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

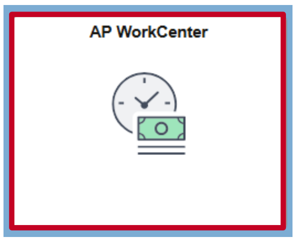
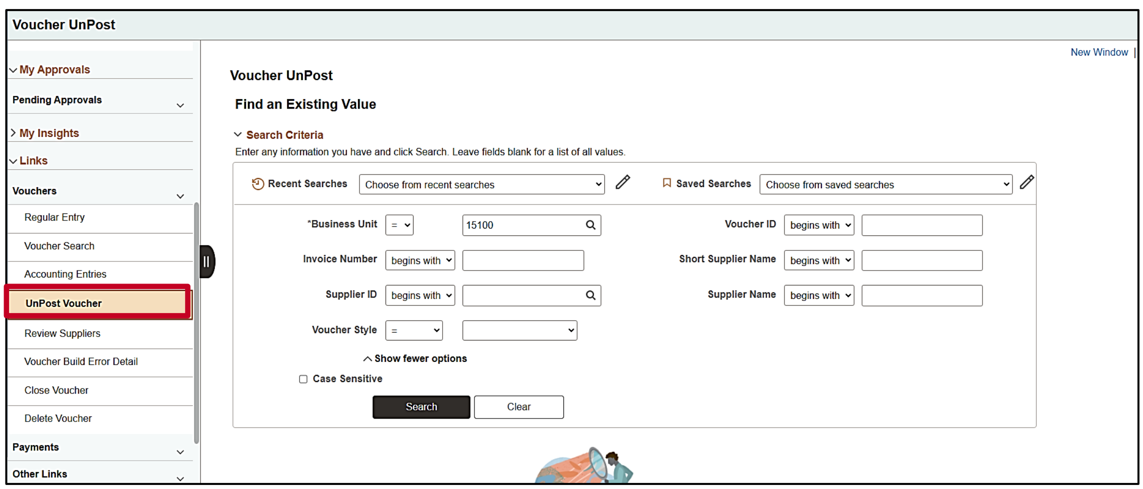
Revision History

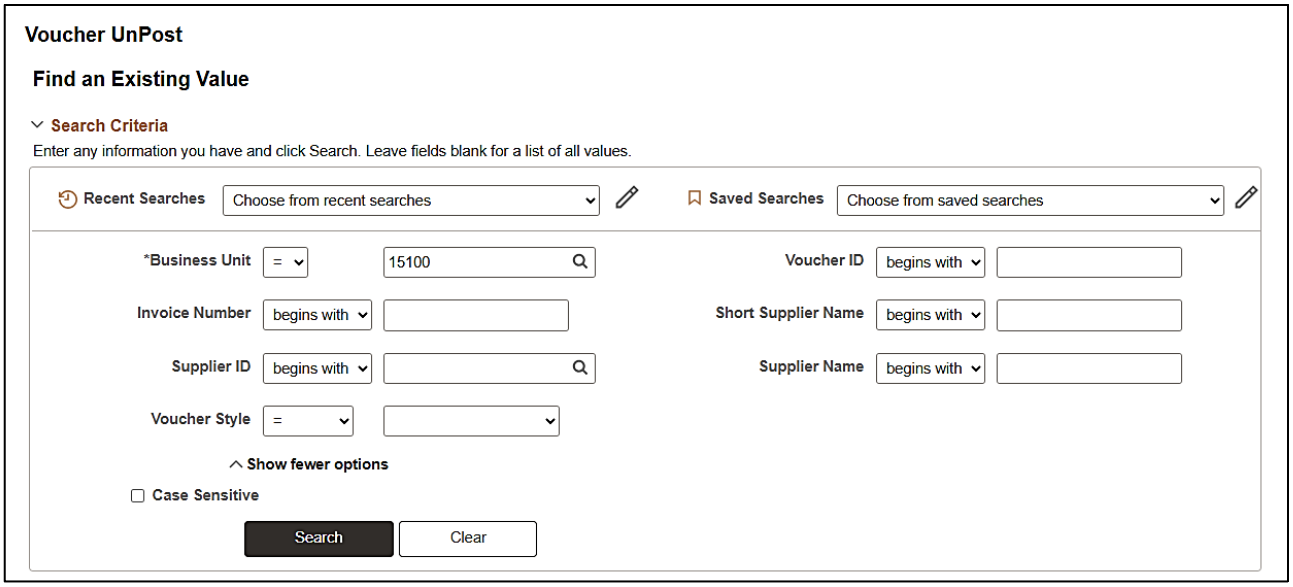
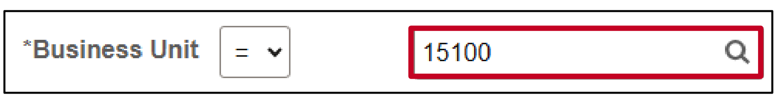
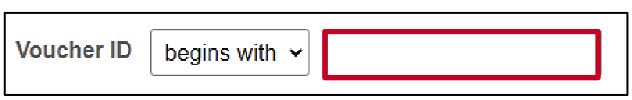
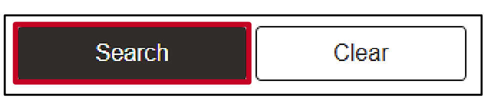
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1; Section 3, after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Unposting a Voucher

Users can unpost a posted Voucher when:

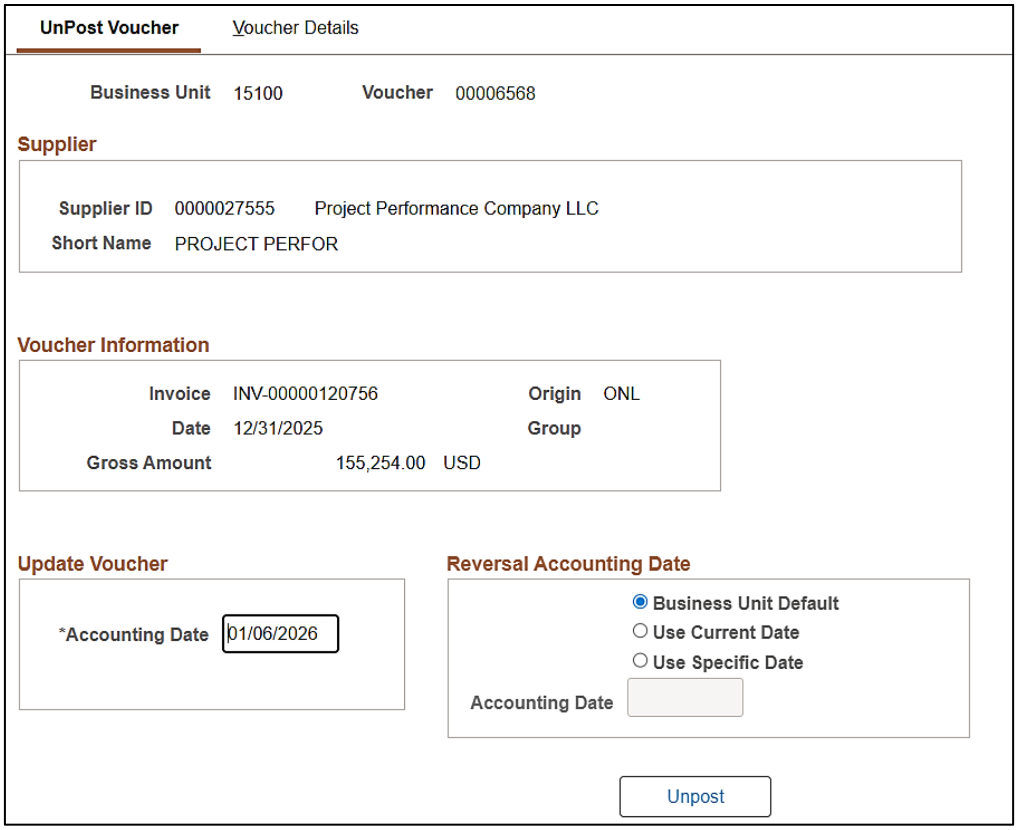
- It has not been selected for payment (by the payment processes)
- It has not been paid

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**

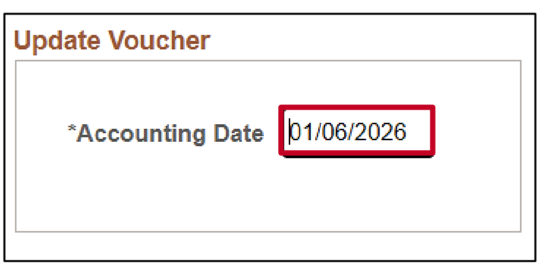
Step	Action
	The **Voucher UnPost Find an Existing Value Search** page displays. 
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
3.	Enter or update the Business Unit in the **Business Unit** field if applicable. 
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. 
	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. 

Step	Action

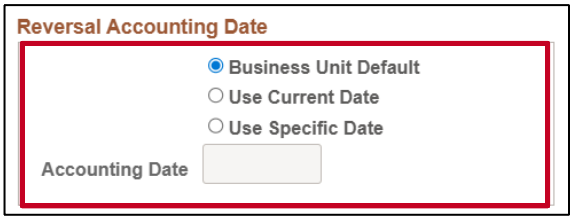
The **UnPost Voucher** page displays.

