

### 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		Voucher Details	
Business Unit:	UFLOR	Voucher:	03385687
<b>Vendor</b>			
Vendor:	0000151985 LABS Inc.		
ShortName:	LABSINC-001		
<b>Voucher Information</b>			
Invoice:	124578	Origin:	ONL
Date:	08/31/2011	Group:	
Gross Amount:	125.00 USD	Header Budget Status:	Error
Related Voucher		Non-Prorated Budget Status:	Valid
		Entry Status:	Postable
<input type="button" value="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. 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](mailto:Disbursements@ufl.edu)