

How to Unpost Inventory Adjustment

Unposting the Inventory Adjustment means recording the reverse entries of the transaction to the General Ledger Account Detail.

There are 2 ways on how to unpost the Inventory Adjustment. Each is shown below.

I. From Inventory Adjustment screen

1. Click **Unpost** in the Inventory Adjustment screen.

The screenshot shows the 'Inventory Adjustment - ADJ-4' window. The 'Unpost' button in the top menu bar is highlighted in orange. Below the menu, there are tabs for 'Details', 'Comments', 'Attachments (0)', and 'Audit Log'. The 'Details' tab is active, showing fields for 'Location' (1000-Location A), 'Date' (03/18/2016), 'Adjustment Type' (Quantity Change), and 'Adjustment No.' (ADJ-4). A table of items is displayed below, with columns for Item No., Description, Sub Location, Storage Location, Lot ID, UOM, Available Qty, Adjust Qty By, New Quantity, Unit Cost, and New Unit Cost. The table contains one item: 'item A' with a description of 'non-lot tracked', sub location 'Main', storage location 'M-bin1', UOM 'pound', available quantity 90.00, adjust quantity by -2.00, new quantity 88.00, unit cost 10.00, and new unit cost 10.00.

2. The Inventory Adjustment transaction will then be enabled once again and allow modification on the transaction. You will notice that the button will now read as **Post**.

The screenshot shows the 'Inventory Adjustment - ADJ-4' window after the 'Unpost' action. The 'Post' button in the top menu bar is now highlighted in orange. The rest of the screen, including the tabs and the item table, remains the same as in the previous screenshot.

II. From Recap Transaction screen

1. Click **Recap** in the Inventory Adjustment screen. This will open the **Recap Transaction** screen to give you preview on what the GL entries would be when this transaction is unposted. Then click **Unpost**.

The screenshot shows the 'Inventory Adjustment - ADJ-4' window with the 'Recap' button highlighted in red. A red arrow points from the 'Recap' button to a smaller 'Recap Transaction' window that is overlaid on top. The 'Recap Transaction' window has its own 'Unpost' and 'Close' buttons. It shows a preview of the GL entries that would be recorded when the transaction is unposted. The preview includes a table with columns for Batch ID, Record No., Account ID, Description, Account Group, Debit, and Credit. The table contains two entries: 1. BATCH-293, ADJ-4, 16000-1000, Inventories, 20.00, 0.00; and 2. BATCH-293, ADJ-4, 80000-1000, Other Expenses, 0.00, 20.00.

2. The **Recap Transaction** screen will automatically be closed.
3. The Inventory Adjustment transaction will then be enabled once again and allow modification on the transaction. You will notice that the button will now read as **Post**.

The screenshot shows the 'Inventory Adjustment - ADJ-4' window after the 'Recap Transaction' screen has been closed. The 'Post' button in the top menu bar is now highlighted in orange. The rest of the screen, including the tabs and the item table, remains the same as in the previous screenshot.



You cannot UnPost an Inventory Adjustment for the following reasons.

>Inventory Adjustment date matched a closed Fiscal Year or Fiscal Year Period.

>You are trying to unpost transaction not created by you and **Allow User to only Post Transactions they created** option is checked on User Security screen > Settings screen.

The screenshot shows the 'Entity - iReily Admin' window with the 'User' tab selected. The 'User Options' section contains the following settings:

- Maximum Number of Origin Screens Allowed: 3
- ☒ Allow User to only Post Transactions they created
- ☒ Administrator User
- ☐ Disable User

The 'Settings' section contains the following settings:

- JIRA Username: [Empty field]
- Dashboard Role: Administrator
- Default Location: 1000-Location A
- Default Role: ADMIN