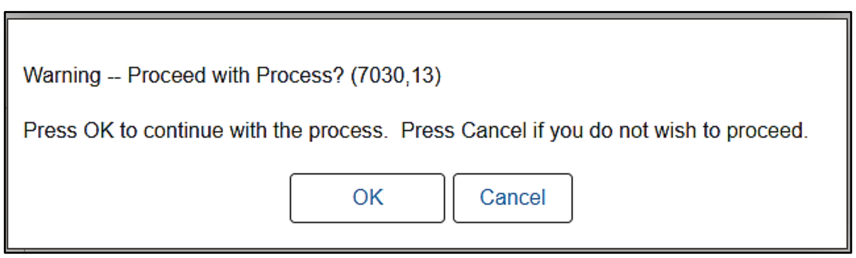
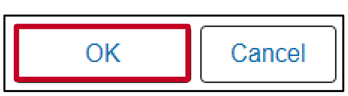


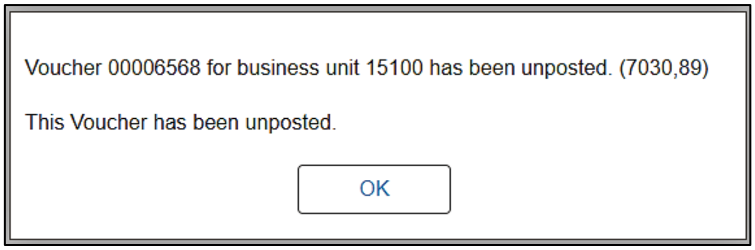
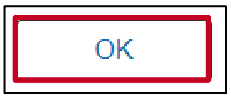
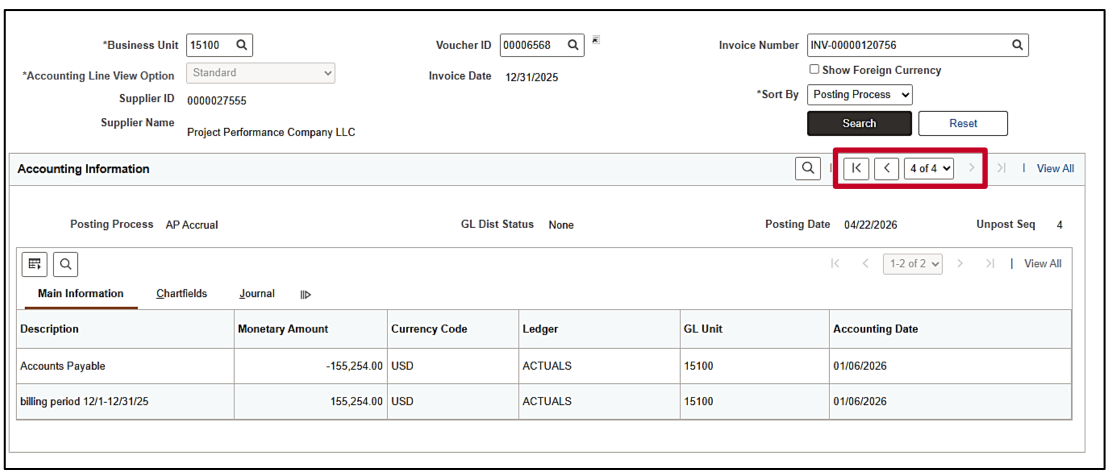
Step	Action
(Info)	When a specific Voucher ID is entered, the **UnPost Voucher** page displays for that specific Voucher. If a specific Voucher ID was not entered, depending on the Search criteria, more than one Voucher may match the criteria. If that is the case, review the results and select the applicable 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.

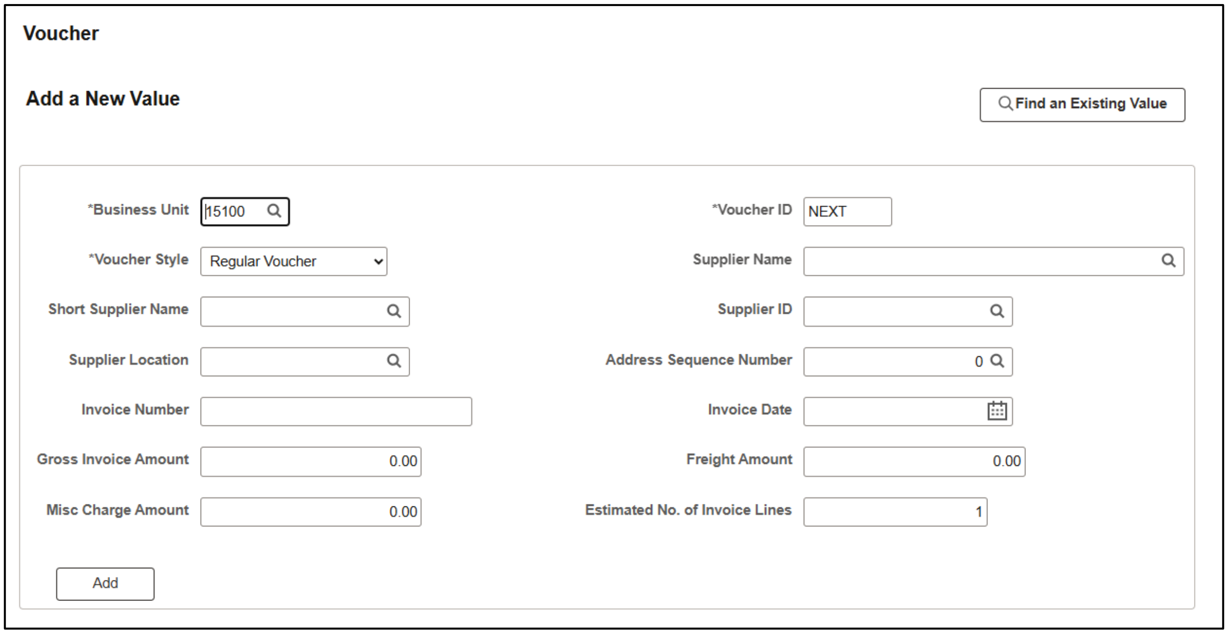


Step	Action
(Info)	The Accounting Date should be in the open period. This field is required.

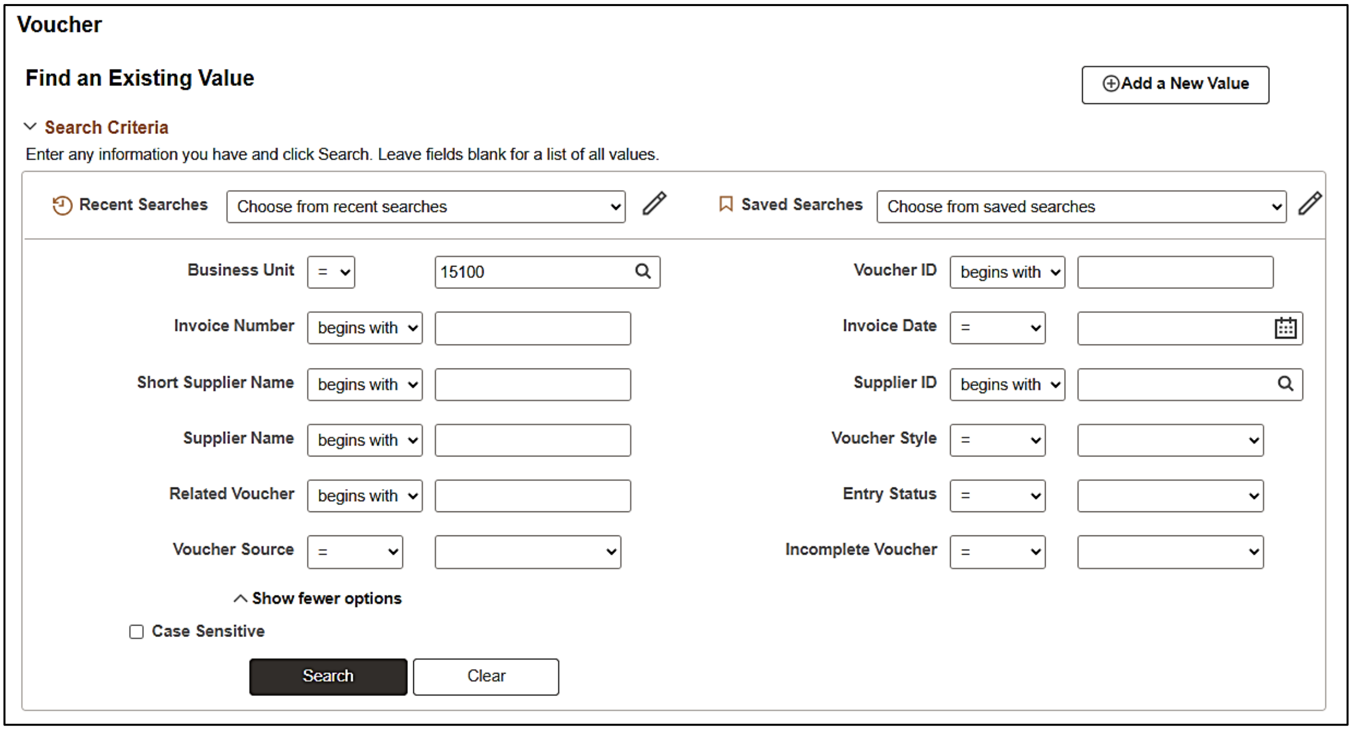
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>Review the Reversal Accounting Date section and make any updates if applicable.

