

# How to Post Miscellaneous Check

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 miscellaneous check.

1. Open the miscellaneous check you want to post.

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Post Post Preview Recurring Close

Details Audit Log (1)

Bank Account: 07072017 Balance: 37,598.59000 Currency: USD Record No: MCHK-3

Date: 7/19/2017 Payee: Test Payee Amount: 50.00000

Description: Test Misc Check Recur: Check No: To be printed

Search Address: Enter address to search...

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

XX Remove Filter

GL Account*	Description	Name	Amount
55000-0000-000	Purchases Discounts - Home office - Admin		50.00000

Total: \$50.00

Ready Page 1 of 1

2. Post the transaction. There are 2 ways to post a miscellaneous check.

- a. On Miscellaneous Check screen, click **Post toolbar button**.

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Post Post Preview Recurring Close

- b. On Miscellaneous Check screen, click **Post Preview toolbar button** to open Recap Transaction screen. Click **Post toolbar button**.

Post Preview Transaction

Post Close

Details

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

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit	De
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

Ready Page 1 of 1

- The miscellaneous check is posted. These changes are then automatically applied to the miscellaneous check.

The screenshot shows the 'Miscellaneous Checks - MCHK-3' window. The status bar at the top has buttons: New, Save, Search, Delete, Undo, Print, **Unpost**, Unpost Preview, Recurring, Close. The 'Unpost' button is highlighted with a red box. Below the status bar, the 'Details' tab is active. The 'Bank Account' is 07072017, 'Date' is 7/19/2017, 'Payee' is Test Payee, 'Amount' is 50.00000, and 'Description' is Test Misc Check. The 'Balance' field is highlighted with a red box and shows 37,548.59000. The 'Currency' is USD and 'Record No' is MCHK-3. The 'Total' at the bottom right is \$50.00.

- 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 check.
  - The entire screen is disabled preventing the user from changing anything to the posted transaction.
- The miscellaneous check transaction is then recorded to the following areas in i21.
    - In the **GL Account Detail**. You may open any account used from the miscellaneous check, then select the miscellaneous check 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 miscellaneous check are shown.

The screenshot shows the 'GL Account Detail - 14140-0000-000' window. The 'Transaction Detail' button is highlighted with a red box. The 'Ending Balance' field at the bottom right shows 37,548.59. The window displays a list of transactions with columns: Date, Batch Number, Account ID, Description, Record No, Debit, Credit, and Ending. The transaction for 7/19/2017, BATCH-3460, MCHK-3, is highlighted.

If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the posted bank deposit.

The screenshot shows the 'GL Account Detail - 14140-0000-000' window. The 'Ending Balance' field at the bottom right shows 37,548.59. The window displays a list of transactions with columns: Date, Source System, Batch Number, Record No, Entity, Transaction Description, Beginning Balance, Debit, Credit, and Ending. The transaction for 7/19/2017, MCHK, BATCH-3460, MCHK-3, is highlighted.

- b. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the Miscellaneous Check amount. That same amount matches that of the posted Miscellaneous Check > Balance field.

The screenshot shows the 'Bank Accounts - US BANK NA' window. The 'Details' tab is active. The 'Balance' field is highlighted with a red box and contains the value 37,548.59000. Other fields include Bank Name (US BANK NA), Account Holder, Account No (07072017), and Currency (USD).

- c. Miscellaneous Check is recorded in the **Bank Account Register** for the Bank Account used. **Balance field** matches that of the posted Miscellaneous Check > Balance field.

The screenshot shows the 'Bank Account Register' window for Bank Account 07072017. The 'Balance' field is highlighted with a red box and contains the value 37,548.59000. The table below lists various transactions:

Check Date	Location	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
7/7/2017	0001 - Fort Wa...		BDEP-40			54,500.00	54,500.00			Bank Deposit	
7/7/2017	0001 - Fort Wa...		BTRN-32			230.00	54,730.00		7/10/2017	Bank Transaction	
7/7/2017	0001 - Fort Wa...		BWD-3		65.00		54,665.00		7/10/2017	Bank Withdrawal	
7/7/2017		Voided-000000001	MCHK-2		90.00		54,665.00		7/7/2017	Misc Checks	Void
7/7/2017		Voided-000000001	MCHK-2V			90.00	54,665.00		7/7/2017	Void Misc Check	Void Tra...
7/7/2017		000000002	PAY-295	Fort Wayne Office	45.00		54,620.00			AP Payment	
7/7/2017			PAY-296	Fort Wayne Office	65.00		54,555.00		7/10/2017	ACH	
7/7/2017			PAY-297	Salmon Creek Offi...	14,250.00		40,305.00			AP Payment	
7/7/2017			PAY-298	Office	2,761.41		37,543.59			AP Payment	
7/18/2017	0001 - Fort Wa...		BDEP-43			55.00	37,598.59			Bank Deposit	
7/19/2017			MCHK-3	Test Payee	50.00		37,548.59			Misc Checks	Test Mis...

- d. Miscellaneous Check is recorded in the **Bank Reconciliation > Deposits and Credits panel** for the Bank Account used. **Bank Account Balance field** matches that of the posted Miscellaneous Check > Balance field.

The screenshot shows the 'Bank Reconciliation' window for Bank Account 07072017. The 'Bank Account Balance' field is highlighted with a red box and contains the value 37,548.59000. The window displays a list of payments and deposits, along with reconciliation totals.

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.

