

Unposting, Deleting or Closing a Voucher Overview

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

Unposting a voucher is used when you want to make a correction to the voucher, since vouchers cannot be modified once they have been posted. When you unpost a voucher, Cardinal automatically creates the reversing accounting entries to undo the effects of the posting and open the fields for editing.

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 you want the supplier's balance to be written off and the voucher to be considered complete. Close the voucher to credit the expense accounts and debit the liability accounts on the voucher accounting line. Closing a voucher prevents it from being processed. A voucher must be posted in order to close it. Cardinal automatically removes the associated liability, restores the associated budget amount at voucher closure, and reverses the match status if it is a PO Voucher.

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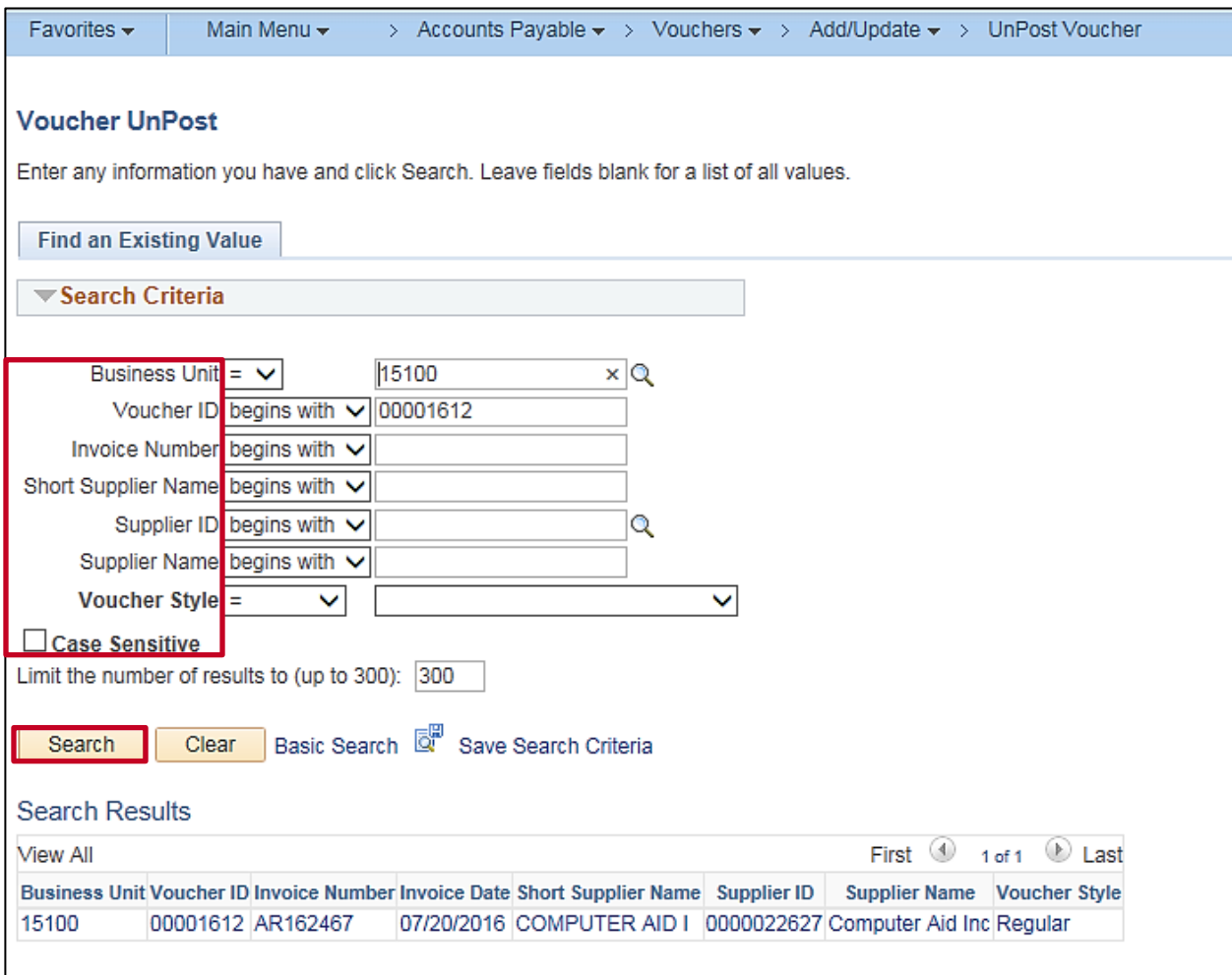
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Unposting a Voucher

