Deleting a Campus Voucher

Overview

In exceptional cases, you may need to delete a campus voucher if you created it in error. Once you delete a voucher, you cannot retrieve it or undo the deletion. Additionally, deleting a voucher removes all its budgetary encumbrances from the system.

You can delete a campus voucher only if you originally created it, and if it's in a processing status prior to "posted". A voucher becomes posted after all approvals are granted. Additionally, posting occurs just prior to the voucher being paid. If the voucher's status is posted or paid, you can't delete it.

If you want to delete a campus voucher that has already posted or been paid, or if the original creator isn't available, contact Disbursement Services for assistance.

If you want to find who originally created a voucher and has the authority to delete it, look on the Summary tab of the voucher. To view a voucher, follow the path: Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Entry | Find an Existing Value tab.

Menu Path

Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Delete

Steps - Deleting a Campus Voucher

Follow these steps:

1. Choose this menu option:

   Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Delete

Voucher Delete Page

2. Complete the Business Unit and as many fields as necessary to refine your search results.

   Common searches include:

   - Business Unit and Voucher ID

   - Business Unit and Vendor ID or Vendor Short Name

In this field:	Do the following:
Business Unit	Enter the business unit that created the voucher. Note: For the University, enter **uncch**. For UNC General Administration, enter **uncga**.
Voucher ID	If you know it, enter the voucher number.
Entry Status	Choose a status if you want to search based on the voucher status.
Invoice Number	If you know it, enter the vendor's invoice number.
Short Vendor Name	Look up, or enter, the vendor's short name. This is an abbreviation of the vendor's name, and is maintained in the vendor record. Note: If you enter a vendor ID in the Vendor ID field, the system fills in the Short Vendor Name field for you.
Vendor ID	Look up, or enter, the vendor ID. Note: If you entered a value in the Short Vendor Name field, the system fills in the Vendor ID field for you.
Name 1	Enter a portion of the vendor's name and choose Contains to search based on the name of a vendor.
Case Sensitive	Leave this checkbox unmarked.

3. Click the **Search** button.

Result: The system displays the search results list, or goes directly to the Delete Voucher tab. If the system displays a search results list, click on the voucher you want to delete. Then, the system displays the Delete Voucher tab.

Delete Voucher Tab

1. Look over the voucher and vendor information to verify that this is the voucher you want to delete.

2. Click on the **Delete** button to delete the voucher.

Result: The system displays a pop-up message window.

3. Click **OK** to confirm that you want to delete the voucher.

Note: If the system displays an additional message indicating that budget transactions related to the voucher have been deleted, click **OK** to continue.

Result: The voucher is deleted, including any related budgetary encumbrances, and no longer can be retrieved.