

# How To Post Payments

## Posting via Pay Voucher Details screen

Here are the steps on how to post payables via the Pay Voucher Details screen:

- 1. After creating payables (see [How To Create Payments](#)), click **Post** toolbar button.
- 2. After a successful posting, **Posted** will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.
- 3. **Bank Balance** will also update to the old Balance minus the Amount Paid from the posted transaction.

Pay Voucher Details - Test Vendor

NewSaveSearchDeleteUndoProcess PaymentPrint SettlementUnpostUnpost PreviewClose

DetailAudit Log (3)

Vendor No

Test Vendor

Date Paid

10/12/2017

Record No

PAY-320

Vendor Pay To

Test Vendor

Payment Method

Check

Currency

USD

Bank Account

Test Bank

Unapplied Amount

0.00

Withheld

0.00

Amount Paid

5.00

Select

Check No

Credit Limit

Quantity

0.00

Select

Notes

Bank Balance

8,274,449.00

Select All

Clear All

Report

View

Filter (F3)

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	10/12/2017	BL-20864	testinvoice	Soybeans	CAD throu...	10.00	20000-000...	10.00	0.00	0.00	5.00

10.00

5.00

?

Posted

STATUS

Page

1 of 1

## Posting via Recap screen

Here are the steps on how to post payables via Recap screen:

- 1. After creating payables (see [How To Create Payments](#)), click **Post Preview** toolbar button to open Recap screen.

2. Click **Post** toolbar button. Posting process will start.

The screenshot shows the 'Pay Voucher Details - Test Vendor' window. The 'Post Preview' screen is active, displaying a table with transaction details. A red arrow points to the 'Post' button in the toolbar.

Transaction ID	Account ID	Description	Account Group	Debit	Credit
1 PAY-320	20000-0001-000	Accounts Payable	Payables	5.00	0.00
2 PAY-320	10000-0000-000	Admin Disbursement -Home Office Admin	Cash Accounts	0.00	5.00

3. **Post Preview** screen will close automatically. **Posted** will now be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.

The screenshot shows the 'Pay Voucher Details - Test Vendor' window after the 'Post Preview' screen has closed. The 'Posted' status is visible in the status bar, and the toolbar buttons for editing are disabled.

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	10/12/2017	BL-20864	testinvoice	Soybeans	CAD thro...	10.00	20000-000...	10.00	0.00	0.00	5.00

- Bank Balance** will also update to the old Balance minus the Amount Paid from the posted transaction.

**Pay Voucher Details - Test Vendor**

New Save Search Delete Undo Process Payment Print Settlement Unpost Unpost Preview Close

Detail Audit Log (3)

Vendor No \* Test Vendor Date Paid 10/12/2017 Record No PAY-320

Vendor Pay To \* Test Vendor Payment Method \* Check Currency \* USD

Bank Account \* Test Bank Unapplied Amount 0.00 Withheld 0.00

Amount Paid 5.00 Select Check No Credit Limit

Quantity 0.00 Select Notes

**Bank Balance 8,274,449.00**

☒ Select All ☐ Clear All Report View Filter (F3)

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	10/12/2017	BL-20864	testinvoice	Soybeans	CAD throu...	10.00	20000-000...	10.00	0.00	0.00	5.00

10.00 5.00

? **Posted** **STATUS** Page 1 of 1



You can skip posting the record if the transaction is to be printed right away. This will be catered in the Printing process since it automatically post the record before printing . (See [How To Process Payments](#))

#### Affected modules after posting

##### General Ledger

- Open **GL Account Detail** from **General Ledger**. Select the accounts used in your posted transaction. An entry of the posted payable transaction will be displayed on the screen.
- Click **Transaction Detail** button from the GL Account Detail screen to open **GL Transaction Detail** screen. An entry for each account used in of the posted payable transaction will be displayed on the screen.

##### Cash Management

- An entry of the transaction will also be displayed in **Bank Account Register** screen. To open this screen, select **Cash Management** and click mouse over Bank Account Register.
- Open **Bank Reconciliation** screen by clicking **Reconciliation** button from Bank Account Register screen or from **Cash Management** and click mouse over Bank Reconciliation. Select Bank Account used in the posted transaction.
- Balance** field of the Bank Account screen also updates every time a transaction that uses this bank is posted.

