



Unposting, Deleting, and Closing a Voucher Overview

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

Unposting a Voucher is done 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 in 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	11
Closing a Regular Voucher	15
Closing a PO Voucher	19



Accounts Payable Job Aid

AP312 Unposting, Deleting, and Closing a Voucher

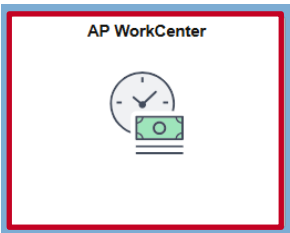
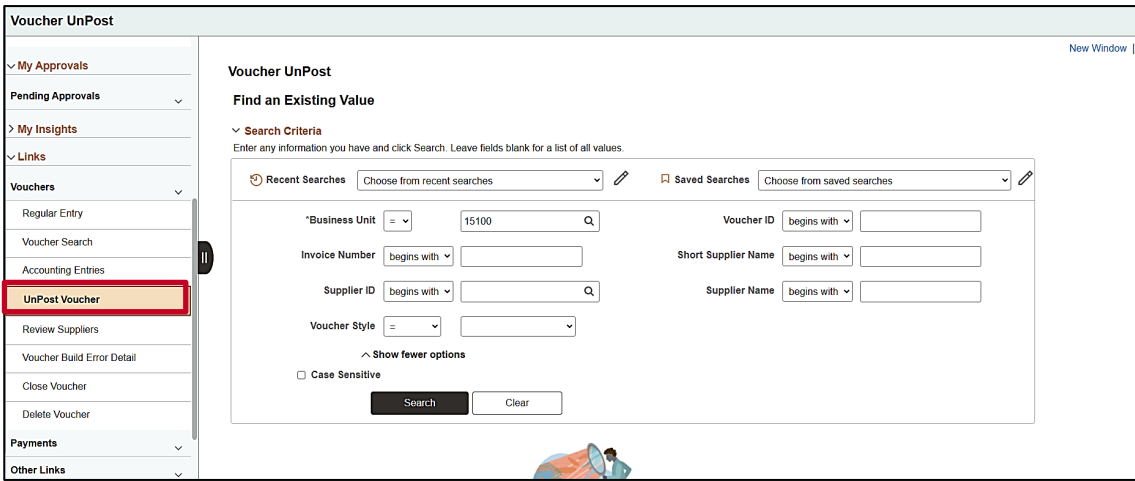
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
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.

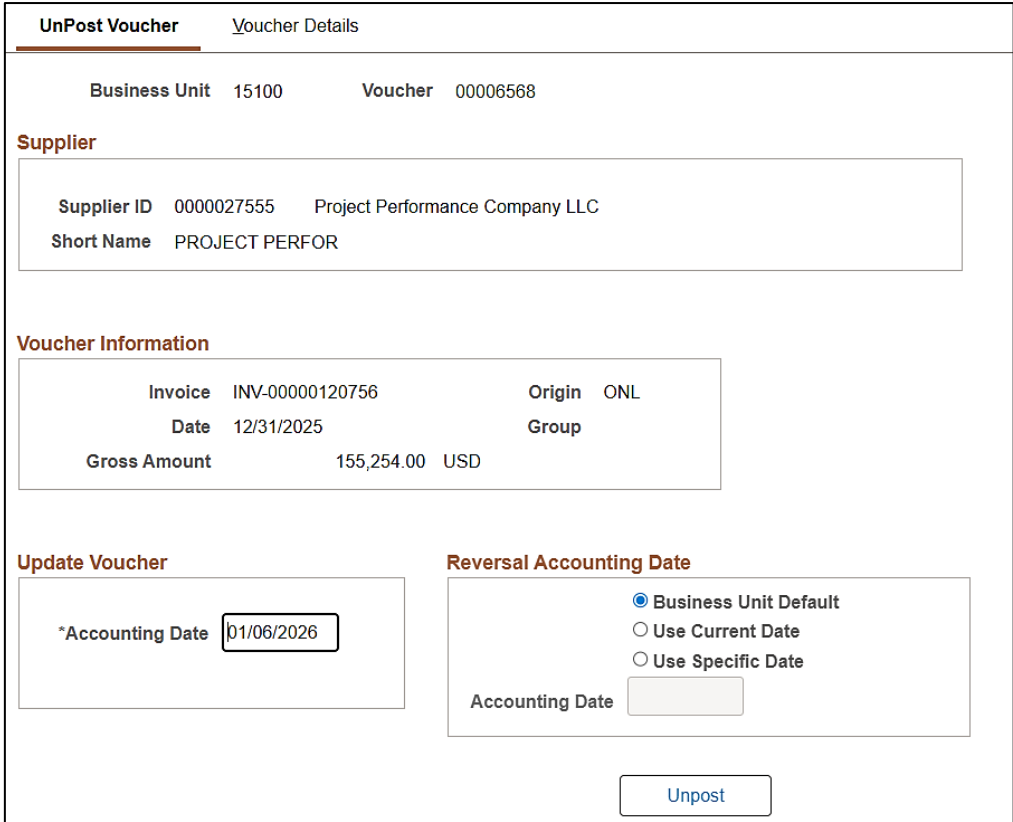
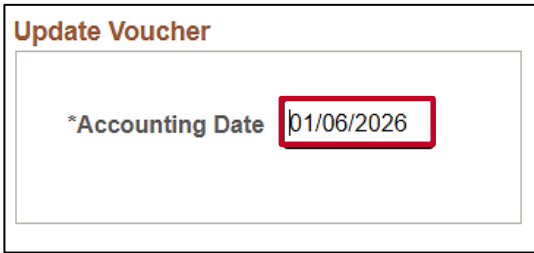
Unposting a Voucher

