

How to enter Bank Balance

The screenshot shows the 'Currency Exposure' application window. The title bar is blue with standard window controls. Below the title bar is a menu bar with 'Load', 'New', 'Save', 'Delete', 'Undo', 'Search', and 'Close'. The main area is divided into two sections. The top section contains input fields for 'Batch Name' (1), 'Weight Unit' (Bushels), 'Batch Date' (3/26/2021), 'Currency' (USD), 'Commodity' (Corn), and 'Future Closing Date' (3/26/2021). The bottom section is a tabbed interface with tabs for 'Summary', 'Bank Balance' (selected), 'Non-USD Open Sales', 'Money Market', 'Currency Contract', and 'Stock'. The 'Bank Balance' tab shows a table with columns 'Bank Name', 'Bank Account No', and 'Amount'. The table is currently empty.

Batch Name	Weight Unit	Batch Date	Currency	Commodity	Future Closing Date
1	Bushels	3/26/2021	USD	Corn	3/26/2021

Bank Name	Bank Account No	Amount
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1. Go to Risk Management > Activities > Currency Exposure
2. Click on 'New'
3. Go to 'Bank Balance' Tab
4. Select following details in header section of the screen
 - a. Batch Number: Auto Populated upon saving the record
 - b. Batch Date: Select current date
 - c. Commodity: Select the commodity you want to enter the details e.g. 'Corn'
 - d. Weight Unit: Select the Unit of measure you want to enter the details
 - e. Currency: Select 'USD'
 - f. Future Closing Date: Select current date
5. Under Bank Balance enter the following details
 - a. Bank Name: Select Bank name to enter the balance
 - b. Bank Account No: Select Bank account number for the selected Bank
 - c. Amount: Enter the selected bank account balances in US Dollar
6. Click on 'Save' button to save the record