

PeopleSoft Financials – To Print a Voucher Cover Sheet (& display existing voucher)

NOTE: If you are already in the voucher screen, click **Documents** tab—see Step, Page 2.

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

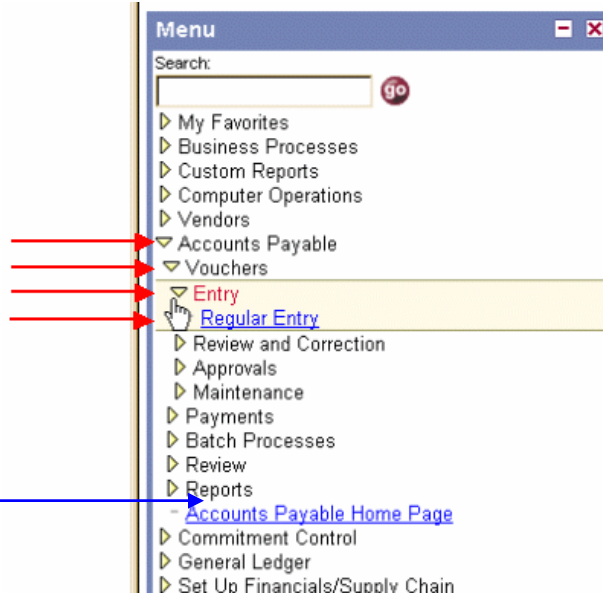
From the Menu select:

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

OR


Select:

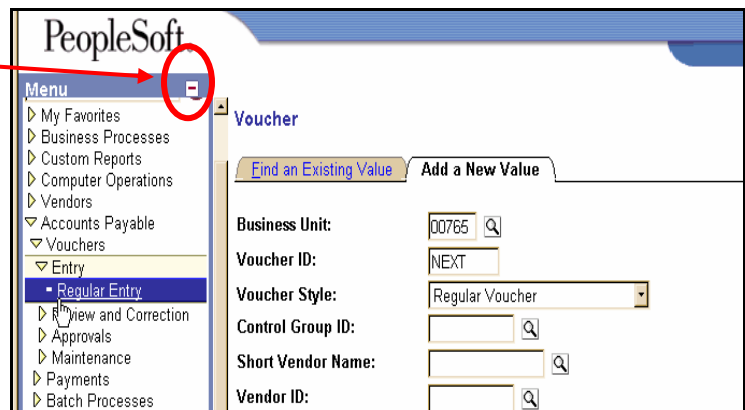
- ▶ Accounts Payable Home Page
- ▶ Voucher's Home
- ▶ Entry



Option:

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


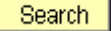
It will then appear as an *Expand* button  if needed again.

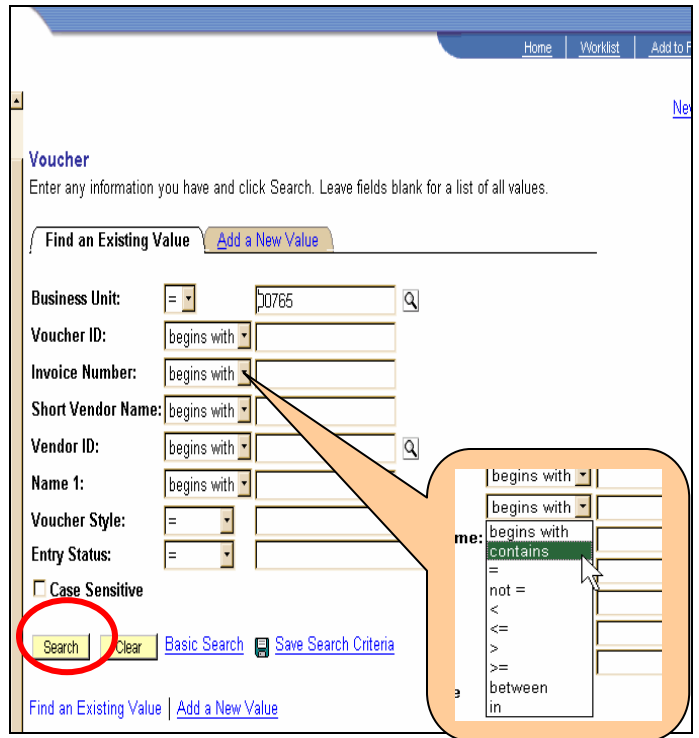


INSTRUCTIONS

Voucher Panel:

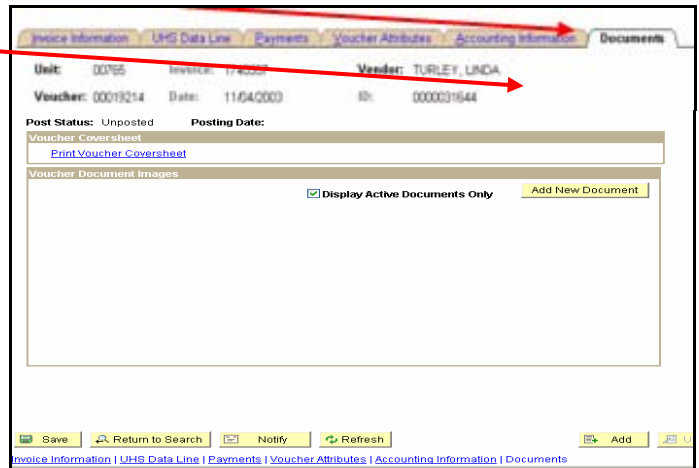
STEP 1: Click on **Find an Existing Value** tab.

- 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 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 .



STEP 2: Click on **Documents** tab:

- Click **Print Voucher Coversheet** link.



It will print as a PDF in a separate window.

You may either print, email, or save.

Close window when finished.

