

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 <u>never</u> 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.

Table of Contents

Revision History	2
Unposting a Voucher	3
Deleting a Voucher	7
Closing a Regular Voucher	10
Closing a PO Voucher	13



Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (<u>Section 1</u> , after Step 1; <u>Section</u> 2, after Step 1; <u>Section 3</u> , 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.

Favorites -	Main Menu Accounts Payable Add/Update Main Menu Main Menu
Voucher Un Find an ♥ Search Enter any	Existing Value Criteria y information you have and click Search. Leave fields blank for a list of all values.
	*Business Unit = *Business Unit = Voucher ID begins with Invoice Number begins with Supplier Name begins with Supplier ID begins with Voucher Style = A Show fewer options Case Sensitive
i F "	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. E	Enter or select the applicable Business Unit in the Business Unit field. *Business Unit = <
3. E (Enter the applicable Voucher ID (or Invoice Number) of the Voucher you would like to unpos Voucher must be posted but not yet paid) in the Voucher ID field. Voucher ID begins with
	f 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.
	Search Clear
The Unpo	ost Voucher page displays.
Favo	rites Main Menu Accounts Payable Vouchers Add/Update UnPost Voucher
UnP	Post Voucher Details
	Business Unit 15100 Voucher 00001612
Suj	pplier
	Supplier ID 0000022627 Computer Aid Inc
5	Short Name COMPUTER AID I
Vo	ucher Information
	Invoice AR162467 Origin ONL
	Date 07/20/2016 Group Gross Amount 10,472.00 USD
Up	date Voucher Reversal Accounting Date
	Business Unit Default
	O Use Current Date
	Accounting Date
	Unpost
5	Return to Search
UnPo	st Voucher I Voucher Details
i	The Voucher Details page can also be reviewed as needed to view additional Voucher details.



Step	Action
5.	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. Update Voucher Accounting Date
i	The Accounting date should be in the open period. This field is required.
6.	The Reversal Accounting Date section contains indicators that are used to determine or allow entry of the accounting reversal date. Options include: 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 Reversal Accounting Date Image: Current Date: Date: Use this option is used if you want to enter a specific accounting date to which reversals will post
7.	For this scenario, the Business Unit Default radio button option was selected, and the date populates with the current date. Accounting Date



Step	Action
8.	Click the Unpost button.
	Unpost
A Warning message displays prompting you to confirm the upposting.	

A Warning message displays prompting you to confirm the unposting.

	Message Warning Proceed with Process? (7030,13) Press OK to continue with the process. Press Cancel if you do not wish to proceed.
9.	Click the OK button to continue. Unposting happens immediately when you click the OK button, saving the Unpost action.
	Users 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
1	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. Once the Voucher is approved, it will process through the nightly Voucher post batch process. Corrections must be made the same day or the Voucher will re-post with the same



Deleting a Voucher

You can delete a Voucher when:

- It has not been posted at any time (if a Voucher has posted and it will be not used, it can be closed)
- 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

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

The Voucher Delete Search page displays.

Eavorites -	Main Menu Accounts Pavable Vouchers Add/I Indate Delete Voucher
Voucher Del Find an E Search (Enter any i	ete Existing Value Criteria nformation you have and click Search. Leave fields blank for a list of all values.
S Rec	cent Searches Choose from recent searches V Raved Searches Choose from saved searches V
	*Business Unit = v Voucher ID begins with v Entry Status = v Invoice Number begins with v Short Supplier Name begins with v Supplier ID begins with v Supplier Name begins with v Case Sensitive Search Clear Save Search
j	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.



