

# 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.

Voucher - Test Vendor

New Save Search Delete Undo Print Duplicate Pay **Unpost** Void Reverse Debit Memo Unpost Preview Email Recurring Export Import Close

Details Prepaid and Debit memos Attachments (0) Activities (0) Audit Log (1) Approval (1) Additional Info

Type Voucher Post Date 10/12/2017 Contact Test Vendor Voucher No BL-20864

Vendor Test Vendor Terms CAD through banks Ship From FWA AP Account 20000-0001-000

Invoice No testinvoice Due Date 10/12/2017 Ship To 0001 - Fort Wayne Withheld Amount 0.00

Invoice Date 10/12/2017 Recur Location 0001 - Fort Wayne Currency USD

Check Comments Ship Via Pay To Test Vendor Ordered By irelyadmin

Insert Open Tax Details Remove Get previous details Report View Filter (F3)

Load #	Contract	Contract Seq	PO #	Item No.	Description	Misc Description	UOM	Ordered	Billed	Cost	Cost UOM	Gross/h
✓					Admin Margin	Admin Margin	Admin Margin	Bushels	200	200	10.00	

Ship From United States Remarks

Ship To 4242 Flagstaff Cove Fort Wayne, IN 46815 United States

Subtotal 2,000.00 Tax 0.00 Total 2,000.00 Amount Paid: 0.00 Amount Due: 2,000.00 Terms Discount 0.00 Override Due If Paid By: 2,000.00

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- 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.

Voucher - Test Vendor

New Save Search Delete Undo Print Duplicate Post Pay Void Reverse Debit Memo Post Preview Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Attachments (0) Activities (0) Audit Log (2) Approval (1) Additional Info

Type Voucher Post Date 10/12/2017 **Enable Fields** Contact Test Vendor Voucher No BL-20864

Vendor Test Vendor Terms CAD through banks Ship From FWA AP Account 20000-0001-000

Invoice No testinvoice Due Date 10/12/2017 Ship To 0001 - Fort Wayne Withheld Amount 0.00

Invoice Date 10/12/2017 Recur Location 0001 - Fort Wayne **Enable Fields** Currency USD

Check Comments Ship Via Pay To Test Vendor Ordered By irelyadmin

Insert Open Tax Details Remove Get previous details Report View Filter (F3)

Load #	Contract	Contract Seq	PO #	Item No.	Description	Misc Description	UOM	Ordered	Billed	Cost	Cost UOM	Gross/h
✓					Admin Margin	Admin Margin	Admin Margin	Bushels	200	200	10.00	

Ship From United States Remarks

Ship To 4242 Flagstaff Cove Fort Wayne, IN 46815 United States

Subtotal 2,000.00 Tax 0.00 Total 2,000.00 Amount Paid: 0.00 Amount Due: 2,000.00 Terms Discount 0.00 Override Due If Paid By: 2,000.00

**Ready** STATUS Page 1 of 1

- 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 - Test Vendor**

Buttons: New, Save, Search, Delete, Undo, Print, Duplicate, **Unpost**, Void, Delete Pay, Reverse, Debit Memo, Email, Recurring, Export, Import, Close

Details | Prepaid and Debit memos | Attachments (0) | Activities (0) | Audit Log (5) | Approval (1) | Additional Info

Type: Voucher | Post Date: 10/12/2017 | Contact: Test Vendor | Voucher No: BL-20864  
 Vendor: Test Vendor | Terms: CAD through banks | Ship From: FWA | AP Account: 20000-0001-000  
 Invoice No: testinvoice | Due Date: 10/12/2017 | Ship To: 0001 - Fort Wayne | Withheld Amount: 0.00  
 Invoice Date: 10/12/2017 | Recur: ☐ | Reference: | Location: 0001 - Fort Wayne | Currency: USD  
 Check Comments: | Ship Via: | Pay To: Test Vendor | Ordered By: irelyadmin

Insert | Open | Tax Details | Remove | Get previous details | Report | View | Filter (F3)

Contract	Contract Seq	PO #	Item No.	Description	Misc Description	UOM	Ordered	Billed	Cost	Cost UOM	Gross/h
			Bean FM	FM	FM	Busheils	1	1	10.00		

Ship From: United States | Remarks: | Subtotal: 10.00  
 Ship To: 4242 Flagstaff Cove, Fort Wayne, IN 46815, United States | Tax: 0.00  
 Total: 10.00  
 Amount Paid: 5.00  
 Amount Due: 5.00  
 Terms Discount: 0.00 ☐ Override  
 Due If Paid By: 5.00

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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**.

