

How to Recap Miscellaneous Check

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 miscellaneous check.



- 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 miscellaneous check transaction.
- If it is at a **posted** state, the Recap Transaction screen will show the entries to be entered in the GL Account Detail when you unpost the miscellaneous check transaction.

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

1. Open the Miscellaneous Check.

The screenshot shows the 'Miscellaneous Checks - MCHK-3' window. The 'Details' tab is active, displaying the following information:

- Bank Account: 07072017
- Date: 7/19/2017
- Description: Test Misc Check
- Amount: 50.00000
- Record No: MCHK-3
- Balance: 37,598.59000
- Currency: USD

The 'Post Preview' button in the toolbar is highlighted with a red arrow.

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

The screenshot shows the 'Post Preview Transaction' window. The 'Details' tab is active, displaying the following information:

- Date: 7/19/2017
- Description: Test Misc Check
- Currency: USD
- Rate: 1.00

The 'Post Preview' button in the toolbar is highlighted with a red arrow.

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit	
1	BATCH-3460	MCHK-3	14140-0000-000	Test Misc Check	Asset	0.00	50.00
2	BATCH-3460	MCHK-3	55000-0000-000	Purchases Discounts - Home office...	Purchases Disc...	50.00	0.00

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

1. Open the Miscellaneous Check.

Miscellaneous Checks - MCHK-2

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (2)

Bank Account: 38265974 Balance: 1,500.00 Currency: USD Record No: MCHK-2

Date: 10/5/2016 Payee: Amount: 20.00

Description: Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

X Remove Filter:

GL Account	Description	Name	Amount
42000-0000-000	Interest Income		20.00

Total: \$20

Ready

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

Miscellaneous Checks - MCHK-2

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

Details Audit Log (2)

Bank Account: 38265974 Balance: 1,500.00 Currency: USD Record No: MCHK-2

Date: 10/5/2016 Payee: Amount: 20.00

Description: Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

X Remove Filter:

GL Account	Description	Name	Amount
42000-0000-000	Interest Income		20.00

Recap Transaction

Post Close

Details

Date: 10/5/2016 Description: Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit	Debit
1 BATCH-1350	MCHK-2	10001-0000-000	Wells Fargo - Payroll	Asset	0.00	20.00	
2 BATCH-1350	MCHK-2	42000-0000-000	Interest Income	Other Income	20.00	0.00	

Ready

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1. Open the Miscellaneous Check.

Miscellaneous Checks - MCHK-20

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (1)

Bank Account: 113322 Balance: 2,548.67 Currency: USD Record No: MCHK-20

Date: 05/05/2016 Payee: payee101 Amount: 100.00

Description: Check No: To be printed

Address: 2 Zip/Postal Code: 00501 City: Holtsville

State/Province: NY Country: United States

Remove Filter: Q

GL Account	Description	Name	Amount
40000-0001-004	Sales		100.00
Select a GL Account			

Total: \$100

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 miscellaneous check is posted.

Miscellaneous Checks - MCHK-20

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (1)

Bank Account: 113322 Balance: 2,548.67 Currency: USD Record No: MCHK-20

Date: 05/05/2016 Payee: payee101 Amount: 100.00

Description: Check No: To be printed

Recap Transaction

Post Close

Details

Date: 05/05/2016 Description: Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-561	MCHK-20	10001-0001-000	Wells Fargo - Payroll	Asset	0.00	100.00
2 BATCH-561	MCHK-20	40000-0001-004	Sales	Sales	100.00	0.00

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1. Open the Miscellaneous Check.

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Post Recap Close

Details

Bank Account: 253624539656 Balance: 2,965.31 Currency: USD Record No: MCHK-3

Date: 02/09/2016 Payee: Payee 1 Amount: 65.00

Description: Allowance Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

X Remove Filter: x Q

GL Account	Description	Name	Amount
40000-0000-004	Sales		65.00
Select a GL Account			

Total: \$65

Ready

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

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Post Recap Close

Details

Bank Account: 253624539656 Balance: 2,965.31 Currency: USD Record No: MCHK-3

Date: 02/09/2016 Payee: Payee 1 Amount: 65.00

Description: Allowance Check No: To be printed

Address: Zip/Postal Code: City: State/Province: Country:

X Remove Filter: x Q

Recap Transaction

Post Close

Details

Date: 02/09/2016 Description: Allowance Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-370	MCHK-3	10004-0000-000	Three Rivers - Operating - Gr	Cash Accounts	0.00	65.00
2 BATCH-370	MCHK-3	40000-0000-004	Sales	Sales	65.00	0.00

Ready

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

1. Open the Miscellaneous Check.

The screenshot shows the 'Miscellaneous Checks' window. The toolbar includes New, Save, Search, Delete, Undo, Print, Post, Recap, and Close. The form fields are: Bank Account: 08, Balance: 1,097.00, Currency: USD, Record No: MCHK-8, Date: 06/03/2014, Payee: Cash, Amount: 400.00, Description: for representation, Check No: To be printed, Address: (empty), Zip/Postal Code: (empty), City: (empty), State/Province: (empty), Country: (empty). Below the form is a table with columns: GL Account, Description, Name, Amount. The table contains one row: 906330-40, SPECIAL MEETING -CLARA CITY, 400.00. A 'Total: 400.00' is shown at the bottom right. The status bar at the bottom says 'Ready' and 'Page 1 of 1'.

GL Account	Description	Name	Amount
906330-40	SPECIAL MEETING -CLARA CITY		400.00
Select a GL Account			0.00

Total: 400.00

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

The screenshot shows the 'Recap Transaction' window. The toolbar includes Post and Close. The form fields are: Date: 06/03/2014, Description: for representation, Currency: USD, Rate: 1. Below the form is a table with columns: Batch ID, Record No., Account ID, Description, Account Group, Debit, Credit. The table contains two rows: 1 BATCH-170, MCHK-8, 106040-40, STATE BANK -CLARA CITY, Cash Accounts, 0.00, 400.00; 2 BATCH-170, MCHK-8, 906330-40, SPECIAL MEETING -CLARA CITY, Non-operating ..., 400.00, 0.00.

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-170	MCHK-8	106040-40	STATE BANK -CLARA CITY	Cash Accounts	0.00	400.00
2 BATCH-170	MCHK-8	906330-40	SPECIAL MEETING -CLARA CITY	Non-operating ...	400.00	0.00