

Purchasing - How To Recap a Posted Transaction

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

1. Create a **Purchasing Transaction**, for example, a Pay Bill. (See [How To Create Vouchers](#))
2. After entering details for the vouchers, post the transaction by clicking **Post** button.
3. 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.

The screenshot shows the 'Recap Transaction' window. At the top, there's a toolbar with icons for New, Search, Duplicate, Pay, Unpost, Recap, and Close. Below the toolbar, there are tabs: Details, Prepaid and Debit memos, Attachments, Comments, and Audit Log. The 'Details' tab is active. The window displays the following information:

- Type: Bill
- Vendor: [Empty]
- Invoice: [Empty]
- Location: [Empty]
- Date: 01/26/2016
- Description: Bill
- Currency: USD
- Rate: 0.00

Below this information is a table with the following columns: Transaction ID, Account ID, Description, Account Group, Debit, Credit, and Debit t. The table contains two rows:

Transaction ID	Account ID	Description	Account Group	Debit	Credit	Debit t
1 BL-1336	2101-00-000		Payables	10.00	0.00	
2 BL-1336	2107-00-000		Liabilities	0.00	10.00	

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 creating payment, post the transaction by clicking **Post** button.
3. 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.

The screenshot shows two windows. The top window is 'Pay Bills Detail' and the bottom window is 'Recap Transaction'.

Pay Bills Detail Window:

- Vendor No: SAMPLE VENDOR
- Bank Account: 10
- Amount Paid: 5,000.00
- Bank Balance: 4,993,080.00
- Date Paid: 06/07/2014
- Payment Method: Check
- Unapplied Amount: 0.00
- Check No: [Empty]
- Record No: PAY-7
- Currency: USD
- Vendor Credit: 0.00
- Withheld: 0.00

Below the fields is a table with the following columns: Due Date, Bill No., Terms, Bill Total, AP Account, Discount, Interest, Amount Due, and Payment. The table contains one row:

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	5,824.00	5,000.00

Recap Transaction Window:

- Date: 06/07/2014
- Description: [Empty]
- Currency: USD
- Rate: [Empty]

Below this information is a table with the following columns: Batch ID, Record No., Account ID, Description, Account Group, Debit, and Credit. The table contains two rows:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-172	PAY-7	11111-1099	CASH ACCOUNTS-Admin Grain	Cash Accounts	5,000.00	0.00
2 BATCH-172	PAY-7	26000-0000	ACCOUNT PAYABLE TRADE -	Liability	0.00	5,000.00