**Voucher - CRACKED MUG**

Buttons: New, Save, Search, Delete, Undo, Duplicate, Post, Pay, Void, Reverse, Recap, Add Payables, Approve, Submit, Reject, Recurring, Close

Details | Prepaid and Debit memos | Attachments (0) | Comments (0) | Audit Log (14)

Type: Voucher | Post Date: 6/29/2016 | Contact: CRACKEDMUG | Voucher No: BL-127  
 Vendor: CRACKED MUG | Terms: 5% 10 NET 30 | Ship From: CRACKED MUG | AP Account: 20000-0000-000  
 Invoice No: CM-5 | Due Date: 7/29/2016 | Ship To: 0001 - Fort Wayne | Withheld Amount: 0.00  
 Invoice Date: 6/29/2016 | Recur: ☐ | Reference: | Location: 0001 - Fort Wayne | Currency: USD  
 Check Comments: | Ship Via: UPS | Pay To: CRACKED MUG | Ordered By: irelyadmin

Insert | Open | Tax Details | Remove | Get previous details | Layout | Filter Records (F3)

Contract	Item No.	Description	Misc Description	UOM	Ordered	Billed	Cost Currency	Exchange Ra	Cost	Cost UOM	Gross/Net UOM	Net Weight	Dis
	MISCPARTS	Miscellaneous P...	Miscellaneous P...		100	100	USD	0.00	20.00				0.00

Ship From: 123 MAIN ADDRESS, Indianapolis, IN 46204, United States | Approval: Require Approval: ☐ Status:   
 Ship To: 4242 Flagstaff Cove, Fort Wayne, IN 46815, United States | Approval Notes:   
 Subtotal: 2,000.00  
 Shipping: 0.00  
 Tax: 0.00  
 Total: 2,000.00  
 Amount Paid: 1,500.00  
 Amount Due: 500.00

Ready | Page 1 of 1

- 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.

The screenshot shows the 'Voucher - CRACKED MUG' window. The toolbar at the top includes buttons: New, Save, Search, Delete, Undo, Duplicate, Pay, **Unpost** (highlighted with a red box), Void, Delete Pay, Reverse, Recap, Add Payables, Approve, Submit, Reject, Recurring, and Close. The 'Details' tab is active, showing fields for Type (Voucher), Vendor (CRACKED MUG), Invoice No (CM-5), Invoice Date (6/29/2016), Post Date (6/29/2016), Terms (5% 10 NET 30), Due Date (7/29/2016), Reference, Ship Via (UPS), Contact (CRACKEDMUG), Ship From (CRACKED MUG), Ship To (0001 - Fort Wayne), Location (0001 - Fort Wayne), Voucher No (BL-127), AP Account (20000-0000-000), Withheld Amount (0.00), Currency (USD), and Ordered By (irelyadmin). Below the details is a table with columns: Contract, Item No., Description, Misc Description, UOM, Ordered, Billed, Cost, Cost UOM, Exchange R, Cost, Cost UOM, Gross/Net UOM, Net Weight, and Dis. The table contains one row for 'MISCPARTS' with a cost of 20.00. At the bottom right, a summary section shows: Subtotal: 2,000.00, Shipping: 0.00, Tax: 0.00, Total: 2,000.00, Amount Paid: 1,900.00, and Amount Due: 0.00. The status bar at the bottom indicates 'Posted' and 'Page 1 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**.

The screenshot shows the 'Voucher - Cracked Mug' window after unposting. The toolbar now includes: New, Save, Search, Delete, Undo, Duplicate, Post, Pay, Void, Recap, Add Receipt, Approve, Submit, Reject, and Close. The 'Details' tab shows: Type (Voucher), Vendor (Cracked Mug), Invoice No (INV-1111), Invoice Date (02/05/2016), Post Date (02/05/2016), Terms (Due on Receipt), Due Date (02/05/2016), Reference (Test), Ship Via (Truck), Contact (Cracked Mug), Ship From (Cracked Mug), Ship To (0001 - Fort Wayne), Location (0001 - Fort Wayne), Voucher No (BL-50), AP Account (20000-0001-000), Withheld Amount (0.00), Currency (USD), and Ordered By (irelyadmin). The table below has columns: Contract, Item No., Description, Misc Description, Ordered, Billed, Cost, Cost UOM, Gross/Net UOM, Net Weig..., Discou..., and Tax. It contains three rows: LABOR (500 units, 15.00 cost), MISCPARTS (1 unit, 50.00 cost), and LABOR (1 unit, 20.00 cost). The summary section shows: Subtotal: 7,195.00, Shipping: 0.00, Tax: 0.000000, Total: 7,195.00, Amount Paid: 0.00, and Amount Due: 7,195.00. The status bar at the bottom indicates 'Ready' and 'Page 1 of 1'.

- 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.

