GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

AP.020.115 – UNPOSTING VOUCHERS

Purpose	• 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	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.
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.