**Entity - IRELY ADMIN**

New Save Search Refresh Delete Undo Additional ▾ Archived Reports API Key B

Entity **User** Comments (0) Attachments (0) Custom Audit Log (3)

Detail User Roles External Module Registered Computers

Username: irelyadmin

Title:

Contact Method: ▾

Department:

[Add Photo](#)

**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 miscellaneous check.

1. Open the miscellaneous check you want to post.

**Miscellaneous Checks - MCHK-3**

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (1)

Bank Account: 12152015 Balance: 12,439.66 Currency: USD Record No: MCHK-3

Date: 10/3/2016 Payee: Amount: 852.50

Description: Check No: To be printed

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

X Remove Filter: Q

GL Account	Description	Name	Amount
<input type="checkbox"/> 15000-0001-003	Beginning Inventory		852.50
<input type="checkbox"/>			

Total: \$852.50

Ready Page 1 of 1

2. Post the transaction. There are 2 ways to post a miscellaneous check.
  - a. On Miscellaneous Check screen, click **Post toolbar button**.

**Miscellaneous Checks - MCHK-3**

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

b. On Miscellaneous Check screen, click **Recap toolbar button** to open Recap Transaction screen. Click **Post toolbar button**.

**Miscellaneous Checks - MCHK-3**

Details | Audit Log (1)

Bank Account: 12152015 Balance: 12,439.66 Currency: USD Record No: MCHK-3

Date: 10/3/2016 Payee: Amount: 852.50

Description: Check No: To be printed

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

X Remove Filter: Description Name Amount

GL Account 15000-0001-003 Beginning Inventory 852.50

**Recap Transaction**

Post Close

Date: 10/3/2016 Description: Currency: USD Rate: 1.00

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit	Deb
1 BATCH-1351	MCHK-3	10718-0000-000	Payroll Checking	Cash Accounts	0.00	852.50	
2 BATCH-1351	MCHK-3	15000-0001-003	Beginning Inventory	Inventories	852.50	0.00	

Ready

3. The miscellaneous check is posted. These changes are then automatically applied to the miscellaneous check.

**Miscellaneous Checks - MCHK-3**

Details | Audit Log (2)

Bank Account: 12152015 Balance: 11,587.16 Currency: USD Record No: MCHK-3

Date: 10/3/2016 Payee: Amount: 852.50

Description: Check No: To be printed

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

X Remove Filter: Description Name Amount

GL Account 15000-0001-003 Beginning Inventory 852.50

Total: 852.50

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 check.

d. The entire screen is disabled preventing the user from changing anything to the posted transaction.

4. The miscellaneous check transaction is then recorded to the following areas in i21.

a. In the **GL Account Detail**. You may open any account used from the miscellaneous check, then select the miscellaneous check 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 miscellaneous check are shown.

**GL Account Detail - 10718-0000-000**

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10718-0000-000 Description: Payroll Checking Currency: USD Date Range: 10/1/2016 To 12/31/2016

Account Cash Accounts Opening Balance: -10,880.34 From 10/1/2016 To 12/31/2016

Open Layout Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
10/3/2016	BDEP	BATCH-1351	BDEP-4	Payroll Checking	15,820.00	0.00	0.0000	0.0000
10/3/2016	BDEP	BATCH-1351	BDEP-5	Payroll Checking	7,500.00	0.00	0.0000	0.0000
10/3/2016	MCHK	BATCH-1351	MCHK-3	Payroll Checking	0.00	852.50	0.0000	0.0000

**GL Transaction Detail**

Close

Details

Open Layout Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit Units	Credit Units
10/3/2016	BATCH-1351	10718-0000-000	Payroll Checking	MCHK-3	0.00	852.50	0.0000	0.0000
10/3/2016	BATCH-1351	15000-0001-003	Beginning Inventory	MCHK-3	852.50	0.00	0.0000	0.0000

Ready

If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the posted bank deposit.

The screenshot shows two overlapping windows. The top window is titled 'Miscellaneous Checks - MCHK-3' and displays a 'Balance' field with the value 11,587.16. The bottom window is titled 'GL Account Detail - 10718-0000-000' and shows a table of transactions. The 'Ending Balance' field at the bottom of this window is highlighted with a red box and shows the value 11,587.16.

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
10/3/2016	BDEP	BATCH-1349	BDEP-4	Payroll Checking	15,820.00	0.00	0.0000	0.0000
10/3/2016	BDEP	BATCH-1350	BDEP-5	Payroll Checking	7,500.00	0.00	0.0000	0.0000
10/3/2016	MCHK	BATCH-1351	MCHK-3	Payroll Checking	0.00	852.50	0.0000	0.0000
					23,320.00	852.50	0.0000	0.0000
					<b>Ending Balance:</b> 11,587.16			

- b. **Bank Accounts** screen > **Balance** field for the selected bank account will be updated with the Miscellaneous Check amount. That same amount matches that of the posted Miscellaneous Check > Balance field.

The screenshot shows the 'Bank Accounts - Commerce Bank' window. The 'Balance' field is highlighted with a red box and shows the value 11,587.16. The 'GL Account' field shows the value 10718-0000-000.

Bank Name	Account No	Currency	Balance	Active
Commerce Bank	12152015	USD	11,587.16	<input checked="" type="checkbox"/>

- c. Miscellaneous Check is recorded in the **Bank Account Register** for the Bank Account used. **Balance** field matches that of the posted Miscellaneous Check > Balance field.

The screenshot shows the 'Bank Account Register' window. The 'Balance' field is highlighted with a red box and shows the value 11,587.16. The table below shows the transactions recorded in the register.

