

This job aid covers how to unpost and close vouchers.

Unposting a Voucher

If you want to make changes to information on a voucher that has been posted but not paid, the voucher can be unposted. When selecting a voucher for unposting, you can indicate the accounting and reversal accounting dates that need to be adjusted. Upon confirming the unpost, the accounting entries posted to the voucher accounting line table are reversed. The voucher can then be modified and reposted. ARC will sync the relevant entries in the General Ledger to ensure all information is consistent across modules.

1. In ARC, navigate to the NavBar > Accounts Payable > Vouchers > Add/Update > UnPost Voucher.

ARC	Buying and Paying	Voucher U	InPost	
Voucher UnP	ost		New Window He	elp
Enter any informati	on you have and click	Search. Leave fields blank	k for a list of all values.	
Find an Existin	ng Value			
 Search Criteri 	a			
*Business U	Jnit = 🗸	COLUM	٩	
Vouche	r ID begins with 🖌	NEXT		
Invoice Num	ber begins with 🗸			
Short Supplier Na	me begins with 🗸			
Supplie	r ID begins with 🗸		Q	
Supplier Na	me begins with \checkmark			
Voucher St	tyle = 🗸	Regular Voucher	~	
□Case Sensitive				
Search	ear Basic Search	Save Search Criteria		

2. Search for the Voucher you are unposting and click the matching Voucher.

Supplier ID 0000010007 APPLE INC	
Short Name APPLE INC-001	
oucher Information	
Invoice AH20609074	Origin PSY
Date 02/08/2022	Group
Gross Amount 2,990.	00 USD
odate Voucher	Reversal Accounting Date Business Unit Default Use Current Date
Accounting Date 02/22/2022	
Accounting Date 02/22/2022	OUse Specific Date
odate Voucher	Reversal Accounting Date Business Unit Default Use Current Date

3. Click Unpost.



Columbia University Finance Training

Job Aid: Unposting and Closing Vouchers in ARC



Closing a Voucher

A voucher should be closed when you determine that there is no longer a liability to the vendor. If the voucher was created without a purchase order, you can simply select the 'Mark for Closure' option.

1. In ARC, navigate to the NavBar > Accounts Payable > Vouchers > Add/Update > Close Voucher.

ARC <	nPost Voucher	Voucher Close					
Voucher Close			New Window Help				
Enter any information yo	u have and click S	earch. Leave fields blank for a l	ist of all values.				
Find an Existing Va	Find an Existing Value						
 Search Criteria 							
*Business Unit	= 🗸	COLUM					
Voucher ID	begins with \checkmark						
Invoice Number	begins with 🖌						
Short Supplier Name	begins with ${\color{red} }{\color{black} }$						
Supplier ID	begins with \checkmark						
Supplier Name	begins with \checkmark						
Close Status Indicator	= ~		~				
□ Case Sensitive							
Search Clear	Basic Search	Save Search Criteria					

2. Search for the Voucher you are closing and select the matching voucher.

Supplier					
	Supplier 000	0010007 APPLE INC			
	Short Name APF	PLE INC-001			
Voucher	Information				
	Invoice	AH22861312	Origin CIT	Header Budget Status	Valid
	Date	02/15/2022	Group	Non-Prorated Budget Status	Valid
	Gross Amount	3,919.00	USD	Entry Status	Postable
	Related Voucher			Close Status	Open
Process	Manual Close				
		00/00/0000	Mark Vouche	er for Closure	
	Manual Close Date Comments	03/03/2022			4
Sauce	Return to Search	Notify			

3. Select the Mark Voucher for Closure option and click Save.



Closing a Purchase Order Voucher

If the voucher you are closing was created with a Purchase Order, you will have the option to unmatch the voucher. ARC will not undo matching if there is a partial payment associated with the voucher. In this case, reversing accounting entries will need to be created instead.

1. Follow the steps to Close a Voucher as described above. If the Voucher is associated with a Purchase Order, a message will appear asking if you want to restore the encumbrance and reopen (unmatch) the Purchase Order.



Click Yes to proceed. The Purchase Order associated with the Voucher appears. 2.

PO Associated with the Voucher							
Busi	Business Unit: COLUM Voucher: 00000390						
<u>⊠s</u>	Select All						
Pur Vou	Purchase Order and <u>Customize</u> Find View All D First II 1 of 1 Voucher Details						
	Restore Encumbrance	PO Unit	PO No.	Status	Search		
1		COLUM	0000000006	D	0		
ОК							

3. Select the **Restore Encumbrance** option and click **OK**.

Getting Help

Please contact the Finance Service Center http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now https://columbia.service-now.com