## How To Unpost Payables via Paid Bills History Screen

Here are the steps on how to unpost payables via Paid Bills History screen:

1. From the Main Menu, click Purchasing > Paid Bills History.

Paid Bills History								
Inpost Refresh	Close							
Check No.	Vendor No.	Vendor Name	Payable No.	Checkbook No.	Amount	Reconciled Date	Cleared	Printed
	V'100	AP's Sample Vendor	PAY-14697	TE	34.55	06/26/2015	V	<b>V</b>
	V'100	AP's Sample Vendor	PAY-14698	TE	13.82	06/26/2015	<b>V</b>	<b>V</b>
	V'100	AP's Sample Vendor	PAY-14702	TE	9.22			
	V100	AP's Sample Vendor	PAY-14703	TE	76.02			
	V'100	AP's Sample Vendor	PAY-14707	TE	25.34			
	V'100	AP's Sample Vendor	PAY-14709	01	11.51			
	V'100	AP's Sample Vendor	PAY-14710	05	9.21			
	V'100	AP's Sample Vendor	PAY-14712	05	32.25			
	V'100	AP's Sample Vendor	PAY-14713	TE	9.21			
	V'100	AD's Sample Vendor	DAV-14717	TE	02.06			

🕜 🤨 🏆 Ready

- 3. Select pay bills transaction from the grid by checking the corresponding checkboxes of the selected transaction.
- 4. Click Unpost button.
  - a. If transaction is already cleared, description will be: The transaction is already cleared.
  - b. If transaction is already printed, description will be: The transaction is already printed.
  - c. If the transaction is not cleared nor printed, Batch Posting Detail screen will open with the description if transaction is unposted or not.

G Batch Posting Details		ê 🗆 🗙			
Close					
🔾 View 🔚 Layout • 💡 Filter Records (F3)					
Record No	Description				
PAY-14721	Unable to find an open fiscal year period to match the transaction date.				
PAY-14717	Transaction successfully unposted.				
Unposted = 1 Failed = 1					
🥝 👶 🏆 Ready					

Here are the steps on how to unpost payables via Paid Bills History screen:

- 1. From the Main Menu, click Accounts Payable Activities > Paid Bills History.
- 2. Paid Bills History screen will open.

🛜 Pa	id Bills History								2	
Unpost Refresh Close										
	Select All 📄 Cle	ar All 📝 View Bill	Filter Records (F3)							
	Check No.	Vendor No.	Vendor Name		Payable No.	Checkbook No.	Amount	Reconciled Date	Cleared	
	11111112	Test Vendor	Sample Vendor		PAY-14656	01	150.00			
	11111113	Test Vendor	Sample Vendor		PAY-14659	01	111.96		<b>V</b>	
		Test Vendor	Sample Vendor		PAY-14660	01	34.56			
		Test Vendor	Sample Vendor		PAY-14661	01	77.83			
		Test Vendor	Sample Vendor		PAY-14662	01	43.06			
		Test Company	Sample Company		PAY-14663	01	65.00			
		Test Company	Sample Company		PAY-14664	01	45.00			
		Test Company	Sample Company		PAY-14665	01	50.00			-
4									D	Þ

🕜 🔮 🏆 Ready

- 3. Select pay bills transaction from the grid by checking the corresponding checkboxes of the selected transaction.
- 4. Click Unpost button.
- 5. Batch Posting Detail screen will open with the description if transaction is unposted or not.
  - a. If transaction is already cleared, description will be: The transaction is already cleared.
    - b. If transaction is already printed, (for confirmation)
    - c. If the transaction is not cleared nor printed, description will be: Transaction successfully unposted.