

AP.020.100 – DELETING VOUCHERS

| | |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose | To delete a voucher that is eligible for deletion. |
| Description | <p>Sometimes a voucher is entered in error. If it needs to be deleted from the system, Payables enables users to select vouchers that are eligible for deletion only.</p> <p>Warning! Once a voucher is deleted, it is no longer available for viewing, processing or for use by any users in the system. Users cannot undo the deletion. The data rows that are associated with the voucher remain in the tables so that the voucher number cannot be reused.</p> |
| Security Role | BOR_AP_VOUCHER_PRC |
| Dependencies/ Constraints | <p>The vouchers cannot have been posted or selected for payment previously, nor can any portion of the vouchers ever have been paid. If the voucher has been posted or paid, users should close the voucher instead. For more information, see AP.030.060 - Running Voucher Build.</p> |
| Additional Information | <ul style="list-style-type: none"> • If deleting a voucher that was entered as a manual payment, the payment is not deleted. The payment remains in the system and can be applied to other vouchers. • If the voucher has been budget checked, the Budget Processor automatically runs after confirming voucher deletion and the deleted voucher budget status is automatically updated. |

Procedure

Below are step by step instructions on how to enter the payment selection criteria for a pay cycle.

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Click the NavBar icon. |
| 2. | Click the Menu icon. |
| 3. | Click the Accounts Payable link. |
| 4. | Click the Vouchers link. |
| 5. | Click the Add/Update link. |
| 6. | Click the Delete Voucher link. |
| 7. | Enter the Business Unit in the Business Unit Field |
| 8. | Click in the Voucher ID field and enter the Voucher ID of the voucher that needs to be deleted. |
| 9. | Click the Search button. |
| 10. | Review the Voucher and confirm that this is the voucher you wish to delete. |
| 11. | Click the Delete button. Warning! Once you delete a voucher, you cannot retrieve it or undo the deletion. A warning message box will appear to confirm the deletion of the voucher. |
| 12. | Click the OK button to confirm deletion. Select Cancel if you do not want to delete. |
| 13. | If the voucher has been budget checked, the Budget Processor is automatically invoked after confirming deletion. A message displays "Budget transactions related to this voucher have been deleted. Please review your budget account balance and activity." Select OK . |
| 14. | After the system processes the delete request, the voucher displays the Entry Status of Deleted. |