# Voucher Deletion

**Navigation:** Accounts Payable – Vouchers – Add/Update – Delete Voucher

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>To delete a voucher, use the <strong>NavBar</strong> and select <strong>Navigator &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Delete Voucher</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>On the <strong>Find an Existing Value</strong> page, type in the <strong>voucher number</strong> in the <strong>Voucher ID</strong> field and click <strong>Search</strong>.</td>
</tr>
</tbody>
</table>

![Voucher Delete Form](image-url)
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.
## Voucher Deletion

The image shows a screenshot of a voucher deletion process for the University of Oklahoma. The details include:

- **Business Unit:** OUHSC
- **Voucher Number:** 10041665
- **Supplier Information:**
  - **Supplier ID:** 910004448
  - **Supplier Name:** AIRGAS USA LLC
  - **Short Name:** AIRGAS USA.001
- **Voucher Information:**
  - **Invoice:** 9975854550
  - **Date:** 11/30/2020
  - **Gross Amount:** $56.12 USD
  - **Entry Status:** Deleted
  - **Close Status:** Open

The image also includes options to return to search or notify.