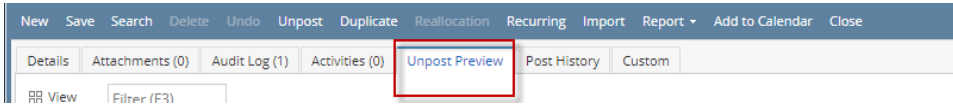# GL - How To Unpost preview a Posted Transaction

Here are the steps on how to recap a posted transaction:

1. Create a **GL transaction**, for example, a General Journal. (See How To Create New General Journal)
2. Once **Debit** and **Credit** amounts are equal, post the transaction by clicking **Post** button.
3. Click **Unpost preview Tab**. Every account with corresponding Debit and Credit that would be entered into the **General Ledger** if you decided to Unpost the transaction will be displayed.

Here are the steps on how to recap an posted transaction:

a. Create a **GL transaction**, for example, a General Journal. (See How To Create New General Journal)
b. Once **Debit** and **Credit** amounts are equal, post the transaction by clicking **Post** button.
c. Click **Recap** button. Every account with corresponding Debit and Credit that would be entered into the **General Ledger** if you decided to Unpost the transaction will be displayed.