



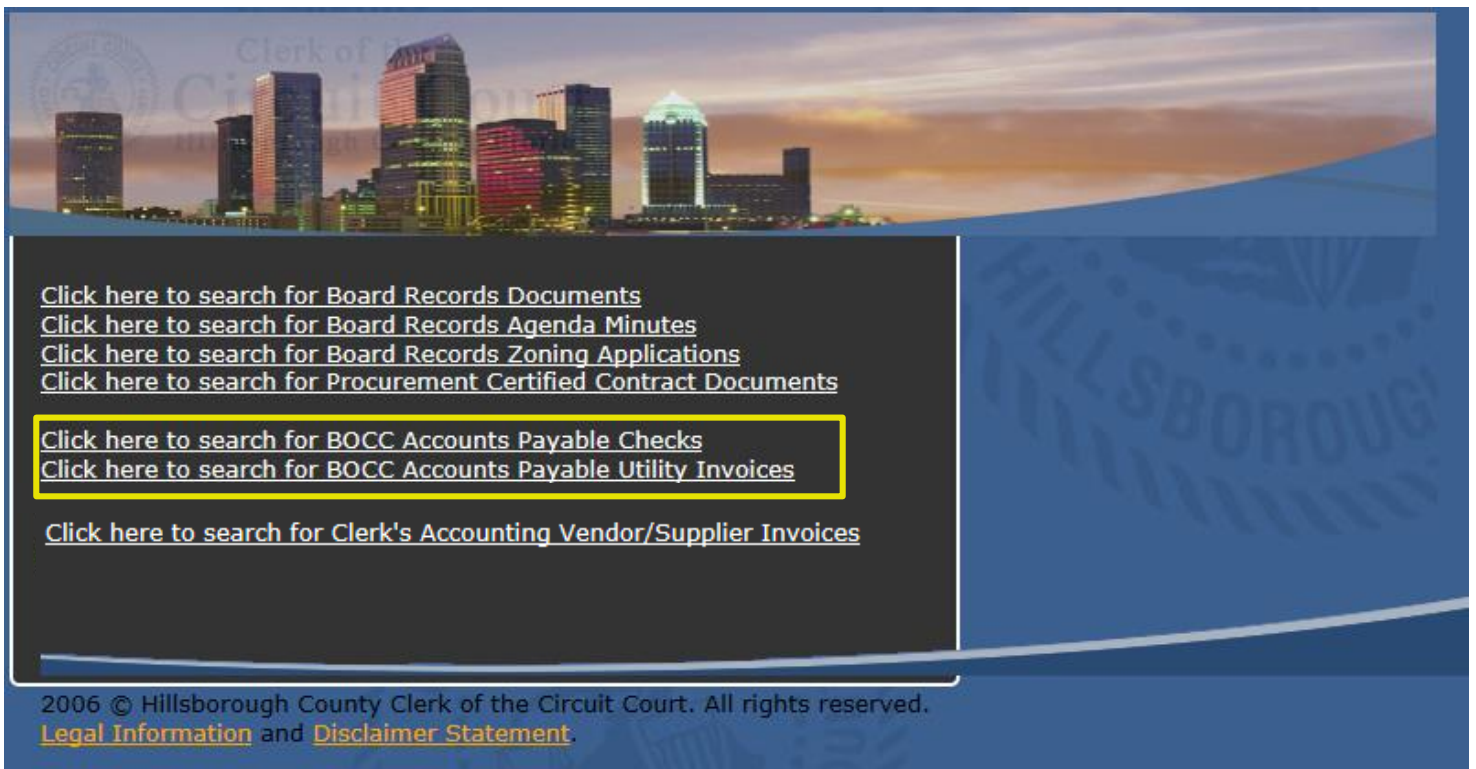
## Documents Available To View Online

To assist you in faster searching we have provided a list of available documents in each search category below.

There are **2 categories** you can search in for documents.

