

AP.020.210 – DELETING CONTROL GROUPS

Purpose	<ul style="list-style-type: none"> To delete the individual vouchers in a control group. To delete a control group.
Description	<p>Voucher Control Groups are groups of vouchers that are processed together for a specific control or verification purposes.</p> <p>After a control group is created, assigned to an employee, and the vouchers entered, users can review and verify the data in a control group. During a review of the groups, users may see an error in one of the groups, in which case the control group may need to be deleted.</p> <p>Use the Delete Control Group page to delete group IDs. Two likely reasons for deleting a control group are the organization no longer wants to track the control group, or a control group was inadvertently entered.</p>
Security Role	BOR_AP_CNTRL_GRP_MAINT
Dependencies/ Constraints	<ul style="list-style-type: none"> Users cannot delete vouchers that are posted or paid. Users should use caution in deleting vouchers loaded through the Banner to AP Interface. Users can delete the Control Group without deleting the vouchers.
Additional Information	None

Procedure

Below are step by step instructions on how to delete a control group and all its associated vouchers.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Control Groups link.
5.	Click the Delete Control Group link.
6.	Click in the Business Unit field and enter the Business Unit .
7.	Click in the Control Group ID field and enter the Control Group ID that needs to be deleted or vouchers need to be deleted from the control group.
8.	Click the Search button.
9.	<p>To delete all the vouchers in the control group, click the Delete Vouchers in Group checkbox.</p> <p>Optional: You can use the View All link if you wish to view and select individual vouchers from the control group and not delete the entire Control Group.</p> <p>Note: Users should use caution in deleting vouchers loaded through the Banner to AP Interface.</p>
10.	Click the Select All button.
11.	Click the Delete button.
12.	Click the OK button.
13.	Click the Save button.
14.	After deleting the vouchers, delete the control group by clicking the Delete Control Group Record checkbox.
15.	Click the Delete button.
16.	Click the OK button.
17.	Click the Save button.