Users 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 Unpost Voucher page by clicking the AP WorkCenter tile on the Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Vouchers > Unpost Voucher Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Regular Entry page using the following navigation path: NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Unpost Voucher

Step	Action
	The Voucher UnPost Find an Existing Value Search page displays. Voucher UnPost Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.  Recent Searches Choose from recent searches ▼   Saved Searches Choose from saved searches ▼  *Business Unit [= ▼] 15100  Invoice Number [begins with ▼] Supplier ID [begins with ▼]  Voucher Style [= ▼] ^ Show fewer options ☐ Case Sensitive Voucher ID [begins with ▼] Short Supplier Name [begins with ▼] Supplier Name [begins with ▼] Search Clear
	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.
3.	Enter or update the Business Unit in the Business Unit field if applicable. *Business Unit [= ▼] 15100 
4.	Enter the applicable Voucher ID (or Invoice Number) of the Voucher that needs to be unposted (Voucher must be posted but not yet paid) in the Voucher ID field. Voucher ID [begins with ▼]
	If the Voucher ID is unknown, the Invoice Number, Supplier ID, and/or Supplier Name fields can be entered to display a list of Vouchers that can be selected for unposting.
5.	Click the Search button. Search Clear

Step	Action
	The UnPost Voucher page displays. 
	When a specific Voucher ID is entered, the UnPost Voucher page displays for that specific Voucher. If a specific Voucher ID was not entered, depending on the Search criteria, more than one Voucher may match the criteria. If that is the case, review the results and select the applicable Voucher. The Voucher Details page can also be reviewed as needed to view additional Voucher details.
6.	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. 
	The Accounting Date should be in the open period. This field is required.

Step	Action
7.	Review the Reversal Accounting Date section and make any updates if applicable. Reversal Accounting Date ☒ Business Unit Default ☐ Use Current Date ☐ Use Specific Date Accounting Date
	This section contains indicators that are used to determine or allow entry of the accounting reversal date. Options include: • 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 to enter a specific accounting date to which reversals will post
8.	Click the Unpost button. Unpost
A Warning message displays prompting users to confirm the unposting. Warning -- Proceed with Process? (7030,13) Press OK to continue with the process. Press Cancel if you do not wish to proceed. OK Cancel	
9.	Click the OK button to continue. Note: Unposting happens immediately when the OK button is clicked and saves the Unpost action. <input checked="" type="button" value="OK"/> Cancel



