# **How To Unpost Payments**

# Unposting via Pay Voucher Details screen

Here are the steps on how to unpost payable. This is applicable on all payables even if payment method selected is **Check** as long as **Check No.** is not yet assigned or payable is not yet printed.

- 1. After posting payable (see How To Post Payments), click **Unpost** button from the toolbar.
- 2. Payable will be unposted, Posted status shown in the Status Bar will be return to Ready. All toolbar buttons and editable fields are again enabled.
- 3. The Bank Balance field will add back the amount that was taken out from the fund when payable is posted.

Pay Voucher Details - Test Vendor						^ □ ×
New Save Search Delete Undo Process Payment Prin	t Settlement Unpost	Unpost Preview Clos	e			
Detail Audit Log (13)						
Vendor No * Test Vendor	Date Paid	10/12/2017	Record	No P/	AY-320	
Vendor Pay To * Test Vendor	Payment Methor *	Check	Currenc	y + U	SD	
Pay Voucher Details - Test Vendor New Save Search Delete Undo Process Payment Pr	int Settlement Post F	Post Preview Unpost	Preview Close			^ □ >
Detail     Audit Log (15)       Vendor No     * Test Vendor	Date Paid	10/12/2017	Record	i No	PAY-320	
Vendor Pay To * Test Vendor	Payment Method +	Check	~ Currer	icy *	USD	
Bank Account * Chase Bank - IN	<ul> <li>Unapplied Amount</li> </ul>		0.00 Withhe	eld		0.00
Amount Paid 5.00 Selec	t Check No		Credit	Limit		
Quantity 0.00 V Select	t Notes					
Bank Balance 8,274,454.0	0					5.7
Pay Due Date Record No Invoice No Commodity	Terms Voucher	Total AP Account	Amount Due	Discount	Interest	Payment
10/12/2017 BL-20864 testinvoice Soybeans	CAD thro	10.00 20000-000	10.00	0.00	0.00	5.00
•			10.00			5.00
? 🗊 💡 🖂 Ready 🛛 — 🕨 STATUS				Page	1 of	1 [ 🕅

4. You are now ready to make changes to your payable.

#### Unposting via Recap screen

Here are the steps on how to unpost payable via Recap screen.

1. After posting payable (see How To Post Payments), click Post Preview toolbar button to open Recap screen.

# 2. Click Unpost toolbar button to start the unposting process.

Vendor No     ★ Test Vendor     Date Paid     11       Vendor Pay To     Test Vendor     Payment Method     ◆ C       Inpost Preview     Jonpost     Close     Payment Method     ◆ C       Details	0/12/2017 Record	rd No PAY-320 incy * USD	ncy USD
Indor Pay To + Test Vendor Payment Method + C post Preview  Post Close  Petails  ate 10/12/2017 Description  Report BE View Filter (F3)  Transaction ID Account ID Description  1 PAV-320 20000-0001 - 000 Accounts Payable	heck Curre	ncy * USD	ncy USD
post Preview post 2 Close etails ate 10/12/2017 Description eport B View Filter (F3) Transaction ID Account ID Description 1 PAY-320 20000-0001 -000 Accounts Payable		Curre	ncy USD
etails         10/12/2017         Description           eport         III View         Filter (F3)           Transaction ID         Account ID         Description           1         PAY-320         20000-0001-000         Accounts Payable		Curre	ncy USD
eport         EII View         Filter (F3)           Transaction ID         Account ID         Description           1         PAY-320         20000-0001-000         Accounts Payable			
Iransaction ID         Account ID         Description           1         PAY-320         20000-0001-000         Accounts Payable	1	2.15	
PAY-520 20000-0001-000 Accounts Payable	Account Group	Debit	Crei
A desia Dishura anata A desia	Payables	0.00	
2 PAY-520 10000-000 Admin bised senient -home office Admin	Cash Accounts	5.00	
2 PAY-320 10000-0000 Admin Disoursement -Home Utifice Admin	Cash Accounts	5.00	

3. Unpost Preview screen will close automatically and payable will be unposted. Posted status shown in the Status Bar will be return to Ready and all toolbar buttons and editable fields are again enabled.
Pay Voucher Details - Test Vendor