#### Posting via Pay Voucher Details screen

Here are the steps on how to post payables via the Pay Voucher Details screen:

- After creating payables (see [How To Create Payments](#)), click **Post** toolbar button.
- After a successful posting, **Posted** will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.

3. **Bank Balance** will also update to the old Balance minus the Amount Paid from the posted transaction.

### Posting via Recap screen

Here are the steps on how to post payables via Recap screen:

1. After creating payables (see [How To Create Payments](#)), click **Recap** toolbar button to open Recap screen.
2. Click **Post** toolbar button. Posting process will start.
3. Recap screen will close automatically. **Posted** will now be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.
4. **Bank Balance** will also update to the old Balance minus the Amount Paid from the posted transaction.



You can skip posting the record if the transaction is to be printed right away. This will be catered in the Printing process since it automatically post the record before printing . (See [How To Process Payments](#))

### Affected modules after posting

#### General Ledger

1. Open **GL Account Detail** from **General Ledger**. Select the accounts used in your posted transaction. An entry of the posted payable transaction will be displayed on the screen.
2. Click **Transaction Detail** button from the GL Account Detail screen to open **GL Transaction Detail** screen. An entry for each account used in of the posted payable transaction will be displayed on the screen.

#### Cash Management

1. An entry of the transaction will also be displayed in **Bank Account Register** screen. To open this screen, select **Cash Management** and click mouse over Bank Account Register.
2. Open **Bank Reconciliation** screen by clicking **Reconciliation** button from Bank Account Register screen or from **Cash Management** and click mouse over Bank Reconciliation. Select Bank Account used in the posted transaction.
3. **Balance** field of the Bank Account screen also updates every time a transaction that uses this bank is posted.

### Posting via Pay Bills Detail screen

Here are the steps on how to post pay bills via the Pay Bill Details screen:

1. After creating pay bills (see [How To Create Payments](#)), click **Post** toolbar button.
2. After a successful posting, **Posted** will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.
3. **Bank Balance** will also update to the old Balance minus the Amount Paid from the posted transaction.

The first screenshot shows the 'Pay Bills Detail' window with the 'Post' button highlighted in the toolbar. The window displays fields for Vendor No., Bank Account, Amount Paid, Bank Balance, Date Paid, Payment Method, Currency, Record No., Unapplied Amount, Vendor Credit, Check No., and Withheld. Below these fields is a table of records with columns: Due Date, Bill No., Terms, Bill Total, AP Account, Discoun..., Interest, Amount Due, and Payment.

The second screenshot shows the same window after the 'Post' button has been clicked. The 'Bank Balance' field is now highlighted in yellow, and the status bar at the bottom of the window displays the word 'Posted' in a red box.

### Posting via Recap screen

Here are the steps on how to post pay bills via Recap screen:

1. After creating pay bills (see [How To Create Payments](#)), click **Recap** toolbar button to open Recap screen.
2. Click **Post** toolbar button. Posting process will start.
3. Recap screen will close automatically. **Posted** will now be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.

- Bank Balance** will also update to the old Balance minus the Amount Paid from the posted transaction.

**Pay Bills Detail**

Vendor No: 000000001 Date Paid: 02/11/2015 Record No: PAY-14676  
 Bank Account: 13 Payment Method: Check Currency: USD  
 Amount Paid: 14.18 Unapplied Amount: 0.00 Vendor Credit: 5,000.00  
 Bank Balance: 4,995,832.40 Check No: Withheld: 5.52

Notes:

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	9.70
01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	10.00

**Recap Transaction**

Date: 02/11/2015 Description: Currency: USD Rate: 0

Transaction ID	Account ID	Description	Account Group	Debit	Credit
1 PAY-14676	11140-0000	AR GRAIN DISCOUNTS -	Asset	0.00	0.30
2 PAY-14676	28030-0000	STATE TAX WITHHELD -	Liability	0.00	5.52
3 PAY-14676	11111-0000	01 cash accounts	Cash Accounts	0.00	14.18
4 PAY-14676	22222-0000	01 payables	Payables	10.00	0.00
5 PAY-14676	22222-0000	01 payables	Payables	10.00	0.00

**Pay Bills Detail**

Vendor No: 000000001 Date Paid: 02/11/2015 Record No: PAY-14676  
 Bank Account: 13 Payment Method: Check Currency: USD  
 Amount Paid: 14.18 Unapplied Amount: 0.00 Vendor Credit: 5,000.00  
 Bank Balance: 4,995,818.22 Check No: Withheld: 5.52

Notes:

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	9.70
01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	10.00

25.55 19.7

Posted Page 1 of 1



You can skip posting the record if the transaction is to be printed right away. This will be catered in the Printing process since it automatically post the record before printing . (See [How To Process Payments](#))

## Affected modules after posting

### General Ledger

- Open **GL Account Detail** from **General Ledger**. Select the accounts used in your posted transaction. An entry of the posted pay bill transaction will be displayed on the screen.

**GL Account Detail**

Print Search Transaction Detail Journal Close

Account ID: 11111-0000 Description: 01 cash accounts Date Range: Custom  
 Account Group: Cash Accounts Opening Balance: 4,996,192.40 From Date: 02/11/2015 To Date: 02/11/2015

View Filter Records (F3)

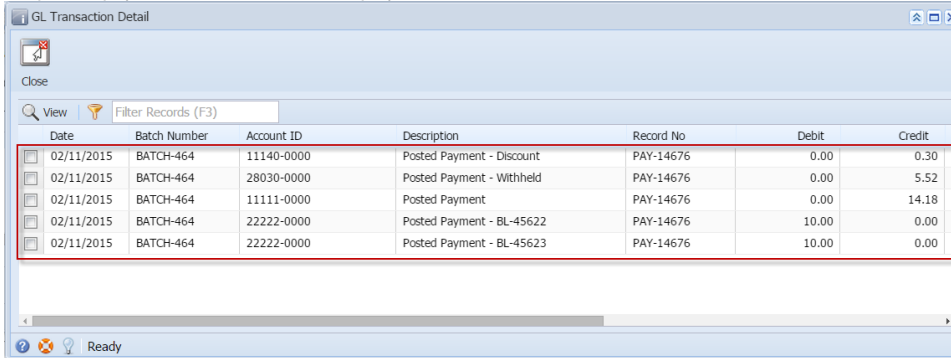
Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
02/11/2015	AP	BATCH-448	PAY-14673	01 cash accounts	103.50	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/11/2015	AP	BATCH-449	PAY-14673	01 cash accounts	103.50	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/11/2015	AP	BATCH-464	PAY-14676	01 cash accounts	0.00	14.18	0.0000	0.0000	<input checked="" type="checkbox"/>

221.18 28.36 0.0000 0.0000

Ending Balance: 4,996,385.22

Ready Page 1 of 3

- Click **Transaction Detail** button from the GL Account Detail screen to open **GL Transaction Detail** screen. An entry for each account used in of the posted pay bill transaction will be displayed on the screen.



GL Transaction Detail

Close

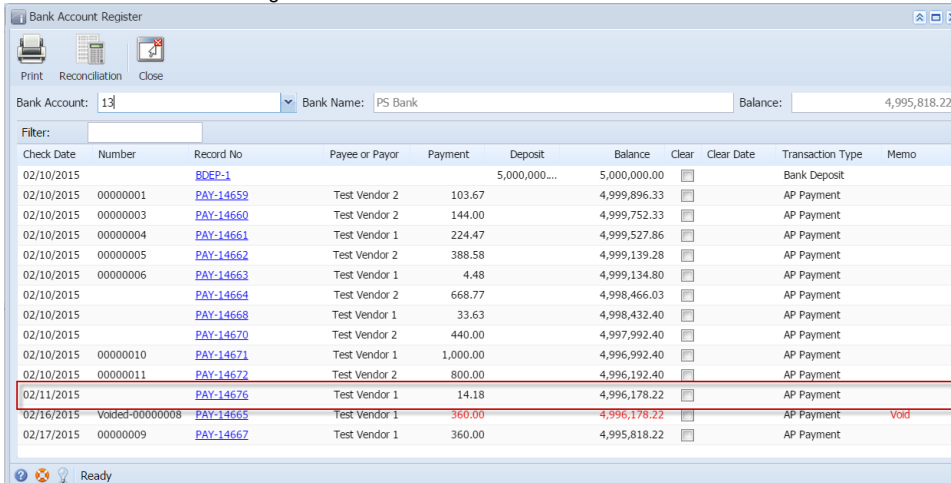
View Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
02/11/2015	BATCH-464	11140-0000	Posted Payment - Discount	PAY-14676	0.00	0.30
02/11/2015	BATCH-464	28030-0000	Posted Payment - Withheld	PAY-14676	0.00	5.52
02/11/2015	BATCH-464	11111-0000	Posted Payment	PAY-14676	0.00	14.18
02/11/2015	BATCH-464	22222-0000	Posted Payment - BL-45622	PAY-14676	10.00	0.00
02/11/2015	BATCH-464	22222-0000	Posted Payment - BL-45623	PAY-14676	10.00	0.00

