

## UNPOSTING A VOUCHER

After a voucher is posted, accounting entries get generated and the distribution chartfields on a voucher cannot be edited. If the distribution information needs to be updated, the voucher can be unposted.

Vouchers that have been posted to the General Ledger, but not paid, can be unposted in order to update the voucher.

**Step 1:** Navigate to **Accounts Payable > Vouchers > Add/Update > Unpost Voucher**. Enter the voucher number to be unposted and select the voucher ID.

### Voucher UnPost

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

▼ Search Criteria

**Business Unit:** [=]  🔍

**Voucher ID:** [begins with]

**Invoice Number:** [begins with]

**Short Vendor Name:** [begins with]


**Vendor ID:** [begins with]  🔍

**Name 1:** [begins with]

**Voucher Style:** [=]

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

### Search Results

View All

Business Unit	Voucher ID	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1
<a href="#">BMC55</a>	<a href="#">00000129</a>	<a href="#">417</a>	<a href="#">05/28/2019</a>	<a href="#">CDW GOVERN-001</a>	<a href="#">0000001299</a>	<a href="#">CDW Gover</a>

**Step 2:** The accounting date will default to the original voucher accounting date. For reversal accounting date, the business unit default, which is current date for CUNY, will default but can be overridden depending on the accounting period to reverse the transaction.

Click on the  button.

**UnPost Voucher** | **Voucher Details**

**Business Unit:** BMC55    **Voucher:** 00000129

**Vendor**

**Vendor ID:** 0000001299    **CDW Government LLC**  
**ShortName:** CDW GOVERN-001

**Voucher Information**

**Invoice:** 417    **Origin:** ONL  
**Date:** 05/28/2019    **Group:**  
**Gross Amount:** 2.00 USD

**Update Voucher**

\*Accounting Date:

**Reversal Accounting Date**

Business Unit Default  
 Use Current Date  
 Use Specific Date    Accounting Date:

**Unpost**

**Step 3:** A warning will be given asking to proceed. Click on  button to proceed.

**Message**

Warning -- Proceed with Process? (7030,13)

Press OK to continue with the process. Press Cancel if you do not wish to proceed.

**Step 4:** Click on  button to complete transaction.

**Message**

Voucher 00000129 for business unit BMC55 has been unposted. (7030,89)

This Voucher has been unposted.