

How to Unpost Inventory Receipt

Unposting the Inventory receipt means recording the reverse entries of the transaction to the General Ledger Account Detail and decreasing the On Hand and Available stock qty.

1. Click **Unpost** in the Inventory Receipt screen.
[blocked URL](#)
2. The Inventory Receipt transaction will then be enabled once again and allow modification on the transaction. You will notice that the button will now read as **Post**.

The screenshot shows the 'Inventory Receipt - IR-1027' window. The 'Post' button in the top menu bar is highlighted with a red box. The window contains various fields for transaction details, a table of items, and a summary section on the right.

Item No.	Description	Charges Link	Receipt Qty	Currency Unit	Cost	Cost UOM	Gross/Net	Gross	Net
Test Listed It...	Test Listed Item - S...		100 Bushels	USD	10	Bushels	Bushels	100.00	100
			0		0			0.00	0

Summary:

Gross Wgt.	100.00
Lot Gross Wgt.	0.00
Gross Diff	100.00
Net Wgt.	100.00
Lot Net Wgt.	0.00
Net Diff	100.00
Gain/Loss:	0.00
Gain/Loss (%)	0.00%
Sub Total	1,000.00
Tax	61.00
Charges	0.00
Total	1,061.00



You cannot UnPost an Inventory Receipt for the following reasons.

>Bill is already created for the Inventory Receipt.

>Inventory Receipt date matched a closed Fiscal Year or Fiscal Year Period.

>You are trying to unpost transaction not created by you and **Allow User to only Post Transactions they created** option is checked on User Security screen > Settings screen.

The screenshot shows the 'Entity - iRely Admin' window, specifically the 'User' settings for 'irelyadmin'. The 'Allow User to only Post Transactions they created' checkbox is checked and highlighted with a red box. Other settings include 'Maximum Number of Origin Screens Allowed' set to 3, 'Administrator User' checked, and 'Disable User' unchecked.

Settings:

JIRA Username:	
Dashboard Role:	Administrator
Default Location:	1000-Location A
Default Role:	ADMIN