



Documents Available To View Online

To assist you in faster searching we have provided a list of available documents that available for search.

- Clerks Accounting Vendor/Supplier Invoices

Category & Documents Available	Searchable Keywords
Clerks Accounting Vendor/Supplier Invoices	
<ul style="list-style-type: none"> • CA - Invoice 	<ul style="list-style-type: none"> • Dates (This is when the document was brought into the Public Access View database, NOT the actual date of the document) • Invoice# • Invoice Date • Amount • Vendor/Supplier Name

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 **Document 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. It will not be the date of the document.

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.
- Try using a **Wildcard Search** – see page 2

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

Select Search Type
PAV - CA - Clerks Accounting Vendor/Supplier Invoices

[Click here for Clerk's Accounting Vendor/Supplier Invoice Search Instructions](#)

Search all invoice documents for vendors/suppliers.

Dates: Start [] End []

DATE RANGE

Invoice # []

Invoice Date []

M/d/yyyy []

Amount []

Vendor/Supplier Name []

Check/Treasury # []

KEYWORDS

Search Clear

Search Results

To perform a search, please fill out and submit the search form

[Return to Clerk's Accounting Selection Page](#)
[Click here to contact Clerk's Accounting staff via e-mail](#)

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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 Vendor / Supplier: Smith, Olsen, and Peters.

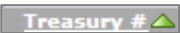

- If you only enter *smith – the * in front of the keyword will retrieve all vendors/suppliers whose name **starts** with smith.
- If you only enter *olsen* - the * in front and behind your word will retrieve all vendors/suppliers with the word olsen **somewhere within the name.**
- If you only enter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

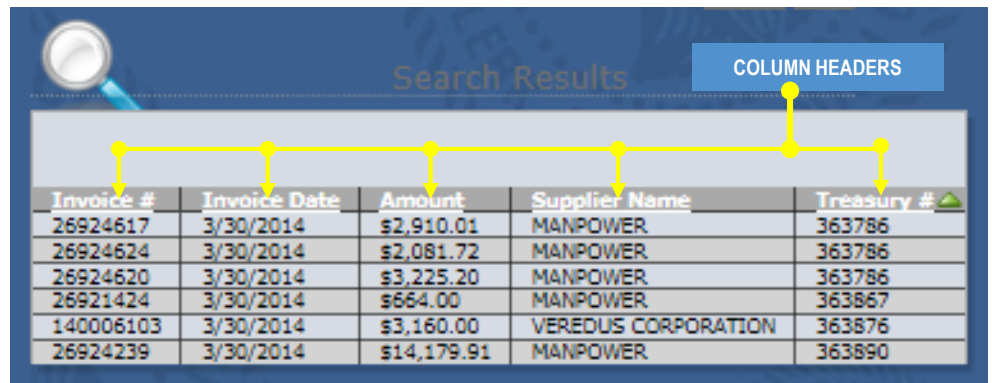
Example: Looking for Vendor / Supplier: Consolidated Pipe & Supply

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

Sorting Results

You can sort your results by column

1. 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. 
2. 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. 



The screenshot shows a table titled "Search Results" with a magnifying glass icon. A blue box labeled "COLUMN HEADERS" points to the header row. Yellow arrows point to each header cell: Invoice #, Invoice Date, Amount, Supplier Name, and Treasury #. The Treasury # header has a small green up arrow next to it.

