Instruction Guide

Attaching Images to PCard Vouchers

OVERVIEW

Effective immediately, PCard supporting documentation will be "attached" to vouchers in myUFL rather than faxed. This is the same method that is currently being used for journal entries. We hope that you will find this change in process to be more efficient and effective than fax imaging. You may now do this with the security role of UF_FI_UNIVERSAL_INQUIRY as well as the UF_AP_VOUCHER_PROCESSOR.

Benefits of using the attachment feature include:
- No more printing fax barcode sheets
- No more faxing
- No long distance fax calls
- Clearer, crisper images
- Easier identification of vouchers without required images attached

STEPS

1. Scan and save the document(s) to be attached.
2. In myUFL navigate to the voucher: Accounts Payable > Vouchers > Add/Update > Regular Entry

3. Click the **Find an Existing Value** tab and enter the voucher number.

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4. Click on the **Invoice Information** tab, then click the **Attachments** link.

5. At the Voucher Header Attachment page, click the **Add Attachment** button.

6. Click the **Browse** button and find the invoice image to upload. Click the **Open** button to select, then click the **Upload** button.
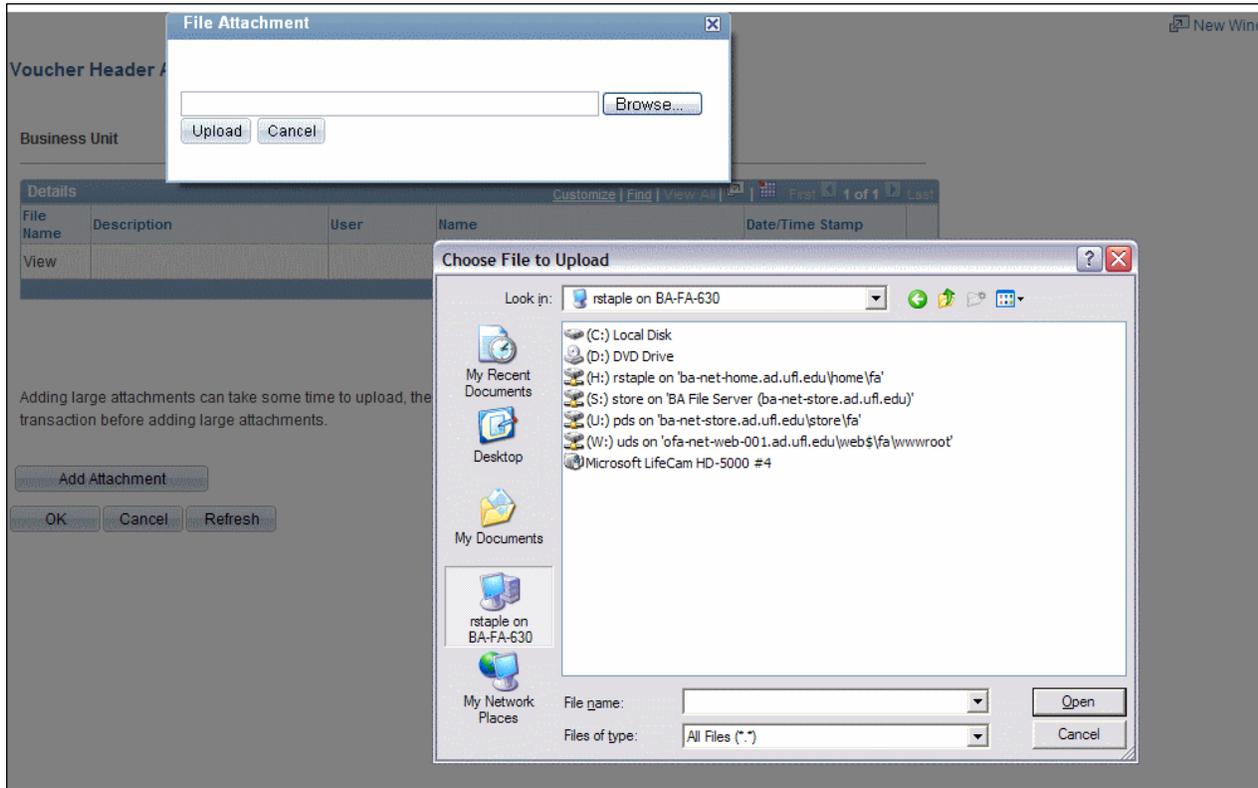
Once back on the **Voucher Header Attachment** page, you may delete the attachment by clicking the minus (-) button on the right end of the row

7. Click the **OK** button when finished adding attachments. The **Attachment** link will display the number of attachments for this voucher, such as Attachments(1).

For further assistance, please contact the Imaging Team in Disbursements with any questions regarding this new process at 392-1241, or e-mail fapfimaging@admin.ufl.edu.