

Unposting, Deleting, and Closing a Voucher Overview

In Cardinal users can unpost, delete, or close Vouchers that have not been paid.

Unposting a Voucher is used when a correction is needed for the Voucher since Vouchers cannot be modified once they have been posted. When unposting a Voucher, Cardinal automatically creates the reversing accounting entries to undo the effects of the posting and open the fields for editing.

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 never 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 Supplier's balance needs 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.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1; Section 2 , after Step 1; Section 3 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

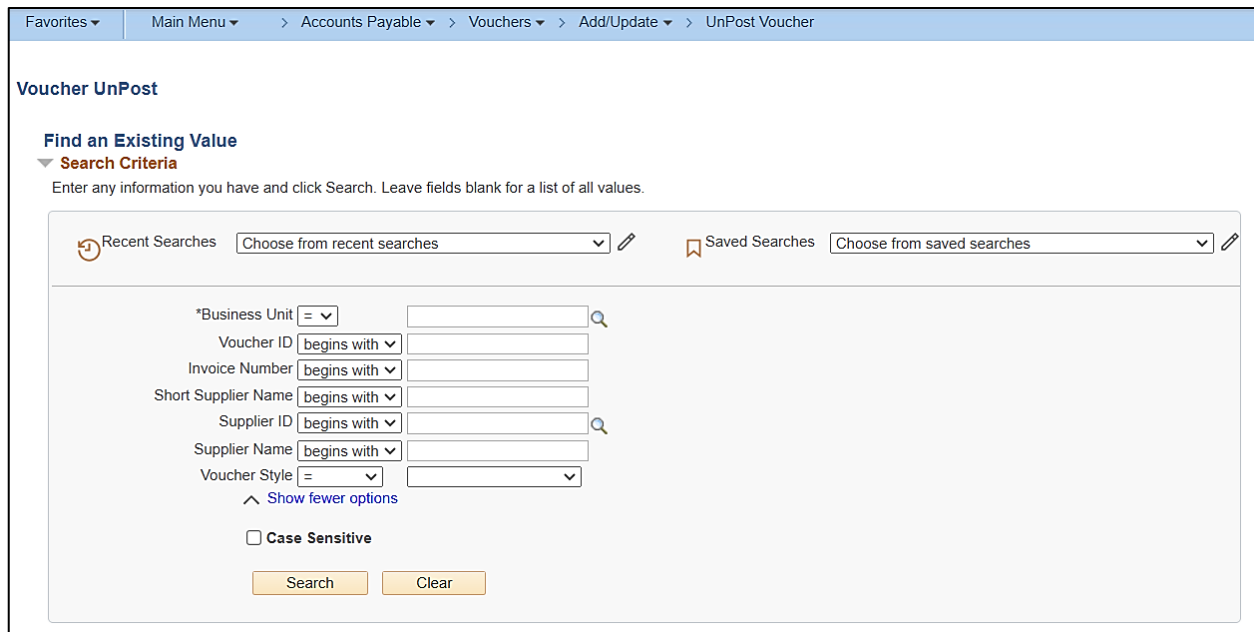
Unposting a Voucher





You can unpost a posted Voucher when:


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

Step	Action
1.	Navigate to the Voucher UnPost page using the following path: Main Menu > Accounts Payable > Vouchers > Add/Update > UnPost Voucher

