About Unposting, Deleting or Closing a Voucher

In Cardinal you can unpost, delete or close vouchers that have not been paid.

Unposting is typically used when you want to make a correction to the voucher distribution ChartFields, since vouchers cannot be modified once they have been posted. When you unpost a voucher, Cardinal automatically creates the reversing accounting entries to undo the effects of the posting and open the fields for editing. Unposting enables you to modify the distribution lines and repost the voucher.

Deleting a voucher is typically used when a voucher has been denied and will not be updated, a voucher is entered in error, or if entry errors are made on the voucher and it is easier to correct by starting over. Deleting a voucher marks it as deleted in the database. A voucher can only be deleted if it has not been posted, selected for payment, or paid. Cardinal automatically removes the associated liability and restores the associated budget amount at voucher deletion.

Closing a voucher is used when you want the vendor's balance to be written off and the voucher to be considered complete. Close the voucher to credit the expense accounts and debit the liability accounts on the voucher accounting line. Closing a voucher prevents it from being processed. A voucher must be posted in order to close it. Cardinal automatically removes the associated liability and restores the associated budget amount at voucher closure.

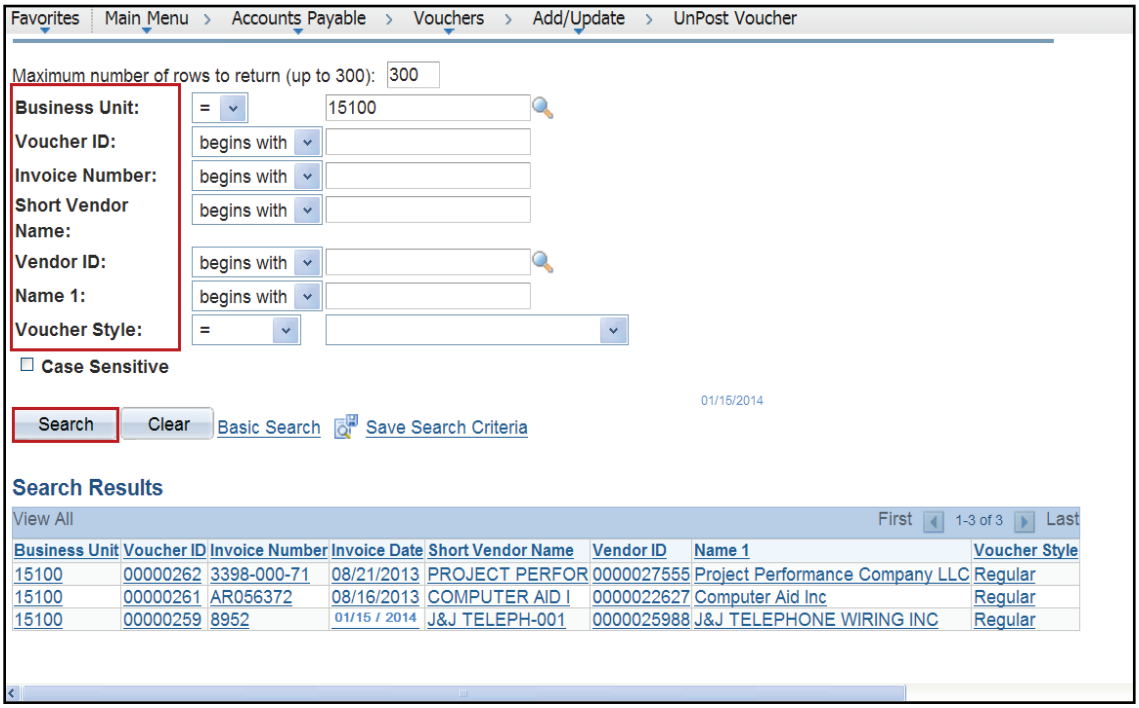
Unposting a Voucher:

You can unpost a posted voucher when:

- It has not been selected for payment (by the payment processes).
- It has not been paid.

