

How to Unpost Bank Transaction

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

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

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

The screenshot shows the 'Bank Transactions - BTRN-33' window. The 'Details' tab is active. The 'Bank Account' is 07072017, 'Balance' is 37,653.59000, 'Currency' is USD, and 'Record No' is BTRN-33. The 'Date' is 7/18/2017, 'Type' is Bank Transaction, and 'Debit' is 55.00. The 'Description' is 'Purchases Discounts - Home office - Admin'. The 'Total' is \$0.00 debit and \$55.00 credit. The 'Posted' status is indicated at the bottom.

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

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

The screenshot shows the 'Bank Transactions - BTRN-33' window. The 'Unpost' button in the toolbar is highlighted with a red box.

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

The screenshot shows the 'Unpost Preview Transaction' window. The 'Details' tab is active. The 'Date' is 7/18/2017, 'Description' is 'Purchases Discounts - Home office - Admin', 'Currency' is USD, and 'Rate' is 1.00. The 'Filter' is set to 'Batch ID'. The table shows the following data:

Batch ID	Record No	Account ID	Description	Account Group	Debit	Credit
1 BATCH-3456	BTRN-33	14140-0000-0000	Asset		0.00	55.00
2 BATCH-3456	BTRN-33	55000-0000-0000	Purchases Discounts - Home office - Admin	Purchases Disc...	55.00	0.00

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

- 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 transaction from the existing balance.
 - The entire screen is back as enabled allowing the user to make necessary changes.
4. The bank 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 transaction, then select the bank 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.
 - Account ID of Bank Account

ii. Account ID used in transaction

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

Bank Transactions - BTRN-33

Details Attachments (0) Audit Log (5)

Bank Account: 07072017 Balance: 37,598.59000 Currency: USD Record No: BTRN-33

Date: 7/18/2017 Type: Bank Transaction Debit: 55.00

Description: Recur: Location: 0001 - Fort Wayne

GL Account Detail - 14140-0000-000

Account Id: 14140-0000-000 Description: Test Cash Account-Home office-Admin Currency: USD Date Range: 7/1/2017 to 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-3428	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		
						Ending Balance		37,598.59	
						Budget		0.00	
						Variance		37,598.59	
						Budget Code			

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

Bank Accounts - US BANK NA

Bank Name: US BANK NA

Account Holder:

Account No: 07072017 Currency: USD

Balance: 37,598.59000 Active: ☒

GL Accounts

GL Account: 14140-0000-000

Check Number Range:

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

Bank Account Register

Bank Account: 07072017 Bank Name: US BANK NA Balance: 37,598.59000

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-297	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	

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

The screenshot shows the 'Bank Reconciliation' window with the 'Payments and Debits' panel selected. The 'Bank Account' is '07072017', 'Statement Date' is '7/19/2017', and 'Bank Name' is 'US BANK NA'. The 'G/L Account' is '14140-0000-000', 'G/L Balance' is '37,598.59000', and 'Bank & G/L Balance Difference' is '0.00000'. The '3 Payments and Debits' section shows three payments: 'Fort Wayne Office' (45.00), 'Salmon Creek ...' (14,320.00), and 'Office' (2,761.41). The '2 Deposits and Credits' section shows two deposits: 'Bank Deposit' (54,500.00) and 'Bank Deposit' (55.00). The 'Ending Balance Per Reconciliation' is '100.00000'. The 'Bank Statement Ending Balance' is '0'. The 'Uncleared Payments' total is '17,056.41000'. The 'Uncleared Deposits' total is '54,555.00000'. The 'Bank Account Balance' is '37,598.59000', and the 'Difference' is '-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.

The screenshot shows the 'Entity - IRELY ADMIN' window with the 'User' tab selected. The 'Username' is 'irelyadmin'. The 'User Options' section shows 'Maximum Number of Origin Screens Allowed' set to '3'. The 'Allow User to only Post Transactions they created' checkbox is checked and highlighted with a red box.

- The Bank Transaction had been cleared.

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

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

Bank Transactions - BTRN-22

New Save Search Delete Undo Unpost Duplicate Recap Close

Details Attachments (0) Audit Log (3)

Bank Account: 38265974 Balance: 1,685.00 Currency: USD Record No: BTRN-22

Date: 10/1/2016 Type: Bank Transaction Debit: 185.00

Description: Test Transaction Location: 0001 - Fort Wayne

X Remove Filter: []

GL Account	Description	Debit	Credit
42000-0000-000	Interest Income	0.00	185.00

Total: \$0.00 \$185.00

Edited Page 1 of 1

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

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

Bank Transactions - BTRN-22

New Save Search Delete Undo **Unpost** Duplicate Recap Close

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

Bank Transactions - BTRN-22

New Save Search Delete Undo Unpost Duplicate **Recap** Close

Details Attachments (0) Audit Log (3)

