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.

A 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.

Click the Unpost butt	on
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Rec	Receive Payments Detail - ABC Reseller											
Ne	w		Search	Delete		Print	Unpost	Recap	Close			
D	Details Audit Log (2)											
Cu	iston	ner No	0001	005095					Date Paid:			

Unpost using Recap button:

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

	Receive Payments Detail - ABC Reseller												
	Ne	N S		Sear	ch	Delete		Print	Unpost	Recap	Close		
	De	etails	Au	dit Lo	og (5)								
	Cu	stom	er No	: 0	001	005095					Date Paid:		
3. (On Re	cap Tr	ansact	ion sci	reen,	click the	Unpost b	utton.					
	Rec	ap Tr	ansa	ction	•								
	Unj	post	Clos	e									
	De	etails											
	Da	te:	6/29	/201	6	D	escriptio	on: Sa	mple Pay	ment.			
		Lay	out	Q,	Filte	er Reco	rds (F3)						

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2. Click the Unpost button.



Unpost using Recap button:

3.

- 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	Paymo	ents Det	ail - ABC	Reselle	r			
New -	Save	Search	Delete	Undo	Post	Unpost	Recap	Close
Details	Auc	lit Log (2)						
On Recap T	ransactio	on screen,	click the Ur	npost butt	on.			
Recap Tr	ransac	tion						
Unpost	Close							
Details								
Date:	01/19	/2016	Des	cription:	This i	is a sampl	e Receiv	e Paymen

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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 toolbar button.



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

Unpost using Recap button:

1. Open the Receive Payments Detail 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 Receive Payments Detail.

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🎝 Rece	ive Paym	nents Det	tail - ABC	Reseller				
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4. Click **OK** on the confirmation message.

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- 2. Click the Unpost toolbar button.

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New		Search	Delete	Undo	Print	Unpost	Recap	Close	

Unpost using Recap button:

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

	C Receive Payments Detail - RCV-9												
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	New		Search	Delete	Undo	Print	Unpost	Recap	Close				
5. C	lick the Un	post tool	bar buttor	۱.									
	🇊 Recap) Transa	ction										
	5												
	Unpost	Close											
	Date:	06/30/	2015	Desc	cription:	This is	a sample R	eceive Pa	ayments Det	ail.			

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		6		Q			5			S,			ß	
	Ne	ew S	ave	Searc	h Dele	ete		Print	U	Inpost	Reca	ар	Close	
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	💡 F	ilter Records (F3)											
	Ba	atch ID	Transaction	ID Aco	ount ID	Des	Description Account Group						Debit	Credit
	1 B/	ATCH-409	RCV-1368	180	00-1111	Und	Undeposited Funds-AR Test Undeposited					ed Funds 0.00		
	2 B/	ATCH-409	RCV-1368	415	00-1111	Sale	Sales Discount-AR Test Sales Discou					ounts 0.00		
	3 B/	ATCH-409	RCV-1368	120	00-1111	AR-	AR-AR Test Receivables						6.61	0.00
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