

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

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

Bank Deposit - BDEP-98

Details | Audit Log (2)

Bank Account: 02531030 Balance: 6,554.50 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: ☐

Date	GL Account	Description	Record No	Payment Method	Card Type	Name	Amount
12/27/2017	76000-0002-004	Contract Sales Gain/Loss - Indianapolis - Petro					6,500.00000

Total: \$6,500.00

Status bar: Posted

- Posted is shown at the left part of the Status bar.
 - The previously Posted toolbar button is now labeled as Unpost.
 - The Balance field is now updated by the amount of bank deposit.
 - The entire screen is disabled preventing the user from changing anything to the posted transaction.
- The bank deposit transaction is then recorded to the following areas in i21.
 - 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.

GL Account Detail - 14152-1206-116

Print Search Transaction Detail Journal Report Close

Details

Account ID: 14152-1206-116 Description: CM Smoke GL Account-CM Smoke Test Currency: USD Date Range: 12/1/2017 To 12/31/2017

Account Group: Cash Accounts From Date: 12/1/2017 To Date: 12/31/2017

GL Open Report View Filter (F3)

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
12/27/2017	BDEP	BATCH-5126	BDEP-98		Test Deposit	\$4.50	6,500.00	0.00	

GL Transaction Detail

Close

Details

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
12/27/2017	BATCH-5126	76000-0002-004	Contract Sales Gain/Loss - Indianapolis - Petro	BDEP-98	0.00	6,500.00
12/27/2017	BATCH-5126	14152-1206-116	CM Smoke GL Account-CM Smoke -CM...	BDEP-98	6,500.00	0.00

Beginning Balance: 54.50

Net Change: 6,500.00

Ending Balance: 6,554.50

Budget: 0.00

Variance: 6,554.50

Budget Code:

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-98

Details | Audit Log (2)

Bank Account: 02531030 Balance: 6,554.50 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: ☐

Date	GL Account	Description	Record No	Payment Method	Card Type	Name	Amount
12/27/2017	76000-0002-004	Contract Sales Gain/Loss - Indianapolis - Petro					6,500.00000

Total: \$6,500.00

Status bar: Posted

GL Account Detail - 14152-1206-116

Print Search Transaction Detail Journal Report Close

Details

Account ID: 14152-1206-116 Description: CM Smoke GL Account-CM Smoke Test Currency: USD Date Range: 12/1/2017 To 12/31/2017

Account Group: Cash Accounts From Date: 12/1/2017 To Date: 12/31/2017

GL Open Report View Filter (F3)

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
12/27/2017	BDEP	BATCH-5126	BDEP-98		Test Deposit	\$4.50	6,500.00	0.00	

Beginning Balance: 54.50

Net Change: 6,500.00

Ending Balance: 6,554.50

- 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

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Audit Log (1)

Bank Name: Fifth Third Bank

Account Holder: [Empty]

Account No: 02531030 Currency: USD

Balance: 6,554.50000 Active: ☒

Contact: [Empty]

Search Address: Enter address to search...

Electronic Bank File Information

Company ID: [Empty]

Bank Name: [Empty]

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 Create

- 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: 02531030 Bank Name: Fifth Third Bank Balance: 6,554.50000

Report: Filter (F3)

Check Date	Location	Number	Record No	Payee or Payor	Opening Balance	Payment	Deposit	Ending Balance	Clear	Clear Date	Transaction Type	Memo
10/30/2...			BTRN-10-IND		0.00	95.50		-95.50	<input type="checkbox"/>		Bank Transfer...	test smoke 4...
10/30/2...	0001 - Fort Wayne		BDEP-79		-95.50		100.00	4.50	<input type="checkbox"/>		Bank Deposit	
10/30/2...	0001 - Fort Wayne		BTRN-48		4.50	100.00		-95.50	<input type="checkbox"/>		Bank Transact...	Test Payment
10/30/2...	0001 - Fort Wayne		BTRN-49		-95.50		150.00	54.50	<input type="checkbox"/>		Bank Transact...	Test Deposit
12/27/2...	0001 - Fort Wayne		BDEP-98	Google	54.50		6,500.00	6,554.50	<input type="checkbox"/>		Bank Deposit	Test Deposit

