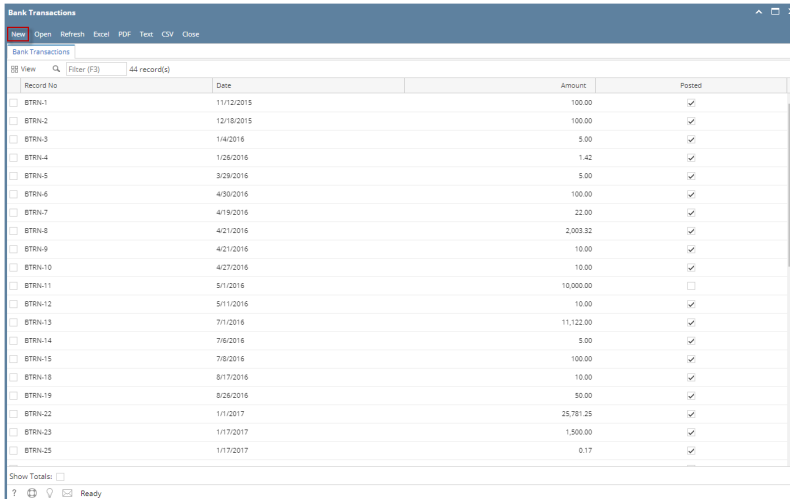


# How to Create Bank Transaction - Payments/Debits

The following will guide you on how to create payments/debits to your bank account.

1. From Cash Management module, click **Bank Transactions**.
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transactions screen** where existing bank transactions are displayed. Click the **New toolbar button** to open the new Bank Transaction screen.



The screenshot shows the 'Bank Transactions' search screen. It features a toolbar with buttons for 'New', 'Open', 'Refresh', 'Excel', 'PDF', 'Text', 'CSV', and 'Close'. Below the toolbar is a table with columns: Record No, Date, Amount, and Posted. The table contains 44 records, with the first 10 visible. The 'Record No' column contains values from BTRN-1 to BTRN-25. The 'Date' column contains dates from 11/12/2015 to 1/17/2017. The 'Amount' column contains values ranging from 0.17 to 10,000.00. The 'Posted' column contains checkmarks. At the bottom of the table, there is a 'Show Totals' checkbox and a 'Ready' status bar.

Record No	Date	Amount	Posted
BTRN-1	11/12/2015	100.00	✓
BTRN-2	12/18/2015	100.00	✓
BTRN-3	1/4/2016	5.00	✓
BTRN-4	1/28/2016	1.42	✓
BTRN-5	3/28/2016	5.00	✓
BTRN-6	4/30/2016	100.00	✓
BTRN-7	4/19/2016	22.00	✓
BTRN-8	4/21/2016	2,003.32	✓
BTRN-9	4/21/2016	10.00	✓
BTRN-10	4/27/2016	10.00	✓
BTRN-11	5/1/2016	10,000.00	✓
BTRN-12	5/1/2016	10.00	✓
BTRN-13	7/1/2016	11,122.00	✓
BTRN-14	7/6/2016	5.00	✓
BTRN-15	7/6/2016	100.00	✓
BTRN-16	8/17/2016	10.00	✓
BTRN-19	9/26/2016	50.00	✓
BTRN-22	1/1/2017	25,781.25	✓
BTRN-23	1/17/2017	1,500.00	✓
BTRN-25	1/17/2017	0.17	✓

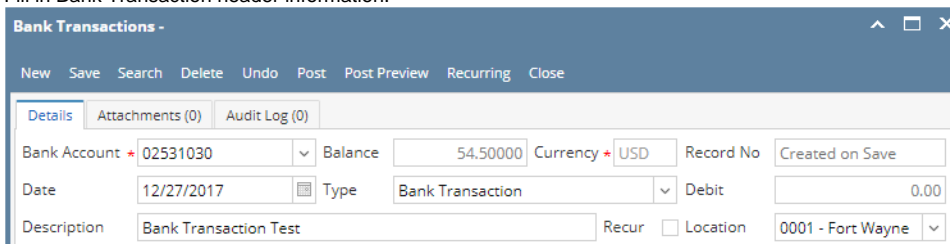
3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

Bank Account \* 02531030



Make sure that the bank account you want to use for the bank transaction had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Transaction header information.



The screenshot shows the 'Bank Transactions - Details' screen. It features a toolbar with buttons for 'New', 'Save', 'Search', 'Delete', 'Undo', 'Post', 'Post Preview', 'Recurring', and 'Close'. Below the toolbar is a form with fields for 'Bank Account', 'Balance', 'Currency', 'Record No', 'Date', 'Type', 'Debit', 'Description', 'Recur', and 'Location'. The 'Bank Account' field is set to '02531030'. The 'Balance' field is set to '54.50000'. The 'Currency' field is set to 'USD'. The 'Record No' field is set to 'Created on Save'. The 'Date' field is set to '12/27/2017'. The 'Type' field is set to 'Bank Transaction'. The 'Debit' field is set to '0.00'. The 'Description' field is set to 'Bank Transaction Test'. The 'Recur' checkbox is unchecked. The 'Location' field is set to '0001 - Fort Wayne'.

- a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
- b. The **Currency field** by default will show the Currency setup from the selected Bank Account.
- c. The **Record No field** will only be filled with the bank transaction number as soon as the Bank Transaction is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transaction. That screen can be opened from System Manager > Starting Numbers.

Starting Numbers

Save Close

Details

Modules

- All
- Accounts Payable
- Accounts Receivable
- Card Fueling
- Cash Management
- Contract Management
- Credit Card Recon
- Energy Trac
- Entity Management
- Fixed Assets
- General Ledger
- Help Desk
- Inventory
- Logistics

Starting Numbers

Report View Filter (F3)

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	100	<input type="checkbox"/>	BDEP-100
Bank Withdrawal	BWD-	4	<input type="checkbox"/>	BWD-4
Bank Transfer	BTFR-	13	<input type="checkbox"/>	BTFR-13
Bank Transaction	BTRN-	56	<input checked="" type="checkbox"/>	BTRN-56
Misc Checks	MCHK-	10	<input type="checkbox"/>	MCHK-10
Bank Stmt Import	BSI-	15	<input type="checkbox"/>	BSI-15

? ? ? ? ? Ready

This number will also be used to track the transaction later on.

