

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**.

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

3. Click **Unpost**.

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**.

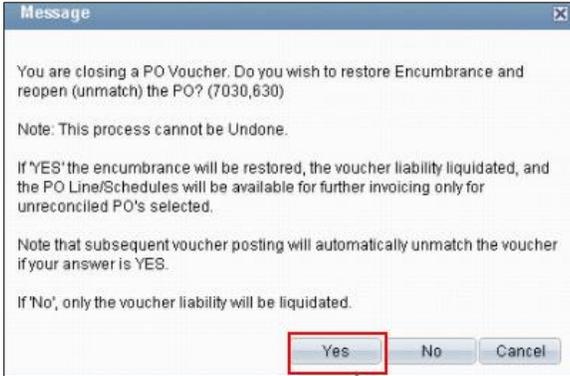
2. Search for the Voucher you are closing and select the matching voucher.

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

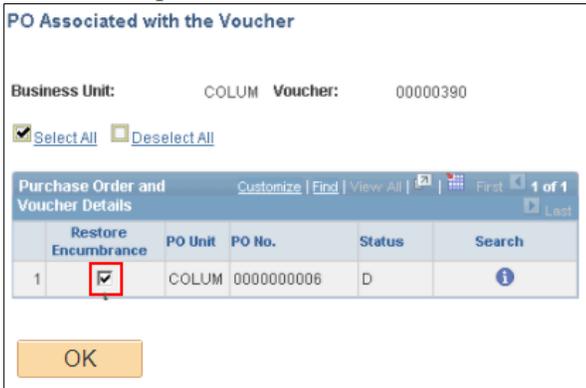
Closing a Purchase Order Voucher

If the voucher you are closing was created with a Purchase Order, you will have the option to unmatched 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.



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



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>