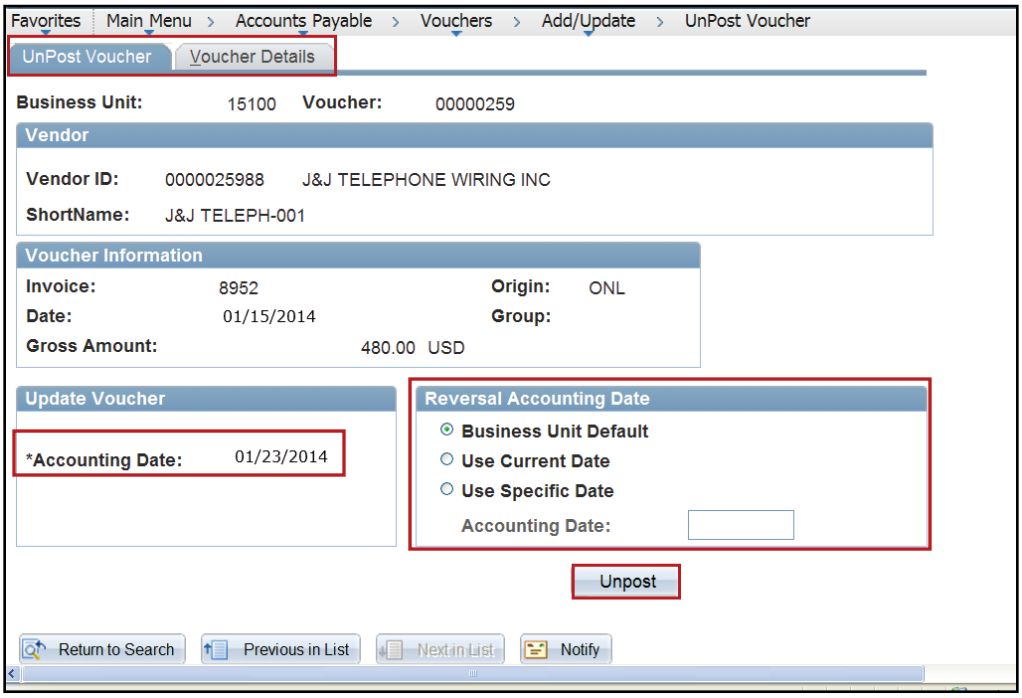
1 Navigate to the **Voucher Unpost** page using the following path:

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



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 and select your voucher.



4 The **Unpost Voucher** page displays. A second tab entitled **Voucher Details** can be selected to view additional voucher details.

5 Select the **Accounting Date**. This date defaults from accounting date on the original voucher, but can be changed as needed. This field is required.

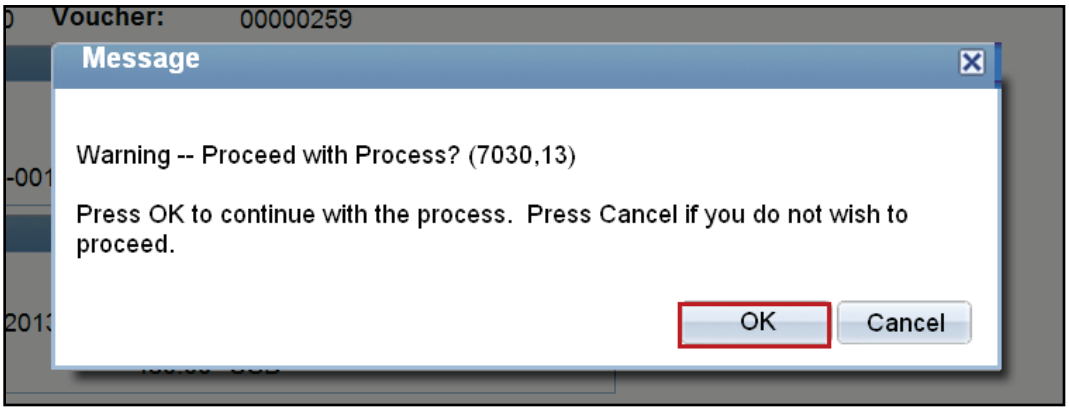
6 Select the **Reversal Accounting Date**. This date represents the date of the accounting reversal:

   a. **Business Unit Default** – This is the default option, which defaults to the current date.

   b. **Use Current Date** – This option is the same as selecting the **Business Unit Default.**

   c. **Specific Date** – Use this option is used if you want to enter a specific accounting date to which reversals will post.

7 Click the **Unpost** button.



8 A warning message displays prompting you to confirm the unposting. Click the **OK** button to continue. Unposting happens immediately when you click the **OK** button, saving the **Unpost action.**

9 **You can review the unpost accounting entries in Cardinal. Navigate to the Accounting** Entries page using the following path:

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

Once you have unposted the voucher, you can update it using the **Voucher Add/Update** page. All voucher fields are available for updating on the voucher, but Unpost should only be used for changing ChartFields on distribution lines. ChartField updates will cause the voucher to be resubmitted through budget checking and approvals. Corrections must be made the same day or the voucher will re-post with the same information.

