



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 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 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 (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.

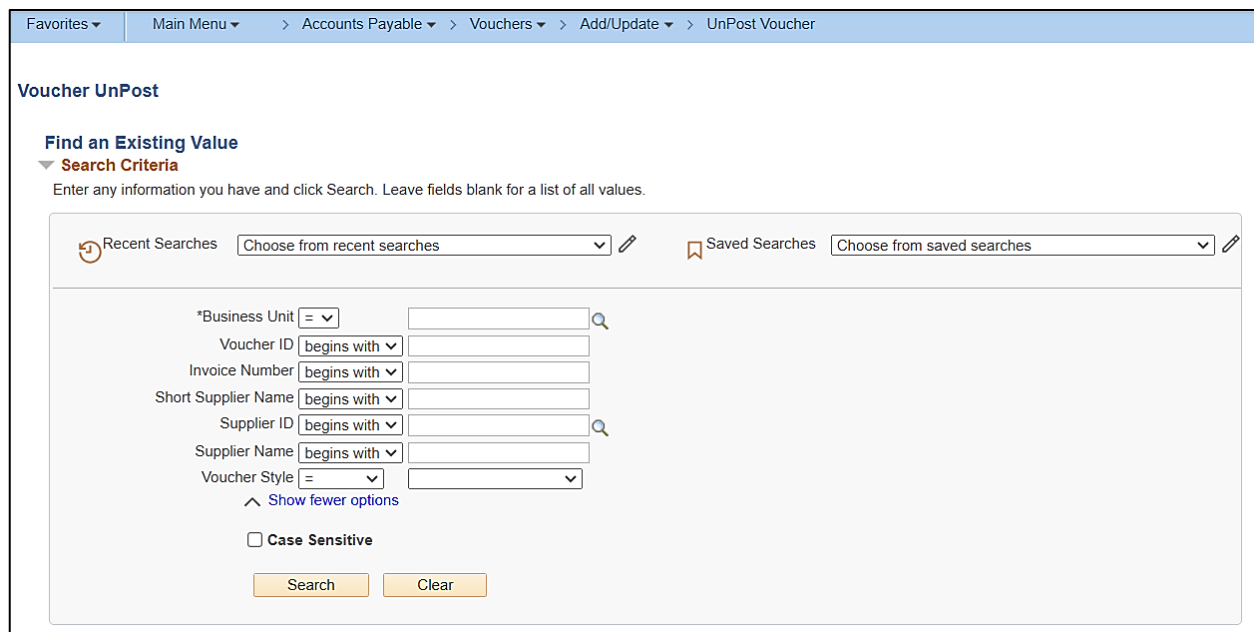
Unposting a Voucher





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

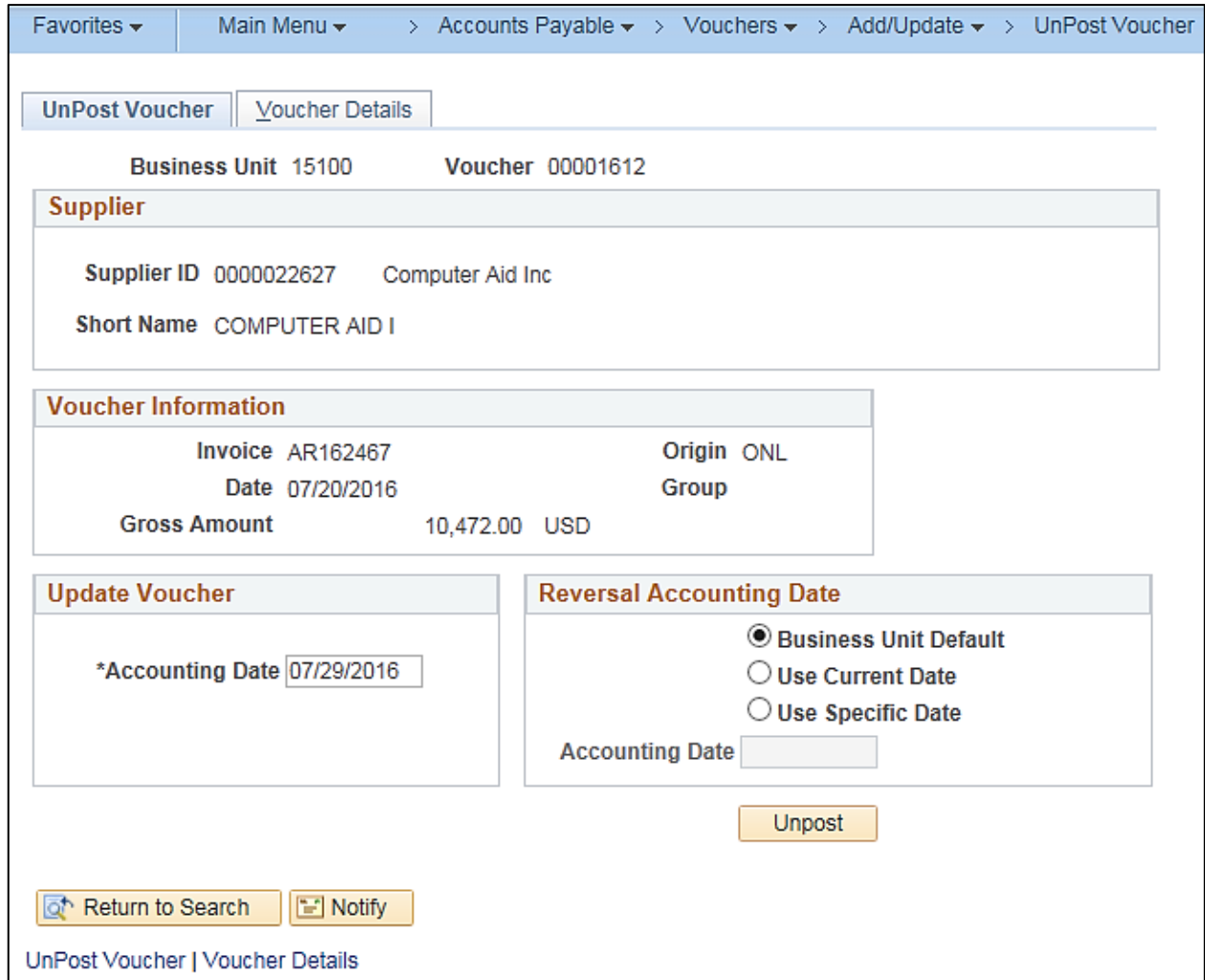
The **Voucher UnPost Search** page displays.



