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

PeopleSoft 9.2

AP.030.030 – POSTING VOUCHERS

Purpose	• To Run Voucher Post
Description	Posting vouchers in PeopleSoft Payables updates vendor account balances and creates balanced accounting entries for all distribution lines entered for vouchers. Posting also updates vendor account balances and creates accounting entries for using tax expense and liability, withholding, and freight. After these accounting entries are generated, they are available for General Ledger journal generation. Once a voucher has been posted, users cannot change any fields that would have an impact on accounting entries. The only information that can be changed on a voucher after posting is descriptive information such as invoice number, item number, item description, exchange rate, and comments. If changes are needed for accounting information, users can un-post the voucher, close the voucher, or create an adjusting voucher.
Security Role	**BOR_AP_VOUCHER_PRC**
Dependencies/ Constraints	• Vouchers must have a valid budget check status to be available for posting. • Vouchers within a control group must have the Post Group check box selected. • User Preferences are required to Post Vouchers.
Additional Information	None

Procedure

Below are step by step instructions on how to post vouchers.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Accounts Payable** link.
4.	Click the **Batch Processes** link.
5.	Click the **Vouchers** link.
6.	Click the **Voucher Posting** link.
7.	Select or create a new **Run Control ID.**
8.	Click in the **Run Control ID** field.
9.	Enter a Request ID (Example: "POST") in the **Request ID** field.
10.	Enter a Description (Example: "POST VOUCHERS") in the **Description** field.
11.	Click the **Always Process** list item for the Process Frequency
12.	Click the **Post Voucher Option** list. Options: • Post All Vouchers for Closed Payment • Post Business Unit • Post Contract • Post Group • Post Origin • Post Voucher ***Note:*** *If "Post Business Unit" is selected, users will only see the Business Units to which they have access.* ***Note:*** *For posting of Banner vouchers, users may wish to select the Post Group option.*
13.	In the Post Voucher List section, enter the requested information, such as **Business Unit**, **Voucher ID**, **Control Group ID**, **Contract ID**, **SetID**, **Bank Code**, **Bank Account**, **Payment Method**, **Payment Reference**, or **Origin**. ***Note:*** *Selections are based on Post Voucher Option.*
14.	Do NOT select "Autopilot Run Control" check box.
15.	Click the **Save** button.

Step	Action
16.	Click the **Run** button.
17.	Click the **Server Name** list.
18.	Click the **PSUNX** list item.
19.	Click the **OK** button.
20.	Click the **Process Monitor** link to view the voucher posting progress.