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 chartflieds 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.

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**.

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

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
Post Status	Unposted	Unposted	Posted
Budget Status	Exceptions	Valid	Valid
Budget Misc Status	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:

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

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.

2. Click on **Line Exceptions**

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

4. 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:

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

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**.

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.

Purpose:	Query Name:
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	**Travel Policies and Directives**	**PCard Policies & Questions**
The UF Computing Help Desk	Travel Office	PCard Team
352-392-HELP	352-294-1114	352-392-1331
helpdesk.ufl.edu	Contact Form	Contact Form