

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.

> Regular Entry

| New Window | Help | Personalize Page |

Error Summary

Net 10

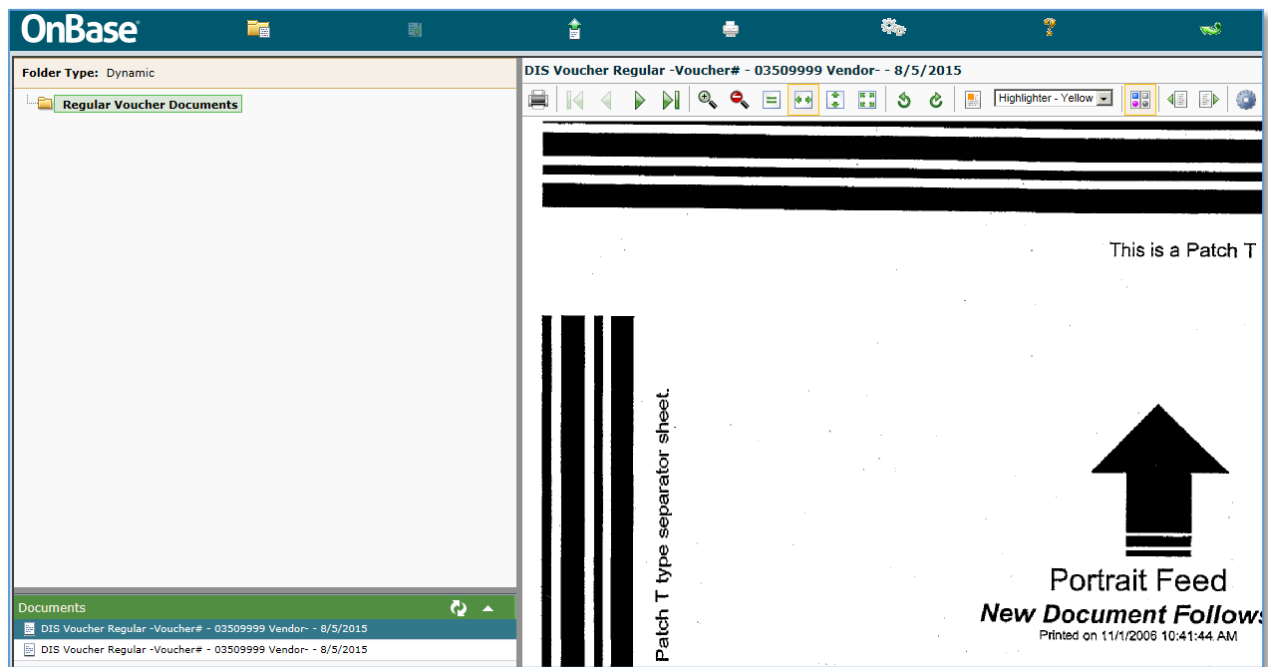
Invoice Total	
Line Total	650.00
Currency	USD
Miscellaneous Freight	
<hr/>	
Total	650.00
Difference	0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Withholding
Template List
Advanced Supplier Search
Supplier Hierarchy

Documents

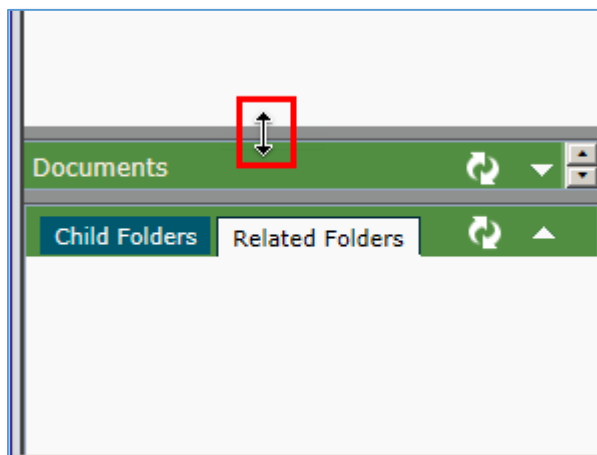
Upon clicking the Documents button, a new window or tab will open, displaying the Attachments for that specific Voucher.

