

How to Unpost Bank Deposit

Unposting a transaction means reversing the previously posted transaction and such reverses the entries posted in the GL Account Details. This allows you with a way to make a correction on the posted transaction at a later time. In essence, this backs out the transaction from your GL Account Details like it was never there to begin with. The difference is that the GL Account Details will still keep a record of the posted and unposted transactions so that you have a type of audit trail showing the history of that transaction.

Under certain circumstances you may not be able to unpost a transaction due to a variety of reasons listed below.

- There is no Fiscal Year created for the date you are trying to unpost the transaction .
- You have closed your periods in the Fiscal Year screen for the date you are trying to unpost the transaction .
- The transaction you are to unpost is not originally created by you and **Only Allow User to only Post Transactions they created** checkbox is checked in the User Security screen.
[blocked URL](#)
- The Bank Deposit had been cleared.

The following will guide you on how to unpost a previously posted bank deposit.

1. Open the posted Bank Deposit you want to unpost.

The screenshot shows the 'Bank Deposit - BDEP-98' window. The 'Details' tab is active, displaying fields for Bank Account (02531030), Balance (6,554.50), Currency (USD), Record No (BDEP-98), Date (12/27/2017), Payor (Google), Amount (6,500.00000), Location (0001 - Fort Wayne), Short GL Account, Short Amount (0.00000), and Description (Test Deposit). Below these fields is a table with columns: Date, GL Account, Description, Record No, Payment Method, Card Type, Name, and Amount. The table contains one row: 12/27/2017, 76000-0002-004, Contract Sales Gain/Loss - Indianapolis - Petro, with an amount of 6,500.00000. The total at the bottom right is \$6,500.00. The status bar at the bottom indicates 'Posted'.

2. Unpost the transaction. There are 2 ways to unpost a bank deposit.

- a. On Bank Deposit screen, click **Unpost** toolbar button.

This screenshot shows the 'Bank Deposit - BDEP-98' window with the 'Unpost' button in the toolbar highlighted with a red box.

- b. On Bank Deposit screen, click **Unpost Preview** toolbar button to open Unpost PreviewTransaction screen. Click **Unpost** toolbar button.

The screenshot shows the 'Unpost Preview Transaction' window. It has a 'Details' tab with fields for Date (12/27/2017), Description (Test Deposit), Currency (USD), and Rate (1.00). Below these is a table with columns: Batch ID, Record No., Account ID, Description, Account Group, Debit, and Credit. The table contains two rows: 1. BATCH-5126, BDEP-98, 14152-1206-116, Test Deposit, Cash Accounts, 0.00, 6,500.00; 2. BATCH-5126, BDEP-98, 76000-0002-004, Contract Sales Gain/Loss - Indiana..., Other Expenses, 6,500.00, 0.00. The status bar at the bottom indicates 'Ready'.

- The bank deposit is unposted. These changes will then be applied.

Bank Deposit - BDEP-98

New Save Search Delete Undo Print **Post** Duplicate Info Post Preview Undeposited Recurring Close

Details Audit Log (3)

Bank Account: 02531030 Balance: 54.50 Currency: USD Record No: BDEP-98

Date: 12/27/2017 Payor: Google Amount: 6,500.00000

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00000

Description: Test Deposit Recur: ☐

X Remove Report View Filter (F3)

Date	GL Account	Description	Record No	Payment Method	Card Type	Name	Amount
12/27/2017	76000-0002-004	Contract Sales Gain/Loss - Indianapolis - Petro					6,500.00000

Total: 6,500.00

? Ready Page 1 of 1

- Ready is shown at the left part of the **Status bar**.
 - The previously **Unposted** toolbar button is now labeled as **Posted**.
 - The **Balance** field is now updated with the reverse of transaction, thus taking out the amount of bank deposit from the existing balance.
 - The entire screen is back as enabled allowing the user to make necessary changes.
- The bank deposit transaction that was unposted then updates the following areas in i21.
 - In the **GL Account Detail**. You may open any account used from the bank deposit, click Transaction Detail button that will open the GL Transaction Details screen, where accounts affected by the unposting of bank deposits are shown.
 - Account ID of Bank Account

GL Account Detail - 14152-1206-116

Print Search **Transaction Detail** Journal Report Close

Details

Account Id: 14152-1206-116 Description: CM Smoke GL Account-CM Smoke -CM... Currency: USD Date Range:

Account Group: Cash Accounts From Date: 12/1/2017 To Date: 12/31/2017

GL Transaction Detail

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
10/30/2017	BATCH-5082	14152-1206-116	CM Smoke GL Account-CM Smoke -CM...	BTRN-10	0.00	95.50
10/30/2017	BATCH-5083	14152-1206-116	CM Smoke GL Account-CM Smoke -CM...	BDEP-79	100.00	0.00
10/30/2017	BATCH-5085	14152-1206-116	CM Smoke GL Account-CM Smoke -CM...	BTRN-48	0.00	100.00
10/30/2017	BATCH-5086	14152-1206-116	CM Smoke GL Account-CM Smoke -CM...	BTRN-49	150.00	0.00
12/27/2017	BATCH-S126	14152-1206-116	CM Smoke GL Account-CM Smoke -CM...	BDEP-98	6,500.00	0.00
12/27/2017	BATCH-S126	14152-1206-116	CM Smoke GL Account-CM Smoke -CM...	BDEP-98	0.00	6,500.00

Net Change: 54.50

Ending Balance: 0.00

Budget: 54.50

Variance: 0.00

Budget Code:

? Ready Page 1 of 1

- Account ID of Depositor

GL Account Detail - 76000-0002-004

Print Search **Transaction Detail** Journal Report Close

Details

Account Id: 76000-0002-004 Description: Contract Sales Gain/Loss - Indianapolis - Petro Currency: USD Date Range:

Account Group: Other Expenses From Date: 12/1/2017 To Date: 12/31/2017

GL Transaction Detail

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
7/8/2016	BATCH-1031	76000-0002-004	Contract Sales Gain/Loss	BTRN-15	100.00	0.00
12/27/2017	BATCH-S126	76000-0002-004	Contract Sales Gain/Loss - Indianapolis...	BDEP-98	0.00	6,500.00
12/27/2017	BATCH-S126	76000-0002-004	Contract Sales Gain/Loss - Indianapolis...	BDEP-98	6,500.00	0.00

Net Change: 0.00

Ending Balance: 0.00

Budget: 0.00

Variance: 0.00

Budget Code:

? Ready Page 1 of 1

- b. If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the unposted bank deposit.

Bank Deposit - BDEP-98

Details | Audit Log (1)

Bank Account: 02531030 | Balance: 54.50 | Currency: USD | Record No: BDEP-98

GL Account Detail - 14152-1206-116

Print | Search | Transaction Detail | Journal | Report | Close

Details

Account ID: 14152-1206-116 | Description: CM Smoke GL Account-CM Smoke -CM Smoke Test | Currency: USD | Date Range: |

Account Group: Cash Accounts | From Date: 12/1/2017 | To Date: 12/31/2017

GL Open | Report | View | Filter (F3)

Date	Source System	Batch Number	Record No	Entry	Transaction Description	Beginning Balance	Debit	Credit	Ending
<p>Beginning Balance 54.50</p> <p>Net Change 0.00</p> <p>Ending Balance 54.50</p> <p>Budget 0.00</p> <p>Variance 54.50</p> <p>Budget Code</p>									

Ready | Page 1 of 1

- c. **Bank Accounts** screen > **Balance** field for the selected bank account will be updated with the unposted Bank Deposit. That same amount matches that of the unposted Bank Deposit > Balance field.