Accounts Payable Job Aid

AP312 Unposting, Deleting, and Closing a Voucher

Step	Action																		
	A message displays indicating the Voucher has been unposted. Voucher 00006568 for business unit 15100 has been unposted. (7030,89) This Voucher has been unposted. OK																		
10.	Click the OK button. OK																		
i	Users can review the unposted accounting entries in Cardinal by navigating to the Accounting Entries page using one of the following paths: • Payables WorkCenter > Links > Vouchers > Accounting Entries • NavBar > Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > AP Accounting Entries *Business Unit15100Voucher ID00006568Invoice NumberINV-00000120756 *Accounting Line View OptionStandardInvoice Date12/31/2025 Supplier ID0000027555 Supplier NameProject Performance Company LLC Show Foreign Currency *Sort ByPosting Process SearchReset Accounting Information Posting ProcessAP AccrualGL Dist StatusNonePosting Date04/22/2026Unpost Seq4 Main InformationChartfieldsJournal <table><tr><th>Description</th><th>Monetary Amount</th><th>Currency Code</th><th>Ledger</th><th>GL Unit</th><th>Accounting Date</th></tr><tr><td>Accounts Payable</td><td>-155,254.00</td><td>USD</td><td>ACTUALS</td><td>15100</td><td>01/06/2026</td></tr><tr><td>billing period 12/1-12/31/25</td><td>155,254.00</td><td>USD</td><td>ACTUALS</td><td>15100</td><td>01/06/2026</td></tr></table>	Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Accounts Payable	-155,254.00	USD	ACTUALS	15100	01/06/2026	billing period 12/1-12/31/25	155,254.00	USD	ACTUALS	15100	01/06/2026
Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date														
Accounts Payable	-155,254.00	USD	ACTUALS	15100	01/06/2026														
billing period 12/1-12/31/25	155,254.00	USD	ACTUALS	15100	01/06/2026														
i	Corrections must be made the same day or the Voucher will re-post with the same information. Users may have to navigate to a different page to see the Unpost information.																		
11.	Navigate to the Voucher page to make the applicable updates using one of the following paths: • Payables WorkCenter > Links > Voucher > Regular Entry • NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry																		



Accounts Payable Job Aid

AP312 Unposting, Deleting, and Closing a Voucher

Step	Action
	The Voucher Add a New Value page displays. Voucher Add a New Value Find an Existing Value *Business Unit H5100 *Voucher ID NEXT *Voucher Style Regular Voucher Short Supplier Name Supplier Location Invoice Number Gross Invoice Amount 0.00 Misc Charge Amount 0.00 Add Supplier Name Supplier ID Address Sequence Number 0 Invoice Date Freight Amount 0.00 Estimated No. of Invoice Lines 1
12.	Click the Find an Existing Value button. Find an Existing Value



Accounts Payable Job Aid

AP312 Unposting, Deleting, and Closing a Voucher

Step	Action
	The Voucher Find an Existing Value Search page displays. Voucher Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ Business Unit = ▼ 15100 🔍 Invoice Number begins with ▼ Short Supplier Name begins with ▼ Supplier Name begins with ▼ Related Voucher begins with ▼ Voucher Source = ▼ ▼ ^ Show fewer options ☐ Case Sensitive Search Clear Voucher ID begins with ▼ Invoice Date = ▼ 📅 Supplier ID begins with ▼ 🔍 Voucher Style = ▼ ▼ Entry Status = ▼ ▼ Incomplete Voucher = ▼ ▼
	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 .
13.	Enter the unposted Voucher in the number in the Voucher ID field. Voucher ID begins with ▼
14.	Click the Search button. Search Clear



