

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.

The screenshot shows the 'Pay Voucher Details - Test Vendor' window. The 'Unpost' button in the toolbar is highlighted with a red box and a red arrow. Below the toolbar, the 'Bank Balance' field is highlighted with a red box and shows the value 8,274,454.00. The 'Status Bar' at the bottom shows the status 'Ready' in a red box, with a red arrow pointing to the 'STATUS' label. The 'Status Bar' also shows 'Page 1 of 1'.

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	10/12/2017	BL-20864	testinvoice	Soybeans	CAD thro...	10.00	20000-000...	10.00	0.00	0.00	5.00

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.

Pay Voucher Details - Test Vendor

New Save Search Delete Undo Process Payment Print Settlement **Unpost** Unpost Preview Close

Detail Audit Log (15)

Vendor No: Test Vendor Date Paid: 10/12/2017 Record No: PAY-320
Vendor Pay To: Test Vendor Payment Method: Check Currency: USD

Unpost Preview

Unpost Close

Details

Date: 10/12/2017 Description: Currency: USD

Report View Filter (F3)

Transaction ID	Account ID	Description	Account Group	Debit	Credit
1 PAY-320	20000-0001-000	Accounts Payable	Payables	0.00	5.00
2 PAY-320	10000-0000-000	Admin Disbursement -Home Office Admin	Cash Accounts	5.00	0.00

? ? ? ? Ready

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

New Save Search Delete Undo Process Payment Print Settlement **Post** Post Preview Unpost Preview Close

Detail Audit Log (17)

Vendor No: Test Vendor Date Paid: 10/12/2017 Record No: PAY-320
Vendor Pay To: Test Vendor Payment Method: Check Currency: USD
Bank Account: Chase Bank - IN Unapplied Amount: 0.00 Withheld: 0.00
Amount Paid: 5.00 Select Check No: Credit Limit:
Quantity: 0.00 Select Notes:
Bank Balance: 8,274,454.00

☒ Select All ☐ Clear All Report View Filter (F3)

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	10/12/2017	BL-20864	testinvoice	Soybeans	CAD through...	10.00	20000-0001...	10.00	0.00	0.00	5.00

10.00 5.00

? ? ? ? **Ready** STATUS Page 1 of 1

- 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 Print Settlement Post Post Preview Unpost Preview Close

Detail Audit Log (17)

Vendor No: Test Vendor Date Paid: 10/12/2017 Record No: PAY-320

Vendor Pay To: Test Vendor Payment Method: Check Currency: USD

Bank Account: Chase Bank - IN Unapplied Amount: 0.00 Withheld: 0.00

Amount Paid: 5.00 Select Check No: Credit Limit:

Quantity: 0.00 Select Notes:

Bank Balance 8,274,454.00

☒ Select All ☐ Clear All Report View Filter (F3)

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	10/12/2017	BL-20864	testinvoice	Soybeans	CAD through...	10.00	20000-0001...	10.00	0.00	0.00	5.00

10.00 5.00

? ? ? ? ? Ready → STATUS Page 1 of 1

- 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. (See [How To Void Payments](#))

Affected modules after unposting

General Ledger

- 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.
- 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

- 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.
- 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.

- After posting pay bills (see [How To Post Payments](#)), click **Unpost** button from the toolbar.
- 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.

The top screenshot shows the 'Pay Bills Detail' window with the 'Unpost' button highlighted. The bottom screenshot shows the same window after the 'Unpost' action, with the 'Bank Balance' field highlighted and the 'Ready' status bar visible.

Vendor No: 0000000001 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 Records (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

Ready

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.
2. Click **Unpost** toolbar button to start the unposting process.
3. 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.

Pay Bills Detail

Vendor No: 0000000001 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: 0.00

Bank Balance: 4,999,854.26 Check No: Withheld: 0.61

Notes:

Recap Transaction

Date: 02/16/2015 Description: Currency: USD Rate: 0

Filter Records (F3)

Transaction ID	Account ID	Description	Account Group	Debit	Credit
1 PAY-14667	11140-0000	AR GRAIN DISCOUNTS -	Asset	0.38	0.00
2 PAY-14667	28030-0000	STATE TAX WITHHELD -	Liability	0.61	0.00
3 PAY-14667	11111-0000	01 cash accounts	Cash Accounts	11.56	0.00
4 PAY-14667	22222-0000	01 payables	Payables	0.00	12.55

Pay Bills Detail

Vendor No: 0000000001 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: 0.00

Bank Balance: 4,999,865.82 Check No: Withheld: 0.61

Notes:

Filter Records (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

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. (See [How To Void Payments](#))

Affected modules after unposting

General Ledger

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.