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
6/9/2016		PCHK-122	Lucy D Turman	631.09		-4,893.92	<input type="checkbox"/>		Paycheck	
6/9/2016		PCHK-123	Travis G Lee	631.09		-5,525.01	<input type="checkbox"/>		Paycheck	
6/9/2016		PCHK-124	Linda J Obrien	931.20		-6,456.21	<input type="checkbox"/>		Paycheck	
6/9/2016		PCHK-125	Julia D Patrick	991.23		-7,447.44	<input type="checkbox"/>		Direct Deposit	
6/9/2016		PCHK-126	Mary C Morales	691.11		-8,138.55	<input type="checkbox"/>		Paycheck	
6/9/2016		PCHK-127	Ramona H Ortiz	1,045.38		-9,183.93	<input type="checkbox"/>		Paycheck	
6/9/2016		PCHK-128	Rebecca K Berends	871.18		-10,055.11	<input type="checkbox"/>		Paycheck	
7/8/2016	00000086	PCHK-129	Mary C Morales	825.23		-10,880.34	<input type="checkbox"/>		Paycheck	
10/3/2016		BDEP-4		15,820.00		4,939.66	<input type="checkbox"/>		Bank Deposit	
10/3/2016		BDEP-5		7,500.00		12,439.66	<input type="checkbox"/>		Bank Deposit	
10/3/2016		MCHK-3		852.50		11,587.16	<input checked="" type="checkbox"/>		Misc Checks	

- d. Miscellaneous Check is recorded in the **Bank Reconciliation > Deposits and Credits** panel for the Bank Account used. **Bank Account Balance** field matches that of the posted Miscellaneous Check > Balance field.

**Bank Reconciliation**

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 12152015 Statement Date: 10/31/2016 Bank Name: Commerce Bank G/L Account: G/L Balance: 11,587.16 Bank & G/L Balance Difference: 0.00

**125 Payments and Debits**

☒ Clear All ☐ Clear None + Add ☒ Layout Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	6/9/2016		Linda J Obrien	Paycheck	931.20
<input type="checkbox"/>	6/9/2016		Julia D Patrick	Direct Deposit	991.23
<input type="checkbox"/>	6/9/2016		Mary C Morales	Paycheck	691.11
<input type="checkbox"/>	6/9/2016		Ramona H Ortiz	Paycheck	1,045.38
<input type="checkbox"/>	6/9/2016		Rebecca K Bere...	Paycheck	871.18
<input type="checkbox"/>	7/8/2016	00000086	Mary C Morales	Paycheck	825.23
<input checked="" type="checkbox"/>	10/3/2016		Misc Checks		852.50

1 Payments Cleared: 901.19

**3 Deposits and Credits**

☒ Clear All ☐ Clear None + Add ☒ Layout Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	4/19/2016			Bank Transfer (D...	110,000.00
<input type="checkbox"/>	10/3/2016			Bank Deposit	15,820.00
<input type="checkbox"/>	10/3/2016			Bank Deposit	7,500.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance	Cleared Payments	Cleared Deposits	Ending Balance Per Reconciliation
0.00	901.19	0.00	-901.19

Bank Statement Ending Balance	Uncleared Payments	Uncleared Deposits	Bank Account Balance	Difference
0	120,831.65	133,320.00	11,587.16	901.19

Ready

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

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- 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.

**Entity - IRELY ADMIN**

New Save Search Refresh Delete Undo Additional Archived Reports API Key B

Entity User Comments (0) Attachments (0) Custom Audit Log (3)

Detail User Roles External Module Registered Computers

Username: irelyadmin

Title:

Contact Method:

Department:

**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 miscellaneous check.

1. Open the miscellaneous check you want to post.

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

2. Post the transaction. There are 2 ways to post a miscellaneous check.

- a. On Miscellaneous Check screen, click **Post** toolbar button.

Miscellaneous Checks - MCHK-20

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

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

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

Recap Transaction

Post Close

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

Ready

3. The miscellaneous check is posted. These changes are then automatically applied to the miscellaneous check.

Miscellaneous Checks - MCHK-20

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

Details Audit Log (2)

Bank Account: 113322 Balance: 2,448.67 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

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 check.
- d. The entire screen is disabled preventing the user from changing anything to the posted transaction.

4. The miscellaneous check transaction is then recorded to the following areas in i21.



- a. In the **GL Account Detail**. You may open any account used from the miscellaneous check, then select the miscellaneous check 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 miscellaneous check are shown.

**GL Account Detail - 10001-0001-000**

Print Search Transaction Detail Journal Export Close

Details

Account Id: 10001-0001-000 Description: Wells Fargo - Payroll Date Range: [v]  
 Account Group: Asset Opening Balance: 2,548.67 From Date: 05/01/2016 To Date: 05/31/2016

Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
<input type="checkbox"/> 05/03/2016	BTFR	BATCH-556	BTFR-9	Wells Fargo - Payroll	115.00	0.00	0.0000	0.0000
<input type="checkbox"/> 05/03/2016	BTFR	BATCH-556	BTFR-9	Wells Fargo - Payroll	0.00	115.00	0.0000	0.0000
<input type="checkbox"/> 05/05/2016	BTFR	BATCH-557	BTFR-11	Wells Fargo - Payroll	10.00	0.00	0.0000	0.0000
<input type="checkbox"/> 05/05/2016	BTFR	BATCH-557	BTFR-11	Wells Fargo - Payroll	0.00	10.00	0.0000	0.0000
<input checked="" type="checkbox"/> 05/05/2016	MCHK	BATCH-561	MCHK-20	Wells Fargo - Payroll	0.00	100.00	0.0000	0.0000

**GL Transaction Detail**

Close

Details

Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit U
<input type="checkbox"/> 05/05/2016	BATCH-561	10001-0001-000	Wells Fargo - Payroll	MCHK-20	0.00	100.00	0
<input type="checkbox"/> 05/05/2016	BATCH-561	40000-0001-004	Sales	MCHK-20	100.00	0.00	0

Ready

If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the posted bank deposit.