Accounts Payable Job Aid

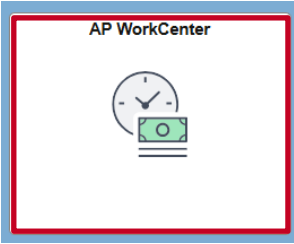
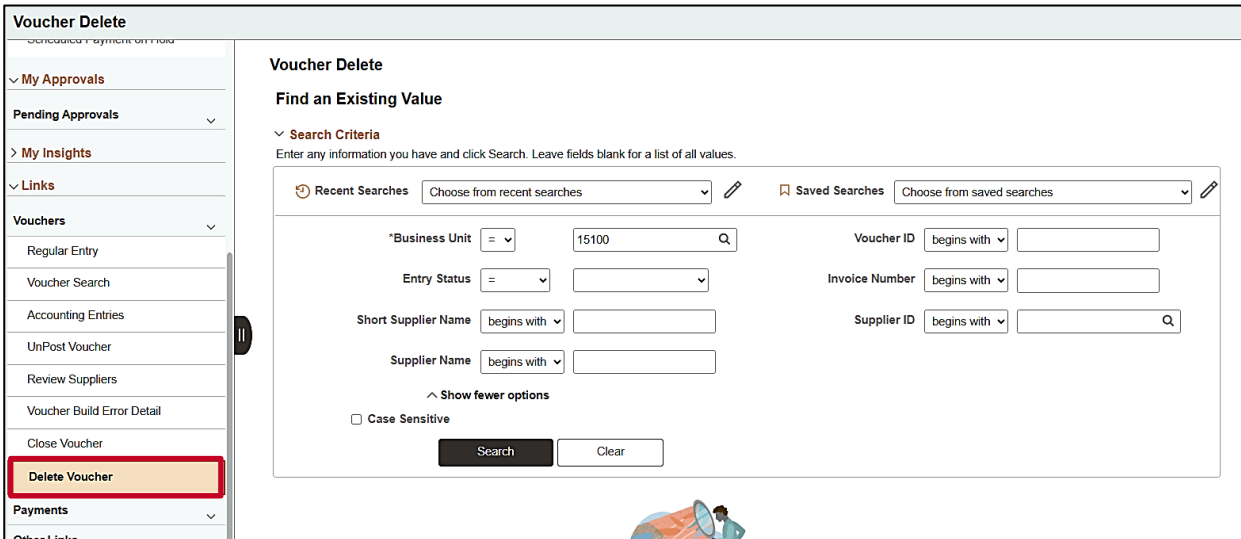
AP312 Unposting, Deleting, and Closing a Voucher

Step	Action
	The Voucher Summary page displays. Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Business Unit Voucher ID Voucher Style Supplier Name Entry Status Match Status Approval Status Post Status Budget Status Budget Misc Status *View Related 15100 00006568 Regular Project Performance Company LLC c/o DSA, INC. 8 Neshaminy Interplex Dr Ste 209 VA10032017 EVAAD113584 Feasterville Trevoise, PA 19053-6980 Postable No Match Approved Unposted Valid Valid Payment Inquiry Approval History Go Invoice Date Invoice No Invoice Total Pay Terms Voucher Source Origin Created On Created By Last Update Modified By ERS Type Close Status 12/31/2025 INV-00000120756 155,254.00 USD Net 30 Online ONL 01/06/2026 10:00AM 04/14/2026 1:32PM Not Applicable Open Return to Search Notify Refresh Add Update/Display Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary
15.	Click the applicable tab(s) to make updates (i.e., Invoice Information and/or Payments). Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary
16.	Make the applicable updates and click the Save button. Save
	Once the Voucher is approved, it will process through the nightly Voucher Post Batch process.

Deleting a Voucher

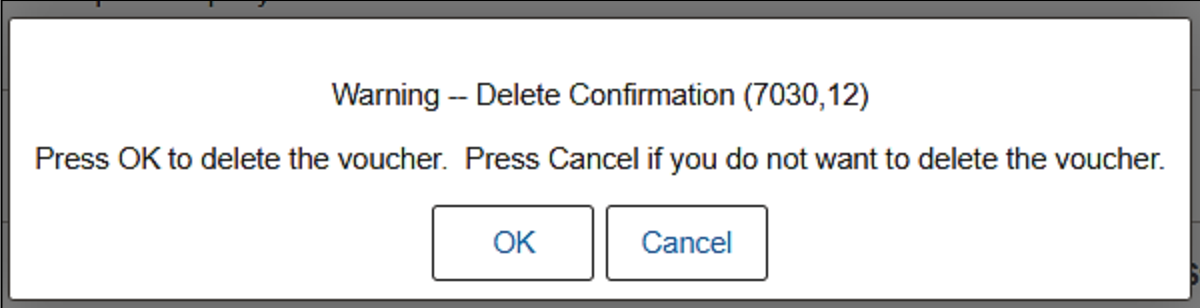
Users can delete a Voucher when:

- It has not been posted at any time (if a Voucher has posted and 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 Delete page by clicking the AP WorkCenter tile on the Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Vouchers > Delete Voucher Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

Step	Action
	Users can also access the Delete Voucher page using the following navigation path: NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher
The Voucher Delete Find an Existing Value Search page displays. Voucher Delete Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches *Business Unit 15100 Voucher ID begins with Entry Status Invoice Number begins with Short Supplier Name begins with Supplier ID begins with Supplier Name begins with ☐ Case Sensitive Search Clear 	
	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 .
3.	Enter or update the Business Unit in the Business Unit field if applicable. *Business Unit 15100
4.	Enter the applicable Voucher ID of the Voucher to be deleted (Voucher must not have posted at any time) in the Voucher ID field. Voucher ID begins with
	If the Voucher ID is unknown, the Invoice Number , Supplier ID , and/or Supplier Name fields can be entered to display a list of Vouchers that can be selected for deleting.