GL Account Detail

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	Debit	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	<input checked="" type="checkbox"/>
02/16/2015	AP	BATCH-443	PAY-14667	01 cash accounts	11.56	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
					5,000,634.68	768.86	0.0000	0.0000	

Ending Balance: 4,999,865.82

Ready

- 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.

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
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
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

Cash Management

- 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.

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear Date	Transaction Type	Memo
02/16/2015		BCEP-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	

- 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.

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	47.50
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	57.83
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	2.30
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	2.30
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	24.25

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	02/16/2015			Bank Deposit	5,000,000.00

Prior Reconciliation Ending Balance	Cleared Payments	Cleared Deposits	Ending Balance 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

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

Details	Origin
Bank Name: PS Bank	GL Accounts
Account No:	GL Account: 11111-0000
Balance: 4,999,865.82	Check Number Range
Contact:	Starting Check No: 1
Address: 13th Main St	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.

The image displays two screenshots of the 'Pay Bills Detail' screen. The top screenshot shows the 'Unpost' button highlighted in the toolbar. The bottom screenshot shows the 'Post' button highlighted, and the 'Bank Balance' field updated to 4,999,865.82. The status bar at the bottom of the bottom screenshot shows 'Ready'.

Pay Bills Detail

Vendor No: 0000000001 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 Records (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

Vendor No: 0000000001 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:

Filter Records (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

Ready

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.
2. Click **Unpost** toolbar button to start the unposting process.
3. 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.

Pay Bills Detail

Vendor No: 0000000001 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: 0.00

Bank Balance: 4,999,854.26 Check No.: Withheld: 0.61

Notes:

Recap Transaction

Date: 02/16/2015 Description: Currency: USD Rate: 0

Filter Records (F3)

Transaction ID	Account ID	Description	Account Group	Debit	Credit
1 PAY-14667	11140-0000	AR GRAIN DISCOUNTS -	Asset	0.38	0.00
2 PAY-14667	28030-0000	STATE TAX WITHHELD -	Liability	0.61	0.00
3 PAY-14667	11111-0000	01 cash accounts	Cash Accounts	11.56	0.00
4 PAY-14667	22222-0000	01 payables	Payables	0.00	12.55

Pay Bills Detail

Vendor No: 0000000001 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: 0.00

Bank Balance: 4,999,865.82 Check No.: Withheld: 0.61

Notes:

Filter Records (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

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. (See [How 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.

GL Account Detail

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	Debit	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	[X]
02/16/2015	AP	BATCH-443	PAY-14667	01 cash accounts	11.56	0.00	0.0000	0.0000	[X]
					5,000,634.68	768.86	0.0000	0.0000	

Ending Balance: 4,999,865.82

Ready

- 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

Close

View Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
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
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

Ready

Cash Management

- 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 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		BCEP-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.

Bank Reconciliation

Reconcile Print Search Clear Range Import View Close

Details Attachments

Bank Account: 13 Statement Date: 02/16/2015 Bank Name: PS Bank G/L Account: 11111-0000 G/L Balance: 4,999,865.82 Bank & G/L Balance Difference: 0.00

5 Payments and Debits

☒ Clear All ☐ Clear None Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	47.50
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	57.83
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	2.30
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	2.30
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	24.25

0 Payments Cleared: 0.00

1 Deposits and Credits

☒ Clear All ☐ Clear None Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	02/16/2015			Bank Deposit	5,000,000.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 0.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: 0.00

Bank Statement Ending Balance: 0.00 Uncleared Payments: 134.18 Uncleared Deposits: 5,000,000.00 Bank Account Balance: 4,999,865.82 Difference: 0.00

Ready

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

Bank Accounts

New Save 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:

Address: 13th Main St

Check Number Range

Starting Check No: 1

Ending Check No: 100