

## QUICK REFERENCE GUIDE

February 20, 2024

### Close Vouchers

This Quick Reference Guide provides information on how to close a voucher. Closing a voucher writes off any remaining liability and decreases expense. SWIFT allows you to select only the vouchers that are eligible for closing. Do not un-post the voucher prior to closing.

To close a voucher, it must be:

- Posted
- Not selected for payment
- Not fully paid

Considerations when closing a voucher:

- Vouchers marked for closure post during the overnight batch process.
- When closing an interagency voucher and creating a new voucher against the same purchase order and the same Invoice Number, change the Invoice Number on the original voucher to a something different. Then you can use it again on a new voucher.
- If the voucher has a purchase order associated with it, SWIFT will prompt you to choose if the encumbrance should be restored to the purchase order. Encumbrances cannot be restored to purchase orders that have been closed.

### Step 1: Search for the voucher on the Close Voucher page

1. Navigate to the Close Voucher page.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Accounts Payable, Vouchers. Left menu, Add/Update folder, Close Voucher.

2. The Find an Existing Value tab will display by default on this page. Enter the agency number in the Business Unit field and the voucher number in the Voucher ID field.

**Add/Update**

- Regular Entry
- Quick Invoice Entry
- UnPost Voucher
- Match Workbench
- Delete Voucher
- Close Voucher**

**Voucher Close**

**Find an Existing Value**

▼ **Search Criteria**

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

Recent: Choose from recent searches [dropdown] [edit] [saved] Searches

\*Business Unit = [dropdown] G1001 [search]

Voucher ID begins with [dropdown] 00043094 [search]

3. Press the **Search** button and select the voucher from the Search Results.
4. The Close Voucher tab displays. Make sure the correct voucher has been selected by reviewing the Voucher Information such as the Invoice and Gross Amount.

**Close Voucher** Voucher Details

Business Unit G1001 Voucher 00043094

**Supplier**

Supplier 0001101439 BENEFIT RESOURCE LLC

Short Name BENEFIT RE-002

**Voucher Information**

<b>Invoice</b>	BennyCard Claims 7/27- 08/2/23	Origin	ONL	Header Budget Status	Valid
Date	07/25/2023	Group	Non-Prorated	Budget Status	Valid
<b>Gross Amount</b>	71,395.00 USD	Entry Status		Postable	
Related Voucher		Close Status		Open	

**Note:** If you're closing an interagency voucher, change the original Invoice Number on the voucher before closing it. Then create a new voucher using that original Invoice Number.

## Step 2: Close and save the voucher

1. **Optional:** In the Manual Close Date field, input a specific date for the voucher to close. Otherwise, the default date will be the Current Date.
2. In the Process Manual Close section, check mark the **Mark Voucher for Closure** box.

**Process Manual Close**

Manual Close Date 01/02/2024 [checkbox checked] Mark Voucher for Closure [Audit Logs]

Comments [text area]

Save Return to Search Notify

- If you are closing a voucher matched to a purchase order, the following message will display: “You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (7030,630)”

You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (7030,630)

Note: This process cannot be Undone.

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.

Note that subsequent voucher posting will automatically unmatch the voucher if your answer is YES.

If 'No', only the voucher liability will be liquidated.

- Press **Yes** to restore the encumbrance.
- Press **No** if encumbrances cannot be restored to the reconciled purchase order.

If you selected “Yes,” the PO Associated with the Voucher screen displays. Check mark the **Restore Encumbrance** box and press **OK**.

**PO Associated with the Voucher**

[Help](#)

Business Unit G1001      Voucher [REDACTED]

Select All     Deselect All

**Purchase Order and Voucher Details**

1-1 of 1 | View All

	Restore Encumbrance	PO Unit	PO No.	Status	Search
1	<input checked="" type="checkbox"/>	G1001	[REDACTED]	D	<a href="#">i</a>

Select All     Deselect All

- Press the **Save** button.
- SWIFT processes closed vouchers through the overnight batch process. On the next business day, you can review the voucher. Open the **Summary** tab. The voucher shows a “Closed” Status.

Entry Status	Postable		Pay Terms	Net 30
Match Status	No Match	<a href="#">Approval History</a>	Voucher Source	Online
Approval Status	Approved		Origin	ONL
Post Status	Posted		Created On	01/09/2024 11:21AM
			Created By	[REDACTED]
			Last Update	01/12/2024 3:09PM
Budget Status	Valid		Modified By	[REDACTED]
			ERS Type	Not Applicable
Budget Misc Status	Valid		<a href="#">Comments(1)</a>	
			<b>Close Status</b>	<b>Closed</b>