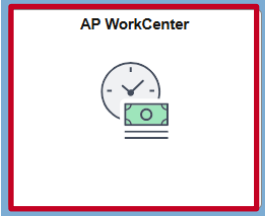
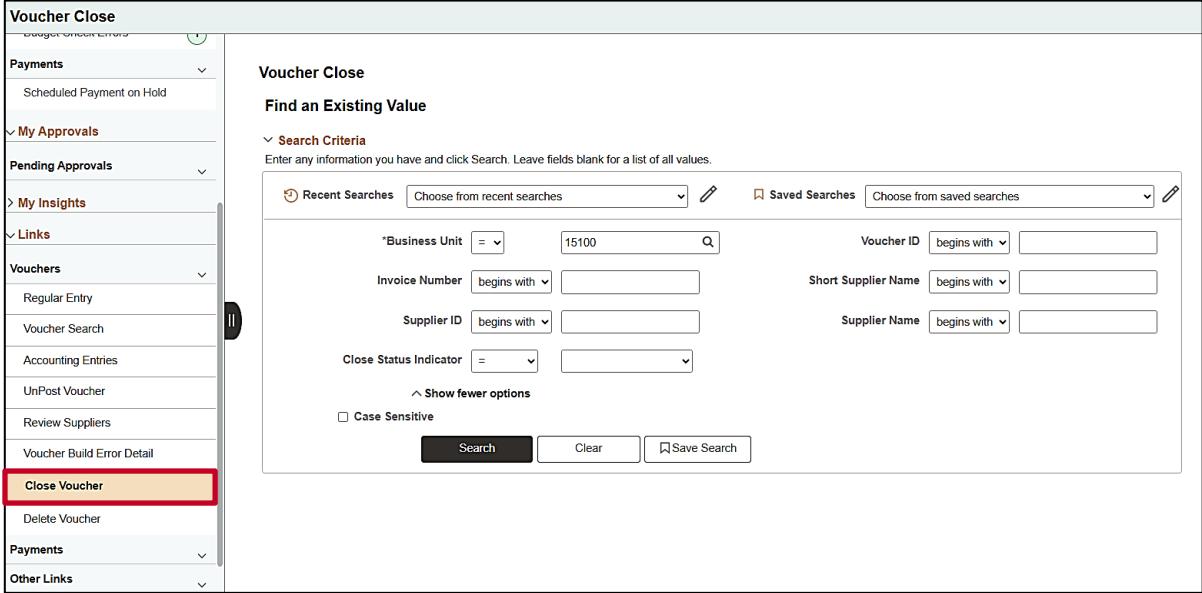
Step	Action
5.	Click the Search button. Search Clear
The Delete Voucher page displays. Delete Voucher Voucher Details Business Unit 15100 Voucher 00006582 Supplier Supplier 0000043987 Pyramid Paper Company Short Name PYRAMID PA-001 Voucher Information Invoice PY12345 Origin ONL Header Budget Status Valid Date 03/27/2026 Group Non-Prorated Budget Status Valid Gross Amount 682.14 USD Entry Status Postable Related Voucher Delete Return to Search Previous in List Next in List Notify Delete Voucher Voucher Details	
	The Voucher Details page can also be reviewed as needed to view additional Voucher details.
6.	Review and confirm the Voucher that displays is the one that should be deleted.
7.	Click the Delete button to delete the Voucher. Delete

Step	Action
	A Confirmation message displays in a pop-up window. 
8.	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 a voucher is deleted, it cannot be retrieved and the deletion cannot be undone.

