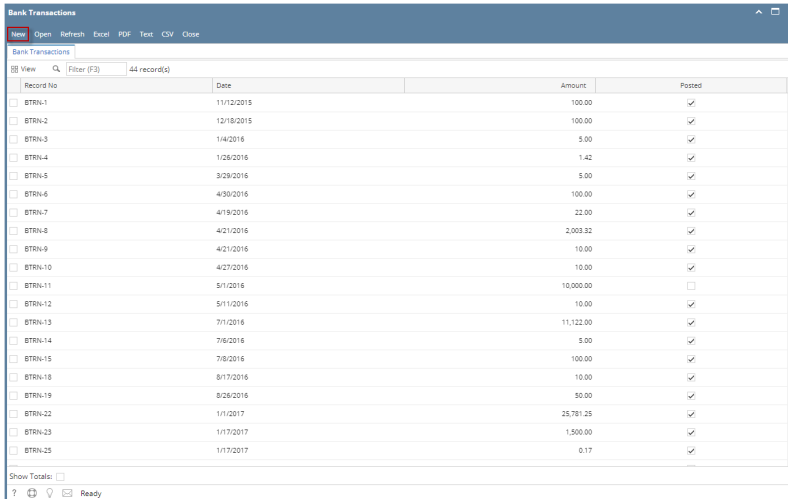


How to Create Bank Transaction - Deposits/Credits

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 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 '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 'Posted' column has checkboxes, most of which are checked.

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

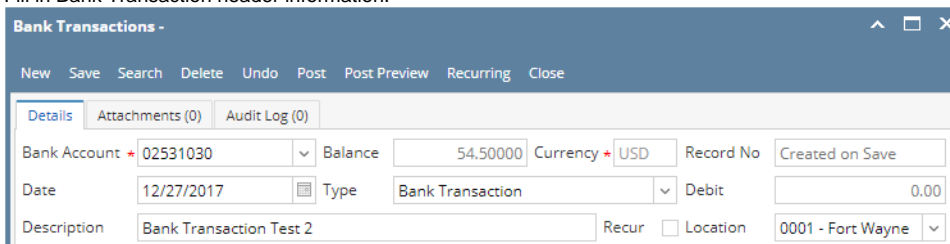
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to add the amount gained to.

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 has a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Post', 'Post Preview', 'Recurring', and 'Close'. Below the toolbar are tabs for 'Details', 'Attachments (0)', and 'Audit Log (0)'. The 'Details' tab is active, showing fields for Bank Account, Balance, Currency, Record No, Date, Type, Debit, Description, Recur, and Location.

Bank Account *	02531030	Balance	54,500.00	Currency *	USD	Record No	Created on Save
Date	12/27/2017	Type	Bank Transaction	Debit	0.00		
Description	Bank Transaction Test 2		Recur	<input type="checkbox"/>	Location	0001 - Fort Wayne	

- a. 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.
- 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.

- 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.

Bank Transactions - BTRN-57

New Save Search Delete Undo Post Post Preview Recurring Close

Details Attachments (0) Audit Log (0)

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

Date 12/27/2017 Type Bank Transaction Debit 55.00

Description Bank Transaction Test 2 Recur Location 0001 - Fort Wayne

GL Account*	Description	Debit	Credit
15000-0000-003	Beginning Inventory - Home office - Fertilizer	0.00000	\$5.00000
Total:		\$0.00	\$55.00

? Edited Page 1 of 1

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.

Bank Transactions - BTRN-57

New Save Search Delete Undo Post Duplicate Post Preview Recurring Close

Details Attachments (0) Audit Log (0)

Bank Account * 02531030 Balance 54.50000 Currency * USD Record No BTRN-57

Date 12/27/2017 Type Bank Transaction Debit 55.00

Description Bank Transaction Test 2 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 Credits](#).

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

Bank Transactions - BTRN-57

New Save Search Delete Undo Post Duplicate Post Preview Recurring Close

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 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 add the amount gained to.

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.

Bank Transactions - ⬆ 🗄 ✕

New Save Search Delete Undo Post Post Preview Recurring Close

Details Attachments (0) Audit Log (0)

Bank Account * 253624539656 Balance -55,983.27000 Currency * USD Record No Created on Save

Date 7/12/2017 Type Bank Transaction Debit 0.00

Description Bank Transaction Test 1 Recur Location 0001 - Fort Wayne

- 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.

