



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:	0000000067

[Link to Voucher](#)

Route to: <input checked="" type="radio"/> Dept/Coll/Div - SRV - Accounting Office	Initial By: Dept: C0129 8006680 Source: ACC - Accounting
Approval Information Appr Inst: 3087687 Status: Denied Action: <input type="text"/>	Voucher Info Inv Dt: 08/01/2017 Inv Rcpt Dt: Good Rcpt Dt: Inspect Dt: Gross: \$0.00

Apply

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

Approval Log

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		

Details Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Vendor	Name 1	Name 2
SC797	0000000067	759 - UHCL UCT REPAIRS ACCOUNT	

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

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Delete Voucher

UHS Finance
FS91SBX Last Refreshed on: Fri, Jul 28, 2017

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

Voucher ID: begins with ▾ 00038689

Entry Status: = ▾

Invoice Number: begins with ▾

Short Vendor Name: begins with ▾

Vendor ID: begins with ▾

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	Header Budget Status:	Valid
Date:	08/01/2017	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:			USD	Entry Status:	Postable
Related Voucher					

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.