How to Post Bank Transaction - Misc Credits

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.
 blocked URL

The following will guide you on how to post a bank transaction - miscellaneous credits like Interest Gained.

- 1. Open the bank transaction you want to post. ^ □ X Bank Transactions Details Attachments (0) Audit Log (0) Bank Account * 10230713 v Balance 5,850.00000 Currency * USD Record No Created on Save Type Bank Transaction Date ~ Debit 850.00 7/13/2017 Description Recur Location 0001 - Fort Wayne 🗸 × Remove Filter Q,
 X Remove Filter
 Q.

 GL Account*
 Description
 Debit
 Credit
 42000-0004-100 Interest Income-South Bend-General Merchandise 0.00000 850.00000 Total: \$0.00 \$850.00 🔘 🖗 🖂 Edited Page 1 of 1
- 2. Post the transaction. There are 2 ways to post a bank deposit.



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-35					^ U X
New Save Search Delete U	ndo Post Duplicate Post Pri	eview Recurring Close			
Details Attachments (0) Aud	it Log (0)				
Bank Account * 10230713	v Balance 5,8	50.00000 Currency * USD	Record No	BTRN-35	
Date 7/13/2017	Type Bank Tran	saction	Debit		850.00
Description		Recur	Location	0001 - Fort V	Nayne 🗸
× Remove Filter	9				
GL Account*	Description		De	ebit	Credit
42000-0004-100	Interest Income-South Bend-Ge	eneral Merchandise	0.0	0000	850.00000
Details Date 7/13/2017 Descr	iption	Cu	rrency USD	Rate	1.00
Filter Batch ID Record No	Account ID	Description	Arrow	unt Group	Debi
1 BATCH-3435 BTRN-35	14140-0000-000		Asset		850.
2 BATCH-3435 BTRN-35	42000-0004-100	Interest Income-South Bend	-Gener Other	r Income	0
•					,
? 🔘 🖓 Ready					

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

Bank Transactions	- BTRN-35					^ □ ×
New Save Search	n Delete Undo Un	post Duplicate Unpost Preview Re	curring Close			
Details Attachme	ents (0) Audit Log (2)					
Bank Account + 10	230713	Balance 6,700.00000 Curre	ency + USD	Record No	BTRN-35	
Date 7/	13/2017	Type Bank Transaction		Debit		850.00
Description			Recur	Location	0001 - Fort	Wayne
× Remove Filter	r	Q,				
GL Account*	Descrip	otion		De	ebit	Credit
42000-0004-10	0 Interes	t Income-South Bend-General Merchand	ise	0.0	0000	850.00000
			Total:	5	\$0.00	\$850.00
? 🗘 🖓 🖂	Posted			Page	1 01	1
· • • • ⊡	, osco				1 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.

nt ld:	14140-0000-0	A	Description	Cash Test-Home offi	ico Admin	0	urrency US	n	Date Range		
nt Group	Asset		Opening Bal		0.00 From Date:		0.00		o Date 7/31		
/	-		opening but		0.00 Hom Date.	////2017			113	/2017	
Date	flew Filter (F		r Record No	Entity	Transaction Des	riation Pa	ginning Balanc		Debit	Credit	
7/13/2017	BDEP	BATCA-3433	BDEP-39	irelyadmin	Transaction Des	chiption be		.00	6,500.00		
13/2017	BTRN	BATCH-434	BTRN-34	irelyadmin			6.500		0.00		
15/2017	DIRN	DATCH-3434	D18N-34	ireiyauriiri			0,500	.00	0.00	030.	50
	BTRN saction Detail	BATCH-3455	BTRN-35	irelyadmin			5,850	.00	850.00		
	saction Detail	BATCH-3455	BTRN-35	irelyadmin			5,850	.00	850.00		
GL Tran Close Details	saction Detail	BATCH-3415 Filter (F3)	BTRN-35	irelyadmin			5,850	.00	850.00		^ 🗆
GL Tran Close Details Q. Op	saction Detail	Filter (F3)	BTRN-35	irelyadmin Description		Record No	5,850	.00 Debit			
GL Tran Close Details Q, Op	en B View	Filter (F3) tch Number			: office-Admin	Record No BTRN-35	5,850		ε (▲ □
GL Tran Close Details Q Op	saction Detail	Filter (F3) tch Number TCH-3435	Account ID	Description Cash Test-Home	: office-Admin -South Bend-General		5,850	Debit 850.	ε (Credit Det	▲ □ 50 Units

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.

ew 🛛 🗙 Clear A	Bank Transaction	ns - BTRN-35							×			
lecount Id												
ccount Id	Details Attach	ments (0) Audit	Log (2)						Unit	Cash I	Row	C
4140-0000-000	Bank Account +		Balance	6,700.00000	Currency + USD	Record No	BTRN-35			None		
	Date	7/13/2017	Туре	Bank Transaction		Debit		850.	.00			
	Description				Recur	Location	0001 - Fort	t Wayne				
	iil - 14140-0000-00		- Close								^ 🗆	×
Account Id:	14140-0000-00	0	Description	Cash Test-Home off	fice-Admin		Currency	USD	Date Rang	e		v
Account Group:	Asset		Opening Bala	ance	0.00 From Dat	e: 7/1/2017			To Date 7/	31/2017		
Q, Open BB 1	/iew Filter (F3)										K.	8
Date	Source System	Batch Number	Record No	Entity	Transaction D	escription	Beginning Ba	lance	Debit	Credit	End	ling
7/13/2017	BDEP	BATCH-3433	BDEP-39	irelyadmin				0.00	6,500.0	0.0	0	
7/13/2017	BTRN	BATCH-3434	BTRN-34	irelyadmin			6	,500.00	0.0	10 650.0	0	
7/13/2017	BTRN	BATCH-3435	BTRN-35	irelyadmin			5	,850.00	850.0	0.0	5	
4									7,350.0	10 650.0		Þ
								Ending Ba	lance		6,700.0	0
								Budget			0.0	0
								Variance			6,700.0	10
								Budget Co	ide			~
2000	Ready								e e Pa	ge 1 of	1	