Step	Action
3.	Enter the applicable Voucher ID of the Voucher you would like to delete (Voucher must not have posted at any time) in the Voucher ID field.
	Voucher ID begins with V
i	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 deleting.
4.	Click the Search button.
	Search Clear
The Delet	e Voucher page displays with the Delete Voucher tab displayed by default.
Favorites -	Main Menu Accounts Payable Vouchers Add/Update Delete Voucher
Delete Vouc	her Voucher Details
Bu	siness Unit 15100 Voucher 00006082
Supplier	
	Supplier 0000003662 XEROX Corporation Short Name XEROX CORP
Voucher In	nformation
	Invoice 6947p Origin ONL Header Budget Status Not Chk'd Date 06/05/2025 Group Non-Prorated Budget Status Valid
	Gross Amount 500.00 USD Entry Status Postable Related Voucher
	Delete
Return to	D Search E Notify
Delete Vouche	r Voucher Details
i	The Voucher Details page can also be reviewed as needed to view additional Voucher details.
5.	Confirm the Voucher that displays is the one that should be deleted.
	Click the Delete button to delete the Voucher.
	Delete



S	tep	Action	
AC	A Confirmation message displays in a pop-up window.		
	Me	essage	
	War Pres	ning Delete Confirmation (7030,12) ss OK to delete the voucher. Press Cancel if you do not want to delete the voucher. OK Cancel	
(6.	Click the OK button.	
		OK Cancel	
	i	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, 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.

Favorites	Main Menu Accounts Payable Vouchers Add/Update Close Voucher				
Voucher Close Find an Existing Value Search Criteria					
2.110	Recent Searches Choose from recent searches				
*Business Unit = v Voucher ID begins with v Invoice Number begins with v Short Supplier Name begins with v Supplier ID begins with v Supplier Name begins with v Close Status Indicator = v v					
i	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).				
	Voucher ID begins with V				
Ð	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.		
	Search Clear		
The Clos	e Voucher page displays.		
Favorite	s Main Menu → Accounts Payable → Vouchers → Add/Update → Close Voucher		
Close	Voucher Details		
	Business Unit 15100 Voucher 00001612		
Supp	lier		
	Supplier 0000022627 Computer Aid Inc Short Name COMPUTER AID I		
Vouc	her Information		
	Invoice AR162467 Origin ONL Header Budget Status Valid		
	Gross Amount 10,472.00 USD Entry Status Postable		
	Related Voucher Close Status Open		
Proc	ess Manual Close		
	Manual Close Date 11/28/2016 Comments Supplier sent new invoice due to error in the amount on this invoice		
	e Return to Search		
Close Vo	pucher Voucher Details		
i	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		
	can be changed as needed.		
	Manual Close Date		
5.	Click the Mark Voucher for Closure checkbox.		
	Mark Voucher for Closure		
G	Users can add a note in the Comments section to capture the reason for the Voucher being		
	closed, but this is not required.		
	Comments Supplier sent new invoice due to error in the amount on this invoice.		



Step	Action			
6.	Click the Save button.			
	Save Return to Search			
i	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.			
	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			



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 Pavable > Vouchers > Add/Update > Close Voucher			
The Vou	cher Close Search nage displays			
Favorit	es Main Menu Accounts Payable Vouchers Add/Update Close Voucher			
Vouch	er Close			
Fin	d an Existing Value			
▼ S En	earch Criteria ter any information you have and click Search. Leave fields blank for a list of all values.			
	Precent Searches Choose from recent searches V 🖉 Saved Searches Choose from saved searches V			
	*Business Unit = v			
	Invoice Number begins with Short Supplier Name begins with			
	Supplier ID begins with v Supplier Name begins with v			
	Close Status Indicator = v v Show fewer options			
	Case Sensitive			
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled			
U	"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.			
	*Business Unit = 🗸			
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).			
	Voucher ID begins with ~			
i	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.			
	Search Clear			