Vend	or No 🔺 T	est Vendor				Date Paid	10/12/	2017	0	Record	No P.	AY-320	
Vend	or Pay To <b>*</b> Te	est Vendor			~	Payment Method	* Check		~	Current	ry ∗ U	SD	
Bank	Account + C	hase Bank - IN	1		~	Unapplied Amount			0.00	Withhel	ld		0
Amo	unt Paid			5.00 S	elect	Check No				Credit L	.imit		
Quar	ntity	0.	00	~ S	elect	Notes							
Bank	Balance			8,274,45	54.00								
¥ 9	elect All	Clear All Rep	ort 🔠 View	Filter	(F3)								r L
Pay	Due Date	Record No.	Invoice No	Commodi	ity	Terms Vouch	er Total	AP Account	Amou	int Due	Discount	Interest	Paymen
	10/12/2017	BL-20864	testinvoice	Soybeans	i i	CAD throug	10.00	20000-0001		10.00	0.00	0.00	5.
										10.00			5

4. The Bank Balance field will add back the amount that was taken out from the fund when payable is posted.
Pay Voucher Details - Test Vendor

	B(17)												
Vendor No 🛛 *	Fest Vendor				Date Paid		10/12/2	017		Record	No	PAY-320	
Vendor Pay To <b>*</b> 1	Fest Vendor			~	Payment Met	hod *	Check		~	Current	y *	USD	
Bank Account \star (	Chase Bank - IN	I		~	Unapplied Ar	nount			0.00	Withhel	d		0.0
Amount Paid			5.00	Select	Check No					Credit L	imit		
Quantity	0.	00	~	Select	Notes								
Bank Balance			8,274,	454.00									
Select All	Clear All Rep	ort 🔡 View	Filt	er (F3)									к И
Pay Due Date	Record No.	Invoice No	Commo	dity	Terms	Voucher	r Total	AP Account	Amou	nt Due	Discount	Interest	Payment
10/12/2017	BL-20864	testinvoice	Soybear	ns	CAD throug		10.00	20000-0001		10.00	0.0	0.00	5.(
										10.00			5

5. You are now ready to make changes to your payable.

If check is already printed and Check No. is already assigned to the payment, unposting is no longer allowed. Unpost button is replaced by Void button instead. (SeeHow To Void Payments)

#### Affected modules after unposting

## General Ledger

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- 1. Open **GL** Account Detail from General Ledger. Select the accounts used in your posted transaction. A reverse entry of the posted pay bill transaction will be displayed on the screen.
- 2. Click Transaction Detail button from the GL Account Detail screen to open GL Transaction Detail screen. A reverse entry for each account used in the unposted pay bill transaction will be displayed on the screen.

## Cash Management

- 1. Open Bank Account Register screen by selecting Cash Management and then click mouse over Bank Account Register. The entry of the transaction will no longer be displayed from the this screen.
- Open Bank Reconciliation screen by clicking Reconciliation button from Bank Account Register screen or from Cash Management and click mouse over Bank Reconciliation. Select Bank Account used in the posted transaction. Transaction will also be removed from Bank Reconciliation.
- 3. Balance field of the Bank Accounts screen also updates every time a transaction that uses this bank is unposted.

#### Unposting via Pay Bill Details screen

Here are the steps on how to unpost payables. This is applicable on all payables even if payment method selected is **Check** as long as **Check No.** is not yet assigned or payable is not yet printed.

- 1. After posting pay bills (see How To Post Payments), click Unpost button from the toolbar.
- 2. Pay bill will be unposted, **Posted** status shown in the **Status Bar** will change back to **Ready**. All toolbar buttons and editable fields are again enabled.

3. The Bank Balance field will add back the amount that was taken out from the fund when pay bill is posted.

🔄 Pay Bills Detail								
New Save Se	arch Delete Und	o Print Unp	ost Recap Close					
Vendor No:	000000001		Date Paid:	02/16/2015		Record No:	PAY-14667	
Bank Account:	13		Payment Method:	Check		Currency:	USD	
Amount Paid:		11.56	Unapplied Amount:		0.00	Vendor Credit	:	
Bank Balance:		4,999,854.26	Check No:			Withheld:		0.61
Notes:								
Filter Record	s (F3)							
Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun	Interest	Amount Due	Payment
03/03/2015	BL-45614	3% 5 Net 15	12.55	22222-0000	0.38	0.00	12.55	12.17
			÷					
Pay Bills Detail		<b>@</b>	•					× O ×
	Q 🔂 🌿	ר ڬ ן 🔁						
New Save Se	arch Delete Und	lo Print Po	st Recap Close					
Vendor No:	000000001		Date Paid:	02/16/2015		Record No:	PAY-14667	
Bank Account:	13	*	Payment Method:	Check	~	Currency:	USD	
Amount Paid:		11.56	Unapplied Amount:		0.00	Vendor Credit		
Bank Balance:		4,999,865.82	Check No:			Withheld:		0.61
Notes:								
<b>Filter Record</b>	s (F3) ×							
Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun	Interest	Amount Due	Payment
03/03/2015	BL-45614	3% 5 Net 15	12.55	22222-0000	0.38	0.00	12.55	12.17
							12.55	12.17
🕜 🧔 🏆 Ready	1					Nage	1 of 1	

4. You are now ready to make changes to your Pay Bills.

### Unposting via Recap screen

Here are the steps on how to unpost pay bills via Recap screen.