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 - Midwest America FCU			^ □ ×
New Save Search Delete Undo Bank Check Audit	Reconciliation Register	Close	
Details Audit Log (1)			
Bank Name * Midwest America FCU		GL Accounts	
Account Holder		GL Account * 14140-0000-000	Q,
Account No * 10230713	Currency + USD		
Balance 6,700.0000	0 Active 🗸	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 Accoun	nt Register											^ □ ×
	ciliation Export To											
Details												
Bank Accour	nt 10230713			- Bank Name	Midwest America	FCU			В	alance	6,	700.00000
Filter (F3)												К.Я. Ц У
Check Date	Location	Number	Recor	d 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			Bank Deposit	
7/13/2017	0001 - Fort Wa		BTRN-	34		650.00		5,850.00			Bank Transaction	
7/13/2017	0001 - Fort Wa		BTRN-	35			850.00	6,700.00			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.

bar	K Neco	ncillation													
Re	oncile	Print Sear	th Clear Range Import	Open 🕶	Close										
D	tails	Attachments	(0)												
Ba	nk Acco	unt	Statemen	t Date Ba	ank Name			G	'L Acco	unt		G/L Bala	ance	Bank & G/L Ba	lance Difference
10	230713		× 7/13/201	7 🗉 N	fidwest Am	erica FCU		1	4140-0	000-000			6,7	000000	0.00000
1	Payme	nts and Deb	its					21	Deposit	ts and Credit	ts				
6	Clear /	All 🗌 Clear	None + Add 88 View	Filter (F	3)		5.7 2 3	Ø	Clear A	ll 🗌 Clear I	None + A	dd 88 View	Filter (F3)		K 7 K 9
	Clear	Date	Number	Payee	Description	Transaction Type	Payment		Clear	Date	Number	Payor	Description	Transaction Type	Deposit
С		7/13/2017				Bank Transaction	650.00	Q		7/13/2017				Bank Deposit	6,500.00
								Q		7/13/2017				Bank Transaction	850.00
				0.0.	ayments Cle		0.00000						0 Deposits	Classed	0.00000
														cleared	0.00000
	Prior R	econciliation	Ending Balance - 0.00000	C	leared Payr	ments + 0.00000	Cleared	Dep	osits	0.00000	Ending	Balance Per I	Reconciliation 0.00000		
	Bank	Statement F	inding Balance -	Ur	cleared Pay		Uncleared	d De	nosits	0.00000	B	ank Account		Differen	-
	Julia		0	01		650.00000	oncicarei			350.00000			6,700.00000	bindrein	0.00000
?	0	🖓 🖂 Re	ady												

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

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 blocked URL

New Save Se	ons- earch Delete U						~ _ ,
	t Log (0)	ndo Post Duplici	ate Recap Close				
Bank Account:	-	v Balance:	0.00	Currency: USD	✓ Record No	Created	on Save
Date:	10/01/2016	🔲 Туре:	Bank Transaction		~ Debit:		155.00
Description:	Test				Location:	0001 - Fo	ort Wayne 🗸
× Remove F	Filter:	Q,					
GL Accoun	t	Description			0	Debit	Credit
40000-000	2-014	Sales Indianapolis	Propane			0.00	155.00
Select a GL	Account						
				Tota	d:	\$0.00	\$155.00
2 🗘 🖓 🕻	Edited				I Page	1	of1 🕨 🕅

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

a.	On Ba	nk Tr	ansacti	ons scr	een, c	lick P	ost toolb	oar but	ton.	
	Bank	Transa	ctions -							
	New	Save	Search	Delete	Undo	Post	Duplicate	Recan	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.

∧ □ ×

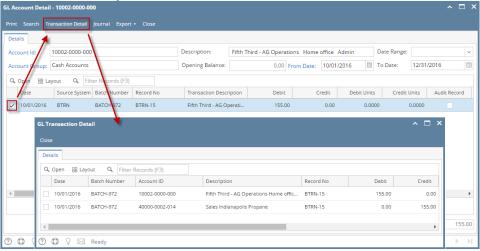
	Bank T	ransacti	ions - B	TRN-15											^ 🗆	×
	New	Save S	iearch	Delete (Jndo	Post	Duplicate	Recap	Close							
	Detail	s Aud	it Log (1)				1								
	Bank /	Account:	125-5	26-5245		∼ Ba	lance:	/	0.00	Currency:	USD ~	Record No:	BTRM	N-15		
ł	Date:		10/01	/2016		🗉 Ту	pe:	lank Trans	action			Debit:			155.	.00
I	Descri	iption:	Test				//					Location:	0001	- Fort V	Vayne	~
I	× Re	emove	Filter:				Q									
		GL Accour	nt		Des	ription	n					De	bit		Credit	t
ļ	Details	lose 10/01/2	2016	Desc	ription	: Test	:				Currer	ncy: USD I	Rate:		1.	.00
	Filter:															
	B	Batch ID		Record N	o. Ac	count l	D	Descrip	otion			Account Gro	up	Debit	Credit	
	1 B	ATCH-97	2	BTRN-15	10	002-00	00-000	Fifth Ti	nird - AG	Operations	Home	Cash Accoun	its	155.00	0.00	
	2 B	ATCH-97	2	BTRN-15	40	000-00	02-014	Sales Ir	ndianapo	lis Propane		Sales		0.00	155.00	
	•															•
(2 0	Q F	Ready													

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

Details Audit	t Log (2)						
Bank Account:	125-526-5245		Balance:	155.00 Currency: L	JSD Record No	BTRN-15	
Date:	10/01/2016		Type:	Bank Transaction	Debit:		155.
escription:	Test				Location:	0001 - For	t Wayne
× Remove	Filter:		Q,				
GL Accoun		Descripti				lebit	Credit
GL ACCOUNT		Descripti	ion		0	eon	crean
40000-000			ion dianapolis P	Propane	U	0.00	155.0
	12-014			Propane			
40000-000	12-014			Propane	U		
40000-000	12-014			Propane			
40000-000	12-014			Propane			
40000-000	12-014			Propane			
40000-000	12-014			Propane			
40000-000	12-014			Propane			

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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.

apse Air Menus	Bank Transactions - B	TRN-15					∧ □ 3	×	
	New Save Search		Inpost Duplicate Re						
	Details Audit Log (2)							
	Bank Account: 125-5	26-5245	Balance:	155.00 Cu	rrency: USD	Record No: BTRM	V-15	Acco	unt Group
GL Account Detail - 1	0002-0000-000								□ ×
	action Detail Journal E	xport + Close							
Details									
Account Id: 100	02-0000-000		Description:	Fifth Third -	AG Operations H	ome office Admir	n Date Range:		~
Account Group: Cas	sh Accounts		Opening Balance:		0.00 From Date	10/01/2016	To Date:	12/31/2016	
Q, Open 🔠 Layou	t Q Filter Records	(F3)							
Date S	ource System Batch Num	nber Record No	Transaction D	escription	Debit	Credit	Debit Units	Credit Units	Audit
10/01/2016 E	TRN BATCH-972	2 BTRN-15	Fifth Third - A	5 Operati	155.00	0.00	0.0000	0.0000	
4									÷
					155.00	0.00	0.0000	0.0000	
						Er	nding Balance:		155.00
? ◘ ? ⊠ ⊧	leady					14	A Page	1 of 1	Þ. Þ.

