## How To Unpost Voucher

Here are the steps on how to Unpost Vouchers:

1. After posting Vouchers (see How To Post Voucher) , click Unpost button from the toolbar.

	ndor												
		Print Duplicate	Pay Unpost Voi	d Reverse <b>Debit</b>	Memo Unpost								
Details Prepaid	and Debit memos	Attachments (0)	Activities (0) Audi	t Log (1) Approva	l (1) Additional	Info							
Туре	* Voucher		Post Date	10/12/2017		Contact	Test	Vendor		Voucher No	BL	-20864	
Vendor	* Test Vendor		Terms 💡	CAD through ban	iks ~	Ship From	+ FWA	<b>\</b>		AP Account	<b>*</b> 20	000-0001-000	
Invoice No	testinvoice		Due Date	10/12/2017	13	Ship To	+ 0001	1 - Fort Wayne		Withheld An	nount		0.00
Invoice Date	10/12/2017	Recur	Reference			Location	* 0001	1 - Fort Wayne		Currency	* US	D	
Check Comments			Ship Via		~	Pay To	Test	Vendor		Ordered By	ire	lyadmin	
+ Insert Q, O	en Q, Tax Details	🗙 Remove 📋 (	Get previous details	Report III View	w Filter (F3)								K 7 2 3
Load #	Contract	Contract Seq	PO#	Item No.	Description	Misc Descri	iption	UOM	Ordered	Billed	Cost	Cost UOM	Gross/I
×				Admin Margin	Admin Margin	Admin Mar	gin	Bushels	200	200	10.00		
4													4
4 Ship From				Remark	3			Sub	total				2,000.00
4 Ship From Units	ed States			Remark	3			Sub Tax	total				2,000.00 0.00
4 Ship From Unit	ed States			Remark	3			Sub Tax Tota	total Il Sunt Paid:				¢,000.00 2,000.00 2,000.00
Ship From Units       Ship To     72/43	ed States Flagstaff Cove Wayne, IN 46815			Remark	3			Sub Tax Tot Am	total Il Junt Paid: Junt Due:				► 2,000.00 2,000.00 2,000.00 0.00 2,000.00
<ul> <li>Ship From Units</li> <li>Ship To 1243</li> </ul>	ed States Hagstaff Cove Nayne, IN 46815 d Sates			Remark	2			Sub Taxi Am Am Ter	total al bunt Paid: bunt Due: ns Discount			0.00	► 2,000.00 0.00 2,000.00 0.00 2,000.00 Override

a. If voucher is not yet paid, Voucher can be Unposted. Status will return to Ready. Values on the header fields and grid will be editable.

	arch Delete Undo I	Print Duplicate	Post Pay Void	Reverse Debit Me	emo Post Previev	V Add Payables	Email Kecurr	ing Export Import	Close			
Details Prepair	id and Debit memos	Attachments (0) A	Activities (0) Audi	t Log (2) Approva	al (1) Additional	Info			-			
Гуре	* Voucher		Post Date	10/12/2017 En	able Fields	Contact T	est Vendor	~	Voucher N	O BL-	20864	
Vendor	+ Test Vendor		Terms 🔸	CAD through ban	nks ~	Ship From 🔸 F	WA	~	AP Account	t + 200	000-0001-000	
invoice No	testinvoice		Due Date	10/12/2017	13	Ship To 🔹 🛛	1001 - Fort Wayn	e Enable E	Withheld A	mount		0.0
nvoice Date	10/12/2017	🔲 Recur	Reference			Location 🔸 🛛	1001 - Fort Wayn	e Y	Currency	* USI	D	
Check Comments	ts		Ship Via		~	Pay To T	est Vendor	~	Ordered B	/ irel	yadmin	
+ insert Q. C	Open Q. Tax Details	X Remove D C	Set previous details	Report III Vie	W Eilter (E3)	-						5
Load #	Contract	Contract Seg	PO #	Item No.	Description	Misc Descriptio	IN UOM	Ordered	Billed	Cost	Cost UOM	Gros
	GRIE	)		Admin Margin	Admin Margin	Admin Margin	Bushels	200	200	10.00		
∢ ihip From				Remari	G			Subtotal				2 000
< hip From Uni	ited States			Remark	в			Subtotal Tax				2,000
4 hip From Uni	ited States			Remark	G			Subtotal Tax Total				2,000. 0 2,000
A hip From United to 100	ited States			Remark	G			Subtotal Tax Total Amount Paid:				2,000 0 2,000 0
4 Hip From Uni hip To 424	ited States 42 Flagstaff Cove T Wayne, IN 46815			Remark	3			Subtotal Tax Total Amount Paid: Amount Due:				2,000 0, 2,000 0, 2,000
4 Ship From Uni	ited States 42 Flagstaff Cove t Wayner, IN 46815 ited States			Remark	3			Subtotal Tax Total Amount Pald: Amount Due: Terms Discount			0.00	2,000. 0. 2,000. 2,000.

