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.

ank Transactio	ons - BTRN-33						^ □ :
Details Attac	hments (0) AL	udit Log (4)	nicate Unpost Previ	ew Recurring Clo	se		
Bank Account 🖌	07072017	Balance	37,653.59000	Currency + USD	Record No	BTRN-33	
Date	7/18/2017	Туре	Bank Transaction		Debit		55.00
Description				Recur	Location	0001 - For	t Wayne
× Remove F	ilter	Q					
GL Account	t*	Description			De	bit	Credit
55000-000	0-000	Purchases Discoun	its - Home office - Adr	nin	0.0	0000	55.0000
				Total:	:	\$0.00	\$55.0
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2. Unpost the transaction. There are 2 ways to unpost a bank transaction.

On Ba	ink Tr	ansacti	ons scr	reen, c	lick Unj	oost tool	bar button.						
Bank	Transa	ctions -	BTRN-33								^		x
New	Save	Search	Delete	Undo	Unpost	Duplicate	Unpost Preview	Recurring	Close				
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b. On Bank Transactions screen, click **Unpost Preview toolbar button** to open Unpost Preview Transaction screen. Click **Unpost toolbar button**.

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ource S	Details Attacr	iments (0)	Audit Log (4)					
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Deta	ils							
Date	7/18/2017	Descript	tion			Currency U	SD Rate	1.00
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1	BATCH-3456	BTRN-33	14140-0000-00	0		Asset	0.00	55.
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Bank Transactio	ons - BTRN-33							^ □	×
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- 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. i. Account ID of Bank Account

unt ld:	14140-000	0-000	Description Tes	st Cash Account-Home office-Admin	Curr	ency USD Date	e Range		
unt Gro	oup: Asset		Opening Balance	0.00 From Date: 7	/1/2017	To Date	7/31/2017		
Open	GL Transaction [Detail					~ □ >	<	
Date								ste	E
7/7/2	Details				post	ed entry		0.00	
7/7/2	0.000				unpo	sted entry	5.2	0.00	
7/7/2	Date	Batch Number	Account ID	Description	Record No.	Debit	Credit	5.00	
7/7/2	7/18/2017	BATCH-3448	14140-0000-000	Test Cash Account-Home office-Admin	BTRN-33	55.00	0.00	0.00	
7/7/2	7/18/2017	BATCH-3448	14140-0000-000	Test Cash Account-Home office-Admin	BTRN-33	0.00	55.00	0.00	
7/7/2	7/18/2017	BATCH-3456	14140-0000-000	Test Cash Account-Home office-Admin	BTRN-33	55.00	0.00	5.00	
7/7/2	7/18/2017	BATCH-3456	14140-0000-000	Test Cash Account-Home office-Admin	BTRN-33	0.00	55.00	5.00	
7/7/2								0.00	
7/7/2								1.41	
7/18/								0.00	
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								37	50
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Open Balance 110.00 Prom Date: 7/1/2017 To Date: 7/21/2017 Cito		55000-0000-	000	Description	Purchases Discounts - Home office - Adm	in	Currency	USD Da	te Range		
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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 - BTI	N-33			^ 🗆 ×		
New Save Search D	elete Undo Post Duplicate Po	st Preview Recurring Close				
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Bank Account + 070720	17 v Balance 37	598.59000 Currency + USD	Record No BTRN-33			
Date 7/18/2	17 🔲 Type 🛛 Bank T	ransaction	Debit	55.00		
Description		Recur	Location 0001 - Fort	Wayne 🗠		21
0000-000 Detail Journal Report -	Close				^	
000-000	Description Test Cash Account	Home office-Admin	Currency USD	Date Range		
	Opening Balance	0.00 From Date: 7/1/201	7 🗏	To Date 7/31/2013	,	E
ilter (F3)						57
System Batch Number F	ecord No Entity	Transaction Description	Beginning Balance	Debit	Credit	Endir
BATCH-3423 E	DEP-40 irelyadmin		0.00	54,500.00	0.00	
BATCH-3424 E	TRN-32 irelyadmin		54,500.00	230.00	0.00	_
BATCH-3425 E	WD-3 irelyadmin		54,730.00	0.00	65.00	- 1
BATCH-3428	ICHK-2 irelyadmin		54,665.00	0.00	90.00	
BATCH-3429	ICHK-2V irelyadmin	Test Cash Account-Ho	54,575.00	90.00	0.00	
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				54,875.00	17,276.41	•
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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			~ □ ×
New Save Search Delete Undo Bank Check Audit R	econciliation Register	Close	
Details Check Layout Audit Log (4)			
Bank Name * US BANK NA		GL Accounts	
Account Holder		GL Account * 14140-0000-000	Q
Account No * 07072017	Currency * USD		
Balance 37,598.59000	Active 🗸	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. Balanc e field matches that of the unposted Bank Transaction > Balance field.

Bank Accoun	t Register										^ □ ×
	ciliation Export To										
Details											
Bank Accourt	nt 07072017		v Bank Name	US BANK NA				В	alance	37,	598.59000
Filter (F3)											кл 2 У
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			Bank Deposit	
7/7/2017	0001 - Fort Wa		BTRN-32			230.00	54,730.00	\checkmark	7/10/2017	Bank Transaction	
7/7/2017	0001 - Fort Wa		BWD-3		65.00		54,665.00	\checkmark	7/10/2017	Bank Withdrawal	
7/7/2017		Voided-000000	MCHK-2		90.00		54,665.00	\checkmark	7/7/2017	Misc Checks	Void
7/7/2017		Voided-000000	MCHK-2V			90.00	54,665.00	\checkmark	7/7/2017	Void Misc Check	Void Tr
7/7/2017		0000002	PAY-295	Fort Wayne Offic	45.00		54,620.00			AP Payment	
7/7/2017			PAY-296	Fort Wayne Offic	65.00		54,555.00	\checkmark	7/10/2017	ACH	
7/7/2017			PAY-297	Salmon Creek	14,250.00		40,305.00			AP Payment	
7/7/2017			PAY-298	Office	2,761.41		37,543.59			AP Payment	
7/18/2017	0001 - Fort Wa		BDEP-43			55.00	37,598.59			Bank Deposit	
? 🗘 🖓	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.

