OVERVIEW

The **Voucher Search** page is similar to the **Find an Existing Voucher** page. Both provide the original voucher page in the search result, so that you may make modifications if needed to the voucher and resubmit.

STEPS

1. **Click on Main Menu, then click on Accounts Payable. Click on Vouchers, then click on Add/Update. Finally, click on Voucher Search.**
   
   - Click the **Entry Status** list.
     - For this example, click the **Recycle** list item.
   
   - Click the **Voucher Style** list.
     - For this example, click the **Regular Voucher** list item.
   
   - Click the **Voucher Source** list.
     - For this example, click the **Online** list item for departmental vouchers.
   
   - Click the **Search** button.

2. **Viewing the Search Results**
   
   - The Search results include voucher information such as:
     - Invoice number and Invoice date
     - Voucher Style
     - Voucher Source
     - Entry Status

   ![Voucher Search Form](image)

   ![Search Results Table](image)
3. Click on the **Voucher Information tab** to view more voucher information such as:
   - Vendor ID
   - Short Vendor Name and Name 1

4. For this example, click the **Voucher ID 03035348** link.
5. The result will take you to the original voucher page although the initial page shown will be the **Summary** page.
6. Click the **Invoice Information** tab to view the voucher.
7. This voucher has errors as shown by the yellow triangle and the amount highlighted in red below.

8. Click the **Error Summary** tab to review the errors.

9. Correct this error by entering the **Total** amount of the voucher to match the Invoice Lines' total.

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