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	s - Fifth Third	^ □ X
New Save S	Search Delete Undo Bank MICR Check Audit Reconciliation Register Close	
Details Aud	lit Log (0)	
Bank Name:	Fifth Third GL Accounts	
Account No:	125-526-5245 Currency: USD V GL Account: 10002-0000-000	~
Balance:	155.00 Active: 🗸	

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 Reconcil	iation Export To E	Excel Close								
Details										
Bank Account:	125-526-5245	~	Bank Name: Fifth Thi	rd				Balance:		155.00
Q Filter Re	cords (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			Bank Transaction	Test
0000	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												~ □ ×
Detalis Attachments (0)												
Bank Account: Statement D	ate: Bank Name:			G/L	Αςςοι	int:		G/L Balance			Bank & G/L Balar	ice Difference:
125-526-5245 v 12/21/2016	E Fifth Third			100	02-00	00-000				155.0	0	0.00
0 Payments and Debits				1 D	eposi	ts and Credi	ts					
🖉 Clear All 🗌 Clear None 🕂 Add 🔠 Layou	rt 🔍 Filter Recor	rds (F3)		2	Clear A	sii 🗌 Clear i	None + A	dd 🗄 Layou	t Q	Filter Rec	ords (F3)	
Clear Date Number	Payee Tr	ransaction Type	Payment		Clear	Date	Number		Payor		Transaction Type	Deposit
				Q		10/01/20			Test		Bank Transaction	155.00
) Payments Cleared:		0.00							ts Cleared:		0.00
Prior Reconciliation Ending Balance - 0.00	Cleared Paymer	nts +	Cleared	Depo	sits	0.00	Ending Ba	lance Per Rec		on 0.00		
Bank Statement Ending Balance	Uncleared Paym		Uncleare	d Dep	osits		Ban	k Account Bal			Differenc	e
0	1	0.00				155.00			15	5.00		0.00
🕐 🗘 🖓 🖂 Ready												

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 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	I				
New Save Search	Refresh	Delete	Undo	Additional 🝷	Archived Re
Entity User Cor	nments (0)	Attach	ments (0)) Custom	Audit Log (2)
Detail User Roles	Externa	l Module	Regist	ered Compute	rs
Username:	irelyadmi	n			
Title:					
Contact Method:					~
Department:					
User Options					
Maximum Num	ber of Ori	gin Scree	ns Allow	ed	3
Allow User t		-			

ank Transacti	ions -						~ □ ×
New Save S	earch Delete U	Indo Post Du	olicate Recap Close				
Details							
Bank Account:	253624539656	✓ Balan	e: 4,700.57	Currency: US	D ~ Record	No: Crea	ited on Save
Date:	02/02/2016	Type:	Bank Transaction		v Debit:		10.00
escription:	interest expense	2			Locatio	n: 0001	l - Fort Wayne 🗸 🗸
× Remove	Filter:	хQ					
GL Accour	nt	Description				Debit	Credit
72000-00	00-000	Interest Expension	e			0.00	10.00
				To	otal:	\$0.00	\$10.00
	Edited				e e Page	2	1 of 1 ▶ ▶

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

a.	On Ba	nk Tr	ansacti	ons scr	reen, c	lick P	ost toolk	bar but	ton.					
	Bank	Transa	ctions -										^ □	
	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 - BTI	RN-9						^ ⊏	ı ×
New Save Search D	elete Undo Post	Duplicate Recap C						
Details								
Bank Account: 253624	539656	alance: 4,70	00.57 Currency:	USD ~ Re	ecord No:	BTRN-9		
Date: 02/02/2	016 🔲 Tj	/pe: Bank Transa	ction	D	ebit:		10	.00
Recap Transaction							~ □	×
Post Close								
Details								
Date: 02/02/2016	Description: in	terest expense		Currency:	USD R	ate:	1.0	00
Filter:								
Batch ID	Record No.	Account ID	Description		Å	Account Group	5	
1 BATCH-327	BTRN-9	10004-0000-000	Three Rivers - O	perating - Gr	0	Cash Accounts		
2 BATCH-327	BTRN-9	72000-0000-000	Interest Expense	e	0	Other Expense	!5	
4								F
⑦ ① ♀ Ready								

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

New Save Search Delete Un Details	Ado Unpost Dup Balance: Type: X Q	licate Recap Close	Record No: Debit: Location:	BTRN-9 10 0001 - Fort Wayne
Bank Account: 253624539656 Date: 02/02/2016	Type:		Debit:	10
Date: 02/02/2016	Type:		Debit:	10
		Bank Transaction		
Description: interest expense	× Q		Location:	0001 - Fort Wayne
	хQ			
× Remove Filter:				
GL Account	Description		De	bit Credi
72000-0000-000	Interest Expense			0.00 10
		Total		\$0 \$
⑦ ✿ ♀ ⊠ Posted			4 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.

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GL Account Deta	il - 72000-0000-000	D						~ □ ×
Print Search T	ransaction Detail	Journal Expo	t • Close					
Details								
Account ID:	72000-0000-000	1	Description:	Interest Expense		Date Range:		~
Account Group:	Other Expenses		Opening Balance:	0.00 From D	Date: 02/01/2016	To Date:	02/29/2016	
Q, Oper 器 L	ayout 🔍 Filte	er Records (F3)						
Date	Source Syst	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
02/02/2016	BTRN	BATCH-327	BTRN-9	Interest Expense	0.00	10.00	0.0000	0.0000
GL Transaction D	etail							^ □ X
Close								
close								
Details								
Q, Open III L	ayout Q Filte	er Records (F3						
Date	Batch Number	Account ID	C	escription	Record No		Debit	Credit Det
02/02/2016	BATCH-327	10004-000	0-000 T	hree Rivers - Operating - Gr	BTRN-9		10.00	0.00
02/02/2016	BATCH-327	72000-000	0-000 Ir	nterest Expense	BTRN-9		0.00	10.00
4								Þ
0000	Ready							

