

How to Unpost Inventory Adjustment

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

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

I. From Inventory Adjustment screen

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

The screenshot shows the 'Inventory Adjustment - ADJ-4' window. The 'Unpost' button in the top menu bar is highlighted in orange. Below the menu, there are fields for Location (1000-Location A), Date (03/18/2016), Adjustment Type (Quantity Change), and Adjustment No (ADJ-4). The 'Items' table below shows one item, 'item A', with a quantity of 90.00 and a new quantity of 88.00.

Item No.	Description	Sub Location	Storage Location	Lot ID	UOM	Available Qty	Adjust Qty By	New Quantity	Unit Cost	New Unit Cost
item A	non-lot tracked	Main	M-bin1		pound	90.00	-2.00	88.00	10.00	10.00

2. The Inventory Adjustment 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 Adjustment - ADJ-4' window after the 'Unpost' action. The 'Post' button in the top menu bar is now highlighted in orange, indicating the transaction is ready to be posted again.

II. From Recap Transaction screen

1. Click **Recap** in the Inventory Adjustment 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 'Recap Transaction' window. It displays the GL entries that would be recorded when the transaction is unposted. The 'Unpost' button is highlighted in red. The table below shows two entries: one for 'Inventories' and one for 'Other Expenses'.

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-293	ADJ-4	16000-1000		Inventories	20.00	0.00
2 BATCH-293	ADJ-4	80000-1000		Other Expenses	0.00	20.00

2. The **Recap Transaction screen** will automatically be closed.
3. The Inventory Adjustment 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 Adjustment - ADJ-4' window after the 'Recap' action. The 'Post' button in the top menu bar is highlighted in orange, indicating the transaction is ready to be posted again.



You cannot UnPost an Inventory Adjustment for the following reasons.

>Inventory Adjustment 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 with the 'User' tab selected. The user 'irelyadmin' is being edited. The 'User Options' section contains the following settings:

- Maximum Number of Origin Screens Allowed: 3
- ☒ Allow User to only Post Transactions they created (highlighted with a red box)
- ☒ Administrator User
- ☐ Disable User

The 'Settings' section contains the following settings:

- JIRA Username: [empty]
- Dashboard Role: Administrator
- Default Location: 1000-Location A
- Default Role: ADMIN