Reconcile Print Search Clear Range Import Open - Close										
Details Attachments (0)										
Bank Account Statement Date Bank Name			G	/L Acco	unt		G/L Balance		Bank & G/L Balanc	e Difference
07072017 V 7/19/2017 US BANK NA			1	4140-	000-000			37,598.59	0000	0.00000
3 Payments and Debits			2 D	eposit	s and Credi	ts				
Clear All Clear None + Add 🔠 View Filter (F3)		К.Я. И У	2	Clear A	II 🗌 Clear I	None + Add 88 Vi	W Filter (F3)			5 A
Clear Date Number Payee Description	Transaction Type F	ayment		Clear	Date	Number	Payor	Description	Transaction Type	Deposit
Q 7/7/2017 00000002 Fort Wayne Offic	AP Payment	45.00	Q		7/7/2017				Bank Deposit	54,500.00
Q 7/7/2017 Salmon Creek	AP Payment	14,250.00	Q		7/18/2017				Bank Deposit	55.00
Q 7/7/2017 Office	AP Payment	2,761.41								
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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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- 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 Com	ments (0)	Attach	ments (0) Custom	Audit Log (2)
Detail User Roles	Externa	Module	Regist	ered Compute	ers
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Department:					
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Allow User to	only Post	t Transac	tions th	ey 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 Transacti	ons - BTRN-22					^ 🗆 X
New Save Se		ido Unpost Dupl	icate Recap Close			
Details Attac	thments (0) Audit	: Log (3)				
Bank Account:	38265974	Balance:	1,685.00 Currency: US	D Record No:	BTRN-22	
Date:	10/1/2016	Type:	Bank Transaction	Debit:		185.00
Description:	Test Transaction			Location:	0001 - Fort V	Vayne
× Remove	Filter:	Q,				
GL Account	it	Description		De	bit	Credit
42000-000	0-000	Interest Income			0.00	185.00
			Τα	tal: s	\$0.00	\$185.00
0000	Edited			I I 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	Search		Unpost	Duplicate	Recap	CI

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

~ □ ×

Details Attachment	s (0) Audit Log (3)	1				
Bank Account: 3826	5974	Balance:	1,685.00 Currency: U	SD Record No:	BTRN-22	
Date: 10/1/	2016	Type: Bank Tran	isaction	Debit:		185.
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GL Account tap Transaction post Close etails tetails tetails Batch ID 1 BATCH-1338	Description: 1 Record No. BTRN-22	fest Transaction Account ID 10001-0000-000	Description Wells Fargo - Payroll	Currency: USD Account Group Asset	Rate: Debit 0.00	Credi
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3. The bank transaction is unposted. These changes will then be applied.

Bank Transactions - BTRN-22			~ 🗆 ×
New Save Search Delete Und	lo Post Duplicate Recap Close		
Details Attachments (0) Audit L	Log (4)		
Bank Account: 38265974	✓ Balance: 1,500.00 Currency: USD	✓ Record No:	BTRN-22
Date: 10/1/2016	Bank Transaction	Debit:	185.00
Description: Test Transaction		Location:	0001 - Fort Wayne 🗸
× Remove Filter:	٩		
GL Account	Description	De	bit Credit
42000-0000-000	Interest Income		0.00 185.00
	Tota	il: s	0.00 \$185.00
⑦		4 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.

ount ld:	10001-0000-000	Description:	Wells Fargo - Payroll	Currency: USD	Date Range:	
ount	Asset	Opening Balance	: 1,500.0	0 From Date: 12/1/2016	To Date:	2/31/2016
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Q. Open	R Layout Q Filter F	Records (F3)		bank transaction	on's unposted entries 🗙	Clear All Filte
- open						
× Date	✓ Between	✓ 10/1/2016 □	and 10/1/2016 🖾			
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X Date Date 10/1/20	Batch Number		and 10/1/2016 Description Wells Fargo - Payroll	Record No BTRN-22	Debit 185.00	Credit
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X Date Date 10/1/20 10/1/20	> Between Batch Number Batch-1338 D16 BATCH-1338 D16 BATCH-1338 D16 BATCH-1338	▼ 10/1/2016 Account ID 10001-0000-000 42000-0000-000 10001-0000-000	and 10/1/2016 III Description Wells Fargo - Payroll Interest Income Wells Fargo - Payroll	Record No BTRN-22 BTRN-22 BTRN-22	Debit 185.00 0.00 0.00	Credit 0.00 185.00 185.00

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 Trans	action	is - BTRN-22											×⊢
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Details	Attachr	ments (0) Auc	tit Log (4)										
Bank Acco	unt: 3	8265974	✓ Balar	ce:	1,500.0	0 Currer	cy: USE) ~ F	Record No:	BTRN-2	2		
Date:	1	0/1/2016	Type:	Ba	nk Transactio	n		[Debit:			185.00) in
L Account D	etail -	10001-0000-00	0									~ [
Print Search	Tran	saction Detail	lournal Export	Close									
Detaile		Section Detail	Joannar Export	ciose									
Details			Description						6 0	Data 0			
Account Id:	10001	1-0000-000	Description		Wells Fargo -	Payroll	curren	cy: U	SD	Daten	ange:		~
Account	Asset		Opening Ba	lance:		0.00	From	10/1	/2016	To Date	<i>s</i> 1	2/31/20	0. 🔤
Q, Open	B Layo	ut Q Filte	r Records (F3)										
Date		Source System	Batch Number	Record	i No	Transacti	on Descri	otion	0	Debit		Credit	
10/1/201	16	BDEP	BATCH-1337	BDEP-	2	Wells Far	go - Payro	0	1,	500.00		0.00	J
4													
									1,	500.00		0.00)
								End	ling Balance			4.67	0.00
								chi	ing balance	·· I		1,50	10.00
000	\square	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	- Test Bank Name	^ □ ×
New Save Se	arch Delete Undo Bank MICR Check Audit Reconciliation Register Close	
Details Audit	Log (1)	
Bank Name:	Test Bank Name GL Accounts	
Account No:	38265974 Currency: USD V GL Account: 10001-0000-000	~
Balance:	1,500.00 Active:	

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. **Balanc** e field matches that of the unposted Bank Transaction > Balance field.

Bank Account	Register										^ □ ×
Print Reconcil	liation Export										
Details											
Bank Account:	38265974		~	Bank Name: Test Ba	ink Name				Balance:		1,500.00
Q Filter Re	cords (F3)										
Check Date	Number	Record No		Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
10/1/2016		BDEP-2				1,500.00	1,500.00			Bank Deposit	
0000	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: Statement Date: Bank Name: G/L Account:	G/L Balance: Bank & G/L Balance Differer	nce:						
38265974 🗸 10/1/2016 🗐 Test Bank Name	1,500.00 0.1							
0 Payments and Debits 1 Deposits and Credits	5							
Z Clear All □ Clear None + Add ⊞ Layout Q Filter Records (F3) Z Clear All □ Clear No	one + Add BB Layout Q Filter Records (F3)							
Clear Date Number Payee Transaction Type Payment Clear Date	Number Payor Transaction Type Dep	osit						
Q, 10/1/2016 Bank Deposit 1,500.00								
0.0	0 Descript Classed							
0 Payments Cleared: 0.00	0 Deposits Cleared:	0.00						
Prior Reconciliation Ending Balance - Cleared Payments + Cleared Deposits = En	ding Balance Per Reconciliation							
Park Contemport Fording Palance Understand Parmanete to Understand Parmanete	0.00							
0 0.00 1,500.00	1,500.00	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.

ntity - IRE		Jecuni		1.		
New Sav	e Search	Refresh	Delete	Undo	Additional -	Archived Re
Entity l	Jser Con	nments (0)	Attach	ments (0) Custom	Audit Log (2)
Detail	User Roles	Externa	l Module	Regis	tered Compute	ers
Usernam	ne:	irelyadmi	n			
Title:						
Contact I	Method:					~
Departm	ent:					
User O	otions					
Maxi	mum Num	ber of Ori	gin Scree	ns Allov	ved	3
	low User to	o only Pos	t Transac	tions th	ey created	
e Bank	Fransacti	on had b	een cle	ared.		

