



Step	Action
Navigation: Accounts Payable – Vouchers – Add/Update – Delete Voucher	
1	Vouchers that need to be deleted from PeopleSoft can only be deleted by a Financial Approver or Accounts Payable. Individuals with voucher entry access cannot delete a voucher.
2	To delete a voucher, click on the Accounts Payable tile from the Home Screen and select Delete Voucher or use the NavBar and select Navigator > Accounts Payable > Vouchers > Add/Update > Delete Voucher .
3	On the Find an Existing Value page, type in the voucher number in the Voucher ID field and click Search .
4	Click the Delete button.



Business Unit NORMN Voucher 50115143

Supplier
 Supplier 9100064829 ASSOCIATION OF AMERICAN LAW SCHOOLS INC
 Short Name AALS-001

Voucher Information

Invoice	991	Origin	ONL	Header Budget Status	Error
Date	02/11/2022	Group		Non-Prorated Budget Status	Valid
Gross Amount	10.00 USD			Entry Status	Postable
Related Voucher					

5 | A confirmation pop-up box will appear. Click **OK** to proceed with deleting the voucher.

Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

6 | Deleting a voucher will take a few moments as the deletion process also restores budgeted funds that were encumbered by the voucher.

7 | Another pop-up box will appear noting that the transaction has been deleted. Click **OK**.

Budget transactions related to this voucher have been deleted. (7030,473)

Please review your budget account balance and activity.

8 | The **Entry Status** will now show **Deleted**. This deletes the voucher completely from PeopleSoft. The voucher will no longer be visible in the system.



Delete Voucher		<u>Voucher Details</u>	
Business Unit	NORMN	Voucher	50115143
Supplier			
Supplier	9100064829	ASSOCIATION OF AMERICAN LAW SCHOOLS INC	
Short Name	AALS-001		
Voucher Information			
Invoice	991	Origin	ONL
Date	02/11/2022	Group	
Gross Amount	10.00 USD	Header Budget Status	Not Ch'kd
Related Voucher		Non-Prorated Budget Status	Not Ch'kd
		Entry Status	Deleted
		Close Status	Open
<input type="button" value="Delete"/>			
<input type="button" value="Return to Search"/>		<input type="button" value="Notify"/>	
Delete Voucher Voucher Details			