Bank Account: 38265974 Balance: 1,685.00 Currency: USD Record No: BTRN-22

Date: 10/1/2016 Type: Bank Transaction Debit: 185.00

Description: Test Transaction Location: 0001 - Fort Wayne

X Remove Filter: []

Recap Transaction

Unpost Close

Date: 10/1/2016 Description: Test Transaction Currency: USD Rate: 1.00

Filter: []

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-1338	BTRN-22	10001-0000-000	Wells Fargo - Payroll	Asset	0.00	185.00
2 BATCH-1338	BTRN-22	42000-0000-000	Interest Income	Other Income	185.00	0.00

Ready

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

Bank Transactions - BTRN-22

New Save Search Delete Undo **Post** Duplicate Recap Close

Details Attachments (0) Audit Log (4)

Bank Account: 38265974 Balance: 1,500.00 Currency: USD Record No: BTRN-22

Date: 10/1/2016 Type: Bank Transaction Debit: 185.00

Description: Test Transaction Location: 0001 - Fort Wayne

X Remove Filter: []

GL Account	Description	Debit	Credit
42000-0000-000	Interest Income	0.00	185.00

Total: \$0.00 \$185.00

Edited 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 transaction from the existing balance.
- d. The entire screen is back as enabled allowing the user to make necessary changes.

4. The bank 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 transaction, then select the bank 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.

The screenshot shows the 'GL Transaction Detail' window for account 10001-0000-000. The 'Transaction Detail' tab is active. The window displays a table of transactions with columns: Date, Batch Number, Account ID, Description, Record No, Debit, and Credit. The table is filtered for the date range 10/1/2016 to 10/1/2016. The table shows four transactions: two posted entries (yellow background) and two unposted entries (green background). The unposted entries are highlighted with a green background and a green border. The 'Ending Balance' field at the bottom right shows 1,500.00.

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
10/1/2016	BATCH-1338	10001-0000-000	Wells Fargo - Payroll	BTRN-22	185.00	0.00
10/1/2016	BATCH-1338	42000-0000-000	Interest Income	BTRN-22	0.00	185.00
10/1/2016	BATCH-1338	10001-0000-000	Wells Fargo - Payroll	BTRN-22	0.00	185.00
10/1/2016	BATCH-1338	42000-0000-000	Interest Income	BTRN-22	185.00	0.00

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

The screenshot shows the 'Bank Transactions - BTRN-22' window. The 'Details' tab is active. The window displays a table of transactions with columns: Date, Source System, Batch Number, Record No, Transaction Description, Debit, and Credit. The table shows one transaction: 10/1/2016, BDEP, BATCH-1337, BDEP-2, Wells Fargo - Payroll, 1,500.00, 0.00. The 'Ending Balance' field at the bottom right shows 1,500.00.

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit
10/1/2016	BDEP	BATCH-1337	BDEP-2	Wells Fargo - Payroll	1,500.00	0.00

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

The screenshot shows the 'Bank Accounts - Test Bank Name' window. The 'Details' tab is active. The window displays a table of transactions with columns: Date, Source System, Batch Number, Record No, Transaction Description, Debit, and Credit. The table shows one transaction: 10/1/2016, BDEP, BATCH-1337, BDEP-2, Wells Fargo - Payroll, 1,500.00, 0.00. The 'Balance' field at the bottom right shows 1,500.00.

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit
10/1/2016	BDEP	BATCH-1337	BDEP-2	Wells Fargo - Payroll	1,500.00	0.00

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

The screenshot shows the 'Bank Account Register' window. At the top, there are tabs for 'Details', 'Reconciliation', 'Export To Excel', and 'Close'. Below the tabs, the 'Bank Account' is set to '38265974' and the 'Bank Name' is 'Test Bank Name'. A 'Balance' field is highlighted with a red box, showing '1,500.00'. Below this is a table with columns: Check Date, Number, Record No, Payee or Payor, Payment, Deposit, Balance, Clear, Clear Date, Transaction Type, and Memo. A single transaction is listed for 10/1/2016 with Record No 'RDEP-2', a deposit of 1,500.00, and a balance of 1,500.00. The transaction type is 'Bank Deposit'.

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

The screenshot shows the 'Bank Reconciliation' window. At the top, there are tabs for 'Reconcile', 'Print', 'Search', 'Clear Range', 'Import', 'Open', and 'Close'. Below the tabs, the 'Bank Account' is '38265974', 'Statement Date' is '10/1/2016', and 'Bank Name' is 'Test Bank Name'. The 'G/L Account' is empty, 'G/L Balance' is '1,500.00', and 'Bank & G/L Balance Difference' is '0.00'. The 'Payments and Debits' panel is active, showing '0 Payments and Debits' and '1 Deposits and Credits'. The 'Bank Account Balance' field is highlighted with a red box, showing '1,500.00'. At the bottom, there is a summary section with fields for 'Prior Reconciliation Ending Balance', 'Cleared Payments', 'Cleared Deposits', 'Ending Balance Per Reconciliation', 'Bank Statement Ending Balance', 'Uncleared Payments', 'Uncleared Deposits', 'Bank Account Balance', and 'Difference'.