- After posting Pay Bills (see How To Post Payments), click Recap toolbar button to open Recap screen.
   Click Unpost toolbar button to start the unposting process.
- Recap screen will close automatically and pay bill will be unposted. Posted status shown in the Status Bar will change back to Ready and all toolbar buttons and editable fields are again enabled.

4. The Bank Balance field will add back the amount that was taken out from the fund when pay bill is posted.

venuor no.	000000001	Date Paid:	02/16/2015		Record No:	PAY-14667	
Bank Account:	13	Payment Method:	Check		Currency:	USD	
Amount Paid:		11.56 Unapplied Amount	:	0.00	Vendor Credit	:	
Bank Balance:		4,999,854.26 Check No:			Withheld:		0.61
Notes:							
Person Transaction		•					
Dost Close te: 02/16/201	5 Description:				Currency: U	5D Rate:	
Filter Records (	(F3)						
Transaction ID	Account ID	Description		Account Group		Debit	C
1 PAY-14667	11140-0000	AR GRAIN DISCOUNTS -		Asset		0.38	
				and the states		0.64	
2 PAY-14667	28030-0000	STATE TAX WITHHELD -		Liability		0.61	
2 PAY-14667 3 PAY-14667	28030-0000 11111-0000	STATE TAX WITHHELD - 01 cash accounts		Liability Cash Accounts		0.61	
2 PAY-14667 3 PAY-14667 4 PAY-14667	28030-0000 11111-0000 22222-0000	STATE TAX WITHHELD - 01 cash accounts 01 payables		Liability Cash Accounts Payables		0.61 11.56 0.00	
<ol> <li>PAY-14667</li> <li>PAY-14667</li> <li>PAY-14667</li> <li>PAY-14667</li> </ol>	28030-0000 11111-0000 22222-0000	STATE TAX WITHHELD - 01 cash accounts 01 payables		Liability Cash Accounts Payables		0.61 11.56 0.00	* •
2 PAY-14667 3 PAY-14667 4 PAY-14667 Pay Bills Detail	28030-0000 11111-0000 22222-0000 Search Delete Undo	STATE TAX WITHHELD - 01 cash accounts 01 payables Print Post Recap Clo	Se .	Liability Cash Accounts Payables		0.61 11.56 0.00	8
2 PAY-14667 3 PAY-14667 4 PAY-14667 Pay Bills Detail Pay Bills Detail New Save Vendor No:	28030-0000 11111-0000 22222-0000 Search Delete Undo 0000000001	STATE TAX WITHHELD - 01 cash accounts 01 payables Print Post Recap Clo Date Paid:	Se 02/16/2015	Liability Cash Accounts Payables	Record No:	0.61 11.56 0.00 PAY-14667	Image: Control of the second secon
2 PAY-14667 3 PAY-14667 4 PAY-14667 4 PAY-14667 9 Pay Bills Detail New Save Vendor No: Bank Account:	28030-0000 11111-0000 22222-0000 22222-0000 Search Delete Undo 0000000001 13	STATE TAX WITHHELD - 01 cash accounts 01 payables Print Post Recap Clo Date Paid: Payment Method:	5e 02/16/2015 Check	Liability Cash Accounts Payables	Record No: Currency:	0.01 11.56 0.00 PAY-14667 USD	2
<ul> <li>PAY-14667</li> <li>PAY-14667</li> <li>PAY-14667</li> <li>PAY-14667</li> <li>Pay Bills Detail</li> <li>Pay Bills Detail</li> <li>Wew Save</li> <li>Vendor No: Bank Account: Amount Paid:</li> </ul>	28030-0000 11111-0000 22222-0000 22222-0000 Search Delete Undo 0000000001 13	STATE TAX WITHHELD - 01 cash accounts 01 payables Print Post Recap Clo Date Paid: Payment Method: 11.56 Unapplied Amoun	2 22/16/2015 Check t:	Lability Cash Accounts Payables 3 3 2 3 2 3 3 2 3 3 2 3 3 3 3 3 3 3 3	Record No: Currency: Vendor Credi	0.01 11.56 0.00 PAY-14667 USD t:	8
2 PAY-14667 3 PAY-14667 4 PAY-14667 Pay Bills Detail Pay Bills Detail Vendor No: Bank Account: Amount Paid: Bank Balance:	28030-0000 11111-0000 22222-0000 22222-0000 Search Delete Undo 0000000001 13	STATE TAX WITHHELD - 01 cash accounts 01 payables Print Post Recap Clo Date Paid: Payment Method: 11.56 Unapplied Amoun 4,999,865.82 Check No:	202/16/2015 Check t:	Lability Cash Accounts Payables 3 0.00	Record No: Currency: Vendor Credi Withheld:	0.01 11.56 0.00 PAY-14667 USD t:	0.6
2 PAY-14667 3 PAY-14667 4 PAY-14667 4 PAY-14667 Pay Bills Detail C Save Vendor No: Bank Account: Amount Paid: Bank Balance: Notes:	28030-0000 1111-0000 22222-0000 Search Delete Undo 0000000001 13	STATE TAX WITHHELD - 01 cash accounts 01 payables Print Post Recap Clo Date Paid: Payment Method: 11.56 Unapplied Amoun 4,999,865.82 Check No:	2/16/2015     Check     Check	Lability Cash Accounts Payables	Record No: Currency: Vendor Credi Withheld:	0.01 11.56 0.00 PAY-14667 USD tt:	0.6
2 PAY-14667 3 PAY-14667 4 PAY-14667 4 PAY-14667 Pay Bills Detail C Pay Bills Deta	28030-0000 1111-0000 22222-0000 22222-0000 Search Delete Undo 0000000001 13 	STATE TAX WITHHELD - 01 cash accounts 01 payables Print Post Recap Clo Date Paid: Payment Method: 11.56 Unapplied Amoun 4,999,865.82 Check No:	2/16/2015     Check	Lability Cash Accounts Payables	Record No: Currency: Vendor Credit Withheld:	0.01 11.56 0.00 PAY-14667 USD t:	0.6
2 PAY-14667 3 PAY-14667 4 PAY-14667 4 PAY-14667 Wew Balls Detail C Pay Bills Deta	28030-0000 1111-0000 22222-0000 Search Delete Undo 0000000001 13 rds (F3) × Bill No.	STATE TAX WITHHELD - 01 cash accounts 01 payables Print Post Recap Clo Date Paid: Payment Method: 11.56 Unapplied Amoun 4,999,865.82 Check No:		Lability Cash Accounts Payables	Record No: Currency: Vendor Credit Withheld:	0.01 11.56 0.00 PAY-14667 USD t:	0.6

