

How to Cancel a Deposit Posted in SAP

*Compatible with SAP Business One versions 2007a, 8.80, 8.81, 8.82, 9.1

1. Open the Deposit you wish to reverse

200	orit No	1	Corior	Priman (Denosit Date	02/21/2006	
)ep	osit Currency	US Dollar	Derres	Prindry	Bank Branch	03/31/2008	
anl	k Account	> 11220000-01-001-	01 Cash at E	Bank - Savings (HO, L	JSA, 1 Bank Reference Payer		
/	Checks	Credit Card	Cash				
Dis Fin	play Checks From d Check No.	All					
#	Date	Check		Customer	Check Amount		
1	01/31/2006	1		C20000		14,023.80 \$	-
2	03/31/2006	1		C30000		8,795.31 \$	
		No. of Cher	cks	Total		22,819.11 \$	>
our rar	mal Remarks	Deposit - 112200	00-01-001-01				

2. Note: Here is the Journal Entry created by posting the Deposit







Vision33 TOTAL Care

SAP Business One Tips & Tricks

and the state	Number	Posting Da	ite	Due Date	Doc.	. Date	Remarks		Fixed	Exchange	e Rate			
Primary	370	03/31/2006	;	03/31/2006	03/3	1/2006	Deposit -	11220000-01-00	1-01					
Origin	Origin N	lo. Tr	ans. No.	Template	Туре	Template	Ind	licator Pro	oject					
DP	1	37	0					-						
Trans. Code	Ref. 1	Ref. 2	Ref. 3											
	• 1								Auton	natic Tax				
Expand Editing	g Mode													
# G/L Acct/	BP Code	G/L Ac	ct/BP Nan	ne		1	Debit	Credit	Remarks	Ref. 1	Ref. 2	Ref. 3	Project	
1 🔷 113000	00-01-001-01	Checki	ng Accour	nt Clearing (HO,	USA, GA])		14,023.80 \$	Deposit - 11220000-01-00	1		1		
1 📫 113000 2 📫 113000	00-01-001-01 00-01-001-01	Checki Checki	ng Accour ng Accour	nt Clearing (HO, nt Clearing (HO,	USA, GA] USA, GA])	_	14,023.80 \$ 8,795.31 \$	Deposit - 11220000-01-00 Deposit - 11220000-01-00	1		1		
1 → 113000 2 → 113000 3 → 112200	00-01-001-01 00-01-001-01 00-01-001-01	Checki Checki Cash at	ng Accour ng Accour : Bank - Si	nt Clearing (HO, nt Clearing (HO, avings (HO, USA	USA, GA] USA, GA] , GA))	22,819.11 \$	14,023.80 \$ 8,795.31 \$	Deposit - 11220000-01-00 Deposit - 11220000-01-00 Deposit - 11220000-01-00	1 1 1		1 1 1		
1	00-01-001-01 00-01-001-01 00-01-001-01	Checki Checki Cash at	ng Accour ng Accour : Bank - Si	nt Clearing (HO, nt Clearing (HO, avings (HO, USA	USA, GA] USA, GA] , GA))	22,819.11 \$	14,023.80 \$ 8,795.31 \$	Deposit - 11220000-01-00 Deposit - 11220000-01-00 Deposit - 11220000-01-00	1 1 1		1 1 1		
1 ↔ 113000 2 ↔ 113000 3 ↔ 112200	00-01-001-01 00-01-001-01 00-01-001-01	Checki Checki Cash at	ng Accour ng Accour : Bank - Si	nt Clearing (HO, nt Clearing (HO, avings (HO, USA	USA, GA] USA, GA] , GA))	22,819.11 \$	14,023.80 \$ 8,795.31 \$	Deposit - 11220000-01-00 Deposit - 11220000-01-00 Deposit - 11220000-01-00	1 1 1 1		1 1 1		
1 ↔ 113000 2 ↔ 113000 3 ↔ 112200	00-01-001-01 00-01-001-01 00-01-001-01	Checki Checki Cash at	ng Accour ng Accour : Bank - Si	nt Clearing (HO, nt Clearing (HO, avings (HO, USA	USA, GA] USA, GA] , GA))	22,819.11 \$	14,023.80 \$ 8,795.31 \$	Deposit - 11220000-01-00 Deposit - 11220000-01-00 Deposit - 11220000-01-00	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1 1 1		
1 ⇒ 113000 2 ⇒ 113000 3 ⇒ 112200	00-01-001-01 00-01-001-01 00-01-001-01	Checki Checki Cash at	ng Accour ng Accour Bank - Si	nt Clearing (HO, nt Clearing (HO, avings (HO, USA	USA, GA] USA, GA] , GA))	22,819.11 \$	14,023.80 \$ 8,795.31 \$	Deposit - 11220000-01-00 Deposit - 11220000-01-00 Deposit - 11220000-01-00	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1 1 1		
1 ↔ 113000 2 ↔ 113000 3 ↔ 112200	00-01-001-01 00-01-001-01 00-01-001-01	Checki Checki Cash at	ng Accour ng Accour Bank - Si	nt Clearing (HO, nt Clearing (HO, avings (HO, USA	USA, GA] USA, GA] , GA))	22,819.11 \$	14,023.80 \$ 8,795.31 \$	Deposit - 1122000-01-00 Deposit - 1122000-01-00 Deposit - 1122000-01-00	1 1 1 1 1		1 1 1		
1 🔶 113000 2 🖒 113000 3 🤤 112200	00-01-001-01 00-01-001-01 00-01-001-01	Checki Checki Cash at	ng Accour ng Accour Bank - Si	nt Clearing (HO, nt Clearing (HO, avings (HO, USA	USA, GA] USA, GA])	22,819.11 \$	14,023.80 \$ 8,795.31 \$	Deposit - 1122000-01-00 Deposit - 1122000-01-00 Deposit - 11220000-01-00	1		1 1 1		
1 🔷 113000 2 🗣 113000 3 🗣 112200	00-01-001-01 00-01-001-01 00-01-001-01	Checki Checki Cash at	ng Accour ng Accour Bank - Sa	nt Clearing (HO, nt Clearing (HO, avings (HO, USA	USA, GA) USA, GA))	22,819.11 \$	14,023.80 \$ 8,795.31 \$	Deposit - 11220000-01-00 Deposit - 11220000-01-00 Deposit - 11220000-01-00	1 1 1		1 1 1 1		
1 + 11300 2 + 11300 3 + 11220	00-01-001-01 00-01-001-01 00-01-001-01	Checki Checki Cash at	ng Accour ng Accour Bank - Sa	nt Clearing (HO, nt Clearing (HO, avings (HO, USA	USA, GA) USA, GA)		22,819.11 \$	14,023.80 \$ 8,795.31 \$	Deposit - 1122000-01-00 Deposit - 11220000-01-00 Deposit - 11220000-01-00	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1		
1 + 11300 2 + 11300 3 + 11220	00-01-001-01 00-01-001-01 00-01-001-01	Checki Checki Cash at	ng Accour ng Accour Bank - Sa	nt Clearing (HO, nt Clearing (HO, avings (HO, USA	USA, GA) USA, GA)		22,819.11 \$	14,023.80 \$ 8,795.31 \$	Deposit - 1122000-01-00 Deposit - 11220000-01-00 Deposit - 11220000-01-00	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1		
1 + 11300 2 + 11300 3 + 11220	00-01-001-01 00-01-001-01 00-01-001-01	Checki Checki Cash at	ng Accour ng Accour : Bank - Si	nt Clearing (HO, nt Clearing (HO, avings (HO, USA	USA, GA) USA, GA))	22,819.11 \$	14,023,80 \$ 8,795.31 \$	Deposit - 11220000-01-00 Deposit - 11220000-01-00 Deposit - 11220000-01-00			1		







