

# Searching for an Existing Voucher

**Purpose:** Use this document as a reference for how to search for vouchers in ctcLink.

**Audience:** AP staff

! You must have at least one of these local college managed security roles:

- ZD Accounts Payable Inquiry
- ZZ Voucher Approval
- ZZ Voucher Entry
- ZZ\_AP\_MANAGER
- ZZ\_AP\_SPECIALIST

You must also set these User Preference Definitions:

- [User Preferences: Voucher Entry](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

## Searching for an Existing Voucher

**Navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry

1. On the **Voucher** search page, select the **Find an Existing Value** tab.
2. Enter the **Business Unit**.
3. Enter the search criteria available. In this example, a **Voucher Style** of "Regular Voucher" and the **Invoice Date** were entered.
4. Select **Search**.
5. Choose a Voucher by selecting the appropriate link in the **Search Results** section. The **Regular Entry** page will display.
6. The **Regular Entry** page is displayed with the information for the voucher selected.
7. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial Via Panopto

View the external link to [Searching for an Existing Voucher](#). This link will open in a new tab/window.