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
Navigation Collection	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.

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.

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.
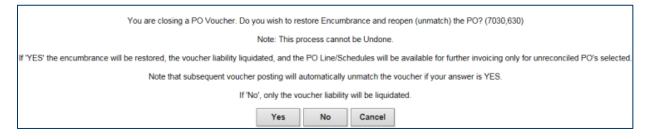
Step 2: Close and save the voucher

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.

3. 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 the PO?"

- 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**.

4. Press the **Save** button.
5. 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.