- Accounts Payable Checks
- Utility Invoices

Category & Documents Available	Searchable Keywords
<b>BOCC Accounts Payables Checks</b>	
<ul style="list-style-type: none"><li>• AP – Check</li><li>• AP - Direct Deposit Notifications</li><li>• AP – ePay Direct Deposit Notification</li></ul>	<ul style="list-style-type: none"><li>• <b>Dates</b> (This is when the document was brought into the Public Access View database, NOT the actual date of the document)</li><li>• Check/Treasury #</li><li>• Check/Treasury Date</li><li>• Vendor/Supplier Name</li></ul>
<b>BOCC Accounts Payables Utility Invoices</b>	
<ul style="list-style-type: none"><li>• AP – Utility Invoice</li><li>• AP – Utility Verizon Invoice (bundled)</li></ul>	<ul style="list-style-type: none"><li>• <b>Dates</b> (This is when the document was brought into the Public Access View database, NOT the actual date of the document)</li><li>• Invoice #</li><li>• CUPS Invoice Date</li><li>• CUPS Charges</li><li>• (CUPS) Vendor Name</li><li>• CUPS Department</li></ul>



[Click here to search for Board Records Documents](#)  
[Click here to search for Board Records Agenda Minutes](#)  
[Click here to search for Board Records Zoning Applications](#)  
[Click here to search for Procurement Certified Contract Documents](#)

[Click here to search for BOCC Accounts Payable Checks](#)  
[Click here to search for BOCC Accounts Payable Utility Invoices](#)

[Click here to search for Clerk's Accounting Vendor/Supplier Invoices](#)

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## How To Search For A Document Using Keywords

You can search for documents using a **Keyword search**. *Keywords are words, dates or numbers that indicate the content of a document.*

1. Enter your keywords in the search fields
  - Each **Search Type Category** has its own unique set of Keywords.
  - You can enter one or multiple keywords to locate the document you are searching for.
  - The more keywords entered will narrow down your search results list.

**NOTE:** The **Date Range** is when the document was brought into the Public Access View database.

Search source document submitted by the vendor/supplier that better describes the goods or services provided.

Dates: Start [ ] End [ ]

DATE RANGE

Invoice # [ ]

Invoice Date [ ]

M/d/yyyy

Amount [ ]

Vendor/Supplier Name [ ]

Department [ ]

Check/Treasury # [ ]

KEYWORDS

Search Clear

2. Once you have entered your keyword(s) click on the **Search button**.

Your **search results list** will appear in the search results area.

- If your search did not retrieve the document you are searching for, try searching with less keywords or change the keyword you are using or do a wild card search.

3. **To view a document:** from the results list, click on the document you wish to view.
4. **To start a new search:** Click the **Clear button**.

## Wild Card Search

A wildcard character “**\***” (asterisk) can be used to replace characters of a keyword. A Wildcard can only be used to match alphanumeric Keywords.

Depending on where you place the \* will give you a varying display of results. It is recommended that when using a wildcard you enter partial information so the wildcard can give you more results.

Example: Searching for a Vendor / Supplier: Smith, Olsen, and Peters.

- If you only enter \*smith – the \* in front of the keyword will retrieve all vendors/suppliers whose name **starts** with smith.
- If you only enter \*olsen\* - the \* in front and behind your word will retrieve all vendors/suppliers with the word olsen **somewhere within the name**.
- If you only enter peters\* - the \* behind your keyword will retrieve all vendors/suppliers with the **last** word peters.

Example: Looking for Vendor / Supplier: Consolidated Pipe & Supply

- Entering Consol\* – will return all vendors/suppliers whose name **starts** with consol.



