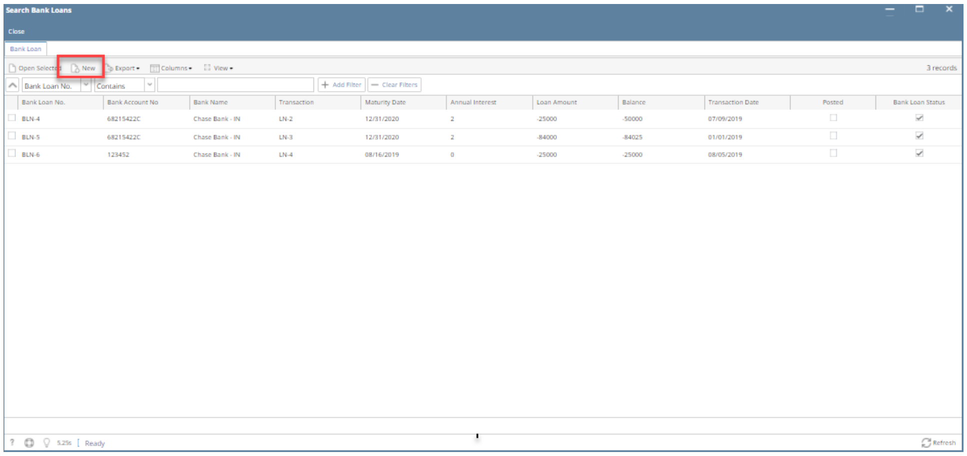
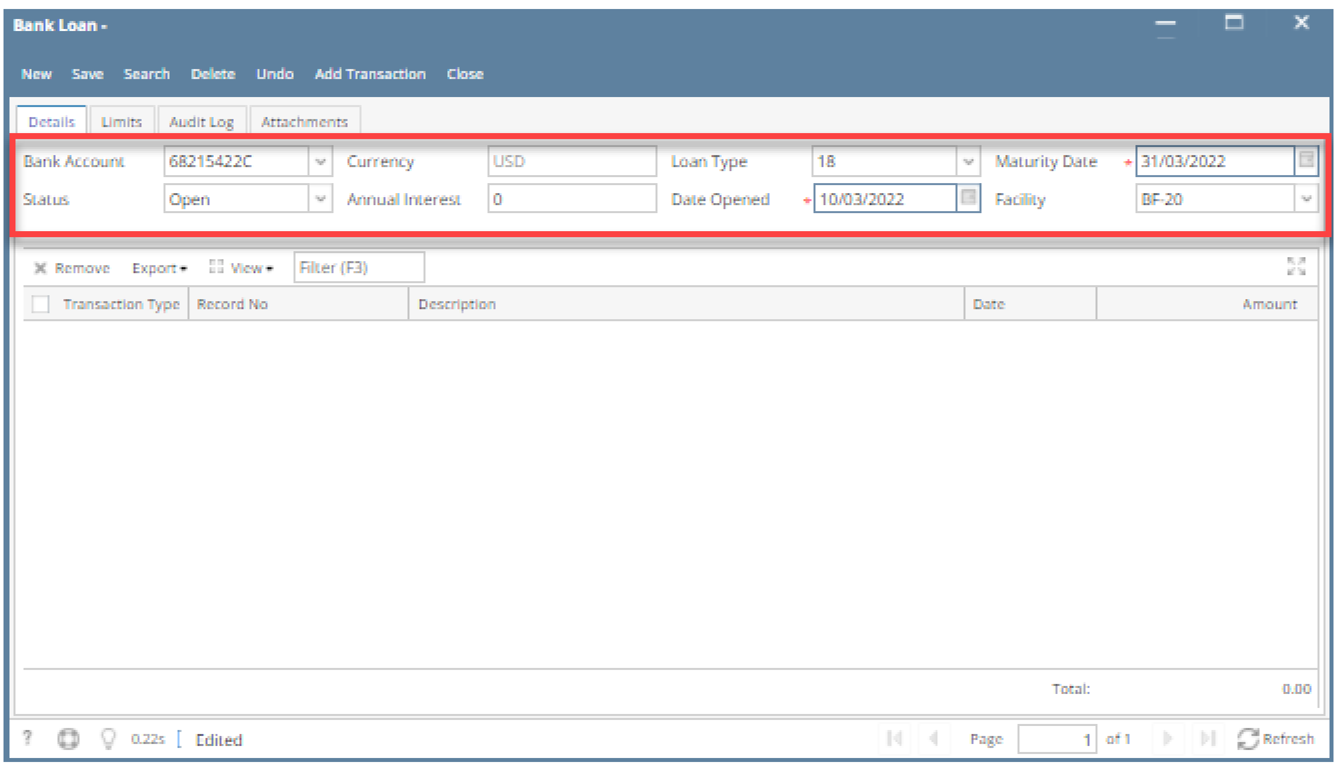
How to Create Bank Loan