- The **Date field** by default will show today's date. Change this date as you feel necessary.
- In the **Type field** click the **dropdown combo box button** to bring down the combo box list. Options to select from are Bank Transaction and Bank Withdrawal. Select **Bank Withdrawal** if you are to make Withdrawal transaction. See [How to Create Bank Transaction - Withdrawals](#). Select **Bank Transaction** if you are to make any of the following transactions:
  - Miscellaneous Debits like Service Charges.
  - Miscellaneous Credits like Interest Gained, see [How to Create Bank Transaction - Interest Gained](#).

For this illustration, select **Bank Transaction** since we are to create a miscellaneous debit transaction, example is Service Charge.

- The next field will show **Credit** caption. This shows that any amount shown here is to be credited to the bank account when this transaction is posted to the GL Account Detail.
  - Enter a description for the Bank Transaction in the **Description field**.
5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

X Remove Filter

GL Account*	Description	Debit	Credit
<input type="checkbox"/> 17000-0002-001	Ending Inventory - Indianapolis - Grains	50.00000	0.00000
<input type="checkbox"/>			
Total:		\$50.00	\$0.00

? ? ? ? ? Edited Page 1 of 1

- In the **GL Account field**, select GL Account.
- Enter the amount for the service charge transaction in the **Debit** field. As soon as amount is entered, the field that follows the Type field in the header part of the screen is automatically captioned Credit. This tells that the bank account entry has a credit value, thus resulting to decreasing the bank account balance when the transaction is posted. See [How to Post Bank Transaction - Misc Debits](#).

- c. At the bottom of the grid, a **Total** of all debits and/or credits added in the grid is shown. The difference of the Total Debits and Total Credits will automatically appear on Credit field, header section of the screen.

Bank Transactions - BTRN-56

Bank Account: 02531030 Balance: 54.50000 Currency: USD Record No: Created on Save

Date: 12/27/2017 Type: Bank Transaction Credit: 50.00

Description: Bank Transaction Test Recur: Location: 0001 - Fort Wayne

GL Account*	Description	Debit	Credit
17000-0002-001	Ending Inventory - Indianapolis - Grains	50.00000	0.00000
<b>Total:</b>		\$50.00	\$0.00

6. Click **Save toolbar button** to save the bank transaction.

Bank Transactions - BTRN-56

New Save Search Delete Undo Post Post Preview Recurring Close

The **Record No** field will then show the bank transaction number assigned for this transaction.

Bank Transactions - BTRN-56

Bank Account: 02531030 Balance: 54.50000 Currency: USD Record No: BTRN-56

Date: 12/27/2017 Type: Bank Transaction Credit: 50.00

Description: Bank Transaction Test Recur: Location: 0001 - Fort Wayne



If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Transaction - Misc Debits](#).

7. Click **Close toolbar button** to close the screen.

Bank Transactions - BTRN-56

New Save Search Delete Undo Post Duplicate Post Preview Recurring Close

The following will guide you on how to create payments/debits to your bank account.

1. From Cash Management module, click **Bank Transactions**.
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transactions screen** where existing bank transactions are displayed. Click the **New toolbar button** to open the new Bank Transaction screen.

Bank Transactions

New Open Refresh Report

Bank Transactions

View Filter (F3) 26 record(s)

Record No	Date	Amount	Posted
BTRN-1	11/12/2015	100.00	✓
BTRN-2	12/18/2015	100.00	✓
BTRN-3	1/4/2016	5.00	✓
BTRN-4	1/26/2016	1.42	✓
BTRN-5	3/29/2016	5.00	✓
BTRN-6	4/30/2016	100.00	✓
BTRN-7	4/19/2016	22.00	✓
BTRN-8	4/21/2016	2,003.32	✓
BTRN-9	4/21/2016	10.00	✓
BTRN-10	4/27/2016	10.00	✓

3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

Bank Account: 253624539656



Make sure that the bank account you want to use for the bank transaction had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Transaction header information.

- The **Balance** field will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
- The **Currency** field by default will show the Currency setup from the selected Bank Account.
- The **Record No** field will only be filled with the bank transaction number as soon as the Bank Transaction is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transaction. That screen can be opened from System Manager > Starting Numbers.

This number will also be used to track the transaction later on.

- The **Date** field by default will show today's date. Change this date as you feel necessary.
- In the **Type** field click the **dropdown combo box button** to bring down the combo box list. Options to select from are Bank Transaction and Bank Withdrawal. Select **Bank Withdrawal** if you are to make Withdrawal transaction. See [How to Create Bank Transaction - Withdrawals](#). Select **Bank Transaction** if you are to make any of the following transactions:
  - Miscellaneous Debits like Service Charges.
  - Miscellaneous Credits like Interest Gained, see [How to Create Bank Transaction - Interest Gained](#).
 For this illustration, select **Bank Transaction** since we are to create a miscellaneous debit transaction, example is Service Charge.
- The next field will show **Credit** caption. This shows that any amount shown here is to be credited to the bank account when this transaction is posted to the GL Account Detail.
- Enter a description for the Bank Transaction in the **Description** field.

5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

- In the **GL Account** field, select GL Account.
- Enter the amount for the service charge transaction in the **Debit** field. As soon as amount is entered, the field that follows the Type field in the header part of the screen is automatically captioned Credit. This tells that the bank account entry has a credit value, thus resulting to decreasing the bank account balance when the transaction is posted. See [How to Post Bank Transaction - Misc Debits](#).

- c. At the bottom of the grid, a **Total** of all debits and/or credits added in the grid is shown. The difference of the Total Debits and Total Credits will automatically appear on Credit field, header section of the screen.

The screenshot shows the 'Bank Transactions' window. The 'Details' tab is active. The 'Bank Account' is 253624539656, 'Balance' is -55,983.27000, 'Currency' is USD, and 'Record No' is Created on Save. The 'Date' is 7/12/2017, 'Type' is Bank Transaction, and 'Credit' is 220.00. The 'Description' is Bank Transaction Test. The 'Recur' checkbox is unchecked, and 'Location' is 0001 - Fort Wayne. A table below shows a single transaction with a debit of 220.00000 and a credit of 0.00000. At the bottom, a 'Total' row shows \$220.00 for Debit and \$0.00 for Credit.

6. Click **Save toolbar button** to save the bank transaction.

The screenshot shows the 'Bank Transactions' window toolbar. The 'Save' button is highlighted with a red box.

The **Record No** field will then show the bank transaction number assigned for this transaction.

The screenshot shows the 'Bank Transactions - BTRN-32' window. The 'Record No' field is now populated with 'BTRN-32'. The 'Credit' field is 220.00.



If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Transaction - Misc Debits](#).

7. Click **Close toolbar button** to close the screen.

The screenshot shows the 'Bank Transactions - BTRN-32' window toolbar. The 'Close' button is highlighted with a red box.

