

## AP6 – DELETE A VOUCHER

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Activity Trigger: When a voucher is incorrect or no longer needed.

Module: Accounts Payable (AP)

Roles: AP Processor  
AP Supervisor/Maintainer

Objective: To delete a voucher that is incorrect or no longer needed. Vouchers are deleted when created and saved inadvertently or when an error is noticed prior to posting.

A voucher can only be deleted if it has **not** been “Posted” and does **not** have a “Matched” status.

- Vouchers approved by the State Controllers Office (SCO) will have a “Posted” status. These vouchers must be cancelled by the FISCAL Service Center (FSC).
- A voucher that is “Matched” with a Purchase Order (PO) or a PO Receipt must be “Unmatched” before it can be deleted. (To unmatch a voucher, please refer to AP5-Undo Matching PO Process.)

A “Matched” voucher cannot be deleted until it has been “Unmatched.”

Vouchers approved by SCO will have a “Posted” status. In this example, the voucher has not yet been approved by SCO so the status is “Unposted.”

The screenshot shows the FISCAL system interface for a voucher. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The voucher details are as follows:

Business Unit	8860	Invoice Date	12/05/2016
Voucher ID	00004974	Invoice No	34162
Voucher Style	Regular	Invoice Total	1,314.33 USD
Supplier Name	GORILLA STATIONERS 15165 TRITON LN HUNTINGTON BEACH, CA 92649-1040	Pay Terms	Net 20
Entry Status	Postable	Voucher Source	Online
Match Status	Matched	Origin	ONL
Approval Status	Pending	Created On	01/05/2017 4:05PM
Post Status	Unposted	Created By	10009191
Budget Status	Valid	Last Update	01/05/2017 4:08PM
Budget Misc Status	Valid	Modified By	FISCAL_BATCH
*View Related <input type="text" value="Payment Inquiry"/> Go		ERS Type	Not Applicable
		Close Status	Open

Navigation buttons at the bottom include: Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.

To delete a voucher, the AP Processor will navigate to Delete Voucher as shown below.

Under the **Find and Existing Value** tab, the AP Processor will:

- 1 - Enter the **Voucher ID** and
- 2 - Click the **Search** button to view the results.

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Delete Voucher

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### Voucher Delete

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

**Find an Existing Value**

▼ **Search Criteria**

Business Unit: [= ▾] 8860 [x] [🔍]

**1** Voucher ID: [begins with ▾] **TEST**

Entry Status: [= ▾] [▾]

Invoice Number: [begins with ▾] [ ]

Short Supplier Name: [begins with ▾] [ ]

Supplier ID: [begins with ▾] [ ] [🔍]

Supplier Name: [begins with ▾] [ ]

Case Sensitive

**2** **Search** Clear Basic Search [🔍] Save Search Criteria

From the results, **select** the requested voucher.

Search Results

View All First 1 of 1 Last

Business Unit	Voucher ID	Entry Status	Invoice Number	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name
8860	TEST	Recycle	test	08/11/2016	1000BULBSC-001	0000045040	1000BULBS COM

Next, on the Delete Voucher tab, click the **Delete** Button

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher

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Delete Voucher | Voucher Details

Business Unit 8860      Voucher TEST

**Supplier**

Supplier 0000045040 1000BULBS COM  
Short Name 1000BULBSC-001

**Voucher Information**

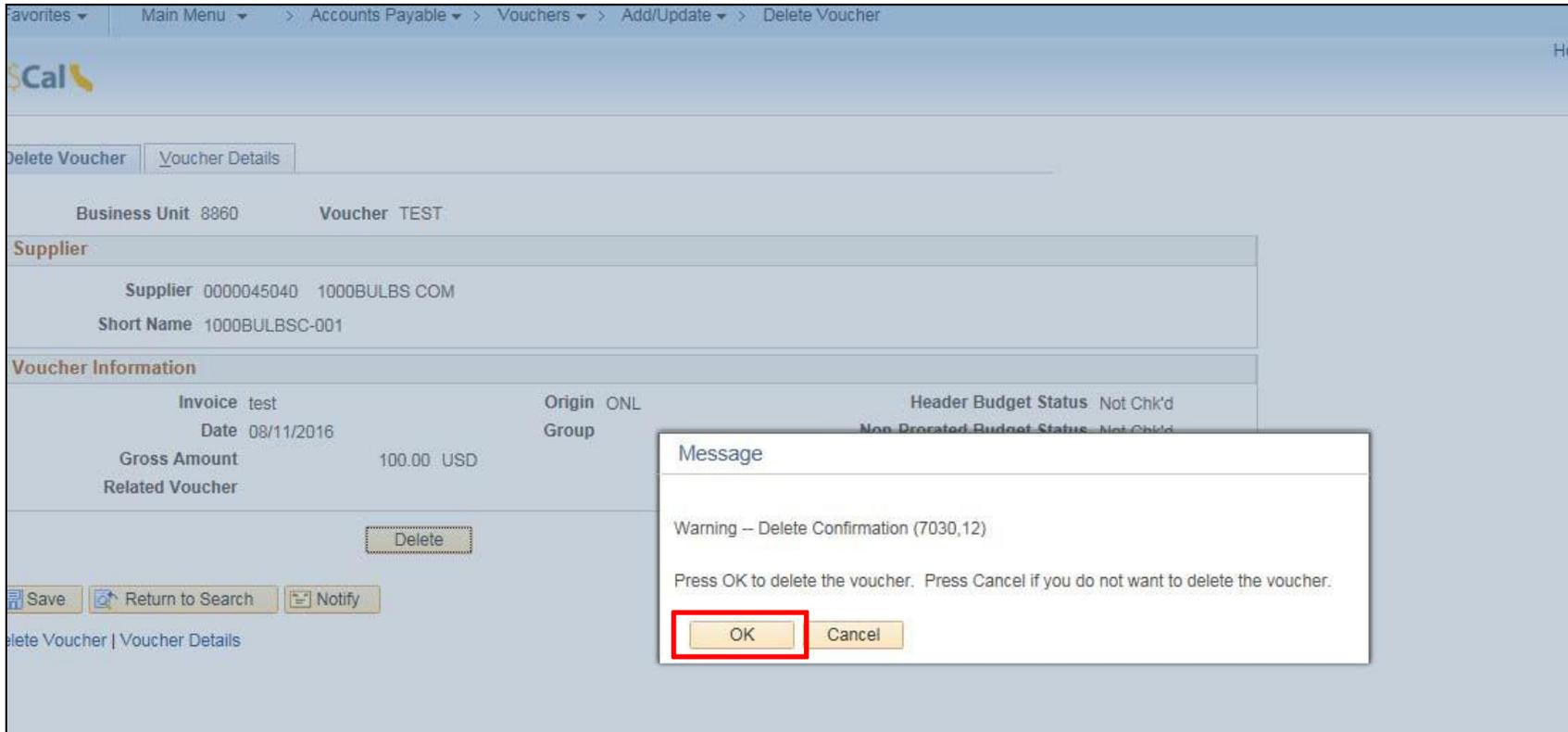
Invoice test      Origin ONL      Header Budget Status Not Chk'd  
Date 08/11/2016      Group      Non-Prorated Budget Status Not Chk'd  
Gross Amount 100.00 USD      Entry Status Recycle  
Related Voucher