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

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

Details Audit Log (2)					
Bank Account: 113322	Balance:	2,748.67 Currency: USD	Record No:	BTRN-35	
late: 05/02/2016	Type:	Bank Transaction	Debit:		200.
escription:			Location:	0001 - Fort \	Nayne
× Remove Filter:	Q,				
GL Account	Description		De	bit	Credit
40000-0000-004	Sales			0.00	200.
Select a GL Account					
		Total:	5	50.00	\$200.

Unpost the transaction. There are 2 ways to unpost a bank transaction.
 a. On Bank Transactions screen, click Unpost toolbar button.

0	n Ba	nk Ira	ansaction	ons scr	een, c	lick Un	oost tool	bar bu	tton.			
B	ank 1	ransa	ctions - l	BTRN-35							^	×
	New	Save	Search	Delete	Undo	Unpost	Duplicate	Recap	Close			

Bank Transacti	ons - BTRN-35				^ □ X
		npost Duplicate Recap	Close		
Details Audi	t Log (5)				
Bank Account:	113322	Balance: 2,74	48.67 Currency: USD	Record No:	BTRN-35
Date:	05/02/2016	Type: Bank Transa	ction	Debit:	200.00
Description:				Location:	0001 - Fort Wayne
Recap Transacti	on				~ 🗆 ×
Unpost Close					
Details					
Date: 05/02/2	2016 Description:		Currer	ncy: USD	Rate: 1.00
Filter:					
Batch ID	Record No.	Account ID	Description	Ac	count Group E
1 BATCH-55	1 BTRN-35	10001-0001-000	Wells Fargo - Payroll	As	set
2 BATCH-55	1 BTRN-35	40000-0000-004	Sales	Sa	les :
•					F
000	Ready				

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:	20	00.00
Description:		Location:	0001 - Fort Wayne	• ~
× Remove Filter:	Q			
GL Account Desc	ription	Deb	oit Cre	dit
40000-0000-004 Sales	5	(0.00 20	00.00
Select a GL Account				
	Total:	\$(0.00 \$20	00.00
D D D D Ready		Page	1 of 1	M
C C Ready		-84		1.1

- 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.

nt Search T	ransaction Detail									
etails										
ccount ld:	40000-0000-00	4		Description:	Sales			Date Range:		
ccount Group:	Sales			Opening Balance:	-23,664.61	From Date:	05/01/2016	To Date:	05/31/2016	
、Open 品 L	ayout Q. Fil	ter Records (F3)								
Date	Source System	Batch Number	Record No	Transaction Descri	otion Debit	Credit	Debit Units	Credit Units	Audit Record	l
05/02/2016	BTRN	BATCH-551	BTRN-35	Sales	0.00	200.	0.0000	0.00	00 🖌	
			0701-25	Enlor	200.00	0.	0.000	0.00	00	
05/02/2016 GL Transa Close	BTRN ction Detail	BATCH-551	DIRN-35	Jaies	200.00	0.			^ □	
05/02/2016 GL Transa Close Details	BTRN ction Detail	BATCH-551	D18/9-22	29/62	bank tu	ansaction's po	sted entries		^ □	
05/02/2016 GL Transa Close Details Q. Open	BTRN ction Detail	C Filter Recor	ds (F3)	23/62	bank tr	ansaction's po	sted entries posted entries		^ □	>
05/02/2016 GL Transa Close Details Q. Open Date	BTRN ction Detail BB Layout BB Layout Batch I	Q Filter Recor	ds (F3)	 Description	bank t	ransaction's po ransaction's un ecord No	sted entries posted entries Debit	Credit	Debit Units	
05/02/2016 GL Transa Close Details Q Open Date 05/0	ETRN ction Detail EE Layout Batch 1 12/2016 BATCH	Q Filter Recor Number Acc -551 100	ds (F3) ount ID 01-0001-000	Janes Description Wells Fargo - Payr	bank ti bank ti kank t	ransaction's po ransaction's un ecord No TRN-35	sted entries posted entries Debit 200.00	Credit 0.00	Debit Units	
O5/02/2016 GL Transa Close Details Q. Open Date 05/0 0 05/0	BTRN ction Detail BE Layout Batch 1 2/2016 BATCH 1/2/2016 BATCH	Q Filter Recor Number Acc -551 100 -551 400	ds (F3) ount ID 01-0001-000 00-0000-004	Jales Description Wells Fargo - Payr Sales	bank ti bank t	ransaction's po ransaction's un ecord No TRN-35 TRN-35	sted entries posted entries Debit 200.00 0.00	Credit 0.00 200.00	Debit Units 0.0000 0.0000	
05/02/2016 GL Transa Close Details Q Open Date 05/0 05/0	BTRN	Q Filter Recor Number Acc -551 100 -551 400 -551 100	ds (F3) 01-0001-000 00-0000-004 01-0001-000	Jales Description Wells Fargo - Payr Sales Wells Fargo - Payr	bank ti bank t	ransaction's po ransaction's un ecord No TRN-35 TRN-35	sted entries posted entries Debit 200.00 0.00 0.00	Credit 0.00 200.00	Debit Units 0.0000 0.0000 0.0000	
05/02/2016 GL Transa Close Details Q Open Date 05/00 05/00 05/00 05/00	BTRN ction Detail IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Q Filter Recor Number Acc -551 100 -551 400 -551 400	ds (F3) ount ID 01-0001-000 00-0000-004 01-0001-000 00-0000-00	Jakes Description Wells Fargo - Payr Sales Wells Fargo - Payr Sales	bank t bank t oli B oli B b	ransaction's po ransaction's un ecord No TRN-35 TRN-35 TRN-35	sted entries posted entries Debit 200.00 0.00 0.00 200.00	Credit 0.00 200.00 200.00 0.00	Debit Units 0.0000 0.0000 0.0000	

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 Transa ons - BTRN-35

		New Save	Search Delet	e Undo P	ost Dup	olicate Reca									
		Details A	udit Log (7)		Balanc	.p.	2 548 67 0	urrend		Record No:	RTRN	1.35	_		
GL A Prin	i ccount Detail - It Search Tran	10001-0001-00	10 Journal Export	- Close			2,540.07		, <u>0</u> ,		5110	55		^	□ >
Aci Aci	tails count ld: 100 count Group: A	001-0001-000 sset			Descrip Openi	ition: ng Balance:	Wells Fargo	- Payro 48.67	II From Date:	05/01/2016		Date Range: To Date:	05/31	/2016	~
٩	Open 🗄 Layo Date	out Q, Filt Source System	er Records (F3) Batch Number	Record No		Transaction	Description		Debit	Credit		Debit Units	C	redit Unit	s
	05/02/2016	BTRN BTRN	BATCH-551 BATCH-551	BTRN-35 BTRN-35		Wells Fargo Wells Fargo	- Payroll - Payroll		200.00	0. 200.	00 00	0.0000		0.00	00
4									0.00	0	20	0.000			•
									0.00	En	ding	Balance:		2,5	48.67
?		Ready									1	Page	1	of 1 D	

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 Se	arch Delete Undo Bank MICR Ch	eck Audit Reconciliation	Register Close	
Details Audit	Log (4)			
Bank Name:	Wells Fargo Indiana		GL Accounts	
Account No:	113322	Currency: USD 🗸	GL Account: 10001-0001-000	~
Balance:	2,548.6	57 Active: 🗸		

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. **Balanc** e field matches that of the unposted Bank Transaction > Balance field.