**Miscellaneous Checks - MCHK-20**

New Save Search Delete Undo Print Unpost Recap Close

Details Audit Log (2)

Bank Account: 113322 Balance: 2,448.67 Currency: USD Record No: MCHK-20

**GL Account Detail - 10001-0001-000**

Print Search Transaction Detail Journal Export Close

Details

Account Id: 10001-0001-000 Description: Wells Fargo - Payroll Date Range: [v]  
 Account Group: Asset Opening Balance: 2,548.67 From Date: 05/01/2016 To Date: 05/31/2016

Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
<input type="checkbox"/> 05/02/2016	BTRN	BATCH-551	BTRN-35	Wells Fargo - Payroll	200.00	0.00	0.0000	0.0000
<input type="checkbox"/> 05/02/2016	BTRN	BATCH-551	BTRN-35	Wells Fargo - Payroll	0.00	200.00	0.0000	0.0000
<input type="checkbox"/> 05/02/2016	BTRN	BATCH-553	BTRN-35	Wells Fargo - Payroll	200.00	0.00	0.0000	0.0000
<input type="checkbox"/> 05/02/2016	BTRN	BATCH-553	BTRN-35	Wells Fargo - Payroll	0.00	200.00	0.0000	0.0000
<input type="checkbox"/> 05/03/2016	BTFR	BATCH-556	BTFR-9	Wells Fargo - Payroll	115.00	0.00	0.0000	0.0000
					0.00	100.00	0.000	0.000

Ending Balance: 2,448.67

Ready

- b. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the Miscellaneous Check amount. That same amount matches that of the posted Miscellaneous Check > Balance field.

**Bank Accounts - Wells Fargo Indiana**

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

Details Audit Log (5)

Bank Name: Wells Fargo Indiana

Account No: 113322 Currency: USD

Balance: 2,448.67 Active: ☒

GL Accounts

GL Account: 10001-0001-000

- c. Miscellaneous Check is recorded in the **Bank Account Register** for the Bank Account used. **Balance field** matches that of the posted Miscellaneous Check > Balance field.

Bank Account Register

Print Reconciliation Export To Excel Close

Details

Bank Account: 113322 Bank Name: Wells Fargo Indiana Balance: 2,448.67

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
04/13/2016	00000003	MCHK-17		100.00		1,367.21	<input type="checkbox"/>		Misc Checks	
04/13/2016	00000005	PCHK-47	Jacob B Costa	2,467.74		-1,100.53	<input type="checkbox"/>		Paycheck	
04/13/2016		PCHK-45	Carolyn R Frahm	1,162.30		-2,262.83	<input type="checkbox"/>		Paycheck	
04/15/2016	00000002	MCHK-18		10.00		-2,272.83	<input checked="" type="checkbox"/>	04/21/2016	Misc Checks	
04/28/2016	00000004	PAY-93	Apple Spice Sales	25.00		-2,297.83	<input type="checkbox"/>		AP Payment	
04/29/2016		BDEP-67			5,000.00	2,702.17	<input type="checkbox"/>		Bank Deposit	
04/29/2016		RTBN-26			50.00	2,752.17	<input type="checkbox"/>		Bank Transaction	
04/29/2016	00000006	MCHK-19	payee 101	55.00		2,697.17	<input type="checkbox"/>		Misc Checks	
04/29/2016	Voided-000000...	PAY-94	Brown Brother Far...	19.00		2,678.17	<input checked="" type="checkbox"/>	04/30/2016	AP Payment	Void
04/29/2016	00000008	PAY-97	Northern Propane	148.50		2,529.67	<input type="checkbox"/>		AP Payment	
04/30/2016	Voided-000000...	PAY-94V	Brown Brother Far...	19.00		2,548.67	<input checked="" type="checkbox"/>	04/30/2016	Void Check	Void Tran...
05/05/2016		MCHK-20	payee101	100.00		2,448.67	<input type="checkbox"/>		Misc Checks	

Ready

- d. Miscellaneous Check is recorded in the **Bank Reconciliation > Deposits and Credits** panel for the Bank Account used. **Bank Account Balance** field matches that of the posted Miscellaneous Check > Balance field.

Bank Reconciliation

Reconcile Print Search Clear Range Import Open Close

Details Attachments (0)

Bank Account: 113322 Statement Date: 05/05/2016 Bank Name: Wells Fargo Indiana G/L Account: 10001-0001-000 G/L Balance: 2,448.67 Bank & G/L Balance Difference: 0.00

8 Payments and Debits

☒ Clear All ☐ Clear None + Add ☒ Layout Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	03/31/201...			Misc Checks	47.99
<input type="checkbox"/>	04/13/201...	00000003		Misc Checks	100.00
<input type="checkbox"/>	04/13/201...	00000005	Jacob B Costa	Paycheck	2,467.74
<input type="checkbox"/>	04/13/201...		Carolyn R Frahm	Paycheck	1,162.30
<input type="checkbox"/>	04/28/201...	00000004	Apple Spice Sal...	AP Payment	25.00
<input type="checkbox"/>	04/29/201...	00000006	payee 101	Misc Checks	55.00
<input type="checkbox"/>	04/29/201...	00000008	Northern Propa...	AP Payment	148.50
<input checked="" type="checkbox"/>	05/05/201...		payee101	Misc Checks	100.00

0 Payments Cleared: 0.00

3 Deposits and Credits

☒ Clear All ☐ Clear None + Add ☒ Layout Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	04/13/201...			Bank Deposit	1,515.20
<input type="checkbox"/>	04/29/201...			Bank Deposit	5,000.00
<input type="checkbox"/>	04/29/201...			Bank Transaction	50.00

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
0		4,106.53		6,565.20		2,448.67
						Difference
						10.00

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.