</td></tr>
<tr><td></td><td>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</td></tr>
<tr><td>8.</td><td>Click the Unpost button.

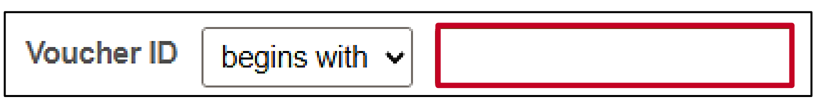
</td></tr>
<tr><td colspan="2">A Warning message displays prompting users to confirm the unposting.

</td></tr>
<tr><td>9.</td><td>Click the OK button to continue.
Note: Unposting happens immediately when the OK button is clicked and saves the Unpost action.

</td></tr>
</table>

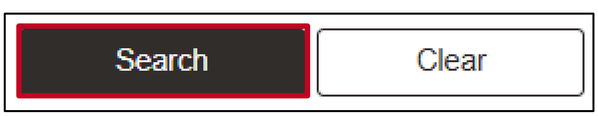
Step	Action
A message displays indicating the Voucher has been unposted. 	
10.	Click the **OK** button. 
	Users can review the unposted accounting entries in Cardinal by navigating to the **Accounting Entries** page using one of the following paths: • **Payables WorkCenter > Links > Vouchers > Accounting Entries** • **NavBar > Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > AP Accounting Entries** 
	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**

Step	Action
The **Voucher Add a New Value** page displays. 	
12.	Click the **Find an Existing Value** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Voucher Find an Existing Value Search page displays.

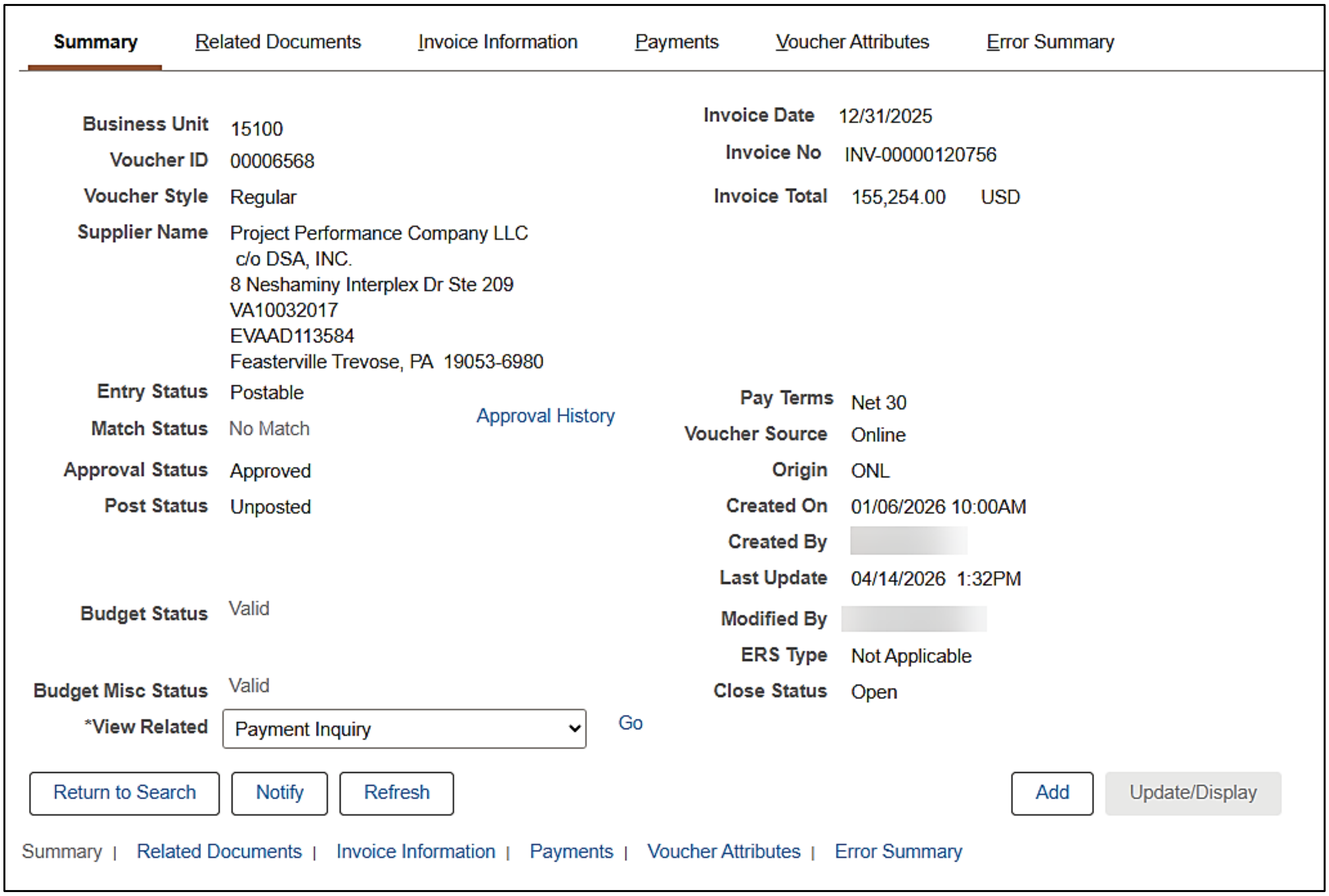

</td></tr>
<tr><td></td><td>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>13.</td><td>Enter the unposted Voucher in the number in the Voucher ID field.


</td></tr>
<tr><td>14.</td><td>Click the Search button.

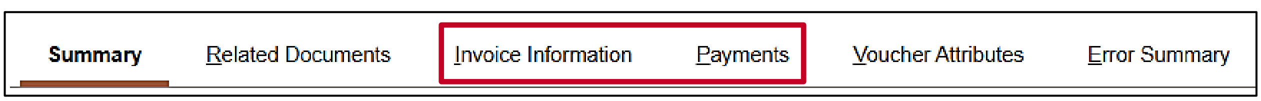

</td></tr>
</table>

Step	Action

The Voucher **Summary** page displays.



15. Click the applicable tab(s) to make updates (i.e., **Invoice Information** and/or **Payments**).



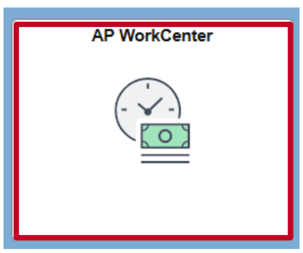
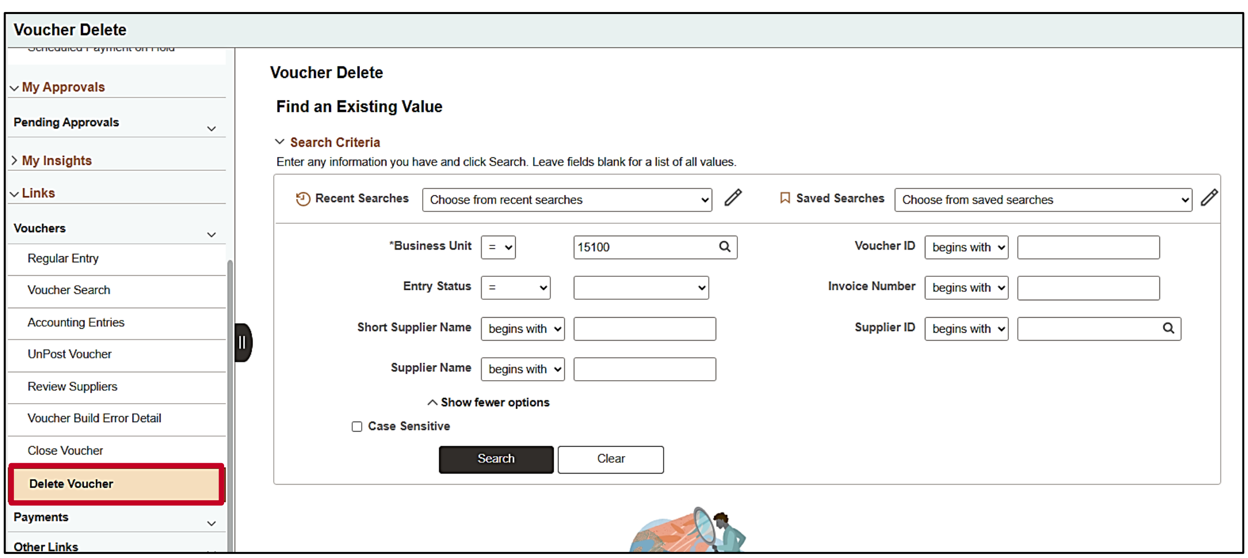
16. Make the applicable updates and click the **Save** button.

Once the Voucher is approved, it will process through the nightly Voucher Post Batch process.

