

How to Post Bank Deposit

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

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

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

Entity - IRELY ADMIN

New Save Search Refresh Delete Undo Additional Archived Reports API Key 2-St

Entity User General Messages Activities (0) Attachments (0) Audit Log (9) Origin

Detail User Roles External Module Registered Computers Login History

Username * irelyadmin

User Role ADMIN Add Photo

Security Policy * Default User Policy

User Options

Maximum Origin Screens Allowed 3

Administrator User

Only Allow User to Post Transactions they created

Disable User Store Manager

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

1. Open the bank deposit you want to post.

Bank Deposit - BDEP-98

New Save Search Delete Undo Print Post Duplicate Info Post Preview Undeposited Recurring Close

Details Audit Log (1)

Bank Account * 02531030 Balance 54.50 Currency * USD Record No BDEP-98

Date 12/27/2017 Payor: Google Amount 6,500.00000

Location * 0001 - Fort Wayne Short GL Account Short Amount 0.00000

Description Test Deposit Recur

X Remove Report View Filter (F3)

Date	GL Account*	Description	Record No	Payment Method	Card Type	Name	Amount
<input type="checkbox"/>	12/27/2017	76000-0002-004	Contract Sales Gain/Loss - Indianapolis - Petro				6,500.00000

Total: \$6,500.00

Ready Page 1 of 1

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

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

Bank Deposit - BDEP-98

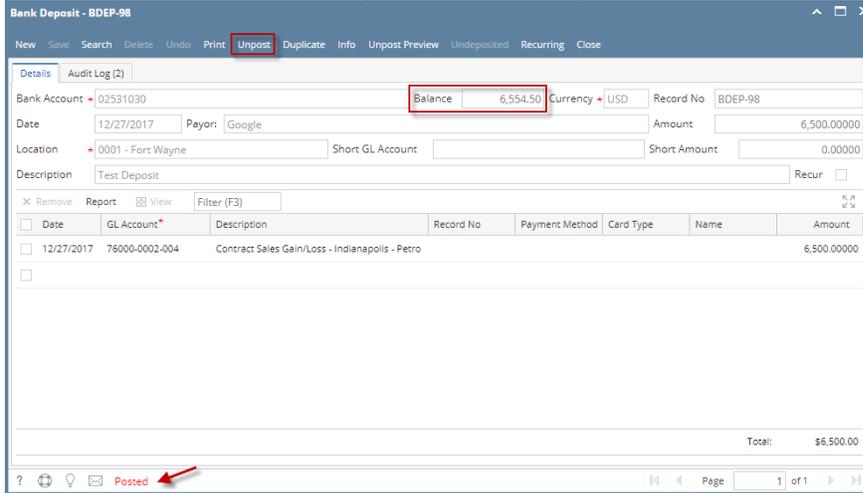
New Save Search Delete Undo Print Post Duplicate Info Post Preview Undeposited Recurring Close

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

Post Preview Transaction

Post Close

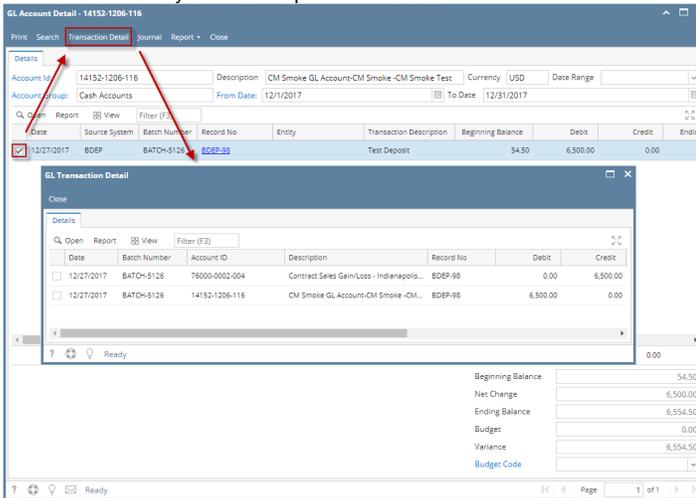
3. The bank deposit is posted. These changes are then automatically applied to the bank deposit.



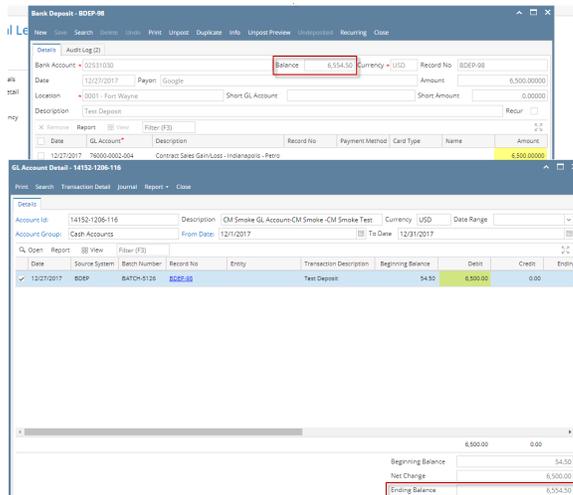
- a. **Posted** is shown at the left part of the **Status bar**.
- b. The previously **Posted toolbar button** is now labeled as **Unpost**.
- c. The **Balance field** is now updated by the amount of bank deposit.
- d. The entire screen is disabled preventing the user from changing anything to the posted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

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

- a. In the **GL Account Detail**. You may open any account used from the bank deposit, then select the bank deposit transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the bank deposit are shown.



If you open the Account assigned for the bank account used in the bank deposit, the Ending Balance field at the bottom will show the same amount shown in the posted bank deposit.



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

Bank Accounts - Fifth Third Bank

Bank Name: Fifth Third Bank
 Account Holder: [Blank]
 Account No.: 02531030
 Balance: 6,554.50000
 Currency: USD
 Active:

Electronic Bank File Information
 Company ID: [Blank]
 Bank Name: [Blank]
 Transit No.: 042000314
 Next EFT/ACH No.: 0

Check Number Range
 Starting Check No.: 1
 Ending Check No.: 2
 Next Check No.: 1
 Check No. Length: 8
 Number of Checks: 2

c. Bank Deposit is recorded in the **Bank Account Register** for the Bank Account used. **Balance field** matches that of the posted Bank Deposit > Balance field.

Bank Account Register

Bank Account: 02531030 | Bank Name: Fifth Third Bank | Balance: 6,554.50000

Check Date	Location	Number	Record No	Payee or Payor	Opening Balance	Payment	Deposit	Ending Balance	Clear	Clear Date	Transaction Type	Memo
10/30/20...			BTRN-10-IND		0.00	95.50		-95.50	<input type="checkbox"/>		Bank Transfer...	test smoke 4...
10/30/20...	0001 - Fort Wayne		BDEP-72		-95.50		100.00	4.50	<input type="checkbox"/>		Bank Deposit	
10/30/20...	0001 - Fort Wayne		BTRN-48		4.50	100.00		-95.50	<input type="checkbox"/>		Bank Transact...	Test Payment
10/30/20...	0001 - Fort Wayne		BTRN-49		-95.50		150.00	54.50	<input type="checkbox"/>		Bank Transact...	Test Deposit
12/27/20...	0001 - Fort Wayne		BDEP-98	Google	54.50		6,500.00	6,554.50	<input checked="" type="checkbox"/>		Bank Deposit	Test Deposit

d. Bank Deposit is recorded in the **Bank Reconciliation > Deposits and Credits panel** for the Bank Account used. **Bank Account Balance field** matches that of the posted Bank Deposit > Balance field.