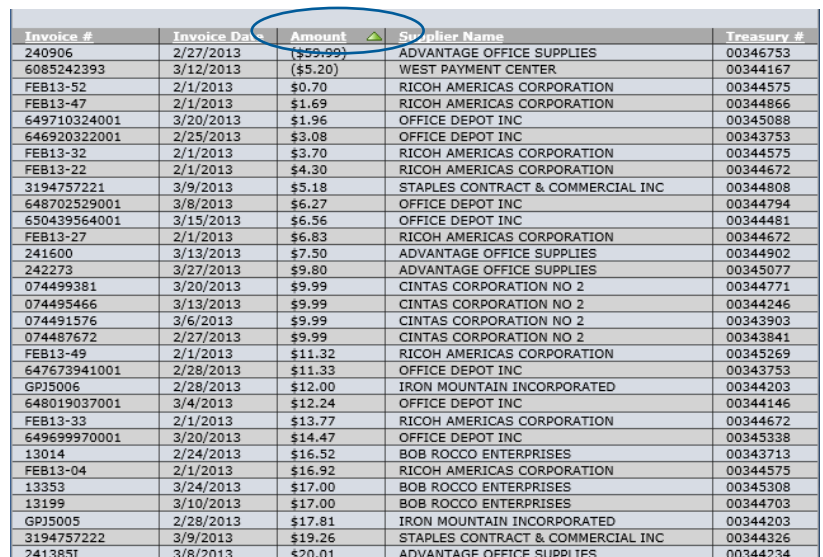
Invoice #	Invoice Date	Amount	Supplier Name	Treasury #
26924617	3/30/2014	\$2,910.01	MANPOWER	363786
26924624	3/30/2014	\$2,081.72	MANPOWER	363786
26924620	3/30/2014	\$3,225.20	MANPOWER	363786
26921424	3/30/2014	\$664.00	MANPOWER	363867
140006103	3/30/2014	\$3,160.00	VEREDUS CORPORATION	363876
26924239	3/30/2014	\$14,179.91	MANPOWER	363890

Searching for Amount Range

1. 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

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



The screenshot shows a table with columns: Invoice #, Invoice Date, Amount, Supplier Name, and Treasury #. The "Amount" column header has a small green up arrow next to it and is circled in blue. The table contains 30 rows of data.

Invoice #	Invoice Date	Amount	Supplier Name	Treasury #
240906	2/27/2013	(\$59.99)	ADVANTAGE OFFICE SUPPLIES	00346753
6085242393	3/12/2013	(\$5.20)	WEST PAYMENT CENTER	00344167
FEB13-52	2/1/2013	\$0.70	RICOH AMERICAS CORPORATION	00344575
FEB13-47	2/1/2013	\$1.69	RICOH AMERICAS CORPORATION	00344866
649710324001	3/20/2013	\$1.96	OFFICE DEPOT INC	00345088
646920322001	2/25/2013	\$3.08	OFFICE DEPOT INC	00343753
FEB13-32	2/1/2013	\$3.70	RICOH AMERICAS CORPORATION	00344575
FEB13-22	2/1/2013	\$4.30	RICOH AMERICAS CORPORATION	00344672
3194757221	3/9/2013	\$5.18	STAPLES CONTRACT & COMMERCIAL INC	00344808
648702529001	3/8/2013	\$6.27	OFFICE DEPOT INC	00344794
650439564001	3/15/2013	\$6.56	OFFICE DEPOT INC	00344481
FEB13-27	2/1/2013	\$6.83	RICOH AMERICAS CORPORATION	00344672
241600	3/13/2013	\$7.50	ADVANTAGE OFFICE SUPPLIES	00344902
242273	3/27/2013	\$9.80	ADVANTAGE OFFICE SUPPLIES	00345077
074499381	3/20/2013	\$9.99	CINTAS CORPORATION NO 2	00344771
074495466	3/13/2013	\$9.99	CINTAS CORPORATION NO 2	00344246
074491576	3/6/2013	\$9.99	CINTAS CORPORATION NO 2	00343903
074487672	2/27/2013	\$9.99	CINTAS CORPORATION NO 2	00343841
FEB13-49	2/1/2013	\$11.32	RICOH AMERICAS CORPORATION	00345269
647673941001	2/28/2013	\$11.33	OFFICE DEPOT INC	00343753
GPJ5006	2/28/2013	\$12.00	IRON MOUNTAIN INCORPORATED	00344203
648019037001	3/4/2013	\$12.24	OFFICE DEPOT INC	00344146
FEB13-33	2/1/2013	\$13.77	RICOH AMERICAS CORPORATION	00344672
649699970001	3/20/2013	\$14.47	OFFICE DEPOT INC	00345338
13014	2/24/2013	\$16.52	BOB ROCCO ENTERPRISES	00343713
FEB13-04	2/1/2013	\$16.92	RICOH AMERICAS CORPORATION	00344575
13353	3/24/2013	\$17.00	BOB ROCCO ENTERPRISES	00345308
13199	3/10/2013	\$17.00	BOB ROCCO ENTERPRISES	00344703
GPJ5005	2/28/2013	\$17.81	IRON MOUNTAIN INCORPORATED	00344203
3194757222	3/9/2013	\$19.26	STAPLES CONTRACT & COMMERCIAL INC	00344326
2413851	3/8/2013	\$20.01	ADVANTAGE OFFICE SUPPLIES	00344234



