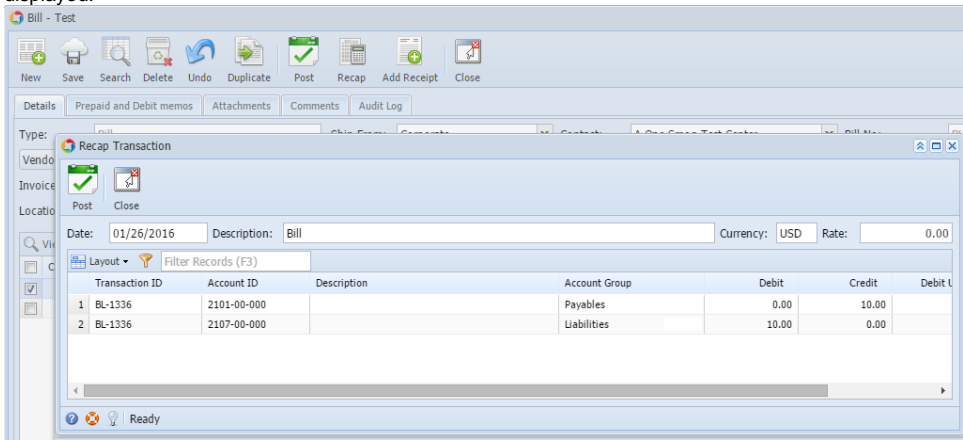


Purchasing - How To Recap an Unposted Transaction

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.

Pay Bills Detail

NewSaveSearchDeleteUndoPrintPostRecapClose

Vendor No: SAMPLE VENDOR

Date Paid: 06/06/2014

Record No: PAY-7

Bank Account: 10

Payment Method: Check

Currency: USD

Amount Paid: 5,000.00

Unapplied Amount: 0.00

Vendor Credit: 0.00

Bank Balance: 4,998,080.00

Check No:

Withheld: 0.00

Notes:

Filter Records (F3)

Due Date	Bill No.	Terms	Bill Total	AP Account	Discount	Interest	Amount Due	Payment
10/17/2013	120867	NET 30	10,824.00	26000-0000	0.00	0.00	10,824.00	5,000.00

Recap Transaction

PostClose

Date: 06/06/2014

Description:

Currency: USD

Rate:

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-170	PAY-7	11111-1099	CASH ACCOUNTS-Admin Grain	Cash Accounts	0.00	5,000.00
2 BATCH-170	PAY-7	26000-0000	ACCOUNT PAYABLE TRADE -	Liability	5,000.00	0.00

Ready