

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.

The screenshot shows the 'Bank Transactions' window. The 'Details' tab is active. The 'Bank Account' is 10230713, 'Balance' is 5,850.00000, 'Currency' is USD, and 'Record No' is Created on Save. The 'Date' is 7/13/2017, 'Type' is Bank Transaction, and 'Debit' is 850.00. The 'Description' is Interest Income-South Bend-General Merchandise. The 'Recur' checkbox is unchecked, and 'Location' is 0001 - Fort Wayne. The 'GL Account' table shows a single entry with GL Account 42000-0004-100, Description Interest Income-South Bend-General Merchandise, Debit 0.00000, and Credit 850.00000. The 'Total' row shows \$0.00 debit and \$850.00 credit.

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 with the 'Post' button highlighted in the toolbar. The toolbar includes buttons for New, Save, Search, Delete, Undo, Post, Duplicate, Recap, and 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**.

The screenshot shows the 'Post Preview Transaction' window. The 'Details' tab is active. The 'Date' is 7/13/2017, 'Description' is Interest Income-South Bend-General Merchandise, 'Currency' is USD, and 'Rate' is 1.00. The 'Filter' table shows two entries: 1. BATCH-3435, BTRN-35, 14140-0000-000, Asset, 850.0, and 2. BATCH-3435, BTRN-35, 42000-0004-100, Interest Income-South Bend-Gener..., Other Income, 0.0. The 'Post' button is highlighted in the toolbar.

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

Bank Transactions - BTRN-35

New Save Search Delete Undo Unpost Duplicate Unpost Preview Recurring Close

Details Attachments (0) Audit Log (2)

Bank Account 10230713 Balance 6,700.00000 Currency USD Record No BTRN-35

Date 7/13/2017 Type Bank Transaction Debit 850.00

Description Recur Location 0001 - Fort Wayne

GL Account*	Description	Debit	Credit
<input type="checkbox"/> 42000-0004-100	Interest Income-South Bend-General Merchandise	0.00000	850.00000

Total: \$0.00 \$850.00

Posted

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

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
<input type="checkbox"/> 7/13/2017	BDEP	BATCH-3433	BDEP-39	Irelyadmin		0.00	6,500.00	0.00	
<input type="checkbox"/> 7/13/2017	BTRN	BATCH-3434	BTRN-34	Irelyadmin		6,500.00	0.00	650.00	
<input checked="" type="checkbox"/> 7/13/2017	BTRN	BATCH-3435	BTRN-35	Irelyadmin		5,850.00	850.00	0.00	

GL Transaction Detail

Close

Details

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit Units
<input type="checkbox"/> 7/13/2017	BATCH-3435	14140-0000-000	Cash Test-Home office-Admin	BTRN-35	850.00	0.00	0.00000
<input type="checkbox"/> 7/13/2017	BATCH-3435	42000-0004-100	Interest Income-South Bend-General ...	BTRN-35	0.00	850.00	0.00000

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-35

New Save Search Delete Undo Unpost Duplicate Unpost Preview Recurring Close

Details Attachments (0) Audit Log (2)

Bank Account 10230713 Balance 6,700.00000 Currency USD Record No BTRN-35

Date 7/13/2017 Type Bank Transaction Debit 850.00

Description Recur Location 0001 - Fort Wayne

Unit Cash Flow Co

None

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

Date	Source System	Batch Number	Record No	Entity	Transaction Description	Beginning Balance	Debit	Credit	Ending
<input type="checkbox"/> 7/13/2017	BDEP	BATCH-3433	BDEP-39	Irelyadmin		0.00	6,500.00	0.00	
<input type="checkbox"/> 7/13/2017	BTRN	BATCH-3434	BTRN-34	Irelyadmin		6,500.00	0.00	650.00	
<input checked="" type="checkbox"/> 7/13/2017	BTRN	BATCH-3435	BTRN-35	Irelyadmin		5,850.00	850.00	0.00	

Ending Balance 6,700.00

Budget 0.00

Variance 6,700.00

Budget Code

- 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

Account Holder

Account No * 10230713 Currency * USD

Balance 6,700.00000 Active ☒

GL Accounts

GL Account * 14140-0000-000

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 Reconciliation Export To Excel Close

Details

Bank Account 10230713 Bank Name Midwest America FCU Balance 6,700.00000

Filter (F3)

