

About UnPosting a Voucher

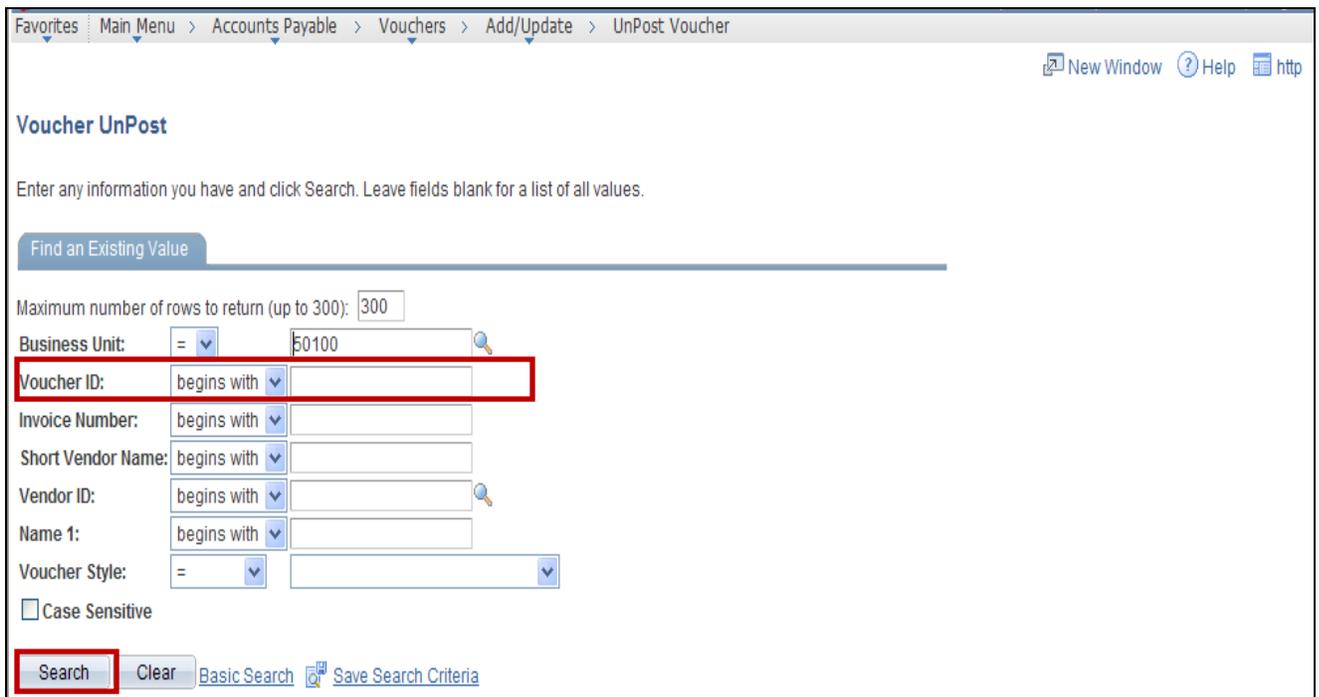
Cardinal allows you to unpost and close vouchers that have not been paid. When you unpost a voucher, Cardinal automatically creates reversing accounting entries. If the accounting distribution is incorrect, you can modify the distribution lines and repost the voucher. If you do not want to process a posted voucher, you can close it (a voucher must be posted in order to close it). Cardinal automatically removes the associated liability and restores the associated budget amount.

