

How to Post Bank Transaction - Misc Debits

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 transaction - miscellaneous debits like Service Charge, Withdrawal, Credit Card Charge.

1. Open the bank transaction you want to post.

Bank Transactions - BTRN-56

New Save Search Delete Undo Post Duplicate Post Preview Recurring Close

Details Attachments (0) Audit Log

Bank Account * 02531030 Balance 0.00000 Currency * USD Record No BTRN-56

Date 12/27/2017 Type Bank Transaction Credit 50.00

Description Bank Transaction Test Recur Location 0001 - Fort Wayne

X Remove Filter

GL Account*	Description	Debit	Credit
<input type="checkbox"/> 17000-0002-001	Ending Inventory - Indianapolis - Grains	50.00000	0.00000
<input type="checkbox"/>			

Total: \$50.00 \$0.00

? Edited Page 1 of 1

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

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

Bank Transactions - BTRN-56

New Save Search Delete Undo **Post** Duplicate Post Preview Recurring Close

- b. On Bank Transactions screen, click **Post Preview** toolbar button to open Post Preview Transaction screen and upon click of Post Preview toolbar button, transaction will be saved. Click **Post** toolbar button.

Bank Transactions - BTRN-56

Details Attachments (0) Audit Log (1)

Bank Account: 02531030 Balance: 54,500.00 Currency: USD Record No: BTRN-56

Date: 12/27/2017 Type: Bank Transaction Credit: 50.00

Description: Bank Transaction Test Recur: Location: 0001 - Fort Wayne

GL Account* Description Debit Credit

17000-0002-001 Ending Inventory - Indianapolis - Grains 50.00000 0.00000

Post Preview Transaction

Date: 12/27/2017 Description: Bank Transaction Test Currency: USD Rate: 1.00

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1	BATCH-5130	BTRN-56	Bank Transaction Test	Cash Accounts	0.00	50.00
2	BATCH-5130	BTRN-56	Ending Inventory - Indianapolis - G...	Inventories	50.00	0.00

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

Bank Transactions - BTRN-58

New Save Search Delete Undo Unpost Duplicate Unpost Preview Recurring Close

Details Attachments (0) Audit Log (3)

Bank Account: 02531030 Balance: 4,500.00 Currency: USD Record No: BTRN-58

Date: 12/27/2017 Type: Bank Transaction Credit: 50.00

Description: Bank Transaction Test Recur: Location: 0001 - Fort Wayne

GL Account* Description Debit Credit

17000-0002-001 Ending Inventory - Indianapolis - Grains 50.00000 0.00000

Total: \$50.00 \$0.00

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 transaction.
d. The entire screen is disabled preventing the user from changing anything to the posted transaction.
4. The bank 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 transaction, 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 transaction 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-CM Smoke Test Currency: USD Date Range: From Date: 12/1/2017 To Date: 12/31/2017

Account Group: Cash Accounts

GL Open Report View Filter (F3)

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
12/27/2017	BTRN	BATCH-5130	BTRN-58		Bank Transaction Test	\$4.50	0.00	\$0.00	

GL Transaction Detail

Close

Details

GL Open Report View Filter (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
12/27/2017	BATCH-5130	17000-0002-001	Ending Inventory - Indianapolis - Grains	BTRN-58	50.00	0.00
12/27/2017	BATCH-5130	14152-1206-116	CM Smoke GL Account-CM Smoke-CM...	BTRN-58	0.00	\$0.00

Variance: 4.50 Budget Code:

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

Bank Transactions - BTRN-58

Details | Attachments (0) | Audit Log (0)

Bank Account: 02531030 | Balance: 4.50000 | Currency: USD | Record No: BTRN-58

Date: 12/27/2017 | Type: Bank Transaction | Credits: 50.00

GL Account Detail - 14152-1266-116

Details | Search | Transaction Detail | Journal | Report | Close

Account No: 14152-1266-116 | 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

Q Date: 12/27/2017 | Report: Filter (F3) | Batch Number: BTRN-58 | Entry: Bank Transaction Test | Beginning Balance: 54.50 | Debit: 0.00 | Credit: 50.00

Ending Balance: 4.50

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

Bank Accounts - Fifth Third Bank

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

Details | Audit Log

Bank Name: Fifth Third Bank | Account Holder: | Account No: 02531030 | Currency: USD | Balance: 4.50000 | Active: ☒

Electronic Bank File Information

Company ID: | Bank Name: | 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

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

Bank Account Register

Print | Reconciliation | Export To Excel | Close

Details

Bank Account: 02531030 | Bank Name: Fifth Third Bank | Balance: 4.50000

Report: Filter (F3)

Check Date	Location	Number	Record No	Payee or Payor	Opening Balance	Payment	Deposit	Ending Balance	Clear	Clear Date	Transaction Type	Memo
10/30/20...			BTRN-10-WD		0.00	95.50		-95.50	<input type="checkbox"/>		Bank Transfer...	test smoke 4...
10/30/20...	0001 - Fort Wayne		BDEP-79		-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		BTRN-58		54.50	50.00		4.50	<input type="checkbox"/>		Bank Transact...	Bank Transa...

