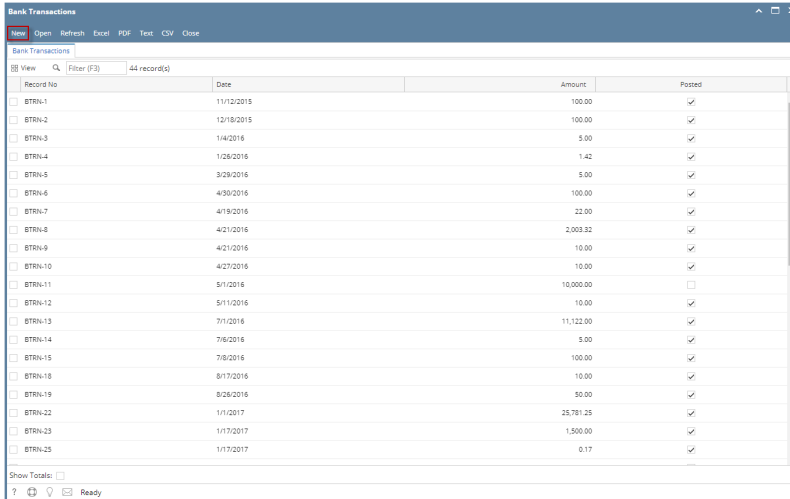


How to Create Bank Transaction - Withdrawals

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 lists 25 transactions (BTRN-1 to BTRN-25) with their respective dates, amounts, and posted status.

Record No	Date	Amount	Posted
BTRN-1	11/12/2015	100.00	✓
BTRN-2	12/18/2015	100.00	✓
BTRN-3	1/4/2016	5.00	✓
BTRN-4	1/28/2016	1.42	✓
BTRN-5	3/29/2016	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	✓
BTRN-11	5/1/2016	10,000.00	✓
BTRN-12	5/11/2016	10.00	✓
BTRN-13	7/1/2016	11,122.00	✓
BTRN-14	7/6/2016	5.00	✓
BTRN-15	7/8/2016	100.00	✓
BTRN-16	8/17/2016	10.00	✓
BTRN-19	8/26/2016	50.00	✓
BTRN-22	1/1/2017	25,781.25	✓
BTRN-23	1/17/2017	1,500.00	✓
BTRN-25	1/17/2017	0.17	✓

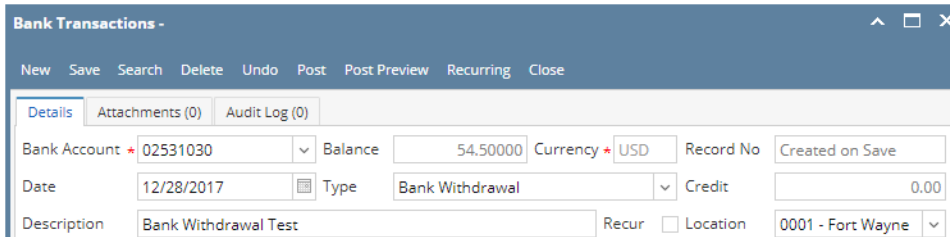
3. In the **Bank Account** field, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

Bank Account * 02531030 ▼



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

4. Fill in Bank Transaction header information.



The screenshot shows the 'Bank Transactions - Details' form. It has tabs for 'Details', 'Attachments (0)', and 'Audit Log (0)'. The form fields are: Bank Account (02531030), Balance (54.50000), Currency (USD), Record No (Created on Save), Date (12/28/2017), Type (Bank Withdrawal), Credit (0.00), Description (Bank Withdrawal Test), Recur (unchecked), and 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 Admin folder >

Starting Numbers.

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-	58	<input type="checkbox"/>	BTRN-58
Misc Checks	MCHK-	10	<input type="checkbox"/>	MCHK-10
Bank Stmt Import	BSI-	15	<input type="checkbox"/>	BSI-15

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. 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 - Payments/Debits](#).
 - ii. Miscellaneous Credits like Interest Gained, see [How to Create Bank Transaction - Deposits/Credits](#).

For this illustration, select **Bank Withdrawal**.

- f. The next field will then show **Credit** caption. 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 Create Bank Transaction - Deposits/Credits](#).

- 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
<input type="checkbox"/> 17000-0003-012	Ending Inventory - Richmond - Grain - Soybeans	85.00000
Total:		\$85.00

- a. In the **GL Account** field, select GL Account.
- b. Enter the amount for the withdrawal transaction in the **Debit** field.
- c. At the bottom of the grid, a **Total** all debits added in the grid is shown. This total will automatically appear on Credit field, header section of the screen.