1. From Cash Management module click **Bank Loans**.
2. 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.

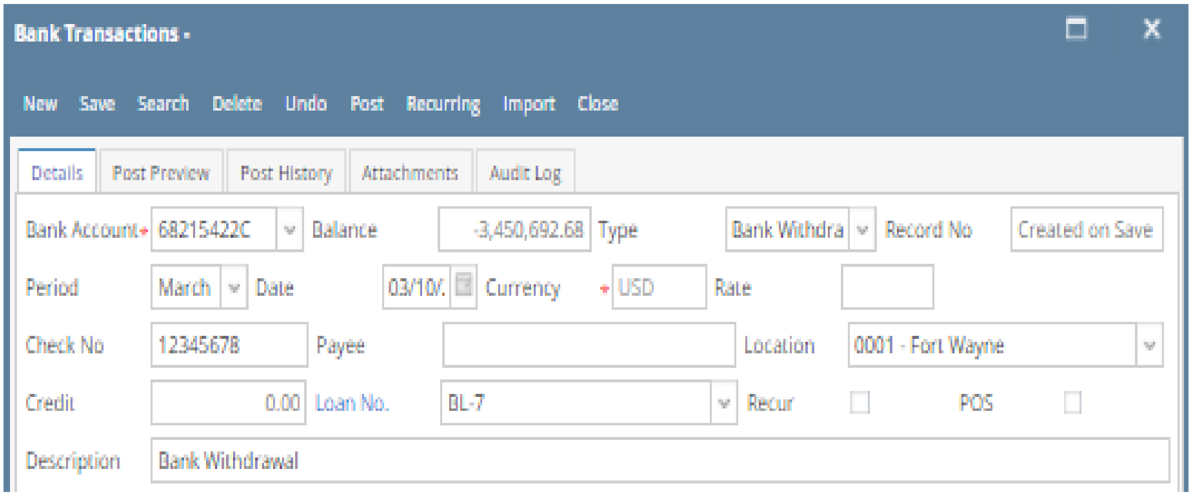


3. In the **Bank Loan screen** > **Bank Account field**, select the Bank where the new bank account has been opened
4. Once Bank account had been selected, Select the Date Opened, Maturity Date and Facility to be able to add Transaction. See How to Create Borrowing Facility.

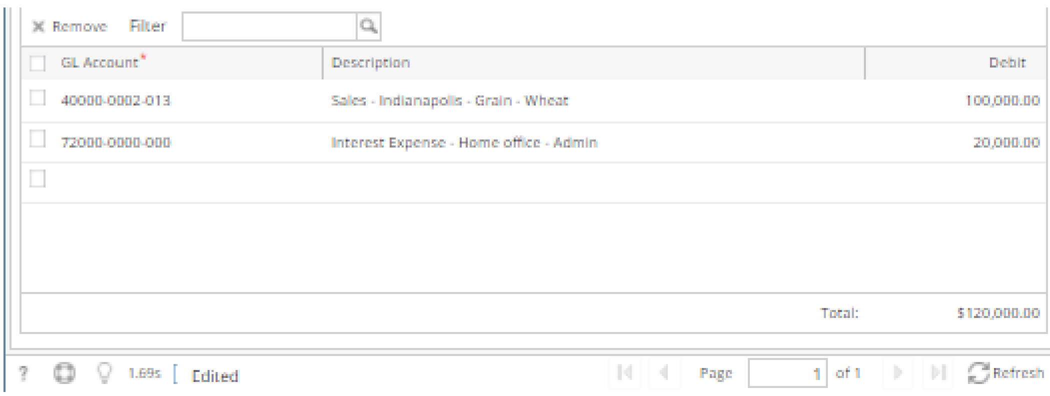


5. Click **Add Transaction** button, It will open Bank Transaction screen. See How to Create Bank Transaction - Bank Withdrawals.

