

PeopleSoft Financials – To Display an Existing Voucher

Access the Financial Production database: <https://my.uh.edu/fs>

Or, See the [SignOn Financial Production job aid](#).

Remember to use ALL CAPS

NAVIGATION / PATH

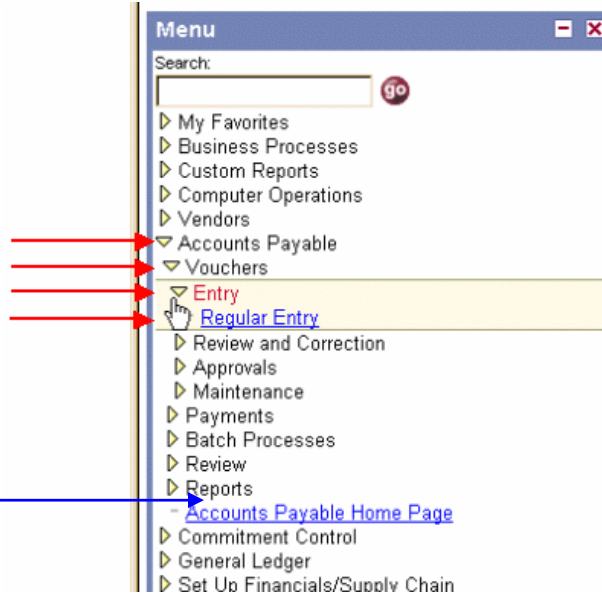
From the Menu select:

- ▶ Accounts Payable
- ▶ Vouchers
- ▶ Entry
- ▶ Regular Entry

OR


Select:

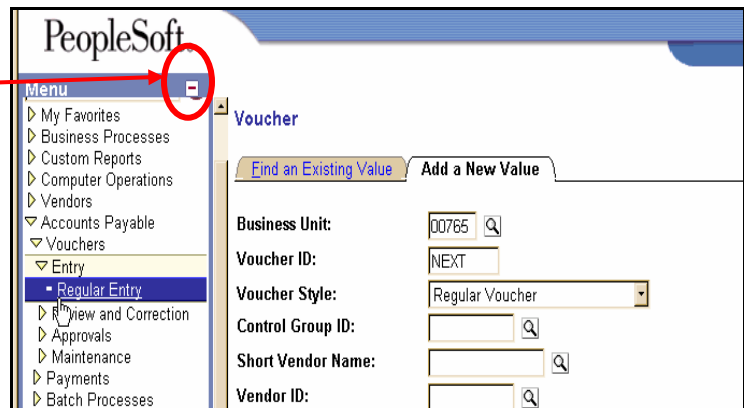
- ▶ Accounts Payable Home Page
- ▶ Voucher's Home
- ▶ Entry



Option:

In order to have more viewing of Voucher panel, minimize the Menu by clicking on the red minus sign.

It will then appear as an *Expand* button  if needed again.



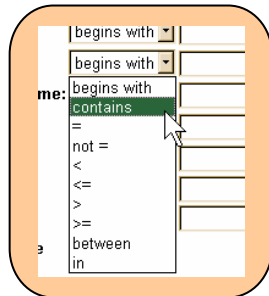
INSTRUCTIONS

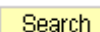
Voucher Panel:

STEP 1: Click on Find an Existing Value tab.

➤ **Business Unit** 00765 Default
(Click on  for options)

➤ Enter any one or all of the following:
Vendor ID (will result in a list to choose from w/o voucher id entered also)
Invoice Number
Voucher ID the number of the voucher you wish to select; (to eliminate leading 0s, select "contains" from search box and enter just the number or part of it)



➤ Click on .

STEP 2: Under Search Results a list of vouchers will appear that meet the search criteria input:

➤ Click once on the voucher you are looking for and it will display.

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Vendor Style	Entry Status
00765	00024619	127530	2022.5	06/20/2004	MINI-TAB INC	0000002381	MINI-TAB INC	Regular	Postable
00765	00024618	1741680	102	02/05/2004	PAPER-CAROL-001	0000024158	PAPER-CAROL	Regular	Postable
00765	00024617	1741124	85.28	06/21/2004	PAPER-CAROL-001	0000024158	PAPER-CAROL	Regular	Postable
00765	00024616	07622004	812.82	02/02/2004	ENTERPRISE-003	0000002279	ENTERPRISE-PRINT A CAR. CO. OF TEXAS	Regular	Postable
00765	00024615	003432080	100	07/01/2004	XEROX-CORP-001	0000001568	XEROX CORP	Regular	Postable

Now the voucher is displayed.

Item	Description	Quantity	UOM	Unit Price	Extended Amt
1	REIMB-FOOD SUPPLIE				12.86