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 th	ie Unp	ost but	tton.			•								
	Credit	Memo	- ABC R	eseller											
	New		Search			Print			Email	Duplicate		Recap		Close	
	Deta	ils Pr	repaids ar	nd Credit	Memos	Instr	uctions	Payme	ents (0)	Attachmen	its (0)	Audit Log	(2) Comm	nents (0)	

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.

	Credit Memo	o - ABC Reseller									
	New Save	Search Delete		Print Add Sh		Email	Duplicate	Unpos	t Recap		g Close
	Details P	repaids and Credit	Memos	Instructions	Payme	nts (0)	Attachmen	ts (0)	Audit Log (2	2) Con	nments (0)
3.	Click the Unp	oost button.									
	Recap Tr	ansaction									
	Unpost	Close									
	Details										
	Date:	01/14/2016		Descripti	on:						

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	Credit	Mem	o - ABC R	eseller									
	New		Search			Print		Email 🝷	Duplicate	Unpost	Recap		Close
	Deta	ils I	nstruction	s Payn	nents (0)	Atta	chments (0)	Audit Log (2)	Comme	nts (0)			Close

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	innen jea an										
	Credit Memo	o - ABC Res	eller								
	New Save	Search D	elete Undo	Print	Add Shipment	Email 🗸	Duplicate	Unpost	Recap	Recurring	Close
	Details Ir	nstructions	Payments (0)) Atta	chments (0)	Audit Log (2)) Comme	nts (0)			
3.	Click the Ung	oost butto	n.								
	Recap Tr	ansacti	on								
	Unpost	Close									
	Details										
	Date:	01/14/2	016	De	scription:						

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- 2. Click the Unpost toolbar button.

~													
	🗊 Credit Memo - ABC Reseller												
	• New	Save	Search	Delete	Undo	Print	Add Shipm	Email	Unpost	Recap	Close		
	Details Attachments Audit Log												

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🗊 Credi	t Memo	- Home I	Dealers					
New	- Save	Search	Delete	Print		Recap	Close	
Detail	s Atta	chments			onpose	Recup	ciose	

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	Credit 🕽	t Memo	- Home (Dealers								
		P	Q		5		5					
	New		Search	Delete		Print	Unpost	кесар	Close			
	Details	Atta	chments									
3.	Click the Unpost toolbar button.											
	🇊 Recap) Transa	ction									
	Unpost	Close										
	Date: 06/30/2015			Des	cription:	This i	This is a sample Credit Memo.					

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🕜 Credi	t Memo						
	P	Q	0	5	2		R
New	Save	Search	Delete		Unpost	Recap	Close

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3. Click the Unpost toolbar button.

🔄 R	ecap Transaction	ı					* 🗆 ×				
Unpe	st Close										
Dat	e: 02/27/2015	5 Descript	ion: This is a sam	nple Credit Memo comment	Currency: U	SD Rate:					
7	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				
•				m			4				
0	这 🏆 🛛 Ready										