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 by clicking the AP WorkCenter tile on the Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Vouchers > Voucher Close Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Delete Voucher page using the following navigation path: NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Close Voucher



Accounts Payable Job Aid

AP312 Unposting, Deleting, and Closing a Voucher

Step	Action
The Close Voucher Find an Existing Value Search page displays.	
Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches *Business Unit = 15100 Voucher ID begins with Invoice Number begins with Short Supplier Name begins with Supplier ID begins with Supplier Name begins with Close Status Indicator = ^ Show fewer options ☐ Case Sensitive Search Clear Save Search	
	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 .
3.	Enter or update the Business Unit in the Business Unit field if applicable. Business Unit = 15100
4.	Enter the applicable Voucher ID for the Voucher to be closed in the Voucher ID field (Voucher must be posted and not paid). Voucher ID begins with
	If the Voucher ID is unknown, the Invoice Number , Supplier ID , and/or Supplier Name fields can be entered to display a list of Vouchers that can be selected to close.
5.	Click the Search button. Search Clear



Accounts Payable Job Aid

AP312 Unposting, Deleting, and Closing a Voucher

Step	Action																								
	The Close Voucher page displays. Close Voucher Voucher Details Business Unit 15100 Voucher 00006563 Supplier Supplier 0000047333 Mythics LLC Short Name MYTHICS LL-001 Voucher Information <table><tr><td>Invoice</td><td>BD0003274</td><td>Origin</td><td>ONL</td><td>Header Budget Status</td><td>Valid</td></tr><tr><td>Date</td><td>12/21/2025</td><td>Group</td><td></td><td>Non-Prorated Budget Status</td><td>Valid</td></tr><tr><td>Gross Amount</td><td>13,890.08</td><td>USD</td><td></td><td>Entry Status</td><td>Postable</td></tr><tr><td>Related Voucher</td><td></td><td></td><td></td><td>Close Status</td><td>Open</td></tr></table> Process Manual Close Manual Close Date 04/15/2026 ☐ Mark Voucher for Closure Comments Save Return to Search Notify Close Voucher Voucher Details	Invoice	BD0003274	Origin	ONL	Header Budget Status	Valid	Date	12/21/2025	Group		Non-Prorated Budget Status	Valid	Gross Amount	13,890.08	USD		Entry Status	Postable	Related Voucher				Close Status	Open
Invoice	BD0003274	Origin	ONL	Header Budget Status	Valid																				
Date	12/21/2025	Group		Non-Prorated Budget Status	Valid																				
Gross Amount	13,890.08	USD		Entry Status	Postable																				
Related Voucher				Close Status	Open																				
i	The Voucher Details page can also be reviewed as needed to view additional Voucher details.																								
6.	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. Manual Close Date 04/15/2026																								
7.	Select the Mark Voucher for Closure checkbox option. ☐ Mark Voucher for Closure																								

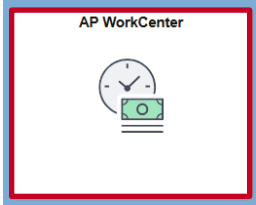
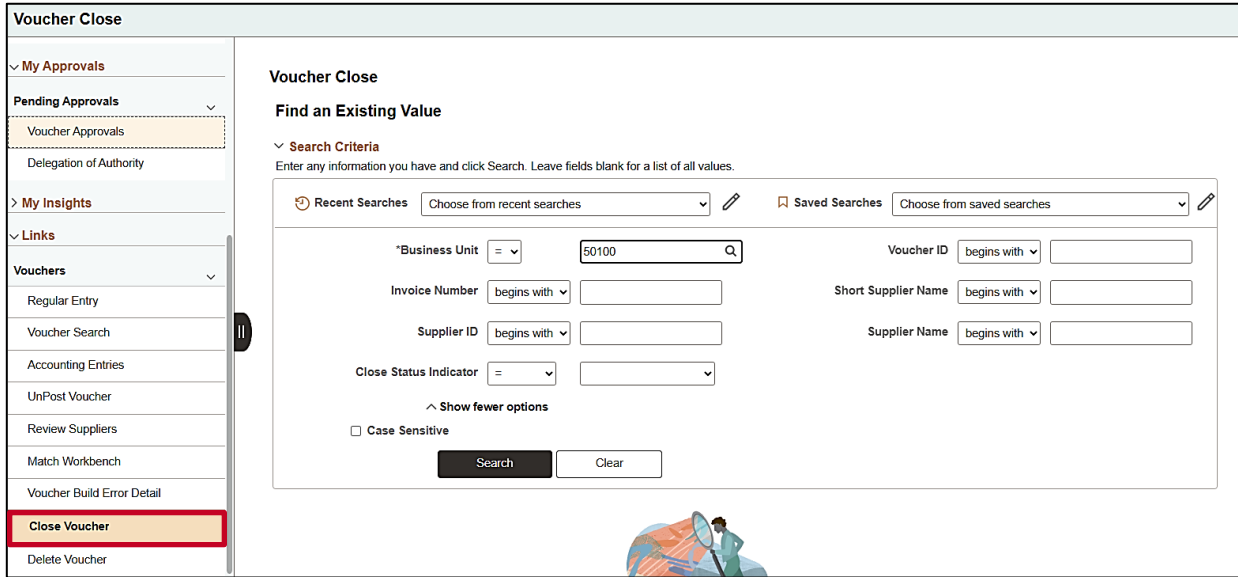