5. You are now ready to make changes to your Pay Bills.

If check is already printed and Check No. is already assigned to the payment, unposting is no longer allowed. Unpost button is replaced by Void button instead. (SeeHow To Void Payments)

# Affected modules after unposting

#### General Ledger

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1. Open **GL Account Detail** from **General Ledger**. Select the accounts used in your posted transaction. A reverse entry of the posted pay bill transaction will be displayed on the screen.

	com								
Print Search	Transaction Detail	Journal Close							
Account ID:	11111-0000		Description:	01 cash accounts			Date Range:	All Date	•
Account Group:	Cash Accounts		Opening Balance:	0.00	From Date:	12/31/1899	To Date:	12/31/2099	
🔍 View 🛛 💡	Filter Records (F3	)							
Date	Source System	Batch Number	Record No	Transaction Description	Debi	t Credit	Debit Units	Credit Units	Audit Record
02/16/2015	AP	BATCH-441	PAY-14667	01 cash accounts	0	.00 11.56	0.0000	0.0000	
02/16/2015	AP	BATCH-443	PAY-14667	01 cash accounts	11	.56 0.00	0.0000	0.0000	<b>V v</b>
4					5,000,634	.68 768.86	0.0000	0.0000	+
							Ending	Balance:	4,999,865.82
🕜 😟 🏆 Read	y						M	4 Page	1 of 3 🕨 🕅 🧬

2. Click **Transaction Detail** button from the GL Account Detail screen to open **GL Transaction Detail** screen. A reverse entry for each account used in the unposted pay bill transaction will be displayed on the screen.

