

Deleting Non-PO Vouchers

 **Nav Bar>(Tile)Navigator > Financials> Accounts Payable > Vouchers > Add/Update >Delete Voucher**

1. Enter **Voucher ID** to delete in the blank field
2. click to **Search**.
3. Select the **Voucher ID** hyperlink to open the Delete voucher page.
4. Verify **Voucher ID, Vendor, and Invoice** is correct before deleting.
5. After verification is complete, click **Delete** button to process.
6. A confirmation message will appear, Click **OK** to confirm deletion.
7. After deleting voucher, a review budget balance message will appear. Your balances in the Budget Overview will be updated. Click **OK** to complete.

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

*Business Unit: [dropdown] UTEP1
Voucher ID: begins with 00019110
Entry Status: [=] dropdown
Invoice Number: begins with dropdown
Short Supplier Name: begins with dropdown
Supplier ID: begins with dropdown
Supplier Name: begins with dropdown
[Show fewer options](#)

Case Sensitive
Search Clear

Search Results

Business Unit	Voucher ID	Entry Status	Invoice Number	Invoice
UTEP1	00019110	Postable	78417	07/14/

Delete Voucher | Voucher Details

Business Unit: UTEP1 **Voucher:** 00019110

Vendor

Vendor: 0000038617 DELL CITY ISD
ShortName: DELL CITY-001

Voucher Information

Invoice: 78417 **Origin:** ONL
Date: 07/14/2015 **Group:**
Gross Amount: 150.00 USD
Related Voucher

Delete

Message
Warning -- Delete Confirmation (7030,12)
Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.
OK Cancel

Message
Budget transactions related to this voucher have been deleted. (7030,473)
Please review your budget account balance and activity.
OK



PeopleSoft Tips:

- You may be directed to the Delete voucher page automatically if the document is currently open in the Worklist page.
- The Delete button will permanently remove all the voucher information and history from PeopleSoft. Please make sure you are deleting the correct voucher.