b. If voucher is partially or fully paid, the system will not let you unpost the voucher. You have to delete the payment first prior to unposting of the transactions.

Voucher - Tes	st Vendo	r					DISABL	E								^ □ ×
New Save	Search	Delete Undo 🖡	Print Duplicate	Pay Ur	npost Voic	Delete Pay	r Reverse	e Debit Men	no Email R	tecurrin	g Export Impo	ort Close				
Details Pr	epaid and	Debit memos A	Attachments (0)	Activities	(0) Audit	t Log (5) Ap	oproval (1)	Additional	Info							
Туре	* V	oucher		F	Post Date	10/12/2017			Contact	Test	Vendor		Voucher No		BL-20864	
Vendor	* T	est Vendor		T	Ferms 🔒	CAD throug	h banks		Ship From	* FWA	<b>N</b>		AP Account	* ;	20000-0001-000	)
Invoice No	te	stinvoice		0	Due Date	10/12/2017			Ship To	* 000	1 - Fort Wayne		Withheld Ar	nount		0.00
Invoice Date	1	0/12/2017	Recur	F	Reference				Location	* 000	1 - Fort Wayne		Currency	+	USD	
Check Comm	nents			S	Ship Via				Pay To	Test	Vendor		Ordered By		relyadmin	
+ Insert	0.0000	Q. Tay Details	X Remove D (			Report	III View	Filter (F2)								6.7
Load #	- open	Contract	Contract Seg	PO#		Item No.	De	escription	Misc Descri	iption	UOM	Ordered	Billed	Cos	t Cost UOM	Gross/N
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4																+
Ship From						Re	emarks				Sut	ototal				10.00
	United S	tates									Тах	c				0.00
											Tot	al				10.00
Shin To	4242 Flat	estaff Cove									Am	ount Paid:				5.00
Strip 10	Fort Way	ne, IN 46815									Am	ount Due:				5.00
	orned S	lates									Ter	ms Discount			0.00	Override
											Du	e If Paid By:				5.00
? 🗘 🖓	Pr	osted											14	Page	1 of 1	$\mathbb{P}$

Here are the steps on how to unpost vouchers:

1. After posting Vouchers (see How To Post Voucher), click Unpost button from the toolbar.

<ol> <li>a. If voucher is not yet pa</li> </ol>	aid, Voucher will be unposted.	Status will return to <b>Ready</b> .
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Dectails They	paid and Debit me	nos Attachments (0)	Comments (0) Audi	it LOg (14)									
Type:	Voucher		Post Date:	6/29/2016	ĺ	E Co	ontact	CRACKEDM	UG	~	Voucher No:	BL-127	
Vendor	CRACKED	/UG	Terms	5% 10 NET 30		~ Sł	nip From	CRACKED N	IUG	~	AP Account:	20000-0	000-000
nvoice No:	CM-5		Due Date:	7/29/2016	1	3 SH	nip To	0001 - Fort	Wayne	~	Withheld Am	nount:	0.
nvoice Date:	6/29/2016	Recur:	Reference:			Lo	ocation	0001 - Fort	Nayne	~	Currency	USD	
Check Comme	ents:		Ship Via	UPS		∼ Pa	ау То	CRACKED M	UG	~	Ordered By:	irelyadn	nin
+ Insert C	Open Q Tax	Jetails 🗙 Remove 🗅	Get previous details	88 Layout Q,	Filter Records (F	3)							1
Contract	Item No	Description	Misc Description	UOM	Ordered	В	illed Co	st Currency	Exchange Ra	Cost	Cost UOM	Gross/Net UOM	Net Weight
~	MISCPA	TS Miscellaneous P	Miscellaneous P		100		100 US	D	0.00	20.00			0.00
<													
ip From:	23 MAIN ADDRE	S	Approval								Subtot	al:	2,000
<ir> <li>ihip From: 1</li> <li>U</li> </ir>	23 MAIN ADDRE ndianapolis, IN 4 Jnited States	S 204	Approval Require Ap	proval: 🗌 Stat	us:						Subtot	al:	2,000.
hip From:     II     I	23 MAIN ADDRE ndianapolis, IN 4 Jnited States	S 204	Approval Require Ap	proval: 🗌 Stat	us:						Subtot Shippir Tax:	al:	2,000. 0. 0.
ihip From: I I I I I I I I I I I I I I I I I I I	123 MAIN ADDRE ndianapolis, IN 4 Jnited States 1242 Flagstaff Cor ort Wayne, IN 46	S 204 8 115	Approval Require Ap Approval N	proval: 🗌 Stat	us:						Subtot Shippir Tax: Total:	al:	2,000 0. 2,000

