

How to Unpost Bank Transfer

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 Transfer had been cleared.

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

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

The screenshot shows the 'Bank Transfer - BTFR-4' window. The 'Details' tab is active. The transaction is dated 7/19/2017, with an amount of 65.00000. The description is 'Test Bank Transfer'. The 'Transfer From' section shows Bank Account 07072017, GL Account 14140-0000-000, and Reference Test 1. The 'Transfer To' section shows Bank Account 1111, GL Account 10013-0000-000, and Reference Test 2. The status bar at the bottom indicates 'Posted'.

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

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

This screenshot shows the 'Bank Transfer - BTFR-4' window with the 'Unpost' button in the toolbar highlighted with a red box.

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

The screenshot shows the 'Unpost Preview Transaction' window. The 'Details' tab is active. The transaction is dated 7/19/2017, with a description of 'Test Bank Transfer'. The currency is USD and the rate is 0.00. The 'Unpost' button is highlighted with a red box. Below the details, there is a table showing the transaction details.

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1	BATCH-3458	BTFR-4	Test Bank Transfer	Asset	65.00	0.00
2	BATCH-3458	BTFR-4	Test Bank Transfer	Asset	0.00	65.00

- Bank Transfer - BTFR-4**

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

Details Audit Log (3)

Date * 7/19/2017 Type Bank Transfer Record No BTFR-4

Amount 65.00000 Description Test Bank Transfer Recur ☐

Transfer From

Bank Account * 07072017

GL Account 14140-0000-000

Reference Test 1

Transfer To

Bank Account * 1111

GL Account 10013-0000-000

Reference Test 2

? Ready Page 1 of 1

-
- GL Account Detail - 14140-0000-000
- Print Search **Transaction Detail** Journal Report + Close
- Details
- Account Id: 14140-0000-000 Description: Test Cash Account-Home office-Admin Currency: USD Date Range: 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)
- GL Transaction Detail**
- Close
- Details
- Q Open View BTRF-4 X
- | Date | Batch Number | Account ID | Description | Record No | Debit | Credit |
|-----------|--------------|----------------|-------------------------------------|-----------|-------|--------|
| 7/19/2017 | BATCH-3458 | 14140-0000-000 | Test Cash Account-Home office-Admin | BTRF-4 | 0.00 | 65.00 |
| 7/19/2017 | BATCH-3458 | 14140-0000-000 | Test Cash Account-Home office-Admin | BTRF-4 | 85.00 | 0.00 |
- 37,598.50

-
- 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:
 Asset Opening Balance: -50.00 From Date: 7/1/2017 To Date: 7/31/2017
- Q Open View Filter (F3)
- Date **GL Transaction Detail**
- Close
- Details
- Q Open View BTRF-4 X
- posted entry
unposted entry
- | Date | Batch Number | Account ID | Description | Record No | Debit | Credit |
|------------------------------------|--------------|----------------|--------------------------------|-----------|-------|--------|
| <input type="checkbox"/> 7/19/2017 | BATCH-3458 | 10013-0000-000 | Cash on hand-Home office-Admin | BTRF-4 | 65.00 | 0.00 |
| <input type="checkbox"/> 7/19/2017 | BATCH-3458 | 10013-0000-000 | Cash on hand-Home office-Admin | BTRF-4 | 0.00 | 83.00 |
- Ready

- 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 after the unpost, thus adding back the amount that was

previously deducted when Bank Transfer was posted.

GL Accounts Detail - 14140-0000-000

Print Search Transaction Detail Journal Report Close

Details

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

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

Q Open View Filter (F3)

Date	Source System	Batch Number	Record No	Entry	Transaction Description	Beginning Balance	Debit	Credit	Ending
7/7/2017	BDEP	BATCH-3423	BDEP-40	Irelyadmin		0.00	54,500.00	0.00	
7/7/2017	BTRN	BATCH-3424	BTRN-32	Irelyadmin		54,500.00	230.00	0.00	
7/7/2017	BWD	BATCH-3425	BWD-3	Irelyadmin		54,730.00	0.00	65.00	
7/7/2017	MCHK	BATCH-3428	MCHK-2	Irelyadmin		54,665.00	0.00	90.00	
7/7/2017	VOID	BATCH-3429	MCHK-2V	Irelyadmin	Test Cash Account-Ho...	54,575.00	90.00	0.00	
7/7/2017	AP	BATCH-3431	PAY-295	Irelyadmin	Test Cash Account-Ho...	54,665.00	0.00	45.00	
7/7/2017	AP	BATCH-3433	PAY-296	Irelyadmin	Test Cash Account-Ho...	54,620.00	0.00	65.00	
7/7/2017	AP	BATCH-3440	PAY-297	Irelyadmin	Test Cash Account-Ho...	54,555.00	0.00	14,250.00	
7/7/2017	AP	BATCH-3443	PAY-298	Irelyadmin	Test Cash Account-Ho...	40,305.00	0.00	2,761.41	
7/18/2017	BDEP	BATCH-3423	BDEP-43	Irelyadmin		37,543.59	55.00	0.00	
						54,875.00	17,276.41		
					Ending Balance				37,598.59
					Budget				0.00
					Variance				37,598.59
					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 that was unposted.

Bank Accounts - US BANK NA

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log (4)

Bank Name: US BANK NA

Account Holder: []

Account No: 07072017 Currency: USD

Balance: 37,598.59000 Active: [x]

GL Accounts

GL Account: 14140-0000-000

Check Number Range: []

- ii. Bank Transfer will not anymore be shown 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: 07072017 Bank Name: US BANK NA Balance: 37,598.59000

Filter (F3)

Check Date	Location	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
7/7/2017	0001 - Fort Wa...		BDEP-40			54,500.00	54,500.00			Bank Deposit	
7/7/2017	0001 - Fort Wa...		BTRN-32			230.00	54,730.00	[x]	7/10/2017	Bank Transaction	
7/7/2017	0001 - Fort Wa...		BWD-3		65.00		54,665.00	[x]	7/10/2017	Bank Withdrawal	
7/7/2017		Voided-000000...	MCHK-2		90.00		54,665.00	[x]	7/7/2017	Misc Checks	Void
7/7/2017		Voided-000000...	MCHK-2V			90.00	54,665.00	[x]	7/7/2017	Void Misc Check	Void Tr...
7/7/2017		00000002	PAY-295	Fort Wayne Office	45.00		54,620.00			AP Payment	
7/7/2017			PAY-296	Fort Wayne Office	65.00		54,555.00	[x]	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

- iii. Bank Transfer will not anymore be shown 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: 07072017 Statement Date: 7/19/2017 Bank Name: US BANK NA G/L Account: 14140-0000-000 G/L Balance: 37,598.59000 Bank & G/L Balance Difference: 0.00000

3 Payments and Debits

Clear All Clear None Add View Filter (F3)

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input type="checkbox"/>	7/7/2017	00000002	Fort Wayne Office	AP Payment		45.00
<input type="checkbox"/>	7/7/2017		Salomon Creek ...	AP Payment		14,250.00
<input type="checkbox"/>	7/7/2017		Office	AP Payment		2,761.41

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"/>	7/7/2017			Bank Deposit		54,500.00
<input type="checkbox"/>	7/18/2017			Bank Deposit		55.00

0 Deposits Cleared 0.00000

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

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

- 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, thus taking out the amount that was added when the Bank Transfer was posted.

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
[Empty Table]									

Ending Balance: -50.00 Budget: 0.00 Variance: -50.00 Budget Code: []

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

Bank Accounts - Fifth Third

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Audit Log (2)

Bank Name: * Fifth Third GL Accounts: GL Account: * 10013-0000-000

Account Holder: iRely

Account No: * 1111 Currency: * USD

Balance: -50.00000 Active: ☒

Check Number Range: []

- ii. Bank Transfer will not be shown anymore 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: -50.00000

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	-50.00	<input checked="" type="checkbox"/>	12/31/2019	Bank Deposit	Openin...
3/28/2017	0001 - Fort Wa...		BWD-2		50.00		-50.00	<input type="checkbox"/>		Bank Withdrawal	112233...

- iii. Bank Transfer will not be shown anymore in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used in the Transfer To panel.

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 Transfer had been cleared.

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

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

The screenshot shows the 'Bank Transfer - BTFR-4' window. The 'Details' tab is active. The 'Date' is 10/1/2016, 'Type' is Bank Transfer, and 'Record No.' is BTFR-4. The 'Amount' is 285.00 and 'Description' is transfer1001. The 'Transfer From' section shows Bank Account 38265974, GL Account 10001-0000-000, and Reference 1. The 'Transfer To' section shows Bank Account 125-526-5245, GL Account 10002-0000-000, and Reference 2. The status bar at the bottom indicates 'Posted' in red.

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

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

The screenshot shows the 'Bank Transfer - BTFR-4' window. The 'Unpost' button in the toolbar is highlighted with a red box.

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

The screenshot shows the 'Recap Transaction' window. The 'Unpost' button in the toolbar is highlighted with a red box. A red arrow points from the 'Recap' button in the previous screenshot to this 'Unpost' button. The 'Details' tab is active, showing the transaction details and a table of batches.

	Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit	Debit Ur
1	BATCH-1346	BTFR-4	10001-0000-000	Wells Fargo - Payroll	Asset	285.00	0.00	
2	BATCH-1346	BTFR-4	10002-0000-000	Fifth Third - AG Operations	Cash Accounts	0.00	285.00	

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

The screenshot shows the 'Bank Transfer - BTFR-4' window. The 'Post' button in the toolbar is highlighted with a red box. The status bar at the bottom indicates 'Ready' in yellow.

- 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 entire screen is back as enabled allowing the user to make necessary changes.
4. The bank transfer 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 transfer, 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 unposting of bank transfer are shown.

GL Account Detail - 10001-0000-000

Print Search **Transaction Detail** Journal Export Close

Details

Account ID: 10001-0000-000 Description: Wells Fargo - Payroll Currency: USD Date Range: [v]
 Account Asset Opening Balance: 1,500.00 From 12/1/2016 To Date: 12/31/2016

GL Transaction Detail

Close

Details

Q Open Layout Q Filter Records (F3) X Clear All Filters

X Date [v] Between [v] 10/1/2016 [v] and 10/1/2016 [v]

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
10/1/2016	BATCH-1346	10001-0000-000	Wells Fargo - Payroll	BTFR-4	0.00	285.00
10/1/2016	BATCH-1346	10002-0000-000	Fifth Third - AG Operations	BTFR-4	285.00	0.00
10/1/2016	BATCH-1346	10001-0000-000	Wells Fargo - Payroll	BTFR-4	285.00	0.00
10/1/2016	BATCH-1346	10002-0000-000	Fifth Third - AG Operations	BTFR-4	0.00	285.00

Ready

- 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 after the unpost, thus adding back the amount that was previously deducted when Bank Transfer was posted.

GL Account Detail - 10001-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10001-0000-000 Description: Wells Fargo - Payroll Currency: USD Date Range: [v]
 Account Asset Opening Balance: 0.00 From 10/1/2016 To Date: 12/31/2016

Q Open Layout Q Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
10/1/2016	BDEP	BATCH-1337	BDEP-2	Wells Fargo - Payroll	1,500.00	0.00	0.0000	0.0000

Ending Balance: 1,500.00

Ready

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

Bank Accounts - Test Bank Name

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

Details Audit Log (1)

Bank Name: Test Bank Name
 Account No: 38265974 Currency: USD
 Balance: 1,500.00 Active: [x]

GL Accounts
 GL Account: 10001-0000-000

- ii. Bank Transfer will not anymore be shown 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: 38265974 Bank Name: Test Bank Name Balance: 1,500.00

Q Filter Records (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	[x]		Bank Deposit	

- iii. Bank Transfer will not anymore be shown 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: 38265974 Statement Date: 12/21/2016 Bank Name: Test Bank Name G/L Account: G/L Balance: 1,500.00 Bank & G/L Balance Difference: 0.00

0 Payments and Debits

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

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

1 Deposits and Credits

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

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	10/1/2016			Bank Deposit	1,500.00
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: 0.00 Uncleared Deposits: 1,500.00 **Bank Account Balance: 1,500.00** Difference: 0.00

Ready

- 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, thus taking out the amount that was added when the Bank Transfer was posted.

GL Account Detail - 10002-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account Id: 10002-0000-000 Description: Fifth Third - AG Operations Currency: USD Date Range: 10/1/2016 To: 12/31/2016

Account: Cash Accounts Opening Balance: 0.00 From 10/1/2016 To Date: 12/31/2016

Open Layout Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
Ending Balance: 0.00								

Ready

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

Bank Accounts - Fifth Third

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

Details Audit Log (0)

Bank Name: Fifth Third GL Accounts

Account No: 125-526-5245 Currency: USD GL Account: 10002-0000-000

Balance: 0.00 Active: ☒

- ii. Bank Transfer will not be shown anymore 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: 125-526-5245 Bank Name: Fifth Third **Balance: 0.00**

- iii. Bank Transfer will not be shown anymore in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used in the Transfer To panel.

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- 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 Transfer had been cleared.

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

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

The screenshot shows the 'Bank Transfer - BTFR-11' window. The toolbar includes 'New', 'Save', 'Search', 'Delete', 'Undo', 'Unpost', 'Recap', and 'Close'. The 'Details' tab is active, showing fields for Date (05/05/2016), Type (Bank Transfer), Record No (BTFR-11), Amount (10.00), and Description. Below these are two sections: 'Transfer From' and 'Transfer To'. 'Transfer From' includes Bank Account (22336655), GL Account (10001-0002-000), and Reference (2). 'Transfer To' includes Bank Account (113322), GL Account (10001-0001-000), and Reference (3). The status bar at the bottom shows 'Posted' in red.

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

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

This screenshot shows the 'Bank Transfer - BTFR-11' window with the 'Unpost' button in the toolbar highlighted with a red box.

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

This screenshot shows the 'Recap Transaction' window. The 'Unpost' button in the toolbar is highlighted with a red box and a red arrow. The window displays transaction details for 'Batch ID', 'Record No.', 'Account ID', 'Description', 'Account Group', 'Debit', and 'Credit'. The status bar at the bottom shows 'Ready'.

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

This screenshot shows the 'Bank Transfer - BTFR-11' window after the transaction has been unposted. The 'Post' button in the toolbar is highlighted with a red box. The status bar at the bottom shows 'Ready' in yellow.

- 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 entire screen is back as enabled allowing the user to make necessary changes.
4. The bank transfer 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 transfer, 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 unposting of bank transfer are shown.

GL Account Detail - 10001-0002-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10001-0002-000 Description: Wells Fargo - Payroll Date Range: [v]
 Account Group: Asset Opening Balance: 0.00 From Date: 05/01/2016 To Date: 05/31/2016

Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
05/03/2016	BTFR	BATCH-556	BTFR-9	Wells Fargo - Payroll	115.00	0.00	0.0000	0.0000
05/05/2016	BTFR	BATCH-557	BTFR-11	Wells Fargo - Payroll	0.00	10.00	0.0000	0.0000
<input checked="" type="checkbox"/> 05/05/2016	BTFR	BATCH-557	BTFR-11	Wells Fargo - Payroll	10.00	0.00	0.0000	0.0000

GL Transaction Detail

Close

Details

Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit Units	Credit Units
<input checked="" type="checkbox"/> 05/05/2016	BATCH-557	10001-0002-000	Wells Fargo - Payroll	BTFR-11	0.00	10.00	0.0000	0.0000
<input type="checkbox"/> 05/05/2016	BATCH-557	10001-0001-000	Wells Fargo - Payroll	BTFR-11	10.00	0.00	0.0000	0.0000
<input type="checkbox"/> 05/05/2016	BATCH-557	10001-0002-000	Wells Fargo - Payroll	BTFR-11	10.00	0.00	0.0000	0.0000
<input type="checkbox"/> 05/05/2016	BATCH-557	10001-0001-000	Wells Fargo - Payroll	BTFR-11	0.00	10.00	0.0000	0.0000

Ready

- 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 after the unpost, thus adding back the amount that was previously deducted when Bank Transfer was posted.

GL Account Detail - 10001-0002-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10001-0002-000 Description: Wells Fargo - Payroll Date Range: [v]
 Account Group: Asset Opening Balance: 0.00 From Date: 05/01/2016 To Date: 05/31/2016

Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
<input type="checkbox"/> 05/03/2016	BTFR	BATCH-556	BTFR-9	Wells Fargo - Payroll	0.00	115.00	0.0000	0.0000
<input type="checkbox"/> 05/03/2016	BTFR	BATCH-556	BTFR-9	Wells Fargo - Payroll	115.00	0.00	0.0000	0.0000
<input type="checkbox"/> 05/05/2016	BTFR	BATCH-557	BTFR-11	Wells Fargo - Payroll	0.00	10.00	0.0000	0.0000
<input checked="" type="checkbox"/> 05/05/2016	BTFR	BATCH-557	BTFR-11	Wells Fargo - Payroll	10.00	0.00	0.0000	0.0000

Ending Balance: 0.00

Ready

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

Bank Accounts - ABC Bank

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

Details Audit Log (7)

Bank Name: ABC Bank
 Account No: 22336655 Currency: USD
 Balance: 0.00 Active: ☒

GL Accounts
 GL Account: 10001-0002-000

- ii. Bank Transfer will not anymore be shown 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: 22336655 Bank Name: ABC Bank
 Balance: 0.00

- [illegible]

- 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: ▼

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-553	BTRN-35	Wells Fargo - Payroll	0.00	200.00	0.0000	0.0000
05/03/2016	BTRN	BATCH-556	BTRN-9	Wells Fargo - Payroll	115.00	0.00	0.0000	0.0000
05/03/2016	BTRN	BATCH-556	BTRN-9	Wells Fargo - Payroll	0.00	115.00	0.0000	0.0000
05/05/2016	BTRN	BATCH-557	BTRN-11	Wells Fargo - Payroll	10.00	0.00	0.0000	0.0000
05/05/2016	BTRN	BATCH-557	BTRN-11	Wells Fargo - Payroll	0.00	10.00	0.0000	0.0000
					0.00	0.00	0.000	0.000
Ending Balance:					2,548.67			

Ready

- Bank Accounts - Wells Fargo Indiana**

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

Details Audit Log (5)

Bank Name: Wells Fargo Indiana

Account No: 113322 Currency: USD

Balance: 2,548.67 Active: ☒

GL Accounts

GL Account: 10001-0001-000

- ii. Bank Transfer will not be shown anymore 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: 2,548.67

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
03/31/2016		MCHK-15		47.99		-47.99	<input type="checkbox"/>		Misc Checks	
04/13/2016		BDEP-50			1,515.20	1,467.21	<input type="checkbox"/>		Bank Deposit	
04/13/2016	00000003	MCHK-17		100.00		1,367.21	<input type="checkbox"/>		Misc Checks	
04/13/2016	00000005	PCHK-47	Jacob B Costa	2,467.74		-1,100.53	<input type="checkbox"/>		Paycheck	
04/13/2016		PCHK-45	Carolyn R Frahm	1,162.30		-2,262.83	<input type="checkbox"/>		Paycheck	
04/15/2016	00000002	MCHK-18		10.00		-2,272.83	<input checked="" type="checkbox"/>	04/21/2016	Misc Checks	
04/28/2016	00000004	PAY-93	Apple Spice Sales	25.00		-2,297.83	<input type="checkbox"/>		AP Payment	
04/29/2016		BDEP-67			5,000.00	2,702.17	<input type="checkbox"/>		Bank Deposit	
04/29/2016		RTSN-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	

Ready

- iii. Bank Transfer will not be shown anymore 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: 05/05/2016 Bank Name: Wells Fargo Indiana G/L Account: 10001-0001-000 G/L Balance: 2,548.67 Bank & G/L Balance Difference: 0.00

7 Payments and Debits

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

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	03/31/2016...			Misc Checks	47.99
<input type="checkbox"/>	04/13/2016...	00000003		Misc Checks	100.00
<input type="checkbox"/>	04/13/2016...	00000005	Jacob B Costa	Paycheck	2,467.74
<input type="checkbox"/>	04/13/2016...		Carolyn R Frahm	Paycheck	1,162.30
<input type="checkbox"/>	04/28/2016...	00000004	Apple Spice Sal...	AP Payment	25.00
<input type="checkbox"/>	04/29/2016...	00000006	payee 101	Misc Checks	55.00
<input type="checkbox"/>	04/29/2016...	00000008	Northern Propan...	AP Payment	148.50

0 Payments Cleared: 0.00

3 Deposits and Credits

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

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	04/13/2016...			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

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: 4,006.33 Uncleared Deposits: 6,565.20 Bank Account Balance: 2,548.67 Difference: 10.00

Ready

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

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

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

Entity - IRELY ADMIN

New Save Search Refresh Delete Undo Additional Archived 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 Bank Transfer had been cleared.

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

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

Bank Transfer - BTFR-3

New Save Search Delete Undo Unpost Recap Close

Details

Date: 02/05/2016 Type: Bank Transfer Record No: BTFR-3

Amount: 15.00 Description:

Transfer From

Bank Account: 125-526-5245

GL Account: 10002-0000-000

Reference: 1

Transfer To

Bank Account: 789

GL Account: 10001-0000-000

Reference: 2

Posted Page 1 of 1

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

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

Bank Transfer - BTFR-3

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

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

Recap Transaction

Unpost Close

Details

Date: 02/05/2016 Description: Currency: USD Rate: 0.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-368	BTFR-3	10002-0000-000	Fifth Third - AG Operations	Cash Accounts	15.00	0.00
2 BATCH-368	BTFR-3	10001-0000-000	Wells Fargo - Payroll	Asset	0.00	15.00

Ready

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

Bank Transfer - BTFR-3

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

Details

Date: 02/05/2016 Type: Bank Transfer Record No: BTFR-3

Amount: 15.00 Description:

Transfer From

Bank Account: 125-526-5245

GL Account: 10002-0000-000

Reference: 1

Transfer To

Bank Account: 789

GL Account: 10001-0000-000

Reference: 2

Ready Page 1 of 1

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

- b. The previously **Unposted** toolbar button is now labeled as **Posted**.
- c. The entire screen is back as enabled allowing the user to make necessary changes.
4. The bank transfer 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 transfer, 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 unposting of bank transfer are shown.

GL Account Detail - 10002-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10002-0000-000 Description: Fifth Third - AG Operations Date Range: [v]
 Account Group: Cash Accounts Opening Balance: 0.00 From Date: 02/01/2016 To Date: 02/29/2016

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

Date	Source Syst...	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
02/01/2016	BTFR	BATCH-297	BTFR-1	Fifth Third - AG Operati...	0.00	1,050.00	0.0000	0.0000	✓
02/01/2016	BTFR	BATCH-297	BTFR-1	Fifth Third - AG Operati...	1,050.00	0.00	0.0000	0.0000	✓
02/05/2016	BTFR	BATCH-368	BTFR-3	Fifth Third - AG Operati...	0.00	15.00	0.0000	0.0000	✓
02/05/2016	BTFR	BATCH-368	BTFR-3	Fifth Third - AG Operati...	15.00	0.00	0.0000	0.0000	✓

GL Transaction Detail

Close

Details

Bank transfer's posted entries
 Bank transfer's unposted entries

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit Units	Credit Units
02/05/2016	BATCH-368	10718-0000-000	Payroll Checking	BTFR-3	0.00	15.00	0.0000	
02/05/2016	BATCH-368	10002-0000-000	Fifth Third - AG Operations	BTFR-3	0.00	15.00	0.0000	
02/05/2016	BATCH-368	10001-0000-000	Wells Fargo - Payroll	BTFR-3	15.00	0.00	0.0000	
02/05/2016	BATCH-368	10002-0000-000	Fifth Third - AG Operations	BTFR-3	15.00	0.00	0.0000	
02/05/2016	BATCH-368	10001-0000-000	Wells Fargo - Payroll	BTFR-3	0.00	15.00	0.0000	

Ready

- 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 after the unpost, thus adding back the amount that was previously deducted when Bank Transfer was posted.

GL Account Detail - 10002-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10002-0000-000 Description: Fifth Third - AG Operations Date Range: [v]
 Account Group: Cash Accounts Opening Balance: 0.00 From Date: 02/01/2016 To Date: 02/29/2016

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

Date	Source Syst...	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
02/01/2016	BTFR	BATCH-297	BTFR-1	Fifth Third - AG Operati...	0.00	1,050.00	0.0000	0.0000	✓
02/01/2016	BTFR	BATCH-297	BTFR-1	Fifth Third - AG Operati...	1,050.00	0.00	0.0000	0.0000	✓
02/05/2016	BTFR	BATCH-368	BTFR-3	Fifth Third - AG Operati...	0.00	15.00	0.0000	0.0000	✓
02/05/2016	BTFR	BATCH-368	BTFR-3	Fifth Third - AG Operati...	15.00	0.00	0.0000	0.0000	✓

0.00 0.00 0.000 0.000

Ending Balance: 0.00

Page 1 of 1

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

Bank Accounts - Fifth Third

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

Details

Bank Name: Fifth Third GL Accounts
 Account No: 125-526-5245 Currency: USD GL Account: 10002-0000-000
 Balance: 0.00 Active: ✓

- ii. Bank Transfer will not anymore be shown 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: 125-526-5245 Bank Name: Fifth Third Balance: 0.00

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

- iii. Bank Transfer will not anymore be shown 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: 125-526-5245 Statement Date: 02/05/2016 Bank Name: Fifth Third G/L Account: G/L Balance: 0.00 Bank & G/L Balance Difference: 0.00

0 Payments and Debits

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

Clear	Date	Number	Payee	Transaction Type	Payment
-------	------	--------	-------	------------------	---------

0 Payments Cleared: 0.00

0 Deposits and Credits

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

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

0 Deposits Cleared: 0.00

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

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

Ready

- 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, thus taking out the amount that was added when the Bank Transfer was posted.

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: From: 02/01/2016 To: 02/29/2016

Account Group: Asset Opening Balance: 0.00

Open Layout Filter Records (F3)

Date	Source Syst...	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
------	----------------	--------------	-----------	-------------------------	-------	--------	-------------	--------------	--------------

Ending Balance: 0.00

Ready

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

Bank Accounts - Commerce Bank

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

Details

Bank Name: Commerce Bank GL Accounts: 10001-0000-000

Account No: 789 Currency: USD

Balance: **0.00** Active: ☒

- ii. Bank Transfer will not be shown anymore 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: 789 Bank Name: Commerce Bank **Balance: 0.00**

Filter Records (F3)

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

- iii. Bank Transfer will not be shown anymore 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 'Details' tab is active. The 'Bank Account' is 789, 'Statement Date' is 02/05/2016, and 'Bank Name' is Commerce Bank. The 'G/L Account' and 'G/L Balance' are both 0.00. The 'Bank & G/L Balance Difference' is 0.00. The '0 Payments and Debits' panel is empty. The '0 Deposits and Credits' panel is empty. At the bottom, the 'Bank Account Balance' is highlighted with a red box, showing a value of 0.00.

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

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

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

The screenshot shows the 'User Security' window. The 'Settings' tab is active. The 'External Module' section shows 'Username: AGADMIN' and 'Full Name: AGADMIN'. The 'User Options' section shows 'Maximum Number of Origin Screens Allowed' set to 5. The checkbox 'Allow User to only Post Transactions they created' is checked and highlighted with a red box.

- The Bank Transfer had been cleared.

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

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

Bank Transfer

New Save Search Delete Undo Unpost Recap Close

Date: 06/18/2015 Type: Bank Transfer Record No: BTFR-3

Amount: 250.000000 Description:

Transfer From

Bank Account: 08

GL Account: 10122-1002

Reference: from 08

Transfer To

Bank Account: 09

GL Account: 10122-1003

Reference: to 09

Posted Page 1 of 1

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

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

Bank Transfer

New Save Search Delete Undo Unpost Recap Close

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

Recap Transaction

New Save Search Delete Undo Unpost Recap Close

Date: 06/18/2015 Type: Bank Transfer Record No: BTFR-3

Amount: 250.000000 Description:

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-453	BTFR-3	10122-1002	Sample Cash Account A-Warsaw Grain	Cash Accounts	250.00	0.00
2 BATCH-453	BTFR-3	10122-1003	Sample Cash Account A-Albion Grain	Cash Accounts	0.00	250.00

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

Bank Transfer

New Save Search Delete Undo Post Recap Close

Date: 06/18/2015 Type: Bank Transfer Record No: BTFR-3

Amount: 250.000000 Description:

Transfer From

Bank Account: 08

GL Account: 10122-1002

Reference: from 08

Transfer To

Bank Account: 09

GL Account: 10122-1003

Reference: to 09

Ready Page 1 of 1

- a. Ready is shown at the left part of the **Status bar**.
 - b. The previously **Unposted toolbar button** is now labeled as **Post**.
 - c. The entire screen is back as enabled allowing the user to make necessary changes.
4. The bank transfer 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 transfer, 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 unposting of bank transfer are shown.

GL Account Detail

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

Account Group: Cash Accounts Opening Balance: 0.000000

Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
06/16/2015	MCHK	BATCH-438	MCHK-3	Sample Cash Account A...	0.00	10.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-439	MCHK-4	Sample Cash Account A...	0.00	30.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-440	MCHK-5	Sample Cash Account A...	0.00	40.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-442	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-449	BTRN-12	Sample Cash Account A...	7.00	0.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A...	0.00	10.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A...	10.00	0.00	0.0000	0.0000	
06/17/2015	BTFR	BATCH-451	BTFR-2	Sample Cash Account A...	0.00	250.00	0.0000	0.0000	
06/17/2015	BTFR	BATCH-451	BTFR-2	Sample Cash Account A...	250.00	0.00	0.0000	0.0000	
06/18/2015	BTFR	BATCH-453	BTFR-3	Sample Cash Account A...	0.00	250.00	0.0000	0.0000	
06/18/2015	BTFR	BATCH-453	BTFR-3	Sample Cash Account A...	250.00	0.00	0.0000	0.0000	

GL Transaction Detail

bank transfer's posted entries

bank transfer's unposted entries

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
06/18/2015	BATCH-453	10122-1002	Sample Cash Account A-Warsaw Grain	BTFR-3	250.00	
06/18/2015	BATCH-453	10122-1002	Sample Cash Account A-Warsaw Grain	BTFR-3	250.00	0.00
06/18/2015	BATCH-453	10122-1003	Sample Cash Account A-Albion Grain	BTFR-3	250.00	0.00
06/18/2015	BATCH-453	10122-1003	Sample Cash Account A-Albion Grain	BTFR-3	0.00	250.00

- 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 after the unpost, thus adding back the amount that was previously deducted when Bank Transfer was posted.

GL Account Detail

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

Account Group: Cash Accounts Opening Balance: 0.000000

Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
06/16/2015	MCHK	BATCH-438	MCHK-3	Sample Cash Account A...	0.00	10.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-439	MCHK-4	Sample Cash Account A...	0.00	30.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-440	MCHK-5	Sample Cash Account A...	0.00	40.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-442	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-449	BTRN-12	Sample Cash Account A...	7.00	0.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A...	0.00	10.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A...	10.00	0.00	0.0000	0.0000	
06/17/2015	BTFR	BATCH-451	BTFR-2	Sample Cash Account A...	0.00	250.00	0.0000	0.0000	
06/17/2015	BTFR	BATCH-451	BTFR-2	Sample Cash Account A...	250.00	0.00	0.0000	0.0000	
06/18/2015	BTFR	BATCH-453	BTFR-3	Sample Cash Account A...	0.00	250.00	0.0000	0.0000	
06/18/2015	BTFR	BATCH-453	BTFR-3	Sample Cash Account A...	250.00	0.00	0.0000	0.0000	

Ending Balance: 907.000000

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

Bank Accounts

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

Details Origin

Bank Name: ABC Bank

Account No: 1500326210C Currency: USD

Balance: 907.000000 Active: ☒

GL Accounts

GL Account: 10122-1002

- ii. Bank Transfer will not anymore be shown in the **Bank Account Register** for the Bank Account used in the Transfer From panel.

Bank Account Register

Print Reconciliation Close

Bank Account: Bank Name: ABC Bank Balance: 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	10000001	MCHK-2		10.00		990.00			Misc Checks	
06/16/2015	10000002	MCHK-3		20.00		970.00			Misc Checks	
06/16/2015	10000003	MCHK-4		30.00		940.00			Misc Checks	
06/16/2015	10000004	MCHK-5		40.00		900.00			Misc Checks	
06/17/2015		BTRN-12			7.00	907.00			Bank Transaction	interest g...

- iii. Bank Transfer will not anymore be shown 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: 907.000000, Bank & G/L Balance Difference: 0.000000

4 Payments and Debits

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	06/16/2015	10000001	Misc Checks		10.00
<input checked="" type="checkbox"/>	06/16/2015	10000002	Misc Checks		20.00
<input checked="" type="checkbox"/>	06/16/2015	10000003	Misc Checks		30.00
<input checked="" type="checkbox"/>	06/16/2015	10000004	Misc Checks		40.00

0 Payments Cleared: 0.000000

2 Deposits and Credits

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	06/16/2015		Initial deposit	Bank Deposit	1,000.00
<input checked="" 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: 100.000000, Uncleared Deposits: 1,007.000000, **Bank Account Balance: 907.000000**, 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, thus taking out the amount that was added when the Bank Transfer was posted.

GL Account Detail

Account ID: 10122-1003, Description: Sample Cash Account A-Albion Grain, Date Range: , 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
06/18/2015	BTFR	BATCH-453	BTFR-3	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 checked="" type="checkbox"/>

0.00 0.00 0.0000 0.0000

Ending Balance: 0.000000

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

Bank Accounts

Bank Name: Sample Bank, Account No: 1435254000, Currency: USD, GL Account: 10122-1003

Balance: 0.000000, Active: ☒

- ii. Bank Transfer will not be shown anymore in the **Bank Account Register** for the Bank Account used in the Transfer To panel.

Bank Account Register

Bank Account: , Bank Name: Sample Bank, **Balance: 0.000000**

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Cl...	Clear Date	Transaction Type	Memo
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- iii. Bank Transfer will not be shown anymore in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used in the Transfer To panel.

Bank Reconciliation window showing the Payments and Debits panels. The Payments and Debits panels are empty. The summary section shows a balance difference of 0.000000. The 'Bank Account Balance' is highlighted with a red box.

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

- The Bank Transfer had been cleared.

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

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

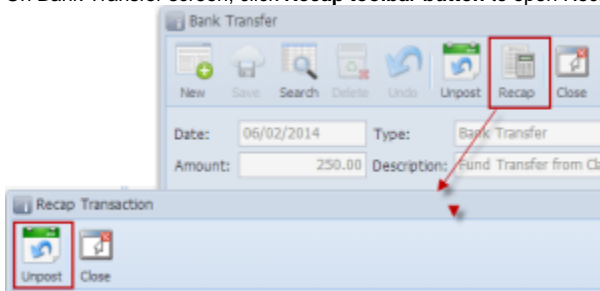
Bank Transfer window showing a posted transaction with Date: 06/02/2014, Amount: 250.00, and Description: Fund Transfer from Clara City to Prinsburg Fertilizer. The transaction is marked as Posted.

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

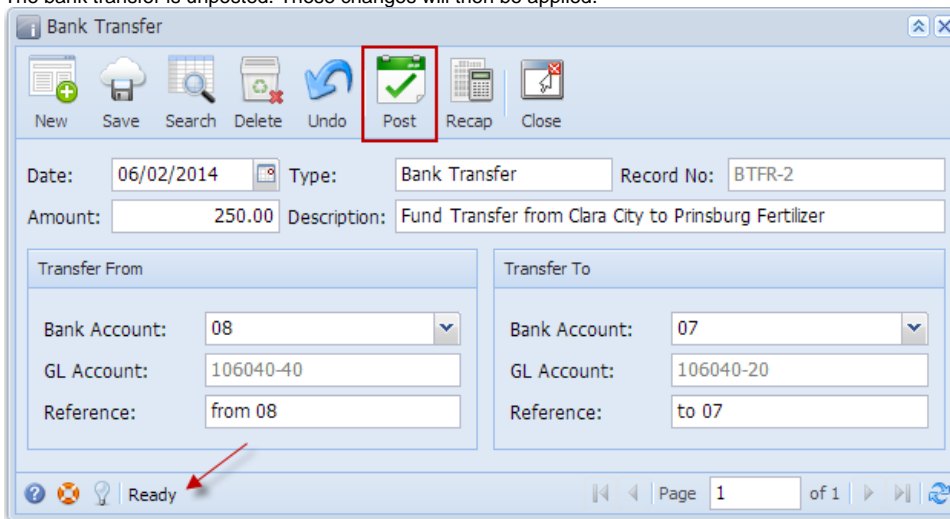
- a. On Bank Transfer screen, click **Unpost toolbar button**.



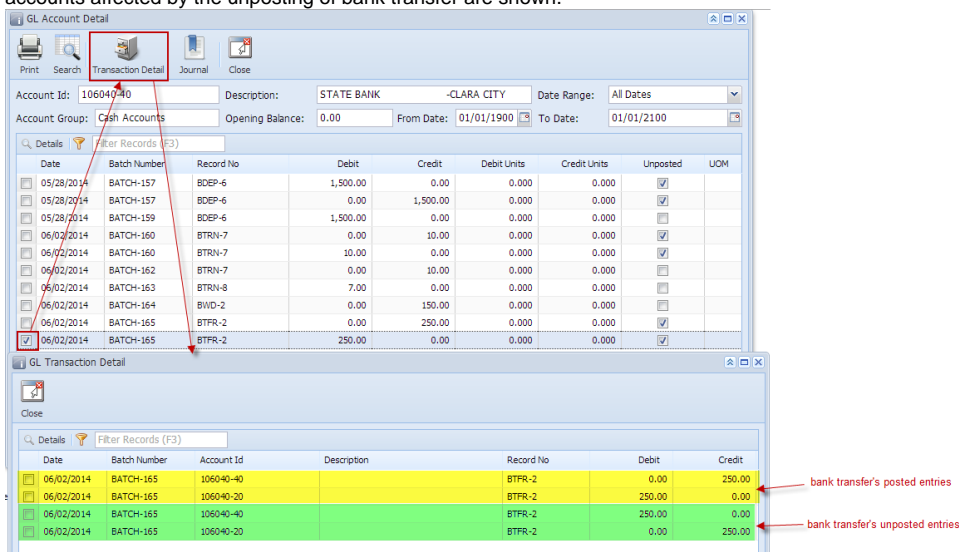
- b. On Bank Transfer screen, click **Recap toolbar button** to open Recap Transaction screen. Click **Unpost toolbar button**.



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



- 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 entire screen is back as enabled allowing the user to make necessary changes.
4. The bank transfer 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 transfer, 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 unposting of 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 after the unpost, thus adding back the amount that was

previously deducted when Bank Transfer was posted.

GL Account Detail

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

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

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 checked="" type="checkbox"/>	
06/02/2014	BATCH-165	BTFR-2	250.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
			3,267.00	1,920.00	0.00	0.00		
					Ending Balance:		1,347.00	

Ready Page 1 of 1

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

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: 1,347.00 Active: ☒

- ii. Bank Transfer will not anymore be shown 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: 1,347.00

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 gal...
06/02/2014		BWD-2		150.00		1,347.00	<input type="checkbox"/>		Bank Withdrawal	purchase o...

- iii. Bank Transfer will not anymore be shown 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: 06/03/2014 Bank Name: ABC Bank G/L Account: 106040-40 G/L Balance: 1,347.00 Bank & G/L Balance Difference: 0.00

2 Payments and Debits

☒ Clear All ☐ Clear None Add Filter:

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

0 Payments Cleared: 0.00

2 Deposits and Credits

☒ Clear All ☐ Clear None Add Filter:

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	05/28/2014		Company	Bank Deposit	1,500.00
<input checked="" 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: 160.00 Uncleared Deposits: 1,507.00 Bank Account Balance: 1,347.00 Difference: 0.00

Ready

- 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, thus taking out the amount that was added when the Bank

Transfer was posted.

GL Account Detail

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		
05/26/2014	BATCH-149	BTRN-4	0.00	100.25	0.000	0.000		
05/26/2014	BATCH-150	BTRN-5	200.00	0.00	0.000	0.000		
05/26/2014	BATCH-152	BWD-1	0.00	60.00	0.000	0.000		
05/26/2014	BATCH-153	BTFR-1	0.00	300.00	0.000	0.000	<input checked="" type="checkbox"/>	
05/26/2014	BATCH-154	MCHK-5	0.00	120.00	0.000	0.000		
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"/>	
05/26/2014	BATCH-153	BTFR-1	300.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-165	BTFR-2	0.00	250.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-165	BTFR-2	250.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
			1,780.00	860.25	0.00	0.00		

Ending Balance: 919.75

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

Bank Accounts

Bank Name: Test Bank

Account No: 222555777 Currency: USD

Balance: 919.75 Active: ☒

Contact: Anne Way

GL Accounts

GL Account: 106040-20

- ii. **Bank Transfer** will not be shown anymore in the **Bank Account Register** for the Bank Account used in the Transfer To panel.

Bank Account Register

Bank Account: 07 Bank Name: Test Bank Balance: 919.75

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 dep1
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		MCHK-5	payee1	120.00		919.75	<input type="checkbox"/>		Misc Checks	
05/26/2014	Voided	MCHK-6	payee2	30.00		919.75	<input type="checkbox"/>		Misc Checks	

- iii. **Bank Transfer** will not be shown anymore in the **Bank Reconciliation > Payments and Debits panel** for the Bank Account used in the Transfer To panel.

Bank Reconciliation

Bank Account: 07 Statement Date: 06/03/2014 Bank Name: Test Bank G/L Account: 106040-20 G/L Balance: 919.75 Bank & G/L Balance Difference: 0.00

3 Payments and Debits

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	05/26/2014			Bank Transaction	100.25
<input checked="" type="checkbox"/>	05/26/2014			Bank Withdrawal	60.00
<input checked="" type="checkbox"/>	05/26/2014		payee1	Misc Checks	120.00

0 Payments Cleared: 0.00

2 Deposits and Credits

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	05/26/2014		dep contact	Bank Deposit	1,000.00
<input checked="" type="checkbox"/>	05/26/2014			Bank Transaction	200.00

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: 280.25 Uncleared Deposits: 1,200.00 Bank Account Balance: 919.75 Difference: 0.00