The following will guide you on how to create payments/debits to your bank account.

1. From Cash Management module, click **Bank Transactions**.
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transactions screen** where existing bank transactions are displayed. Click the **New toolbar button** to open the new Bank Transaction screen.

The screenshot shows the 'Bank Transactions' window with the 'New' button highlighted. Below the toolbar, there is a table with 12 records. The table has columns for Record No, Date, Amount, and Posted. The records are as follows:

Record No	Date	Amount	Posted
BTRN-1	11/12/2015	100.00	✓
BTRN-2	12/18/2015	100.00	✓
BTRN-3	1/4/2016	5.00	✓
BTRN-4	1/26/2016	1.42	✓
BTRN-5	3/29/2016	5.00	✓

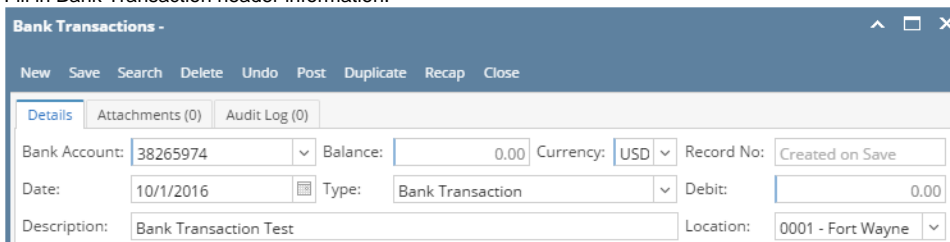
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

The screenshot shows the 'Bank Account' dropdown menu. The selected account is 38265974.



Make sure that the bank account you want to use for the bank transaction had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Transaction header information.



**Bank Transactions -**

New Save Search Delete Undo Post Duplicate Recap Close

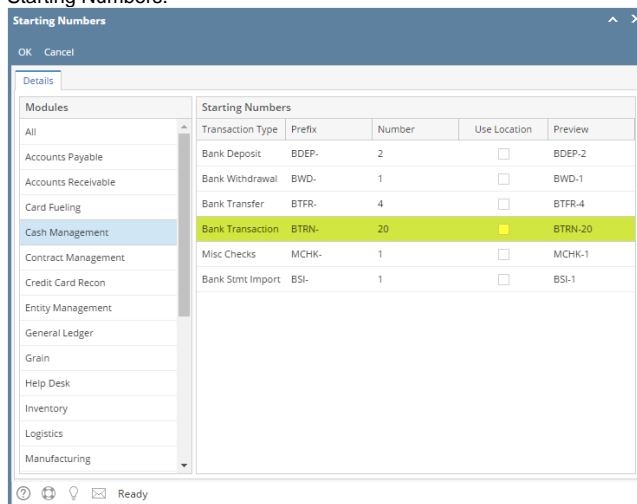
Details Attachments (0) Audit Log (0)

Bank Account: 38265974 Balance: 0.00 Currency: USD Record No: Created on Save

Date: 10/1/2016 Type: Bank Transaction Debit: 0.00

Description: Bank Transaction Test Location: 0001 - Fort Wayne

- The **Balance** field will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
- The **Currency** field by default will show the Currency setup from the selected Bank Account.
- The **Record No** field will only be filled with the bank transaction number as soon as the Bank Transaction is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transaction. That screen can be opened from System Manager > Starting Numbers.



**Starting Numbers**

OK Cancel

Details

Modules

- All
- Accounts Payable
- Accounts Receivable
- Card Fueling
- Cash Management
- Contract Management
- Credit Card Recon
- Entity Management
- General Ledger
- Grain
- Help Desk
- Inventory
- Logistics
- Manufacturing

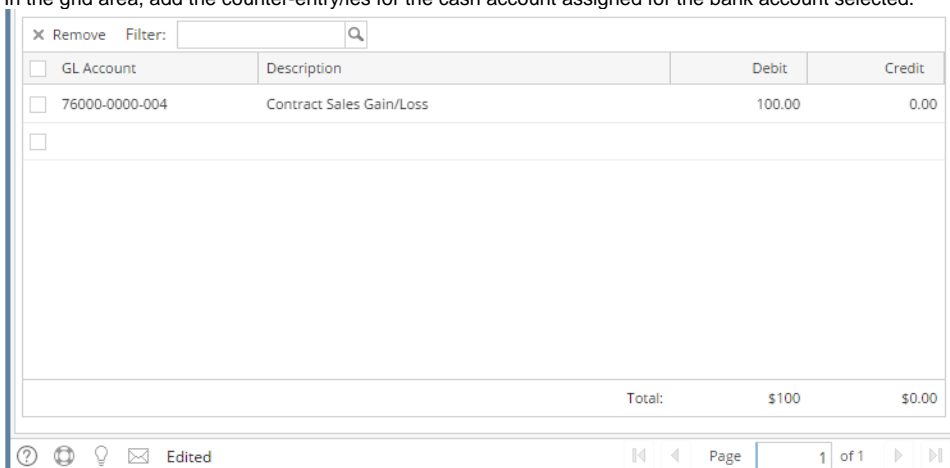
Starting Numbers

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	2	<input type="checkbox"/>	BDEP-2
Bank Withdrawal	BWD-	1	<input type="checkbox"/>	BWD-1
Bank Transfer	BTFR-	4	<input type="checkbox"/>	BTFR-4
Bank Transaction	BTRN-	20	<input checked="" type="checkbox"/>	BTRN-20
Misc Checks	MCHK-	1	<input type="checkbox"/>	MCHK-1
Bank Stmt Import	BSI-	1	<input type="checkbox"/>	BSI-1

Ready

This number will also be used to track the transaction later on.

- The **Date** field by default will show today's date. Change this date as you feel necessary.
  - In the **Type** field click the **dropdown combo box button** to bring down the combo box list. Options to select from are Bank Transaction and Bank Withdrawal. Select **Bank Withdrawal** if you are to make Withdrawal transaction. See [How to Create Bank Transaction - Withdrawals](#). Select **Bank Transaction** if you are to make any of the following transactions:
    - Miscellaneous Debits like Service Charges.
    - Miscellaneous Credits like Interest Gained, see [How to Create Bank Transaction - Interest Gained](#).
- For this illustration, select **Bank Transaction** since we are to create a miscellaneous debit transaction, example is Service Charge.
- The next field will show **Credit** caption. This shows that any amount shown here is to be credited to the bank account when this transaction is posted to the GL Account Detail.
  - Enter a description for the Bank Transaction in the **Description** field.
5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.