Bank Accounts - Fifth Third Bank

New | Save | Search | Delete | Undo | Bank | Check Audit | Reconciliation | Register | Close

Details | Audit Log (1)

Bank Name: Fifth Third Bank | Account Holder: | Account No: 02531030 | Currency: USD | Balance: 54,500.00 | Active: ☒

Contact: | Electronic Bank File Information: Company ID: | Bank Name: | Transit No: 042000314 | Next EFT/ACH No: 0

Check Number Range: Starting Check No: 1 | Ending Check No: 2 | Next Check No: 1 | Check No. Length: 8

- d. In the **Bank Account Register** for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Balance** field matches that of the unposted Bank Deposit > Balance field.

Bank Account Register

Print | Reconciliation | Export To Excel | Close

Details

Bank Account: 02531030 | Bank Name: Fifth Third Bank | Balance: 54,500.00

Report | Filter (F3)

Check Date	Location	Number	Record No	Payee or Payor	Opening Balance	Payment	Deposit	Ending Balance	Clear	Clear Date	Transaction Type	Memo
10/30/20...				BTRF-10-WD	0.00	95.50		-95.50	<input type="checkbox"/>		Bank Transfer...	test smoke 4...
10/30/20...	0001 - Fort Wayne		BDEP-79		-95.50		100.00	4.50	<input type="checkbox"/>		Bank Deposit	
10/30/20...	0001 - Fort Wayne		BTRN-48		4.50		100.00	-95.50	<input type="checkbox"/>		Bank Transact...	Test Payment
10/30/20...	0001 - Fort Wayne		BTRN-49		-95.50		150.00	54.50	<input type="checkbox"/>		Bank Transact...	Test Deposit

Ready

- e. In the **Bank Reconciliation** > **Deposits and Credits** panel for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Bank Account Balance** field matches that of the unposted Bank Deposit > Balance field.

Bank Reconciliation

Reconcile | Print | Search | Clear Range | Import | Open | Close

Details | Attachments (0)

Bank Account: 02531030 | Statement Date: 12/27/2017 | Bank Name: Fifth Third Bank | G/L Account: | G/L Balance: 54,500.00 | Bank & G/L Balance Difference: 0.00000

2 Payments and Debits

Clear	Date	Record No	Number	Payee	Description	Transaction Type	Payment
<input type="checkbox"/>	10/30/20...	BTRN-48			Test Payment	Bank Transaction	100.00
<input type="checkbox"/>	10/30/20...	BTRF-10-WD			test smoke 4 / ...	Bank Transfer (W...	95.50

0 Payments Cleared | 0.00000

2 Deposits and Credits

Clear	Date	Record No	Number	Payer	Description	Transaction Type	Deposit
<input type="checkbox"/>	10/30/20...	BTRN-49			Test Deposit	Bank Transaction	150.00
<input type="checkbox"/>	10/30/20...	BDEP-79			Bank Deposit		100.00

0 Deposits Cleared | 0.00000

Prior Reconciliation Ending Balance: 0.00000 | Cleared Payments: 0.00000 | Cleared Deposits: 0.00000 | Ending Balance Per Reconciliation: 0.00000

Bank Statement Ending Balance: 0 | Uncleared Payments: 195,500.00 | Uncleared Deposits: 250,000.00 | **Bank Account Balance: 54,500.00** | Difference: 0.00000

Ready

Unposting a transaction means reversing the previously posted transaction and such reverses the entries posted in the GL Account Details. This allows you with a way to make a correction on the posted transaction at a later time. In essence, this backs out the transaction from your GL Account Details like it was never there to begin with. The difference is that the GL Account Details will still keep a record of the posted and unposted transactions so that you have a type of audit trail showing the history of that transaction.

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[blocked URL](#)
- The Bank Deposit had been cleared.

The following will guide you on how to unpost a previously posted bank deposit.

1. Open the posted Bank Deposit you want to unpost.

Bank Deposit - BDEP-41

New Save Search Delete Undo Print Unpost Duplicate Info Unpost Preview Undeposited Recurring Close

Details Audit Log (2)

Bank Account 07072017 Balance 42,043.59 Currency USD Record No BDEP-41

Date 7/18/2017 Payor: Amount 4,500.00000

Location 0001 - Fort Wayne Short GL Account Short Amount 0.00000

Description Recur ☐

X Remove View Filter (F3)

Date	GL Account*	Description	Record No	Name	Amount
7/18/2017	28200-0004-000	State Withholding - South Bend - Admin			4,500.00000

Total: \$4,500.00

Posted

2. Unpost the transaction. There are 2 ways to unpost a bank deposit.

- a. On Bank Deposit screen, click **Unpost toolbar button**.

Bank Deposit - BDEP-41

New Save Search Delete Undo Print **Unpost** Duplicate Info Unpost Preview Undeposited Recurring Close

- b. On Bank Deposit screen, click **Unpost Preview toolbar button** to open Unpost PreviewTransaction screen. Click **Unpost toolbar button**.

Bank Deposit - BDEP-41

New Save Search Delete Undo Print Unpost Duplicate Info **Unpost Preview** Undeposited Recurring Close

Details Audit Log (2)

Bank Account 07072017 Balance 42,043.59 Currency USD Record No BDEP-41

Date 7/18/2017 Payor: Amount 4,500.00000

Location 0001 - Fort Wayne Short GL Account Short Amount 0.00000

Unpost Preview Transaction

Unpost Close

Date 7/18/2017 Description Currency USD Rate 1.00

Filter

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-3444	BDEP-41	14140-0000-000	Asset		0.00	4,500.00
2 BATCH-3444	BDEP-41	28200-0004-000	State Withholding - South Bend - A...	Payroll Tax Lia...	4,500.00	0.00

Ready

- The bank deposit is unposted. These changes will then be applied.

Bank Deposit - BDEP-41

New Save Search Delete Undo Print **Post** Duplicate Info Post Preview Undeposited Recurring Close

Details Audit Log (3)

Bank Account: 07072017 Balance: 37,543.59 Currency: USD Record No: BDEP-41

Date: 7/18/2017 Payor: Amount: 4,500.00000

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00000

Description: Recur: ☐

Date	GL Account	Description	Record No	Name	Amount
7/18/2017	28200-0004-000	State Withholding - South Bend - Admin			4,500.00000

Total: \$4,500.00

Ready

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 - The entire screen is back as enabled allowing the user to make necessary changes.
- The bank deposit transaction that was unposted then updates the following areas in i21.
 - In the **GL Account Detail**. You may open any account used from the bank deposit, click Transaction Detail button that will open the GL Transaction Details screen, where accounts affected by the unposting of bank deposits are shown.
 - Account ID of Bank Account

GL Account Detail - 14140-0000-000

Print Search Transaction Detail Journal Report Close

Details

Account Id: 14140-0000-000 Description: Test Cash Account-Home office-Admin Currency: USD Date Range:

Account Group: Asset Opening Balance: 0.00 From Date: 7/1/2017 To Date: 7/31/2017

GL Transaction Detail

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	De
7/18/2017	BATCH-3444	14140-0000-000	Test Cash Account-Home office-Admin	BDEP-41	4,500.00	0.00	
7/18/2017	BATCH-3444	14140-0000-000	Test Cash Account-Home office-Admin	BDEP-41	0.00	4,500.00	

Budget: 0.00
Variance: 37,543.59
Budget Code:

Ready

- Account ID of Depositor

GL Account Detail - 28200-0004-000

Print Search Transaction Detail Journal Report Close

Details

Account Id: 28200-0004-000 Description: State Withholding - South Bend - Admin Currency: USD Date Range:

Account Group: Payroll Tax Liabilities Opening Balance: 0.00 From Date: 7/1/2017 To Date: 7/31/2017

GL Transaction Detail

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit Units	Credit
7/18/2017	BATCH-3444	28200-0004-000	State Withholding - South Bend - Admin	BDEP-41	0.00	4,500.00	0.0000	
7/18/2017	BATCH-3444	28200-0004-000	State Withholding - South Bend - Admin	BDEP-41	4,500.00	0.00	0.0000	

Ready

- b. If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the unposted bank deposit.