Bank Account I	Register									^ □ X
Print Reconcil	iation Export To Ex									
Details										
Bank Account:	113322	~	Bank Name: Wells F	argo Indiana				Balance		2,548.67
Q. Filter Red	cords (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			Misc Checks	
04/13/2016		BDEP-50			1,515.20	1,467.21			Bank Deposit	
04/13/2016	0000003	MCHK-17		100.00		1,367.21			Misc Checks	
04/13/2016	00000005	<u>РСНК-47</u>	Jacob B Costa	2,467.74		-1,100.53			Paycheck	
04/13/2016		PCHK-45	Carolyn R Frahm	1,162.30		-2,262.83			Paycheck	
04/15/2016	0000002	MCHK-18		10.00		-2,272.83	\checkmark	04/21/2016	Misc Checks	
04/28/2016	0000004	PAY-93	Apple Spice Sales	25.00		-2,297.83			AP Payment	
04/29/2016		BDEP-67			5,000.00	2,702.17			Bank Deposit	
04/29/2016		BTRN-26			50.00	2,752.17			Bank Transaction	
04/29/2016	0000006	MCHK-19	payee 101	55.00		2,697.17			Misc Checks	
04/29/2016	Voided-000000	PAY-94	Brown Brother Farms	19.00		2,678.17	\checkmark	04/30/2016	AP Payment	Void
04/29/2016	0000008	PAY-97	Northern Propane	148.50		2,529.67			AP Payment	
04/30/2016	Voided-000000	PAY-94V	Brown Brother Farms		19.00	2,548.67	\checkmark	04/30/2016	Void Check	Void Trans
000	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.

Details Attachments (0)													
Bank Account: Statement Date:	Bank Name:			G/L	Acco	ount:			G/L Balance:		Bank &	G/L Balance Differ	ence:
113322 ~ 05/02/2016	Wells Fargo Indi	ana		10	001-0	0001-	000			2,548.67			0.00
7 Payments and Debits				3	Depo	sits a	and Credit	ts					
🖉 Clear All 🗌 Clear None 🕂 Add 🔡 Layou	it 🔍 Filter Re	cords (F3)		V	Clea	ir All	🗌 Clear I	None	+ Add BB Layou	a l	Filter Reo	ords (F3)	
Clear Date Number	Payee	Transaction Type	Payme		Clea	ar D	ate	Num	ber	Payor		Transaction Type	Depos
Q 03/31/201		Misc Checks	47.9	Q		0	4/13/201					Bank Deposit	1,51
Q 04/13/201 00000003		Misc Checks	100	Q		0	4/29/201					Bank Deposit	5,00
Q 04/13/201 00000005	Jacob B Costa	Paycheck	2,46	Q		0	4/29/201					Bank Transaction	50.0
Q 04/13/201	Carolyn R Frahm	Paycheck	1,16										
Q 🗌 04/28/201 00000004	Apple Spice Sal	AP Payment	25.0										
Q 04/29/201 00000006	payee 101	Misc Checks	55.0										
Q 🗌 04/29/201 00000008	Northern Propa	AP Payment	148										
4			×.	4									E F
0 Payment	s Cleared:		0.00						0 Deposits	Cleared:			0.00
Prior Reconciliation Ending Balance -	Cleared Payments	+	Cleared	Dep	osits		= End	ding B	alance Per Reconci	liation			
0.00		0.00				(0.00			0.00			
Bank Statement Ending Balance - U	ncleared Payment	s + L	Incleared	d De	posit	5	- E	Bar	nk Account Balance			Difference	
0	4	,006.53				6,565	5.20		2,	548.67			10.00
⑦ ① ♀ 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.

ntity - IRI		1	001001			
lew Sav	e Search	Refresh	Delete	Undo	Additional 🝷	Archived Re
Entity	Jser Cor	nments (0)	Attach	ments (0) Custom	Audit Log (2)
Detail	User Roles	Externa	l Module	Regis	tered Compute	ers
Usernan	ne:	irelyadmi	n			
Title:						
Contact	Method:					~
Departm	ient:					
User O	ptions					
Maxi	mum Num	ber of Ori	gin Scree	ens Allov	ved	3
	low User t	o only Pos	t Transac	tions th	ey created	
e Bank	Transacti	ion had b	een cle	ared.		

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

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

	ions - BTRN-9					
New Save S	earch Delete U	indo <mark>Unpost Du</mark> p	olicate Recap Close			
Details						
Bank Account:	253624539656	Balance:	4,710.57 Currency: U	SD Record No:	BTRN-9	
ate:	02/02/2016	Type:	Bank Transaction	Debit:		10
escription:	interest expense	2		Location:	0001 - Fort Way	yne
× Remove	Filter:	×Q				
GL Accour	nt	Description		De	bit	Credi
72000-000	00-000	Interest Expense			0.00	10
			1	'otal:	\$0	\$

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

	IIK III	ansacti	0113 301	cen, c		031 1001	Dai Du	tion.						
Bank 1	Fransa	ctions - l	BTRN-9										^	>
New		Search		Undo	Unpost	Duplicate	Recap	Close						

Dank mansactions	- BIRN-3							
New Save Search	n Delete Undo	Unpost Dupli	cate Recap Clo					
Details								
Bank Account: 25	3624539656	Balance:	4,710.57	Currency:	USD	Record No:	BTRN-9	
Date: 02/	02/2016	Type:	Bank Transaction		[Debit:		10.00
Recap Transaction	K							~ 🗆 X
Unpost Close								
Datails								
Date: 02/02/201	6 Descriptio	D' interest ex	00050		Currency		late:	1.00
Filter:	o bescriptio	interest ex	pense		currency	030		1.00
Batch ID	Record No.	Accour	nt ID De	escription			Account Grou	qu
1 BATCH-327	BTRN-9	10004-	0000-000 Th	iree Rivers - C	Operating - G	r i	Cash Account	ts
2 BATCH-327	BTRN-9	72000-	0000-000 Int	terest Expens	ie i		Other Expens	ses

Bank Transactions - BTRN-9			~ □ ×
New Save Search Delete U	ndo Post Duplicate Recap Close		
Details			
Bank Account: 253624539656	V Balance: 4,700.57 Currency: USD V	Record No: E	3TRN-9
Date: 02/02/2016	Type: Bank Transaction 🗸	Debit:	10.00
Description: interest expense	2	Location: (001 - Fort Wayne 🗸 🗸
× Remove Filter:	×Q		
GL Account	Description	Debi	t Credit
72000-0000-000	Interest Expense	0.	00 10.00
Select a GL Account			
	Total:		\$0 \$10
	14	4 Dama	
🕐 ų 🦞 🖂 Ready 🛹		ч Page	

- 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.