Ready

## Cash Management

- An entry of the transaction will also be displayed in **Bank Account Register** screen. To open this screen, select **Cash Management** and click mouse over **Bank Account Register**.



Bank Account Register

Print Reconciliation Close

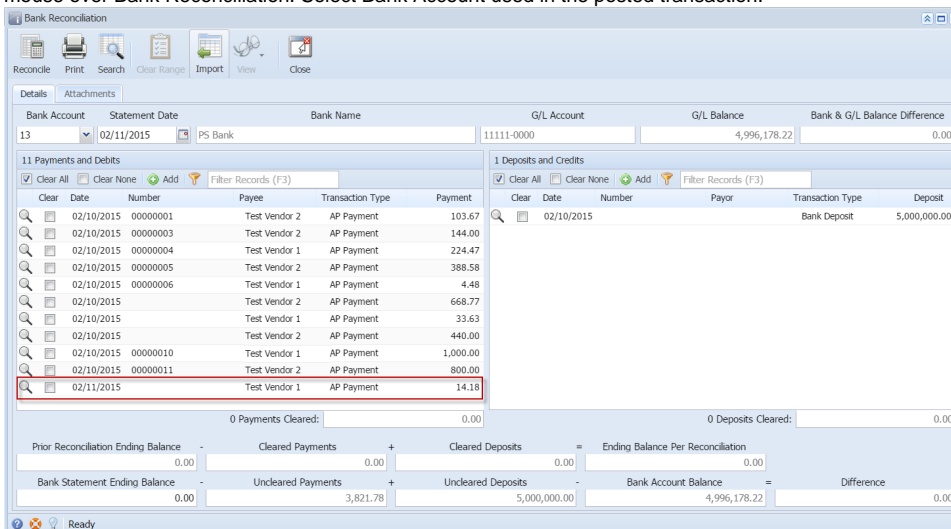
Bank Account: 13 Bank Name: PS Bank Balance: 4,995,818.22

Filter:

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
02/10/2015		BDEP-1			5,000,000.00	5,000,000.00			Bank Deposit	
02/10/2015	00000001	PAY-14659	Test Vendor 2	103.67		4,999,896.33			AP Payment	
02/10/2015	00000003	PAY-14660	Test Vendor 2	144.00		4,999,752.33			AP Payment	
02/10/2015	00000004	PAY-14661	Test Vendor 1	224.47		4,999,527.86			AP Payment	
02/10/2015	00000005	PAY-14662	Test Vendor 2	388.58		4,999,139.28			AP Payment	
02/10/2015	00000006	PAY-14663	Test Vendor 1	4.48		4,999,134.80			AP Payment	
02/10/2015		PAY-14664	Test Vendor 2	668.77		4,998,466.03			AP Payment	
02/10/2015		PAY-14668	Test Vendor 1	33.63		4,998,432.40			AP Payment	
02/10/2015		PAY-14670	Test Vendor 2	440.00		4,997,992.40			AP Payment	
02/10/2015	00000010	PAY-14671	Test Vendor 1	1,000.00		4,996,992.40			AP Payment	
02/10/2015	00000011	PAY-14672	Test Vendor 2	800.00		4,996,192.40			AP Payment	
02/11/2015		PAY-14676	Test Vendor 1	14.18		4,996,178.22			AP Payment	
02/16/2015	Voided-00000008	PAY-14665	Test Vendor 1	360.00		4,996,178.22			AP Payment	Void
02/17/2015	00000009	PAY-14667	Test Vendor 1	360.00		4,995,818.22			AP Payment	

Ready

- Open **Bank Reconciliation** screen by clicking **Reconciliation** button from **Bank Account Register** screen or from **Cash Management** and click mouse over **Bank Reconciliation**. Select **Bank Account** used in the posted transaction.



