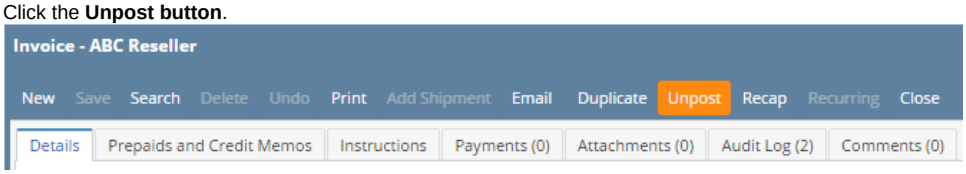
How to Unpost Invoice

When you unpost an Invoice, the system will reverse the posted entries in your General Ledger with the data from the Invoice. This gives you a way to make a correction on the posted transaction at a later time. Note that you cannot unpost an invoice with posted payment. There are two ways to unpost an Invoice: 1) using the Unpost button, and 2) using the Recap button. Note that you are not allowed to unpost an Invoice that has been fully or partially paid.

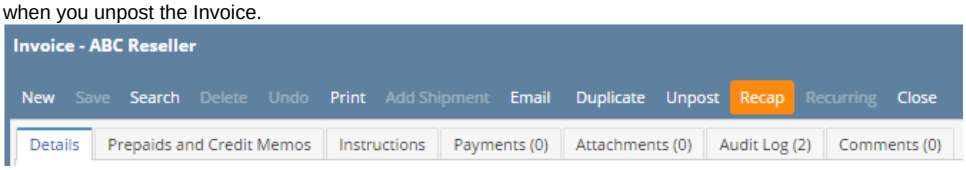
Unpost using Unpost button:

1. Open the Invoice record that you wish to unpost.
2. Click the **Unpost button**.



Unpost using Recap button:

1. Open the Invoice record that you wish to unpost.
2. Click the **Recap button** to open the **Recap Transaction screen**. This screen will show a preview of what will be entered in the General Ledger when you unpost the Invoice.



3. On Recap Transaction screen, click the **Unpost button**.

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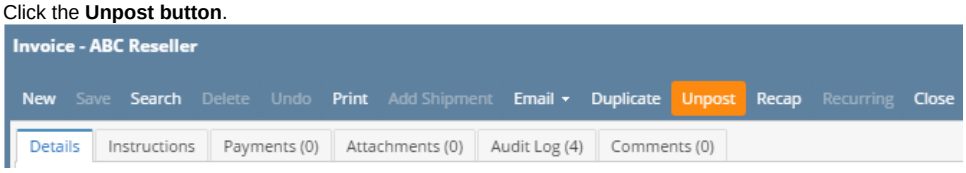

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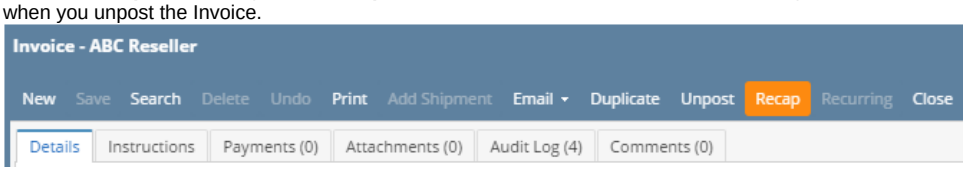

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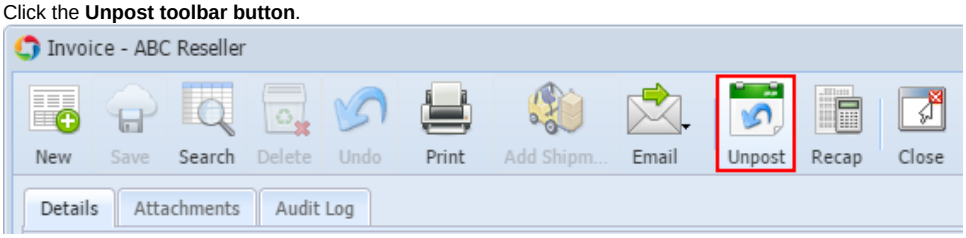

