Un-post Vouchers

This Quick Reference Guide explains how to un-post a voucher. Un-posting a voucher reverses the accounting entries and allows you to edit the voucher to make changes. Vouchers that have been paid cannot be unposted.

Steps to complete

- Step 1: Verify the voucher has a “Posted” Post Status.
- Step 2: Un-post the voucher.
- Step 3: Verify the voucher has been unposted.
- Step 4: Correct the error on the voucher, and rerun the Matching and Budget Checking.

Step 1: Verify the voucher has a “Posted” Post Status.

1. Navigate to the Voucher Regular Entry page.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Accounting, Accounts Payable, Vouchers. The Voucher Regular Entry page will display by default.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Regular Entry.</td>
</tr>
</tbody>
</table>

2. Select the Find an Existing Value tab to search for the voucher.
3. Enter the agency number in the Business Unit field.
4. Enter the Invoice Number in the Invoice Number field.
5. Press the Search button, and select the voucher from the Search Results.
6. On the Summary tab, if the Post Status field says “Posted,” you may un-post the voucher. (Note: If the voucher is paid, it cannot be unposted.)
Step 2: Un-post the voucher.

1. Navigate to the UnPost Voucher page.

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2. Enter the Business Unit number in the Business Unit field.

3. Enter the voucher number in the Voucher ID field.

4. Press the Search button, and select the voucher from the Search Results.

5. The UnPost Voucher tab will display. This tab allows you to see voucher information and reverse accounting entries for the voucher.

   Note: Select the Voucher Details tab to see any additional voucher information. Then return to the UnPost Voucher tab to reverse the accounting entries.

6. Press the Use Current Date radio button in the Reversal Accounting Date section.

7. Press the Unpost button.
8. A Warning Message will display. Press OK.

9. A message will display confirming that the voucher has been unposted. Press OK.
Step 3: Verify the voucher has been unposted.

1. Navigate to the Voucher Regular Entry page.

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2. Select the Find an Existing Value tab to search for the voucher.
3. Enter the Business Unit number in the Business Unit field.
4. Enter the voucher number in the Voucher ID field.
5. Press the Search button.
6. On the Summary tab, verify the Post Status field says “Unposted.”

Step 4: Correct the error on the voucher, and rerun the Matching and Budget Checking processes.

1. Correct any errors on the voucher.
2. Make sure all supplier information has been entered on the Invoice Information and Payments tabs, and check the Summary tab for errors.
3. Run the Matching process if the voucher referenced a PO or PO Receipt.
4. Run the Budget Checking process, and submit the voucher for Approval.

Note: SWIFT will automatically repost the voucher after the next voucher posting process runs.