- d. Bank Transaction is recorded in the **Bank Reconciliation > Payments and Debits panel** for the Bank Account used. **Bank Account Balance field** matches that of the posted Bank Transactions > Balance field.

Bank Reconciliation

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

Details | Attachments (0)

Bank Account: 02531030 | Statement Date: 12/28/2017 | Bank Name: Fifth Third Bank | G/L Account: 14152-1266-116 | G/L Balance: 4.50000 | Bank & G/L Balance Difference: 0.00000

3 Payments and Debits

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-WD			test smoke 4 / ...	Bank Transfer (W...	95.50
<input type="checkbox"/>	12/27/20...	BTRN-58			Bank Transact...	Bank Transaction	50.00

2 Deposits and Credits

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

0 Payments Cleared | 0.00000 | 0 Deposits Cleared | 0.00000

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: 245.50000 | Uncleared Deposits: 250.00000 | Bank Account Balance: 4.50000 | 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

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The following will guide you on how to post a bank transaction - miscellaneous debits like Service Charge, Withdrawal, Credit Card Charge.

1. Open the bank transaction you want to post.

Bank Transactions -

New Save Search Delete Undo Post Post Preview Recurring Close

Details Attachments (0) Audit Log (0)

Bank Account * 10230713 Balance 6,500.00000 Currency * USD Record No Created on Save

Date 7/13/2017 Type Bank Transaction Credit 650.00

Description Recur Location 0001 - Fort Wayne

X Remove Filter

GL Account*	Description	Debit	Credit
<input type="checkbox"/> 99010-9024-902	CF Wash Account-Other-Software Product 2 (Financials)	650.00000	0.00000

Total: \$650.00 \$0.00

Edited Page 1 of 1

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

Bank Transactions -

New Save Search Delete Undo **Post** Duplicate Recap Close

- b. On Bank Transactions screen, click **Post Preview** toolbar button to open Post Preview Transaction screen and upon click of Post Preview toolbar button, transaction will be saved. Click **Post** toolbar button.

Bank Transactions - BTRN-34

Details Attachments (0) Audit Log (0)

Bank Account 10230713 Balance 6,500.00000 Currency USD Record No BTRN-34

Date 7/13/2017 Type Bank Transaction Credit 650.00

Description Recur Location 0001 - Fort Wayne

GL Account* Description Debit Credit

99010-9024-902 CF Wash Account-Other-Software Product 2 (Financials) 650.00000 0.00000

Post Preview Transaction

Post Close

Details

Date 7/13/2017 Description Currency USD Rate 1.00

Filter

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-3434	BTRN-34	14140-0000-000		Asset	0.00	650.00
2 BATCH-3434	BTRN-34	99010-9024-902	CF Wash Account-Other-Software ...	Other Expenses	650.00	0.00

Ready

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

Bank Transactions - BTRN-34

New Save Search Delete Undo Unpost Duplicate Unpost Preview Recurring Close

Details Attachments (0) Audit Log (2)

Bank Account 10230713 Balance 5,850.00000 Currency USD Record No BTRN-34

Date 7/13/2017 Type Bank Transaction Credit 650.00

Description Recur Location 0001 - Fort Wayne

GL Account* Description Debit Credit

99010-9024-902 CF Wash Account-Other-Software Product 2 (Financials) 650.00000 0.00000

Total: \$650.00 \$0.00

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 transaction.
- d. The entire screen is disabled preventing the user from changing anything to the posted transaction.
4. The bank 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 transaction, 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 transaction are shown.

GL Account Detail - 14140-0000-000

Print Search Transaction Detail Journal Report Close

Details

Account ID 14140-0000-000 Description Cash Test-Home office-Admin Currency USD Date Range

Account Group Asset Opening Balance 0.00 From Date 7/1/2017 To Date 7/31/2017

GL Open View Filter (F3)

Date	Source System	Batch Number	Record No.	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
7/13/2017	BDEP	BATCH-3434	BDEP-39	Irelyadmin		0.00	6,500.00	0.00	
7/13/2017	BTRN	BATCH-3434	BTRN-34	Irelyadmin		6,500.00	0.00	650.00	

GL Transaction Detail

Close

Details

GL Open View Filter (F3)

Date	Batch Number	Account ID	Description	Record No.	Debit	Credit
7/13/2017	BATCH-3434	14140-0000-000	Cash Test-Home office-Admin	BTRN-34	0.00	650.00
7/13/2017	BATCH-3434	99010-9024-902	CF Wash Account-Other-Software Prod...	BTRN-34	650.00	0.00

Ready

6,500.00 650.00

Ending Balance 5,850.00

Budget 0.00

Variance 5,850.00

Budget Code

Page 1 of 1

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

The image shows two overlapping screenshots from a financial software interface.

