

QUICK REFERENCE GUIDE

Delete, Close and Unpost Vouchers

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Delete, Close and Unpost Vouchers

This Quick Reference Guide provides information on the difference between deleting, closing and unposting a voucher.

Refer to the *Accounts Payable User Guide: Voucher Entry, Maintenance, Approval and Reporting Tools* for more information on managing vouchers.

Delete a Voucher

To delete a voucher, it:

- Cannot have accounting entries created
- Must be unmatched
- Cannot have been posted
- Cannot have been paid
- Cannot have the *Finalize* checkbox on the *Distribution Line*
- Cannot be associated with Matching, Netting or Workflow

Considerations for Deleting Vouchers:

- Vouchers with Matching, Netting or Workflow must be processed before deletion. First, unmatched, change the netting field in an inter-agency voucher or move it out of workflow.
- SWIFT allows you to select only those vouchers that are eligible for deletion.
- Once you delete a voucher, you cannot retrieve it and you cannot undo the deletion. The data rows associated with the voucher will remain in the tables so that you cannot reuse the voucher number.
- If a voucher has the *Status* of "Posted", **DO NOT** unpost it and attempt to delete it.
- Once a voucher has been deleted, SWIFT will automatically start the budget-checking process. The original budget entries will be reversed.

Delete a Regular Voucher

Check for Accounting Entries and Post Status

1. Look for accounting entries. From the **Summary** tab, select the *Accounting Entries Inquiry* drop down next to the *View Related* field and then select **Go**.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	G1001	Invoice Date:	04/20/2015		
Voucher ID:	00010783	Invoice No:	TRN20EX5		
Voucher Style:	Regular	Invoice Total:	50.00	USD	
Contract ID:					
Vendor Name:	VERIZON BUSINESS 505 HWY 169 N #600 MPLS, MN 55441-6448	Pay Terms:	Net 30		
Entry Status:	Postable	Voucher Source:	Online		
Match Status:	No Match	Origin:	ONL		
Approval Status:	Approved	Created:	04/24/2015		
Post Status:	Posted	Created By:	TEST_TRN1		
		Modified:	04/24/2015		
		Modified By:	TEST_TRN1		
		ERS Type:	Not Applicable		
Budget Status:	Valid	Close Status:	Open		
Budget Misc Status:	Valid				
*View Related	Accounting Entries Inquiry				

2. Check the **ChartFields** tab to see if accounting entries have been created. There are accounting entries in the example below. It cannot be deleted.

Voucher Accounting Entries

*Business Unit: Voucher ID: Invoice Number:

*Accounting Line View Option: Show Foreign Currency

Invoice Date: 04/20/2015 Vendor ID: 0000302907 Vendor Name: VERIZON BUSINESS

Accounting Information Find | View All | First | 1 of 1 | Last

Posting Process: AP Accrual GL Dist Status: None

Accounting Information												
Main Information	ChartFields	Journal	PDF	Personalize Find View All First 1-5 of 5 Last								
Tax Authority	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Sub Account Class	Statewide Cost (Prog)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Business Unit	Project	Activity	Source Type
	1000	G1031200	G100001	200003								
	1000	G1031200	G100001	413001								
000	1000	G1031200	G100001	220060								
019	1000	G1031200	G100001	220080								
020	1000	G1031200	G100001	220090								

1. If there are no accounting entries, determine if the voucher has been posted. The Post Status on the Summary tab of the voucher should be Unposted.

Use the Voucher Delete page to delete a Regular Voucher:

Navigation: Accounts Payable, Vouchers, Add/Update, Delete Voucher

1. Find an **Existing Value** tab displays, enter the *Business Unit* and *Voucher ID* for the voucher to be deleted. Click **Search**.

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = G1001

Voucher ID: contains 10780

Entry Status: =

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

2. On the **Delete Voucher** page, verify the document before deleting. Then select the **Delete** button.

Delete Voucher Voucher Details

Business Unit: G1001 Voucher: 00010740

Vendor

Vendor: 0000213897 COFFEE PRO

ShortName: COFFEE PRO-001

Voucher Information

Invoice:	TRN20EX4	Origin:	ONL	Header Budget Status:	Not Chk'd
Date:	03/02/2015	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	10.00 USD	Entry Status:			Postable

Related Voucher

Delete

Save Return to Search Previous in List Next in List Notify

- If you receive the following error message, you may need to update the voucher first.