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Entity - IRELY ADMIN

New Save Search Refresh Delete Undo Additional Archived Rep

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

Detail User Roles External Module Registered Computers

Username: irelyadmin

Title:

Contact Method:

Department:

User Options

Maximum Number of Origin Screens Allowed 3

☒ Allow User to only Post Transactions they created

- The Bank Transaction had been cleared.

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

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

Bank Transactions - BTRN-35

New Save Search Delete Undo Unpost Duplicate Recap Close

Details Audit Log (2)

Bank Account: 113322 Balance: 2,748.67 Currency: USD Record No: BTRN-35

Date: 05/02/2016 Type: Bank Transaction Debit: 200.00

Description: Location: 0001 - Fort Wayne

X Remove Filter:

GL Account	Description	Debit	Credit
<input type="checkbox"/> 40000-0000-004	Sales	0.00	200.00
<input type="checkbox"/> Select a GL Account			

Total: \$0.00 \$200.00

Posted

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

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

Bank Transactions - BTRN-35

New Save Search Delete Undo Unpost Duplicate Recap Close

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

Bank Transactions - BTRN-35

New Save Search Delete Undo Unpost Duplicate Recap Close

Details Audit Log (5)

Bank Account: 113322 Balance: 2,748.67 Currency: USD Record No: BTRN-35

Date: 05/02/2016 Type: Bank Transaction Debit: 200.00

Description: Location: 0001 - Fort Wayne

Recap Transaction

Unpost Close

Details

Date: 05/02/2016 Description: Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group
1 BATCH-551	BTRN-35	10001-0001-000	Wells Fargo - Payroll	Asset
2 BATCH-551	BTRN-35	40000-0000-004	Sales	Sales

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

Bank Transactions - BTRN-35

New Save Search Delete Undo **Post** Duplicate Recap Close

Details Audit Log (6)

Bank Account: 113322 Balance: 2,548.67 Currency: USD Record No: BTRN-35

Date: 05/02/2016 Type: Bank Transaction Debit: 200.00

Description: Sales Location: 0001 - Fort Wayne

X Remove Filter: [Search]

GL Account	Description	Debit	Credit
<input type="checkbox"/> 40000-0000-004	Sales	0.00	200.00
<input type="checkbox"/> Select a GL Account			

Total: \$0.00 \$200.00

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 transaction from the existing balance.
 - The entire screen is back as enabled allowing the user to make necessary changes.
- The bank 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 transaction, then select the bank 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 - 40000-0000-004

Print Search **Transaction Detail** Journal Export Close

Details

Account Id: 40000-0000-004 Description: Sales Date Range: [Date Range]

Account Group: Sales Opening Balance: -23,664.61 From Date: 05/01/2016 To Date: 05/31/2016

Q Open [Layout] [Filter Records (F3)]

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record	UON
<input checked="" type="checkbox"/> 05/02/2016	BTRN	BATCH-551	BTRN-35	Sales	0.00	200.00	0.0000	0.0000	✓	
<input type="checkbox"/> 05/02/2016	BTRN	BATCH-551	BTRN-35	Sales	200.00	0.00	0.0000	0.0000	✓	

GL Transaction Detail

Close

Details

Q Open [Layout] [Filter Records (F3)]

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit Units	Credit Units
05/02/2016	BATCH-551	10001-0001-000	Wells Fargo - Payroll	BTRN-35	200.00	0.00	0.0000	0.0000
05/02/2016	BATCH-551	40000-0000-004	Sales	BTRN-35	0.00	200.00	0.0000	0.0000
05/02/2016	BATCH-551	10001-0001-000	Wells Fargo - Payroll	BTRN-35	0.00	200.00	0.0000	0.0000
05/02/2016	BATCH-551	40000-0000-004	Sales	BTRN-35	200.00	0.00	0.0000	0.0000

Ready

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

Bank Transactions - BTRN-35

New Save Search Delete Undo **Post** Duplicate Recap Close

Details Audit Log (7)

Bank Account: 113322 Balance: 2,548.67 Currency: USD Record No: BTRN-35

Date: 05/02/2016 Type: Bank Transaction Debit: 200.00

Description: Wells Fargo - Payroll Location: 0001 - Fort Wayne

X Remove Filter: [Search]