Step	Action				
The Close Voucher tab displays.					
Favor	ites Main Menu Accounts Payable Accounts Accounts Payable Accounts Accou				
Clos	e Voucher Details				
	Business Unit 50100 Voucher 00635901				
Su	Supplier 000000000 GT Sapphire Systems Group LLC				
	Short Name GT SAPPHIR-001				
Vo	ucher Information				
	Invoice UTReceiving 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				
Pro	ocess Manual Close				
	Manual Close Date 03/09/2017 Mark Voucher for Closure				
S S	ave Return to Search E Notify				
Close	Voucher Voucher Details				
i	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.				
	Manual Close Date				
6.	Click the Mark Voucher for Closure checkbox.				
	Mark Voucher for Closure				
ĺ	Users can add a note in the Comments section to capture the reason for the Voucher being closed, but this is not required.				
	Comments				
7.	Click the Save button.				
	Save Or Return to Search				



Step	Action				
A Messa	A Message displays indicating that you are closing a PO Voucher.				
Favori	ites 🗸 🛛 Main Menu 👻 🚿 Accounts Payable 👻	> Vouchers • > Add/Update • > Close Voucher			
Close	e Voucher Details		New Window He		
	Business Unit 50100 Voucher 00635901				
Su	oplier				
	Supplier 000000009 GT Sapphire Systems Short Name GT SAPPHIR-001	ems Group LLC			
νοι	ucher Information				
	Invoice 01Receiving	Orioin ONI Header Budget Status Valid			
	Gross Amount 2,000.00 Related Voucher You	are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (7030,630)			
Pro	cess Manual Close	a: This process cannot be I Indone			
	Manual Close Date 03/09/2017				
	Comments If 'Y	ES' the encumbrance will be restored, the voucher liability liquidated, and the PO Line/Schedules will be available urther invoicing only for unreconciled PO's selected.			
	ave 🔯 Return to Search 🖃 Notify	e that subsequent voucher posting will automatically unmatch the voucher if your answer is YES.			
Close	Voucher Voucher Details	o', only the voucher liability will be liquidated.			
	[Yes No Cancel			
			1		
8.	Click the Yes button.				
	No Cancel				
i	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.		leased and		



Step	Action					
The PO Associated with the Voucher page displays in a pop-up window.						
	PO Associated with the Voucher					
				Help		
	SD Business Unit 50100 Voucher 00635901					
			Select All Deselect All			
			Purchase Order and Voucher Details Personalize Find View All 2 1 First Image: First Image: First	3) ast		
			Restore Encumbrance PO Unit PO No. Status Search			
			1 50100 02PR0801 D			
			Select All Deselect All OK Cancel			
9.	Click the OK button.					
	OK Cartel					



Step	Action				
The Close Voucher tab redisplays.					
Fav	vorites Main Menu Accounts Payable Vouchers Add/Update Close Voucher				
Clo	ose Voucher Details				
	Business Unit 50100 Voucher 00635901				
S	upplier				
	Supplier 0000000009 GT Sapphire Systems Group LLC Short Name GT SAPPHIR-001				
V	/oucher 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				
P	Process Manual Close				
	Manual Close Date 03/09/2017 Mark Voucher for Closure				
	Comments				
	Save Creation Return to Search				
Clos	e Voucher Voucher Details				
10.	Click the Save button.				
	Return to Search				
i	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.				



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

Favorites - Ma	in Menu → Accounts Payable → > Voucl	hers → Add/Update → Regular Entry		
Summary Relate	d Documents Invoice Information Payments	Voucher Attributes		
Business Unit 50100		Invoice Date 12/18/2016		
Voucher ID	00635901	Invoice No UTReceiving		
Voucher Style Supplier Name	Regular GT Sapphire Systems Group LLC 1911 AIRPORT BLVD VA10010602 EVAAD76167 SANTA ROSA, CA 95403	Invoice Total 2,000.00 USD		
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		
Budget Status	Valid	Created By V_AP_MANAGER Last Update 02/15/2017 9:23AM Modified By V_AP_MANAGER ERS Type Not Applicable		
Budget Misc Status	Valid	Close Status Closed		
*View Related	Payment Inquiry V Go			
Return to Search Notify Refresh 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