

## **Viewing Attachments via the Documents Button**

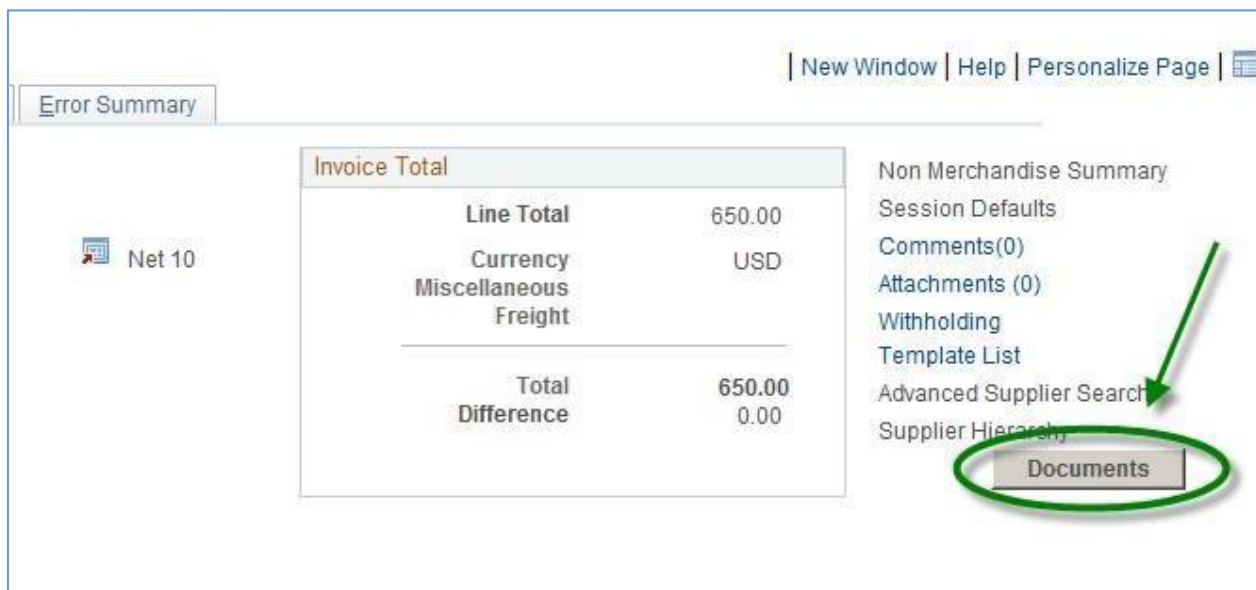
### **Navigation**

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.

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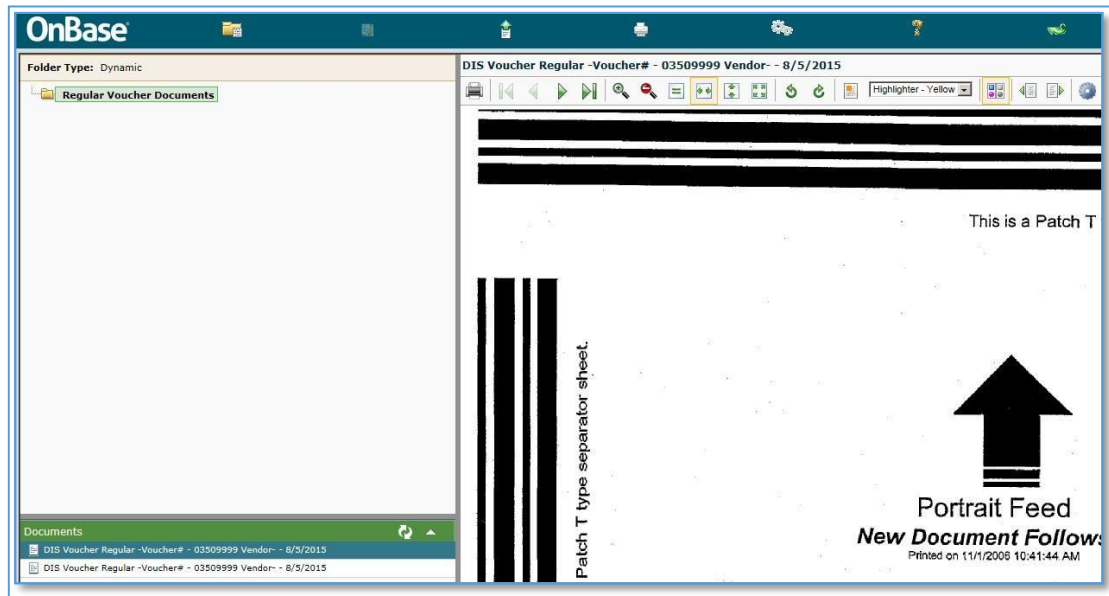
Attachments uploaded prior to October 2011, can be viewed via the Documents button.



