How to delete a Voucher

Step 1: Login to People soft through <u>http://uonline.uhd.edu/?q=1u</u>

University of Houston System

	User ID (User ID is your 7-digit ID Numb	er)
	Password	
	Sign In	
	Reset Password Request My User ID List of supported browsers	
H	University of Houston Clear Lake	UNIVERSITY OF HOUSTON - VICTORIA

Once logged in enter into PeopleSoft Finance Module

UNIVERSITY OF HOUSTON SYSTEM



Step 2: On the main menu, bring the cursor to Accounts Payable, Vouchers, Add/Update, and then click on Delete Voucher.

Sear	ch Menu:								
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STATES.	Business Processes								
<u> </u>	Custom Reports		F						
Top Menu Feati	Computer Operations		•					0 V	
	Supplier Contracts		•						
lournal Worklist 🗎	Vendors		• • • • • • • • • • • • • • • • • • •				0	0 -	
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Requisition Wor	Accounts Payable		Vouchers				0	0.*	_
N. D. 197	Commitment Control	6	Review Accounts Paval	Add/Update					
No Requisitions	General Ledger	6	Reports	Maintain		Regular Entry			
	SCM Integrations			Approve		Delete Voucher			
	Set Un Financials/Suppl	lv Chai		Maintenance		•			
	Tree Manager	y onai							
				Orest					



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

Find an Existing Val	ue	
Business Unit:	= 🗸 00784	L
Voucher ID:	begins with 🗸 00169531	
Entry Status:	= 🗸	~
Invoice Number:	begins with 🗸	
Short Vendor Name:	begins with 🗸	
Vendor ID:	begins with 🗸 🛛	L
Name 1:	begins with 🗸	
Case Sensitive		
Search Cle	ar Basic Search 📳 Save Search Criteria	

Step 4: The system displays the following screen. Click on

Delete Voucher	Voucher Details				
Business Unit:	00784 Voucher:	00169531			
Vendor					
Vendor:	0000098505 GLOBAL DCC II	NC			
ShortName:	GLOBALDCCI-001				
Voucher Informat	ion				
Invoice:	0020726/15-C-301	l Ori	gin: ONL	Header Budget Status:	Valid
Date:	07/09/2015	Gro	oup:	Non-Prorated Budget Status:	Valid
Gross Amount:		20.00 USD		Entry Status:	Postable
Related Voucher					
		Delete			

Step 5: The system displays the following message. Click on

Message	<				
Warning Delete Confirmation (7030,12)					
Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.					
OK Cancel					

Step 6: The system displays the following message. Click on OK .

Message	×				
Budget transactions related to this voucher have been deleted. (7030,473)					
Please review your budget account balance and activity.					
ОК					

Voucher is now deleted. The system automatically re-budget check after a voucher is deleted.