

CLOSING A VOUCHER

Whenever a posted voucher needs to be 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: [=]

Voucher ID: [begins with]

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):

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First Last

Business Unit	Voucher ID	Invoice 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!**

Close Voucher | Voucher Details

Business Unit: BAR55 Voucher: 00000047 Action:

Vendor			
Vendor:	0000000040	Apple Inc	
ShortName:	APPLE INC-001		

Voucher Information			
Invoice:	bar test 120	Origin:	ONL
Date:	05/17/2019	Group:	
Gross Amount:	65.96 USD	Header Budget Status:	Valid
Related Voucher		Non-Prorated Budget Status:	Valid
		Entry Status:	Postable
		Close Status:	Open

Process Manual Close	
Manual Close Date:	<input type="text" value="06/10/2019"/> <input checked="" type="checkbox"/> Mark Voucher for Closure

Step 3: Click on the

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

Message
<p>You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (7030,630)</p> <p>Note: This process cannot be Undone.</p> <p>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.</p> <p>Note that subsequent voucher posting will automatically unmatch the voucher if your answer is YES.</p> <p>If 'No', only the voucher liability will be liquidated.</p>
<input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Cancel"/>

Step 5: Click on 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.