



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:

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<mark>O</mark> Ir	voice Workbench	(Payables DV	UPS)											_ = ×
	Batch Control Total Batch Actual Total													
	UP DV													
	Operating Unit	Туре	PO Num	Supplie	r Name	Supplier N	lum	Branch		D∨ Date	D∀ Nu	mber	Currency	DV/
	UP System	Standard											PHP	_
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	<u>1</u> General		2 Lines		3 Hold	ls	4 Vie	w Payments	5 Scl	heduled Payme	ents 🛭 6 V	íew Prepayme	ent Applicat	ions
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		Freight			1									
Miscellaneous				ī				Descript	ion					
		Total												
1														
	Actions 1 Calculate Tax Tag Details Corrections Quick Match All Distributions													

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

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	OInvoice Workbench (Payables DV, UPS)										
	Batch Control Total										

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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**:

Find Invoices						
- Trading Partner -						
Name				Supplier Number		
Supplier Site			Taxpayer ID			
PO Num			PO Shipment:	-		
Invoice						
			Terms:	-		
Туре		-	Pay Group:	-		
Amounts		-		Invoice Batch		
Dates	01-JAN-2017	- 31-DEC-	2017	Currency		
Invoice Status						
Status		-		Accounting		
Approval		*		Payment		
Voucher Audit			Hold	Is		
Category				Status		
Name				Name		
Numbers	13 -	13		Reason		
Calculate	Balance Owed		Clear) (Nev	w 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**:

Find Invoices			
Trading Partner			
Name		Supplier Number	
Supplier Site		Taxpayer ID	
PO Num		PO Shipment:	
Invoice			
		Terms:	
Туре		Pay Group:	
Amounts	-	Invoice Batch	
Dates	01-JAN-2017 . 31-DEC	-2017 Currency	
Invoice Status			
Status		Accounting	· · · · · · · · · · · · · · · · · · ·
Approval	·	Payment	
Voucher Audit		Holds	
Category		Status	
Name		Name	
Numbers	13 - 15	Reason	
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l			

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:

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Name	Bureau of Internal Revenue (BIR)		Supplier Number	1
Sup <mark>plier Site</mark>		•	Taxpayer ID	
PO Num		PO Shipment:	-	
Invoice				
		Terms:		
Турс		Pay Croup:		
Amounts	1000 -	2000	Invoice Batch	
Dates	· · · ·		Currency	
Invoice Status				
Status		.]	Accounting	· · · · · · · · · · · · · · · · · · ·
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Category			Status	•
Name			Name	
Numbers	· · · · · · · · · · · · · · · · · · ·		Reason	
Calculate	Balance Owed	Clear) <u>N</u> e	w Find)

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

Find Invoices			_ = ×
– Trading Partner –			
Name		Supplier Number	
Supplier Site		Taxpayer ID	
PO Num		PO Shipment:	
Invoice			
		Terms:	
Туре		Pay Group:	
Amounts		Invoice Batch	
Dates		Currency	
Invoice Status			
Status		Accounting	
Approval	· · · · · · · · · · · · · · · · · · ·	Payment	
Voucher Audit		Holds	
Category		Status	•
Name		Name	
Numbers	-	Reason	
Calculate	Balance Owed	Clear)	w Find

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.

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