GL Account Det	tail - 72000-0000-000							^ □ ×
Print Search	Fransaction Detail Jo	urnal Export						
Details	1							
Account ID:	72000-0000-000	C	Description:	Interest Expense		Date Range		~
Account Group	Other Expenses		, Doening Balance:	0.00 From	n Date: 02/01/2016	To Date:	02/29/2016	
0.000	I avent O Eli-	D (E2)						
Rate	Source Syst	latch Number	Record No.	Transaction Descripti	n Debit	Credit	Debit Units	Credit Units
02/02/201	6 BTRN E	ATCH-327	BTRN-9	Interest Expense	0.00	10.00	0.0000	0.0000
02/02/201	6 BTRN B	ATCH-327	BTRN-9	Interest Expense	10.00	0.00	0.0000	0.0000
GL Transaction	Detail							ΛΠΧ
		•						
Cloco								
Close						1.1	1 1 1 1	
Close					k	ank transactio	n's posted entr	ies
Close Details	Layout Q Filter	Records (F3)			k k	oank transactio oank transactio	n's posted entri n's unposted e	ies ntries
Close Details Q. Open 8 Date	Layout Q Filter Batch Number	Records (F3)		Description	Record N	oank transaction oank transactio	n's posted entri n's unposted en Debit	ies ntries ^{Credit} Det
Close Details Q Open 8 Date 02/02/201	Layout Q Filter Batch Number 6 BATCH-327	Records (F3) Account ID 10004-0000	0-000	Description Three Rivers - Operating - Gr	Record M BRN-9	oank transaction oank transactio	n's posted entr n's unposted er Debit 10.00	ies ntries Credit Det 0.00
Close	Layout Q. Filter Batch Number 6 BATCH-327 6 BATCH-327	Records (F3) Account ID 10004-0000 72000-0000	0-000 · ·	Description Three Rivers - Operating - Gr Interest Expense	Record N BTRN-9 BTRN-9	oank transaction oank transactio	n's posted entri n's unposted en Debit 10.00 0.00	ies ntries Credit Det 0.00 10.00
Close Details Q. Open 88 Date 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/201 02/02/02 02/02/02 02/02/02 02/02/201 02/02/201 02/02/201 02/	Layout Q. Filter Batch Number 6 BATCH-327 6 BATCH-327 6 BATCH-327	Records (F3) Account ID 10004-0000 10004-0000	0-000	Description Three Rivers - Operating - Gr Interest Expense Three Rivers - Operating - Gr	Record N BTRN-9 BTRN-9 BTRN-9 BTRN-9	oank transaction oank transactio	n's posted entri n's unposted en 10.00 0.00 0.00	ies Credit Det 0.00 10.00 10.00
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Close	Layout Q. Filter Batch Number 6 BATCH-327 6 BATCH-327 6 BATCH-327 6 BATCH-327	Records (F3) Account ID 10004-0000 72000-0000 72000-0000 72000-0000	0-000 0-000 0-000 0-000	Description Three Rivers - Operating - Gr Interest Expense Three Rivers - Operating - Gr Interest Expense	ETRN-9	oank transactio oank transactio	n's posted entri n's unposted en Debit 10.00 0.00 10.00	ies Credit 0.00 10.00 0.00 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.

	Ban Ban	ik Transactio	ns - BIKN-9	^ □ ×								
	New Ne	w Save Sea	arch Delete Undo	o Post Duplicate								
	88 Lay	etails										
	Re							Amoun	t			
	Bank Account: (255624539656 V Balance: 4,/ULS/ Currency: USD V Kecord No: BTRN-9 100.00											
GL A	L Account Detail - 10004-0000-000											
Print	Print Search Transaction Detail Journal Export - Close											
	The second transition of the second											
Det	ails											
Acco	unt ID:	10004-0000-	000	Description:	Three Rivers - Operating - Gr		Date Range:		~			
Acco	unt Group:	Cach Accourt		Doening Balance	0.00 From Date:	02/01/2016	To Date:	02/20/2016				
71000	ant oroup.	cash Account	15	sperning balance.	0.00 11011104(c.	02/01/2010	i lo bate.	02/25/2010				
Q,	Open 🔠 L	ayout Q	Filter Records (F3)									
	Date	Source Sys	t Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units			
	02/01/2016	BDEP	BATCH-295	BDEP-1	Three Rivers - Operatin	4,900.00	0.00	0.0000	0.00 🔶			
	02/01/2016	BTRN	BATCH-296	BTRN-4	Three Rivers - Operatin	150.00	0.00	0.0000	0.00			
	02/01/2016	BTFR	BATCH-297	BTFR-1	Three Rivers - Operatin	1,050.00	0.00	0.0000	0.00			
	02/01/2016	MCHK	BATCH-298	MCHK-1	Three Rivers - Operatin	0.00	350.00	0.0000	0.00			
	02/01/2016	BTRN	BATCH-299	BTRN-5	Three Rivers - Operatin	0.00	50.00	0.0000	0.00			
	02/01/2016	AP	BATCH-301	PAY-6		0.00	150.00	0.0000	0.00			
	02/01/2016	PCHK	BATCH-302	PCHK-24	Three Rivers - Operatin	0.00	3,012.48	0.0000	0.00 🖕			
-									<u>۲</u>			
						14,900.00	10,199.43	0.000	0.000			
							Ending Bal	ance:	4,700.57			
?	0 9 E	Ready					14 4	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 - Three Rivers Federal Credit Union											
New Save Se	rch Delete Undo Bank MICR Check Audit Reconciliation Register Close										
Details											
Bank Name:	Three Rivers Federal Credit Union GL Accounts		1								
Account No:	253624539656 Currency: USD V GL Account: 10004-0000-000	~									
Balance:	4,700.57 Active:										

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. **Balanc** e field matches that of the unposted Bank Transaction > Balance field.

nk Account:	253624539656	,	Bank Name: Three R	ivers Federal Cred	it Union			Balance:		4,700
Filter Rec	ords (F3)									
heck Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
2/01/2016		BDEP-1			4,900.00	4,900.00			Bank Deposit	
2/01/2016	0000001	MCHK-1		350.00		4,550.00			Misc Checks	
2/01/2016		PCHK-24	Brian J Quam	3,012.48		1,537.52			Direct Deposit	
2/01/2016	00001000	PAY-6	Frito-Lay	150.00		1,387.52			AP Payment	
/02/2016	00001001	PCHK-27	Carolyn R Frahm	1,162.30		225.22			Paycheck	
/02/2016	00001002	PCHK-28	Elizabeth I Keeler	1,162.30		-937.08			Paycheck	
/02/2016		BDEP-3			10,000.00	9,062.92			Bank Deposit	
/02/2016	00001003	PCHK-29	Amy C Johnson	988.22		8,074.70			Paycheck	
/02/2016		PCHK-30	Arica C Skow	3,339.13		4,735.57			Direct Deposit	
/02/2016		BTRN-8		35.00		4,700.57			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.

