

## Viewing Attachments via the Documents Button

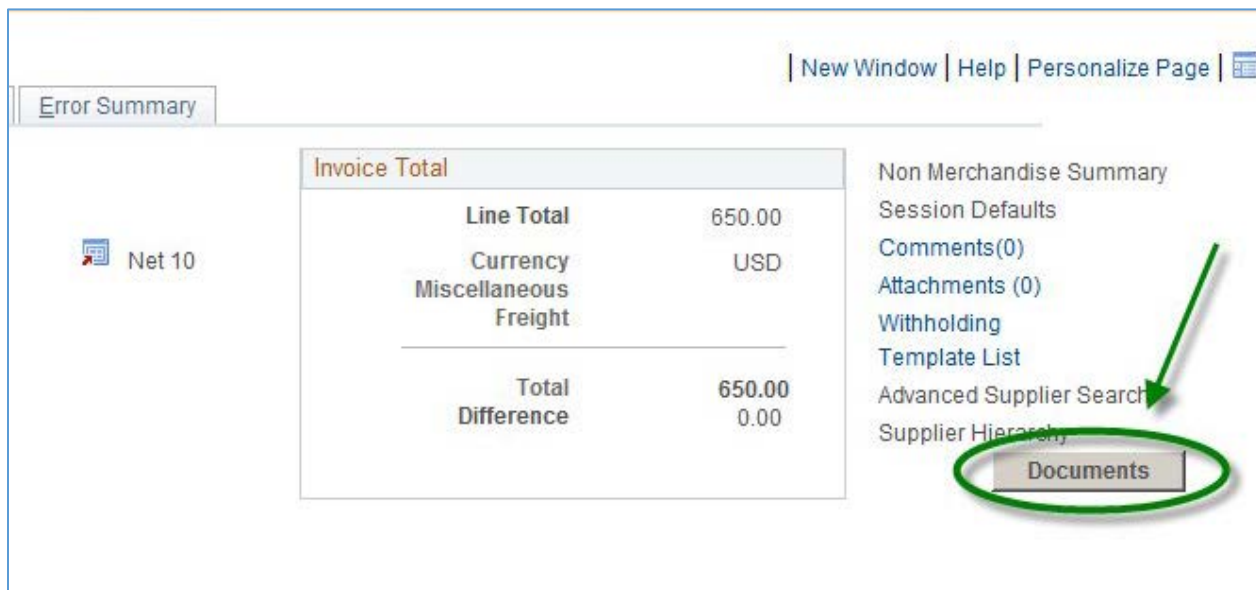
### Navigation

Log in to myUFL

1. Click the **Nav Bar** button.
2. Click **Main Menu**.
3. Click **Financials**.
4. Click **Accounts Payable**.
5. Click **Vouchers**.
6. Click **Add/Update**.
7. Click **Regular Entry**.
8. Search for an **Existing Voucher**.
9. Click the **Invoice Information** tab.

### Viewing Attachments via the Documents Button

Attachments uploaded prior to October 2011, can be viewed via the Documents button.



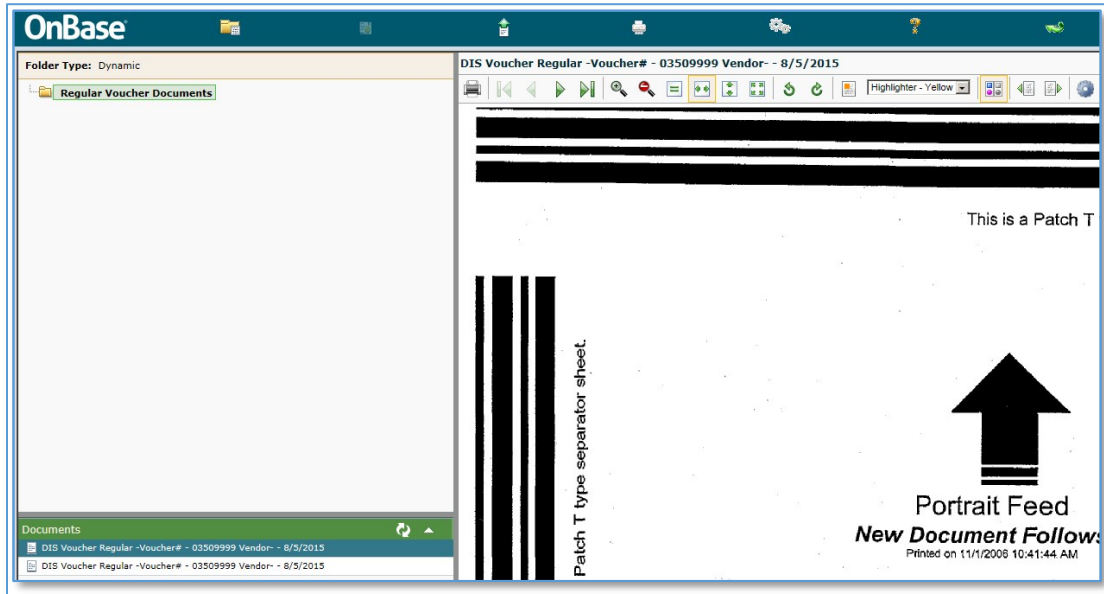
The screenshot shows a web application interface. At the top right, there are links for 'New Window', 'Help', 'Personalize Page', and a menu icon. Below this is a tab labeled 'Error Summary'. The main content area is divided into three sections. On the left, there is a 'Net 10' icon. In the center, there is an 'Invoice Total' table. On the right, there is a list of menu items: 'Non Merchandise Summary', 'Session Defaults', 'Comments(0)', 'Attachments (0)', 'Withholding', 'Template List', 'Advanced Supplier Search', and 'Supplier Hierarchy'. At the bottom of this list, a 'Documents' button is highlighted with a green circle, and a green arrow points to it from the right.

