





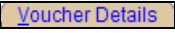
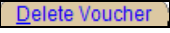

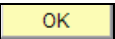
Job Aid: Deleting and Closing Vouchers

When to Delete a Voucher	When to Close a Voucher
<p>You may want to delete a voucher for the following reasons:</p> <ul style="list-style-type: none"> • Duplicate voucher • Incorrect ChartField • Voucher exceeds thresholds <p>Before you may delete a voucher, the voucher:</p> <ul style="list-style-type: none"> • Must not have been posted • Must not have been paid or partially paid • Must not have been matched. If the voucher has been matched, you must unmatch it using the Match Manager page. 	<p>You may want to close a voucher for the following reasons:</p> <ul style="list-style-type: none"> • Liability to be closed • Consider the voucher complete • Credit the associated expense accounts • Debit the liability accounts <p>Before you may close a voucher, the voucher must be:</p> <ul style="list-style-type: none"> • Posted • Not related to a Purchase Order (Match Status = No Match) • Not selected for payment • Not Paid <p>Vouchers that have been matched and posted but not yet paid can be closed <u>unless</u> the voucher is related to a Purchase Order. If the voucher relates to a Purchase Order a reversal voucher must be entered in order to restore the encumbrance.</p>

Deleting Vouchers

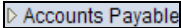
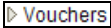



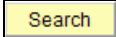
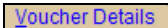
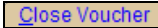
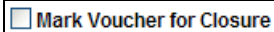

1.	<p>Begin by going to the Voucher Delete page.</p> <p>Click the Accounts Payable link.</p> <p>Accounts Payable</p>
2.	<p>Click the Vouchers link.</p> <p>Vouchers</p>
3.	<p>Click the Maintain link.</p> <p>Maintain</p>
4.	<p>Click the Delete Voucher link.</p> <p>Delete Voucher</p>
5.	<p>Click the Collapse Menu button.</p> <p></p>



6.	Confirm that your agency business unit displayed in the Business Unit field is correct. If incorrect, enter the appropriate Business Unit .
7.	You can search for the voucher you wish to delete four ways: <ul style="list-style-type: none"> • Voucher ID number • Invoice number • Short vendor name • Vendor ID If you do not enter any search criteria, you will see all of the vouchers eligible for deletion for the Business Unit.
8.	<u>Y</u> ou will be using the Voucher ID field and you need the voucher ID number. Click in the Voucher ID field.
9.	Enter the desired information into the Voucher ID field.
10.	Click the Search button. 
11.	Click the Voucher Details tab to review additional information on the voucher when necessary. Click the Voucher Details tab. 
12.	Click the Delete Voucher tab to return to the Delete Voucher page. 
13.	Click the Delete button to delete the voucher. 
14.	Notice that OAKS will give you a delete confirmation warning prior to deleting the voucher. Click the OK button to delete the voucher. 
15.	Once you confirm that you wish to delete the voucher, the voucher will be deleted and will no longer be available online. If the voucher has already been budget checked prior to being deleted, OAKS runs the budget check process to restore the budget for the deleted voucher amount.
16.	Click the Save button to delete the voucher.
17.	Once you delete a voucher, you cannot retrieve the voucher nor can you undo the deletion. Also, the voucher ID assigned may not be reused.
18.	Congratulations! You have successfully deleted a voucher.



Closing Vouchers

1.	<p>Begin by going to the Voucher Close page.</p> <p>Click the Accounts Payable link.</p> 
2.	<p>Click the Vouchers link.</p> 
3.	<p>Click the Maintain link.</p> 
4.	<p>Click the Close Voucher link.</p> 
5.	<p>Click the Collapse Menu button.</p> 
6.	<p>Click in the Voucher ID field.</p>
7.	<p>Enter the desired information into the Voucher ID field.</p>
8.	<p>Click the Search button to locate the voucher.</p> 
9.	<p>The Close Voucher tab allows you to review voucher information such as Vendor's ID, Vendor's Short Name, and Voucher Information.</p>
10.	<p>Click the Voucher Details tab.</p> 
11.	<p>The Voucher Details page displays some of the same information that the Close Voucher page displays. The Voucher Details page also displays the voucher dollar amount broken into cost categories, i.e. Gross amount.</p>
12.	<p>Click the Close Voucher tab to return to the Close Voucher page.</p> 
13.	<p>You can enter the date on which the voucher is closed.</p>
14.	<p>Click the Mark Voucher for Closure option.</p> 
15.	<p>Click the Save button.</p> 
16.	<p>Once you Mark Voucher for Closure and Save the voucher, the Voucher Post process needs to run to create the accounting entries to relieve the liability. The amount relieved is applied against the original expense accounts.</p> <p>The Voucher Post process runs on a nightly basis.</p>



•Today •Tomorrow •Together •

17.	Next, if necessary, you can inform the appropriate personnel that you have closed the voucher.
18.	Congratulations! You have successfully Closed a Voucher.
19.	NOTE: To cancel a voucher that references a purchase order, you must create a reversal voucher. This is performed by the Voucher Maintainer role. Once the reversal voucher is entered, the budget checking process will run and the encumbrance will be restored.