



Delete a Voucher

Script Description

This script demonstrates the two ways to delete a voucher. A voucher may require deleting due to the fact that it was previously entered.

Process Assumptions

- Voucher has not been posted.
- Voucher has not been selected for payment or paid.

Process Flow Steps

A. A voucher needs to be deleted. One of the team members deletes the voucher using the Delete Voucher panel.

B. Access the Voucher Delete Panel as follows:

GO	Administer Procurement
	Enter Voucher Information
PROCESS	Voucher Delete
	Delete Voucher/tr>

The following Panel will open:

Click on the button to open the following panel:

1. Select the Voucher to delete from the list box. Only those vouchers eligible for deletion appear in the list box.
2. Click on the "OK" button. The following panel will open.

C. Voucher Delete

Use the Voucher Delete panel to delete several vouchers at once without having to

navigate to the Voucher Entry panel group for each voucher.

1. The voucher delete panel provides summary information about the voucher.
2. For additional information about the voucher, move to the Voucher Details panel.
3. The Voucher details panel provides more detail about the voucher.
4. The **Go To Address** button provides information about the address of the vendor.
5. Move back to the **Delete Voucher** panel.
6. Click on the **button**.
7. You will receive a warning, click
8. The voucher has now been marked as deleted.
9. If the Voucher has been **Budget Checked** prior to deletion, the following panels will appear after you receive the **Panel Processor** in step 7 above.
10. Press **and** the following panel will appear.
11. Press the **BCM** button and the **Budget Check** process will be performed.

D. Budget Control Exceptions can be used if the document must have the **BCM** completed prior to deletion.

1. Complete the **Budget Check** process by navigating to the **Budget Control Exceptions** panel.

GO	Administer Procurement
	Enter Voucher Information
USE	Budget Control Exceptions

2. Press **and** then choose the Voucher you want to **Budget Check**.
3. Click on

4. Review the information on the panel and press the **Budget Check** button.
5. The document should complete the Budget Checking process and the voucher deletion will be complete.

Deleting a Voucher Using the Voucher Entry Panels

A. A Voucher needs to be deleted. One of the team members deletes the voucher using the Voucher panel group.

B. Access the Voucher Accounting Information Panel as follows:

GO	Administer Procurement
	Enter Voucher Information
USE	Voucher
	Accounting Information
	Update/Display

1. Click on **to open the list.**
2. Select the **Voucher to delete from the list box and click**

C. Voucher Accounting Information Panel

You can use the Voucher Accounting Information Panel to delete a voucher.

1. Check the **Delete Voucher** checkbox.
2. Click **save.**
3. You will get a warning message:
4. Click

5. You will get another warning message:
6. Click
7. The Voucher has been marked as deleted
8. The voucher must have the Budget Check rerun if it was already successfully Budget Checked