

AP.020.115 – UNPOSTING VOUCHERS

Purpose	<ul style="list-style-type: none"> • To navigate to the appropriate component to unpost a voucher. • To select a voucher to unpost based on your criteria. • To unpost the voucher so the Chartfields can be corrected.
Description	<p>Vouchers that have been posted cannot have any modification to voucher fields that would affect financial information, such as a payment amount. However, posted vouchers do have limited fields that can be modified. Fields that can be modified include Remit Address, Remit Location and Payment Method. If users want to make changes to accounting information, users can unpost the voucher, close the voucher or create an Adjustment Voucher.</p>
Security Role	BOR_AP_VOUCHER_PRC
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to unpost a voucher.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Vouchers link.
5.	Click the Add/Update link.
6.	Click the Unpost Voucher link.
7.	Enter Business Unit in the Business Unit field.
8.	Enter the Voucher ID in the Voucher ID field that needs to be unposted.
9.	Click the Search button.
10.	Click the Unpost Voucher tab.
11.	In the Update Voucher section, enter Accounting Date in the Accounting Date field.
12.	For the Reversal Accounting Date, the default is Business Unit Default. There may be times that you will want to use a specific date rather than the Business Unit Default (i.e., End of Fiscal Year). Click the Use Current Date or Use Specific Date option, if needed.
13.	Click the Unpost button.
14.	Click the OK button.
15.	Click the OK button.