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

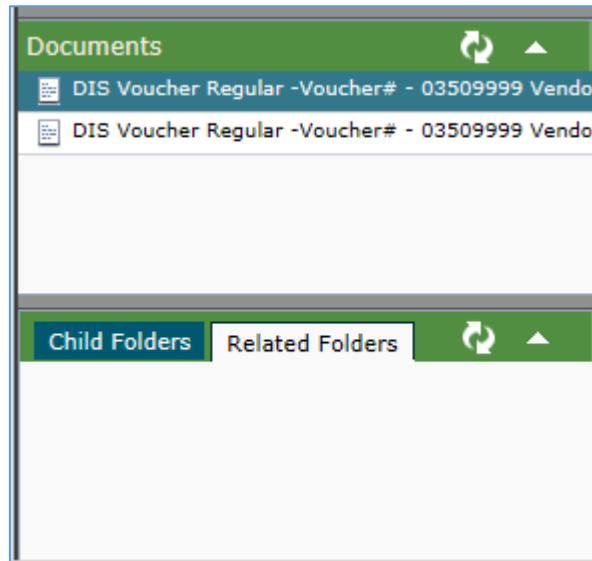


To open the documents pane:

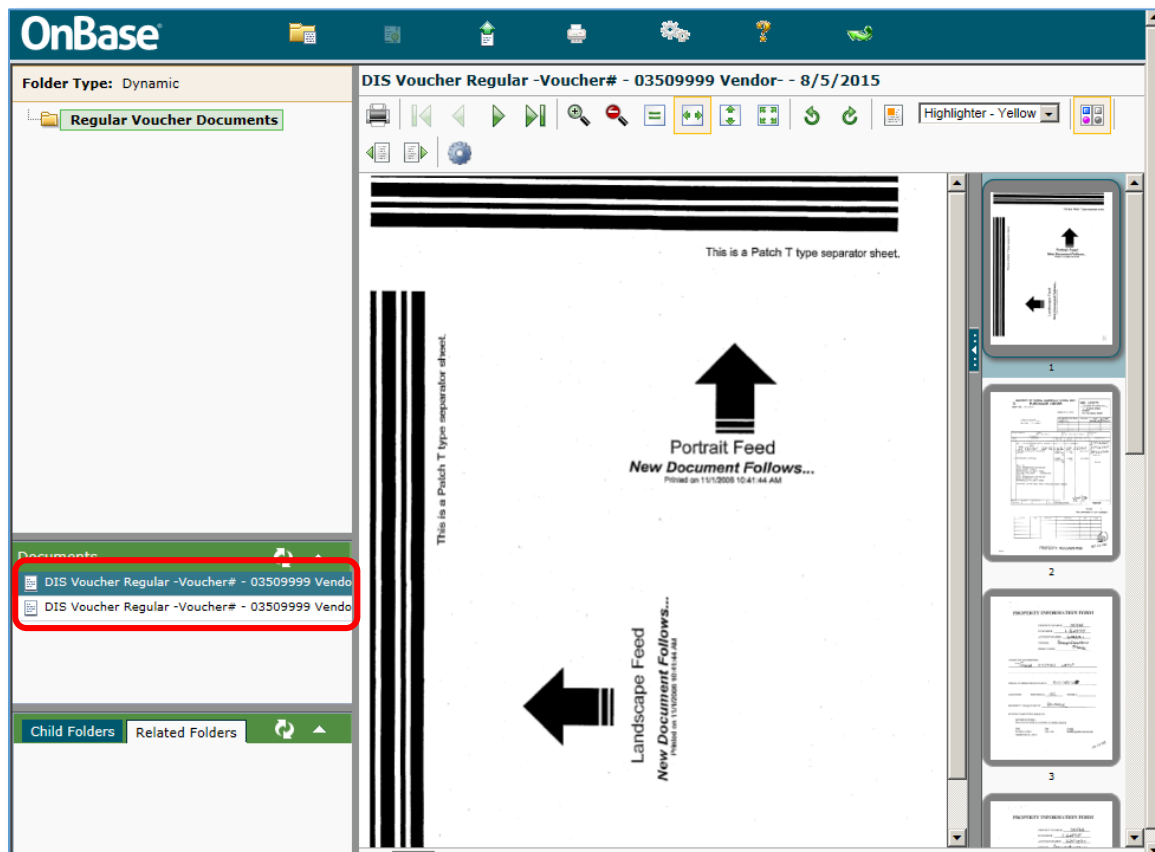
1. Hover your mouse over the **gray line** above the green documents bar.
2. When you see the **resize cursor** appear (indicated below), click on the gray line and drag the documents pane up.



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.



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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