

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

Business Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Style	Voucher Source	Entry Status	Gross Invoice Amount	Transaction Currency
UFLOR	03035348	122364	10/30/2010	Regular	Online	Recycle		USD
UFLOR	03036667	12345	01/13/2011	Regular	Online	Recycle	300.00	USD

3. Click on the **Voucher Information tab** to view more voucher information such as:
 - Vendor ID
 - Short Vendor Name and Name 1

Search Results					
Voucher Details		Vendor Information			
Business Unit	Voucher ID	Vendor ID	Short Vendor Name	Name 1	Classification
UFLOR	03035348	0000000003	DELL-001	Dell Marketing LP	Supplier
UFLOR	03036667	0000008104	COXMEDIA-001	Cox Media LLC	Supplier

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.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFLOR	Invoice No:	testing	Action:							
Voucher ID:	03035348	Invoice Date:	10/30/2010	Run							
Voucher Style:	Regular Voucher	Accounting Date:	11/01/2010								
Vendor ID:	0000000003	Dell Marketing LP		Session Defaults							
ShortName:	DELL-001	One Dell Way		Attachments (0)							
Location:	001	Round Rock, TX 78682		Comments(0)							
*Address:	3										
Invoice Lines:		10.00	*Pay Terms:	30	Net 30						
*Currency:	USD	Basis Date Type:	Inv Date	Calc Basis Date							
Miscellaneous:				No Voucher Images.							
Freight:				Fax Cover							
Total:	0.00	Non Merchandise Summary		Print Invoice							
Difference:	10.00	Copy From Source Document		Copy PO							
Calculate		PO Unit:		Go							
		PO Number:									
		Copy From:	None								

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

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFLOR	Invoice Number:	testing	Main Content							
Voucher ID:	03035348	Invoice Date:	10/30/2010								
Style:	Regular	Total:	0.00	USD							
Header Errors											
Field Name						Message					
Merchandise Amount						Voucher Merchandise Amount 0 <-> sum of invoice line amounts 10.					
Save		Return to Search		Notify		Refresh					

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