


How to Recap Bank Deposit

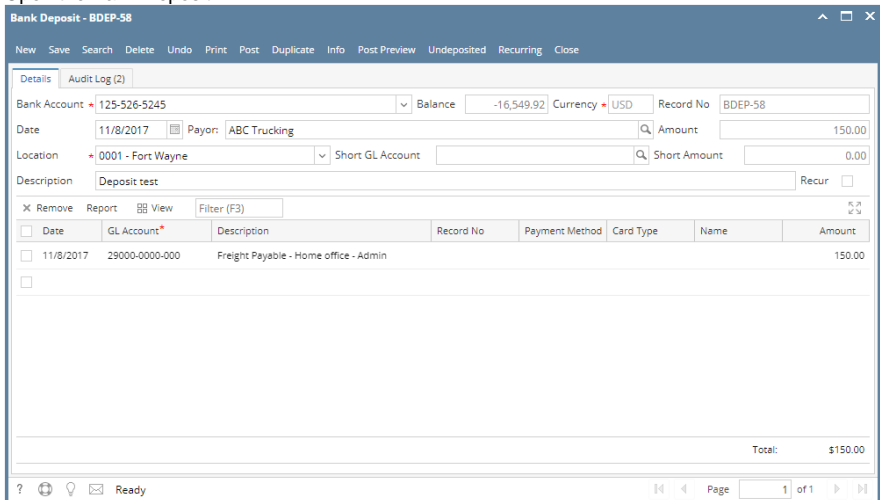
Recap a transaction means checking or having a preview of what will be entered in the GL Account Detail when you post or unpost the deposit.



- 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.

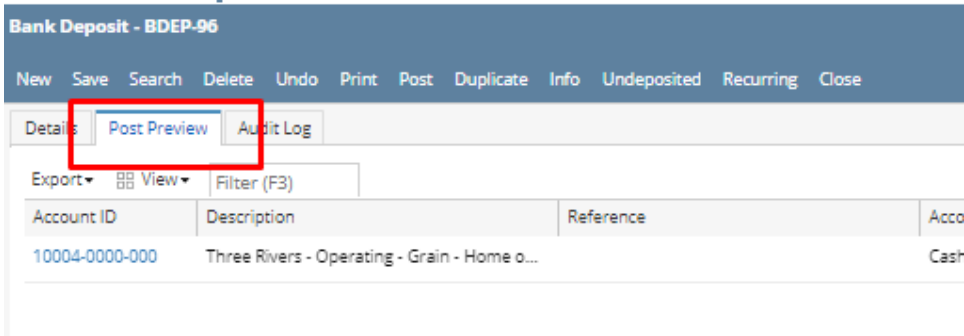
The following will guide you on how to recap a bank deposit.

1. Open the Bank Deposit.




Date	GL Account	Description	Record No	Payment Method	Card Type	Name	Amount
11/8/2017	29000-0000-000	Freight Payable - Home office - Admin					150.00

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



Account ID	Description	Reference	Acco
10004-0000-000	Three Rivers - Operating - Grain - 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.



- 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.

1. Open the Bank Deposit.

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: ☐

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. 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 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

Post Preview Transaction

Post Close

Details

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	17000-0001-006	Ending Inventory - Fort Wayne - Gas	Inventories	0.00	4,500.00

? Ready

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.



- 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.

1. Open the Bank Deposit.

Bank Deposit - BDEP-12

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

Details Audit Log (3)

Bank Account: 08112680 Balance: 0.00 Currency: USD Record No: BDEP-12

Date: 6/20/2016 Payor: Amount: 823.46

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

Description: DUP: BDEP-11

X Remove Layout Filter Records (F3)

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

Ready Page 1 of 1

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

Bank Deposit - BDEP-12

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

Details Audit Log (3)

Bank Account: 08112680 Balance: 0.00 Currency: USD Record No: BDEP-12

Date: 6/20/2016 Payor: Amount: 823.46

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

Description: DUP: BDEP-11

Recap Transaction

Post Close

Details

Date: 6/20/2016 Description: DUP: BDEP-11 Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-969	BDEP-12	10718-0004-003	Payroll Checking	Cash Accounts	823.46	0.00
2 BATCH-969	BDEP-12	55000-0000-000	Purchases Discounts	Purchases Disc...	0.00	250.00
3 BATCH-969	BDEP-12	10500-0000-000	Undeposited Funds	Asset	0.00	573.46

Ready

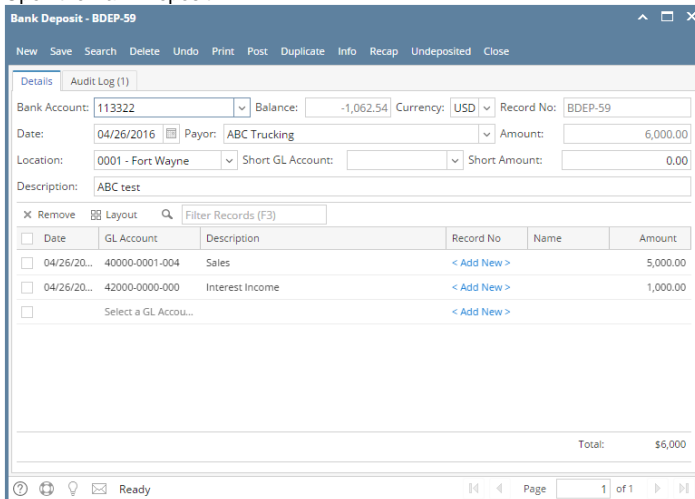
Recap a transaction means checking or having a preview of what will be entered in the GL Account Detail when you post or unpost the deposit.



- 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.

