



Accounts Payable Job Aid

SW AP312 Unposting / Deleting / Closing a Voucher

About Unposting, Deleting or Closing a Voucher

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

Unposting a voucher 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. Then you can 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 supplier'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, restores the associated budget amount at voucher closure, and reverses the match status if it is a PO Voucher.

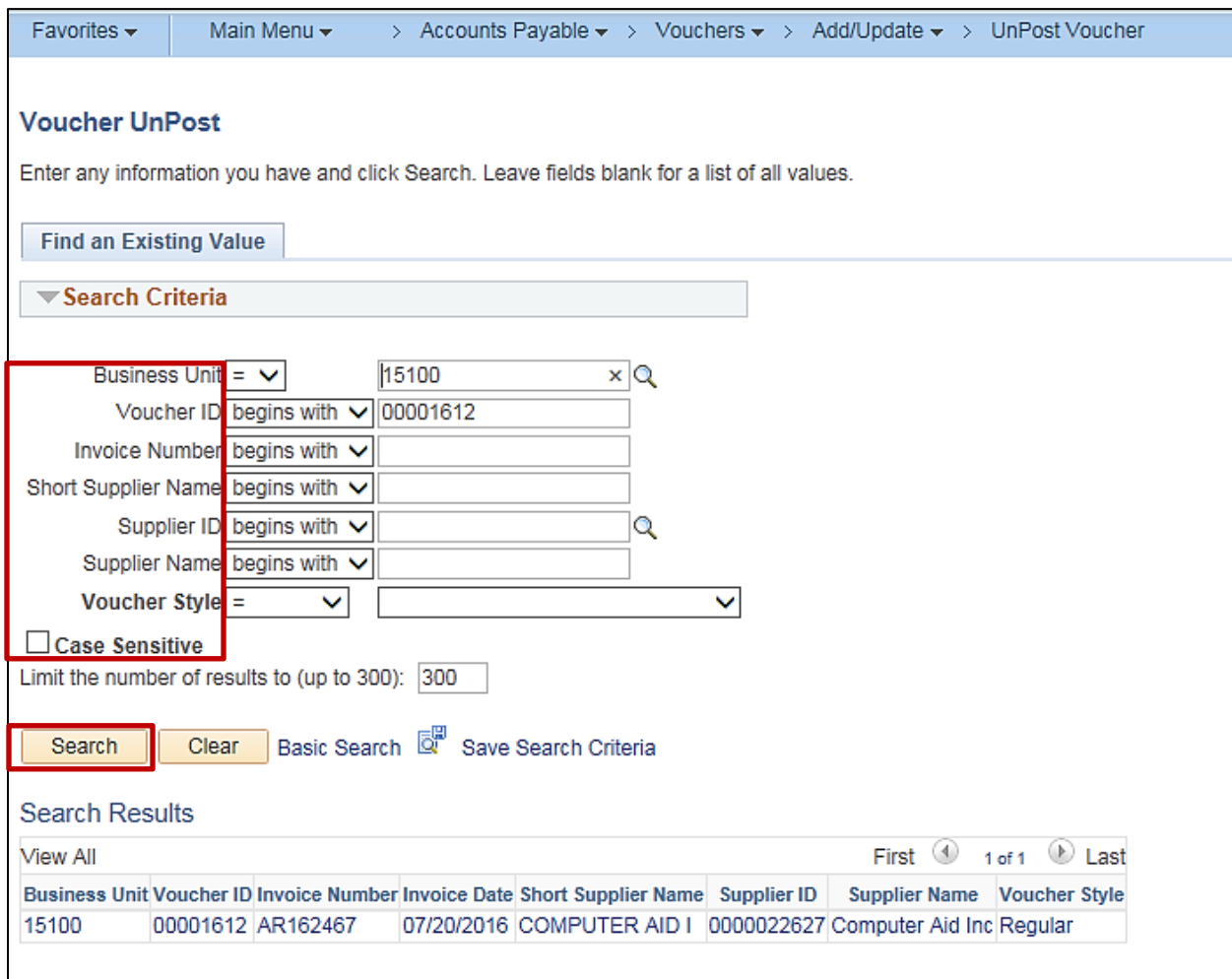
Unposting a Voucher

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



Voucher UnPost

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit = ▾ 15100 × 🔍

Voucher ID begins with ▾ 00001612

Invoice Number begins with ▾

Short Supplier Name begins with ▾

Supplier ID begins with ▾ 🔍

Supplier Name begins with ▾

Voucher Style = ▾

Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search 🔍 Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style
15100	00001612	AR162467	07/20/2016	COMPUTER AID I	0000022627	Computer Aid Inc	Regular

2 Enter the **Business Unit** and **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 **Invoice ID**, the **Short Supplier Name**, **Supplier ID**, or **Name 1** can be entered to display a list of vouchers that can be selected for unposting.

