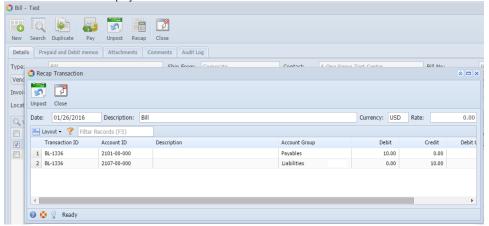
Purchasing - How To Recap a Posted Transaction

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.



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.

