

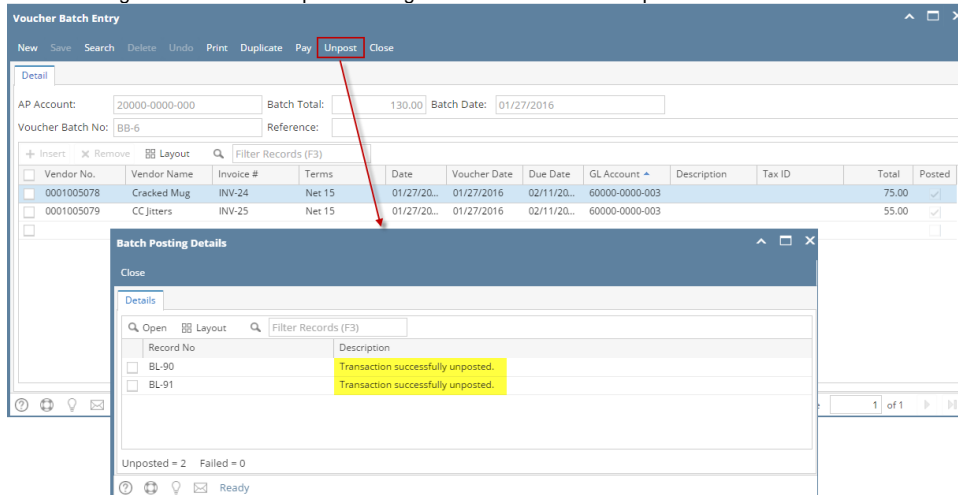
How To Unpost Voucher Batch Entry

Here are the steps on how to unpost vouchers by batch via Vouchers Batch Entry screen:

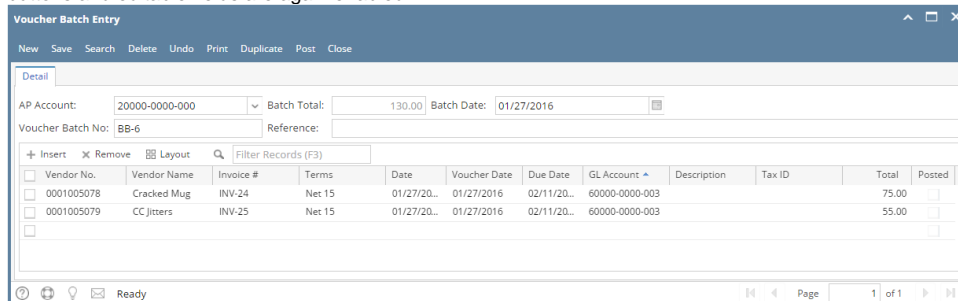
1. After posting **Voucher Batch Entry** (see [How To Post Voucher Batch Entry](#)) , click **Unpost** button from the toolbar.
2. If vouchers included in the batch are not yet paid:
 - a. Batch Posting Detail screen will open showing that all vouchers were unposted.
 - b. Close Batch Posting Detail screen. Voucher Batch Entry record will be unposted. **Posted** status is removed from the screen. All toolbar buttons and editable fields are again enabled.
3. If payment were already made on one or all of the posted vouchers:
 - a. Batch Posting Detail screen will open showing the vouchers that cannot be unposted.
 - b. Close Batch Posting Detail screen. **Posted** status will remain displayed from the screen. All toolbar buttons and editable fields will still be disabled.

Here are the steps on how to unpost vouchers by batch via Vouchers Batch Entry screen:

1. After posting **Voucher Batch Entry** (see [How To Post Voucher Batch Entry](#)) , click **Unpost** button from the toolbar.
2. If bills included in the batch are not yet paid:
 - a. Batch Posting Detail screen will open showing that all vouchers were unposted.