## Sorting Results

**Search Results**

**COLUMN HEADERS**

Invoice #	Invoice Date	Amount	Supplier Name	Department	Treasury #
5145093	7/23/2014	\$41.94	HOME DEPOT USA INC	SUPERVISOR OF ELECTIONS - SE	3461082
0131280	7/18/2014	\$22.94	HOME DEPOT USA INC	SUPERVISOR OF ELECTIONS - SE	3460774
6330052	3/24/2014	\$2,234.40	HOME DEPOT USA INC	PUBLIC WORKS - PW	3459649
9324612	3/11/2014	\$165.90	HOME DEPOT USA INC	PUBLIC WORKS - PW	3459573
0141923	6/18/2014	\$7.76	HOME DEPOT USA INC	SUPERVISOR OF ELECTIONS - SE	3459593
2131481	6/26/2014	\$19.10	HOME DEPOT USA INC	SUPERVISOR OF ELECTIONS - SE	3459593
9202392	5/30/2014	\$185.55	HOME DEPOT USA INC	SUPERVISOR OF ELECTIONS - SE	3459571

You can sort your results by column

- Click on a column header and the results will sort in **alphabetical or ascending order**. You will see a **green up arrow** next to the column header. **Invoice Date ▲**
- Click on a column header again and the results will sort in **reverse alphabetical or descending order**. You will see a **green down arrow** next to the column header. **Invoice Date ▼**

## Searching for Amount Range

- When searching for a date range the PAV is limited in searching for more than one parameter per keyword field. To search for a dollar range it is best to search using a date range and/or additional keywords, leaving the dollar amount blank.

**Example: Search for a dollar range between \$500.00 to \$1,000**

- Enter a **date range** (enter any other keywords leaving amount blank.)
- Click **Search**
- Your results will display
- Click on the **amount column header** to sort by amount lowest to highest.
- Scroll down** to the dollar amount range you are searching for.

03415230	3/12/2013	VERIZON WIRELESS SERVICES LLC	\$795.48
80039659	3/22/2013	ENGINEERED AIR SYSTEMS INC	\$800.00
03415353	3/13/2013	CITY OF TAMPA	\$801.89
11000799	3/18/2013	PRESIDIO NETWORKED SOLUTIONS INC	\$802.12
80039411	3/11/2013	JILL A FERGUSON	\$802.78
80039784	3/29/2013	HUNTERS RUN PARTNERS LTD	\$807.00
03414399	3/4/2013	MIDFLORIDA ARMORED & ATM SERVICES INC	\$807.20
03415439	3/14/2013	MIDFLORIDA ARMORED & ATM SERVICES INC	\$807.20
03414950	3/8/2013	NI GOVERNMENT SERVICES INC	\$812.17
03414855	3/7/2013	WILSONMILLER INC	\$820.68
03416882	3/29/2013	PHYSICIAN SALES & SERVICES	\$822.78
03414747	3/6/2013	VERIZON FLORIDA INC	\$822.96
80039793	3/29/2013	BRANDYWINE HOUSING LTD	\$828.00
03416489	3/26/2013	SPANISH TRACE HOUSING LTD	\$838.00
80039493	3/14/2013	SAFETY SHOE DISTRIBUTORS LLP	\$839.02
03414832	3/7/2013	OTIS ELEVATOR COMPANY	\$840.00
03414662	3/5/2013	RENEE HANEY MD PA	\$840.00
03415333	3/13/2013	THE RIGHT EQUIPMENT CO OF TAMPA BAY LLC	\$840.00
80039389	3/8/2013	REGINA D KLINE	\$845.47
03415470	3/14/2013	W W GRAINGER INC	\$848.48
03416305	3/25/2013	HATTIE G BUTLER	\$850.00
03415067	3/11/2013	TAMPA FAMILY HEALTH CENTERS INC	\$851.00
03414837	3/7/2013	VERIZON WIRELESS SERVICES LLC	\$859.13
80039726	3/26/2013	GRIMAIL CRAWFORD LLC	\$859.30
03415241	3/12/2013	PARADISE VILLAGE LLC	\$860.00
80039528	3/15/2013	UNIVERSITY AREA COMM DEVL P CORP	\$860.00
80039744	3/27/2013	BARNEYS PUMPS INC	\$861.00
03416473	3/26/2013	DESIREE GONZALEZ	\$865.00
03415869	3/19/2013	THYSSENKRUPP ELEVATOR CORPORATION	\$871.27
03416779	3/28/2013	US DEPT OF TREASURY	\$879.00
03415488	3/14/2013	US DEPT OF TREASURY	\$879.00
03414442	3/4/2012	VIBRA-ANALYSIS INC	\$885.00
03415216	3/12/2013	THEODORE BURNS	\$890.00
80039893	4/3/2013	EMERGENCY MEDICAL PERSONNEL &	\$896.00
03414659	3/5/2013	CITY OF TAMPA	\$896.13
03415382	3/13/2013	SIGNS NOW OF CARROLLWOOD CORP	\$899.97
80039450	3/12/2013	BAYSIDE ENGINEERING INC	\$903.43
03416659	3/27/2013	PRESIDIO NETWORKED SOLUTIONS INC	\$908.52
03416493	3/26/2013	PRIZM GROUP LLC	\$909.45
80039789	3/29/2013	STEVEN THORNE	\$912.00
03416748	3/28/2013	PARSONS BRINCKERHOFF INC	\$917.12
03415671	3/18/2013	CINTAS CORPORATION NO 2	\$917.73
03415826	3/19/2013	FLORIDA FIRE SERVICE INC.	\$918.00
03415071	3/11/2013	PROGRESSIVE TELECOM	\$924.34
03416547	3/27/2013	EDWARD H LEWIS	\$924.68
03415714	3/18/2013	HERNDON MILLS INC	\$930.00
03414423	3/4/2013	VERIZON FLORIDA INC	\$931.29
80039473	3/13/2013	PARSONS & ASSOC INC	\$932.50
03415624	3/18/2013	DEBORAH THOMAS	\$937.73
03416773	3/28/2013	FERGUSON ENTERPRISES INC	\$943.70
03414892	3/8/2013	VERIZON	\$945.20
03414975	3/8/2013	AMERICARE AMBULANCE SERVICE INC	\$952.00
03415282	3/12/2013	AMERICARE AMBULANCE SERVICE INC	\$952.00
03415849	3/19/2013	TAMPA ELECTRIC CO	\$955.00
03414743	3/6/2013	VSC FIRE & SECURITY INC	\$958.50
03415250	3/12/2013	TMFS LLC	\$960.00
80039417	3/11/2013	SAFETY SHOE DISTRIBUTORS LLP	\$965.14
03416513	3/26/2013	SABAL INDUSTRIAL PARK ASSOCIATION	\$974.96
03414670	3/5/2013	SPACE COAST FIRE AND SAFETY INC	\$975.80
03415948	3/20/2013	SPACE COAST FIRE AND SAFETY INC	\$975.80