Unposting a Voucher:

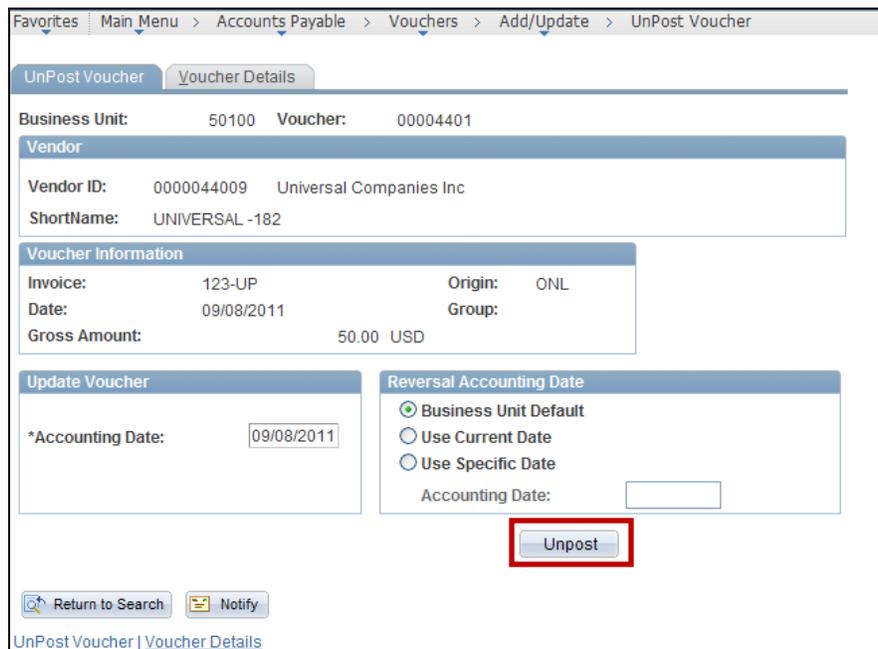
- 1 Navigate using the following path:

Accounts Payable > Vouchers > Add/Update > UnPost Voucher

The **Voucher UnPost** search page appears.



- 2 Enter the **Voucher ID** (or Invoice Number) of the voucher you would like to unpost (voucher must be posted but not yet paid). If the Voucher ID is unknown, the **Short Vendor Name**, **Vendor ID** or **Name 1** can be entered to display a list of vouchers that can be selected for unposting.
- 3 Click the **Search** button.



UnPost Voucher | Voucher Details

Business Unit: 50100 Voucher: 00004401

Vendor

Vendor ID: 0000044009 Universal Companies Inc
ShortName: UNIVERSAL -182

Voucher Information

Invoice: 123-UP Origin: ONL
Date: 09/08/2011 Group:
Gross Amount: 50.00 USD

Update Voucher

*Accounting Date: 09/08/2011

Reversal Accounting Date

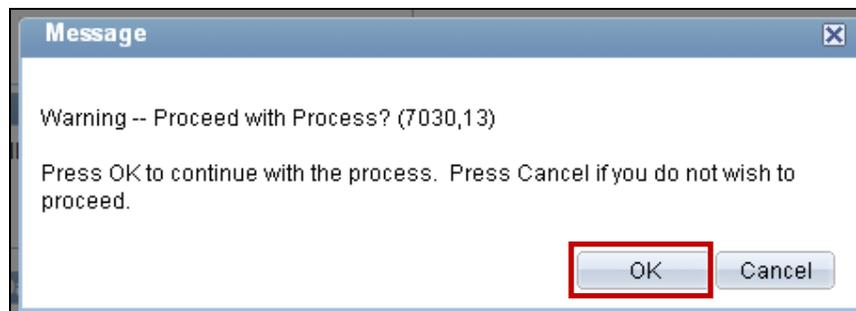
Business Unit Default
 Use Current Date
 Use Specific Date
Accounting Date:

Unpost

Return to Search Notify

UnPost Voucher | Voucher Details

- 4 The **Unpost Voucher** page appears. A second tab entitled **Voucher Details** can be selected to view additional voucher details.
- 5 Click the **Unpost** button.



- 6 A warning message displays. Click the **OK** button.