	6L Transaction [	Detail					× 🗆 ×
	se View	ilter Records (F3)					
	Date	Batch Number	Account ID	Description	Record No	Debit	Credit
E	02/16/2015	BATCH-441	11140-0000	Posted Payment - Discount	PAY-14667	0.00	0.38
	02/16/2015	BATCH-441	28030-0000	Posted Payment - Withheld	PAY-14667	0.00	0.61
	02/16/2015	BATCH-441	11111-0000	Posted Payment	PAY-14667	0.00	11.56
	02/16/2015	BATCH-441	22222-0000	Posted Payment - BL-45614	PAY-14667	12.55	0.00
F	02/16/2015	BATCH-443	11140-0000	Posted Payment - Discount	PAY-14667	0.38	0.00
	02/16/2015	BATCH-443	28030-0000	Posted Payment - Withheld	PAY-14667	0.61	0.00
	02/16/2015	BATCH-443	11111-0000	Posted Payment	PAY-14667	11.56	0.00
	02/16/2015	BATCH-443	22222-0000	Posted Payment - BL-45614	PAY-14667	0.00	12.55 👻
1							•
0	🤨 🏆 Ready						

Cash Management

1. Open Bank Account Register screen by selecting Cash Management and then click mouse over Bank Account Register. The entry of the transaction will no longer be displayed from the this screen.

Bank Account Register									
Print Reconciliation Close									
Bank Account: 13		Bank Name: PS Bank					Balance	:	4,999,865.82
Filter:									
Check Date Number	Record No	Payee or Payor	Payment	Deposit	Balance	Cl	Clear Date	Transaction Type	Memo
02/16/2015	BDEP-1			5,000,000.00	5,000,000.00			Bank Deposit	
02/16/2015	PAY-14658	Test Vendor 1	47.50		4,999,952.50			AP Payment	
02/16/2015	PAY-14659	Test Vendor 1	57.83		4,999,894.67			AP Payment	
02/16/2015	PAY-14660	Test Vendor 1	2.30		4,999,892.37			AP Payment	
02/16/2015	PAY-14661	Test Vendor 1	2.30		4,999,890.07			AP Payment	
02/16/2015	PAY-14663	Test Vendor 1	24.25		4,999,865.82			AP Payment	
🕜 😟 💡 Ready									

 Open Bank Reconciliation screen by clicking Reconciliation button from Bank Account Register screen or from Cash Management and click mouse over Bank Reconciliation. Select Bank Account used in the posted transaction. Transaction will also be removed from Bank Reconciliation.

Bank Reconciliation				
Reconcile Print Search Clear Range	iport View Close			
Details Attachments				
Bank Account Statement Date	Bank Name	G/L Account	G/L Balance E	lank & G/L Balance Difference
13 V 02/16/2015 PS	5 Bank	11111-0000	4,999,865.82	0.00
5 Payments and Debits		1 Deposits and Credits		
🗹 Clear All 📄 Clear None 🕥 Add 🍞	Filter Records (F3)	🗹 Clear All 📄 Clear None 🕥 Ad	dd 💡 Filter Records (F3)	
Clear Date Number	Payee Transaction Type	Payment Clear Date Number	Payor Tran	saction Type Deposit
02/16/2015	Test Vendor 1 AP Payment	47.50 🔍 🥅 02/16/2015	Be	nk Deposit 5,000,000
02/16/2015	Test Vendor 1 AP Payment	57.83		
Q m 02/16/2015	Test Vendor 1 AP Payment	2.30		
02/16/2015	Test Vendor 1 AP Payment	2.30		
02/16/2015	Test Vendor 1 AP Payment	24.25		
	0 Payments Cleared:	0.00	0 Deposits Cleared:	0.00
Prior Reconciliation Ending Balance	Cleared Payments +	Cleared Deposits = Ending Bal	ance Per Reconciliation	
0.00	0.00	0.00	0.00	
Bank Statement Ending Balance	Uncleared Payments +	Uncleared Deposits - Bank	Account Balance =	Difference
0.00	134.18	5,000,000.00	4,999,865.82	0.00
🕜 😒 🏆 Ready				

3. Balance field of the Bank Accounts screen also updates every time a transaction that uses this bank is unposted.

Bank Accounts		× □ ×
To 🔒	🔍 🗟 🏈 🔊 💥 👪 📑 😓 🖪	
New Save S	Search Delete Undo Bank MICR Check Audit Reconciliation Register Close	
Details Origin		
Bank Name:	PS Bank GL Accounts	
Account No:	Currency: USD GL Account: 11111-0000	~
Balance:	4,999,865.82 Active: 🔽	
Contact:	Check Number Range	
Address: 🔝	13th Main St Starting Check No:	1
	Ending Check No:	100

#### Unposting via Pay Bills Detail screen

Here are the steps on how to unpost pay bills. This is applicable on all pay bills even if payment method selected is Check as long as Check No. is not yet assigned or pay bill is not yet printed.

