

How to Unpost Miscellaneous Check

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 Miscellaneous Check had been cleared.

The following will guide you on how to unpost a previously posted Miscellaneous Check.

1. Open the posted Miscellaneous Check you want to unpost.

The screenshot shows the 'Miscellaneous Checks - MCHK-3' window. The 'Details' tab is active. Fields include: Bank Account (07072017), Balance (37,548.59000), Currency (USD), Record No (MCHK-3), Date (7/19/2017), Payee (Test Payee), Amount (50.00000), Description (Test Misc Check), Recur (unchecked), Check No (unchecked), To be printed (unchecked), Search Address (Enter address to search...), Address, City, State, Zip/Postal, and Country. A table below shows GL Account details with columns: X Remove, Filter, GL Account, Description, Name, and Amount. The table contains one row: \$50000-0000-000, Purchases Discounts - Home office - Admin, \$0.00000. The total at the bottom is \$50.00.

2. Unpost the transaction. There are 2 ways to unpost a miscellaneous check.

- a. On Miscellaneous Checks screen, click **Unpost toolbar button**.

The screenshot shows the 'Miscellaneous Checks - MCHK-3' window. The 'Unpost' button in the toolbar is highlighted with a red box.

- b. On Miscellaneous Checks 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. Fields include: Date (7/19/2017), Description (Test Misc Check), Currency (USD), Rate (1.00). A table below shows transaction details with columns: Batch ID, Record No., Account ID, Description, Account Group, Debit, and Credit. The table contains two rows: 1. BATCH-3460, MCHK-3, 14140-0000-000, Test Misc Check, Asset, 50.00, 0.00; 2. BATCH-3460, MCHK-3, \$5000-0000-000, Purchases Discounts - Home office..., Purchases Disc..., 0.00, 50.00. The 'Unpost' button is highlighted with a red box.

- The miscellaneous check is unposted. These changes will then be applied.

Miscellaneous Checks - MCHK-3

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

Details Audit Log (3)

Bank Account: 07072017 Balance: 37,598.59000 Currency: USD Record No: MCHK-3

Date: 7/19/2017 Payee: Test Payee Amount: 50.00000

Description: Test Misc Check Recur: Check No: To be printed

Search Address: Enter address to search...

Address: City: State: Zip/Postal: Country:

X Remove Filter

GL Account*	Description	Name	Amount
55000-0000-000	Purchases Discounts - Home office - Admin		\$0.00000

Total: \$50.00

Ready

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

GL Account Detail - 14140-0000-000

Print Search **Transaction Detail** Journal Report Close

Details

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

Account Group: Asset Opening Balance: 0.00

GL Transaction Detail

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
7/19/2017	BATCH-3460	14140-0000-000	Test Cash Account-Home office-Admin	MCHK-3	0.00	50.00
7/19/2017	BATCH-3460	14140-0000-000	Test Cash Account-Home office-Admin	MCHK-3	50.00	0.00

Ready

- Account ID used in transaction

GL Account Detail - 55000-0000-000

Print Search **Transaction Detail** Journal Report Close

Details

Account ID: 55000-0000-000 Description: Purchases Discounts - Home office - Admin Currency: USD Date Range: From Date: 7/1/2017 To Date: 7/31/2017

Account Group: Purchases Discounts Opening Balance: 110.00

GL Transaction Detail

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
7/19/2017	BATCH-3460	55000-0000-000	Purchases Discounts - Home office - A...	MCHK-3	50.00	0.00
7/19/2017	BATCH-3460	55000-0000-000	Purchases Discounts - Home office - A...	MCHK-3	0.00	50.00

Ready

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

The screenshot shows the 'Miscellaneous Checks - MCHK-3' window. The 'Balance' field is highlighted with a red box and contains the value 37,598.59000. The 'Currency' is set to USD. The 'Record No' is MCHK-3. The 'Date' is 7/19/2017. The 'Payee' is Test Payee. The 'Amount' is 50.00000.

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

The screenshot shows the 'Bank Accounts - US BANK NA' window. The 'Balance' field is highlighted with a red box and contains the value 37,598.59000. The 'Account No' is 07072017. The 'Currency' is USD. The 'GL Account' is 14140-0000-000. The 'Check Number Range' is empty.

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

The screenshot shows the 'Bank Account Register' window. The 'Balance' field is highlighted with a red box and contains the value 37,598.59000. The 'Bank Account' is 07072017. The 'Bank Name' is US BANK NA. The table below shows the transactions for this account.

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

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

The screenshot shows the 'Bank Reconciliation' window with the 'Payments and Debits' tab selected. The 'Bank Account Balance' field is highlighted with a red box, showing a value of 37,598.59000. The 'Bank Statement Ending Balance' is 0, and the 'Uncleared Payments' total is 17,056.41000. The 'Uncleared Deposits' total is 54,555.00000. The 'Bank Account Balance' field is also highlighted with a red box, showing a value of 37,598.59000. The 'Difference' field shows a value of -100.00000.

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

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

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

The screenshot shows the 'Entity - IRELY ADMIN' user options screen. The 'Allow User to only Post Transactions they created' checkbox is checked and highlighted with a red box. The 'Maximum Number of Origin Screens Allowed' is set to 3. The 'Add Photo' button is visible next to the 'Username' field.

- The Miscellaneous Check had been cleared.

The following will guide you on how to unpost a previously posted Miscellaneous Check.

1. Open the posted Miscellaneous Check you want to unpost.

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Unpost Recap Close

Details Audit Log (2)

Bank Account: 12152015 Balance: 11,587.16 Currency: USD Record No: MCHK-3

Date: 10/3/2016 Payee: Amount: 852.50

Description: Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

Remove Filter: [Search Icon]

GL Account	Description	Name	Amount
15000-0001-003	Beginning Inventory		852.50

Total: \$852.50

Posted

2. Unpost the transaction. There are 2 ways to unpost a miscellaneous check.

a. On Miscellaneous Checks screen, click **Unpost** toolbar button.

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Unpost Recap Close

b. On Miscellaneous Checks screen, click **Recap** toolbar button to open Recap Transaction screen. Click **Unpost** toolbar button.

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Unpost Recap Close

Details Audit Log (2)

Bank Account: 12152015 Balance: 11,587.16 Currency: USD Record No: MCHK-3

Date: 10/3/2016 Payee: Amount: 852.50

Description: Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

Remove Filter: [Search Icon]

Recap Transaction

Unpost Close

Details

Date: 10/3/2016 Description: Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit	Deb
1 BATCH-1351	MCHK-3	10718-0000-000	Payroll Checking	Cash Accounts	852.50	0.00	
2 BATCH-1351	MCHK-3	15000-0001-003	Beginning Inventory	Inventories	0.00	852.50	

Ready

3. The miscellaneous check is unposted. These changes will then be applied.

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (3)

Bank Account: 12152015 Balance: 12,439.66 Currency: USD Record No: MCHK-3

Date: 10/3/2016 Payee: Amount: 852.50

Description: Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

Remove Filter: [Search Icon]

GL Account	Description	Name	Amount
15000-0001-003	Beginning Inventory		852.50

Total: \$852.50

Ready

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

- a. In the **GL Account Detail**. You may open any account used from the miscellaneous check, then select the miscellaneous check 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 miscellaneous check are shown.

GL Account Detail - 10718-0000-000

Print Search **Transaction Detail** Journal Export Close

Details

Account ID: 10718-0000-000 Description: Payroll Checking Currency: USD Date Range: []

Account: Cash Accounts Opening Balance: -10,880.34 From: 10/1/2016 To Date: 12/31/2016

GL Transaction Detail

Close

Details

miscellaneous check's posted entries

miscellaneous check's unposted entries

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

X Date Between 10/1/2016 and 10/5/2016

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
10/3/2016	BATCH-1351	10718-0000-000	Payroll Checking	MCHK-3	0.00	852.50
10/3/2016	BATCH-1351	15000-0001-003	Beginning Inventory	MCHK-3	852.50	0.00
10/3/2016	BATCH-1351	10718-0000-000	Payroll Checking	MCHK-3	852.50	0.00
10/3/2016	BATCH-1351	15000-0001-003	Beginning Inventory	MCHK-3	0.00	852.50

Ready

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

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (3)

Bank Account: 12152015 Balance: 12,439.66 Currency: USD Record No: MCHK-3

GL Account Detail - 10718-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10718-0000-000 Description: Payroll Checking Currency: USD Date Range: []

Account: Cash Accounts Opening Balance: -10,880.34 From: 10/1/2016 To Date: 12/31/2016

Q Open Layout Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units
10/3/2016	BDEP	BATCH-1349	BDEP-4	Payroll Checking	15,820.00	0.00	0.00
10/3/2016	BDEP	BATCH-1350	BDEP-5	Payroll Checking	7,500.00	0.00	0.00
					23,320.00	0.00	0.00

Ending Balance: 12,439.66

Ready

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

Bank Accounts - Commerce Bank

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

Details Check Layout Audit Log (1)

Bank Name: Commerce Bank

Account No: 12152015 Currency: USD

Balance: 12,439.66 Active: [x]

GL Accounts

GL Account: 10718-0000-000

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

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 12152015 Bank Name: Commerce Bank Balance: 12,439.66

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
6/9/2016		PCHK-121	Keisha T Richter	691.11		-4,262.83	<input type="checkbox"/>		Direct Deposit	
6/9/2016		PCHK-122	Lucy D Turman	631.09		-4,893.92	<input type="checkbox"/>		Paycheck	
6/9/2016		PCHK-123	Travis G Lee	631.09		-5,525.01	<input type="checkbox"/>		Paycheck	
6/9/2016		PCHK-124	Linda J Obrien	931.20		-6,456.21	<input type="checkbox"/>		Paycheck	
6/9/2016		PCHK-125	Julia D Patrick	991.23		-7,447.44	<input type="checkbox"/>		Direct Deposit	
6/9/2016		PCHK-126	Mary C Morales	691.11		-8,138.55	<input type="checkbox"/>		Paycheck	
6/9/2016		PCHK-127	Ramona H Ortiz	1,045.38		-9,183.93	<input type="checkbox"/>		Paycheck	
6/9/2016		PCHK-128	Rebecca K Berends	871.18		-10,055.11	<input type="checkbox"/>		Paycheck	
7/8/2016	00000086	PCHK-129	Mary C Morales	825.23		-10,880.34	<input type="checkbox"/>		Paycheck	
10/3/2016		RDEP-4			15,820.00	4,939.66	<input type="checkbox"/>		Bank Deposit	
10/3/2016		RDEP-5			7,500.00	12,439.66	<input type="checkbox"/>		Bank Deposit	

Ready

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

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 12152015 Statement Date: 10/31/2016 Bank Name: Commerce Bank G/L Account: G/L Balance: 12,439.66 Bank & G/L Balance Difference: 0.00

124 Payments and Debits

☒ Clear All ☐ Clear None + Add ☐ Layout

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	11/19/20...	00000022	Billy S Quintana	Paycheck	1,238.92
<input checked="" type="checkbox"/>	11/19/20...	00000021	Tyler M Kennedy	Paycheck	815.00
<input checked="" type="checkbox"/>	11/19/20...	00000020	Carol J Lowe	Paycheck	1,225.55
<input checked="" type="checkbox"/>	11/19/20...	00000019	Ruth R Laurence	Paycheck	1,088.86
<input checked="" type="checkbox"/>	11/19/20...	00000018	Rebecca K Bere...	Paycheck	1,028.83
<input checked="" type="checkbox"/>	11/19/20...	00000017	Ramona H Ortiz	Paycheck	1,225.55
<input checked="" type="checkbox"/>	11/19/20...	00000016	Mary C Morales	Paycheck	815.00

1 Payments Cleared: 901.19

3 Deposits and Credits

☒ Clear All ☐ Clear None + Add ☐ Layout

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	4/19/2016			Bank Transfer (D...	110,000.00
<input checked="" type="checkbox"/>	10/3/2016			Bank Deposit	15,820.00
<input checked="" type="checkbox"/>	10/3/2016			Bank Deposit	7,500.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance	-	Cleared Payments	+	Cleared Deposits	=	Ending Balance Per Reconciliation
0.00		901.19		0.00		-901.19

Bank Statement Ending Balance	-	Uncleared Payments	+	Uncleared Deposits	=	Bank Account Balance	Difference
0		119,979.15		133,320.00		12,439.66	901.19

Ready

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

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- 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 B

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 Miscellaneous Check had been cleared.

The following will guide you on how to unpost a previously posted Miscellaneous Check.

1. Open the posted Miscellaneous Check you want to unpost.

The screenshot shows the 'Miscellaneous Checks - MCHK-20' window. The 'Details' tab is active, showing fields for Bank Account (113322), Date (05/05/2016), Payee (payee101), Amount (100.00), and Description. The 'Recap' button is highlighted in the toolbar. The status bar at the bottom indicates 'Posted'.

2. Unpost the transaction. There are 2 ways to unpost a miscellaneous check.

- a. On Miscellaneous Checks screen, click **Unpost** toolbar button.

The screenshot shows the 'Miscellaneous Checks - MCHK-20' window. The 'Unpost' button in the toolbar is highlighted with a red box.

- b. On Miscellaneous Checks 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 'Unpost' button in the 'Miscellaneous Checks - MCHK-20' window to the 'Unpost' button in the 'Recap Transaction' window.

3. The miscellaneous check is unposted. These changes will then be applied.

The screenshot shows the 'Miscellaneous Checks - MCHK-20' window. The 'Post' button in the toolbar is highlighted with a red box. The status bar at the bottom indicates 'Ready'.

- a. Ready is shown at the left part of the **Status bar**.
- b. The previously **Unposted** toolbar button is now labeled as **Posted**.

- c. The **Balance** field is now updated with the reverse of transaction, thus adding back the amount of miscellaneous check from the existing balance.
- d. The entire screen is back as enabled allowing the user to make necessary changes.
4. The miscellaneous check that was unposted then updates the following areas in i21.
- a. In the **GL Account Detail**. You may open any account used from the miscellaneous check, then select the miscellaneous check 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 miscellaneous check are shown.

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

Q Open Layout Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
05/05/2016	BTRF	BATCH-557	BTRF-11	Wells Fargo - Payroll	0.00	10.00	0.0000	0.0000
05/05/2016	MCHK	BATCH-561	MCHK-20	Wells Fargo - Payroll	0.00	100.00	0.0000	0.0000
05/05/2016	MCHK	BATCH-561	MCHK-20	Wells Fargo - Payroll	100.00	0.00	0.0000	0.0000

GL Transaction Detail

Close

Details

miscellaneous check's posted entries
miscellaneous check's unposted entries

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit U
05/05/2016	BATCH-561	10001-0001-000	Wells Fargo - Payroll	MCHK-20	0.00	100.00	
05/05/2016	BATCH-561	40000-0001-004	Sales	MCHK-20	100.00	0.00	
05/05/2016	BATCH-561	10001-0001-000	Wells Fargo - Payroll	MCHK-20	100.00	0.00	
05/05/2016	BATCH-561	40000-0001-004	Sales	MCHK-20	0.00	100.00	

Ready

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

Miscellaneous Checks - MCHK-20

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (3)

Bank Account: 113322 Balance: 2,548.67 Currency: USD Record No: MCHK-20

Date: 05/05/2016 Payee: payee101 Amount: 100.00

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

Q Open Layout Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
05/05/2016	BTRF	BATCH-557	BTRF-11	Wells Fargo - Payroll	0.00	10.00	0.0000	0.0000
05/05/2016	MCHK	BATCH-561	MCHK-20	Wells Fargo - Payroll	0.00	100.00	0.0000	0.0000
05/05/2016	MCHK	BATCH-561	MCHK-20	Wells Fargo - Payroll	100.00	0.00	0.0000	0.0000

Ending Balance: 2,548.67

Ready

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

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: [x]

GL Accounts

GL Account: 10001-0001-000

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

Bank Account Register

Print Reconciliation Export To Excel Close

Details

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

Filter Records (F3)

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

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

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"/>	03/31/201...			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 Prop...	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"/>	04/13/201...			Bank Deposit	1,515.20
<input type="checkbox"/>	04/29/201...			Bank Deposit	5,000.00
<input type="checkbox"/>	04/29/201...			Bank Transaction	50.00

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	4,006.53	6,565.20	2,548.67	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 B

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 Miscellaneous Check had been cleared.

The following will guide you on how to unpost a previously posted Miscellaneous Check.

- Open the posted Miscellaneous Check you want to unpost.

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Unpost Recap Close

Details

Bank Account: 253624539656 Balance: 2,900.31 Currency: USD Record No: MCHK-3

Date: 02/09/2016 Payee: Payee 1 Amount: 65.00

Description: Allowance Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

X Remove Filter: x Q

GL Account	Description	Name	Amount
40000-0000-004	Sales		65.00

Total: \$65

Posted

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

- On Miscellaneous Checks screen, click **Unpost toolbar button**.

Miscellaneous Checks - MCHK-3

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

- On Miscellaneous Checks screen, click **Recap toolbar button** to open Recap Transaction screen. Click **Unpost toolbar button**.

Miscellaneous Checks - MCHK-3

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

Details

Bank Account: 253624539656 Balance: 2,900.31 Currency: USD Record No: MCHK-3

Date: 02/09/2016 Payee: Payee 1 Amount: 65.00

Description: Allowance Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

X Remove Filter: x Q

GL Account	Description	Name	Amount
40000-0000-004	Sales		65.00

Recap Transaction

Unpost Close

Details

Date: 02/09/2016 Description: Allowance Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-370	MCHK-3	10004-0000-000	Three Rivers - Operating - Gr	Cash Accounts	65.00	0.00
2 BATCH-370	MCHK-3	40000-0000-004	Sales	Sales	0.00	65.00

Ready

- The miscellaneous check is unposted. These changes will then be applied.

Miscellaneous Checks - MCHK-3

Bank Account: 253624539656 Balance: 2,965.31 Currency: USD Record No: MCHK-3

Date: 02/09/2016 Payee: Payee 1 Amount: 65.00

Description: Allowance Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

GL Account Detail - 10004-0000-000

GL Account	Description	Name	Amount
40000-0000-004	Sales		65.00

Total: \$65

Ready

- Ready is shown at the left part of the **Status bar**.
 - The previously **Unposted** toolbar button is now labeled as **Posted**.
 - The **Balance** field is now updated with the reverse of transaction, thus adding back the amount of miscellaneous check from the existing balance.
 - The entire screen is back as enabled allowing the user to make necessary changes.
- The miscellaneous check that was unposted then updates the following areas in i21.
 - In the **GL Account Detail**. You may open any account used from the miscellaneous check, then select the miscellaneous check 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 miscellaneous check are shown.

GL Account Detail - 10004-0000-000

Print Search Transaction Detail Journal Export Close

Details

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

Account Group: Cash Accounts Opening Balance: 0.00

Date	Source Syst	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
02/05/2016	BTRF	BATCH-362	BTRF-2	Three Rivers - Operatin...	100.00	0.00	0.0000	0.0000	
02/05/2016	BTRF	BATCH-361	BTRF-3	Three Rivers - Operatin...	15.00	0.00	0.0000	0.0000	
02/05/2016	BTRF	BATCH-364	BTRF-3	Three Rivers - Operatin...	0.00	15.00	0.0000	0.0000	
02/05/2016	BTRF	BATCH-364	BTRF-3	Three Rivers - Operatin...	15.00	0.00	0.0000	0.0000	
02/05/2016	BTRF	BATCH-366	BTRF-3	Three Rivers - Operatin...	0.00	15.00	0.0000	0.0000	
02/05/2016	BTRF	BATCH-366	BTRF-3	Three Rivers - Operatin...	15.00	0.00	0.0000	0.0000	
02/09/2016	MCHK	BATCH-370	MCHK-3	Three Rivers - Operatin...	0.00	65.00	0.0000	0.0000	
02/09/2016	MCHK	BATCH-370	MCHK-3	Three Rivers - Operatin...	65.00	0.00	0.0000	0.0000	

GL Transaction Detail

Close

Details

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

Account Group: Cash Accounts Opening Balance: 0.00

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit Units	Credit
02/09/2016	BATCH-370	10004-0000-000	Three Rivers - Operating - Gr	MCHK-3	0.00	65.00	0.0000	0.0000
02/09/2016	BATCH-370	40000-0000-004	Sales	MCHK-3	65.00	0.00	0.0000	0.0000
02/09/2016	BATCH-370	10004-0000-000	Three Rivers - Operating - Gr	MCHK-3	65.00	0.00	0.0000	0.0000
02/09/2016	BATCH-370	40000-0000-004	Sales	MCHK-3	0.00	65.00	0.0000	0.0000

Ending Balance: 2,965.31

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

Miscellaneous Checks - MCHK-3

Bank Account: 253624539656 Balance: 2,965.31 Currency: USD Record No: MCHK-3

Date: 02/09/2016 Payee: Payee 1 Amount: 65.00

Description: Allowance Check No: To be printed

GL Account Detail - 10004-0000-000

Print Search Transaction Detail Journal Export Close

Details

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

Account Group: Cash Accounts Opening Balance: 0.00

Date	Source Syst	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
02/05/2016	BTRF	BATCH-362	BTRF-2	Three Rivers - Operatin...	100.00	0.00	0.0000	0.00
02/05/2016	BTRF	BATCH-361	BTRF-3	Three Rivers - Operatin...	15.00	0.00	0.0000	0.00
02/05/2016	BTRF	BATCH-364	BTRF-3	Three Rivers - Operatin...	0.00	15.00	0.0000	0.00
02/05/2016	BTRF	BATCH-364	BTRF-3	Three Rivers - Operatin...	15.00	0.00	0.0000	0.00
02/05/2016	BTRF	BATCH-366	BTRF-3	Three Rivers - Operatin...	0.00	15.00	0.0000	0.00
02/09/2016	MCHK	BATCH-370	MCHK-3	Three Rivers - Operatin...	0.00	65.00	0.0000	0.0000
02/09/2016	MCHK	BATCH-370	MCHK-3	Three Rivers - Operatin...	65.00	0.00	0.0000	0.0000

Ending Balance: 2,965.31

Ready

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

Bank Accounts - Three Rivers Federal Credit Union

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

Details

Bank Name: Three Rivers Federal Credit Union

Account No: 253624539656 Currency: USD

Balance: 2,965.31 Active: ☒

GL Accounts

GL Account: 10004-0000-000

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

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 253624539656 Bank Name: Three Rivers Federal Credit Union Balance: 2,965.31

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
02/01/2016		BDP-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		BDP-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		BTRN-2-DEP			100.00	2,965.31	<input type="checkbox"/>		Bank Transfer (DEP)	2

Ready

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

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details

Bank Account: 253624539656 Statement Date: 02/09/2016 Bank Name: Three Rivers Federal Credit Union G/L Account: G/L Balance: 2,965.31 Bank & G/L Balance Difference: 0.00

12 Payments and Debits

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

Clear	Date	Number	Payee	Transaction Type	Payment
<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...		Arica 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
<input type="checkbox"/>	02/02/20...		Donna E Parker	Paycheck	1,075.26
<input type="checkbox"/>	02/03/20...			Bank Transaction	500.00

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"/>	02/01/2016			Bank Deposit	4,900.00
<input type="checkbox"/>	02/02/2016			Bank Deposit	10,000.00
<input 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: 5,683.08 Uncleared Deposits: 15,000.00 Bank Account Balance: 2,965.31 Difference: 6,351.61

Ready

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

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

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

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

The screenshot shows the 'User Security' window with the 'Settings' tab selected. The 'User Options' section contains a checkbox labeled 'Allow User to only Post Transactions they created', which is checked and highlighted with a red rectangle. Other fields include Username: AGADMIN, Full Name: AGADMIN, and Maximum Number of Origin Screens Allowed: 5.

- The Miscellaneous Check had been cleared.

The following will guide you on how to unpost a previously posted Miscellaneous Check.

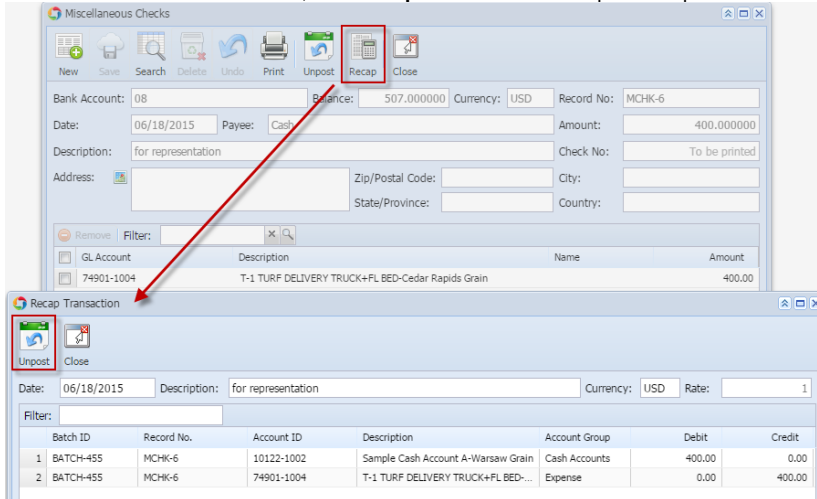
- Open the posted Miscellaneous Check you want to unpost.

The screenshot shows the 'Miscellaneous Checks' window. The 'Bank Account' is 08, 'Balance' is 507.000000, 'Currency' is USD, and 'Record No.' is MCHK-6. The 'Date' is 06/18/2015, 'Payee' is Cash, and 'Amount' is 400.000000. The 'Description' is 'for representation'. The 'Check No.' is 'To be printed'. The 'Address' field is empty. The 'Zip/Postal Code', 'City', 'State/Province', and 'Country' fields are also empty. A table below shows a single entry with 'GL Account' 74901-1004, 'Description' T-1 TURF DELIVERY TRUCK+FL BED-Cedar Rapids Grain, and 'Amount' 400.00. The 'Total' is 400.00. The status bar at the bottom indicates 'Posted'.

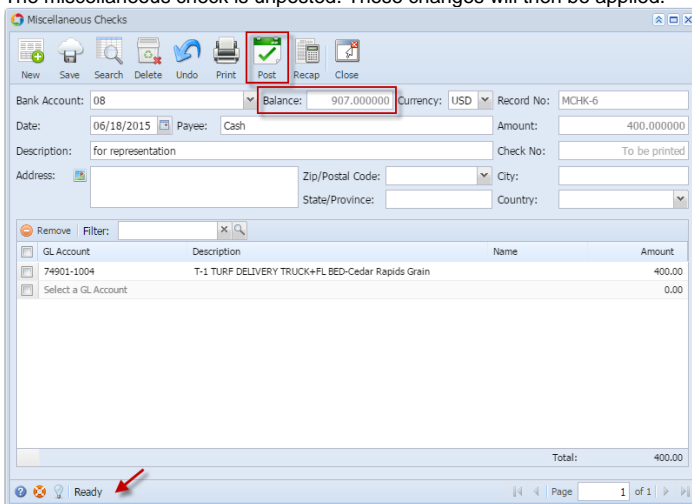
- Unpost the transaction. There are 2 ways to unpost a miscellaneous check.
 - On Miscellaneous Checks screen, click **Unpost toolbar button**.

The screenshot shows the 'Miscellaneous Checks' window with the 'Unpost' toolbar button highlighted with a red rectangle. The toolbar includes buttons for New, Save, Search, Delete, Undo, Print, Unpost, Recap, and Close.

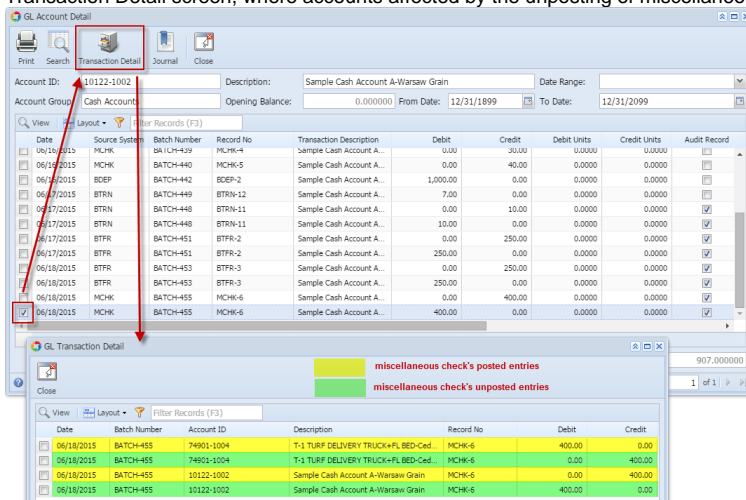
- b. On Miscellaneous Checks screen, click **Recap toolbar button** to open Recap Transaction screen. Click **Unpost toolbar button**.



3. The miscellaneous check 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 **Balance field** is now updated with the reverse of transaction, thus adding back the amount of miscellaneous check from the existing balance.
d. The entire screen is back as enabled allowing the user to make necessary changes.
4. The miscellaneous check that was unposted then updates the following areas in i21.
- a. In the **GL Account Detail**. You may open any account used from the miscellaneous check, then select the miscellaneous check 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 miscellaneous check are shown.



