

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 <b>Find an Existing Value</b> page, type in the <b>voucher number</b> in the <b>Voucher ID</b> field and click <b>Search</b> .							
လ ဝပ	C OU Homepage Accounts Payable							
📄 Reg	gular Entry	Voucher Delete						
Delete Voucher		Enter any information you have and click Search. Leave fields blank for a list of all values.						
OnDemand Check Entry		Find an Existing Value						
E Supplier		▼ Search Criteria						
		Business Unit = V NORMN Q						
		Voucher ID begins with						
		Entry Status = v						
		Invoice Number begins with V						
		Short Supplier Name begins with V						
		II Supplier ID begins with V Q						
		Supplier Name begins with v						
		Search Clear Basic Search 🖾 Save Search Criteria						
4								
4								



	Delete Voucher Details							
	Business Unit NORMN Voucher 50115143							
S	upplier							
	Supplier 9100064829 ASSOCIATION OF AMERICAN LAW SCHOOLS INC Short Name AALS-001							
V	oucher Information							
	Invoice 991 Origin ONL Header Budget Status Error							
	Gross Amount     10.00 USD     Entry Status     Postable       Related Voucher							
11	Delete							
F	Return to Search Notify							
Dele	ete Voucher I. Voucher Details							
5	A confirmation pop-up box will appear. Click <b>OK</b> 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. OK Cancel								
6	eleting a voucher will take a few moments as the deletion process also restores budgeted unds 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 <b>Entry Status</b> will now show <b>Deleted</b> . This deletes the voucher completely from PeopleSoft. The voucher will no longer be visible in the system.							



Business Unit NORMN Voucher 50115143 Supplier							
Short Name AALS-001							
Voucher Information							
Invoice 991	Origin ONL	Header Budget Status	Not Chk'd				
Date 02/11/2022	Group	Non-Prorated Budget Status	Not Chk'd				
Gross Amount 10.00	USD	Entry Status	Deleted				
Related Voucher		Close Status	Open				
Del	ete						
Del	ere						