

QUICK REFERENCE GUIDE

February 20, 2024

Delete Vouchers

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.

This guide provides the steps to delete a voucher. It provides information on deleting an Inter-agency voucher, a journal voucher, and a voucher with Recycle and Matched Statuses.

Delete a Voucher

Step 1: Look up the status of the voucher

1. Navigate to the Voucher page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The Voucher page defaults.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Regular Entry.

2. In the Voucher page, select the **Find an Existing Value** button.

Voucher

Add a New Value Find an Existing Value

- In the Find an Existing Value page, enter the agency number in the Business Unit field. Also, enter the voucher number in the Voucher ID field.

Voucher

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Search

Business Unit = G1001

Voucher ID begins with 00043139

- Select the **Search** button at the bottom of the page.
- Select the Voucher ID from the Search Results.

Search Results

1 rows - Business Unit "G1001" Voucher ID "00043139"

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name
G1001	00043139	test	1000	1000	01/02/2024	CINCINNATU-001

- On the **Summary** tab, select “Accounting Entries Inquiry” from the View Related field and select the **Go**

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	G1001	Invoice Date	01/02/2024		
Voucher ID	00043139	Invoice No	test		
Voucher Style	Regular	Invoice Total	1,000.00	USD	
Supplier Name	CINCINNATUS INC 2021 E HENNEPIN #220 MPLS, MN 55413				
Entry Status	Postable	Pay Terms	Net 30		
Match Status	No Match	Voucher Source	Online		
Approval Status	Pending	Origin	ONL		
Post Status	Unposted	Created On	01/02/2024 2:01PM		
Budget Status	Not Chk'd	Created By	Last Update		
Budget Mlec Status	Valid	Modified By	ERS Type		
		Close Status	Open		
*View Related		Accounting Entries Inquiry	Go		Audit Logs

link.

Step 2: Verify if the voucher is eligible for deletion

- The Voucher Accounting Entries page displays. Select the **Chartfields** tab.
- If the Chartfields tab is blank, the voucher has not been posted. You can delete it. Close the **Voucher Accounting Entries** page to return to the voucher.

Main Information	Chartfields	Journal	▶▶					
Tax Authority	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Sub Account (Class)	Statewide Cost (Prog)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)

- If the Chartfields tab contains voucher information, the voucher has been posted. You cannot delete it.

Main Information	Chartfields	Journal	▶▶					
Tax Authority	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account				
	6000	G1036402	G100075	200003				

Step 3: Delete the voucher

1. Navigate to the Delete Voucher page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. Left menu, Add/Update folder, Delete Voucher.

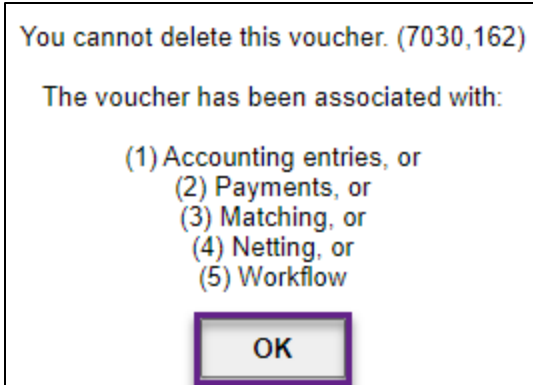
2. On the **Find an Existing Value** tab, enter the agency number in the Business Unit field.
3. Enter the voucher number in the Voucher ID field.
4. Press the **Search** button and select the voucher from the Search Results.
5. The Delete Voucher tab displays.
 - a. Make sure the correct voucher was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

The screenshot shows the 'Delete Voucher' interface. On the left, a navigation menu has 'Delete Voucher' selected. The main area is titled 'Delete Voucher' and 'Voucher Details'. It displays the following information:

- Business Unit:** G1001
- Voucher:** 00043139
- Supplier:** Supplier 0000210490 (CINCINNATUS INC), Short Name CINCINNATU-001
- Voucher Information:** Invoice test, Date 01/02/2024, Origin ONL, Header Budget Status Not Chk'd, Group Non-Prorated Budget Status Valid, Gross Amount 1,000.00 USD, Entry Status Postable.

