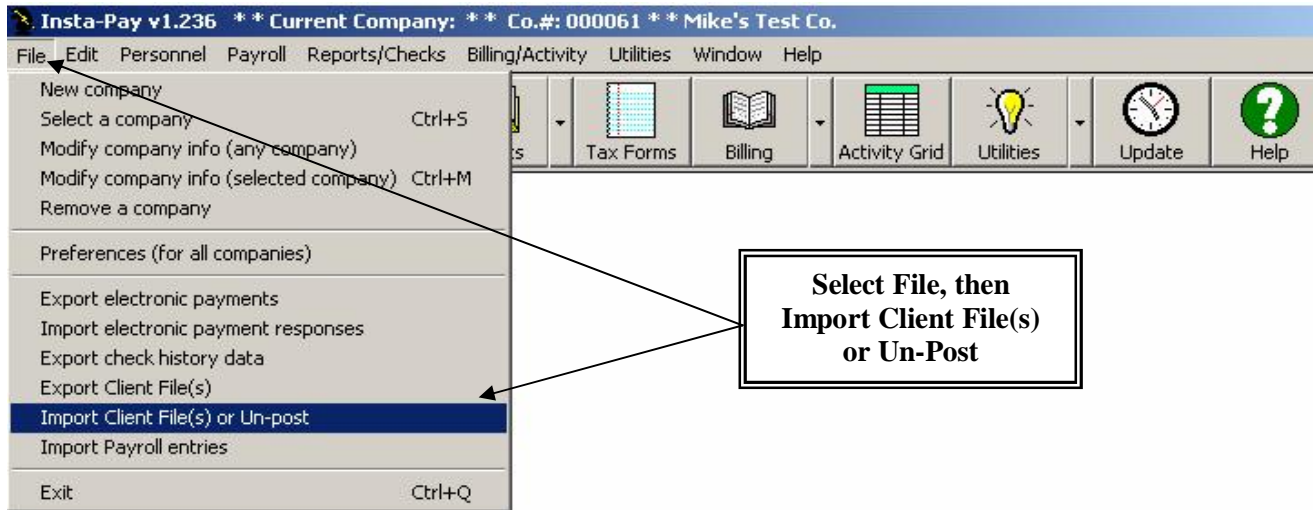
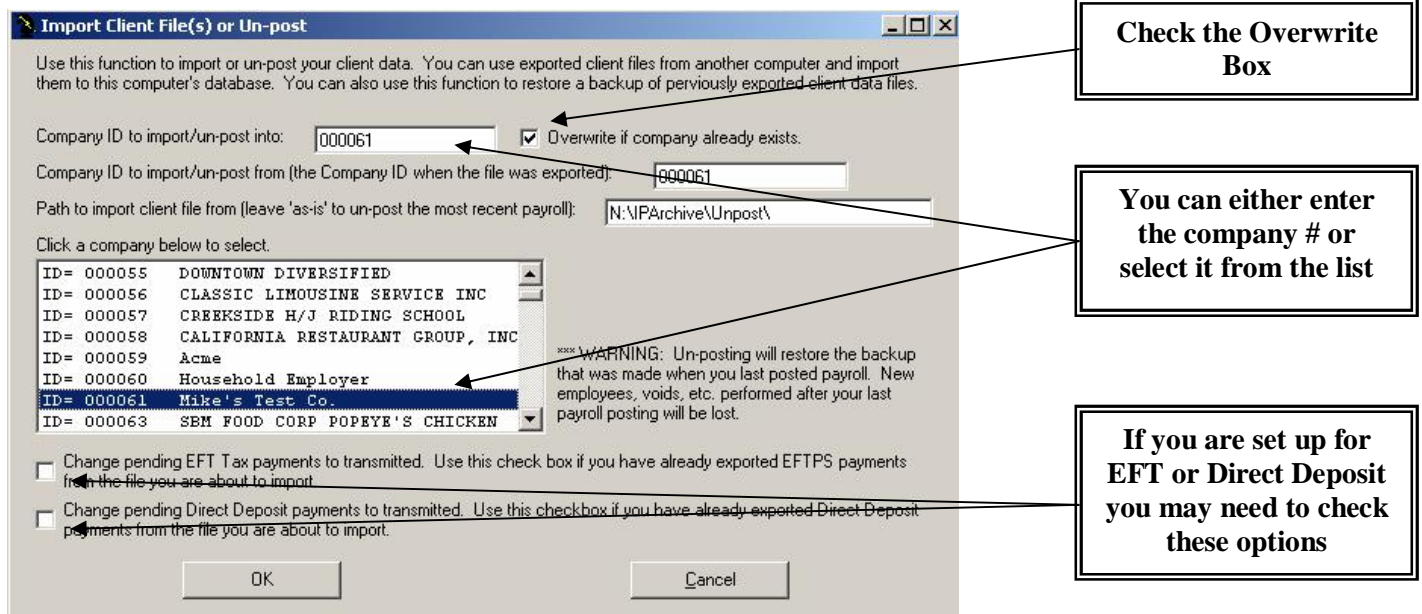


## Un-Post a Payroll

Occasionally for whatever reason, you may need to Un-Post a payroll and run it again. To Un-Post make sure you have Selected the company you wish to un-post. Then go to the Main Menu, File, and select Import Client(s) Files or Un-Post.



The next screen you will see will be the one below.



Click OK and then Cancel. Now you can go back to Display Payroll / View-Void Checks (Ctrl D) make sure you check the box Display Un-Posted checks, and you should see your entries marked Un-Posted under the Status column. Now you can either Delete these entries, or make any adjustments and re-run the payroll.