? [Icons] 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 [Icons] Close

Details Attachments (0)

Bank Account: 02531030 Statement Date: 12/27/2017 Bank Name: Fifth Third Bank

GL Account: [Empty] GL Balance: 6,554.50000 Bank & GL Balance Difference: 0.00000

2 Payments and Debits

☒ Clear All ☐ Unclear All + Add Report [Icons] View Filter (F3)

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

3 Deposits and Credits

☒ Clear All ☐ Unclear All + Add Report [Icons] View Filter (F3)

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-79				Bank Deposit	100.00
<input checked="" type="checkbox"/>	12/27/20...	BDEP-98		Google	Test Deposit	Bank Deposit	6,500.00

0 Payments Cleared 0.00000 0 Deposits Cleared 0.00000

Prior Reconciliation Ending Balance	Cleared Payments	Cleared Deposits	Ending Balance Per Reconciliation
0.000000	0.000000	0.000000	0.000000
Bank Statement Ending Balance	Uncleared Payments	Uncleared Deposits	Bank Account Balance
0	195.500000	6,750.000000	6,554.500000
			Difference
			0.000000

? [Icons] Ready

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

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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

☒ **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-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**.

Bank Deposit - BDEP-157

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

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

Bank Deposit - BDEP-157

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

Details Audit Log (2)

Bank Account: 001122 Balance: 4,500.00 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
<input type="checkbox"/> 7/5/2017	17000-0001-006	Ending Inventory - Fort Wayne - Gas			4,500.00

Total: \$4,500.00

Posted

- Posted is shown at the left part of the Status bar.
 - The previously Posted toolbar button is now labeled as Unpost.
 - The Balance field is now updated by the amount of bank deposit.
 - The entire screen is disabled preventing the user from changing anything to the posted transaction.
- The bank deposit transaction is then recorded to the following areas in i21.
 - 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.

GL Account Detail - 10718-0004-003

Print Search **Transaction Detail** Journal Report Close

Details

Account Id: 10718-0004-003 Description: Payroll Checking - South Bend - Fertilizer Currency: USD Date Range: 7/1/2017 To 7/31/2017

Account Group: Cash Accounts Opening Balance: 0.00 From Date: 7/1/2017 To Date: 7/31/2017

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
<input checked="" type="checkbox"/> 7/5/2017	BDEP	BATCH-2203	BDEP-157	Irellyadmin	Deposit Test	0.00	4,500.00	0.00	

GL Transaction Detail

Close

Details

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
<input type="checkbox"/> 7/5/2017	BATCH-2203	10718-0004-003	Payroll Checking - South Bend - Fertilizer	BDEP-157	4,500.00	0.00
<input type="checkbox"/> 7/5/2017	BATCH-2203	17000-0001-006	Ending Inventory - Fort Wayne - Gas	BDEP-157	0.00	4,500.00

Ending Balance: 4,500.00

Budget: 0.00

Variance: 4,500.00

Budget Code:

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-157

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

Details Audit Log (2)

Bank Account: 001122 Balance: 4,500.00 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
<input type="checkbox"/> 7/5/2017	17000-0001-006	Ending Inventory - Fort Wayne - Gas			4,500.00

Posted

GL Account Detail - 10718-0004-003

Print Search Transaction Detail Journal Report Close

Details

Account Id: 10718-0004-003 Description: Payroll Checking - South Bend - Fertilizer Currency: USD Date Range: 7/1/2017 To 7/31/2017

Account Group: Cash Accounts Opening Balance: 0.00 From Date: 7/1/2017 To Date: 7/31/2017

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
<input checked="" type="checkbox"/> 7/5/2017	BDEP	BATCH-2203	BDEP-157	Irellyadmin	Deposit Test	0.00	4,500.00	0.00	

Ending Balance: 4,500.00

Budget: 0.00

Variance: 4,500.00

Budget Code:

- 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	Payor	Description	Transaction Type	Deposit
<input checked="" 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

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 E

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

Detail User Roles External Module Registered Computers

Username: irelyadmin

Title:

Contact Method: ▾

Department:

Add Photo

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.

