

1

Departmental approver logs in to myUFmarketplace:
myUFL ->Main Menu ->My Self Service ->myUF MarketPlace

UF | myUFL

NavBar: Menu



Menu



Recently Visited



Favorites



Menu



Timesheet



View Paycheck



Reverse Charge

My Self Service

- Benefits >
- Payroll and Compensation >
- Personal Information >
- Time Reporting >
- Training and Development >
- Travel and Expense >
- UF Engaged >
- Job Postings
- UF Go Travel and PCard
- UFCC Sign On
- myUF Marketplace
- E-Learning

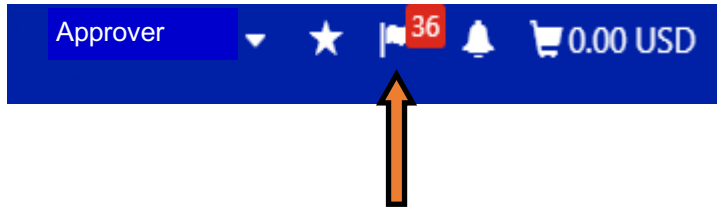


2 Upon login to myUFMarketPlace, approver selects Accounts Payable from the left menu, then AP Home.

The image displays two screenshots of the myUFMarketplace web application interface. The top screenshot shows the main navigation menu on the left, with 'Accounts Payable' highlighted by an orange arrow. The breadcrumb trail reads 'Shop > Shopping > Shopping Home > Home/Shop'. A welcome message is visible: 'Welcome to the new and improved myUF Marketplace!'. The bottom screenshot shows the 'Accounts Payable' sub-menu, with 'AP Home' highlighted by an orange arrow. The breadcrumb trail is the same. A search bar is visible with the text 'Type an Invoice Number...'. A text box between the screenshots reads: 'The Check Request is now use the instruction guide'.

3

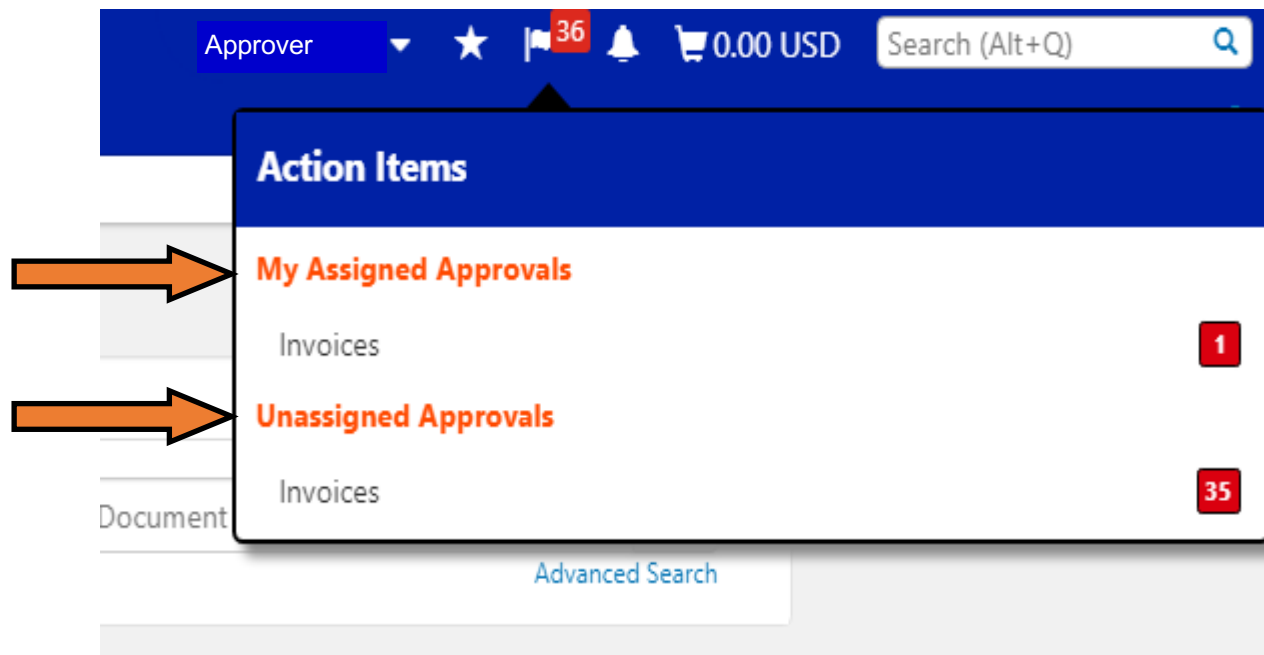
Once approver has accessed Accounts Payable, AP Home, select the flag to view Action Items.