Bank Reconciliation

Bank Account: 02531030 | Statement Date: 12/27/2017 | Bank Name: Fifth Third Bank | G/L Account: [Blank] | G/L Balance: 6,554.50000 | Bank & G/L Balance Difference: 0.00000

Clear	Date	Record No	Number	Payee	Description	Transaction Type	Payment
<input type="checkbox"/>	10/30/20...	BTRN-48			Test Payment	Bank Transaction	100.00
<input type="checkbox"/>	10/30/20...	BTRN-10-IND			test smoke 4 / ...	Bank Transfer (W...	95.50

Clear	Date	Record No	Number	Payor	Description	Transaction Type	Deposit
<input type="checkbox"/>	10/30/20...	BTRN-49			Test Deposit	Bank Transaction	150.00
<input type="checkbox"/>	10/30/20...	BDEP-72				Bank Deposit	100.00
<input checked="" type="checkbox"/>	12/27/20...	BDEP-98		Google	Test Deposit	Bank Deposit	6,500.00

Prior Reconciliation Ending Balance	0.00000	Cleared Payments	0.00000	Cleared Deposits	0.00000	Ending Balance Per Reconciliation	0.00000
Bank Statement Ending Balance	0	Uncleared Payments	195.50000	Uncleared Deposits	6,750.00000	Bank Account Balance	6,554.50000
						Difference	0.00000

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Prior Reconciliation Ending Balance	0.00000	Cleared Payments	0.00000	Cleared Deposits	0.00000	Ending Balance Per Reconciliation	0.00000
Bank Statement Ending Balance	0	Uncleared Payments	195.50000	Uncleared Deposits	6,750.00000	Bank Account Balance	6,554.50000
						Difference	0.00000

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Entity - IRELY ADMIN

New Save Search Refresh Delete Undo Additional Archived Reports API Key 2-St

Entity User General Messages Activities (0) Attachments (0) Audit Log (9) Origin

Detail User Roles External Module Registered Computers Login History

Username * irelyadmin

User Role ADMIN [Add Photo](#)

Security Policy * Default User Policy

User Options

Maximum Origin Screens Allowed 3

Administrator User

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Disable User Store Manager

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

1. Open the bank deposit you want to post.

Bank Deposit - BDEP-157

New Save Search Delete Undo Print Post Duplicate Info Post Preview Undeposited Recurring Close

Details Audit Log (1)

Bank Account * 001122 Balance 0.00 Currency * USD Record No BDEP-157

Date 7/5/2017 Payor: NYK Amount 4,500.00

Location * 0001 - Fort Wayne Short GL Account Short Amount 0.00

Description Deposit Test Recur

X Remove View Filter (F3)

Date	GL Account*	Description	Record No	Name	Amount
7/5/2017	17000-0001-006	Ending Inventory - Fort Wayne - Gas			4,500.00

Total: \$4,500.00

Ready Page 1 of 1

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

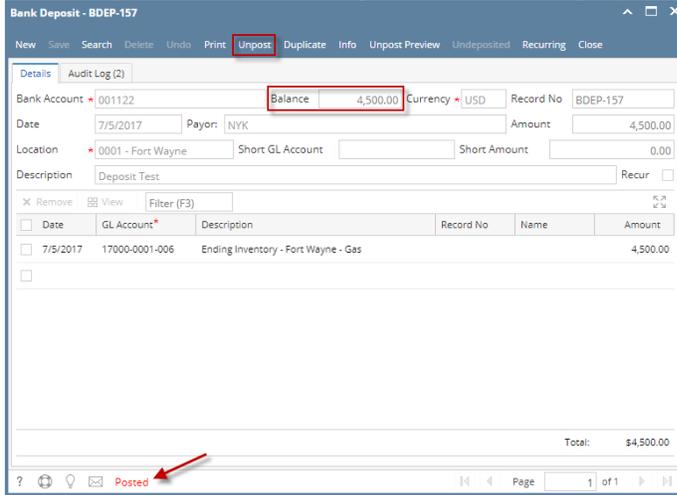
- a. On Bank Deposit screen, click **Post toolbar button**.



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



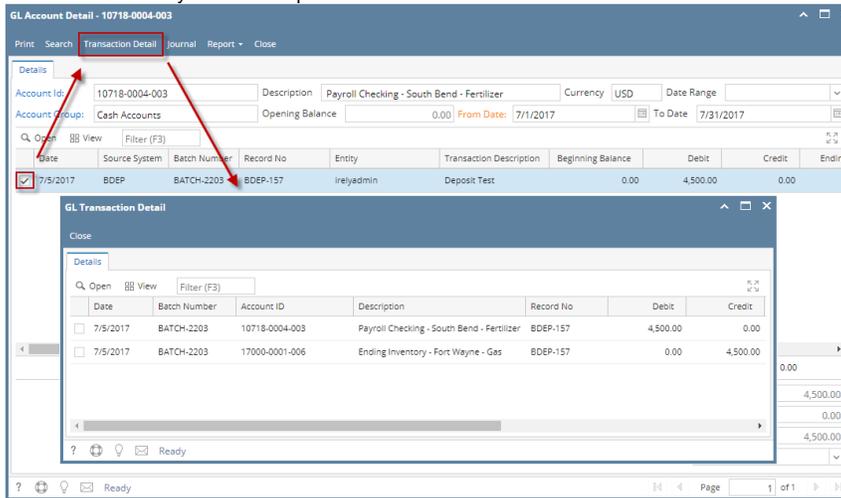
3. The bank deposit is posted. These changes are then automatically applied to the bank deposit.



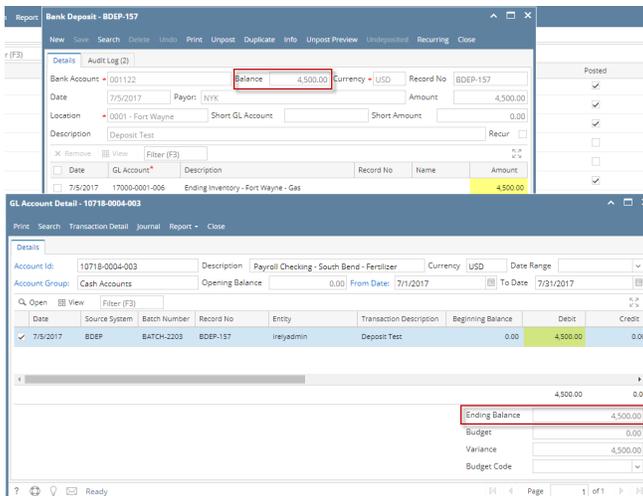
- a. **Posted** is shown at the left part of the **Status bar**.
- b. The previously **Posted** toolbar button is now labeled as **Unpost**.
- c. The **Balance** field is now updated by the amount of bank deposit.
- d. The entire screen is disabled preventing the user from changing anything to the posted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

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

- a. In the **GL Account Detail**. You may open any account used from the bank deposit, then select the bank deposit transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the bank deposit are shown.



