Opening Bank Deposit

Opening Bank Deposit can be done when you are banking in 2 or more cheques at a time in a same transaction slip. After it is done, the transaction will be displayed in grouped form at bank reconciliation for you to reconcile.



1) Firstly, point to "Customer" tab and select "Customer Payment".

2) Click on "New"

2	🕍 Customer Payment Entry								
1	O/R No.	Date	Customer	Currency	Amount	U/A Amount	^	Г	New
8	2		Click here to define a	îlter				Ľ	T dia
	OR-00030	07/01/2014	ALPHA & BETA COMPUTER		100.00	100.00			
	OR-00027	09/01/2014	KITTY SECURITY SDN BHD		10,000.00	10,000.00			<u>D</u> elete
	OR-00003	11/01/2014	KITTY SECURITY SDN BHD		4,000.00	4,000.00			Cava -
	OR-00036	13/01/2014	ALPHA & BETA COMPUTER		2.00	0.00			E Save +
	OR-00047	18/01/2014	A'BEST TELECOMMUNIC	S\$	1,000.00	1,000.00			<u>C</u> ancel
	OR-00004	22/01/2014	KITTY SECURITY SDN BHD		6,000.00	0.00			D.C.I.
	OR-00005	20/02/2014	KITTY SECURITY SDN BHD		10,000.00	0.00			Refresh
	OR-00006	20/02/2014	ALPHA & BETA COMPUTER		5,000.00	0.00			Detail
	OR-00008	20/02/2014	AB ENTERPRISE SDN BHD		6,000.00	0.00			
	MCOR-00010	12/09/2014	CASH SALES		1,500.00	0.00		>	
	MCOR-00011	15/12/2014	ALPHA & BETA COMPUTER		10.00	10.00			
F	00.00040	17/10/0011	U.D.U. A DETA COMPLETER		0.50	0.50			
L	18 receipts				45,183.50	16,681.50	~	U.	
			Invoice/ Debit Note K	nock Off				Č	
3	Type Date	Docume	ent No. Org. Amo	unt C	outstanding	Paid Amt.			
	<no data="" display="" to=""></no>								
L		doc							Close

3) Right click at the blank space, and you will see a panel displayed with "**Open Bank Deposit**" for you to select. Click on "**Open Bank Deposit**"

2	Custome	er Payment Entry	
Attachments Note	Customer Code: Image: Customer Payment Project : Image: Customer Payment Cancelled Non-Refundable Paid By : Image: Customer Payment Received In : MAYBANK Bank Charge : 0.00 Cheque No : Image: Customer Payment	Set Posting Date Set Tax Date Bounced Status Copy Customer Payment Paste Customer Payment Open Bank Deposit Receipt Voucher Batch Print Audit Trail Local Amount : 0.00	New Edit Delete Save Cancel Refresh Browse
	Description: Payment For Account	▼ ··· Unapplied Amt: 0.00	
	Knock Off Grid	Avoices 7 D'édit Notes	
	I Ty Date Doc No.	Amount Outstanding Pay Io data to display>	
	doc Total:		Close

4) Click on "New"

**	М	aintain Bank Deposit		- • ×
3	Bank Slip No.	Date	Recon Date	New
8		Click here to define a filter		Edit
				Delete
				Delete
				<u>S</u> ave ▼
				<u>C</u> ancel
				Refresh
				De <u>t</u> ail
				>
				J
Bank Slips				Close

5) You will come to this interface. Key in the transaction slip number, select the correct date and account.