Once the voucher is approved, it will process through the nightly voucher post batch process.

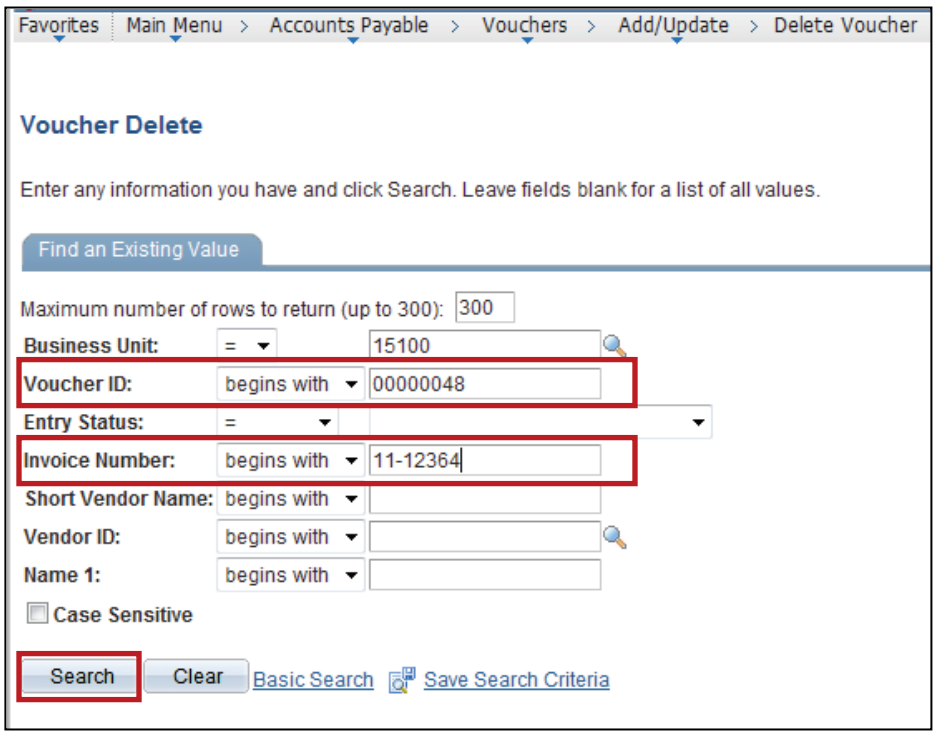
Deleting a Voucher:

You can delete a voucher when:

- It has not been posted at any time.
- It has not been selected for payment (by the payment processes).
- It has not been paid.