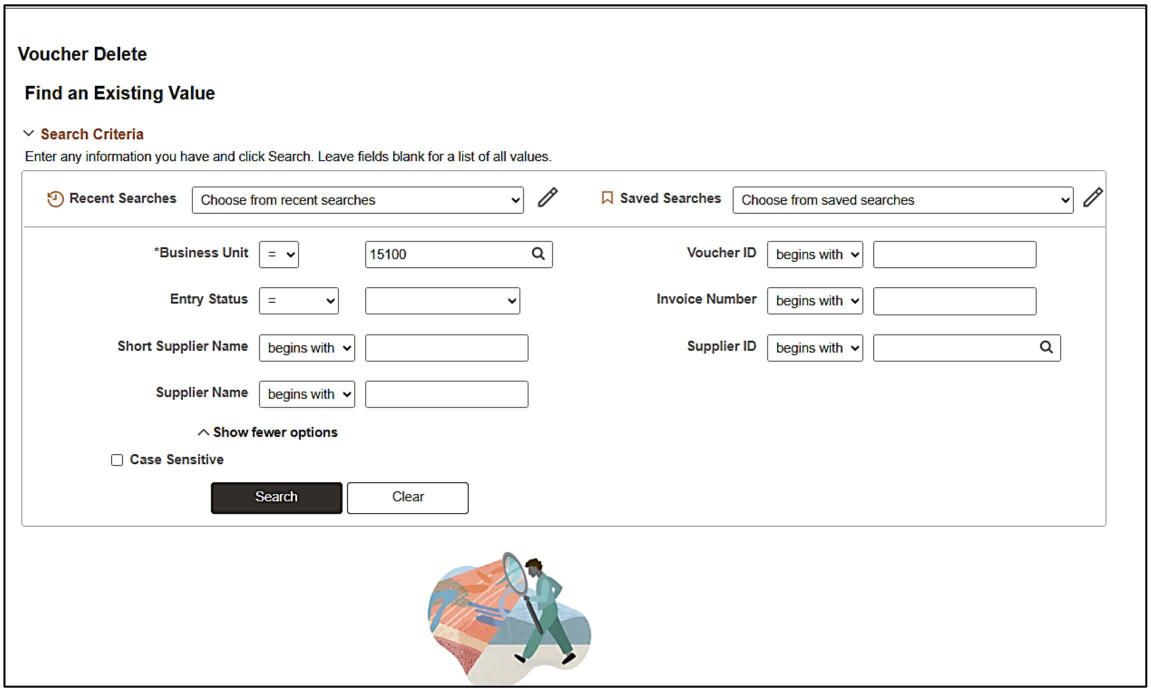
Deleting a Voucher

Users can delete a Voucher when:

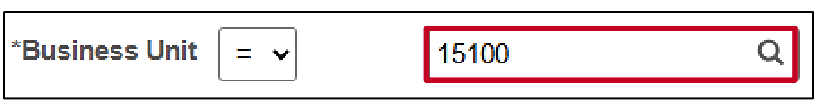
- It has not been posted at any time (if a Voucher has posted and will be not used, it can be closed)
- It has not been selected for payment (by the payment processes)
- It has not been paid
- It is a PO Voucher and has not been matched (or if it has been matched, it must be unmatched first)

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. 

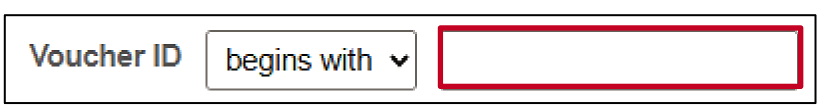
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Users can also access the Delete Voucher page using the following navigation path:
NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher</td></tr>
<tr><td colspan="2">The Voucher Delete Find an Existing Value Search page displays.



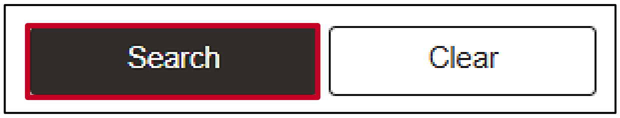
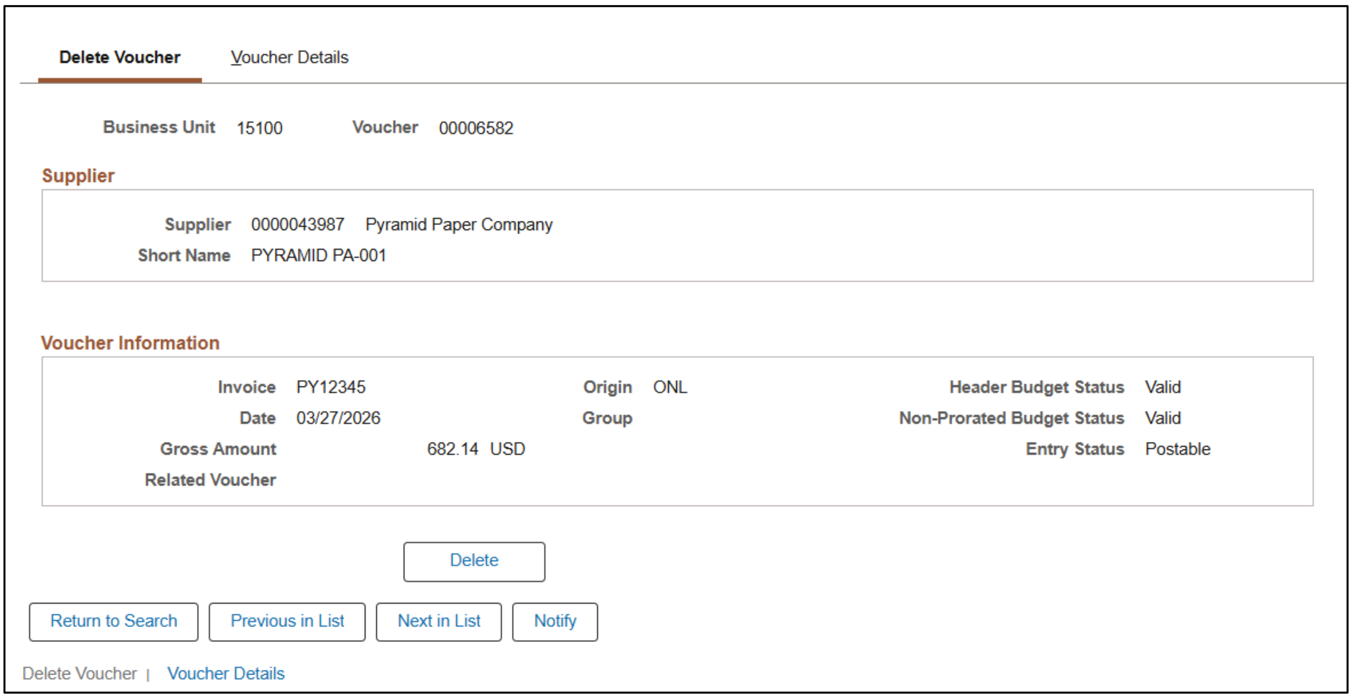
</td></tr>
<tr><td></td><td>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>3.</td><td>Enter or update the Business Unit in the Business Unit field if applicable.

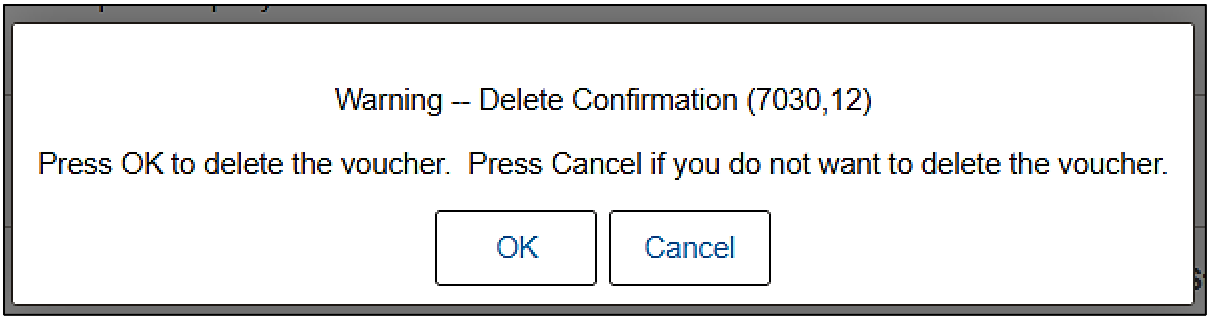
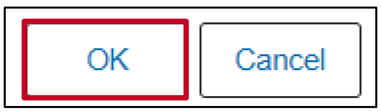


</td></tr>
<tr><td>4.</td><td>Enter the applicable Voucher ID of the Voucher to be deleted (Voucher must not have posted at any time) in the Voucher ID field.