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

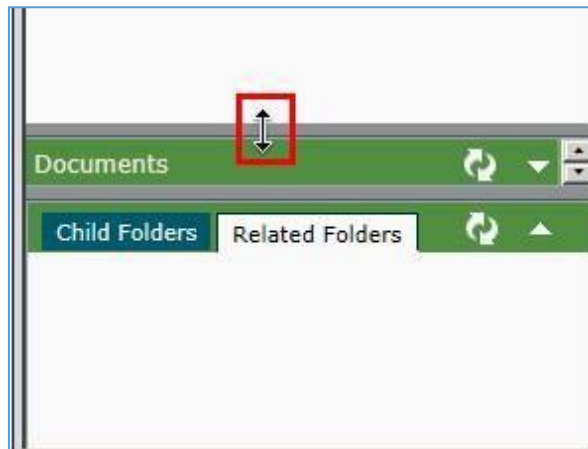
**NOTE:** At times, the **Documents** pane may be minimized and you will need to open the pane to view the documents.

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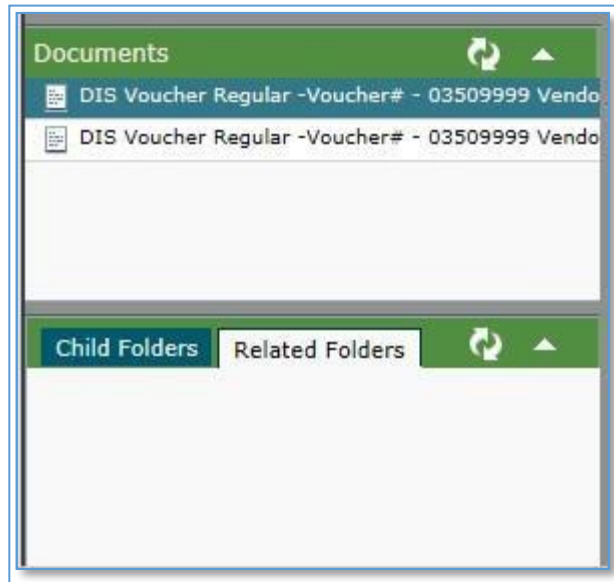
### **To open the documents pane:**

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.

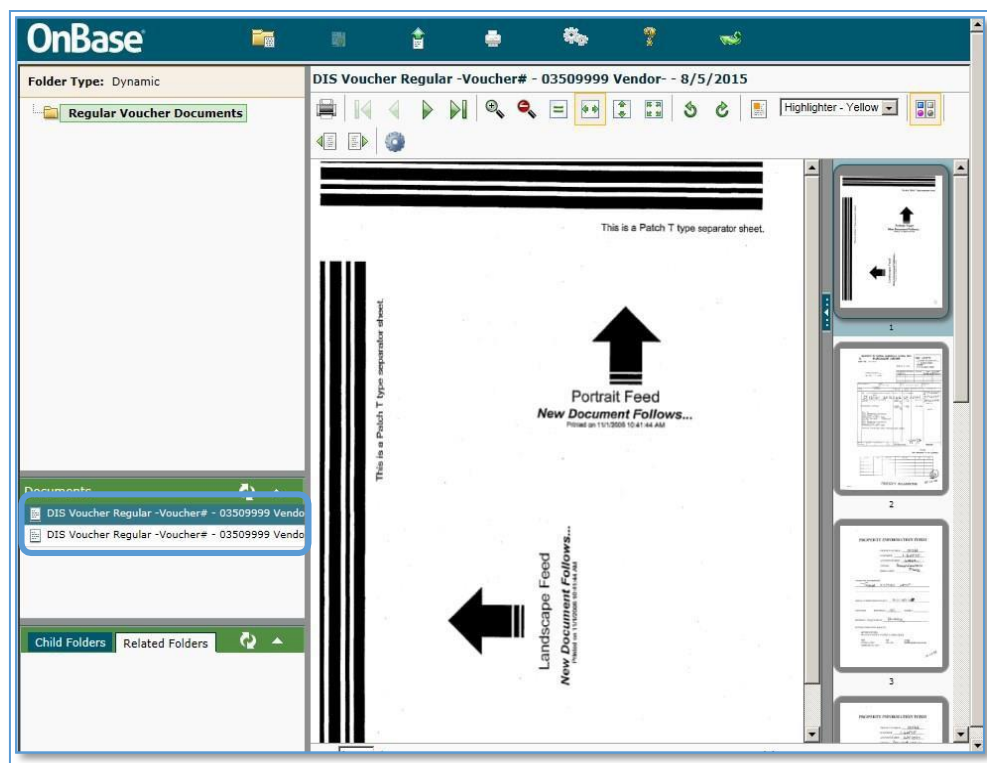


Upon, dragging the documents pane up, the documents for the voucher will be visible.

## **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, contact University Disbursements at 392-1241 or our [contact form](#).