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

Miscellaneous Checks

Bank Account: 08 Balance: 907.000000 Currency: USD Record No: MCHK-6

Date: 06/16/2015 Payee: Cash Amount: 400.000000

Description: for representation Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

Remove: Filter: GL Account: Description: Name: Amount: 400.00

T-1 TRIP DELIVERY TRUCK+FL800-Cedar Rapids Green

GL Account Detail

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

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

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
06/16/2015	MCHK	BATCH-440	MCHK-4	Sample Cash Account A.	0.00	40.00	0.0000	0.0000	
06/16/2015	BCDP	BATCH-442	BCDP-2	Sample Cash Account A.	1,000.00	0.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-448	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	BTRN	BATCH-451	BTRN-2	Sample Cash Account A.	0.00	250.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-451	BTRN-2	Sample Cash Account A.	250.00	0.00	0.0000	0.0000	
06/18/2015	BTRN	BATCH-453	BTRN-3	Sample Cash Account A.	0.00	250.00	0.0000	0.0000	
06/18/2015	BTRN	BATCH-453	BTRN-3	Sample Cash Account A.	250.00	0.00	0.0000	0.0000	
06/18/2015	MCHK	BATCH-455	MCHK-6	Sample Cash Account A.	0.00	400.00	0.0000	0.0000	
06/18/2015	MCHK	BATCH-455	MCHK-6	Sample Cash Account A.	400.00	0.00	0.0000	0.0000	
					1,007.00	100.00	0.0000	0.0000	

Ending Balance: 907.000000

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

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

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

Bank Account Register

Print Reconciliation Close

Bank Account: 08 Bank Name: ABC Bank Balance: 907.000000

Filter:

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	CI..	Clear Date	Transaction Type	Memo
06/16/2015					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...

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

Bank Reconciliation

Reconcile Print Search Clear Range Import View Close

Details Attachments

Bank Account: 08 Statement Date: 06/22/2015 Bank Name: ABC Bank G/L Account: G/L Balance: 907.000000 Bank & G/L Balance Difference: 0.000000

4 Payments and Debits

☒ Clear All ☐ Clear None Filter Records (F3)

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

0 Payments Cleared: 0.000000

2 Deposits and Credits

☒ Clear All ☐ Clear None Filter Records (F3)

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

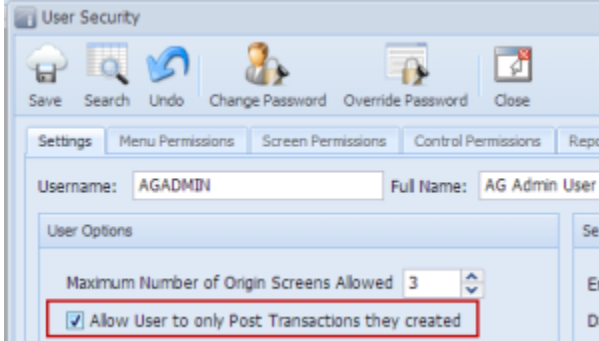
Prior Reconciliation Ending Balance: 0.000000 Cleared Payments: 0.000000 Cleared Deposits: 0.000000 Ending Balance Per Reconciliation: 0.000000

Bank Statement Ending Balance: 0.000000 Uncleared Payments: 100.000000 Uncleared Deposits: 1,007.000000 **Bank Account Balance: 907.000000** Difference: 0.000000

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

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

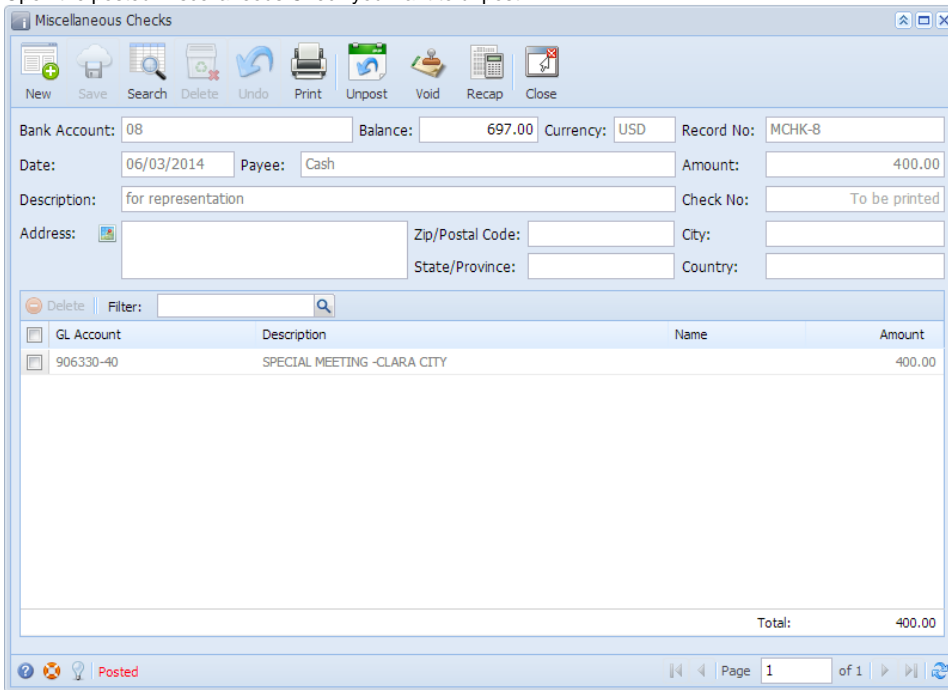
- There is no Fiscal Year created for the date you are trying to unpost the transaction .
- You have closed your periods in the Fiscal Year screen for the date you are trying to unpost the transaction .
- The transaction you are to unpost is not originally created by you and **Allow User to only Post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



- The Miscellaneous Check had been cleared.

