How to Recap Bank Deposit

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 deposit.

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- 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 deposit.
- 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 deposit.

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

	P-58							^ 🗆
	Delete Undo F	Print Post Duplicate Info Post Prev	iew Undeposited Reci					
Details Audit Log	(2)							
ank Account + 125	5-526-5245		V Balance -16,5	49.92 Currency *	USD	Record No E	DEP-58	
ate 11/	/8/2017 🔲 Payo	or: ABC Trucking			Q,	Amount		150.00
ocation + 000	01 - Fort Wayne	✓ Short GL Acco	ount		Q, 9	Short Amount		0.00
escription De	posit test						F	lecur 🗌
× Remove Repor	t BB View Fi	lter (F3)						К Л И И
Date G	iL Account*	Description	Record No	Payment Method	Card Type	Name		Amount
11/8/2017 2	9000-0000-000	Freight Payable - Home office - Admin						150.00
							Total:	\$150.00

2. Click Post Preview tab. The Post Preview tab screen shows accounts affected when the bank deposit is posted.

Bank Deposit - BDEP-	96							
New Save Search	Delete Undo	Print Post	Duplicate	Info	Undeposited	Recurring	Close	
Details Post Previe Export - III View -	W Autit Log Filter (F3)							
Account ID	Description			Ref	erence			Acco
10004-0000-000	Three Rivers - Op	erating - Grai	n - Home o					Cash

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 deposit.

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• 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 deposit.

Bank Deposit - B	BDEP-157							^ □ X
	arch Delete Un		Duplicate Infe		Undeposited Rec			
Details Audit	Log (1)							
Bank Account 🔸	001122	~	Balance	0.00 Cu	rrency * USD	Record No	BDEP-157	
Date	7/5/2017	Payor: NYK			Q,	Amount		4,500.00
Location *	0001 - Fort Wayn	e v Shor	t GL Account		 Short Amo 	unt		0.00
Description	Deposit Test						F	Recur 🗌
× Remove B	B View Filter (F3)						к л 2 У
Date	GL Account*	Description			Record No	Name		Amount
7/5/2017	17000-0001-006	Ending Inven	tory - Fort Wayne	Gas				4,500.00
						т	otal:	\$4,500.00
? () 🖓 🛛	Ready					Page	1 of 1	

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

Bank D	eposit - BDEP-1	57				^ □ ×	
				o Post Preview Undeposited Recu			
Detail	s Audit Log (1)			1			,
Bank /	Account + 0011	22	 Balance 	0.00 Currency + USD F	lecord No BDEP-	157	
Date	7/5/2	017 🗈 Payor	NYK	Q. #	mount	4,500.00	
Locati	on + 0001	- Fort Wayne	 Short GL Account 	 Short Amou 	int	0.00	
Post P	review Transac	tion					^ □ ×
Detai	Is						
Date	7/5/2017	Description	Deposit Test		Currency	USD Rate	1.00
Filter							
	Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1	BATCH-2203	BDEP-157	10718-0004-003	Deposit Test	Cash Accounts	4,500.00	0.00
2	BATCH-2203	BDEP-157	17000-0001-005	Ending Inventory - Fort Wayne - Gas	Inventories	0.00	4,500.00
4							•
? 0	🗊 🖓 Ready						
	a incody						

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Bank Deposit - BDEP-12				^ □ ×
New Save Search Delete Und	o Print Post Duplicate Info	Recap Undeposited Close		
Details Audit Log (3)				
Bank Account: 08112680	v Balance:	0.00 Currency: USD v Recor	d No: BDEP-12	
Date: 6/20/2016 🗐 P	ayor:	~ Amou	nt:	823.46
Location: 0001 - Fort Wayne	 Short GL Account: 	✓ Short Amou	nt:	0.00
Description: DUP: BDEP-11				
🗙 Remove 🔠 Layout 🔍 Film	ter Records (F3)			к л К У
Date GL Account	Description	Record No	Name	Amount
6/20/2016 55000-0000-000	Purchases Discounts			250.00
6/10/2016 10500-0000-000	Undeposited Funds	RCV-11	Brown Brothe	573.46
			Total:	\$823.46
⑦ Ø Ø M Ready		4 4 P	age 1	of1 🕨 🕅

2. Click Recap toolbar button to open the Recap Transaction screen. The Recap Transaction screen shows accounts affected when the bank deposit is posted.

