

How to Post Bank Transfer

Posting a transaction means recording the transaction to GL Account Details. This also locks up the transaction from being changed.

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

- There is no Fiscal Year created for the date you are trying to post the transaction.
- You have closed your periods in the Fiscal Year screen for the date you are trying to post the transaction .
- The transaction you are to post 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 following will guide you on how to post a bank transfer.

1. Open the bank transfer you want to post.

Bank Transfer -

New Save Search Delete Undo Post Post Preview Recurring Close

Details Audit Log (0)

Date 7/13/2017 Type Bank Transfer Record No Created on Save

Amount 85.00000 Description Recur ☐

Transfer From

Bank Account 10230713

GL Account 14140-0000-000

Reference test a

Transfer To

Bank Account 1111

GL Account 10013-0000-000

Reference test b

? Edited Page 1 of 1

2. Post the transaction. There are 2 ways to post a bank deposit.

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

Bank Transfer -

New Save Search Delete Undo **Post** Post Preview Recurring Close

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

Bank Transfer - BTFR-5

New Save Search Delete Undo Post **Post Preview** Recurring Close

Details Audit Log (0)

Date 7/13/2017 Type Bank Transfer Record No BTFR-5

Amount 85.00000 Description Recur ☐

Post Preview Transaction

Post Close

Details

Date 7/13/2017 Description Currency USD Rate 0.00

Filter

	Batch ID	Record No.	Account ID	Description	Account Group	Debit
1	BATCH-3437	BTFR-5	14140-0000-000		Asset	0.0
2	BATCH-3437	BTFR-5	10013-0000-000		Asset	85.0

? Ready

- The bank transfer is posted. These changes are then automatically applied to the bank deposit.

Bank Transfer - BTFR-5

New Save Search Delete Undo Unpost **Unpost Preview** Recurring Close

Details Audit Log (2)

Date: 7/13/2017 Type: Bank Transfer Record No: BTFR-5

Amount: 85.00000 Description: Recur: ☐

Transfer From

Bank Account: 10230713
GL Account: 14140-0000-000
Reference: test a

Transfer To

Bank Account: 1111
GL Account: 10013-0000-000
Reference: test b

Posted Page 1 of 1

- Posted is shown at the left part of the Status bar.
 - The previously Posted toolbar button is now labeled as Unpost.
 - The entire screen is disabled preventing the user from changing anything to the posted transaction.
- The bank transfer is then recorded to the following areas in i21.

- In the **GL Account Detail**. You may open any account used from the bank transfer - can be the transfer from or transfer to account, then select the bank transfer 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 bank transfer are shown.

GL Account Detail - 14140-0000-000

Print Search Transaction Detail Journal Report Close

Details

Account Id: 14140-0000-000 Description: Cash Test-Home office-Admin Currency: USD Date Range: 7/1/2017 To 7/31/2017

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

Q Open View Filter (F3)

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
<input type="checkbox"/> 7/13/2017	BDEP	BATCH-3433	BDEP-39	Irelyadmin		0.00	6,500.00	0.00	
<input type="checkbox"/> 7/13/2017	BTRN	BATCH-3434	BTRN-34	Irelyadmin		6,500.00	0.00	650.00	
<input type="checkbox"/> 7/13/2017	BTRN	BATCH-3435	BTRN-35	Irelyadmin		5,850.00	850.00	0.00	
<input checked="" type="checkbox"/> 7/13/2017	BTFR	BATCH-3437	BTFR-5	Irelyadmin		6,700.00	0.00	85.00	

GL Transaction Detail

Close

Details

Q Open View Filter (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit Units
<input type="checkbox"/> 7/13/2017	BATCH-3437	14140-0000-000	Cash Test-Home office-Admin	BTFR-5	0.00	85.00	0.0000
<input type="checkbox"/> 7/13/2017	BATCH-3437	10013-0000-000	Cash on hand-Home office-Admin	BTFR-5	85.00	0.00	0.0000

Ready Page 1 of 1

- The Bank Accounts Ending Balance of the account selected in the Transfer From will show the same balance as that of other banking screens like Bank Account, Bank Account Register and Bank Reconciliation.

GL Account Detail - 14140-0000-000

Print Search Transaction Detail Journal Report Close

Details

Account Id: 14140-0000-000 Description: Cash Test-Home office-Admin Currency: USD Date Range: 7/1/2017 To 7/31/2017

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

Q Open View Filter (F3)

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
<input type="checkbox"/> 7/13/2017	BDEP	BATCH-3433	BDEP-39	Irelyadmin		0.00	6,500.00	0.00	
<input type="checkbox"/> 7/13/2017	BTRN	BATCH-3434	BTRN-34	Irelyadmin		6,500.00	0.00	650.00	
<input type="checkbox"/> 7/13/2017	BTRN	BATCH-3435	BTRN-35	Irelyadmin		5,850.00	850.00	0.00	
<input checked="" type="checkbox"/> 7/13/2017	BTFR	BATCH-3437	BTFR-5	Irelyadmin		6,700.00	0.00	85.00	

7,350.00 735.00

Ending Balance: 6,615.00

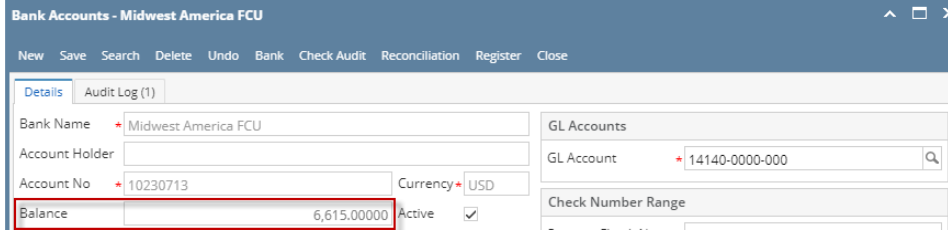
Budget: 0.00

Variance: 6,615.00

Budget Code:

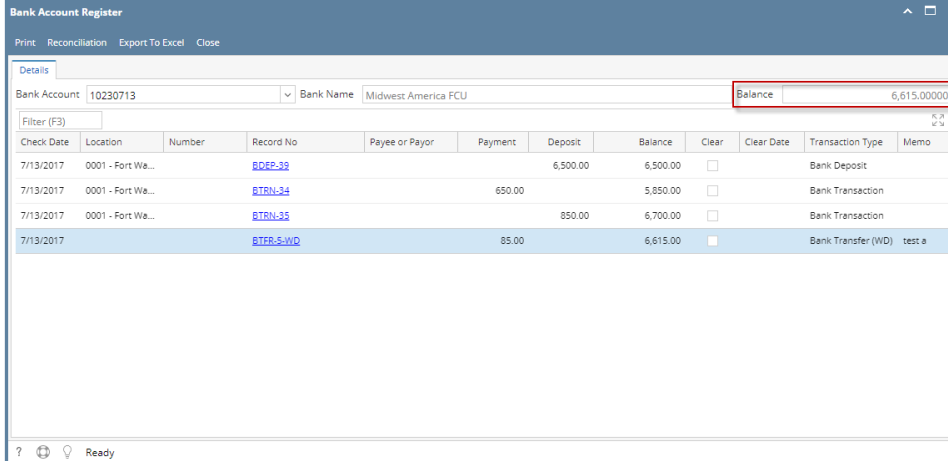
Ready Page 1 of 1

- i. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the Bank transfer.



The screenshot shows the 'Bank Accounts' window for 'Midwest America FCU'. The 'Details' tab is active. The 'Balance' field is highlighted with a red box and contains the value 6,615.00000. Other fields include 'Bank Name' (Midwest America FCU), 'Account Holder', 'Account No' (10230713), 'Currency' (USD), 'GL Account' (14140-0000-000), and 'Check Number Range'.