4

Select my Assigned Approvals or Unassigned Approvals.

**you cannot approve an invoice not assigned to you*



5 Approver selects the invoice submitted by vendor/ department, by clicking the Invoice No.

INVOICE NO.	SUPPLIER INVOICE NO.	SUPPLIER NAME	ASSIGNED APPROVER	CREATE DATE	PO NO.	MATCH STATUS	AMOUNT
V1074912	899	G-Berries Inc	Approver	11/10/2022 9:24 AM		Unmatched	514.08 USD



6 Invoice process screen opens, displaying invoice information: Invoice Number (voucher number), Supplier Invoice Number, Supplier Name, Invoice Image. Verify information matches invoice: invoice number, & date. Insert business purpose.

Invoice • G-Berries Inc • V1074912

Summary Matching Supplier Messages Comments 2 Attachments 2 History

General

Invoice Type Invoice

Invoice Source Digital Mailroom Import

Invoice Number V1074912

Supplier Invoice No. 899

Supplier Name G-Berries Inc

Invoice Date 10/17/2022

Terms

Terms Discount 0.00 USD

Payment Handling Code no value

Payment Handling Justification no value

Payment Message no value

Business Purpose GRAND ROUNDS LUNCH

Invoice Owner (Requisitioner) Michelle Harris

Match Status Unmatched

Contains substituted item(s) X

Contract No.

Addresses

Remit To

dba SweetBerries Eatery & Frozen Custard
911 NW 36th Road
Gainesville, Florida 32609

United States
Address Id 1001

Bill To

no address

Payment Information

Internal Note no value

Pay Status In Process

Payment Record No. no value

Payment Method no value

Note/Attachments

External Note no value

External Attachments Add

Internal Attachments	Date	Add
G-Berries dba Sweetberries_\$5 14.08_Inv. 899_V1074912...	2/13/2023	...
22311920550008.pdf	11/17/2022	...

7

Approver fills in department chartfield information as usual with the exception of the account which is based on the type of catering being paid.

Edit Chartfields

LINE

Asset Profile AM Unit

No Value No Value

Add alternate distribution for Do Not Use +

Accounting Code 1

Add alternate distribution for Do Not Use +

LINE

PO Business Unit *

2930

Add alternate distribution for Do Not Use +

Accounting Codes 2

Add alternate distribution for Do Not Use +

LINE

Dept Id *	Fund *	Program *	Account *	Budget Reference *	Source Of Funds	Dept Flex	UFID	PC Business Unit
29300200	171	2100	715500	CRRNT	F007084	2930GRDRDS	60151857	

★ Required fields

Save Close

When complete, select Save.

8

Caterers are approved for providing catering services either On-Campus or Off-Campus. A specific **Account** has been assigned to each type of caterer.

Account **799400**: used for Off-Campus events and all Florida Fresh Dining, Chartwell's, Palm & Pine Catering

Dept Id	Fund	Program	Account	Budget Reference
11230000	211	2200	799400	CRRNT
11230000	C&G - RETURNED OVERHEAD	INDIVIDUAL OR PROJECT RESEARCH	CATERING SERVICES	Current



Account **715500**: used for approved On-Campus events except Florida Fresh Dining, Chartwell's, Palm & Pine Catering

Dept Id	Fund	Program	Account	Budget Reference
11230000	211	2200	715500	CRRNT
11230000	C&G - RETURNED OVERHEAD	INDIVIDUAL OR PROJECT RESEARCH	CATERING SERVICES	Current



9

Once the invoice information is verified by the approver and all chartfield information has been entered, the invoice can be approved as usual and is submitted for secondary approval .