GL Account	Description	Debit	Credit
<input type="checkbox"/> 10001-0001-000	Wells Fargo - Payroll	200.00	0.00
<input type="checkbox"/> 40000-0000-004	Sales	0.00	200.00
<input type="checkbox"/> Select a GL Account			

Total: \$0.00 \$200.00

Ready Page 1 of 1

GL Account Detail - 10001-0001-000

Print Search **Transaction Detail** Journal Export Close

Details

Account Id: 10001-0001-000 Description: Wells Fargo - Payroll Date Range: [Date Range]

Account Group: Asset Opening Balance: 2,548.67 From Date: 05/01/2016 To Date: 05/31/2016

Q Open [Layout] [Filter Records (F3)]

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record	UON
<input type="checkbox"/> 05/02/2016	BTRN	BATCH-551	BTRN-35	Wells Fargo - Payroll	200.00	0.00	0.0000	0.0000		
<input type="checkbox"/> 05/02/2016	BTRN	BATCH-551	BTRN-35	Wells Fargo - Payroll	0.00	200.00	0.0000	0.0000		

Ending Balance: 2,548.67

Ready Page 1 of 1

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

Bank Accounts - Wells Fargo Indiana

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

Details Audit Log (4)

Bank Name: Wells Fargo Indiana

Account No: 113322 Currency: USD

Balance: 2,548.67 Active: ☒

GL Accounts

GL Account: 10001-0001-000

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

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 113322 Bank Name: Wells Fargo Indiana Balance: 2,548.67

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
03/31/2016		MCHK-15		47.99		-47.99	<input type="checkbox"/>		Misc Checks	
04/13/2016		BDEP-50			1,515.20	1,467.21	<input type="checkbox"/>		Bank Deposit	
04/13/2016	00000003	MCHK-17		100.00		1,367.21	<input type="checkbox"/>		Misc Checks	
04/13/2016	00000005	PCHK-47	Jacob B Costa	2,467.74		-1,100.53	<input type="checkbox"/>		Paycheck	
04/13/2016		PCHK-45	Carolyn R Frahm	1,162.30		-2,262.83	<input type="checkbox"/>		Paycheck	
04/15/2016	00000002	MCHK-18		10.00		-2,272.83	<input checked="" type="checkbox"/>	04/21/2016	Misc Checks	
04/28/2016	00000004	PAY-93	Apple Spice Sales	25.00		-2,297.83	<input type="checkbox"/>		AP Payment	
04/29/2016		BDEP-67			5,000.00	2,702.17	<input type="checkbox"/>		Bank Deposit	
04/29/2016		RTBN-26			50.00	2,752.17	<input type="checkbox"/>		Bank Transaction	
04/29/2016	00000006	MCHK-19	payee 101	55.00		2,697.17	<input type="checkbox"/>		Misc Checks	
04/29/2016	Voided-000000...	PAY-94	Brown Brother Farms	19.00		2,678.17	<input checked="" type="checkbox"/>	04/30/2016	AP Payment	Void
04/29/2016	00000008	PAY-97	Northern Propane	148.50		2,529.67	<input type="checkbox"/>		AP Payment	
04/30/2016	Voided-000000...	PAY-94V	Brown Brother Farms	19.00		2,548.67	<input checked="" type="checkbox"/>	04/30/2016	Void Check	Void Trans...

Ready

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

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 113322 Statement Date: 05/02/2016 Bank Name: Wells Fargo Indiana G/L Account: 10001-0001-000 G/L Balance: 2,548.67 Bank & G/L Balance Difference: 0.00

7 Payments and Debits

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

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	03/31/201...			Misc Checks	47.9...
<input type="checkbox"/>	04/13/201...	00000003		Misc Checks	100...
<input type="checkbox"/>	04/13/201...	00000005	Jacob B Costa	Paycheck	2,46...
<input type="checkbox"/>	04/13/201...		Carolyn R Frahm	Paycheck	1,16...
<input type="checkbox"/>	04/28/201...	00000004	Apple Spice Sal...	AP Payment	25.0...
<input type="checkbox"/>	04/29/201...	00000006	payee 101	Misc Checks	55.0...
<input type="checkbox"/>	04/29/201...	00000008	Northern Propa...	AP Payment	148...

0 Payments Cleared: 0.00

3 Deposits and Credits

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

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	04/13/201...			Bank Deposit	1,51...
<input type="checkbox"/>	04/29/201...			Bank Deposit	5,00...
<input type="checkbox"/>	04/29/201...			Bank Transaction	50.0...

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance - 0.00 Cleared Payments + 0.00 Cleared Deposits + Ending Balance Per Reconciliation 0.00

Bank Statement Ending Balance - 0 Uncleared Payments + 4,006.53 Uncleared Deposits + Bank Account Balance 2,548.67 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 - IRELY ADMIN

New Save Search Refresh Delete Undo Additional ▾ Archived Rep

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

Detail User Roles External Module Registered Computers

Username: irelyadmin

Title:

Contact Method: ▾

Department:

User Options

Maximum Number of Origin Screens Allowed 3

☒ Allow User to only Post Transactions they created

- The Bank Transaction had been cleared.

