

Bank/Cash Statement

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Introduction

Introduction

Introduction

This window will be used to do bank reconciliation

Business Example

After completion of the invoice (Customer, Vendor & Expense), Payment & receipts all transactions will be updated in the bank statement window to reconcile it.

Tabs

Bank/cash statement header

Bank/Cash Statement +2/9

Inserted

Client: XYZ Foundation Organization:

Bank Account:

Name: 2020-05-18 13:24:19

Statement date: 18/05/2020 Account Date: 18/05/2020

Description:

☒ Active ☒ Manual

Beginning Balance: 0.00 Create lines from

Statement difference: 0.00

Ending balance: 0.00

▼ Reference

EFT Statement Reference: EFT Statement Date:

▼ Status

Document Status: Drafted Document Action

☐ Approved

Critical Fields:

1. Bank Account: Select Bank account to do the reconciliation
2. Name: This field show you the date & Time you created the document. User can override the content.
3. Statement date: The date when you going to do the reconciliation
4. Account Date: The date will post on the accounting fact
5. Beginning Balance: Amount will show the previous day or previous document closing balance for the same document.

Critical & onetime setup fields:

1. Organization: This field is used to select the organization

Non-Critical Fields:

1. Statement difference: This field shown the difference between the begining balance and ending balance.
 2. Ending balance: The sum of Begining balance and the statement difference.
 3. EFT Statement Reference: Electronic fund transfer statement reference
 4. EFT Statement Date: date of fund transfer.
-

Serial number/Lot number (ASI):

Zoom conditions:

Validation:

Bank/cash statement line

Bank/Cash Statement > Statement Line 1/7

Client	XYZ Foundation	Organization	HQ
Bank Statement	2019-03-18 17:13:28		
Line No	10		
Description			
<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Manual		
Statement Line Date	22/01/2019	Account Conversion Date	22/01/2019
Effective date	22/01/2019		
Statement amount	20,000.00	Payment	1000000_22/01/2019_20000.00_-1
Transaction Amount	20,000.00	Currency	INR
Charge amount	0.00		
Interest Amount	0.00		
Reference No			
Memo			

▼ Reference

Business Partner	CSE India pvt ltd	Invoice	100000_22/01/2019_20000.00
EFT Trx ID		EFT Trx Type	

EFT Check No		EFT Reference	
EFT Memo			
EFT Payee		EFT Payee Account	
EFT Statement Line Date		EFT Effective Date	
EFT Currency		EFT Amount	0.00

Critical Fields:

1. Statement Line Date: Transaction date on the bank
2. Account conversion Date: Account posting date.
3. Effective Date: Date when the money is available.
4. Statement amount: Enter the statement amount shown in the bank statement.
5. Transaction amount: Enter the amount done by the transaction.

6. Charge amount: Used to maintain the penalty/debt occur the staement.

7. Interest amount: enter the bank interest amount occur in the statement.

Critical & onetime setup fields:

1. Organization: This field is used to select the organization

Non-Critical Fields:

1. Payment: Select the payment/receipt document number as reference.

2. Reference no: Bank reference/transaction number

3. Memo: Maintain the content for the special notes

Serial number/Lot number (ASI):

Zoom condition's

Customization

Document and action

Validation

Save

1. System will check all mandatory fields.

Delete

1. System will delete the header and line details.

Document action prepare

1. System will check the period details and transaction document mapped.

Document action complete

1. System will complete the document and keep the transaction ready for processing in the bank/cash statement.
2. Once document action is complete, all fields are updated in read-only and accounting entries posted.

Document action void/reverse correct actual

1. the system will reverse the transaction data and generate reversal the document with the opposite accounting sign to zero value for the Bank.

Document action close

1. The system will check whether all the activity for the document is completed and change the

Document status to close.

Action

Verify:

Create lines from:

Bank Statement .. Create lines from

Bank Account

XYZ_Indian Bank_-1

Document No

Document Type

Authorization

Code

Tender type

Payment amount

-

Business Partner

Transaction Date

16/05/2020

Select	Date	Payment	Currency	Amount	Converted	Business Partner
<input type="checkbox"/>	15/01/2019	1000074	INR	354,000....	354,000....	BSE India pvt ltd
<input type="checkbox"/>	01/04/2019	1000073	INR	354,000....	354,000....	BSE India pvt ltd
<input type="checkbox"/>	17/04/2019	1000116	INR	-208.00	-208.00	CPU Board pvt ltd
<input type="checkbox"/>	17/04/2019	1000114	INR	-4,215.27	-4,215.27	CPU Board pvt ltd
<input type="checkbox"/>	17/04/2019	1000113	INR	-59,027.73	-59,027.73	CPU Board pvt ltd
<input type="checkbox"/>	17/04/2019	1000115	INR	-7,200.00	-7,200.00	CPU Board pvt ltd
<input type="checkbox"/>	07/05/2019	1000065^	INR	1,500.00	1,500.00	CPU Board pvt ltd

0 - Sum 0.00

This form will show all payment & receipts transactions to add to the statement line.

Copy from/lines:

Copy lines process helps to copy the statement line from existing bank/cash statement document.

<custom actions>:

Video