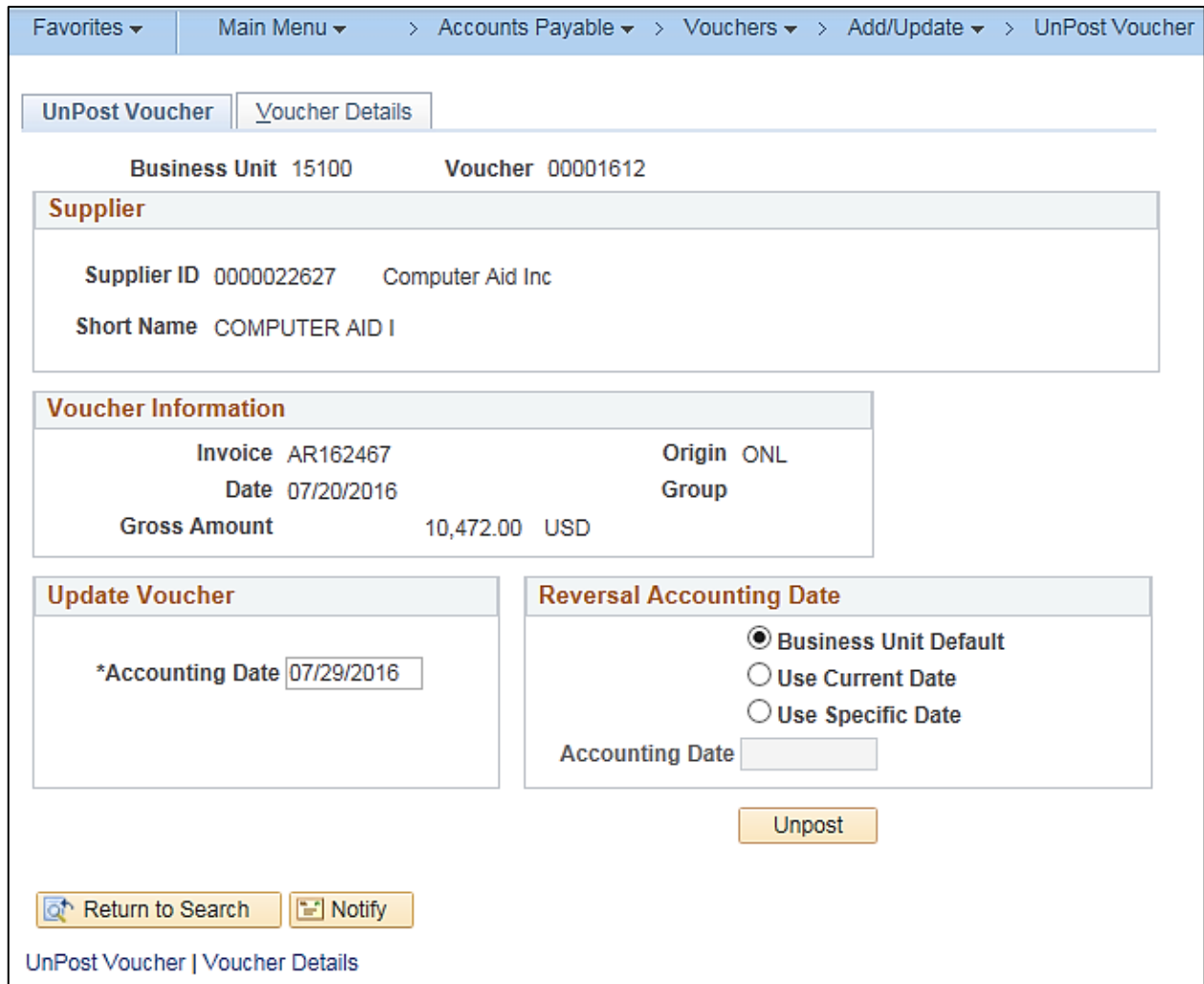
The **Voucher UnPost Search** page displays.



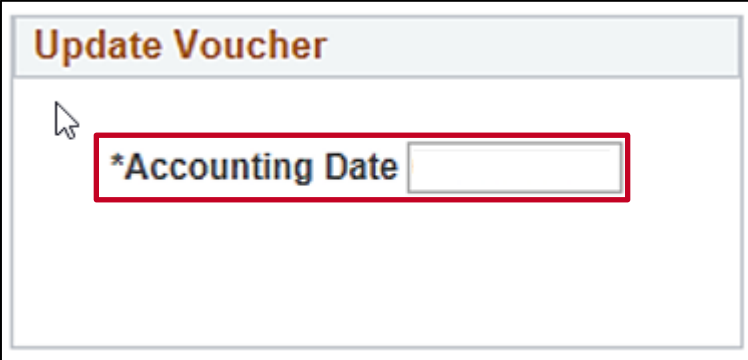

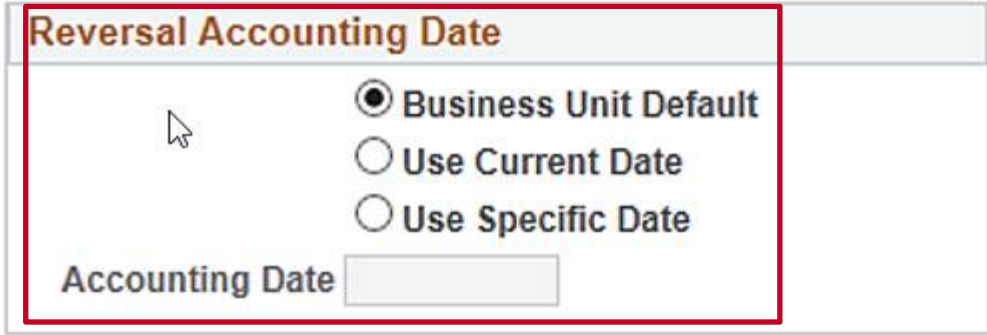

	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter or select the applicable Business Unit in the Business Unit field. 
3.	Enter the applicable Voucher ID (or Invoice Number) of the Voucher you would like to unpost (Voucher must be posted but not yet paid) in the Voucher ID field. 
	If the Voucher ID is unknown, the Invoice Number , Supplier ID , or Supplier Name can be entered to display a list of Vouchers that can be selected for unposting.