## To Start A New Search In A Different Category

1. To go back to the previous page and chose a new category click on the **Return to BOCC Account Payable Selection Page** at the bottom of the search page.

Link to Return  
to BOCC  
Account  
Payable  
Selection Page

The screenshot shows the 'Clerk of the Circuit Court Hillsborough County, Florida' website. At the top, there's a 'Select Search Type' dropdown menu set to 'PAV - AP - Credit Memo'. Below this is a 'Search all payment documents for Credit Memos.' section with date pickers for 'Start' (03/03/2013) and 'End' (03/30/2014). A search form contains fields for 'Invoice #', 'Invoice Date' (03/08/2013), 'Amount', 'Vendor/Supplier Name', 'Department' (a dropdown menu), 'Check/Treasury #', 'PO # (example: 000000000)', and 'Supplier #'. There are 'Search' and 'Clear' buttons. Below the form is a 'Search Results' table with columns: 'Invoice #', 'Invoice Date', 'Amount', 'Company Name', 'Department', 'Treasury #', 'PO #', and 'Supplier #'. The table contains three rows of data. At the bottom of the page, there are two links: 'Return to BOCC Accounts Payables Selection Page' (highlighted with a yellow box) and 'Click here to contact BOCC Accounts Payables staff via e-mail' (highlighted with a red box). A footer note states: '2006 © Hillsborough County Clerk of the Circuit Court. All rights reserved. Link to Home and Feedback Site(s)'.

