

QUICK REFERENCE GUIDE

Updated June 15, 2020

Delete Vouchers

This Quick Reference Guides provides information on how to delete a voucher. SWIFT allows you to select only the vouchers that are eligible for deleting. Do not un-post a voucher trying to delete it.

To delete a voucher, it must not be

- Posted or have ever been posted.
- Selected for payment or any portion paid.
- Not have the **Finalize** checkbox marked on any distribution lines.
- Not associated with Matching, Netting, or Workflow.

Considerations for Deleting Vouchers

- Vouchers with Matching, Netting, or Workflow must be processed before deletion. Make sure to un-match the voucher, change the netting field in an interagency voucher, or move the voucher out of workflow.
- Deleting a voucher also deletes the budget entries.

Steps to complete

- Step 1: Look up the status of the voucher.
- Step 2: Verify if the voucher is eligible for deletion.
- Step 3: Delete the voucher.

Step 1: Look up the status of the voucher.

1. Navigate to the *Regular Entry (Voucher)* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The <i>Regular Entry (Voucher)</i> page will display by default.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Regular Entry.

2. Select the *Find an Existing Value* tab to search for the voucher.
3. Enter the agency number in the *Business Unit* field.
4. Enter the voucher number in the *Voucher ID* field.

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5. Press the **Search** button and select the voucher from the *Search Results*.
6. On the *Summary* tab, select "Accounting Entries Inquiry" from the *View Related* field and select the *Go* link.

Summary | Related Documents | Invoice Information | Payments

Business Unit G1001
 Voucher ID 00024515
 Voucher Style Regular
 Supplier Name [Redacted]

Entry Status Postable
 Match Status No Match
 Approval Status Pending
 Post Status Unposted

Budget Status Valid
 Budget Misc Status Valid

*View Related Accounting Entries Inquiry Go

7. The *Voucher Accounting Entries* page will display. Select the *Chartfields* tab.

Voucher Accounting Entries

*Business Unit G1001 [Search Icon]
 *Accounting Line View Option Standard [Dropdown]
 Supplier ID 0000 [Redacted]
 Supplier Name [Redacted]

Accounting Information

Posting Process

Main Information | Chartfields | Journal [Refresh Icon]

Tax Authority	Fund Code	Financial Department ID	Appropriation ID (CF3)

Step 2: Verify if the voucher is eligible for deletion.

1. If the *Chartfields* tab contains voucher information, the voucher is posted and may not be deleted.

Tax Authority	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account
	5600	G1036618	G100040	[Redacted]
	5600	G1036618	G100040	[Redacted]
	6000	G1036950	G100077	[Redacted]
	6000	G1036950	G100077	[Redacted]

- If the *Chartfields* tab is blank, the voucher has not been posted and may be deleted. Close the *Voucher Accounting Entries* page and proceed to Step 3: Delete the voucher.

Main Information				Chartfields	Journal	
Tax Authority	Fund Code	Financial Department ID	Appropriation ID (CF3)			
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Step 3: Delete the voucher.

- Navigate to the *Delete Voucher* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers, left-menu, Add/Update folder, Delete Voucher.

- On the *Find an Existing Value* tab, enter the agency number in the *Business Unit* field.
- Enter the voucher number in the *Voucher ID* field.
- Press the **Search** button and select the voucher from the *Search Results*.
- The *Delete Voucher* tab will display. Make sure the correct voucher was selected by looking at the *Supplier*, *Invoice*, and *Gross Amount* fields.

Delete Voucher	Voucher Details
Business Unit	G1001
Voucher	00024515
Supplier	
Supplier	
Short Name	
Voucher Information	
Invoice	Test1
Date	08/29/2018
Gross Amount	1.00 USD
Related Voucher	
Origin	ONL
Group	

- Select the *Delete Voucher* tab and press the **Delete** button to delete the voucher.

Delete Voucher		Voucher Details	
Business Unit	G1001	Voucher	00024515
Supplier			
Supplier	[REDACTED]		
Short Name	[REDACTED]		
Voucher Information			
Invoice	Test1	Origin	ONL
Date	08/29/2018	Group	
Gross Amount	1.00 USD		
Related Voucher			
<input type="button" value="Delete"/>			

7. If an error message appears, the voucher may not be deleted for one of the following reasons:

- The voucher has accounting entries and cannot be deleted.
- The voucher has been paid and cannot be deleted.
- The voucher is matched. Un-match the voucher before deleting.
- The voucher is interagency. Change the *Netting* field on the *Payments* tab to “Not Applicable” before deleting.
- The voucher is in Workflow and must be moved out of Workflow before deleting.

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

8. If the voucher is eligible for deletion, the following warning message will appear. Press **OK**.

Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

9. The follow-up message will appear: “Budget transactions related to this voucher have been deleted.” Press **OK**.

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

Please review your budget account balance and activity.

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10. Press the **Save** button. On the *Delete Voucher* tab, the *Entry Status* field will now read "Deleted."

The screenshot displays the 'Delete Voucher' interface with the following details:

- Business Unit:** G1001
- Voucher:** 00024515
- Supplier:** [Redacted]
- Short Name:** [Redacted]
- Voucher Information:**
 - Invoice: Test1
 - Date: 08/29/2018
 - Gross Amount: 1.00 USD
 - Origin: ONL
 - Group: [Redacted]
 - Header Budget Status: Not Chk'd
 - Non-Prorated Budget Status: Not Chk'd
 - Entry Status: Deleted
 - Close Status: Open
- Buttons:** Save, Return to Search, Previous in List, Next in List, Notify, Delete, Audit Logs