												~ 🗆 ×
Details Attachments												
Bank Account	Statement Date	Bank Name				G/L Account	t	G/	L Balanc	e	Bank & G/L Balan	ce Difference
253624539656 ~	02/02/2016 🗐 Three Rive	n							4,700.57	7	0.00	
8 Payments and Debits			21	Deposi	ts and Credit	ts						
🖉 Clear All 🗌 Clear None 🕂	Add 🔠 Layout 🛛 🔍 Filter Re		V	Clear	All 🗌 Clear I	None + Add	88 Layout	Q,	Filter Rec	ords (F3)		
Clear Date Number	Payee	Transaction Type	Payment		Clear	Date	Number		Payor		Transaction Type	Deposit
02/01/2016 000000	01	Misc Checks	350.00	Q		02/01/2016					Bank Deposit	4,900.00
02/01/2016	Brian J Quam	Direct Deposit	3,012.48	Q		02/02/2016					Bank Deposit	10,000.00
QC 02/01/2016 000010	00 Frito-Lay	AP Payment	150.00									
02/02/2016 000010	01 Carolyn R Frahm	Paycheck	1,162.30									
02/02/2016 000010	02 Elizabeth I Keele	r Paycheck	1,162.30									
02/02/2016 000010	03 Amy C Johnson	Paycheck	988.22									
02/02/2016	Arica C Skow	Direct Deposit	3,339.13									
02/02/2016	interest	Bank Transaction	35.00									
	0 Payments Cleared		0.00					0	Deposit	s Cleared:		0.00
Prior Reconciliation Ending Bal	lance - Cleared Payn	nents +	Cleared	Dep	osits	=	Ending Balan	ce Per Reco	onciliatio	n		
Ŭ	0.00	0.00				0.00	0		(0.00		
Bank Statement Ending Balar	nce - Uncleared Pay	ments +	Uncleare	d De	posits	- []	Bank A	ccount Bala	ince		Difference	
	0	3,847.82			1	4,900.00			4,70	0.57		6,351.61
🕐 🗘 🖗 🖂 Ready										1		

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										

• 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.



Unpost the transaction. There are 2 ways to unpost a bank transaction.
 a. On Bank Transactions screen, click Unpost toolbar button.

🇊 Bank	Transad	tions										× 🗆 🗙
	P	Q	0	5	5		ß					
New	Save	Search	Delete		Unpost	Recap	Close					

tions						
Search Delete Undo Unpost Recap C						
08 Balance: 8	97.000000 Ourrency: USD	Record No:	BTRN_11		Amount	
Deliance. 0	currency. Obb	Necola No.	DINGTI		10.00	
06/17/2015 Type Bank Tra	ansaction	Credit:	1	0.000000	10.00	
service charges by the bank		Location:			50.00	
					50.00	
-ilter:					100.00	
t Description		Del	bit	Credit	1,100.00	
99 PENALTIES - PETROLEUM -Ad	min	1	0.00	0.00	10.00	
o Transaction						
F	Search Delete Undo Ungost Recap C 08 Balance 8 06/17/2015 Type Bank Tra service charges by the bank Filter: X C the Description 99 ENALTIES - PETROLEUM -Ad p Transaction	Image: Search Delete Undo Unpoot Image: Search Delete Undo Unpoot Image: Search Delete Undo Unpoot 06 Balance 697.000000 Ourrency: USD 06/17/2015 Type Bank Transaction gervice charges by the bank Elter: Image: Search Delete Undo th Description 9 MALTIES - PETROLEUM - Admin Image: Search Delete Undo p Transaction	close 08 Balance 897.000000 Currency: USD Record No: 06/17/2015 Type Bank Transaction Credit: gervice charges by the bank Location: Filter: Image: Colspan="2">Close 08 Balance 897.000000 Currency: USD Record No: 06/17/2015 Type Bank Transaction Credit: gervice charges by the bank Location: Image: Colspan="2">Image: Colspan="2">Close 08 Balance 897.000000 Currency: USD Record No: 06/17/2015 Type Bank Transaction Credit: Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" 06 Description Description Description 9 Colspan="2">Colspan="2" 0 Colspan="2" Colspan="2"	close 08 Balance 897.000000 Currency: USD Record No: BTRN-11 06/17/2015 Type Bank Transaction Credit: 10 pervice charges by the bank Location: Intervention Intervention tt Destription Debit 99 ENALITES - PETROLEUM - Admin 10.00 p Transaction Undervention Intervention Intervention	Close 08 Balance 897.000000 Currency: USD Record No: BTN-11 06/17/2015 Type Bank Transaction Credit: 10.000000 pervice charges by the bank Location: Image: Credit ima	Close Amount 08 Balance 897.00000 Currency: USD Record No: BTN-11 10.00 06/17/2015 Type Bank Transaction Credit: 10.000000 10.00 pervice charges by the bank Location: 50.00 50.00 filter: Image: Credit 10.00 100.00 t Despiption Debit Credit 9 LRALTIES - PETROLEUM - Admin 10.00 0.00 p Transaction U 10.00

G Bank Transac	tions						
New Save	Search Delete	Undo Post Re	cap Close				
Bank Account:	08	✓ Balance:	907.000000 Currenc	y: USD 🛩	Record No:	BTRN-11	
Date:	06/17/2015	Type:	Bank Transaction	*	Credit:		10.000000
Description:	service charges b	y the bank			Location:		*
C Remove F	ilter:	×Q					
GL Account		Description			De	bit	Credit
85300-909	19	PENALTIES - PETRO	DLEUM -Admin		1	10.00	0.00
Select a G	LAccount					0.00	0.00
				Total:	1	.0.00	0.00
🕜 😟 🏆 Rea	ady 🖌				Id d 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.

0	GL Account De	tail								*	
-	rint Search	J Fransaction Detail	Journal Clos	1 10							
A	count ID: 🔺	10122-1002		Description:	Sample Cash Account	A-Warsaw Grain		Date Range:			~
A	count Group	Cash Accounts		Opening Balance:	0.000000	From Date:	12/31/1899 🛅	To Date:	12/31/2099		
	🔍 View 🛃 L	ayout + 🍞 🖪	te Records (F3)								
	Date	Source System	n Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Recon	d
1	06/16/2015	MCHK	AICH-437	MCHK-2	Sample Cash Account A	0.0	0 10.00	0.0000	0.0000		
	06/10/2015	MCHK	BATCH-438	MCHK-3	Sample Cash Account A	0.0	0 20.00	0.0000	0.0000		- 11
	06/16/2015	MCHK	BATCH-439	MCHK-4	Sample Cash Account A	0.0	0 30.00	0.0000	0.0000		_
	06/16/2015	MCHK	BATCH-440	MCHK-5	Sample Cash Account A	0.0	0 40.00	0.0000	0.0000		
	0/16/2015	BDEP	BATCH-442	BDEP-2	Sample Cash Account A	1,000.0	0.00	0.0000	0.0000		
	6/16/2015	BDEP	BATCH-436	BDEP-2	Sample Cash Account A	1,000.0	0 0.00	0.0000	0.0000	\checkmark	
	06/16/2015	BDEP	BATCA-436	BDEP-2	Sample Cash Account A	0.0	0 1,000.00	0.0000	0.0000	\checkmark	
1	06/16/2015	BDEP	BATCH 443	BDEP-3	Sample Cash Account A	1,500.0	0.00	0.0000	0.0000	V	
	06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A	0.0	0 1,500.00	0.0000	0.0000	V	
	06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A	0.0	0 10.00	0.0000	0.0000		
ľ	06/17/2015	BTRN	BATCH-4-8	BTRN-11	Sample Cash Account A	10.0	0.00	0.0000	0.0000	1	
	06/17/2015	BTRN	BATCH-44	BTRN-12	Sample Cash Account A	7.0	0.00	0.0000	0.0000		v
		GL Trans	action Detail							* • ×	
							bank transaction	's nosted entri	05		
					_)00
6	😟 🖓 🛛 Read	Close					bank transaction	's unposted en	tries		N
		Q View	🏪 Layout 🔹 🂡	Filter Records (F3)							P
		Date	Batch Nur	mber Account ID	Descriptio	n	Record	No	Debit	Credit	
		06/17/	2015 BATCH-4-	48 85300-9099	PENALTIE	S - PETROLEUM -Ad	dmin BTRN-1	11	10.00	0.00	
		06/17/	2015 BATCH-4	48 85300-9099	PENALTIE	5 - PETROLEUM -Ad	dmin BTRN-1	11	0.00	10.00	
		06/17/	2015 BATCH-4-	48 10122-1002	Sample Ca	ash Account A-War	saw Grain BTRN-1	11	0.00	10.00	
		06/17/	2015 BATCH-4	48 10122-1002	Sample Ca	ash Account A-War	saw Grain BTRN-1	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.