	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. 
3.	Enter the applicable Voucher ID (or Invoice Number) of the Voucher you would like to unpost (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. 

The **Unpost Voucher** page displays.

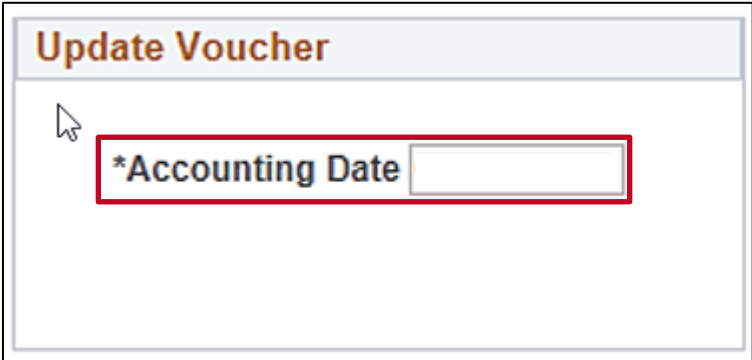

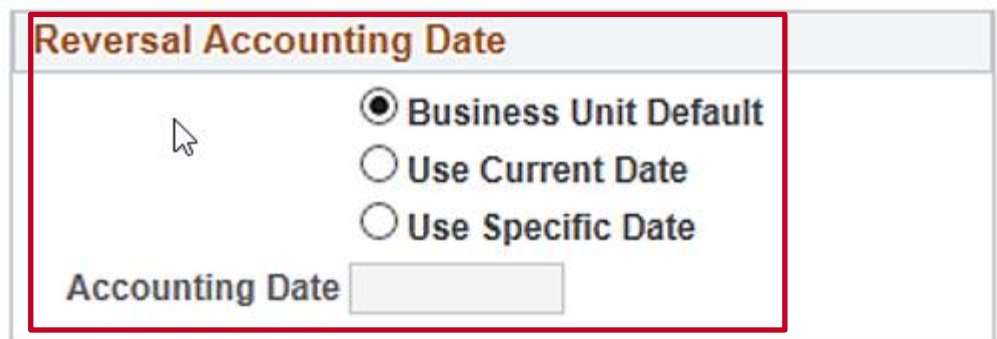




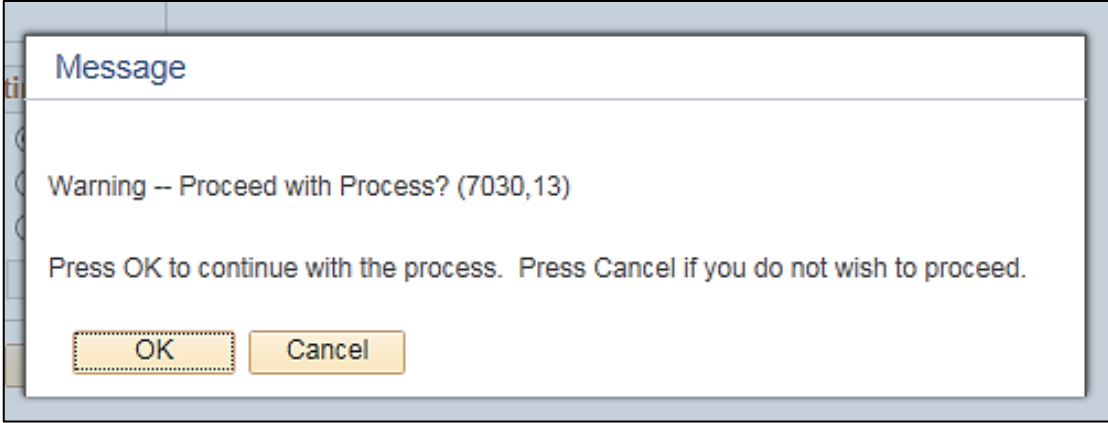


The screenshot shows the 'UnPost Voucher' page. At the top is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > UnPost Voucher. Below this are two tabs: 'UnPost Voucher' (selected) and 'Voucher Details'. The page displays the following information:

- Business Unit:** 15100
- Voucher:** 00001612
- Supplier Section:**
 - Supplier ID: 0000022627
 - Computer Aid Inc
 - Short Name: COMPUTER AID I
- Voucher Information Section:**
 - Invoice: AR162467
 - Date: 07/20/2016
 - Gross Amount: 10,472.00 USD
 - Origin: ONL
 - Group:
- Update Voucher Section:**
 - *Accounting Date: 07/29/2016
- Reversal Accounting Date Section:**
 - ☒ Business Unit Default
 - ☐ Use Current Date
 - ☐ Use Specific Date
 - Accounting Date: [Empty Field]
- Buttons:** 'Unpost' (orange), 'Return to Search' (blue with magnifying glass icon), and 'Notify' (blue with envelope icon).
- Footer:** 'UnPost Voucher | Voucher Details' link.



The **Voucher Details** page can also be reviewed as needed to view additional Voucher details.

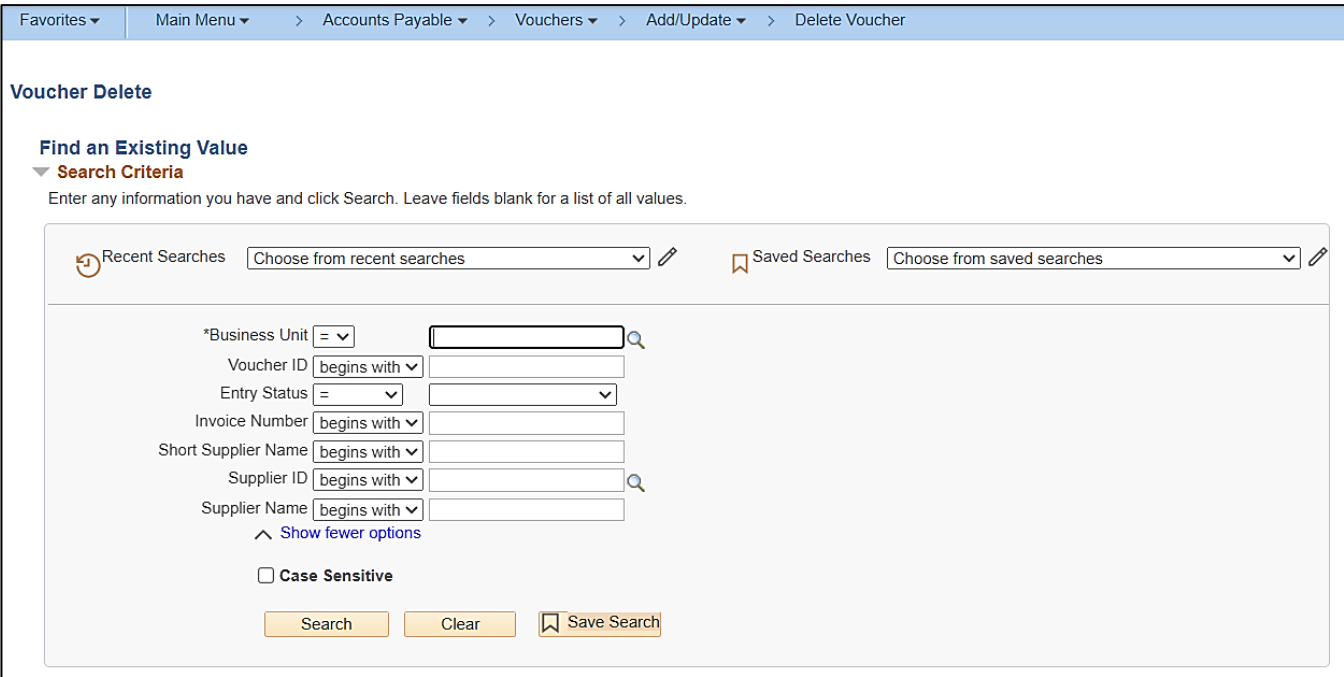


Step	Action
5.	<p>Update the applicable date in the Accounting Date field. This date defaults from the accounting date on the original Voucher but can be changed as needed.</p> 
	<p>The Accounting date should be in the open period. This field is required.</p>
6.	<p>The Reversal Accounting Date section contains indicators that are used to determine or allow entry of the accounting reversal date.</p> <p>Options include:</p> <ol style="list-style-type: none"> 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 is used if you want to enter a specific accounting date to which reversals will post 
7.	<p>For this scenario, the Business Unit Default radio button option was selected, and the date populates with the current date.</p> 




