows at the top of the screen (not the one associated with the invoice). Finalization removes this PO from the list of available POs in subsequent vouchers

Note:
If the page and invoice don’t match, the system will allow you to save and budget check. Overnight processes check for predetermined tolerances. System will return match exceptions, so check your worklist the next day, using the link in the upper right-hand corner of your screen. For more information, look for a web tutorial and instructional guide about “Match Exceptions”