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

Grain

Help Desk

Inventory

Starting Numbers

View

Filter (F3)

Transaction Type

Prefix

Number

Use Location

Preview

Bank Deposit

BDEP-

39

☐

BDEP-39

Bank Withdrawal

BWD-

3

☐

BWD-3

Bank Transfer

BTRF-

4

☐

BTRF-4

Bank Transfer

BTRN-

33

☒

BTRN-33

Misc Checks

MCHK-

2

☐

MCHK-2

Bank Stmt Import

BSI-

15

☐

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:
- Miscellaneous Debits like Service Charges, see [How to Create Bank Transaction - Service Charge](#).
 - 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.

X Remove Filter			
<input type="checkbox"/>	GL Account*	Description	
<input type="checkbox"/>	10003-0000-000	Fifth Third - Petro Operations - Home office - Admin	
<input type="checkbox"/>			
		Total:	
		\$0.00	\$650.00

- 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.

Bank Transactions - BTRN-33

New Save Search Delete Undo Post Duplicate Post Preview Recurring Close

Details Attachments (0) Audit Log (0)

Bank Account: 253624539656 Balance: -55,983.27000 Currency: USD Record No: Created on Save

Date: 7/12/2017 Type: Bank Transaction Debit: 650.00

Description: Bank Transaction Test 1 Recur: Location: 0001 - Fort Wayne

GL Account*	Description	Debit	Credit
10003-0000-000	Fifth Third - Petro Operations - Home office - Admin	0.00000	650.00000
Total:		\$0.00	\$650.00

Edited Page 1 of 2

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.

Bank Transactions - BTRN-33

New Save Search Delete Undo Post Duplicate Post Preview Recurring Close

Details Attachments (0) Audit Log (0)

Bank Account: 253624539656 Balance: -55,983.27000 Currency: USD Record No: BTRN-33

Date: 7/12/2017 Type: Bank Transaction Debit: 650.00

Description: Bank Transaction Test 1 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 Credits](#).

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

Bank Transactions - BTRN-33

New Save Search Delete Undo Post Duplicate Post Preview Recurring **Close**

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 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) 18 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	✓

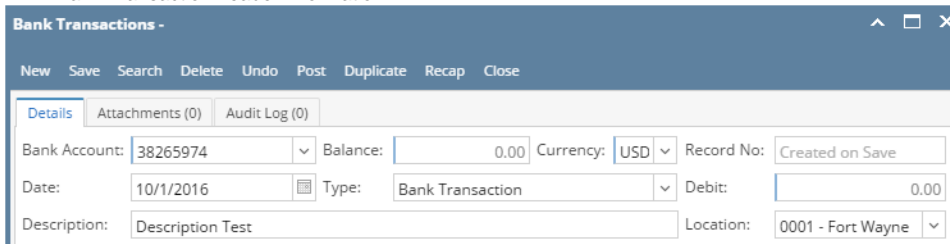
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to add the amount gained to.

[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.



Bank Transactions -

New Save Search Delete Undo Post Duplicate Recap Close

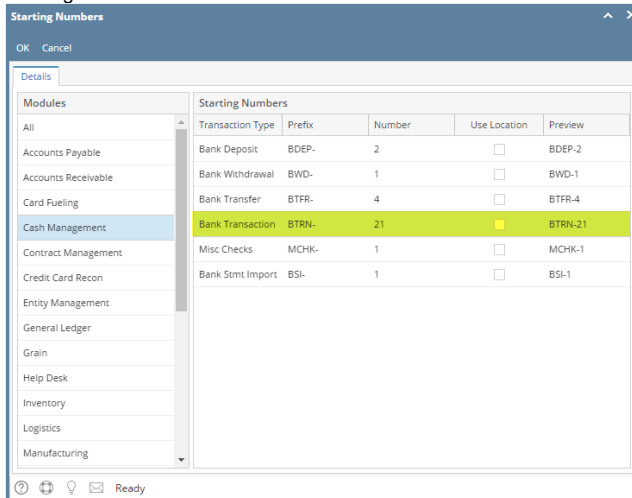
Details Attachments (0) Audit Log (0)

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

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

Description: Description 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-	21	<input checked="" type="checkbox"/>	BTRN-21
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.