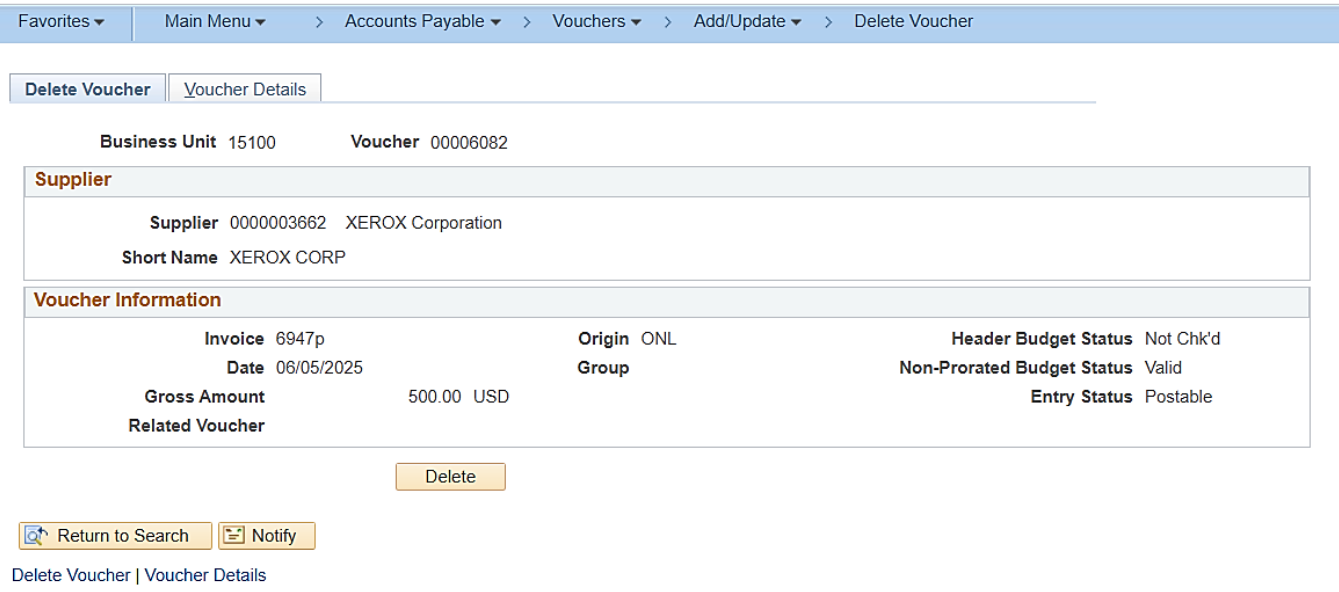

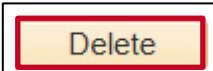
Step	Action
8.	<p>Click the Unpost button.</p> 
<p>A Warning message displays prompting you to confirm the unposting.</p> 	
9.	<p>Click the OK button to continue. Unposting happens immediately when you click the OK button, saving the Unpost action.</p> 
	<p>Users can review the unpost accounting entries in Cardinal. Navigate to the Accounting Entries page using the following path:</p> <p>Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries</p> <p>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.</p> <p>Once the Voucher is approved, it will process through the nightly Voucher post batch process.</p> <p>Corrections must be made the same day or the Voucher will re-post with the same information.</p>

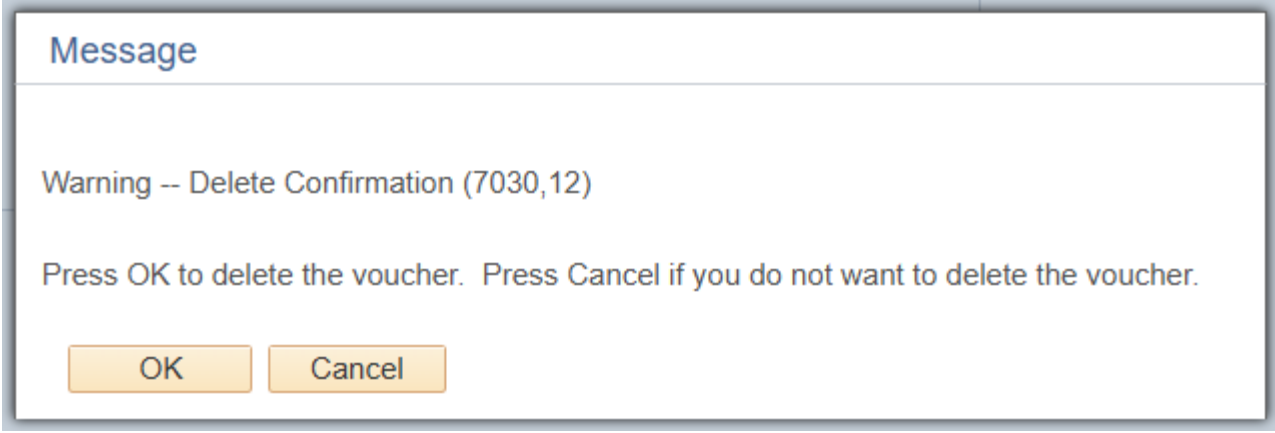


Deleting a Voucher

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.	<p>Navigate to the Voucher UnPost page using the following path: Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher</p>
<p>The Voucher Delete Search page displays.</p> 	
	<p>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.</p>
2.	<p>Enter or select the applicable Business Unit in the Business Unit field.</p> 