b. If voucher is partially or fully paid, the system will not let you unpost the voucher. You have to delete first the payment before you can unpost the transaction.

Voucher - CR	ACKED I	MUG															□ ×
New Save	Search	Delete Undo 🛙	Duplicate Pay Un	post Void Delet	e Pay Reverse	Recap Add Pa	yable	Approv	/e Su	ubmit Rejec	t Recurring	Close					
Details Pre	epaid ani	d Debit memos 🛛 A	Attachments (0) Co	mments (0) Aud	it Log (16)												
Type:		Voucher		Post Date:	6/29/2016			Contact		CRACKEDM	UG		Voucher No	c	BL-127		
Vendor		CRACKED MUG		Terms	5% 10 NET 3	)		Ship Fro	m	CRACKED N	IUG		AP Account		20000-000	00-000	
Invoice No:		CM-5		Due Date:	7/29/2016			Ship To		0001 - Fort	Wayne		Withheld Ar	mount:			0.00
Invoice Date:	(	5/29/2016	🖪 Recur:	Reference:				Location	ר [	0001 - Fort	Wayne		Currency		USD		
Check Comm	nents:			Ship Via	UPS		~	Pay To		CRACKED N	IUG		Ordered By		irelyadmir	1	
+ Insert	Q, Open	Q, Tax Details	X Remove	et previous details	88 Layout	Filter Records	s (F3)										К.Я. И У
Contract	t	Item No.	Description	Misc Description	UOM	Ordered		Billed	Cost	t Currency	Exchange Ra	Cost	Cost UOM	Gross/I	Net UOM	Net Weigh	nt Dis
		MISCPARTS	Miscellaneous P	Miscellaneous P		100		100	USD		0.00	20.00				0.0	00
4																	•
Ship From:	123 MA Indiana	IN ADDRESS		Approval									Subto	tal:		2,0	00.00
	United !	States		Require Ap	proval: S	tatus:							Shippi	ing:			0.00
				Approval N	lotes:								Tax:				0.00
Ship To:	4242 Fla Fort Wa	agstaff Cove		Approvert	votes.								Total:			2,0	00.00
	United !	States											Amou	int Paid:		1,9	900.00
													Amou	int Due:			0.00
008	Poste	d											M 4	Page		of 1	

Here are the steps on how to unpost vouchers:

- 1. After posting Vouchers (see How To Post Voucher), click Unpost button from the toolbar.
  - a. If voucher is not yet paid, Voucher will be unposted. Status will return to Ready.