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	Bank Transactio	ons - BTRN-9					^ □ ×	
New								
88 Lay	Details							
Re							Ar	nount
в В	Bank Account:	253624539656	Balance	e: 4,710.57 Currency	: USD Recor	d No: BTRN-9		100.00
Account Deta	il - 10004-0000-0	00						^ 🗆
rint Search 1	ransaction Detail	journal Expo	rt - Close					
inc search i	Tansaction Detail	Journal Copor	it v close					
Details								
ccount ID:	10004-0000-000	D	Description:	Three Rivers - Operating - Gr		Date Range:		
ccount Group:	<u>.</u>		Opening Balance:	0.00 From Date	02/04/2015	To Date:	02/29/2016	
ccount Group:	Cash Accounts		Opening balance:	0.00 From Date	02/01/2016	Io Date:	02/29/2016	
Q, Open 🔡 L	ayout Q Fil	Iter Records (F3)					
Date	Source Syst	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
02/02/2016	PCHK	BATCH-321	PCHK-27	Three Rivers - Operatin	0.00	1,162.30	0.0000	0.00
02/02/2016	PCHK	BATCH-322	PCHK-28	Three Rivers - Operatin	0.00	1,162.30	0.0000	0.00
02/02/2016	BDEP	BATCH-323	BDEP-3	Three Rivers - Operatin	10,000.00	0.00	0.0000	0.00
02/02/2016	PCHK	BATCH-324	PCHK-29	Three Rivers - Operatin	0.00	988.22	0.0000	0.00
02/02/2016	PCHK	BATCH-325	PCHK-30	Three Rivers - Operatin	0.00	3,339.13	0.0000	0.00
02/02/2016	BTRN	BATCH-326	BTRN-8	Three Rivers - Operatin	0.00	35.00	0.0000	0.00
02/02/2016	BTRN	BATCH-327	BTRN-9	Three Rivers - Operatin	10.00	0.00	0.0000	0.00
(+
					14,910.00	10,199.43	0.000	0.00
						Ending Ba	lance:	4,710.5
) 🗘 🖗 🖸	Ready						Page 1	of 1 🛛 🕨

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 These Bings Faderal Could Union

Dunin riccou			reach								~ _ ^
New Save	Search	Delete	Undo	Bank	MICR	Check Audit	Reconciliation	Register	Close		
Details											
Bank Name	: Th	ree River	s Federa	al Credi	t Union			GL Acc	ounts		
Account No	: 25	36245396	556			Curren	ncy: USD 🗸	GL Acc	ount:	10004-0000-000	~
Balance:					4,71	0.57 Active:	\checkmark				

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.

ank Account:	25362453965	6	V Bank Name: T	hree Rivers Federal Cred	it Union			Balance:		4,710
Filter Re	cords (F3)									
heck Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
2/01/2016		BDEP-1			4,900.00	4,900.00			Bank Deposit	
2/01/2016	00000001	MCHK-1		350.00		4,550.00			Misc Checks	
2/01/2016		PCHK-24	Brian J Quam	3,012.48		1,537.52			Direct Deposit	
2/01/2016	00001000	PAY-6	Frito-Lay	150.00		1,387.52			AP Payment	
2/02/2016	00001001	PCHK-27	Carolyn R Frah	m 1,162.30		225.22			Paycheck	
2/02/2016	00001002	PCHK-28	Elizabeth I Kee	er 1,162.30		-937.08			Paycheck	
2/02/2016		BDEP-3			10,000.00	9,062.92			Bank Deposit	
2/02/2016	00001003	PCHK-29	Amy C Johnson	988.22		8,074.70			Paycheck	
2/02/2016		PCHK-30	Arica C Skow	3,339.13		4,735.57			Direct Deposit	
2/02/2016		BTRN-8		35.00		4,700.57			Bank Transaction	interes
2/02/2016		BTRN-9			10.00	4,710.57			Bank Transaction	interes

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.

Paroncila			ch (lear Range Impo													^ 🗆
Details		ttachments		iear kange impoi	t Open	 Close 											
Details		nk Accoun		Statement	Date		Bank Name				G/L Accou	int	G	i/L Balan	ce	Bank & G/L Balan	ce Difference
253624	5396	656		v 02/02/2016	T	hree River	rs Federal Credit Unio	n							4,710.5	57	0.00
8 Paym	nent	s and Deb	its						3 D	epos	ts and Cre	dits					
🖉 Clea	r All	🗌 Clear	None	+ Add 🔠 Layo	ut Q	Filter Re	cords (F3)		Z	Clear	All 🗌 Clea	ir None + A	dd 🔠 Layou	ut Q	Filter Re	cords (F3)	
Clea	ar E	Date	Num	nber	Payee		Transaction Type	Payment		Clear	Date	Number		Payor		Transaction Type	Deposit
25		02/01/2016	5 000	000001			Misc Checks	350.00	Q.		02/01/20	16				Bank Deposit	4,900.00
25		02/01/2016	5		Brian	J Quam	Direct Deposit	3,012.48	Q		02/02/20	16				Bank Deposit	10,000.00
<u>a</u> : _		02/01/2016	5 000	001000	Frito-L	ay	AP Payment	150.00	25		02/02/20	16		intere	est expense	Bank Transaction	10.00
<u>s</u> : _		02/02/2016	5 000	001001	Caroly	n R Frahm	Paycheck	1,162.30									
<u>s</u> : _		02/02/2016	5 000	001002	Elizab	eth I Keeler	Paycheck	1,162.30									
35 🗆		02/02/2016	5 000	001003	Amy C	Johnson	Paycheck	988.22									
<u>s</u> : _		02/02/2016	5		Arica	C Skow	Direct Deposit	3,339.13									
<u>s</u> : _		02/02/2016	5		intere	st	Bank Transaction	35.00									
				() Paymen	ts Cleared:		0.00						0 Deposi	ts Cleared		0.00
Dalas D		nciliation B	E a al la a	- Deles	<i>C</i> 1-	ared Paym		Cleared	D		=	Cardian Dal	lance Per Rec				
FIOT	vec0	inclination t	chainş	0.00	CIE	areu Payn	0.00	cleared	Debr	15115	0.00	Linuing ba	ance Per Neo		0.00		
Bank	Sta	stement En	nding B	Balance -	Uncl	eared Pay	ments +	Uncleare	d Dec	osits	-	Bank	Account Ba	lance		Difference	
				0			3,847.82				4,910.00			4,71	0.57		6,351.61
00	Q	🖂 Re	ady														

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.