3. Click **OK** on confirmation message.

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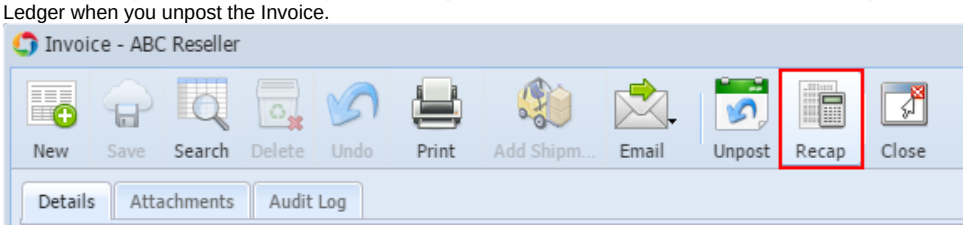

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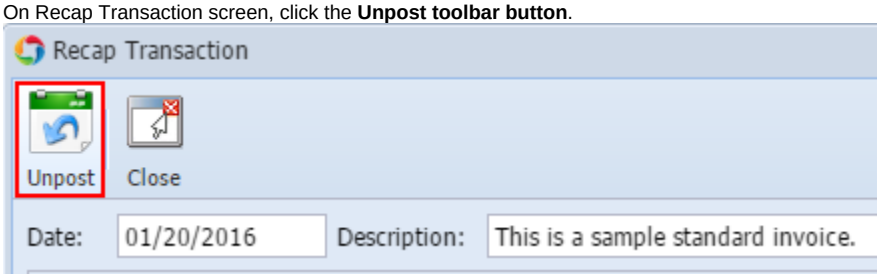

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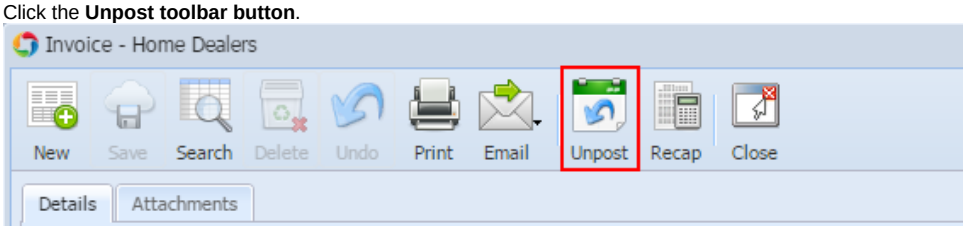

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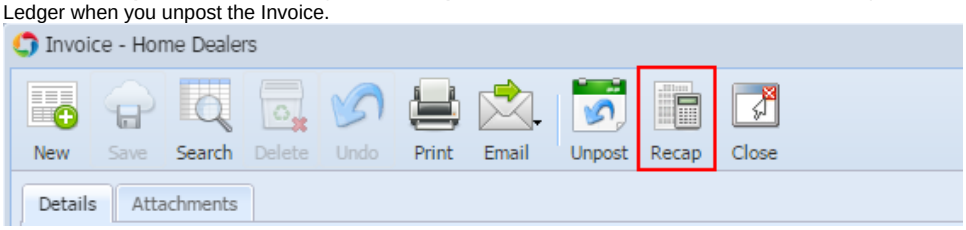

