UNPOSTING A VOUCHER

Voucher UnPost

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, <u>but not paid</u>, can be unposted in order to update the voucher.

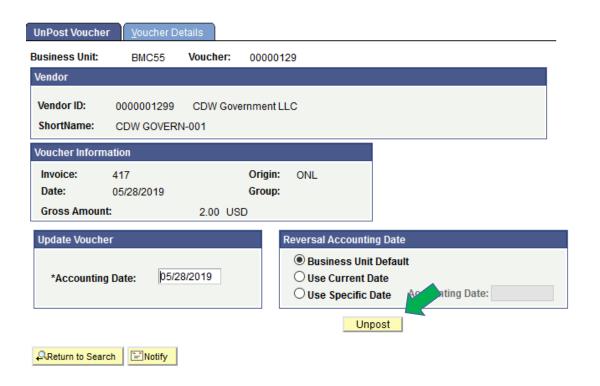
Step1: Navigate to **Accounts Payable > Vouchers > Add/Update > Unpost Voucher**. Enter the voucher number to be unposted and select the voucher ID.

Find an Existing Value Search Criteria **Business Unit:** BMC55 Q Voucher ID: begins with 00000129 Invoice Number: begins with Short Vendor Name: begins with Vendor ID: begins with Q Name 1: begins with Voucher Style: ☐ Case Sensitive Limit the number of results to (up to 300): 300 Search Basic Search Save Search Criteria Search Results Business Unit Voucher Denvoice Number Invoice Date Short Vendor Name Vendor ID BMC55 00000129 417 05/28/2019 CDW GOVERN-001 0000001299 CDW Gover

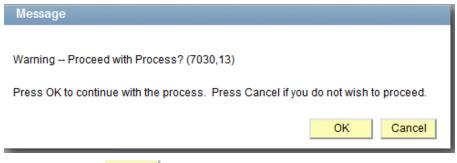
Enter any information you have and click Search. Leave fields blank for a list of all values.

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 Unpost button.



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



Step 4: Click on button to complete transaction.