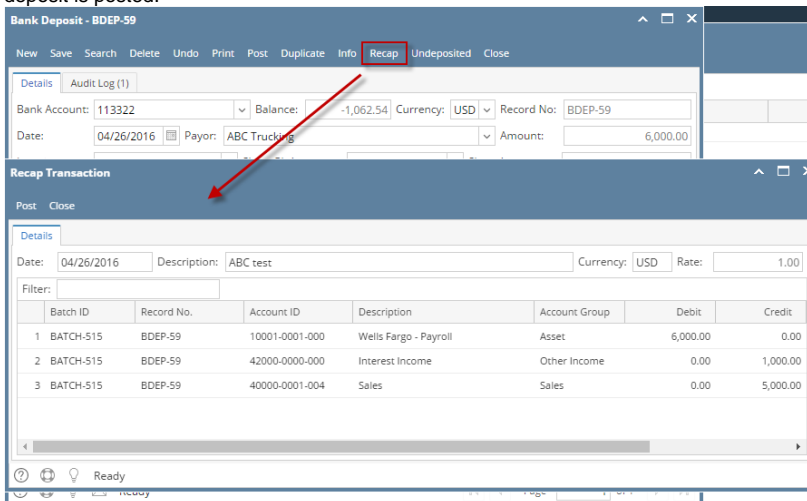
The following will guide you on how to recap a bank deposit.

1. Open the Bank Deposit.



The screenshot shows the 'Bank Deposit - BDEP-59' window. The 'Details' tab is active. Fields include: 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: (blank), Short Amount: 0.00, Description: ABC test. Below the fields is a table with columns: Date, GL Account, Description, Record No, Name, Amount. The table contains three rows: 04/26/20... 40000-0001-004 Sales 5,000.00, 04/26/20... 42000-0000-000 Interest Income 1,000.00, and a row to select a GL Account. The total is \$6,000.

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



The screenshot shows the 'Recap Transaction' window. The 'Details' tab is active. Fields include: Date: 04/26/2016, Description: ABC test, Currency: USD, Rate: 1.00. Below the fields is a table with columns: Batch ID, Record No., Account ID, Description, Account Group, Debit, Credit. The table contains three rows: 1 BATCH-515 BDEP-59 10001-0001-000 Wells Fargo - Payroll Asset 6,000.00 0.00, 2 BATCH-515 BDEP-59 42000-0000-000 Interest Income Other Income 0.00 1,000.00, and 3 BATCH-515 BDEP-59 40000-0001-004 Sales Sales 0.00 5,000.00. A red arrow points to the 'Recap' button in the top toolbar of the 'Bank Deposit - BDEP-59' window.

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.



- 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.

1. Open the Bank Deposit.

Bank Deposit - BDEP-1

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

Details

Bank Account: 253624539656 Balance: 0.00 Currency: USD Record No: BDEP-1

Date: 01/28/2016 Payor: OPIS Index Amount: 4,900.00

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

Description: Deposit

X Remove Layout Filter Records (F3)

Date	GL Account	Description	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...					
Total:					\$4,900

Ready Page 1 of 1

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

Bank Deposit - BDEP-1

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

Details

Bank Account: 253624539656 Balance: 0.00 Currency: USD Record No: BDEP-1

Recap Transaction

Post Close

Details

Date: 01/28/2016 Description: Deposit Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-258	BDEP-1	10004-0000-000	Three Rivers - Operating - Gr	Cash Accounts	4,900.00	0.00
2 BATCH-258	BDEP-1	10003-0000-000	Fifth Third - Petro Operation	Cash Accounts	0.00	4,500.00
3 BATCH-258	BDEP-1	42000-0000-000	Interest Income	Other Income	0.00	400.00

Ready

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.



- 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.

1. Open the Bank Deposit.

The Bank Deposit screen displays the following information:

- Bank Account: 08
- Balance: 900.000000
- Currency: USD
- Record No: BDEP-3
- Date: 06/16/2015
- Payor: Your Company User
- Amount: 1,500.000000
- Description: deposit
- Location: (empty)

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

The Recap Transaction screen displays the following information:

- Date: 06/16/2015
- Description: deposit
- Currency: USD
- Rate: 1

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-443	BDEP-3	10122-1002	Sample Cash Account A-Warsaw Grain	Cash Accounts	1,500.00	0.00
2 BATCH-443	BDEP-3	39800-0000	MEMBER EQUITY AG PLUS INC -	Equity	0.00	1,000.00
3 BATCH-443	BDEP-3	39850-0000	MEMBER EQUITY AG PLUS LLC -	Equity	0.00	500.00

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.



- 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.

1. Open the Bank Deposit.

Bank Deposit

New Save Search Delete Undo Print Post Info Recap Undeposited Close

Bank Account: 08 Balance: 0.00 Currency: USD Record No: BDEP-6

Date: 05/28/2014 Payor: Company Amount: 1,500.00

Description: initial deposit Location:

Delete Filter:

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
05/28/2014	Select a GL Account			0.00

Total: 1,500.00

Ready Page 1 of 1

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

Bank Deposit

New Save Search Delete Undo Print Post Info Recap Undeposited Close

Bank Account: 08 Balance: 0.00 Currency: USD Record No: BDEP-6

Date: 05/28/2014 Payor: Company Amount: 1,500.00

Recap Transaction

Post Close

Date: 05/28/2014 Description: initial deposit Currency: USD Rate: 1

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-157	BDEP-6	106040-40	STATE BANK -CLARA CITY	Cash Accounts	1,500.00	0.00
2 BATCH-157	BDEP-6	538000-00	RAYMOND TO PRINSBURG ACCOUNT...	SE - Contribute...	0.00	1,000.00
3 BATCH-157	BDEP-6	538000-10	RAYMOND TO PRINSBURG ACCOUNT...	SE - Contribute...	0.00	500.00