The top screenshot is titled "Bank Transactions - BTRN-34". It displays a transaction record with the following details:

- Account Id: 14140-0000-000
- Bank Account: 10230713
- Date: 7/13/2017
- Type: Bank Transaction
- Balance: 5,850.00000 (highlighted with a red box)
- Currency: USD
- Record No: BTRN-34
- Credit: 650.00
- Description: Cash Test-Home office-Admin
- Location: 0001 - Fort Wayne

The bottom screenshot is titled "GL Account Detail - 14140-0000-000". It shows a table of transactions and summary fields at the bottom:

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
7/13/2017	BDEP	BATCH-3433	BDEP-39	irelyadmin		0.00	6,500.00	0.00	
7/13/2017	BTRN	BATCH-3434	BTRN-34	irelyadmin		6,500.00	0.00	650.00	

Summary fields at the bottom of the GL Account Detail screen:

- Ending Balance: 5,850.00 (highlighted with a red box)
- Budget: 0.00
- Variance: 5,850.00
- Budget Code: (empty)

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

The screenshot shows the "Bank Accounts - Midwest America FCU" screen. The "Details" tab is active, showing the following information:

- Bank Name: Midwest America FCU
- Account Holder: (empty)
- Account No: 10230713
- Currency: USD
- Balance: 5,850.00000 (highlighted with a red box)
- Active: ☒

Other fields include "GL Accounts" (GL Account: 14140-0000-000) and "Check Number Range".

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

The screenshot shows the "Bank Account Register" screen for Bank Account 10230713 (Midwest America FCU). The "Details" tab is active, showing a table of transactions:

Check Date	Location	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
7/13/2017	0001 - Fort Wa...		BDEP-39			6,500.00	6,500.00	<input type="checkbox"/>		Bank Deposit	
7/13/2017	0001 - Fort Wa...		BTRN-34		650.00		5,850.00	<input type="checkbox"/>		Bank Transaction	

The "Balance" field at the top right of the register is highlighted with a red box and shows 5,850.00000.

- d. Bank Transaction is recorded in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used. **Bank Account Balance** field matches that of the posted Bank Transactions > Balance field.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 10230713 Statement Date: 7/13/2017 Bank Name: Midwest America FCU GL Account: 14140-0000-000 GL Balance: 5,850.00000 Bank & GL Balance Difference: 0.00000

1 Payments and Debits

☒ Clear All ☐ Clear None + Add View Filter (F3)

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input checked="" type="checkbox"/>	7/13/2017			Bank Transaction		650.00

0 Payments Cleared 0.00000

1 Deposits and Credits

☒ Clear All ☐ Clear None + Add View Filter (F3)

Clear	Date	Number	Payor	Description	Transaction Type	Deposit
-------	------	--------	-------	-------------	------------------	---------

0 Deposits Cleared 0.00000

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: 650.00000 Uncleared Deposits: 6,500.00000 **Bank Account Balance: 5,850.00000** Difference: 0.00000

? ⓘ ⓧ 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 2-5

Entity User Comments (0) Attachments (0) Messages Custom Audit Log (6)

Detail User Roles External Module Registered Computers

Username: irelyadmin Title: Add Photo Contact Method: Department:

User Options

Maximum Number of Origin Screens Allowed: 3

☒ **Allow User to only Post Transactions they created**

☒ Administrator User

The following will guide you on how to post a bank transaction - miscellaneous debits like Service Charge, Withdrawal, Credit Card Charge.

1. Open the bank transaction you want to post.

The screenshot shows the 'Bank Transactions' window. The 'Details' tab is active. Fields include: Bank Account: 125-526-5245, Balance: 155.00, Currency: USD, Record No: Created on Save, Date: 10/01/2016, Type: Bank Transaction, Credit: 125.00, Description: (empty), Location: 0001 - Fort Wayne. A table below shows GL Account details:

GL Account	Description	Debit	Credit
49200-0005-008	Application Services Chatham Agronomy	125.00	0.00
Select a GL Account			

Total: \$125.00 \$0.00

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

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

The screenshot shows the 'Bank Transactions' window toolbar. The 'Post' button is highlighted with a red box.

- b. On Bank Transactions screen, click **Recap** toolbar button to open Recap Transaction screen and upon click of recap toolbar button, transaction will be saved. Click **Post** toolbar button.

The screenshot shows the 'Recap Transaction' window. The 'Post' button is highlighted with a red box. The 'Details' tab is active. Fields include: Date: 10/01/2016, Description: (empty), Currency: USD, Rate: 1.00, Filter: (empty). A table below shows transaction details:

Batch ID	Record No.	Account ID	Description	Account Group	Debit
1 BATCH-973	BTRN-16	10002-0000-000	Fifth Third - AG Operations Home ...	Cash Accounts	-125.00
2 BATCH-973	BTRN-16	49200-0005-008	Application Services Chatham Agro...	Other Income	125.00

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

The screenshot shows the 'Bank Transactions' window. The 'Unpost' button is highlighted with a red box. The 'Details' tab is active. Fields include: Bank Account: 125-526-5245, Balance: 30.00, Currency: USD, Record No: BTRN-16, Date: 10/01/2016, Type: Bank Transaction, Credit: 125.00, Description: (empty), Location: 0001 - Fort Wayne. A table below shows GL Account details:

GL Account	Description	Debit	Credit
49200-0005-008	Application Services Chatham Agronomy	125.00	0.00
Select a GL Account			

Total: \$125 \$0

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

4. The bank 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 transaction, 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 transaction are shown.

