OVERVIEW

Search for a voucher and retrieve the original voucher screen with the Find an Existing Voucher page.

STEPS

1. To navigate to the Find an Existing Voucher page, start by clicking on Main Menu then click on Accounts Payable. Click on Vouchers, then click on Add/Update. Finally, click on Regular Entry.
   - Click the Find an Existing Value tab.

Example 1 Searching by Voucher ID

1. Enter a Voucher ID number to begin a search. For this example, enter "03036649".
   - Click the Search button.

Viewing Search Results

1. The search results retrieve the original voucher screen but starts at the Summary tab view. Here you may immediately check:
   - Budget Status
   - Entry Status
   - Match Status
   - Pay Terms
   - Created By
2. Click the **Related Documents** tab to view Payment Details including purchase order numbers.

3. Click the **Invoice Information** tab to view the original voucher screen.
4. Click the **Payments** tab to view payment information and payment schedule.

![Payment Information](image)

A paid voucher will display **Payment Date or Reference** number (Check number or EFT Electronic Funds Transfer number) at the bottom of this page.

5. Click the **Voucher Attributes** tab.
6. Click the **Error Summary** tab.

**Example 2 Searching by Date Range**

1. Click the **between** list item at the **Invoice Date** field
2. This allows you to enter a date range, such as a week. For this example, enter "10/01/2010" into the first **Invoice Date** field.
3. Enter "10/30/2010" in the second **Invoice Date** field.
4. Click the **Voucher Style** list to narrow down the voucher styles.
5. Click the **Regular Voucher** list item.
6. Click the **Voucher Source** list.
Instruction Guide

Paying Vendors: Using the Find an Existing Voucher

7. Click the Online list item for expense vouchers created in the myUFL system by hand.
8. Click the Search button.

Viewing Search Results

1. Click the 03035348 link - this voucher's Entry Status is "Recycle."
2. The system takes you to the Summary page of the voucher. Notice that Budget Status is displaying as not checked.
3. Click the Invoice Information tab.
   • This voucher has errors as shown by the yellow triangle and the error in red below. Click the Go to Review Errors yellow triangle.
4. You may also click the Error Summary tab.
5. Click the Invoice Information tab to return to the voucher and balance the voucher to resave.

For further assistance, please contact University Disbursements at 392-1241 or email Disbursements@ufl.edu