Training & Organizational Development
Human Resources
UNIVERSITY of FLORIDA

OVERVIEW

You may delete a voucher in the myUFL system if it still has an entry status of "Postable" or "Recycle."
You may not delete a voucher with an Entry Status of "Posted."

STEPS

A. To delete a voucher:

1. Navigation: Click **Nav Bar > Main Menu > Financials > Accounts Payable > Vouchers > Add/Update > Delete Voucher**.
2. Retrieve the voucher:

    a. For this example, enter the Voucher ID number "03385687" in the Voucher ID field.
    b. Click the Search button.

3. This is the **Delete Voucher** page. It will display information on the voucher such as:

    a. Invoice number
    a. Gross amount
    b. Budget Status
    c. Entry Status

Delete Voucher	Voucher Details		
Business Unit: UFLOR **Voucher:** 03385687			
Vendor			
Vendor:	0000151985 LABS Inc		
ShortName:	LABSINC-001		
Voucher Information			
Invoice:	124578	Origin: ONL	Header Budget Status: Error
Date:	08/31/2011	Group:	Non-Prorated Budget Status: Valid
Gross Amount:	125.00 USD		Entry Status: Postable
Related Voucher			

[Delete]

4. Click the **Voucher Details** tab. It will display information on the voucher such as:

    a. Invoice date
    b. Accounting Date

5. It also displays other amounts.
6. Click the **Delete Voucher** tab.
7. If you are ready, click the **Delete** button.

    a. At the **Delete Confirmation** message, click the **OK** button if you are sure you would like to delete.
    b. Read the budget message and click the **OK** button.

c. The voucher is now deleted from the myUFL system.

B. <u>Confirm its deletion by searching the system for the voucher.</u>

1. Click the **Vouchers** button.
2. Point to the **Add/Update** menu.
3. Click the **Regular Entry** menu:
   a. Click the **Find an Existing Value** tab.
   b. Enter the **Voucher ID** number in the Voucher ID field. For this example, enter "03385687".
   c. Click the **Search** button.
   d. The system will not have this voucher. It will display the message "No matching values were found."

For further assistance, please contact University Disbursements at 392-1241 or our contact form.