Step	Action
3.	<p>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.</p> 
	<p>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.</p>
4.	<p>Click the Search button.</p> 
<p>The Delete Voucher page displays with the Delete Voucher tab displayed by default.</p> 	
	<p>The Voucher Details page can also be reviewed as needed to view additional Voucher details.</p>
5.	<p>Confirm the Voucher that displays is the one that should be deleted.</p> <p>Click the Delete button to delete the Voucher.</p> 

Step	Action
	<p>A Confirmation message displays in a pop-up window.</p> 
6.	<p>Click the OK button.</p> 
	<p>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.</p>

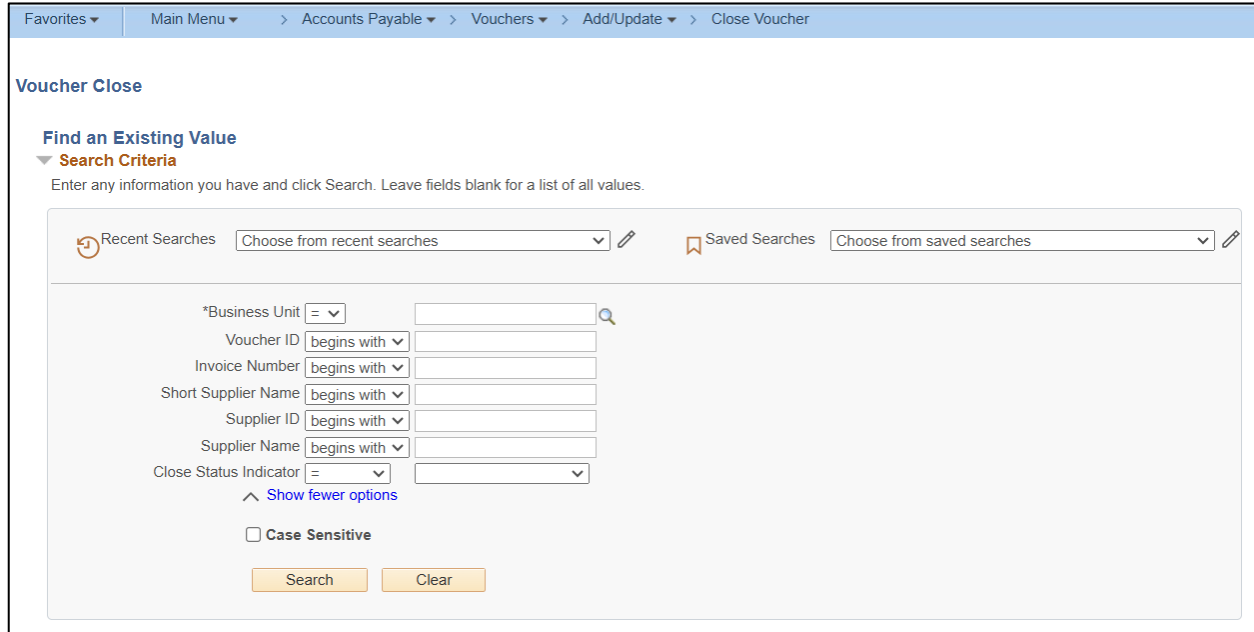
Closing a Regular Voucher



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

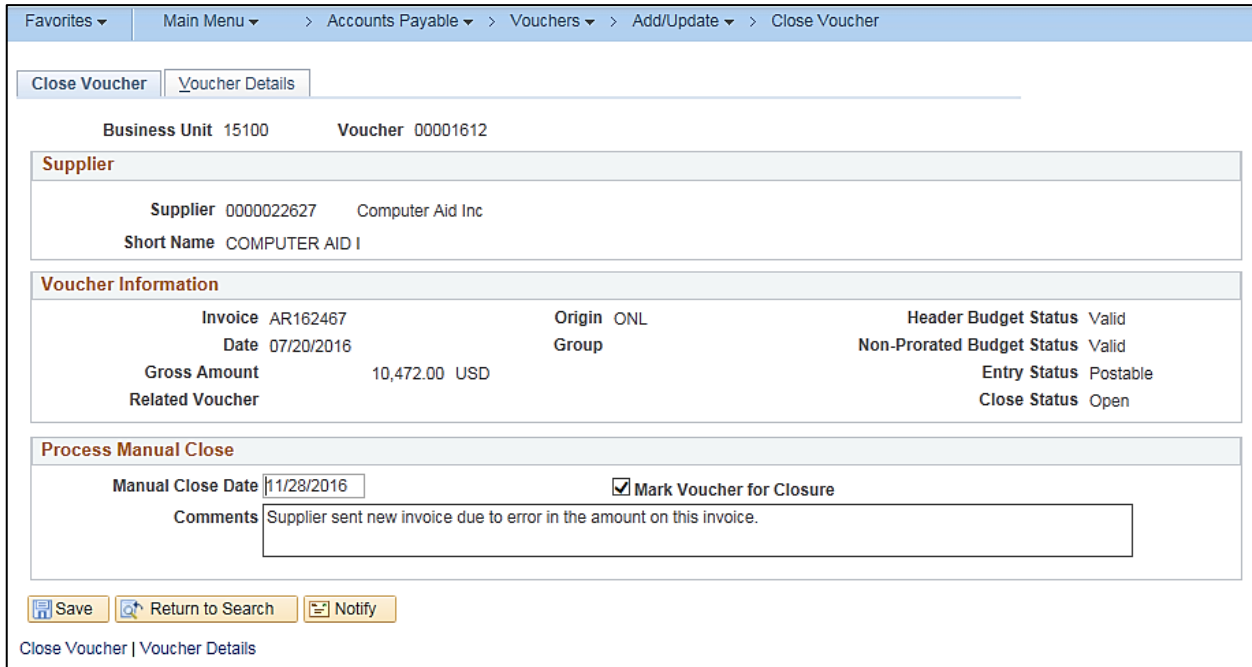
The **Voucher Close Search** page displays.



