

# How to Unpost General Journal

## Unposting via General Journal

Here are the steps on how to unpost journals via the General Journal screen:

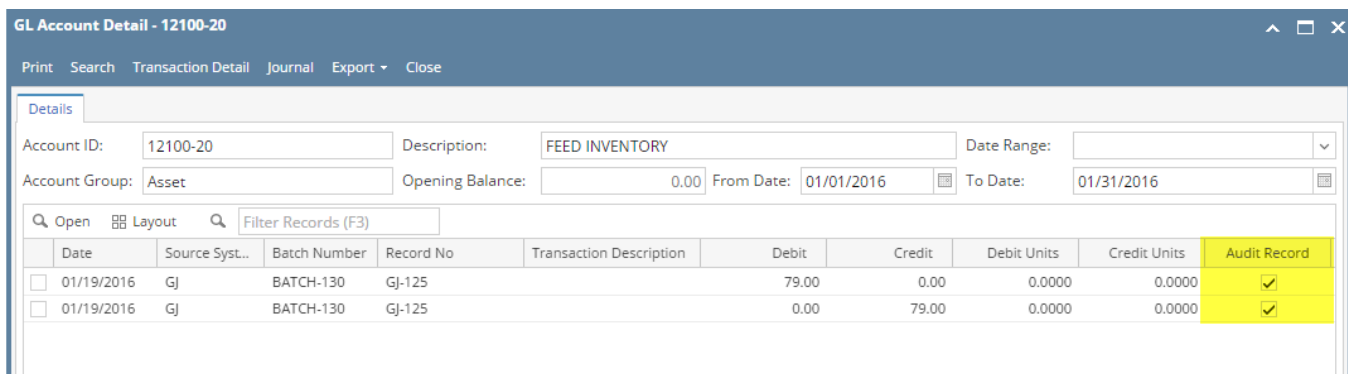
1. After posting **General Journal** (see [How To Post General Journal](#)) , click **Unpost** button from the toolbar.
2. Once the journal is unposted, **Posted** status is removed from the screen. All toolbar buttons and editable fields are again enabled.
3. You are now ready to make changes to your General Journal.

## Unposting via Recap tab

Here are the steps on how to unpost journals via Recap tab:

1. After posting General Journal (see [How To Post General Journal](#)), click **Recap** tab.
2. Click **Unpost** toolbar button to start the unposting process.
3. Posted status is removed from the screen and all toolbar buttons and other editable fields will now be disabled.

Clicking Unpost, will reverse the debit and credit posted entries then it will be marked as **Audit Record** in the **GL Account Detail** screen of a particular account.



GL Account Detail - 12100-20

Print Search Transaction Detail Journal Export Close

Details

Account ID: 12100-20 Description: FEED INVENTORY Date Range:   
Account Group: Asset Opening Balance: 0.00 From Date: 01/01/2016 To Date: 01/31/2016

Open Layout Filter Records (F3)

	Date	Source Syst...	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
<input type="checkbox"/>	01/19/2016	GJ	BATCH-130	GJ-125		79.00	0.00	0.0000	0.0000	✓
<input type="checkbox"/>	01/19/2016	GJ	BATCH-130	GJ-125		0.00	79.00	0.0000	0.0000	✓

## Unposting via General Journal

Here are the steps on how to unpost journals via the General Journal screen:

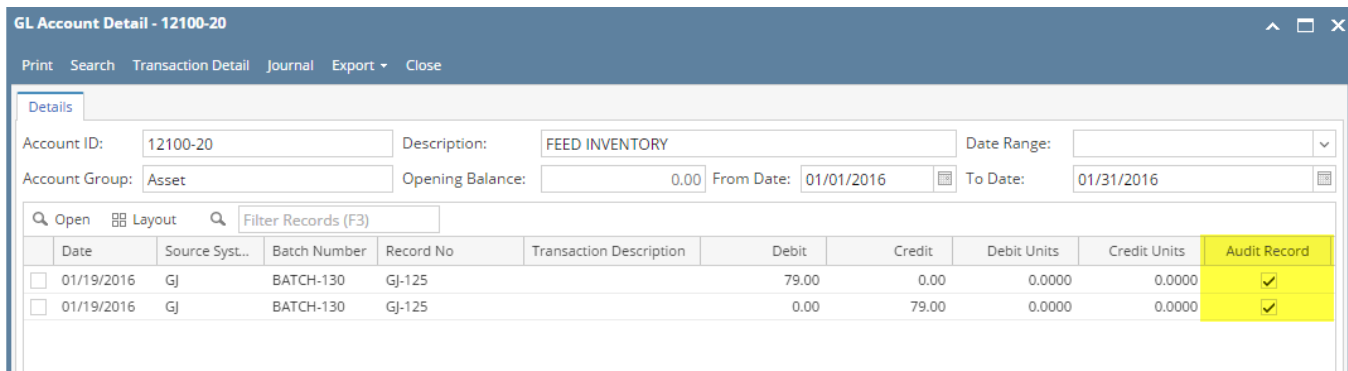
1. After posting **General Journal** (see [How To Post General Journal](#)) , click **Unpost** button from the toolbar.
2. Once the journal is unposted, **Posted** status is removed from the screen. All toolbar buttons and editable fields are again enabled.
3. You are now ready to make changes to your General Journal.

## Unposting via Recap screen

Here are the steps on how to unpost journals via Recap form:

1. After posting General Journal (see [How To Post General Journal](#)), click **Recap** toolbar button to open Recap screen.
2. Click **Unpost** toolbar button to start the unposting process.
3. Recap screen will close automatically. Posted status is removed from the screen and all toolbar buttons and other editable fields will now be disabled.

Clicking Unpost, will reverse the debit and credit posted entries then it will be marked as **Audit Record** in the **GL Account Detail** screen of a particular account.



GL Account Detail - 12100-20

Print Search Transaction Detail Journal Export Close

Details

Account ID: 12100-20 Description: FEED INVENTORY Date Range:   
Account Group: Asset Opening Balance: 0.00 From Date: 01/01/2016 To Date: 01/31/2016

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<input type="checkbox"/>	01/19/2016	GJ	BATCH-130	GJ-125		79.00	0.00	0.0000	0.0000	✓
<input type="checkbox"/>	01/19/2016	GJ	BATCH-130	GJ-125		0.00	79.00	0.0000	0.0000	✓