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-32			6,500.00	6,500.00	<input type="checkbox"/>		Bank Deposit	
7/13/2017	0001 - Fort Wa...		RTN-34		650.00		5,850.00	<input type="checkbox"/>		Bank Transaction	
7/13/2017	0001 - Fort Wa...		RTN-35			850.00	6,700.00	<input 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 10230713 Statement Date 7/13/2017 Bank Name Midwest America FCU G/L Account 14140-0000-000 G/L Balance 6,700.00000 Bank & G/L 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 type="checkbox"/>	7/13/2017			Bank Transaction		650.00

0 Payments Cleared 0.00000

2 Deposits and Credits

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

Clear	Date	Number	Payor	Description	Transaction Type	Deposit
<input type="checkbox"/>	7/13/2017			Bank Deposit		6,500.00
<input type="checkbox"/>	7/13/2017			Bank Transaction		850.00

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 7,350.00000 Bank Account Balance 6,700.00000 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.
- [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.

Bank Transactions -

New Save Search Delete Undo Post Duplicate Recap Close

Details Audit Log (0)

Bank Account: 125-526-5245 Balance: 0.00 Currency: USD Record No: Created on Save

Date: 10/01/2016 Type: Bank Transaction Debit: 155.00

Description: Test Location: 0001 - Fort Wayne

X Remove Filter: [Search]

GL Account	Description	Debit	Credit
40000-0002-014	Sales Indianapolis Propane	0.00	155.00
Select a GL Account			

Total: \$0.00 \$155.00

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 **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-15

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

Details Audit Log (1)

Bank Account: 125-526-5245 Balance: 0.00 Currency: USD Record No: BTRN-15

Date: 10/01/2016 Type: Bank Transaction Debit: 155.00

Description: Test Location: 0001 - Fort Wayne

X Remove Filter: [Search]

GL Account	Description	Debit	Credit
40000-0002-014	Sales Indianapolis Propane	0.00	155.00
Select a GL Account			

Total: \$0.00 \$155.00

Recap Transaction

Post Close

Details

Date: 10/01/2016 Description: Test Currency: USD Rate: 1.00

Filter: [Search]

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-972	BTRN-15	10002-0000-000	Fifth Third - AG Operations Home ...	Cash Accounts	155.00	0.00
2 BATCH-972	BTRN-15	40000-0002-014	Sales Indianapolis Propane	Sales	0.00	155.00

Ready

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

Bank Transactions - BTRN-15

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

Details Audit Log (2)

Bank Account: 125-526-5245 Balance: 155.00 Currency: USD Record No: BTRN-15

Date: 10/01/2016 Type: Bank Transaction Debit: 155.00

Description: Test Location: 0001 - Fort Wayne

X Remove Filter: [Search]

GL Account	Description	Debit	Credit
40000-0002-014	Sales Indianapolis Propane	0.00	155.00
Select a GL Account			

Total: \$0 \$155

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.

The screenshot shows the 'GL Account Detail - 10002-0000-000' window. The 'Transaction Detail' button is highlighted with a red box. A red arrow points from this button to the 'GL Transaction Detail' window. Another red arrow points from the checkbox next to the date '10/01/2016' in the transaction list to the 'GL Transaction Detail' window. The 'GL Transaction Detail' window shows a table with columns: Date, Batch Number, Account ID, Description, Record No, Debit, and Credit. The first row shows a transaction on 10/01/2016, Batch 972, Account 10002-0000-000, with a debit of 155.00.

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.

The screenshot shows the 'Bank Transactions - BTRN-15' window. The 'Balance' field is highlighted with a red box and shows the value 155.00. Below it, the 'GL Account Detail - 10002-0000-000' window is shown. The 'Ending Balance' field at the bottom right is highlighted with a red box and shows the value 155.00.

- 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.

The screenshot shows the 'Bank Accounts - Fifth Third' window. The 'Balance' field is highlighted with a red box and shows the value 155.00. The 'GL Accounts' section shows the 'GL Account' as 10002-0000-000.

- 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.

The screenshot shows the 'Bank Account Register' window. At the top, there are tabs for 'Details', 'Reconciliation', 'Export To Excel', and 'Close'. Below the tabs, the 'Bank Account' is set to '125-526-5245' and the 'Bank Name' is 'Fifth Third'. The 'Balance' field is highlighted with a red box and shows '155.00'. Below this is a table with columns: Check Date, Number, Record No, Payee or Payor, Payment, Deposit, Balance, Clear, Clear Date, Transaction Type, and Memo. A single transaction is listed for '10/01/2016' with 'Record No' 'BTRN-15', 'Payment' '155.00', 'Balance' '155.00', 'Transaction Type' 'Bank Transaction', and 'Memo' 'Test'.

