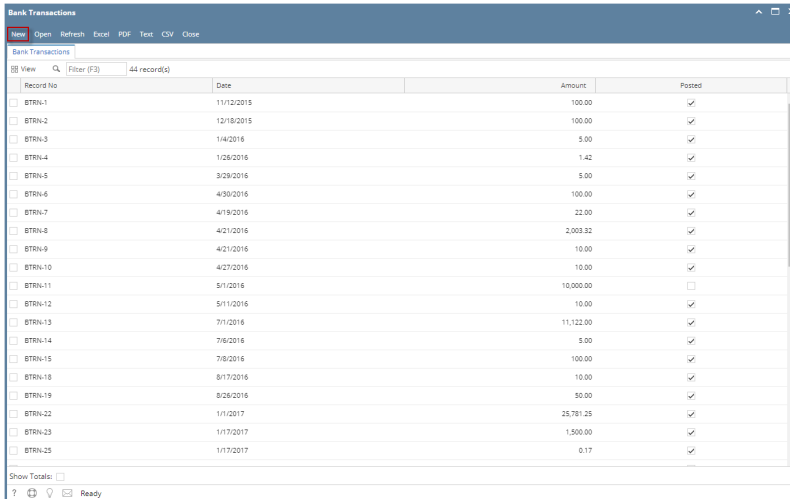


How to Create Bank Transaction - Payments/Debits

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' window with a toolbar at the top containing 'New', 'Open', 'Refresh', 'Excel', 'PDF', 'Text', 'CSV', and 'Close'. Below the toolbar is a search bar with 'Filter (F3)' and '44 record(s)'. The main area is a table with columns: Record No, Date, Amount, and Posted. The table contains 25 rows of data, each with a checkbox in the first column. The 'Posted' column has checkmarks for most records, except for BTRN-11 and BTRN-12 which have empty boxes.

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

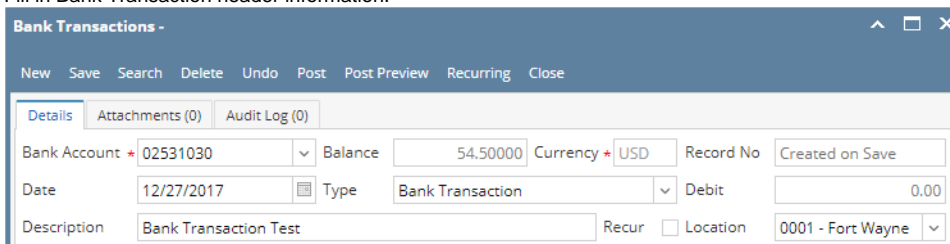
3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

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' form. It has tabs for 'Details', 'Attachments (0)', and 'Audit Log (0)'. The form contains several fields: 'Bank Account' (dropdown with '02531030'), 'Balance' (text box with '54.50000'), 'Currency' (dropdown with 'USD'), 'Record No' (text box with 'Created on Save'), 'Date' (calendar icon and text box with '12/27/2017'), 'Type' (dropdown with 'Bank Transaction'), 'Debit' (text box with '0.00'), 'Description' (text box with 'Bank Transaction Test'), 'Recur' (checkbox), and 'Location' (dropdown with '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.

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.

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

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 - 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
Total:		\$50.00	\$0.00

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

Bank Transactions - BTRN-56

New Save Search Delete Undo Post Duplicate 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.

- From Cash Management module, click **Bank Transactions**.
- 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	✓

- 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 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 System Manager > Starting Numbers.

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	39	<input type="checkbox"/>	BDEP-39
Bank Withdrawal	BWD-	3	<input type="checkbox"/>	BWD-3
Bank Transfer	BTFR-	4	<input type="checkbox"/>	BTFR-4
Bank Transaction	BTRN-	32	<input type="checkbox"/>	BTRN-32
Misc Checks	MCHK-	2	<input type="checkbox"/>	MCHK-2
Bank Stmt Import	BSI-	15	<input type="checkbox"/>	BSI-15

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.

GL Account	Description	Debit	Credit
76000-0003-004	Contract Sales Gain/Loss - Richmond - Petro	220.00000	0.00000
Total:		\$220.00	\$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. At the bottom of the grid, a 'Total' row is highlighted with a red box, showing a credit of \$220.00 and a debit of \$0.00. The 'Record No' field is also highlighted with a red box, showing 'BTRN-32'.