X Remove Filter: [Search]

GL Account	Description	Debit	Credit
<input type="checkbox"/> 76000-0000-004	Contract Sales Gain/Loss	100.00	0.00
<input type="checkbox"/>			
Total:		\$100	\$0.00

Page 1 of 1

- In the **GL Account** field, select GL Account.
- Enter the amount for the service charge transaction in the **Debit** field. As soon as amount is entered, the field that follows the Type field in the header part of the screen is automatically captioned Credit. This tells that the bank account entry has a credit value, thus resulting to decreasing the bank account balance when the transaction is posted. See [How to Post Bank Transaction - Misc Debits](#).

- c. At the bottom of the grid, a **Total** of all debits and/or credits added in the grid is shown. The difference of the Total Debits and Total Credits will automatically appear on Credit field, header section of the screen.

**Bank Transactions - BTRN-20**

New Save Search Delete Undo Post Duplicate Recap Close

Details Attachments (0) Audit Log (3)

Bank Account: 38265974 Balance: 0.00 Currency: USD Record No: BTRN-20

Date: 10/1/2016 Type: Bank Transaction Credit: 100.00

Description: Bank Transaction Test Location: 0001 - Fort Wayne

X Remove Filter: [Search]

GL Account	Description	Debit	Credit
<input type="checkbox"/> 76000-0000-004	Contract Sales Gain/Loss	100.00	0.00
<input type="checkbox"/>			
Total:		\$100	\$0.00

Edited

Page 1 of 1

6. Click **Save toolbar button** to save the bank transaction.

Bank Transactions - ^ □ ×

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

The **Record No** field will then show the bank transaction number assigned for this transaction.

**Bank Transactions - BTRN-20**

New Save Search Delete Undo Post Duplicate Recap Close

Details Attachments (0) Audit Log (3)

Bank Account: 38265974 Balance: 0.00 Currency: USD Record No: BTRN-20

Date: 10/1/2016 Type: Bank Transaction Credit: 100.00

Description: Bank Transaction Test Location: 0001 - Fort Wayne



If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Transaction - Misc Debits](#) .

7. Click **Close toolbar button** to close the screen.

Bank Transactions - BTRN-20

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

The following will guide you on how to create payments/debits to your bank account.

1. From Cash Management module, click **Bank Transactions**.
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transactions** screen where existing bank transactions are displayed. Click the **New toolbar button** to open the new Bank Transaction screen.

**Bank Transactions**

New Open Refresh Export Close

Layout Filter Records (F3) 4 record(s)

	Record No	Date	Amount	Posted
<input type="checkbox"/>	BTRN-1	11/12/2015	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-2	12/18/2015	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-3	01/04/2016	5.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-4	01/26/2016	1.42	<input checked="" type="checkbox"/>

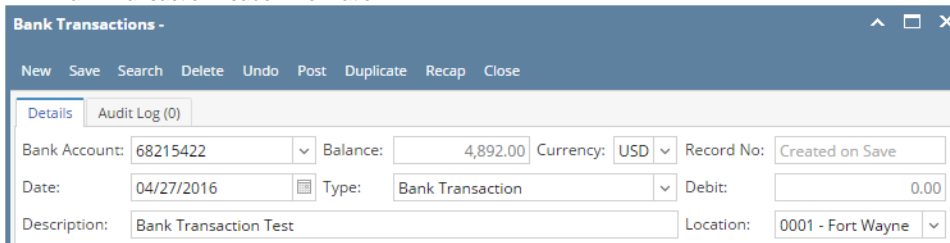
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

Bank Account: 68215422



Make sure that the bank account you want to use for the bank transaction had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Transaction header information.



**Bank Transactions -**

New Save Search Delete Undo Post Duplicate Recap Close

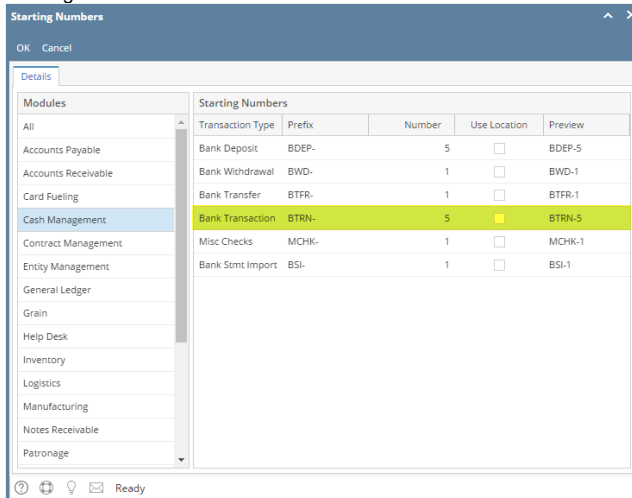
Details Audit Log (0)

Bank Account: 68215422 Balance: 4,892.00 Currency: USD Record No: Created on Save

Date: 04/27/2016 Type: Bank Transaction Debit: 0.00

Description: Bank Transaction Test Location: 0001 - Fort Wayne

- a. The **Balance** field will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
- b. The **Currency** field by default will show the Currency setup from the selected Bank Account.
- c. The **Record No** field will only be filled with the bank transaction number as soon as the Bank Transaction is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transaction. That screen can be opened from System Manager > Starting Numbers.



**Starting Numbers**

OK Cancel

Details

Modules

- All
- Accounts Payable
- Accounts Receivable
- Card Fueling
- Cash Management
- Contract Management
- Entity Management
- General Ledger
- Grain
- Help Desk
- Inventory
- Logistics
- Manufacturing
- Notes Receivable
- Patronage

Starting Numbers

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	5	<input type="checkbox"/>	BDEP-5
Bank Withdrawal	BWD-	1	<input type="checkbox"/>	BWD-1
Bank Transfer	BTFR-	1	<input type="checkbox"/>	BTFR-1
Bank Transaction	BTRN-	5	<input checked="" type="checkbox"/>	BTRN-5
Misc Checks	MCHK-	1	<input type="checkbox"/>	MCHK-1
Bank Stmt Import	BSI-	1	<input type="checkbox"/>	BSI-1

Ready

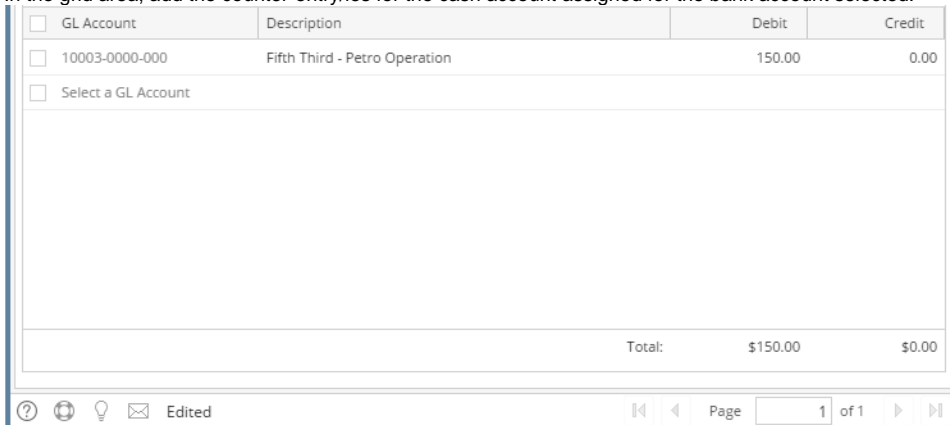
This number will also be used to track the transaction later on.

