


How to Recap Bank Transfer

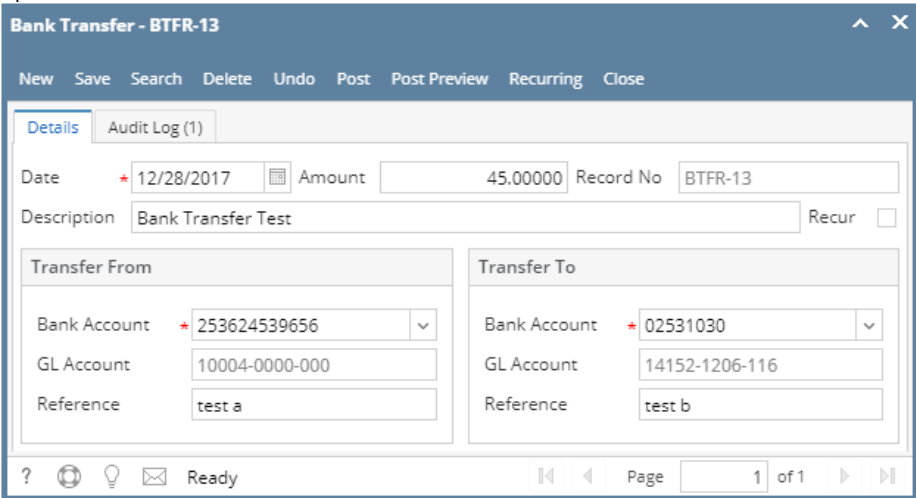
Recap a transaction means checking or having a preview of what will be entered in the GL Account Detail when you post or unpost the bank transfer.



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


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

1. Open the Bank Transfer.



2. Click **Post Preview** tab to open the Post Preview Transaction screen. The Post Preview tab shows accounts affected when the bank transfer is posted.

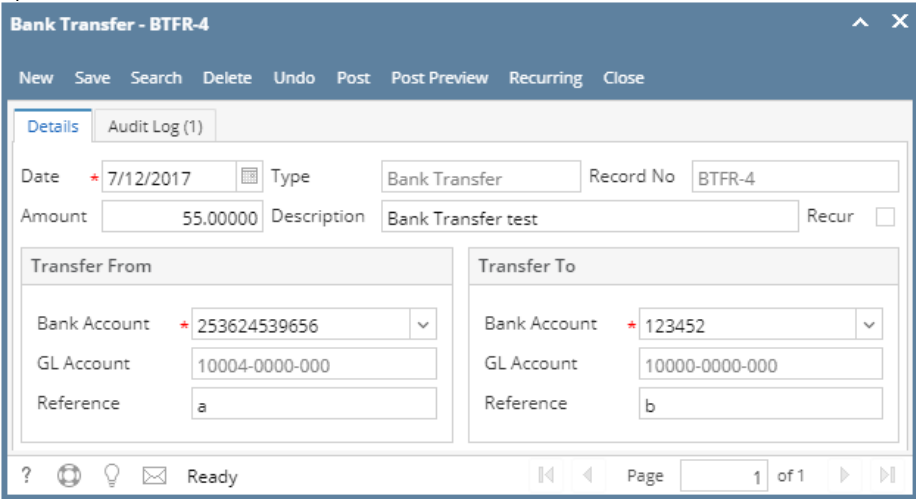
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The following will guide you on how to recap a bank transfer.

1. Open the Bank Transfer.



2. Click **Post Preview toolbar button** to open the Post Preview Transaction screen. The Post Preview Transaction screen shows accounts affected when the bank transfer is posted.

The top window, 'Bank Transfer - BTFR-4', has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Post', 'Post Preview', 'Recurring', and 'Close'. The 'Post Preview' button is highlighted with a red box and a red arrow points to it. Below the menu bar, there are tabs for 'Details' and 'Audit Log (1)'. The 'Details' tab shows fields for Date (7/12/2017), Type (Bank Transfer), Record No (BTFR-4), Amount (55.00000), Description (Bank Transfer test), and Recur (unchecked).

The bottom window, 'Post Preview Transaction', has a 'Post' and 'Close' button. It shows a 'Details' tab with fields for Date (7/12/2017), Description (Bank Transfer test), Currency (USD), and Rate (0.00). Below this is a 'Filter' section and a table with the following data:

Batch ID	Record No.	Account ID	Description	Account Group	Debit
1 BATCH-3433	BTFR-4	10004-0000-000	Bank Transfer test	Cash Accounts	0.0
2 BATCH-3433	BTFR-4	10000-0000-000	Bank Transfer test	Cash Accounts	55.0

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The 'Bank Transfer - BTFR-4' window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Post', 'Recap', and 'Close'. The 'Details' tab is active, showing fields for Date (10/1/2016), Type (Bank Transfer), Record No (BTFR-4), Amount (285.00), and Description (transfer1001). Below these are two sections: 'Transfer From' and 'Transfer To'. The 'Transfer From' section has fields for Bank Account (38265974), GL Account (10001-0000-000), and Reference (1). The 'Transfer To' section has fields for Bank Account (125-526-5245), GL Account (10002-0000-000), and Reference (2). The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

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

Bank Transfer - BTFR-4

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

Details Audit Log (1)

Date: 10/1/2016 Type: Bank Transfer Record No: BTFR-4

Recap Transaction

Post Close

Details

Date: 10/1/2016 Description: transfer1001 Currency: USD Rate: 0.00

Filter:

	Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1	BATCH-1344	BTFR-4	10001-0000-000	Wells Fargo - Payroll	Asset	0.00	285.00
2	BATCH-1344	BTFR-4	10002-0000-000	Fifth Third - AG Operations	Cash Accounts	285.00	0.00

