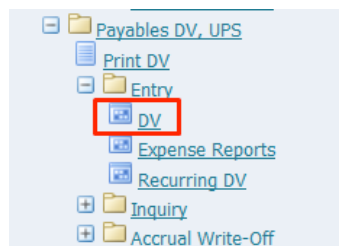**How to Search for your Disbursement Voucher**

In order to search for your Disbursement Voucher (DV), you need to have your DV number ready or at least any of the following search criteria:
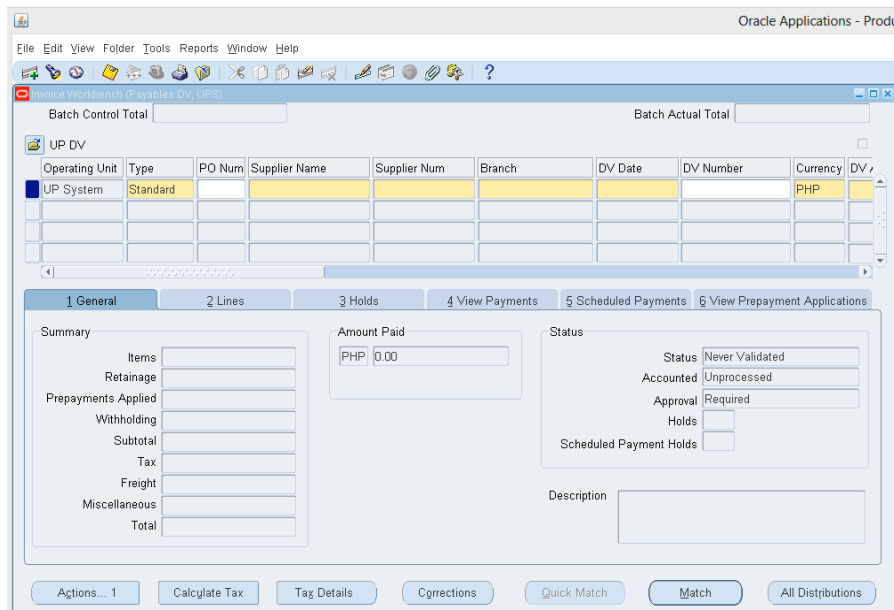
- Supplier or Payee
- DV Date
- DV Amount
- Others (Status, PO Number, etc.)

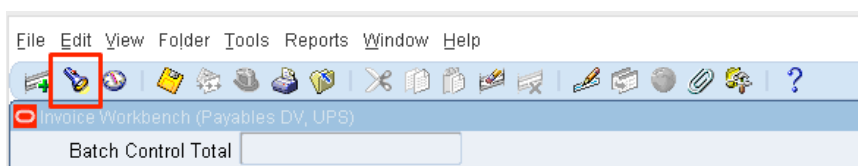To search for your DV, follow the steps below:

1. Go to **Payables DV** > **Entry** > **DV:**

2. Once you clicked on the **DV** link, the **Invoice Workbench** application will be opened:

3. Click on the *Search* or *Flashlight* icon located on the upper left side of the window:

4. The **Find Invoices** window will open. If you are searching for a single DV, put the number in the *Voucher Audit* section on the *Number* field, and then click on **Find**:

If you want to search for a range of DV, you may put the DV Number with a lower value on the first box, and then the higher one on the next, and then click on **Find**:

If you have forgotten your DV number but has any of the following information available:
- Supplier or Payee,
- DV Date,
- DV Amount,
- Others (Status, PO Number, etc.)

You may still proceed with your DV Search by providing any of the above information on the appropriate field. E.g. Supplier name and approximate value of the amount is readily available:

To begin a new search, click on the **Clear** button to erase your old searches:

If you are still encountering any issues when searching for your Disbursement Voucher, you may reach out to eUP Helpdesk at (02) 376-3100 to 01 or send an email to helpdesk@up.edu.ph.