You can unpost a posted voucher when:

- It has not been selected for payment (by the payment processes)
 - It has not been paid
1. Navigate to the **Voucher UnPost** page using the following path:

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



Voucher UnPost

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

Find an Existing Value

▼ Search Criteria

Business Unit = ▾ 15100 x 🔍

Voucher ID begins with ▾ 00001612

Invoice Number begins with ▾

Short Supplier Name begins with ▾

Supplier ID begins with ▾ 🔍

Supplier Name begins with ▾

Voucher Style = ▾ ▾

Case Sensitive

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

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

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

2. Enter the **Business Unit** and **Voucher ID** (or **Invoice Number**) of the voucher you would like to unpost (voucher must be posted but not yet paid). If the **Voucher ID** is unknown, the **Invoice Number**, the **Short Supplier Name**, **Supplier ID**, or **Supplier Name** can be entered to display a list of vouchers that can be selected for unposting.
3. Click the **Search** button. If more than one option displays select the voucher you want to unpost.

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

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

Business Unit 15100 Voucher 00001612

Supplier

Supplier ID 0000022627 Computer Aid Inc
 Short Name COMPUTER AID I

Voucher Information

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

Update Voucher

*Accounting Date 07/29/2016

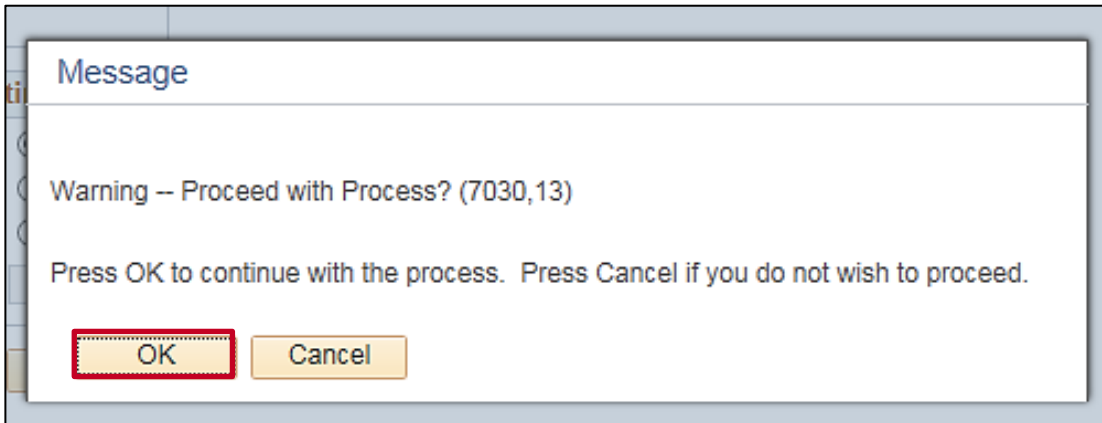
Reversal Accounting Date

Business Unit Default
 Use Current Date
 Use Specific Date

Accounting Date

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

4. The **Unpost Voucher** page displays. A second tab entitled **Voucher Details** can be selected to view additional voucher details.
5. Select the **Accounting Date**. This date defaults from the accounting date on the original voucher, but can be changed as needed. The **Accounting Date** should be in the open period. This field is required.
6. Select the **Reversal Accounting Date**. This date represents the date of the accounting reversal:
 - a. **Business Unit Default**: This is the default option, which defaults to the current date.
 - b. **Use Current Date**: This option is the same as selecting the **Business Unit Default**.
 - c. **Specific Date**: Use this option is used if you want to enter a specific accounting date to which reversals will post.
7. Click the **Unpost** button.



8. A warning message displays prompting you to confirm the unposting. Click the **OK** button to continue. Unposting happens immediately when you click the **OK** button, saving the **Unpost action**.

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

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

Once you have unposted the voucher, you can update it using the **Voucher Add/Update** page. All voucher fields are available for updating on the voucher. After completing all updates, save the voucher.

