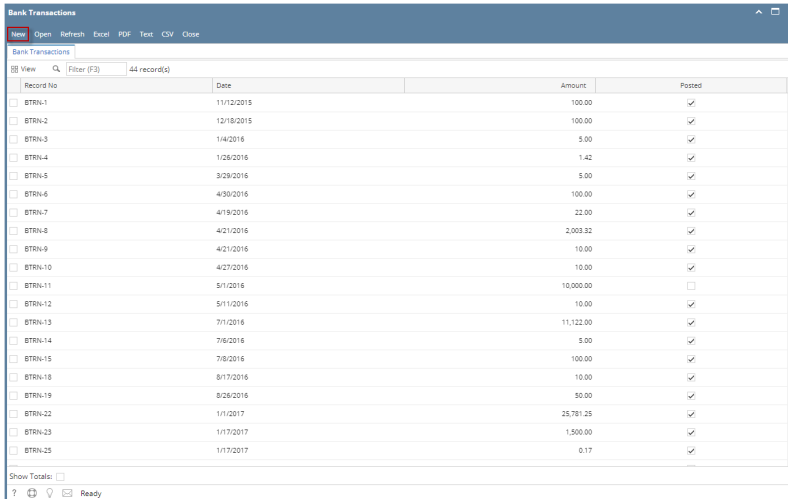# How to Create Bank Transaction - Deposits/Credits

The following will guide you on how to create deposits/credits 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 Transactio 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.
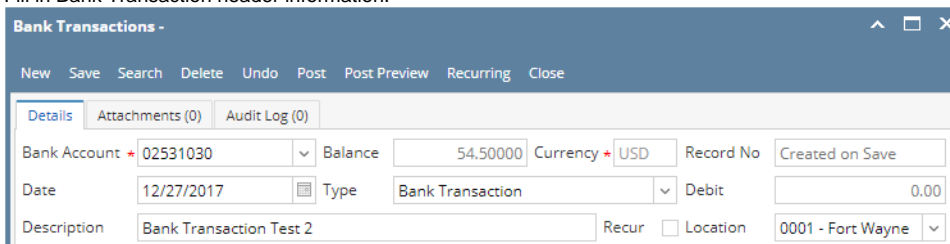

3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to add the amount gained to.

> ⚠ 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.

   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.

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, see How to Create Bank Transaction - Service Charge.

        ii. Miscellaneous Credits like Interest Gained.

    For this illustration, select **Bank Transaction** since we are to create a miscellaneous credit transaction, example is Interest Gained.

    f. The next field will show **Debit** caption. This shows that any amount shown here is to be debited 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.

    a. In the **GL Account field**, select GL Account.

    b. Enter the amount for the interest gained 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 Debit. This tells that the bank account entry has a debit value, thus resulting to increasing the bank account balance when the transaction is posted. See How to Post Bank Transaction - Misc Credits .

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 Debit field, header section of the screen.

6. Click **Save toolbar button** to save the bank transaction.
   blocked URL
   The **Record No field** will then show the bank transaction number assigned for this transaction.

> ⚠ 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 Credits.

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

The following will guide you on how to create deposits/credits to your bank account.

1. From Cash Management module click **Bank Transactions**.
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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 add the amount gained to.

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   For this illustration, select **Bank Transaction** since we are to create a miscellaneous credit transaction, example is Interest Gained.

   f. The next field will show **Debit** caption. This shows that any amount shown here is to be debited 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.

   a. In the **GL Account field**, select GL Account.

   b. Enter the amount for the interest gained 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 Debit. This tells that the bank account entry has a debit value, thus resulting to increasing the bank account balance when the transaction is posted. See How to Post Bank Transaction - Misc Credits .