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

The screenshot shows the 'Bank Transactions' 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 highlighted with a red box, showing 'BTRN-32'.



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' 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. The 'New' button is highlighted with a red box. Below the toolbar, a table of existing transactions is displayed.

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	✓

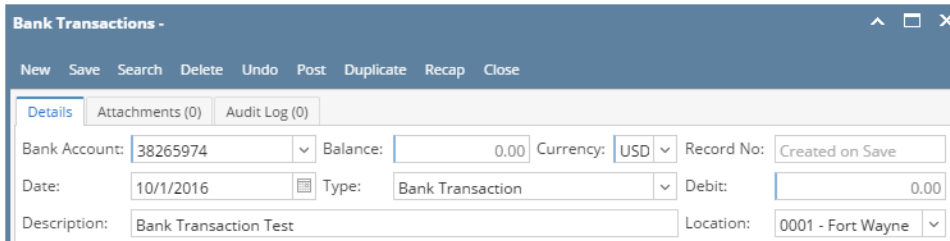
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

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

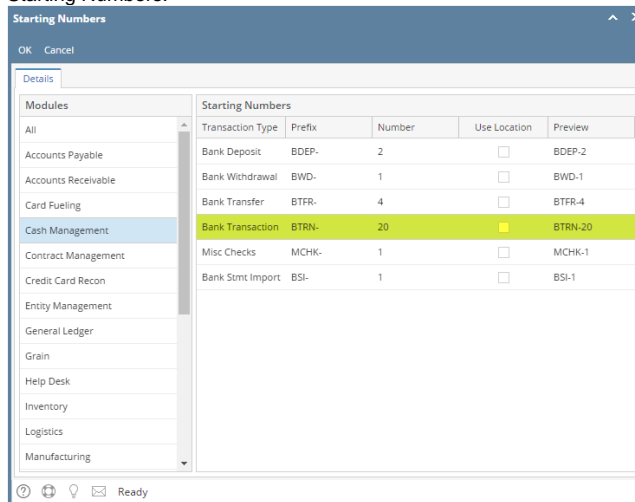
Details Attachments (0) Audit Log (0)

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

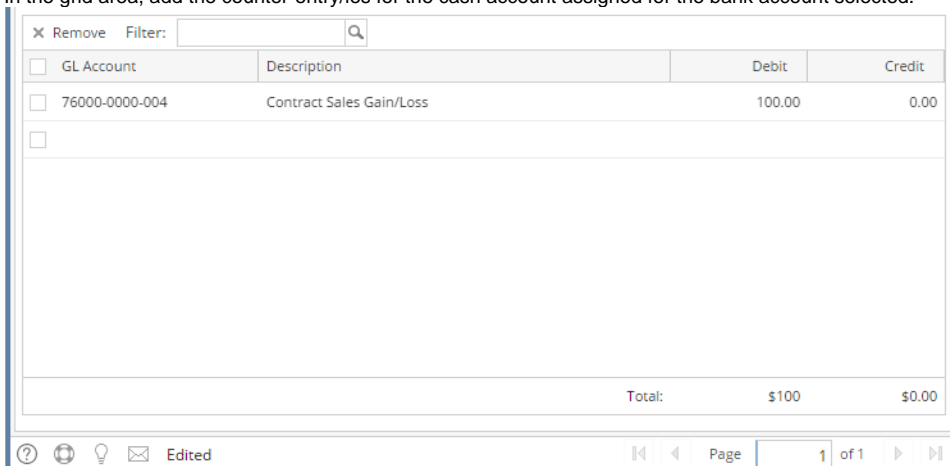
Details

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

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 Icon]

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

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

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

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"/>

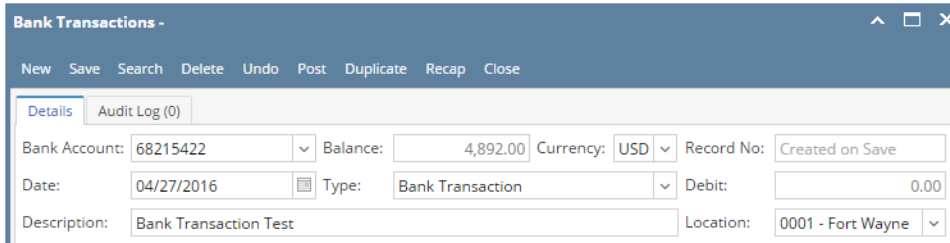
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

