Deleting Non-PO Vouchers

Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher

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

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.