</td></tr>
<tr><td></td><td>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.</td></tr>
</table>

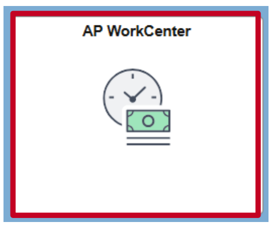
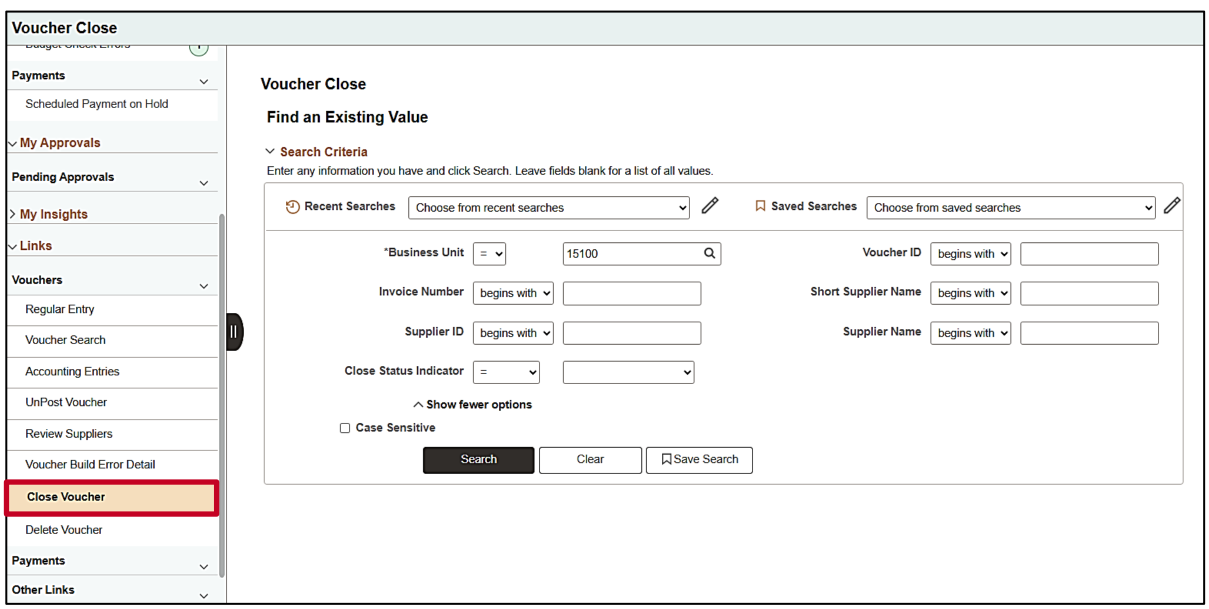
Step	Action
5.	Click the **Search** button. 
The **Delete Voucher** page displays.  Delete Voucher · Voucher Details Business Unit 15100 · Voucher 00006582 **Supplier** Supplier 0000043987 Pyramid Paper Company Short Name PYRAMID PA-001 **Voucher Information** Invoice PY12345 · Origin ONL · Header Budget 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. 

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.

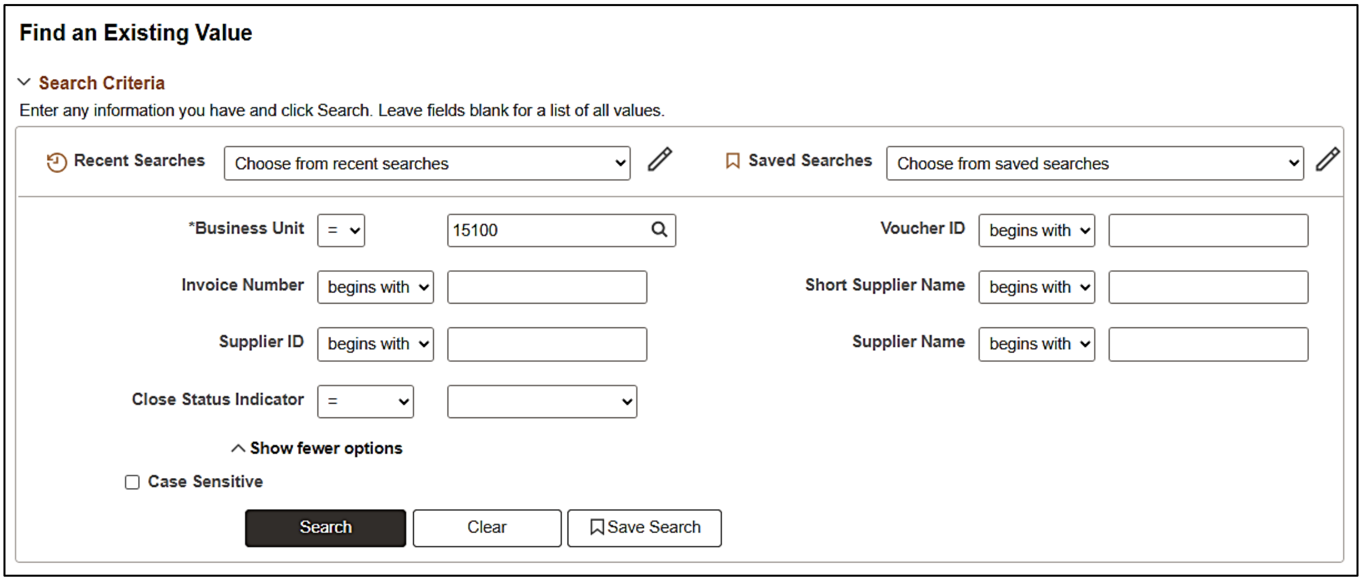
Closing a Regular Voucher

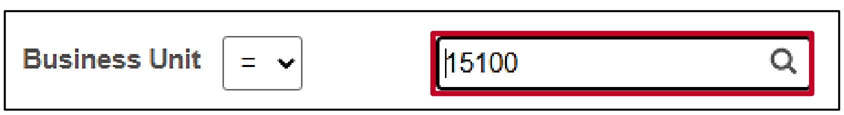
To close a Voucher, it must be:

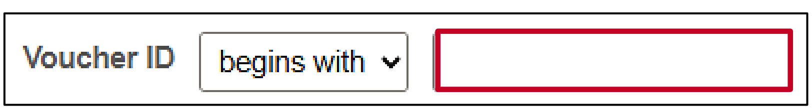
- Posted
- Not selected for payment
- Not paid

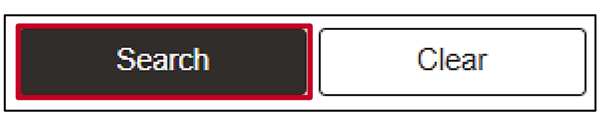
Step	Action
1.	Navigate to the **Voucher Close** page by clicking the **AP WorkCenter** tile on the Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
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**

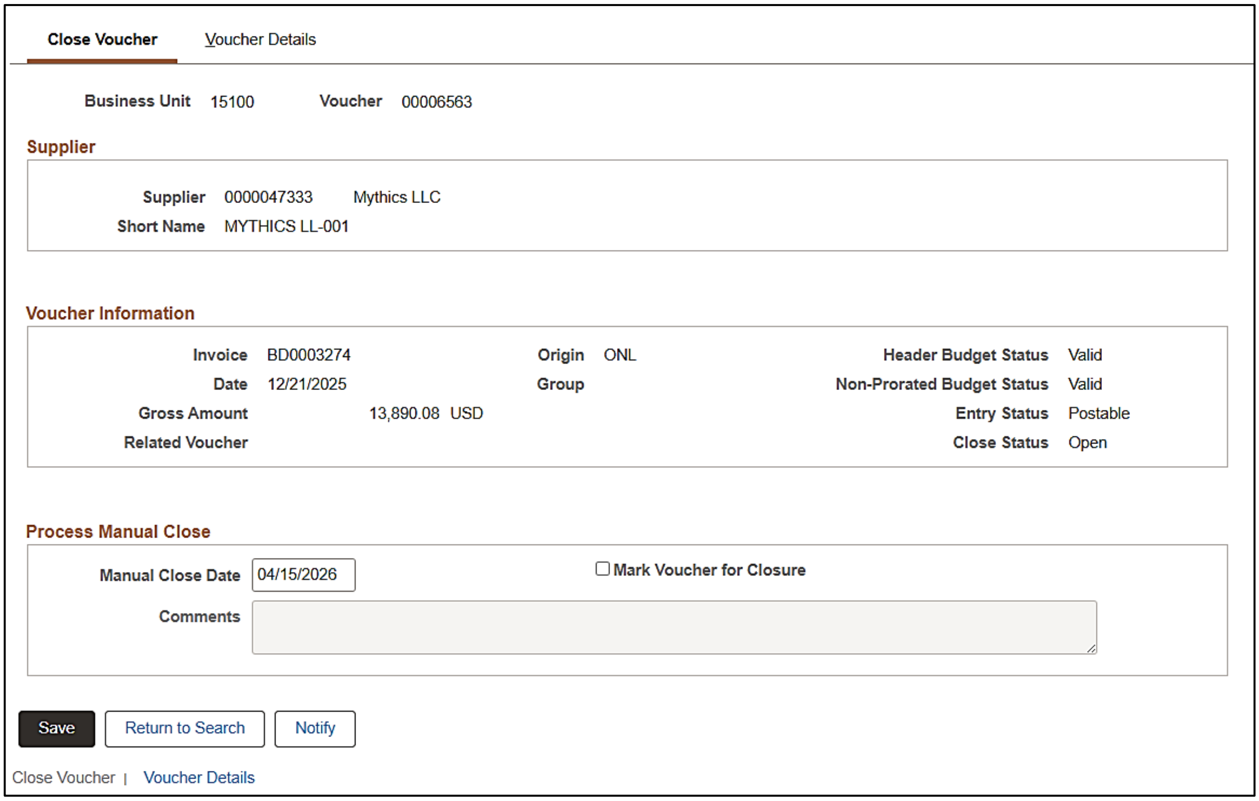
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Close Voucher Find an Existing Value Search page displays.


</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td>3.</td><td>Enter or update the Business Unit in the Business Unit field if applicable.


</td></tr>
<tr><td>4.</td><td>Enter the applicable Voucher ID for the Voucher to be closed in the Voucher ID field (Voucher must be posted and not paid).


</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td>5.</td><td>Click the Search button.


