

DELETING A VOUCHER

Vouchers that have never been selected for payment or posted to the General Ledger can be deleted. No portion of the voucher may have been paid. If the voucher is 'Matched' the voucher needs to be unmatched prior to deleting the voucher. If the voucher is not eligible to be deleted, it will not appear in the drop down list.

Once the voucher is deleted it can no longer be accessed in the system.

Step 1: Navigate to **Accounts Payable > Vouchers > Add/Update > Delete Voucher**.

Enter the voucher number to be deleted and select the voucher ID.

Voucher Delete

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

Find an Existing Value

Search Criteria

Business Unit: =

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

Limit the number of results to (up to 300):


Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

Business Unit	Voucher	Entry Status	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1
BAR55	00000018	Postable	50001	05/20/2019	CIGNA HEAL-001	000000003	Cigna Health & Life Insurance Co


Step 2: Review the voucher to be deleted including the Voucher Details tab. If this is the correct voucher to be deleted, selected the Delete button.

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

Business Unit: BAR55 **Voucher:** 00000018

Vendor	
Vendor:	0000000003 Cigna Health & Life Insurance Co
ShortName:	CIGNA HEAL-001

Voucher Information			
Invoice:	50001	Origin:	ONL
Date:	05/20/2019	Group:	
Gross Amount:	8,000.00 USD	Header Budget Status:	Error
Related Voucher		Non-Prorated Budget Status:	Valid
		Entry Status:	Postable



Step 3: You will receive a warning to ensure that this is the correct voucher to delete. Validate the voucher and click OK.

Message
<p>Warning – Delete Confirmation (7030,12)</p> <p>Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>

If the voucher is in a valid budget status, deleting a voucher invokes the budget process and deletes the budget transactions related to the voucher. A message will appear below:

Message
<p>Budget transactions related to this voucher have been deleted. (7030,473)</p> <p>Please review your budget account balance and activity.</p> <p style="text-align: center;"> <input type="button" value="OK"/> </p>