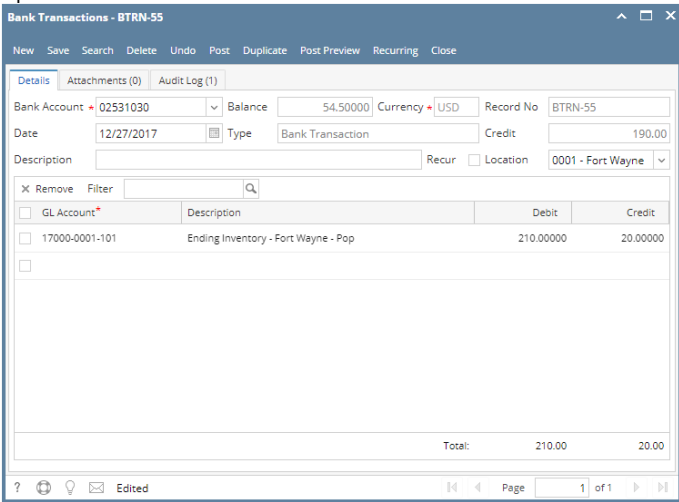# How to Recap Bank Transaction

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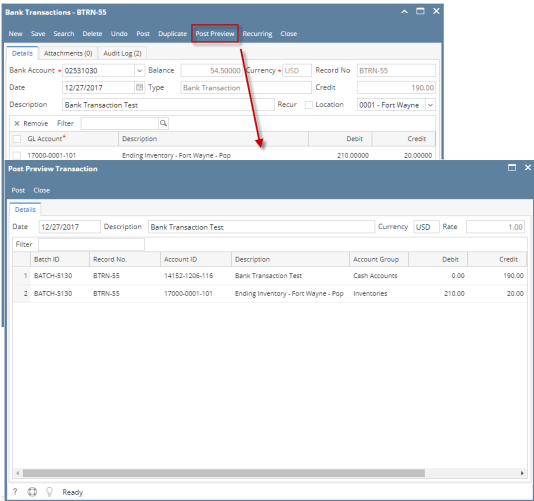
> ⚠️
> - If the transaction is at a **not yet posted** state or was previously unposted, the Recap Transaction screen will show the entries to be entered in the GL Account Detail when you post the bank transaction.
> - If it is at a **posted** state, the Recap Transaction screen will show the entries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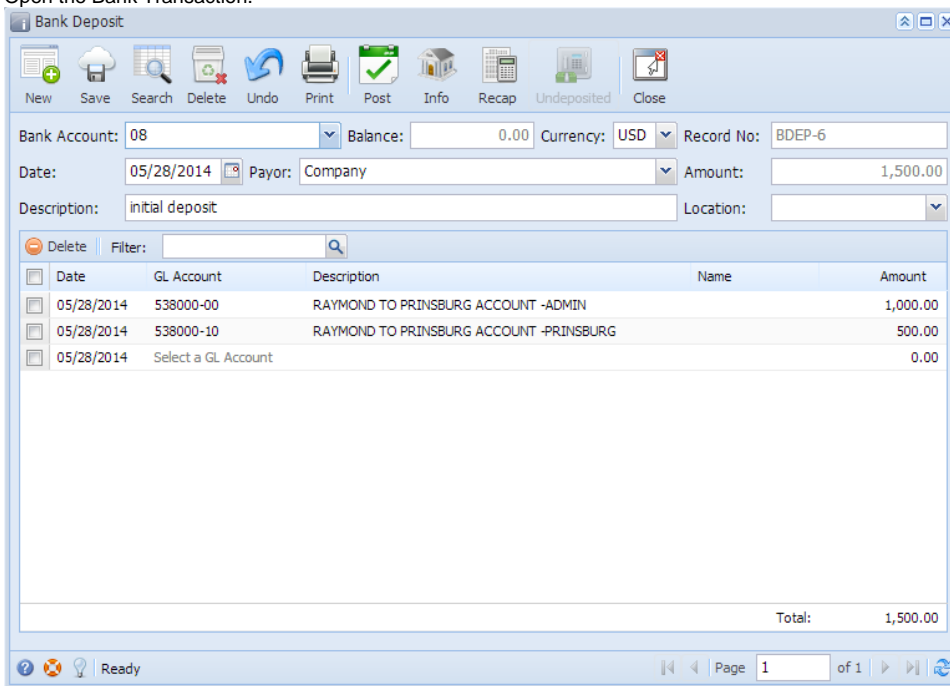

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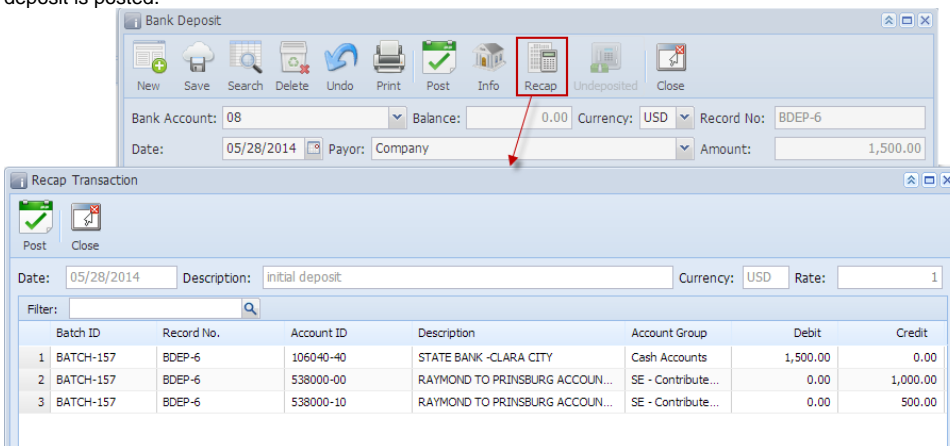
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