	epaid and	d Debit memos	Accounter (0)		Aug												
Type:	V	/oucher		Post Date:	02/05	5/2016			Contact:	Cracked	Mug		~	Voucher No:		BL-50	
Vendor	C	Cracked Mug		Terms	Due o	on Receipt		~	Ship From:	Cracked	Mug		~	AP Account:		20000-0001-00	10
nvoice No:	11	NV-1111		Due Date:	02/05	5/2016			Ship To	0001 - Fe	ort Way	ne	~	Withheld Ame	ount:		
nvoice Date:	0	02/05/2016		Reference:	Test				Location:	0001 - Fe	ort Way	ne	~	Currency:		USD	
Theck Comm	nents:			Ship Via	Truck	c		~	Ordered By:	irelyadm	in		~	Recurring:			
+ Insert (	Q, Open	Q, Tax Details	🗙 Remove 🗋	Set previous d	etails	88 Layout	Q,	Filter	Records (F3)								
Contract	t	Item No.	Description	Misc Descri	ption	Ordered		Billeo	d Cost	Cost U	OM	Gross/Net UC	M	Net Weig	Discou	L	Тa
		LABOR	Labor	Labor		500		5	00 15.	00				0.00	5	596	0
		MISCPARTS	Miscellaneous	Miscellaneo	us	1			1 50.	00				0.00	(	096	0
																104	0
		LABOR	Labor	Labor		1			1 20.	00				0.00	(	270	
4	Indianar	LABOR	Labor	Labor		1			1 20.	00				0.00 Subtotal:	(	7	.19
۲	Indianap United S	LABOR polis, IN 46201 States	Labor	Labor Approval Require App	roval:	1			1 20.	00				0.00 Subtotal: Shipping:		7	.19
∢ hip From:	Indianap United S	LABOR polis, IN 46201 States	Labor	Approval Approval Approval No	roval:	1			1 20.	00				0.00 Subtotal: Shipping: Tax:		7	,19
ihip From:	Indianap United S 4242 Fla Fort Way	LABOR polis, IN 46201 States Ingstaff Cove yne, IN 46815	Labor	Approval Require App Approval No	roval: tes:	1			1 20.	00				0.00 Subtotal: Shipping: Tax: Total:		7	,19 )0(

b. If voucher is partially or fully paid, the system will not let you unpost the voucher. You have to delete first the payment before you can unpost the transaction.

Voucher - Cracked I	Mug												~ □ ×
		Duplicate Pay	Jnpost Void	Delete Pa									
Details Prepaid a	nd Debit memos	Attachments (0)	Comments (0)	Audit Log	; (4)								
Type:	Voucher		Post Date:	02/05/201	6		Contact:		Cracked Mug		Voucher No:	BL-50	)
Vendor	Cracked Mug		Terms	Due on Re	eceipt		Ship From:		Cracked Mug		AP Account:	2000	0-0001-000
Invoice No:	INV-1111		Due Date:	02/05/201	6		Ship To		0001 - Fort Way	/ne	Withheld Amoun		0.00
Invoice Date:	02/05/2016		Reference:	Test			Location:		0001 - Fort Way	/ne	Currency:	USD	
Check Comments:			Ship Via	Truck			Ordered By	y:	irelyadmin		Recurring:		
+ Insert Q, Ope	en Q, Tax Details	🗙 Remove 🗋	Get previous de	etails 🔠	Layout	Q. Filter	Records (F3						
Contract	Item No.	Description	Misc Descri	otion C	Ordered	Biller	d Co	st	Cost UOM	Gross/Net UOM	Net Weig Di	scou	Tax
	LABOR	Labor	Labor		500	5	i00 15	5.00	)		0.00	5%	0.00
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	LABOR	Labor	Labor		1		1 20	0.00	)		0.00	096	0.00
•													•
Ship From:	apolis IN 46201		Approval								Subtotal:		7,195.00
United	d States		Require Appr	oval:	Status:						Shipping:		0.00
					5.0.03.						Tax:		0.000000
Ship To: 4242 F	lagstaff Cove		Approval Not	es:							Total:		7,195.00
Fort W	rayne, in 46815 d States										Amount Paid:		500.00
											Amount Due:		6,695.00
⑦ Ø Ø Post	ed										I4 4 Page [	1	of1 🕨 🕅

Here are the steps on how to unpost bills:

1. After posting Bill Entry (see How To Post Voucher), click Unpost button from the toolbar.

a. If bill is not yet paid, Bill Entry will be unposted.

Details Attachments	Find Post	and the but	crose								
Transaction Type:	Vendor ID:	Date:	Invoi	ce Date:	Currency:	Invoice No:		Bill No:			
Bill	V'100	06/26/2015	06/2	6/2015 🖪	USD	INV-500		BL-456	72		
Ship From: AP's Location	Ship To: AP's	Compay Location	~	Ordered By:	AGA	MIN	Contact:		AP's Contact	~	
AP's St. Cor 100 Test Drive	AP's St. Cor To Columbus, OH	est Ave		Ship Via:	UPS	Ground	V Due Date:		07/11/2015		
United States	United States	43270		Terms:	3% !	Net 15	AP Accoun	t:	22222-1099	~	
				Location:	AP's	Compay Location	Withheld A	mount:	1	.740000	
Reference:				Approval Not	es:						
🔍 View 🤤 Remove 📗 Get	previous details 🛛 👫 Layout 🔹	Filter Records (F	3)								
Ttem No. Descript	ion Misc Description	Ordered Rece	eived .	Discoun T	ax.	Cost	Total	Account	ID Comm	ients	
Car Rentals Car Ren	itals - U	1	1	0% 0	lone	25.00	25.00	85800-90	)99 )04		
Once supplies Once.	supplies	1	1	0.76 1	ione	9.99	9.99	73402-20	704		
4											
							Subtotal:		34	.990000	
							Shipping:		0	.000000	
							Total:		34	990000	
🧿 🤨 🏆 Ready							14	4 Page	1 of 1	L 🕨 🕅	
bill is partially or	fully paid, the	system will i	not	let you	unpo	st the bill.	This m	essag	ge will pr	ompt	instea
👔 iRely i21											
You car	nnot unpost this 9 first.	bill. PAY-147	20	paymer	it was	already m	ade on	this b	oill. You r	nust c	lelete i

