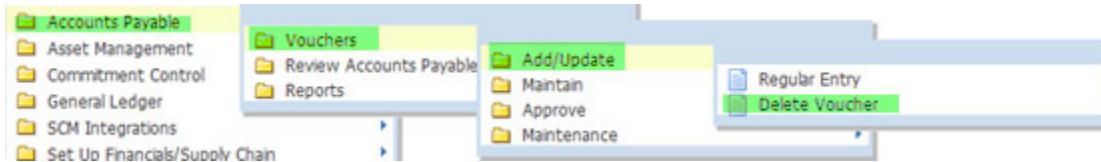


## How to delete a voucher

**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 .**

### Voucher Delete

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

▼ Search Criteria

Business Unit =

Voucher ID begins with

Entry Status =

Invoice Number begins with

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Case Sensitive

[Basic Search](#)

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

Delete Voucher | Voucher Details

Business Unit: 00730 Voucher: 01229024

**Vendor**

Vendor: 0000001417 JPMC  
ShortName: JPMORGANCH-001

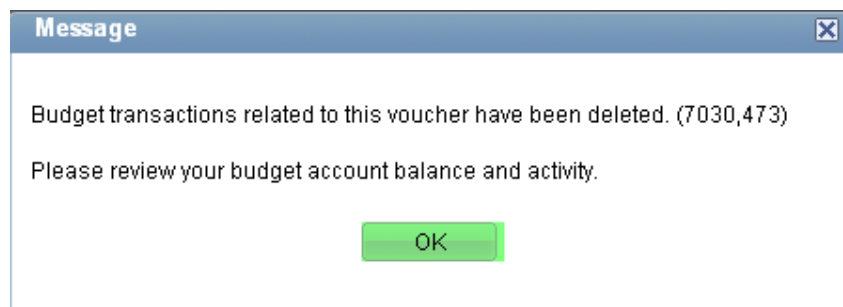
**Voucher Information**

Invoice:	112612#3	Origin:	ONL	Header Budget Status:	Valid
Date:	11/01/2012	Group:	ONL	Non-Prorated Budget Status:	Valid
Gross Amount:	1.00 USD	Entry Status:			Postable
Related Voucher					

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



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



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