Bank Reconciliation

Reconcile Print Search Clear Range Import View Close

Details Attachments

Bank Account: 13 Statement Date: 02/11/2015 Bank Name: PS Bank G/L Account: 11111-0000 G/L Balance: 4,996,178.22 Bank & G/L Balance Difference: 0.00

11 Payments and Debits

Clear All Clear None Add Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	02/10/2015	00000001	Test Vendor 2	AP Payment	103.67
<input type="checkbox"/>	02/10/2015	00000003	Test Vendor 2	AP Payment	144.00
<input type="checkbox"/>	02/10/2015	00000004	Test Vendor 1	AP Payment	224.47
<input type="checkbox"/>	02/10/2015	00000005	Test Vendor 2	AP Payment	388.58
<input type="checkbox"/>	02/10/2015	00000006	Test Vendor 1	AP Payment	4.48
<input type="checkbox"/>	02/10/2015		Test Vendor 2	AP Payment	668.77
<input type="checkbox"/>	02/10/2015		Test Vendor 1	AP Payment	33.63
<input type="checkbox"/>	02/10/2015		Test Vendor 2	AP Payment	440.00
<input type="checkbox"/>	02/10/2015	00000010	Test Vendor 1	AP Payment	1,000.00
<input type="checkbox"/>	02/10/2015	00000011	Test Vendor 2	AP Payment	800.00
<input type="checkbox"/>	02/11/2015		Test Vendor 1	AP Payment	14.18

0 Payments Cleared: 0.00

1 Deposits and Credits

Clear All Clear None Add Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	02/10/2015			Bank Deposit	5,000,000.00

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: 3,821.78 Uncleared Deposits: 5,000,000.00 Bank Account Balance: 4,996,178.22 Difference: 0.00

Ready

3. **Balance** field of the Bank Account screen also updates every time a transaction that uses this bank is posted.

**Bank Accounts**

Bank Name: PS Bank

Account No: Currency: USD

Balance: 4,995,818.22 Active: ☒

Contact:

Address: 13th St. Test Avenue

GL Accounts

GL Account: 11111-0000

Check Number Range

Starting Check No: 1

Ending Check No: 100

### Posting via Pay Bills Detail screen

Here are the steps on how to post pay bills via the Pay Bills screen:

1. After creating pay bills (see [How To Create Payments](#)), click **Post** toolbar button.
2. After a successful posting, **Posted** will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.
3. **Bank Balance** will also update to the old Balance minus the Amount Paid from the posted transaction.

**Pay Bills Detail**

Vendor No: 0000000001 Date Paid: 02/11/2015 Record No: PAY-14676

Bank Account: 13 Payment Method: Check Currency: USD

Amount Paid: 14.18 Unapplied Amount: 0.00 Vendor Credit: 5,000.00

Bank Balance: 4,995,832.40 Check No: Withheld: 5.52

Notes:

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	9.70
01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	10.00

**Pay Bills Detail**

Vendor No: 0000000001 Date Paid: 02/11/2015 Record No: PAY-14676

Bank Account: 13 Payment Method: Check Currency: USD

Amount Paid: 14.18 Unapplied Amount: 0.00 Vendor Credit: 5,000.00

Bank Balance: 4,995,818.22 Check No: Withheld: 5.52

Notes:

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	9.70
01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	10.00

25.55 19.7

**Posted**

Page 1 of 1

### Posting via Recap screen

Here are the steps on how to post pay bills via Recap screen:

1. After creating pay bills (see [How To Create Payments](#)), click **Recap** toolbar button to open Recap screen.
2. Click **Post** toolbar button. Posting process will start.
3. Recap screen will close automatically. **Posted** will now be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.



4. **Bank Balance** will also update to the old Balance minus the Amount Paid from the posted transaction.