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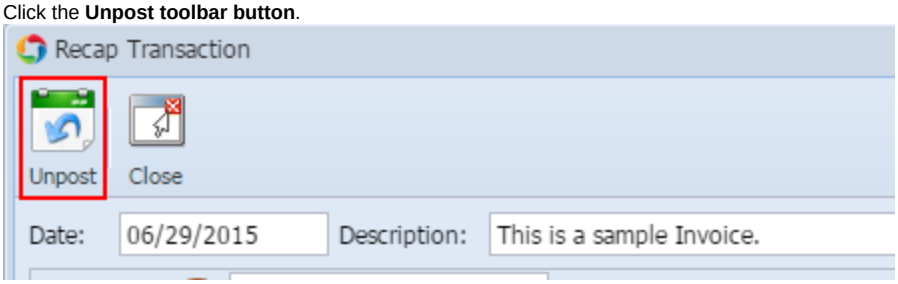

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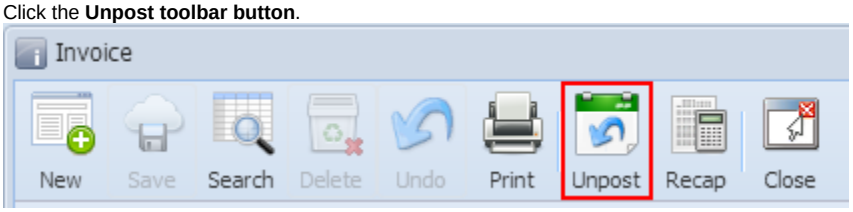

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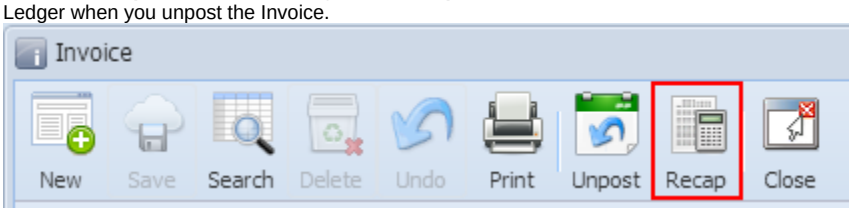
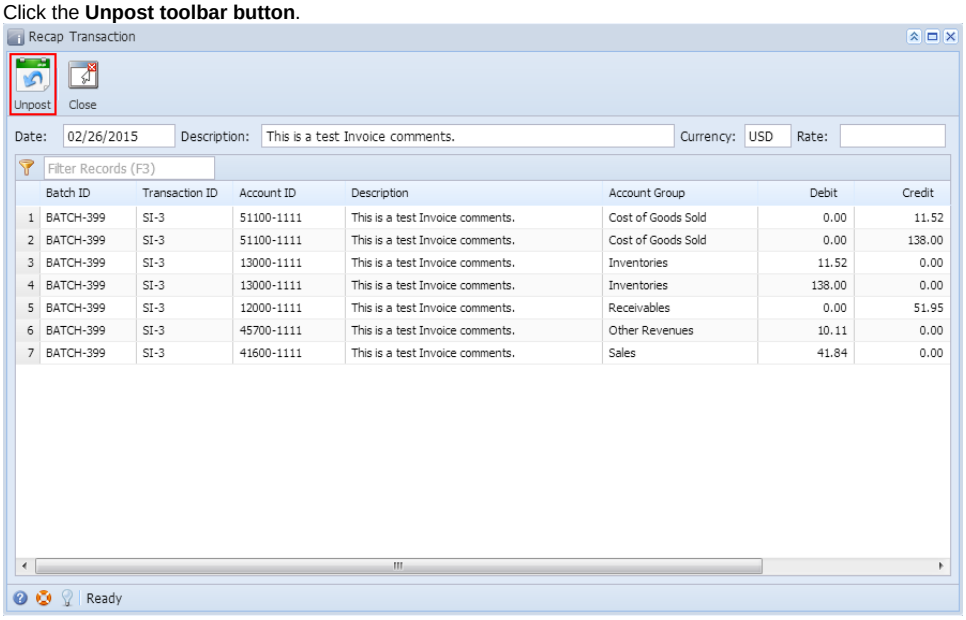
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