3 Click the **Search** button. If more than one option displays select the voucher you want to unpost.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [UnPost Voucher](#)

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

Business Unit 15100 Voucher 00001612

Supplier

Supplier ID 0000022627 Computer Aid Inc
 Short Name COMPUTER AID I

Voucher Information

Invoice AR162467	Origin ONL
Date 07/20/2016	Group
Gross Amount 10,472.00 USD	

Update Voucher

*Accounting Date 07/29/2016

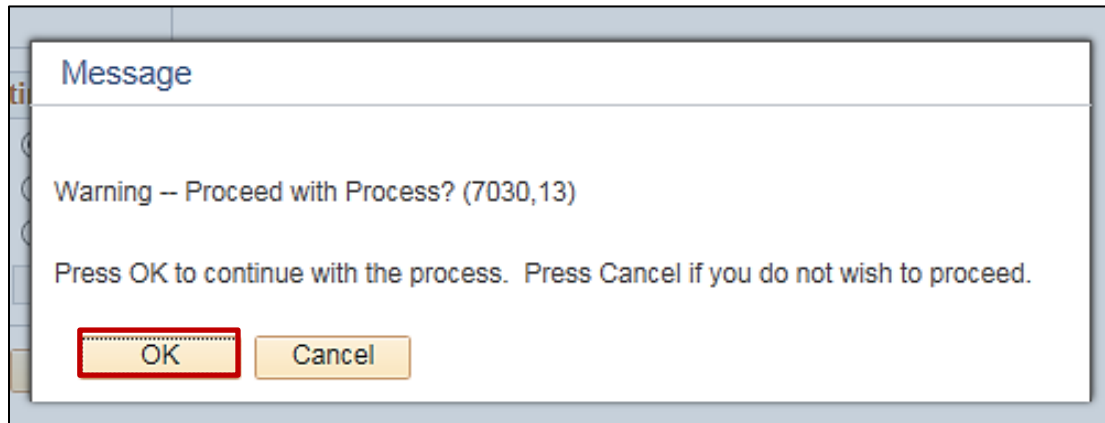
Reversal Accounting Date

Business Unit Default
 Use Current Date
 Use Specific Date

Accounting Date

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

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

- 10 Corrections must be made the same day or the voucher will re-post with the same information.