**Pay Bills Detail**

Vendor No: 000000001 Date Paid: 02/11/2015 Record No: PAY-14676  
 Bank Account: 13 Payment Method: Check Currency: USD  
 Amount Paid: 14.18 Unapplied Amount: 0.00 Vendor Credit: 5,000.00  
 Bank Balance: 4,995,832.40 Check No: Withheld: 5.52

Notes:

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	9.70
01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	10.00

**Recap Transaction**

Date: 02/11/2015 Description: Currency: USD Rate: 0

Transaction ID	Account ID	Description	Account Group	Debit	Credit
1 PAY-14676	11140-0000	AR GRAIN DISCOUNTS -	Asset	0.00	0.30
2 PAY-14676	28030-0000	STATE TAX WITHHELD -	Liability	0.00	5.52
3 PAY-14676	11111-0000	01 cash accounts	Cash Accounts	0.00	14.18
4 PAY-14676	22222-0000	01 payables	Payables	10.00	0.00
5 PAY-14676	22222-0000	01 payables	Payables	10.00	0.00

**Pay Bills Detail**

Vendor No: 000000001 Date Paid: 02/11/2015 Record No: PAY-14676  
 Bank Account: 13 Payment Method: Check Currency: USD  
 Amount Paid: 14.18 Unapplied Amount: 0.00 Vendor Credit: 5,000.00  
 Bank Balance: 4,995,818.22 Check No: Withheld: 5.52

Notes:

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	9.70
01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	10.00

25.55 19.7

**Posted**



You can skip posting the record if the transaction is to be printed right away. This will be catered in the Printing process since it automatically post the record before printing . (See [How To Process Payments](#))

## Affected modules after posting

### General Ledger

1. Open **GL Account Detail** from **General Ledger > Activities**. Select the accounts used in your posted transaction. An entry of the posted pay bill transaction will be displayed on the screen.

**GL Account Detail**

Print Search Transaction Detail Journal Close

Account ID: 11111-0000 Description: 01 cash accounts Date Range: Custom  
 Account Group: Cash Accounts Opening Balance: 4,996,192.40 From Date: 02/11/2015 To Date: 02/11/2015

View Filter Records (F3)

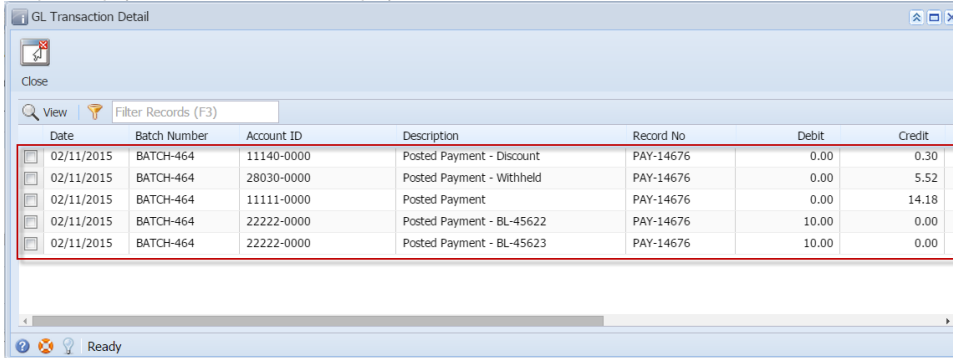
Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
02/11/2015	AP	BATCH-448	PAY-14673	01 cash accounts	103.50	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/11/2015	AP	BATCH-449	PAY-14673	01 cash accounts	103.50	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/11/2015	AP	BATCH-464	PAY-14676	01 cash accounts	0.00	14.18	0.0000	0.0000	<input checked="" type="checkbox"/>

221.18 28.36 0.0000 0.0000

Ending Balance: 4,996,385.22

Ready Page 1 of 3

- Click **Transaction Detail** button from the GL Account Detail screen to open **GL Transaction Detail** screen. An entry for each account used in of the posted pay bill transaction will be displayed on the screen.



