


How to Recap Bank Transaction

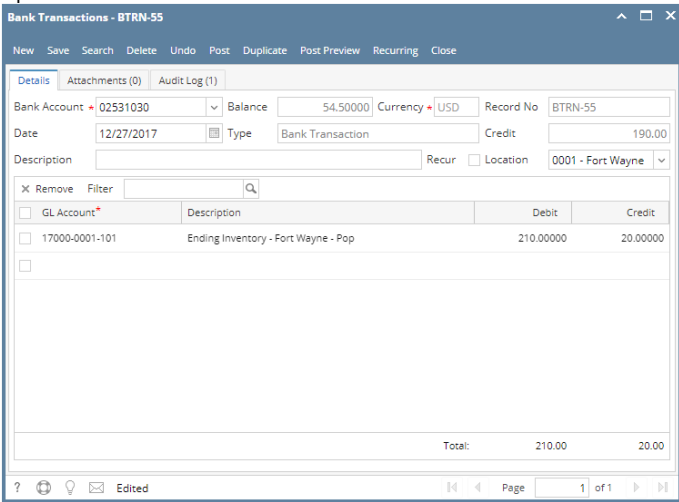
Recap a transaction means checking or having a preview of what will be entered in the GL Account Detail when you post or unpost the bank transaction.



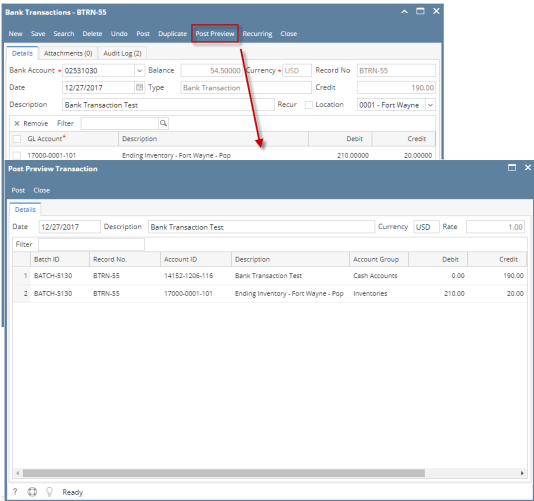
- If the transaction is at a **not yet posted** state or was previously unposted, the Recap Transaction screen will show the entries to be entered in the GL Account Detail when you post the bank transaction.
- If it is at a **posted** state, the Recap Transaction screen will show the entries to be entered in the GL Account Detail when you unpost the bank transaction.

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


1. Open the Bank Transaction.



2. Click **Post Preview** toolbar button to open the Post Preview Transaction screen and upon click of Post Preview toolbar button, transaction will be saved. The Post Preview Transaction screen shows accounts affected when the bank deposit is posted.



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

1. Open the Bank Transaction.

Bank Transactions - BWD-1

New Save Search Delete Undo Post Duplicate Recap Close

Details Attachments (0) Audit Log (1)

Bank Account: 38265974 Balance: 0.00 Currency: USD Record No: BWD-1

Date: 10/1/2016 Type: Bank Withdrawal Credit: 265.00

Description: Test Withdrawal Location: 0001 - Fort Wayne

X Remove Filter: []

GL Account	Description	Debit
29000-0000-000	Freight Payable	265.00

Total: \$265

2. Click **Recap** toolbar button to open the Recap Transaction screen and upon click of recap toolbar button, transaction will be saved. The Recap Transaction screen shows accounts affected when the bank deposit is posted.

Bank Transactions - BWD-1

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

Details Attachments (0) Audit Log (1)

Bank Account: 38265974 Balance: 0.00 Currency: USD Record No: BWD-1

Date: 10/1/2016 Type: Bank Withdrawal Credit: 265.00

Description: Test Withdrawal Location: 0001 - Fort Wayne

X Remove Filter: []

Recap Transaction

Post Close

Details

Date: 10/1/2016 Description: Test Withdrawal Currency: USD Rate: 1.00

Filter: []

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1	BATCH-1337	BWD-1	10001-0000-000	Wells Fargo - Payroll Asset	0.00	265.00
2	BATCH-1337	BWD-1	29000-0000-000	Freight Payable Other Payables	265.00	0.00

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Bank Transactions - BTRN-6

New Save Search Delete Undo Post Duplicate Recap Close

Details Audit Log (1)

Bank Account: 68215422 Balance: 4,892.00 Currency: USD Record No: BTRN-6

Date: 04/27/2016 Type: Bank Transaction Debit: 115.00

Description: Bank Transaction Sales Location: 0001 - Fort Wayne

X Remove Filter: [] Q

GL Account	Description	Debit	Credit
42000-0000-000	Interest Income	0.00	115.00
Select a GL Account			

Total: \$0 \$115

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2. Click **Recap** toolbar button to open the Recap Transaction screen and upon click of recap toolbar button, transaction will be saved. The Recap Transaction screen shows accounts affected when the bank deposit is posted.