Entity - IRELY ADMIN

New Save Search Refresh Delete Undo Additional Archived Reports API Key

Entity User Comments (0) Attachments (0) Custom Audit Log (3)

Detail User Roles External Module Registered Computers

Username: irelyadmin

Title:

Contact Method:

Department:

Add Photo

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 miscellaneous check.

1. Open the miscellaneous check you want to post.

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: GL Account Description Name Amount

	40000-0000-004	Sales	65.00
--	----------------	-------	-------

Select a GL Account

Total: \$65

Ready Page 1 of 1

2. Post the transaction. There are 2 ways to post a miscellaneous check.

- a. On Miscellaneous Check screen, click **Post** toolbar button.

Miscellaneous Checks - MCHK-3

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

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

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: GL Account Description Name Amount

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

Total: \$65

Ready

3. The miscellaneous check is posted. These changes are then automatically applied to the miscellaneous check.

Miscellaneous Checks - MCHK-3

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

Details

Bank Account: 253624539656 Balance: 2,900.31 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: GL Account Description Name Amount

	40000-0000-004	Sales	65.00
--	----------------	-------	-------

Total: \$65

Ready

- 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 check.
  - d. The entire screen is disabled preventing the user from changing anything to the posted transaction.
4. The miscellaneous check transaction is then recorded to the following areas in i21.

- a. In the **GL Account Detail**. You may open any account used from the miscellaneous check, then select the miscellaneous check 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 miscellaneous check are shown.

**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: From Date: 02/01/2016 To Date: 02/29/2016

Account Group: Cash Accounts Opening Balance: 0.00

Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
02/05/2016	BTFR	BATCH-361	BTFR-3	Three Rivers - Operatin...	0.00	15.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/05/2016	BTFR	BATCH-362	BTFR-2	Three Rivers - Operatin...	100.00	0.00	0.0000	0.0000	<input type="checkbox"/>
02/05/2016	BTFR	BATCH-361	BTFR-3	Three Rivers - Operatin...	15.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/05/2016	BTFR	BATCH-364	BTFR-3	Three Rivers - Operatin...	0.00	15.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/05/2016	BTFR	BATCH-364	BTFR-3	Three Rivers - Operatin...	15.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/05/2016	BTFR	BATCH-366	BTFR-3	Three Rivers - Operatin...	0.00	15.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/05/2016	BTFR	BATCH-366	BTFR-3	Three Rivers - Operatin...	15.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/09/2016	MCHK	BATCH-370	MCHK-3	Three Rivers - Operatin...	0.00	65.00	0.0000	0.0000	<input checked="" type="checkbox"/>

**GL Transaction Detail**

Close

Details

Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit Units	Credit Units
02/09/2016	BATCH-370	10004-0000-000	Three Rivers - Operating - Gr	MCHK-3	0.00	65.00	0.0000	0.0000
02/09/2016	BATCH-370	40000-0000-004	Sales	MCHK-3	65.00	0.00	0.0000	0.0000

If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the posted bank deposit.

**Miscellaneous Checks - MCHK-3**

New Save Search Delete Undo Print Unpost Recap Close

Details

Bank Account: 253624539656 Balance: 2,900.31 Currency: USD Record No: MCHK-3

**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: From Date: 02/01/2016 To Date: 02/29/2016

Account Group: Cash Accounts Opening Balance: 0.00

Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
02/05/2016	BTFR	BATCH-361	BTFR-3	Three Rivers - Operatin...	0.00	15.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/05/2016	BTFR	BATCH-362	BTFR-2	Three Rivers - Operatin...	100.00	0.00	0.0000	0.0000	<input type="checkbox"/>
02/05/2016	BTFR	BATCH-361	BTFR-3	Three Rivers - Operatin...	15.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/05/2016	BTFR	BATCH-364	BTFR-3	Three Rivers - Operatin...	0.00	15.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/05/2016	BTFR	BATCH-364	BTFR-3	Three Rivers - Operatin...	15.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/05/2016	BTFR	BATCH-366	BTFR-3	Three Rivers - Operatin...	0.00	15.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/05/2016	BTFR	BATCH-366	BTFR-3	Three Rivers - Operatin...	15.00	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>
02/09/2016	MCHK	BATCH-370	MCHK-3	Three Rivers - Operatin...	0.00	65.00	0.0000	0.0000	<input checked="" type="checkbox"/>

Ending Balance: 2,900.31

- b. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the Miscellaneous Check amount. That same amount matches that of the posted Miscellaneous Check > 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: 2,900.31 Active: ☒

GL Accounts

GL Account: 10004-0000-000

- c. Miscellaneous Check is recorded in the **Bank Account Register** for the Bank Account used. **Balance field** matches that of the posted Miscellaneous Check > Balance field.