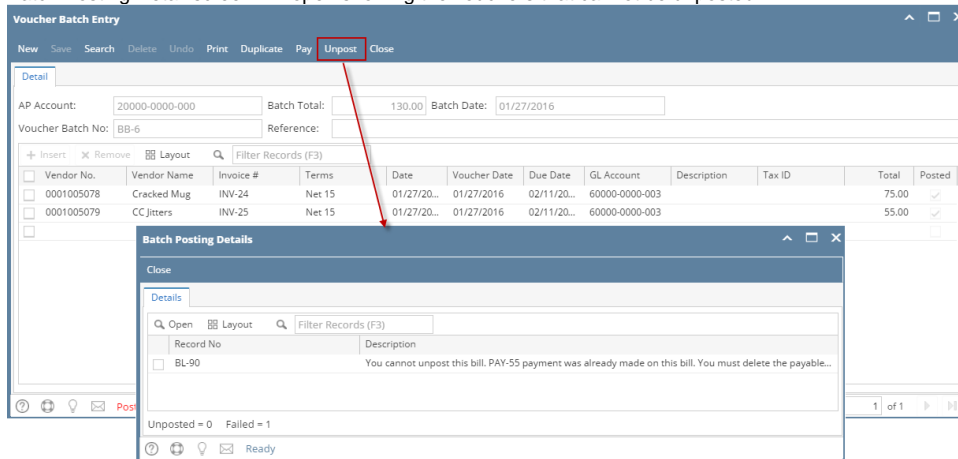


- b. Close Batch Posting Detail screen. Voucher Batch Entry record will be unposted. **Posted** status is removed from the screen. All toolbar buttons and editable fields are again enabled.

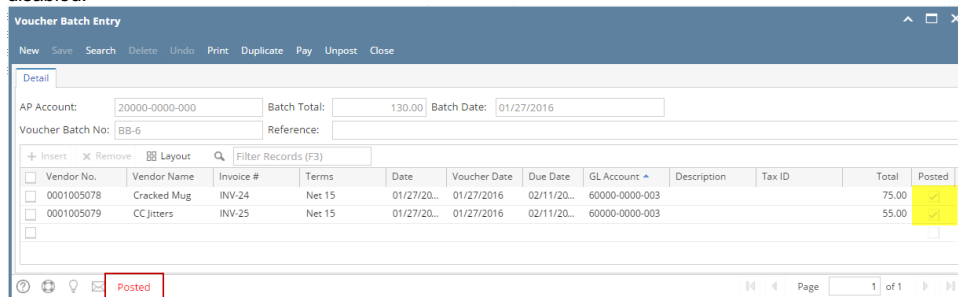


3. If payment were already made on one or all of the posted vouchers:

a. Batch Posting Detail screen will open showing the vouchers that cannot be unposted.

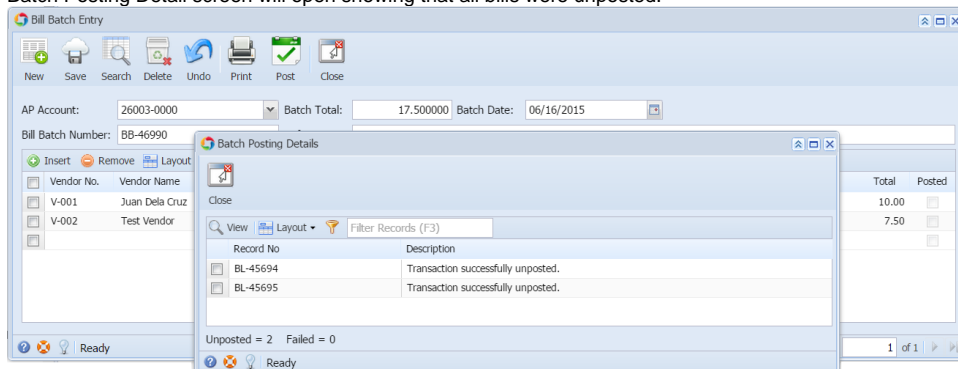


b. Close Batch Posting Detail screen. **Posted** status will remain displayed from the screen. All toolbar buttons and editable fields will still be disabled.