Bank Transactions - BTRN-6

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

Details Audit Log (1)

Bank Account: 68215422 Balance: 4,892.00 Currency: USD Record No: BTRN-6

Date: 04/27/2016 Type: Bank Transaction Debit: 115.00

Description: Bank Transaction Sales Location: 0001 - Fort Wayne

X Remove Filter: [] Q

Recap Transaction

Post Close

Details

Date: 04/27/2016 Description: Bank Transaction Sales Currency: USD Rate: 1.00

Filter: []

Batch ID	Record No.	Account ID	Description	Account Group
1 BATCH-541	BTRN-6	10005-0000-000	Chase- Cash in Bank	Cash Accounts
2 BATCH-541	BTRN-6	42000-0000-000	Interest Income	Other Income

Ready

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Bank Transactions - BWD-2

New Save Search Delete Undo Post Duplicate Recap Close

Details

Bank Account: 12152015 Balance: 45,000.00 Currency: USD Record No: BWD-2

Date: 02/01/2016 Type: Bank Withdrawal Credit: 150.00

Description: withdrawal Location: 0000 - Home Office

X Remove Filter: x Q

GL Account	Description	Debit
<input checked="" type="checkbox"/> 29000-0000-000	Freight Payable	150.00
<input type="checkbox"/> Select a GL Account		

Total: \$150

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2. Click **Recap** toolbar button to open the Recap Transaction screen and upon click of recap toolbar button, transaction will be saved. The Recap Transaction screen shows accounts affected when the bank deposit is posted.

Bank Transactions - BWD-2

New Save Search Delete Undo Post Duplicate Recap Close

Details

Bank Account: 12152015 Balance: 45,000.00 Currency: USD Record No: BWD-2

Date: 02/01/2016 Type: Bank Withdrawal Credit: 150.00

Description: withdrawal Location: 0000 - Home Office

X Remove Filter: x Q

GL Account	Description	Debit
<input checked="" type="checkbox"/> 29000-0000-000	Freight Payable	150.00
<input type="checkbox"/> Select a GL Account		

Recap Transaction

Post Close

Details

Date: 02/01/2016 Description: withdrawal Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-315	BWD-2	10718-0000-000	Payroll Checking	Cash Accounts	0.00	150.00
2 BATCH-315	BWD-2	29000-0000-000	Freight Payable	Other Payables	150.00	0.00

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

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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: X

GL Account	Description	Debit	Credit
85300-9099	PENALTIES - PETROLEUM -Admin	10.00	0.00
Select a GL Account		0.00	0.00

Total: 10.00 0.00

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

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: X

GL Account	Description	Debit	Credit
85300-9099	PENALTIES - PETROLEUM -Admin	10.00	0.00

Recap Transaction

Post Close

Date: 06/17/2015 Description: service charges by the bank Currency: USD Rate: 1

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-448	BTRN-11	10122-1002	Sample Cash Account A-Warsaw Grain	Cash Accounts	0.00	10.00
2 BATCH-448	BTRN-11	85300-9099	PENALTIES - PETROLEUM -Admin	Expense	10.00	0.00

