

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

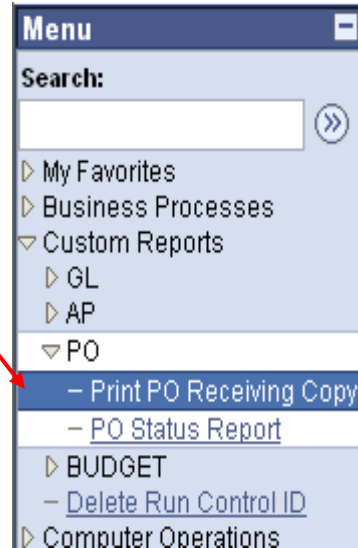
Or, See the [SignOn Financial Production job aid](#).

Remember to use ALL CAPS

NAVIGATION / PATH


From the Menu select:

- ▶ Custom Reports
- ▶ PO
- ▶ Print PO Receiving Copy



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.

