

# AP Admin Guide - Void Vendor Invoice

## Introduction

This document provides information regarding voiding a Vendor Invoice. In Unanet, the voiding process is initiated on the Vendor Invoice record. The voiding process will create a voiding document, which, when combined with the original document, will net to zero.

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## QuickSteps

1. Navigate to **Financials > Accounts Payable > Vendor Invoices**.
2. On the *Search* tab, enter criteria to search for the Vendor Invoice you would like to void.
3. Click the *List* tab to view the resulting Vendor Invoices.
4. Locate the posted Vendor Invoice you would like to void and click the "paper X" icon.

DOCUMENT #	DOCUMENT DATE	VENDOR	PO DOCUMENT #	INVOICE / REFERENCE #	AMOUNT	BALANCE
0000000447	4/30/2019	V-JOELANDLORD - Landlord Joe		Rent	\$7,000.00	\$7,000.00
0000000431	4/16/2019	V-HIRENOW - Hire Now	0000000001	XYZ-123	\$10,000.00	\$10,000.00
0000000431	4/16/2019	V-HIRENOW - Hire Now	0000000001		\$6,000.00	\$6,000.00

Total Vendor Invoices: 3      \$23,000.00      \$23,000.00

5. A popup window will display and allow editing of the following fields:
  - a. *Void Date*: The date of the voiding document.
  - b. *Post Date*: Must be greater than or equal to the Post Date of the Vendor Invoice.
  - c. *Description*: This field is optional.
  - d. *Fiscal Period*: Determined by the Post Date entered.
6. Click **Void**.

VOID VENDOR INVOICE DOCUMENT # 0000000447

<b>Document #:</b>	0000000447	<b>Amount:</b>	\$7,000.00
<b>Document Date:</b>	4/30/2019	<b>Description:</b>	-
<b>Vendor:</b>	V-JOELANDLORD - Landlord Joe	<b>Post Date:</b>	4/30/2019
<b>Vendor Invoice / Reference #:</b>	Rent	<b>Fiscal Period:</b>	FY19-07
<b>Invoice Date:</b>	4/15/2019		

**WARNING: The voiding of a Vendor Invoice cannot be undone!**

The voiding of this Vendor Invoice will cause the creation of a voiding Vendor Invoice and appropriate reversing transactions.

\*Void Date:  Description:

\*Post Date:  Fiscal Period:

\* Indicates required field

**Void**      Cancel

7. Notes:
  - a. If using Purchasing, when the Vendor Invoice is Voided funds will be made available again on the Purchase Order.

b. If there was matched labor/expense, then the void makes those transactions available to be rematched to another Vendor Invoice.

## Troubleshooting

Available to users with the following Financials roles on their person profile: AP Poster.

Users also need access to the legal entity to which the Vendor Invoice applies.

Only posted Vendor Invoices can be voided.

## Additional Information

[Help Docs - Vendor Invoices \(to void Vendor Invoices\)](#)