

Paying Vendors: Using the Find an Existing Voucher

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):

Business Unit: =

Voucher ID: begins with

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

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Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	UFLOR	Invoice Date:	01/04/2011		
Voucher ID:	03036649	Invoice No:	8945671		
Voucher Style:	Regular	Invoice Total:	328.97	USD	
Contract ID:		Pay Terms:	Net 30		
Vendor Name:	Mister Paper Inc POBox 1678 Tallahassee, FL 32302	Voucher Source:	Online		
Entry Status:	Postable	Origin:	ONL		
Match Status:	Matched	Created:	01/04/2011		
Approval Status:	Pending	Created By:	89456711		
Post Status:	Unposted	Modified:	01/04/2011		
		Modified By:	89456711		
		ERS Type:	Not Applicable		
Budget Status:	Valid	Close Status:	Open		
Budget Misc Status:	Valid				
*View Related	Payment Inquiry	Go			
Save	Return to Search	Notify	Refresh	Add	Update/Display

2. Click the **Related Documents** tab to view Payment Details including purchase order numbers.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary				
Business Unit:	UFLOR	Invoice No:	8945671	Action:					
Voucher ID:	03036649	Invoice Date:	01/04/2011						
Voucher Style:	Regular Voucher			<input type="button" value="Run"/>					
Vendor ID:	000000007								
Payment Details									
Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment C
Not Selected for Payment	02/03/2011		UFLOR	000000007		3 CHK	328.97		USD
Voucher Line - PO Information									
Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Vouchered	Unit of Measure	Unit Price
1	Full Match	1606	1100073649	1		1	1.0000	PAK	
2	Full Match	1606	1100073649	3		1	10.0000	CS	

3. Click the **Invoice Information** tab to view the original voucher screen.

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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.

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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 Status** is displaying as not checked.
3. Click the **Invoice Information** tab.
 - 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 email Disbursements@ufl.edu