Accounts Payable Job Aid

AP312 Unposting, Deleting, and Closing a Voucher

Step	Action																														
i	The Comments box is enabled when the Mark Voucher for Closure checkbox option is selected. 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 of this Invoice.																														
8.	Click the Save button. Save Return to Search																														
i	The Voucher is now marked for closure. Saving a Voucher marked for closure is irreversible. 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 by navigating to the Voucher Accounting Entries page using one of the following paths: • Payables Work Center > Links > Vouchers > Accounting Entries • NavBar > Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > AP Accounting Entries *Business Unit15100 Voucher ID00006563 Invoice NumberBD0003274 *Accounting Line View OptionStandard Invoice Date12/21/2025 Show Foreign Currency *Sort ByPosting Process Supplier ID0000047333 SearchReset Supplier NameMythics LLC Accounting Information K2 of 2 View All Posting ProcessVoucher Closure GL Dist StatusNone Posting Date04/22/2026 Main InformationChartfieldsJournal <table><tr><th>Description</th><th>Monetary Amount</th><th>Currency Code</th><th>Ledger</th><th>GL Unit</th><th>Accounting Date</th></tr><tr><td>Accounts Payable</td><td>6,945.04</td><td>USD</td><td>ACTUALS</td><td>15100</td><td>04/15/2026</td></tr><tr><td>Main ELA FY20 Exp</td><td>-6,945.04</td><td>USD</td><td>ACTUALS</td><td>15100</td><td>04/15/2026</td></tr><tr><td>Accounts Payable</td><td>6,945.04</td><td>USD</td><td>ACTUALS</td><td>15100</td><td>04/15/2026</td></tr><tr><td>Main ELA FY20 Exp</td><td>-6,945.04</td><td>USD</td><td>ACTUALS</td><td>15100</td><td>04/15/2026</td></tr></table>	Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Accounts Payable	6,945.04	USD	ACTUALS	15100	04/15/2026	Main ELA FY20 Exp	-6,945.04	USD	ACTUALS	15100	04/15/2026	Accounts Payable	6,945.04	USD	ACTUALS	15100	04/15/2026	Main ELA FY20 Exp	-6,945.04	USD	ACTUALS	15100	04/15/2026
Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date																										
Accounts Payable	6,945.04	USD	ACTUALS	15100	04/15/2026																										
Main ELA FY20 Exp	-6,945.04	USD	ACTUALS	15100	04/15/2026																										
Accounts Payable	6,945.04	USD	ACTUALS	15100	04/15/2026																										
Main ELA FY20 Exp	-6,945.04	USD	ACTUALS	15100	04/15/2026																										

Closing a PO Voucher

Step	Action
1.	Navigate to the Voucher Close page by clicking the AP WorkCenter tile on the Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Vouchers > Close Voucher Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Delete Voucher page using the following navigation path: NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Voucher Close



Accounts Payable Job Aid

AP312 Unposting, Deleting, and Closing a Voucher

Step	Action
	The Voucher Close Find an Existing Value Search page displays. Voucher Close Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches *Business Unit = 50100 Voucher ID begins with Invoice Number begins with Short Supplier Name begins with Supplier ID begins with Supplier Name begins with Close Status Indicator = ^ Show fewer options ☐ Case Sensitive Search Clear
	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 .
3.	Update the Business Unit in the Business Unit field if applicable. *Business Unit =
4.	Enter the Voucher ID of the Voucher to be closed in the Voucher ID field (Voucher must not be posted, selected for payment, or paid). Voucher ID begins with
	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.
5.	Click the Search button. Search Clear