- 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

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

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

Bank Deposit - BDEP-13

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

- 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.

The screenshot shows the 'Bank Deposit - BDEP-13' window. The 'Balance' field is highlighted with a red box and contains the value '15,800.00'. The 'Currency' is set to 'USD'. The 'Record No.' is 'BDEP-13'. The 'Date' is '6/30/2016'. The 'Payor' is 'Joe Ag'. The 'Amount' is '15,800.00'. The 'Location' is '0001 - Fort Wayne'. The 'Short GL Account' is empty. The 'Short Amount' is '0.00'. The 'Description' is 'Description'. The 'Filter Records (F3)' button is visible. The 'Status bar' at the bottom shows 'Posted' in red text, with a red arrow pointing to it. The 'Unpost' button is highlighted in the toolbar.

- 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.

The screenshot shows the 'GL Account Detail - 10718-0004-003' window. The 'Transaction Detail' button is highlighted in the toolbar. The 'Account Id' is '10718-0004-003'. The 'Description' is 'Payroll Checking'. The 'Currency' is 'USD'. The 'Date Range' is '6/1/2016' to '6/30/2016'. The 'Opening Balance' is '0.00'. The 'From Date' is '6/1/2016'. The 'To Date' is '6/30/2016'. The 'Filter Records (F3)' button is visible. The table shows the following data:

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
6/30/2016	BDEP	BATCH-969	BDEP-13	Payroll Checking	15,800.00	0.00	0.0000	0.0000	

The 'GL Transaction Detail' window is also open, showing the following data:

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
6/30/2016	BATCH-969	10718-0004-003	Payroll Checking	BDEP-13	15,800.00	0.00
6/30/2016	BATCH-969	17000-0004-003	Ending Inventory	BDEP-13	0.00	15,800.00

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.

The screenshot shows the 'Bank Deposit - BDEP-13' window and the 'GL Account Detail - 10718-0004-003' window. The 'Balance' field in the bank deposit window is highlighted with a red box and contains the value '15,800.00'. The 'Ending Balance' field in the GL account detail window is highlighted with a red box and contains the value '15,800.00'.

- 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 - EFG Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Check Layout Audit Log (4)

Bank Name: EFG Bank

Account No: 08112680 Currency: USD

Balance: 15,800.00 Active: ☒

GL Accounts

GL Account: 10718-0004-003

- 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: 08112680 Bank Name: EFG Bank Balance: 15,800.00

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
6/30/2016		BDP-13	Joe Ag		15,800.00	15,800.00	<input type="checkbox"/>		Bank Deposit	Description...

- 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: 08112680 Statement Date: 6/30/2016 Bank Name: EFG Bank

G/L Account: G/L Balance: 15,800.00 Bank & G/L Balance Difference: 0.00

0 Payments and Debits

☒ Clear All ☐ Clear None + Add Layout Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	6/30/2016		Joe Ag	Bank Deposit	15,800.00

1 Deposits and Credits

☒ Clear All ☐ Clear None + Add Layout Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	6/30/2016		Joe Ag	Bank Deposit	15,800.00

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: 15,800.00 Bank Account Balance: 15,800.00 Difference: 0.00

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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

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-59

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

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

X Remove Layout Filter Records (F3)

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 Account...					< 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

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

X Remove Layout Filter Records (F3)

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

- 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.

The screenshot shows the 'Bank Reconciliation' window. At the top, it displays 'Bank Account: 113322', 'Statement Date: 04/26/2016', and 'Bank Name: Wells Fargo Indiana'. Below this, there are two main sections: '2 Payments and Debits' and '2 Deposits and Credits'. The '2 Deposits and Credits' section contains a table with columns: Clear, Date, Number, Payor, Transaction Type, and Deposits. One transaction is highlighted in yellow: Date '04/26/2016', Payor 'ABC Trucking', Transaction Type 'Bank Deposit', and Deposits '6,000...'. At the bottom, a reconciliation summary table shows 'Bank Statement Ending Balance' (0), '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), and 'Difference' (10.00). The 'Bank Account Balance' field is highlighted with a red box.