Bank Deposit - BDEP-41

Record No: BDEP-19, BDEP-20, BDEP-21

Bank Account: 07072017

Date: 7/18/2017

Payor: [blank]

Balance: 37,598.59

Currency: USD

Record No: BDEP-41

Amount: 4,500.00000

127.83

GL Account Detail - 14140-0000-000

Account Id: 14140-0000-000

Description: Test Cash Account-Home office-Admin

Currency: USD

Date Range: [blank]

Account Group: Asset

Opening Balance: 0.00

From Date: 7/1/2017

To Date: 7/31/2017

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
7/7/2017	BDEP	BATCH-3423	BDEP-40	Irelyadmin		0.00	54,500.00	0.00	
7/7/2017	BTRN	BATCH-3424	BTRN-32	Irelyadmin		54,500.00	230.00	0.00	
7/7/2017	BWD	BATCH-3425	BWD-3	Irelyadmin		54,730.00	0.00	65.00	
7/7/2017	MCHK	BATCH-3426	MCHK-2	Irelyadmin		54,665.00	0.00	90.00	
7/7/2017	VOID	BATCH-3429	MCHK-2V	Irelyadmin	Test Cash Account-Ho...	54,575.00	90.00	0.00	
7/7/2017	AP	BATCH-3431	PAY-295	Irelyadmin	Test Cash Account-Ho...	54,665.00	0.00	45.00	
						54,875.00	17,276.41		
									37,598.59

Ending Balance: 37,598.59

Budget: 0.00

Variance: 37,598.59

Budget Code: [blank]

- c. **Bank Accounts** screen > **Balance** field for the selected bank account will be updated with the unposted Bank Deposit. That same amount matches that of the unposted Bank Deposit > **Balance** field.

Bank Accounts - US BANK NA

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log (4)

Bank Name: US BANK NA

Account Holder: [blank]

Account No: 07072017

Currency: USD

Balance: 37,598.59000

Active: ☒

GL Accounts

GL Account: 14140-0000-000

Check Number Range: [blank]

- d. In the **Bank Account Register** for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Balance** field matches that of the unposted Bank Deposit > **Balance** field.

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 07072017

Bank Name: US BANK NA

Balance: 37,598.59000

Filter (F3)

Check Date	Location	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
7/7/2017	0001 - Fort Wa...		BDEP-40			54,500.00	54,500.00	<input type="checkbox"/>		Bank Deposit	
7/7/2017	0001 - Fort Wa...		BTRN-32			230.00	54,730.00	<input checked="" type="checkbox"/>	7/10/2017	Bank Transaction	
7/7/2017	0001 - Fort Wa...		BWD-3		65.00		54,665.00	<input checked="" type="checkbox"/>	7/10/2017	Bank Withdrawal	
7/7/2017	Voided-000000...		MCHK-2		90.00		54,665.00	<input checked="" type="checkbox"/>	7/7/2017	Misc Checks	Void
7/7/2017	Voided-000000...		MCHK-2V			90.00	54,665.00	<input checked="" type="checkbox"/>	7/7/2017	Void Misc Check	Void Tr...
7/7/2017		00000002	PAY-295	Fort Wayne Office	45.00		54,620.00	<input type="checkbox"/>		AP Payment	
7/7/2017			PAY-296	Fort Wayne Office	65.00		54,555.00	<input checked="" type="checkbox"/>	7/10/2017	ACH	
7/7/2017			PAY-297	Salmon Creek ...	14,250.00		40,305.00	<input type="checkbox"/>		AP Payment	
7/7/2017			PAY-298	Office	2,761.41		37,543.59	<input type="checkbox"/>		AP Payment	
7/18/2017	0001 - Fort Wa...		BDEP-43			55.00	37,598.59	<input type="checkbox"/>		Bank Deposit	

- e. In the **Bank Reconciliation > Deposits and Credits** panel for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Bank Account Balance** field matches that of the unposted Bank Deposit > Balance field.

Bank Account	Statement Date	Bank Name	G/L Account	G/L Balance	Bank & G/L Balance Difference
07072017	7/18/2017	US BANK NA	14140-0000-000	37,598.59000	0.00000

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input type="checkbox"/>	7/7/2017	00000002	Fort Wayne Offic	AP Payment	45.00	
<input type="checkbox"/>	7/7/2017		Salmon Creek ...	AP Payment	14,320.00	
<input type="checkbox"/>	7/7/2017		Office	AP Payment	2,761.41	

Clear	Date	Number	Payor	Description	Transaction Type	Deposit
<input type="checkbox"/>	7/7/2017			Bank Deposit	54,500.00	
<input type="checkbox"/>	7/18/2017			Bank Deposit	55.00	

Prior Reconciliation Ending Balance	Cleared Payments	Cleared Deposits	Ending Balance Per Reconciliation
100.00000	0.00000	0.00000	100.00000

Bank Statement Ending Balance	Uncleared Payments	Uncleared Deposits	Bank Account Balance	Difference
0	17,056.41000	54,555.00000	37,598.59000	-100.00000

Unposting a transaction means reversing the previously posted transaction and such reverses the entries posted in the GL Account Details. This allows you with a way to make a correction on the posted transaction at a later time. In essence, this backs out the transaction from your GL Account Details like it was never there to begin with. The difference is that the GL Account Details will still keep a record of the posted and unposted transactions so that you have a type of audit trail showing the history of that transaction.

Under certain circumstances you may not be able to unpost a transaction due to a variety of reasons listed below.

- There is no Fiscal Year created for the date you are trying to unpost the transaction .
- You have closed your periods in the Fiscal Year screen for the date you are trying to unpost the transaction .
- The transaction you are to unpost is not originally created by you and **Allow User to only Post Transactions they created** checkbox is checked in the User Security screen.

Entity - IRELY ADMIN

Username: irelyadmin

Title:

Contact Method:

Department:

User Options

Maximum Number of Origin Screens Allowed: 3

☒ Allow User to only Post Transactions they created

☒ Administrator User

☐ Disable User

☐ User cannot change password

☐ User must change password on next login

- The Bank Deposit had been cleared.

The following will guide you on how to unpost a previously posted bank deposit.

1. Open the posted Bank Deposit you want to unpost.

Bank Deposit - BDEP-1

New Save Search Delete Undo Print Unpost Duplicate Info Recap Undeposited Close

Details Audit Log (2)

Bank Account: 12152015 Balance: 1,685.31 Currency: USD Record No: BDEP-1

Date: 8/4/2016 Payor: Amount: 150.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description:

X Remove Layout Filter Records (F3)

Date	GL Account	Description	Record No	Name	Amount
8/4/2016	18000-0002-004	Supplies			150.00

Total: \$150

Posted

2. Unpost the transaction. There are 2 ways to unpost a bank deposit.

- a. On Bank Deposit screen, click **Unpost** toolbar button.

