Purchasing - How To Recap an Unposted Transaction
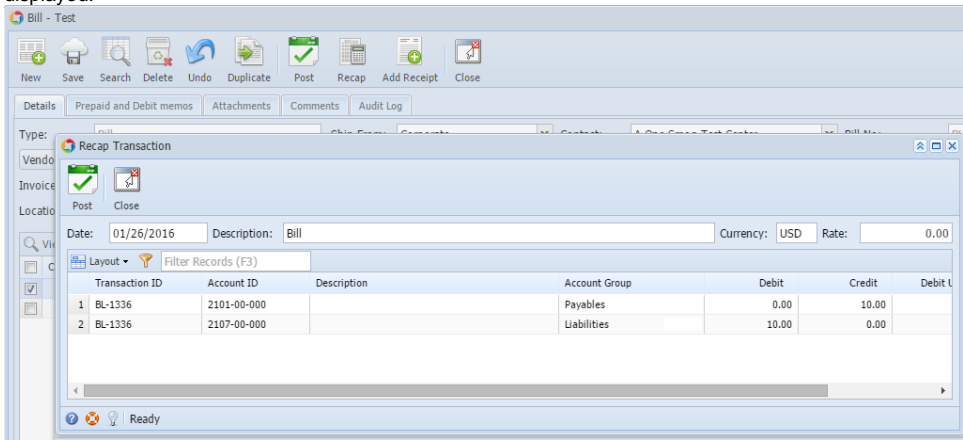
Here are the steps on how to recap an unposted transaction:

1. Create a **Purchasing Transaction**, for example, a Voucher. (See How To Create Vouchers)
2. After entering the details for the voucher, click **Recap** toolbar button.
3. Every account with corresponding Debit and Credit amounts that will be entered into the **General Ledger** when you post the transaction will be displayed.

Here are the steps on how to recap an unposted transaction:

1. Create an **AP transaction**, for example, a Pay Bill. (See How To Create Pay Bills)
2. After entering a payment, click **Recap** toolbar button.
3. Every account with corresponding Debit and Credit amounts that will be entered into the **General Ledger** when you post the transaction will be displayed.