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 screenshot shows the 'Entity - IRELY ADMIN' user options screen. It includes fields for Username (irelyadmin), Title, Contact Method, and Department. Below these is the 'User Options' section. In this section, the 'Maximum Number of Origin Screens Allowed' is set to 3. The checkbox 'Allow User to only Post Transactions they created' is checked and highlighted with a red box. Other options include 'Administrator User' (checked), 'Disable User' (unchecked), 'User cannot change password' (unchecked), and 'User must change password on next login' (unchecked).

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

1. Open the bank deposit you want to post.

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

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
					Total: \$4,900

Save

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-1

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

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

Description: Deposit

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
					Total: \$4,900

Posted

- 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.

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

Q Open Layout Filter Records (F3)

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	
01/28/2016	BDEP	BATCH-256	BDEP-1	Fifth Third - Petro Oper...	0.00	4,500.00	0.0000	0.0000	

GL Transaction Detail

Close

Details

Q 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

396,250.00

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:

X Remove Layout Filter Records (F3)

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

Q Open Layout Filter Records (F3)

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

Filter Records (F3)

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.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments

Bank Account: 253624539656 Statement Date: 01/28/2016 Bank Name: Three Rivers Federal Credit Union G/L Account: G/L Balance: 4,900.00 Bank & G/L Balance Difference: 0.00

0 Payments and Debits

1 Deposits and Credits

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: 4,900.00 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.

User Security

Save Search Undo Change Password Override Password Close

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.

Bank Deposit

New Save Search Delete Undo Print Post Info Recap Undeposited Close

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:

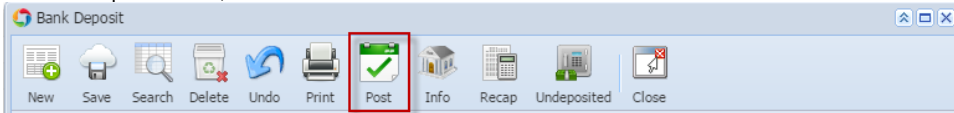
Remove Filter: X

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

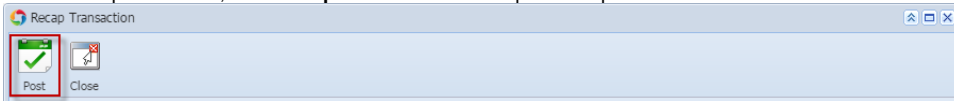
Total: 1,500.00

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

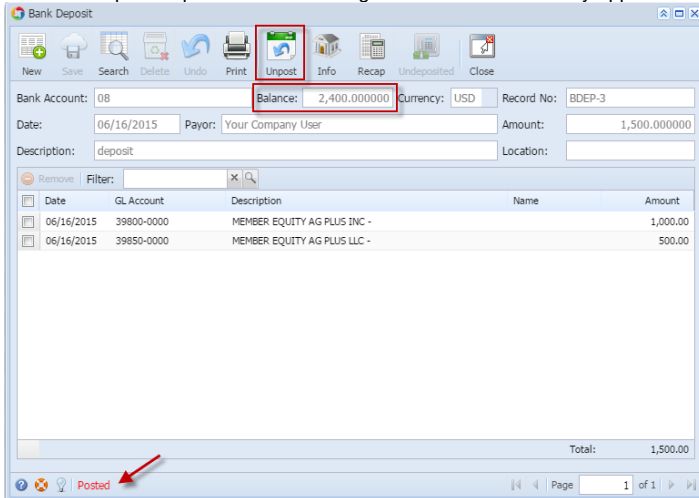
a. On Bank Deposit screen, click **Post toolbar button**.



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**.

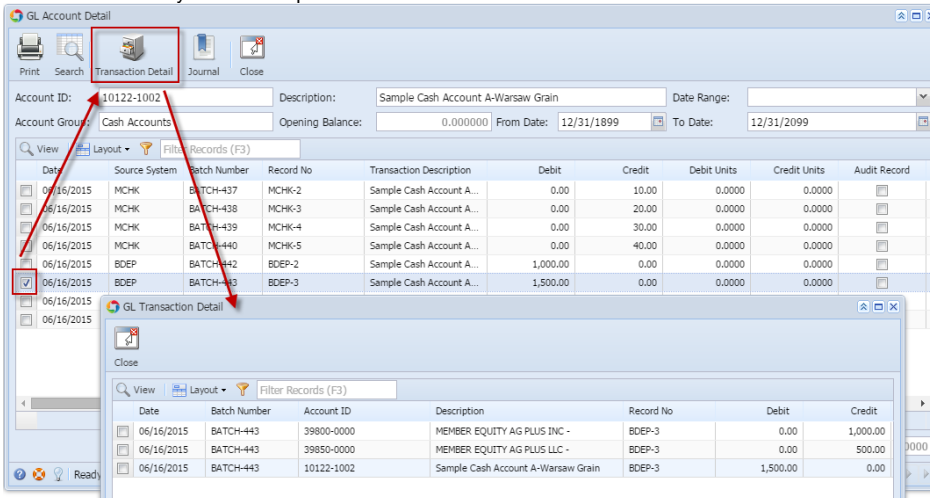
b. The previously **Posted toolbar button** is now labeled as **Unpost**.

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.

The image shows two overlapping windows. The top window is 'Bank Deposit' with fields for Bank Account (08), Date (06/16/2015), Amount (1,500.000000), and a highlighted 'Balance' field showing 2,400.000000. The bottom window is 'GL Account Detail' for account 10122-1002, showing a list of transactions. The last transaction is a Bank Deposit of 1,500.00 on 06/16/2015. At the bottom of this window, the 'Ending Balance' is highlighted and matches the 2,400.000000 from the Bank Deposit window.

- 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.

The 'Bank Accounts' window shows details for 'ABC Bank' with Account No. 1500326210C and Currency USD. The 'Balance' field is highlighted and shows 2,400.000000, matching the amount from the previous screens.

- 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.

The 'Bank Account Register' window shows a list of transactions for 'ABC Bank'. The last transaction is a Bank Deposit of 1,500.00 on 06/16/2015. The 'Balance' field at the top right is highlighted and shows 2,400.000000, matching the other screens.

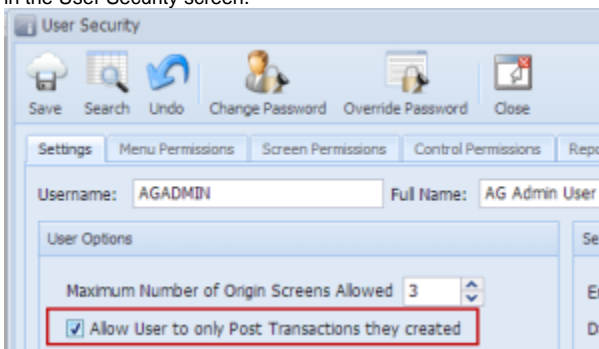
- d. Bank Deposit is recorded in the **Bank Reconciliation > Deposits and Credits** panel for the Bank Account used. **Bank Account Balance** field matches that of the posted Bank Deposit > Balance field.

The 'Bank Reconciliation' window shows the 'Deposits and Credits' panel. It lists the Bank Deposit of 1,500.00 on 06/16/2015. At the bottom, the 'Bank Account Balance' is highlighted and shows 2,400.000000, matching the other screens.

