Voucher Delete

Overview
The purpose of this document is to provide detailed instructions on how to delete a voucher.

Key Points
To delete a voucher, the voucher must be:
- Unposted
- Not selected for payment
- Not paid
- Not matched

Navigation
Accounts Payable > Vouchers > Add/Update > Delete Voucher

Detailed Directions

Step 1. To Navigate to the Delete Voucher:

Accounts Payable > Vouchers > Add/Update > Delete Voucher

Expected Results
Voucher delete page is displayed.

Note: Purchase Card Voucher cannot be deleted.
Step 2.

Enter Business Unit and Voucher ID then click on

Expected Results

Step 3.

Click

Expected Results

Voucher deleted – delete button will be greyed out