

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.

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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> <u>2</u> , 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
▼ Search Enter an	JnPost n Existing Value ch Criteria ny information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches
	*Business Unit = Voucher ID begins with Invoice Number begins with Supplier Name begins with Supplier ID begins with Voucher Style = Show fewer options Case Sensitive Search Clear
L '	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. *Business Unit
	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.
	If the Voucher ID is unknown, the Invoice Number , Supplier ID , or Supplier Name can be entered to display a list of Vouchers that can be selected for unposting.



Step	Action
4.	Click the Search button.
	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
	*Accounting Date 07/29/2016
	*Accounting Date 07/29/2016 Use Current Date
	Accounting Date
	Unpost
5	Return to Search
	st Voucher 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 unposting.	

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 information.



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/Indate Delete Voucher
Search (Enter any in	xisting Value
	Voucher ID begins with Entry Status Voucher ID begins with Invoice Number begins with Short Supplier Name begins with Supplier ID begins with Supplier Name begins with Clear Save Search
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 or select the applicable Business Unit in the Business Unit field. *Business Unit



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 ~
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.
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
	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 Valid
	Gross Amount 500.00 USD Entry Status Postable Related Voucher
	Delete
Return to	o Search 🔄 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



Step	Action		
A Confirmation message displays in a pop-up window.			
M	essage		
	Warning Delete Confirmation (7030,12) Press 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
🔻 Sea	an Existing Value rch Criteria
	Any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches V Saved Searches Choose from recent searches V
	"Business Unit = 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
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 Vouche (Voucher must be posted and not paid).	
	Voucher ID begins with ~
i	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 Close	e Voucher page displays.				
Favorite					
Close	/oucher Details				
Close	Business Unit 15100 Voucher 00001612				
Supp					
	Supplier 0000022627 Computer Aid Inc Short Name COMPUTER AID I				
Vouc	her Information				
	Invoice AR162467 Origin ONL Header Budget Status Valid Date 07/20/2016 Group Non-Prorated Budget Status Valid Valid Gross Amount 10,472.00 USD Entry Status Postable Postable Related Voucher Close Status Open Open Open				
Proce	ess 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.				
	Save Return to Search Close Voucher Voucher Details				
i	The Voucher Details tab can also be reviewed as needed to view additional Voucher details.				
4.	4. Update the applicable date in the Manual Close Date field. This date represents the date on which the expense will be credited, and the liability debited. The current date defaults but can be changed as needed.				
	Manual Close Date				
5.	Click the Mark Voucher for Closure checkbox.				
	Mark Voucher for Closure				
i	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 Payable > Vouchers > Add/Update > Close Voucher				
The Vou	cher Close Search page displays.				
	Favorites • Main Menu • > Accounts Payable • > Add/Update • > Close Voucher				
Vouch	er Close				
	d an Existing Value				
	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				
	Voucher ID begins with 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				
	Search Clear				
	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 Clos	se Voucher tab displays.	
Favo	orites Main Menu Accounts Payable Vouchers Add/Update Close Voucher	
Clos	se Voucher Details	
Su	Business Unit 50100 Voucher 00635901	
	Supplier 0000000009 GT Sapphire Systems Group LLC Short Name GT SAPPHIR-001	
Vo	pucher 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	
Pr	rocess Manual Close	
	Manual Close Date 03/09/2017 Mark Voucher for Closure	
	Comments	
	Save & Return to Search	
	2 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. Thi date represents the date on which the expense will be credited, and the liability debited.	s
	Manual Close Date	
6.	Click the Mark Voucher for Closure checkbox.	
	Mark Voucher for Closure	
i	Users can add a note in the Comments section to capture the reason for the Voucher being closed, but this is not required.	
	Comments	٦
7.	Click the Save button.	
	Return to Search	



Step	Action		
A Mess	age displays indicating t	hat you are closing a PO Voucher.	
Favor	ites 🗸 🛛 Main Menu 👻 > Accounts Paya	ble 🗸 > Vouchers 🗸 > Add/Update 🗸 > Close Voucher	
Clos	e Voucher Voucher Details		New Window He
	Business Unit 50100 Voucher 006	35901	
Su	pplier		
	Supplier 0000000009 GT Sapphin Short Name GT SAPPHIR-001	e Systems Group LLC	
Vo	ucher Information		
	Invoice 01Receiving	Orioin ONI Header Budget Status Valid	
	Date 12/18/2016 Gross Amount 2,000.00 Related Voucher	Message You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (7030,630)	
Pro	ocess Manual Close	Note: This process cannot be Undone.	
	Manual Close Date 03/09/2017	note, mis process cannot be ondone.	
	Comments	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.	
I S	ave 🔯 Return to Search 🖃 Notify	Note that subsequent voucher posting will automatically unmatch the voucher if your answer is YES.	
	Voucher Voucher Details	If 'No', only the voucher liability will be liquidated.	
		Yes No Cancel	
8.	Click the Yes button.		
	No No	Cancel	
i	If the Yes button is no cannot be used on a f	ot clicked, the Voucher will close but the PO will not be rel future Voucher.	eased and



Step	Action			
The PO A	Associate	d with	the Voucher page displays in a pop-up window.	
			PO Associated with the Voucher	×
			He	elp
		SD	Business Unit 50100 Voucher 00635901	
			Select All	
			Purchase Order and Voucher Details Personalize Find View All 2 1 First (3) 1 of 1 (b) Last	
			Restore Encumbrance PO Unit PO No. Status Search	
			1 🖸 50100 02PR0801 D 🚯	
			Select All Deselect All OK Cancel	.:
9.	Click the	OK bi	itton.	
	OK		Cantel	



Step	Action	
The Clo	ose Voucher tab redisplays.	
Fav	vorites Main Menu Accounts Payable Vouchers Add/Update Close Voucher	
Clo	ose Voucher Details	
	Business Unit 50100 Voucher 00635901	
S	Supplier	
	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 🔯 Return to Search 🔄 Notify	
Close	se 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.	Э;
	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

Summary Related Documents Invoice Information Payments Youcher Attributes Error Summary	
Business Unit 50100 Invoice Date 12/18/2016 Voucher ID 00635901 Invoice No 01Receiving Voucher Style Regular Invoice Total 2,000.00 USD Supplier Name GT Sapphire Systems Group LLC 1911 AIRPORT BLVD VA10010602 EVAAD76167 SANTA ROSA, CA 95403	
Entry Status Postable Pay Terms Net 30 Match Status Ready Approval History Voucher Source Online Approval Status Approved Origin ONL Post Status Posted Created On 12/18/2016 8:50PM Created By V_AP_MANAGER Last Update 02/15/2017 9:23AM	
Budget Status Valid Budget Misc Status Valid *View Related Payment Inquiry Go Return to Search Plottify Refresh Summary I 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