



# UnPost a Voucher

## Script Description

Once a voucher has been posted, the changes that can be made to the voucher are very limited. For example, you can change the invoice number, but you cannot change the gross amount. In order to change the gross amount, you must unpost the voucher.

## Process Assumptions

- The Voucher has successfully been posted.

## Process Flow Steps

- A Voucher must be unposted and corrected to change the accounting distribution.
- Access the Voucher UnPost Panel as follows:

GO	Administer Procurement
	Enter Voucher Information
PROCESS	Voucher UnPost
	UnPost Voucher/tr>

1. Click on the button and the following Panel will open:

2. Select the Voucher to UnPost from the list box and click

### C. Voucher UnPost Panel

Use the Voucher UnPost panel to verify that the voucher is the one that you want to unpost. If the voucher has been journal generated, reversing accounting entries are created when you unpost. If the voucher has not been journal generated, generated the accounting entries that are sitting in AP will be removed, and no reversing entries are created.

1. **Accounting Date:** This defaults to the original accounting date that was posted with the voucher. If the accounting date is the ONLY thing that needed to be updated on the voucher, you may enter a new accounting date into this field.
2. **Reversal Accounting Date:** This is the date the accounting reversal will occur.

- 3. Click .**
- 4. A warning message confirming to proceed with the unpost appears. Click**
- 5. An information message confirming the Unpost appears. Click**
- 6. Now you can update the voucher using the regular voucher entry panels. However, if the PO Voucher had a Matching process performed, you can't change the PO Voucher without unmatching first.**
- 7. Use the Line Information and Charges to correct the accounting distribution on the voucher.**
- 8. You must run Budget Checking again to update the Budget Ledger.**
- 9. Click on Budget Check pushbutton to run BCM.**