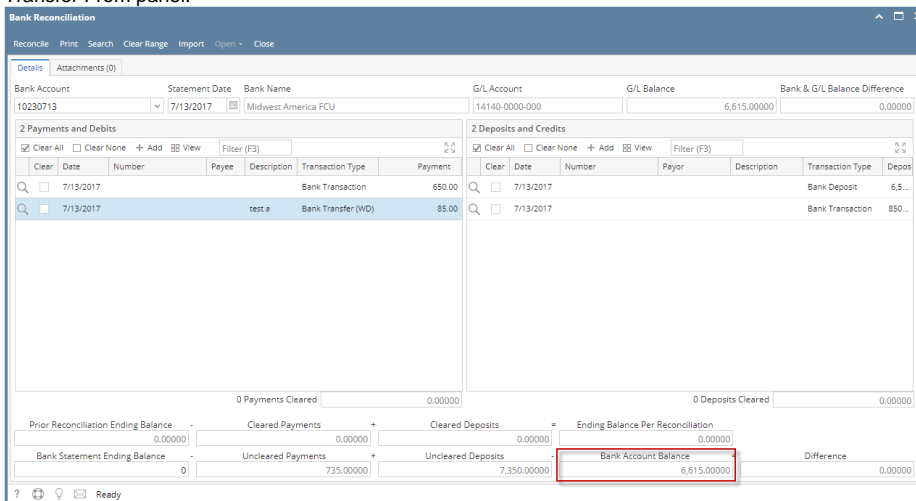
- ii. **Bank Transfer** is recorded in the **Bank Account Register** for the Bank Account used in the Transfer From panel.



The screenshot shows the 'Bank Account Register' window for 'Midwest America FCU'. The 'Details' tab is active. The 'Balance' field is highlighted with a red box and contains the value 6,615.00000. The table below shows transactions:

Check Date	Location	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
7/13/2017	0001 - Fort Wa...		BDEP-32			6,500.00	6,500.00	<input type="checkbox"/>		Bank Deposit	
7/13/2017	0001 - Fort Wa...		BTRN-34		650.00		5,850.00	<input type="checkbox"/>		Bank Transaction	
7/13/2017	0001 - Fort Wa...		BTRN-35			850.00	6,700.00	<input type="checkbox"/>		Bank Transaction	
7/13/2017			BTRF-S-WD		85.00		6,615.00	<input type="checkbox"/>		Bank Transfer (WD)	test a

- iii. **Bank Transfer** is recorded in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used in the Transfer From panel.



The screenshot shows the 'Bank Reconciliation' window for 'Midwest America FCU'. The 'Details' tab is active. The 'Bank Account' is 10230713, 'Statement Date' is 7/13/2017, and 'Bank Name' is Midwest America FCU. The 'G/L Account' is 14140-0000-000, 'G/L Balance' is 6,615.00000, and 'Bank & G/L Balance Difference' is 0.00000. The '2 Payments and Debits' panel shows a 'Bank Transfer (WD)' transaction for 85.00. The '2 Deposits and Credits' panel is empty. The 'Ending Balance Per Reconciliation' is 6,615.00000, which is highlighted with a red box.

- c. The Bank Accounts Ending Balance of the account selected in the Transfer To will show the same balance as that of other banking screens like Bank Account, Bank Account Register and Bank Reconciliation.

GL Account Detail - 10013-0000-000

Print Search Transaction Detail Journal Report Close

Details

Account Id: 10013-0000-000 Description: Cash on hand-Home office-Admin Currency: USD Date Range: []

Account Group: Asset Opening Balance: -50.00 From Date: 7/1/2017 To Date: 7/31/2017

Q Open View Filter (F3)

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
7/13/2017	BDEP	BATCH-3436	BDEP-40	irelyadmin		-50.00	4,500.00	0.00	
7/13/2017	BTFR	BATCH-3437	BTFR-S	irelyadmin		4,450.00	85.00	0.00	

4,585.00 0.00

Ending Balance: 4,535.00

Budget: 0.00

Variance: 4,535.00

Budget Code: []

Ready Page 1 of 1

- i. Bank Accounts screen > Balance field for the selected bank account will be updated with the Bank transfer.

Bank Accounts - Fifth Third

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Audit Log (2)

Bank Name: Fifth Third

Account Holder: iRely

Account No: 1111 Currency: USD

Balance: 4,535.00000 Active []

GL Accounts

GL Account: 10013-0000-000

Check Number Range: []

- ii. Bank Transfer is recorded in the Bank Account Register for the Bank Account used in the Transfer To panel.

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 1111 Bank Name: Fifth Third Balance: 4,535.00000

Filter (F3)

Check Date	Location	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
12/31/2019	0001 - Fort Wa...		BDEP-12			50.00	4,535.00	[]	12/31/2019	Bank Deposit	Opening...
12/31/2019	0001 - Fort Wa...		BDEP-13			100.00	4,535.00	[]		Bank Deposit	Outstan...
3/28/2017	0001 - Fort Wa...		BWD-2		50.00		-50.00	[]		Bank Withdrawal	1122334...
7/13/2017	0001 - Fort Wa...		BDEP-40			4,500.00	4,450.00	[]		Bank Deposit	
7/13/2017			BTFR-S-DEP			85.00	4,535.00	[]		Bank Transfer (D...	test b

Ready

- iii. Bank Transfer is recorded in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used in the **Transfer To** panel.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 1111 Statement Date: 7/13/2017 Bank Name: Fifth Third GL Account: 10013-0000-000 G/L Balance: 4,535.00000 Bank & G/L Balance Difference: 0.00000

1 Payments and Debits

Clear All Clear None Add View Filter (F3)

Clear	Date	Number	Payee	Description	Transaction Type	Payme
<input type="checkbox"/>	3/28/2017			112239444 Bank Withdrawal		50.00

0 Payments Cleared 0.00000

2 Deposits and Credits

Clear All Clear None Add View Filter (F3)

Clear	Date	Number	Payor	Description	Transaction Type	Deposit
<input type="checkbox"/>	7/13/2017			test b	Bank Transfer (DEP)	85.00
<input type="checkbox"/>	7/13/2017				Bank Deposit	4,500.00

0 Deposits Cleared 0.00000

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

Bank Statements Ending Balance: 0 Uncleared Payments: 50.00000 Uncleared Deposits: 4,585.00000 Bank Account Balance: 4,535.00000 Difference: 0.00000

? Ready

Posting a transaction means recording the transaction to GL Account Details. This also locks up the transaction from being changed.

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

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

Entity - IRELY ADMIN

New Save Search Refresh Delete Undo Additional Archived Reports API Key

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

Detail User Roles External Module Registered Computers

Username: irelyadmin Add Photo

Title:

Contact Method:

Department:

User Options

Maximum Number of Origin Screens Allowed 3

☒ Allow User to only Post Transactions they created

The following will guide you on how to post a bank transfer.

1. Open the bank transfer you want to post.

Bank Transfer - BTFR-9

New Save Search Delete Undo Post Recap Close

Details Audit Log (1)

Date: 05/03/2016 Type: Bank Transfer Record No: BTFR-9

Amount: 115.00 Description: transfer 115

Transfer From		Transfer To	
Bank Account:	22336655	Bank Account:	113322
GL Account:	10001-0002-000	GL Account:	10001-0001-000
Reference:	1	Reference:	2

Ready Page 1 of 1

2. Post the transaction. There are 2 ways to post a bank deposit.

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

Bank Transfer - BTFR-9

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

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

Bank Transfer - BTFR-9

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

Details Audit Log (1)

Date: 05/03/2016 Description: transfer 115 Currency: USD Rate: 0.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Gr
1 BATCH-556	BTFR-9	10001-0002-000	Wells Fargo - Payroll	Asset
2 BATCH-556	BTFR-9	10001-0001-000	Wells Fargo - Payroll	Asset

Ready

3. The bank transfer is posted. These changes are then automatically applied to the bank deposit.

Bank Transfer - BTFR-9

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

Details Audit Log (2)

Date: 05/03/2016 Type: Bank Transfer Record No: BTFR-9

Amount: 115.00 Description: transfer 115

Transfer From		Transfer To	
Bank Account:	22336655	Bank Account:	113322
GL Account:	10001-0002-000	GL Account:	10001-0001-000
Reference:	1	Reference:	2

Posted Page 1 of 1

- a. **Posted** is shown at the left part of the **Status bar**.
- b. The previously **Posted toolbar button** is now labeled as **Unpost**.
- c. The entire screen is disabled preventing the user from changing anything to the posted transaction.

