



Close a Voucher

Script Description

A previously entered budget checked and posted Voucher is selected and closed. Closing a voucher will relieve any remaining liability and credit the expense.

Process Assumptions

- Voucher must be posted.
- Voucher must not be selected for payment.
- Voucher cannot be fully paid.

Process Flow Steps

A. One of the team members selects an existing posted voucher and Closes the Voucher.

B. Access Close Voucher panels:

GO	Administer Procurement
	Enter Voucher Information
PROCESS	Voucher Close
	Close Voucher

The following panel will open:

1. Click on the button to find the desired voucher.

The following panel will appear:

2. Select the Voucher you wish to close from the search list. Only Valid vouchers will be available for selection.

Click the button.

The following panel will open:

3. Click on the Process Manual Close Check Box. This automatically marks and saves the voucher for closing.
4. Once you close a voucher, you must post the voucher to create the accounting entries that relieve the liability.
5. Navigate to the Voucher Posting Request Panel:

GO	Administer Procurement
	Enter Voucher Information
PROCESS	Voucher Posting Request
	Update/Display

6. Select the Run Control ID: POST
7. See the Business Process Script on Posting Vouchers for additional information.
8. Once you have posted the voucher, you must run Budget Checking again to relieve the entries in the Budget Ledger.
9. Navigate to the Voucher Entry Panel group.

GO	Administer Procurement
	Enter Voucher Information
USE	Voucher
USE	Accounting Information
	Update/Display

10. Select the voucher from the list box

11. Click on the **Budget Check** button.

The following panel will open:

12. Navigate to the **Voucher Inquire Accounting Entries Panel**:

GO	Administer Procurement
	Enter Voucher Information
INQUIRE	Voucher Accounting Entries

The following panel will open:

13. Click on the **button**.

The following panel will open:

14. Select the voucher from the list box.

15. Click on the **button**.

The following panel will open:

16. Select **"Standard"** from the **"Accounting Line View Option"** by clicking the radio button that says **Standard**.

17. The voucher has been closed. And reversing accounting entries have been generated.