The screenshot shows the 'Voucher - Cracked Mug' window with the 'Unpost' button highlighted in the toolbar. The toolbar includes: New, Save, Search, Delete, Undo, Duplicate, Pay, **Unpost** (highlighted with a red box), Void, Delete Pay, Recap, Add Receipt, Approve, Submit, Reject, and Close. The 'Details' tab shows: Type (Voucher), Vendor (Cracked Mug), Invoice No (INV-1111), Invoice Date (02/05/2016), Post Date (02/05/2016), Terms (Due on Receipt), Due Date (02/05/2016), Reference (Test), Ship Via (Truck), Contact (Cracked Mug), Ship From (Cracked Mug), Ship To (0001 - Fort Wayne), Location (0001 - Fort Wayne), Voucher No (BL-50), AP Account (20000-0001-000), Withheld Amount (0.00), Currency (USD), and Ordered By (irelyadmin). The table below has columns: Contract, Item No., Description, Misc Description, Ordered, Billed, Cost, Cost UOM, Gross/Net UOM, Net Weig..., Discou..., and Tax. It contains three rows: LABOR (500 units, 15.00 cost), MISCPARTS (1 unit, 50.00 cost), and LABOR (1 unit, 20.00 cost). The summary section shows: Subtotal: 7,195.00, Shipping: 0.00, Tax: 0.000000, Total: 7,195.00, Amount Paid: 500.00, and Amount Due: 6,695.00. The status bar at the bottom indicates 'Posted' and 'Page 1 of 1'.

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 Entry Form Details:**

- Transaction Type:** Bill
- Vendor ID:** V100
- Date:** 06/26/2015
- Invoice Date:** 06/26/2015
- Currency:** USD
- Invoice No:** INV-500
- Bill No:** BL-45672
- Ship From:** AP's Location, AP's SL, Cor 100 Test Drive, Westerlo, NY 12193, United States
- Ship To:** AP's Company Location, AP's SL, Cor Test Ave, Columbus, OH 43270, United States
- Ordered By:** AGADMIN
- Contact:** AP's Contact
- Ship Via:** UPS Ground
- Due Date:** 07/11/2015
- Terms:** 3% 5 Net 15
- AP Account:** 22222-1099
- Location:** AP's Company Location
- Withheld Amount:** 1.740000

Item No.	Description	Misc Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comments
1	'Car Rentals - O...		1	1	0%	None	25.00	25.00	85800-9099	
1	'Office Supplies	'Office Supplies...	1	1	0%	None	9.99	9.99	75402-2004	

**Summary:**

- Subtotal: 34.990000
- Shipping: 0.000000
- Tax: 0.000000
- Total: 34.990000

- b. If bill is partially or fully paid, the system will not let you unpost the bill. This message will prompt instead:

**iRely i21 Error Message:**

You cannot unpost this bill. PAY-14720 payment was already made on this bill. You must delete the payable first.

OK

Here are the steps on how to unpost bills:

- 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 Entry Form Details:**

- Vendor ID:** 0000000001
- Date:** 02/26/2015
- Invoice Date:** 02/26/2015
- Currency:** USD
- Invoice No:**
- PO Number:**
- Transaction Type:** Bill
- Bill No:** BL-45615
- Ship From:** 01 Test Drive, Edison, OH 43320
- Ship To:** FW Test Avenue, Fort Wayne, IN 46801, United States
- Ordered By:** AGADMIN
- Contact:** 01
- Ship Via:** UPS Ground
- Due Date:** 03/13/2015
- Terms:** 3% 5 Net 15
- AP Account:** 22222-0000
- Location:** 01
- Withheld Amount:** 0.00

Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comments	Weigh...	Volume	Bin Location
test	1	1	0%	None	15.25	15.25	93000-0000		0	0	
test	1	1	0%	None	12.30	12.30	93000-0000		0	0	

**Summary:**

- Subtotal: 27.55
- Shipping: 0.00
- Tax: 0.00
- Total: 27.55

- b. If bill is partially or fully paid, the system will not let you delete the bill. This message will prompt instead:

**iRely i21 Error Message:**

You cannot unpost this bill. PAY-14720 payment was already made on this bill. You must delete the payable first.

OK

Here are the steps on how to unpost bills:

- 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**

New Save Search Delete Undo Print Post Recap Close

Details Attachments

Bill No: BL-45609 Vendor ID: Test Vendor Date: 12/10/2014 Invoice Date: 12/10/2014 Currency: USD Invoice No: INV-01 PO Number: Transaction Type: Bill

Ship From: Ship To: 123 Test Drive  
De Graff, OH 43318  
United States

Ordered By: AGADMIN Contact: Con 01

Ship Via: UPS Ground Due Date: 01/09/2015

Terms: 2/10 Net 30 AP Account: 22222-0000

Reference: Location: Withheld Amount: 0.00

Delete Filter Records (F3)

Description	Qty Ordere...	Qty Receiv...	Discoun...	Tax	Cost	Total	Account ID	Comments	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		

Subtotal: 325.00

Shipping: 0.00

Tax: 0.00

Total: 325.00

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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