3. Note: In this example when a new Deposit window is open there are no open checks to be deposited in this example

Deposit No.	15	Series	Primary	•	Deposit Date	05/09/2012
Considered Until	05/09/2012				Bank	
	US Dellas				Branch	
Deposit Currency	US Dollar	-			Account	
Bank Account		0			Bank Reference	-
Checks	Credit Card	Cast	b			
Display Checks From	Checking A	ccount Clearing	(HO, USA, GA)		
Find Check No.	2					
# Date	Check		Customer	· ·	Check Amount	
						-
	No. of	Checks	Total			
lournal Remarks	N					







SAP Business One Tips & Tricks

4. Use the right click menu option 'Cancel' or you choose 'Cancel' from the Data drop down menu on the top left of the SAP desk top ; the following system message will be displayed:

Deposit No.	13	Series F	Primary	Deposit Date	03/31/2007		
				Bank	[
Deposit Currency	US Dollar			Branch		_	
Bank Account	> 11220000-01-0	01-01 Cash at Ban	nk - Savings (HO, USA,	Bank Reference			
				Payer	l.		
Checks	Credit Card	Cash					
Display Checks From	All	Deposit				10 de	x
Find Check No.	-	Deposit					
+ Data	Charle	Canceling a doc	ument is irreversible. Do	cument status will be	changed to "Ca	nceled*,	(?)
+ Dale	Check	related payment	means will be re-opene	d and a reverse tran	saction will be cr	eated. Do	•
2 03/31/2007	1	you want to con	ntinue?				
2 03/31/2007	1	you want to cor	ntinue?				
2 03/31/2007	1	you want to con	No				
2 03/31/2007	1	you want to cor	ntinue? No				
2 03/31/2007	1	you want to cor	ntinue? No				
2 03/31/2007	1	you want to cor	No				
2 03/31/2007	1	you want to cor	No				
2 03/31/2007	i	you want to cor	No				
2 03/31/2007	i	you want to cor	No			×	
2 03/31/2007	1 No. of C	you want to cor	No Total		184,758.00 \$	-	
2 03/31/2007	1 No. of C	you want to cor	No No Total		184,758.00 \$	-	
2 03/31/2007	1 No. of C	you want to cor	No Total		184,758.00 \$	•	
2 03/31/2007	No. of C	you want to cor	No Total		184,758.00 \$	v	
2 03/31/2007	1 No. of C Deposit - 1122	you want to cor Yes	No Total		184,758.00 \$	~	
2 03/31/2007 2 03/31/2007 Uurnal Remarks Trans. No.	1 No. of C Deposit - 1122	you want to cor Yes hecks	ntinue? No Total	Reconcile Amount	184,758.00 \$	~	

5. Click yes to continue







6. The system will cancel the deposit and a blank Deposit Find window will be displayed

Dep	osit No.		Series	•	Deposit Date	
		UC Delles	-		Branch	
/ep	osit Currency	US Dollar			Account	
an	k Account				Bank Reference	
	Checks	Credit Card	Cash			
Dis	play Checks From	All				
Fir	d Check No.					
#	Date	Check	Ci	ustomer	Check Amount	
					-	-
		No. of Cher	cks To	otal		
			(##)			F
oui	mal Remarks					







7. You can validate the Journal Entry by going to Financials Journal Entry window and flipping back the last transactions posted:

Computers										
Modules Dran & Relate My Menu										
Administration										
Financials										
Chart of Accounts	Generalization									
Edit Chart of Accounts	Journal Entry								-	_ ~
Account Code Generator	Series Number Primary ¥ 1764	Posting Date Due Date Doc. 05/09/2012 05/09/2012 05/09	Date Rema 2012	arks		Reverse	ge Rate			
Journal Entry	Origin Origin N	o. Trans. No. Template Type	Template	Indicator	Project	Adj. Trans. (R	Period 13)			
Journal Vouchers	Trans Code Ref. 1	Raf 2 Raf 3		•						
Posting Templates	T				C.	Automatic Ta	ĸ			
Recurring Postings										
Reverse Transactions										
Exchange Rate Differences										
Conversion Differences	Expand Editing Mode									
🖬 1099 Editing 🙀	# G/L Acct/BP Code	G/L Acct/BP Name	Debit	Credit	Remarks	Ref. 1	Raf. 2	Ref. 3	Project	
Financial Report Templates	1					-				^
Document Printing										
Journal Voucher Report				-	-					
Internal Reconcilations					_					
Budget Setup										
								-		
Cost Accounting										
Cost Accounting Finandal Reports										-
Cost Accounting Finandal Reports Sales Opportunities										
Cost Accounting Finandal Reports Sales Opportunities Sales - A/R										
Cost Accounting Cost Accounting Cost Accounting Cost Accounting Sales A/R Prechasing - A/P										1
Contacounting Francial Reports Sales Opportunities Sales - A/R Purchasing - A/P Busines Partners	4				Direlay in EC	Display in	sc.		Cancel Template	
in Cost Accountry in Francia Reports Sales Opportunities Sales - A/R Purchasing - A/P Rushines Partners Einankang	Add Cancel		- 10 P		Display in FC	Disglay in	sc		Gancel Template	
Cost Accountry Francial Reports Sales - A/R Purchasing - A/P Business Partners Eaning Investory	Add Cancel				Digplay in FC	Disglay in	sc		Çancel Template	
Cost Accountry Cost Accountry Cost Accountry Cost Accountry Sales Opportunities Sales A/R Purchasing - A/P Rosiness Partners Banking Investory Preduction	4 Cancel		222		Digplay in FC	Disglay in	sc		Çancel Template	

Jer res	Number	Posting Date	Due	e Date	Doc	Date	Remarks			ixed Exchan	ge Rate			
Primary	1764	03/31/2006	03/3	31/2006	03/3	1/2006	Deposit -	11220000-01-00	1-01					
Origin	Origin N	lo. Trar	ns. No.	Template	Type	Template	Ind	icator Pri	oject					
DP	16	1764	4											
Trans. Co	ode Ref. 1	Ref. 2	Ref. 3											
	• 16		_							utomatic Ta	00			
Expand E	Editing Mode													
# G/L	Acct/BP Code	G/L Acct	/BP Name				Debit	Credit	Remarks	Ref. 1	Ref. 2	Ref. 3	Project	
1 📫 1	1300000-01-001-01	Checking	Account Cl	earing (HO, I	USA, GA	E .	14,023.80 \$		Deposit - 11220000-	1-00:16		1		
2 📫 1	1300000-01-001-01	Checking	Account Cle	earing (HO, I	USA, GA]	E.	8,795.31 \$		Deposit - 11220000-	01-00:16		1		
2 📫 1 3 📫 1	1300000-01-001-01 1220000-01-001-01	Checking Cash at B	g Account Ck Bank - Saving	earing (HO, U gs (HO, USA,	USA, GA] GA)	F	8,795.31 \$	22,819.11 \$	Deposit - 11220000- Deposit - 11220000-	01-00: 16 01-00: 16		1 16		
2 📫 1 3 📫 1	1300000-01-001-01 1220000-01-001-01	Checking Cash at B	g Account Ck Bank - Saving	earing (HO, U as (HO, USA,	USA, GA] . GA)		8,795.31 \$	22,819.11 \$	Deposit - 11220000- Deposit - 11220000-	11-00: 16 11-00: 16		1 16		
2 🤤 1 3 🤤 1	1300000-01-001-01 1220000-01-001-01	Checking Cash at B	g Account Ck Bank - Saving	earing (HO, I gs (HO, USA,	USA, GA] . GA)		8,795.31 \$	22,819.11 \$	Deposit - 11220000- Deposit - 11220000-	11-00: 16 11-00: 16		1 16		
2 📫 1 3 🤿 1	1300000-01-001-01 1220000-01-001-01	Checking Cash at B	3 Account Ck Bank - Saving	earing (HO, I gs (HO, USA,	USA, GA] . GA)		8,795.31 \$	22,819.11 \$	Deposit - 11220000- Deposit - 11220000-	01-00: 16 01-00: 16		1		
2 📫 1	1300000-01-001-01 1220000-01-001-01	Checking Cash at B	3 Account Cle Bank - Saving	earing (HO, U	USA, GA]		8,795.31 \$	22,819.11 \$	Deposit - 11220000-1 Deposit - 11220000-1	01-00: 16 01-00: 16		1 16		
2 📫 1	1300000-01-001-01 1220000-01-001-01	Checking Cash at B	g Account Ch	earing (HO, U	USA, GA]		8,795.31 \$	22,819.11 \$	Deposit - 11220000- Deposit - 11220000-	11-00: 16		1 16		
2 📫 1	1300000-01-001-01 1220000-01-001-01	Checking Cash at B	g Account Cli Bank - Saving	earing (HO, U	USA, GA] . GA)		8,795.31 \$	22,819.11 \$	Deposit - 11220000- Deposit - 11220000-	11-00: 16		1 16		
2 📫 1 3 📫 1	1300000-01-001-01 1220000-01-001-01	Checking Cash at B	g Account Ck	earing (HO, U	USA, GA] . GA)		8,795.31 \$	22,819.11 \$	Deposit - 11220000- Deposit - 11220000-	11-00: 16		1 16		
2 \leftrightarrow 1	1300000-01-001-01 1220000-01-001-01	Checking Cash at B	g Account Ck	earing (HO, U	USA, GA]		8,795.31 \$	22,819.11 \$	Deposit - 11220000- Deposit - 11220000-	11-00: 16		1 16		
2 📫 1	130000-01-001-01 1220000-01-001-01	Checking Cash at E	g Account Ck	earing (HO, U	USA, GA]		8,795.31 \$	22,819.11 \$	Deposit - 11220000- Deposit - 11220000-	11-00: 16		1 16		
2 🔶 1	130000-01-001-01 1220000-01-001-01	Checking Cash at B	g Account Ck	earing (HO, U	USA, GA) GA)		8,795.31 \$ 22,819.11 \$	22,819.11 \$	Deposit - 1122000- Deposit - 1122000-	11-00:16		1 16		