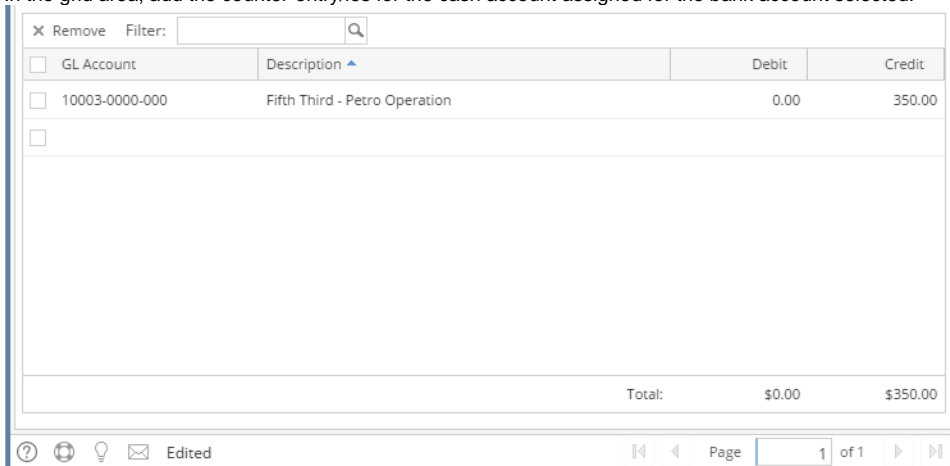
- The **Date** field by default will show today's date. Change this date as you feel necessary.
- In the **Type** field click the **dropdown combo box button** to bring down the combo box list. Options to select from are Bank Transaction and Bank Withdrawal. Select **Bank Withdrawal** if you are to make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

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

- 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.

- 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"/> 10003-0000-000	Fifth Third - Petro Operation	0.00	350.00
<input type="checkbox"/>			
Total:		\$0.00	\$350.00

Edited Page 1 of 1

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

The screenshot shows the 'Bank Transactions' window. At the bottom of the grid, a 'Total' row is highlighted with a red box, showing a total debit of \$0.00 and a total credit of \$350.00.

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

The screenshot shows the 'Bank Transactions' window with the 'Save' button in the toolbar 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-21' window. The 'Record No' field in the header is highlighted with a red box and contains the value 'BTRN-21'.



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 screenshot shows the 'Bank Transactions - BTRN-6' window with the 'Close' button in the toolbar highlighted with a red box.

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 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 in the toolbar is highlighted with a red box. Below the toolbar is a table of transactions:

Record No	Date	Amount	Posted
BTRN-1	11/12/2015	100.00	✓
BTRN-2	12/18/2015	100.00	✓
BTRN-3	01/04/2016	5.00	✓
BTRN-4	01/26/2016	1.42	✓
BTRN-5	04/27/2016	150.00	□

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 add the amount gained to.

The screenshot shows the 'Bank Account' field with the value '68215422' and a dropdown arrow button.



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

- 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.

Starting Numbers

OK Cancel

Details

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-	6	<input checked="" type="checkbox"/>	BTRN-6
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, see [How to Create Bank Transaction - Service Charge](#).
 - Miscellaneous Credits like Interest Gained.
- For this illustration, select **Bank Transaction** since we are to create a miscellaneous credit transaction, example is Interest Gained.
- 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.
 - 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"/> 42000-0000-000	Interest Income	0.00	115.00
<input type="checkbox"/> Select a GL Account			
Total:		\$0.00	\$115.00

Page 1 of 1

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

The screenshot shows the 'Bank Transactions' window. At the bottom of the grid, a 'Total' row is highlighted with a red box, showing a debit of \$0.00 and a credit of \$115.00. The 'Debit' field in the header section is also highlighted with a red box, showing a value of 115.00.

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

The screenshot shows the 'Bank Transactions' window. The 'Save' button in the toolbar 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-6' window. The 'Record No' field in the header section is highlighted with a red box, showing the value 'BTRN-6'.



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 screenshot shows the 'Bank Transactions - BTRN-6' window. The 'Close' button in the toolbar is highlighted with a red box.

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 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 in the toolbar is highlighted with a red box. Below the toolbar, a table of records is visible.

Record No	Date	Amount	Posted
BTRN-1	11/12/2015	100.00	✓
BTRN-2	12/18/2015	100.00	✓
BTRN-3	01/04/2016	5.00	✓
BTRN-4	02/01/2016	150.00	
BTRN-5	02/01/2016	50.00	
BWD-1	02/01/2016	250.00	

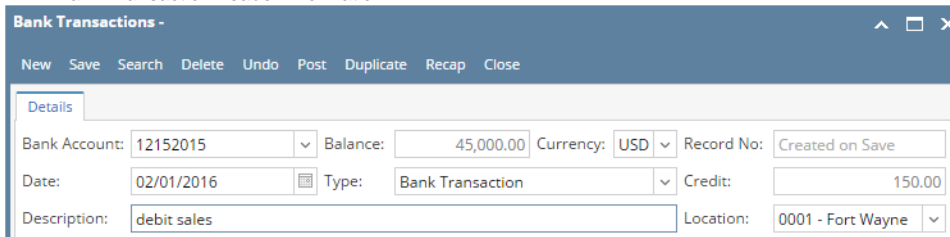
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to add the amount gained to.

