ADDY NOTE
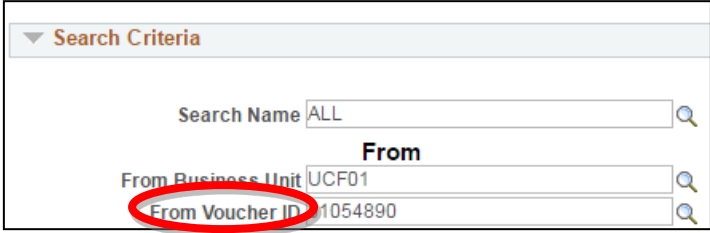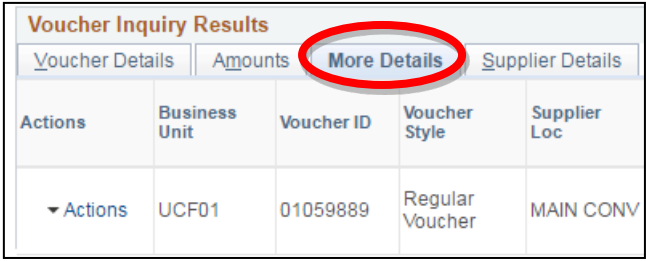
ATTENTION:
This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

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REFERENCE
DATABASE

Viewing an Invoice Attached to a Voucher

This Addy Note explains how to locate and view an invoice attached to a voucher.

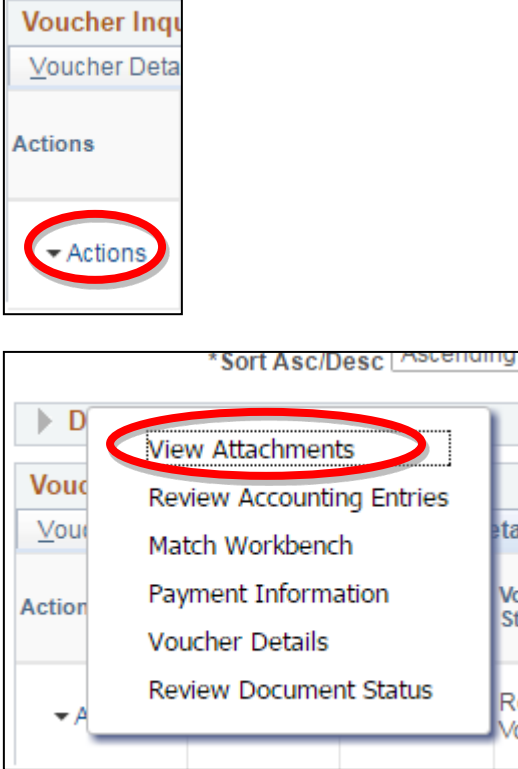| Step	Action
1.	Navigate to: **Main Menu** > **Accounts Payable** > **Review Accounts Payable Info** > **Vouchers** > **Voucher** or **Main Menu>Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry.**
2.	Enter relevant information in the field(s). ▼ Search Criteria Search Name ALL **From** From Business Unit UCF01 From Voucher ID 1054890
3.	Scroll down is necessary, and click **Search**. Max Rows 300 Search Clear
4.	Click the **More Details** tab. Voucher Inquiry Results Voucher Details Amounts More Details Supplier Details Actions Business Unit Voucher ID Voucher Style Supplier Loc ▼ Actions UCF01 01059889 Regular Voucher MAIN CONV

ADDY NOTE

ATTENTION:

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Step	Action
5.	Click the **Action** link, then click **View Attachments**.
6.	Click the attachment that you want to view.