Accounts Payable – Viewing Attachments via the Documents Button

This instruction guide describes how to view voucher documents/attachments uploaded prior to October 2011.

Navigation

Log in to myUFL
1. Click the **Main Menu** button.
2. Click the **Accounts Payable** menu.
3. Click the **Vouchers** menu.
4. Click the **Add/Update** menu.
5. Click the **Regular Entry** menu.
6. Search for an **Existing Voucher**.
7. Click the **Invoice Information** tab.

Viewing Attachments via the Documents Button

Attachments uploaded prior to October 2011, can be viewed via the Documents button.
Upon clicking the Documents button, a new window or tab will open, displaying the Attachments for that specific Voucher.

**NOTE:** At times, the Documents pane may be minimized and you will need to open the pane to view the documents.

**To open the documents pane:**
1. Hover your mouse over the **gray line** above the green documents bar.
2. When you see the **resize cursor** appear (indicated below), click on the gray line and drag the documents pane up.
Upon, dragging the documents pane up, the documents for the voucher will be visible.

3. To view each document, **double-click** the name of the document.
4. The document will load in the **reading pane** to the right of the screen.
Instruction Guide

If you need help with...

• Technical issues, contact the UF Help Desk:
  392-HELP
  helpdesk@ufl.edu

• Any other issues, please contact University Disbursements at 392-1241 or e-mail Disbursements@ufl.edu:

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