Bank Deposit - BDEP-1

New Save Search Delete Undo Print **Unpost** Duplicate Info Recap Undeposited Close

- b. On Bank Deposit screen, click **Recap** toolbar button to open Recap Transaction screen. Click **Unpost** toolbar button.

Recap Transaction

Unpost Close

Details

Date: 8/4/2016 Description: Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit	Debit Units
1 BATCH-1020	BDEP-1	10718-0000-000	Payroll Checking	Cash Accounts	0.00	150.00	0.00
2 BATCH-1020	BDEP-1	18000-0002-004	Supplies	Inventories	150.00	0.00	0.00

Ready

3. The bank deposit is unposted. These changes will then be applied.

Bank Deposit - BDEP-1

New Save Search Delete Undo Print **Post** Duplicate Info Recap Undeposited Close

Details Audit Log (3)

Bank Account: 12152015 Balance: 1,535.31 Currency: USD Record No: BDEP-1

Date: 8/4/2016 Payor: Amount: 150.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description:

X Remove Layout Filter Records (F3)

Date	GL Account	Description	Record No	Name	Amount
8/4/2016	18000-0002-004	Supplies			150.00

Total: \$150

Ready

- a. Ready is shown at the left part of the **Status bar**.
 - b. The previously **Unpost** toolbar button is now labeled as **Post**.
 - c. The **Balance** field is now updated with the reverse of transaction, thus taking out the amount of bank deposit from the existing balance.
 - d. The entire screen is back as enabled allowing the user to make necessary changes.
4. The bank deposit transaction that was unposted then updates the following areas in i21.

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GL Account Detail - 18000-0002-004

Print Search Transaction Detail Journal Export Close

GL Transaction Detail

posted entries unposted entries

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
8/4/2016	BATCH-1020	10718-0000-000	Payroll Checking	BDEP-1	150.00	0.00
8/4/2016	BATCH-1020	18000-0002-004	Supplies	BDEP-1	0.00	150.00
8/4/2016	BATCH-1020	10718-0000-000	Payroll Checking	BDEP-1	0.00	150.00
8/4/2016	BATCH-1020	18000-0002-004	Supplies	BDEP-1	150.00	0.00
8/4/2016	BATCH-1022	10718-0000-000	Payroll Checking	BDEP-1	150.00	0.00
8/4/2016	BATCH-1022	18000-0002-004	Supplies	BDEP-1	0.00	150.00
8/4/2016	BATCH-1022	10718-0000-000	Payroll Checking	BDEP-1	0.00	150.00

- b. If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the unposted bank deposit.

Bank Accounts - Commerce Bank

Bank Name: Commerce Bank
Account No: 12152015
Currency: USD
Balance: 1,535.31
Active: ☒

GL Accounts
GL Account: 10718-0000-000

GL Account Detail - 10718-0000-000

Account ID: 10718-0000-000 Description: Payroll Checking Currency: USD Date Range:
Account Cash Accounts Opening Balance: 1,535.31 From 8/1/2016 To Date: 8/31/2016

Ending Balance: 1,535.31

- c. **Bank Accounts** screen > **Balance** field for the selected bank account will be updated with the unposted Bank Deposit. That same amount matches that of the unposted Bank Deposit > Balance field.

Bank Accounts - Commerce Bank

Bank Name: Commerce Bank
Account No: 12152015
Currency: USD
Balance: 1,535.31
Active: ☒

GL Accounts
GL Account: 10718-0000-000

- d. In the **Bank Account Register** for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Balance** field matches that of the unposted Bank Deposit > Balance field.

Bank Account Register

Bank Account: 12152015 Bank Name: Commerce Bank Balance: 1,535.31

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
3/10/2016	00000047	PCHK-49	Billy S Quintana	1,472.64		-1,472.64	<input type="checkbox"/>		Paycheck	
3/10/2016	00000046	PCHK-48	Tyler M Kennedy	988.22		-2,460.86	<input type="checkbox"/>		Paycheck	
3/10/2016	00000045	PCHK-47	Carol J Lowe	1,477.55		-3,938.41	<input type="checkbox"/>		Paycheck	
3/10/2016	00000044	PCHK-46	Ruth R Laurence	1,242.68		-5,181.09	<input type="checkbox"/>		Paycheck	
3/10/2016	00000043	PCHK-45	Rebecca K Berends	1,245.30		-6,426.39	<input type="checkbox"/>		Paycheck	
3/10/2016	00000042	PCHK-44	Ramona H Ortiz	1,477.55		-7,903.94	<input type="checkbox"/>		Paycheck	

- e. In the **Bank Reconciliation > Deposits and Credits** panel for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Bank Account Balance** field matches that of the unposted Bank Deposit > Balance field.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 12152015 Statement Date: 8/4/2016 Bank Name: Commerce Bank G/L Account: G/L Balance: 1,535.31 Bank & G/L Balance Difference: 0.00

109 Payments and Debits

Clear All Clear None + Add Layout Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	11/19/201...	00000022	Billy S Quintana	Paycheck	1,238.92
<input type="checkbox"/>	11/19/201...	00000021	Tyler M Kennedy	Paycheck	815.00
<input type="checkbox"/>	11/19/201...	00000020	Carol J Lowe	Paycheck	1,225.55
<input type="checkbox"/>	11/19/201...	00000019	Ruth R Laurence	Paycheck	1,088.86
<input type="checkbox"/>	11/19/201...	00000018	Rebecca K Bere...	Paycheck	1,028.83
<input type="checkbox"/>	11/19/201...	00000017	Ramona H Ortiz	Paycheck	1,225.55
<input type="checkbox"/>	11/19/201...	00000016	Mary C Morales	Paycheck	815.00
<input type="checkbox"/>	11/19/201...	00000015	Julia D Patrick	Paycheck	1,171.40
<input type="checkbox"/>	11/19/201...	00000014	Linda J O'Brien	Paycheck	1,100.12

1 Payments Cleared: 901.19

1 Deposits and Credits

Clear All Clear None + Add Layout Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	4/19/2016			Bank Transfer (DE...	110,000.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 901.19 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: -901.19

Bank Statement Ending Balance: 0 Uncleared Payments: 107,563.50 Uncleared Deposits: 110,000.00 Bank Account Balance: 1,535.31 Difference: 901.19

Unposting a transaction means reversing the previously posted transaction and such reverses the entries posted in the GL Account Details. This allows you with a way to make a correction on the posted transaction at a later time. In essence, this backs out the transaction from your GL Account Details like it was never there to begin with. The difference is that the GL Account Details will still keep a record of the posted and unposted transactions so that you have a type of audit trail showing the history of that transaction.

Under certain circumstances you may not be able to unpost a transaction due to a variety of reasons listed below.

- There is no Fiscal Year created for the date you are trying to unpost the transaction .
- You have closed your periods in the Fiscal Year screen for the date you are trying to unpost the transaction .
- The transaction you are to unpost is not originally created by you and **Allow User to only Post Transactions they created** checkbox is checked in the User Security screen.

Entity - IRELY ADMIN

New Save Search Refresh Delete Undo Additional Archived Reports API Key E

Entity User Comments (0) Attachments (0) Custom Audit Log (3)

Detail User Roles External Module Registered Computers

Username: irelyadmin Title: Contact Method: Department:

[Add Photo](#)

User Options

Maximum Number of Origin Screens Allowed: 3

☒ Allow User to only Post Transactions they created

☒ Administrator User

☐ Disable User

☐ User cannot change password

☐ User must change password on next login

- The Bank Deposit had been cleared.