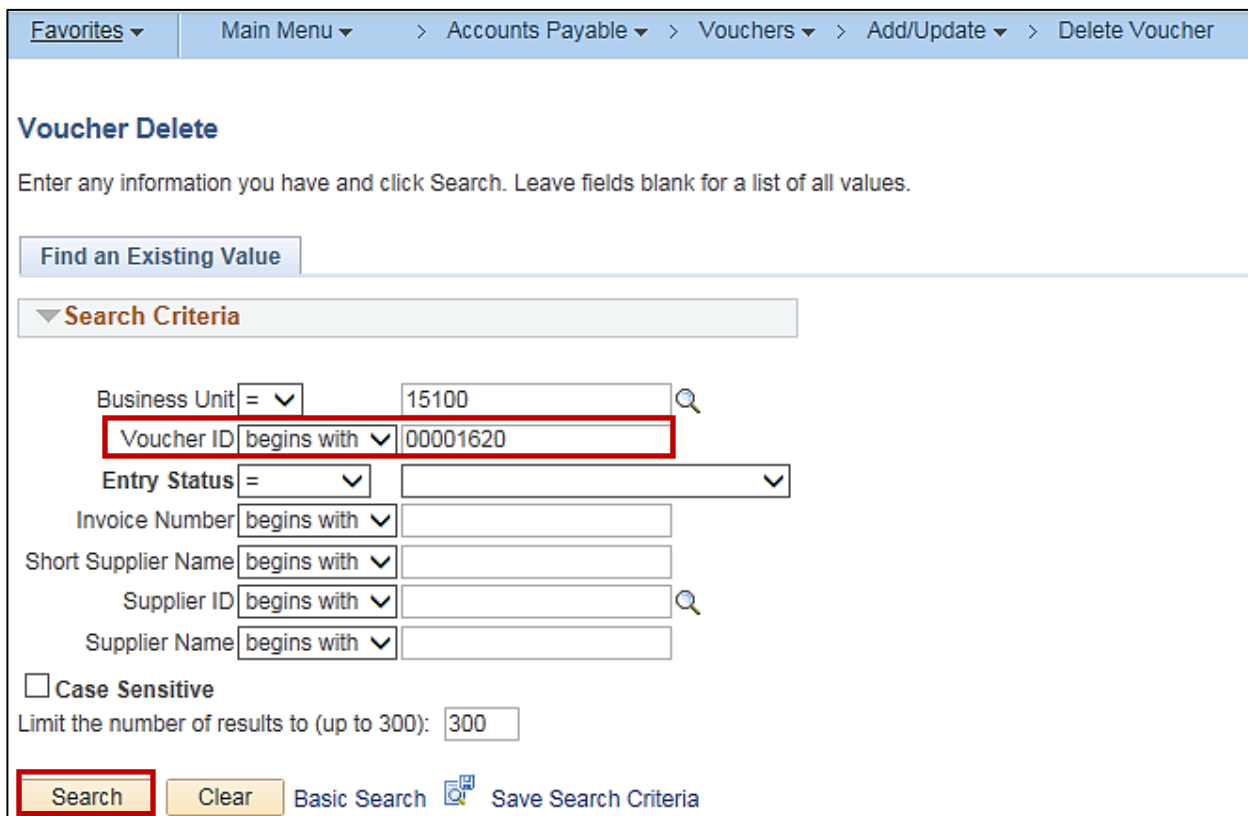
Deleting a Voucher

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.
- It is a PO Voucher and has not been matched or if it has been matched, it must be unmatched first.

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

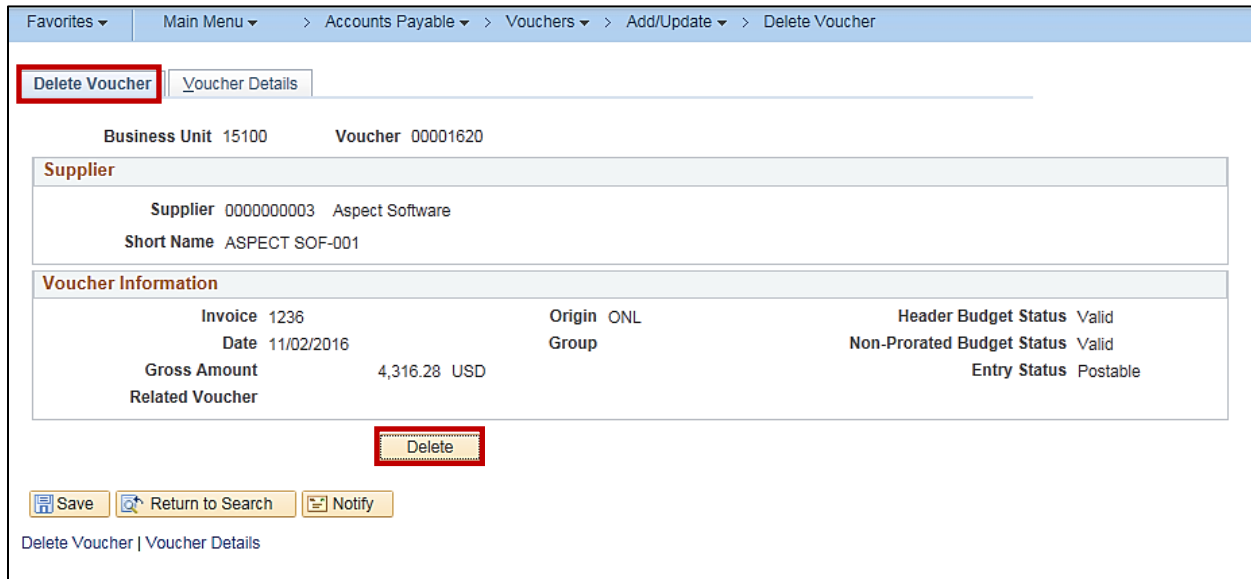
Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher



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

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

3 Click the **Search** button.



Business Unit 15100 Voucher 00001620

Supplier

Supplier 000000003 Aspect Software
Short Name ASPECT SOF-001

Voucher Information

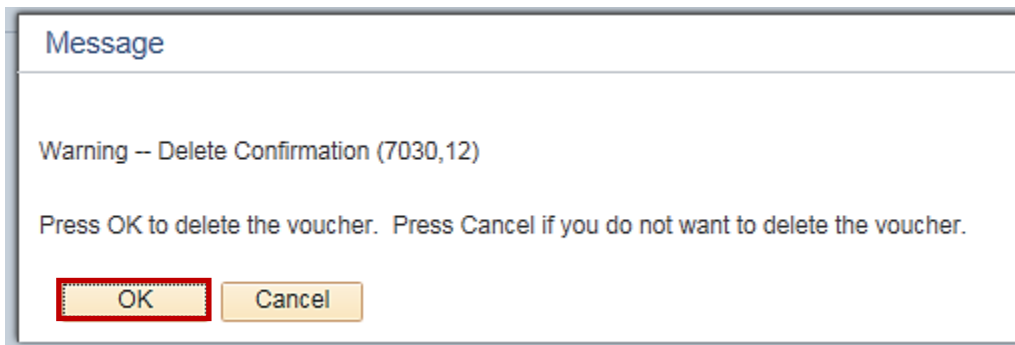
Invoice 1236	Origin ONL	Header Budget Status Valid
Date 11/02/2016	Group	Non-Prorated Budget Status Valid
Gross Amount 4,316.28 USD		Entry Status Postable
Related Voucher		

Delete

Save Return to Search Notify

Delete Voucher | Voucher Details

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



Message

Warning -- Delete Confirmation (7030,12)

Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.

