Budget Checking of Deleted Vouchers

All deleted vouchers need to be budget checked. This ensures that all information in Commitment Control is reversed and exception information deleted. **Deleted vouchers that are not budget checked can result in expenditures in the Commitment Control ledgers, therefore, it is crucial that this task be performed as part of year-end closing for accurate reporting of budget and commitment information.**

Deleted vouchers are not budget checked automatically and can only be budget checked through the Voucher Delete page, not through standard mechanisms. After deleting a voucher, a message is displayed indicating to the user they must now budget check the voucher. However, there are numerous deleted vouchers that are currently not budget checked. While part of this may be the result of users forgetting to delete vouchers, there were also some issues with the budget checking process in 2004 that made it difficult or impossible to budget check these vouchers. These issues have now been resolved, and deleted vouchers can be budget checked with no problems.

This task can be performed regardless of whether the accounting period associated with the voucher is open.

The following discusses how you can quickly budget check all the vouchers for your business units.

1. Navigate to the Voucher Delete page via Accounts Payable > Vouchers > Maintenance > Voucher Delete. Enter your business unit and an Entry Status of **Deleted** and choose Search. It is important to filter only those vouchers that are already deleted in this manner.

2. Select the first voucher in the list. You will likely see the Header Budget Status or Non-Prorated Budget Status equal to Not Checked.
3. Select the Budget Check icon to Budget Check the deleted voucher. A confirmation will be given once successful and the appropriate budget statuses will show Valid.

4. Select the Next in List button to go to the next value. Repeat these steps (#1 to #4) until the Next in List button is no longer available. If you have more than 300 vouchers that need to be fixed, you will need to select Search again to pull up the next set of up to 300 vouchers.
5. Once completed, verify using query UN_AP_DELETED_VCHRS_NEED_BC that no more deleted vouchers need to be budget checked for your business unit.