The following will guide you on how to unpost a previously posted bank deposit.

1. Open the posted Bank Deposit you want to unpost.

Bank Deposit - BDEP-59

New Save Search Delete Undo Print Post Duplicate Info Recap Undeposited Close

Details Audit Log (1)

Bank Account: 113322 Balance: -1,062.54 Currency: USD Record No: BDEP-59

Date: 04/26/2016 Payor: ABC Trucking Amount: 6,000.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: ABC test

X Remove Layout Filter Records (F3)

Date	GL Account	Description	Record No	Name	Amount
04/26/20...	40000-0001-004	Sales	< Add New >		5,000.00
04/26/20...	42000-0000-000	Interest Income	< Add New >		1,000.00
Select a GL Account					< Add New >

Total: \$6,000

Ready Page 1 of 1

2. Unpost the transaction. There are 2 ways to unpost a bank deposit.

- a. On Bank Deposit screen, click **Unpost** toolbar button.

Bank Deposit - BDEP-59

New Save Search Delete Undo Print **Unpost** Duplicate Info Recap Undeposited Close

- b. On Bank Deposit screen, click **Recap** toolbar button to open Recap Transaction screen. Click **Unpost** toolbar button.

Bank Deposit - BDEP-59

New Save Search Delete Undo Print Unpost Duplicate Info **Recap** Undeposited Close

Details Audit Log (2)

Bank Account: 113322 Balance: 4,937.46 Currency: USD Record No: BDEP-59

Date: 04/26/2016 Payor: ABC Trucking Amount: 6,000.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: ABC test

Recap Transaction

Unpost Close

Details

Date: 04/26/2016 Description: ABC test Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-515	BDEP-59	10001-0001-000	Wells Fargo - Payroll	Asset	0.00	6,000.00
2 BATCH-515	BDEP-59	42000-0000-000	Interest Income	Other Income	1,000.00	0.00
3 BATCH-515	BDEP-59	40000-0001-004	Sales	Sales	5,000.00	0.00

Ready

3. The bank deposit is unposted. These changes will then be applied.

Bank Deposit - BDEP-59

New Save Search Delete Undo Print **Post** Duplicate Info Recap Undeposited Close

Details Audit Log (3)

Bank Account: 113322 Balance: -1,062.54 Currency: USD Record No: BDEP-59

Date: 04/26/2016 Payor: ABC Trucking Amount: 6,000.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: ABC test

X Remove Layout Filter Records (F3)

Date	GL Account	Description	Record No	Name	Amount
04/26/20...	40000-0001-004	Sales	< Add New >		5,000.00
04/26/20...	42000-0000-000	Interest Income	< Add New >		1,000.00
Select a GL Account					< Add New >

Total: \$6,000

Ready Page 1 of 1

- a. Ready is shown at the left part of the **Status bar**.
- b. The previously **Unposted** toolbar button is now labeled as **Posted**.
- c. The **Balance** field is now updated with the reverse of transaction, thus taking out the amount of bank deposit from the existing balance.
- d. The entire screen is back as enabled allowing the user to make necessary changes.

4. The bank deposit transaction that was unposted then updates the following areas in i21.

- a. In the **GL Account Detail**. You may open any account used from the bank deposit, then select the bank deposit transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the unposting of bank deposit are shown.

GL Account Detail - 10001-0001-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10001-0001-000

Account Group: Other Income

Q Open Layout Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
04/26/2016	BATCH-515	10001-0001-000	Wells Fargo - Payroll	BDEP-59	6,000.00	0.00
04/26/2016	BATCH-515	42000-0000-000	Interest Income	BDEP-59	0.00	1,000.00
04/26/2016	BATCH-515	40000-0001-004	Sales	BDEP-59	0.00	5,000.00
04/26/2016	BATCH-515	10001-0001-000	Wells Fargo - Payroll	BDEP-59	0.00	6,000.00
04/26/2016	BATCH-515	42000-0000-000	Interest Income	BDEP-59	1,000.00	0.00
04/26/2016	BATCH-515	40000-0001-004	Sales	BDEP-59	5,000.00	0.00

Ending Balance: -1,062.54

If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the unposted bank deposit.

Bank Deposit - BDEP-59

New Save Search Delete Undo Print Post Duplicate Info Recap Undeposited Close

Details Audit Log (3)

Bank Account: 113322 Balance: -1,062.54 Currency: USD Record No: BDEP-59

GL Account Detail - 42000-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 42000-0000-000 Description: Interest Income Date Range: 04/01/2016 to 04/30/2016

Account Group: Other Income Opening Balance: -223.00 From Date: 04/01/2016 To Date: 04/30/2016

Q Open Layout Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record	UOM
04/13/2016	BDEP	BATCH-476	BDEP-50	Interest Income	0.00	15.00	0.0000	0.0000		
04/26/2016	BDEP	BATCH-515	BDEP-59	Interest Income	0.00	1,000.00	0.0000	0.0000		
04/26/2016	BDEP	BATCH-515	BDEP-59	Interest Income	1,000.00	0.00	0.0000	0.0000		

Ending Balance is not the same since GL Account has opening balance -223

Ending Balance: -208.00

- b. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the unposted Bank Deposit. That same amount matches that of the unposted Bank Deposit > Balance field.

Bank Accounts - Wells Fargo Indiana

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Audit Log (2)

Bank Name: Wells Fargo Indiana

Account No: 113322 Currency: USD

Balance: -1,062.54 Active: ☒

GL Accounts

GL Account: 10001-0001-000

- c. In the **Bank Account Register** for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Balance field** matches that of the unposted Bank Deposit > Balance field.

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 113322 Bank Name: Wells Fargo Indiana Balance: -1,062.54

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
04/13/2016		BDEP-50			1,515.20	1,515.20	<input type="checkbox"/>		Bank Deposit	
04/13/2016		MCHK-17		100.00		1,415.20	<input type="checkbox"/>		Misc Checks	
04/13/2016		PCHK-47	Jacob B Costa	2,467.74		-1,052.54	<input type="checkbox"/>		Paycheck	
04/15/2016	00000002	MCHK-18		10.00		-1,062.54	<input checked="" type="checkbox"/>	04/21/2016	Misc Checks	

- d. In the **Bank Reconciliation > Deposits and Credits** panel for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Bank Account Balance** field matches that of the unposted Bank Deposit > Balance field.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments

Bank Account: Wells Fargo Indiana Statement Date: 04/26/2016 G/L Account: G/L Balance: -1,062.54 Bank & G/L Balance Difference: 0.00

2 Payments and Debits

Clear All Clear None Add Layout Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payme
<input type="checkbox"/>	04/13/201...			Misc Checks	100...
<input type="checkbox"/>	04/13/201...		Jacob B Costa	Paycheck	2,46...

0 Payments Cleared: 0.00

1 Deposits and Credits

Clear All Clear None Add Layout Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Depos
<input type="checkbox"/>	04/13/201...			Bank Deposit	1,51...

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 0.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: 0.00

Bank Statement Ending Balance: 0 Uncleared Payments: 2,567.74 Uncleared Deposits: 1,515.20 Bank Account Balance: -1,062.54 Difference: 10.00

Ready

Unposting a transaction means reversing the previously posted transaction and such reverses the entries posted in the GL Account Details. This allows you with a way to make a correction on the posted transaction at a later time. In essence, this backs out the transaction from your GL Account Details like it was never there to begin with. The difference is that the GL Account Details will still keep a record of the posted and unposted transactions so that you have a type of audit trail showing the history of that transaction.

