

Paying Vendors: Voucher Search

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

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- 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

- For this example, click the **Voucher ID 03035348** link.
- The result will take you to the original voucher page although the initial page shown will be the **Summary** page.
- Click the **Invoice Information** tab to view the voucher.
- 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		
Voucher Style:	Regular Voucher	Accounting Date:	11/01/2010	Run	
Vendor ID:	0000000003	Vendor Name:	Dell Marketing LP	Session Defaults	
ShortName:	DELL-001	Address:	One Dell Way	Attachments (0)	
Location:	001		Round Rock, TX 78682	Comments (0)	
*Address:	3				
Invoice Lines:	10.00	*Pay Terms:	30 Net 30	Calc Basis Date	
*Currency:	USD	Basis Date Type:	Inv Date	No Voucher Images	
Miscellaneous:				Fax Cover	
Freight:				Print Invoice	
Total:	0.00				
Difference:	10.00				
Calculate		Copy From Source Document			
		PO Unit:			
		PO Number:		Copy PO	
		Copy From:	None	Go	

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

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Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UFOR	Invoice Number:	Main Content		tesung						
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