

Reviewing a Voucher

These instructions are for reviewing a voucher as part of monthly spot-checking.

1. In my.ufl.edu, go to **Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**
2. Make sure you are on the **Find and Existing Value** tab.
3. Enter **Business Unit**: UFLO
4. Enter the voucher number in **Voucher ID** field and select **Search**.

Find an Existing Value
Keyword Search

▼ Search Criteria

Business Unit:	=	▼	UFLO	🔍
Voucher ID:	begins with	▼	P1265842	✕
Invoice Number:	begins with	▼		
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
Basic Search
Save Search Criteria

5. Select the **Invoice Information** tab to review the following:

- o Backup documentation
 - i. If the voucher number begins with "P", select MPS Documents

MPS Documents

- ii. If the voucher number begins with "V", select Onbase Documents

Onbase Documents

- o Description details
- o Chartfield details- Some vouchers contain multiple lines. Be sure to select "View All" to review all lines within the voucher.

The screenshot shows the 'Invoice Lines' interface. At the top, there are navigation options: 'Find | View All', 'First', '1 of 1', and 'Last'. Below this, there are input fields for 'SpeedChart', 'Ship To: R000004029', and 'Description: Arborist Program'. A 'Calculate' button is visible on the right. Below the input fields, there is a 'Distribution Lines' section with a table. The table has columns for 'Copy Down', 'Line', 'Merchandise Amt', 'Quantity', 'GL Unit', 'Account', 'Source', 'Fund', 'Dept', 'Program', 'Bud Ref', 'CRIS', 'PC Bus Unit', and 'Project'. The first row shows Line 1 with a Merchandise Amt of 945.92, Quantity of 1.0000, GL Unit of UFLOR, and Account of 715100. A 'View All' button is circled in red in the top right of the table area.

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Source	Fund	Dept	Program	Bud Ref	CRIS	PC Bus Unit	Project
<input type="checkbox"/>	1	945.92	1.0000	UFLOR	715100		182	60353042	3300	CRRNT			

6. Select the **Payments** tab to review to review the following:

- Invoice Number (Invoice No)
- Invoice Date
- Amount- Verify amount on invoice matches amount paid out in system.
- Payment Method- ACH (direct deposit), CHK (Check)
- Payment Date
- Reference- If payment made via check, this is the check number

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit UFLOR Voucher ID P1265842 Voucher Style Regular Voucher Total Amount 160.00 Supplier Name Abilities Inc of Florida		Invoice No 6/7/2019 Invoice Date 06/11/2019 *Pay Terms 10 Net 10	Action <input type="button" value="Run"/> <input type="button" value="Schedule Payments"/>		
Payment Information Find View All First 1 of 1 Last					
Payment 1 *Remit to 0000225723 Location 001 *Address 1 Abilities Inc of Florida dba ServiceSource 2735 Whitney Road Clearwater, FL 33760		Gross Amount 160.00 USD Discount 0.00 USD	Scheduled Due 08/12/2019 Net Due 06/21/2019 Discount Due Accounting Date 08/13/2019	Payment Inquiry Express Payment Payment Comments(0) Holiday/Currency	
Payment Options					
*Bank WFB *Account 0001 *Method ACH ACH Message Message will appear on remittance advice.		Pay Group *Handling No Special Handling Hold Reason	*Netting Not Applicable L/C ID Actions	Messages Layout <input type="checkbox"/> Hold Payment <input type="checkbox"/> Separate Payment	
Schedule Payment					
*Action Schedule Payment Pay		Payment Date 08/13/2019 Reference 0000384473			