Bank Account:	68215422	▼
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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

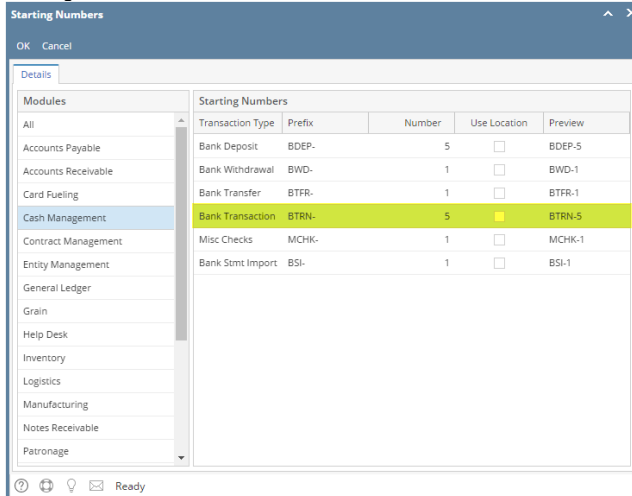
Details Audit Log (0)

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

- 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
- Entity Management
- General Ledger
- Grain
- Help Desk
- Inventory
- Logistics
- Manufacturing
- Notes Receivable
- Patronage

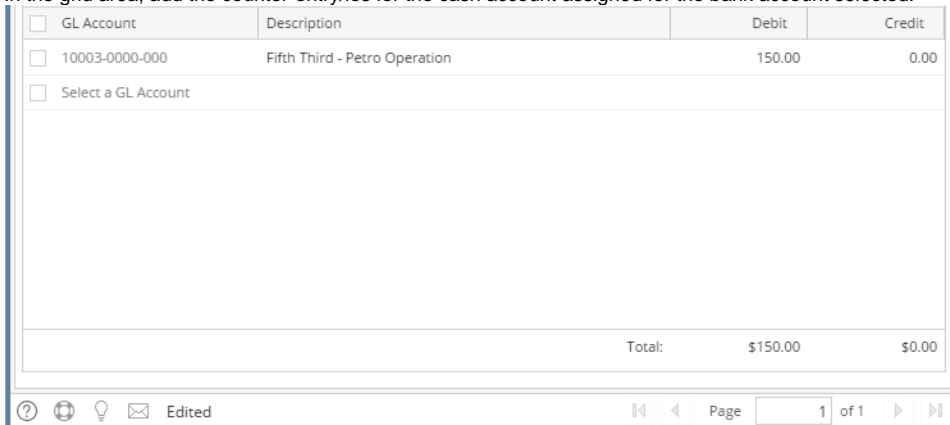
Starting Numbers

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.

- 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.



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

- 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 - Details

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

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

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

Bank Transactions - Details

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

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 - Search

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"/>

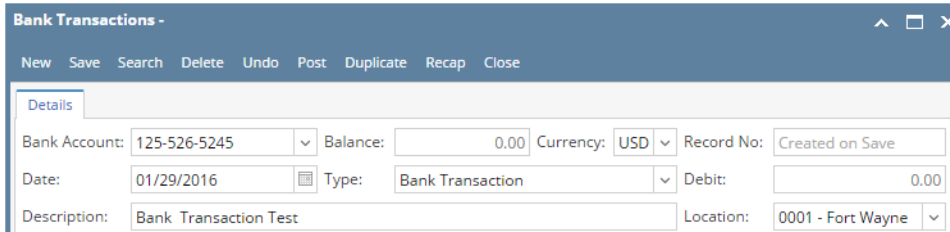
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

