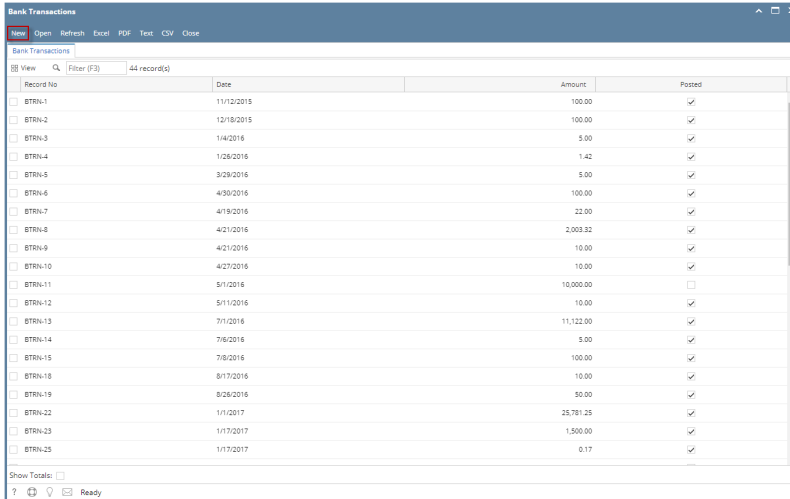# How to Create Bank Transaction - Withdrawals

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.
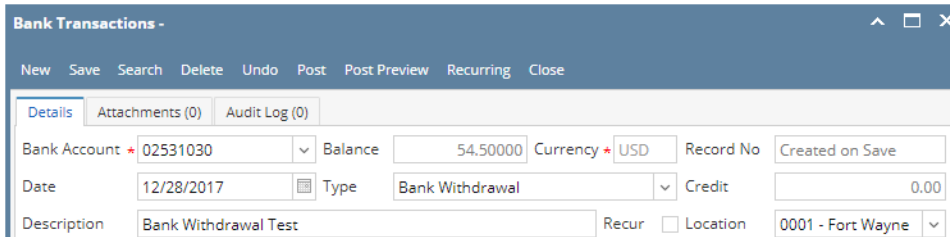

3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to take the amount of the charge from.

> ⚠️ 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 Admin folder >

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. 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.

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.

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 Debits.

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

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    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:
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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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    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.

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    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:

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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.

    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.

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

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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 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.

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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 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.

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.

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

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.

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.

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:		

    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 Admin folder > Starting Numbers.

Starting Numbers				⌃ ✕

OK	Cancel

Modules	Starting Numbers			
All	Transaction Type	Prefix	Number	Preview
Help Desk				
Cash Management	**Module: Cash Management**			
Accounts Payable	Bank Stmt Import	BSI-	1	BSI-1
General Ledger	Misc Checks	MCHK-	7	MCHK-7
Posting	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.
    d. The **Date field** by default will show today's date. Change this date as you feel necessary.
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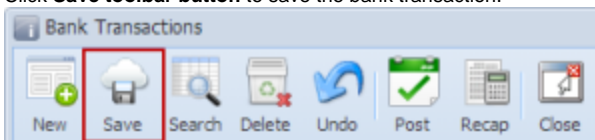
⊖ Delete	Filter:	🔍	
☐ GL Account	Description		Debit
☑ 906120-40	OFFICE SUPPLIES -CLARA CITY		150.00
☐ Select a GL Account			0.00
		Total:	150.00

    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.

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