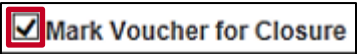

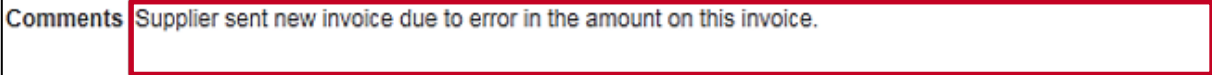




	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter the applicable Voucher ID for the Voucher you want to close in the Voucher ID field (Voucher must be posted and not paid). <div> Voucher ID begins with <input type="text"/> </div>
	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. 

The **Close Voucher** page displays.



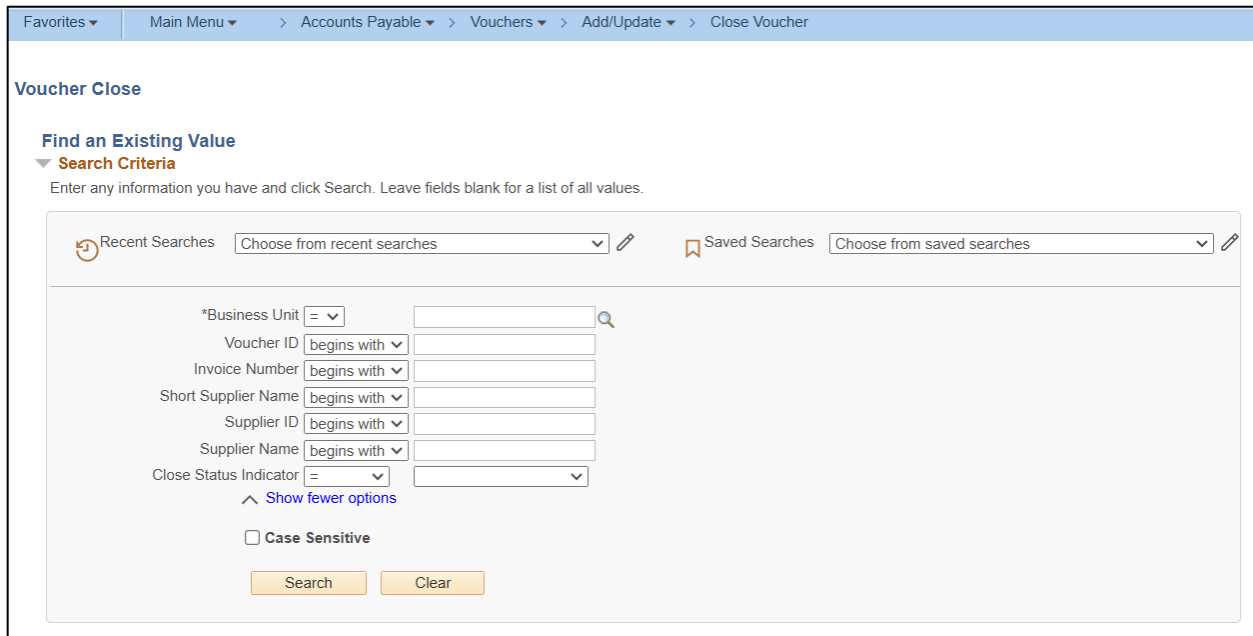
	The Voucher Details tab can also be reviewed as needed to view additional Voucher details.
4.	Update the applicable date in the Manual Close Date field. This date represents the date on which the expense will be credited, and the liability debited. The current date defaults but can be changed as needed. 
5.	Click the Mark Voucher for Closure checkbox. 
	Users can add a note in the Comments section to capture the reason for the Voucher being closed, but this is not required. 






Step	Action
6.	<p>Click the Save button.</p> 
	<p>The Voucher is now marked for closure. Saving a Voucher marked for closure is irreversible. You cannot undo this action.</p> <p>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.</p> <p>Users can review the Voucher close accounting entries in Cardinal. Navigate to the Accounting Entries page using the following path:</p> <p>Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries</p>

