



Deleting a Voucher

If UCT denies a voucher because the Work Order has been closed, the initiating department must delete the voucher.

Sample of Voucher that has been denied:

Approval	Line Information	Charge Information	Documents																														
Business Unit:	SC759	Invoice Number:	UCT#33954																														
Voucher:	00038689	Vendor:	759 - UHCL UCT REPAIRS ACCOUNT																														
Invoice Date:	08/01/2017	ID:	000000067																														
Link to Voucher																																	
Route to:		Initial By																															
<input checked="" type="radio"/> Dept/Coll/Div - SRV - Accounting Office		Dept: C0129 8006680 Source: ACC - Accounting																															
Approval Information		Voucher Info																															
Appr Inst: 3087687 Status: Denied Action: <input type="button" value="Apply"/>		Inv Dt: 08/01/2017 Inv Rcpt Dt: Good Rcpt Dt: Inspect Dt: Gross: \$0.00																															
Comment History																																	
08-03-17 11:57 AM : Dept/Coll/Div - SRV - Accounting Office: Approve: Scardino, Maria Cecilia Entico 08-03-17 12:03 PM : Dept/Coll/Div - SRV - Accounting Office: Approve: Kegresse Jr, Robert Roy 08-03-17 12:03 PM : Dept/Coll/Div - SRV - Accounting Office: Deny: Ferrell, Joyce D																																	
Comment																																	
<table border="1"> <thead> <tr> <th>Approval Step</th> <th>Appr Stat</th> <th>Appr Status</th> <th>Date/Time Stamp</th> <th>User ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>I</td> <td>Initiated</td> <td>08/03/17 11:57:04AM</td> <td>8006680</td> <td>Scardino, Maria Cecilia Entico</td> </tr> <tr> <td>2 Step 1</td> <td>A</td> <td>Approved</td> <td>08/03/17 12:03:16PM</td> <td>1077067</td> <td>Kegresse Jr, Robert Roy</td> </tr> <tr> <td>3 Step 2</td> <td>D</td> <td>Denied</td> <td>08/03/17 12:03:43PM</td> <td>0009619</td> <td>Ferrell, Joyce D</td> </tr> <tr> <td>4 Step 3</td> <td>P</td> <td>Pending</td> <td>08/03/17 11:57:04AM</td> <td></td> <td></td> </tr> </tbody> </table>				Approval Step	Appr Stat	Appr Status	Date/Time Stamp	User ID	Name	1	I	Initiated	08/03/17 11:57:04AM	8006680	Scardino, Maria Cecilia Entico	2 Step 1	A	Approved	08/03/17 12:03:16PM	1077067	Kegresse Jr, Robert Roy	3 Step 2	D	Denied	08/03/17 12:03:43PM	0009619	Ferrell, Joyce D	4 Step 3	P	Pending	08/03/17 11:57:04AM		
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Details																																	
Remit SetID	Remit Vendor	Name 1	Name 2																														
SC797	000000067	759 - UHCL UCT REPAIRS ACCOUNT																															



Navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher

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:	=	SC759	Q
Voucher ID:	begins with	00038689	
Entry Status:	=		▼
Invoice Number:	begins with		
Short Vendor Name:	begins with		
Vendor ID:	begins with		Q
Name 1:	begins with		

Case Sensitive

2 **Search** Clear Basic Search Save Search Criteria

1. Enter the voucher information.
2. Click on the **Search** button.

Delete Voucher | Voucher Details

Business Unit: SC759 Voucher: 00038689

Vendor			
Vendor:	0000000067 759 - UHCL UCT REPAIRS ACCOUNT		
ShortName:	759UHCLUCT-001		
Voucher Information			
Invoice:	UCT#33954	Origin:	ONL
Date:	08/01/2017	Group:	
Gross Amount:		Header Budget Status:	Valid
Related Voucher		Non-Prorated Budget Status:	Valid
	USD	Entry Status:	Postable

3 **Delete**

3. Click on the **Delete** button.

1074 Reporting:

The Soft Commitment created by the SCR voucher will be removed once the voucher is deleted.