## **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.

## **Step1:** Navigate to **Accounts Payable > Vouchers > Add/Update > Delete Voucher**.

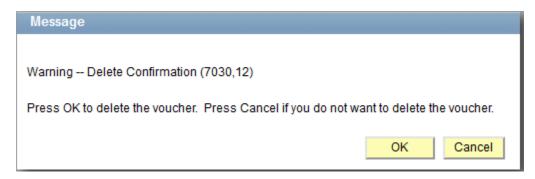
Enter the voucher number to be deleted and select the voucher ID.

Voucher Delete				
Enter any information you have and click Search. Leave fields blank for a list of all values.				
Find an Existing Val	е			
▼ Search Criteria				
Business Unit:	BAR55	Q		
Voucher ID:	pegins with $\sqrt{00000018}$			
Entry Status:	= V	~		
Invoice Number:	pegins with 🗸			
Short Vendor Name:	pegins with 🗸			
Vendor ID:	pegins with 🗸	Q		
Name 1:	pegins with 🗸			
☐ Case Sensitive				
Limit the number of results to (up to 300): 300				
Search Clear Basic Search Save Search Criteria				
Search Results				
View All				First 1 of 1 Last
Business Unit Vouche	entry Status Invoice Number Inv	oice Date Short Vendor Name	Vendor ID Name 1	
BAR55 000000	18 Postable 50001 05/	20/2019 CIGNA HEAL-001	00000000003 Cigna He	ealth & 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.



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



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:

