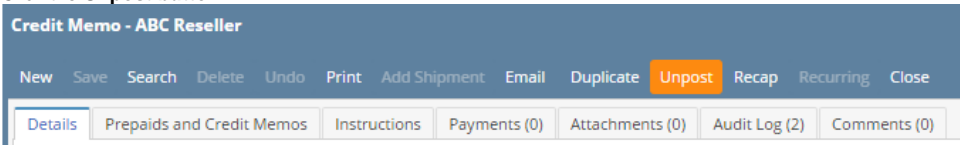


How to Unpost Credit Memo

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

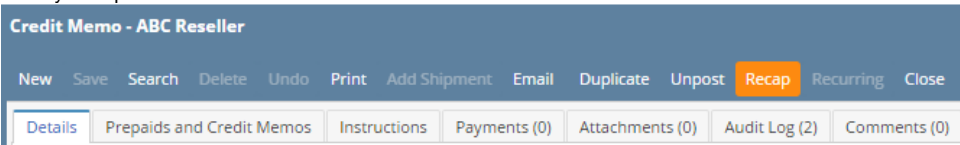
Unpost using Unpost button:

- 1. Open the Credit Memo that you wish to unpost.
- 2. Click the **Unpost** button.

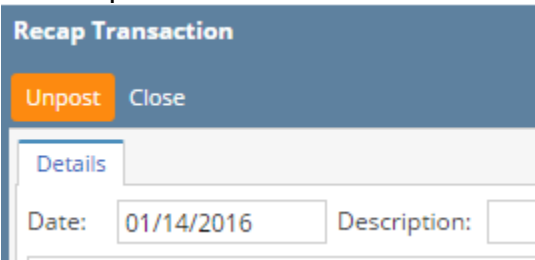


Unpost using Recap button:

- 1. Open the Credit Memo 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 Credit Memo.



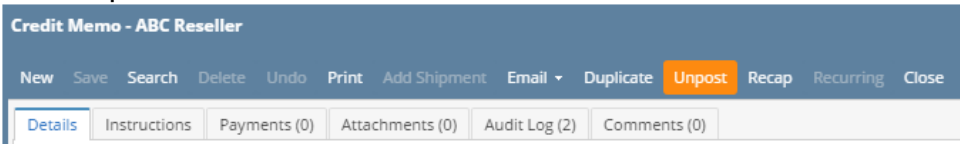
- 3. Click the **Unpost** button.



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Unpost using Unpost button:

- 1. Open the Credit Memo that you wish to unpost.
- 2. Click the **Unpost** button.



Unpost using Recap button:

- 1. Open the Credit Memo that you wish to unpost.

- 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 Credit Memo.

- Click the **Unpost button**.

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Unpost using Unpost button:

- Open the Credit Memo that you wish to unpost.
- Click the **Unpost toolbar button**.

Unpost using Recap button:

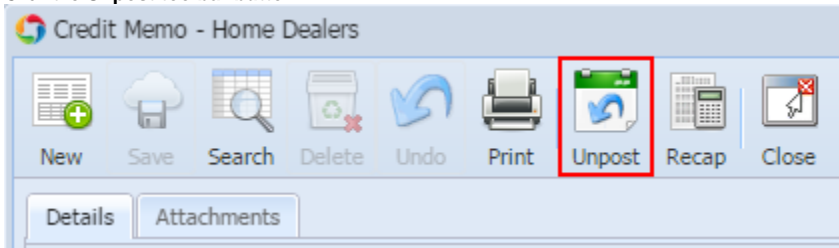
- Open the Credit Memo that you wish to unpost.
- Click the **Recap toolbar button** to open the **Recap Transaction screen**. This screen will show a preview of what will be entered in the General Ledger when you unpost the Credit Memo.

- Click the **Unpost toolbar button**.

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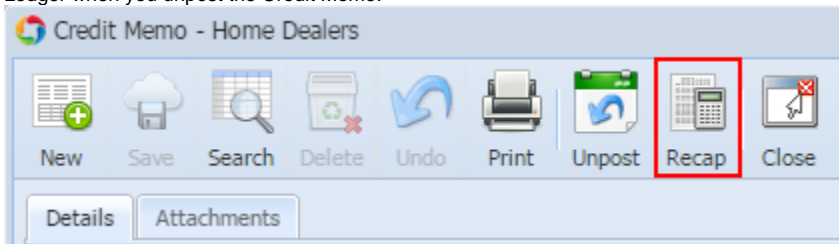
Unpost using Unpost button:

1. Open the Credit Memo that you wish to unpost.
2. Click the **Unpost toolbar button**.

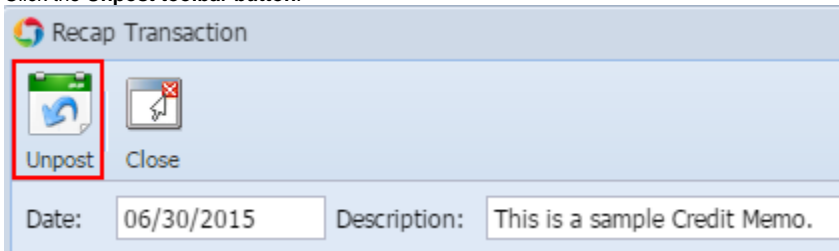


Unpost using Recap button:

1. Open the Credit Memo 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 Credit Memo.



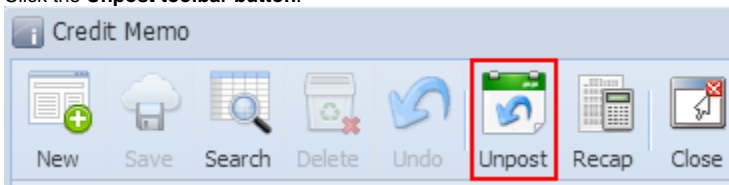
3. Click the **Unpost toolbar button**.



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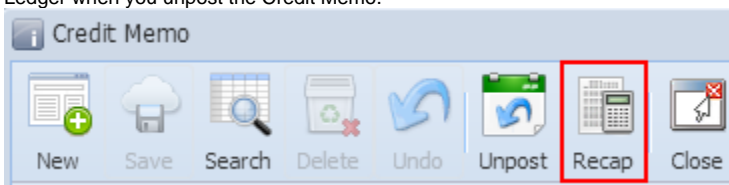
Unpost using Unpost button:

1. Open the Credit Memo that you wish to unpost.
2. Click the **Unpost toolbar button**.



Unpost using Recap button:

1. Open the Credit Memo 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 Credit Memo.



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

Recap Transaction

Unpost Close

Date: 02/27/2015 Description: This is a sample Credit Memo comment Currency: USD Rate:

Filter Records (F3)

	Batch ID	Transaction ID	Account ID	Description	Account Group	Debit	Credit
1	BATCH-403	SI-4	51100-1111	This is a sample Credit Memo comment	Cost of Goods Sold	11.52	0.00
2	BATCH-403	SI-4	51100-1111	This is a sample Credit Memo comment	Cost of Goods Sold	138.00	0.00
3	BATCH-403	SI-4	13000-1111	This is a sample Credit Memo comment	Inventories	0.00	11.52
4	BATCH-403	SI-4	13000-1111	This is a sample Credit Memo comment	Inventories	0.00	138.00
5	BATCH-403	SI-4	12000-1111	This is a sample Credit Memo comment	Receivables	52.42	0.00
6	BATCH-403	SI-4	45700-1111	This is a sample Credit Memo comment	Other Revenues	0.00	31.50
7	BATCH-403	SI-4	41600-1111	This is a sample Credit Memo comment	Sales	0.00	20.92

Ready