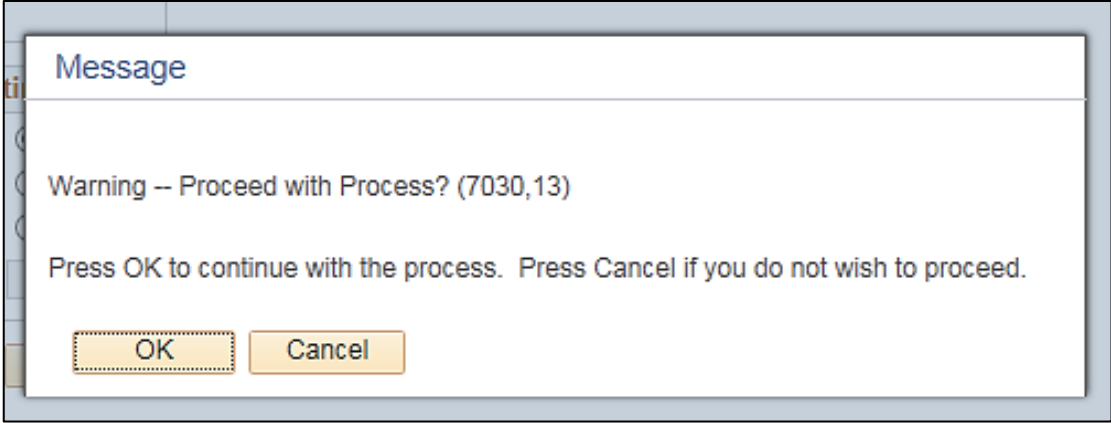


Step	Action
4.	Click the Search button. 

The **Unpost Voucher** page displays.




The **Voucher Details** page can also be reviewed as needed to view additional Voucher details.

Step	Action
5.	<p>Update the applicable date in the Accounting Date field. This date defaults from the accounting date on the original Voucher but can be changed as needed.</p> 
	<p>The Accounting date should be in the open period. This field is required.</p>
6.	<p>The Reversal Accounting Date section contains indicators that are used to determine or allow entry of the accounting reversal date.</p> <p>Options include:</p> <ol style="list-style-type: none"> Business Unit Default: This is the default option which defaults to the current date Use Current Date: This option is the same as selecting the Business Unit Default Specific Date: Use this option is used if you want to enter a specific accounting date to which reversals will post 
7.	<p>For this scenario, the Business Unit Default radio button option was selected, and the date populates with the current date.</p> 

Step	Action
8.	Click the Unpost button. 
<p>A Warning message displays prompting you to confirm the unposting.</p> 	
9.	Click the OK button to continue. Unposting happens immediately when you click the OK button, saving the Unpost action. 
	<p>Users can review the unpost accounting entries in Cardinal. Navigate to the Accounting Entries page using the following path:</p> <p>Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries</p> <p>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. After completing all updates, save the Voucher.</p> <p>Once the Voucher is approved, it will process through the nightly Voucher post batch process.</p> <p>Corrections must be made the same day or the Voucher will re-post with the same information.</p>