OK Cancel

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

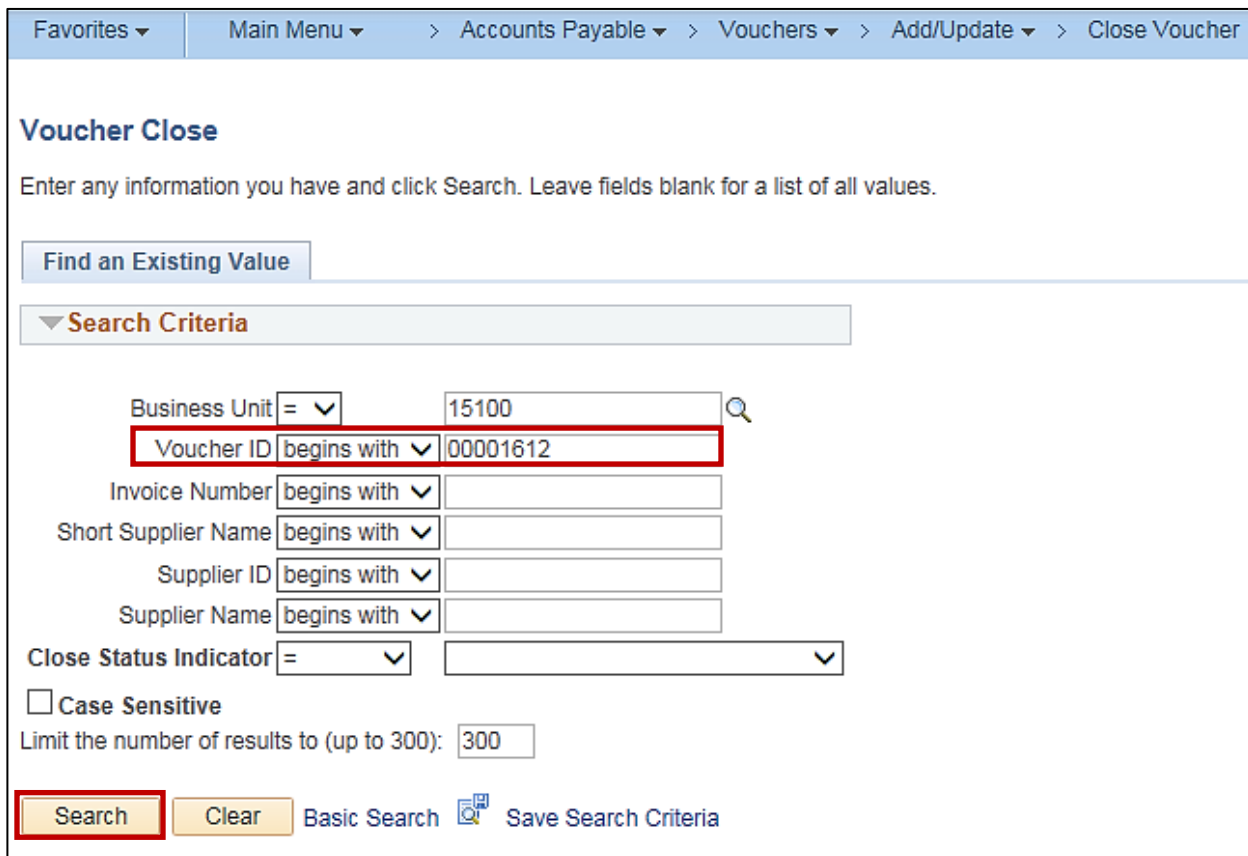
Closing a Regular Voucher

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** of the voucher you would like to close (voucher must be posted and not paid).

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

3 Click the **Search** button.

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

Business Unit 15100 Voucher 00001612

Supplier
 Supplier 0000022627 Computer Aid Inc
 Short Name COMPUTER AID I

Voucher Information

Invoice AR162467	Origin ONL	Header Budget Status Valid
Date 07/20/2016	Group	Non-Prorated Budget Status Valid
Gross Amount 10,472.00 USD		Entry Status Postable
Related Voucher		Close Status Open

Process Manual Close

Manual Close Date 11/28/2016 Mark Voucher for Closure

Comments Supplier sent new invoice due to error in the amount on this invoice.

[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 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** checkbox.
- 7 You can add a note in the **Comments** section to capture the reason for the voucher being closed, but this is not required.
- 8 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.

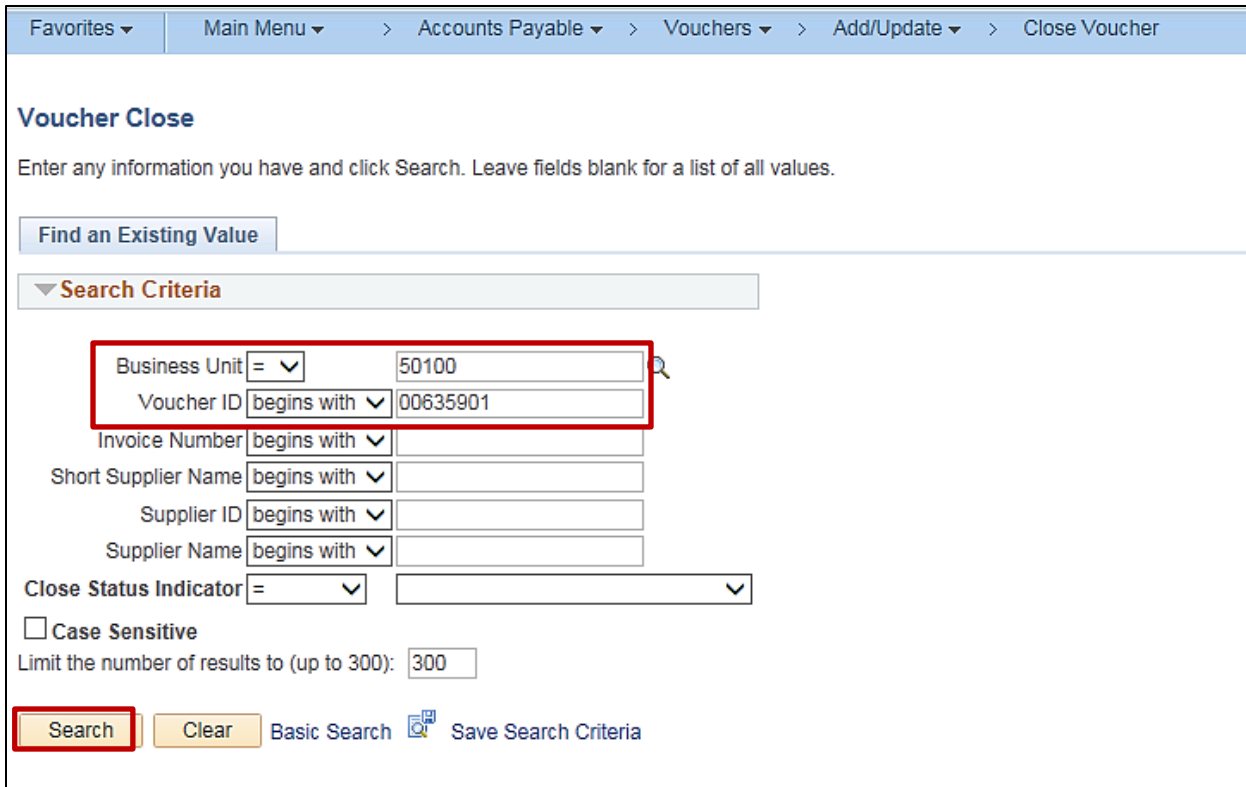
- 9 You can review the voucher close accounting entries in Cardinal. Navigate to the **Accounting Entries** page using the following path:

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

Closing a PO Voucher

- 1 To close a PO Voucher, navigate to the **Voucher Close** page using the following path:

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



- 2 Enter the **Business Unit** and the **Voucher ID** number of the voucher you would like to close (voucher must not be posted, selected for payment, or paid).

If the Voucher ID is unknown, the Invoice Number, Short Supplier Name, Supplier ID, and/or the Supplier Name fields can be selected to close.

- 3 Click the **Search** button.

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[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Close Voucher](#)

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

Business Unit 50100 Voucher 00635901

Supplier
 Supplier 000000009 GT Sapphire Systems Group LLC
 Short Name GT SAPPHIR-001

Voucher Information

Invoice 01Receiving	Origin ONL	Header Budget Status Valid
Date 12/18/2016	Group	Non-Prorated Budget Status Valid
Gross Amount 2,000.00 USD		Entry Status Postable
Related Voucher		Close Status Open

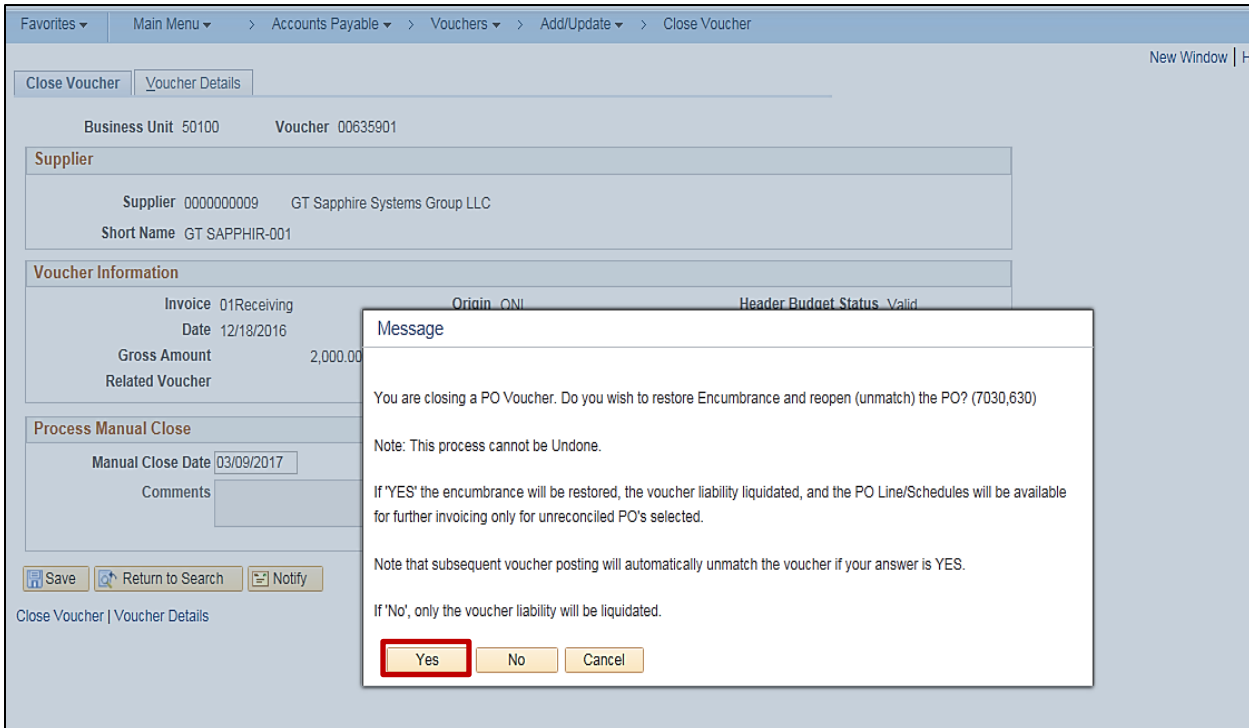
Process Manual Close

Manual Close Date 03/09/2017 Mark Voucher for Closure

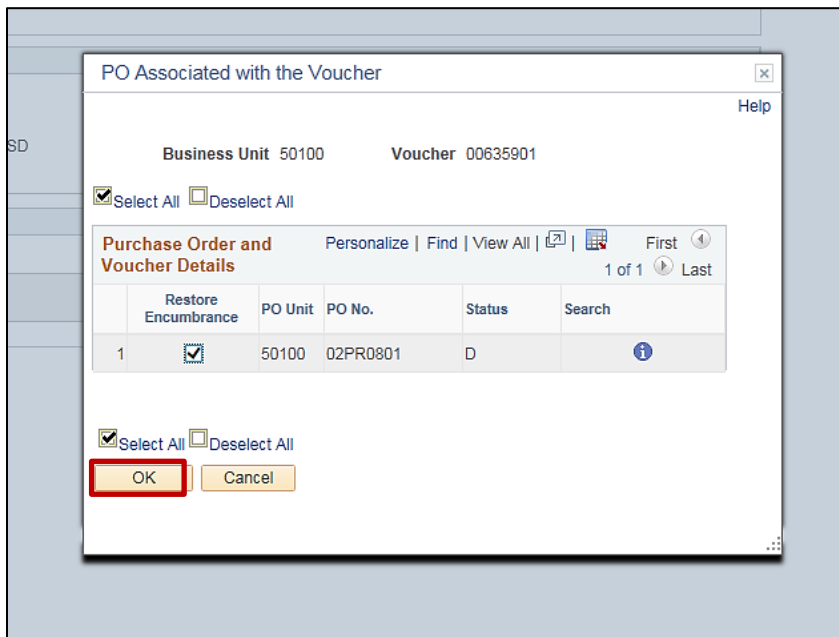
Comments

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

- 4 The **Close Voucher** tab displays. There is a second tab, **Voucher Details**, which can be selected to view additional voucher details.
- 5 The **Manual Close Date** defaults to the current date and can be changed as needed. This date represents the date on which the expense will be credited and the liability debited.
- 6 You can add a note in the **Comments** section to capture the reason for the voucher being closed, but this is not required.
- 7 Click the **Save** button.



- 8 A message displays indicating that you are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO?
- 9 Click the **Yes** button. If you do not click the Yes button, the Voucher will close but the PO will not be released and cannot be used on a future voucher.



- 10 The **PO Associated with the Voucher** pop-up window displays. Click the **OK** button.