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

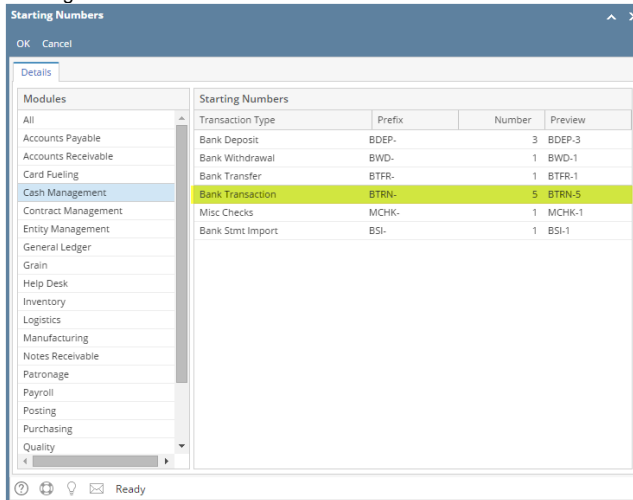
Details

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

- 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
- Entity Management
- General Ledger
- Grain
- Help Desk
- Inventory
- Logistics
- Manufacturing
- Notes Receivable
- Patronage
- Payroll
- Posting
- Purchasing
- Quality

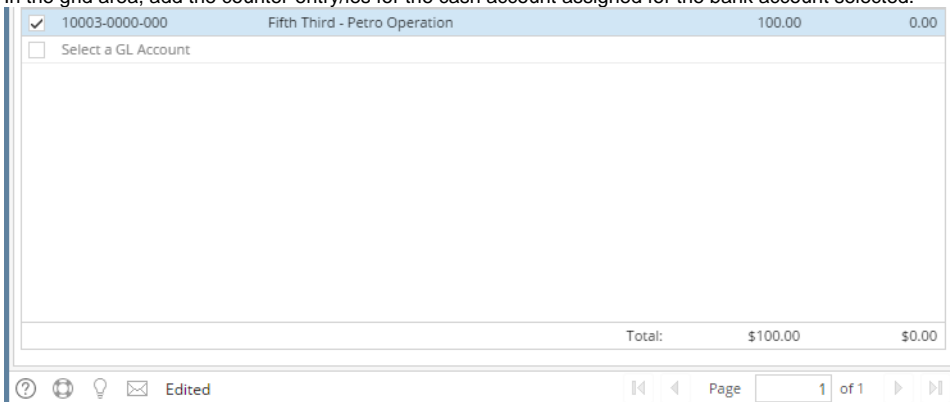
Starting Numbers

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.

- 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.



☒ 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

- 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 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

Bank Transactions - BTRN-5

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 (13) 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 displays the following transaction types:

Transaction Type	Prefix	Number	Preview
Bank Deposit	BDEP-	6	BDEP-6
Bank Withdrawal	BWD-	1	BWD-1
Bank Transfer	BTFR-	2	BTFR-2
Bank Transaction	BTRN-	11	BTRN-11
Misc Checks	MCHK-	6	MCHK-6
Bank Stmt Import	BSI-	1	BSI-1

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 displays the following counter-entries:

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
Total:		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 is highlighted with a red box and contains the value '10.000000'. Below the grid, the 'Total' row is also highlighted with a red box, showing a debit of '10.00' and a credit of '0.00'.

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

The screenshot shows the toolbar of the 'Bank Transactions' window. The 'Save' button, represented by a floppy disk icon, 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' window after saving. The 'Record No' field is now populated with 'BTRN-11' and is highlighted with a red box.



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 toolbar of the 'Bank Transactions' window. The 'Close' button, represented by a window icon with a red X, 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 > 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.

The screenshot shows the 'Search Bank Transactions' window. The 'New' button, represented by a document icon with a green plus, is highlighted with a red box. Below the toolbar is a table of existing transactions.

Record No	Checkbook	Date	Amount	Posted
BTRN-1	1	05/09/2014	69.00	<input type="checkbox"/>
BTRN-2	05	05/14/2014	15.00	<input checked="" type="checkbox"/>
BTRN-3	05	05/14/2014	6.00	<input checked="" type="checkbox"/>
BTRN-4	07	05/26/2014	100.25	<input checked="" type="checkbox"/>
BTRN-5	07	05/26/2014	200.00	<input checked="" type="checkbox"/>
BTRN-6	06	05/26/2014	50.00	<input checked="" type="checkbox"/>
BWD-1	07	05/26/2014	60.00	<input checked="" type="checkbox"/>

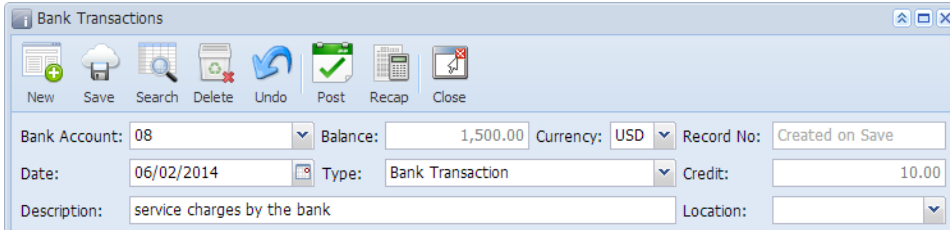
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

The screenshot shows the 'Bank Account' field with the value '08'. A dropdown arrow is visible on the right side of the field.