SAP Business One Tips & Tricks

8. Note: If you open the Deposit that you canceled will see that journal remark now says Canceled

)ep	osit							
epo	osit No.	1	Series	Primary		Deposit Date	03/31/2006	
						Bank		
		(110 m m				Branch		
epo	osit Currency	US Dollar				Account		
ank	Account	11220000-01-001-01		Cash at Ba	nk - Savings (HO, USA, (Bank Referen	nce	
						Payer		
	Checks	Credit Card	Cash					
Dis	play Checks From	All						
Fin	d Check No.	Ū						
#	Date	Check		Customer	Check Amount		Primary Form Item	
1	01/31/2006	1		C20000		14,023.80 \$		4
2	03/31/2006	1		C30000		8,795.31 \$		
		No. of Checks		Total		22,819.11 \$		
	4			411			•	
0.00	nal Remarks	Cancelled						
ran	s, No, d	370						
_	OK Cancel				14	Reconcile An	nounts After Deposit	







SAP Business One Tips & Tricks

9. Note: If you open a new Deposit Add window you will see that the checks what were included in the canceled Deposit are now shown open and un-deposited.

Dep	osit						
Dep	osit No.	18	Series	Primary		Deposit Date	05/09/2012
Con	sidered Until	05/09/2012				Bank	
	and Common of the	US Dellas				Branch	
Jep	osit Currency	US Dollar				Account	
Bank	k Account 🔻					Bank Reference	
/	Checks	C <u>r</u> edit Card	Cash				
Dis	play Checks From	Checking Accou	nt Clearing ((HO, USA, GA)	-		
Fin	d Check No.						
#	Date	Check		Customer	Check Amount		
1	01/31/2005	1		C20000		14 023 80 6	
2	03/31/2006	1		C30000		8,795.31 \$	
-		-					
		No. of Chec	ks	Total			
our	nal Remarks	1					
ran	No.						
101							
	Add Cance	el 🚽				Reconcile Amoun	ts After Deposit







10. Finally, in the SAP GL Account for the bank account you will see the original deposit and reversal.

/L Account	112200	00-01-001-01	Cash at I	Bank -	Savings (HO,	USA, GA)						Posting Date From 01/01/2012 To 12/31/2012 Diseles
												Display Unreconciled Trans. Only
Posting Date	Tran	s. No. Origin	Origin I	No. F	Ref. 1	Ref. 2	Ref. 3	Offset Account	Details	Debit (LC)	Credit (LC)	Cumulative Balance (LC)
		OB										
01/01/2006	-	3 OB	4	3				93100000-01-001-01	G/L Accounts Opening Balance	450,000.00 \$		
01/31/2006		346 JE	4	346				63210000-01-001-01	Recurring Posting ELEC from		250.00 \$	
01/31/2006	4	349 RC	4	2 2				🗢 C30000	Incoming - C30000	2,917.34 \$		
01/31/2006	-	350 PS	4	1 1				V10000	Outgoing - V10000		19,485.00 \$	
02/28/2006	-	355 JE	4	355				63210000-01-001-01	Recurring Posting ELEC from		250.00 \$	
02/28/2006	-	358 PS	4	2 2				V1010	Outgoing - V1010		32,393.81 \$	
02/28/2006	-	359 PS		3 3			0	🥪 V60000	Outgoing - V60000		16,765.22 \$	
03/31/2006	4	364 JE	4	364				63210000-01-001-01	Recurring Posting ELEC from		250.00 \$	
0 03/31/2006	4	367 RC	4	5 5				📫 C42000	Incoming - C42000	18,391.00 \$		
1 03/31/2006	-	368 RC	4	6 6				C40000	Incoming - C40000	10,573.00 \$		
2 03/31/2006		370 DP		1 1			1	-> 11300000-01-001-01	Deposit - 11220000-01-001-01	22,819.11 \$		
3 03/31/2006	-	371 DP	0	2 2		1	3456789000987654	- 11230000-01-001-01	Deposit - 11220000-01-001-01	7,473.00 \$		
4 03/31/2006	-	1764 DP	4	16 1	6		16	11300000-01-001-01	Deposit - 11220000-01-001-01		22,819.11 \$	
15 04/30/2006		377 JE		377				63210000-01-001-01	Recurring Posting ELEC from		250.00 \$	
6 04/30/2006	-	382 RC	9	11 1	.1			C50000	Incoming - C50000	36,172.50 \$		
7 04/30/2006	-	383 PS	4	77	6			V50000	Outgoing - V50000		18,637.78 \$	
8 04/30/2006	-	386 PS	4	10 1	.0			V20000	Outgoing - V20000		8,687.06 \$	
9 04/30/2006	-	387 PS		11 1	1			➡ V30000	Outgoing - V30000		5,743.77 \$	
0 05/31/2006	-	393 JE	4	393				63210000-01-001-01	Recurring Posting ELEC from		250.00 \$	
1 05/31/2006	-	396 RC	4	12 1	2			🗢 C60000	Incoming - C60000	38,439.48 \$		
2 05/31/2006	-	397 RC	4	13 1	3			🗢 C70000	Incoming - C70000	37,033.90 \$		
3 06/30/2006	-	402 JE	4	402				63210000-01-001-01	Recurring Posting ELEC from		250.00 \$	
the second se		403 RC	0	14 1	4			📫 C42000	Incoming - C42000	4,107.50 \$		

