

AP.020.110 – CLOSING A VOUCHER (v8.9-v9.2)

Purpose	To Close a Voucher (v8.9-v9.2)
Description	Users close vouchers when they want the remaining liability to be "written off" the vendor balance and the voucher to be considered complete. When users close the voucher, the expense will be credited and the liability accounts will be debited for the unpaid portion of the voucher.
Security Role	BOR_AP_VOUCHER_PRC
Dependencies/ Constraints	<p>Only vouchers entered in v8.9 or above will be available for closure. Upgraded vouchers (v7.5) cannot be closed and are covered in AP.020.111 – Closing an Upgraded Voucher (v7.5) since a functional work around will be required to relieve the liability of these vouchers.</p> <p>To close a voucher, the voucher must be:</p> <ul style="list-style-type: none"> • Posted • Not selected for payment • Not fully paid <p>If the voucher's status is unposted, the voucher should be deleted instead. For more information, see business process AP_020_100: Deleting Vouchers.</p> <p>After closing, the voucher must be posted in order for the vendor balance to be updated. Budget Processing will be automatically invoked by the system when a user runs a voucher post.</p>
Additional Information	<p>To close v7.5 vouchers, refer to Business Process AP.020.111 – Closing an Upgraded Voucher.</p> <p>Warning: Saving a voucher marked for closure is irreversible; you cannot undo this action. Carefully review all vouchers marked for closure before saving.</p>

Procedure

Below are step by step instructions on how to close a voucher (v8.9-v9.2).

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Vouchers link.
5.	Click the Add/Update link.
6.	Click the Close Voucher link.
7.	Click in the Voucher ID field and enter the voucher ID of the Voucher to be closed.
8.	Click Search .
9.	Use the Close Voucher page to mark a voucher for closure by the Voucher Posting process. Users can close vouchers associated with POs or not associated with POs.
10.	Verify the Manual Close Date is within the current open period. Enter the date on which the expense will be credited and the liability debited.
11.	Click the Mark Voucher for Closure checkbox. If the voucher was upgraded from v7.5, a message will display and the close voucher process will not be allowed. For more information, see AP.020.111 – Closing an Upgraded Voucher (v7.5)
12.	If the voucher is a direct voucher, no further change is needed and the close voucher page is ready to save. Skip to Step 16 . If the voucher is a PO voucher, the system displays a message regarding reversing encumbrances. Continue to Step 13.
13.	Click the Yes button to restore the encumbrance to the Purchase Order. When a user selects Yes to restore the encumbrance, the system determines if the purchase order linked to the voucher is reconciled.

Step	Action
14.	<p>Click the Restore Encumbrance checkbox next to the Purchase Order ID.</p> <p>If the PO is in a "D" (dispatched) status, users can restore the encumbrance to the PO(s) by selecting the Select All or Restore Encumbrance check box for the PO encumbrances.</p> <p>If the purchase order is reconciled, the PO Voucher Close feature prevents a user from reopening the purchase order and restoring the encumbrance; the system liquidates only the remaining liability on the PO voucher.</p>
15.	Click the OK button.
16.	<p>Warning: Saving a voucher marked for closure is irreversible; you cannot undo this action. Carefully review all vouchers marked for closure before saving.</p> <p>Click the Save button.</p>
17.	<p>Run the Voucher Posting process to create the closure accounting entries and activate the Commitment Control process. For more information, see AP.030.030 – Posting Vouchers.</p>