4. The bank transfer is then recorded to the following areas in i21.

- a. In the **GL Account Detail**. You may open any account used from the bank transfer - can be the transfer from or transfer to account, then select the bank transfer 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 bank transfer are shown.

The image shows two screenshots from a software application. The top screenshot is the 'GL Account Detail - 10001-0002-000' window. It has a menu bar with 'Print', 'Search', 'Transaction Detail' (highlighted with a red box), 'Journal', 'Export', and 'Close'. Below the menu is a 'Details' section with fields for 'Account Id' (10001-0002-000), 'Description' (Wells Fargo - Payroll), 'Date Range' (05/01/2016 to 05/31/2016), 'Account Group' (Asset), and 'Opening Balance' (0.00). A table below shows transaction records. The first record is selected with a checkbox: 05/03/2016, BTFR, BATCH-556, BTFR-9, Wells Fargo - Payroll, 0.00, 115.00, 0.0000, 0.0000. The bottom screenshot is the 'GL Transaction Detail' window, showing a table with columns: Date, Batch Number, Account ID, Description, Record No, Debit, Credit, Debit Units, Credit Units. It lists two transactions for 05/03/2016, both from BATCH-556, one to account 10001-0002-000 and one from account 10001-0001-000, both for Wells Fargo - Payroll.

- b. The Bank Accounts Ending Balance of the account selected in the Transfer From will show the same balance as that of other banking screens like Bank Account, Bank Account Register and Bank Reconciliation.

This screenshot shows the 'GL Account Detail - 10001-0002-000' window. The 'Transaction Detail' menu item is selected. The table shows the same transaction as in the previous screenshot. At the bottom right, the 'Ending Balance' is displayed as -115.00, which is highlighted with a red box.

- i. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the Bank transfer.

This screenshot shows the 'Bank Accounts - ABC Bank' window. It has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Bank', 'MICR', 'Check Audit', 'Reconciliation', 'Register', and 'Close'. The 'Details' section shows 'Bank Name' (ABC Bank), 'Account No' (22336655), 'Currency' (USD), and 'Balance' (-115.00, highlighted with a red box). The 'GL Accounts' section shows 'GL Account' (10001-0002-000).

- ii. Bank Transfer is recorded in the **Bank Account Register** for the Bank Account used in the Transfer From panel.

This screenshot shows the 'Bank Account Register' window. It has a menu bar with 'Print', 'Reconciliation', 'Export To Excel', and 'Close'. The 'Details' section shows 'Bank Account' (22336655) and 'Bank Name' (ABC Bank). The 'Balance' field shows -115.00, highlighted with a red box. Below is a table with columns: Check Date, Number, Record No, Payee or Payor, Payment, Deposit, Balance, Clear, Clear Date, Transaction Type, Memo. The first record is for 05/03/2016, with Record No BTFR-9-WQ, Payment 115.00, Balance -115.00, and Transaction Type Bank Transfer (WD).

- iii. Bank Transfer is recorded in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used in the Transfer From panel.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 22336655 Statement Date: 05/03/2016 Bank Name: ABC Bank G/L Account: 10001-0002-000 G/L Balance: -115.00 Bank & G/L Balance Difference: 0.00

1 Payments and Debits

Clear All Clear None Add Layout Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	05/03/2016	1		Bank Transfer (W...	115.00

0 Payments Cleared: 0.00

0 Deposits and Credits

Clear All Clear None Add Layout Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
-------	------	--------	-------	------------------	---------

0 Deposits Cleared: 0.00

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

Bank Statement Ending Balance: 0.00 Uncleared Payments: 115.00 Uncleared Deposits: 0.00 Bank Account Balance: -115.00 Difference: 0.00

- c. The Bank Accounts Ending Balance of the account selected in the Transfer To will show the same balance as that of other banking screens like Bank Account, Bank Account Register and Bank Reconciliation.

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: 05/01/2016 To 05/31/2016

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

Open Layout Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
05/02/2016	BTRN	BATCH-551	BTRN-35	Wells Fargo - Payroll	0.00	200.00	0.0000	0.0000
05/02/2016	BTRN	BATCH-553	BTRN-35	Wells Fargo - Payroll	200.00	0.00	0.0000	0.0000
05/02/2016	BTRN	BATCH-553	BTRN-35	Wells Fargo - Payroll	0.00	200.00	0.0000	0.0000
05/03/2016	BTFR	BATCH-556	BTFR-9	Wells Fargo - Payroll	115.00	0.00	0.0000	0.0000
					115.00	0.00	0.0000	0.0000

Ending Balance: 2,663.67

- i. Bank Accounts screen > Balance field for the selected bank account will be updated with the Bank transfer.

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: 2,663.67 Active: ☒

GL Accounts

GL Account: 10001-0001-000

- ii. Bank Transfer is recorded in the **Bank Account Register** for the Bank Account used in the Transfer To panel.

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 113322 Bank Name: Wells Fargo Indiana Balance: 2,663.67

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
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		BTRN-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 Far...	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 Far...	19.00		2,548.67	<input checked="" type="checkbox"/>	04/30/2016	Void Check	Void Tran...
05/03/2016		BTFR-9-DEP			115.00	2,663.67	<input type="checkbox"/>		Bank Transfer (DEP)	2

- iii. Bank Transfer is recorded in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used in the Transfer To panel.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 113322 Statement Date: 05/03/2016 Bank Name: Wells Fargo Indiana G/L Account: 10001-0001-000 G/L Balance: 2,663.67 Bank & G/L Balance Difference: 0.00

7 Payments and Debits

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	03/31/201...			Misc Checks	47.99
<input type="checkbox"/>	04/13/201...	00000003		Misc Checks	100.00
<input type="checkbox"/>	04/13/201...	00000005	Jacob B Costa	Paycheck	2,467.74
<input type="checkbox"/>	04/13/201...		Carolyn R Frahm	Paycheck	1,162.30
<input type="checkbox"/>	04/28/201...	00000004	Apple Spice Sal...	AP Payment	25.00
<input type="checkbox"/>	04/29/201...	00000006	payee 101	Misc Checks	55.00
<input type="checkbox"/>	04/29/201...	00000008	Northern Propa...	AP Payment	148.50

0 Payments Cleared: 0.00

4 Deposits and Credits

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	04/13/2016			Bank Deposit	1,515.20
<input type="checkbox"/>	04/29/2016			Bank Deposit	5,000.00
<input type="checkbox"/>	04/29/2016			Bank Transaction	50.00
<input checked="" type="checkbox"/>	05/03/2016	2		Bank Transfer (DEP)	115.00

0 Deposits Cleared: 0.00

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

Bank Statement Ending Balance: 0 Uncleared Payments: 4,006.53 Uncleared Deposits: 6,880.20 Bank Account Balance: 2,663.67 Difference: 10.00

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

Entity - IRELY ADMIN

New Save Search Refresh Delete Undo Additional Archived Reports API Key

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

Detail User Roles External Module Registered Computers

Username: irelyadmin Title: Contact Method: Department:

[Add Photo](#)

User Options

Maximum Number of Origin Screens Allowed: 3

☒ Allow User to only Post Transactions they created

The following will guide you on how to post a bank transfer.

1. Open the bank transfer you want to post.

Bank Transfer - BTFR-2

New Save Search Delete Undo Post Recap Close

Details

Date: 02/05/2016 Type: Bank Transfer Record No: BTFR-2

Amount: 100.00 Description: transfer 100

Transfer From

Bank Account: 68215422 GL Account: 10005-0000-000 Reference: 1

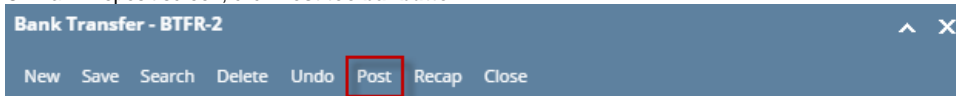
Transfer To

Bank Account: 253624539656 GL Account: 10004-0000-000 Reference: 2

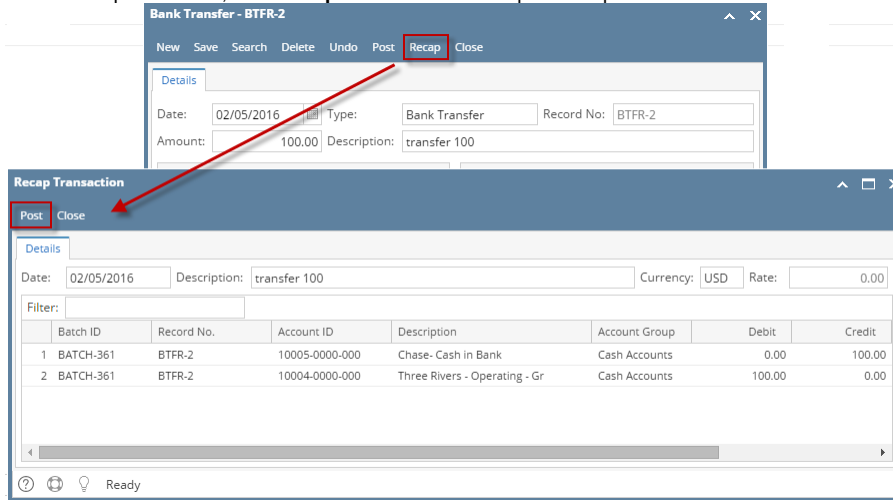
Page 1 of 1

2. Post the transaction. There are 2 ways to post a bank deposit.

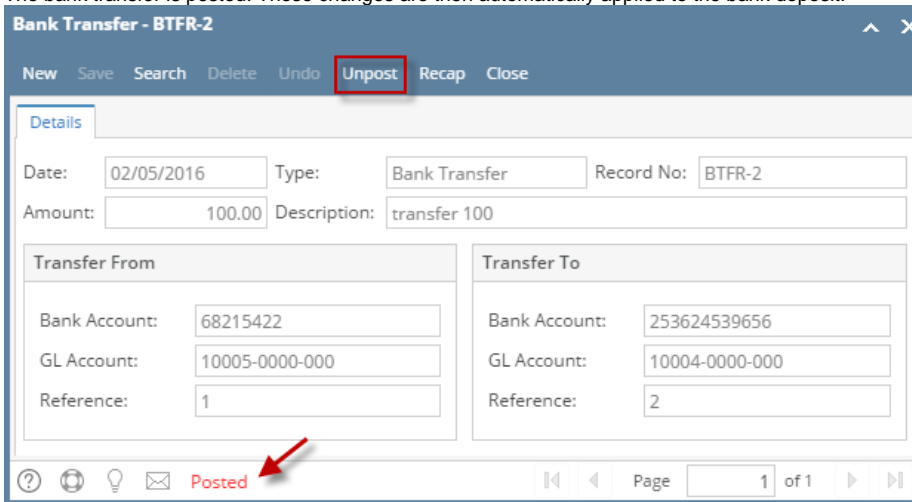
a. On Bank Deposit screen, click **Post toolbar button**.



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



3. The bank transfer is posted. These changes are then automatically applied to the bank deposit.



a. **Posted** is shown at the left part of the **Status bar**.

b. The previously **Posted toolbar button** is now labeled as **Unpost**.

c. The entire screen is disabled preventing the user from changing anything to the posted transaction.

4. The bank transfer is then recorded to the following areas in i21.

- a. In the **GL Account Detail**. You may open any account used from the bank transfer - can be the transfer from or transfer to account, then select the bank transfer 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 bank transfer are shown.

GL Account Detail - 10005-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10005-0000-000 Description: Chase- Cash in Bank Date Range:
 Account Group: Cash Accounts Opening Balance: -205.00 From Date: 02/01/2016 To Date: 02/29/2016

GL Transaction Detail

Details

Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
02/05/2016	BATCH-362	10005-0000-000	Chase- Cash in Bank	BTRF-2	0.00	100.00
02/05/2016	BATCH-362	10004-0000-000	Three Rivers - Operating - Gr	BTRF-2	100.00	0.00

Ending Balance: -2,030.00

- b. The Bank Accounts Ending Balance of the account selected in the Transfer From will show the same balance as that of other banking screens like Bank Account, Bank Account Register and Bank Reconciliation.

GL Account Detail - 10005-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10005-0000-000 Description: Chase- Cash in Bank Date Range:
 Account Group: Cash Accounts Opening Balance: -205.00 From Date: 02/01/2016 To Date: 02/29/2016

Filter Records (F3)

Date	Source Syst.	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
02/04/2016	BTRN	BATCH-351	BTRN-13	Chase- Cash in Bank	15,550.00	0.00	0.0000	0.0000	✓
02/04/2016	BTRN	BATCH-353	BTRN-13	Chase- Cash in Bank	0.00	16,825.00	0.0000	0.0000	✓
02/04/2016	BTRN	BATCH-353	BTRN-13	Chase- Cash in Bank	16,825.00	0.00	0.0000	0.0000	✓
02/04/2016	BTRN	BATCH-355	BTRN-13	Chase- Cash in Bank	0.00	16,725.00	0.0000	0.0000	✓
02/04/2016	BTRN	BATCH-355	BTRN-13	Chase- Cash in Bank	16,725.00	0.00	0.0000	0.0000	✓
02/04/2016	BTRN	BATCH-357	BTRN-13	Chase- Cash in Bank	0.00	16,725.00	0.0000	0.0000	✓
02/04/2016	BDEP	BATCH-358	BDEP-5	Chase- Cash in Bank	150.00	0.00	0.0000	0.0000	✓
02/04/2016	BDEP	BATCH-358	BDEP-5	Chase- Cash in Bank	0.00	150.00	0.0000	0.0000	✓
02/04/2016	BDEP	BATCH-360	BDEP-5	Chase- Cash in Bank	160.00	0.00	0.0000	0.0000	✓
02/04/2016	BDEP	BATCH-360	BDEP-5	Chase- Cash in Bank	0.00	160.00	0.0000	0.0000	✓
02/05/2016	BTRF	BATCH-362	BTRF-2	Chase- Cash in Bank	0.00	100.00	0.0000	0.0000	✓

Ending Balance: -2,030.00

- i. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the Bank transfer.

Bank Accounts - Chase Bank - Indiana

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

Details

Bank Name: Chase Bank - Indiana GL Accounts
 Account No: 68215422 Currency: USD GL Account: 10005-0000-000
 Balance: -2,030.00 Active: ✓

- ii. Bank Transfer is recorded in the **Bank Account Register** for the Bank Account used in the Transfer From panel.

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 68215422 Bank Name: Chase Bank - Indiana Balance: -2,030.00

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
11/12/2015		BTRN-1		100.00		-100.00			Bank Transaction	
12/18/2015		BTRN-2		100.00		-200.00			Bank Transaction	
01/04/2016		BTRN-3		5.00		-205.00			Bank Transaction	
02/04/2016		BDEP-4			15,000.00	14,795.00			Bank Deposit	
02/04/2016		BTRN-13		16,725.00		-1,930.00			Bank Transaction	
02/05/2016		BTRF-2-WD		100.00		-2,030.00			Bank Transfer (WD)	1

- iii. Bank Transfer is recorded in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used in the Transfer From panel.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments

Bank Account: 68215422 Statement Date: 02/05/2016 Bank Name: Chase Bank - Indiana G/L Account: Chase Bank - Indiana G/L Balance: -2,030.00 Bank & G/L Balance Difference: 0.00

5 Payments and Debits

Clear All Clear None Add Layout Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	11/12/2015			Bank Transaction	100.00
<input checked="" type="checkbox"/>	12/18/2015			Bank Transaction	100.00
<input checked="" type="checkbox"/>	01/04/2016			Bank Transaction	5.00
<input checked="" type="checkbox"/>	02/04/2016			Bank Transaction	16,725.00
<input checked="" type="checkbox"/>	02/05/2016	1		Bank Transfer (WD)	100.00

1 Payments Cleared: 100.00

1 Deposits and Credits

Clear All Clear None Add Layout Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	02/04/2016			Bank Deposit	15,000.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 100.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: -100.00

Bank Statement Ending Balance: -100.00 Uncleared Payments: 16,930.00 Uncleared Deposits: 15,000.00 Bank Account Balance: -2,030.00 Difference: 0.00

- c. The Bank Accounts Ending Balance of the account selected in the Transfer To will show the same balance as that of other banking screens like Bank Account, Bank Account Register and Bank Reconciliation.

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: 02/01/2016 to 02/29/2016

Account Group: Cash Accounts Opening Balance: 0.00 From Date: 02/01/2016 To Date: 02/29/2016

Filter Records (F3)

Date	Source Syst.	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
02/02/2016	BTRN	BATCH-327	BTRN-9	Three Rivers - Operatin...	0.00	10.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/02/2016	MCHK	BATCH-329	MCHK-2	Three Rivers - Operatin...	0.00	10.00	0.0000	0.0000	<input type="checkbox"/>
02/02/2016	AP	BATCH-333	PAY-8	Three Rivers - Operatin...	0.00	250.00	0.0000	0.0000	<input type="checkbox"/>
02/02/2016	PCHK	BATCH-334	PCHK-31	Three Rivers - Operatin...	0.00	1,075.26	0.0000	0.0000	<input type="checkbox"/>
02/03/2016	BTRN	BATCH-343	BTRN-12	Three Rivers - Operatin...	0.00	610.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/03/2016	BTRN	BATCH-343	BTRN-12	Three Rivers - Operatin...	610.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/03/2016	BTRN	BATCH-345	BTRN-12	Three Rivers - Operatin...	0.00	600.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/03/2016	BTRN	BATCH-345	BTRN-12	Three Rivers - Operatin...	600.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/03/2016	BTRN	BATCH-347	BTRN-12	Three Rivers - Operatin...	0.00	500.00	0.0000	0.0000	<input type="checkbox"/>
02/05/2016	BTFR	BATCH-361	BTFR-3	Three Rivers - Operatin...	0.00	15.00	0.0000	0.0000	<input type="checkbox"/>
02/05/2016	BTFR	BATCH-362	BTFR-2	Three Rivers - Operatin...	100.00	0.00	0.0000	0.0000	<input type="checkbox"/>

15,000.00 12,049.69 0.000 0.000

Ending Balance: 2,950.31

- i. Bank Accounts screen > Balance field for the selected bank account will be updated with the Bank transfer.

Bank Accounts - Three Rivers Federal Credit Union

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

Details

Bank Name: Three Rivers Federal Credit Union

Account No: 253624539656 Currency: USD

Balance: 2,950.31 Active: ☒

GL Accounts

GL Account: 10004-0000-000

- ii. Bank Transfer is recorded in the **Bank Account Register** for the Bank Account used in the Transfer To panel.

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 253624539656 Bank Name: Three Rivers Federal Credit Union Balance: 2,950.31

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
02/01/2016		BDEP-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		BDEP-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		BTRN-8		35.00		4,700.57	<input type="checkbox"/>		Bank Transaction	interest
02/02/2016	00001004	MCHK-2		10.00		4,690.57	<input type="checkbox"/>		Misc Checks	
02/02/2016	00000000	PAY-8	Apple Spice Sales	250.00		4,440.57	<input type="checkbox"/>		AP Payment	
02/02/2016		PCHK-31	Donna E Parker	1,075.26		3,365.31	<input type="checkbox"/>		Paycheck	
02/03/2016		BTRN-12		500.00		2,865.31	<input type="checkbox"/>		Bank Transaction	
02/05/2016		BTFR-3-WD		15.00		2,850.31	<input type="checkbox"/>		Bank Transfer (WD)	1
02/05/2016		BTFR-2-DEP			100.00	2,950.31	<input type="checkbox"/>		Bank Transfer (DEP)	2

- iii. Bank Transfer is recorded in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used in the **Transfer To** panel.

The screenshot shows the 'Bank Reconciliation' window with the 'Payments and Debits' panel selected. The 'Bank Account' is '253624539656' and the 'Statement Date' is '02/05/2016'. The 'Bank Name' is 'Three Rivers Federal Credit Union'. The 'G/L Account' is '2,950.31' and the 'G/L Balance' is '0.00'. The 'Bank & G/L Balance Difference' is '0.00'.

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	02/01/20...	00000001		Misc Checks	350.00
<input type="checkbox"/>	02/01/20...		Brian J Quam	Direct Deposit	3,012.48
<input type="checkbox"/>	02/01/20...	00001000	Frito-Lay	AP Payment	150.00
<input type="checkbox"/>	02/02/20...	00001001	Carolyn R Frahm	Paycheck	1,162.30
<input type="checkbox"/>	02/02/20...	00001002	Elizabeth I Keeler	Paycheck	1,162.30
<input type="checkbox"/>	02/02/20...	00001003	Amy C Johnson	Paycheck	988.22
<input type="checkbox"/>	02/02/20...		Arice C Skow	Direct Deposit	3,339.13
<input type="checkbox"/>	02/02/20...		Interest	Bank Transaction	35.00
<input type="checkbox"/>	02/02/20...	00001004		Misc Checks	10.00
<input type="checkbox"/>	02/02/20...	00000000	Apple Spice Sal...	AP Payment	250.00

0 Payments Cleared: 0.00

3 Deposits and Credits

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	02/01/2016			Bank Deposit	4,900.00
<input type="checkbox"/>	02/02/2016			Bank Deposit	10,000.00
<input checked="" type="checkbox"/>	02/05/2016	2		Bank Transfer (DE...	100.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00

Cleared Payments: 0.00

Cleared Deposits: 0.00

Ending Balance Per Reconciliation: 0.00

Bank Statement Ending Balance: 0

Uncleared Payments: 5,698.08

Uncleared Deposits: 15,000.00

Bank Account Balance: 2,950.31

Difference: 6,351.61

Posting a transaction means recording the transaction to GL Account Details. This also locks up the transaction from being changed.

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

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

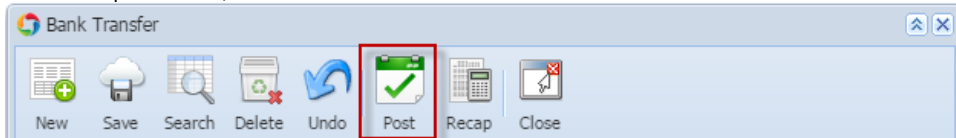
The screenshot shows the 'User Security' window with the 'External Module' tab selected. The 'Username' is 'AGADMIN' and the 'Full Name' is 'AGADMIN'. The 'Maximum Number of Origin Screens Allowed' is set to 5. The checkbox 'Allow User to only Post Transactions they created' is checked.

The following will guide you on how to post a bank transfer.

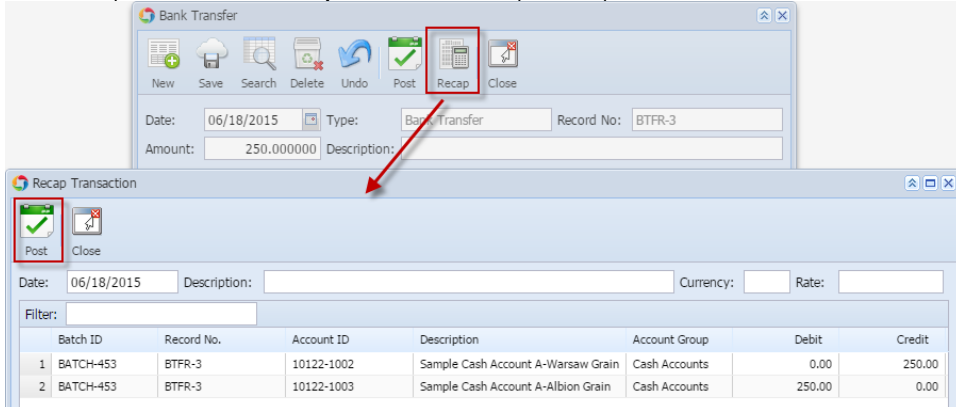
1. Open the bank transfer you want to post.

The screenshot shows the 'Bank Transfer' window with the 'Post' button highlighted. The 'Date' is '06/18/2015', the 'Type' is 'Bank Transfer', and the 'Record No' is 'BTFR-3'. The 'Amount' is '250.000000' and the 'Description' is empty. The 'Transfer From' section shows 'Bank Account: 08', 'GL Account: 10122-1002', and 'Reference: from 08'. The 'Transfer To' section shows 'Bank Account: 09', 'GL Account: 10122-1003', and 'Reference: to 09'.

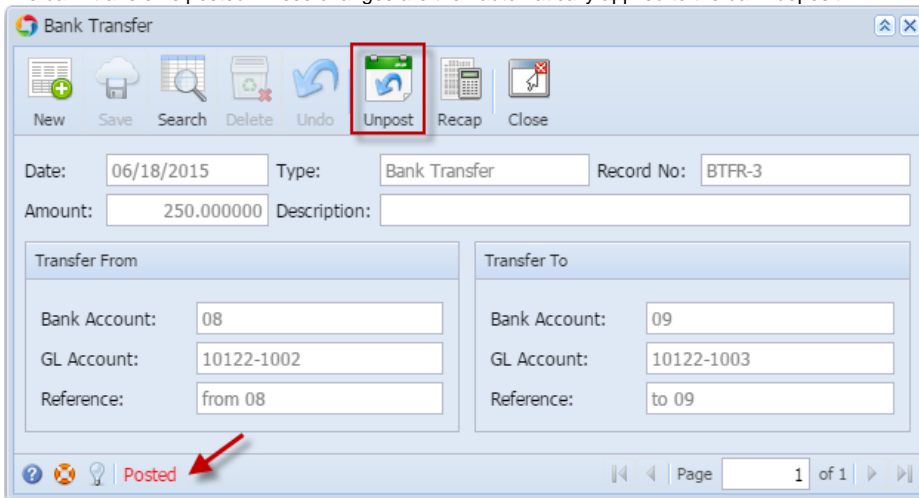
2. Post the transaction. There are 2 ways to post a bank deposit.
 - a. On Bank Deposit screen, click **Post toolbar button**.



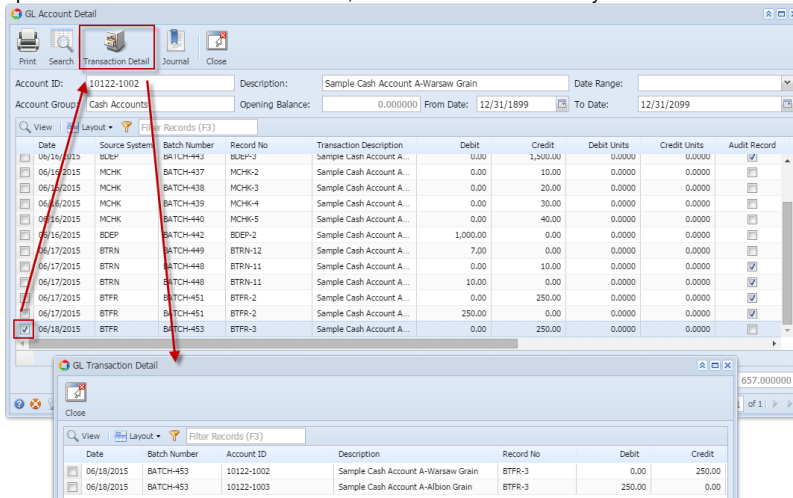
- b. On Bank Deposit screen, click **Recap toolbar button** to open Recap Transaction screen. Click **Post toolbar button**.



3. The bank transfer is posted. These changes are then automatically applied to the bank deposit.



- a. **Posted** is shown at the left part of the **Status bar**.
 - b. The previously **Posted toolbar button** is now labeled as **Unpost**.
 - c. The entire screen is disabled preventing the user from changing anything to the posted transaction.
4. The bank transfer is then recorded to the following areas in i21.
 - a. In the **GL Account Detail**. You may open any account used from the bank transfer - can be the transfer from or transfer to account, then select the bank transfer 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 bank transfer are shown.



- b. The Bank Accounts Ending Balance of the account selected in the Transfer From will show the same balance as that of other banking screens like Bank Account, Bank Account Register and Bank Reconciliation.

GL Account Detail

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

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

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
06/16/2015	BUEP	BATCH-443	BUEP-3	Sample Cash Account A...	0.00	1,500.00	0.0000	0.0000	<input checked="" type="checkbox"/>
06/16/2015	MCHK	BATCH-437	MCHK-2	Sample Cash Account A...	0.00	10.00	0.0000	0.0000	<input type="checkbox"/>
06/16/2015	MCHK	BATCH-438	MCHK-3	Sample Cash Account A...	0.00	20.00	0.0000	0.0000	<input type="checkbox"/>
06/16/2015	MCHK	BATCH-439	MCHK-4	Sample Cash Account A...	0.00	30.00	0.0000	0.0000	<input type="checkbox"/>
06/16/2015	MCHK	BATCH-440	MCHK-5	Sample Cash Account A...	0.00	40.00	0.0000	0.0000	<input type="checkbox"/>
06/16/2015	BDEP	BATCH-442	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.0000	0.0000	<input type="checkbox"/>
06/17/2015	BTRN	BATCH-449	BTRN-12	Sample Cash Account A...	7.00	0.00	0.0000	0.0000	<input type="checkbox"/>
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A...	0.00	10.00	0.0000	0.0000	<input checked="" type="checkbox"/>
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A...	10.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
06/17/2015	BTFR	BATCH-451	BTFR-2	Sample Cash Account A...	0.00	250.00	0.0000	0.0000	<input checked="" type="checkbox"/>
06/17/2015	BTFR	BATCH-451	BTFR-2	Sample Cash Account A...	250.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
06/18/2015	BTFR	BATCH-453	BTFR-3	Sample Cash Account A...	0.00	250.00	0.0000	0.0000	<input type="checkbox"/>
					1,007.00	350.00	0.0000	0.0000	
					Ending Balance: 657.000000				

- i. Bank Accounts screen > Balance field for the selected bank account will be updated with the Bank transfer.

Bank Accounts

Bank Name: ABC Bank Account No: 1500326210C Currency: USD GL Account: 10122-1002

Balance: 657.000000 Active: ☒

- ii. Bank Transfer is recorded in the Bank Account Register for the Bank Account used in the Transfer From panel.

Bank Account Register

Bank Account: 08 Bank Name: ABC Bank Balance: 657.000000

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	<input type="checkbox"/>		Bank Deposit	initial dep...
06/16/2015	10000001	MCHK-2		10.00		990.00	<input type="checkbox"/>		Misc Checks	
06/16/2015	10000002	MCHK-3		20.00		970.00	<input type="checkbox"/>		Misc Checks	
06/16/2015	10000003	MCHK-4		30.00		940.00	<input type="checkbox"/>		Misc Checks	
06/16/2015	10000004	MCHK-5		40.00		900.00	<input type="checkbox"/>		Misc Checks	
06/17/2015		BTRN-12			7.00	907.00	<input type="checkbox"/>		Bank Transaction	interest g...
06/18/2015		BTFR-3-WD		250.00		657.00	<input type="checkbox"/>		Bank Transfer (WD)	from 08

- iii. Bank Transfer is recorded in the Bank Reconciliation > Payments and Debits panel for the Bank Account used in the Transfer From panel.

Bank Reconciliation

Bank Account: 08 Statement Date: 06/18/2015 Bank Name: ABC Bank G/L Account: G/L Balance: 657.000000 Bank & G/L Balance Difference: 0.000000

5 Payments and Debits

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	06/16/2015	10000001	Misc Checks		10.00
<input type="checkbox"/>	06/16/2015	10000002	Misc Checks		20.00
<input type="checkbox"/>	06/16/2015	10000003	Misc Checks		30.00
<input type="checkbox"/>	06/16/2015	10000004	Misc Checks		40.00
<input checked="" type="checkbox"/>	06/18/2015		from 08	Bank Transfer (WD)	250.00

0 Payments Cleared: 0.000000

2 Deposits and Credits

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	06/16/2015		initial deposit	Bank Deposit	1,000.00
<input type="checkbox"/>	06/17/2015		interest gained	Bank Transaction	7.00

0 Deposits Cleared: 0.000000

Prior Reconciliation Ending Balance: 0.000000 Cleared Payments: 0.000000 Cleared Deposits: 0.000000 Ending Balance Per Reconciliation: 0.000000

Bank Statement Ending Balance: 0.000000 Uncleared Payments: 350.000000 Uncleared Deposits: 1,007.000000 Bank Account Balance: 657.000000 Difference: 0.000000

- c. The Bank Accounts Ending Balance of the account selected in the Transfer To will show the same balance as that of other banking screens like Bank Account, Bank Account Register and Bank Reconciliation.