GL Account *	Description	Debit
<input type="checkbox"/> 17000-0003-012	Ending Inventory - Richmond - Grain - Soybeans	85.00000
Total:		\$85.00

- 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 - BWD-4

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 BWD-4

Date 12/28/2017 Type Bank Withdrawal Credit 85.00

Description Bank Withdrawal 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](#).

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

Bank Transactions - BWD-4

New Save Search Delete Undo Post Duplicate Post Preview Recurring Close

- 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

BB View Filter (F3) 26 record(s)

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	1/26/2016	1.42	✓
<input type="checkbox"/> BTRN-5	3/29/2016	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	✓

- 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.

- 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 Withdrawal Credit 0.00

Description Bank Withdrawal Test 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 Admin folder > Starting Numbers.

The 'Starting Numbers' window displays a list of transaction types for the 'Cash Management' module. The table below shows the data visible in the window:

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	BTRF-	4	<input type="checkbox"/>	BTRF-4
Bank Transaction	BTRN-	34	<input type="checkbox"/>	BTRN-34
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.

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. 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 - Payments/Debits](#).

ii. Miscellaneous Credits like Interest Gained, see [How to Create Bank Transaction - Deposits/Credits](#).

For this illustration, select **Bank Withdrawal**.

f. The next field will then show **Credit** caption. 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 Create Bank Transaction - Deposits/Credits](#).

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.

The grid area displays a counter-entry for the bank withdrawal transaction. The table below shows the data visible in the grid:

GL Account*	Description	Debit
55000-0000-000	Purchases Discounts - Home office - Admin	450.00000
		Total: \$450.00

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

b. Enter the amount for the withdrawal transaction in the **Debit** field.

c. At the bottom of the grid, a **Total** all debits added in the grid is shown. This total will automatically appear on Credit field, header section of the screen.

The 'Bank Transactions' window displays the transaction details and the grid area. The transaction details are as follows:

Field	Value
Bank Account	253624539656
Balance	-55,983.27000
Currency	USD
Record No	Created on Save
Date	7/12/2017
Type	Bank Withdrawal
Credit	450.00
Description	Bank Withdrawal Test
Recur	<input type="checkbox"/>
Location	0001 - Fort Wayne

The grid area is the same as shown in the previous screenshot, with a total of \$450.00.

- 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 - BWD-3

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: BWD-3

Date: 7/12/2017 Type: Bank Withdrawal Credit: 450.00

Description: Bank Withdrawal 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](#).

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

Bank Transactions - BWD-3

New Save Search Delete Undo Post Duplicate Post Preview Recurring Close

- 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 Export Close

Layout Filter Records (F3) 6 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"/>
<input type="checkbox"/> BTRN-5	04/27/2016	150.00	<input type="checkbox"/>
<input type="checkbox"/> BTRN-6	04/27/2016	115.00	<input type="checkbox"/>

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

Bank Account: 68215422



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

- 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 Withdrawal Debit: 0.00

Description: Bank Withdrawal Location: 0002 - Indianapolis

- 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 'Starting Numbers' dialog box displays a list of transaction types and their corresponding starting numbers. The 'Bank Transaction' entry is highlighted in yellow.

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-	7	<input checked="" type="checkbox"/>	BTRN-7
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.

- 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. 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 - Payments/Debits](#).
- ii. Miscellaneous Credits like Interest Gained, see [How to Create Bank Transaction - Deposits/Credits](#).

For this illustration, select **Bank Withdrawal**.

- f. The next field will then show **Credit** caption. 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 Create Bank Transaction - Deposits/Credits](#).
- 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.

The grid area shows a list of GL Accounts with a 'Debit' column. The '29000-0000-000 Freight Payable' entry is selected, and the total debit amount is \$150.00.

GL Account	Description	Debit
<input checked="" type="checkbox"/> 29000-0000-000	Freight Payable	150.00
<input type="checkbox"/> Select a GL Account		

Total: \$150.00

- a. In the **GL Account field**, select GL Account.
- b. Enter the amount for the withdrawal transaction in the **Debit field**.

- c. At the bottom of the grid, a **Total** all debits added in the grid is shown. This total will automatically appear on Credit field, header section of the screen.

