Finding Existing Vouchers

Find a voucher in the system by using the many features on the search panels. Because the business unit for vouchers is UFLOR, unless you narrow the search you will get many vouchers from many business units at UF. Take advantage of the varied search features to save time and effort. You may use two different search panels, each with different search features.

- Log into the system via the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
- Navigate to Accounts Payable > Vouchers > Entry > Regular Entry > "Find An Existing Value" tab

- Change the business unit to "UFLOR"
  - Enter Voucher ID, Invoice Number or Vendor ID
    - Use the "%" as a wildcard.
    - For example, Voucher ID = "%15" instead of Voucher ID = "00000015"
    - Note: The "%" only works with "begins with"
      - Click on the "Search" button
      - On the Search Results panel, click on the link of your voucher

- You may also search by Short Vendor Name
  - Change the dropdown from "begins with" to "contains"
    - Enter part of the vendor name
    - Click on the "Search" button

- You may also search by Entry Status
  - Change the Entry Status dropdown to "recycled" to find incomplete vouchers
    - Remember, you are searching in "UFLOR", so narrow your search
    - Add a Short Vendor Name, for example
Click on the "Search" button

**Narrow Your Search - Use Conditions!**

- Use the dropdown to take advantage of conditions to narrow your search

- Conditions include: `contains`, `> (greater than)`, `< (less than)`, `between`, and `in`
- For example, Voucher ID > 00000015
- Another example, Voucher ID between 00000015 and 00000020
- Note: When you select "between" two boxes appear for entry

**Using the Voucher Inquiry panel**

- Use the Voucher Inquiry panel to check the status of a voucher
- Navigate to Accounts Payable > Review > Vouchers > Voucher Inquiry
- Take advantage of the From/To features of the Voucher Inquiry panel!
  - Remember to enter "UFLOR" in both the From and To for Business Unit
  - You may search for ranges of Voucher ID's, Invoices, etc.

- For example, **From Voucher ID = 00000015 To Voucher ID = 00000020**
  This will give you all the vouchers whose ID's are 00000015, 00000016, 00000017, 00000018, 00000019 and 00000020
Use **Voucher Date Type** to search by type of date and then enter the From and To dates
- Voucher Date Type includes Entered Date, Accounting Date, Invoice Date and Due Date

You may narrow your search by choosing a **Post Status** from the dropdown
- Post Status may be Payment Not Applied, Posted or Unposted

You may also use the **Approval Status** dropdown for your search
- Approval status would be Approved, Denied or Unapproved

The **Voucher Inquiry Results** panel displays clickable icons for Detail Lines, Payment Information and Scheduled Payments
- Scroll to the right to see the full results
- Click on the More Details tab to see Approval and Post status

Call the UF Help Desk if you have questions at 392-HELP