- d. The **Date** field by default will show today's date. Change this date as you feel necessary.
- e. In the **Type** field click the **dropdown combo box button** to bring down the combo box list. Options to select from are Bank Transaction and Bank Withdrawal. Select **Bank Withdrawal** if you are to make Withdrawal transaction. See [How to Create Bank Transaction - Withdrawals](#). Select **Bank Transaction** if you are to make any of the following transactions:
  - i. Miscellaneous Debits like Service Charges.
  - ii. Miscellaneous Credits like Interest Gained, see [How to Create Bank Transaction - Interest Gained](#).

For this illustration, select **Bank Transaction** since we are to create a miscellaneous debit transaction, example is Service Charge.

- f. The next field will show **Credit** caption. This shows that any amount shown here is to be credited to the bank account when this transaction is posted to the GL Account Detail.
- g. Enter a description for the Bank Transaction in the **Description** field.

5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.



GL Account	Description	Debit	Credit
<input type="checkbox"/> 10003-0000-000	Fifth Third - Petro Operation	150.00	0.00
<input type="checkbox"/> Select a GL Account			
Total:		\$150.00	\$0.00

Edited Page 1 of 1

- a. In the **GL Account** field, select GL Account.
- b. Enter the amount for the service charge transaction in the **Debit** field. As soon as amount is entered, the field that follows the Type field in the header part of the screen is automatically captioned Credit. This tells that the bank account entry has a credit value, thus resulting to decreasing the bank account balance when the transaction is posted. See [How to Post Bank Transaction - Misc Debits](#).



- c. At the bottom of the grid, a **Total** of all debits and/or credits added in the grid is shown. The difference of the Total Debits and Total Credits will automatically appear on Credit field, header section of the screen.

Bank Transactions -

New Save Search Delete Undo Post Duplicate Recap Close

Details Audit Log (0)

Bank Account: 68215422 Balance: 4,892.00 Currency: USD Record No: Created on Save

Date: 04/27/2016 Type: Bank Transaction Credit: 150.00

Description: Bank Transaction Test Location: 0001 - Fort Wayne

X Remove Filter: [Search]

GL Account	Description	Debit	Credit
<input type="checkbox"/> 10003-0000-000	Fifth Third - Petro Operation	150.00	0.00
<input type="checkbox"/> Select a GL Account			

Total: \$150.00 \$0.00

Edited Page 1 of 1

6. Click **Save toolbar button** to save the bank transaction.

Bank Transactions -

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

The **Record No** field will then show the bank transaction number assigned for this transaction.

Bank Transactions - BTRN-5

New Save Search Delete Undo Post Duplicate Recap Close

Details Audit Log (1)

Bank Account: 68215422 Balance: 4,892.00 Currency: USD Record No: BTRN-5

Date: 04/27/2016 Type: Bank Transaction Credit: 150.00

Description: Bank Transaction Test Location: 0001 - Fort Wayne



If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Transaction - Misc Debits](#).

7. Click **Close toolbar button** to close the screen.

Bank Transactions - BTRN-5

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

The following will guide you on how to create payments/debits to your bank account.

1. From Cash Management module, click **Bank Transactions**.
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transactions screen** where existing bank transactions are displayed. Click the **New toolbar button** to open the new Bank Transaction screen.

Bank Transactions

New Open Refresh Export Close

Layout Filter Records (F3) 4 records

Record No	Date	Amount	Posted
<input type="checkbox"/> BTRN-1	11/12/2015	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-2	12/18/2015	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-3	01/04/2016	5.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-4	01/26/2016	1.42	<input checked="" type="checkbox"/>

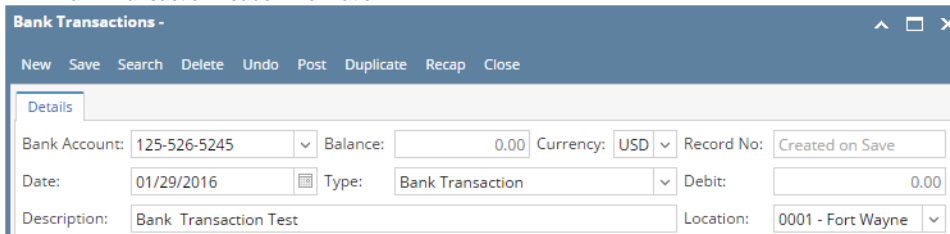
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

Bank Account: 125-526-5245



Make sure that the bank account you want to use for the bank transaction had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Transaction header information.



**Bank Transactions -**

New Save Search Delete Undo Post Duplicate Recap Close

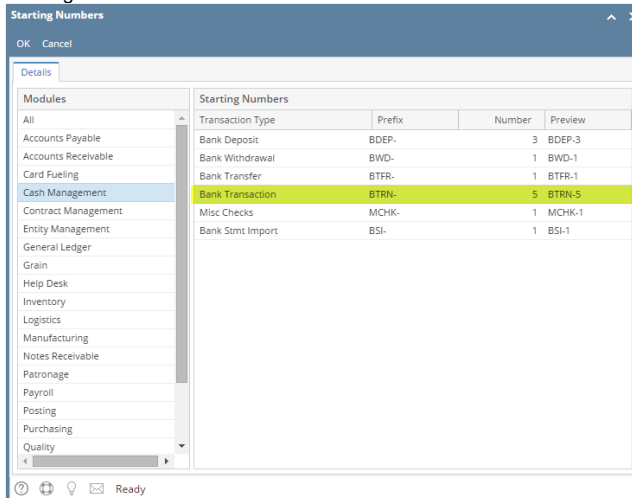
**Details**

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

Date: 01/29/2016 Type: Bank Transaction Debit: 0.00

Description: Bank Transaction Test Location: 0001 - Fort Wayne

- a. The **Balance** field will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
- b. The **Currency** field by default will show the Currency setup from the selected Bank Account.
- c. The **Record No** field will only be filled with the bank transaction number as soon as the Bank Transaction is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transaction. That screen can be opened from System Manager > Starting Numbers.