k De	Bank Deposit -	BDEP-12					□ ×	
0	New Save Se	arch Delete Un	do Print Post Duplic	ate Info Recap Undeposi				
you				4				
eco		Log (3)						Am
DEF	Bank Account:	08112680	✓ Balance:	.00 Currency: I	USD ~ Record No:	BDEP-12		5
DEF	Date:	6/20/2016	Payor:		 Amount: 		823.46	
DEF	Location:	0001 - Fort Wayne	e v Short GL Acco	ount:	Short Amount:		0.00	
DEF	Description:	DUP: BDEP-11						10
ost	Transaction Close							
ost Deta	Close	Description:	DUP: BDEP-11		Cur	rrency: USD	Rate:	1.0
ost Deta Jate	Close iils : 6/20/2016	Description:	DUP: BDEP-11		Cur	rrency: USD I	Rate:	1.0
ost Deta ate	Close iils : 6/20/2016	Description: Record No.	DUP: BDEP-11 Account ID	Description	Cur Account Grou	,	Rate:	1.0 Credit
ost Deta)ate	Close iiis 			Description Payroll Checking		up D		
ost Deta)ate	Close ilis 6/20/2016 er: Batch ID BATCH-969	Record No.	Account ID		Account Grou	up Di	ebit	Credit
ost Deta Date Filte 1	Close ilis 6/20/2016 er: Batch ID BATCH-969	Record No. BDEP-12	Account ID 10718-0004-003	Payroll Checking	Account Grou Cash Account	up Di	ebit 123.46	Credit 0.00

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 deposit.

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- the deposit.

New Save Search Delete Undo Print Post Duplicate Info Recap Undeposited Close	
Details Audit Log (1)	
Bank Account: 113322 V Balance: -1,062.54 Currency: USD V Record No: BDEP-59	
Date: 04/26/2016 🖩 Payor: ABC Trucking 🗸 Amount: 6,	,000.00
Location: 0001 - Fort Wayne v Short GL Account: v Short Amount:	0.00
Description: ABC test	
X Remove III Layout Q Filter Records (F3)	
Date GL Account Description Record No Name Am	nount
04/26/20 40000-0001-004 Sales < Add New > 5,	,000.00
04/26/20 42000-0000 Interest Income < Add New > 1,	,000.00
Select a GL Accou < Add New >	
Total:	\$6,000
⑦	D D

2. Click Recap toolbar button to open the Recap Transaction screen. The Recap Transaction screen shows accounts affected when the bank deposit is posted.

Details Audit Log	(1)					
Bank Account: 113	322	✓ Balance:	-1,062.54 Currency: USD ~	Record No: BDEP-59		
Date: 04/	26/2016 🗐 Payor:	ABC Trucking	~	Amount:	6,000.00	
ost Close Details	^	¢				
Date: 04/26/2016	5 Description:	ABC test		Currency	y: USD Rate:	1.0
	5 Description: Record No.	ABC test Account ID	Description	Currency Account Group	y: USD Rate:	
Filter:			Description Wells Fargo - Payroll			Credi
Filter: Batch ID	Record No.	Account ID		Account Group	Debit	1.0 Credit 0. 1,000.

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- the deposit.

nk Deposit - BDEP-1					∧ □ 3
ew Save Search Delete Undo	Print Post Duplicate Inf	o Recap Undeposi	ited Close		
Details					
ank Account: 253624539656	v Balance:	0.00 Currency:	USD ~ Recor	rd No: BDEP-1	
ate: 01/28/2016 🗐 Pay	vor: OPIS Index		~ Amou	unt:	4,900.00
ocation: 0001 - Fort Wayne	 Short GL Account: 		 Short Amou 	unt:	0.00
escription: Deposit					
× Remove 🔠 Layout 🔍 Filt	er Records (F3) ×				
Date GL Account	Description	F	Record No	Name	Amount
01/28/20 10003-0000-000	Fifth Third - Petro Operation				4,500.00
01/28/20 42000-0000-000	Interest Income				400.00
Select a GL Accou					
Select a GL Accou					
) 🕼 🖗 🖂 Ready				Total:	

2. Click Recap toolbar button to open the Recap Transaction screen. The Recap Transaction screen shows accounts affected when the bank deposit is posted.

	ransaction	39656	Balance:	0.00 Currency: USD v Reco	rd No: BDEF	4			600.00
ost	_								
Details Date:	01/28/2016	Description:	Deposit		(urrency:	USD	Rate:	
Filter:									
	Batch ID	Record No.	Account ID	Description	Account	Group		Debit	Cre
1	BATCH-258	BDEP-1	10004-0000-000	Three Rivers - Operating - Gr	Cash Acc	ounts		4,900.00	
2	BATCH-258	BDEP-1	10003-0000-000	Fifth Third - Petro Operation	Cash Acc	ounts		0.00	4,50
3	BATCH-258	BDEP-1	42000-0000-000	Interest Income	Other Inc	ome		0.00	40
3	BATCH-258	BDEP-1	42000-0000-000	Interest Income	Other Inc	ome		0.00	40

