

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

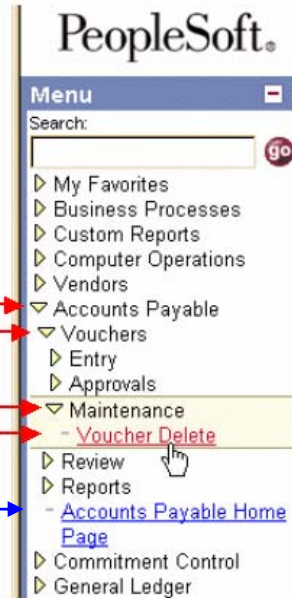
From the Menu select:

- ▶ Accounts Payable
- ▶ Vouchers
- ▶ Maintenance
- ▶ Voucher Delete

OR


Select:

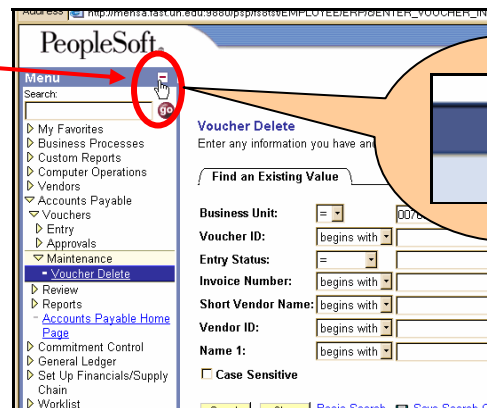
- ▶ Accounts Payable Home Page
- ▶ Voucher's Home
- ▶ Voucher Delete



Option:

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


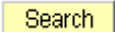
It will then appear as an *Expand* button  if needed again.



INSTRUCTIONS

Voucher Delete Panel:


STEP 1: Enter Parameters:

- Enter **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 or invoice number entered also)
 - Invoice Number**
 - Voucher ID** the number of the voucher you wish to print; (to eliminate leading 0s, select "contains" from search box and enter just the number or part of it)
- Click on .

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


Business Unit: [=] 00765 

Voucher ID: begins with

Entry Status: [=]




Invoice Number: begins with

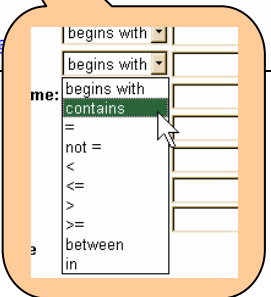
Short Vendor Name: begins with

Vendor ID: begins with 

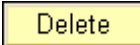
Name 1: begins with

Case Sensitive

  [Basic Search](#)  [Save](#)



STEP 2: Verify document.

- Click .

Delete Voucher [Voucher Details](#)

Business Unit: 00765 Voucher: 00035931


Vendor


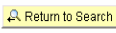
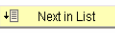


Vendor: 0000035732 COASTAL OFFICE PRODUCTS INC

ShortName: COASTALOFF-001

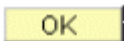
Voucher Information

Invoice:	132123	Origin:	ONL	Header Budget Status:	Valid
Date:	03/13/2006	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	100.00 USD	Entry Status:			Postable





[Delete Voucher](#) | [Voucher Details](#)

STEP 3: Click  to confirm deletion.

NOTE: If the voucher has been budget checked, **you must** budget check again after deleting the voucher.

Warning -- Delete Confirmation (7030,12)

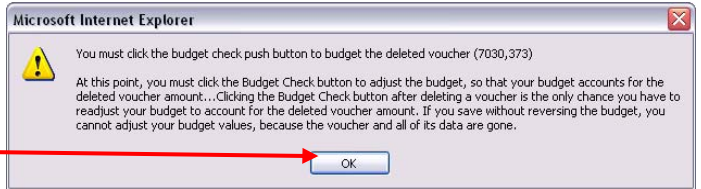
Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.


PeopleSoft Financials – To Delete a Voucher

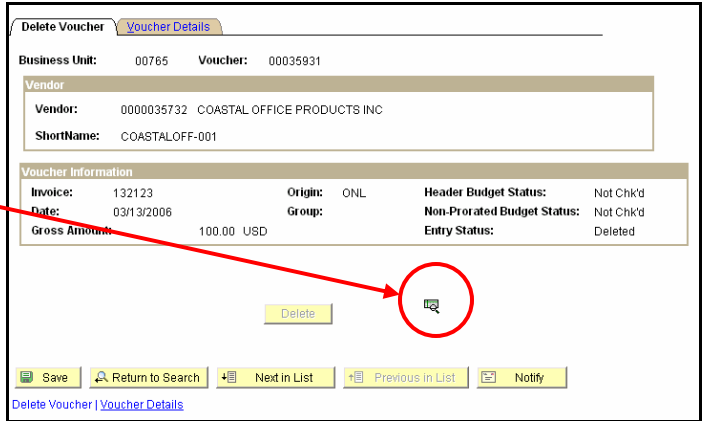
STEP 4: If the voucher was budget checked, this window will pop up stating that you must budget check the deleted voucher.

➤ Click 



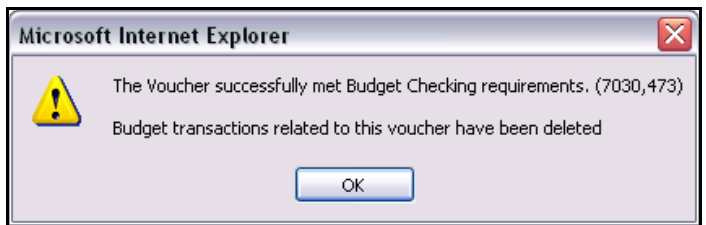
STEP 5: Back in the **Delete Voucher Panel**

➤ Click  to complete the budget checking of the deleted voucher.



STEP 6: This popup window will come up showing that the deleted voucher has been budget checked.

➤ Click 



STEP 7: Now the **Delete Voucher Panel** shows after budget checking the deleted voucher that the **Header Budget Status:** and **Non-Prorated Budget Status:** are both **“Valid”** instead of Invalid; and the **Entry Status:** is **“Deleted”**.