🖀 Maintain Bank Deposit							
- Maintain Bank Deposit -	New						
Bank Slip No. :	Edit						
Next No: BD-00001 V	<u>D</u> elete						
Date: 16/06/2015 V	📙 Save 💌						
Date 🗹 01/06/2015 🗸 to 30/06/2015 🗸	<u>C</u> ancel						
Payment Method: V Chegue No. : Search	Refresh						
Dec No. Dec Date Best Date Descrip Dayman Chaque Dec Ant Local D	Browse						
E Doc No Doc Date Post Date Descrip Paymen Cheque Doc Amt Local D	,						
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<io uspay=""></io>							
0							
0.00	Close						

2	Maintair	n Bank Deposit	- • •
- Maintain	Bank Deposit		New
Bank Slip No. : Next No: Date: Date:	123456 BD-00001 v 16/06/2015 v /2014 v to 20/02/	2014 🗸	Edit Delete Save ▼ Cancel
Payment <u>M</u> ethod:	310-001 🗸	Chegue No. : Search	Refresh
-	Code	Description	Currency
E Doc No Dic	310-001	MAYBANK	
_	310-002	MAYBANK-VISA	
	310-003	MAYBANK-MASTER	
	310-004	HSBC - USD ACCOUNT	USD
	310-006	HSBC - S\$ ACCOUNT	S\$
	320-000	CASH IN HAND	
	325-000	PETTY CASH	
	4534	INSTALLMENT RECEIVABLE	

**	Maintain Bank Deposit	
- Maintain	Bank Deposit -	New
Bank Slip No. :	123456	Edit
Next No:	BD-00001 🗸	Delete
Date:	16/06/2015 🗸	📙 <u>S</u> ave 🔻
Date 🗹 20/02/2	014 v to 20/02/2014 v	Cancel
Payment <u>M</u> ethod:	Chegue No. : Search	Refresh
-		Browse
	<no data="" display="" to=""></no>	>
0	0.00	Close

6) Click "**Search**". System will search for customer payment within the selected date.

Search Bank Deposit								×
There are some documents with same cheque number or already assigned Bank Slip No.								
:		Doc No	Doc Date	Post Date	Description	Payment Me	Cheque Num	Doc Amt
		OR-00005	20/02/2014	20/02/2014	KITTY SEC	310-001	MBB 393000	10,000.00
		OR-00006	20/02/2014	20/02/2014	ALPHA & B	310-001	MBB 388900	5,000.00
		OR-00008	20/02/2014	20/02/2014	AB ENTER	310-001	MBB 399921	6,000.00
		3 documents						21,000.00
Bank slip number already exists Show Unassigned Bank Deposit OK Cancel								

2	£.			Search E	Bank Depos	it	_	
1	There a	are some doc	uments with s	ame cheque r	number or alr	eady assigned	d Bank Slip No	D.
1		Doc No	Doc Date	Post Date	Description	Payment Me	Cheque Num	Doc Amt
	✓	DR-00005	20/02/2014	20/02/2014	KITTY SEC	310-001	MBB 393000	10,000.00
	-	DR-00006	20/02/2014	20/02/2014	ALPHA & B	310-001	MBB 388900	5,000.00
I	✓	DR-00008	20/02/2014	20/02/2014	AB ENTER	310-001	MBB 399921	6,000.00
		2.4						21.000.00
Ŀ		3 documents						21,000.00
	B	ank slip number	already exists	Show Una	assigned Bank [Deposit	OK	Cancel

7) Tick on the payments which are made under the same transaction. Then, click "**OK**".

8) You will see the selected payments displayed in the panel. If you have wrongly selected the payment, you can always remove it by clicking on the "-"button. Click "**Save**".

🕍 Maintain Bank Deposit	
- Maintain Bank Deposit -	New
Bank Slip No. : 123456	Edit
Next No: BD-00001 🗸	Delete
Date: 16/06/2015 V	📄 <u>S</u> ave 🔻
Date 🗹 20/02/2014 V to 20/02/2014 V	<u>C</u> ancel
Payment Method: 310-001 V Chegue No. :	Refresh
E Des Na Des Data Dest Data Desaria Desaria Chenna Des Ant Local D	Browse
Image: Solution of the second secon	
OR-00006 20/02/2 20/02/2 ALPHA 310-001 MBB 38 5,000.00 5,000.00	í l
OR-00008 20/02/2 20/02/2 AB ENT 310-001 MBB 39 6,000.00 6,000.00	
	J
3 21,000.00 3.00	Close