GL Transaction Detail

Close

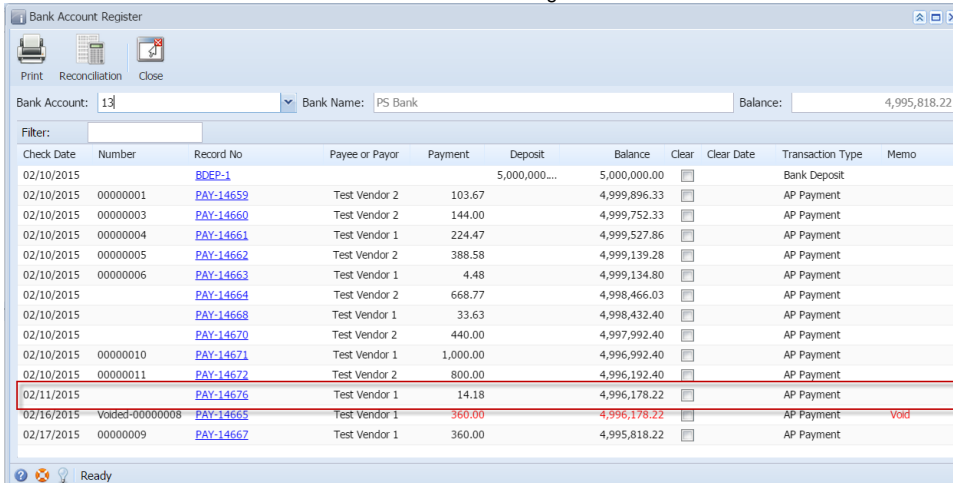
View Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
02/11/2015	BATCH-464	11140-0000	Posted Payment - Discount	PAY-14676	0.00	0.30
02/11/2015	BATCH-464	28030-0000	Posted Payment - Withheld	PAY-14676	0.00	5.52
02/11/2015	BATCH-464	11111-0000	Posted Payment	PAY-14676	0.00	14.18
02/11/2015	BATCH-464	22222-0000	Posted Payment - BL-45622	PAY-14676	10.00	0.00
02/11/2015	BATCH-464	22222-0000	Posted Payment - BL-45623	PAY-14676	10.00	0.00

Ready

## Cash Management

- An entry of the transaction will also be displayed in **Bank Account Register** screen. To open this screen, select **Cash Management > Activities** from the menu and double click mouse over Bank Account Register.



Bank Account Register

Print Reconciliation Close

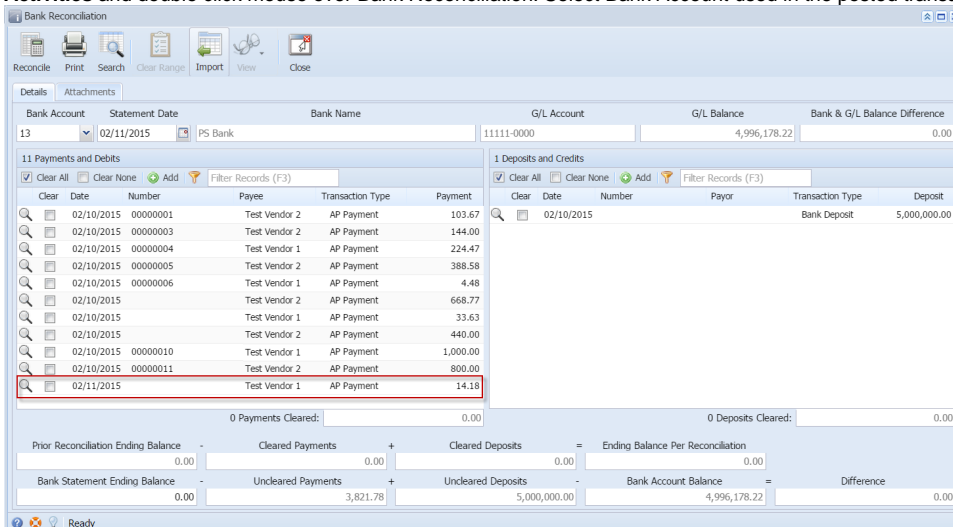
Bank Account: 13 Bank Name: PS Bank Balance: 4,995,818.22

Filter:

