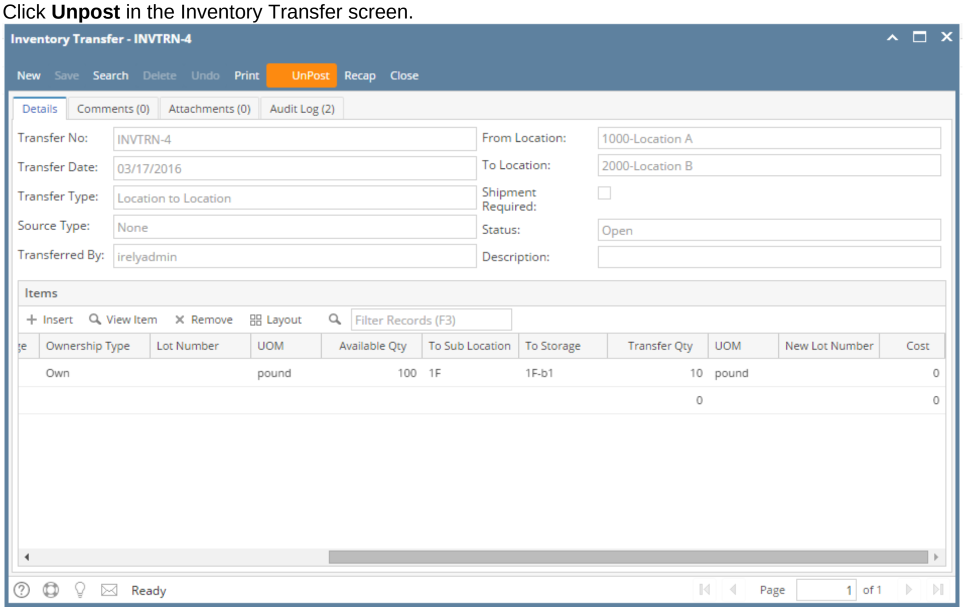
How to Unpost Inventory Transfer

Unposting the Inventory Transfer means recording the reverse entries of the transaction to the General Ledger Account Detail

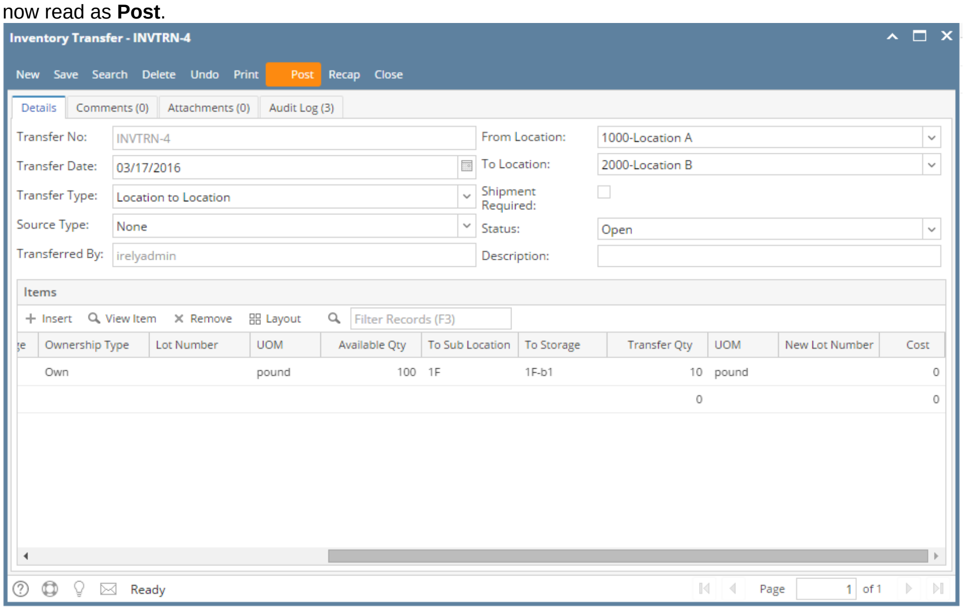
There are 2 ways on how to unpost the Inventory Transfer. Each is shown below.