The screenshot shows the 'Bank Transactions' window. The 'Details' tab is active. The 'Bank Account' is 12152015, 'Balance' is 45,000.00, 'Currency' is USD, and 'Record No.' is 'Created on Save'. The 'Date' is 02/01/2016, 'Type' is 'Bank Withdrawal', 'Credit' is 150.00, and 'Description' is 'withdrawal'. The 'Location' is '0000 - Home Office'. A table below shows a single entry: '29000-0000-000' with 'Description' 'Freight Payable' and 'Debit' '150.00'. At the bottom, the 'Total' is \$150.00.

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 is now populated with 'BWD-2'. The 'Details' tab is active, and the transaction details remain the same as in the previous screenshot.

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' window with the 'Close' button highlighted in the toolbar. The 'Record No.' field is still 'BWD-2'.

- 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.

The screenshot shows the 'Search Bank Transactions' screen. The 'New' button is highlighted in the toolbar. The table below shows 5 records:

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	✓

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 a dropdown arrow button next to it. The current 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 Withdrawal

Credit:

0.00

Description:

withdrawal

Location:

0000 - Home Office

- 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

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-	2	BWD-2
Bank Transfer	BTRF-	2	BTRF-2
Bank Transaction	BTRN-	7	BTRN-7
Misc Checks	MCHK-	2	MCHK-2
Bank Stmt Import	BSI-	1	BSI-1

Ready

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

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

For this illustration, select **Bank Withdrawal**.

- f. The next field will then show **Credit** caption. 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 Create Bank Transaction - Deposits/Credits](#).
- 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.

<input type="checkbox"/> GL Account	Description	Debit
<input checked="" type="checkbox"/> 29000-0000-000	Freight Payable	150.00
<input type="checkbox"/> Select a GL Account		
Total:		\$150.00

of 1

- In the **GL Account field**, select GL Account.
- Enter the amount for the withdrawal transaction in the **Debit field**.

- c. At the bottom of the grid, a **Total** all debits added in the grid is shown. This total will automatically appear on Credit field, header section of the screen.

Bank Transactions - BWD-2

Details

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

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

Description: withdrawal Location: 0000 - Home Office

GL Account	Description	Debit
<input checked="" type="checkbox"/> 29000-0000-000	Freight Payable	150.00
<input type="checkbox"/> Select a GL Account		

Total: \$150.00

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

Bank Transactions - BWD-2

Details

Bank Account: 12152015 Balance: 45,000.00 Currency: USD Record No: BWD-2

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

Description: withdrawal Location: 0000 - Home Office



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 - BWD-2

New Save Search Delete Undo Post Duplicate Recap Close

- 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 View Refresh Close

Layout Filter Records (F3) 12 records

Record No	Checkbook	Date	Amount	Posted
BTRN-1	01	10/07/2014	10.00	<input checked="" type="checkbox"/>
BTRN-2	01	10/08/2014	10.00	<input checked="" type="checkbox"/>
BTRN-3	01	10/08/2014	50.00	<input checked="" type="checkbox"/>
BTRN-4	01	10/08/2014	50.00	<input checked="" type="checkbox"/>
BTRN-5	01	10/09/2014	100.00	<input checked="" type="checkbox"/>
BTRN-6	01	10/22/2014	1,100.00	<input checked="" type="checkbox"/>
BTRN-7	01	11/14/2014	10.00	<input checked="" type="checkbox"/>
BTRN-8	01	02/03/2015	10.00	<input checked="" type="checkbox"/>
BTRN-9	01	02/03/2015	110.00	<input checked="" type="checkbox"/>
BTRN-10	RR	06/10/2015	100.00	<input checked="" type="checkbox"/>
BTRN-11	08	06/17/2015	10.00	<input type="checkbox"/>
BTRN-12	08	06/17/2015	7.00	<input 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: 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 Withdrawal
- Credit:** 0.000000
- Description:** purchase of office supplies
- Location:** (empty dropdown)

- 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 Admin folder > Starting Numbers.

The 'Starting Numbers' window shows the following setup for Bank Withdrawal:

Modules	Transaction Type	Prefix	Number	Preview
Accounts Payable	Bank Deposit	BDEP-	6	BDEP-6
Accounts Receivable	Bank Withdrawal	BWD-	1	BWD-1
Cash Management	Bank Transfer	BTFR-	2	BTFR-2
Contract Management	Bank Transaction	BTRN-	11	BTRN-11
Entity Management	Misc Checks	MCHK-	6	MCHK-6
General Ledger	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. Select **Bank Transaction** if you are to make any of the following transactions:
 - Miscellaneous Debits like Service Charges, see [How to Create Bank Transaction - Payments/Debits](#).
 - Miscellaneous Credits like Interest Gained, see [How to Create Bank Transaction - Deposits/Credits](#).