If you wish, these 2 transactions can be reconciled together by using the Internal Reconciliation button the GL Balance window:







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SAP Business One Tips & Tricks

		-											Reco	onciliation Date	05/09	9/2012 🖃	
			Selecte	d Transaction No	Origin	Origin	Posting Date	Ref. 1 (Row) R	ef, 2 (Row)	Ref. 3 (Row)	Amount	Balance Due	Amount to Reconcile	Details			
Posting Date Trans.	No. Origin	0			OB	3	01/01/2005				450.000.00 S	450.000.00 S	450,000,00 s	G/L Accounts Ope	ening Balance	• •	
	OB		n	- 346	I JE	346	01/31/2006				(250.00) \$	(250.00) s	(250.00) s	Recurring Posting	ELEC from	m 01/3	
01/01/2006 🥪	3 OB	-	Ē	349	RC	2	01/31/2005	2			2,917.34 \$	2.917.34 \$	2,917.34 \$	Incoming - C3000	0		
01/31/2006 🥪	346 JE	-			🗢 PS	1	01/31/2005	1			(19,485.00) \$	(19,485.00) \$	(19,485.00) \$	Outgoing - V1000	0		
01/31/2006 🥪	349 RC	-		-> 355	📫 JE	355	02/28/2006				(250.00) \$	(250.00) \$	(250.00) \$	Recurring Posting	ELEC from	m 02/2	
01/31/2006 📫	350 PS	-			📫 PS	2	02/28/2006	2			(32,393.81) \$	(32.393.81) \$	(32,393.81) \$	Outgoing - V1010			
02/28/2006 🥪	355 JE	-			📫 PS	3	02/28/2006	3		0	(16,765.22) \$	(16,765.22) \$	(16,765.22) \$	Outgoing - V6000	0		
02/28/2006 🥪	358 PS	-			📫 JE	364	03/31/2006				(250.00) \$	(250.00) \$	(250.00) \$	Recurring Posting	ELEC from	m 03/3	
02/28/2006 😒	359 PS			-> 367	RC	5	03/31/2006	5			18,391.00 \$	18,391.00 \$	18,391.00 \$	Incoming - C4200	0		
03/31/2006 😔	364 JE			368	RC	6	03/31/2006	6			10,573.00 \$	10,573.00 \$	10,573.00 \$	Incoming - C4000	0		
03/31/2006	367 RC			370	🗢 DP	1	03/31/2006	1		1	22,819.11 \$	22,819.11 \$	22,819.11 \$	Deposit - 11220000	0-01-001-01		
03/31/2006	368 RC	9			🗢 DP	2	03/31/2006	2	1	456789000987654	7,473.00 \$	7,473.00 \$	7,473.00 \$	Deposit - 11220000	0-01-001-01		
03/31/2006 😔	370 DP	8		-> 1764	I DP	16	03/31/2006	16		16	(22,819.11) \$	(22,819.11) \$	(22,819.11) \$	Deposit - 1122000	0-01-001-01		
03/31/2006 🗢	371 DP			-> 377	🤿 JE	377	04/30/2006				(250.00) \$	(250.00) \$	(250.00) \$	Recurring Posting	ELEC from	m 04/3	
03/31/2006 🤤 1	1764 DP			-> 382	RC RC	11	04/30/2006	11			36,172.50 \$	36,172.50 \$	36,172.50 \$	Incoming - C5000	0		
04/30/2006	377 JE		U .	-> 383	S PS	7	04/30/2006	7			(18,637.78) \$	(18,637.78) \$	(18,637.78) \$	Outgoing - V5000	0	Ŧ	
04/30/2006	382 RC																
04/30/3000	383 00												0.00 \$				
04/30/2006 🤤	383 PS	-											0.00 \$				
04/30/2006	383 P5 386 P5	1.0.0											0.00 \$				
04/30/2006 04/30/2006 04/30/2006 04/30/2006 05/31	383 P5 386 P5 387 P5 387 P5	10.0.0											0.00 \$				
04/30/2006 04/30/2006 04/30/2006 05/31	383 PS 386 PS 387 PS 393 JE 396 8C	0000		ок Са	ncel								0.00 \$ Adjust	ments	Print Setti	ings	
04/30/2006	383 PS 386 PS 387 PS 393 JE 396 RC 397 8C	1111		ок Са	ncel								0.00 \$ Adjust	ments	Print Setti	ings	
04/30/2006	383 PS 386 PS 387 PS 393 JE 396 RC 397 RC 402 JE	0000000	L	ок Са	ncel			61210000-01-00	I-01 Recurrin	a Posting ELEC	from	2	0.00 \$ <u>A</u> djust	ments	Print Setti	ings	
04/30/2006 04/30/2006 05/31/2006 05/31/2006 05/31/2006 06/30/2006 06/30/2006 06/30/2006 05/30	383 PS 386 PS 387 PS 393 JE 396 RC 397 RC 402 JE 403 RC		H02 14 14	ок Са	ncel			 G3210000-01-00: G42000 	I-01 Recurrin Incomin	g Posting ELEC 1	from 4,107	7.50 \$	0.00 \$ 	ments	Print Setti	ings]	