**Bank Account Register**

Print Reconciliation Export To Excel Close

Details

Bank Account: 253624539656 Bank Name: Three Rivers Federal Credit Union Balance: 2,900.31

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
02/01/2016		BDEF-1			4,900.00	4,900.00			Bank Deposit	
02/01/2016	00000001	MCHK-1		350.00		4,550.00			Misc Checks	
02/01/2016		PCHK-24	Brian J Quam	3,012.48		1,537.52			Direct Deposit	
02/01/2016	00001000	PAY-5	Frito-Lay	150.00		1,387.52			AP Payment	
02/02/2016	00001001	PCHK-27	Carolyn R Frahm	1,162.30		225.22			Paycheck	
02/02/2016	00001002	PCHK-28	Elizabeth I Keeler	1,162.30		-937.08			Paycheck	
02/02/2016		BDEF-3			10,000.00	9,062.92			Bank Deposit	
02/02/2016	00001003	PCHK-29	Amy C Johnson	988.22		8,074.70			Paycheck	
02/02/2016		PCHK-30	Arica C Skow	3,339.13		4,735.57			Direct Deposit	
02/02/2016		BTRN-8		35.00		4,700.57			Bank Transaction	Interest
02/02/2016	00001004	MCHK-2		10.00		4,690.57			Misc Checks	
02/02/2016	00000000	PAY-8	Apple Spice Sales	250.00		4,440.57			AP Payment	
02/02/2016		PCHK-31	Donna E Parker	1,075.26		3,365.31			Paycheck	
02/03/2016		BTRN-12		500.00		2,865.31			Bank Transaction	
02/05/2016		BTRF-2-DEP			100.00	2,965.31			Bank Transfer (DEP)	2
02/09/2016		MCHK-3	Payee 1	65.00		2,900.31			Misc Checks	Allowance

Ready

- d. Miscellaneous Check is recorded in the **Bank Reconciliation > Deposits and Credits panel** for the Bank Account used. **Bank Account Balance field** matches that of the posted Miscellaneous Check > Balance field.

**Bank Reconciliation**

Reconcile Print Search Clear Range Import Open Close

Details Attachments

Bank Account: 253624539656 Statement Date: 02/09/2016 Bank Name: Three Rivers Federal Credit Union G/L Account: G/L Balance: 2,900.31 Bank & G/L Balance Difference: 0.00

13 Payments and Debits

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	02/02/20...	00001001	Carolyn R Frahm	Paycheck	1,162.30
<input type="checkbox"/>	02/02/20...	00001002	Elizabeth I Keeler	Paycheck	1,162.30
<input type="checkbox"/>	02/02/20...	00001003	Amy C Johnson	Paycheck	988.22
<input type="checkbox"/>	02/02/20...		Arica C Skow	Direct Deposit	3,339.13
<input type="checkbox"/>	02/02/20...		Interest	Bank Transaction	35.00
<input type="checkbox"/>	02/02/20...	00001004		Misc Checks	10.00
<input type="checkbox"/>	02/02/20...	00000000	Apple Spice Sal...	AP Payment	250.00
<input type="checkbox"/>	02/02/20...		Donna E Parker	Paycheck	1,075.26
<input type="checkbox"/>	02/03/20...			Bank Transaction	500.00
<input type="checkbox"/>	02/09/20...		Payee 1	Misc Checks	65.00

0 Payments Cleared: 0.00

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 type="checkbox"/>	02/05/2016	2		Bank Transfer (DE...	100.00

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	0	Uncleared Payments	+	Uncleared Deposits		Bank Account Balance
		5,748.08		15,000.00		2,900.31
						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 miscellaneous check.

1. Open the miscellaneous check you want to post.

The screenshot shows the 'Miscellaneous Checks' window. At the top, there's a toolbar with buttons: New, Save, Search, Delete, Undo, Print, Post, Recap, and Close. Below the toolbar, the 'Bank Account' is set to '08', 'Balance' is '907.000000', 'Currency' is 'USD', and 'Record No.' is 'MCHK-6'. The 'Date' is '06/18/2015', 'Payee' is 'Cash', and 'Amount' is '400.000000'. The 'Description' is 'for representation'. The 'Check No.' is 'To be printed'. Below this, there are fields for 'Address', 'Zip/Postal Code', 'City', 'State/Province', and 'Country'. A table below shows the GL Account details:

GL Account	Description	Name	Amount
74901-1004	T-1 TURF DELIVERY TRUCK+FL BED-Cedar Rapids Grain		400.00
Select a GL Account			0.00

The 'Total' at the bottom right is '400.00'. The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

2. Post the transaction. There are 2 ways to post a miscellaneous check.

- a. On Miscellaneous Check screen, click **Post toolbar button**.

This screenshot shows the 'Miscellaneous Checks' window with the 'Post' button in the toolbar highlighted with a red box. The 'Post' button is represented by a green checkmark icon.

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

This screenshot shows the 'Recap Transaction' window. A red arrow points from the 'Recap' button in the 'Miscellaneous Checks' window to the 'Recap Transaction' window. In the 'Recap Transaction' window, the 'Post' button in the toolbar is highlighted with a red box. The window displays the transaction details for the check, including the date, description, and currency.

3. The miscellaneous check is posted. These changes are then automatically applied to the miscellaneous check.

This screenshot shows the 'Miscellaneous Checks' window after the transaction has been posted. The 'Balance' field is now '507.000000', which is highlighted with a red box. The 'Post' button in the toolbar is now labeled 'Unpost' and is also highlighted with a red box. The 'Status bar' at the bottom left now shows 'Posted' with a red arrow pointing to it. The rest of the screen content remains 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 check.
- d. The entire screen is disabled preventing the user from changing anything to the posted transaction.