The screenshot shows the 'Bank Account' field with a dropdown arrow. The selected value is '12152015'.



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

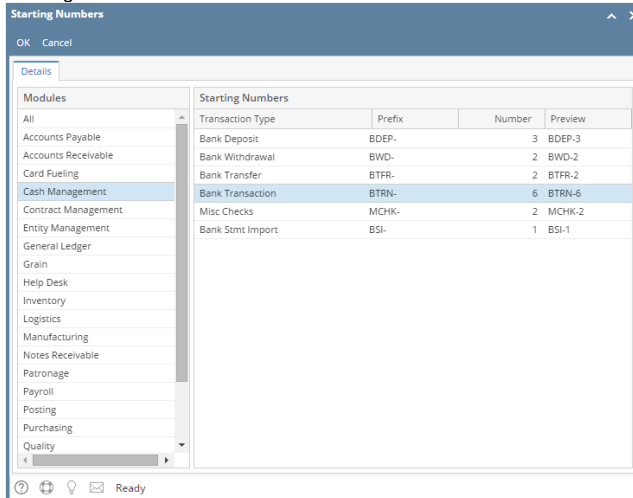
Details

Bank Account: 12152015 Balance: 45,000.00 Currency: USD Record No: Created on Save

Date: 02/01/2016 Type: Bank Transaction Credit: 150.00

Description: debit sales 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	Preview
Bank Deposit	BDEP-	3	BDEP-3
Bank Withdrawal	BWD-	2	BWD-2
Bank Transfer	BTFR-	2	BTFR-2
Bank Transaction	BTRN-	6	BTRN-6
Misc Checks	MCHK-	2	MCHK-2
Bank Stmt Import	BSI-	1	BSI-1

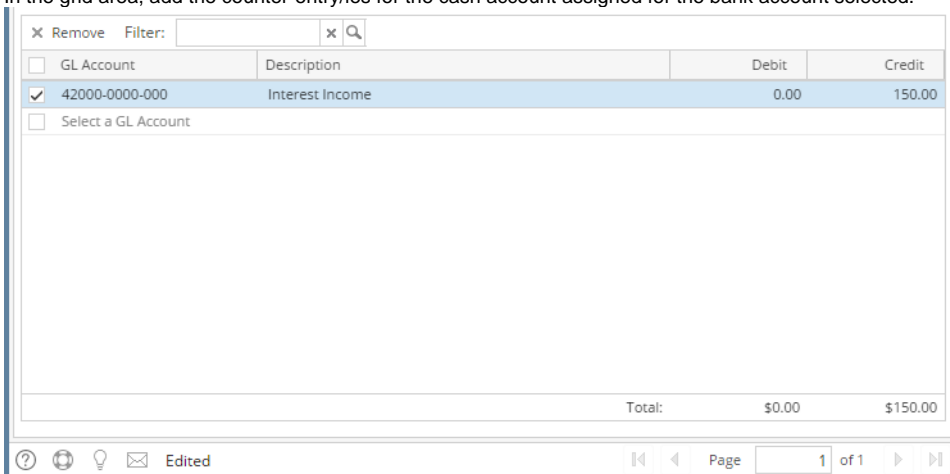
This number will also be used to track the transaction later on.

- 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, see [How to Create Bank Transaction - Service Charge](#).
 - Miscellaneous Credits like Interest Gained.

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

- 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.
- 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.



Remove Filter: x

GL Account	Description	Debit	Credit
<input checked="" type="checkbox"/> 42000-0000-000	Interest Income	0.00	150.00
<input type="checkbox"/> Select a GL Account			
Total:		\$0.00	\$150.00

Page 1 of 1

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

Bank Transactions - Details

New Save Search Delete Undo Post Duplicate Recap Close

Bank Account: 12152015 Balance: 45,000.00 Currency: USD Record No: Created on Save

Date: 02/01/2016 Type: Bank Transaction Debit: 150.00

Description: debit sales Location: 0001 - Fort Wayne

Remove Filter: x Q

GL Account	Description	Debit	Credit
<input checked="" type="checkbox"/> 42000-0000-000	Interest Income	0.00	150.00
<input type="checkbox"/> Select a GL Account			

Total: \$0.00 \$150.00

Edited Page 1 of 1

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

Bank Transactions - BTRN-6

New Save Search Delete Undo Post Duplicate Recap Close

Bank Account: 12152015 Balance: 45,000.00 Currency: USD Record No: BTRN-6

Date: 02/01/2016 Type: Bank Transaction Debit: 150.00

Description: debit sales 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 Credits](#).

