IDENTIFY VOUCHERS IN ERROR BY UNIT (FIRST 4 OF DEPT ID)

Department fiscal administrators should regularly check for vouchers in error and ensure they are made valid as soon as possible. A voucher in error will not process payment to employees/travelers, nor will the PCard and Air Card transactions get posted to the General Ledger and reflect in Commitment Control (kk) (i.e. budget overview, myInvestigator, Enterprise Analytics reports).

How are vouchers created? 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.

Related resources: For more information regarding common budget errors, how to correct budget and chartfield errors on UF GO Requests, Reports and Vouchers, see the Correcting Budget Errors section of the UF GO Toolkits.

THERE ARE TWO PRIMARY METHODS FOR REVIEWING UF GO VOUCHERS IN ERROR

➢ Utilizing the UF GO Voucher Report in Enterprise Analytics

STEPS:

1. Log into myUFL:
   - Click here UF GO Voucher Report (Direct link to report)
     OR
   - Navigate to: **Main Menu > Enterprise Analytics > Access Enterprise Analytics**
   - **Content: Team content: Financial Information > UF GO Reports > UF GO Vouchers**
2. Leave **Earliest date** and **Latest date** selected or choose different dates
3. Select College Code from the **Select College** drop-down list
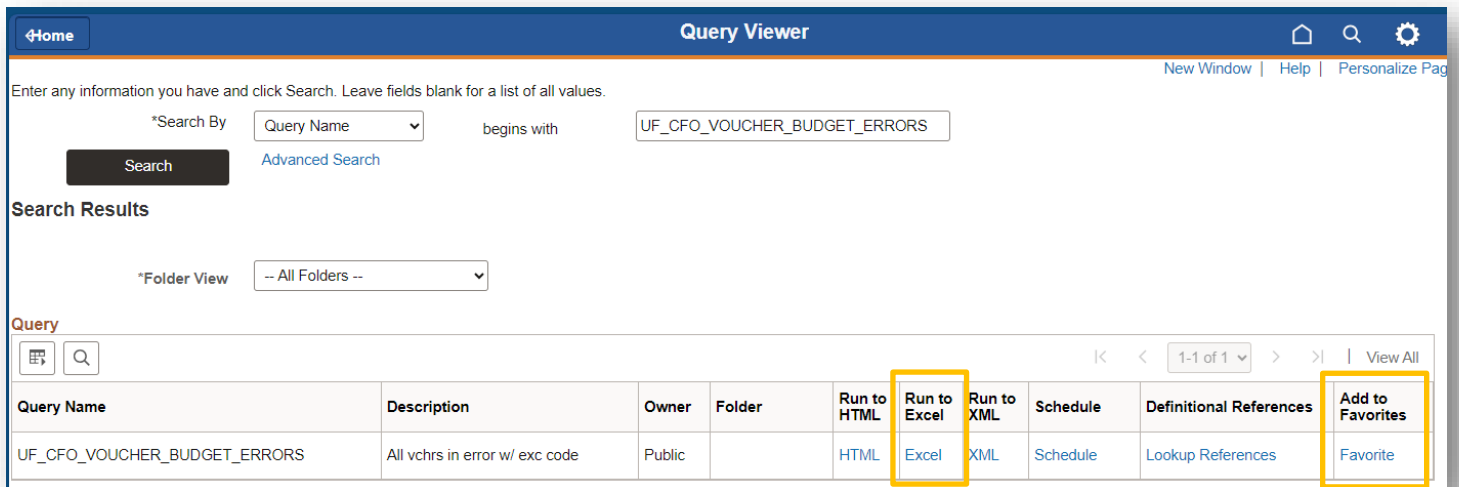4. Click **Search**
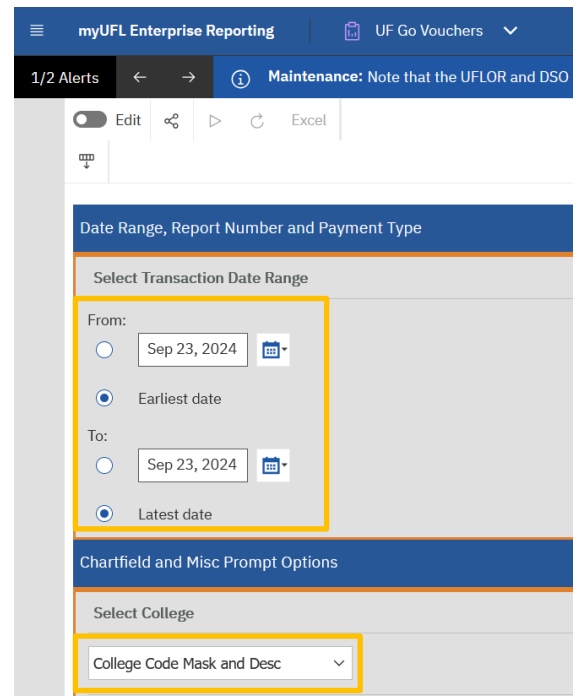
➢ Run Queries in my.ufl.edu:

STEPS

1. Log into **myUFL**
   o Navigate to: **Main Menu > Financials > Reporting Tools > Query > Query Viewer**
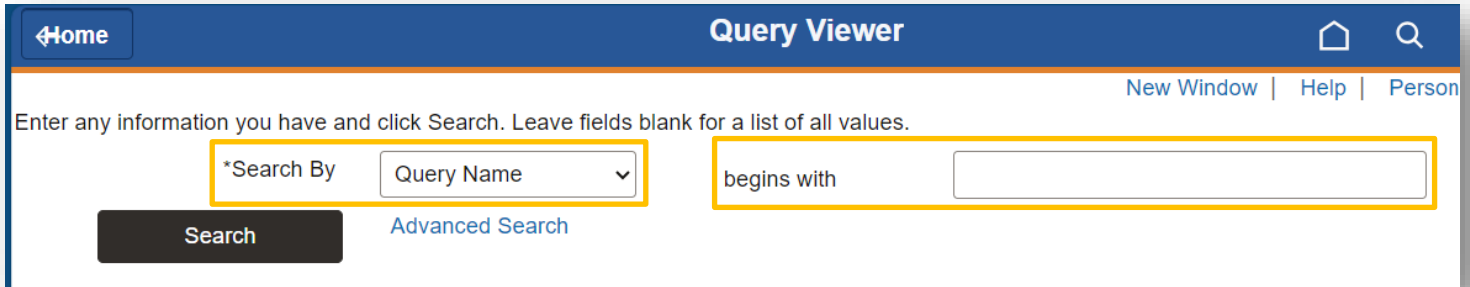
2. In the **Search By** field select **Query Name**
3. In the **begins with** field, enter the Query Name: **UF_CFO_VOUCHER_BUDGET_ERRORS**.
4. Click **Search**
5. Click **Add to Favorites** to save the query for future use.

TIP! To search for other UF GO queries: select **Folder Name** in the **Search By** field then type **UF_GO** in the **begins with** field.

6. Click on **Excel** under **Run to Excel**

7. The Excel file will populate in your downloads, open the file

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	UF_UF	162															
2	Unit	Vouche	Invoice	Invoice Dat	Entry Statu	Acctg Dat	Gross A	Budget Stat	Account	Dept	Fun	Prog	Bud Re	Source	Project	Flex	Excptn Type
3	TRAVL	00077832	SNTK9J-T	9/19/2024	Postable	9/20/2024	581.660	E	772000	16360100	201	2200	CRRNT	G000170	P0224523		Budget Date out of Bounds

8. Filter and Sort the data by the first 4 digits of your department's DEPT ID (Column J below)
9. For guidance on correcting vouchers in error, see Correcting UF GO Vouchers in Error.

ADDITIONAL RESOURCES

Travel Directives
UF GO Reports
Instruction Guides:
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
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives
Travel Office
352-294-1114
Contact Form

PCard Policies & Questions
PCard Team
352-392-1331
Contact Form