C User Security	
Save Search Undo Change Password Override Password	Close
Settings External Module	
Usemame: AGADMIN Full Name:	AGADMIN
Turriane. AGADMIN	AGADMIN
User Options	
Maximum Number of Origin Screens Allowed	5
Allow User to only Post Transactions they created	

🗊 Bank Transac	tions								2 🗆 🕄
New Save	Search Delete		Recap	Close					
Bank Account:	08	Y Balance	:	890.000000	Currency:	USD 👻	Record No:	BTRN-12	
Date:	06/17/2015	Type:	Ban	k Transaction			Debit:		7.000000
Description:	interest gained	ł					Location:		~
😑 Remove 🛛 F	ilter:	×Q							
GL Account	:	Description					De	ebit	Credit
80200-900	1	INTEREST EARNE	D-WB -	New haven Admir	ı			0.00	7.00
Select a GL	Account							0.00	0.00
						Total:		0.00	7.00
🤉 🧔 💡 Edi									

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

🇊 Bank	Transac	tions						
•	P	Q	0	5				
New	Save	Search	Delete	Undo	Post	Recap	Close	

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

A □ X

Bank Transactions			
ww Save Search Delete	Undo Post Recap Close		
ank Account: 08	Baland: 890.000000 Currency: USD	Record No: BTRN-12	
ate: 06/17/2015	Type: Bank Transaction	Debit:	7.000000
escription: interest gained		Location:	¥
Remove Filter:	×Q		
GL Account	Description	Debit	Credit
80200-9001	INTEREST EARNED-WB -New haven Admin	0.00	7.00
Recap Transaction	K		
Post Close			

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

Bank Transactions		* 🗆 ×
New Save Search Delete Undo		
Bank Account: 08 Balance: 897.000000 Currency: USD	Record No:	BTRN-12
Date: 06/17/2015 Type: Bank Transaction	Debit:	7.000000
Description: interest gained	Location:	
Remove Filter:		
GL Account Description	Del	bit Credit
80200-9001 INTEREST EARNED-WB -New haven Admin		0.00 7.00
Total:		0.00 7.00
🔞 🧕 💡 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.

rint Search	Transaction Detail	Journal Clos							
count ID:	10122-1002		Description:	Sample Cash Account	A-Warsaw Grain		Date Range:		
count Group	Cash Accounts		Opening Balance:	0.000000	From Date: 12/	31/1899 🖪	To Date:	12/31/2099	
View	Layout - 🍸 Filt	r Records (F3)							
Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
06/16 201	5 MCHK	BATCH-437	MCHK-2	Sample Cash Account A	0.00	10.00	0.0000	0.0000	
06/11/201	5 MCHK	BATCH-438	MCHK-3	Sample Cash Account A	0.00	20.00	0.0000	0.0000	
06/16/201	5 MCHK	BATCH-439	MCHK-4	Sample Cash Account A	0.00	30.00	0.0000	0.0000	
06 16/201	5 MCHK	ATCH-440	MCHK-5	Sample Cash Account A	0.00	40.00	0.0000	0.0000	
] 06/16/201	5 BDEP	EATCH-442	BDEP-2	Sample Cash Account A	1,000.00	0.00	0.0000	0.0000	
6/16/201	5 BDEP	B-TCH-436	BDEP-2	Sample Cash Account A	1,000.00	0.00	0.0000	0.0000	
06/16/201	5 BDEP	BATCH-436	BDEP-2	Sample Cash Account A	0.00	1,000.00	0.0000	0.0000	V
06/16/201	5 BDEP	BATCH-443	BDEP-3	Sample Cash Account A	1,500.00	0.00	0.0000	0.0000	
06/16/201	5 BDEP	BATCH-443	BDEP-3	Sample Cash Account A	0.00	1,500.00	0.0000	0.0000	
06/17/201	5 BTRN	BATCH-448	BTRN-11	Sample Cash Account A	0.00	10.00	0.0000	0.0000	
06/17/201	5 BTRN	BATCH-449	BTRN-12	Sample Cash Account A	7.00	0.00	0.0000	0.0000	
	GL Transaction D	etail 👻							7.000
🕲 🏆 I I	🔍 View 🛛 🏪 Lay		Records (F3)						(f 1)
	Date	Batch Number	Account ID	Description		Record No	D	lebit Cre	dit
	06/17/2015	BATCH-449	80200-9001	INTEREST EARNE	D-WB -New haven Ad	min BTRN-12		0.00	7.00
	06/17/2015	BATCH-449	10122-1002	Sample Cash Acco	unt A-Warsaw Grain	BTRN-12		7.00	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.

							-	Balance:	897.0
					1.007/	110.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-119	BTRN-12	Sample Cash Account A	7,	0.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A	0.	10.00	0.0000	0.0000	
06/16/2015	EDEP	BATCH-443	BDEP-3	Sample Cash Account A	0,		0.0000	0.0000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A	1,500,		0.0000	0.0000	
06/16/2015	BDEP	BATCH-436	BDEP-2 BDEP-2	Sample Cash Account A	1,000		0.0000	0.0000	V
06/16/2015	BDEP	BATCH-436	BDEP-2 BDEP-2	Sample Cash Account A	1,000,		0.0000	0.0000	V
06/16/2015	BDEP	BATCH-440 BATCH-442	BDEP-2	Sample Cash Account A Sample Cash Account A	1,000.		0.0000	0.0000	
06/16/2015	MCHK	BATCH-439 BATCH-440	MCHK-9 MCHK-5	Sample Cash Account A Sample Cash Account A	0.		0.0000	0.0000	
] 06/16/2015	MCHK MCHK	BATCH-438 BATCH-439	MCHK-3 MCHK-4	Sample Cash Account A Sample Cash Account A	0		0000.0	0.0000	
06/16/2015	MCHK	BATCH-437	MCHK-2	Sample Cash Account A	0.		0.0000	0.0000	
Date	Source System	Batch Number	Record No	Transaction Description	Debit		Debit Units	Credit Units	Audit Rec
View 🏪 La	iyout • 💡 Filte	r Records (F3)							
count Group:	Cash Accounts		Opening Balance:	0.00000	From Date:	12/31/1899	To Date:	12/31/2099	
	ransaction Detail	Journal Clos	e Description:	Sample Cash Account	A-Warsaw Grain		Date Range:		
	an S		1						
GL Account Det		200-5001	INTEREST	DAKINGD-WD-Wew Haven Adi			0.00	7.00	
		Account 0200-9001	Description	1 EARNED-WB -New haven Adr		De	0.00	7.00	
		nove Filter:		9					
			t gained			Location:			
	Descript			ype. Bank mansacoon		Location:		00000	
	Date:	06/17/		vpe: Bank Transaction		Debit:		00000	
	Bank Ar	count: 08	B	alance: 897.00000	0 Currency: L	ISD Record No:	BTRN-12		
	New	Sove Search		post Recap Close					

