GL - How To Unpost preview a Posted Transaction

Here are the steps on how to recap a posted transaction:

- 1. Create a GL transaction, for example, a General Journal. (See How To Create New General Journal)
- 2. Once **Debit** and **Credit** amounts are equal, post the transaction by clicking **Post** button.
- 3. Click **Unpost preview Tab**. Every account with corresponding Debit and Credit that would be entered into the **General Ledger** if you decided to Unpost the transaction will be displayed.

New	Save	Search			Unpost	Duplicate		Recurring	Import	Report +	Add to Calendar	Close	
Detail	ls A	ttachmen	ts (0)	Audit Log	; (1) Ac	tivities (0)	Unpost Preview	Post His	tory C	ustom			
ER Vie	ew	Filter (F	-3)			Ļ							

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- a. Create a GL transaction, for example, a General Journal. (See How To Create New General Journal)
- b. Once **Debit** and **Credit** amounts are equal, post the transaction by clicking **Post** button.
- c. Click **Recap** button. Every account with corresponding Debit and Credit that would be entered into the **General Ledger** if you decided to Unpost the transaction will be displayed.

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	lete Undo Unpost	Duplicate Recap	Reallocation Recurring Export					
atails Attachments (0)	Audit Log (1) Con	nments (0)						
st Date 01/19/2016		Currency: USD	Reverse Date:	Recurrir	g Template: R	ecord No: GI-12	1	
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t Remove BB Layout	G Filter Records	s (F3)		-				
Account ID	Account Description	-	Transaction Description	D	oc Date	Debit	Credit	C
11210-00	STORAGE RECEIVABL	.E	Imported from AP 0107 on 01/	(15/2016 0)	1/19/2016	0.00	3,314.04	-1
11210-00	STORAGE RECEIVABL	.5	Imported from AP 0107 on 017	15/2016 0	1/19/2016	0.00	4,623.94	- 1
20000-00	ACCOUNTS PATABLE	-	Imported from AP 0107 on 017	(15/2016 0	1/19/2016	4,672,04	0.00	-11
20000-00	ACCOUNTS PATADLE		imported normal offor on on	15/2010 0	1/15/2010	4,023.94	0.00	-11
Unpost Close								
Unpost Close Details 믑 Layout	Q Filter Records (F	-3)						
Unpost Close Details B Layout Account Id	Q Filter Records (F	-3)	Account Group	Debit	Credit	Debit Units	Credit Units	
Unpost Close Details El Layout Account Id 11210-00	Q Filter Records (F Description	-3)	Account Group Asset	Debit 3,314.04	Credit 0.00	Debit Units 0.000	Credit Units 0.000	
Unpost Close Details B Layout Account Id 11210-00 20000 00	Q Filter Records (F Description	-3)	Account Group Asset Asset	Debit 3,314.04 4,623.94	Credit 0.00 0.00	Debit Units 0.000 0.000	Credit Units 0.000 0.000	
Unpost Close Details BLayout Account Id 11210-00 11210-00 20000-00 20000-00	C Filter Records (F Description		Account Group Asset Asset Liability Liability	Debit 3,314.04 4,623.94 0.00	Credit 0.00 3,314.04 4673.94	Debit Units 0.000 0.000 0.000	Credit Units 0.000 0.000 0.000	
Unpost Close	C Filter Records (F Description	-3)	Account Group Asset Asset Liability Liability	Debit 3,314.04 4,623.94 0.00 0.00	Credit 0.00 0.3,314.04 0.4,623.94	Debit Units 0.000 0.000 0.000 0.000	Credit Units 0.000 0.000 0.000 0.000	
Unpost Close Details BE Layout Account Id 11210-00 11210-00 20000-00 20000-00	C Filter Records (F Description		Account Group Asset Asset Liability Liability	Debit 3,314.04 4,623.94 0.00 0.00	Credit 0.00 0.00 3,314.04 4,623.94	Debit Units 0.000 0.000 0.000 0.000	Credit Units 0.000 0.000 0.000 0.000	
Unpost Close Details EB Layout Account Id 11210-00 20000-00 20000-00	Q Filter Records (F	3)	Account Group Asset Asset Liability Liability	Debit 3,314.04 4,623.94 0.00 0.00	Credit 4 0.00 9 0.00 9 3,314.04 9 4,623.94	Debit Units 0.000 0.000 0.000 0.000	Credit Units 0.000 0.000 0.000 0.000	
Unpost Close Details BLayout Account Id 11210-00 11210-00 20000-00 20000-00 20000-00	Q Filter Records (F Description	3)	Account Group Asset Asset Liability Liability	Debit 3,314.04 4,623.94 0.00 0.00	Credit 4 0.00 0.00 3,314.04 4,623.94	Debit Units 0.000 0.000 0.000 0.000	Credit Units 0.000 0.000 0.000 0.000	
Unpost Close Details B Layout Account Id 11210-00 20000-00 20000-00 20000-00	Q Filter Records (F Description		Account Group Asset Asset Liability Liability	Debit 3,314.04 4,623.94 0,00 0,00	Credit 4 0.00 4 0.00 3,314.04 0 4,623.94	Debit Units 0.000 0.000 0.000 0.000	Credit Units 0.000 0.000 0.000 0.000	
Unpost Close Details B2 Layout Account Id 11210-00 20000-00 20000-00	C Filter Records (F Description	F3)	Account Group Asset Asset Liability Liability	Debit 3,314.04 4,623.94 0.00 0.00	Credit 0.00 0.00 3,314.04 4,623.94	Debit Units 0.000 0.000 0.000 0.000	Credit Units 0.000 0.000 0.000 0.000	
Unpost Close Details E Layout Account Id 11210-00 11210-00 20000-00 20000-00 20000-00	Q Filter Records (F Description	F3)	Account Group Asset Asset Liability Liability	Debit 3,314.0- 4,623.9- 0.00 0.00 0.00	Credit 0.00 3,314.04 4,623.94 7,937.98	Debit Units 0.000 0.000 0.000 0.000	Credit Units 0.000 0.000 0.000 0.000	
Unpost Close Petalis EX Layout 11210-00 11210-00 20000-00 20000-00 20000-00	Q Filter Records (F	F3)	Account Group Asset Asset Liability Liability	Debit 3,314.04 4,623.94 0.00 0.00 7,937.94	Credit 4 0.00 3,314.04 4,623.94 7,937.98	Debit Units 0.000 0.000 0.000 0.000 0.000	Credit Units 0.000 0.000 0.000 0.000 0.000	