- <u>File Edit View GL</u> Customer Supplier Sales Purchase Stock Production GST Inquiry Tools Window Help Maintain Account... **M** • 6 10 🔄 Cash Book Entry... 🥻 Journal Entry... 🌌 Foreign Bank Adjustment... 🗐 Maintain Opening Balance... SQL Bank Reconciliation 🗼 Maintain Stock Value... Maintain Budget... G. Ledger 1 Print G/L Document Listing... Print Journal of Transaction Listing... 🚔 Print Transaction Summary Listing... Print Bank Reconciliation Listing... Customer Rint Ledger Report... Print Trial Balance... Rint Receipt & Payment Report... Supplier Rint Profit & Loss Statement... Rint Balance Sheet Statement... Maintain Customer 🧼 Print Cash Flow Statement... Sales Purchase
- 9) Point to "GL" and click into "Bank Reconciliation".

10) Click on "New".



11) Then, you will come to this panel. Select the bank statement date (When the bank statement is received). Make sure that you have selected the correct account.

Reconcile Bank 1	Transactions	3
Bank Statement Date: / /	Bank Statement Bank Closing :	
I Recon At Date △ Description Voud	display>	n
Count =	Close	

22				Reconcile Ban	Transactions	- • •
Bank Statemer Account:	nt D	ate:		30/06/2015 🗸	Bank Statement Bank Closing : 88,888.88	<u>N</u> ew <u>E</u> dit
Display Period	•	01/12/2	014	Code	Description	Currency
	~	Show U	ntek	310-001	MAYBANK	1
		Show Cu	urren	310-002	MATDANK-VISA	
		Merge B	ank	310-003	MAYBANK-MASTER	
				310-004	HSBC - USD ACCOUNT	USD
				310-006	HSBC - S\$ ACCOUNT	S\$
E Recon At	Da	te 🛆		320-000	CASH IN HAND	
				325-000	PETTY CASH	
				4534	INSTALLMENT RECEIVABLE	
				8		
					Fetch All A	A=a New
Count =						

12) Select the correct display period (including the date of the bank deposit opening made). Key in Bank Statement Bank Closing according to the bank statement you received. Click "**Apply**".

2	Reconcile Bank	Transactions		, • 🗙			
Bank Statement Date: Account:	30/06/2015 V	Park Statement Park Closing	00 000 00	<u>N</u> ew <u>E</u> dit			
Display Period 🔽 01/12/2014	v to 30/06/2015 v	System Calculate Bank Closing : Out of Balance by :	0.00	<u>D</u> elete			
Merge Bank	Charges]		Cancel Refresh			
I Recon At Date △	Description Vouc	her No Cheque No. Debit	Credit Tick	Browse Check Bank Recon			
<no data="" display="" to=""></no>							
Count =				Close			

13) You will see the cheques from "**Opening Bank Deposit**" will be displayed together in a row with the total amount added up together. Then, click "**Save**".

2		Reconcile	Bank Tra	nsactions				-	
Bank Statemen Account: Display Period	nt Date:	30/06/2015 310-001 014 v to 30/06/20 nticked Transactions arrent Recon Transactions ank Charges	B B B D D D D D D D D D D D D D D D D D	Bank Statement ystem Calculate Out d	Bank Closing Bank Closing of Balance by	: 88,8 : : (88,8	388.88 0.00 388.88)		New Edit Delete Save ▼ Cancel Refresh
Recon At 09 11 11 12 12 13 22 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 10 10	Date)/01/2014 K 1/01/2014 K 2/01/2014 K 2/01/2014 K 2/01/2014 C 0/02/2014 C 0/02/2014 C 0/02/2014 M 0/12/2014 A 5/06/2015 3	Description ITTY SECURITY SD ITTY SECURITY SD ITTY SECURITY SD ITTY SECURITY SD ITTY SECURITY SD ELCOM (M) COMM ELCOM (M) COMM IAXIS COMMUNICA DEST TELECOMMU Cheque(s)	Voucher Ne OR-00027 OR-00003 OR-00036 OR-00036 PV-00045 PV-00045 PV-00049 OR-00049 OR-00049 OR-00049 OR-00049	Cheque No. OBB 124 OBB 124 EBB 124789 22222 22222 MBB 1231 1224	Debit 10,000.00 4,000.00 2.00 6,000.00 0.00 0.00 0.00 21,000.00	Credit 0.00 4,000.00 0.00 1,000.00 1,000.00 1,310.00 0.00		^ >	Browse Check Bank Recon
Count = 16					41,182.00	56,322.00		~	Close

"Opening Bank Deposit" an also be done at cash book entry. Firstly, point to "**GL**" and select "**Cash Book Entry**".

