

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.

Invoice - ABC Reseller

New

Save

Search

Delete

Undo

Print

Add Shipment

Email

Duplicate

Unpost

Recap

Recurring

Close

Details

Prepays and Credit Memos

Instructions

Payments (0)

Attachments (0)

Audit Log (2)

Comments (0)

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.

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Instructions

Payments (0)

Attachments (0)

Audit Log (2)

Comments (0)

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

Recap Transaction

Unpost

Close

Details

Date:

01/20/2016

Description:

This is a sample standard Invoice.

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Audit Log (4)

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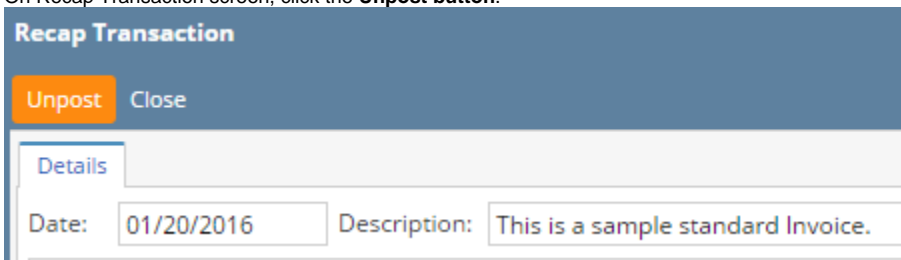
Payments (0)

Attachments (0)

Audit Log (4)

Comments (0)

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

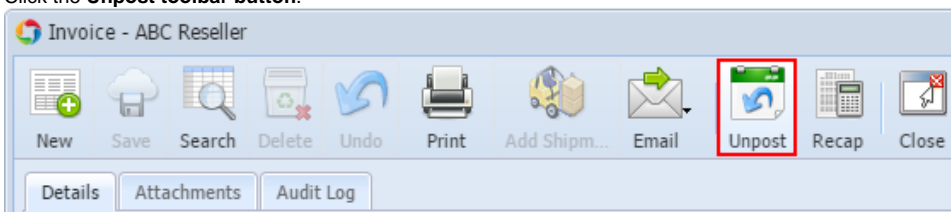


The image shows the 'Recap Transaction' screen. At the top, there is a blue header bar with the title 'Recap Transaction'. Below the header, there are two buttons: 'Unpost' (highlighted in orange) and 'Close'. Underneath the buttons is a tab labeled 'Details'. Below the tab, there are two input fields: 'Date:' with the value '01/20/2016' and 'Description:' with the value 'This is a sample standard 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. 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 toolbar button**.

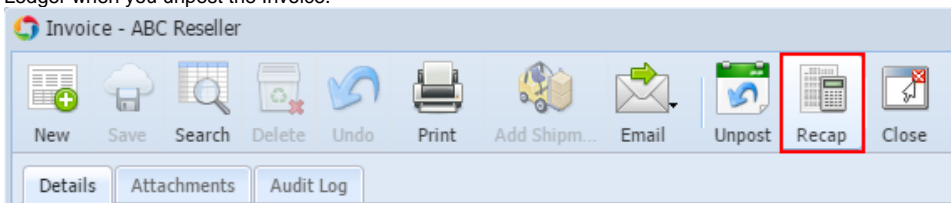


The image shows the 'Invoice - ABC Reseller' toolbar. It contains several icons: New, Save, Search, Delete, Undo, Print, Add Shipment, Email, Unpost (highlighted with a red box), Recap, and Close. Below the toolbar, there are three tabs: 'Details', 'Attachments', and 'Audit Log'.

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

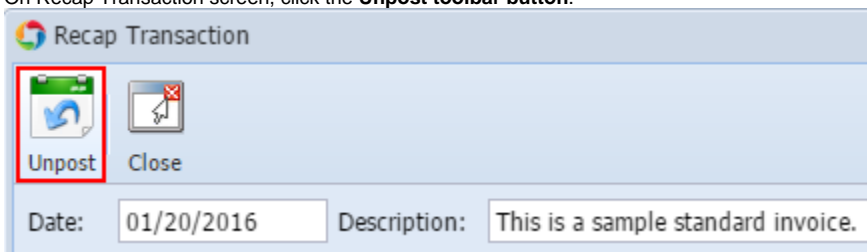
Unpost using Recap button:

1. Open the Invoice record that you wish to unpost.
2. Click the **Recap toolbar 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.



The image shows the 'Invoice - ABC Reseller' toolbar. It contains several icons: New, Save, Search, Delete, Undo, Print, Add Shipment, Email, Unpost, Recap (highlighted with a red box), and Close. Below the toolbar, there are three tabs: 'Details', 'Attachments', and 'Audit Log'.

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



The image shows the 'Recap Transaction' screen. At the top, there is a blue header bar with the title 'Recap Transaction'. Below the header, there are two buttons: 'Unpost' (highlighted with a red box) and 'Close'. Below the buttons, there are two input fields: 'Date:' with the value '01/20/2016' and 'Description:' with the value 'This is a sample standard invoice.'

4. Click **OK** on confirmation message.

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. 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.

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2. Click the **Unpost toolbar button**.

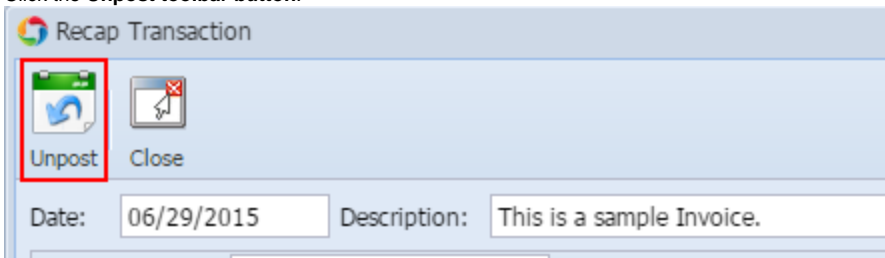


Unpost using Recap button:

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



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Unpost using Recap button:

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3. Click the **Unpost** toolbar button.

Recap Transaction

 
Unpost Close

Date: 02/26/2015 Description: This is a test Invoice comments. Currency: USD Rate:

Filter Records (F3)

	Batch ID	Transaction ID	Account ID	Description	Account Group	Debit	Credit
1	BATCH-399	SI-3	51100-1111	This is a test Invoice comments.	Cost of Goods Sold	0.00	11.52
2	BATCH-399	SI-3	51100-1111	This is a test Invoice comments.	Cost of Goods Sold	0.00	138.00
3	BATCH-399	SI-3	13000-1111	This is a test Invoice comments.	Inventories	11.52	0.00
4	BATCH-399	SI-3	13000-1111	This is a test Invoice comments.	Inventories	138.00	0.00
5	BATCH-399	SI-3	12000-1111	This is a test Invoice comments.	Receivables	0.00	51.95
6	BATCH-399	SI-3	45700-1111	This is a test Invoice comments.	Other Revenues	10.11	0.00
7	BATCH-399	SI-3	41600-1111	This is a test Invoice comments.	Sales	41.84	0.00

Ready