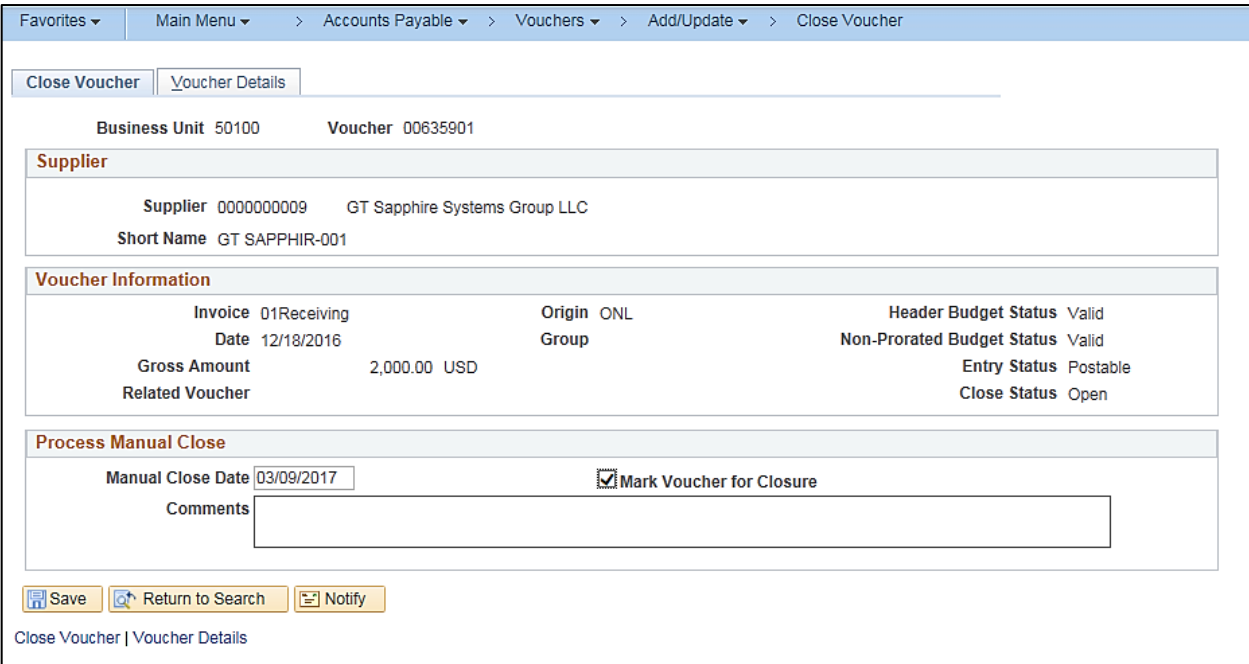


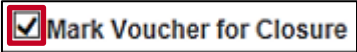



Closing a PO Voucher

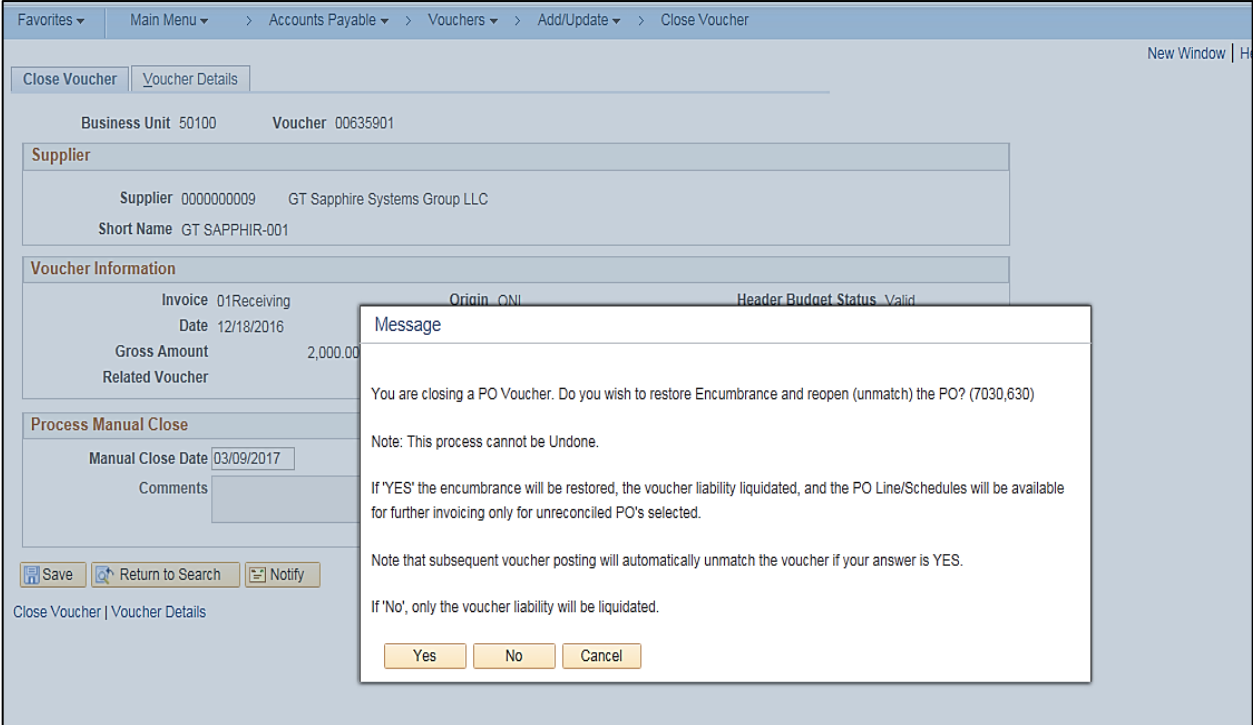
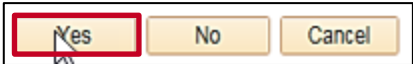