- 1. After posting Pay Bills (see How To Post Payments), click Unpost button from the toolbar.
- 2. Pay bill will be unposted, Posted status shown in the Status Bar will change back to Ready. All toolbar buttons and editable fields are again enabled.
- 3. The Bank Balance field will add back the amount that was taken out from the fund when pay bill is posted. Pay Bills Detail

Bank Account:			Date Paid:	02/16/2015		Record No:	PAY-14667	
	13		Payment Method:	Check		Currency:	USD	
Amount Paid:		11.56	Unapplied Amount:		0.00	Vendor Credit:		
Bank Balance:		4,999,854.26	Check No:			Withheld:		0.6
Notes:								
Filter Record	is (F3)							
Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun	Interest A	Amount Due	Payment
03/03/2015	BL-45614	3% 5 Net 15	12.55	22222-0000	0.38	0.00	12.55	12.1
New Save Se	arch Delete Und	o Print Po	st Recap Close					
Vendor No:	000000001		Date Paid:	02/16/2015	•	Record No:	PAY-14667	
	13	~	Payment Method:	Check	~	Currency:	USD	
Bank Account:			Unannlied Amount		0.00	Vendor Credit:		
Bank Account: Amount Paid:		11.56	onapplica Anounci		0100			
Bank Account: Amount Paid: Bank Balance:		11.56 4,999,865.82	Check No:		0.000	Withheld:		0.6
Bank Account: Amount Paid: Bank Balance: Notes:		11.56 4,999,865.82	Check No:			Withheld:		0.6
Bank Account: Amount Paid: Bank Balance: Notes: Rilter Record	s (F3) ×	11.56 4,999,865.82	Check No:			Withheld:		0.6
Bank Account: Amount Paid: Bank Balance: Notes: Tilter Record	s (F3) × Bill No.	11.56 4,999,865.82 Terms	Check No: Bill Total	AP Account	Discoun	Withheld:	Amount Due	0.6 Payment
Bank Account: Amount Paid: Bank Balance: Notes: Plter Record Due Date 03/03/2015	s (F3) × Bill No. BL-45614	11.56 4,999,865.82 Terms 3% 5 Net 15	Check No: Bill Total 12.55	AP Account 22222-0000	Discoun 0.38	Withheld: Interest A 0.00	Amount Due 12.55	0.6 Payment 12.1
Bank Account: Amount Paid: Bank Balance: Notes: Pilter Record Due Date 03/03/2015	s (F3) × Bill No. BL-45614	11.56 4,999,865.82 Terms 3% 5 Net 15	Check No: Bill Total 12.55	AP Account 22222-0000	Discoun 0.38	Withheld: Interest A 0.00	Amount Due 12.55	0.0 Payment 12.1

4. You are now ready to make changes to your Pay Bills.

#### Unposting via Recap screen

Here are the steps on how to unpost pay bills via Recap screen.

- 1. After posting Pay Bills (see How To Post Payments), click Recap toolbar button to open Recap screen.
- Click Unpost toolbar button to start the unposting process.
   Recap screen will close automatically and pay bill will be unposted. Posted status shown in the Status Bar will change back to Ready and all toolbar buttons and editable fields are again enabled.