**Starting Numbers**

OK Cancel

**Details**

Modules

- All
- Accounts Payable
- Accounts Receivable
- Card Fueling
- Cash Management
- Contract Management
- Entity Management
- General Ledger
- Grain
- Help Desk
- Inventory
- Logistics
- Manufacturing
- Notes Receivable
- Patronage
- Payroll
- Posting
- Purchasing
- Quality

**Starting Numbers**

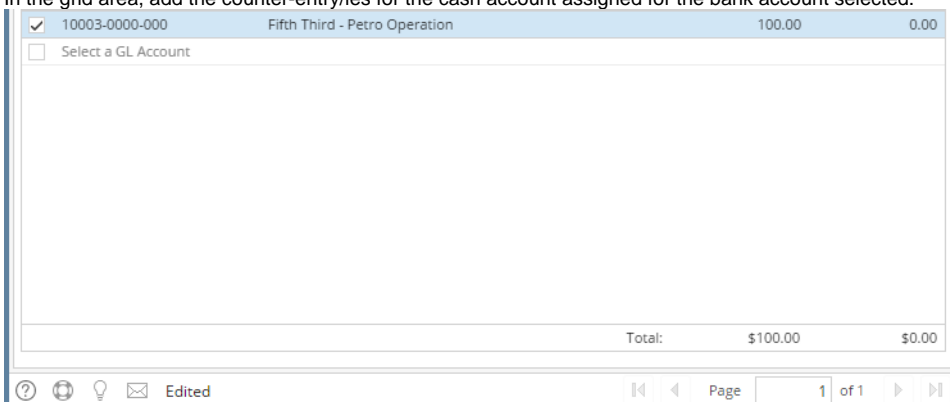
Transaction Type	Prefix	Number	Preview
Bank Deposit	BDEP-	3	BDEP-3
Bank Withdrawal	BWD-	1	BWD-1
Bank Transfer	BTFR-	1	BTFR-1
Bank Transaction	BTRN-	5	BTRN-5
Misc Checks	MCHK-	1	MCHK-1
Bank Stmt Import	BSI-	1	BSI-1

Ready

This number will also be used to track the transaction later on.

- d. The **Date** field by default will show today's date. Change this date as you feel necessary.
  - e. In the **Type** field click the **dropdown combo box button** to bring down the combo box list. Options to select from are Bank Transaction and Bank Withdrawal. Select **Bank Withdrawal** if you are to make Withdrawal transaction. See [How to Create Bank Transaction - Withdrawals](#). Select **Bank Transaction** if you are to make any of the following transactions:
    - i. Miscellaneous Debits like Service Charges.
    - ii. Miscellaneous Credits like Interest Gained, see [How to Create Bank Transaction - Interest Gained](#).

For this illustration, select **Bank Transaction** since we are to create a miscellaneous debit transaction, example is Service Charge.
  - f. The next field will show **Credit** caption. This shows that any amount shown here is to be credited to the bank account when this transaction is posted to the GL Account Detail.
  - g. Enter a description for the Bank Transaction in the **Description** field.
5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.



☒ 10003-0000-000 Fifth Third - Petro Operation 100.00 0.00

☐ Select a GL Account

Total: \$100.00 \$0.00

Edited Page 1 of 1

- a. In the **GL Account** field, select GL Account.
- b. Enter the amount for the service charge transaction in the **Debit** field. As soon as amount is entered, the field that follows the Type field in the header part of the screen is automatically captioned Credit. This tells that the bank account entry has a credit value, thus resulting to decreasing the bank account balance when the transaction is posted. See [How to Post Bank Transaction - Misc Debits](#).

- c. At the bottom of the grid, a **Total** of all debits and/or credits added in the grid is shown. The difference of the Total Debits and Total Credits will automatically appear on Credit field, header section of the screen.

Bank Transactions -

New Save Search Delete Undo Post Duplicate Recap Close

Details

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

Date: 01/29/2016 Type: Bank Transaction Credit: 100.00

Description: Bank Transaction Test Location: 0001 - Fort Wayne

GL Account	Description	Debit	Credit
10003-0000-000	Fifth Third - Petro Operation	100.00	0.00
Select a GL Account			
Total:		\$100.00	\$0.00

Edited Page 1 of 1

6. Click **Save toolbar button** to save the bank transaction.

Bank Transactions -

New Save Search Delete Undo Post Duplicate Recap Close

Details

Bank Account: 125-526-5245 Balance: 0.00 Currency: USD Record No: BTRN-5

Date: 01/29/2016 Type: Bank Transaction Credit: 100.00

Description: Bank Transaction Test Location: 0001 - Fort Wayne



If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Transaction - Misc Debits](#).

7. Click **Close toolbar button** to close the screen.

Bank Transactions -

New Save Search Delete Undo Post Duplicate Recap Close

The following will guide you on how to create payments/debits to your bank account.

1. From Cash Management module, click **Bank Transactions**.
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transactions** screen where existing bank transactions are displayed. Click the **New toolbar button** to open the new Bank Transaction screen.

Bank Transactions

New View Refresh Close

Layout Filter Records (F3) 10 records

Record No	Checkbook	Date	Amount	Posted
BTRN-1	01	10/07/2014	10.00	[X]
BTRN-2	01	10/08/2014	10.00	[X]
BTRN-3	01	10/08/2014	50.00	[X]
BTRN-4	01	10/08/2014	50.00	[X]
BTRN-5	01	10/09/2014	100.00	[X]
BTRN-6	01	10/23/2014	1,000.00	[X]
BTRN-7	01	11/14/2014	10.00	[X]
BTRN-8	01	02/02/2015	10.00	[X]
BTRN-9	01	02/02/2015	110.00	[X]
BTRN-10	RR	06/10/2015	100.00	[X]

3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

Bank Account: 08



Make sure that the bank account you want to use for the bank transaction had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

4. Fill in Bank Transaction header information.

The 'Bank Transactions' window displays the following header information:

- Bank Account:** 08
- Balance:** 900.000000
- Currency:** USD
- Record No:** Created on Save
- Date:** 06/17/2015
- Type:** Bank Transaction
- Debit:** 0.000000
- Description:** service charges by the bank
- Location:** (empty)

- The **Balance** field will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance.
- The **Currency** field by default will show the Currency setup from the selected Bank Account.
- The **Record No** field will only be filled with the bank transaction number as soon as the Bank Transaction is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transaction. That screen can be opened from System Manager > Starting Numbers.