The screenshot shows two windows. The top window is 'GL Account Detail - 10002-0000-000'. It has a 'Transaction Detail' button highlighted with a red box. A red arrow points from this button to the 'GL Transaction Detail' window below. The 'GL Transaction Detail' window shows a table of transactions. The first transaction is selected, and its details are shown in a sub-window.

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
10/01/2016	BTRN	BATCH-972	BTRN-15	Fifth Third - AG Operati...	155.00	0.00	0.0000	0.0000
10/01/2016	BTRN	BATCH-973	BTRN-16	Fifth Third - AG Operati...	0.00	125.00	0.0000	0.0000

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

The screenshot shows two windows. The top window is 'Bank Transactions - BTRN-16'. It has a 'Balance' field highlighted with a red box, showing the value 30.00. The bottom window is 'GL Account Detail - 10002-0000-000'. It has an 'Ending Balance' field highlighted with a red box, also showing the value 30.00.

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
10/01/2016	BTRN	BATCH-972	BTRN-15	Fifth Third - AG Operati...	155.00	0.00	0.0000	0.0000
10/01/2016	BTRN	BATCH-973	BTRN-16	Fifth Third - AG Operati...	0.00	125.00	0.0000	0.0000

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

The screenshot shows the 'Bank Accounts - Fifth Third' window. It has a 'Balance' field highlighted with a red box, showing the value 30.00. It also has a 'GL Account' field highlighted with a red box, showing the value 10002-0000-000.

Bank Name	Account No	Currency	Balance	Active
Fifth Third	125-526-5245	USD	30.00	✓

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

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 125-526-5245 Bank Name: Fifth Third Balance: 30.00

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
10/01/2016		BTRN-15			155.00	155.00	<input type="checkbox"/>		Bank Transaction	Test
10/01/2016		BTRN-16		125.00		30.00	<input checked="" type="checkbox"/>		Bank Transaction	

Ready

- d. Bank Transaction is recorded in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used. **Bank Account Balance field** matches that of the posted Bank Transactions > Balance field.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 125-526-5245 Statement Date: 12/21/2016 Bank Name: Fifth Third G/L Account: 10002-0000-000 G/L Balance: 30.00 Bank & G/L Balance Difference: 0.00

1 Payments and Debits

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

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	10/01/20...			Bank Transaction	125.00

0 Payments Cleared: 0.00

1 Deposits and Credits

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

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	10/01/20...		Test	Bank Transaction	155.00

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	125.00	155.00	30.00	0.00

Ready

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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.

Entity - IRELY ADMIN

New Save Search Refresh Delete Undo Additional Archived Rep

Entity User Comments (0) Attachments (0) Custom Audit Log (2)

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

The following will guide you on how to post a bank transaction - miscellaneous debits like Service Charge, Withdrawal, Credit Card Charge.

1. Open the bank transaction you want to post.

Bank Transactions -

New Save Search Delete Undo Post Duplicate Recap Close

Details

Bank Account: 253624539656 Balance: 4,735.57 Currency: USD Record No: Created on Save

Date: 02/02/2016 Type: Bank Transaction Credit: 35.00

Description: Interest Location: 0001 - Fort Wayne

X Remove Filter: x Q

GL Account	Description	Debit	Credit
<input type="checkbox"/> 42000-0000-000	Interest Income	35.00	0.00
<input checked="" type="checkbox"/> Select a GL Account			0.00
<input type="checkbox"/> Select a GL Account			

Total:

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

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

Bank Transactions -

New Save Search Delete Undo **Post** Duplicate Recap Close

- b. On Bank Transactions screen, click **Recap** toolbar button to open Recap Transaction screen and upon click of recap toolbar button, transaction will be saved. Click **Post** toolbar button.

Bank Transactions - BTRN-8

New Save Search Delete Undo Post Duplicate **Recap** Close

Details

Bank Account: 253624539656 Balance: 4,735.57 Currency: USD Record No: BTRN-8

Date: 02/02/2016 Type: Bank Transaction Credit: 35.00

Description: Interest Location: 0001 - Fort Wayne

Recap Transaction

Post Close

Details

Date: 02/02/2016 Description: Interest Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group
1 BATCH-326	BTRN-8	10004-0000-000	Three Rivers - Operating - Gr	Cash Accounts
2 BATCH-326	BTRN-8	42000-0000-000	Interest Income	Other Income

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

Bank Transactions - BTRN-8

New Save Search Delete Undo **Unpost** Duplicate Recap Close

Details

Bank Account: 253624539656 Balance: 4,700.57 Currency: USD Record No: BTRN-8

Date: 02/02/2016 Type: Bank Transaction Credit: 35.00

Description: Interest Location: 0001 - Fort Wayne

X Remove Filter: x Q

GL Account	Description	Debit	Credit
<input type="checkbox"/> 42000-0000-000	Interest Income	35.00	0.00

Total: \$35 \$0

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

4. The bank 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 transaction, 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 transaction are shown.