If you open the Account assigned for the bank account used in the bank deposit, the Ending Balance field at the bottom will show the same amount shown in the posted bank deposit.



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

Bank Accounts - Midwest America FCU

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Audit Log (2)

Bank Name * Midwest America FCU

Account Holder

Account No * 001122 Currency * USD

Balance 4,500.00 Active

GL Accounts

GL Account * 10718-0004-003

Check Number Range

- c. Bank Deposit is recorded in the **Bank Account Register** for the Bank Account used. **Balance field** matches that of the posted Bank Deposit > Balance field.

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account 001122 Bank Name Midwest America FCU Balance 4,500.00

Filter (F3)

Check Date	Location	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
7/5/2017	0001 - Fort Wa...		BDEP.157	NYK		4,500.00	4,500.00	<input type="checkbox"/>		Bank Deposit	Deposi...

? Ready

- d. Bank Deposit is recorded in the **Bank Reconciliation > Deposits and Credits panel** for the Bank Account used. **Bank Account Balance field** matches that of the posted Bank Deposit > Balance field.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account 001122 Statement Date 7/5/2017 Bank Name Midwest America FCU G/L Account 10718-0004-003 G/L Balance 4,500.00 Bank & G/L Balance Difference 0.00

0 Payments and Debits

1 Deposits and Credits

Clear	Date	Number	Payee	Description	Transaction Type	Payor	Deposit
<input type="checkbox"/>	7/5/2017		NYK	Deposit Test	Bank Deposit		4,500.00

0 Payments Cleared 0.00 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	0.00	Uncleared Deposits	4,500.00	Bank Account Balance	4,500.00
						Difference	0.00

? Ready

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Entity - IRELY ADMIN

New Save Search Refresh Delete Undo Additional Archived Reports API Key E

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

Detail User Roles External Module Registered Computers

Username: irelyadmin Add Photo

Title:

Contact Method:

Department:

User Options

Maximum Number of Origin Screens Allowed 3

Allow User to only Post Transactions they created

Administrator User

Disable User

User cannot change password

User must change password on next login

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

1. Open the bank deposit you want to post.

Bank Deposit - BDEP-13

New Save Search Delete Undo Print Post Duplicate Info Recap Undeposited Close

Details Audit Log (1)

Bank Account: 08112680 Balance: 0.00 Currency: USD Record No: BDEP-13

Date: 6/30/2016 Payor: Joe Ag Amount: 15,800.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description:

X Remove Layout Filter Records (F3)

Date	GL Account	Description	Record No	Name	Amount
6/30/2016	17000-0004-003	Ending Inventory			15,800.00

Total: \$15,800

Page 1 of 1

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

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

Bank Deposit - BDEP-13

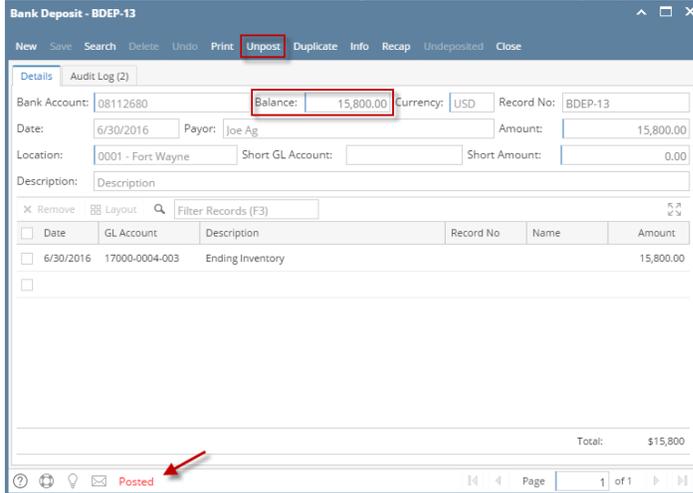
New Save Search Delete Undo Print Post Duplicate Info Recap Undeposited Close

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

Recap Transaction

Post Close

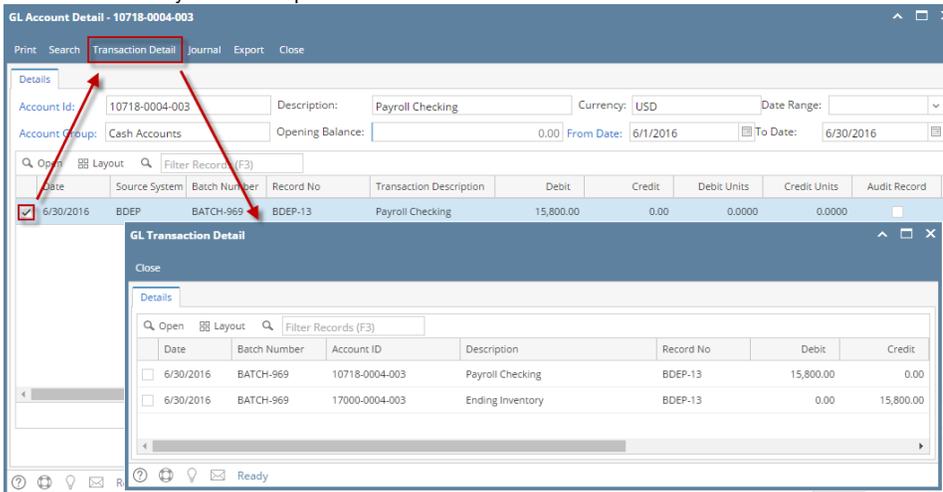
3. The bank deposit is posted. These changes are then automatically applied to the bank deposit.



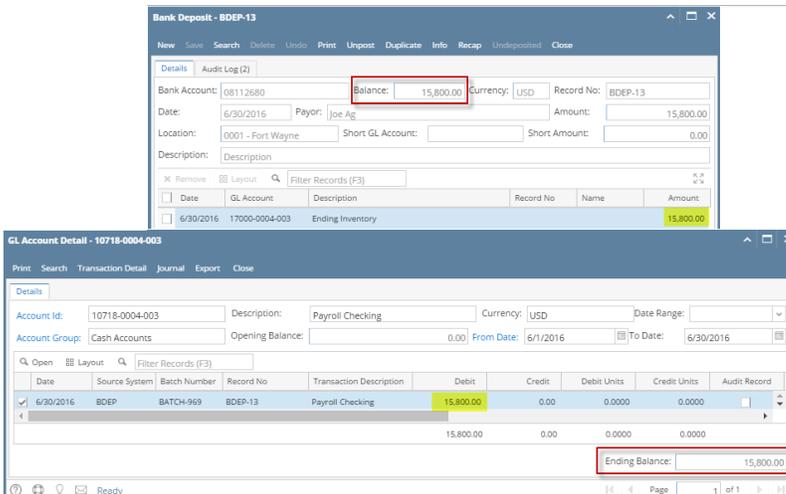
- a. **Posted** is shown at the left part of the **Status bar**.
- b. The previously **Posted toolbar button** is now labeled as **Unpost**.
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- d. The entire screen is disabled preventing the user from changing anything to the posted transaction.

