

## GL.020.016 - MARKING A JOURNAL FOR UNPOSTING

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To identify why it may be necessary to unpost a journal entry.</li> <li>• To identify how many times a journal entry may be unposted.</li> <li>• To describe how to edit an unposted journal entry.</li> <li>• To mark a journal to unpost and unpost it.</li> </ul>
<b>Description</b>	When users post a journal in error and need to correct the journal entry, users can mark the journal entry for unposting and then unpost it.
<b>Security Role</b>	<b>BOR_GL_JOURNAL_POSTING</b>
<b>Dependencies/ Constraints</b>	<ul style="list-style-type: none"> <li>• PeopleSoft General Ledger automatically creates an audit trail by posting a reverse entry for the unposted journal. However, users can unpost journals only once, and cannot edit or repost an unposted journal. If users want to post a journal that was unposted, copy the journal and then post the copy.</li> <li>• It may be necessary to unpost a journal entry if a journal was posted and it needs to be corrected.</li> </ul>
<b>Additional Information</b>	None

## Procedure

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

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>General Ledger</b> link.
4.	Click the <b>Journals</b> link.
5.	Click the <b>Process Journals</b> link.
6.	Click the <b>Mark Journals for Unposting</b> link. Use the Mark Journals for Unposting page to mark journal entries to unpost. The page displays an Unpost Date if the Allow Different Unpost Date option is enabled on the Business Unit Journal Options page.
7.	Enter criteria to search for the journals to unpost (reverse).
8.	Use the <b>ChartField Search Criteria</b> grid to enter names and values of the ChartFields on the journals to mark to unpost (reverse).
9.	Click the <b>Search</b> button.
10.	Use the <b>Select Journals to Unpost</b> grid to select journals to unpost.  <i>Note: If the unpost period (transaction type 'UNP') is closed for the business unit, the Process checkbox is unavailable for selection.</i>
11.	If users need to view journal details, click the individual <b>Journal ID</b> links to access the Journal Inquiry page. When ready to process, click the <b>[Return]</b> button to come back to this page.
12.	Click the <b>Process</b> checkbox.
13.	Click the <b>Unpost Selected Journals</b> link to open the <b>Post Journals Request</b> page to run the Journal Post process (GL_JP) to unpost journals selected.
14.	Click the <b>OK Yes</b> button.
15.	Click the <b>Save</b> button.
16.	Use the <b>Post Journals Request</b> page to run the Journal Post process. When users run the posting process, the system unposts only those journals that fit the request criteria and are marked to unpost.  <i>Note: The system populates request parameters based on the selection from the Mark Journals for Unposting page.</i>
17.	Click the <b>Run</b> button.
18.	Click the <b>OK</b> button.

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Step	Action
19.	Click the <b>Process Monitor</b> link. The system navigates to the Process Monitor page and defaults to the Process List tab. Use the Process List tab to view the status of submitted process requests.
20.	When the Run Status is <b>Success</b> , view the status of the journal to verify it has unposted.