

## IDENTIFY AND CORRECT UF GO VOUCHERS IN ERROR

When Expense Reports reach the status of “Approved” in UF GO, a nightly process creates vouchers in myUFL for all reports approved on a given day. Vouchers that are “valid” will post to the General Ledger and payments will be issued to anyone receiving a reimbursement. Vouchers that have “errors” must be corrected before the voucher will post and pay out.

### THIS GUIDE HAS TWO PARTS:

- Part I Reviewing Vouchers in myUFL to determine if the voucher is valid or in error
- Part II How to correct vouchers in error

**Related resources:** For more information regarding common budget errors, reviewing chartfields and account balances as well as searching for all vouchers in error by Dept ID see the [Correcting Budget Errors](#) section of the UF GO Toolkits.

### Indicators that a UF GO Voucher may be in error:

- A UF GO report is in “Approved” status, but the report is not showing up in the General Ledger, meaning that the transactions cannot be found in budget overview, myInvestigator, Enterprise Analytics reports, etc.
- An employee or traveler’s UF GO report is in “Approved” status, yet they have not received payment and several weeks have passed since the report was fully approved.

## **PART I: REVIEWING VOUCHERS IN MYUFL TO DETERMINE IF THE VOUCHER IS ERROR**

### NAVIGATE TO THE VOUCHER MODULE

1. Log into <https://my.ufl.edu>
2. Navigate to: [Main Menu](#) > [Financials](#) > [Acct Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

There are **four** types of vouchers created from transactions in UF GO. Voucher numbers are **eight** characters in length.

Payment Type	Business Unit	Vouchers start with
Air Card Transactions	UFLOR	Starts with L
PCard Transactions	UFLOR	Starts with C
Personal Funds (Travel and General Reimbursements)	TRAVL	Starts with 0 (zero)
UF Foundation Direct Support Organization (Does not include Foundation funds used in PeopleSoft. Usually used by Foundation employees only)	UFFND	Starts with F

**Tip!** Personal (non-allowable) Expenses create Journal Entries instead of vouchers. Use this query to locate Journals: UFGO\_RPT\_NUMBER\_TO\_UFGO\_JRNL. Additionally, use these guides [PCard](#) or [Travel](#) to reconcile Personal Expenses.

**SEARCH FOR VOUCHERS**

**STEPS:**

1. Enter the **Business Unit**. Refer to the chart above. If the wrong Business Unit is used, you may not get any results. Reports can have more than one voucher depending on the different Payment Types used on the report.
2. Enter the UF GO Report number in the **Invoice Number** field, OR the Voucher number in the **Voucher ID** field.

The screenshot shows a web interface for searching vouchers. At the top, there is a navigation bar with a 'List' button and the title 'Voucher'. Below this is a section titled 'Find an Existing Value' with a 'Search Criteria' dropdown. A note says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Recent Searches' section with a dropdown menu and a 'Save' button. The main search area contains several fields: 'Business Unit' (set to 'UFOR'), 'Voucher ID' (with a 'begins with' dropdown), 'Invoice Number' (with a 'begins with' dropdown), 'Invoice Date' (with an '=' dropdown), 'Short Supplier Name' (with a 'begins with' dropdown), 'Supplier ID' (with a 'begins with' dropdown), 'Supplier Name' (with a 'begins with' dropdown), 'Voucher Style' (with an '=' dropdown), 'Related Voucher' (with a 'begins with' dropdown), 'Entry Status' (with an '=' dropdown), 'Voucher Source' (with an '=' dropdown), and 'Incomplete Voucher' (with an '=' dropdown). A 'Show fewer options' link is below the fields. A 'Case Sensitive' checkbox is also present. At the bottom are 'Search' and 'Clear' buttons.

3. Click **Search**

**Tip!** To locate all vouchers related to one specific Report, use the query: **UFGO\_EXP\_TO\_VOUCHER**. To locate Journal Entries related to a Report, use the query: **UFGO\_RPT\_NUMBER\_TO\_UFGO\_JRNL**.