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

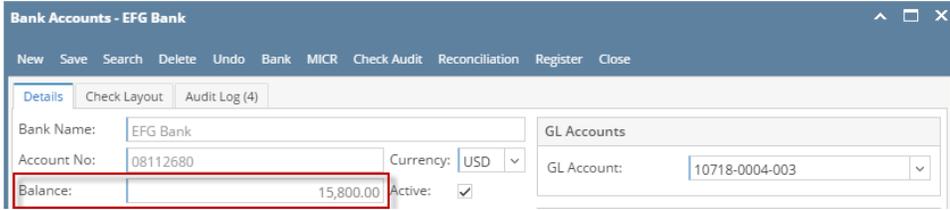
- a. In the **GL Account Detail**. You may open any account used from the bank deposit, then select the bank deposit transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the bank deposit are shown.



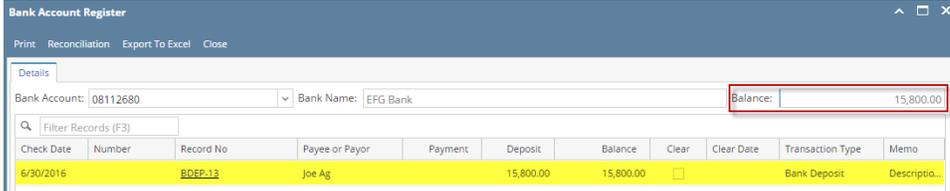
If you open the Account assigned for the bank account used in the bank deposit, the Ending Balance field at the bottom will show the same amount shown in the posted bank deposit.



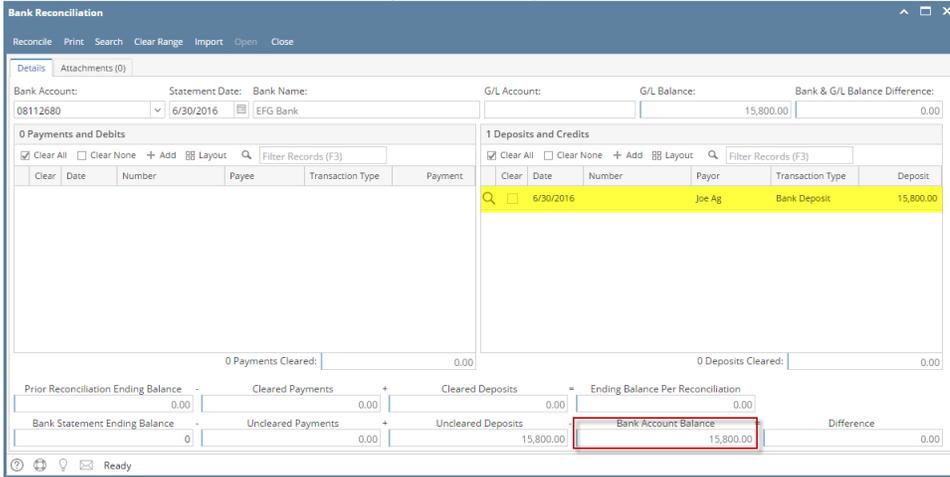
b. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the Bank Deposit amount. That same amount matches that of the posted Bank Deposit > Balance field.



c. Bank Deposit is recorded in the **Bank Account Register** for the Bank Account used. **Balance field** matches that of the posted Bank Deposit > Balance field.



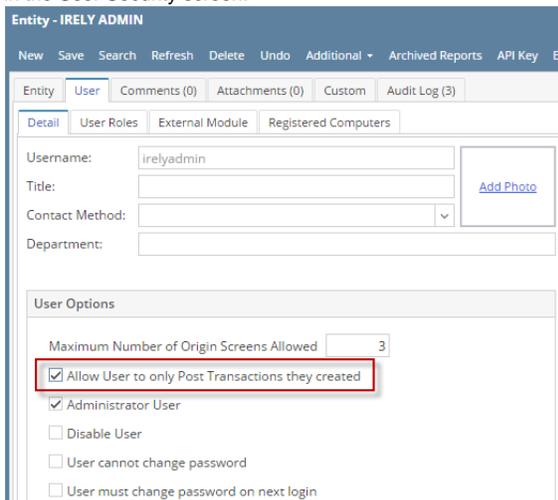
d. Bank Deposit is recorded in the **Bank Reconciliation > Deposits and Credits panel** for the Bank Account used. **Bank Account Balance field** matches that of the posted Bank Deposit > Balance field.



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

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- You have closed your periods in the Fiscal Year screen for the date you are trying to post the transaction .
- The transaction you are to post is not originally created by you and **Allow User to only Post Transactions they created checkbox** is checked in the User Security screen.



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

1. Open the bank deposit you want to post.

Bank Deposit - BDEP-59

New Save Search Delete Undo Print Post Duplicate Info Recap Undeposited Close

Details Audit Log (1)

Bank Account: 113322 Balance: -1,062.54 Currency: USD Record No: BDEP-59

Date: 04/26/2016 Payor: ABC Trucking Amount: 6,000.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: ABC test

Date	GL Account	Description	Record No	Name	Amount
04/26/20...	40000-0001-004	Sales	< Add New >		5,000.00
04/26/20...	42000-0000-000	Interest Income	< Add New >		1,000.00
	Select a GL Accou...		< Add New >		

Total: \$6,000

Ready Page 1 of 1

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

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

Bank Deposit - BDEP-59

New Save Search Delete Undo Print **Post** Duplicate Info Recap Undeposited Close

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

Recap Transaction

Post Close

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

Bank Deposit - BDEP-59

New Save Search Delete Undo Print **Unpost** Duplicate Info Recap Undeposited Close

Details Audit Log (2)

Bank Account: 113322 Balance: 4,937.46 Currency: USD Record No: BDEP-59

Date: 04/26/2016 Payor: ABC Trucking Amount: 6,000.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description: ABC test

Date	GL Account	Description	Record No	Name	Amount
04/26/20...	40000-0001-004	Sales	< Add New >		5,000.00
04/26/20...	42000-0000-000	Interest Income	< Add New >		1,000.00

Total: \$6,000

Posted Page 1 of 1

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

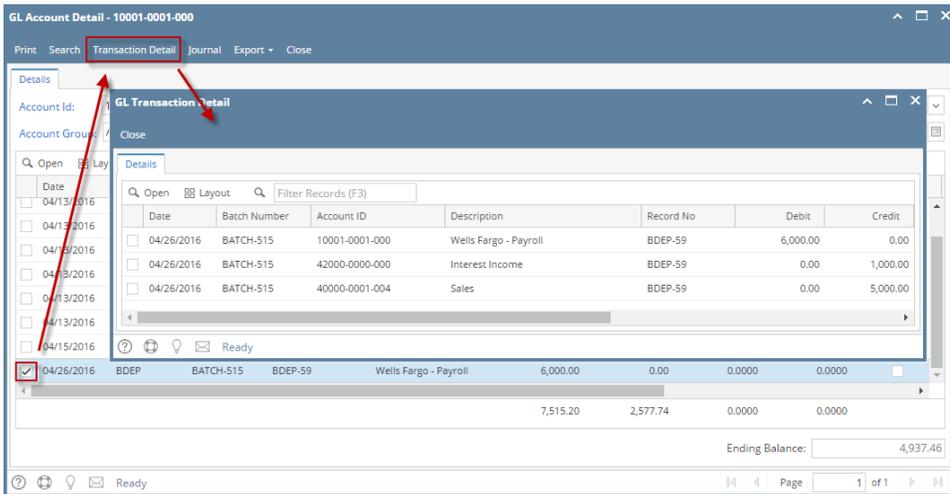
b. The previously **Posted** toolbar button is now labeled as **Unpost**.

c. The **Balance** field is now updated by the amount of bank deposit.

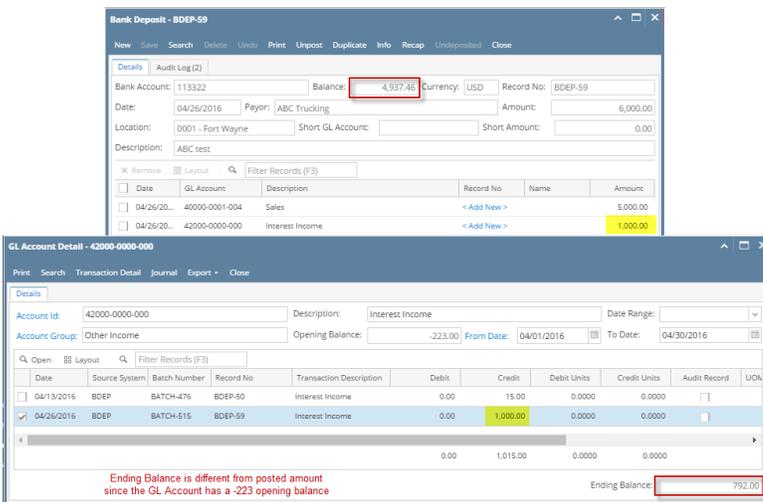
d. The entire screen is disabled preventing the user from changing anything to the posted transaction.

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

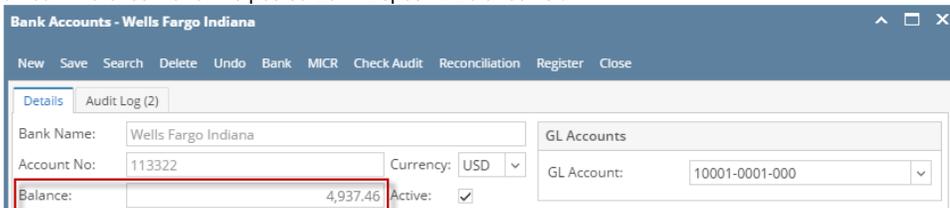
a. In the **GL Account Detail**. You may open any account used from the bank deposit, then select the bank deposit transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the bank deposit are shown.



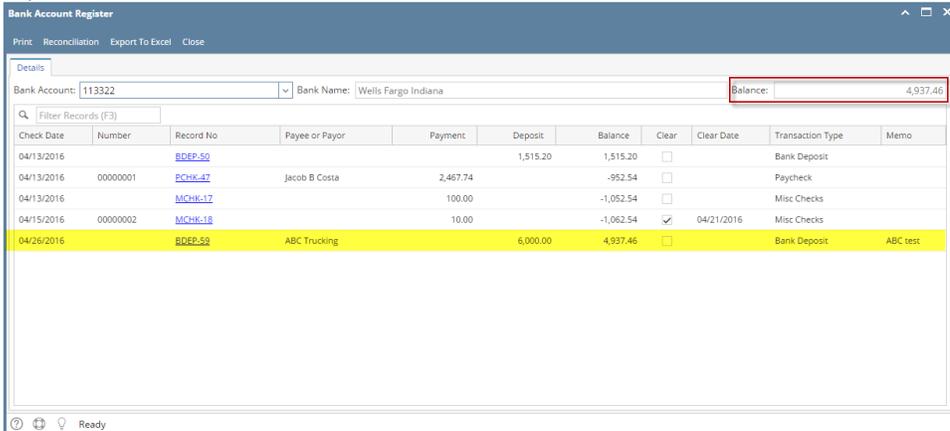
If you open the Account assigned for the bank account used in the bank deposit, the Ending Balance field at the bottom will show the same amount shown in the posted bank deposit.



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



c. Bank Deposit is recorded in the **Bank Account Register** for the Bank Account used. **Balance field** matches that of the posted Bank Deposit > Balance field.



- d. Bank Deposit is recorded in the **Bank Reconciliation > Deposits and Credits** panel for the Bank Account used. **Bank Account Balance** field matches that of the posted Bank Deposit > Balance field.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 113322 Statement Date: 04/26/2016 Bank Name: Wells Fargo Indiana G/L Account: 10001-0001-000 G/L Balance: 4,937.46 Bank & G/L Balance Difference: 0.00

2 Payments and Debits						2 Deposits and Credits					
Clear	Date	Number	Payee	Transaction Type	Payme	Clear	Date	Number	Payor	Transaction Type	Depos
<input type="checkbox"/>	04/13/201...	00000001	Jacob B Costa	Paycheck	2,46...	<input type="checkbox"/>	04/13/201...			Bank Deposit	1,51...
<input type="checkbox"/>	04/13/201...			Misc Checks	100...	<input type="checkbox"/>	04/26/201...		ABC Trucking	Bank Deposit	6,00...

0 Payments Cleared: 0.00 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	2,567.74	Uncleared Deposits	7,515.20	Bank Account Balance	4,937.46
						Difference	10.00

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Entity - IRELY ADMIN

New Save Search Refresh Delete Undo Additional Archived Reports API Key E

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

Detail User Roles External Module Registered Computers

Username: irelyadmin Add Photo

Title: Department:

User Options

Maximum Number of Origin Screens Allowed 3

Allow User to only Post Transactions they created

Administrator User

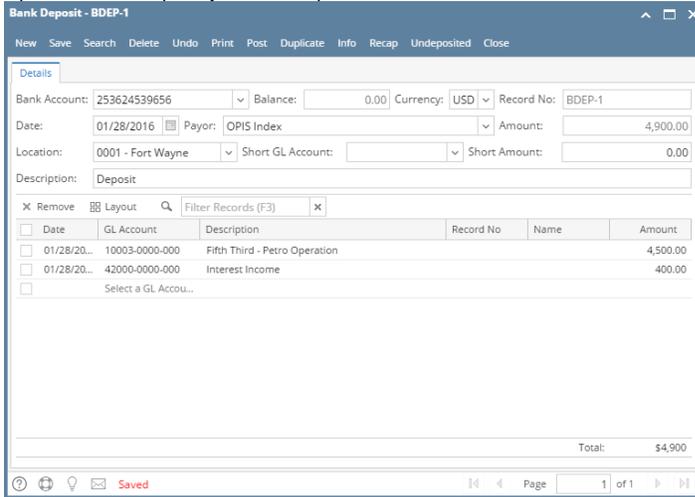
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2. Post the transaction. There are 2 ways to post a bank deposit.

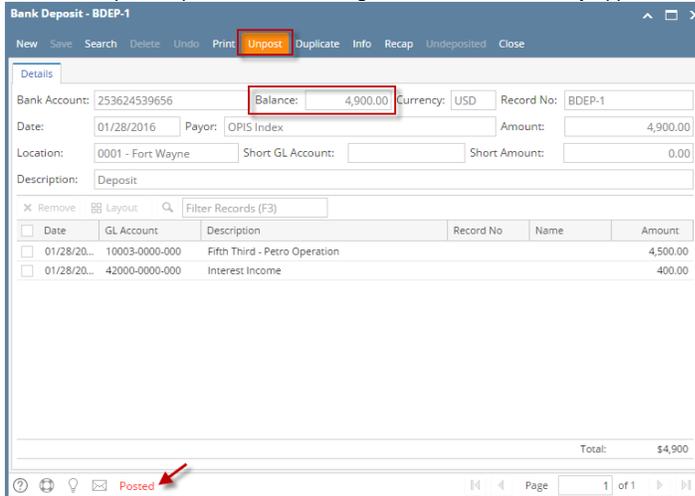
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b. On Bank Deposit screen, click **Recap toolbar button** to open Recap Transaction screen. Click **Post toolbar button**.



