

How to Recap Miscellaneous Check

Recap a transaction means checking or having a preview of what will be entered in the GL Account Detail when you post or unpost the miscellaneous check.



- If the transaction is at a **not yet posted** state or was previously unposted, the Recap Transaction screen will show the entries to be entered in the GL Account Detail when you post the miscellaneous check transaction.
- If it is at a **posted** state, the Recap Transaction screen will show the entries to be entered in the GL Account Detail when you unpost the miscellaneous check transaction.

The following will guide you on how to recap a miscellaneous check transaction.

1. Open the Miscellaneous Check.

The screenshot shows the 'Miscellaneous Checks - MCHK-3' window. The 'Details' tab is active, displaying the following information:

- 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
- Search Address: Enter address to search...
- Address: [Empty]
- City: [Empty]
- State: [Empty]
- Zip/Postal: [Empty]
- Country: [Empty]

GL Account*	Description	Name	Amount
55000-0000-000	Purchases Discounts - Home office - Admin		50.00000

Total: \$50.00

2. Click **Post Preview** toolbar button to open the Post Preview Transaction screen. The Post Preview Transaction screen shows accounts affected when the miscellaneous check is posted.

The screenshot shows the 'Post Preview Transaction' window. The 'Details' tab is active, displaying the following information:

- Date: 7/19/2017
- Description: Test Misc Check
- Currency: USD
- Rate: 1.00

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit	De	
1	BATCH-3460	MCHK-3	14140-0000-000	Test Misc Check	Asset	0.00	50.00	
2	BATCH-3460	MCHK-3	55000-0000-000	Purchases Discounts - Home office...	Purchases Disc...	50.00	0.00	

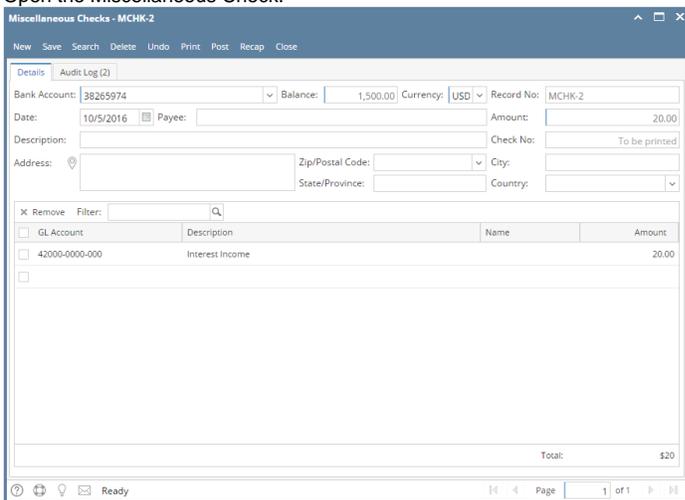
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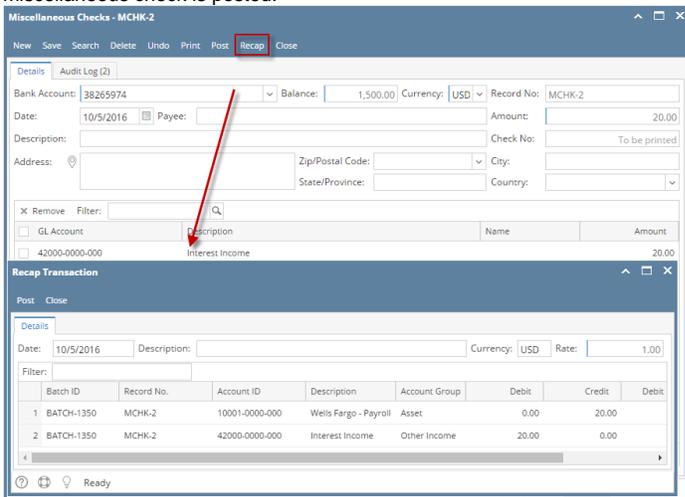
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1. Open the Miscellaneous Check.

Miscellaneous Checks - MCHK-20

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (1)

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

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

Description: Check No: To be printed

Address: 2 Zip/Postal Code: 00501 City: Holtsville

State/Province: NY Country: United States

GL Account	Description	Name	Amount
40000-0001-004	Sales		100.00
Select a GL Account			
Total:			\$100

Ready Page 1 of 1

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Miscellaneous Checks - MCHK-20

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

Details Audit Log (1)

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

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

Recap Transaction

Post Close

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

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-561	MCHK-20	10001-0001-000	Wells Fargo - Payroll	Asset	0.00	100.00
2 BATCH-561	MCHK-20	40000-0001-004	Sales	Sales	100.00	0.00