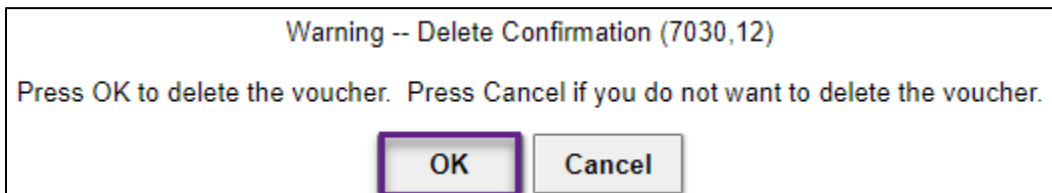
A 'Delete' button is located at the bottom center of the page.

6. 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 in the Match Workbench 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.

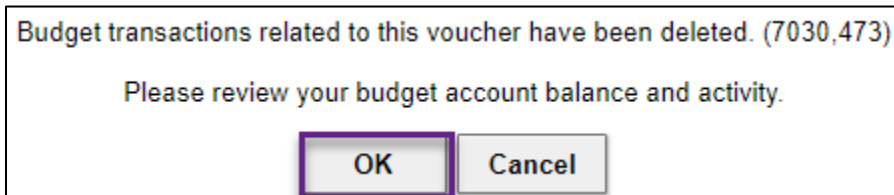


NOTE: You may need to update the voucher such as unmatching it, changing the Netting field or moving it out of Workflow. For more information, view the [Voucher Maintenance](#) quick reference guides.

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



- a. The follow-up message will appear that says, “Budget transactions related to this voucher have been deleted.” Select **OK**.



- b. The voucher now has an Entry Status of “Deleted.”

Voucher Information					
Invoice	test	Origin	ONL	Header Budget Status	Not Chk'd
Date	01/02/2024	Group		Non-Prorated Budget Status	Not Chk'd
Gross Amount	1,000.00	USD		Entry Status	Deleted
Related Voucher				Close Status	Open

Delete an Inter-Agency Voucher

1. To delete an inter-agency voucher that is eligible for deletion, first update that voucher.
2. If the voucher is set to process via bilateral netting, change the Netting field on the Payments tab from “Hold to “Not Applicable.”

Payment Options

*Bank	ST001	Pay Group	INTER AGENCY PAY CYCLE	*Netting	Hold
*Account	WF	*Handling	Regular Mailed Warrants	L/C ID	
*Method	CHK	Check	Hold Reason		
Message					▼ Actions

Delete a Journal Voucher

To delete a Journal Voucher, use the same process that was described under “Delete a Regular Voucher.” Also, follow that process for journal vouchers that were used for inter-agency payments.

Considerations for deleting a journal voucher.

- **Posted Status.**
Journal vouchers that have already been posted will need a new journal voucher to reverse the action from the previous journal voucher.
- **Interagency Journal Vouchers.**
Change the Supplier ID to “XXECORRECT.” This takes the journal voucher out of bilateral netting. Follow the steps outlined in this guide for journal vouchers that were used for inter-agency payments.
- **Budget Checked.**
Once the voucher is budget checked, you cannot to make any changes to the Payments tab. If the journal voucher has been successfully budget-checked but not posted, you can do one of the following:
 - Reverse the signs on the original transaction and budget check to reverse the entry, OR
 - Change Merchandise Amount to “0” for all lines and budget check, OR
 - Add new lines and reverse the signs for the lines already budget checked then budget check to reverse the entry.

Delete a Voucher with Recycle and Matched Statuses

When the voucher Entry Status is “Recycle,” you cannot delete the voucher. You must first get the voucher to a “Postable” status. Then, unmatched the voucher before deletion.

IMPORTANT. The voucher must be in balance, even if it is incorrect, to get out of “Recycle” status in order to delete the voucher.

1. Review the Invoice Information tab for a red **Difference** icon. It is a red circle with exclamation point.
 - a. You can also check the Header, Invoice Line or Distribution Lines for a yellow triangle with an exclamation point in it.
 - b. Select the **Difference** icon to see the error message.
 - c. You can also select the **Error Summary** tab to see the voucher error.
2. Correct the appropriate corresponding issue.

3. Select the **Calculate** button below the Difference field. Make sure the difference is “.00.”
4. Save the voucher.
5. Select the **Summary** tab and verify the Entry Status is “Postable.”
6. Unmatch the voucher.
7. The voucher is now ready to delete.