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
02/10/2015		BDEP-1			5,000,000.00	5,000,000.00			Bank Deposit	
02/10/2015	00000001	PAY-14659	Test Vendor 2	103.67		4,999,896.33			AP Payment	
02/10/2015	00000003	PAY-14660	Test Vendor 2	144.00		4,999,752.33			AP Payment	
02/10/2015	00000004	PAY-14661	Test Vendor 1	224.47		4,999,527.86			AP Payment	
02/10/2015	00000005	PAY-14662	Test Vendor 2	388.58		4,999,139.28			AP Payment	
02/10/2015	00000006	PAY-14663	Test Vendor 1	4.48		4,999,134.80			AP Payment	
02/10/2015		PAY-14664	Test Vendor 2	668.77		4,998,466.03			AP Payment	
02/10/2015		PAY-14668	Test Vendor 1	33.63		4,998,432.40			AP Payment	
02/10/2015		PAY-14670	Test Vendor 2	440.00		4,997,992.40			AP Payment	
02/10/2015	00000010	PAY-14671	Test Vendor 1	1,000.00		4,996,992.40			AP Payment	
02/10/2015	00000011	PAY-14672	Test Vendor 2	800.00		4,996,192.40			AP Payment	
02/11/2015		PAY-14676	Test Vendor 1	14.18		4,996,178.22			AP Payment	
02/16/2015	Voided-00000008	PAY-14665	Test Vendor 1	360.00		4,996,178.22			AP Payment	Void
02/17/2015	00000009	PAY-14667	Test Vendor 1	360.00		4,995,818.22			AP Payment	

Ready

- Open **Bank Reconciliation** screen by clicking **Reconciliation** button from Bank Account Register screen or from **Cash Management > Activities** and double click mouse over Bank Reconciliation. Select Bank Account used in the posted transaction.



Bank Reconciliation

Reconcile Print Search Clear Range Import View Close

Details Attachments

Bank Account: 13 Statement Date: 02/11/2015 Bank Name: PS Bank G/L Account: 11111-0000 G/L Balance: 4,996,178.22 Bank & G/L Balance Difference: 0.00

11 Payments and Debits

Clear All Clear None Add Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	02/10/2015	00000001	Test Vendor 2	AP Payment	103.67
<input type="checkbox"/>	02/10/2015	00000003	Test Vendor 2	AP Payment	144.00
<input type="checkbox"/>	02/10/2015	00000004	Test Vendor 1	AP Payment	224.47
<input type="checkbox"/>	02/10/2015	00000005	Test Vendor 2	AP Payment	388.58
<input type="checkbox"/>	02/10/2015	00000006	Test Vendor 1	AP Payment	4.48
<input type="checkbox"/>	02/10/2015		Test Vendor 2	AP Payment	668.77
<input type="checkbox"/>	02/10/2015		Test Vendor 1	AP Payment	33.63
<input type="checkbox"/>	02/10/2015		Test Vendor 2	AP Payment	440.00
<input type="checkbox"/>	02/10/2015	00000010	Test Vendor 1	AP Payment	1,000.00
<input type="checkbox"/>	02/10/2015	00000011	Test Vendor 2	AP Payment	800.00
<input type="checkbox"/>	02/11/2015		Test Vendor 1	AP Payment	14.18

0 Payments Cleared: 0.00

1 Deposits and Credits

Clear All Clear None Add Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	02/10/2015			Bank Deposit	5,000,000.00

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: 3,821.78 Uncleared Deposits: 5,000,000.00 Bank Account Balance: 4,996,178.22 Difference: 0.00

Ready

3. **Balance** field of the Bank Account screen also updates every time a transaction that uses this bank is posted.

The screenshot displays the 'Bank Accounts' window with a toolbar at the top containing icons for New, Save, Search, Delete, Undo, Bank, MICR, Check Audit, Reconciliation, Register, and Close. Below the toolbar are two tabs: 'Details' and 'Origin'. The 'Details' tab is active, showing the following fields:

- Bank Name:** PS Bank
- Account No:** (empty)
- Currency:** USD
- Balance:** 4,995,818.22 (highlighted with a red box)
- Active:** ☒
- Contact:** (empty)
- Address:** 13th St. Test Avenue

On the right side of the window, there are two sections:

- GL Accounts:** GL Account: 11111-0000
- Check Number Range:** Starting Check No: 1, Ending Check No: 100