

How to Unpost Inventory Shipment

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

There are 2 ways on how to unpost the Inventory Shipment. Each is shown below.

I. From Inventory Shipment screen

1. Click **Unpost** in the Inventory Shipment screen.

The screenshot shows the 'Inventory Shipment - INVSHIP-25' window. The 'Unpost' button is highlighted in orange in the top menu bar. Below the menu, there are tabs for 'Details', 'Charges', 'Comments (0)', 'Attachments (0)', and 'Audit Log (2)'. The 'Details' tab is active, showing fields for Order Type, Source Type, Ship Date, Reference Number, Requested Arrival, Customer, Customer Name, Freight Terms, and Shipment No. Below these are 'Shipping Details' and 'Shipping Company' tabs. The 'Shipping Details' tab shows 'Ship From' and 'Ship To' information. At the bottom, there is an 'Items' table with columns for Item No., Description, Ownership Type, Sub Location, Storage Location, Quantity, UOM, Weight UOM, Unit Price, Line Total, and Grade. The table contains one item: 'Item A' (non-lot item) with a quantity of 10 and a unit price of 10.00.

2. The Inventory Shipment 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 Shipment - INVSHIP-25' window after the 'Unpost' action. The 'Post' button is now highlighted in orange in the top menu bar. The rest of the screen, including the 'Details' tab and the 'Items' table, remains the same as in the previous screenshot.

II. From Recap Transaction screen

1. Click **Recap** in the Inventory Shipment screen. This will open the **Recap Transaction screen** to give you preview on what the GL entries would be when this transaction is unposted. Then click **Unpost**.

The screenshot shows the 'Inventory Shipment - INVSHIP-25' window with the 'Recap' button highlighted in red in the top menu bar. A red arrow points from the 'Recap' button to the 'Recap Transaction' window that is open in the foreground. The 'Recap Transaction' window has a title bar and a menu bar with 'Unpost' and 'Close' buttons. It contains a 'Details' tab with fields for Date, Description, Currency, and Rate. Below these are 'Filter' fields and a table with columns for Batch ID, Record No., Account ID, Description, Account Group, Debit, and Credit. The table contains two rows of data:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1	BATCH-326	INVSHIP-25	16020-1000	Inventory - 000 Cat	100.00	0.00
2	BATCH-326	INVSHIP-25	16100-1000	Inventory in Transit-Location	0.00	100.00

2. The **Recap Transaction screen** will automatically be closed.

3. The Inventory Shipment transaction will then be enabled once again and allow modification on the transaction. You will notice that the button will now read as **Post**.

Inventory Shipment - INVSHIP-25

New Save Search Delete Undo Print Print BOL **Post** Recap Customer Warehouse Instructions Close

Details Charges Comments (0) Attachments (0) Audit Log (5)

Order Type: Direct Source Type: None Ship Date: 03/14/2016 Reference Number: Requested Arrival: Customer: ABD Inc. Customer Name: ABD Inc. Freight Terms: Deliver Shipment No: INVSHIP-25

Shipping Details Shipping Company Delivery

Ship From: 1000-Location A
100 E Main St

Ship To: Loc01
c/o Luke Castellani
ABC St

Instructions: Comments:

Items Split Lots

+ Insert View Item Quality Remove Layout Filter Records (F3)

Item No.	Description	Ownership Type	Sub Location	Storage Location	Quantity	UOM	Weight UOM	Unit Price	Line Total	Grade
Item A	non-lot item	Own	Main	M-bin1	10	pound		10.00	100.00	
					0			0.00	0.00	



You cannot UnPost an Inventory Shipment for the following reasons.

>Invoice is already created for the Inventory Shipment.

>Inventory Shipment 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.

Entity - iRelay Admin

New Save Search Refresh Delete Undo Additional Archived Reports API Key Enable Two-Step Verification Close

Entity User Comments (0) Attachments (0) Audit Log (0)

Detail User Roles External Module Registered Computers

Username: irelyadmin Title: Contact Method: Department: Add Photo

Change Password
✓ Apply X Cancel
New Password: Confirm Password:

User Options
Maximum Number of Origin Screens Allowed: 3
✓ Allow User to only Post Transactions they created
✓ Administrator User
Disable User

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