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 Units
<input type="checkbox"/> 02/01/2016	BDEP	BATCH-295	BDEP-1	Interest Income	0.00	400.00	0.0000	0.0000
<input type="checkbox"/> 02/01/2016	BDEP	BATCH-295	BDEP-1	Interest Income	400.00	0.00	0.0000	0.0000
<input type="checkbox"/> 02/01/2016	BDEP	BATCH-304	BDEP-1	Interest Income	0.00	400.00	0.0000	0.0000
<input type="checkbox"/> 02/01/2016	BDEP	BATCH-304	BDEP-1	Interest Income	400.00	0.00	0.0000	0.0000
<input type="checkbox"/> 02/01/2016	BDEP	BATCH-311	BDEP-1	Interest Income	0.00	400.00	0.0000	0.0000
<input checked="" type="checkbox"/> 02/02/2016	BTRN	BATCH-326	BTRN-8	Interest Income	35.00	0.00	0.0000	0.0000

GL Transaction Detail

Close

Details

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit
<input type="checkbox"/> 02/02/2016	BATCH-326	10004-0000-000	Three Rivers - Operating - Gr	BTRN-8	0.00	35.00	
<input type="checkbox"/> 02/02/2016	BATCH-326	42000-0000-000	Interest Income	BTRN-8	35.00	0.00	

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

Bank Transactions - BTRN-8

New Save Search Delete Undo Unpost Duplicate Recap Close

Details

Bank Account: 253624539656 Balance: 4,700.57 Currency: USD Record No: BTRN-8

GL Account Detail - 10004-0000-000

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10004-0000-000 Description: Three Rivers - Operating - Gr Date Range:
 Account Group: Cash Accounts 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 Units
<input type="checkbox"/> 02/01/2016	MCHK	BATCH-320	MCHK-1	Three Rivers - Operatin...	0.00	350.00	0.0000	0.00
<input type="checkbox"/> 02/02/2016	PCHK	BATCH-321	PCHK-27	Three Rivers - Operatin...	0.00	1,162.30	0.0000	0.00
<input type="checkbox"/> 02/02/2016	PCHK	BATCH-322	PCHK-28	Three Rivers - Operatin...	0.00	1,162.30	0.0000	0.00
<input type="checkbox"/> 02/02/2016	BDEP	BATCH-323	BDEP-3	Three Rivers - Operatin...	10,000.00	0.00	0.0000	0.00
<input type="checkbox"/> 02/02/2016	PCHK	BATCH-324	PCHK-29	Three Rivers - Operatin...	0.00	988.22	0.0000	0.00
<input type="checkbox"/> 02/02/2016	PCHK	BATCH-325	PCHK-30	Three Rivers - Operatin...	0.00	3,339.13	0.0000	0.00
<input type="checkbox"/> 02/02/2016	BTRN	BATCH-326	BTRN-8	Three Rivers - Operatin...	0.00	35.00	0.0000	0.00
					14,900.00	10,199.43	0.000	0.000
					Ending Balance: 4,700.57			

- b. **Bank Accounts screen > Balance** field for the selected bank account will be updated with the Bank Transaction amount. That same amount matches that of the posted Bank Transactions > 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: 4,700.57 Active: ☒

GL Accounts

GL Account: 10004-0000-000

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

Bank Account Register

Print Reconciliation Export to Excel Close

Details

Bank Account: 253624539656 Bank Name: Three Rivers Federal Credit Union Balance: 4,700.57

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
02/01/2016	BDEP-1				4,900.00	4,900.00	<input type="checkbox"/>		Bank Deposit	
02/01/2016	00000001	MCHK-1		350.00		4,550.00	<input type="checkbox"/>		Misc Checks	
02/01/2016	PCHK-24		Brian J Quam	3,012.48		1,537.52	<input type="checkbox"/>		Direct Deposit	
02/01/2016	00001000	PAY-6	Frito-Lay	150.00		1,387.52	<input type="checkbox"/>		AP Payment	
02/02/2016	00001001	PCHK-27	Carolyn R Frahm	1,162.30		225.22	<input type="checkbox"/>		Paycheck	
02/02/2016	00001002	PCHK-28	Elizabeth I Keeler	1,162.30		-937.08	<input type="checkbox"/>		Paycheck	
02/02/2016	BDEP-3				10,000.00	9,062.92	<input type="checkbox"/>		Bank Deposit	
02/02/2016	00001003	PCHK-29	Amy C Johnson	988.22		8,074.70	<input type="checkbox"/>		Paycheck	
02/02/2016	PCHK-30		Arica C Skow	3,339.13		4,735.57	<input type="checkbox"/>		Direct Deposit	
02/02/2016	BTRN-8			35.00		4,700.57	<input type="checkbox"/>		Bank Transaction	interest

- d. Bank Transaction is recorded in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used. **Bank Account Balance** field matches that of the posted Bank Transactions > Balance field.

