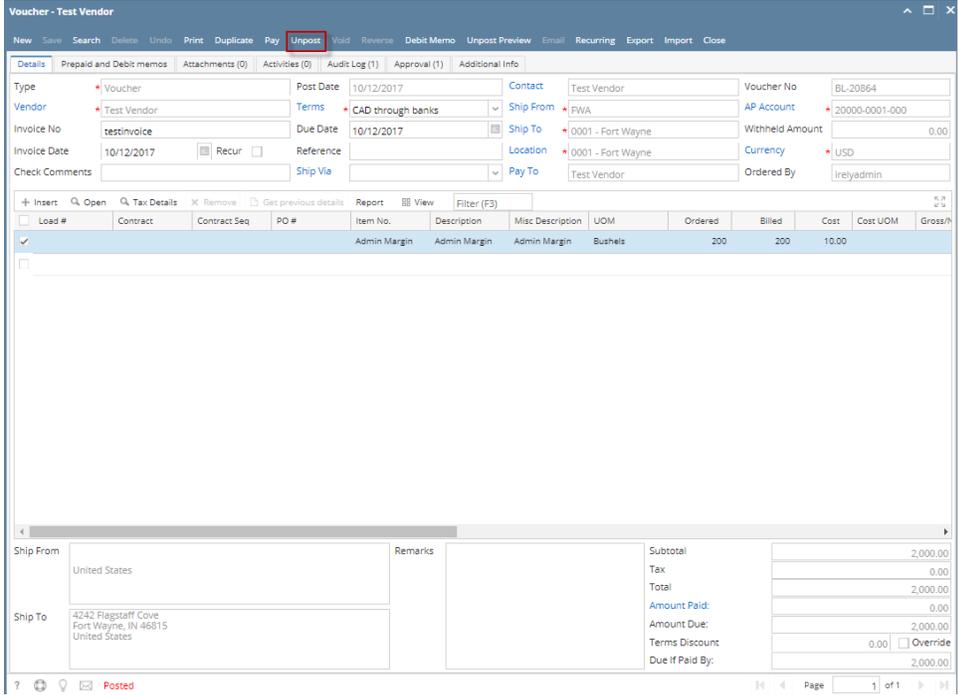


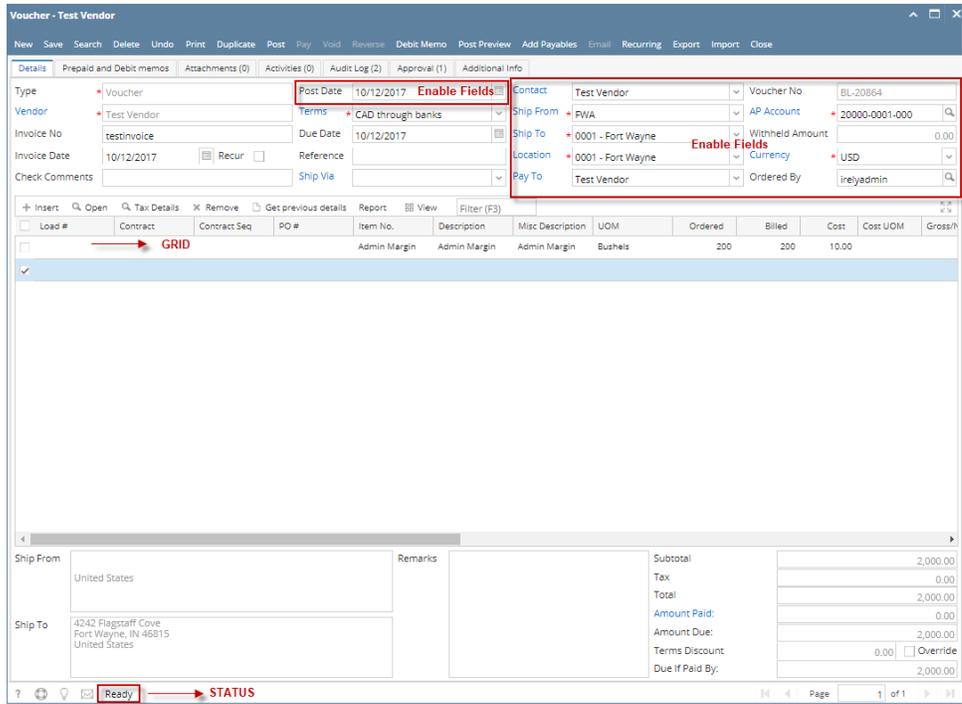
# How To Unpost Voucher

Here are the steps on how to Unpost Vouchers:

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



- 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.



- 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**

Unpost (highlighted) | 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

Load #	Contract	Contract Seq	PO #	Item No.	Description	Misc Description	UOM	Ordered	Billed	Cost	Cost UOM	Gross/Net
					Bean 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

Amount Paid: 5.00

Amount Due: 5.00

Terms Discount: 0.00  Override

Due If Paid By: 5.00

Posted

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**

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

Contract	Item No.	Description	Misc Description	UOM	Ordered	Billed	Cost	Cost Currency	Exchange Rate	Cost	Cost UOM	Gross/Net UOM	Net Weight	Dis
		MISPARTS	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: | Subtotal: 2,000.00

Ship To: 4242 Flagstaff Cove, Fort Wayne, IN 46815, United States | Approval Notes: | Shipping: 0.00

Amount Paid: 1,500.00

Amount Due: 500.00

Ready

- 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' form. The 'Unpost' button in the toolbar is highlighted with a red box. The form details include: 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, Contact: CRACKEDMUG, Ship From: CRACKED MUG, Ship To: 0001 - Fort Wayne, Location: 0001 - Fort Wayne, Currency: USD, and Ordered By: irelyadmin. The bottom status bar shows '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' form after being unposted. The status bar at the bottom now shows 'Ready' in red. The form details include: 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, Contact: Cracked Mug, Ship From: Cracked Mug, Ship To: 0001 - Fort Wayne, Location: 0001 - Fort Wayne, Currency: USD, and Ordered By: irelyadmin. The bottom status bar shows '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' form with the 'Unpost' button highlighted in red in the toolbar. The form details include: 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, Contact: Cracked Mug, Ship From: Cracked Mug, Ship To: 0001 - Fort Wayne, Location: 0001 - Fort Wayne, Currency: USD, and Ordered By: irelyadmin. The bottom status bar shows '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 window showing details for a bill. The bill is not yet paid. The status is 'Ready'.

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

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 dialog box:

**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:

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 window showing details for a bill. The bill is not yet paid. The status is 'Saved'.

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	

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 dialog box:

**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:

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

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

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

Page 1 of 1

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