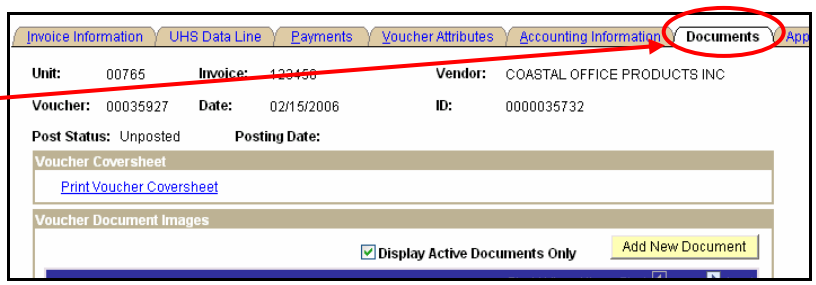
PEOPLESOFT DOCUMENT IMAGING: Deleting Attached Documents

INSTRUCTIONS

STEP 1: To delete an attached scanned document to a voucher:

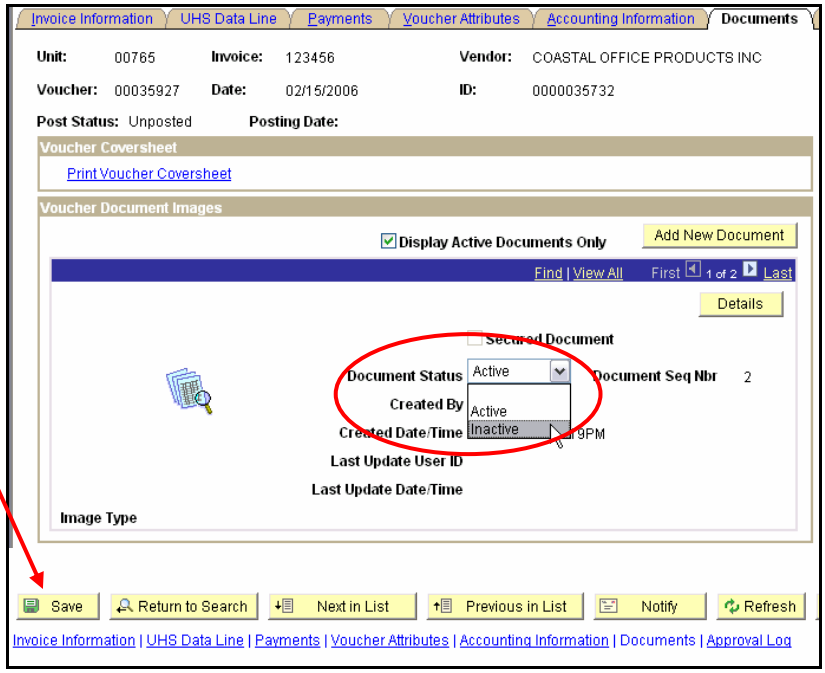
➢Click on the Documents tab.

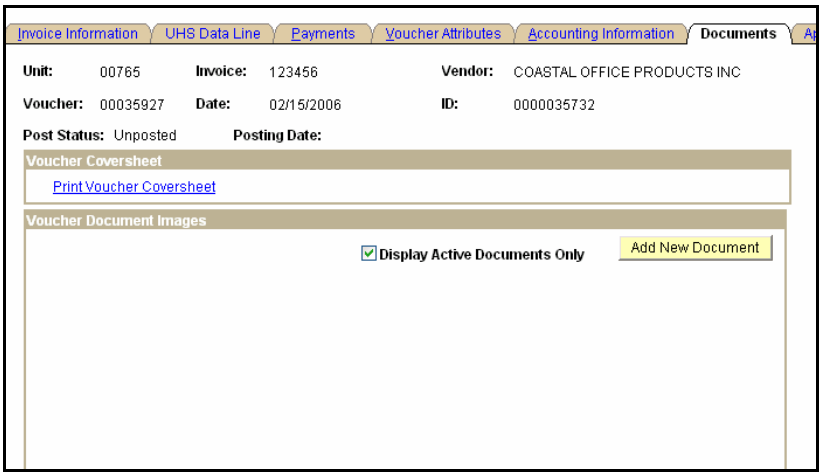


STEP 2:

Document status default is *Active*. In order to delete a document that was uploaded in error, change the **Document status** to *Inactive* and click on the Save button.

1.



STEP 3:

When you exit out of that voucher and go back into it and view the Documents tab, there will not be an attachment showing after you make it inactive and click on the Save button.