Under certain circumstances you may not be able to unpost a transaction due to a variety of reasons listed below.

- There is no Fiscal Year created for the date you are trying to unpost the transaction .
- You have closed your periods in the Fiscal Year screen for the date you are trying to unpost the transaction .
- The transaction you are to unpost is not originally created by you and **Allow User to only Post Transactions they created** checkbox is checked in the User Security screen.

Entity User Comments (0) Attachments (0) Custom Audit Log (2)

Detail User Roles External Module Registered Computers

Username: irelyadmin Title: Contact Method: Department:

Add Photo

User Options

Maximum Number of Origin Screens Allowed: 3

☒ Allow User to only Post Transactions they created

☒ Administrator User

☐ Disable User

- The Bank Deposit had been cleared.

The following will guide you on how to unpost a previously posted bank deposit.

1. Open the posted Bank Deposit you want to unpost.

Bank Deposit - BDEP-2

New Save Search Delete Undo Print Unpost Duplicate Info Recap Undeposited Close

Details

Bank Account: 253624539656 Balance: 2,900.00 Currency: USD Record No: BDEP-2

Date: 01/29/2016 Payor: Amount: 1,400.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description:

X Remove Layout Filter Records (F3)

Date	GL Account	Description	Record No	Name	Amount
01/29/20...	29000-0000-000	Freight Payable			1,400.00

Total: \$1,400

Posted

Page 1 of 1

2. Unpost the transaction. There are 2 ways to unpost a bank deposit.

- a. On Bank Deposit screen, click **Unpost** toolbar button.

Bank Deposit - BDEP-2

New Save Search Delete Undo Print **Unpost** Duplicate Info Recap Undeposited Close

- b. On Bank Deposit screen, click **Recap** toolbar button to open Recap Transaction screen. Click **Unpost** toolbar button.

Bank Deposit - BDEP-2

New Save Search Delete Undo Print Unpost Duplicate Info **Recap** Undeposited Close

Recap Transaction

Unpost Close

Details

Date: 01/29/2016 Description: Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit
1 BATCH-332	BDEP-2	10004-0000-000	Three Rivers - Operating - Gr	Cash Accounts	0.0
2 BATCH-332	BDEP-2	29000-0000-000	Freight Payable	Other Payables	1,400.0

Ready

3. The bank deposit is unposted. These changes will then be applied.

Bank Deposit - BDEP-2

New Save Search Delete Undo Print **Post** Duplicate Info Recap Undeposited Close

Details

Bank Account: 253624539656 Balance: 1,500.00 Currency: USD Record No: BDEP-2

Date: 01/29/2016 Payor: Amount: 1,400.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description:

X Remove Layout Filter Records (F3)

Date	GL Account	Description	Record No	Name	Amount
01/29/20...	29000-0000-000	Freight Payable			1,400.00
	Select a GL Accou...				

Total: \$1,400

Ready

- a. Ready is shown at the left part of the **Status bar**.
 - b. The previously **Unposted** toolbar button is now labeled as **Posted**.
 - c. The **Balance** field is now updated with the reverse of transaction, thus taking out the amount of bank deposit from the existing balance.
 - d. The entire screen is back as enabled allowing the user to make necessary changes.
4. The bank deposit transaction that was unposted then updates the following areas in i21.

- a. In the **GL Account Detail**. You may open any account used from the bank deposit, then select the bank deposit transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the unposting of bank deposit are shown.

GL Account Detail - 29000-0000-000

Print Search **Transaction Detail** Journal Export Close

Details

Account ID: 29000-0000-000 Description: Freight Payable Date Range:
 Account Group: Other Payables Opening Balance: 0.00 From Date: 01/01/2016 To Date: 01/31/2016

Q Open Layout Filter Records (F3)

Date	Source Syst...	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
01/29/2016	BDEP	BATCH-332	BDEP-2	Freight Payable	0.00	1,400.00	0.0000	0.0000	<input type="checkbox"/>
01/29/2016	BDEP	BATCH-332	BDEP-2	Freight Payable	1,400.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>

GL Transaction Detail

Close

Details

Posted Entries
Unposted Entries

Q Open Layout Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
01/29/2016	BATCH-332	10004-0000-000	Three Rivers - Operating - Gr	BDEP-2	1,400.00	0.00
01/29/2016	BATCH-332	29000-0000-000	Freight Payable	BDEP-2	0.00	1,400.00
01/29/2016	BATCH-332	10004-0000-000	Three Rivers - Operating - Gr	BDEP-2	0.00	1,400.00
01/29/2016	BATCH-332	29000-0000-000	Freight Payable	BDEP-2	1,400.00	0.00

If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the unposted bank deposit.

Bank Deposit - BDEP-2

Open Refresh Export Close

Details

Bank Account: 253624539656 Balance: 0.00 Currency: USD Record No: BDEP-2

GL Account Detail - 29000-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 29000-0000-000 Description: Freight Payable Date Range:
 Account Group: Other Payables Opening Balance: 0.00 From Date: 01/01/2016 To Date: 01/31/2016

Q Open Layout Filter Records (F3)

Date	Source Syst...	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
01/29/2016	BDEP	BATCH-332	BDEP-2	Freight Payable	0.00	1,400.00	0.0000	0.0000	<input type="checkbox"/>
01/29/2016	BDEP	BATCH-332	BDEP-2	Freight Payable	1,400.00	0.00	0.0000	0.0000	<input type="checkbox"/>
01/29/2016	BDEP	BATCH-334	BDEP-2	Freight Payable	0.00	1,400.00	0.0000	0.0000	<input checked="" type="checkbox"/>
01/29/2016	BDEP	BATCH-334	BDEP-2	Freight Payable	1,400.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>

Ending Balance: 0.00

- b. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the unposted Bank Deposit. That same amount matches that of the unposted Bank Deposit > Balance field.

Bank Accounts - Three Rivers Federal Credit Union

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details

Bank Name: Three Rivers Federal Credit Union

Account No: 253624539656 Currency: USD

Balance: 0.00 Active: ☒

GL Accounts

GL Account: 10004-0000-000

- c. In the **Bank Account Register** for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Balance field** matches that of the unposted Bank Deposit > Balance field.

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 253624539656 Bank Name: Three Rivers Federal Credit Union Balance: 0.00

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
------------	--------	-----------	----------------	---------	---------	---------	-------	------------	------------------	------

- d. In the **Bank Reconciliation > Deposits and Credits** panel for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Bank Account Balance** field matches that of the unposted Bank Deposit > Balance field.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open + Close

Details Attachments

Bank Account: 253624539656 Statement Date: 01/29/2016 Bank Name: Three Rivers Federal Credit Union G/L Account: G/L Balance: 0.00 Bank & G/L Balance Difference: 0.00

0 Payments and Debits

☒ Clear All ☐ Clear None + Add Layout Filter Records (F3)

Clear Date Number Payee Transaction Type Payment

0 Payments Cleared: 0.00

0 Deposits and Credits

☒ Clear All ☐ Clear None + Add Layout Filter Records (F3)

Clear Date Number Payor Transaction Type Deposit

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 0.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: 0.00

Bank Statement Ending Balance: 0 Uncleared Payments: 0.00 Uncleared Deposits: 0.00 Bank Account Balance: 0.00 Difference: 0.00

Ready

Unposting a transaction means reversing the previously posted transaction and such reverses the entries posted in the GL Account Details. This allows you with a way to make a correction on the posted transaction at a later time. In essence, this backs out the transaction from your GL Account Details like it was never there to begin with. The difference is that the GL Account Details will still keep a record of the posted and unposted transactions so that you have a type of audit trail showing the history of that transaction.

