



| 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, 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 . |

Voucher Delete

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

Find an Existing Value

▼ **Search Criteria**

Business Unit =

Voucher ID begins with

Entry Status =

Invoice Number begins with

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Case Sensitive

[Basic Search](#)



4 Click the **Delete** button.

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

8 The **Entry Status** will now show **Deleted**. This deletes the voucher completely from PeopleSoft. The voucher will not longer be visible in the system.



Delete Voucher | Voucher Details

Business Unit OUHSC Voucher 10041665

Supplier

Supplier 9100034448 AIRGAS USA LLC
Short Name AIRGAS USA-001

Voucher Information

| | | | | | |
|-----------------|------------|--------|-----|----------------------------|-----------|
| Invoice | 9975854550 | Origin | ONL | Header Budget Status | Not Chk'd |
| Date | 11/30/2020 | Group | | Non-Prorated Budget Status | Not Chk'd |
| Gross Amount | 56.12 USD | | | Entry Status | Deleted |
| Related Voucher | | | | Close Status | Open |

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