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.

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

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.
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.

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

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**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.
2. 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.

![Chartfields Tab](image)

Step 3: Delete the voucher.

1. Navigate to the Delete Voucher page.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Accounting, Accounts Payable, Vouchers, left-menu, Add/Update folder, Delete Voucher.</td>
</tr>
</tbody>
</table>

2. On the Find an Existing Value tab, enter the agency number in the Business Unit field.
3. Enter the voucher number in the Voucher ID field.
4. Press the Search button and select the voucher from the Search Results.
5. 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](image)

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

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

9. The follow-up message will appear: “Budget transactions related to this voucher have been deleted.” Press **OK**.
10. Press the Save button. On the Delete Voucher tab, the Entry Status field will now read “Deleted.”