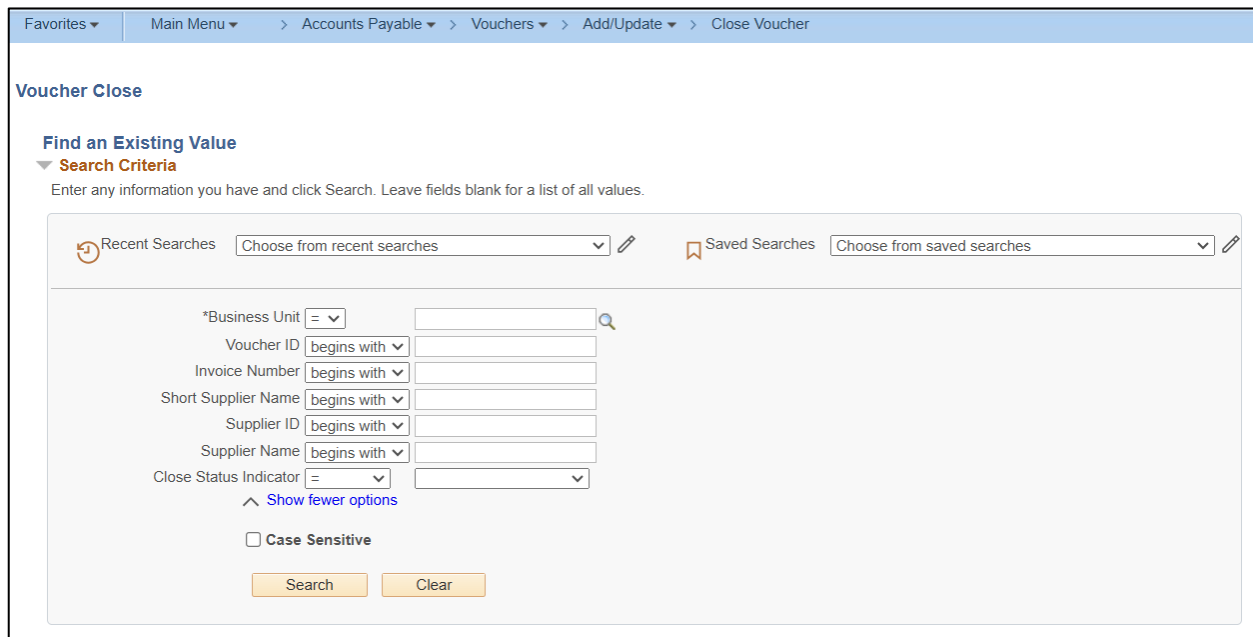
Closing a Regular Voucher



To close a Voucher, it must be:


- Posted
- Not selected for payment
- Not paid

Step	Action
1.	Navigate to the Voucher Close page using the following path: Main Menu > Accounts Payable > Vouchers > Add/Update > Close Voucher

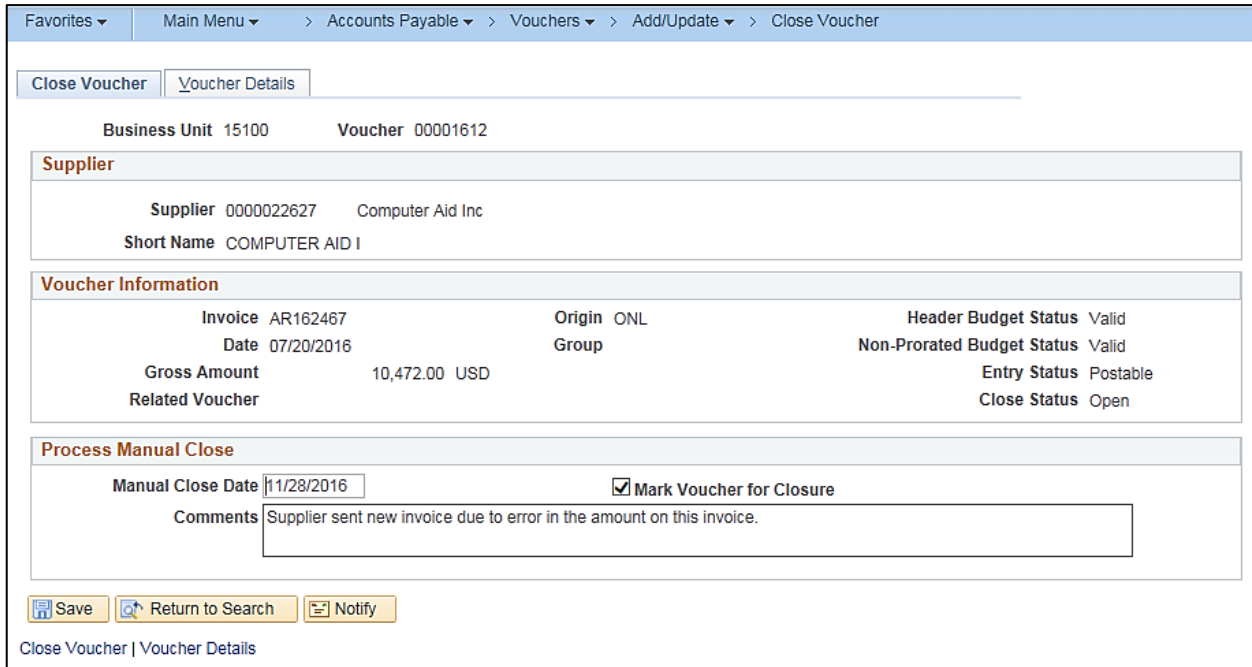
The **Voucher Close Search** page displays.