Step	Action
1.	To close a PO Voucher, navigate to the Voucher Close page using the following path: Main Menu > Accounts Payable > Vouchers > Add/Update > Close Voucher

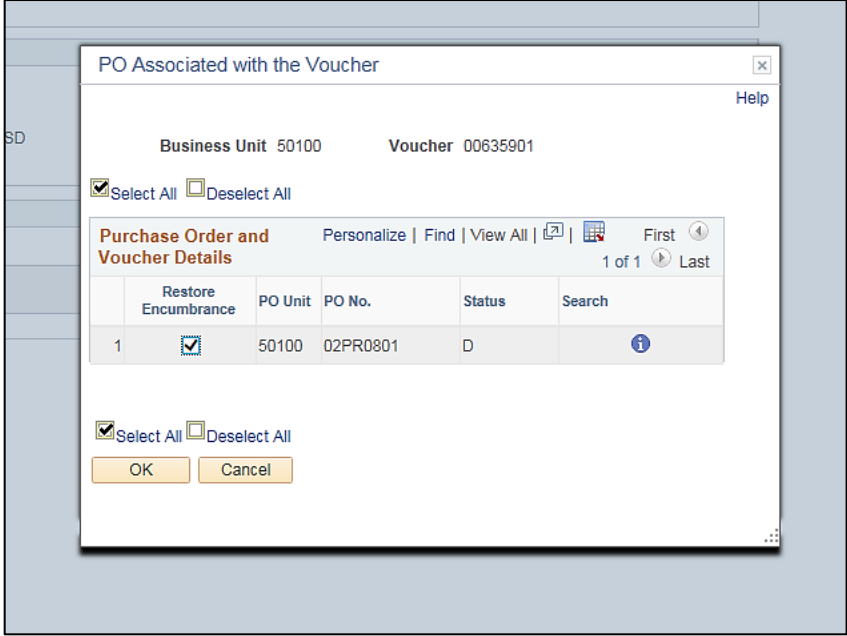

The **Voucher Close Search** page displays.




	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 .
2.	Enter or select the applicable Business Unit in the Business Unit field. 
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). 
	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. 

Step	Action
<p>The Close Voucher tab displays.</p> 	
	The Voucher Details tab can also be reviewed as needed to view additional Voucher details.
5.	<p>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.</p> 
6.	<p>Click the Mark Voucher for Closure checkbox.</p> 
	<p>Users can add a note in the Comments section to capture the reason for the Voucher being closed, but this is not required.</p> 
7.	<p>Click the Save button.</p> 

Step	Action
	<p>A Message displays indicating that you are closing a PO Voucher.</p> 
8.	<p>Click the Yes button.</p> 
	<p>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.</p>

Step	Action
	<p>The PO Associated with the Voucher page displays in a pop-up window.</p> 
9.	<p>Click the OK button.</p> 



Step	Action												
	<p>The Close Voucher tab redisplay.</p> <div><p>Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Close Voucher</p><p>Close Voucher Voucher Details</p><p>Business Unit 50100 Voucher 00635901</p><p>Supplier</p><p>Supplier 0000000009 GT Sapphire Systems Group LLC</p><p>Short Name GT SAPPHIR-001</p><p>Voucher Information</p><table><tr><td>Invoice 01Receiving</td><td>Origin ONL</td><td>Header Budget Status Valid</td></tr><tr><td>Date 12/18/2016</td><td>Group</td><td>Non-Prorated Budget Status Valid</td></tr><tr><td>Gross Amount 2,000.00 USD</td><td></td><td>Entry Status Postable</td></tr><tr><td>Related Voucher</td><td></td><td>Close Status Open</td></tr></table><p>Process Manual Close</p><p>Manual Close Date 03/09/2017 <input checked="" type="checkbox"/> Mark Voucher for Closure</p><p>Comments</p><p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p><p>Close Voucher Voucher Details</p></div>	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
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											
10.	<p>Click the Save button.</p> <div><input checked="" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></div>												
	<p>The Voucher is now marked for closure. Saving a Voucher marked for closure is irreversible; you cannot undo this action.</p> <p>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.</p>												



After the Post Voucher Process runs overnight, you can view the status. The example below shows the PO Voucher that was closed. Note the following:

- **Match Status** is “Ready” and this indicates that the PO is no longer linked to this Voucher and can be used on a future Voucher
- **Close Status** is “Closed” and this indicates that the Voucher is closed and this action cannot be reversed

Favorites ▾		Main Menu ▾		> Accounts Payable ▾		> Vouchers ▾		> Add/Update ▾		> Regular Entry	
<div>Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary</div>											
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					
Approval Status Approved						Voucher Source Online					
Post Status Posted						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					
Budget Status Valid						ERS Type Not Applicable					
Budget Misc Status Valid						Close Status Closed					
*View Related Payment Inquiry ▾ Go											
<div>Return to Search Notify Refresh Add Update/Display</div>											
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary											

Users can review the Voucher close accounting entries in Cardinal. Navigate to the **Accounting Entries** page using the following path:

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