</td></tr>
</table>

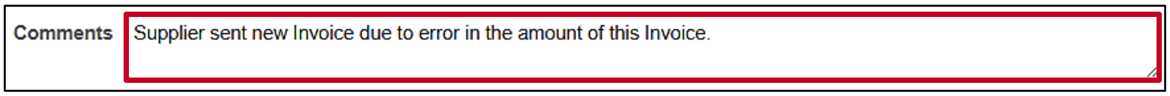
Step	Action
	The **Close Voucher** page displays.  Close Voucher Voucher Details Business Unit 15100 Voucher 00006563 Supplier Supplier 0000047333 Mythics LLC Short Name MYTHICS LL-001 Voucher Information Invoice BD0003274 Origin ONL Header Budget Status Valid Date 12/21/2025 Group Non-Prorated Budget Status Valid Gross Amount 13,890.08 USD Entry Status Postable Related Voucher Close Status Open Process Manual Close Manual Close Date 04/15/2026 Mark Voucher for Closure Comments Save Return to Search Notify Close Voucher | Voucher Details
	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

Step	Action

(i)

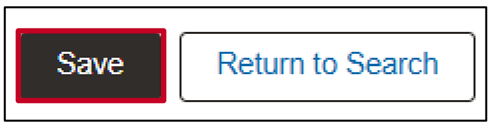
The **Comments** box is enabled when the **Mark Voucher for Closure** checkbox option is selected.

Users can add a note in the **Comments** section to capture the reason for the Voucher being closed, but this is not required.



8.

Click the **Save** button.



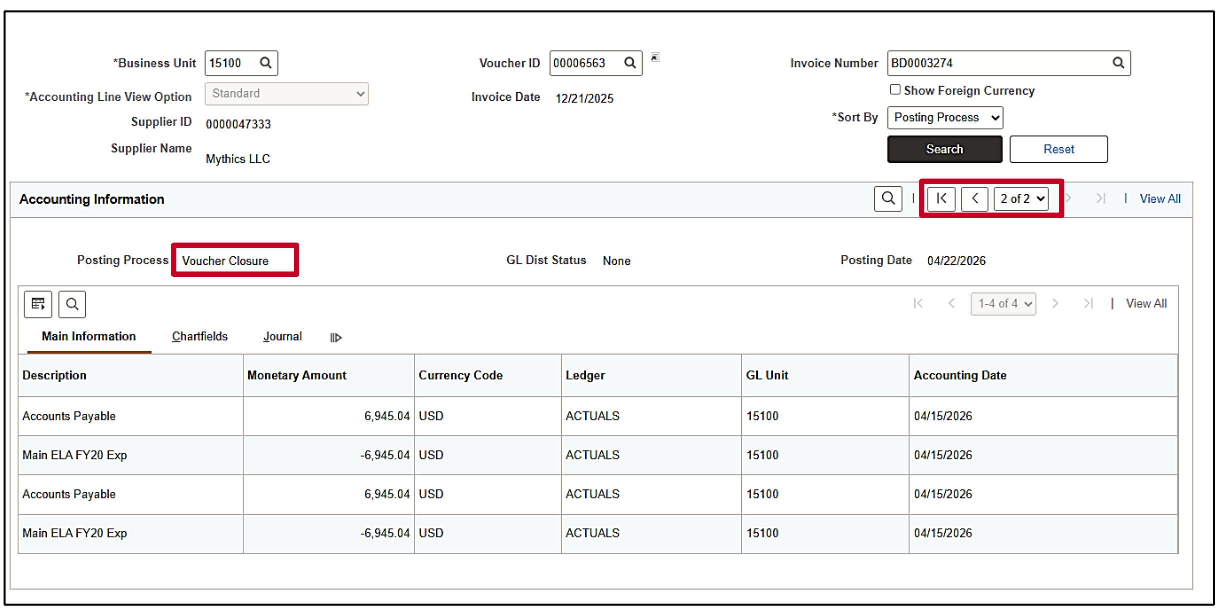
(i)

The Voucher is now marked for closure. Saving a Voucher marked for closure is irreversible.

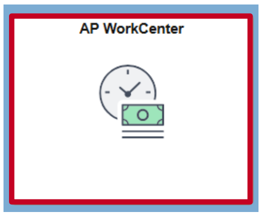
The Voucher is closed once the Post Voucher process runs in batch overnight. Cardinal automatically removes the associated liability and restores the associated budget amount.