		0	Bank Transac	tions					* • ×	
		iii N	o 🔐	Search Delete	🖍 🔽 🛅 🚺 Indo Post Recap Close					
		Ba	nk Account:	08	✓ Balance: 907.	000000 Currency	r: USD 🝸 Record N	o: BTRN-11		
		Da	te:	06/17/2015	Type: Bank Trans	ction	Credit:		10.000000	
		D	orriotion	ensies charace hu	the bank		Locations		~	
			scription	service charges by	cie balik		Locadon.		-	
			Remove	ilter:	×q					
		E	GL Account		Description			Debit	Credit	
		E	85300-905	9	PENALTIES - PETROLEUM -Admin			10.00	0.00	
G	Account De	tail								80
enie enie	t Search	Transaction Detail	Journal	Close	sample Cash Arcour	t A.Warsaw Grain		Date Ranner		
	iunit 10:	10122-1002		Description	sample cash Accour	ICA-warsaw Gram		Date Kange:		
00	iunt Group:	Cash Accounts		Opening B	alance: 0.0000	00 From Date:	12/31/1899	To Date:	12/31/2099	
2	View 🏪 I	ayout 🔹 🍸 🖻	er Records (F							
	Date	Source System	Batch Numb	er Record No	Transaction Description	Debi	t Credit	Debit Units	Credit Units	Audit Record
2	06/16/2015	MCHK	BATCH-438	MCHK-3	Sample Cash Account A		00 20.00	0.0000	0.0000	
ñ	06/16/2015	MCHK	BATCH-439	MCHK-4	Sample Cash Account A	. 0.	00 30.00	0.0000	0.0000	10
1	06/16/2015	МСНК	BATCH-440	MCHK-5	Sample Cash Account A.	. 0.	40.00	0.0000	0.0000	17
	06/16/2015	BDEP	BATCH-442	BDEP-2	Sample Cash Account A.	. 1,000.	00.00	0.0000	0.0000	
5	06/16/2015	BOEP	BATCH-436	BDEP-2	Sample Cash Account A.	. 1,000.	00.00	0.0000	0.0000	V
٦	06/16/2015	BOEP	BATCH-436	BDEP-2	Sample Cash Account A.	. 0.	00 1,000.00	0.0000	0.0000	v
٦	06/16/2015	BOEP	BATCH-443	BDEP-3	Sample Cash Account A.	. 1,500.	00.00	0.0000	0.0000	V
٦	06/16/2015	BOEP	BATCH-443	BDEP-3	Sample Cash Account A.	. 0.	00 1,500.00	0.0000	0.0000	V
1	06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A.	. 0.	00 10.00	0.0000	0.0000	V
۵	06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A.	. 10.	00.00	0.0000	0.0000	V
	06/17/2015	BTRN	BATCH-449	BTRN-12	Sample Cash Account A.	. 7.	00.00	0.0000	0.0000	
										•
I										
1						1,007.	00 100.00	0.0000	0.0000	
						1,007.	00 100.00	0.0000 Ending	0.0000 Balance:	907.0000

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	3	
	🔍 🔂 🌮 🕷 😪 📓 📑 ᇕ	*
New Save Se	Search Delete Undo Bank MICR Check Audit Reconciliation Registe	r Close
Details Origin	1	
Bank Name:	ABC Bank 🖌 GL Accounts	
Account No:	1500326210C Currency: USD V GL Account:	10122-1002
Balance:	907.000000 Active:	

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. **Balanc** e field matches that of the unposted Bank Transaction > Balance field.

Bank Account Register Image: Control of the second secon											
Print Reconciliation Close											
Bank Account	: 08		Y Bank Name:	ABC Ban	nk				Balan	ce:	907.000000
Filter:									_		
Check Date	Number	Record No	Payee or	Payor	Payment	Deposit	Balance	Cl	Clear Date	Transaction Type	Memo
06/16/2015		BDEP-2				1,000.00	1,000.00			Bank Deposit	initial dep
06/16/2015	1000001	MCHK-2			10.00		990.00			Misc Checks	
06/16/2015	1000002	MCHK-3			20.00		970.00			Misc Checks	
06/16/2015	1000003	MCHK-4			30.00		940.00			Misc Checks	
06/16/2015	10000004	MCHK-5			40.00		900.00			Misc Checks	
06/17/2015		BTRN-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 Neconcination	
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 Y 06/17/2015 C ABC Bank	907.000000 0.000000
4 Payments and Debits	2 Deposits and Credits
🕼 Clear All 🔲 Clear None 🔕 Add 📇 Layout 🕶 🍸 Filter Records (F3)	🕼 Clear All 📃 Clear None 🔕 Add 📇 Layout 🕶 🍸 Filter Records (F3)
Clear Date Number Payee Transaction Type Payment	Clear Date Number Payor Transaction Type Deposit
Q 🔲 06/16/2015 10000001 Misc Checks 10.0	10 🔍 🗐 06/16/2015 initial deposit Bank Deposit 1,000.00
C 06/16/2015 10000002 Misc Checks 20.0	0 🔍 🗐 06/17/2015 interest gained Bank Transaction 7.00
C 06/16/2015 10000003 Misc Checks 30.0	0
C 06/16/2015 10000004 Misc Checks 40.0	0
0 Payments Cleared: 0.00000	0 Deposits Cleared: 0.000000
Prior Reconciliation Ending Balance - Cleared Payments + Cleared	ed Deposits = Ending Balance Per Reconciliation
0.000000 0.000000	0.000000 0.000000
Bank Statement Ending Balance - Uncleared Payments + Uncleared	ared Deposits - Bank Account Balance Difference
0.000000 100.000000	1,007.000000 0.000000 0.000000
🥝 🙋 🏆 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.



The Bank Transaction had been cleared.

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

	LUOIIS										≈ □
New Save	Search D	elete Undo	Unpost R	ecap	Close						
Bank Account:	08		Balance:		1,490.00	Currency:	USD	Record No:	BTRN-	7	
)ate:	06/02/20	14	Type:	Bank 1	Transaction			Credit:			10.0
escription:	service ch	arges by the	e bank					Location:			
😑 Delete 📗 Fi	ilter:		٩								
GL Account	t	Des	scription					De	ebit	c	Credit
906540-40)	PE	NALTIES AND FI	NES -CL/	ARA CITY			1	10.00		0.0
							Total:		10.00		0.0

Unpost the transaction. There are 2 ways to unpost a bank transaction.
 a. On Bank Transactions screen, click Unpost toolbar button.