04/30/2006 04/30/2006 04/30/2006 05/31/2006 05/31/2006 06/30/2006 00/30/2000 00/30	383 PS 386 PS 387 PS 393 JE 396 RC 397 RC 402 JE 403 RC 404 RC		402 14 14 15 15	ок са	ncel			 63210000-01-00: C42000 C50000 	I-01 Recurrin Incomin Incomin	g Posting ELEC 1 g - C42000 g - C50000	from 4,107	7.50 \$ 2.56 \$	0.00 \$ <u>A</u> djusb	ments (Print Setti	ings 📄	
04/30/2006 04/30/2006 05/31/2006 05/31/2006 05/31/2006 05/31/2006 06/30/2006 00/30	383 PS 386 PS 387 PS 393 JE 396 RC 397 RC 402 JE 403 RC 404 RC 405 RC		402 14 14 15 15 16 16	ок Са	ncel			 63210000-01-003 C42000 C50000 C50000 	1-01 Recurrin Incomin Incomin Incomin	g Posting ELEC 1 g - C42000 g - C70000	from 4,107 21,780 35,617	2 7.50 \$ 3.65 \$ 3.63 \$	0.00 \$ 	ments	Print Setti	ings)	
04/30/2006	383 PS 386 PS 387 PS 393 JE 396 RC 397 RC 402 JE 403 RC 404 RC 405 RC 406 PS	9999999999	402 402 14 14 15 15 16 16 14 14	ок Са	ncel			 G3210000-01-00: C42000 C50000 C70000 V10000 	1-01 Recurrin Incomin Incomin Incomin Outgoin	g Posting ELEC 1 g - C42000 g - C50000 g - C70000 g - V10000	from 4,107 21,780 35,613	2 7.50 \$ 0.56 \$ 19,4	0.00 \$	ments	Print Setti	ings]	
04/30/2006 04/30/2006 04/30/2006 05/31/2006 05/31/2006 05/31/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 06/30/2006 00/30	383 PS 386 PS 387 PS 393 JE 396 RC 397 RC 402 JE 403 RC 404 RC 405 RC 406 PS 407 PS		402 14 14 15 15 16 16 14 14 15 15	ок Са	ncel	0		C 5321000-01-00 C 42000 C 50000 C 70000 V 10000 V 1000	I-01 Recurrin Incomin Incomin Incomin Outgoin Outgoin	g Posting ELEC (g - C42000 g - C50000 g - C50000 g - V10000 g - V1010	from 4,107 21,780 35,613	2 7.50 \$ 0.56 \$ 3.63 \$ 19,4 3.8	0.00 \$	ments	Print Setti	ings]	
04/30/2006	383 PS 386 PS 387 PS 383 JE 393 JE 396 RC 402 JE 403 RC 404 RC 405 RC 406 PS 407 PS 408 PS		402 14 14 15 15 16 16 14 14 15 15 16 16	ок Са	ncel	0		 ⇒ 521000-01-00; ⇒ 522000 ⇒ C2000 ⇒ C2000 ⇒ C2000 ⇒ V10000 ⇒ V1010 ⇒ V2000 	I-01 Recurrin Incomin Incomin Incomin Outgoin Outgoin	g Posting ELEC / - C42000 - C70000 - C70000 - V1000 - V1010 - V1010	from 4,107 21,780 35,612	2 7.50 \$ 3.63 \$ 19,4 3.8 4,1	0.00 \$ Adjust	ments	Print Setti	ings	
04/30/2006 04/30/2006 04/30/2006 05/31/2006 05/31/2006 06/30	383 PS 386 PS 387 PS 393 JE 396 RC 397 RC 402 JE 403 RC 404 RC 405 RC 406 PS 407 PS 408 PS 409 PS		402 402 14 14 15 15 16 16 14 14 15 15 16 16 17 17	ок Са	ncel	0		 ⇒ 63210000-01-00; ⇒ C42000 ⇒ C50000 ⇒ C70000 ⇒ V1010 ⇒ V1010 ⇒ V2000 ⇒ V2000 	I-01 Recurrin Incomin Incomin Outgoin Outgoin Outgoin Outgoin	g Posting ELEC 1 g - C42000 g - C50000 g - C70000 g - V1000 g - V1010 g - V2000 g - V2000	from 4,10 21,780 35,613	2 7.50 \$ 3.63 \$ 19,4 3.8 4,1 54,8	0.00 \$ 	ments	Print Setti	ings	
04/30/2006	383 PS 386 PS 387 PS 393 JE 394 RC 402 JE 403 RC 404 RC 405 RC 406 PS 407 PS 408 PS 409 PS 409 PS 409 PS 401 PS	***	402 402 14 14 15 15 16 16 14 14 15 15 16 16 17 17 18 18	ок Са	ncel	0		 G3210000-01-00 G42000 C70000 C70000 V1010 V20000 V20000 V20000 V20000 V20000 	t-01 Recurrin Incomin Incomin Outgoin Outgoin Outgoin Outgoin Outgoin	g Posting ELEC 1 g - C42000 g - C50000 g - V10000 g - V1010 g - V1010 g - V20000 g - V20000 g - V20000 g - V20000	from 4,107 21,780 35,613	7.50 \$ 2.56 \$ 3.63 \$ 19,4 3.8 4,1 54,8 65,1	0.00 \$ 	ments	Print Setti	ings	