1 Navigate to the **Voucher Delete** page using the following path:

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

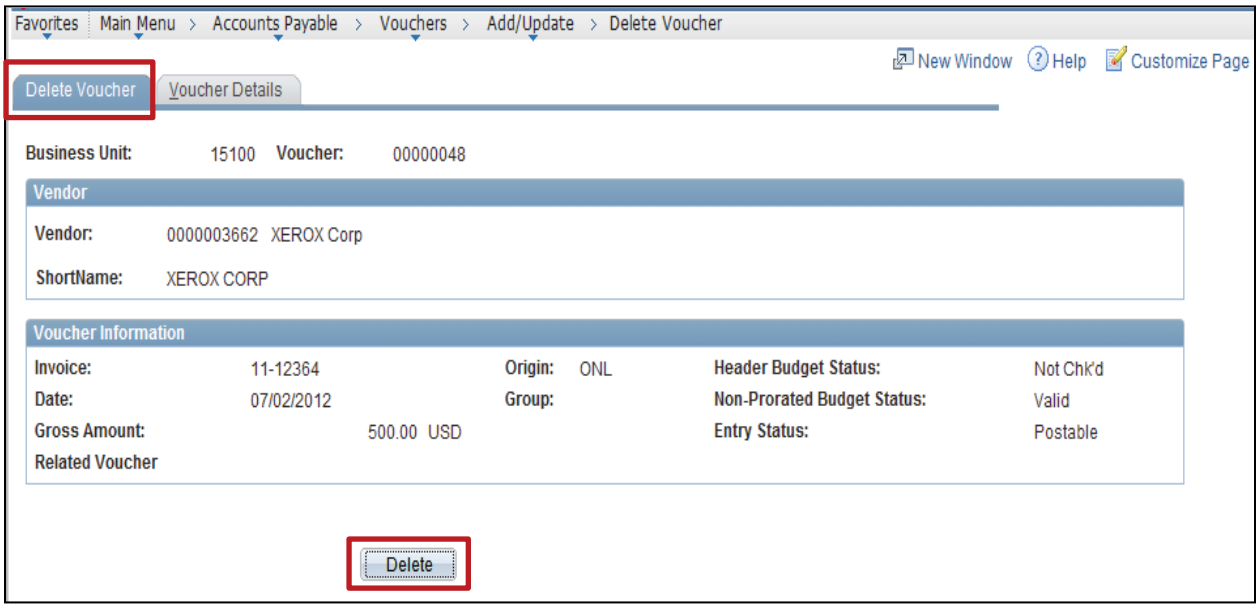


2 Enter the **Voucher ID** or **Invoice Number** of the voucher you would like to delete (voucher must be unposted and not paid).

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.

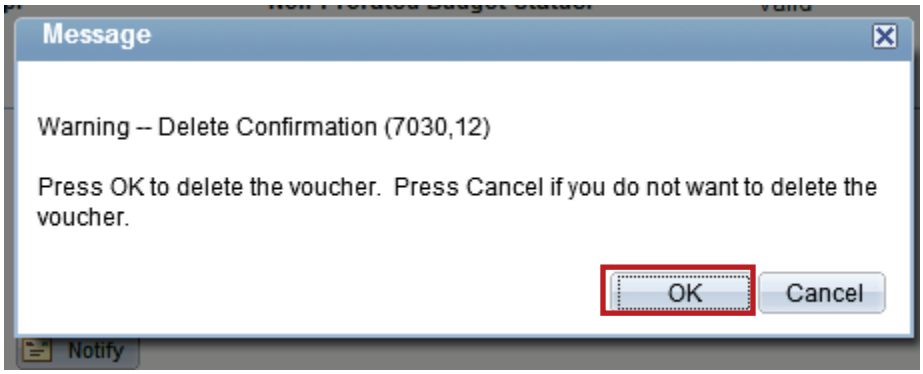
3 Click the **Search** button.

When searching for vouchers, only vouchers that are eligible for deletion display.



4 The **Delete Voucher** page displays. Confirm the voucher that displays is the one that should be deleted.

5 Click the **Delete** button.



6 A confirmation message displays to confirm that the voucher should be deleted. Click the **OK** button.

This steps marks the voucher for deletion, but a batch process actually deletes it. Cardinal automatically removes the associated liability and restores the associated budget amount.

Once you delete a voucher, you cannot retrieve it or undo the deletion.

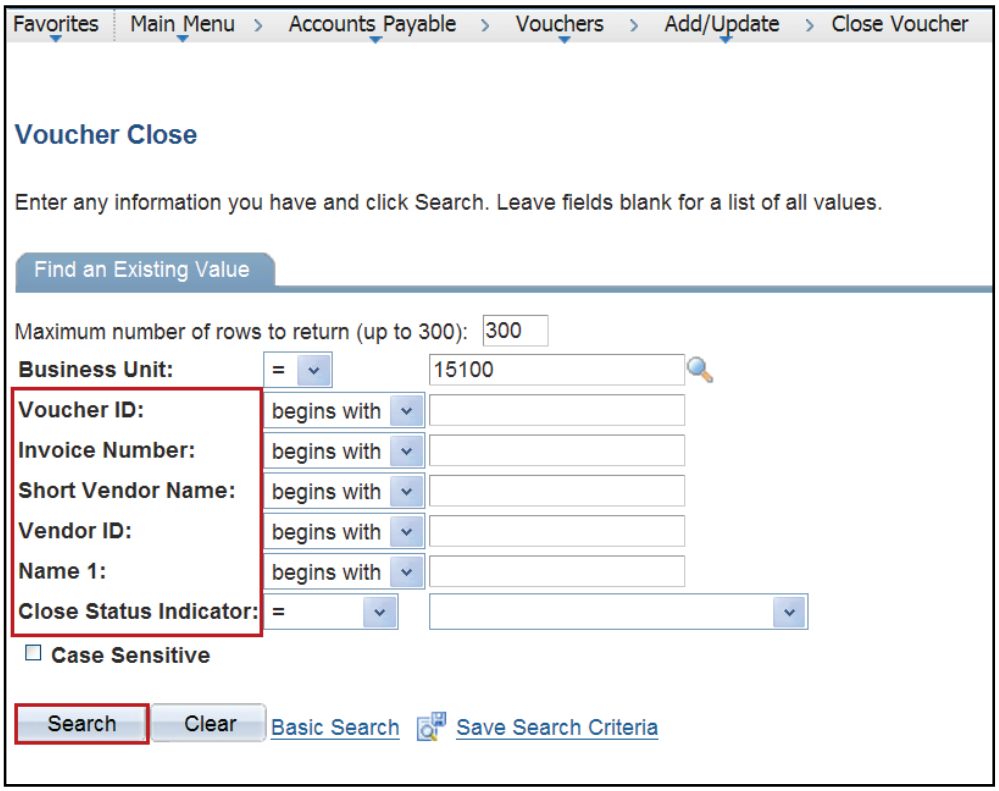
Closing a Voucher:

To close a voucher, the voucher must be:

- Posted.
- Not selected for payment.
- Not paid.

1 Navigate to the **Voucher Close** page using the following path:

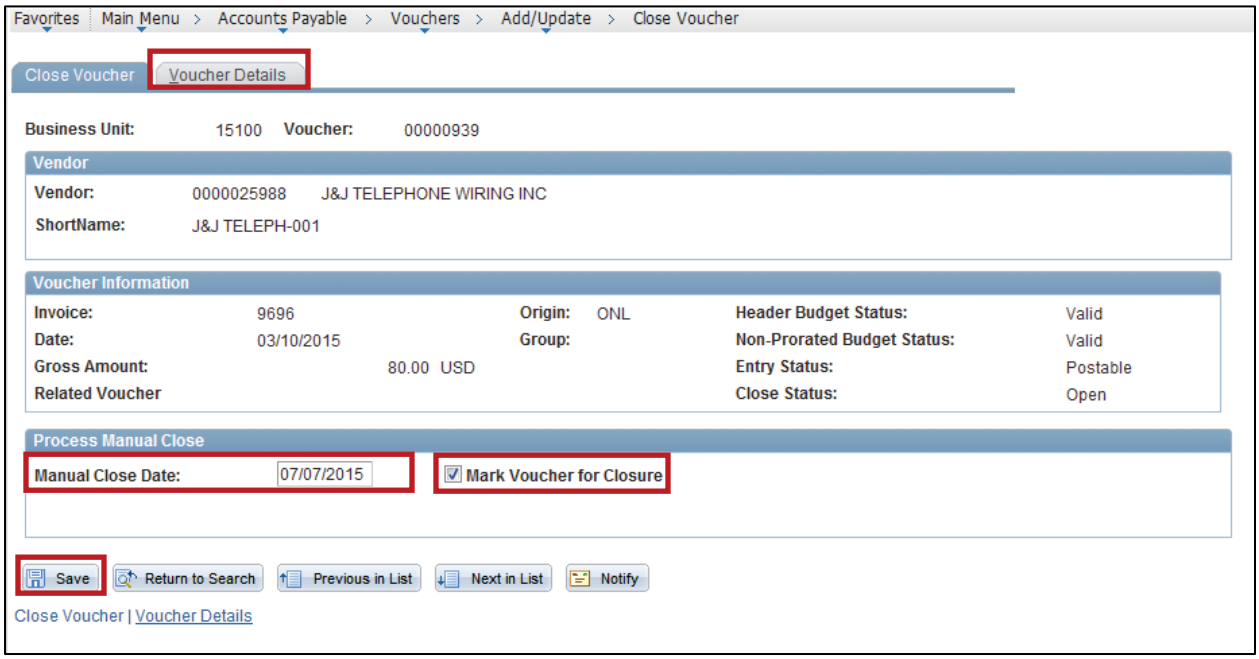
Main Menu > Accounts Payable > Vouchers > Add/Update > Close Voucher



2 Enter the **Voucher ID** or **Invoice Number** of the voucher you would like to close (voucher must be posted 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.



4 The **Close Voucher** page displays. There is a second tab, **Voucher Details**, which can be selected to view additional voucher details.

5 Select a **Manual Close Date**. This date represents the date on which the expense will be credited and the liability debited. The current date defaults, but can be changed as needed.

6 Click the **Mark Voucher for Closure** box.

7 Click the **Save** button. The voucher is now marked for closure. Saving a voucher marked for closure is irreversible; you cannot undo this action.

The voucher is closed once the Post Voucher process runs in batch overnight. Cardinal automatically removes the associated liability and restores the associated budget amount.

8 You can review the voucher close accounting entries in Cardinal. Navigate to the **Accounting Entries** page using the following path:

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries