

# How to Unpost Debit Memos

Here are the steps on how to unpost vouchers:

1. After posting **Vouchers** (see [How to Post Debit Memos](#)) , click **Unpost** button from the toolbar
2. Debit Memo will be unposted. Status will return to **Ready**.

Debit Memo - Cracked Mug

NewSaveSearchDeleteUndoDuplicatePostPayVoidRecapAudit ReceiptApprovalSubmitRejectRecurringClose

DetailsAttachments (0)Comments (0)Audit Log (4)

Type:Debit MemoPost Date:05/03/2016Contact:Cracked MugVoucher No:DM-4

Vendor:Cracked MugTermsDue on ReceiptDue Date:05/03/2016Ship From:Cracked MugAP Account:20000-0001-000

Invoice No:Due Date:05/03/2016Ship To:0001 - Fort WayneWithheld Amount:0.00

Invoice Date:05/03/2016Recur:Ref:1 Duplicate of DM-3Location:0001 - Fort WayneCurrencyUSD

Check Comments:Test DMShip Via:TruckPay To:Cracked MugOrdered By:irelyadmin

+ InsertOpenTax DetailsRemoveGet previous detailsLayoutFilter Records (F3)

Contract	Item No.	Description	Misc Description	UOM	Ordered	Billed	Cost	Cost UOM	Gross/Net UOM	Net Weight	Discount	Tax	Total	Account ID	Account Description
		Others			1	1	1,000.00			0.00	0%	0.00	1,000.00	55100-0000-000	State Income Tax Exp

Ship From:123 Main Ave  
Indianapolis, IN 46206  
United States

Approval

Require Approval:Status:

Approval Notes:

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

Subtotal:1,000.00

Shipping:0.00

Tax:0.00


Total:1,000.00

Amount Paid:0.00

Amount Due:1,000.00

Ready

Page 1 of 1



Unposting a Debit Memo transaction is available only if it is not yet applied to a voucher. Else, Unpost button is disabled and unposting is not allowed.