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

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

Bank Transactions - BTRN-9

New Save Search Delete Undo Unpost Duplicate Recap Close

Details

Bank Account: 253624539656 Balance: 4,710.57 Currency: USD Record No: BTRN-9

Date: 02/02/2016 Type: Bank Transaction Debit: 10.00

Description: Interest expense Location: 0001 - Fort Wayne

X Remove Filter: x Q

GL Account	Description	Debit	Credit
72000-0000-000	Interest Expense	0.00	10.00

Total: \$0 \$10

Posted

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

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

Bank Transactions - BTRN-9

New Save Search Delete Undo **Unpost** Duplicate Recap Close

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

Bank Transactions - BTRN-9

New Save Search Delete Undo **Unpost** Duplicate Recap Close

Details

Bank Account: 253624539656 Balance: 4,710.57 Currency: USD Record No: BTRN-9

Date: 02/02/2016 Type: Bank Transaction Debit: 10.00

Recap Transaction

Unpost Close

Details

Date: 02/02/2016 Description: Interest expense Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group
1 BATCH-327	BTRN-9	10004-0000-000	Three Rivers - Operating - Gr	Cash Accounts
2 BATCH-327	BTRN-9	72000-0000-000	Interest Expense	Other Expenses

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

Bank Transactions - BTRN-9

New Save Search Delete Undo **Post** Duplicate Recap Close

Details

Bank Account: 253624539656 Balance: 4,700.57 Currency: USD Record No: BTRN-9

Date: 02/02/2016 Type: Bank Transaction Debit: 10.00

Description: Interest expense Location: 0001 - Fort Wayne

Remove Filter: x Q

GL Account	Description	Debit	Credit
<input type="checkbox"/> 72000-0000-000	Interest Expense	0.00	10.00
<input type="checkbox"/> Select a GL Account			

Total: \$0 \$10

Ready

- 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 transaction from the existing balance.
 - The entire screen is back as enabled allowing the user to make necessary changes.
- The bank 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 transaction, then select the bank 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 - 72000-0000-000

Print Search **Transaction Detail** Journal Export Close

Details

Account ID: 72000-0000-000 Description: Interest Expense Date Range: From Date: 02/01/2016 To Date: 02/29/2016

Account Group: Other Expenses Opening Balance: 0.00

Open Layout Filter Records (F3)

Date	Source Syst...	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
<input checked="" type="checkbox"/> 02/02/2016	BTRN	BATCH-327	BTRN-9	Interest Expense	0.00	10.00	0.0000	0.0000
<input type="checkbox"/> 02/02/2016	BTRN	BATCH-327	BTRN-9	Interest Expense	10.00	0.00	0.0000	0.0000

GL Transaction Detail

Close

Details

bank transaction's posted entries

bank transaction's unposted entries

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit Units	Credit Units
02/02/2016	BATCH-327	10004-0000-000	Three Rivers - Operating - Gr	BTRN-9	10.00	0.00	0.0000	0.0000
02/02/2016	BATCH-327	72000-0000-000	Interest Expense	BTRN-9	0.00	10.00	0.0000	0.0000
02/02/2016	BATCH-327	10004-0000-000	Three Rivers - Operating - Gr	BTRN-9	0.00	10.00	0.0000	0.0000
02/02/2016	BATCH-327	72000-0000-000	Interest Expense	BTRN-9	10.00	0.00	0.0000	0.0000

Ready

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

Bank Transactions - BTRN-9

New Save Search Delete Undo Post Duplicate Recap Close

Details

Bank Account: 253624539656 Balance: 4,700.57 Currency: USD Record No: BTRN-9

GL Account Detail - 10004-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10004-0000-000 Description: Three Rivers - Operating - Gr Date Range: From Date: 02/01/2016 To Date: 02/29/2016

Account Group: Cash Accounts Opening Balance: 0.00

Open Layout Filter Records (F3)

