UF | Training & Organizational Development
Human Resources
UNIVERSITY of FLORIDA

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.
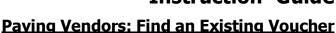
Example 1 Searching by Voucher ID

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

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

Maximum number of rows to return (up to 300): 300

Business Unit:	= ▼	UFLOR 🔍
Voucher ID:	begins with ▼	03036649
Invoice Number:	begins with ▼	
Invoice Date:	= ▼	📅
Short Vendor Name:	begins with ▼	
Vendor ID:	begins with ▼	🔍
Name 1:	begins with ▼	
Voucher Style:	= ▼	▼
Related Voucher:	begins with ▼	
Entry Status:	= ▼	▼
Voucher Source:	= ▼	▼

☐ Case Sensitive

Search   Clear | Basic Search 🔳 Save Search Criteria

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.

   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.
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**
   a. **Status** is displaying as not checked.
3. Click the **Invoice Information** tab.
   i. 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 our contact form.