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**



Closing a PO Voucher

Step	Action
1.	Navigate to the **Voucher Close** page by clicking the **AP WorkCenter** tile on the Financials Homepage. 
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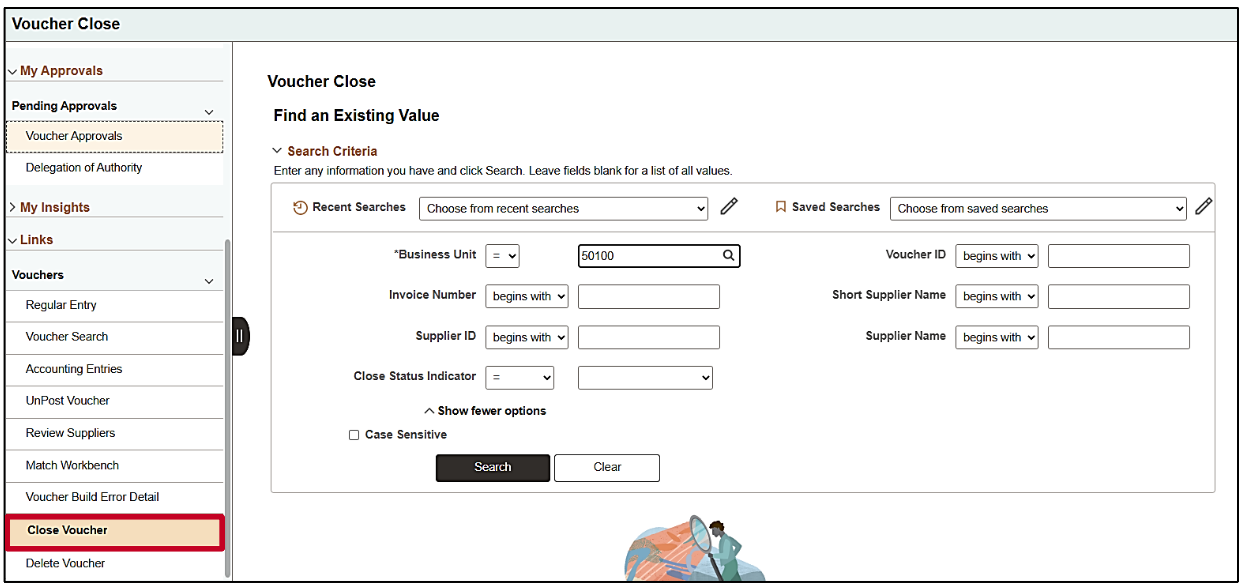
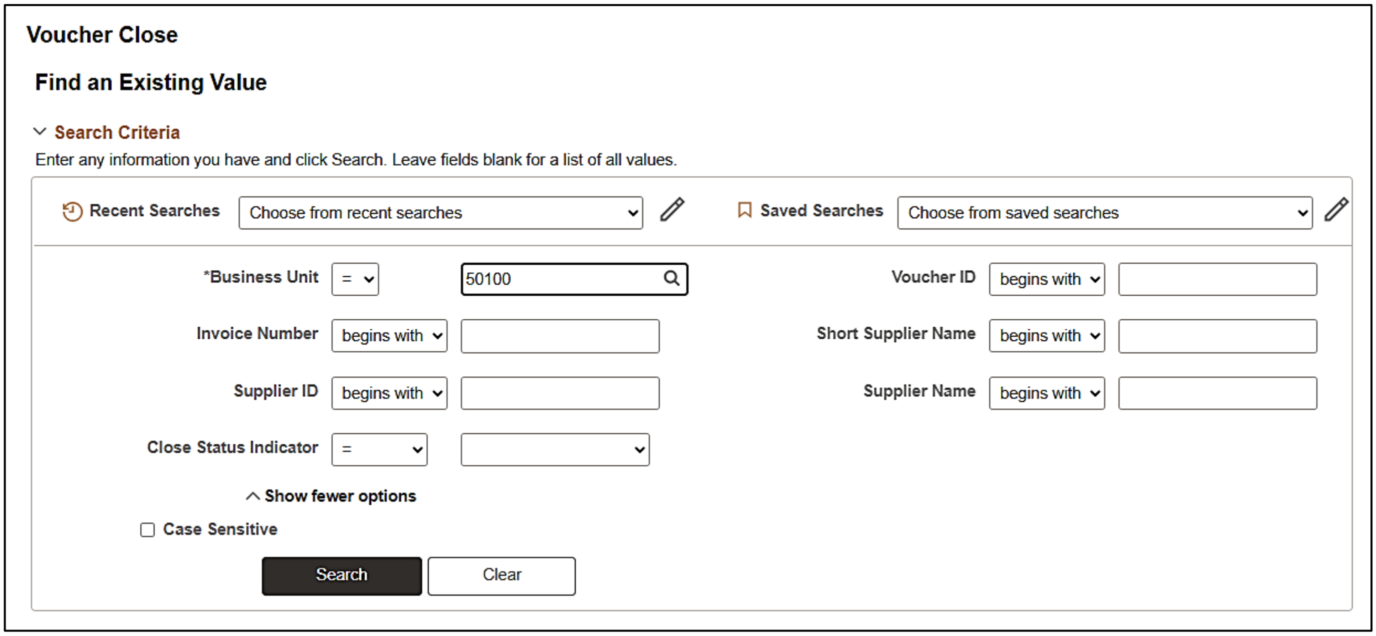
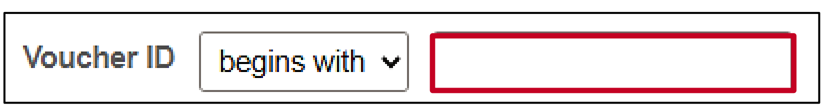
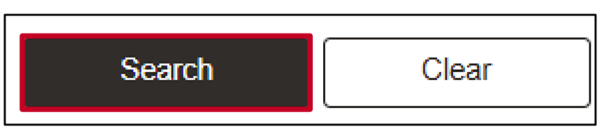
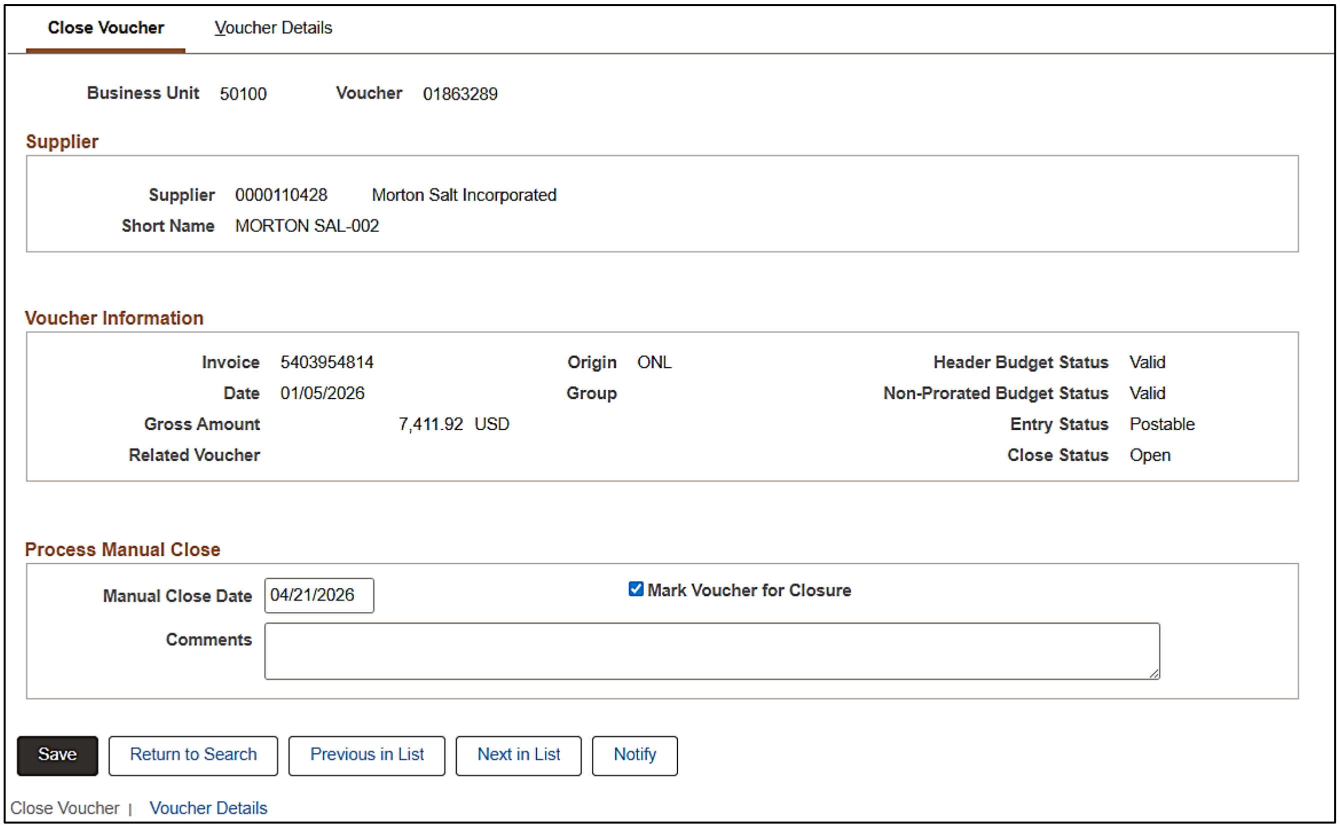
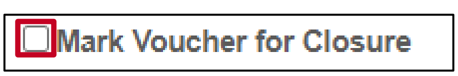
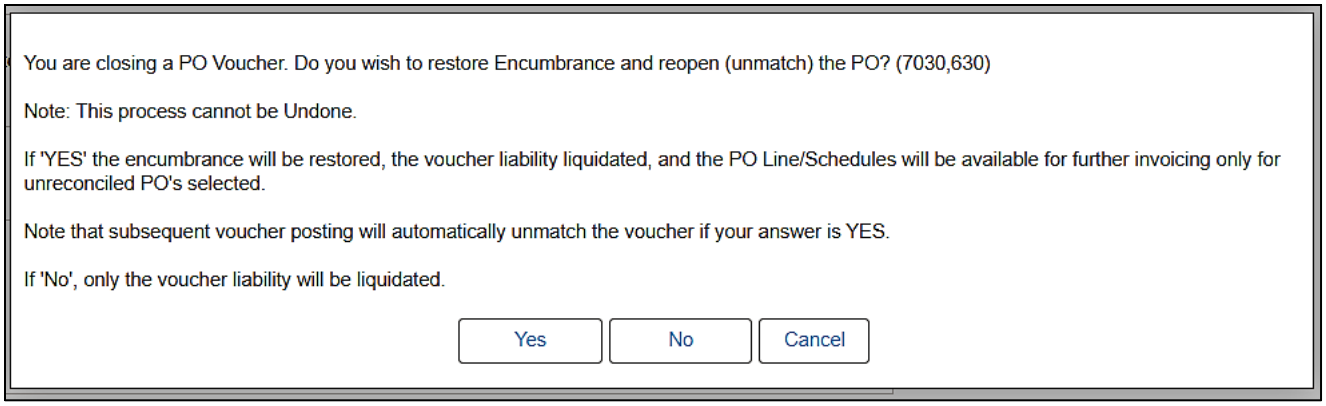
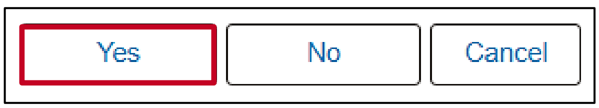
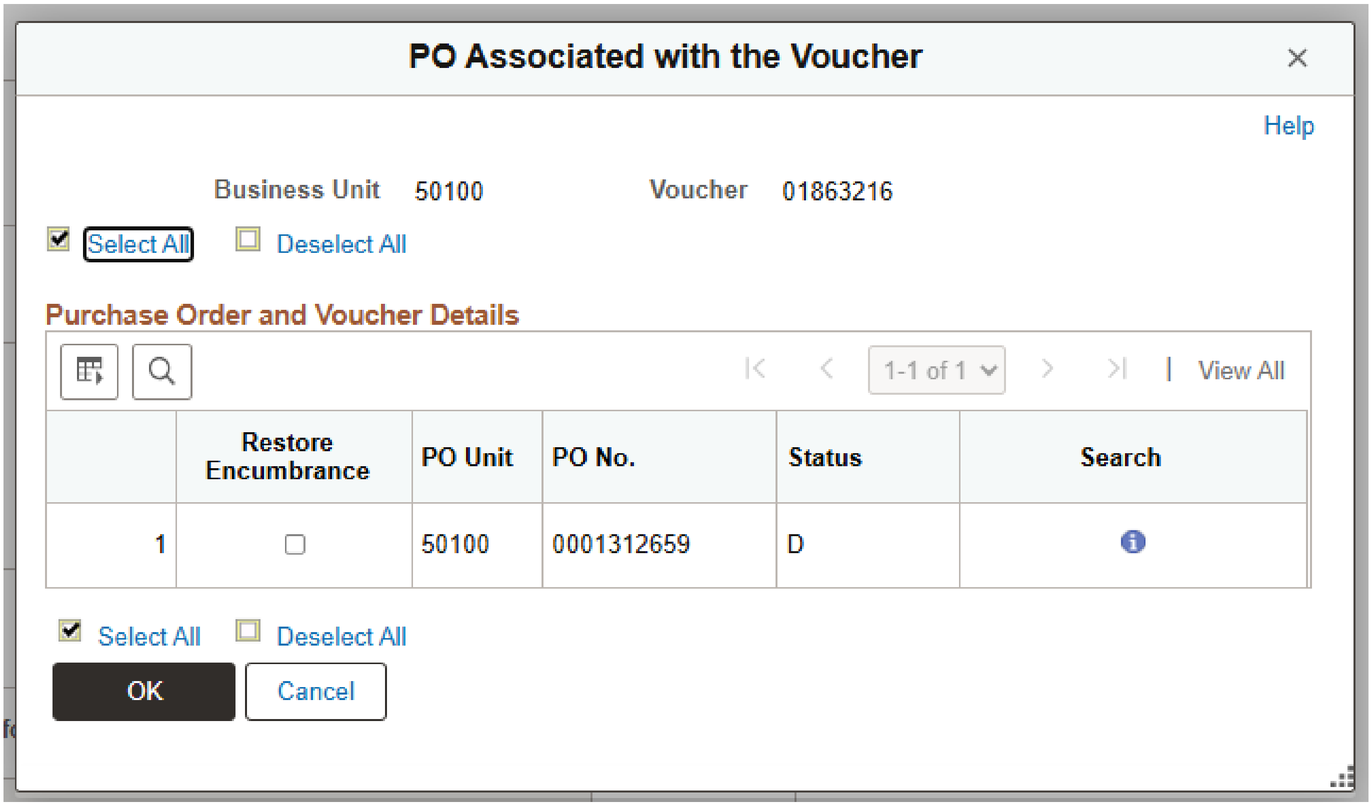
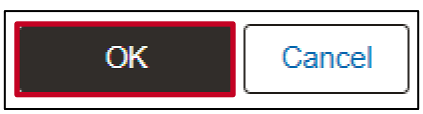
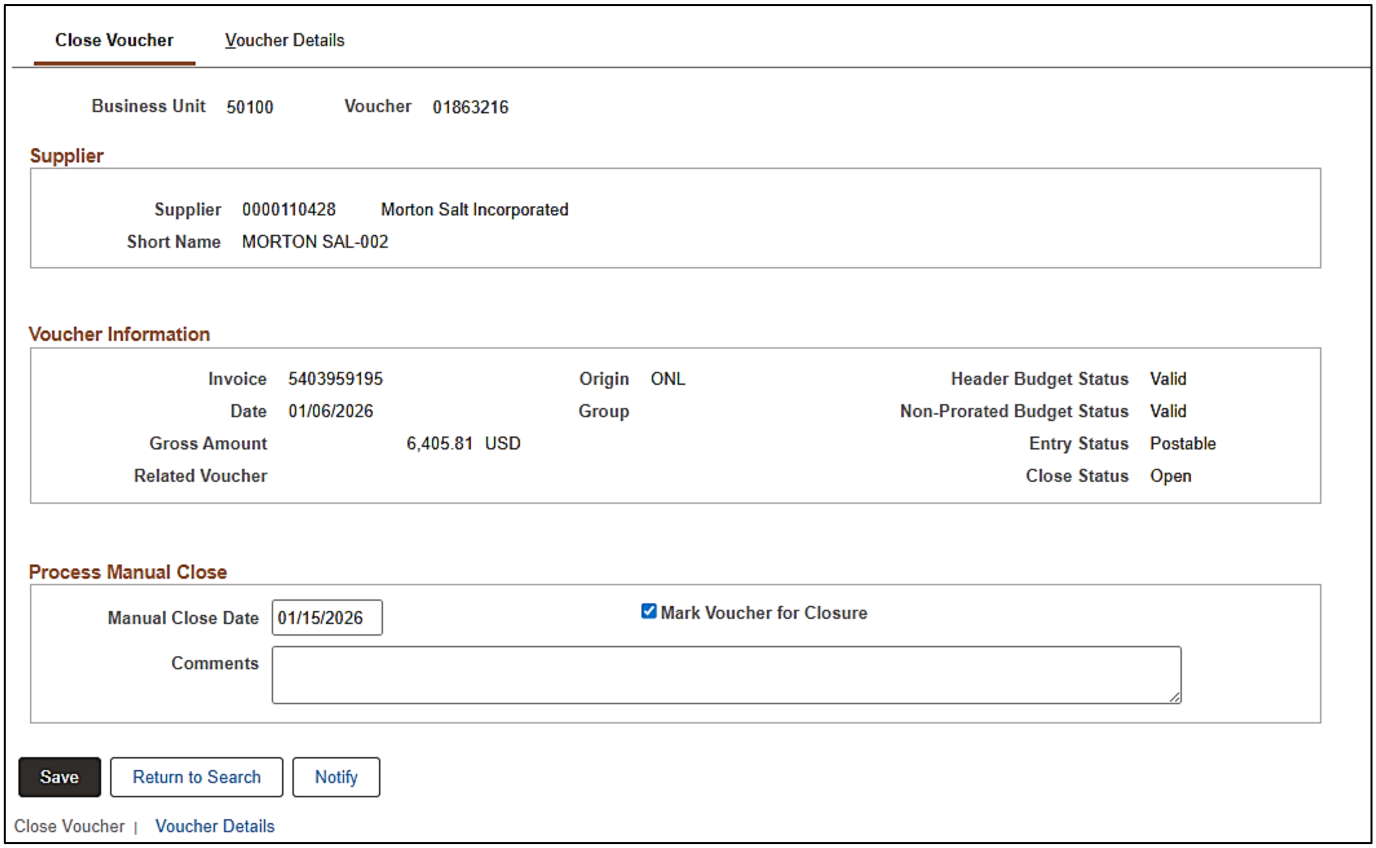
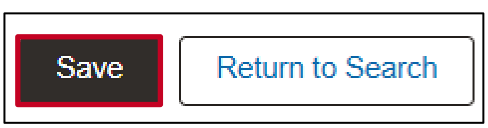
2.	Use the following navigation path in the WorkCenter: **Links > Vouchers > Close Voucher** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **Delete Voucher** page using the following navigation path: **NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Voucher Close**

