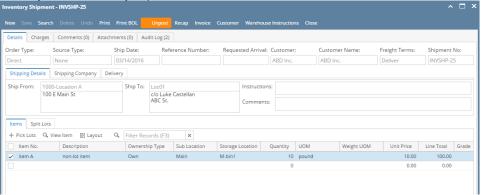
How to Unpost Inventory Shipment

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.

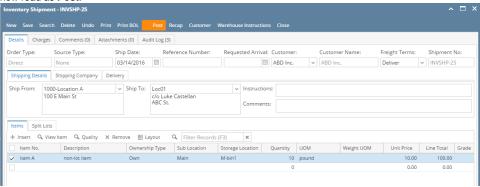
There are 2 ways on how to unpost the Inventory Shipment. Each is shown below.

I. From Inventory Shipment screen

1. Click Unpost in the Inventory Shipment screen.

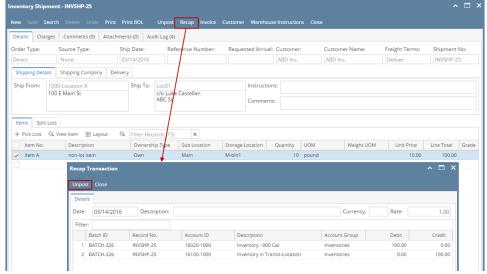


2. The Inventory Shipment transaction will then be enabled once again and allow modification on the transaction. You will notice that the button will now read as **Post**.



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**.



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.