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

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

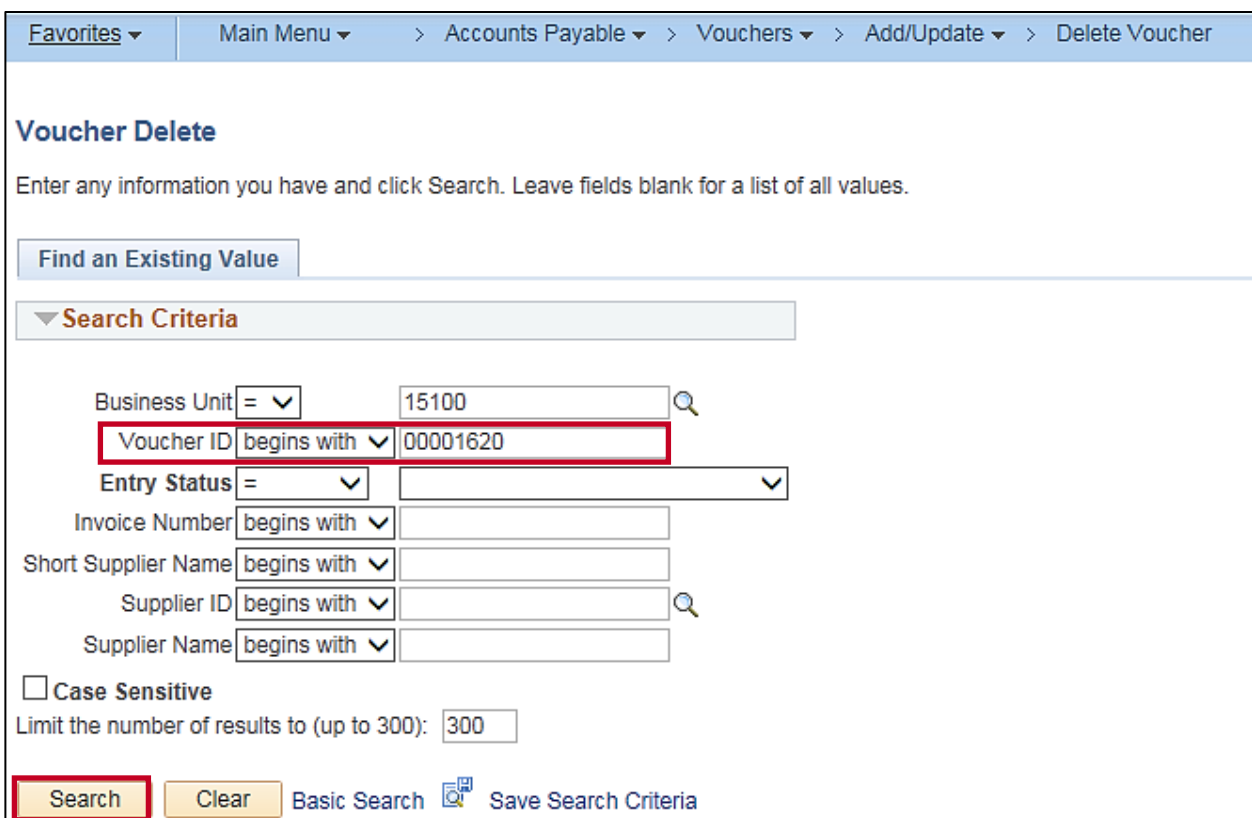
Deleting a Voucher

You can delete a voucher when:

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

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

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



Voucher Delete

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

Find an Existing Value

▼ Search Criteria

Business Unit = ▼ 15100

Voucher ID begins with ▼ 00001620

Entry Status = ▼

Invoice Number begins with ▼

Short Supplier Name begins with ▼

Supplier ID begins with ▼

Supplier Name begins with ▼

Case Sensitive

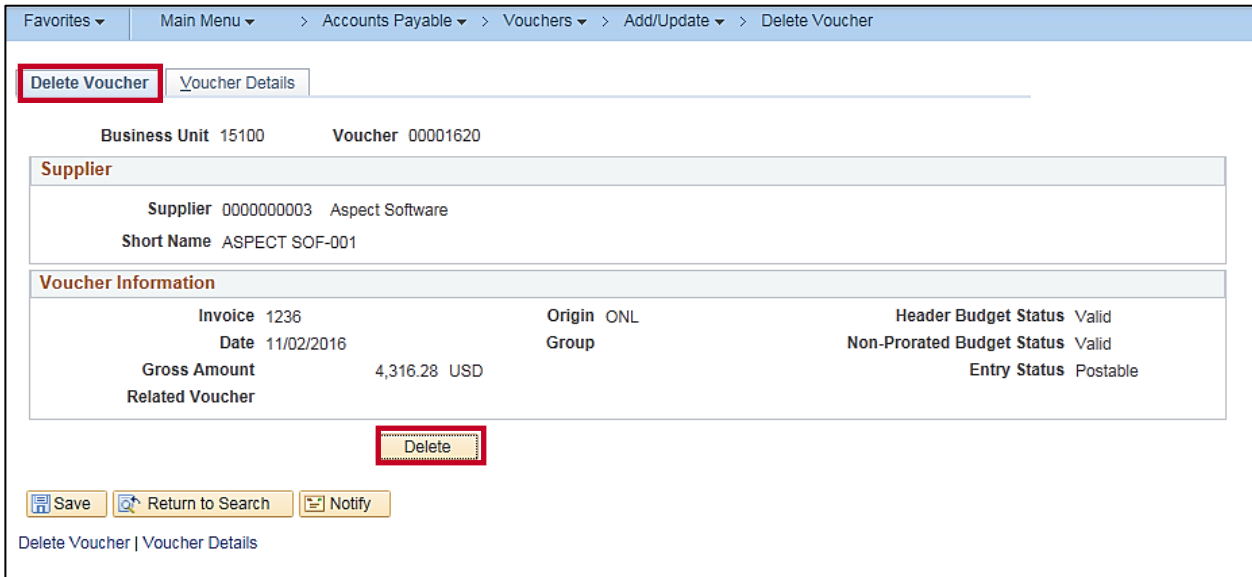
Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

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

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

3. Click the **Search** button.



Business Unit 15100 Voucher 00001620

Supplier

Supplier 000000003 Aspect Software
Short Name ASPECT SOF-001

Voucher Information

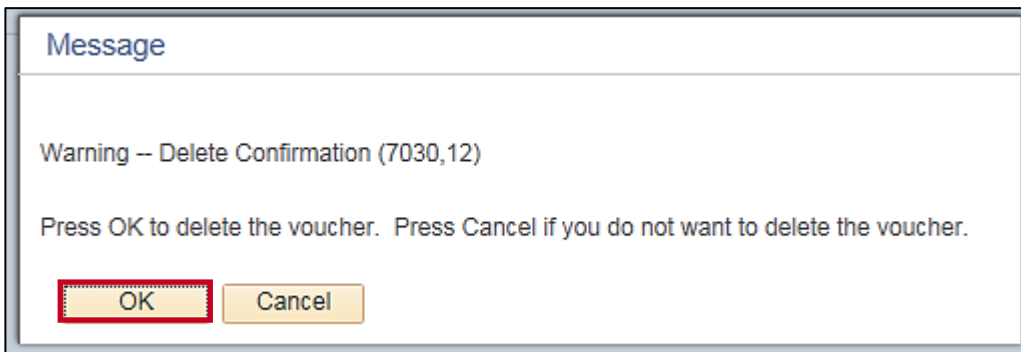
Invoice 1236	Origin ONL	Header Budget Status Valid
Date 11/02/2016	Group	Non-Prorated Budget Status Valid
Gross Amount 4,316.28 USD		Entry Status Postable
Related Voucher		

Delete

Save Return to Search Notify

Delete Voucher | Voucher Details

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



Message

Warning -- Delete Confirmation (7030,12)

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

OK Cancel

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

This step marks the voucher for deletion, but a batch process actually deletes it. Cardinal automatically removes the associated liability and restores the associated budget amount.

Once you delete a voucher, you cannot retrieve it or undo the deletion.