Here are the steps on how to unpost bills:

1. After posting Bill Entry (see How To Post Voucher), click Unpost button from the toolbar.

BIII							71					8
New Save Search	Delete Undo	Print Post	Recap A	dd Receipt App	rove Reject	Clo	se					
Details Attachments												
Vendor ID:	Date:	Invoice Date:	Curren	cy: Invoice No	:	PO N	lumber:	Trans	action Type:	: 1	Bill No:	
000000001	02/26/2015	02/26/2015	USD	~				Bill		~	BL-45615	
Ship From:		Ship To:										
01 Test Drive		FW Test Ave	nue		Ordered By	/:	AGADMIN	*	Contact:		01	
Ealson, OH 43320		United State	IN 40801 5		Ship Via:		UPS Ground	~	Due Date:		03/13/2015	
					Terms:		3% 5 Net 15	~	AP Accoun	t:	22222-0000	
					Location:		01	~	Withheld A	mount:		0
References					Approval N	otoci						
Reference.					Approvaria	otes.						
😂 Remove 🍸 Filte	er Records (F3)	×										
Description	Ordered	Received Disc	oun Tax		Cost	Total	Account ID	Comm	ents	Weigh	Volume	Bin Loca
🔲 test	1	1	0% None		15.25	15.2	5 93000-0000			0	0	
test	1	1	0% None		12.30	12.30	0 93000-0000			0	0	
4									Culture			25
									Shinning:			21
									Tax:			0
									Total:			27
🕜 😟 🏆 Saved										Page	1 of 1	
hill is nortially		مناط المام	الأبيد مسمه	met let ve		410.0	hill This a				nt in ote	a
bill is partially	or rully p	aid, the sys	tern will	not let yc	u delete	: the	DIII. THIS I	nessa	age will	pron	ipt inste	au.
iRelv i21												
You You	cannot un	post this bill.	PAY-14	720 paym	ent was	alre	ady made o	on this	bill. Ye	ou mu	st delet	e the
🔷 paya	able first.											
					ОК							

Here are the steps on how to unpost bills:

1. After posting Bill Entry (see How To Post Voucher), click Unpost button from the toolbar.

a. If bill is not yet paid, Bill Entry will be unposted.

🖥 Bill							8	
New Save Sear	rch Delete Undo	Print Post	Recap Clos	<b>e</b>				
Details Attachme	Vendor ID:	Date:	Invoice Date:	Currency:	Invoice No:	PO Number:	Transaction Tyr	ne:
BL-45609	Test Vendor	12/10/2014	12/10/2014	USD V	INV-01		Bill	~
Ship From:	S	ship To:						
		123 Test Drive	8	Ordered By:	AGADMIN	✓ Contact:	Con 01	~
		United States	.0	Ship Via:	UPS Ground	✓ Due Date:	01/09/2015	
				Terms:	2/10 Net 30	✓ AP Account:	22222-0000	~
Reference:				Location:		➤ Withheld Amou	nt:	0.00
😑 Delete 💡 Fi	ilter Records (F3)	×						
Description	Qty Ordere	Qty Receiv Dis	coun Tax	Co	st Total	Account ID Co	omments V	Weig
🔲 test 1	10	10	0% None	25	.00 250.00	60100-4001		
test 2	5	5	0% None	15	.00 75.00	60100-4001		
4								)
						Subtotal:	32	5.00
						Shipping:		0.00
						Tax:		0.00
						l otal:	32	.5.00
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**b.** If bill is partially or fully paid, the system will not let you unpost the bill. This message will prompt instead: --message still with issue