4. The miscellaneous check transaction is then recorded to the following areas in i21.

- a. In the **GL Account Detail**. You may open any account used from the miscellaneous check, then select the miscellaneous check 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 miscellaneous check are shown.

GL Account Detail

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

Account Group: Cash Accounts Opening Balance: 0.000000 From Date: 12/31/1899 To Date: 12/31/2099

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
06/16/2015	MLHK	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	
06/17/2015	BTRN	BATCH-449	BTRN-12	Sample Cash Account A...	7.00	0.00	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-448	BTRN-11	Sample Cash Account A...	10.00	0.00	0.0000	0.0000	
06/17/2015	BTFR	BATCH-451	BTFR-2	Sample Cash Account A...	0.00	250.00	0.0000	0.0000	
06/17/2015	BTFR	BATCH-451	BTFR-2	Sample Cash Account A...	250.00	0.00	0.0000	0.0000	
06/18/2015	BTFR	BATCH-453	BTFR-3	Sample Cash Account A...	0.00	250.00	0.0000	0.0000	
06/18/2015	BTFR	BATCH-453	BTFR-3	Sample Cash Account A...	250.00	0.00	0.0000	0.0000	
06/18/2015	MCHK	BATCH-455	MCHK-6	Sample Cash Account A...	0.00	400.00	0.0000	0.0000	

GL Transaction Detail

Date: 06/18/2015 Batch Number: BATCH-455 Account ID: 74901-1004 Description: T-1 TURF DELIVERY TRUCK+FL BED-Ced... Record No: MCHK-6

Debit: 400.00 Credit: 0.00

Ending Balance: 507.000000

If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the posted bank deposit.

Miscellaneous Checks

Bank Account: 08 Date: 06/18/2015 Payee: Cash Balance: 507.000000 Currency: USD Record No: MCHK-6

Description: for representation Amount: 400.000000 Check No: To be printed

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

GL Account Detail

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

Account Group: Cash Accounts Opening Balance: 0.000000 From Date: 12/31/1899 To Date: 12/31/2099

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
06/16/2015	MLHK	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	
06/17/2015	BTRN	BATCH-449	BTRN-12	Sample Cash Account A...	7.00	0.00	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-448	BTRN-11	Sample Cash Account A...	10.00	0.00	0.0000	0.0000	
06/17/2015	BTFR	BATCH-451	BTFR-2	Sample Cash Account A...	0.00	250.00	0.0000	0.0000	
06/17/2015	BTFR	BATCH-451	BTFR-2	Sample Cash Account A...	250.00	0.00	0.0000	0.0000	
06/18/2015	BTFR	BATCH-453	BTFR-3	Sample Cash Account A...	0.00	250.00	0.0000	0.0000	
06/18/2015	BTFR	BATCH-453	BTFR-3	Sample Cash Account A...	250.00	0.00	0.0000	0.0000	
06/18/2015	MCHK	BATCH-455	MCHK-6	Sample Cash Account A...	0.00	400.00	0.0000	0.0000	

Ending Balance: 507.000000

- b. **Bank Accounts screen > Balance** field for the selected bank account will be updated with the Miscellaneous Check amount. That same amount matches that of the posted Miscellaneous Check > Balance field.

Bank Accounts

Bank Name: ABC Bank Account No: 1500326210C Currency: USD GL Account: 10122-1002

Balance: 507.000000 Active: ☒

- c. Miscellaneous Check is recorded in the **Bank Account Register** for the Bank Account used. **Balance** field matches that of the posted Miscellaneous Check > Balance field.

Bank Account Register

Bank Account: 08 Bank Name: ABC Bank Balance: 507.000000

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	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-12			7.00	907.00		Bank Transaction	Interest g...
06/18/2015		MCHK-6	Cash	400.00		507.00		Misc Checks	for repres...

- d. Miscellaneous Check is recorded in the **Bank Reconciliation > Deposits and Credits panel** for the Bank Account used. **Bank Account Balance** field matches that of the posted Miscellaneous Check > Balance field.

**Bank Reconciliation**

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

**Details** | Attachments

Bank Account: 08 | Statement Date: 06/22/2015 | Bank Name: ABC Bank | G/L Account: | G/L Balance: 507.000000 | Bank & G/L Balance Difference: 0.000000

**5 Payments and Debits**

☒ Clear All | ☐ Clear None |  |  |  |

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 checked="" type="checkbox"/>	06/16/2015		Cash	Misc Checks	400.00

0 Payments Cleared: 0.000000

**2 Deposits and Credits**

☒ Clear All | ☐ Clear None |  |  |  |

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: 500.000000

Uncleared Deposits: 1,007.000000

**Bank Account Balance: 507.000000**

Difference: 0.000000

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 | 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 miscellaneous check.