- 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 screenshot shows the 'Bank Reconciliation' window. At the top, there are tabs for 'Reconcile', 'Print', 'Search', 'Clear Range', 'Import', 'Open', and 'Close'. Below the tabs, the 'Bank Account' is '125-526-5245', 'Statement Date' is '12/21/2016', and 'Bank Name' is 'Fifth Third'. The 'G/L Account' is '10002-0000-000' and the 'G/L Balance' is '155.00'. The 'Bank & G/L Balance Difference' is '0.00'. The 'Payments and Debits' panel is active, showing a table with columns: Clear, Date, Number, Payee, Transaction Type, and Payment. A single transaction is listed for '10/01/2016' with 'Transaction Type' 'Bank Transaction' and 'Payment' '155.00'. The 'Bank Account Balance' field is highlighted with a red box and shows '155.00'.

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

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

- There is no Fiscal Year created for the date you are trying to post the transaction.
- You have closed your periods in the Fiscal Year screen for the date you are trying to post the transaction .
- The transaction you are to post is not originally created by you and **Allow User to only Post Transactions they created** checkbox is checked in the User Security screen.

The screenshot shows the 'Entity - IRELY ADMIN' window. At the top, there are tabs for 'Entity', 'User', 'Comments (0)', 'Attachments (0)', 'Custom', and 'Audit Log (2)'. Below the tabs, the 'User' tab is active, showing fields for 'Username' (irelyadmin), 'Title', 'Contact Method', and 'Department'. The 'User Options' section is expanded, showing a table with columns: Maximum Number of Origin Screens Allowed (3) and a checkbox for 'Allow User to only Post Transactions they created' which is checked and highlighted with a red box.

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.

Bank Transactions -

New Save Search Delete Undo Post Duplicate Recap Close

Details

Bank Account: 253624539656 Balance: 4,700.57 Currency: USD Record No: Created on Save

Date: 02/02/2016 Type: Bank Transaction Debit: 10.00

Description: Interest expense Location: 0001 - Fort Wayne

X Remove Filter: x Q

GL Account	Description	Debit	Credit
72000-0000-000	Interest Expense	0.00	10.00
Select a GL Account			

Total: \$0.00 \$10.00

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 **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-9

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

Details

Bank Account: 253624539656 Balance: 4,700.57 Currency: USD Record No: BTRN-9

Date: 02/02/2016 Type: Bank Transaction Debit: 10.00

Recap Transaction

Post Close

Details

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

Filter:

Batch ID	Record No.	Account ID	Description	Account Group
1 BATCH-327	BTRN-9	10004-0000-000	Three Rivers - Operating - Gr	Cash Accounts
2 BATCH-327	BTRN-9	72000-0000-000	Interest Expense	Other Expenses

Ready

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

Bank Transactions - BTRN-9

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

Details

Bank Account: 253624539656 Balance: 4,710.57 Currency: USD Record No: BTRN-9

Date: 02/02/2016 Type: Bank Transaction Debit: 10.00

Description: Interest expense Location: 0001 - Fort Wayne

X Remove Filter: x Q

GL Account	Description	Debit	Credit
72000-0000-000	Interest Expense	0.00	10.00

Total: \$0 \$10

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 - 72000-0000-000

Print Search **Transaction Detail** Journal Export Close

Details

Account ID: 72000-0000-000 Description: Interest Expense Date Range:
 Account Group: Other Expenses Opening Balance: 0.00 From Date: 02/01/2016 To Date: 02/29/2016

Q Open Layout Filter Records (F3)

Date	Source Syst...	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
<input checked="" type="checkbox"/> 02/02/2016	BTRN	BATCH-327	BTRN-9	Interest Expense	0.00	10.00	0.0000	0.0000

GL Transaction Detail

Close

Details

Q Open Layout Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Det
<input type="checkbox"/> 02/02/2016	BATCH-327	10004-0000-000	Three Rivers - Operating - Gr	BTRN-9	10.00	0.00	
<input type="checkbox"/> 02/02/2016	BATCH-327	72000-0000-000	Interest Expense	BTRN-9	0.00	10.00	

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 Transactions - BTRN-9

New Save Search Delete Undo Unpost Duplicate Recap Close

Bank Account: 253624539656 **Balance: 4,710.57** Currency: USD Record No: BTRN-9 Amount: 100.00

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

Q Open Layout Filter Records (F3)