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GL Account Detail - 10003-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10003-0000-000 Description: Fifth Third - Petro Operation Date Range: []

Account Group: Cash Accounts Opening Balance: 400,500.00 From Date: 01/01/2016 To Date: 01/31/2016

Date	Source Syst...	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
01/28/2016	MCHK	BATCH-253	MCHK-1	Fifth Third - Petro Oper...	250.00	0.00	0.0000	0.0000	<input type="checkbox"/>
01/28/2016	BDEP	BATCH-256	BDEP-1	Fifth Third - Petro Oper...	0.00	4,500.00	0.0000	0.0000	<input type="checkbox"/>

GL Transaction Detail

Close

Details

Open Layout Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
01/28/2016	BATCH-256	10004-0000-000	Three Rivers - Operating - Gr	BDEP-1	4,900.00	0.00
01/28/2016	BATCH-256	10003-0000-000	Fifth Third - Petro Operation	BDEP-1	0.00	4,500.00
01/28/2016	BATCH-256	42000-0000-000	Interest Income	BDEP-1	0.00	400.00

996,250.00

Ready

If you open the Account assigned for the bank account used in the bank deposit, the Ending Balance field at the bottom will show the same amount shown in the posted bank deposit.

Bank Deposit - BDEP-1

New Save Search Delete Undo Print Unpost Duplicate Info Recap Undeposited Close

Details

Bank Account: 253624539656 Balance: 4,900.00 Currency: USD Record No: BDEP-1

Date: 02/01/2016 Payor: Amount: 4,900.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description:

Date	GL Account	Description	Record No	Name	Amount
02/01/2016	10003-0000-000	Fifth Third - Petro Operation			4,500.00
02/01/2016	42000-0000-000	Interest Income			400.00

GL Account Detail - 42000-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 42000-0000-000 Description: Interest Income Date Range: []

Account Group: Other Income Opening Balance: 0.00 From Date: 02/01/2016 To Date: 02/29/2016

Date	Source Syst...	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit
02/01/2016	BDEP	BATCH-295	BDEP-1	Interest Income	0.00	400.00	0.0000	

Ending Balance: 400.00

Ready

Page 1 of 1

b. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the Bank Deposit amount. That same amount matches that of the posted Bank Deposit > 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: 4,900.00 Active:

GL Accounts

GL Account: 10004-0000-000

c. Bank Deposit is recorded in the **Bank Account Register** for the Bank Account used. **Balance field** matches that of the posted Bank Deposit > Balance field.

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 253624539656 Bank Name: Three Rivers Federal Credit Union Balance: 4,900.00

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
01/28/2016		BDEP-1	OPIS Index		4,900.00	4,900.00	<input type="checkbox"/>		Bank Deposit	Deposit

- d. Bank Deposit is recorded in the **Bank Reconciliation > Deposits and Credits** panel for the Bank Account used. **Bank Account Balance** field matches that of the posted Bank Deposit > Balance field.

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	01/28/2016		OPIS Index	Bank Deposit	4,900.00

Prior Reconciliation Ending Balance	0.00	Cleared Payments	0.00	Cleared Deposits	0.00	Ending Balance Per Reconciliation	0.00
Bank Statement Ending Balance	0	Uncleared Payments	0.00	Uncleared Deposits	4,900.00	Bank Account Balance	4,900.00
						Difference	0.00

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

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

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

Settings External Module

Username: AGADMIN Full Name: AGADMIN

User Options

Maximum Number of Origin Screens Allowed 5

Allow User to only Post Transactions they created

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

1. Open the bank deposit you want to post.

Date	GL Account	Description	Name	Amount
06/16/2015	39800-0000	MEMBER EQUITY AG PLUS INC -		1,000.00
06/16/2015	39850-0000	MEMBER EQUITY AG PLUS LLC -		500.00
06/16/2015	Select a GL Account			0.00

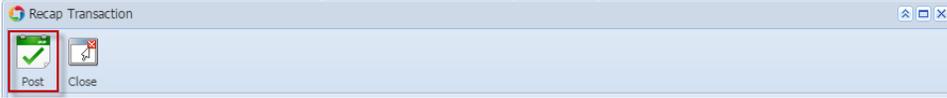
Total: 1,500.00

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

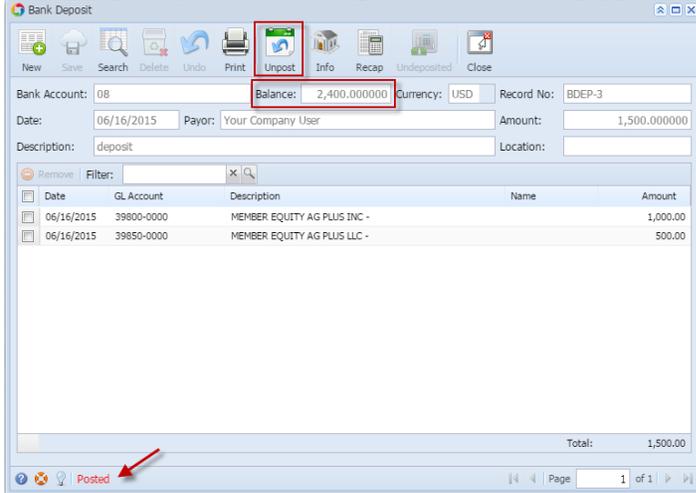
a. On Bank Deposit screen, click **Post toolbar button**.



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



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



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

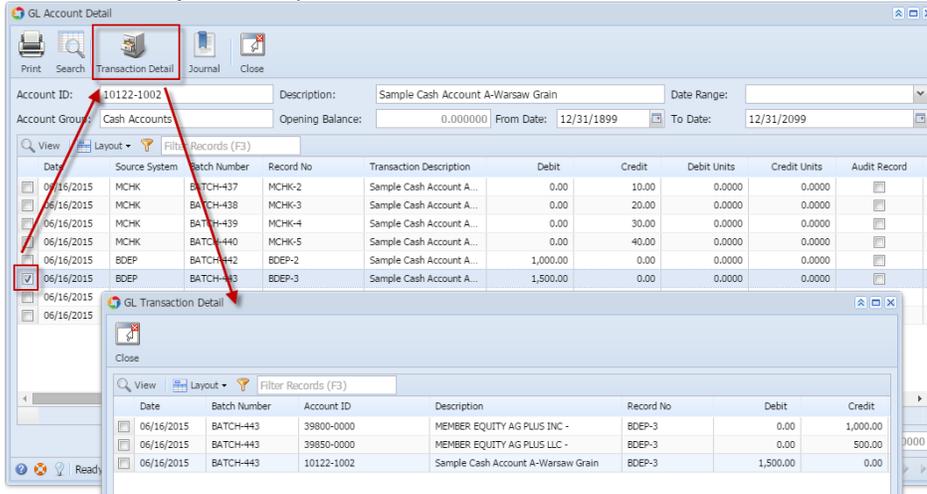
b. The previously **Posted toolbar button** is now labeled as **Unpost**.

c. The **Balance field** is now updated by the amount of bank deposit.