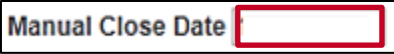
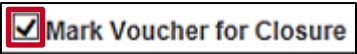

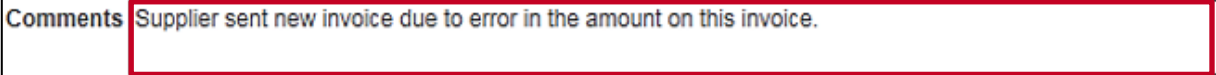


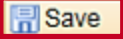
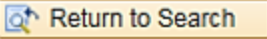


	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter the applicable Voucher ID for the Voucher you want to close in the Voucher ID field (Voucher must be posted and not paid). <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Voucher ID begins with </div>
	If the Voucher ID is unknown, the Invoice Number , Supplier ID , or Supplier Name fields can be entered to display a list of Vouchers that can be selected to close.

Step	Action
3.	Click the Search button. 

The **Close Voucher** page displays.



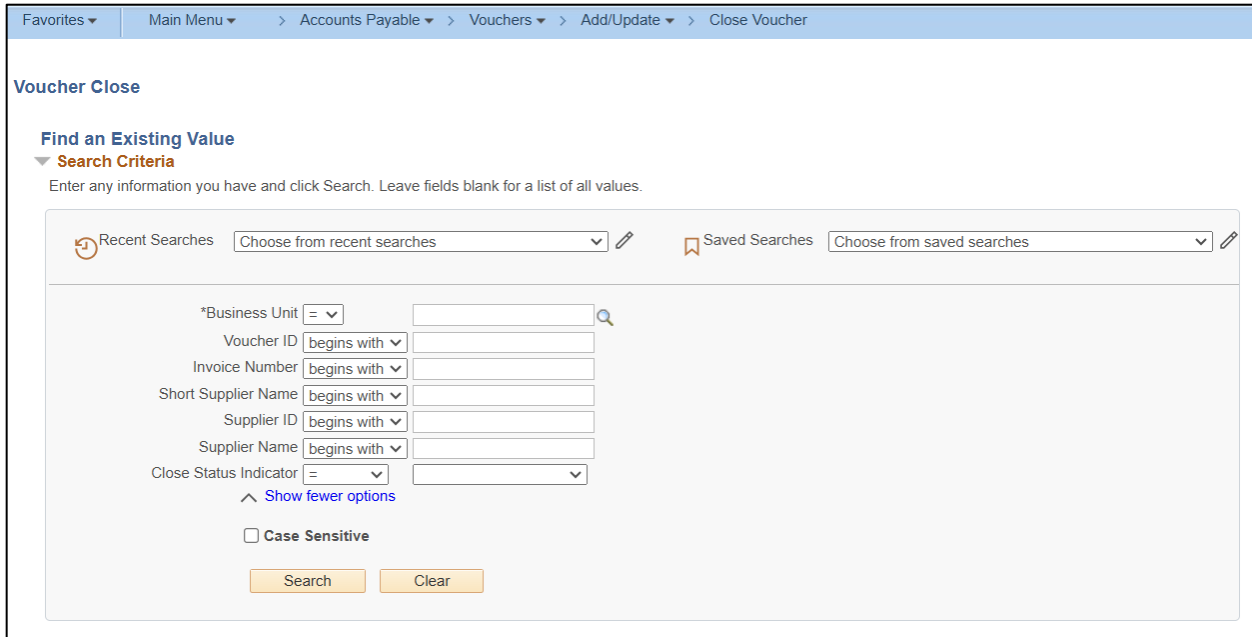
	The Voucher Details tab can also be reviewed as needed to view additional Voucher details.
4.	Update the applicable date in the Manual Close Date field. This date represents the date on which the expense will be credited, and the liability debited. The current date defaults but can be changed as needed. 
5.	Click the Mark Voucher for Closure checkbox. 
	Users can add a note in the Comments section to capture the reason for the Voucher being closed, but this is not required. 