Date	Source Syst...	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
<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
<input type="checkbox"/> 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	0.0000	0.0000
					Ending Balance:		4,710.57	

Ready

- 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: 4,710.57 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: 4,710.57

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-5	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
02/02/2016		BTRN-2			10.00	4,710.57	<input type="checkbox"/>		Bank Transaction	Interest

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

Bank Account: 253624539656 Statement Date: 02/02/2016 Bank Name: Three Rivers Federal Credit Union G/L Account: G/L Balance: 4,710.57 Bank & G/L Balance Difference: 0.00

8 Payments and Debits

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	02/01/2016	00000001	Brian J Quam	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 type="checkbox"/>	02/02/2016		Interest	Bank Transaction	35.00

3 Deposits and Credits

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
<input checked="" type="checkbox"/>	02/02/2016			Interest expense	10.00

0 Payments Cleared: 0.00 0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 0.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: 0.00

Bank Statement Ending Balance: 0 Uncleared Payments: 3,847.82 Uncleared Deposits: 14,910.00 Bank Account Balance: 4,710.57 Difference: 6,351.61

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.

User Security

Save Search Undo Change Password Override Password Close

Settings External Module

Username: AGADMIN Full Name: AGADMIN

User Options

Maximum Number of Origin Screens Allowed: 5

☒ Allow User to only Post Transactions they created

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

1. Open the bank transaction you want to post.

The screenshot shows the 'Bank Transactions' window. At the top, there's a toolbar with icons for New, Save, Search, Delete, Undo, Post, Recap, and Close. Below the toolbar, the 'Bank Account' is set to '08', 'Balance' is '890.000000', 'Currency' is 'USD', and 'Record No.' is 'BTRN-12'. The 'Date' is '06/17/2015', 'Type' is 'Bank Transaction', and 'Debit' is '7.000000'. The 'Description' is 'interest gained' and 'Location' is empty. A table below shows the GL Account details:

GL Account	Description	Debit	Credit
<input type="checkbox"/> 80200-9001	INTEREST EARNED-WB -New haven Admin	0.00	7.00
<input type="checkbox"/> Select a GL Account		0.00	0.00

The 'Total' at the bottom right is '0.00' for Debit and '7.00' for Credit. The status bar at the bottom shows 'Edited' and '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**.

This screenshot shows the 'Bank Transactions' window with the 'Post' button in the toolbar highlighted with a red box. The button has a green checkmark icon.

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

This screenshot shows the 'Bank Transactions' window with the 'Recap' button in the toolbar highlighted with a red box. A red arrow points from the 'Recap' button to a separate 'Recap Transaction' window. In the 'Recap Transaction' window, the 'Post' button is highlighted with a red box.

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

This screenshot shows the 'Bank Transactions' window after the transaction has been posted. The 'Balance' field is now '897.000000' and is highlighted with a red box. The 'Status bar' at the bottom left now shows 'Posted' in red text, highlighted with a red arrow. The 'Unpost' button is now visible in the toolbar. The transaction details remain the same as in the previous screenshots.

- 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

Account ID: 10122-1002 Description: Sample Cash Account A-Warsaw Grain Date Range: From Date: 12/31/1899 To Date: 12/31/2099

Account Group: Cash Accounts Opening Balance: 0.000000

View Layout Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
06/16/2015	MCHK	BATCH-437	MCHK-2	Sample Cash Account A...	0.00	10.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-438	MCHK-3	Sample Cash Account A...	0.00	20.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-439	MCHK-4	Sample Cash Account A...	0.00	30.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-440	MCHK-5	Sample Cash Account A...	0.00	40.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-442	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-436	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-436	BDEP-2	Sample Cash Account A...	0.00	1,000.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A...	1,500.00	0.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A...	0.00	1,500.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A...	0.00	10.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-449	BTRN-12	Sample Cash Account A...	7.00	0.00	0.0000	0.0000	

GL Transaction Detail

Date: 06/17/2015 Batch Number: BATCH-449 Account ID: 80200-9001 Description: INTEREST EARNED-WB-New haven Admin Record No: BTRN-12 Debit: 0.00 Credit: 7.00

Date: 06/17/2015 Batch Number: BATCH-448 Account ID: 10122-1002 Description: Sample Cash Account A-Warsaw Grain Record No: BTRN-12 Debit: 7.00 Credit: 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: 897.000000 Currency: USD Record No: BTRN-12

Date: 06/17/2015 Type: Bank Transaction Debit: 7.000000

Description: Interest earned Location:

Filter: GL Account Description Debit Credit

80200-9001 INTEREST EARNED-WB-New haven Admin 0.00 7.00

GL Account Detail

Account ID: 10122-1002 Description: Sample Cash Account A-Warsaw Grain Date Range: From Date: 12/31/1899 To Date: 12/31/2099

Account Group: Cash Accounts Opening Balance: 0.000000

View Layout Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
06/16/2015	MCHK	BATCH-437	MCHK-2	Sample Cash Account A...	0.00	10.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-438	MCHK-3	Sample Cash Account A...	0.00	20.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-439	MCHK-4	Sample Cash Account A...	0.00	30.00	0.0000	0.0000	
06/16/2015	MCHK	BATCH-440	MCHK-5	Sample Cash Account A...	0.00	40.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-442	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-436	BDEP-2	Sample Cash Account A...	1,000.00	0.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-436	BDEP-2	Sample Cash Account A...	0.00	1,000.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A...	1,500.00	0.00	0.0000	0.0000	
06/16/2015	BDEP	BATCH-443	BDEP-3	Sample Cash Account A...	0.00	1,500.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A...	0.00	10.00	0.0000	0.0000	
06/17/2015	BTRN	BATCH-449	BTRN-12	Sample Cash Account A...	7.00	0.00	0.0000	0.0000	

Ending Balance: 897.000000

- 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

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

Details Origin

Bank Name: ABC Bank GL Accounts

Account No: 1500326210C Currency: USD GL Account: 10122-1002

Balance: 897.000000 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 Reconciliation Close

Bank Account: 08 Bank Name: ABC Bank Balance: 897.000000

Filter:

Check Date	Number	Record No	Payee or Payor	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	10000002	MCHK-3		20.00		970.00			Misc Checks	
06/16/2015	10000003	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.

Bank Reconciliation

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

Details | Attachments

Bank Account: 08 | Statement Date: 06/17/2015 | Bank Name: ABC Bank | G/L Account: | G/L Balance: 897.000000 | Bank & G/L Balance Difference: 0.000000

5 Payments and Debits

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	06/16/2015	10000001		Misc Checks	10.00
<input type="checkbox"/>	06/16/2015	10000002		Misc Checks	20.00
<input type="checkbox"/>	06/16/2015	10000003		Misc Checks	30.00
<input type="checkbox"/>	06/16/2015	10000004		Misc Checks	40.00
<input type="checkbox"/>	06/17/2015		service charges ...	Bank Transaction	10.00

0 Payments Cleared: 0.000000

2 Deposits and Credits

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	06/16/2015		initial deposit	Bank Deposit	1,000.00
<input type="checkbox"/>	06/17/2015		interest gained	Bank Transaction	7.00

0 Deposits Cleared: 0.000000

Prior Reconciliation Ending Balance: 0.000000 | Cleared Payments: 0.000000 | Cleared Deposits: 0.000000 | Ending Balance Per Reconciliation: 0.000000

Bank Statement Ending Balance: 0.000000 | Uncleared Payments: 110.000000 | Uncleared Deposits: 1,007.000000 | Bank Account Balance: 897.000000 | Difference: 0.000000

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.

User Security

Save | Search | Undo | Change Password | Override Password | Close

Settings | Menu Permissions | Screen Permissions | Control Permissions | Reports

Username: AGADMIN | Full Name: AG Admin User

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 credits like Interest Gained.

1. Open the bank transaction you want to post.

Bank Transactions

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:

GL Account	Description	Debit	Credit
<input checked="" type="checkbox"/> 821100-40	INTEREST RECEIVED -CLARA CITY	0.00	7.00
<input type="checkbox"/> Select a GL Account		0.00	0.00

Total: 0.00 7.00

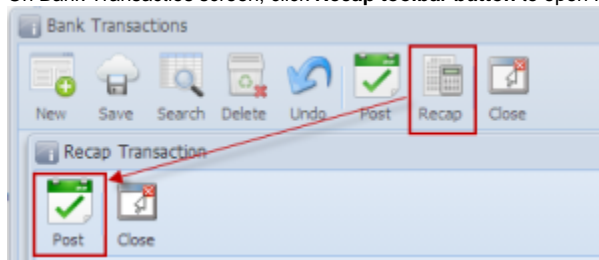
Page 1 of 1

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.

The screenshot shows the 'Bank Transactions' window. The 'Balance' field is highlighted with a red box and contains the value '1,497.00'. The 'Debit' field contains '7.00'. The 'Description' field contains 'interest gained'. The 'Status bar' at the bottom left shows 'Posted' in red text, indicated by a red arrow. The 'Unpost' button in the toolbar is also highlighted with a red box.