Step	Action
	The **Voucher Close Find an Existing Value 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**.
3.	Update the Business Unit in the **Business Unit** field if applicable. 
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). 
	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. 

Step	Action
	The **Close Voucher** page displays. 
	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. 
7.	Select the **Mark Voucher for Closure** checkbox option. 

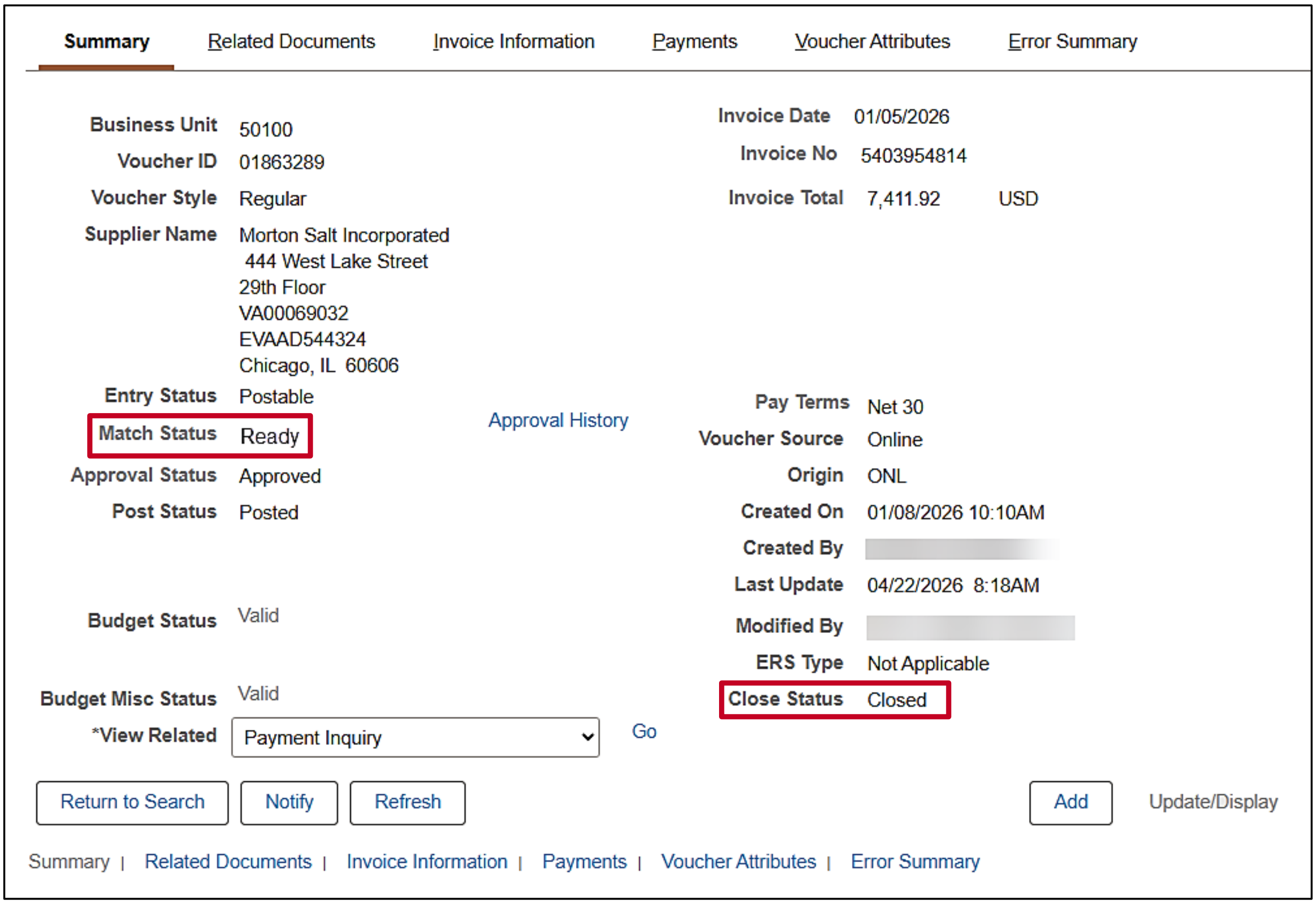
Step	Action
A **Message** displays indicating that a PO Voucher is being closed. 	
9.	Click the **Yes** button. 
	If the **Yes** button is not clicked, the Voucher will close but the PO will not be released and cannot be used on a future Voucher.

Step	Action
	The **PO Associated with the Voucher** page displays in a pop-up window. 
10.	Click the **OK** button. 

Step	Action
	The **Close Voucher** page redisplays. 
	Users can add a note in the **Comment** field if applicable.
11.	Click the **Save** button. 
	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.

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



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**