Step	Action
	The Close Voucher page displays. Close Voucher Voucher Details Business Unit 50100 Voucher 01863289 Supplier Supplier 0000110428 Morton Salt Incorporated Short Name MORTON SAL-002 Voucher Information Invoice 5403954814 Origin ONL Header Budget Status Valid Date 01/05/2026 Group Non-Prorated Budget Status Valid Gross Amount 7,411.92 USD Entry Status Postable Related Voucher Close Status Open Process Manual Close Manual Close Date 04/21/2026 ☒ Mark Voucher for Closure Comments Save Return to Search Previous in List Next in List Notify Close Voucher Voucher Details
i	The Voucher Details page can also be reviewed as needed to view additional Voucher details.
6.	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 04/21/2026
7.	Select the Mark Voucher for Closure checkbox option. ☐ Mark Voucher for Closure

Step	Action
	A Message displays indicating that a PO Voucher is being closed. You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (7030,630) Note: This process cannot be Undone. If 'YES' the encumbrance will be restored, the voucher liability liquidated, and the PO Line/Schedules will be available for further invoicing only for unreconciled PO's selected. Note that subsequent voucher posting will automatically unmatch the voucher if your answer is YES. If 'No', only the voucher liability will be liquidated. Yes No Cancel
9.	Click the Yes button. Yes No Cancel
	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.



Accounts Payable Job Aid

AP312 Unposting, Deleting, and Closing a Voucher

Step	Action																								
	The Close Voucher page redisplay. Close Voucher Voucher Details Business Unit 50100 Voucher 01863216 Supplier Supplier 0000110428 Morton Salt Incorporated Short Name MORTON SAL-002 Voucher Information <table><tr><td>Invoice</td><td>5403959195</td><td>Origin</td><td>ONL</td><td>Header Budget Status</td><td>Valid</td></tr><tr><td>Date</td><td>01/06/2026</td><td>Group</td><td></td><td>Non-Prorated Budget Status</td><td>Valid</td></tr><tr><td>Gross Amount</td><td>6,405.81</td><td>USD</td><td></td><td>Entry Status</td><td>Postable</td></tr><tr><td>Related Voucher</td><td></td><td></td><td></td><td>Close Status</td><td>Open</td></tr></table> Process Manual Close Manual Close Date 01/15/2026 ☒ Mark Voucher for Closure Comments Save Return to Search Notify Close Voucher Voucher Details	Invoice	5403959195	Origin	ONL	Header Budget Status	Valid	Date	01/06/2026	Group		Non-Prorated Budget Status	Valid	Gross Amount	6,405.81	USD		Entry Status	Postable	Related Voucher				Close Status	Open
Invoice	5403959195	Origin	ONL	Header Budget Status	Valid																				
Date	01/06/2026	Group		Non-Prorated Budget Status	Valid																				
Gross Amount	6,405.81	USD		Entry Status	Postable																				
Related Voucher				Close Status	Open																				
i	Users can add a note in the Comment field if applicable.																								
11.	Click the Save button. Save Return to Search																								
i	The Voucher is now marked for closure. Saving a Voucher marked for closure is irreversible; this action cannot be undone. 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.																								



Accounts Payable Job Aid

AP312 Unposting, Deleting, and Closing a Voucher

After the Post Voucher Process runs overnight, users 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	01/05/2026		
Voucher ID	01863289	Invoice No	5403954814		
Voucher Style	Regular	Invoice Total	7,411.92	USD	
Supplier Name	Morton Salt Incorporated 444 West Lake Street 29th Floor VA00069032 EVAAD544324 Chicago, IL 60606				
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	01/08/2026 10:10AM		
		Created By			
		Last Update	04/22/2026 8:18AM		
		Modified By			
Budget Status	Valid	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



Accounts Payable Job Aid

AP312 Unposting, Deleting, and Closing a Voucher

Users can review the Voucher Close accounting entries in Cardinal. Navigate to the **Accounting Entries** page using one of the following paths:

- **Payables WorkCenter > Links > Voucher > Accounting Entries**
- **Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries**

*Business Unit

Voucher ID

Invoice Number

*Accounting Line View Option

Invoice Date

☐ Show Foreign Currency

Supplier ID

*Sort By

Supplier Name

Accounting Information

Posting Process

GL Dist Status

Posting Date

Main Information

Chartfields

Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	7,411.92	USD	ACTUALS	50100	04/21/2026
SALT, SODIUM CHLORIDE, FOR ROA	-7,411.92	USD	ACTUALS	50100	04/21/2026