Ready

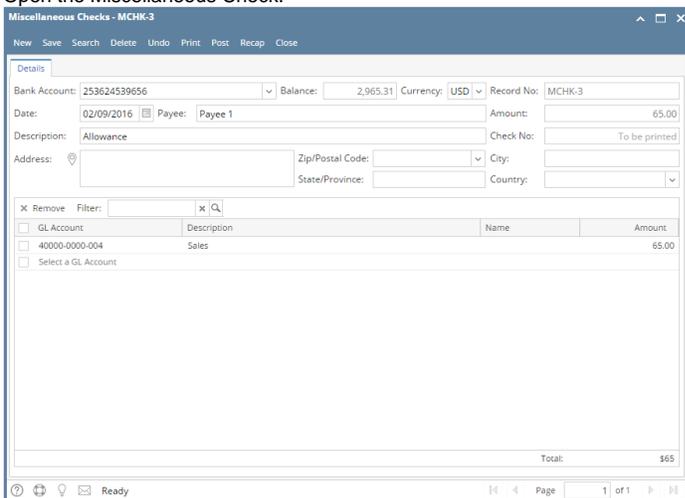
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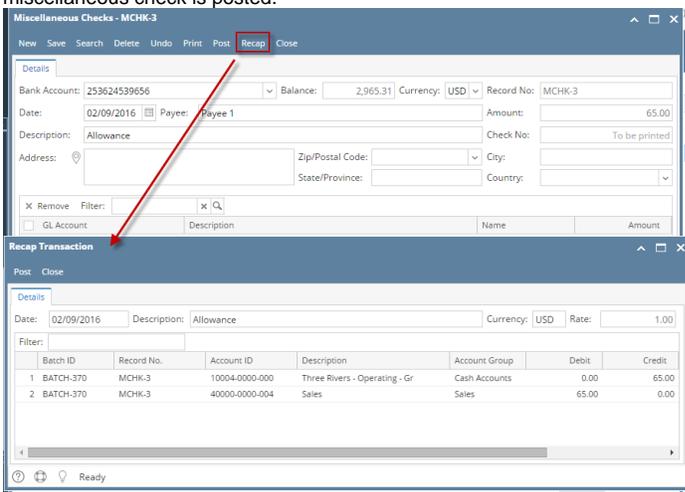
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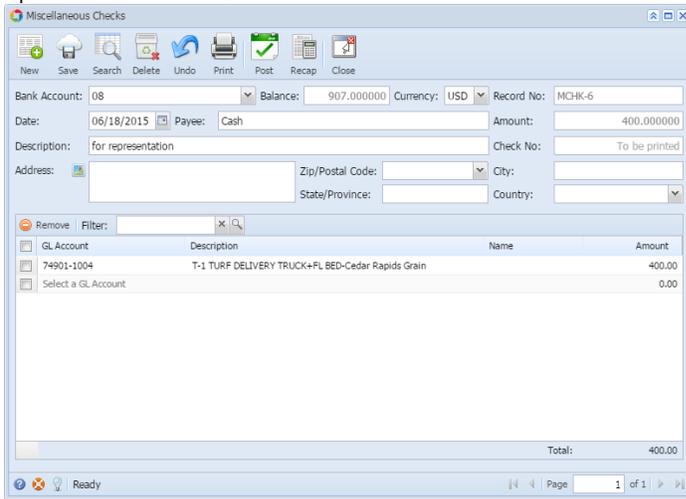


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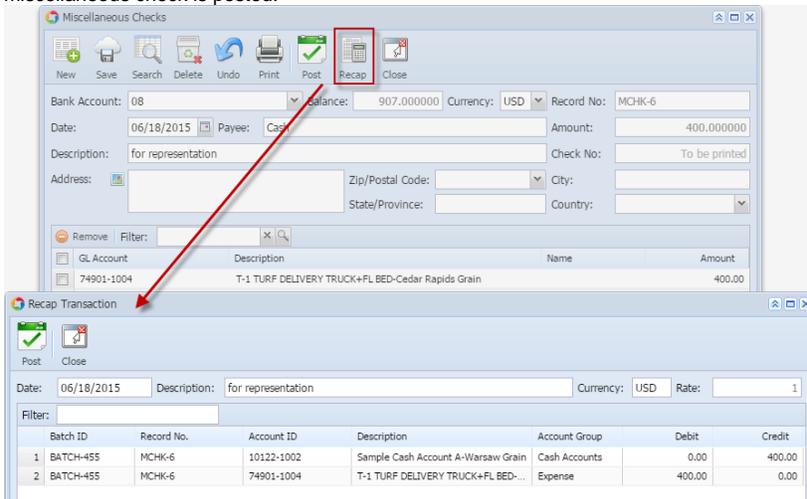
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1. Open the Miscellaneous Check.

Miscellaneous Checks

New Save Search Delete Undo Print Post Recap Close

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 Page 1 of 1

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Miscellaneous Checks

New Save Search Delete Undo Print Post Recap Close

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

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

Recap Transaction

Post Close

Date: 06/03/2014 Description: for representation Currency: USD Rate: 1

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-170	MCHK-8	106040-40	STATE BANK -CLARA CITY	Cash Accounts	0.00	400.00
2 BATCH-170	MCHK-8	906330-40	SPECIAL MEETING -CLARA CITY	Non-operating ...	400.00	0.00