Invoice #	Invoice Date	Amount	Company Name	Department	Treasury #	PO #	Supplier #
5601648CM	3/8/2013	\$17.00	FISHER SCIENTIFIC COMPANY LLC	WATER RESOURCE SVCS - WA		DPWA13384012	232642937
N337201CM	3/8/2013	(\$1,202.00)	NEPTUNE TECHNOLOGY GROUP INC	WATER RESOURCE SVCS - WA			134182872
843691CM	3/8/2013	(\$40.00)	FLORIDA VETERINARY SPECIALIST	ANIMAL SERVICES - AN	03419753	OPAN13028052	563370516

Email Link for  
Assistance

## Contact a Clerk Staff Member


1. If you are unable to locate a document and would like some assistance please contact a Clerk staff member via email.
2. Click on the link **Click here to contact Accounts Payable staff via e-mail** at the bottom of the search page.
3. An email message box will open .
  - a. Provide your contact information
  - b. Provide as much information as possible to include (if known):
    - Name of Supplier
    - Invoice Number
    - Amount of Invoice
    - Purchase Order Number
    - Check Number
    - Amount of Payment
  - c. Click **Send**

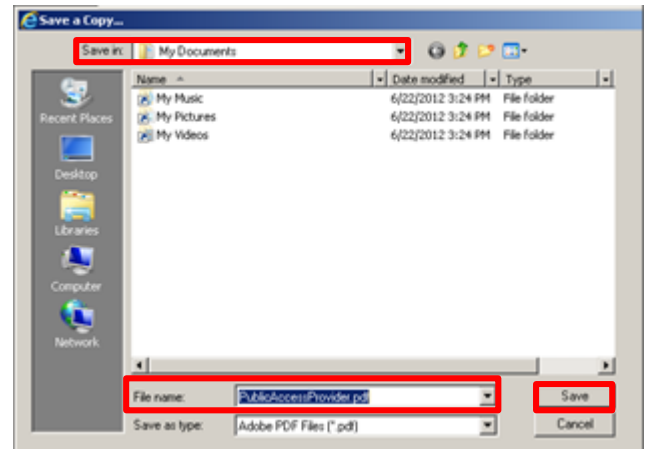




## To Save A Document




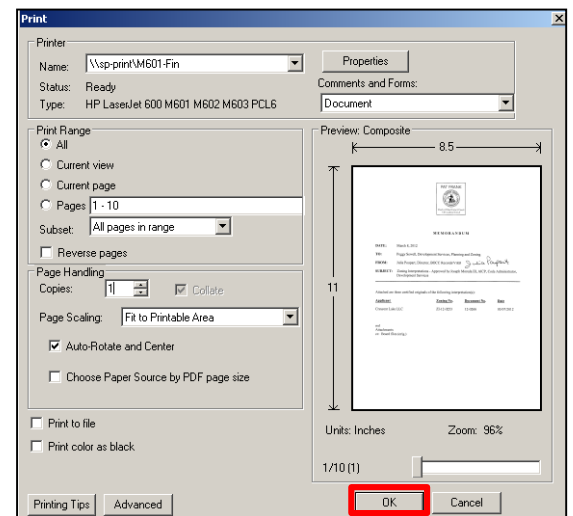
1. Open the document. The document will open in Adobe Acrobat view.
2. On the Adobe Acrobat view tool bar click on the **save icon** 
3. The **Save a Copy** dialog box appears.
  - a. Choose the location where the document is to be saved in the **Save in** drop down box.
  - b. In the File name field **enter the name of the document**.
  - c. Click the **Save button**.



## To Print A Document



1. Open the document. The document will open in **Adobe Acrobat view**.
2. On the Adobe Acrobat view tool bar click on the **print icon** 
3. The **Print** dialog box appears, choose your options.
  - **Printer:** Choose the printer if it is not your default printer.
  - **Print Range:** Choose which option you want to print: All, Current view, Current page, or specific page range.
  - **Copies:** indicate how many copies you want to print.
4. Click the **OK** button.



## To Print Search Results

1. On your **Internet Browser** tool bar click on **File** (The example shows the Explorer tool bar.)
2. Click on **Print**
3. The **Print dialog** box appears, click **Print**