Step	Action
6.	Click the Save button. <div data-bbox="293 380 878 443" style="border: 1px solid black; padding: 5px; margin-top: 10px;">    </div>
	<p>The Voucher is now marked for closure. Saving a Voucher marked for closure is irreversible. You cannot undo this action.</p> <p>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.</p> <p>Users can review the Voucher close accounting entries in Cardinal. Navigate to the Accounting Entries page using the following path:</p> <p>Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries</p>

Closing a PO Voucher

Step	Action
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

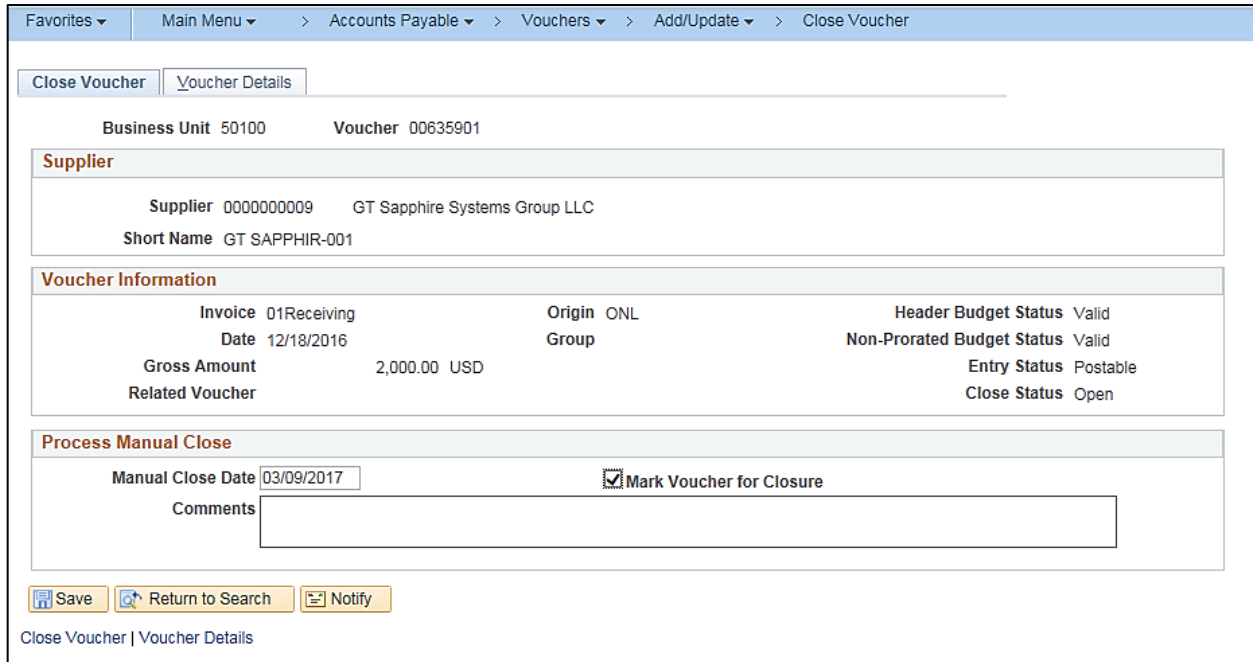
The **Voucher Close Search** page displays.





	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter or select the applicable Business Unit in the Business Unit field. 
3.	Enter the Voucher ID of the Voucher you would like to close in the Voucher ID field (Voucher must not be posted, selected for payment, or paid). 
	If the Voucher ID is unknown, the Invoice Number , Supplier ID , and/or the Supplier Name fields can be entered in order to search for the PO Voucher to close.
4.	Click the Search button. 

Step	Action
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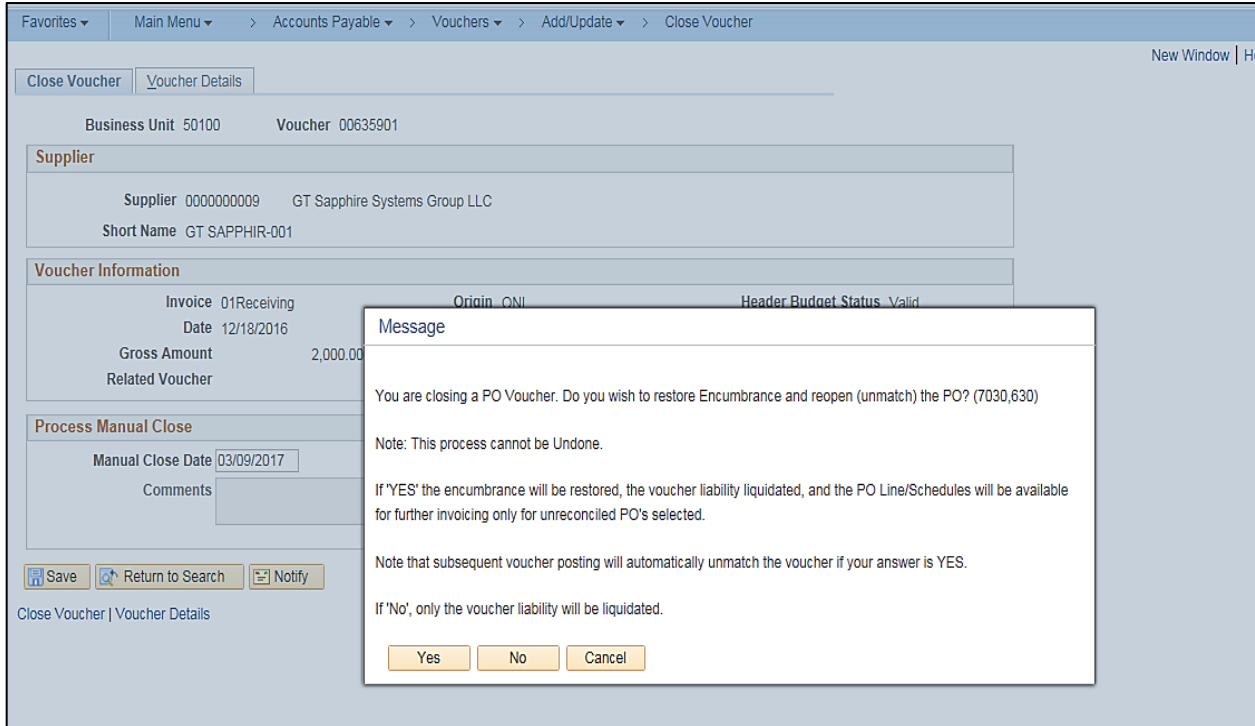
The **Close Voucher** tab displays.