Under certain circumstances you may not be able to unpost a transaction due to a variety of reasons listed below.

- There is no Fiscal Year created for the date you are trying to unpost the transaction .
- You have closed your periods in the Fiscal Year screen for the date you are trying to unpost the transaction .
- The transaction you are to unpost is not originally created by you and **Allow User to only Post Transactions they created** checkbox is checked in the User Security screen.

User Security

Save Search Undo Change Password Override Password Close

Settings External Module

Username: AGADMIN Full Name: AGADMIN

User Options

Maximum Number of Origin Screens Allowed: 5

☒ Allow User to only Post Transactions they created

- The Bank Deposit had been cleared.

The following will guide you on how to unpost a previously posted bank deposit.

1. Open the posted Bank Deposit you want to unpost.

Bank Deposit screen showing a posted transaction. The status bar at the bottom indicates 'Posted'.

Date	GL Account	Description	Name	Amount
06/16/2015	39800-0000	MEMBER EQUITY AG PLUS INC -		1,000.00
06/16/2015	39850-0000	MEMBER EQUITY AG PLUS LLC -		500.00

Total: 1,500.00

2. Unpost the transaction. There are 2 ways to unpost a bank deposit.

- a. On Bank Deposit screen, click **Unpost** toolbar button.

Bank Deposit screen with the **Unpost** button highlighted in the toolbar.

- b. On Bank Deposit screen, click **Recap** toolbar button to open Recap Transaction screen. Click **Unpost** toolbar button.

Recap Transaction screen showing the unpost action. The **Unpost** button is highlighted in the toolbar.

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-443	BDEP-3	10122-1002	Sample Cash Account A-Warsaw Grain	Cash Accounts	0.00	1,500.00
2 BATCH-443	BDEP-3	39800-0000	MEMBER EQUITY AG PLUS INC -	Equity	1,000.00	0.00
3 BATCH-443	BDEP-3	39850-0000	MEMBER EQUITY AG PLUS LLC -	Equity	500.00	0.00

3. The bank deposit is unposted. These changes will then be applied.

Bank Deposit screen after unposting. The status bar at the bottom indicates 'Ready'.

Date	GL Account	Description	Name	Amount
06/16/2015	39800-0000	MEMBER EQUITY AG PLUS INC -		1,000.00
06/16/2015	39850-0000	MEMBER EQUITY AG PLUS LLC -		500.00
06/16/2015	Select a GL Account			0.00

Total: 1,500.00

- a. Ready is shown at the left part of the **Status bar**.
 - b. The previously **Unposted** toolbar button is now labeled as **Posted**.
 - c. The **Balance** field is now updated with the reverse of transaction, thus taking out the amount of bank deposit from the existing balance.
 - d. The entire screen is back as enabled allowing the user to make necessary changes.
4. The bank deposit transaction that was unposted then updates the following areas in i21.

- a. In the **GL Account Detail**. You may open any account used from the bank deposit, then select the bank deposit transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the unposting of bank deposit are shown.

GL Account Detail

Account ID: 10122-1002 Description: Sample Cash Account A-Warsaw Grain Date Range: 12/31/1899 To 12/31/2099

Account Group: Cash Accounts Opening Balance: 0.000000 From Date: 12/31/1899 To Date: 12/31/2099

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
06/16/2015	MCHK	BATCH-437	MCHK-2	Sample Cash Account A...	0.00	10.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-438	MCHK-3	Sample Cash Account A...	0.00	20.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-439	MCHK-4	Sample Cash Account A...	0.00	30.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-440	MCHK-5	Sample Cash Account A...	0.00	40.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-442	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-436	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-436	BDEP-2	Sample Cash Account A...	0.00	1,000.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A...	1,500.00	0.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A...	0.00	1,500.00	0.0000	0.0000	

GL Transaction Detail

Bank Account: 08 Balance: 900.000000 Currency: USD Record No: BDEP-3

Date: 06/16/2015 Payor: Your Company User Amount: 1,500.000000

Description: deposit Location:

If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the unposted bank deposit.

Bank Deposit

Bank Account: 08 Balance: 900.000000 Currency: USD Record No: BDEP-3

Date: 06/16/2015 Payor: Your Company User Amount: 1,500.000000

Description: deposit Location:

GL Account Detail

Account ID: 10122-1002 Description: Sample Cash Account A-Warsaw Grain Date Range: 12/31/1899 To 12/31/2099

Account Group: Cash Accounts Opening Balance: 0.000000 From Date: 12/31/1899 To Date: 12/31/2099

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
06/16/2015	MCHK	BATCH-437	MCHK-2	Sample Cash Account A...	0.00	10.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-438	MCHK-3	Sample Cash Account A...	0.00	20.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-439	MCHK-4	Sample Cash Account A...	0.00	30.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-440	MCHK-5	Sample Cash Account A...	0.00	40.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-442	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-436	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-436	BDEP-2	Sample Cash Account A...	0.00	1,000.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A...	1,500.00	0.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A...	0.00	1,500.00	0.0000	0.0000	

Ending Balance: 900.000000

- b. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the unposted Bank Deposit. That same amount matches that of the unposted Bank Deposit > Balance field.

Bank Accounts

Bank Name: ABC Bank

Account No: 1500326210C Currency: USD

Balance: 900.000000 Active: ☒

GL Accounts

GL Account: 10122-1002

- c. In the **Bank Account Register** for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Balance field** matches that of the unposted Bank Deposit > Balance field.

Bank Account Register

Bank Account: 08 Bank Name: ABC Bank Balance: 900.000000

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear Date	Transaction Type	Memo
06/16/2015		BDEP-2			1,000.00	1,000.00		Bank Deposit	initial dep...
06/16/2015	10000001	MCHK-2		10.00		990.00		Misc Checks	
06/16/2015	10000002	MCHK-3		20.00		970.00		Misc Checks	
06/16/2015	10000003	MCHK-4		30.00		940.00		Misc Checks	
06/16/2015	10000004	MCHK-5		40.00		900.00		Misc Checks	

- d. In the **Bank Reconciliation > Deposits and Credits** panel for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Bank Account Balance** field matches that of the unposted Bank Deposit > Balance field.

Bank Account	Statement Date	Bank Name	G/L Account	G/L Balance	Bank & G/L Balance Difference
08	06/17/2015	ABC Bank		900.000000	0.000000

4 Payments and Debits						1 Deposits and Credits					
Clear	Date	Number	Payee	Transaction Type	Payment	Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	06/16/2015	10000001		Misc Checks	10.00	<input checked="" type="checkbox"/>	06/16/2015		Initial deposit	Bank Deposit	1,000.00
<input type="checkbox"/>	06/16/2015	10000002		Misc Checks	20.00						
<input type="checkbox"/>	06/16/2015	10000003		Misc Checks	30.00						
<input type="checkbox"/>	06/16/2015	10000004		Misc Checks	40.00						

Summary			
Prior Reconciliation Ending Balance	Cleared Payments	Cleared Deposits	Ending Balance Per Reconciliation
0.000000	0.000000	0.000000	0.000000
Bank Statement Ending Balance			
0.000000	Uncleared Payments: 100.000000	Uncleared Deposits: 1,000.000000	Bank Account Balance: 900.000000
			Difference: 0.000000

Unposting a transaction means reversing the previously posted transaction and such reverses the entries posted in the GL Account Details. This allows you with a way to make a correction on the posted transaction at a later time. In essence, this backs out the transaction from your GL Account Details like it was never there to begin with. The difference is that the GL Account Details will still keep a record of the posted and unposted transactions so that you have a type of audit trail showing the history of that transaction.