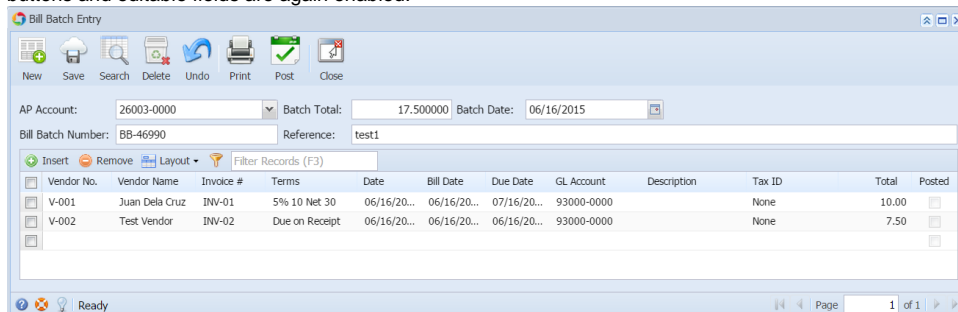


Here are the steps on how to unpost bills by batch via Bill Batch Entry screen:

1. After posting **Bill Batch Entry** (see [How To Post Voucher Batch Entry](#)), click **Unpost** button from the toolbar.
2. If bills included in the batch are not yet paid:
 - a. Batch Posting Detail screen will open showing that all bills were unposted.

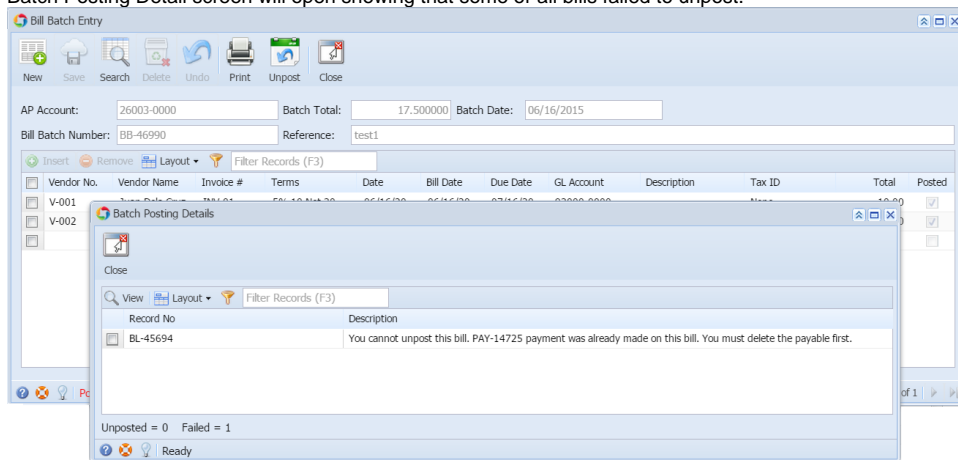


b. Close Batch Posting Detail screen. Bill Batch Entry record will be unposted. **Posted** status is removed from the screen. All toolbar buttons and editable fields are again enabled.

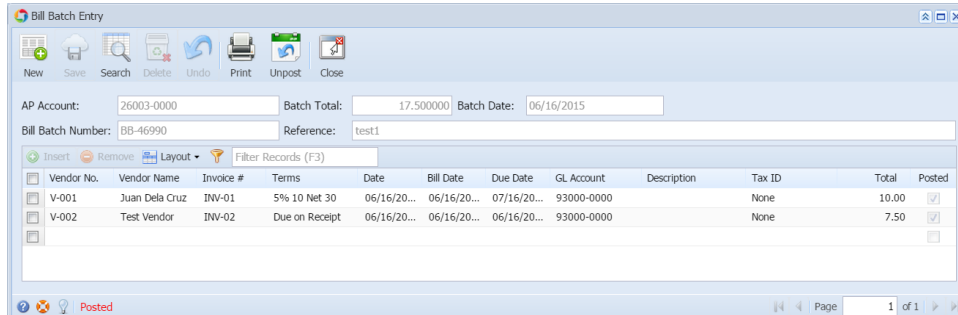


3. If payment were already made on one or all of the posted bills:

- a. Batch Posting Detail screen will open showing that some or all bills failed to unpost.

