

QUICK REFERENCE GUIDE

February 20, 2024

Unpost Vouchers

To correct a voucher with a Post Status of “Posted,” you must unpost it first. Unposting a voucher reverses the accounting entries and allows you to edit the voucher to make changes.

IMPORTANT! Vouchers that have been paid cannot be unposted.

The Post Status of “Posted” on a voucher means the following.

- The Voucher Posting process ran overnight.
- Accounting entries have been created on the General Ledger.

If the voucher was created referencing a purchase order, you must unmatched the voucher before correcting it. After you save the changes to the voucher, you must rerun the matching and budget check processes again. The voucher will be reposted when the next voucher posting process runs.

This Quick Reference Guide provides the steps to unpost a voucher.

Step 1: Unpost 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. SWIFT displays the Unpost Voucher page.
 - a. Enter or confirm the Business Unit number in the Business Unit field.
 - b. Enter the voucher number in the Voucher ID field.
 - c. Press the **Search** button at the bottom of the page.

The screenshot shows the 'Voucher UnPost' interface. On the left is a navigation menu with options: Add/Update, Regular Entry, Quick Invoice Entry, UnPost Voucher (highlighted), Match Workbench, Delete Voucher, and Close Voucher. The main area is titled 'Voucher UnPost' and 'Find an Existing Value'. Under 'Search Criteria', there is a text input field with the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Recent Searches' section with a dropdown menu 'Choose from recent searches'. The search criteria include: '*Business Unit' set to 'G1001' and 'Voucher ID' set to 'begins with 00043130'.

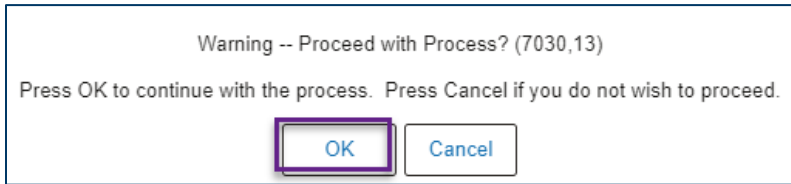
3. Select the voucher from the Search Results.
4. SWIFT displays the UnPost Voucher tab.
 - a. Review it to see voucher details and create reverse accounting entries for the voucher.
 - b. Select the **Voucher Details** tab to see any additional voucher information.
 - c. Then return to the **UnPost Voucher** tab to reverse the accounting entries.

The screenshot shows the 'Voucher Details' section. At the top, there are two tabs: 'UnPost Voucher' and 'Voucher Details' (highlighted). Below the tabs, the 'Business Unit' is 'G1001' and the 'Voucher' is '00043130'. Under the 'Supplier' section, the 'Supplier ID' is '0000943729' and the name is 'OPTUM BANK INC'. The 'Short Name' is 'OPTUM BA-001'.

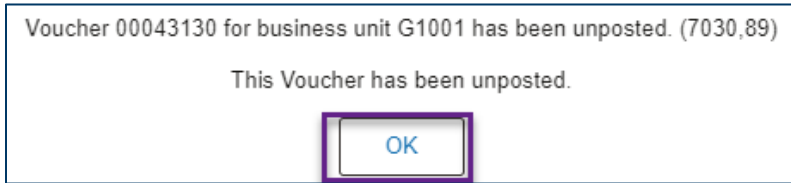
5. Go to the **Update Voucher** section.
 - a. Select the **Use Current Date** radio button in the Reversal Accounting Date section.
IMPORTANT: If the Accounting Date is in a closed period, use the Current Date.
 - b. Then, select the **Unpost** button.

The screenshot shows the 'Update Voucher' section. On the left, the '*Accounting Date' is set to '07/28/2023'. On the right, the 'Reversal Accounting Date' section has three radio buttons: 'Business Unit Default', 'Use Current Date' (selected), and 'Use Specific Date'. Below these is an empty 'Accounting Date' text field. At the bottom right, there is an 'Unpost' button and a link for 'Audit Logs'.

- SWIFT displays a Warning Message. Press **OK**.



- SWIFT displays a message confirming that the voucher has been unposted. Press **OK**.



Step 3: Verify the voucher has been unposted

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

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The Regular Entry Voucher page defaults.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter. Left-menu, Links section, Regular Entry.

- On the Voucher page, select the **Find an Existing Value** button.
- On the **Find an Existing Value** page, enter search criteria to find the voucher.
 - Enter the agency number in the Business Unit field.
 - Enter the Invoice Number in the Invoice Number field.
 - Press the **Search** button at the bottom of the page.
- SWIFT displays the Summary tab of the voucher. Verify the Post Status field says “Unposted.”

Summary		Related Documents	Invoice Information	Payments	Voucher Attributes
Business Unit	G1001				Invoice Date 07/18/2
Voucher ID	00043130				Invoice No 07/18/2
Voucher Style	Regular				Invoice Total 1,675.
Supplier Name	OPTUM BANK INC 2525 LAKE PARK BLVD SALT LAKE CITY, UT 84120				
Entry Status	Postable				Pay Terms Net 0
Match Status	No Match		Approval History		Voucher Source Online
Approval Status	Approved				Origin ONL
Post Status	Unposted				Created On 07/28/

Step 4: Correct the error on the voucher and reprocess the voucher

1. Correct any errors on the voucher.
2. Check the **Summary** tab for errors.
3. Make sure all supplier information has been entered on the **Invoice Information** and **Payments** tabs.
4. Run the **Matching** process if the voucher referenced a purchase order or purchase order receipt.
5. Run the **Budget Checking** process.
6. Submit the voucher for approval.

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