### Voucher Deletion

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation:</strong> Accounts Payable – Vouchers – Add/Update – Delete Voucher</td>
<td></td>
</tr>
<tr>
<td><strong>1</strong></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><strong>2</strong></td>
<td>To delete a voucher, click on the <strong>Accounts Payable</strong> tile from the <strong>Home Screen</strong> and select <strong>Delete Voucher</strong> or 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><strong>3</strong></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>
<tr>
<td><strong>4</strong></td>
<td>Click the <strong>Delete</strong> button.</td>
</tr>
</tbody>
</table>

![Diagram of Voucher Deletion Process](image-url)

**Voucher Delete**

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

- **Find an Existing Value**

**Search Criteria**

- **Business Unit:**
- **Voucher ID:** begins with 50115143
- **Entry Status:**
- **Invoice Number:**
- **Short Supplier Name:**
- **Supplier ID:**
- **Supplier Name:**

**Search**  **Clear**  **Basic Search**  **Save Search Criteria**
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.