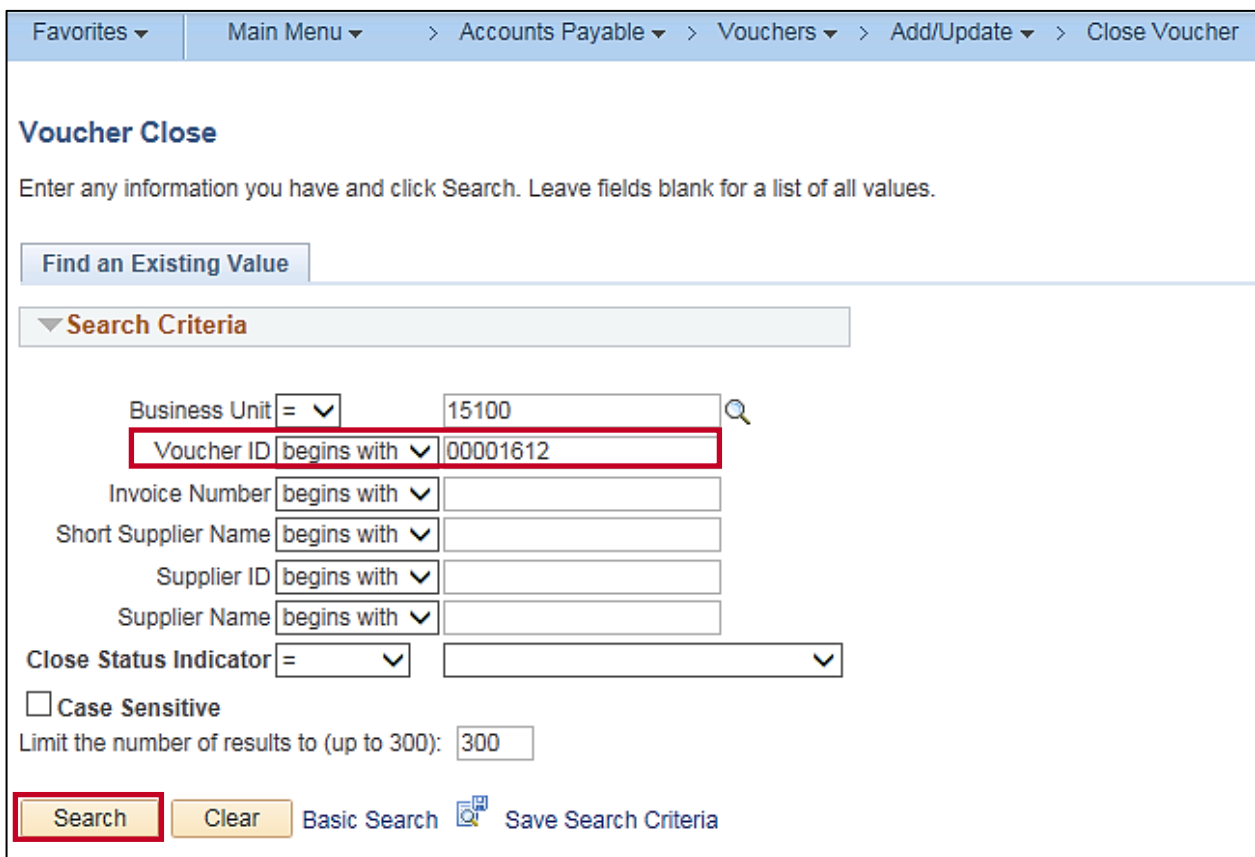
Closing a Regular Voucher

To close a voucher, the voucher must be:

- Posted
- Not selected for payment
- Not paid

1. Navigate to the **Voucher Close** page using the following path:

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

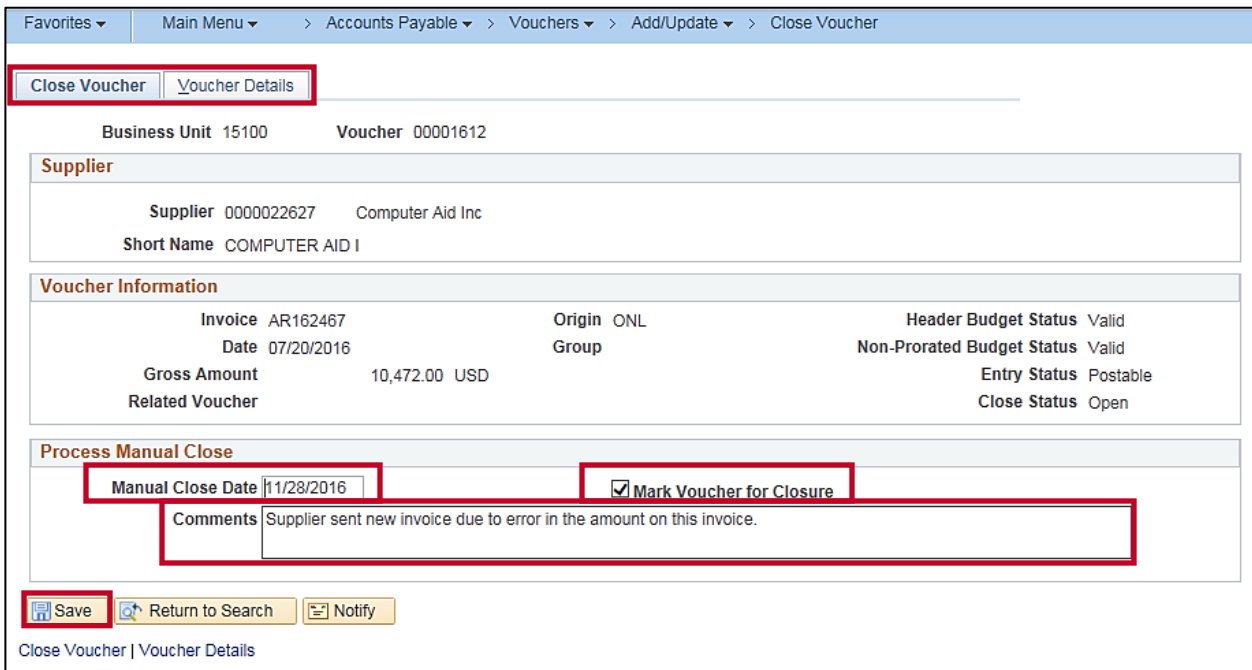


The screenshot shows the 'Voucher Close' search interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Close Voucher. Below this is the title 'Voucher Close' and a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. A section titled 'Search Criteria' contains several search fields: 'Business Unit' (dropdown menu, value: 15100), 'Voucher ID begins with' (dropdown menu, value: 00001612, highlighted with a red box), 'Invoice Number begins with', 'Short Supplier Name begins with', 'Supplier ID begins with', and 'Supplier Name begins with'. There is also a 'Close Status Indicator' dropdown menu. Below these fields are checkboxes for 'Case Sensitive' and a text input for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

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

3. Click the **Search** button.



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

Close Voucher | Voucher Details

Business Unit 15100 Voucher 00001612

Supplier
 Supplier 0000022627 Computer Aid Inc
 Short Name COMPUTER AID I

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

Process Manual Close
 Manual Close Date 11/28/2016 Mark Voucher for Closure
 Comments Supplier sent new invoice due to error in the amount on this invoice.

Close Voucher | Voucher Details

4. The **Close Voucher** page displays. There is a second tab, **Voucher Details**, which can be selected to view additional voucher details.
5. Select a **Manual Close Date**. This date represents the date on which the expense will be credited and the liability debited. The current date defaults, but can be changed as needed.
6. Click the **Mark Voucher for Closure** checkbox.
7. You can add a note in the **Comments** section to capture the reason for the voucher being closed, but this is not required.
8. Click the **Save** button. The voucher is now marked for closure. Saving a voucher marked for closure is irreversible; you cannot undo this action.