Selected Transaction No. Origin	. A	ccount	11220000-0	1-001-01	Cash a	at Bank - Savi	ngs (HC					Reci	onciliation Currency	US Dollar	
Selected Transaction No. Origin Origin Origin Origin Posting Date (1) Ref. 1 (Row) Ref. 2 (Row) Ref. 3 (Row) Amount Balance Due (400,000,0) Amount to Reconcile (400,000,0) Details Image: Selected 3 3 0/01/2006 450,000,00 \$ 450,000,0												Reci	onciliation Date	05/09/2012	
Selected Transaction No. Origin Posting Data Ref. 1 (Row) Ref. 2 (Row) Amount Balance Due Amount to Reconcile Details 34 0 3 01(01/2006 450,000.00 \$ 450,000.00 \$ 450,000.00 \$ G/L Accounts Opening Balance 346 1 01/2006 201/2006															
Sector Iransaction Inc. Origin Posting Usas Weil: (WW) Keil: (WW) Amount balance Design Design Image: Sector Image: Sector <tdi< td=""><td></td><td>c1</td><td></td><td></td><td>a</td><td></td><td>D (4 (D)</td><td>D (D (D)</td><td>2 (2 (2)</td><td></td><td></td><td></td><td>0.11</td><td></td><td></td></tdi<>		c1			a		D (4 (D)	D (D (D)	2 (2 (2)				0.11		
□ □		Selected	Transaction No.	Origin	Ungin	Posting Date	Ker. I (KOW)	Ref. 2 (ROW)	Ref. 3 (ROW)	Amount	Balance Due	Amount to Reconcile	Details		
□ □			a 3	I OB	3	01/01/2006				450,000.00 \$	450,000.00 \$	450,000.00 \$	G/L Accounts Opening	Balance	-
□ □			- 346	I IE	346	01/31/2006				(250.00) \$	(250.00) \$	(250.00) \$	Recurring Posting ELEC	C from 01/	3 33
□ □ (19,485.00) \$ (19,445.00) \$ (19,431.00) \$ (19,431.00) \$ (19,431.00) \$ (19,431.00) \$ (19,431.00) \$ (19,431.00) \$ (19,431.00) \$ (19,431.00) \$ (19,431.00) \$ (19,431.00) \$ (19,431.00) \$			349	C RC	2	01/31/2006	2			2,917.34 \$	2,917.34 \$	2,917.34 \$	Incoming - C30000		
□ □			-> 350	PS	1	01/31/2006	1			(19,485.00) \$	(19,485.00) \$	(19,485.00) \$	Outgoing - V10000		
□ □			- 355	🗢 JE	355	02/28/2006				(250.00) \$	(250.00) \$	(250.00) \$	Recurring Posting ELEC	C from 02/	2
□ ⇒ 359 ⇔ P5 3 02(8/2006 3 0 (16,755.22) \$ (16,755.22) \$ Outgoing - V60000 □ ⇒ 354 ⇔ P5 33 (02/8/2006 2(350.00) \$ (250.00)			358	PS	2	02/28/2006	2			(32,393.81) \$	(32,393.81) \$	(32,393.81) \$	Outgoing - V1010		
□ □			-> 359	PS	3	02/28/2006	3		0	(16,765.22) \$	(16,765.22) \$	(16,765.22) \$	Outgoing - V60000		
□ → 367 → RC 5 (3)31/2006 5 18,391.0 \$ 18,391			-> 364	🖒 JE	364	03/31/2006				(250.00) \$	(250.00) \$	(250.00) \$	Recurring Posting ELEC	C from 03/	9
→ 368 → RC 6 (3)31/2006 6 10.573.00 \$ 10.673.00 \$ <td></td> <td></td> <td>-> 367</td> <td>RC</td> <td>5</td> <td>03/31/2006</td> <td>5</td> <td></td> <td></td> <td>18,391.00 \$</td> <td>18,391.00 \$</td> <td>18,391.00 \$</td> <td>Incoming - C42000</td> <td></td> <td></td>			-> 367	RC	5	03/31/2006	5			18,391.00 \$	18,391.00 \$	18,391.00 \$	Incoming - C42000		
♥ ⇒ 370 ⇒ DP 1 (3/3/2006 1 1 2 2,819.11 \$ 22,819.11 \$ Depost - 11220000-01-001-01 □ ⇒ 371 ⇒ DP 1 (3/3/2006 2 1 45678900987654 7,473.00 \$ 7,473.00 \$ 7,473.00 \$ 7,473.00 \$ Depost - 11220000-01-001-01 □ ⇒ 371 ⇒ DP 16 (3/3/2006 16 16 (22,819.11) \$ (22,819.11) \$ Depost - 11220000-01-001-01 □ ⇒ 377 ⇒ JE 377 (4/3/2006 1 (23,003) \$ (250.00) \$ Recurring Posting ELEC from 04/2 □ ⇒ 382 ⇒ RC 11 1 94/30/2006 11 36,172.50 \$ 36,172.50 \$ 36,172.50 \$ Incoming - C50000			-> 368	🗢 RC	6	03/31/2006	6			10,573.00 \$	10,573.00 \$	10,573.00 \$	Incoming - C40000		
→ 371 → DP 2 (03/31/2006 2 1 45678900987654 7/473.00 \$ 7/473.00 \$ 2/473.00 \$ 2/473.00 \$ Dep cont > 1120000-10-001-01 ✓ → 1764 → DP 16 (03/31/2006 16 16 (22,181.01) \$ (22,819.11) \$ Dep cont > 11220000-01-001-01 → 377 → JE 377 (4/30/2006 1 (250.00) \$ (250.00) \$ Recurring Posting ELEC from 04/2 → 382 → RC 11 04/30/2006 11 36,172.50 \$ 36,172.50 \$ Incoming - C50000		✓	- 370	I DP	1	03/31/2006	1		1	22,819.11 \$	22,819.11 \$	22,819.11 \$	Deposit - 11220000-01-0	01-01	
Image: Wight of the state of the			4 371	🗢 DP	2	03/31/2006	2		1 456789000987654	7,473.00 \$	7,473.00 \$	7,473.00 \$	Deposit - 11220000-01-0	01-01	
Image: Ward of the state of the st	Π	 Image: A start of the start of	4 1764	I DP	16	03/31/2006	16		16	(22,819.11) \$	(22,819.11) \$	(22,819.11) \$	Deposit - 11220000-01-0	01-01	
□ ⇔ 382 ⇔ RC 11 04/30/2006 11 36,172.50 \$ 36,172.50 \$ 36,172.50 \$			- 377	🧼 JE	377	04/30/2006				(250.00) \$	(250.00) \$	(250.00) \$	Recurring Posting ELEC	c from 04/	3
			- 382	📫 RC	11	04/30/2006	11			36,172.50 \$	36,172.50 \$	36,172.50 \$	Incoming - C50000		
A 383 P5 7 04/30/2006 7 (18,637.78) \$ (18,637.78) \$ Outgoing - V50000			📫 383	🗘 PS	7	04/30/2006	7			(18,637.78) \$	(18,637.78) \$	(18,637.78) \$	Outgoing - V50000		*
0.00 \$												0.00 \$			