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

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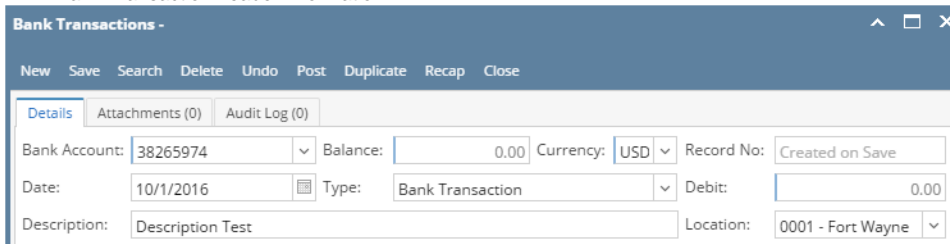

3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to add the amount gained to.
blocked URL

⚠ 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.

   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.

   This number will also be used to track the transaction later on.
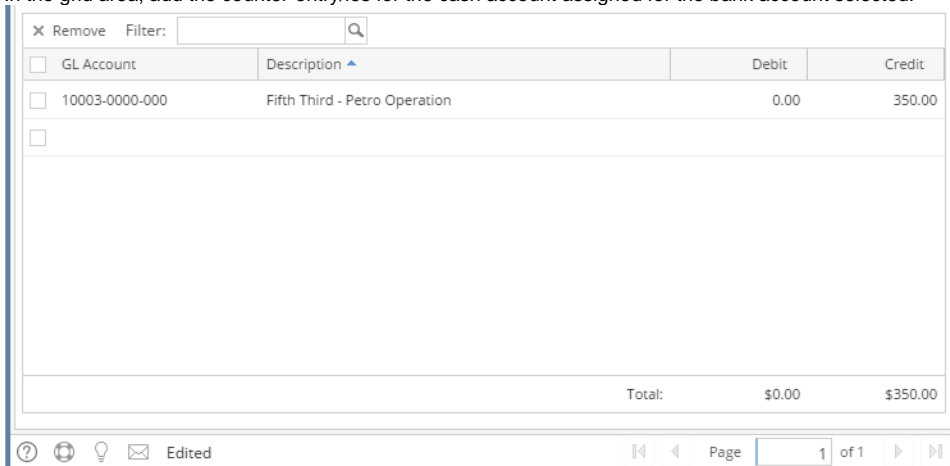   d. The **Date field** by default will show today's date. Change this date as you feel necessary.
   e. In the **Type field** click the **dropdown combo box button** to bring down the combo box list. Options to select from are Bank Transaction and Bank Withdrawal. Select **Bank Withdrawal** if you are to make Withdrawal transaction. See How to Create Bank Transaction - Withdrawals. Select **Bank Transaction** if you are to make any of the following transactions:
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      ii. Miscellaneous Credits like Interest Gained.
      For this illustration, select **Bank Transaction** since we are to create a miscellaneous credit transaction, example is Interest Gained.
   f. The next field will show **Debit** caption. This shows that any amount shown here is to be debited 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.

   a. In the **GL Account field**, select GL Account.
   b. Enter the amount for the interest gained 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 Debit. This tells that the bank account entry has a debit value, thus resulting to increasing the bank account balance when the transaction is posted. See How to Post Bank Transaction - Misc Credits .

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 Debit field, header section of the screen.

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.

⚠️ 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 Credits.

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

The following will guide you on how to create deposits/credits to your bank account.

1. From Cash Management module click **Bank Transactions**.
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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 add the amount gained to.

