

# Bank/Cash Statement

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# Introduction

# Introduction

## **Introduction**

This window will be used to do bank reconciliation

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## **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.
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## **Serial number/Lot number (ASI):**

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## **Zoom conditions:**

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## **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.

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## **Critical & onetime setup fields:**

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

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## **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

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## **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