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 Clerk's Accounting Selection Page** at the bottom of the search page.

LINK TO RETURN
TO CA SELECTION
PAGE

EMAIL LINK FOR
ASSISTANCE

[Return to Clerk's Accounting Selection Page](#)

[Click here to contact Clerk's Accounting staff via e-mail](#)


Contact a Clerk Staff Member

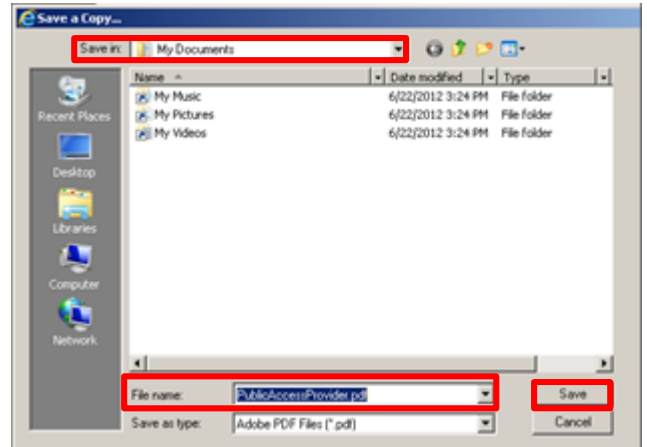
1. If you are unable to locate a document and would like some assistance please contact a Clerk staff member via email.
2. Click on the link **Click here to contact Clerk's Accounting Staff via e-mail** at the bottom of the search page
3. An email message box will open .
 - a. Provide your contact information
 - b. Provide as much information as possible about the document you are researching. Such as
 - Supplier Name,
 - Invoice Number,
 - Invoice Date,
 - Amount.
 - c. Click **Send**



To Save A Document




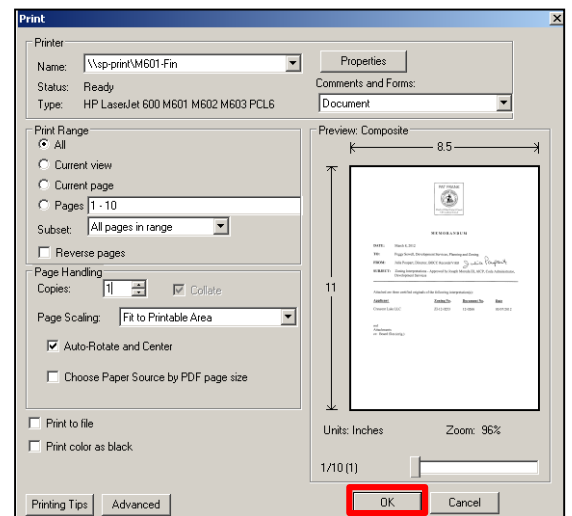
1. Open the document. The document will open in Adobe Acrobat view.
2. On the Adobe Acrobat view tool bar click on the **save icon** 
3. The **Save a Copy** dialog box appears.
 - a. Choose the location where the document is to be saved in the **Save in** drop down box.
 - b. In the File name field **enter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