For this illustration, select **Bank Withdrawal**.

- The next field will then show **Credit** caption. 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 Create Bank Transaction - Deposits/Credits](#).
- 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 shows the following entries:

GL Account	Description	Debit
<input checked="" type="checkbox"/> 62100-9001	OFFICE SUPPLY EX-WB -New haven Admin	150.00
<input type="checkbox"/> Select a GL Account		0.00

Total: 150.00

- In the **GL Account** field, select GL Account.
- Enter the amount for the withdrawal transaction in the **Debit** field.

- c. At the bottom of the grid, a **Total** all debits added in the grid is shown. This total will automatically appear on Credit field, header section of the screen.

Bank Transactions

New Save Search Delete Undo Post Recap Close

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

Date: 06/17/2015 Type: Bank Withdrawal Credit: 150.000000

Description: purchase of office supplies Location:

GL Account	Description	Debit
62100-9001	OFFICE SUPPLY EX-WB -New haven Admin	150.00
Select a GL Account		0.00

Total: 150.00

Edited Page 1 of 1

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

Bank Transactions

New Save Search Delete Undo Post Recap Close

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

Bank Transactions

New Save Search Delete Undo Post Recap Close

Bank Account: 08 Balance: 900.000000 Currency: USD Record No: BWD-1

Date: 06/17/2015 Type: Bank Withdrawal Credit: 150.000000

Description: purchase of office supplies Location:

GL Account	Description	Debit
62100-9001	OFFICE SUPPLY EX-WB -New haven Admin	150.00
Select a GL Account		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.

Bank Transactions

New Save Search Delete Undo Post Recap Close

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

Search Bank Transactions

New Open Selected Refresh Close

Filter Records (F3) 7 records

Record No	Checkbook	Date	Amount	Posted
BTRN-1	1	05/09/2014	69.00	<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"/>

- 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.

- Fill in Bank Transaction header information.

Bank Transactions

New Save Search Delete Undo Post Recap Close

Bank Account: 08 Balance: 1,497.00 Currency: USD Record No: Created on Save

Date: 06/02/2014 Type: Bank Withdrawal Credit: 150.00

Description: purchase of office supplies 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. Select **Bank Transaction** if you are to make any of the following transactions:
 - Miscellaneous Debits like Service Charges, see [How to Create Bank Transaction - Payments/Debits](#).
 - Miscellaneous Credits like Interest Gained, see [How to Create Bank Transaction - Deposits/Credits](#).
 For this illustration, select **Bank Withdrawal**.
 - The next field will then show **Credit** caption. 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 Create Bank Transaction - Deposits/Credits](#).
 - Enter a description for the Bank Transaction in the **Description field**.
- In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

Delete Filter:

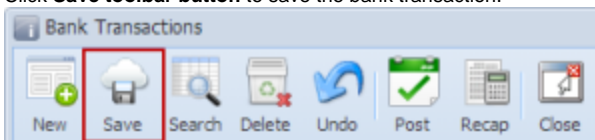
GL Account	Description	Debit
<input checked="" type="checkbox"/> 906120-40	OFFICE SUPPLIES -CLARA CITY	150.00
<input type="checkbox"/> Select a GL Account		0.00
Total:		150.00

- In the **GL Account field**, select GL Account.
- Enter the amount for the withdrawal transaction in the **Debit** field.

- c. At the bottom of the grid, a **Total** all debits added in the grid is shown. This total will automatically appear on Credit field, header section of the screen.

Bank Transactions window showing a transaction for "purchase of office supplies". The transaction is dated 06/02/2014, with a balance of 1,497.00 and a currency of USD. The record number is "Created on Save". The credit amount is 150.00. The description is "purchase of office supplies". The location is empty. The grid shows a single entry for "OFFICE SUPPLIES -CLARA CITY" with a debit of 150.00. The total at the bottom right is 150.00.

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.

Bank Transactions window showing the transaction after saving. The Record No field is now populated with "BWD-2". The credit amount remains 150.00. The description is "purchase of office supplies". The location is empty. The grid shows a single entry for "OFFICE SUPPLIES -CLARA CITY" with a debit of 150.00. The total at the bottom right is 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.

