How to delete a voucher

Step 1: From Main Menu in PS Finance, go to Accounts Payable>Vouchers>Add/Update>Delete Voucher

Accounts Payable	Cr. Haushare				
 Asset Management Commitment Control General Ledger 	Review Accounts Payable Reports	Add/Update	Regular Entry		
SCM Integrations Set Up Financials/Supply	Chain	Maintenance	*		

Step 2: Enter the voucher number and click on Search

Voucher Delete

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

Business Unit	= 🗸	00730	Q
Voucher ID	begins with \checkmark	01229024	
Entry Status	= 🗸		
Invoice Number	begins with \checkmark		
Short Supplier Name	begins with ${\color{red} }$		
Supplier ID	begins with \mathbf{v}		Q
Supplier Name	begins with \checkmark		
Case Sensitive			

Step 3: The system displays the following screen. Click on

Delete Voucher Voucher Details						
Business Unit:	00730 Voucher:	01229024				
Vendor: Vendor: ShortName:	0000001417 JPMC JPMORGANCH-001					
Voucher Informa	ition					
Invoice: Date: Gross Amount: Related Voucher	112612#3 11/01/2012	1.00 USD	Origin: Group:	ONL	Header Budget Status: Non-Prorated Budget Status: Entry Status:	Valid Valid Postable
		Delete				
🖪 Save 🔯 Re	eturn to Search 🔚 Notify					

Delete

Step 4: The system displays the following message. Click on



Step 5: The system displays the following message. Click on

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

OK

Voucher is now deleted. The system automatically re-budget checks after a voucher is deleted.