**Voucher**

**Find an Existing Value**

**Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Business Unit: UFLOR  
 Voucher ID: begins with  
 Invoice Number: begins with BQJFSG  
 Invoice Date: =  
 Short Supplier Name: begins with  
 Supplier ID: begins with  
 Supplier Name: begins with  
 Voucher Style: =  
 Related Voucher: begins with  
 Entry Status: =  
 Voucher Source: =  
 Incomplete Voucher: =

Case Sensitive

Search Clear Save Search

**Search Results**  
2 results Business Unit "UFLOR", Invoice Number "BQJFSG"

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
UFLOR	L0010602	BQJFSG-A	1221.37	1221.37	09/17/2024	BOAAIRCARD-001	0000248853	Bank of America	Regular	(blank)	Postable	LODG	Complete
UFLOR	C0131916	BQJFSG-P	1576.5	1576.5	09/17/2024	MBNA-001	0000002301	MBNA America (Delaware) NA	Regular	(blank)	Postable	TMS	Complete

4. Click on one of the vouchers. If there is only one voucher, it will automatically pull up.

**Voucher**

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: UFLOR | Invoice Date: 09/17/2024  
 Voucher ID: C0131916 | Invoice No: BQJFSG-P  
 Voucher Style: Regular | Invoice Total: 1,576.50 USD  
 Supplier Name: MBNA America (Delaware) NA  
 dba FIA Card Services  
 Acct number 4715697000001140  
 1100 N King St  
 Wilmington

Entry Status: Postable  
 Match Status: No Match  
 Approval Status: Approved  
 Post Status: Unposted

Budget Status: Exceptions

Budget Misc Status: Valid | Close Status: Open

**Message**

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

OK

A pop-up Message indicates that this voucher contains Budget Checking Errors

5. Click **Ok**

**HOW TO DETERMINE IF THE VOUCHER HAS AN ERROR**

6. Review the **Post Status**, **Budget Status**, and **Budget Misc Status** fields on the voucher:

Field	Voucher is in Error	Valid Voucher, Unposted	Valid Voucher, Posted
<b>Post Status</b>	Unposted	Unposted	Posted
<b>Budget Status</b>	Exceptions	Valid	Valid
<b>Budget Misc Status</b>	Valid	Valid	Valid
	Must be corrected in myUFL	Voucher is Valid and will post during an overnight process. Expenses will hit the ChartField the next day	Voucher is Valid and has Posted to the General Ledger. Expenses should appear in budget overview and reports in myUFL.

The **Budget Status** below says **Exceptions** which means this voucher has errors:

The screenshot shows a 'Voucher' page with a navigation bar at the top containing 'Home' and 'New Voucher'. Below the navigation bar are tabs for 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The main content area is divided into two columns of information:

- Left Column:**
  - Business Unit: UFLOR
  - Voucher ID: C0131916
  - Voucher Style: Regular
  - Supplier Name: MBNA America (Delaware) NA dba FIA Card Services
  - Acct number: 4715697000001140
  - Address: 1100 N King St, Wilmington, DE 19850
  - Entry Status: Postable
  - Match Status: No Match
  - Approval Status: Approved
  - Post Status: Unposted** (highlighted with a yellow box)
  - Budget Status: Exceptions** (highlighted with a yellow box)
  - Budget Misc Status: Valid
- Right Column:**
  - Invoice Date: 09/17/2024
  - Invoice No: BQJFSG-P
  - Invoice Total: 1,576.50 USD
  - Pay Terms: Net Zero
  - Voucher Source: Travel Management
  - Origin: TMS
  - Created On: 09/18/2024 6:39AM
  - Created By: UF\_PROCSCHED
  - Last Update: 09/18/2024 6:40AM
  - Modified By: UF\_PROCSCHED
  - ERS Type: Not Applicable
  - Close Status: Open

At the bottom of the page, there is a search bar with the text '\*View Related' and a dropdown menu showing 'Payment Inquiry'. Below the search bar are several navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

Once the voucher has posted to the General Ledger, the **Post Status** will say Posted:

Approval Status Approved  
**Post Status Posted**  
 Budget Status Valid  
 Budget Misc Status Valid  
 \*View Related Payment Inquiry Go

**PART II: HOW TO CORRECT VOUCHERS IN ERROR**

Now that we know how to determine if a Voucher is in error, let's correct it!