Message

You cannot delete this voucher. (7030,162)

The voucher has been associated with:

(1) Accounting entries, or
 (2) Payments, or
 (3) Matching, or
 (4) Netting, or
 (5) Workflow

OK

NOTE: Vouchers that have Accounting Entries (1) or Payments (2) cannot be deleted. Vouchers with Matching (3), Netting (4) or Workflow (5) must be processed. Unmatch, change the netting field in an inter-agency voucher or move it out of workflow.

- If the voucher is eligible for deletion, a message box will appear once the **Delete** button is selected. Click the **OK** button to delete the voucher.
- Another message box will appear once the voucher has been deleted. The message will state "Budget transactions related to this voucher have been deleted." Click the **OK** button.
- Click on the **Save** button to confirm the deletion.

3. On the **Delete Voucher** page, the *Entry Status* will display as "Deleted".

Delete an Inter-agency Voucher

For inter-agency vouchers that are eligible for deletion, first update that voucher.

- If the voucher is set to process via bilateral netting, change the *Netting* field on the **Payments** tab from “Hold to “Not Applicable”.
- Change the *Netting* field before running budget check.

Payment Options			
*Bank:	ST001	Pay Group:	INTER AGENCY PAY CYCLE
*Account:	WF	*Handling:	RE
*Method:	CHK <input type="checkbox"/> Check	*Netting:	Hold
L/C ID:		Hold Reason:	

Messages Hold Payment Separate Payment

Delete a Journal Voucher

To delete a Journal Voucher, use the same process that was described under “Delete a Regular Voucher”. Also, follow that process for journal vouchers that were used for inter-agency payments.

Considerations for deleting journal vouchers:

- **Posted Status:**
Journal vouchers that have already been posted will need a new journal voucher to reverse the action from the previous journal voucher.
- **Interagency Vouchers:**
Change the Vendor ID to “XXECORRECT”. This takes the journal voucher out of bilateral netting. Follow the process described under “Delete a Regular Voucher” for journal vouchers that were used for inter-agency payments.
- **Budget Checked:**
Once the voucher is budget checked, you cannot to make any changes to the **Payments** tab. If the journal voucher has been successfully budget-checked but not posted, you can do one of the following:
 - Reverse the signs on the original transaction and budget check to reverse the entry OR
 - Change *Merchandise Amount* to “0” for all lines and budget check OR
 - Add new lines and reverse the signs for the lines already budget checked then budget check to reverse the entry.

Delete a Voucher with Recycle and Matched Statuses

When the voucher *Entry Status* is “Recycle”, you cannot delete the voucher. You must first get the voucher to a “Postable” status, and then unmatch the voucher before deletion.

1. Review the voucher **Invoice Information** tab for a red **Difference** icon (red circle with exclamation point), or check the *Header*, *Invoice Line* or *Distribution Lines* for a yellow triangle with an exclamation point in it. Click on the **Difference** icon to see the error message. You can also click on the **Error Summary** tab to see the voucher error.
2. Correct the appropriate corresponding issue. **NOTE:** The voucher must be in balance, even if it is incorrect, to get out of “Recycle” status in order to delete the voucher.

3. Click on the **Calculate** button below the *Difference* field. Make sure the difference is “.00.”
4. **Save** the voucher.
5. Click on the **Summary** tab and verify the *Entry Status* is “Postable”.
6. Unmatch the voucher.
7. The voucher is now ready to delete.

Close a Voucher

SWIFT allows you to select only those vouchers that are eligible for closing. Closing a voucher writes off any remaining liability that you are not going to pay and decreases the expense.