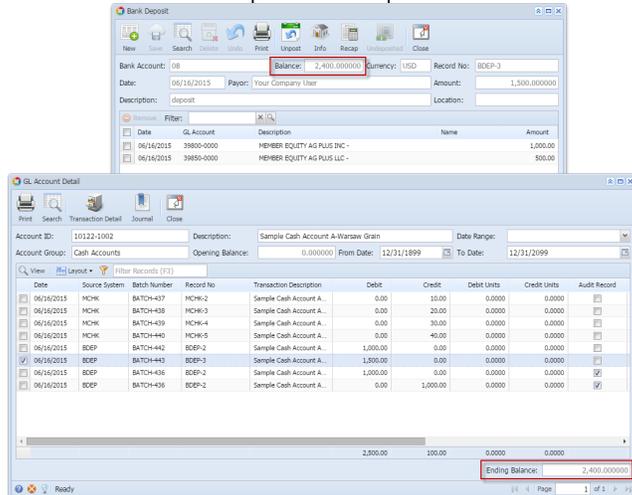
d. The entire screen is disabled preventing the user from changing anything to the posted transaction.

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

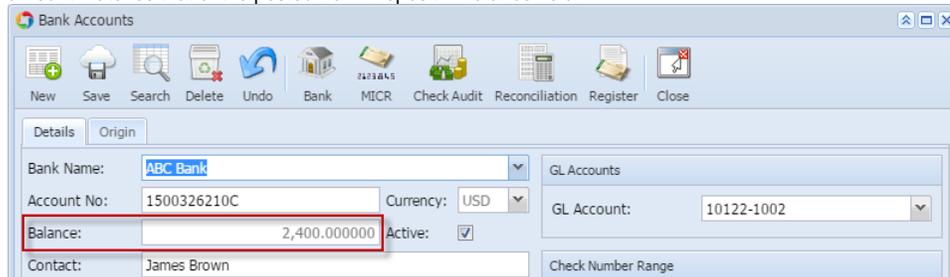
a. In the **GL Account Detail**. You may open any account used from the bank deposit, then select the bank deposit transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the bank deposit are shown.



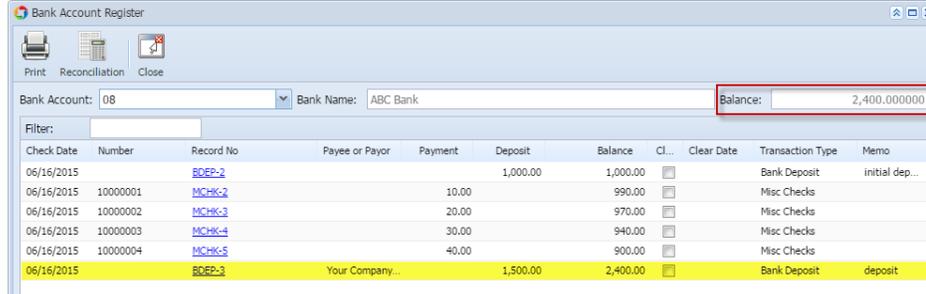
If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the posted bank deposit.



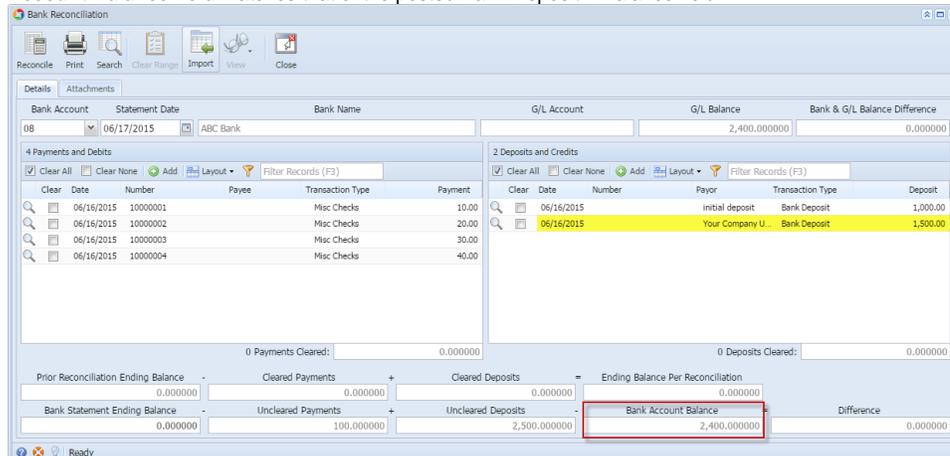
- b. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the Bank Deposit amount. That same amount matches that of the posted Bank Deposit > Balance field.



- c. Bank Deposit is recorded in the **Bank Account Register** for the Bank Account used. **Balance field** matches that of the posted Bank Deposit > Balance field.



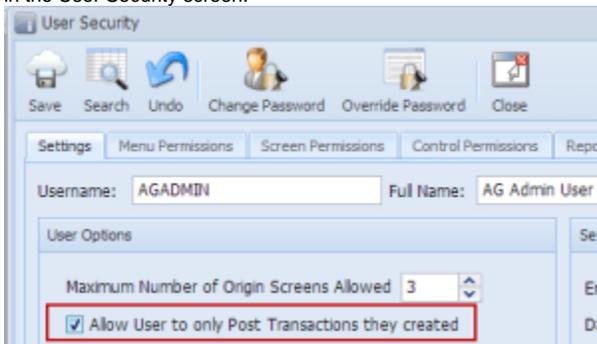
- d. Bank Deposit is recorded in the **Bank Reconciliation > Deposits and Credits** panel for the Bank Account used. **Bank Account Balance** field matches that of the posted Bank Deposit > Balance field.



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

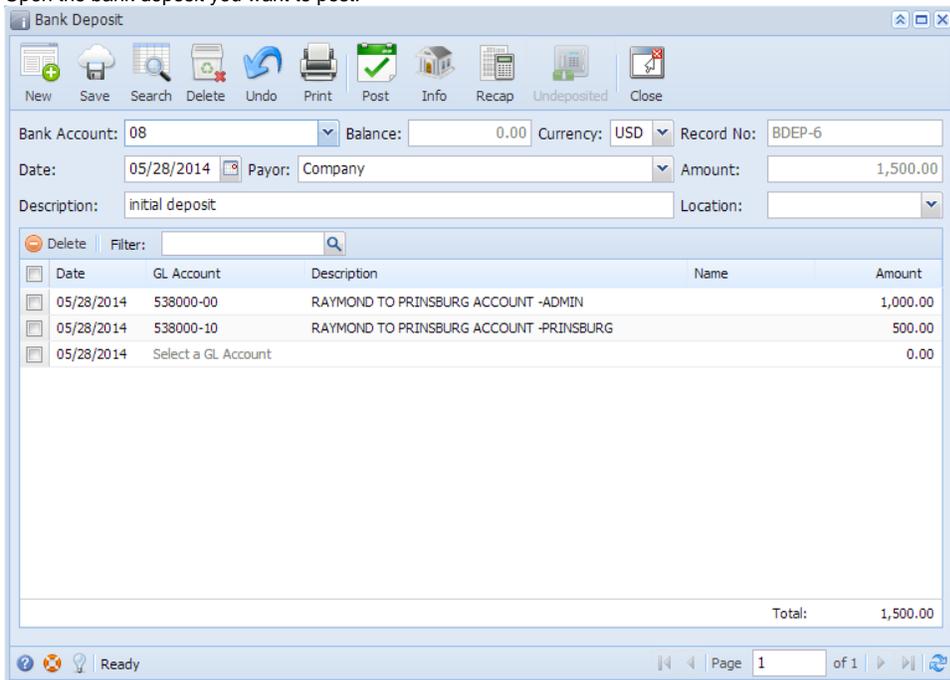
Under certain circumstances you may not be able to post a transaction due to a variety of reasons listed below.

