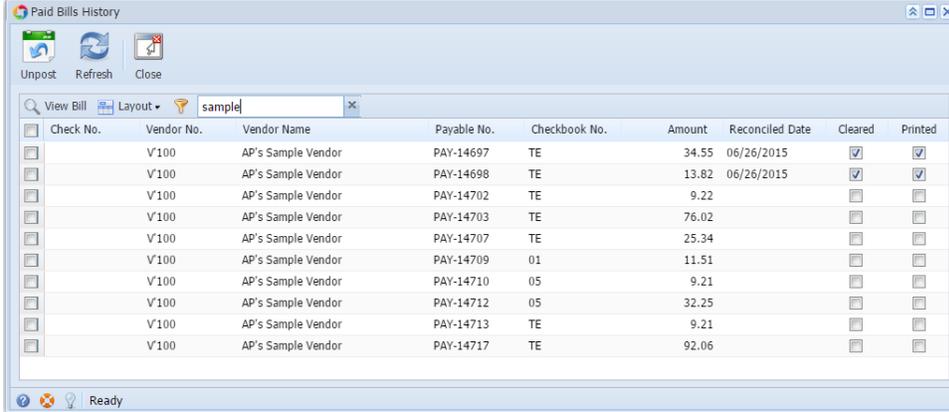


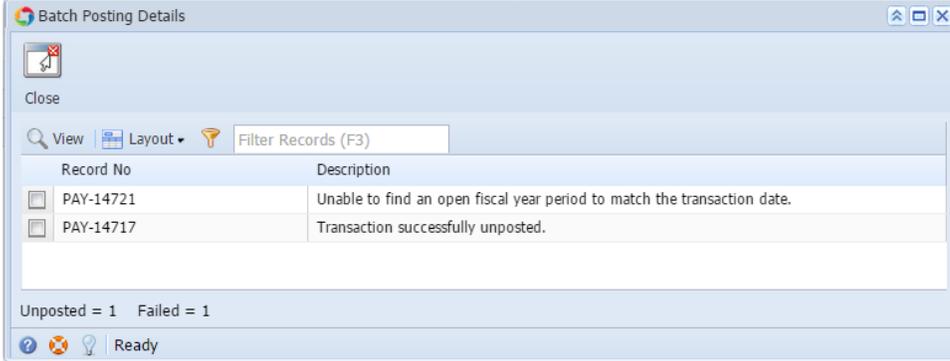
How To Unpost Payables via Paid Bills History Screen

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

1. From the **Main Menu**, click **Purchasing > Paid Bills History**.
2. **Paid Bills History** screen will open.

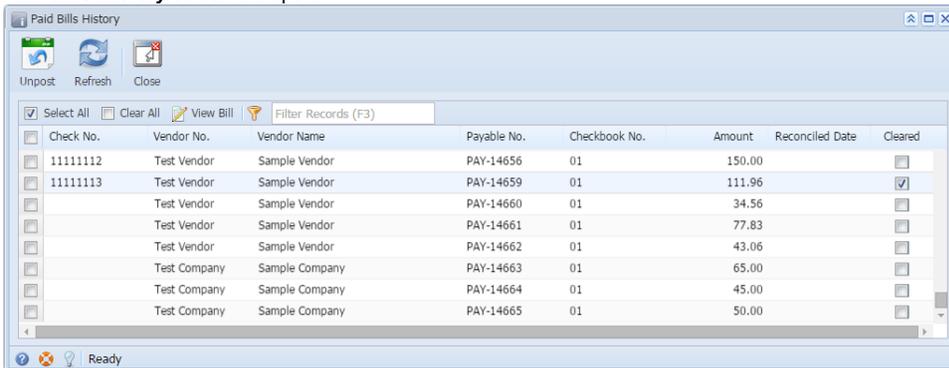


3. Select pay bills transaction from the grid by checking the corresponding checkboxes of the selected transaction.
4. Click **Unpost** button.
 - a. If transaction is already **cleared**, description will be: *The transaction is already cleared.*
 - b. If transaction is already **printed**, description 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.



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.



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.*