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

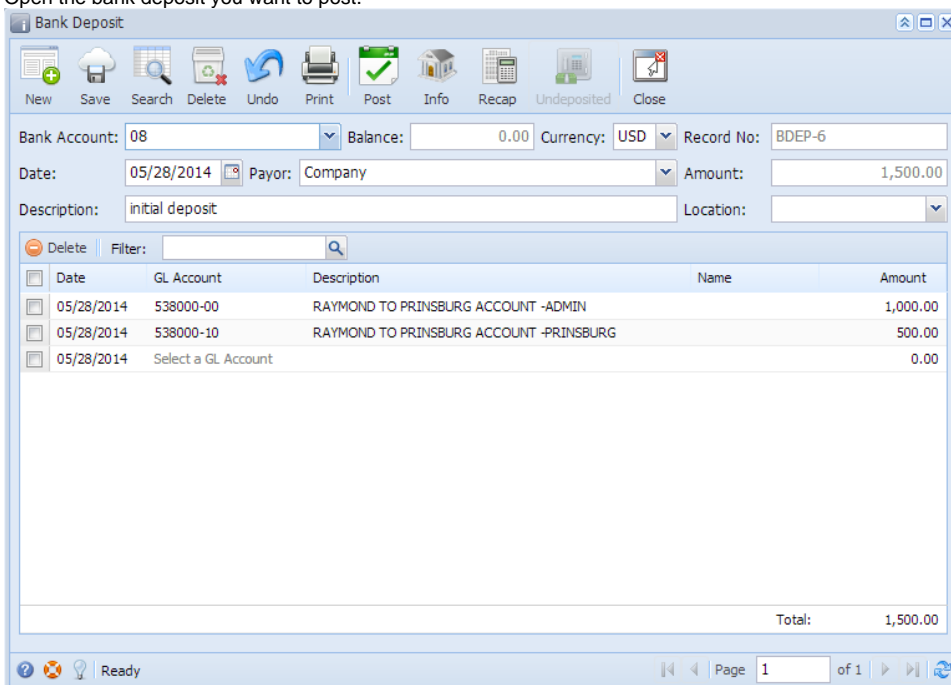
Under certain circumstances you may not be able to post a transaction due to a variety of reasons listed below.

- 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.

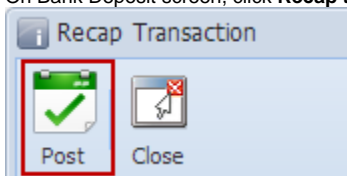
1. Open the bank deposit you want to post.



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.

The 'Bank Deposit' window displays the following information:

- Bank Account:** 08
- Balance:** 1,500.00 (highlighted with a red box)
- Currency:** USD
- Record No:** BDEP-6
- Date:** 05/28/2014
- Payor:** Company
- Amount:** 1,500.00
- Description:** initial deposit
- Location:**

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

Total: 1,500.00

The status bar at the bottom shows 'Posted' with a red arrow pointing to it.

- Posted is shown at the left part of the Status bar.
 - The previously Posted toolbar button is now labeled as Unpost.
 - The Balance field is now updated by the amount of bank deposit.
 - 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.
- 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.

The 'GL Account Detail' window shows the following information:

- Account Id:** 106040-40
- Description:** STATE BANK -CLARA CITY
- Date Range:** All Dates
- Account Group:** Cash Accounts
- Opening Balance:** 0.00
- From Date:** 01/01/1900
- To Date:** 01/01/2100

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 checked="" type="checkbox"/>	

The 'GL Transaction Detail' window shows the following information:

Date	Batch Number	Account Id	Description	Record No	Debit	Credit
05/28/2014	BATCH-157	106040-40		BDEP-6	1,500.00	0.00
05/28/2014	BATCH-157	538000-00		BDEP-6	0.00	1,000.00
05/28/2014	BATCH-157	538000-10		BDEP-6	0.00	500.00

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

Bank Account: 08 Balance: 1,500.00 Currency: USD Record No: BDEP-6

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

Description: initial deposit Location:

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

Account Id: 106040-40 Description: STATE BANK -CLARA CITY Date Range: All Dates

Account Group: Cash Accounts Opening Balance: 0.00 From Date: 01/01/1900 To Date: 01/01/2100

Filter Records (F3)

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		

Ending Balance: 1,500.00

- 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

Bank Name: ABC Bank GL Accounts

Account No: 1500326210C Currency: USD GL Account: 106040-40

Balance: 1,500.00 Active: ☒

Contact: James Brown 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

Bank Account: 08 Bank Name: ABC Bank Balance: 1,500.00

Filter:

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

0 Payments and Debits

☒ Clear All ☐ Clear None Add Filter: X

Clear	Date	Number	Payee	Transaction Type	Payment
-------	------	--------	-------	------------------	---------

0 Payments Cleared: 0.00

1 Deposits and Credits

☒ Clear All ☐ Clear None Add Filter: X

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 Difference

0.00 0.00 1,500.00 1,500.00 0.00

Ready