

# 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.

The screenshot shows the 'Inventory Transfer - INVTRN-4' window. The top menu bar includes 'New', 'Save', 'Search', 'Delete', 'Undo', 'Print', 'UnPost' (highlighted in orange), 'Recap', and 'Close'. Below the menu is a tabbed interface with 'Details', 'Comments (0)', 'Attachments (0)', and 'Audit Log (2)'. The 'Details' tab is active, showing fields for 'Transfer No:' (INVTRN-4), 'Transfer Date:' (03/17/2016), 'Transfer Type:' (Location to Location), 'Source Type:' (None), 'Transferred By:' (irelyadmin), 'From Location:' (1000-Location A), 'To Location:' (2000-Location B), 'Shipment Required:' (checkbox), 'Status:' (Open), and 'Description:'. Below these fields is an 'Items' section with a table. The table has columns: 'Ownership Type', 'Lot Number', 'UOM', 'Available Qty', 'To Sub Location', 'To Storage', 'Transfer Qty', 'UOM', 'New Lot Number', and 'Cost'. The first row shows 'Own', 'pound', '100', '1F', '1F-b1', '10', 'pound', and '0'. The second row shows '0' and '0'. The bottom status bar shows 'Ready' and 'Page 1 of 1'.

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**.

The screenshot shows the 'Inventory Transfer - INVTRN-4' window after the 'UnPost' action. The top menu bar now includes 'New', 'Save', 'Search', 'Delete', 'Undo', 'Print', 'Post' (highlighted in orange), 'Recap', and 'Close'. The 'Details' tab is still active, showing the same fields as the previous screenshot. The 'Items' section table is also the same. The bottom status bar shows 'Ready' and 'Page 1 of 1'.

## 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**.

The screenshot shows the 'Inventory Transfer - INVTRN-4' window. The 'Recap' button in the top menu is highlighted with a red box. A red arrow points from this button to the 'Recap Transaction' window shown below it. The 'Recap Transaction' window has an 'Unpost' button highlighted with a red box. The 'Recap Transaction' window displays details for the transaction, including Date (03/17/2016), Description, Currency, and Rate. It also shows a table of GL entries:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-288	INVTRN-4	16000-1000		Inventories	100.00	0.00
2 BATCH-288	INVTRN-4	16000-2000		Inventories	0.00	100.00

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**.

The screenshot shows the 'Inventory Transfer - INVTRN-4' window after the recap transaction has been processed. The 'Post' button in the top menu is now highlighted with an orange box, indicating it is the active action. The rest of the screen content remains the same as in the previous screenshot.



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.

The screenshot shows the 'Entity - iRely Admin' window. The 'User Options' section is expanded, and the checkbox 'Allow User to only Post Transactions they created' is checked and highlighted with a red box. Other options include 'Maximum Number of Origin Screens Allowed' (set to 3), 'Administrator User' (checked), and 'Disable User' (unchecked). The 'Settings' section on the right shows fields for JIRA Username, Dashboard Role (Administrator), Default Location (1000-Location A), and Default Role (ADMIN).

