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.

Viewing the Search Results

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