CLOSING A VOUCHER

Whenever a posted voucher needs to closed so that a payment is not made, the Voucher Close process is used to reverse the liability and expense of the voucher on the related transaction records.

Vouchers eligible for close must be:

- Posted

- Not selected for payment

- Not fully paid. If a voucher is paid, the payment must first be canceled then the voucher can be closed.

The PO voucher close function provides an option to make further adjustments to a PO voucher after it has been matched, budget checked and posted. The PO voucher close functionality will permit you to either restore the encumbrance or reopen a purchase order or to liquidate the remaining liability on a PO.

Step 1: Navigate to **Accounts Payable > Vouchers > Add/Update > Close Voucher**. Select the voucher to close.

Find an Existing Value			

▼ Search Criteria

Business Unit:	= ∨	BAR55	🔍
Voucher ID:	begins with ∨	00000047	
Invoice Number:	begins with ∨		
Short Vendor Name:	begins with ∨		
Vendor ID:	begins with ∨		
Name 1:	begins with ∨		
Close Status Indicator:	= ∨		∨

☐ Case Sensitive

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

[Search] [Clear]   Basic Search 💾 Save Search Criteria

Search Results

View All						First ◀ 1-13 of 13 ▶ Last
Business Unit	Voucher ID	~~Invo~~ice Number	Short Vendor Name	Vendor ID	Name 1	Close Status Indicator
BAR55	00000047	bar test 120	APPLE INC-001	0000000040	Apple Inc	Open
BAR55	00000046	bar test 115	165 W 26TH-001	0000001101	165 W 26th Rest LLC	Open

Step 2: Review the voucher and verify the Manual Close Date. Change the date if appropriate. This is especially important during lapsing. If the voucher was created and posted in June but the voucher is being closed in July, manual close date needs to change back to June..

Check the "Mark Voucher for Closure" box. **Do not check this box unless you are sure that you want to close the voucher!**

Step 3: Click on the [Save]

Step 4: **If this is a PO voucher, a new window will appear to take action:**

- Click "Yes" to restore the encumbrance, liquidate the voucher liability and make the PO lines available for invoicing. The system will un-match the voucher.

- Click "No" and only the voucher liability will be liquidated

- Click " Cancel" to take no action

Step 5: Click on [Yes] to complete the transaction.

Message

All associated POs have been reconciled. Do you wish to continue with PO Voucher Close? (7030,621)

All POs associated with the PO Voucher(s) have been reconciled. The POs cannot be reopened nor can the encumbrance be restored. Only the remaining liability may be liquidated. Do you still wish to continue?

Voucher Unmatching will NOT be performed.

| Yes | No |

When the voucher post process runs, the voucher will reverse the liability and expense.