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	02/01/2016	00000001	Misc Checks		350.00
<input type="checkbox"/>	02/01/2016		Brian J Quam	Direct Deposit	3,012.48
<input type="checkbox"/>	02/01/2016	00001000	Frito-Lay	AP Payment	150.00
<input type="checkbox"/>	02/02/2016	00001001	Carolyn R Frahm	Paycheck	1,162.30
<input type="checkbox"/>	02/02/2016	00001002	Elizabeth I Keeler	Paycheck	1,162.30
<input type="checkbox"/>	02/02/2016	00001003	Amy C Johnson	Paycheck	988.22
<input type="checkbox"/>	02/02/2016		Arica C Skow	Direct Deposit	3,339.13
<input checked="" type="checkbox"/>	02/02/2016		Interest	Bank Transaction	35.00

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	02/01/2016			Bank Deposit	4,900.00
<input type="checkbox"/>	02/02/2016			Bank Deposit	10,000.00

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	3,847.82	14,900.00	4,700.57	6,351.61

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 transaction - miscellaneous debits like Service Charge, Withdrawal, Credit Card Charge.

1. Open the bank transaction you want to post.

Bank Transactions

New Save Search Delete Undo Post Recap Close

Bank Account: 08 Balance: 900.000000 Currency: USD Record No: BTRN-11

Date: 06/17/2015 Type: Bank Transaction Credit: 10.000000

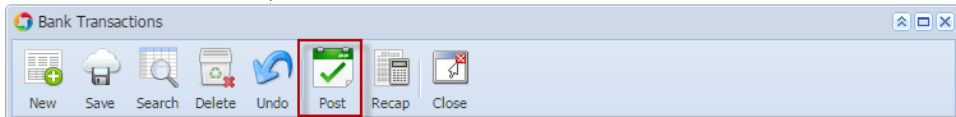
Description: service charges by the bank Location:

Remove	Filter:	GL Account	Description	Debit	Credit
<input type="checkbox"/>		85300-9099	PENALTIES - PETROLEUM -Admin	10.00	0.00
<input type="checkbox"/>		Select a GL Account		0.00	0.00

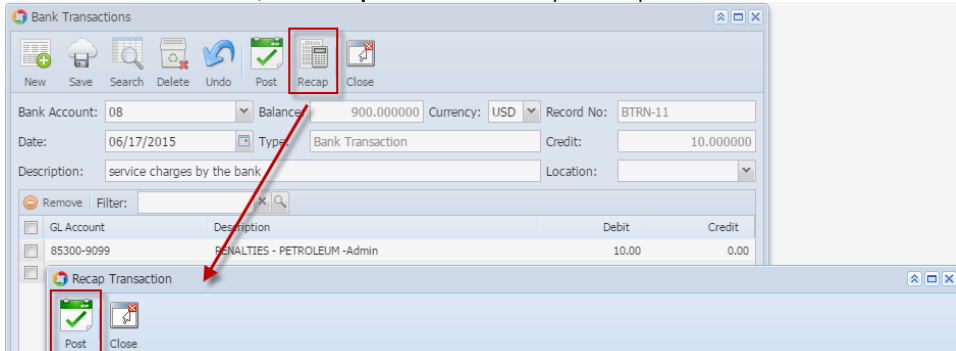
Total: 10.00 0.00

Edited Page 1 of 1

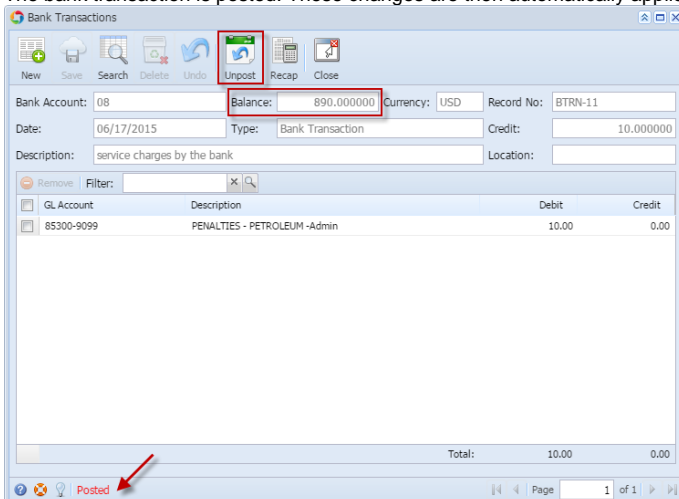
2. Post the transaction. There are 2 ways to post a bank deposit.
 - a. On Bank Transactions screen, click **Post toolbar button**.



