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.
     - o For this example, click the **Recycle** list item.
   - Click the **Voucher Style** list.
     - o For this example, click the **Regular Voucher** list item.
   - Click the **Voucher Source** list.
     - o 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

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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