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:

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
   b. Gross amount
   c. Budget Status
   d. Entry Status

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.
**Deleting a Voucher**

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

B. **Confirm its deletion by searching the system for the voucher.**

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 e-mail Disbursements@ufl.edu