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🌀 Bank Deposit										* 🗆 ×
		5	🔁 🚍							
New Save	Search Delete	Undo	Print Post	Info	Recap	Undeposited	d Close			
Bank Account:	08		Y Balanc	e: 90	0.00000	Ourrency:	USD 🛩	Record No:	BDEP-3	
Date:	06/16/2015	Payor:	Your Compar	iy User			¥	Amount:		1,500.000000
Description:	deposit							Location:		¥
Remove Fi	Iter:		×Q							
Date	GL Account		Description					Name		Amount
06/16/2015	39800-0000		MEMBER EQU	ITY AG PLU	S INC -					1,000.00
06/16/2015	39850-0000		MEMBER EQU	ITY AG PLU	IS LLC -					500.00
06/16/2015	Select a GLA	ccount								0.00
									Total:	1,500.00
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2. Click Recap toolbar button to open the Recap Transaction screen. The Recap Transaction screen shows accounts affected when the bank deposit is posted.

	0	Bank De	eposit															3
		-	Gave Save	Search	Delete	Vindo	Print	Post	îî. Infe	Recap	Undeposit	ted	Close					
	В	ank Acco	ount:	08			*	Balance:	90	0.00000	Currency	y: US	SD 👻	Record No:	BDEP-	3		
	D	ate:		06/16/2	2015	Payor	Your	Company	User				¥	Amount:		1,500	0.000000	
	D	escriptio	n:	deposit										Location:			*	
🎝 Rec	ap Transa	tion		-														* 🗆 X
Post	Close																	
Date:	06/16/	2015	D	escription	n: dep	osit								Currency:	USD	Rate:		1
Filter	:																	
	Batch ID		Recor	rd No.		Account	ID	Des	scription				Accour	t Group		Debit	(Credit
1	BATCH-44	3	BDEP-	-3		10122-1	002	Sar	mple Cas	h Account	A-Warsaw (Grain	Cash A	ccounts		1,500.00		0.00
2	BATCH-44	3	BDEP	-3		39800-0	000	ME	MBER EQ	UITY AG P	LUS INC -		Equity			0.00	1	,000.00
3	BATCH-44	3	BDEP	-3		39850-0	000	ME	MBER EQ	UITY AG P	LUS LLC -		Equity			0.00		500.00

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🔄 Bank Deposit	in Dopooni									
New Save	Search Delete	Undo Pri	int Post	info	Recap	Undeposited	Close			
Bank Account:	08		➤ Balance:		0.00	Currency:	USD 👻	Record No:	BDEP-6	
Date:	05/28/2014	Payor: Co	mpany				*	Amount:		1,500.00
Description:	initial deposit							Location:		~
🕒 Delete 🛛 Fil	ter:		٩							
Date	GL Account	0	Description					Name		Amount
05/28/2014	538000-00	F	AYMOND TO P	RINSBURG	ACCOUN	T -ADMIN				1,000.00
05/28/2014	538000-10	F	AYMOND TO P	RINSBURG	ACCOUN	T -PRINSBURG	3			500.00
05/28/2014	Select a GL A	count								0.00
									Total:	1,500.00
🕜 🧔 🤶 Rea	dy							Page	1	of 1 🕨 🕅 휞

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		Bank	Deposit													
			P	Q	0	5			<u>M</u>				F			
		New	Save	Search	Delete	Undo	Print	Post	Info	Recap	Undepos	ited (lose			
		Bank A	ccount:	08			~	Balance:		0.00	Curren	cy: US	D 💙 Rec	ord No:	BDEP-6	
		Date:		05/28/	2014 🖻	Payor:	Compa	iny					Y Am	ount:		1,500.00
										-						8
,	ap Transact	tion														
Reca Post	ap Transact Close		Descrip	tion: i	nitial dep	osit							Currenc	y: USD	Rate:	
Post	Close		Descrip	ition:	nitial dep	osit							Currenc	y: USD	Rate:	
Post Pate: Filter:	Close	014	Descrip	_	nitial dep Accou			Descriptio	n			Accou	Currenc	y: USD	Rate:	Credi
Post Pate: Filter:	Close	014 R		_		int ID		Descriptio STATE BA		RA CITY				y: USD		Credi
Post Post Filter:	Close	014 R BI	ecord No.	_	Accou	int ID 10-40		STATE BA	ANK -CLA	RA CITY ISBURG A	CCOUN	Cash	nt Group	y: USD	Debit	