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[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Close Voucher](#)

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

Business Unit 50100 Voucher 00635901

Supplier

Supplier 0000000009 GT Sapphire Systems Group LLC
 Short Name GT SAPPHIR-001

Voucher Information

Invoice	01Receiving	Origin	ONL	Header Budget Status	Valid
Date	12/18/2016	Group		Non-Prorated Budget Status	Valid
Gross Amount	2,000.00 USD			Entry Status	Postable
Related Voucher				Close Status	Open

Process Manual Close

Manual Close Date Mark Voucher for Closure

Comments

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

11 The **Close Voucher** tab returns.

Click the **Save** button.

The voucher is now marked for closure. Saving a voucher marked for closure is irreversible; you cannot undo this action.

12 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.

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[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit 50100	Invoice Date 12/18/2016
Voucher ID 00635901	Invoice No 01Receiving
Voucher Style Regular	Invoice Total 2,000.00 USD
Supplier Name GT Sapphire Systems Group LLC	
1911 AIRPORT BLVD	
VA10010602	
EVAAD76167	
SANTA ROSA, CA 95403	
Entry Status Postable	Pay Terms Net 30
Match Status Ready	Voucher Source Online
Approval Status Approved	Origin ONL
Post Status Posted	Created On 12/18/2016 8:50PM
	Created By V_AP_MANAGER
	Last Update 02/15/2017 9:23AM
	Modified By V_AP_MANAGER
	ERS Type Not Applicable
	Close Status Closed
Budget Status Valid	
Budget Misc Status Valid	
*View Related <input type="text" value="Payment Inquiry"/> Go	

[Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

13 After the Post Voucher Process runs overnight, you can view the status. The example above shows the PO voucher that was closed. Note the following:

- Match Status** is **Ready** – indicates the PO is no longer linked to this voucher and can be used on a future voucher.
- Close Status** is **Closed** – the voucher is closed and this action cannot be reversed.

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