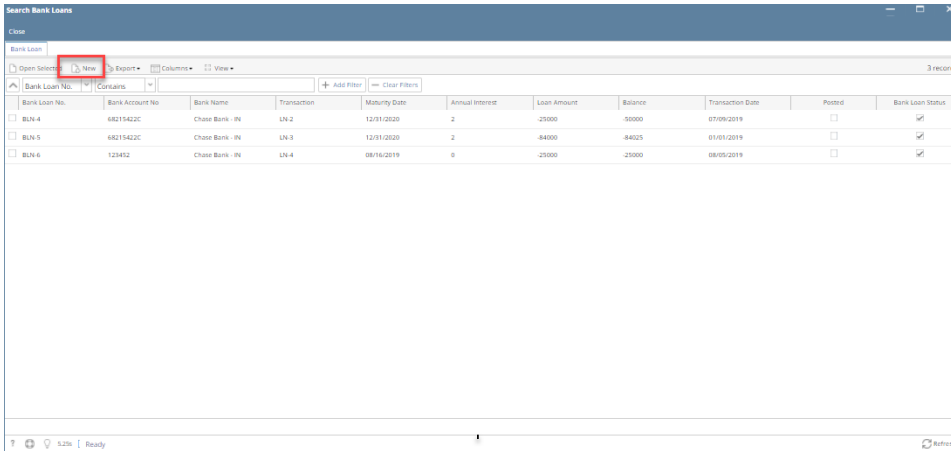


# How to Create Bank Loan

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](#).

**Bank Loan -**

New Save Search Delete Undo Add Transaction Close

Details Limits Audit Log Attachments

Bank Account: 68215422C Currency: USD Loan Type: 18 Maturity Date: 31/03/2022

Status: Open Annual Interest: 0 Date Opened: 10/03/2022 Facility: BF-20

Remove Export View Filter (F3)

Transaction Type	Record No.	Description	Date	Amount
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Total: 0.00

? 0.22s [ Edited ] Page 1 of 1 Refresh

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 Transactions -**

New Save Search Delete Undo Post Recurring Import Close

Details Post Preview Post History Attachments Audit Log

Bank Account: 68215422C Balance: -3,450,692.68 Type: Bank Withdra Record No: Created on Save

Period: March Date: 03/10/ Currency: USD Rate:

Check No: 12345678 Payee: Location: 0001 - Fort Wayne

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.

Remove Filter

<input type="checkbox"/> GL Account	Description	Debit
<input type="checkbox"/> 40000-0002-013	Sales - Indianapolis - Grain - Wheat	100,000.00
<input type="checkbox"/> 72000-0000-000	Interest Expense - Home office - Admin	20,000.00
<input type="checkbox"/>		
Total:		\$120,000.00

? 1.69s Edited Page 1 of 1 Refresh

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 Amount: 0 USD GL Account: 42000-0000-000 Loan No.: BLN-7

Annual Interest: 0 Date Opened: 03/10/2022 Maturity Date: 03/12/2022 Status: Open

Remove Export View Filter (F3)

Transaction Type	GL Account Id	Record No	Description	Date	Amount	Posted
<input type="checkbox"/> Bank Withdrawal	72000-0000-000	BWD-31	Bank Withdrawal	03/10/2022	-120,000.00	<input type="checkbox"/>
<input type="checkbox"/> Bank Loan	42000-0000-000	LN-6		03/10/2022	0.00	<input type="checkbox"/>

Total: -120,000.00

? 0.41s Ready Page 1 of 1 Refresh

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