



Unpost Journal Process

Script Description

It has been determined that a journal, that was previously posted, was made in error, and needs to be unposted.

Process Assumptions

- A journal exists that you wish to unpost.
- The period for the journal is an open period.

Understanding the Unpost Process

When you need to "unpost" a journal, use the Mark Journals for Unposting panel. When you mark a journal for unposting, the system not only unposts it, but it also reverses the BCM transaction at the same time. Unposting, therefore, also relieves the controlled Budget Ledgers.

You can unpost a journal only once, and you can not edit a journal that you've unposted. PeopleSoft General Ledger automatically creates an audit trail. In the event you want to post a journal that has been unposted, just copy the journal to a new journal and post the new journal.

Unposting journals is a one time only event for any one journal and there are restrictions-you can't edit the journals. In the event you want to post a journal that has been unposted, just copy the journal to a new journal and post the new journal.

To unpost a journal, you will need to do 3 things:

- Mark the journal for unposting.
- Run the BCM to reverse the budget.
- Run the process.

The process must be done in this exact order

Mark Journal to Post Process Flow Steps

1. A journal needs to be unposted. One of the team members will unpost a journal through the Journal panels.
2. Access the Journal Entry Process Panels as follows:

GO	Process Financial Information
	Process Journals
PROCESS	Mark Journals for UnPosting

Journals are grouped by Business Unit, Ledger Group, accounting Year/Period, Source and Journal Date From/To, so you'll need to select these values at the prompt. You can leave Journal blank or use a wildcard (%) value.

Press the Search button to display the journal(s) matching your selection criteria.

Viewing the Journal Details from the Mark Journals for Unposting Panel

From the Mark Journals for Unposting panel, you can drill down to the detail contained in a journal by pressing the Detail button. You will go directly to the Journal Header Inquiry panel.

To see the line detail for the journal, click the Show All lines option, or enter the line numbers in the From Line and Through Line fields.

To return to the Mark Journals for Posting panel, press the icon.

To return/toggle to the previous panel, press the icon.

To see Journal Line Detail, press the Line Detail icon.

Selectively check those journals you want to unpost, as shown below:

If you want to unpost all journals selected displayed, click Mark All, instead.

Save this panel. This marks the journals as "Not Budget Checked"; you must now follow through with the unposting process.

Budget Check This Journal Process Flow Steps

This process reverses the BCM transaction for the journal, if it has been marked to Unpost.

GO	Process Financial Information
	Process Journals
PROCESS	Journal Budget Check
	Add

Select meaningful Run Control ID

The options in the Process Frequency box control how often a request is processed. If you choose Once, the system will process the current request the next time it executes a background posting for the Run Control ID. Once executed, the Process Frequency status

changes to Don't Run. If you want this request to be processed each time editing is initiated, choose Always.

Enter a brief Description in the edit box and select the Business Unit of PROTO.

Select Jrnl-Unpst (GLU) (Journal Unposting) in the Definition Name field.

Select the fields JOURNAL_DATE and JOURNAL_ID. You can also enter additional Field Names by inserting a new row.

Select either the Value or Some button. If you choose Some, eEdit boxes appear. You can enter a specific value or beginning and end value in these boxes. These criteria are selected from the Journal Header.

Run the process by pressing the  Run pushbutton on the menu bar

Select your run location. If you select the server, be sure to select which server to use (PSUNX). Select the Output Destination. Highlight the process to run, and hit the push button.

Hint: For further details or Process Scheduler Run Control Programs, please see the script titled "Process Scheduler Requests."

Unpost This Journal Process Flow Steps

The posting process performs the following steps:

- Selects all journals that meet the criteria specified on the posting request that have been "marked" for posting (or unposting).
- Changes the status of the original journal from Posted to Unposted. Leaves the Unpost Sequence as 0
- Creates a new journal line identical to the original line, but reverses the sign of the values in the Amount field. It marks this line as Posted, and gives it an Unpost Sequence of 1.

GO	Process Financial Information
	Process Journals
PROCESS	Journal Post
	Update/Display

- **Hit**

Select the Run Control you choose to use

- **Press the button.**

You will receive this reminder that the journal must have been marked to post (or unpost) before this process will work.

Press the button

The following panel will appear:

Select your run location. If you select the server, be sure to select which server to use (PSUNX). Select the Output Destination. Highlight the process to run, and hit the button.

Hint: For further details or Process Scheduler Run Control Programs, please see the script titled "Process Scheduler Requests."

View the Journal in the Journal Entry Panels

GO	Process Financial Information
	Process Journals
USE	Journal Entry
	Header
	Update/Display

You can see from this listing that Journal 0000000125 has two lines now. One line is the original entry and has a Header Status of Unposted, and an Unposted Sequence of 0. A new line has been added with reversing entries. This new line has a Header Status of Posted, and an Unposted Sequence of 1.