GL Account	Description	Debit	Credit
<input checked="" type="checkbox"/> 821100-40	INTEREST RECEIVED -CLARA CITY	0.00	7.00

Total: 0.00 7.00

- 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'. It shows a list of transactions with columns: Date, Batch Number, Record No, Debit, Credit, Debit Units, Credit Units, Unposted, and UOM. The transaction for '06/02/2014' with 'BATCH-163' and 'Record No BTRN-8' is selected, indicated by a red box and a red arrow. The bottom window is 'GL Transaction Detail' for the selected transaction, showing the accounts affected: '106040-40' and '821100-40'.

Date	Batch Number	Record No	Debit	Credit	Debit Units	Credit Units	Unposted	UOM
<input type="checkbox"/> 05/28/2014	BATCH-157	BDEP-6	1,500.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
<input type="checkbox"/> 05/28/2014	BATCH-157	BDEP-6	0.00	1,500.00	0.000	0.000	<input checked="" type="checkbox"/>	
<input type="checkbox"/> 05/28/2014	BATCH-159	BDEP-6	1,500.00	0.00	0.000	0.000	<input type="checkbox"/>	
<input type="checkbox"/> 06/02/2014	BATCH-160	BTRN-7	0.00	10.00	0.000	0.000	<input checked="" type="checkbox"/>	
<input type="checkbox"/> 06/02/2014	BATCH-160	BTRN-7	10.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
<input type="checkbox"/> 06/02/2014	BATCH-162	BTRN-7	0.00	10.00	0.000	0.000	<input type="checkbox"/>	
<input checked="" type="checkbox"/> 06/02/2014	BATCH-163	BTRN-8	7.00	0.00	0.000	0.000	<input type="checkbox"/>	

Date	Batch Number	Account Id	Description	Record No	Debit	Credit
<input type="checkbox"/> 06/02/2014	BATCH-163	106040-40		BTRN-8	7.00	0.00
<input type="checkbox"/> 06/02/2014	BATCH-163	821100-40		BTRN-8	0.00	7.00

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.

The screenshot shows two overlapping windows. The top window is 'Bank Transactions' and the bottom window is 'GL Account Detail'.

Bank Transactions Window:

- Bank Account: 08
- Balance: 1,497.00 (highlighted with a red box)
- Currency: USD
- Record No: BTRN-8
- Date: 06/02/2014
- Type: Bank Transaction
- Debit: 7.00
- Description: interest gained
- Location:

GL Account Detail Window:

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

Date	Batch Number	Record No	Debit	Credit	Debit Units	Credit Units	Unposted	UOM
05/28/2014	BATCH-157	BDEP-6	1,500.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
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 checked="" type="checkbox"/>	
06/02/2014	BATCH-160	BTRN-7	0.00	10.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-160	BTRN-7	10.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-162	BTRN-7	0.00	10.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-163	BTRN-8	7.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
			3,017.00	1,520.00	0.00	0.00		
					Ending Balance: 1,497.00 (highlighted with a red box)			

- 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' window with the following details:

- Bank Name: ABC Bank
- Account No: 1500326210C
- Currency: USD
- Balance: 1,497.00 (highlighted with a red box)
- Active: ☒
- Contact: James Brown
- GL Accounts: 106040-40

- 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' window with the following details:

- Bank Account: 08
- Bank Name: ABC Bank
- Balance: 1,497.00 (highlighted with a red box)

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...
06/02/2014		BTRN-8			7.00	1,497.00	<input type="checkbox"/>		Bank Transaction	interest gal...

- 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 screenshot shows the 'Bank Reconciliation' window with the following details:

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	1,497.00	0.00

1 Payments and Debits						2 Deposits and Credits					
Clear	Date	Number	Payee	Transaction Type	Payment	Clear	Date	Number	Payor	Transaction Type	Deposit
	06/02/2014		service charges ...	Bank Transaction	10.00		05/28/2014		Company	Bank Deposit	1,500.00
							06/02/2014		interest gained	Bank Transaction	7.00

0 Payments Cleared: 0.00 0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance	-	Cleared Payments	+	Cleared Deposits	=	Ending Balance Per Reconciliation
0.00		0.00		0.00		0.00

Bank Statement Ending Balance	-	Uncleared Payments	+	Uncleared Deposits	=	Bank Account Balance	-	Difference
0.00		10.00		1,507.00		1,497.00		0.00