4. The Bank Balance field will add back the amount that was taken out from the fund when pay bill is posted.

vendor No:	000000001	Date Paid:	02/16/2015		Record No:	PAY-14667	
Bank Account:	13	Payment Metho	d: Check		Currency:	USD	
Amount Paid:		11.56 Unapplied Amo	unt:	0.00	Vendor Credit	:	
Bank Balance:		4,999,854.26 Check No:			Withheld:		0.61
Notes:							
Person Transaction							
Dost Close te: 02/16/201	5 Description:				Currency: US	D Rate:	
Filter Records (	(F3)						
Transaction ID	Account ID	Description		Account Group		Debit	C
1 PAY-14667	11140-0000	AR GRAIN DISCOUNTS -		Asset		0.38	
				1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.			
2 PAY-14667	28030-0000	STATE TAX WITHHELD -		Liability		0.61	
2 PAY-14667 3 PAY-14667	28030-0000 11111-0000	STATE TAX WITHHELD - 01 cash accounts		Liability Cash Accounts		0.61	
2 PAY-14667 3 PAY-14667 4 PAY-14667	28030-0000 11111-0000 22222-0000	STATE TAX WITHHELD - 01 cash accounts 01 payables		Liability Cash Accounts Payables		0.61 11.56 0.00	
<ol> <li>PAY-14667</li> <li>PAY-14667</li> <li>PAY-14667</li> <li>PAY-14667</li> </ol>	28030-0000 11111-0000 22222-0000	STATE TAX WITHHELD - 01 cash accounts 01 payables		Liability Cash Accounts Payables		0.61 11.56 0.00	* •
2 PAY-14667 3 PAY-14667 4 PAY-14667 Pay Bills Detail	28030-0000 11111-0000 22222-0000 Search Delete Undo	STATE TAX WITHHELD - 01 cash accounts 01 payables Print Post Recap	Close	Liability Cash Accounts Payables		0.61 11.56 0.00	8
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<ul> <li>PAY-14667</li> <li>PAY-14667</li> <li>PAY-14667</li> <li>PAY-14667</li> <li>Pay Bills Detail</li> <li>Pay Bills Detail</li> <li>Wew Save</li> <li>Vendor No: Bank Account: Amount Paid:</li> </ul>	28030-0000 11111-0000 22222-0000 22222-0000 Search Delete Undo 0000000001 13	STATE TAX WITHHELD- 01 cash accounts 01 payables Print Post Recap Date Paid: Payment Meth 11.56 Unapplied Amu	Close 02/16/2015 0d: Check 0ount:	Lability Cash Accounts Payables 3 3 2 3 2 3 3 2 3 3 2 3 3 3 3 3 3 3 3	Record No: Currency: Vendor Credi	0.61 11.56 0.00 PAY-14667 USD	8
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2 PAY-14667 3 PAY-14667 4 PAY-14667 4 PAY-14667 Pay Bills Detail C Pay Bills Deta	28030-0000 11111-0000 22222-0000 Search Delete Undo 0000000001 13 rds (F3) × Bill No.	STATE TAX WITHHELD- 01 cash accounts 01 payables Print Post Recap Date Paid: Payment Meth 11.55 Unapplied Amo 4,999,865.82 Check No:	Close 02/16/2015 od: Check 01 02 02 02 02 02 02 02 02 02 02 02 02 02	Lability Cash Accounts Payables	Record No: Currency: Vendor Credi Withheld:	0.61 11.56 0.00 PAY-14667 USD t:	0.6

5. You are now ready to make changes to your Pay Bills.

If check is already printed and Check No. is already assigned to the payment, unposting is no longer allowed. Unpost button is replaced by Void button instead. (SeeHow To Void Payments)

# Affected modules after unposting

## General Ledger

∕₽∖

1. Open **GL Account Detail** from **General Ledger > Activities**. Select the accounts used in your posted transaction. A reverse entry of the posted pay bill transaction will be displayed on the screen.

	counc be	com									
Print :	Print Search Transaction Detail Journal Close										
Account ID: 11111-0000 Description: 01 cash accounts Date Rang						Date Range:	All Date	~			
Account Group: Cash Accounts Opening Balance: 0.00 F				From Date:	12/31/1899	•	To Date:	12/31/2099	•		
Q View	v   🍸 [	Filter Records (F3	)								
Dat	te	Source System	Batch Number	Record No	Transaction Description	Debi	t Cre	dit	Debit Units	Credit Units	Audit Record
02/	/16/2015	AP	BATCH-441	PAY-14667	01 cash accounts	0	.00 1	1.56	0.0000	0.0000	
02/	/16/2015	AP	BATCH-443	PAY-14667	01 cash accounts	11	.56	0.00	0.0000	0.0000	<b>V v</b>
4											
						5,000,634	.68 76	8.86	0.0000	0.0000	
									Ending	g Balance:	4,999,865.82
0 🔮	😨 🛛 Read	/							14	4 Page	1 of 3 🕨 🕅 🍣

2. Click **Transaction Detail** button from the GL Account Detail screen to open **GL Transaction Detail** screen. A reverse entry for each account used in the unposted pay bill transaction will be displayed on the screen.