The 'Starting Numbers' window shows a list of modules on the left and a table of starting numbers on the right. The 'Bank Transaction' entry is highlighted in yellow.

Modules	Transaction Type	Prefix	Number	Preview
All	Bank Deposit	BDEP-	6	BDEP-6
Accounts Payable	Bank Withdrawal	BWD-	1	BWD-1
Accounts Receivable	Bank Transfer	BTFR-	2	BTFR-2
Cash Management	Bank Transaction	BTRN-	11	BTRN-11
Contract Management	Misc Checks	MCHK-	6	MCHK-6
Entity Management	Bank Stmt Import	BSI-	1	BSI-1
General Ledger				
Help Desk				
Inventory				
Logistics				
Manufacturing				
Notes Receivable				
Payroll				
Posting				
Purchasing				
Risk Management				
Tank Management				

This number will also be used to track the transaction later on.

- The **Date** field by default will show today's date. Change this date as you feel necessary.
  - In the **Type** field click the **dropdown combo box button** to bring down the combo box list. Options to select from are Bank Transaction and Bank Withdrawal. Select **Bank Withdrawal** if you are to make Withdrawal transaction. See [How to Create Bank Transaction - Withdrawals](#). Select **Bank Transaction** if you are to make any of the following transactions:
    - Miscellaneous Debits like Service Charges.
    - Miscellaneous Credits like Interest Gained, see [How to Create Bank Transaction - Interest Gained](#).
  - For this illustration, select **Bank Transaction** since we are to create a miscellaneous debit transaction, example is Service Charge.
  - The next field will show **Credit** caption. This shows that any amount shown here is to be credited to the bank account when this transaction is posted to the GL Account Detail.
  - Enter a description for the Bank Transaction in the **Description** field.
5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

The 'GL Account' grid shows a table with columns: GL Account, Description, Debit, and Credit. The entry for '85300-9099 PENALTIES - PETROLEUM -Admin' is highlighted.

GL Account	Description	Debit	Credit
<input checked="" type="checkbox"/> 85300-9099	PENALTIES - PETROLEUM -Admin	10.00	0.00
<input type="checkbox"/> Select a GL Account		0.00	0.00
<b>Total:</b>		10.00	0.00

- In the **GL Account** field, select GL Account.
- Enter the amount for the service charge transaction in the **Debit** field. As soon as amount is entered, the field that follows the Type field in the header part of the screen is automatically captioned Credit. This tells that the bank account entry has a credit value, thus resulting to decreasing the bank account balance when the transaction is posted. See [How to Post Bank Transaction - Misc Debits](#).

- c. At the bottom of the grid, a **Total** of all debits and/or credits added in the grid is shown. The difference of the Total Debits and Total Credits will automatically appear on Credit field, header section of the screen.

Bank Transactions

New Save Search Delete Undo Post Recap Close

Bank Account: 08 Balance: 900.000000 Currency: USD Record No: Created on Save

Date: 06/17/2015 Type: Bank Transaction Credit: 10.000000

Description: service charges by the bank Location:

GL Account	Description	Debit	Credit
85300-9099	PENALTIES - PETROLEUM -Admin	10.00	0.00
Select a GL Account		0.00	0.00

Total: 10.00 0.00

Edited Page 1 of 1

6. Click **Save toolbar button** to save the bank transaction.

Bank Transactions

New Save Search Delete Undo Post Recap Close

The **Record No** field will then show the bank transaction number assigned for this transaction.

Bank Transactions

New Save Search Delete Undo Post Recap Close

Bank Account: 08 Balance: 900.000000 Currency: USD Record No: BTRN-11

Date: 06/17/2015 Type: Bank Transaction Credit: 10.000000

Description: service charges by the bank Location:



If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Transaction - Misc Debits](#).

7. Click **Close toolbar button** to close the screen.

Bank Transactions

New Save Search Delete Undo Post Recap Close

The following will guide you on how to create payments/debits to your bank account.

1. From Cash Management module > Activities folder > double-click **Bank Transactions**.
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transactions screen** where existing bank transactions are displayed. Click the **New toolbar button** to open the new Bank Transaction screen.

Search Bank Transactions

New Open Selected Refresh Close

Filter Records (F3) 7 records

Record No	Checkbook	Date	Amount	Posted
BTRN-1	1	05/09/2014	69.00	
BTRN-2	05	05/14/2014	15.00	
BTRN-3	05	05/14/2014	6.00	
BTRN-4	07	05/26/2014	100.25	
BTRN-5	07	05/26/2014	200.00	
BTRN-6	06	05/26/2014	50.00	
BWD-1	07	05/26/2014	60.00	

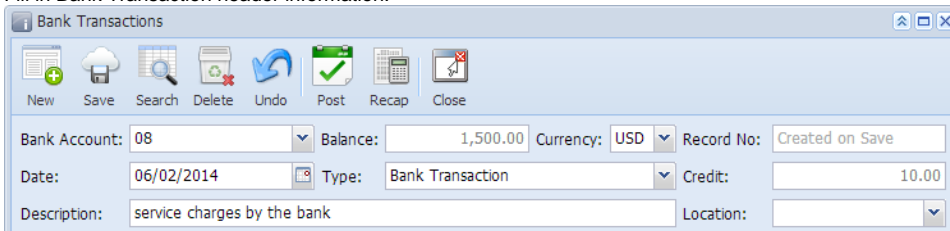
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

Bank Account: 08



Make sure that the bank account you want to use for the bank transaction had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

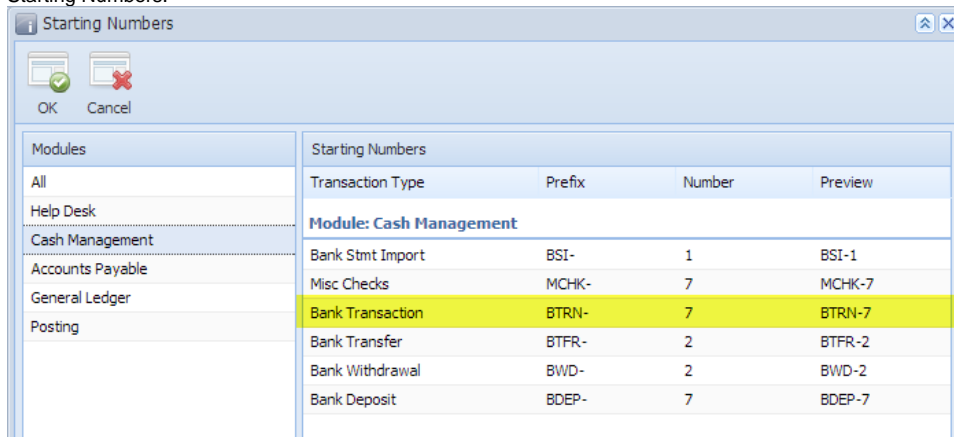
4. Fill in Bank Transaction header information.