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.

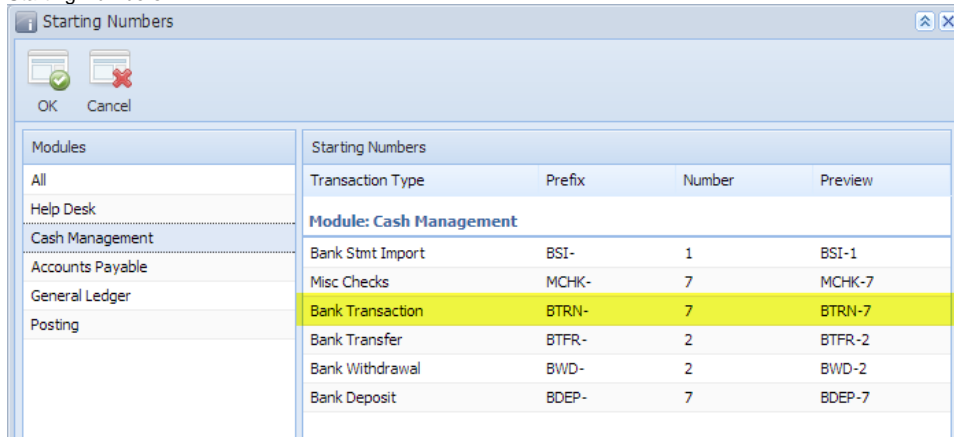
4. Fill in Bank Transaction header information.



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' and a main table for 'Starting Numbers'.

Modules:

- All
- Help Desk
- Cash Management
- Accounts Payable
- General Ledger
- Posting

Starting Numbers Table:

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

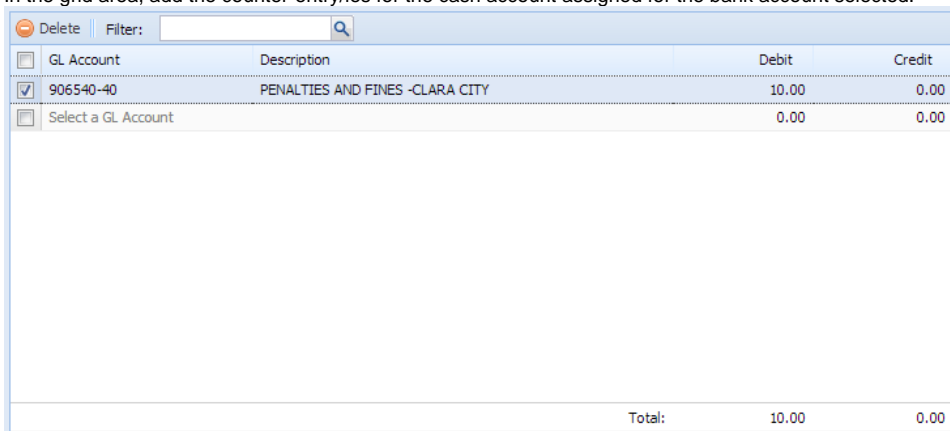
This number will also be used to track the transaction later on.

- 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/ies. It has a 'Delete' button and a 'Filter' search bar. 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
Total:		10.00	0.00

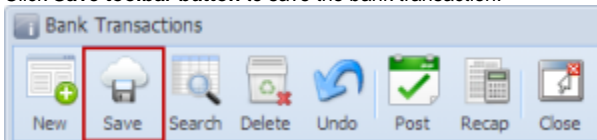
- In the **GL Account field**, select GL Account.
- Enter the amount for the service charge transaction in the **Debit field**. As soon as amount is entered, the field that follows the Type field in the header part of the screen is automatically captioned Credit. This tells that the bank account entry 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
Total:		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.

