How to Create Bank Loan

- 1. From Cash Management module click Bank Loans.
- It will open the Search Bank Loans screen where existing bank Loans are displayed. Click the New toolbar button to open the new Bank Loans screen.

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luse										
Jank Loan										
] Open Selecter 1	ew 🕒 Export • 🔛 Colu	mns• 💠 View•								3 record
Bank Loan No. *	Contains *		+ Add #	iter Clear Filters						
Bank Loan No.	Bank Account No	Bank Name	Transaction	Maturity Date	Annual Interest	Loan Amount	Balance	Transaction Date	Posted	Bank Loan Status
BLN-4	68215422C	Chase Bank - IN	LN-2	12/31/2020	2	-25000	-50000	07/09/2019		×
BLN-5	68215422C	Chase Bank - IN	LN-3	12/31/2020	2	-84000	-84025	01/01/2019		Y
BLN-6	123452	Chase Bank - IN	LN-4	08/16/2019	0	-25000	-25000	08/05/2019		1

- 3. In the Bank Loan screen > Bank Account field, select the Bank where the new bank account has been opened
- 4. Once Bank account had been selected, Select the Date Opened, Maturity Date and Facility to be able to add Transaction. See How to Create Borrowing Facility.

Bank Loan -			= 1	n x
New Save Sear	h Delete Undo Add Transaction Close			
Details Limits	Audit Log Attachments			
Bank Account	68215422C V Currency USD Loan Type 18	 Maturity Date 	* 31/03/2022	
Status	Open v Annual Interest 0 Date Opened + 10/03/2022	Facility	BF-20	~
X Remove Exp	nt • II View • Filter (F3)			25
Transaction T	pe Record No Description	Date		Amount
		Total:		0.00
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5. Click Add Transaction button, It will open Bank Transaction screen. See How to Create Bank Transaction - Bank Withdrawals.

6. Fill in Bank Transaction header information.

Bank Transact	ions -								×
New Save	Search Delete Ur	ndo Post Rec	urring Import Close						
Details Pos	t Preview Post Hist	tory Attachme	nts Audit Log						
Bank Account	• 68215422C v	Balance	-3,450,692.68 Type	[Bank Withdra	a v Reco	ord No	Created on	Save
Period	March v Date	03/10	/. 🗉 Currency 🔸 USD	Ra	ate				
Check No	12345678	Payee			Location	0001 - F	ort Wayne		\vee
Credit	0.00	Loan No.	BL-7	~	Recur		POS		
Description	Bank Withdrawal								

7. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

X Remove Filter	Q.	
GL Account*	Description	Debit
40000-0002-013	Sales - Indianapolis - Grain - Wheat	100,000.00
72000-0000-000	Interest Expense - Home office - Admin	20,000.00
	Total:	\$120,000.00
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8. Click Save toolbar button to save the Bank transaction. Saved Bank Transaction will appear on Bank Loans screen

9. Click Close toolbar button to close the screen.

Bank Loan BLN-7			=	□ ×
New Save Search Delete Undo Add Transaction Close				
Details Audit Log Attachments				
Bank Account 68215422C v Amount	0 USD GL Account	42000-0000-000 Q Loan No.	BLN-7	
Annual Interest 0 Date Opened +	03/10/2022 🔲 Maturity Date	• 03/12/2022 🔲 Status	Open	~
X Remove Export + 11 View + Filter (F3)				55
Transaction Type GL Account Id Record No I	Description	Date	Amount	Posted
Bank Withdrawal 72000-0000 BWD-31	Bank Withdrawal	03/10/2022	-120,000.00	
Bank Loan 42000-0000 LN-6		03/10/2022	0.00	
				_
		Total:	-120,000.00	
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10. Click Save toolbar button to save Bank Loan.