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						
		MICR Check Audit	Reconciliation	Register Clos	a e	
Details Origin						
Bank Name:	ABC Bank		Y GL Ac	counts		
Account No:	1500326210C	Currency: USD	GL A	account:	10122-1002	~
Balance:	897.0000	00 Active: 🔽				

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.

	iliation Close									
lank Account	08		Bank Name: Al	3C Bank				Balan	ce:	897.00000
Filter: Check Date	Number	Record No	Payee or Pay	or Payment	Deposit	Balance	cl	Clear Date	Transaction Type	Memo
06/16/2015		BDEP-2			1,000.00	1,000.00			Bank Deposit	initial dep
06/16/2015	10000001	MCHK-2		10.00		990.00			Misc Checks	
06/16/2015	1000002	MCHK-3		20.00		970.00			Misc Checks	
06/16/2015	1000003	MCHK-4		30.00		940.00			Misc Checks	
06/16/2015	10000004	MCHK-5		40.00		900.00			Misc Checks	
06/17/2015		BTRN-11		10.00		890.00			Bank Transaction	service ch
06/17/2015		BTRN-12			7.00	897.00			Bank Transaction	interest g

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.

Details Attachments Bank Account Statement Date Bank Name G/L Account G/L Balance Bank & G/L Balance Difference 8	Bank Reconciliation					2 🗆
Bank Account Statement Date Bank Name G/L Account G/L Balance Bank & G/L Balance Difference B @ 06/17/2015 @ ABC Bank & G/L Balance Difference B @ 06/17/2015 @ ABC Bank & G/L Balance Difference Clear All Clear Name Ad E Layout ♥ Filter Records (F3) Clear All Clear Name Ad E Layout ♥ Filter Records (F3) Clear All Clear Name Ad E Layout ♥ Filter Records (F3) Clear All Clear Name Ad E Layout ♥ Filter Records (F3) Clear All Clear Name Ad E Layout ♥ Filter Records (F3) Clear All Clear Name Ad E Layout ♥ Filter Records (F3) Clear All Clear Name Ad E Layout ♥ Filter Records (F3) Clear All Clear Name Ad E Layout ♥ Filter Records (F3) Clear All Clear Name Ad E Layout ♥ Filter Records (F3) Clear All Clear Name Bank Tennestion Type Deposit 0 06/15/2015 000000 0 06/15/2015 000000 0 06/15/2015 000000 0 06/15/2015 000000 0 06/15/2015 000000 0 07/2015 000000 0 0 Deposits Cleared 0 00000 0 0 Deposits Cleared 0 000000 0 0 Deposits Cleared 0.000000 0.000000 0.000000 Bank Statement Ending Balance • Uncleared Payments + Uncleared Deposits 0.000000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0						
38 Øe(17/2015 Back Bank 89/00000 Øe(17/2015 Back Bank Clear All Clear	Details Attachments					
Privments and Chedits 2 Deposits and Chedits Clear All Clear None Add Layout • * Filter Records (F3) Clear All Clear None Add Layout • * Filter Records (F3) Clear Date Number Payee Transaction Type Deposits 0 04/14/2015 1000000 Misc Checks 1000 0 04/12/2015 10000003 Misc Checks 0000 0 04/12/2015 10000003 Misc Checks 0000 0 04/12/2015 1000003 Misc Checks 0000 0 04/12/2015 service charges Bank Transaction 7/4 0 04/12/2015 service charges Bank Transaction 7/4 0 04/12/2015 service charges Bank Transaction 7/4 0 04/12/2015 service charges Bank Transaction 0/0 0 04/12/2015 service charges Bank Transaction 0/0 0 04/12/2015 service charges Bank Transaction 0/0 0 04/12/2015 service charges 0/000000<	Bank Account Statement Date	Bank Name		G/L Account	G/L Balance	Bank & G/L Balance Difference
Image: Clear All Image: Clear Number Payer Transaction Type Payments Image: Clear All Image: Clear A	08 ¥ 06/17/2015 🖪 ABC	C Bank			897.00000	0.00000
Clear Date Number Paynet Transaction Type Paynet 0 06/16/2015 1000001 Max Checks 1000 06/16/2015 Initial deposit Bark Deposit 1,0001 0 06/16/2015 10000001 Max Checks 2000 06/16/2015 Initial deposit Bark Deposit 1,0001 0 06/16/2015 10000003 Max Checks 2000 06/17/2015 Interest gained Bark Transaction 7,4 0 06/16/2015 1000004 Max Checks 40,000 0 06/17/2015 Interest gained Bark Transaction 7,4 0 06/17/2015 Service charge: Bark Transaction 10,000 0 0 0,00000 0 0,00000 0 0,00000 0,00000 0,00000 0,00000 0,00000 0,000000 0,000000 0,000000 0,000000 0,000000 0,000000 0,000000 0,000000 0,000000 0,000000 0,000000 0,000000 0,000000 0,000000 0,000000 0,000000 0,000000 0,0000000 0,000000 0,000	5 Payments and Debits		2	Deposits and Credits		
00/16/2015 10000001 Misc Checks 10000 00/16/2015 10000002 Misc Checks 20.00 00/16/2015 10000002 Misc Checks 20.00 00/16/2015 10000004 Misc Checks 30.00 00/16/2015 1000004 Misc Checks 30.00 00/17/2015 service charges Bark Transaction 7.4 00/17/2015 service charges Bark Transaction 7.4 00/17/2015 service charges Bark Transaction 10.00 00/17/2015 service charges Bark Transaction 0.00000 00/17/2015 service charges Bark Transaction 0.00000 00/17/2015 service charges Bark Transaction 0.00000 00/17/2015 service charges Bark Charges 0.00000 00/17/2015 s	🗹 Clear All 📄 Clear None 🧿 Add 🛛 🚟 Lay	out - 💡 Filter Records (F3)		Clear All 📄 Clear None 🛛 🕻) Add 🛛 🛨 Layout 👻 🍞 🛛 Filter Records	; (F3)
0 04/14/2015 10000002 Misc Checks 20.00 0 0 04/12/2015 interest pained Bank Transaction 7.0 0 04/14/2015 10000003 Misc Checks 30.00 Image: Checks 40.00 0	Clear Date Number	Payee Transaction Type	Payment	Clear Date Number	Payor Tra	nsaction Type Deposit
04/14/2015 10000003 Misc Checks 90.00 06/14/2015 1000000+ Misc Checks 40.00 06/14/2015 100000+ Berk Transction 10.00 0 0/17/2015 service charges Berk Transction 10.00 Prior Reconcillation Ending Balance - Cleared Payments 6.00000 Prior Reconcillation Ending Balance - Cleared Payments + Cleared Deposits Ending Balance Per Reconcillation 0.000000 0.000000 0.000000 0.000000 0.000000 0.000000 Bank Statement Ending Balance - Uncleared Deposits * Bank Account Balance Difference	06/16/2015 10000001	Misc Checks	10.00 🔍	06/16/2015	initial deposit B	lank Deposit 1,000.0
O Payments Cleared: 0.00000 O Deposits Cleared: 0.000	06/16/2015 10000002	Misc Checks	20.00 🔍	06/17/2015	interest gained B	lank Transaction 7.0
O Payments Cleared: O.00000 O Deposits Cleared: O.00000 O.00000 O.000000 O.0000	06/16/2015 10000003	Misc Checks	30.00			
0 Payments Cleared: 0.00000 0 Deposts Cleared: 0.00000 Prior Reconciliation Ending Balance - Cleared Payments + Cleared Deposts = Ending Balance Per Reconciliation 0.000000 0.000000 0.000000 0.000000 0.000000 Bank Statement Ending Balance - Uncleared Payments + Uncleared Deposits Bank Account Balance Per Difference	06/16/2015 10000004	Misc Checks	40.00			
Prior Reconciliation Ending Balance Cleared Payments Cleared Deposits = Ending Balance Per Reconciliation 0.000000 0.000000 0.000000 0.000000 0.000000 Bank Statement Ending Balance Uncleared Payments + Uncleared Deposits Bank Account Balance Difference	06/17/2015	service charges Bank Transaction	10.00			
0.000000 0.000000 0.000000 0.000000 Bank Statement Ending Balance Uncleared Payments + Uncleared Deposits Bank Account Balance Difference		0 Payments Cleared:	0.000000		0 Deposits Clean	ed: 0.0000
0.000000 0.000000 0.000000 0.000000 Bank Statement Ending Balance Uncleared Payments + Uncleared Deposits Bank Account Balance Difference						
Bank Statement Ending Balance - Uncleared Payments + Uncleared Deposits Bank Account Balance Difference			+ Cleared Dep			
			. Unabarrad Da			0:6
			+ Uncleared De			
	0.000000	110.000000		2,0071000000	037.00000	0.0000