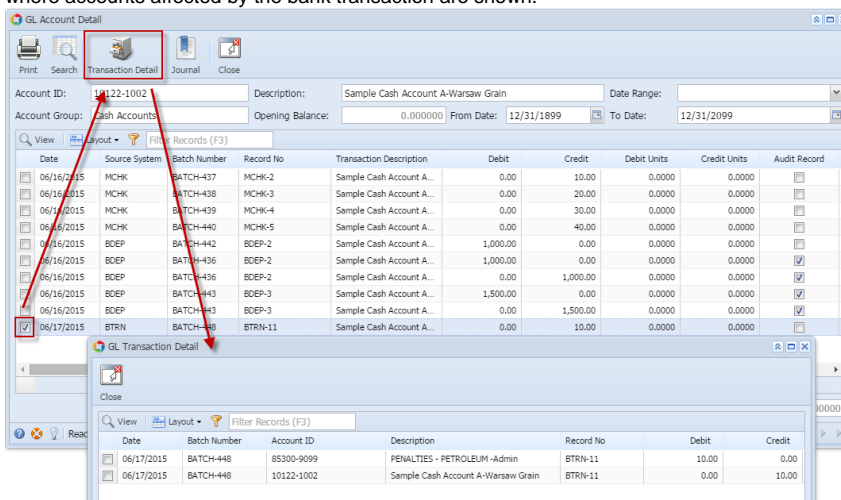
- b. On Bank Transactions screen, click **Recap toolbar button** to open Recap Transaction screen. Click **Post toolbar button**.



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



- 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 transaction.
 - d. The entire screen is disabled preventing the user from changing anything to the posted transaction.
4. The bank 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 transaction, 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 transaction are shown.



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

The top window, 'Bank Transactions', shows a transaction for '06/17/2015' with a 'Balance' of 890.000000. The bottom window, 'GL Account Detail', shows a list of transactions for 'Sample Cash Account A-Warsaw Grain'. The 'Ending Balance' at the bottom right is 890.000000, matching the bank transaction balance.

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

The 'Bank Accounts' screen shows details for 'ABC Bank' with 'Account No: 1500326210C' and 'Currency: USD'. The 'Balance' field is highlighted with a red box and shows 890.000000.

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

The 'Bank Account Register' screen shows a list of transactions for 'ABC Bank'. The 'Balance' field at the top right is highlighted with a red box and shows 890.000000.

- d. Bank Transaction is recorded in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used. **Bank Account Balance** field matches that of the posted Bank Transactions > Balance field.

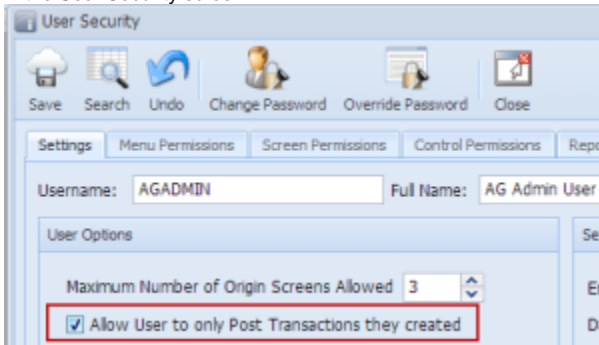
The 'Bank Reconciliation' screen shows the 'Payments and Debits' panel. The 'Bank Account Balance' field at the bottom right is highlighted with a red box and shows 890.000000.

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.

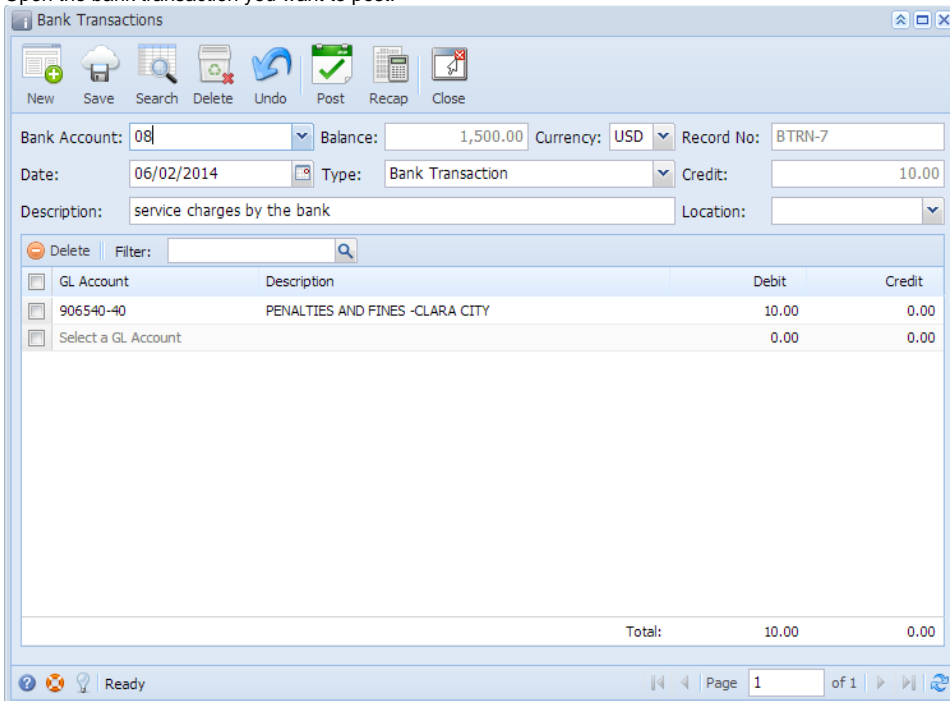
- There is no Fiscal Year created for the date you are trying to post the transaction.

- 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.



