


How to Unpost Receive Payments Detail

If you choose to unpost the transaction, the system will reverse the posted entries in the [General Ledger](#) with the data from the selected customer payment. This provides you a way of making a correction on the posted transaction at a later time. There are two ways to unpost a receive Payments Detail: 1) using the Unpost button, 2) using the Recap button.

 You cannot unpost a payment that was already deposited. You have to first delete the corresponding deposit transaction.

Unpost using Unpost button:

- 1. Open the Receive Payments Detail that you wish to unpost.
- 2. Click the **Unpost** button.

Receive Payments Detail - ABC Reseller

New Save Search Delete Undo Print **Unpost** Recap Close

Details

Audit Log (2)

Customer No: 0001005095 Date Paid:

Unpost using Recap button:

- 1. Open the Receive Payments Detail 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 Receive Payments Detail.

Receive Payments Detail - ABC Reseller

New Save Search Delete Undo Print Unpost **Recap** Close

Details

Audit Log (5)

Customer No: 0001005095 Date Paid:

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

Recap Transaction

Unpost Close


Details

Date: 6/29/2016 Description: Sample Payment.

Layout

Filter Records (F3)

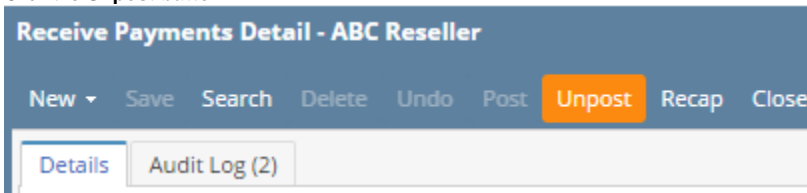
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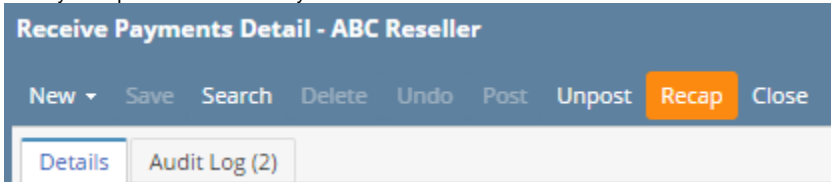
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2. Click the **Unpost** button.

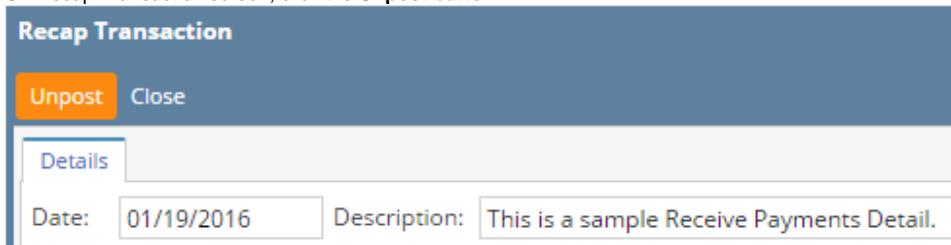


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3. On Recap Transaction screen, click the **Unpost** button.



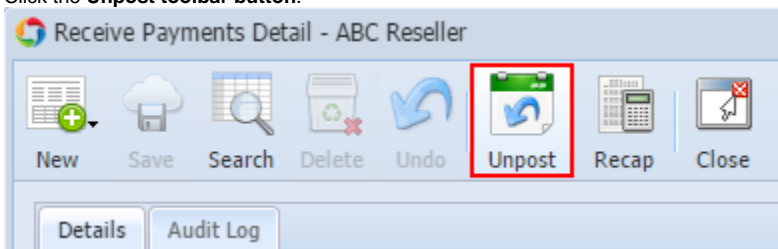
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Unpost using Unpost button:

1. Open the Receive Payments Detail that you wish to unpost.
2. Click the **Unpost toolbar button**.

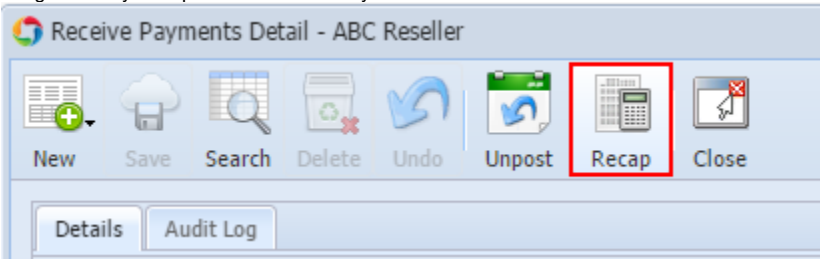


3. Click **OK** on the confirmation message.

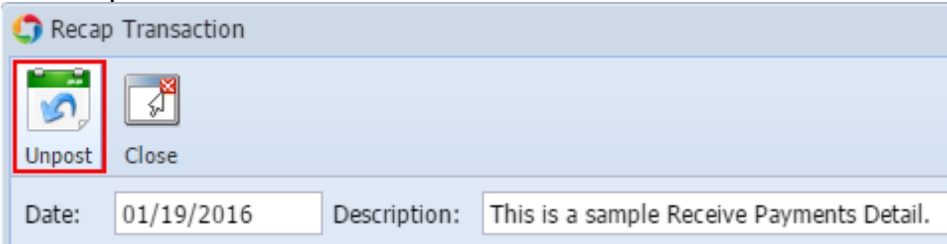
Unpost using Recap button:

1. Open the Receive Payments Detail 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 Receive Payments Detail.



- Click the **Unpost toolbar button**.

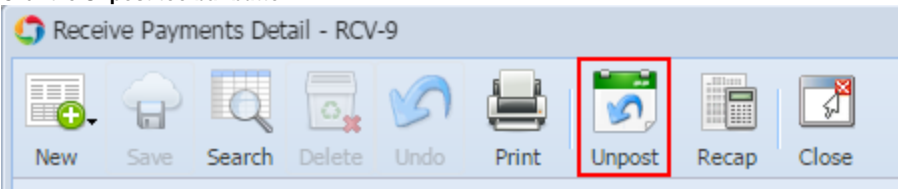


- Click **OK** on the confirmation message.

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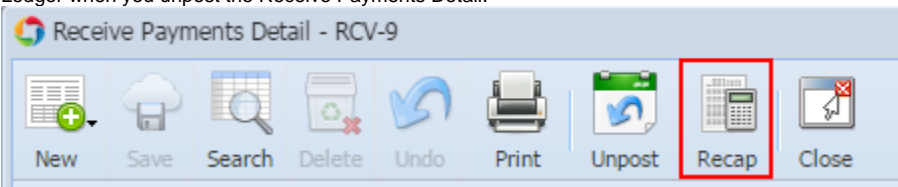
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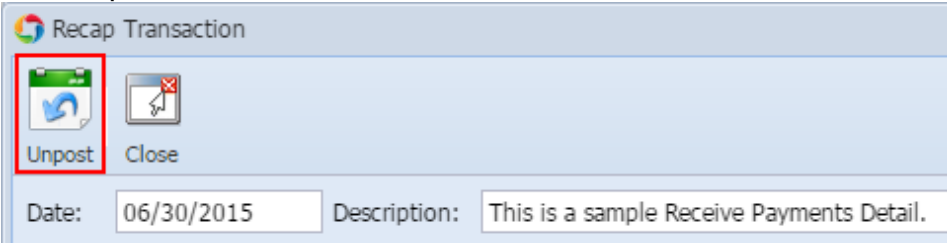


Unpost using Recap button:

- Open the Receive Payments Detail 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 Receive Payments Detail.



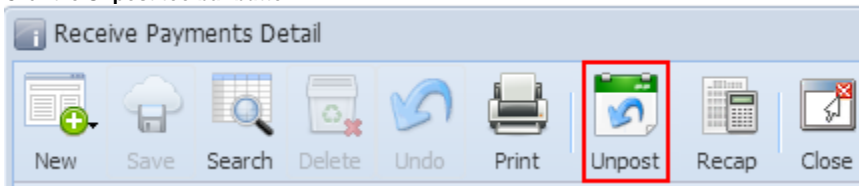
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Unpost using Recap button:

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