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

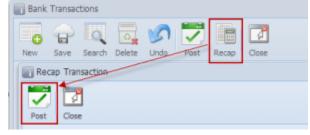
Under certain circumstances you may not be able to post a transaction due to a variety of reasons listed below.

- 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 Menu Permissions Screen Permissions Control Permissions	Rep
Username: AGADMIN Ful Name: AG Admin	User
User Options	Se
Maximum Number of Origin Screens Allowed 3	E
Allow User to only Post Transactions they created	D

Bank Transactions		2 🗆 🕄
New Save Search Delete Undo Post Recap Close		
Bank Account: 08 Balance: 1,490.00 Currency: USD	Record No:	BTRN-8
Date: 06/02/2014 Type: Bank Transaction	Debit:	7.00
Description: interest gained	Location:	•
😑 Delete 🛛 Filter:		
CL Account Description	De	ebit Credit
☑ 821100-40 INTEREST RECEIVED -CLARA CITY		0.00 7.00
Select a GL Account		0.00 0.00
Total:		0.00 7.00
100		
2 😟 💡 Saved 🛛	A 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 Transactios 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.

Bank Transac	tions			
New Save	Search Delete Undo	Unpost Recap Close		
Bank Account:	08	Balance: 1,497.00 Currency: USD	Record No:	BTRN-8
Date:	06/02/2014	Type: Bank Transaction	Debit:	7.00
Description:	interest gained		Location:	
🔵 Delete 🛛 Fil	ter:	Q		
GL Account	Descript	tion	Del	bit Credit
821100-40	INTERE	ST RECEIVED -CLARA CITY	(0.00 7.00
		Total:		0.00 7.00
🕝 🧔 🤶 Pos	ed	И	Page 1	of9 🕨 🔰 😂

- 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.