1. Open the miscellaneous check you want to post.

The screenshot shows the 'Miscellaneous Checks' window. At the top is a toolbar with icons for New, Save, Search, Delete, Undo, Print, Post, Recap, and Close. Below the toolbar are input fields for 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, Zip/Postal Code, City, State/Province, and Country. Below these fields is a table with columns for GL Account, Description, Name, and Amount. The table contains three rows: '906330-40 SPECIAL MEETING -CLARA CITY' with an amount of 400.00, and 'Select a GL Account' with an amount of 0.00. A 'Total' of 400.00 is shown at the bottom right of the table. The status bar at the bottom indicates '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

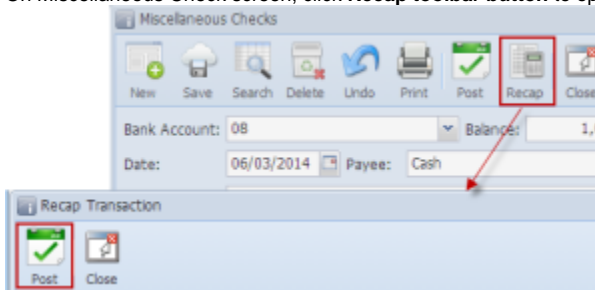
Total: 400.00

2. Post the transaction. There are 2 ways to post a miscellaneous check.

- a. On Miscellaneous Check screen, click **Post toolbar button**.



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



3. The miscellaneous check is posted. These changes are then automatically applied to the miscellaneous check.

Bank Account: 08 Balance: 697.00 Currency: USD Record No: MCHK-8

Date: 06/03/2014 Payee: Cash Amount: 400.00

Description: for representation Check No: To be printed

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

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

Total: 400.00

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 check.
  - The entire screen is disabled preventing the user from changing anything to the posted transaction.
4. The miscellaneous check transaction is then recorded to the following areas in i21.
- In the GL Account Detail. You may open any account used from the miscellaneous check, then select the miscellaneous check 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 miscellaneous check are shown.

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 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 type="checkbox"/>	
06/02/2014	BATCH-163	BTRN-8	7.00	0.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-164	BWD-2	0.00	150.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-165	BTRF-2	0.00	250.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-165	BTRF-2	250.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-168	BTRF-2	0.00	250.00	0.000	0.000	<input type="checkbox"/>	
06/03/2014	BATCH-170	MCHK-8	0.00	400.00	0.000	0.000	<input checked="" type="checkbox"/>	

GL Transaction Detail

Date	Batch Number	Account Id	Description	Record No	Debit	Credit
06/03/2014	BATCH-170	106040-40		MCHK-8	0.00	400.00
06/03/2014	BATCH-170	906330-40		MCHK-8	400.00	0.00

If you open the Account assigned for the bank account used in the bank deposit, the **Ending Balance** field at the bottom will show the same amount shown in the posted bank deposit.

**Miscellaneous Checks**

Bank Account: 08 Balance: 697.00 Currency: USD Record No: MCHK-8

Date: 06/03/2014 Payee: Cash Amount: 400.00

Description: for representation Check No: To be printed

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

GL Account Description Name Amount

906330-40 SPECIAL MEETING -CLARA CITY 400.00

**GL Account Detail**

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

Filter Records (F3)

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 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 type="checkbox"/>	
06/02/2014	BATCH-163	BTRN-8	7.00	0.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-164	BWD-2	0.00	150.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-165	BTFR-2	0.00	250.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-165	BTFR-2	250.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-168	BTFR-2	0.00	250.00	0.000	0.000	<input type="checkbox"/>	
06/03/2014	BATCH-170	MCHK-8	0.00	400.00	0.000	0.000	<input type="checkbox"/>	
			3,267.00	2,570.00	0.00	0.00		

Ending Balance: 697.00

- b. **Bank Accounts screen > Balance** field for the selected bank account will be updated with the Miscellaneous Check amount. That same amount matches that of the posted Miscellaneous Check > Balance field.

**Bank Accounts**

Details Origin

Bank Name: ABC Bank GL Accounts

Account No: 1500326210C Currency: USD GL Account: 106040-40

Balance: 697.00 Active: ☒ Check Number Range

Contact: James Brown

- c. Miscellaneous Check is recorded in the **Bank Account Register** for the Bank Account used. **Balance** field matches that of the posted Miscellaneous Check > Balance field.

**Bank Account Register**

Bank Account: 08 Bank Name: ABC Bank Balance: 697.00

Filter:

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 gai...
06/02/2014		BWD-2		150.00		1,347.00	<input type="checkbox"/>		Bank Withdrawal	purchase o...
06/02/2014		BTFR-2-WQ		250.00		1,097.00	<input type="checkbox"/>		Bank Transfer (W/D)	from 08
06/03/2014		MCHK-8	Cash	400.00		697.00	<input type="checkbox"/>		Misc Checks	for repre...

- d. Miscellaneous Check is recorded in the **Bank Reconciliation > Deposits and Credits** panel for the Bank Account used. **Bank Account Balance** field matches that of the posted Miscellaneous Check > Balance field.

Bank Reconciliation

Reconcile Print Search Clear Range Import View Close

Details Attachments

Bank Account: 08 Statement Date: 06/03/2014 Bank Name: ABC Bank G/L Account: 106040-40 G/L Balance: 697.00 Bank & G/L Balance Difference: 0.00

4 Payments and Debits

☒ Clear All ☐ Clear None Add Filter: X

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	06/02/2014		service charges	Bank Transaction	10.00
<input type="checkbox"/>	06/02/2014		purchase of offi...	Bank Withdrawal	150.00
<input type="checkbox"/>	06/02/2014		from 08	Bank Transfer (WD)	250.00
<input checked="" type="checkbox"/>	06/03/2014		Cash	Misc Checks	400.00

0 Payments Cleared: 0.00

2 Deposits and Credits

☒ Clear All ☐ Clear None Add Filter: X

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	05/28/2014		Company	Bank Deposit	1,500.00
<input type="checkbox"/>	06/02/2014		Interest gained	Bank Transaction	7.00

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

0.00 810.00 1,507.00 697.00 0.00

Ready