	9		🔄 Bank	Transac	tions								
	Î		New	Save	Search	Delete	Undo	Unpost	Recap	Close			
			Bank A	count:	08		_	Balance	e:	1.49			
Recap	Trans	act	ion										
Unpost	Close												
Date:	06/02	/2	014	Descri	ption:	service (charges l	by the ba	nk				
Filter:					٩								

Bank Transac	cions		* 🗆 X
New Save	Search Delete Undo Post Recap Close		
Bank Account:	08 V Balance: 1,500.00 Currency: USD V Re	ecord No: BTRN-7	
Date:	06/02/2014 Type: Bank Transaction 🗸 Cr	edit:	10.00
Description:	service charges by the bank Lo	ocation:	*
😂 Delete 🛛 Fi	er: Q		
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
🕜 🤨 🏆 Rea	dy 🖌 🔢 14 - 4	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.

rint Search	ransaction Detail	Journal Close							
count Id: 106	5040-40	Description:	STATE BANK	-0	LARA CITY	Date Range:	All Dates	~	
count Goup:	Cash Accounts	Opening Balance:	0.00	From Date:	01/01/1900 🖪	To Date:	01/01/2100		
Details 💡	Filter Records (F3)							
Date	Batch Number	Record No	Debit	Credit	Debit Units	Credit Unit	s Unposted	UOM	
05/28/2014	BATCH-157	BDEP-6	1,500.00	0.00	0.000	0.0	00 🔽		
05/28/2014	BATCH-157	BDEP-6	0.00	1,500.00	0.000	0.0	00		
05/28/2014	BATCH-159	BDEP-6	1,500.00	0.00	0.000	0.0	00		
06/02/2014	BATCH-160	BTRN-7	0.00	10.00	0.000	0.0	00 🔽		
06/02/2014	BATCH-160	BTRN-7	10.00	0.00	0.000	0.0	00 🔽		
GL Transaction	BATCH-160 Detail	BTRN-7	10.00	0.00	0.000	0.0	00 👿	*	×
GL Transaction	BATCH-160 Detail	STRN-7	10.00	0.00	0.000 Becord	0.0	00 👿	(A) (Credit	×
GL Transaction	BATCH-160 Detail) Account Id 100-04-40	10.00 Description	0.00	0.000 Record	0.0	00 V	Credit 10.00	×
O6/02/2014 GL Transaction GL Transaction Details Of/02/2014 O6/02/2014 O6/02/2014 O6/02/2014	BATCH-160 Detail Filter Records (F3 Batch Number BATCH-160 BATCH-160	STRN-7 Account Id 10649-40 905540-40	10.00 Description	0.00	0.000 Record BTRN-3 BTRN-3	0.0	00 V	Credit 10.00	X bank transaction's posted en
	BATCH-160 Detail Filter Records (F3 Batch Number BATCH-160 BATCH-160 BATCH-160	5TRN-7	10.00 Description	0.00	0.000 Record BTRN-1 BTRN-1 BTRN-1	0.0	00 V	Credit 10.00 0.00	Dank transaction's posted en

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 Tra	ansactions														
	New Sa	ave Search	Delete	Vindo	Post	Recap	Close									
	Bank Accou	unt: 08		~	Balan	ce:	1,50	0.00 Curre	ncy:	USD 💌	Record	No: BT	rn-7			
	Date:	06/02	/2014		Туре	: Ba	nk Transacti	on		~	Credit:				10.00	
	Description	: service	e charges l	by the b	ank						Locatio	n:			~	
		Filter:			Q											
	GL Acc	count		Descri	otion							Debit		(Credit	
	90654	10-40		PENAL	TIES ANI	D FINES	-CLARA CITY					10.0	0		0.00	
	Select	a GL Accoun	t									0.0	0		0.00	
GL Acco	ount Detail															* 🗆 X
Print Se	aarch Tranca	etion Detail	lournal	Close												
Phile Se		cuorr Detail	Journal	Ciuse		-										
Account I	d: 106040-4	40		Descrip	tion:	5	TATE BANK		-(LAKA CIT	Y	Date Ra	nge:	All Dat	tes	×
Account 0	Group: Cash	Accounts		Openin	g Balan	ce: 0	.00	From D	ate:	01/01/19	900 🕒	To Date	:	01/01	/2100	
Q Details	s 💡 Filter I	Records (F3	6)													
Date	Bat	tch Number	Recor	rd No			Debit	Cre	dit	Deb	it Units	Cre	dit Units	•	Unposted	UOM
05/2	8/2014 BAT	TCH-157	BDEP-	-6			1,500.00	1.50	0.00		0.000		0.0	00	V	
05/20	8/2014 BA	TCH-157	BDEP	-0 -6			1.500.00	1,50	0.00		0.000		0.0	00		
06/03	2/2014 BAT	TCH-160	BTRN	-7			0.00	1	0.00		0.000		0.0	00	V	
06/03	2/2014 BAT	TCH-160	BTRN	-7			10.00		0.00		0.000		0.0	00	V	
							3,010.00	1,51	0.00		0.00		0.0	00		,
								-4-				Endir	ng Balar	nce:	1,500.00	_
0 6 0	Ready												Page	1	of 1	
T	recoury												. uge	- C*	511	

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.

Balik Accounts										
New Save S	arch Delete Undo Bank MICR Check Audit Reco	ndiation Register Close								
Details Origin	Details Origin									
Bank Name:	ABC Bank 👻	GL Accounts								
Account No:	1500326210C Currency: USD 🛩	GL Account: 106040-40								
Balance:	1,500.00 Active: 🔽									
Contact:	James Brown	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. Balanc e field matches that of the unposted Bank Transaction > Balance field.

Bank Accou	int Register										
Print Detail	Reconciliation	Close									
Bank Account	: 08		Y Bank Name:	ABC Ba	nk				Balan	ce:	1,500.00
Filter:		Q									
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			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 Reconcilacion						
Reconcile Print Search Clear Range	port View Close					
Details Attachments						
Bank Account Statement Date	Bank Name		G/L Account	G/L Balance	Bank & G/L Balance Diff	erence
08 V 06/02/2014 AE	BC Bank		106040-40	1,500.0	10	0.00
0 Payments and Debits			1 Deposits and Credits			
Clear All Clear None Add Filter	ar: X		Clear All Clear None O A	dd Filter:	×	
Clear Date Number	Payee Transaction Type	Payment	Clear Date Number	Payor	Transaction Type [eposit
			Q 05/28/2014	Company	Bank Deposit	1,500.00
	0 Payments Cleared:	0.00		0 Deposits Cleared	i:	0.00
Prior Reconciliation Ending Balance -	Cleared Payments +	Cleared	i Deposits = Ending Ba	lance Per Reconcilation		
0.00	0.00		0.00	0.00		
Bank Statement Ending Balance -	Uncleared Payments +	Uncleare	d Deposits - Bank	k Account Balance =	Difference	
0.00	0.00		1,500.00	1,500.00		0.00
🕜 😳 🏆 Ready						