int	Search 1	Transaction Det	ail Journal	Close							
со	unt Id: 10	6040-40		Description:	STATE	BANK	-(CLARA CITY	Date Range:	All Dates	~
:0	unt Group:/	Cash Accour	ts	Opening Balan	ce: 0.00		From Date:	01/01/1900	To Date:	01/01/2100	
	Details 😽	Filter Records	(F3)								
	Date	Batch Numb	er Recor	d No	Deb	it	Credit	Debit Units	Credit Unit	s Unposted	UOM
	05/28/2014	BATCH-157	BDEP-	6	1,500	.00	0.00	0.000	0.0	00	
	05/28/2014	BATCH-157	BDEP-	6	0	.00	1,500.00	0.000	0.0	00	
	05/28/2014	BATCH-159	BDEP-	6	1,500	.00	0.00	0.000	0.0	Linud	
1	06/02/2014	BATCH-160	BTRN	-7	0	.00	10.00	0.000	0.0	00	
1	06/02/2014	BATCH-160	BTRN	-7	10	.00	0.00	0.000	0.0		
	06/02/2014	BATCH-162	BTRN	-7	0	.00	10.00	0.000	0.0		
	06/02/2014	BATCH-163	BTRN	8	7	.00	0.00	0.000	0.0	00	
	GL Tra	ansaction Deta	ail								
	Q. Deta	ils 💎 Filter	Records (F3)								
	Dat		atch Number	Account Id		Descrip	tion		Record No	Debi	E (
	06/	/02/2014 B	ATCH-163	106040-40					BTRN-8	7.	00
¢	06/	02/2014 B	ATCH-163	821100-40					BTRN-8	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 Account Date: Description:	08 06/02/2014 interest gaine		Balance:	1,497.	20 0				
					00 Currency:	USD Record N	o: BTRN-8		
Description:	interest gaine		Type:	Bank Transaction		Debit:		7.00	
		ed				Location:			
😑 Delete 📔	Filter:		٩						
GL Accourt	nt	Descrip	tion				Debit	Credit	
821100-4	ю	INTERE	ST RECEIVED	-CLARA CITY			0.00	7.00	
int Detail									☆ □
				0.00				All Dates 01/01/2100	1
💡 Filter Re	cords (F3)								
Batch	Number F	lecord No		Debit	Credit	Debit Units	Credit Units	Unposted	UOM
2014 BATC	H-157 E	IDEP-6		1,500.00	0.00	0.000	0.00		
		TRN-7		0.00	10.00	0.000	0.00		
2014 BATC								·	
	Rational Rational Rational Ration <td>Transaction Detail Journ 106040-40 Journ cash Accounts Transaction Detail Filter Records (F3) Eatch Number 2014 BATCH-157 E 2014 BATCH-157 E 2014 BATCH-159 E 2014 BATCH-159 E 2014 BATCH-160 E</td> <td>821100-40 INTERE INTERE Interest Interest Interest<td>821100-40 INTEREST RECEIVED INTERST RECEIVED INTERST RECEIVED INTERST RECEIVED</td><td>Received - 0.LARA CITY R 21100-40 INTEREST RECEIVED - 0.LARA CITY INTEREST RECEIVED - 0.LARA CITY</td><td>821100-40 INTEREST RECEIVED -CLARA CITY Int Detail Image: Close Image: Cose Image: Close Image: Close Image:</td><td>Records (F3) Debit Credit Debit Units Pitter Records (F3) Batch-157 BDEP-6 1,500.00 0.000 0.000 2014 BATCH-157 BDEP-6 1,500.00 0.000 0.000</td><td>Records (F3) Description: STATE BANK -CLARA CITY Date Range: 0.00 Transaction Detail Journal Close To Detail To Detail Date Range: 0.00 From Date: 0.10/11/1900 To Date: To Date: * Id6040-40 Description: STATE BANK -CLARA CITY Date Range: 0.00 From Date: 01/01/1900 To Date: To Date: * Fiter Records (F3) ************************************</td><td>821100-40 INTEREST RECEIVED -CLARA CITY 0.00 7.00 Int Detail Int Detail Image: Int Detail Image: Ima</td></td>	Transaction Detail Journ 106040-40 Journ cash Accounts Transaction Detail Filter Records (F3) Eatch Number 2014 BATCH-157 E 2014 BATCH-157 E 2014 BATCH-159 E 2014 BATCH-159 E 2014 BATCH-160 E	821100-40 INTERE INTERE Interest Interest Interest <td>821100-40 INTEREST RECEIVED INTERST RECEIVED INTERST RECEIVED INTERST RECEIVED</td> <td>Received - 0.LARA CITY R 21100-40 INTEREST RECEIVED - 0.LARA CITY INTEREST RECEIVED - 0.LARA CITY</td> <td>821100-40 INTEREST RECEIVED -CLARA CITY Int Detail Image: Close Image: Cose Image: Close Image: Close Image:</td> <td>Records (F3) Debit Credit Debit Units Pitter Records (F3) Batch-157 BDEP-6 1,500.00 0.000 0.000 2014 BATCH-157 BDEP-6 1,500.00 0.000 0.000</td> <td>Records (F3) Description: STATE BANK -CLARA CITY Date Range: 0.00 Transaction Detail Journal Close To Detail To Detail Date Range: 0.00 From Date: 0.10/11/1900 To Date: To Date: * Id6040-40 Description: STATE BANK -CLARA CITY Date Range: 0.00 From Date: 01/01/1900 To Date: To Date: * Fiter Records (F3) ************************************</td> <td>821100-40 INTEREST RECEIVED -CLARA CITY 0.00 7.00 Int Detail Int Detail Image: Int Detail Image: Ima</td>	821100-40 INTEREST RECEIVED INTERST RECEIVED INTERST RECEIVED INTERST RECEIVED	Received - 0.LARA CITY R 21100-40 INTEREST RECEIVED - 0.LARA CITY INTEREST RECEIVED - 0.LARA CITY	821100-40 INTEREST RECEIVED -CLARA CITY Int Detail Image: Close Image: Cose Image: Close Image: Close Image:	Records (F3) Debit Credit Debit Units Pitter Records (F3) Batch-157 BDEP-6 1,500.00 0.000 0.000 2014 BATCH-157 BDEP-6 1,500.00 0.000 0.000	Records (F3) Description: STATE BANK -CLARA CITY Date Range: 0.00 Transaction Detail Journal Close To Detail To Detail Date Range: 0.00 From Date: 0.10/11/1900 To Date: To Date: * Id6040-40 Description: STATE BANK -CLARA CITY Date Range: 0.00 From Date: 01/01/1900 To Date: To Date: * Fiter Records (F3) ************************************	821100-40 INTEREST RECEIVED -CLARA CITY 0.00 7.00 Int Detail Int Detail Image: Int Detail Image: Ima

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		
		ncliation Register Close
Details Origin		
Bank Name:	ABC Bank	GL Accounts
Account No:	1500326210C Currency: USD 🛩	GL Account: 106040-40
Balance:	1,497.00 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				× 🗆	×
Print Details Reconciliation Close					
Bank Account: 08	Bank Name: ABC Bank		Balan	te: 1,497.00	0
Filter: Q					
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	Bank Deposit initial deposit	
06/02/2014 BTRN-7	10.00		1,490.00	Bank Transaction service cha	
06/02/2014 BTRN-8		7.00	1,497.00	Bank Transaction interest gai	

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 Reconcilation	A 🗆 X
Reconcile Print Search Cleve Range Import Vew Close	
Details Attachments	
Bank Account Statement Date Bank Name	G/L Account G/L Balance Bank & G/L Balance Difference
08 v 06/02/2014 B ABC Bank	106040-40 1,497.00 0.00
1 Payments and Debits	2 Deposits and Credits
Clear All Clear None Add Filter: X	Clear All Clear None 3 Add Filter:
Clear Date Number Payee Transaction Type Payment	Clear Date Number Payor Transaction Type Deposit
🔍 🔲 06/02/2014 service charges Bank Transaction 10.00	D 🔍 🛄 05/28/2014 Company Bank Deposit 1,500.00
0 Payments Cleared: 0.0	0 0 Deposits Cleared: 0.00
	ed Deposits = Ending Balance Per Reconcilation
0.00 0.00	0.00
	red Deposits - Bank Account Balance = Difference
0.00 10.00	1,507.00 1,497.00 0.00
🙆 😟 🏆 Ready	