	The Voucher Details tab can also be reviewed as needed to view additional Voucher details.
5.	The Manual Close Date field defaults to the current date but can be changed as needed. This date represents the date on which the expense will be credited, and the liability debited. <div style="border: 1px solid red; padding: 2px; display: inline-block;">Manual Close Date <input style="border: 1px solid red;" type="text"/></div>
6.	Click the Mark Voucher for Closure checkbox. <div style="border: 1px solid red; padding: 2px; display: inline-block;"><input checked="" type="checkbox"/> Mark Voucher for Closure</div>
	Users can add a note in the Comments section to capture the reason for the Voucher being closed, but this is not required. <div style="border: 1px solid red; padding: 2px; display: inline-block;">Comments <input style="border: 1px solid red;" type="text"/></div>
7.	Click the Save button. <div style="border: 1px solid red; padding: 2px; display: inline-block;"><input checked="" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></div>

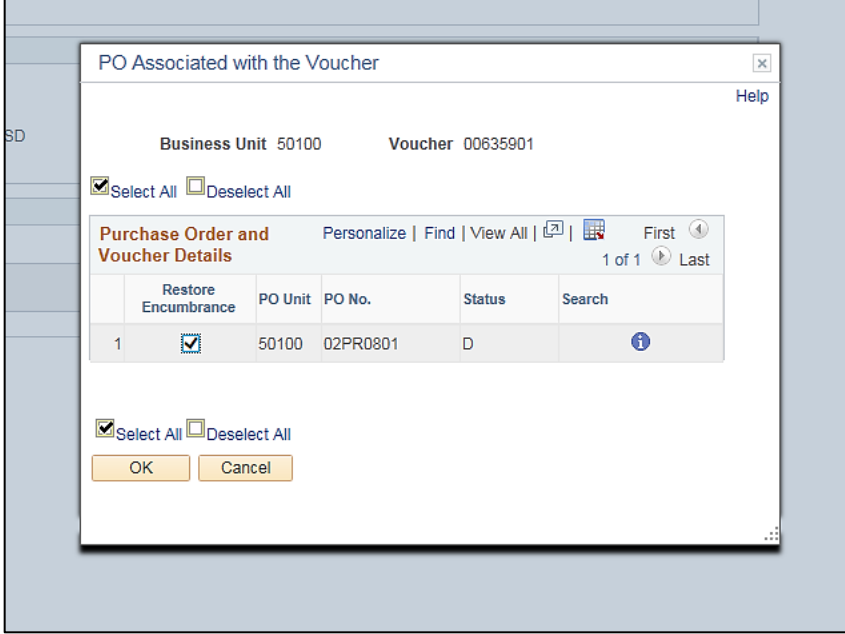

Step	Action
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A **Message** displays indicating that you are closing a PO Voucher.



