

How to delete a Voucher

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

UNIVERSITY OF HOUSTON SYSTEM

User ID (User ID is your 7-digit ID Number)

Password

[Reset Password](#) | [Request My User ID](#)
[List of supported browsers](#)



Once logged in enter into PeopleSoft Finance Module

UNIVERSITY OF HOUSTON SYSTEM

Thu, Jul 2, 15 12:39 PM



Campus Solutions
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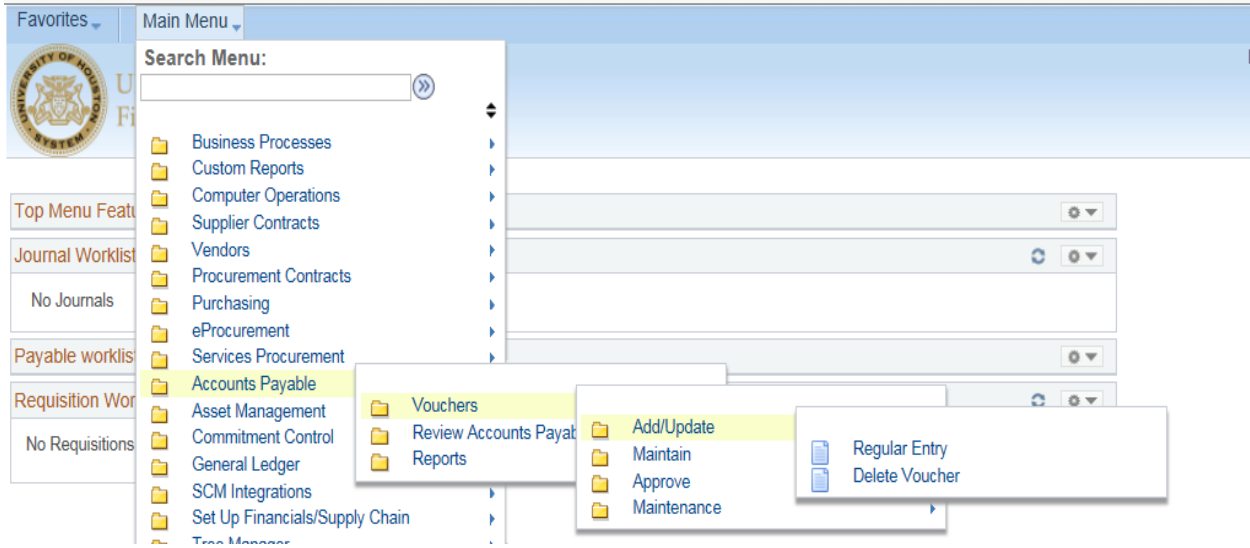


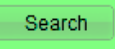
P.A.S.S. Human Resources
Human Resources



UHS Finance
UHS Finance

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



Step 3: Enter the voucher number and click on 

Voucher Delete

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

Find an Existing Value

▼ Search Criteria

Business Unit: = 00784

Voucher ID: begins with 00169531

Entry Status: =

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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

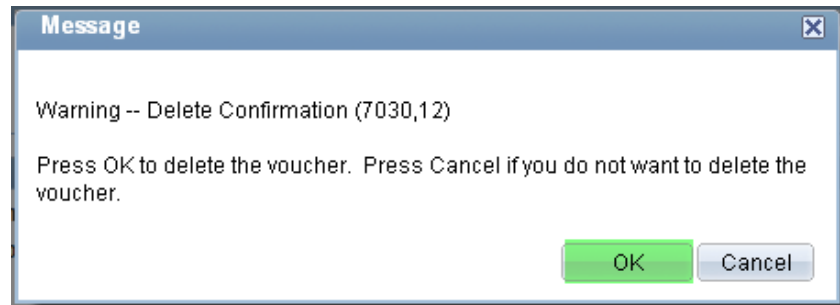
Delete Voucher | **Voucher Details**

Business Unit: 00784 Voucher: 00169531

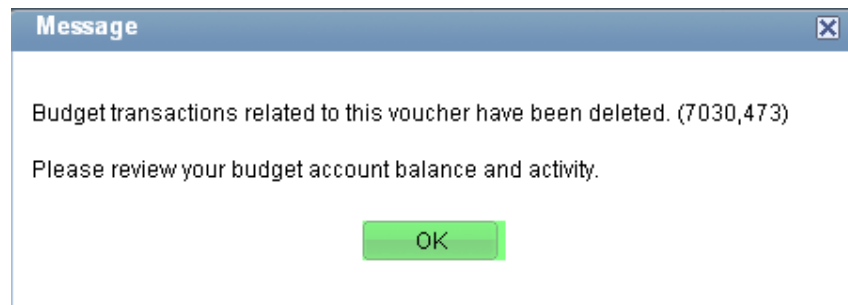
Vendor	
Vendor:	0000098505 GLOBAL DCC INC
ShortName:	GLOBALDCCI-001

Voucher Information					
Invoice:	0020726/15-C-301	Origin:	ONL	Header Budget Status:	Valid
Date:	07/09/2015	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	20.00 USD	Entry Status:		Entry Status:	Postable
Related Voucher					

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



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



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