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



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

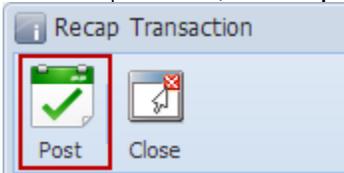
1. Open the bank deposit you want to post.



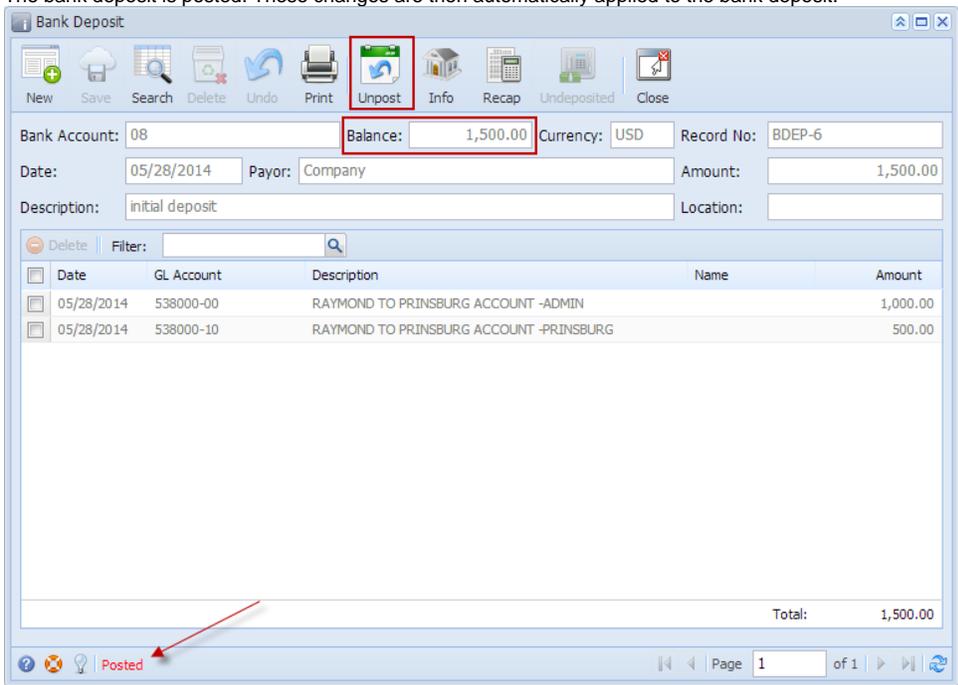
2. Post the transaction. There are 2 ways to post a bank deposit.
 - a. On Bank Deposit screen, click **Post toolbar button**.



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



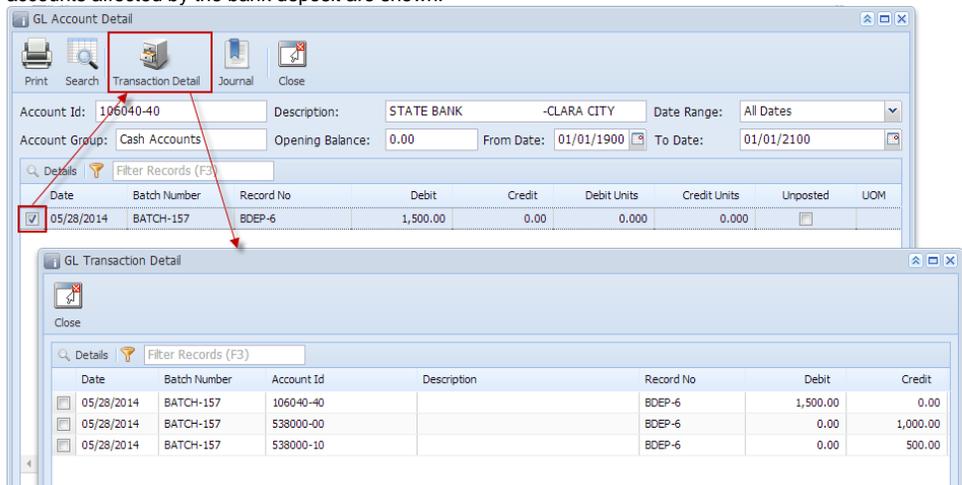
3. The bank deposit is posted. These changes are then automatically applied to the bank deposit.



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

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

- a. In the **GL Account Detail**. You may open any account used from the bank deposit, then select the bank deposit transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the bank deposit are shown.



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

Bank Deposit window showing details for a deposit of 1,500.00 USD on 05/28/2014. The **Balance** field is highlighted with a red box and contains the value 1,500.00. The record number is BDEP-6.

Date	GL Account	Description	Name	Amount
05/28/2014	538000-00	RAYMOND TO PRINSBURG ACCOUNT -ADMIN		1,000.00
05/28/2014	538000-10	RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG		500.00

GL Account Detail window for account 106040-40 (STATE BANK -CLARA CITY). The **Ending Balance** field at the bottom right is highlighted with a red box and contains the value 1,500.00.

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 type="checkbox"/>	
			1,500.00	0.00	0.00	0.00		

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

Bank Accounts window for ABC Bank (Account No: 1500326210C). The **Balance** field is highlighted with a red box and contains the value 1,500.00. The GL Account is 106040-40.

c. Bank Deposit is recorded in the **Bank Account Register** for the Bank Account used. **Balance field** matches that of the posted Bank Deposit > Balance field.

Bank Account Register window for ABC Bank. The **Balance** field is highlighted with a red box and contains the value 1,500.00. The register shows a single entry for 05/28/2014 with a deposit of 1,500.00.

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

d. Bank Deposit is recorded in the **Bank Reconciliation > Deposits and Credits panel** for the Bank Account used. **Bank Account Balance** field matches that of the posted Bank Deposit > Balance field.

Bank Reconciliation

Reconcile | Print | Search | Clear Range | Import | View | Close

Details | Attachments

Bank Account	Statement Date	Bank Name	G/L Account	G/L Balance	Bank & G/L Balance Difference
08	05/29/2014	ABC Bank	106040-40	1,500.00	0.00

0 Payments and Debits

Clear All Clear None Filter:

Clear	Date	Number	Payee	Transaction Type	Payment

0 Payments Cleared: 0.00

1 Deposits and Credits

Clear All Clear None Filter:

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	05/28/2014		Company	Bank Deposit	1,500.00

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
0.00		0.00		1,500.00		1,500.00
						Difference
						0.00

Ready