6. Fill in Bank Transaction header information.

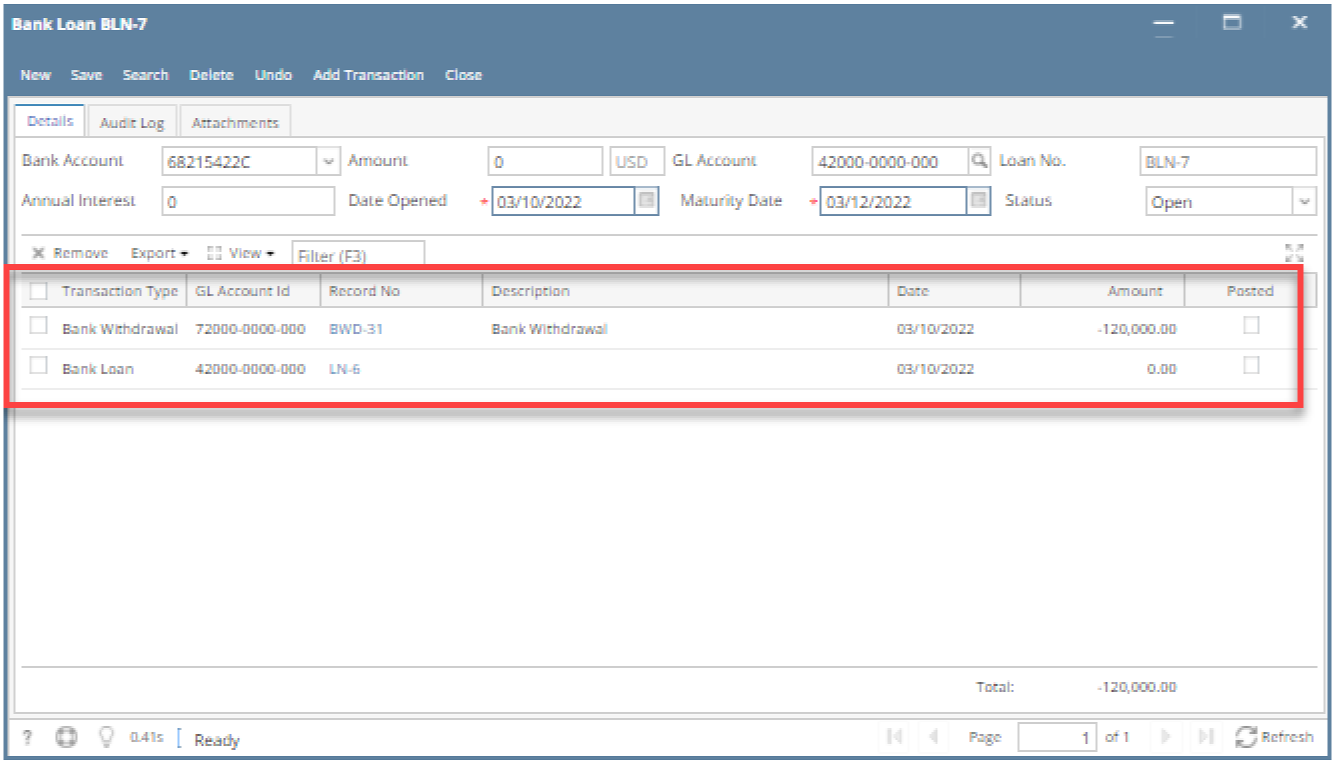


7. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.



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.



10. Click **Save toolbar button** to save Bank Loan.