

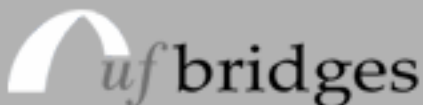
[Unencumbered Vouchers]

A PeopleSoft voucher is an online request for payment that holds invoice information and creates a payment schedule. This instructional guide describes how to pay for goods with unencumbered vouchers. Unencumbered vouchers will be used only for paying outside vendors. Examples of unencumbered purchases are subscriptions, memberships, and registrations. To learn more, attend "Purchasing and Payables: Paying Your Vendors."

- ▶ Log into the system via the myUFL portal, using your GatorLink user id and password (<http://my.ufl.edu>)
- ▶ Go to Regular Entry by navigating through the menu:
 - ▶ Accounts Payable
 - ▶ Vouchers
 - ▶ Entry
 - ▶ Regular Entry
- ▶ At the "Add a New Value" tab on the Vouchers screen, ensure the Business Unit is UFLOR and enter as much information here as possible
 - ▶ Click "Add"
- ▶ There is no "Copy PO" function when dealing with unencumbered vouchers, so at the "Invoice Information" tab, enter vendor, invoice number and date, and amount
- ▶ At the Invoice Lines section, use the magnifying glass view icon to choose the appropriate "Item"
 - ▶ By choosing the "Item," the "Description" populates
- ▶ Enter the appropriate ChartField string
- ▶ If needed, click the "Plus" sign to add a new distribution line
 - ▶ Select the number of additional lines desired via the Script Prompt and click OK
 - ▶ The values will default from the first line, so change as needed
- ▶ 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
- ▶ Click "Save" after checking all invoice information
- ▶ Return to the "Invoice Information" tab:
 - ▶ Entry Status should be "Postable." If not, check to ensure a valid ChartField combination
 - ▶ You can budget check using the green Ledger icon at top of screen (the system will budget check all postable vouchers nightly)
 - ▶ Best Practice: Write the Voucher ID number on the invoice

Note

Overnight processes check for predetermined tolerances. The system will return match exceptions, so check your worklist the next day, using the link in the upper right-hand corner of your screen.



Created in conjunction with Training & Development
and Purchasing & Disbursement Services

[Unencumbered Vouchers]

There are only a few categories available to process an unencumbered voucher.

Utilities (e.g., electricity)

ITEM ID	Description	Account
83101800	Electric Utilities	721100
83101600	Oil and Gas Utilities	721200
83100500	Water and Sewer Utilities	721300

Communications (e.g., wireless service)

43200000	Broadcasting or Telecomm	782300
43190000	Comm Devices and Access	781900
83111603	Cellular Telephone Service	722200
83111604	Paging Services	722300
81112100	Internet Services	711700

Subscription

55101509	Books Publications Non-Library	789300
55101519	Subscriptions	791100

Memberships

94101500	Business Associations	791000
94101600	Professional Associations	791000

Registration

80141902	Meeting Events	771100
----------	----------------	--------

Postage (outside vendor)

78102200	Freight, Postal	794100
78102204	Worldwide Delivery service	794200
72102205	Bulk Mail	794000

Research Participant

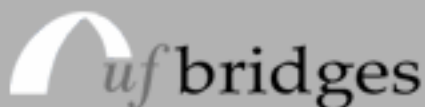
93131703	Research Participant	719200
----------	----------------------	--------

Petty Cash

93151700	Petty Cash Reimbursement	115000
----------	--------------------------	--------

Entertainment

90150000	Entertainment	799600
----------	---------------	--------



Created in conjunction with Training & Development
and Purchasing & Disbursement Services