⚠️ 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
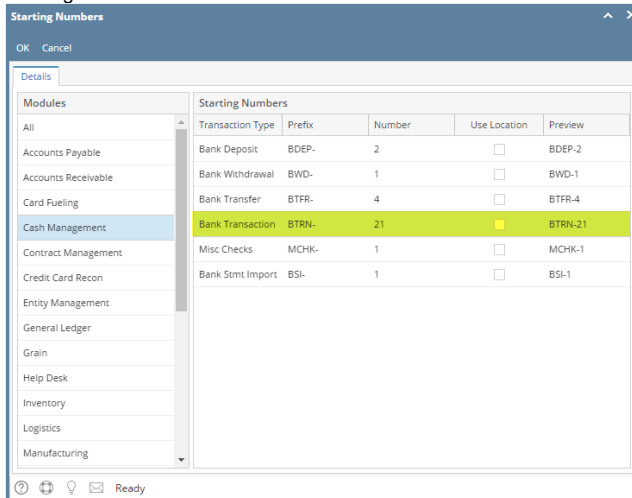
| Details | Audit Log (0) |
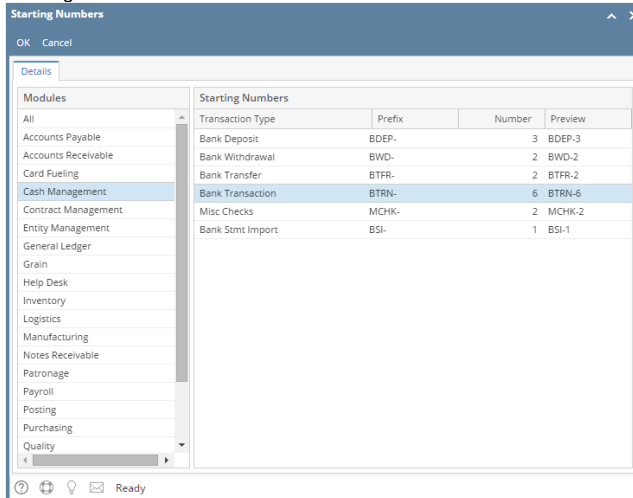
Bank Account: 68215422 ∨ | Balance: 4,892.00 | Currency: USD ∨ | Record No: Created on Save
Date: 04/27/2016 📅 | Type: Bank Transaction ∨ | Debit: 0.00
Description: Bank Transaction Sales | Location: 0001 - Fort Wayne ∨

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.
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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

Starting Numbers				
Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	5	☐	BDEP-5
Bank Withdrawal	BWD-	1	☐	BWD-1
Bank Transfer	BTFR-	1	☐	BTFR-1
Bank Transaction	BTRN-	6	☐	BTRN-6
Misc Checks	MCHK-	1	☐	MCHK-1
Bank Stmt Import	BSI-	1	☐	BSI-1

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

⑦ ⊕ ♀ ✉ 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, see How to Create Bank Transaction - Service Charge.
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   For this illustration, select **Bank Transaction** since we are to create a miscellaneous credit transaction, example is Interest Gained.
f. The next field will show **Debit** caption. This shows that any amount shown here is to be debited 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
☐	42000-0000-000	Interest Income	0.00	115.00
☐	Select a GL Account			
		Total:	$0.00	$115.00

⑦ ⊕ ♀ ✉ Edited |◀ ◀ Page 1 of 1 ▶ ▶|

a. In the **GL Account field**, select GL Account.
b. Enter the amount for the interest gained 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 Debit. This tells that the bank account entry has a debit value, thus resulting to increasing the bank account balance when the transaction is posted. See How to Post Bank Transaction - Misc Credits .

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 Debit field, header section of the screen.

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.

⚠ 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 Credits.

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

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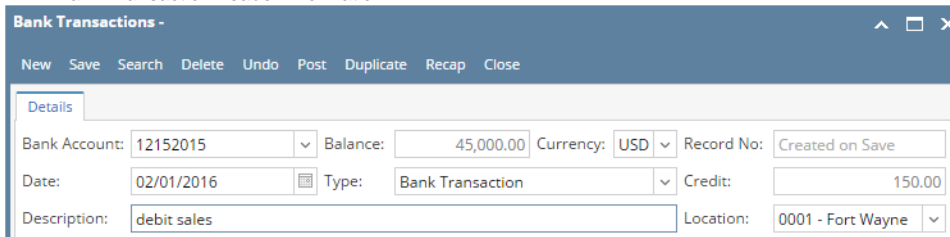

3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to add the amount gained to.

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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.

a. In the **GL Account field**, select GL Account.
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1. From Cash Management module click **Bank Transactions**.
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The following will guide you on how to create deposits/credits 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 Transactio 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.

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 add the amount gained to.

⚠

⚠️ 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.

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