

QUICK REFERENCE GUIDE

Updated November 01, 2019

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.

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

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*.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Voucher

Find an Existing Value | Keyword Search | Add a New Value

Business Unit: G1001

Voucher ID: NEXT

Voucher Style: Regular Voucher

Supplier Name: _____

Short Supplier Name: _____

Supplier ID: _____

Supplier Location: _____

Address Sequence Number: _____

Invoice Number: _____

Invoice Date: _____

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Sales Tax Amount: 0.00

Misc Charge Amount: 0.00

PO Business Unit: _____

PO Number: _____

Tax Exempt Flag:

Estimated No. of Invoice Lines: 1

Add

- 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.)

Summary | Related Documents | Invoice Information

Business Unit G1001

Voucher ID 00024485

Voucher Style Regular

Supplier Name [blurred]

Entry Status Postable

Match Status Matched

Approval Status Approved

Post Status Posted

Step 2: Un-post the voucher.

1. Navigate to the *UnPost Voucher* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers, left-menu, Add/Update folder, UnPost Voucher.

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*.

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 contains

Invoice Number begins with

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Case Sensitive

[Basic Search](#)

Search Results

[View All](#)

Business Unit	Voucher ID	Invoice Number	Invoice Date	Short Supplier Name
G1001	00024485	Invoice No. <input type="text"/>	06/30/2018	<input type="text"/>

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.

UnPost Voucher | Voucher Details

Business Unit G1001 Voucher 00024485

Supplier

Supplier ID [REDACTED]
Short Name [REDACTED]

Voucher Information

Invoice	Invoice No. [REDACTED]	Origin	ONL
Date	06/30/2018	Group	
Gross Amount	237.46	USD	

Update Voucher

*Accounting Date: 06/30/2018

Reversal Accounting Date

Business Unit Default
 Use Current Date
 Use Specific Date

Accounting Date: [REDACTED]

Unpost [Audit Logs](#)

8. A Warning Message will display. Press **OK**.

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

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

OK **Cancel**

9. A message will display confirming that the voucher has been unposted. Press **OK**.

Voucher 00024485 for business unit G1001 has been unposted. (7030,89)

This Voucher has been unposted.

OK

Step 3: Verify the voucher has been unposted.

1. Navigate to the *Voucher Regular Entry* page.

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

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.”

The screenshot shows the 'Summary' tab of a voucher entry form. The fields and their values are as follows:

- Business Unit: G1001
- Voucher ID: 00024485
- Voucher Style: Regular
- Supplier Name: [Redacted]
- Entry Status: Postable
- Match Status: Matched
- Approval Status: Approved
- Post Status: Unposted (highlighted with a red box)

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.