**STEPS:**

1. Next to the **Budget Status**, Click on **Exceptions** to find the lines in error.

**Voucher**

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit UFLOR Invoice Date 09/17/2024  
 Voucher ID C0131916 Invoice No BQJFSG-P  
 Voucher Style Regular Invoice Total 1,576.50 USD  
 Supplier Name MBNA America (Delaware) NA  
 dba FIA Card Services  
 Acct number 4715697000001140  
 1100 N King St  
 Wilmington, DE 19850  
 Entry Status Postable Pay Terms Net Zero  
 Match Status No Match Voucher Source Travel Management  
 Approval Status Approved Origin TMS  
 Post Status Unposted Created On 09/18/2024 6:39AM  
 Created By UF\_PROCSCHED  
 Last Update 09/18/2024 6:40AM  
 Modified By UF\_PROCSCHED  
 ERS Type Not Applicable  
 Close Status Open

**Budget Status Exceptions**

Budget Misc Status Valid  
 \*View Related Payment Inquiry Go

Return to Search | Previous in List | Next in List | Notify | Refresh

**Review KK Voucher**

Voucher Exceptions | **Line Exceptions**

Business Unit: UFLOR | Voucher ID: C0131916 | Actions

\*Exception Type: Error |  Override Transaction |  More Budgets Exist


Maximum Rows: 100

Search | Advanced Budget Criteria

**Budgets with Exceptions**

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	UFLOR	CASH_BASED	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
2	UFLOR	CASH_BASED	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
3	UFLOR	CASH_BASED	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

2. Click on **Line Exceptions**

3. Click on the expander button  to see all relevant details, including the ChartField(s) used on the voucher.

Voucher Exceptions | **Line Exceptions**

Business Unit: UFLOR | Voucher ID: C0131916 | Actions

\*Line Status: Error |  Override Transaction |  More Lines Exist

Maximum Rows: 100

Line From: | Line Thru: | Search

**Transaction Lines with Budget Exceptions**

Details	Line	Distribution Line	Budget Date
1	1	1	09/18/2024
2	1	1	09/18/2024

**Transaction Lines with Budget Exceptions**

Details	Line ↑	Distribution Line ↑	Budget Date	GL Business Unit	Account	Source	Fund	Dept	Program	Bud Ref	CRIS	Dept Flex	EmplID	Monetary Amount
	1	1	09/18/2024	UFLOR	771200	F024044	171	19050100	2200	CRRNT				189.00
	2	1	09/18/2024	UFLOR	771200	F024044	171	19050100	2200	CRRNT				31.71

- Now that you know what ChartField(s) are in Error, it's time to investigate the cause of the error. [Common Budget and Chartfield Errors](#) is a starting point. Once you have identified the error, go to the next session.

## CORRECTING THE VOUCHER

### STEPS:

The screenshot shows the 'Voucher Exceptions' screen. At the top, there are two tabs: 'Voucher Exceptions' (selected) and 'Line Exceptions'. Below the tabs, the 'Business Unit' is set to 'UFLOR' and the 'Voucher ID' is 'C0131916'. A yellow box highlights the 'Actions' dropdown menu. Below this, there are two rows of controls: the first row has '\*Exception Type' set to 'Error' and an 'Override Transaction' checkbox; the second row has 'Maximum Rows' set to '100' and a 'More Budgets Exist' checkbox.

- Click the **Actions** drop-down menu and click on **Review Source Entry** to get back to the main voucher screen.
- Click **Invoice Information**

The screenshot shows the 'Regular Entry' screen. At the top, there is a navigation bar with a 'Home' button and a menu icon. Below the navigation bar, there are several tabs: 'Summary', 'Related Documents', 'Invoice Information' (highlighted in yellow), 'Payments', 'Voucher Attributes', and 'Error Summary'. The main content area displays voucher details: 'Business Unit' is 'UFLOR', 'Voucher ID' is 'C0131916', 'Voucher Style' is 'Regular', and 'Supplier Name' is 'MBNA America (Delaware) NA dba FIA Card Services'. On the right side, 'Invoice Date' is '09/17/2024', 'Invoice No' is 'BQJFSG-P', and 'Invoice Total' is '1,576.50 USD'. The account number '471569700001140' is also visible.