I. From Inventory Transfer screen

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

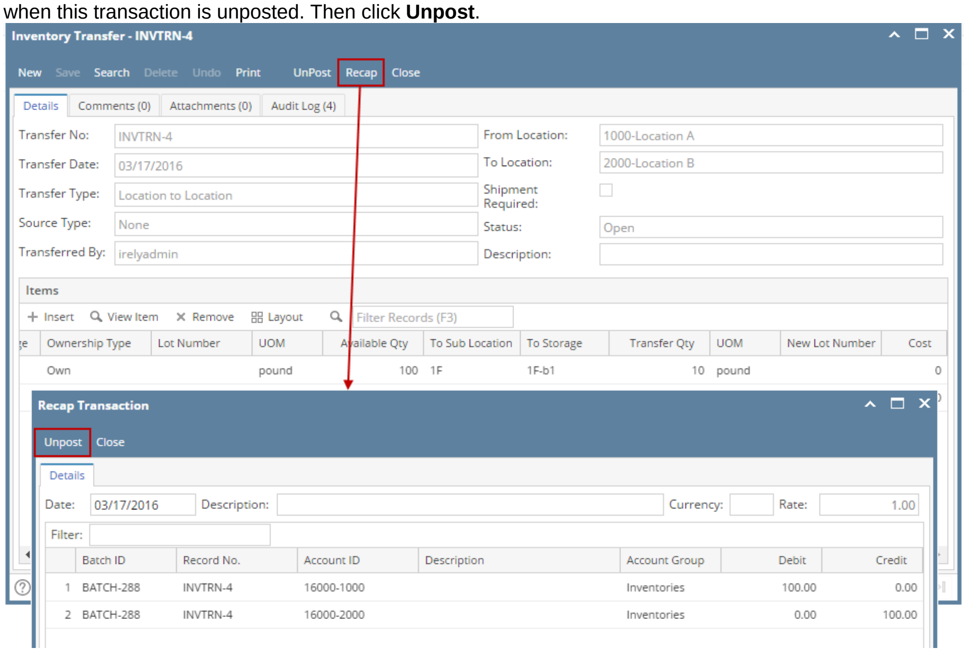


2. The Inventory Transfer transaction will then be enabled once again and allow modification on the transaction. You will notice that the button will now read as **Post**.

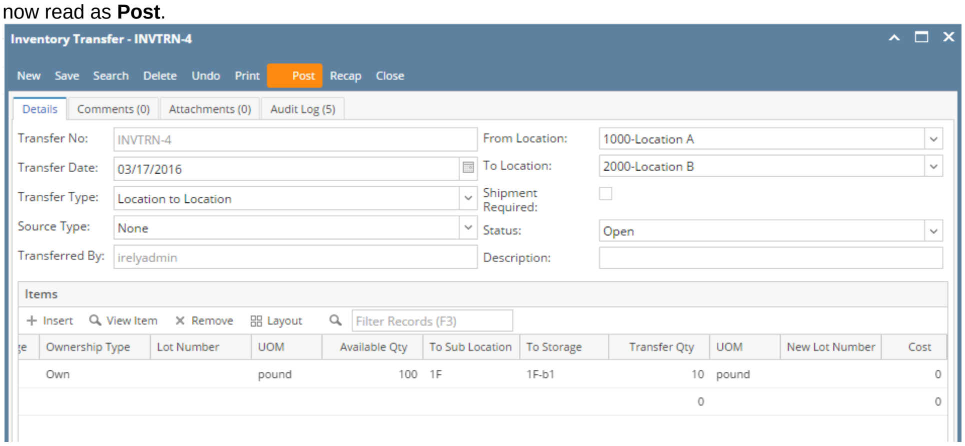


II. From Recap Transaction screen

1. Click **Recap** in the Inventory Transfer 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 Transfer transaction will then be enabled once again and allow modification on the transaction. You will notice that the button will now read as **Post**.



You cannot UnPost an Inventory Transfer for the following reasons.

>Invoice is already created for the Inventory Transfer.

>Inventory Transfer 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.