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 on Main Menu, then click on Accounts Payable. Click on Vouchers, then click on Add/Update. Finally, click on 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
   b. Gross amount
   c. Budget Status
   d. Entry Status

![Delete Voucher Page]

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.

![Message]

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

Please review your budget account balance and activity.

![OK button]


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