**Regular Entry**

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit: UFLOR | Invoice No: BQJFSG-P | Accounting Date: 09/18/2024 | \*Pay Terms: ZERO | Basis Date Type: Inv Date

Supplier: MBNA America (Delaware) NA | Supplier ID: 0000002301 | ShortName: MBNA-001 | Location: 1 | \*Address: 1

**Invoice Total**

Line Total	1,576.50
*Currency	USD
Miscellaneous	
Freight	
Total	1,576.50
Difference	0.00

Documents (3)

Save | Action | Run | Calculate | Print

Copy From Source Document

PO Unit | PO Number | Copy PO | Copy From: None | Go

**Invoice Lines** | Find | **View All** | First 1 of 10 Last

Line 1 | \*Distribute by: Amount | Item | Quantity: 1.0000 | Unit Price: 270.00000 | Line Amount: 270.00

SpeedChart | Ship To: R000004029 | Description: Lodging

**Distribution Lines** | Personalize | Find | **View All** | First 1 of 4 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Source	Fund	Dept	Program	Bud Ref	CRIS
<input type="checkbox"/>	1	189.00		UFLOR	771200	F024044	171	19050100	2200	CRRNT	

Save

3. Locate the Invoice Lines that were identified earlier by clicking on **View All**. Do this for all **Invoice Lines** and **Distribution Lines** that need to be corrected.
4. Change the ChartField information on all lines that need to be corrected, then click Save.
5. Click the **Action** drop-down menu, select **Budget Checking**, then click **Run**.

Save

Action | Run

Copy From Source Document

PO Unit | PO Number | Copy PO

**Budget Checking**



6. The budget checking process may take a few minutes. After it is complete, the Summary screen will appear. When all errors are corrected, the **Budget Status** and **Budget Misc Status** will both say **Valid**.

**ADDITIONAL RESOURCES**

[Travel Directives](#)

[UF GO Reports](#)

[HOW TO PROCESS PERSONAL/NON-ALLOWABLE EXPENSES ON A TRAVEL REPORT \(ufl.edu\)](#)

[HOW TO PROCESS PERSONAL/NON-ALLOWABLE EXPENSES ON A PCARD ONLY REPORT \(ufl.edu\)](#)

**OTHER QUERIES**

The queries below may fulfil the same purpose as other queries, therefore it is not necessary to utilize all of these queries.

<b>Purpose:</b>	<b>Query Name:</b>
Use Report number to return all vouchers for that report	UFGO_EXP_TO_VOUCHER
Use Report number to return Journal Entry number (Used to find Personal Expenses and Cash Advance Refunds)	UFGO_RPT_NUMBER_TO_UFGO_JRNL
Budget Errors – All vouchers in Error	UF_CFO_VOUCHER_BUDGET_ERRORS
Budget Errors – Air Card	UF_UFGO_VCHR_BUDERR_AIRCARD
Budget Errors – PCard	UF_UFGO_VCHR_BUDERR_PCARD
Budget Errors – Travel	UF_UFGO_VCHR_BUDERR_TRAVEL
Budget Errors – Travel Requests	UFGO_TR_ERRORS
Returns Journal Entry number from Report number	UFGO_RPT_NUMBER_TO_UFGO_JRNL
Get Voucher # from Report #	UFGO_EXP_TO_VOUCHER
Budget Errors – All vouchers. Includes UFGO, myUFMarketplace, etc.	UF_AP_VOUCHER_BUDGET_ERRORS

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Travel Policies and Directives**

Travel Office  
352-294-1114  
[Contact Form](#)

**PCard Policies & Questions**

PCard Team  
352-392-1331  
[Contact Form](#)