Ready

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

1. Open the Bank Transfer.

Bank Transfer - BTFR-9

New Save Search Delete Undo Post Recap Close

Details Audit Log (1)

Date: 05/03/2016 Type: Bank Transfer Record No: BTFR-9

Amount: 115.00 Description: transfer 115

Transfer From		Transfer To	
Bank Account:	22336655	Bank Account:	113322
GL Account:	10001-0002-000	GL Account:	10001-0001-000
Reference:	1	Reference:	2

Ready Page 1 of 1

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

The screenshot shows the 'Recap Transaction' window for 'Bank Transfer - BTFR-9'. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Post', 'Recap', and 'Close'. Below the menu bar is a 'Details' tab and an 'Audit Log (1)' link. The main area contains fields for 'Date: 05/03/2016', 'Description: transfer 115', 'Currency: USD', and 'Rate: 0.00'. Below these is a 'Filter:' field and a table with two rows of transaction details.

	Batch ID	Record No.	Account ID	Description	Account Group	Debit
1	BATCH-556	BTFR-9	10001-0002-000	Wells Fargo - Payroll	Asset	0.00
2	BATCH-556	BTFR-9	10001-0001-000	Wells Fargo - Payroll	Asset	115.00

The bottom of the window shows a status bar with icons for help, search, and a 'Ready' status.

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

1. Open the Bank Transfer.

The screenshot shows the 'Bank Transfer - BTFR-2' window. The menu bar includes 'New', 'Save', 'Search', 'Delete', 'Undo', 'Post', 'Recap', and 'Close'. The 'Details' tab is active, showing fields for 'Date: 02/05/2016', 'Type: Bank Transfer', 'Record No: BTFR-2', 'Amount: 100.00', and 'Description: transfer 100'. Below these are two sections: 'Transfer From' and 'Transfer To'. The 'Transfer From' section has fields for 'Bank Account: 68215422', 'GL Account: 10005-0000-000', and 'Reference: 1'. The 'Transfer To' section has fields for 'Bank Account: 253624539656', 'GL Account: 10004-0000-000', and 'Reference: 2'. The bottom status bar shows icons for help, search, and a 'Saved' status, along with a page indicator 'Page 1 of 1'.

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

Bank Transfer - BTFR-2

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

Details

Date: 02/05/2016 Type: Bank Transfer Record No: BTFR-2

Amount: 100.00 Description: transfer 100

Recap Transaction

Post Close

Details

Date: 02/05/2016 Description: transfer 100 Currency: USD Rate: 0.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-361	BTFR-2	10005-0000-000	Chase- Cash in Bank	Cash Accounts	0.00	100.00
2 BATCH-361	BTFR-2	10004-0000-000	Three Rivers - Operating - Gr	Cash Accounts	100.00	0.00

Ready

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1. Open the Bank Transfer.

Bank Transfer

New Save Search Delete Undo Post Recap Close

Date: 06/17/2015 Type: Bank Transfer Record No: BTFR-2

Amount: 250.000000 Description: Fund Transfer

Transfer From

Bank Account: 08

GL Account: 10122-1002

Reference: from 08

Transfer To

Bank Account: 04

GL Account: 10140-0000

Reference: to 04

Page 1 of 1

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

The image shows two overlapping windows. The top window is titled 'Bank Transfer' and contains fields for Date (06/17/2015), Type (Bank Transfer), Record No (BTFR-2), Amount (250.000000), and Description (Fund Transfer). It also has sections for 'Transfer From' (Bank Account: 08, GL Account: 10122-1002, Reference: from 08) and 'Transfer To' (Bank Account: 04, GL Account: 10140-0000, Reference: to 04). The bottom window is titled 'Recap Transaction' and shows the same transaction details. It includes a table with the following data:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-451	BTFR-2	10122-1002	Sample Cash Account A-Warsaw Grain	Cash Accounts	0.00	250.00
2 BATCH-451	BTFR-2	10140-0000	NATIONAL CITY BANK -	Cash Accounts	250.00	0.00

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1. Open the Bank Transfer.

The image shows the 'Bank Transfer' window with the following details: Date: 06/02/2014, Type: Bank Transfer, Record No: BTFR-2, Amount: 250.00, Description: Fund Transfer from Clara City to Prinsburg Fertilizer. The 'Transfer From' section shows Bank Account: 08, GL Account: 106040-40, and Reference: from 08. The 'Transfer To' section shows Bank Account: 07, GL Account: 106040-20, and Reference: to 07. The status bar at the bottom indicates 'Ready' and 'Page 1 of 1'.

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

The image shows two overlapping windows from a financial software application. The top window, titled "Bank Transfer", contains a toolbar with icons for New, Save, Search, Delete, Undo, Post, Recap, and Close. The "Post" button, which has a green checkmark icon, is highlighted with a red rectangular box. Below the toolbar, the "Post" button is also highlighted with a red box, and a red arrow points from this button down to the "Recap Transaction" window below. The "Bank Transfer" window displays the following information: Date: 06/02/2014, Type: Bank Transfer, Record No: BTFR-2, Amount: 250.00, Description: Fund Transfer from Clara City to Prinsburg Fertilizer. It also shows "Transfer From" details (Bank Account: 08, GL Account: 106040-40, Reference: from 08) and "Transfer To" details (Bank Account: 07, GL Account: 106040-20, Reference: to 07). The bottom window, titled "Recap Transaction", shows a table of accounts affected by the transaction. The table has columns for Batch ID, Record No., Account ID, Description, Account Group, Debit, and Credit. The data is as follows:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-165	BTFR-2	106040-40	STATE BANK -CLARA CITY	Cash Accounts	0.00	250.00
2 BATCH-165	BTFR-2	106040-20	STATE BANK -PRINSBURG FERTILIZER	Cash Accounts	250.00	0.00