	GL Transaction [	Detail					× 🗆 ×
	Se View 💎 F	ilter Records (F3)					
	Date	Batch Number	Account ID	Description	Record No	Debit	Credit
E	] 02/16/2015	BATCH-441	11140-0000	Posted Payment - Discount	PAY-14667	0.00	0.38
	] 02/16/2015	BATCH-441	28030-0000	Posted Payment - Withheld	PAY-14667	0.00	0.61
E	] 02/16/2015	BATCH-441	11111-0000	Posted Payment	PAY-14667	0.00	11.56
E	] 02/16/2015	BATCH-441	22222-0000	Posted Payment - BL-45614	PAY-14667	12.55	0.00
E	02/16/2015	BATCH-443	11140-0000	Posted Payment - Discount	PAY-14667	0.38	0.00
E	] 02/16/2015	BATCH-443	28030-0000	Posted Payment - Withheld	PAY-14667	0.61	0.00
E	] 02/16/2015	BATCH-443	11111-0000	Posted Payment	PAY-14667	11.56	0.00
	02/16/2015	BATCH-443	22222-0000	Posted Payment - BL-45614	PAY-14667	0.00	12.55 👻
1							•
0	😟 🏆 Ready						

Cash Management

1. Open Bank Account Register screen by selecting Cash Management > Activities from the menu and double click mouse over Bank Account Register. The entry of the transaction will no longer be displayed from the this screen.

Bank Account Register				× • ×
Print Reconciliation Close				
Bank Account: 13	Bank Name: PS Bank		B	alance: 4,999,865.82
Filter:				
Check Date Number Record No	Payee or Payor Pay	ment Deposit	Balance Cl Clear Da	te Transaction Type Memo
02/16/2015 BDEP-1		5,000,000.00	5,000,000.00	Bank Deposit
02/16/2015 PAY-14658	Test Vendor 1	47.50	4,999,952.50	AP Payment
02/16/2015 PAY-14659	Test Vendor 1	57.83	4,999,894.67	AP Payment
02/16/2015 PAY-14660	Test Vendor 1	2.30	4,999,892.37	AP Payment
02/16/2015 PAY-14661	Test Vendor 1	2.30	4,999,890.07	AP Payment
02/16/2015 PAY-14663	Test Vendor 1	24.25	4,999,865.82	AP Payment
🕜 🧔 🖓 Ready				

 Open Bank Reconciliation screen by clicking Reconciliation button from Bank Account Register screen or from Cash Management > Activities and double click mouse over Bank Reconciliation. Select Bank Account used in the posted transaction. Transaction will also be removed from Bank Reconciliation.

Reconcile Print Search Clear Range Import View Close	
Details Attachments	
Bank Account Statement Date Bank Name	G/L Account G/L Balance Bank & G/L Balance Difference
13 • 02/16/2015 Bank	4,999,865.82 0.00
5 Payments and Debits	1 Deposits and Credits
🕼 Clear All 📄 Clear None 💿 Add 🍞 Filter Records (F3)	🗹 Clear All 📄 Clear None 🔇 Add 🍞 Filter Records (F3)
Clear Date Number Payee Transaction Type Payment	Clear Date Number Payor Transaction Type Deposit
🔍 🗐 02/16/2015 Test Vendor 1 AP Payment 47.5	50 🔍 🗐 02/16/2015 Bank Deposit 5,000,000
🔍 📃 02/16/2015 Test Vendor 1 AP Payment 57.8	83
🔍 📃 02/16/2015 Test Vendor 1 AP Payment 2.3	30
C	30
C 02/16/2015 Test Vendor 1 AP Payment 24.2	25
0 Payments Cleared: 0.0	00 0 Deposits Cleared: 0.00
Prior Reconciliation Ending Balance - Cleared Payments + Clear	red Deposits = Ending Balance Per Reconciliation
0.00 0.00	0.00 0.00
Bank Statement Ending Balance - Uncleared Payments + Unclear	ared Deposits - Bank Account Balance = Difference
0.00 134.18	5,000,000.00 4,999,865.82 0.00
🕐 😓 🕅 Keady	

3. Balance field of the Bank Accounts screen also updates every time a transaction that uses this bank is unposted.

Bank Accounts		× □ ×					
To 🔒	🔍 🔂 🕼 🔆 🐺 👪 📑 😓 🖪						
New Save S	Search Delete Undo Bank MICR Check Audit Reconciliation Register Close						
Details Origin							
Bank Name:	PS Bank GL Accounts						
Account No:	Currency: USD Y GL Account: 11111-0000	~					
Balance: 4,999,865.82 Active: V							
Contact: Check Number Range							
Address: 🔝	13th Main St Starting Check No:	1					
	Ending Check No:	100					