The screenshot shows the 'GL Account Detail' window. The 'Account ID' is 10122-1003, and the 'Description' is 'Sample Cash Account A-Albion Grain'. The 'Date Range' is from 12/31/1899 to 12/31/2099. The 'Opening Balance' is 0.000000. The 'Ending Balance' is 250.000000, which is highlighted with a red box. The 'Transaction Description' is 'Sample Cash Account A...'. The 'Debit' is 250.00, and the 'Credit' is 0.00. The 'Debit Units' and 'Credit Units' are both 0.0000. The 'Audit Record' is empty.

- i. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the Bank transfer.

The screenshot shows the 'Bank Accounts' window. The 'Bank Name' is 'Sample Bank'. The 'Account No.' is 1435254000, and the 'Balance' is 250.000000, which is highlighted with a red box. The 'Currency' is USD. The 'GL Account' is 10122-1003. The 'Active' checkbox is checked.

- ii. Bank Transfer is recorded in the **Bank Account Register** for the Bank Account used in the Transfer To panel.

The screenshot shows the 'Bank Account Register' window. The 'Bank Account' is 09, and the 'Bank Name' is 'Sample Bank'. The 'Balance' is 250.000000, which is highlighted with a red box. The 'Filter' is empty. The 'Check Date' is 06/18/2015, the 'Number' is BTFR-3-DEP, the 'Record No' is empty, the 'Payee or Payor' is empty, the 'Payment' is 250.00, the 'Deposit' is 250.00, and the 'Transaction Type' is 'Bank Transfer (DEP) to 09'.

- iii. Bank Transfer is recorded in the **Bank Reconciliation > Payments and Debits panel** for the Bank Account used in the Transfer To panel.

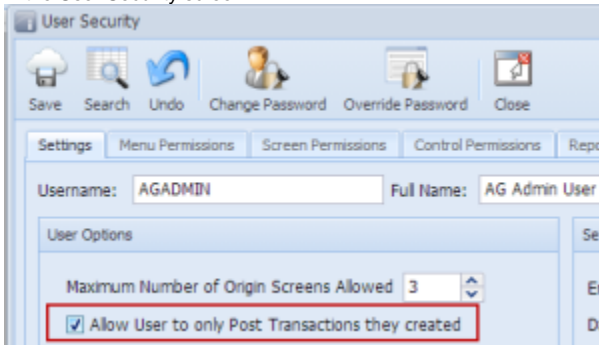
The screenshot shows the 'Bank Reconciliation' window. The 'Bank Account' is 09, the 'Statement Date' is 06/18/2015, and the 'Bank Name' is 'Sample Bank'. The 'G/L Account' is empty, the 'G/L Balance' is 250.000000, and the 'Bank & G/L Balance Difference' is 0.000000. The 'Payments and Debits' panel shows a transaction on 06/18/2015, 'to 09', 'Bank Transfer (DEP)', with a 'Deposit' of 250.00. The 'Prior Reconciliation Ending Balance' is 0.000000, 'Cleared Payments' is 0.000000, 'Cleared Deposits' is 0.000000, and the 'Ending Balance Per Reconciliation' is 0.000000. The 'Bank Statement Ending Balance' is 0.000000, 'Uncleared Payments' is 0.000000, 'Uncleared Deposits' is 250.000000, and the 'Bank Account Balance' is 250.000000, which is highlighted with a red box. The 'Difference' is 0.000000.

Posting a transaction means recording the transaction to GL Account Details. This also locks up the transaction from being changed.

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

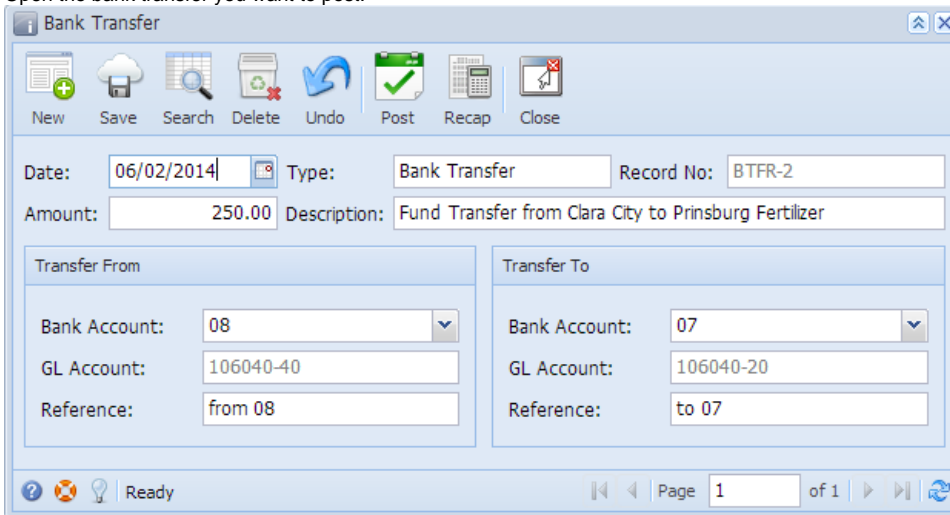
- There is no Fiscal Year created for the date you are trying to post the transaction.
- You have closed your periods in the Fiscal Year screen for the date you are trying to post the transaction .

- The transaction you are to post is not originally created by you and **Allow User to only Post Transactions they created** checkbox is checked in the User Security screen.

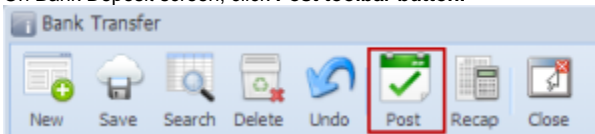


The following will guide you on how to post a bank transfer.

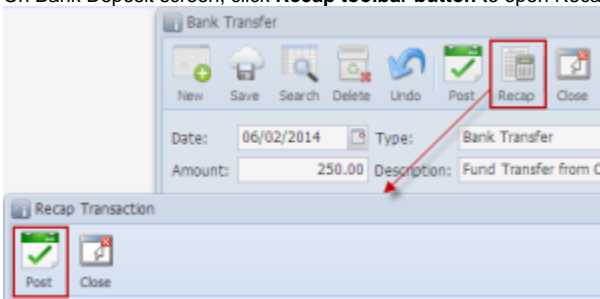
- Open the bank transfer you want to post.



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



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



3. The bank transfer is posted. These changes are then automatically applied to the bank deposit.

The 'Bank Transfer' window displays the following information:

- Date:** 06/02/2014
- Type:** Bank Transfer
- Record No:** BTFR-2
- Amount:** 250.00
- Description:** Fund Transfer from Clara City to Prinsburg Fertilizer

Transfer From:

- Bank Account: 08
- GL Account: 106040-40
- Reference: from 08

Transfer To:

- Bank Account: 07
- GL Account: 106040-20
- Reference: to 07

The **Status bar** at the bottom left shows the word **Posted** in red. The **Unpost** button in the toolbar is highlighted with a red box.

- a. **Posted** is shown at the left part of the **Status bar**.
 - b. The previously **Posted** toolbar button is now labeled as **Unpost**.
 - c. The entire screen is disabled preventing the user from changing anything to the posted transaction.
4. The bank transfer is then recorded to the following areas in i21.
- a. In the **GL Account Detail**. You may open any account used from the bank transfer - can be the transfer from or transfer to account, then select the bank transfer 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 bank transfer are shown.