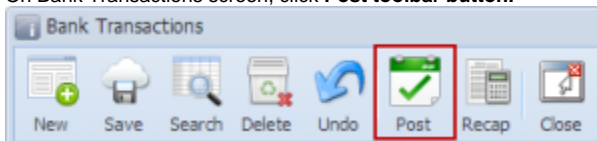
The following will guide you on how to post a bank transaction - miscellaneous debits like Service Charge, Withdrawal, Credit Card Charge.

1. Open the bank transaction you want to post.

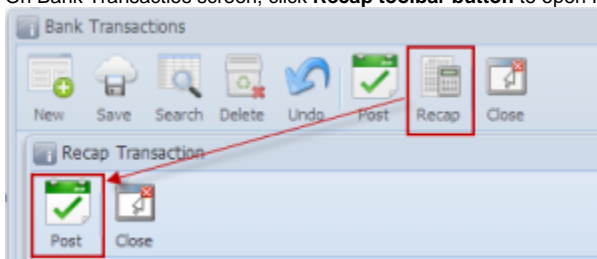


2. Post the transaction. There are 2 ways to post a bank deposit.

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



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



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

The screenshot shows the 'Bank Transactions' window. The 'Balance' field is highlighted with a red box and contains the value '1,490.00'. The 'Status bar' at the bottom left shows 'Posted' in red text, with a red arrow pointing to it. The 'Unpost' button in the toolbar is also highlighted with a red box. The transaction details are as follows:

Bank Account	Balance	Currency	Record No.
08	1,490.00	USD	BTRN-7

Additional fields: Date: 06/02/2014, Type: Bank Transaction, Credit: 10.00, Description: service charges by the bank, Location: (empty).

GL Account	Description	Debit	Credit
906540-40	PENALTIES AND FINES -CLARA CITY	10.00	0.00

Total: 10.00 Debit, 0.00 Credit.

- 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 transaction.
 - d. The entire screen is disabled preventing the user from changing anything to the posted transaction.
4. The bank 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 transaction, 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 transaction are shown.

The screenshot shows two overlapping windows. The top window is 'GL Account Detail' for account '106040-40'. The 'Transaction Detail' button in the toolbar is highlighted with a red box. The bottom window is 'GL Transaction Detail' showing the transaction details for the selected date.

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"/>	
05/28/2014	BATCH-157	BDEP-6	0.00	1,500.00	0.000	0.000	<input checked="" type="checkbox"/>	
05/28/2014	BATCH-159	BDEP-6	1,500.00	0.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-160	BTRN-7	0.00	10.00	0.000	0.000	<input type="checkbox"/>	

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

Date	Batch Number	Account Id	Description	Record No	Debit	Credit
06/02/2014	BATCH-160	106040-40		BTRN-7	0.00	10.00
06/02/2014	BATCH-160	906540-40		BTRN-7	10.00	0.00

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

Bank Transactions

Bank Account: 08 Balance: 1,490.00 Currency: USD Record No: BTRN-7
 Date: 06/02/2014 Type: Bank Transaction Credit: 10.00
 Description: service charges by the bank Location:

GL Account	Description	Debit	Credit
906540-40	PENALTIES AND FINES -CLARA CITY	10.00	0.00

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	<input checked="" type="checkbox"/>	
05/28/2014	BATCH-157	BDEP-6	0.00	1,500.00	0.000	0.000	<input checked="" type="checkbox"/>	
05/28/2014	BATCH-159	BDEP-6	1,500.00	0.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-160	BTRN-7	0.00	10.00	0.000	0.000	<input type="checkbox"/>	

Ending Balance: 1,490.00

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

Bank Accounts

Bank Name: ABC Bank GL Accounts
 Account No: 1500326210C Currency: USD GL Account: 106040-40
 Balance: 1,490.00 Active: ☒
 Contact: James Brown Check Number Range

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

Bank Account Register

Bank Account: 08 Bank Name: ABC Bank Balance: 1,490.00

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
06/02/2014		BTRN-7		10.00		1,490.00	<input type="checkbox"/>		Bank Transaction	service cha...

d. Bank Transaction is recorded in the **Bank Reconciliation > Payments and Debits** panel for the Bank Account used. **Bank Account Balance** field matches that of the posted Bank Transactions > Balance field.

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

06/02/2014

ABC Bank

106040-40

1,490.00

0.00

1 Payments and Debits

1 Deposits and Credits

Clear

Date

Number

Payee

Transaction Type

Payment

06/02/2014

service charges ...

Bank Transaction

10.00

0 Payments Cleared:

0.00

Clear

Date

Number

Payor

Transaction Type

Deposit

05/28/2014

Company

Bank Deposit

1,500.00

0 Deposits Cleared:

0.00

Prior Reconciliation Ending Balance

-

0.00

Cleared Payments

+

0.00

Cleared Deposits

+

0.00

=

Ending Balance Per Reconciliation

0.00

Bank Statement Ending Balance

-

0.00

Uncleared Payments

+

10.00

Uncleared Deposits

+

1,500.00

=

Bank Account Balance

1,490.00

Difference

0.00

Ready