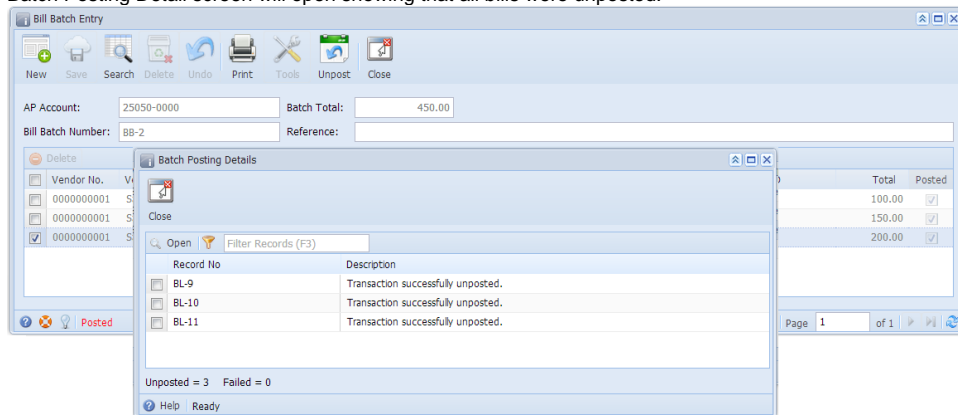


- b. Close Batch Posting Detail screen. **Posted** status will remain displayed from the screen. All toolbar buttons and editable fields will still be disabled.

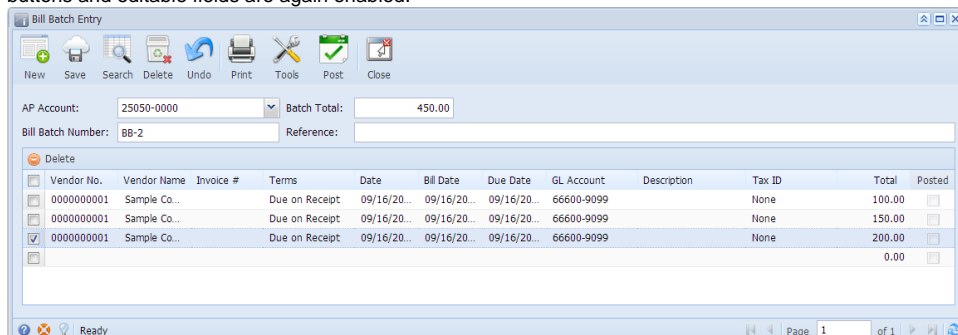


Here are the steps on how to unpost bills by batch via Bill Batch Entry screen:

1. After posting **Bill Batch Entry** (see [How To Post Voucher Batch Entry](#)) , click **Unpost** button from the toolbar.
2. If bills included in the batch are not yet paid:
 - a. Batch Posting Detail screen will open showing that all bills were unposted.