The 'GL Account Detail' window shows the following details:

- 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

The **Transaction Detail** toolbar button is highlighted with a red box. The table below shows the list of transactions:

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"/>	
06/02/2014	BATCH-162	BTRN-7	0.00	10.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-163	BTRN-8	7.00	0.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-164	BWD-2	0.00	150.00	0.000	0.000	<input type="checkbox"/>	
<input checked="" type="checkbox"/> 06/02/2014	BATCH-165	BTFR-2	0.00	250.00	0.000	0.000	<input type="checkbox"/>	

The 'GL Transaction Detail' window shows the following details:

- Date:** 06/02/2014
- Batch Number:** BATCH-165
- Account Id:** 106040-40
- Description:**
- Record No:** BTFR-2
- Debit:** 0.00
- Credit:** 250.00

The table below shows the list of transactions:

Date	Batch Number	Account Id	Description	Record No	Debit	Credit
06/02/2014	BATCH-165	106040-40		BTFR-2	0.00	250.00
06/02/2014	BATCH-165	106040-20		BTFR-2	250.00	0.00

- b. The Bank Accounts Ending Balance of the account selected in the Transfer From will show the same balance as that of other banking screens like Bank Account, Bank Account Register and Bank Reconciliation.

GL Account Detail

Print Search Transaction Detail Journal Close

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

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

Filter Records (F3)

Date	Batch Number	Record No	Debit	Credit	Debit Units	Credit Units	Unposted	UOM
05/28/2014	BATCH-157	BDEP-6	1,500.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
05/28/2014	BATCH-157	BDEP-6	0.00	1,500.00	0.000	0.000	<input checked="" type="checkbox"/>	
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"/>	
06/02/2014	BATCH-162	BTRN-7	0.00	10.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-163	BTRN-8	7.00	0.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-164	BWD-2	0.00	150.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-165	BTFR-2	0.00	250.00	0.000	0.000	<input type="checkbox"/>	
			3,017.00	1,920.00	0.00	0.00		

Ending Balance: 1,097.00

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- i. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the Bank transfer.

Bank Accounts

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

Details Origin

Bank Name: ABC Bank GL Accounts

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

Balance: 1,097.00 Active: ☒

Contact: James Brown Check Number Range

- ii. Bank Transfer is recorded in the **Bank Account Register** for the Bank Account used in the Transfer From panel.

Bank Account Register

Print Details Reconciliation Close

Bank Account: 08 Bank Name: ABC Bank Balance: 1,097.00

Filter:

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
06/02/2014		BTRN-7		10.00		1,490.00	<input type="checkbox"/>		Bank Transaction	service cha...
06/02/2014		BTRN-8			7.00	1,497.00	<input type="checkbox"/>		Bank Transaction	interest gai...
06/02/2014		BWD-2		150.00		1,347.00	<input type="checkbox"/>		Bank Withdrawal	purchase o...
06/02/2014		BTFR-2-WD		250.00		1,097.00	<input type="checkbox"/>		Bank Transfer (WD)	from 08

- iii. Bank Transfer is recorded in the **Bank Reconciliation > Payments and Debits panel** for the Bank Account used in the Transfer From panel.

Bank Reconciliation

Reconcile Print Search Clear Range Import View Close

Details Attachments

Bank Account: 08 Statement Date: 06/02/2014 Bank Name: ABC Bank G/L Account: 106040-40 G/L Balance: 1,097.00 Bank & G/L Balance Difference: 0.00

3 Payments and Debits

Clear All Clear None Add Filter:

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	06/02/2014		service charges	Bank Transaction	10.00
<input type="checkbox"/>	06/02/2014		purchase of off...	Bank Withdrawal	150.00
<input checked="" type="checkbox"/>	06/02/2014		from 08	Bank Transfer (WD)	250.00

0 Payments Cleared: 0.00

2 Deposits and Credits

Clear All Clear None Add Filter:

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	05/28/2014		Company	Bank Deposit	1,500.00
<input type="checkbox"/>	06/02/2014		interest gained	Bank Transaction	7.00

0 Deposits Cleared: 0.00

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

Bank Statement Ending Balance: 0.00 Uncleared Payments: 410.00 Uncleared Deposits: 1,507.00 Bank Account Balance: 1,097.00 Difference: 0.00

- c. The Bank Accounts Ending Balance of the account selected in the Transfer To will show the same balance as that of other banking screens like Bank Account, Bank Account Register and Bank Reconciliation.

GL Account Detail

Print Search Transaction Detail Journal Close

Account Id: 106040-20 Description: STATE BANK -PRINSBURG FERT Date Range: All Dates

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

Filter Records (F3)

Date	Batch Number	Record No	Debit	Credit	Debit Units	Credit Units	Unposted	UOM
05/26/2014	BATCH-146	BDEP-4	1,000.00	0.00	0.000	0.000	<input type="checkbox"/>	
05/26/2014	BATCH-149	BTRN-4	0.00	100.25	0.000	0.000	<input type="checkbox"/>	
05/26/2014	BATCH-150	BTRN-5	200.00	0.00	0.000	0.000	<input type="checkbox"/>	
05/26/2014	BATCH-152	BWD-1	0.00	60.00	0.000	0.000	<input type="checkbox"/>	
05/26/2014	BATCH-153	BTFR-1	0.00	300.00	0.000	0.000	<input type="checkbox"/>	
05/26/2014	BATCH-154	MCHK-5	0.00	120.00	0.000	0.000	<input type="checkbox"/>	
05/26/2014	BATCH-155	MCHK-6	0.00	30.00	0.000	0.000	<input checked="" type="checkbox"/>	
05/26/2014	BATCH-155	MCHK-6	30.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-165	BTFR-2	250.00	0.00	0.000	0.000	<input type="checkbox"/>	

Ending Balance: 869.75

Ready Page 1 of 1

- i. Bank Accounts screen > Balance field for the selected bank account will be updated with the Bank transfer.

Bank Accounts

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

Details Origin

Bank Name: Test Bank GL Accounts

Account No: 222555777 Currency: USD GL Account: 106040-20

Balance: 869.75 Active: ☒

Contact: Anne Way Check Number Range

- ii. Bank Transfer is recorded in the Bank Account Register for the Bank Account used in the Transfer To panel.

Bank Account Register

Print Details Reconciliation Close

Bank Account: 07 Bank Name: Test Bank Balance: 869.75

Filter:

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
05/26/2014		BDEP-4	dep contact		1,000.00	1,000.00	<input type="checkbox"/>		Bank Deposit	07 dep 1
05/26/2014		BTRN-4		100.25		899.75	<input type="checkbox"/>		Bank Transaction	
05/26/2014		BTRN-5			200.00	1,099.75	<input type="checkbox"/>		Bank Transaction	
05/26/2014		BWD-1		60.00		1,039.75	<input type="checkbox"/>		Bank Withdrawal	
05/26/2014		BTFR-1-WD		300.00		739.75	<input type="checkbox"/>		Bank Transfer (WD)	ref from
05/26/2014		MCHK-5	payee1	120.00		619.75	<input type="checkbox"/>		Misc Checks	
05/26/2014	Voided	MCHK-6	payee2	30.00		619.75	<input type="checkbox"/>		Misc Checks	
06/02/2014		BTFR-2-DEP			250.00	869.75	<input type="checkbox"/>		Bank Transfer (DEP)	to 07

- iii. Bank Transfer is recorded in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used in the **Transfer To** panel.

Bank Reconciliation

Reconcile Print Search Clear Range Import View Close

Details Attachments

Bank Account: 07 Statement Date: 06/02/2014 Bank Name: Test Bank G/L Account: 106040-20 G/L Balance: 869.75 Bank & G/L Balance Difference: 0.00

4 Payments and Debits

☒ Clear All ☐ Clear None Filter:

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	05/26/2014			Bank Transaction	100.25
<input type="checkbox"/>	05/26/2014			Bank Withdrawal	60.00
<input type="checkbox"/>	05/26/2014		ref from	Bank Transfer (WD)	300.00
<input type="checkbox"/>	05/26/2014		payee 1	Misc Checks	120.00

0 Payments Cleared: 0.00

3 Deposits and Credits

☒ Clear All ☐ Clear None Filter:

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	05/26/2014		dep contact	Bank Deposit	1,000.00
<input type="checkbox"/>	05/26/2014			Bank Transaction	200.00
<input checked="" type="checkbox"/>	06/02/2014		to 07	Bank Transfer (DEP)	250.00

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 Difference

0.00 580.25 1,450.00 869.75 0.00

Ready