Date	Source Syst...	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
<input type="checkbox"/> 02/01/2016	BDEP	BATCH-295	BDEP-1	Three Rivers - Operatin...	4,900.00	0.00	0.0000	0.0000
<input type="checkbox"/> 02/01/2016	BTRN	BATCH-296	BTRN-4	Three Rivers - Operatin...	150.00	0.00	0.0000	0.0000
<input type="checkbox"/> 02/01/2016	BTRN	BATCH-297	BTRN-1	Three Rivers - Operatin...	1,050.00	0.00	0.0000	0.0000
<input type="checkbox"/> 02/01/2016	MCHK	BATCH-298	MCHK-1	Three Rivers - Operatin...	0.00	350.00	0.0000	0.0000
<input type="checkbox"/> 02/01/2016	BTRN	BATCH-299	BTRN-5	Three Rivers - Operatin...	0.00	50.00	0.0000	0.0000
<input type="checkbox"/> 02/01/2016	AP	BATCH-301	PAY-6	Three Rivers - Operatin...	0.00	150.00	0.0000	0.0000
<input type="checkbox"/> 02/01/2016	PCHK	BATCH-302	PCHK-24	Three Rivers - Operatin...	0.00	3,012.48	0.0000	0.0000
					14,900.00	10,199.43	0.0000	0.0000
					Ending Balance: 4,700.57			

Ready

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

The screenshot shows the 'Bank Accounts' window for 'Three Rivers Federal Credit Union'. The 'Details' tab is active. The 'Balance' field is highlighted with a red box and contains the value 4,700.57. Other fields include 'Account No: 253624539656', 'Currency: USD', and 'GL Account: 10004-0000-000'.

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

The screenshot shows the 'Bank Account Register' window for 'Three Rivers Federal Credit Union'. The 'Details' tab is active. The 'Balance' field is highlighted with a red box and contains the value 4,700.57. Below the balance field is a table of transactions:

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
02/01/2016		BDEF-1			4,900.00	4,900.00	<input type="checkbox"/>		Bank Deposit	
02/01/2016	00000001	MCHK-1		350.00		4,550.00	<input type="checkbox"/>		Misc Checks	
02/01/2016		PCHK-24	Brian J Quam	3,012.48		1,537.52	<input type="checkbox"/>		Direct Deposit	
02/01/2016	00001000	PAY-6	Frito-Lay	150.00		1,387.52	<input type="checkbox"/>		AP Payment	
02/02/2016	00001001	PCHK-27	Carolyn R Frahm	1,162.30		225.22	<input type="checkbox"/>		Paycheck	
02/02/2016	00001002	PCHK-28	Elizabeth I Keeler	1,162.30		-937.08	<input type="checkbox"/>		Paycheck	
02/02/2016		BDEF-3			10,000.00	9,062.92	<input type="checkbox"/>		Bank Deposit	
02/02/2016	00001003	PCHK-29	Amy C Johnson	988.22		8,074.70	<input type="checkbox"/>		Paycheck	
02/02/2016		PCHK-30	Arica C Skow	3,339.13		4,735.57	<input type="checkbox"/>		Direct Deposit	
02/02/2016		BTBN-8		35.00		4,700.57	<input type="checkbox"/>		Bank Transaction	interest

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

The screenshot shows the 'Bank Reconciliation' window for 'Three Rivers Federal Credit Union'. The 'Details' tab is active. The 'Bank Account Balance' field is highlighted with a red box and contains the value 4,700.57. Below the balance field is a table of transactions:

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	02/01/2016	00000001		Misc Checks	350.00
<input type="checkbox"/>	02/01/2016		Brian J Quam	Direct Deposit	3,012.48
<input type="checkbox"/>	02/01/2016	00001000	Frito-Lay	AP Payment	150.00
<input type="checkbox"/>	02/02/2016	00001001	Carolyn R Frahm	Paycheck	1,162.30
<input type="checkbox"/>	02/02/2016	00001002	Elizabeth I Keeler	Paycheck	1,162.30
<input type="checkbox"/>	02/02/2016	00001003	Amy C Johnson	Paycheck	988.22
<input type="checkbox"/>	02/02/2016		Arica C Skow	Direct Deposit	3,339.13
<input type="checkbox"/>	02/02/2016		interest	Bank Transaction	35.00

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.

The screenshot shows the 'User Security' window with the 'Settings' tab selected. Under 'User Options', the 'Maximum Number of Origin Screens Allowed' is set to 5. The checkbox 'Allow User to only Post Transactions they created' is checked and highlighted with a red rectangle.

- The Bank Transaction had been cleared.

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

- Open the posted Bank Transaction you want to unpost.

The screenshot shows the 'Bank Transactions' window. The transaction details are: Bank Account: 08, Balance: 897.000000, Currency: USD, Record No: BTRN-11, Date: 06/17/2015, Type: Bank Transaction, Credit: 10.000000, Description: service charges by the bank, Location: . The transaction is listed in a table with GL Account 85300-9099, Description PENALTIES - PETROLEUM -Admin, Debit 10.00, and Credit 0.00. The status 'Posted' is shown at the bottom.

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

- On Bank Transactions screen, click **Unpost toolbar button**.

The screenshot shows the 'Bank Transactions' window with the 'Unpost' button in the toolbar highlighted with a red rectangle.