The screenshot shows the 'Bank Transactions' header form. It includes a toolbar with icons for New, Save, Search, Delete, Undo, Post, Recap, and Close. The form fields are as follows:

- Bank Account: 08
- Balance: 1,500.00
- Currency: USD
- Record No: Created on Save
- Date: 06/02/2014
- Type: Bank Transaction
- Credit: 10.00
- Description: service charges by the bank
- Location: (empty)

- The **Balance** field will show the current balance for the selected bank account. This is a good way to track how much is the current bank account balance.
- The **Currency** field by default will show the Currency setup from the selected Bank Account.
- The **Record No** field will only be filled with the bank transaction number as soon as the Bank Transaction is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transaction. That screen can be opened from Admin folder > Starting Numbers.



The screenshot shows the 'Starting Numbers' screen. It has a left sidebar with 'Modules' (All, Help Desk, Cash Management, Accounts Payable, General Ledger, Posting) and a main table for 'Starting Numbers'.

Transaction Type	Prefix	Number	Preview
<b>Module: Cash Management</b>			
Bank Stmt Import	BSI-	1	BSI-1
Misc Checks	MCHK-	7	MCHK-7
<b>Bank Transaction</b>	<b>BTRN-</b>	<b>7</b>	<b>BTRN-7</b>
Bank Transfer	BTFR-	2	BTFR-2
Bank Withdrawal	BWD-	2	BWD-2
Bank Deposit	BDEP-	7	BDEP-7

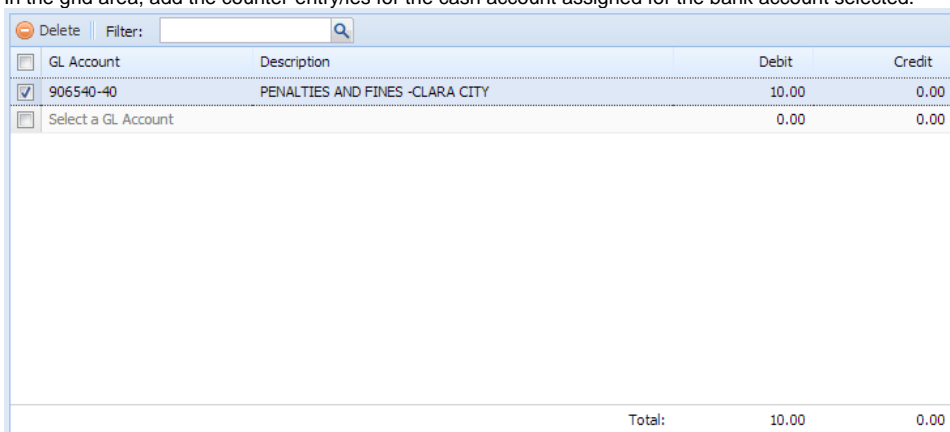
This number will also be used to track the transaction later on.

- The **Date** field by default will show today's date. Change this date as you feel necessary.
- In the **Type** field click the **dropdown combo box button** to bring down the combo box list. Options to select from are Bank Transaction and Bank Withdrawal. Select **Bank Withdrawal** if you are to make Withdrawal transaction. See [How to Create Bank Transaction - Withdrawals](#). Select **Bank Transaction** if you are to make any of the following transactions:
  - Miscellaneous Debits like Service Charges.
  - Miscellaneous Credits like Interest Gained, see [How to Create Bank Transaction - Interest Gained](#).

For this illustration, select **Bank Transaction** since we are to create a miscellaneous debit transaction, example is Service Charge.

- The next field will show **Credit** caption. This shows that any amount shown here is to be credited to the bank account when this transaction is posted to the GL Account Detail.
- Enter a description for the Bank Transaction in the **Description** field.

5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.



The screenshot shows the grid area for adding counter-entry. It has a 'Delete' button and a 'Filter' field. The grid has columns for 'GL Account', 'Description', 'Debit', and 'Credit'.

GL Account	Description	Debit	Credit
<input checked="" type="checkbox"/> 906540-40	PENALTIES AND FINES -CLARA CITY	10.00	0.00
<input type="checkbox"/> Select a GL Account		0.00	0.00
<b>Total:</b>		10.00	0.00

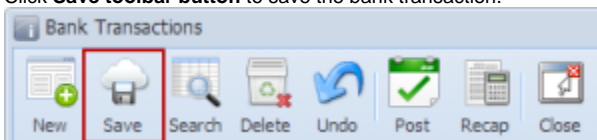
- In the **GL Account** field, select GL Account.
- Enter the amount for the service charge transaction in the **Debit** field. As soon as amount is entered, the field that follows the Type field in the header part of the screen is automatically captioned Credit. This tells that the bank account entry has a credit value, thus resulting to decreasing the bank account balance when the transaction is posted. See [How to Post Bank Transaction - misc debits](#).

- c. At the bottom of the grid, a **Total** of all debits and/or credits added in the grid is shown. The difference of the Total Debits and Total Credits will automatically appear on Credit field, header section of the screen.

The screenshot shows the 'Bank Transactions' window. The 'Credit' field in the header section is highlighted with a red box and contains the value '10.00'. The 'Total' row at the bottom of the grid also shows '10.00' for Debit and '0.00' for Credit.

GL Account	Description	Debit	Credit
<input checked="" type="checkbox"/> 906540-40	PENALTIES AND FINES -CLARA CITY	10.00	0.00
<input type="checkbox"/> Select a GL Account		0.00	0.00
<b>Total:</b>		10.00	0.00

6. Click **Save toolbar button** to save the bank transaction.



The **Record No** field will then show the bank transaction number assigned for this transaction.

The screenshot shows the 'Bank Transactions' window after saving. The 'Record No' field in the header section is highlighted with a red box and contains the value 'BTRN-7'.

GL Account	Description	Debit	Credit
<input checked="" type="checkbox"/> 906540-40	PENALTIES AND FINES -CLARA CITY	10.00	0.00
<input type="checkbox"/> Select a GL Account		0.00	0.00



If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post Bank Transaction - Misc Debits](#) .

7. Click **Close toolbar button** to close the screen.