Under certain circumstances you may not be able to unpost a transaction due to a variety of reasons listed below.

- There is no Fiscal Year created for the date you are trying to unpost the transaction .
- You have closed your periods in the Fiscal Year screen for the date you are trying to unpost the transaction .
- The transaction you are to unpost is not originally created by you and **Allow User to only Post Transactions they created** checkbox is checked in the User Security screen.

User Security

Save Search Undo Change Password Override Password Close

Settings Menu Permissions Screen Permissions Control Permissions Reports

Username: AGADMIN Full Name: AG Admin User

User Options

Maximum Number of Origin Screens Allowed 3

☒ Allow User to only Post Transactions they created

- The Bank Deposit had been cleared.

The following will guide you on how to unpost a previously posted bank deposit.

1. Open the posted Bank Deposit you want to unpost.

Bank Deposit

New Save Search Delete Undo Print Unpost Info Recap Undeposited Close

Bank Account: 08 Balance: 1,500.00 Currency: USD Record No: BDEP-6

Date: 05/28/2014 Payor: Company Amount: 1,500.00

Description: initial deposit Location:

Delete Filter:

Date	GL Account	Description	Name	Amount
05/28/2014	538000-00	RAYMOND TO PRINSBURG ACCOUNT -ADMIN		1,000.00
05/28/2014	538000-10	RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG		500.00

Total: 1,500.00

Posted Page 1 of 1

2. Unpost the transaction. There are 2 ways to unpost a bank deposit.
 - a. On Bank Deposit screen, click **Unpost toolbar button**.

Bank Deposit

New Save Search Delete Undo Print **Unpost** Info Recap Undeposited Close

- b. On Bank Deposit screen, click **Recap toolbar button** to open Recap Transaction screen. Click **Unpost toolbar button**.

Bank Deposit

New Save Search Delete Undo Print Unpost Info **Recap** Undeposited Close

Bank Account: 08 Balance: 1,500.00 Currency: USD

Date: 05/28/2014 Payor: Company

Recap Transaction

Unpost Close

3. The bank deposit is unposted. These changes will then be applied.

Bank Deposit

New Save Search Delete Undo Print **Post** Info Recap Undeposited Close

Bank Account: 08 Balance: 0.00 Currency: USD Record No: BDEP-6

Date: 05/28/2014 Payor: Company Amount: 1,500.00

Description: initial deposit Location:

Delete Filter:

Date	GL Account	Description	Name	Amount
05/28/2014	538000-00	RAYMOND TO PRINSBURG ACCOUNT -ADMIN		1,000.00
05/28/2014	538000-10	RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG		500.00
05/28/2014	Select a GL Account			0.00

Total: 1,500.00

Ready Page 1 of 1

- Ready is shown at the left part of the **Status bar**.
- The previously **Unposted** toolbar button is now labeled as **Posted**.
- The **Balance** field is now updated with the reverse of transaction, thus taking out the amount of bank deposit from the existing balance.
- The entire screen is back as enabled allowing the user to make necessary changes.

4. The bank deposit transaction that was unposted then updates the following areas in i21.

- In the **GL Account Detail**. You may open any account used from the bank deposit, then select the bank deposit transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the unposting of bank deposit are shown.

GL Account Detail

Print Search Transaction Detail Journal Close

Account Id: 106040-40 Description: STATE BANK -CLARA CITY Date Range: All Dates

Account Group: Cash Accounts Opening Balance: 0.00 From Date: 01/01/1900 To Date: 01/01/2100

Filter Records (F3)

Date	Batch Number	Record No	Debit	Credit	Debit Units	Credit Units	Unposted	UOM
05/28/2014	BATCH-157	BDEP-6	1,500.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
05/28/2014	BATCH-157	BDEP-6	0.00	1,500.00	0.000	0.000	<input checked="" type="checkbox"/>	

GL Transaction Detail

Close

Filter Records (F3)

Date	Batch Number	Account Id	Description	Record No	Debit	Credit
05/28/2014	BATCH-157	106040-40		BDEP-6	1,500.00	0.00
05/28/2014	BATCH-157	538000-00		BDEP-6	0.00	1,000.00
05/28/2014	BATCH-157	538000-10		BDEP-6	0.00	500.00
05/28/2014	BATCH-157	106040-40		BDEP-6	0.00	1,500.00
05/28/2014	BATCH-157	538000-00		BDEP-6	1,000.00	0.00
05/28/2014	BATCH-157	538000-10		BDEP-6	500.00	0.00

bank deposit's posted entries

bank deposit's unposted entries

If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance field** at the bottom will show the same amount shown in the unposted bank deposit.

Bank Deposit

Bank Account: 08 Balance: 0.00 Currency: USD Record No: BDEP-6

Date: 05/28/2014 Payor: Company Amount: 1,500.00

Description: initial deposit Location:

Date	GL Account	Description	Name	Amount
05/28/2014	538000-00	RAYMOND TO PRINSBURG ACCOUNT -ADMIN		1,000.00
05/28/2014	538000-10	RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG		500.00

GL Account Detail

Account Id: 106040-40 Description: STATE BANK -CLARA CITY Date Range: All Dates

Account Group: Cash Accounts Opening Balance: 0.00 From Date: 01/01/1900 To Date: 01/01/2100

Date	Batch Number	Record No	Debit	Credit	Debit Units	Credit Units	Unposted	UOM
05/28/2014	BATCH-157	BDEP-6	1,500.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
05/28/2014	BATCH-157	BDEP-6	0.00	1,500.00	0.000	0.000	<input checked="" type="checkbox"/>	

Ending Balance: 0.00

- b. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the unposted Bank Deposit. That same amount matches that of the unposted Bank Deposit > Balance field.

Bank Accounts

Bank Name: ABC Bank GL Accounts

Account No: 1500326210C Currency: USD GL Account: 106040-40

Balance: 0.00 Active: ☒

Contact: James Brown Check Number Range

- c. In the **Bank Account Register** for the Bank Account used, it backs out the bank deposit as if it was never there to begin with. **Balance field** matches that of the unposted Bank Deposit > Balance field.

Bank Account Register

Bank Account: 08 Bank Name: ABC Bank Balance: 0.00

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
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- The screenshot shows the "Bank Reconciliation" window with the following details:
- Bank Account:** 08
 - Statement Date:** 05/28/2014
 - Bank Name:** ABC Bank
 - G/L Account:** 106040-40
 - G/L Balance:** 0.00
 - Bank & G/L Balance Difference:** 0.00
- The window displays two sections for reconciling transactions:
- 0 Payments and Debits:** Includes a table with columns: Clear, Date, Number, Payee, Transaction Type, Payment.
 - 1 Deposits and Credits:** Includes a table with columns: Clear, Date, Number, Payor, Transaction Type, Deposit.
- At the bottom, summary fields show:
- Prior Reconciliation Ending Balance: 0.00
 - Cleared Payments: 0.00
 - Cleared Deposits: 0.00
 - Ending Balance Per Reconciliation: 0.00
 - Bank Statement Ending Balance: 0.00
 - Uncleared Payments: 0.00
 - Uncleared Deposits: 0.00
 - Bank Account Balance:** 0.00 (highlighted with a red box)
 - Difference: 0.00