To close a voucher, it must be:

- Matched (except for Direct Entry vouchers, where there is no match)
- Budget Checked
- Posted
- Not selected for payment
- Not fully paid

Considerations for closing a voucher:

- After the voucher has been marked for closure, the voucher must be posted before the remaining liability is written off and the *Status* is updated to “Closed”.
- Posting closed vouchers also invokes the budget check process and updates commitment control ledgers. Vouchers post during overnight batch process. You must wait until the next day before reusing the released encumbrance.
- When closing an interagency voucher and creating a new voucher against the same PO (and the same *Invoice Number*), you should first change the *Invoice Number* on the original voucher to something else. Then, you can use it again on a new voucher.
- If the voucher has a purchase order (PO) associated to it, SWIFT will prompt you to choose if the encumbrance should be restored to the PO. Encumbrances cannot be restored to POs that have been reconciled.

Navigation: Accounts Payable, Vouchers, Add/Update, Close Voucher

1. Voucher Close Search.
 - Find an **Existing Value** tab displays and enter the *Voucher ID* for the voucher to be closed.
 - Click **Search**.

Voucher Close

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = G1001

Voucher ID: contains 10778

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Close Status Indicator: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

2. Close the Voucher.

- Verify the document before closing.
- Then select the **Mark Voucher for Closure** check box. Click **Save**.

Close Voucher Voucher Details

Business Unit: G1001 Voucher: 00010778

Vendor

Vendor: 0000302907 VERIZON BUSINESS

ShortName: VERIZON BU-001

Voucher Information

Invoice:	TRN15EX5	Origin:	ONL	Header Budget Status:	Valid
Date:	04/20/2015	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	50.00 USD	Entry Status:		Postable	
Related Voucher		Close Status:		Open	

Process Manual Close

Manual Close Date: 05/19/2015 Mark Voucher for Closure

Save Return to Search Notify

- If you are closing a voucher tied to a purchase order, you will receive the message “You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO?” Click **Yes** to restore the encumbrance or click **No** and only the voucher liability will be liquidated.
 - If **Yes** is selected and the encumbrance restored, the **Purchase Order Associated with the Voucher** window will display. Select the **Restore Encumbrance** check box and click **OK**.
3. The voucher is now closed. The encumbrance will be released the next day following the overnight batch process.

Unpost a Voucher

To correct a voucher with a *Post Status* of “Posted”, the voucher must be unposted first. The posting process creates accounting entries which are ready to be moved to the General Ledger. Unposting reverses these accounting entries and allows the voucher fields to be editable.

Once unposted (and if a PO-based voucher, it must be unmatched before correcting errors), the voucher can be updated with correct Chart of Account Information, *Payment Terms*, *Vendor ID* and other fields as needed. After saving the changes, you must run the match and budget check processes again. After the voucher is corrected, the voucher is then re-posted when the next voucher posting process runs.

Navigation: Accounts Payable, Vouchers, Add/Update, Unpost Voucher

1. Find an **Existing Value** tab displays, enter the *Voucher ID* for the voucher to be unposted.
 - Click **Search**. Then select the *Voucher ID*.

Voucher UnPost

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = G1001

Voucher ID: contains 10778

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style
G1001	10010778	TRN15EX5	04/20/2015	VERIZON BU-001	0000302907	VERIZON BUSINESS	Regular

2. Verify the document before unposting.
 - Reverse the accounting date by clicking on “Use Current Date”.
 - Then select the **Unpost** button.

UnPost Voucher Voucher Details

Business Unit: G1001 Voucher: 00010783

Vendor

Vendor ID: 0000302907 VERIZON BUSINESS

ShortName: VERIZON BU-001

Voucher Information

Invoice: TRN20EX5 Origin: ONL

Date: 04/20/2015 Group:

Gross Amount: 50.00 USD

Update Voucher

*Accounting Date: 04/23/2015

Reversal Accounting Date

Business Unit Default

Use Current Date

Use Specific Date

Accounting Date:

Unpost

3. A message box will appear once the **Unpost** button is selected. Click **OK** to proceed with unposting the voucher. Once the unpost process completes, a message box will appear stating that the *Voucher ID* for your business unit has been unposted. Click **OK**.