



ADDY TIPS



Approval to Pay in Accounts Payable

This Addy Tip explains the approval process to pay on an invoice within Accounts Payable.

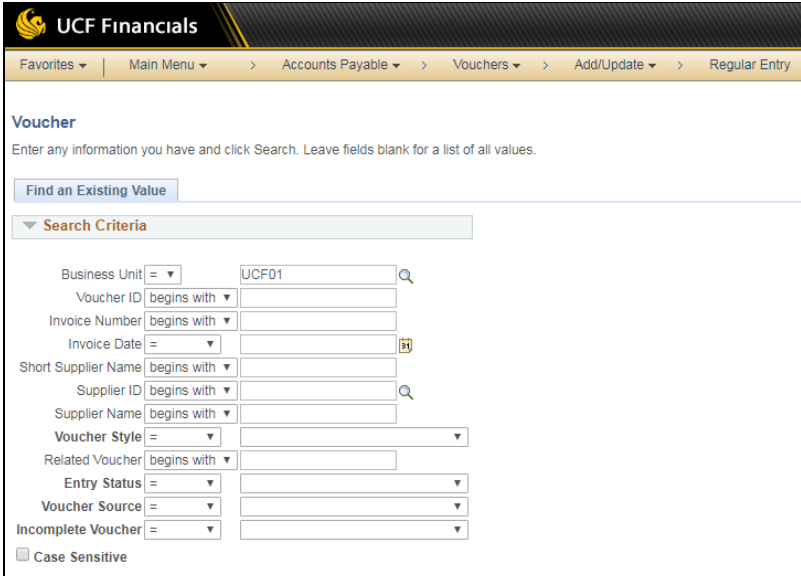
UCF Financials requires users to acknowledge when goods or services ordered via a requisition have been received. In order for items to be designated in UCF Financials as “Received”, purchases are required to match the information in UCF Financials via three components:

1. Purchase Order
2. Invoice
3. Receipt within UCF Financials

If an item requires inspection, a fourth matching component will be required:

4. Inspection within UCF Financials (optional)

Once receiving and inspection (if required) is completed within UCF Financials, the invoice will be considered ready to be processed for payment.

Step	Action
1.	<p>To obtain a copy of the invoice, navigate to: Accounts Payable > Vouchers > Add/Update > Regular Entry.</p> 



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2. Enter the **Business Unit** and **Voucher ID** then click **Search**.

Search Clear Basic Search Save Search Criteria

3. Click the **Invoice Information** tab.

4. Click the **Attachments** link in the upper right hand corner.



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5. Open the .pdf file to preview the invoice.

Voucher Header Attachment

Business Unit UCF01 Voucher ID 00999999

Details

File Name	Show to Approver?	Description
V00999999_1-29-14_Revel.pdf	<input checked="" type="checkbox"/>	

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel Refresh

Exempt Payments

This approval process has no impact on non-purchase order payments or invoices that are not normally received in UCF Financials, such as:

- Zero dollar blanket invoices
- Research Foundation payments
- Sub-contracts
- Deposits/prepayments
- DSO payments
- Petty cash
- PCard payments

These payments will need approval by someone authorized to approve payments on the department authorization list (DAL) for the department or project number requested or via the regular PCard approval process.

Payments greater than \$50,000 will require receiving and an approval from the RFO or DDC of the department or project number selected.