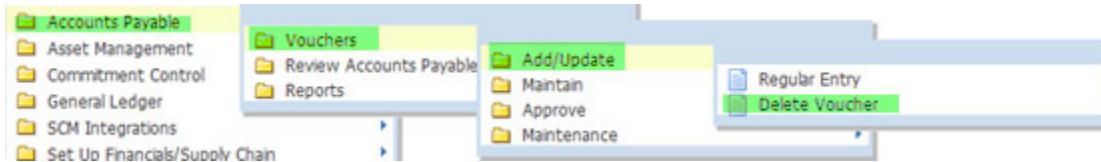# How to delete a voucher

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

Step 2: Enter the voucher number and click on Search **.**

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

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

Message

Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

OK   Cancel

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

Message

Budget transactions related to this voucher have been deleted. (7030,473)

Please review your budget account balance and activity.

OK

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