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

The screenshot shows the 'Recap Transaction' window. The transaction details are: Bank Account: 08, Balance: 897.000000, Currency: USD, Record No: BTRN-11, Date: 06/17/2015, Type: Bank Transaction, Credit: 10.000000, Description: service charges by the bank, Location: . The transaction is listed in a table with GL Account 85300-9099, Description PENALTIES - PETROLEUM -Admin, Debit 10.00, and Credit 0.00. The 'Unpost' button in the toolbar is highlighted with a red rectangle.

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

Bank Transactions window showing an unposted transaction. The 'Post' button is highlighted with a red box. The 'Balance' field shows 907.000000. The 'Ready' status bar is visible at the bottom left.

- 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 transaction from the existing balance.
 - The entire screen is back as enabled allowing the user to make necessary changes.
- The bank 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 transaction, then select the bank 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 window showing a list of transactions. The 'Transaction Detail' button is highlighted with a red box. The GL Transaction Detail window shows the details of the selected transaction, including debits and credits.

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	0.00000	0.00000	
06/17/2015	MCHK	BATCH-438	MCHK-3	Sample Cash Account A...	0.00	20.00	0.00000	0.00000	
06/17/2015	MCHK	BATCH-439	MCHK-4	Sample Cash Account A...	0.00	30.00	0.00000	0.00000	
06/16/2015	MCHK	BATCH-440	MCHK-5	Sample Cash Account A...	0.00	40.00	0.00000	0.00000	
06/16/2015	BDEP	BATCH-442	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.00000	0.00000	
06/16/2015	BDEP	BATCH-436	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.00000	0.00000	
06/16/2015	BDEP	BATCH-445	BDEP-3	Sample Cash Account A...	0.00	1,000.00	0.00000	0.00000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A...	1,500.00	0.00	0.00000	0.00000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A...	0.00	1,500.00	0.00000	0.00000	
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A...	0.00	10.00	0.00000	0.00000	
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A...	10.00	0.00	0.00000	0.00000	
06/17/2015	BTRN	BATCH-449	BTRN-12	Sample Cash Account A...	7.00	0.00	0.00000	0.00000	

GL Transaction Detail window showing the details of the selected transaction. The 'bank transaction's posted entries' and 'bank transaction's unposted entries' are highlighted with red boxes.

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
06/17/2015	BATCH-448	85300-9099	PENALTIES - PETROLEUM -Admin	BTRN-11	10.00	0.00
06/17/2015	BATCH-448	85300-9099	PENALTIES - PETROLEUM -Admin	BTRN-11	0.00	10.00
06/17/2015	BATCH-448	10122-1002	Sample Cash Account A-Warsaw Grain	BTRN-11	0.00	10.00
06/17/2015	BATCH-448	10122-1002	Sample Cash Account A-Warsaw Grain	BTRN-11	10.00	0.00

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

Bank Transactions window showing the 'Post' button highlighted. The GL Account Detail window shows the 'Ending Balance' field highlighted.

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	0.00000	0.00000	
06/16/2015	MCHK	BATCH-438	MCHK-3	Sample Cash Account A...	0.00	20.00	0.00000	0.00000	
06/16/2015	MCHK	BATCH-439	MCHK-4	Sample Cash Account A...	0.00	30.00	0.00000	0.00000	
06/16/2015	MCHK	BATCH-440	MCHK-5	Sample Cash Account A...	0.00	40.00	0.00000	0.00000	
06/16/2015	BDEP	BATCH-442	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.00000	0.00000	
06/16/2015	BDEP	BATCH-436	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.00000	0.00000	
06/16/2015	BDEP	BATCH-445	BDEP-3	Sample Cash Account A...	0.00	1,000.00	0.00000	0.00000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A...	1,500.00	0.00	0.00000	0.00000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A...	0.00	1,500.00	0.00000	0.00000	
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A...	0.00	10.00	0.00000	0.00000	
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A...	10.00	0.00	0.00000	0.00000	
06/17/2015	BTRN	BATCH-449	BTRN-12	Sample Cash Account A...	7.00	0.00	0.00000	0.00000	

GL Account Detail window showing the 'Ending Balance' field highlighted.

Account ID	Description	Debit	Credit
85300-9099	PENALTIES - PETROLEUM -Admin	10.00	0.00

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

Bank Accounts screen showing details for ABC Bank. The Balance field is highlighted with a red box and shows 907.000000.

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

Bank Account Register screen showing a list of transactions. The Balance field is highlighted with a red box and shows 907.000000.

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear Date	Transaction Type	Memo
06/16/2015		BCDP-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	
06/17/2015		STRN-12			7.00	907.00		Bank Transaction	interest g...

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

Bank Reconciliation screen showing Payments and Debits panels. The Bank Account Balance field is highlighted with a red box and shows 907.000000.

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 screen showing the Allow User to only Post Transactions they created checkbox checked.