Invoice Total	
Line Total	650.00
Currency	USD
Miscellaneous	
Freight	
<hr/>	
Total	650.00
Difference	0.00

Upon clicking the Documents button, a new window or tab will open, displaying the Attachments for that specific Voucher.

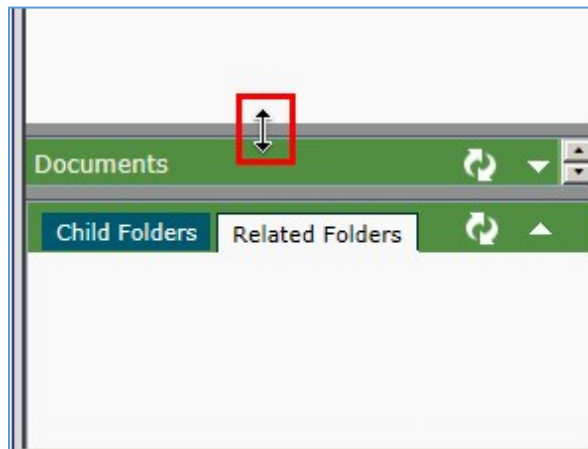
**NOTE:** At times, the **Documents** pane may be minimized and you will need to open the pane to view the documents.

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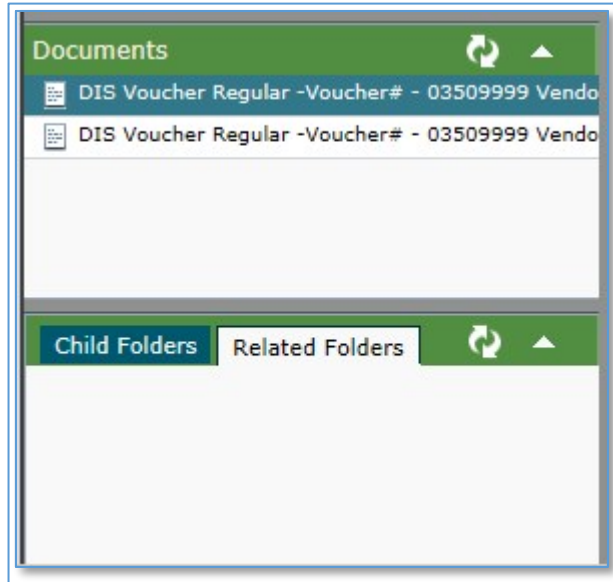
### To open the documents pane:

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.

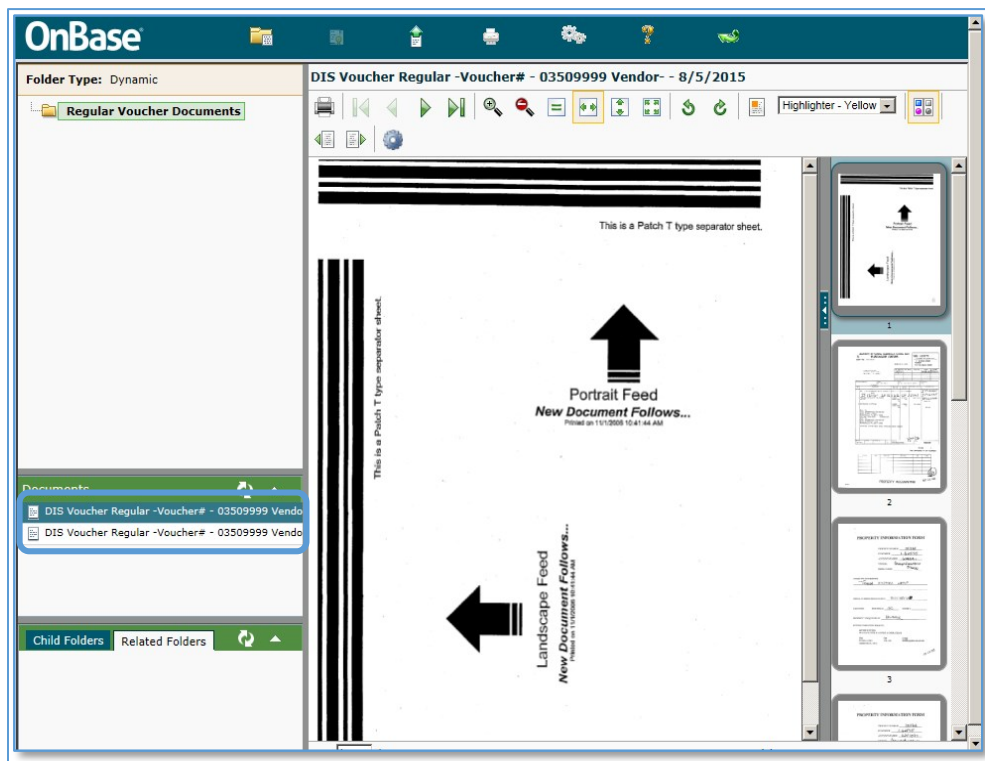


Upon, dragging the documents pane up, the documents for the voucher will be visible.

## Viewing Attachments via the Documents Button



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.



If you need help with...

- Technical issues, contact the UF Help Desk: 392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- Any other issues, please contact University Disbursements at 392-1241 or e-mail  
[Disbursements@ufl.edu](mailto:Disbursements@ufl.edu)