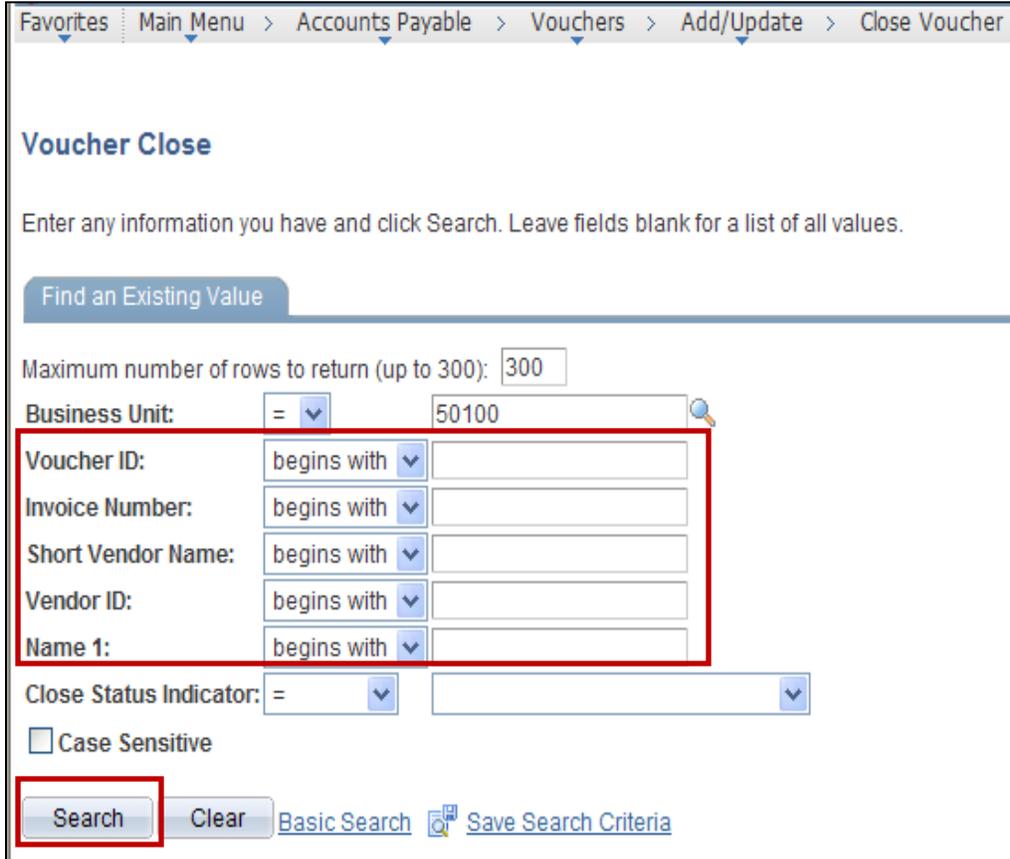
- 7 A confirmation message displays indicating the voucher is unposted. Click the **OK** button.

Closing a Voucher:

- 1 Navigate using the following path:

Main Menu > Accounts Payable > Vouchers > Add/Update > Close Voucher

The **Voucher Close** search page appears.



- 2 Enter the **Voucher ID** or **Invoice Number** of the voucher you would like to close (voucher must be unposted and not paid).

If the Voucher ID is unknown, the **Short Vendor Name**, **Vendor ID** or **Name 1** can be entered to display a list of vouchers that can be selected to close.

- 3 Click the **Search** button.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Close Voucher

Close Voucher | **Voucher Details**

Business Unit: 50100 Voucher: 00106783

Vendor

Vendor: 0000034211 Abernathy Construction Corp
ShortName: ABERNATHY -001

Voucher Information

Invoice:	S17-SEP-20120183404	Origin:	SIT	Header Budget Status:	Valid
Date:	09/12/2012	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	522,824.18 USD			Entry Status:	Postable
Related Voucher				Close Status:	Open

Process Manual Close

Manual Close Date: Mark Voucher for Closure

[Close Voucher](#) | [Voucher Details](#)

- 4 The **Close Voucher** page displays. There is a second tab, **Voucher Details**, which can be selected to view additional voucher details.
- 5 Click the **Mark Voucher for Closure** box.
- 6 Click the **Save** button. The voucher is now marked for closure.

The updates will be made once the Post Voucher runs in batch during the night.