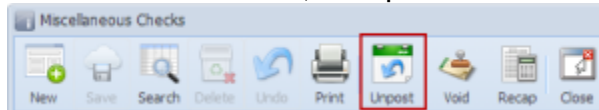
The following will guide you on how to unpost a previously posted Miscellaneous Check.

1. Open the posted Miscellaneous Check you want to unpost.

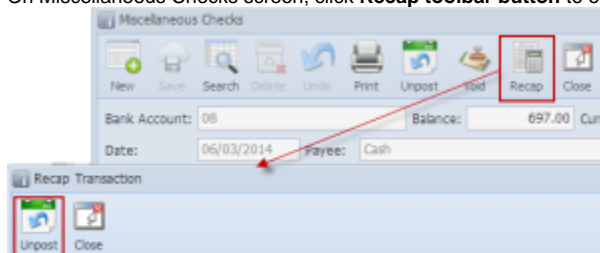


2. Unpost the transaction. There are 2 ways to unpost a miscellaneous check.

- a. On Miscellaneous Checks screen, click **Unpost toolbar button**.



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



3. The miscellaneous check is unposted. These changes will then be applied.

Bank Account: 08 Balance: 1,097.00 Currency: USD Record No: MCHK-8

Date: 06/03/2014 Payee: Cash Amount: 400.00

Description: for representation Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

GL Account	Description	Name	Amount
906330-40	SPECIAL MEETING -CLARA CITY		400.00
Select a GL Account			0.00

Total: 400.00

Ready

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

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

c. The **Balance** field is now updated with the reverse of transaction, thus adding back the amount of miscellaneous check from the existing balance.

d. The entire screen is back as enabled allowing the user to make necessary changes.

4. The miscellaneous check that was unposted then updates the following areas in i21.

a. In the **GL Account Detail**. You may open any account used from the miscellaneous check, then select the miscellaneous check 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 miscellaneous check are shown.

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

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

Date	Batch Number	Record No	Debit	Credit	Debit Units	Credit Units	Unposted	UOM
05/28/2014	BATCH-157	BDEP-6	1,500.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
05/28/2014	BATCH-157	BDEP-6	0.00	1,500.00	0.000	0.000	<input checked="" type="checkbox"/>	
05/28/2014	BATCH-159	BDEP-6	1,500.00	0.00	0.000	0.000	<input checked="" 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 checked="" type="checkbox"/>	
06/02/2014	BATCH-163	BTRN-8	7.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-164	BWID-2	0.00	150.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-165	BTRF-2	0.00	250.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-165	BTRF-2	250.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-168	BTRF-2	0.00	250.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/03/2014	BATCH-170	MCHK-8	0.00	400.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/03/2014	BATCH-170	MCHK-8	400.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	

GL Transaction Detail

Date	Batch Number	Account Id	Description	Record No	Debit	Credit
06/03/2014	BATCH-170	106040-40		MCHK-8	0.00	400.00
06/03/2014	BATCH-170	906330-40		MCHK-8	400.00	0.00
06/03/2014	BATCH-170	106040-40		MCHK-8	400.00	0.00
06/03/2014	BATCH-170	906330-40		MCHK-8	0.00	400.00

miscellaneous check's posted entries

miscellaneous check's unposted entries

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

Miscellaneous Checks

Bank Account: 08 Balance: 1,097.00 Currency: USD Record No: MCHK-8

Date: 06/03/2014 Payee: Cash Amount: 400.00

Description: for representation Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

GL Account Detail

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

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

Date	Batch Number	Record No	Debit	Credit	Debit Units	Credit Units	Unposted	UOM
05/28/2014	BATCH-157	BDEP-6	1,500.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
05/28/2014	BATCH-157	BDEP-6	0.00	1,500.00	0.000	0.000	<input checked="" type="checkbox"/>	
05/28/2014	BATCH-159	BDEP-6	1,500.00	0.00	0.000	0.000	<input checked="" 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 checked="" type="checkbox"/>	
06/02/2014	BATCH-163	BTRN-8	7.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-164	BWD-2	0.00	150.00	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"/>	
06/02/2014	BATCH-168	BTFR-2	0.00	250.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/03/2014	BATCH-170	MCHK-8	0.00	400.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/03/2014	BATCH-170	MCHK-8	400.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
			3,667.00	2,570.00	0.00	0.00		
					Ending Balance: 1,097.00			

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

Bank Accounts

Bank Name: ABC Bank

Account No: 1500326210C Currency: USD

Balance: 1,097.00 Active: ☒

Contact: James Brown

GL Accounts

GL Account: 106040-40

Check Number Range

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

Bank Account Register

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

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

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

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: 1,097.00 Bank & G/L Balance Difference: 0.00

3 Payments and Debits

☒ Clear All ☐ Clear None Add Filter: X

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 offi...	Bank Withdrawal	150.00
<input 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: X

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 - 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

0.00 410.00 1,507.00 1,097.00 0.00

Ready