

## Delete Voucher

Navigation Path:

AP

Vouchers

Maintenance

Hit Voucher Delete

Enter Business Unit

Voucher Number

Hit Delete Button

You must click the budget checking push button to budget check the deleted voucher.

The above message appears if the voucher has previously been budget checked. This is to alert you to the fact that the budget check process must be run again in order to remove the expenditure from the budget. Clicking on the  button will return you the Delete Voucher Page

A budget checking icon  appears within the Budget Check Deleted Voucher section. Click on the budget checking icon to run the process.

The Budget Checking Icon  will disappear from the page

Click on  to refresh the page. The  button will now be grayed out.