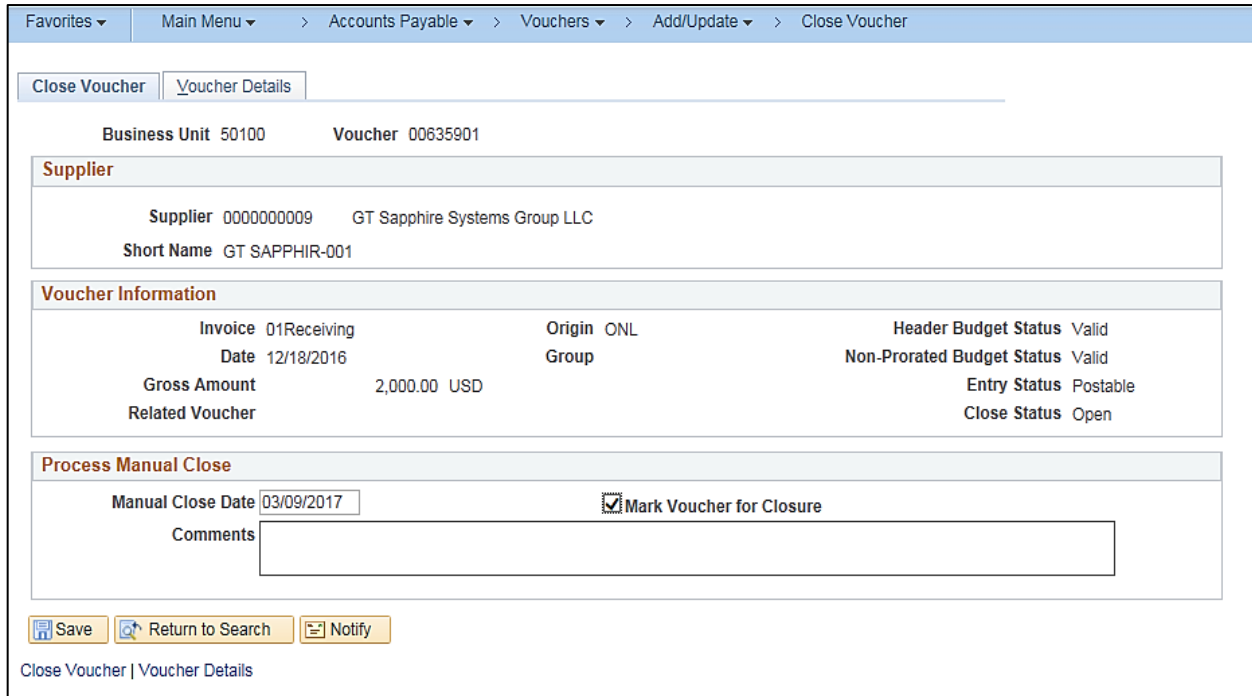
8.	<p>Click the Yes button.</p> 
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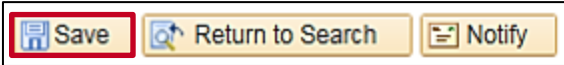
	<p>If the Yes button is not clicked, the Voucher will close but the PO will not be released and cannot be used on a future Voucher.</p>
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Step	Action										
	<p>The PO Associated with the Voucher page displays in a pop-up window.</p>  <table border="1" data-bbox="467 422 1166 741"><thead><tr><th>Restore Encumbrance</th><th>PO Unit</th><th>PO No.</th><th>Status</th><th>Search</th></tr></thead><tbody><tr><td>1</td><td><input checked="" type="checkbox"/></td><td>50100</td><td>02PR0801</td><td>D</td></tr></tbody></table>	Restore Encumbrance	PO Unit	PO No.	Status	Search	1	<input checked="" type="checkbox"/>	50100	02PR0801	D
Restore Encumbrance	PO Unit	PO No.	Status	Search							
1	<input checked="" type="checkbox"/>	50100	02PR0801	D							
9.	<p>Click the OK button.</p> 										

Step	Action
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The **Close Voucher** tab redisplay.



10.	<p>Click the Save button.</p> 
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	<p>The Voucher is now marked for closure. Saving a Voucher marked for closure is irreversible; you cannot undo this action.</p> <p>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.</p>
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After the Post Voucher Process runs overnight, you can view the status. The example below shows the PO Voucher that was closed. Note the following:

- **Match Status** is “Ready” and this indicates that the PO is no longer linked to this Voucher and can be used on a future Voucher
- **Close Status** is “Closed” and this indicates that the Voucher is closed and this action cannot be reversed

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	Approval History	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		
Budget Status	Valid		Modified By	V_AP_MANAGER		
			ERS Type	Not Applicable		
Budget Misc Status	Valid		Close Status	Closed		
*View Related	Payment Inquiry					Go
Return to Search		Notify	Refresh	Add	Update/Display	
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary						

Users 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