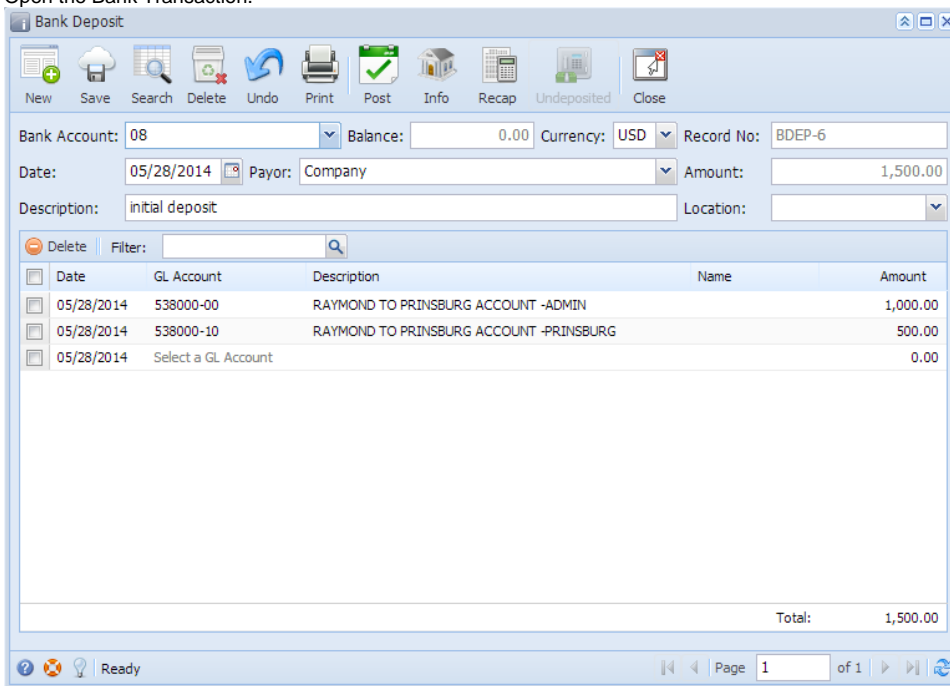
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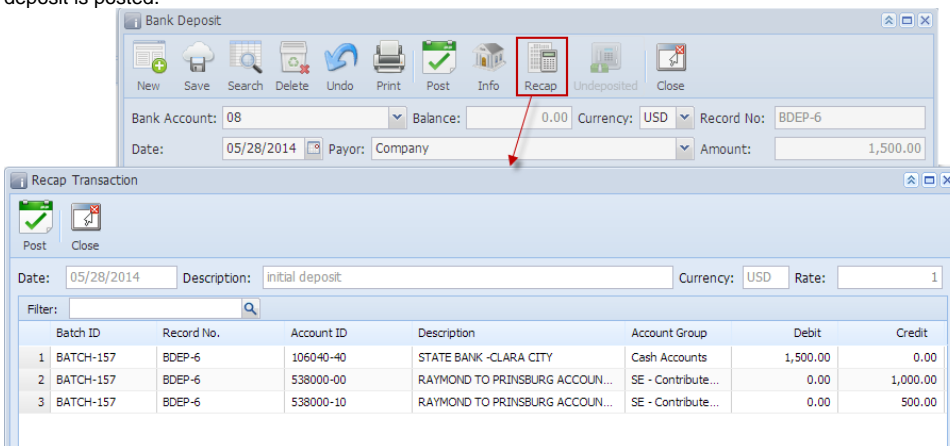


The Bank Deposit screen displays a toolbar with icons for New, Save, Search, Delete, Undo, Print, Post, Info, Recap, Undeposited, and Close. Below the toolbar, there are input fields for Bank Account (08), Balance (0.00), Currency (USD), Record No (BDEP-6), Date (05/28/2014), Payor (Company), Amount (1,500.00), Description (initial deposit), and Location. A table lists transactions with columns for Date, GL Account, Description, Name, and Amount. The table shows three transactions: 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); and 05/28/2014, Select a GL Account (0.00). The Total is 1,500.00.

Date	GL Account	Description	Name	Amount
05/28/2014	538000-00	RAYMOND TO PRINSBURG ACCOUNT -ADMIN		1,000.00
05/28/2014	538000-10	RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG		500.00
05/28/2014	Select a GL Account			0.00

Total: 1,500.00

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



The Recap Transaction screen displays a toolbar with icons for Post and Close. Below the toolbar, there are input fields for Date (05/28/2014), Description (initial deposit), Currency (USD), and Rate (1). A table lists transactions with columns for Batch ID, Record No., Account ID, Description, Account Group, Debit, and Credit. The table shows three transactions: 1 BATCH-157, BDEP-6, 106040-40, STATE BANK -CLARA CITY, Cash Accounts, 1,500.00, 0.00; 2 BATCH-157, BDEP-6, 538000-00, RAYMOND TO PRINSBURG ACCOUNT..., SE - Contribute..., 0.00, 1,000.00; and 3 BATCH-157, BDEP-6, 538000-10, RAYMOND TO PRINSBURG ACCOUNT..., SE - Contribute..., 0.00, 500.00.

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