Log In

▶ Log in to myUFL at https://my.ufl.edu using your GatorLink username and password
▶ Navigate to Enterprise Reporting > Access Reporting
▶ A new browser window is launched and displays the University’s Acceptable Use policy
   ▶ If you are not familiar with the policies, please read them
▶ If you have read and agree with the statement, click the “Accept” button to continue

Navigation
Public Folders > Financial Information > Ledger > Subsidiary Detail Reports > Voucher Register by Department List

Report

▶ Select the accounting date range you want
▶ Select the College
   ▶ The page will refresh
▶ Select the department(s)
   ▶ You can select more than one by using the “Select all” option, or by using your mouse and the Ctrl button on your keyboard. Those selected will be highlighted
▶ Press the “Finish” button
▶ The report will run
   ▶ When the report is complete, the browser will display your report in HTML format
▶ Use the toolbar options as needed
   ▶ For more information about the toolbar, see the Enterprise Reporting – Report Viewer Toolbar Instruction Guide

HELP
For further assistance, please contact the Help Desk at 392-HELP or helpdesk@ufl.edu