Hit the Reconcile button after selecting the documents to reconcile together, their total must equal \$0 (see the footer total) in order for the reconciliation to process







terin	al Recor	nciliation			_	_	_		_	_					_ U ×
L Ac	count		01-001-01	Cash a	at Bank - Savi	ngs (H(Rec	onciliation Currency	US Dollar		
											Rec	onciliation Date	05/09/2012		
•	5elected	Transaction No.	Origin	Origin	Posting Date	Ref. 1 (Row)	Ref. 2 (Row)	Ref. 3 (Row)	Amount	Balance Due	Amount to Reconcile	Details			
		🤹 3	OB	3	01/01/2006				450.000.00 s	450.000.00 s	450.000.00 s	G/L Accounts Openin	a Balance		
		346	I JE	346	01/31/2006				(250.00) \$	(250.00) \$	(250.00) \$	Recurring Posting ELE	EC from 01/1		
		349	RC	2	01/31/2006	2			2,917.34 \$	2,917.34 \$	2,917.34 \$	Incoming - C30000		#	
		- 350	PS	1	01/31/2006	1			(19,485.00) \$	(19,485.00) \$	(19,485.00) \$	Outgoing - V10000			
		- 355	III III	355	02/28/2006				(250.00) \$	(250.00) \$	(250.00) \$	Recurring Posting ELE	EC from 02/2		
		- 358	PS	2	02/28/2006	2			(32,393.81) \$	(32,393.81) \$	(32,393.81) \$	Outgoing - V1010			
		- 359	DS PS	3	02/28/2006	3		0	(16,765.22) \$	(16,765.22) \$	(16,765.22) \$	Outgoing - V60000			
		- 364	🗢 JE	364	03/31/2006				(250.00) \$	(250.00) \$	(250.00) \$	Recurring Posting ELE	EC from 03/3		
		- 367	RC	5	03/31/2006	5			18,391.00 \$	18,391.00 \$	18,391.00 \$	Incoming - C42000			
		-> 368	RC	6	03/31/2006	6			10,573.00 \$	10,573.00 \$	10,573.00 \$	Incoming - C40000			
	~	-> 370	OP	1	03/31/2006	1		1	22,819.11 \$	22,819.11 \$	22,819.11 \$	Deposit - 11220000-01	-001-01		
		- 371	I DP	2	03/31/2006	2	: 1	456789000987654	7,473.00 \$	7,473.00 \$	7,473.00 \$	Deposit - 11220000-01	-001-01		
	~	1764	OP	16	03/31/2006	16		16	(22,819.11) \$	(22,819.11) \$	(22,819.11) \$	Deposit - 11220000-01	-001-01		
		- 377	🤿 JE	377	04/30/2006	-		1	(250.00) s	(250.00) s	(250.00) \$	Recurring Posting ELE	EC from 04/3		
		- 382	🗢 RC	11	04/30/2006	System	Message					ing - C50000			
			🗢 PS	7	04/30/2006							ing - V50000		-	
	Recc	oncile Can	cel			Reconcil	e the selected trans	sactions?			C	3	Print Settings		
402						63210000-01	-001-01 Recurrin	ng Posting ELEC	from	2	50.00 s				
	14					C42000	Incomin	ig - C42000	4,10	7.50 \$					
- 14						C50000	Incomin	ig - C50000	21,78	0.56 \$					
14	15														
14 15 16	15					C70000	Incomin	g - C70000	35,61	3.63 \$					

You can see the reconciled transactions by high lighting the deposit and then choosing the right click menu option Show applied Transactions







Vision33 TOTAL Care

SAP Business One Tips & Tricks