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

Bank Transactions - BTRN-6

New Save Search Delete Undo Post Duplicate Recap Close

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 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
<input type="checkbox"/> BTRN-1	01	10/07/2014	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-2	01	10/08/2014	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-3	01	10/08/2014	50.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-4	01	10/08/2014	50.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-5	01	10/09/2014	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-6	01	10/22/2014	1,100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-7	01	11/14/2014	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-8	01	02/02/2015	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-9	01	02/02/2015	110.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BTRN-10	RR	06/10/2015	100.00	<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 add the amount gained to.

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:** interest gained
- 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 the following table:

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, see [How to Create Bank Transaction - Service Charge](#).
 - Miscellaneous Credits like Interest Gained.
- For this illustration, select **Bank Transaction** since we are to create a miscellaneous credit transaction, example is Interest Gained.
- 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.
 - 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 grid area displays the following table:

GL Account	Description	Debit	Credit
<input checked="" type="checkbox"/> 80200-9001	INTEREST EARNED-WB -New haven Admin	0.00	7.00
<input type="checkbox"/> Select a GL Account		0.00	0.00
Total:		0.00	7.00

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

The screenshot shows the 'Bank Transactions' window. At the top, there's a toolbar with buttons: New, Save, Search, Delete, Undo, Post, Recap, and Close. Below the toolbar, the 'Bank Account' is set to '08', 'Balance' is '900.000000', 'Currency' is 'USD', and 'Record No.' is 'Created on Save'. The 'Date' is '06/17/2015', 'Type' is 'Bank Transaction', and 'Debit' is '7.000000'. The 'Description' is 'interest gained'. Below this, there's a table with columns: GL Account, Description, Debit, and Credit. The table has one row: '80200-9001 INTEREST EARNED-WB -New haven Admin' with a Debit of '0.00' and a Credit of '7.00'. At the bottom right, a 'Total' row shows '0.00' for Debit and '7.00' for Credit.

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

The screenshot shows the 'Bank Transactions' window with the 'Save' button highlighted in the toolbar.

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 now displays 'BTRN-12'.



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 screenshot shows the 'Bank Transactions' window with the 'Close' button highlighted in the toolbar.

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 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. It has a toolbar with buttons: New, Open Selected, Refresh, and Close. Below the toolbar, there's a 'Filter Records (F3)' section showing '7 records'. The table has columns: Record No, Checkbook, Date, Amount, and Posted. The table lists several transactions, including BTRN-1 through BTRN-6 and BWD-1.

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.

The screenshot shows the 'Bank Account' dropdown menu with '08' selected.



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 Recap Close

Bank Account: 08 Balance: 1,490.00 Currency: USD Record No: Created on Save

Date: 06/02/2014 Type: Bank Transaction Debit: 7.00

Description: interest gained Location:

- 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.

Starting Numbers

OK Cancel

Modules	Starting Numbers			
	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, see [How to Create Bank Transaction - Service Charge](#).
 - Miscellaneous Credits like Interest Gained.

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

Delete Filter:

GL Account	Description	Debit	Credit
<input checked="" type="checkbox"/> 821100-40	INTEREST RECEIVED -CLARA CITY	0.00	7.00
<input type="checkbox"/> Select a GL Account		0.00	0.00
Total:		0.00	7.00

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

The screenshot shows the 'Bank Transactions' window. The 'Bank Account' is '08', 'Balance' is '1,490.00', 'Currency' is 'USD', and 'Record No.' is 'Created on Save'. The 'Date' is '06/02/2014', 'Type' is 'Bank Transaction', and 'Debit' is '7.00'. The 'Description' is 'interest gained'. The 'Location' is empty. Below the header, there is a table with columns 'GL Account', 'Description', 'Debit', and 'Credit'. The table contains one row: '821100-40 INTEREST RECEIVED -CLARA CITY' with '0.00' in the 'Debit' column and '7.00' in the 'Credit' column. At the bottom right, a 'Total' row shows '0.00' in the 'Debit' column and '7.00' in the 'Credit' column.

GL Account	Description	Debit	Credit
821100-40	INTEREST RECEIVED -CLARA CITY	0.00	7.00
Select a GL Account		0.00	0.00
Total:		0.00	7.00

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 now displays 'BTRN-8'. The 'Debit' field remains '7.00'. The 'Description' is 'interest gained'. The 'Location' is empty. The table below the header remains the same.

GL Account	Description	Debit	Credit
821100-40	INTEREST RECEIVED -CLARA CITY	0.00	7.00
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 Credits](#).

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

