1. Navigate to: Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value

2. Enter the search criteria:

   **NOTE:** If you are searching for a payment to an employee, change the Business Unit to EM000. If it is a payment to a student, change it to ST000.

   In this example, the search criterion is a vendor number 000001996 (non-employee, non-student).

3. Click on the **Search** button.

**Voucher**

Enter any information you have and click Search. Leave fields blank for a list of all values.
4. The search results will be displayed at the bottom of the page. Click on a link for the voucher you want to see.

5. The **Summary** page summarizes the information on the voucher. This page is often used to view information regarding **Match Status**, **Approval Status**, **Created** (date voucher was created) and **Created By** (who created the voucher).

6. The second tab is the **Related Documents** page. It will show related information, such as the Payment Details (for paid vouchers), Requisition, PO line charged, Receiving, etc. Click on a left triangle to expand a section.
7. The next tab is the **Invoice Information** page. The chartstring(s), and amounts can be viewed on this page, as well as Sales and Use tax.
8. The next tab is the **Payments** page.

This page is helpful in viewing the information that prints on the remittance advice (check stub or EFT e-mail notice). Any information typed in the 'Message' field in the **Payment Method** section will print on the remittance advice to help the payee identify what the payment is for.

The **Payment Method** (EFT or CHK) can be viewed in the Payment Method field, as well as the **Handling** code. Code 00 represents ‘automatic’ – no special handling involved. If an attachment was requested for a check, there should be an ‘F’ in this field. If the check was held for pick up, there should be an ‘H’ in this field. With both the ‘F’ and ‘H’ codes, the **Separate Payment** box should also be checked (under **Payment Options**).

The address that displays on this page is the address that will print on the check, if a paper check is issued.
9. The next tab is the **Voucher Attributes** page. This provides additional system information regarding the voucher.

10. The next tab is the **Error Summary** page. This is used with PO vouchers. If there are match exceptions on a PO voucher, this page will contain information regarding what line or lines have problems, and the nature of the problem.
11. The last tab is the **Image** page. This is where the **View Image** button resides. For most documents processed by Disbursements, users can click on the View Image button and view an imaged copy of the payment documents (i.e. Direct Voucher Form and attachments, or vendor invoice for PO vouchers).