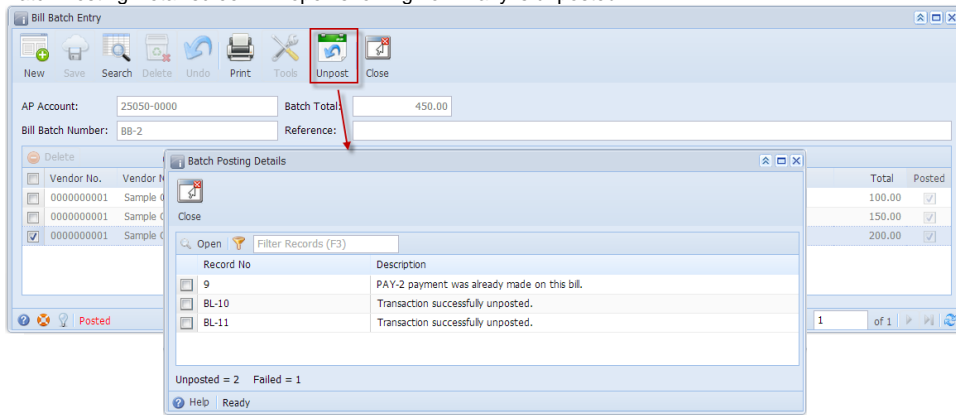


- b. Close Batch Posting Detail screen. Bill Batch Entry record will be unposted. **Posted** status is removed from the screen. All toolbar buttons and editable fields are again enabled.

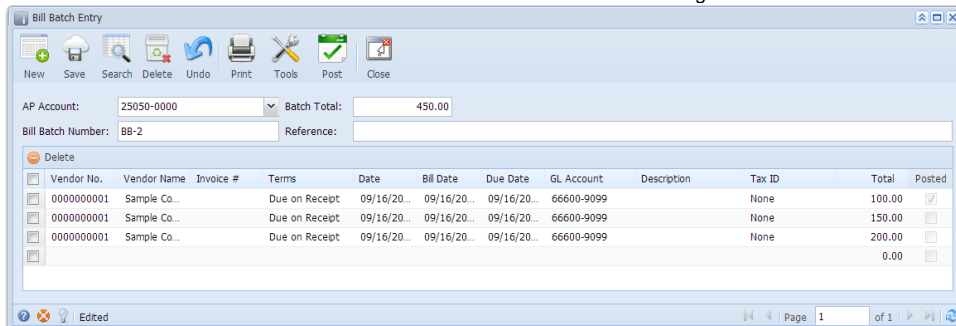


3. If payments were already made on some of the posted bills:

a. Batch Posting Detail screen will open showing how many is unposted.

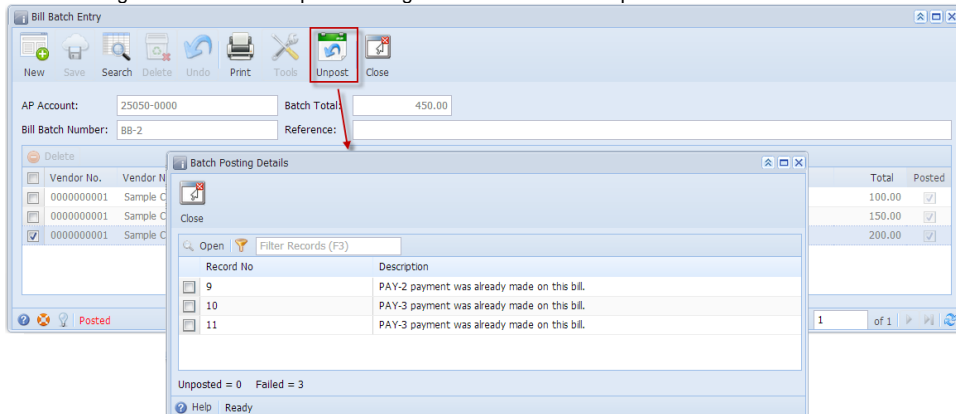


b. Close Batch Posting Detail screen. Bill Batch Entry record will be unposted but the bills that were already paid will remain posted. **Posted** status is removed from the screen. All toolbar buttons and editable fields are again enabled.



4. If payment were already made on ALL of the posted bills:

a. Batch Posting Detail screen will open showing that all bills failed to unpost.



b. Close Batch Posting Detail screen. **Posted** status will remain displayed from the screen. All toolbar buttons and editable fields will still be disabled.