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

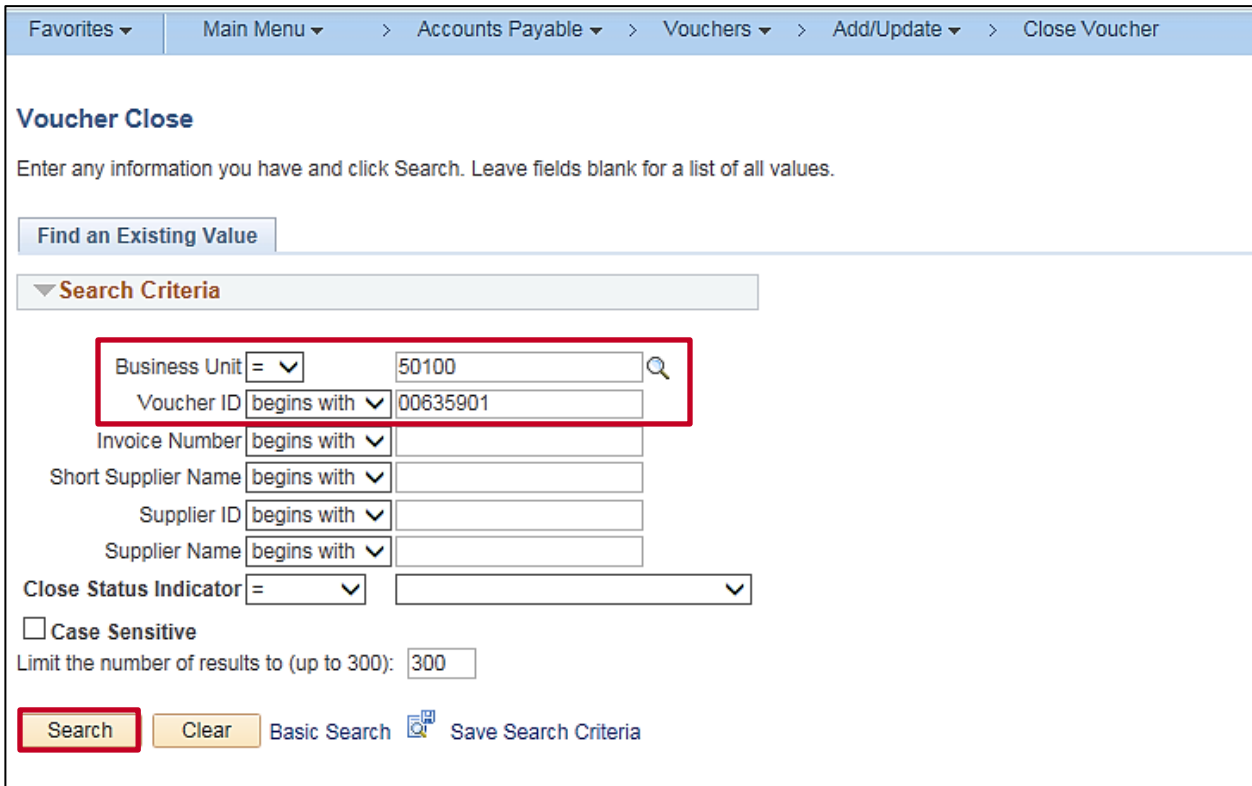
9. You can review the voucher close accounting entries in Cardinal. Navigate to the **Accounting Entries** page using the following path:

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

Closing a PO Voucher

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

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



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

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

3. Click the **Search** button.

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

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

Business Unit 50100 Voucher 00635901

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

Voucher Information

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

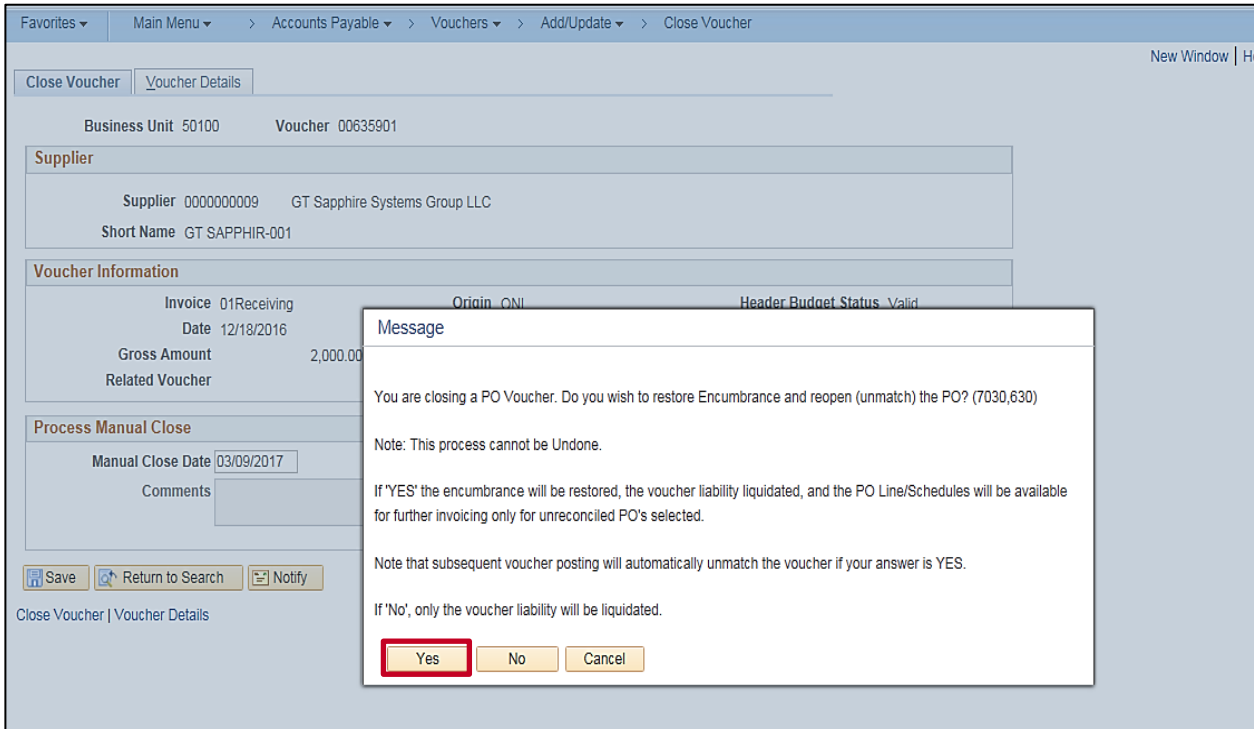
Process Manual Close

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

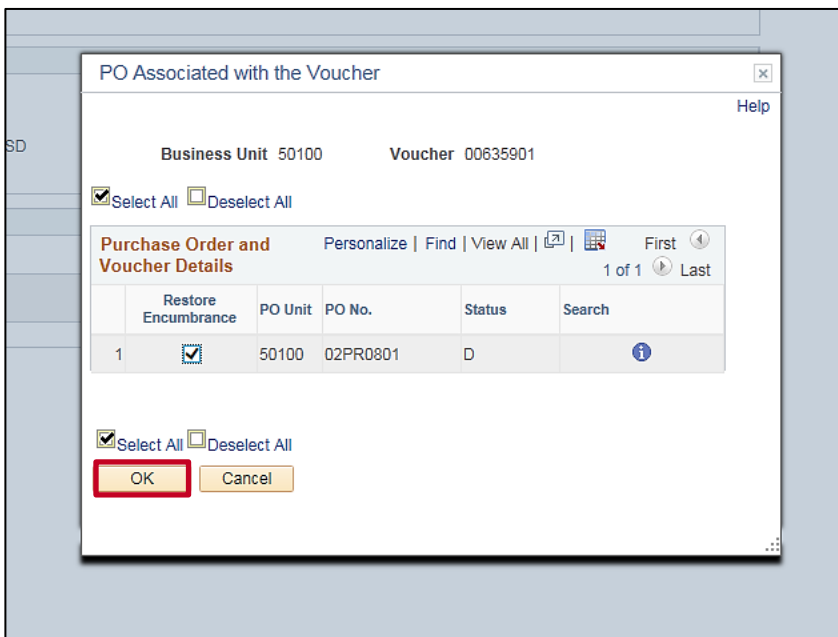
Comments

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

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



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



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

Close Voucher | Voucher Details

Business Unit 50100 Voucher 00635901

Supplier

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

Voucher Information

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

Process Manual Close

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

Comments

Close Voucher | Voucher Details

11. The **Close Voucher** tab returns.

Click the **Save** button.

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

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

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry	
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary	
Business Unit 50100 Voucher ID 00635901 Voucher Style Regular Supplier Name GT Sapphire Systems Group LLC 1911 AIRPORT BLVD VA10010602 EVAAD76167 SANTA ROSA, CA 95403	Invoice Date 12/18/2016 Invoice No 01Receiving Invoice Total 2,000.00 USD Pay Terms Net 30 Voucher Source Online Origin ONL Created On 12/18/2016 8:50PM Created By V_AP_MANAGER Last Update 02/15/2017 9:23AM Modified By V_AP_MANAGER ERS Type Not Applicable
Entry Status Postable Match Status Ready Approval Status Approved Post Status Posted Budget Status Valid Budget Misc Status Valid *View Related <input type="text" value="Payment Inquiry"/> Go	Approval History Close Status Closed
<div style="display: flex; justify-content: space-between;"> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </div>	
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary	

13. After the Post Voucher Process runs overnight, you can view the status. The example above shows the PO voucher that was closed. Note the following:
- a. **Match Status is Ready:** indicates the PO is no longer linked to this voucher and can be used on a future voucher.
 - b. **Close Status is Closed:** the voucher is closed and this action cannot be reversed.

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

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