

AP.020.111 – CLOSING AN UPGRADED VOUCHER (v7.5)

Purpose	To close a v7.5 Upgraded Voucher
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.—Vouchers created in v8.9 can be closed from the Close Voucher page or the Payment Cancellation page. However, upgraded v7.5 vouchers are not eligible for closure through either of these methods. The system will generate an error message and prevent saving the page.
Security Role	BOR_AP_VOUCHER_PRC and BOR_AP_CRTE_PMNTS_MAINT
Dependencies/ Constraints	<p>Only vouchers entered in v8.9 will be available for closure. Upgraded vouchers cannot be closed and a functional work around will be required to relieve the liability of these vouchers.</p> <p>To reflect a converted voucher as closed, the following steps must be completed:</p> <ul style="list-style-type: none"> • If previously paid, void/stop the payment. Select reissue and put on hold. For more information , see AP.020.540 Canceling a Payment • Enter a Credit Adjustment voucher. For more information, see AP.020.051 – Entering Credit Adjustment Vouchers. • Take original voucher off hold (if applicable). • Run pay cycle for original v7.5 voucher and credit adjustment voucher to offset as \$0 payment. For more information, see AP_020_501 - Running Check Pay Cycles.

	<ul style="list-style-type: none"> • Complete all posting (voucher and payment). For more information, see AP_030_050 - Posting Payments and/or AP_030_030 Posting Vouchers. • Journal Generate all accounting entries. For more information, see GL_030_001 – Running Journal Generator. <p>Users are unable to close vouchers using the Voucher close process, as the vouchers are upgraded vouchers.</p>
Additional Information	For closing of v8.9 vouchers, refer to AP.020.110 – Closing a Voucher (v8.9-v9.2) .

Procedure

Below are step by step instructions on how to close a v7.5 voucher.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Payments link.
5.	Click the Cancel/Void Payments link.
6.	Click the Payment Cancellation link.
7.	Click in the Payment Reference field.
8.	Enter Payment Reference in the Payment Reference field.
9.	Click the Search button.
10.	Click the Void option if the check is in the institution's possession. Choose Stop if the institution does not have possession of the check.
11.	Click the Re-Open Voucher(s)/Put on Hold option.
12.	Select the Hold Reason in the drop-down box and select appropriate option. (ex: Other)
13.	Click the Save button.
14.	Once the Cancel Payment is saved, run Payment Post to complete the cancel process.

Step	Action
15.	Next, create the credit voucher to offset the v7.5 voucher in a \$0 payment.
16.	Click the NavBar icon.
17.	Click the Navigator icon.
18.	Click the Accounts Payable link.
19.	Click the Vouchers link.
20.	Click the Add/Update link.
21.	Click the Regular Entry link.
22.	Click the Voucher Style list.
23.	Select Adjustment as the voucher style.
24.	Click the Add button.
25.	Click in the Vendor field.
26.	Enter Vendor ID in the Vendor field.
27.	Enter Invoice Number in the Invoice Number field. (ex: AdjustVoucher123)
28.	In the Copy From Source Document section, enter or search for the Voucher ID of the v7.5 Voucher to adjust.
29.	Click the Copy to Voucher button. The invoice and distribution line information from the original voucher populate.
30.	<p>The system populates the amount fields with the same amounts as the original voucher. Adjust these amounts to a credit by entering a minus sign "-" in front of the amounts.</p> <p>In the Invoice Total section, enter a minus sign "-" in front of the amount in the Total field.</p>
31.	For each Invoice Line, Enter a minus sign "-" in front of the amount in the Line Amount field.
32.	<p>For each Distribution Line, enter a minus sign "-" in front of the amount in the Merchandise Amount field.</p> <p>Note: users can verify the amounts are credits by using the on-demand <i>Calculate</i> button.</p>
33.	Once all Invoice and Distribution Lines have been adjusted, click the Save button.
34.	Run all the normal processes for this voucher such as budget checking, doc tolerance, matching, and voucher posting.

Step	Action
35.	Navigate back to the original v7.5 voucher and take the payment off of hold so that it can be selected by the pay cycle.
36.	Click the NavBar icon.
37.	Click the Navigator icon.
38.	Click the Accounts Payable link.
39.	Click the Vouchers link.
40.	Click the Add/Update link.
41.	Click the Regular Entry link.
42.	In the Find an Existing Value tab, enter or search for v7.5 Voucher in the Voucher ID field.
43.	Click the Search button.
44.	On the Voucher Entry page, click the Payments tab.
45.	In the Payment Options section of the Payment Information, uncheck the Hold Payment checkbox.
46.	In the Hold Reason dropdown menu, remove the Hold Reason previously selected. The Hold Reason field should now be empty.
47.	Click the Save button.
48.	<p>To complete the process, users need to run a pay cycle and select both the original voucher and the offsetting adjustment voucher, so that the net payment to the vendor is zero.</p> <p>In order to select both voucher payments in the same pay cycle, the vendor location, vendor address, payment method, and handling codes must be the same.</p> <p>Remember clicking on the Details link in the Pay Cycle Manager allows users to verify original and offsetting payments were selected before completing the pay cycle. For more information, see AP.020.505 – Reviewing Payments Selected and Exceptions & Alerts.</p>