Searching for Vendors/Employees on the DV Payee Lookup

When searching for the payees on the Disbursement Voucher (DV), click on the Payee ID magnifying glass on the Payment Information tab to open the Payee Lookup window.

1. Searching only on the **Person First Name** field will return Vendors and Employees.
2. Searching only on the **Person Last Name** field will return only Employees.
3. Searching only on the **Vendor Name** field will return only Vendors.