- The Bank Transaction had been cleared.

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

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

The screenshot shows the 'Bank Transactions' window. The top toolbar includes buttons for New, Save, Search, Delete, Undo, Unpost, Recap, and Close. The transaction details are as follows:

Field	Value
Bank Account	08
Balance	1,490.00
Currency	USD
Record No	BTRN-7
Date	06/02/2014
Type	Bank Transaction
Credit	10.00
Description	service charges by the bank
Location	

Below the details is a table with columns: GL Account, Description, Debit, and Credit.

GL Account	Description	Debit	Credit
906540-40	PENALTIES AND FINES -CLARA CITY	10.00	0.00

The bottom status bar shows 'Posted' and 'Page 1 of 1'.

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

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



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

This block contains two screenshots. The top screenshot shows the 'Bank Transactions' window with the 'Recap' button highlighted by a red box. A red arrow points from this button to the bottom screenshot. The bottom screenshot shows the 'Recap Transaction' window. In this window, the 'Unpost' button (blue circular arrow icon) is highlighted by a red box. The transaction details in the 'Recap Transaction' window are:

Field	Value
Date	06/02/2014
Description	service charges by the bank

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

Bank Transactions

New Save Search Delete Undo **Post** Recap Close

Bank Account: 08 Balance: 1,500.00 Currency: USD Record No: BTRN-7

Date: 06/02/2014 Type: Bank Transaction Credit: 10.00

Description: service charges by the bank Location:

GL Account	Description	Debit	Credit
906540-40	PENALTIES AND FINES -CLARA CITY	10.00	0.00
Select a GL Account		0.00	0.00

Total: 10.00 0.00

Ready

- 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 transaction from the existing balance.
 - The entire screen is back as enabled allowing the user to make necessary changes.
- The bank 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 transaction, then select the bank 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

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"/>	
05/28/2014	BATCH-159	BDEP-6	1,500.00	0.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-160	BTRN-7	0.00	10.00	0.000	0.000	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 06/02/2014	BATCH-160	BTRN-7	10.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	

GL Transaction Detail

Close

Date	Batch Number	Account Id	Description	Record No	Debit	Credit
06/02/2014	BATCH-160	106040-40		BTRN-7	0.00	10.00
06/02/2014	BATCH-160	906540-40		BTRN-7	10.00	0.00
06/02/2014	BATCH-160	106040-40		BTRN-7	10.00	0.00
06/02/2014	BATCH-160	906540-40		BTRN-7	0.00	10.00

bank transaction's posted entries

bank transaction's unposted entries

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

The screenshot shows two windows from a financial software application. The top window, titled "Bank Transactions", displays a transaction for "service charges by the bank" on 06/02/2014, with a debit of 10.00 and a balance of 1,500.00. The bottom window, titled "GL Account Detail", shows the account "106040-40 STATE BANK -CLARA CITY". It lists several transactions, including a deposit of 1,500.00 on 05/28/2014 and a debit of 10.00 on 06/02/2014. The ending balance at the bottom of the GL Account Detail window is 1,500.00.

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"/>	
05/28/2014	BATCH-159	BDEP-6	1,500.00	0.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-160	BTRN-7	0.00	10.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-160	BTRN-7	10.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	

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

The screenshot shows the "Bank Accounts" window. It displays details for "ABC Bank" with account number "1500326210C". The balance is shown as 1,500.00, which matches the ending balance from the previous window. The GL Account is set to "106040-40".

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

The screenshot shows the "Bank Account Register" window. It displays a list of transactions for "ABC Bank". The balance is shown as 1,500.00, which matches the ending balance from the previous window. The transactions listed are:

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
05/28/2014		BDEP-6	Company		1,500.00	1,500.00	<input type="checkbox"/>		Bank Deposit	Initial deposit

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

Bank Reconciliation

Reconcile Print Search Clear Range Import View Close

Details Attachments

Bank Account	Statement Date	Bank Name	G/L Account	G/L Balance	Bank & G/L Balance Difference
08	06/02/2014	ABC Bank	106040-40	1,500.00	0.00

0 Payments and Debits

☒ Clear All ☐ Clear None Add Filter: x

Clear	Date	Number	Payee	Transaction Type	Payment
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0 Payments Cleared: 0.00

1 Deposits and Credits

☒ Clear All ☐ Clear None Add Filter: x

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	05/28/2014		Company	Bank Deposit	1,500.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance	-	Cleared Payments	+	Cleared Deposits	=	Ending Balance Per Reconciliation
0.00		0.00		0.00		0.00
Bank Statement Ending Balance	-	Uncleared Payments	+	Uncleared Deposits	=	Bank Account Balance
0.00		0.00		1,500.00		1,500.00
						Difference
						0.00

Bank Account Balance 1,500.00

Ready