**Delete**

Save    Return to Search    Notify

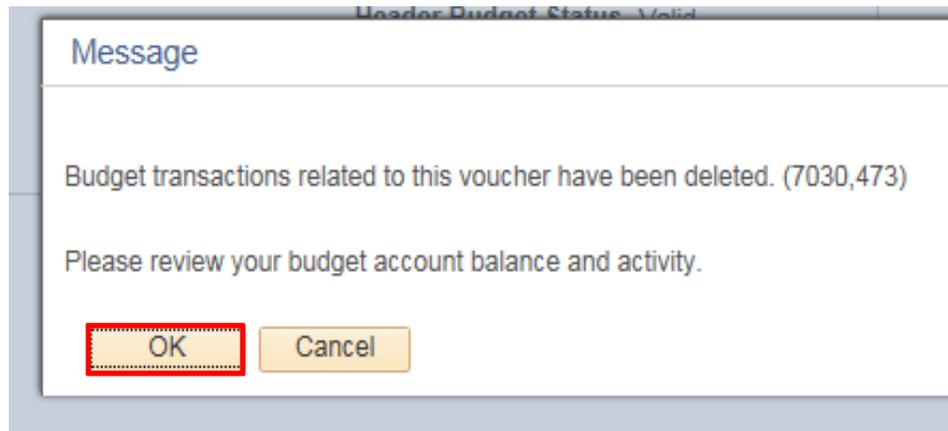
Delete Voucher | [Voucher Details](#)

The system will warn the user and request a delete confirmation.  
Click **OK** to delete the voucher.



The system message will pop-up and remind the user to review the budget account balance and activity.

Click **OK** to proceed.



The voucher is now deleted as shown on the Entry Status. The record remains as an audit trail, but the deleted voucher will no longer be available for use on the system.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Delete Voucher](#)

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[Delete Voucher](#) | [Voucher Details](#)

**Business Unit** 8860      **Voucher** TEST

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**Supplier**

**Supplier** 0000045040 1000BULBS COM  
**Short Name** 1000BULBSC-001

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**Voucher Information**

<b>Invoice</b> test	<b>Origin</b> ONL	<b>Header Budget Status</b> Not Chk'd
<b>Date</b> 08/11/2016	<b>Group</b>	<b>Non-Prorated Budget Status</b> Not Chk'd
<b>Gross Amount</b> 100.00 USD		<b>Entry Status</b> Deleted
<b>Related Voucher</b>		<b>Close Status</b> Open

[Delete Voucher](#) | [Voucher Details](#)

The message below will appear if the user attempts to delete an ineligible voucher.

**Reminder:**

- Matched vouchers must be Unmatched **before** they can be deleted.
- Posted vouchers **cannot** be deleted. They must be cancelled by FSC.

The screenshot displays the FISCAL system interface for deleting a voucher. The breadcrumb trail is: Favorites - Main Menu - Accounts Payable - Vouchers - Add/Update - Delete Voucher. The page title is 'Delete Voucher' and the sub-tab is 'Voucher Details'. The voucher information is as follows:

Business Unit:	8860	Voucher:	00003214
Vendor			
Vendor:	0000000296 CALTRONICS BUSINESS SYSTEMS		
ShortName:	CALTRONICS-001		
Voucher Information			
Invoice:	1942607	Origin:	ONL
Date:	02/02/2016	Group:	
Gross Amount:	360.19 USD	Header Budget Status:	
Related Voucher		Non-Prorated Budget:	
		Entry Status:	

A 'Delete' button is visible below the voucher information. A 'Message' dialog box is overlaid on the screen, containing the following text:

Message

You cannot delete this voucher. (7030,162)

The voucher has been associated with:

- (1) Accounting entries, or
- (2) Payments, or
- (3) Matching, or
- (4) Netting, or
- (5) Workflow

An 'OK' button is located at the bottom of the dialog box.