<u>File Edit View GL</u> <u>Customer Supplier Sales Purchase Stock</u> Production <u>GST</u> Inquiry <u>Tools</u> <u>Window Help</u> 🚰 Maintain Account... 10 - R 🛐 Cash Book Entry 🌽 Journal Entry... 🌌 Foreign Bank Adjustment... Maintain Opening Balance... SQL® Bank Reconciliation... 🗼 Maintain Stock Value... Maintain Budget... G. Ledger • Print G/L Document Listing... 📑 Print Journal of Transaction Listing... 🚍 Print Transaction Summary Listing... Customer Print Bank Reconciliation Listing... 름 Print Ledger Report... Print Trial Balance... 🥢 Print Receipt & Payment Report... Supplier 🥢 Print Profit & Loss Statement... 🧼 Print Balance Sheet Statement... Maintain Customer 🥢 Print Cash Flow Statement... Sales Purchase

Click on "New"

1			Cash Boo	ok Entry				,	• 🛛
1	Voucher No.	Date	Description	Cheque No	Local DR	Local CR	^		New 🗸
8			Click here to d	efine a filter				Ľ	Edit
Þ	PV-00002	06/01/2014	ERICSON SUPPLIER BHD	MBB 100002	0.00	30,000.00			
П	PV-00046	06/01/2014	CELCOM (M) COMMUNICA	11111	0.00	1.00			<u>D</u> elete
	OR-00030	07/01/2014	ALPHA & BETA COMPUTER	87678868	100.00	0.00			Save -
	PV-00005	07/01/2014	MOTOROLA SUPPLIER BHD	MBB 100005	0.00	10,000.00			E Eave +
	PV-00006	07/01/2014	NOKIA CORP LTD	MBB 100006	0.00	10,000.00			<u>C</u> ancel
	OR-00027	09/01/2014	KITTY SECURITY SDN BHD		10,000.00	0.00			Refresh
	OR-00003	11/01/2014	KITTY SECURITY SDN BHD	OBB 124358	4,000.00	0.00			recircon
	OR-00036	13/01/2014	ALPHA & BETA COMPUTER		2.00	0.00			De <u>t</u> ail
	OR-00047	18/01/2014	A'BEST TELECOMMUNICAT	MBB 123456	2,503.00	0.00			
	OR-00004	22/01/2014	KITTY SECURITY SDN BHD	EBB 124789	6,000.00	0.00			
	PV-00045	19/02/2014	CELCOM (M) COMMUNICA	22222	0.00	1,000.00			
	OR-00005	20/02/2014	KITTY SECURITY SDN BHD	MBB 393000	10,000.00	0.00		>	
	OR-00006	20/02/2014	ALPHA & BETA COMPUTER	MBB 388900	5,000.00	0.00			
	OR-00008	20/02/2014	AB ENTERPRISE SDN BHD	MBB 399921	6,000.00	0.00			
	PV-00049	09/07/2014	MAXIS COMMUNICATION	MBB 1231	0.00	1,310.00			
	MCOR-00010	12/09/2014	CASH SALES	1240 3154 3419 0451	1,500.00	0.00		-	
	MCOR-00011	15/12/2014	ALPHA & BETA COMPUTER		10.00	0.00			
	OR-00012	17/12/2014	ALPHA & BETA COMPUTER		2.50	0.00			
	OR-00014	17/12/2014	ALPHA & BETA COMPUTER		5.00	0.00			
	VCOR-00013	17/12/2014	ALPHA & BETA COMPUTER		50.00	0.00			
	OR-00016	30/12/2014	A'BEST TELECOMMUNICAT		1,234.00	0.00			
	OR-00019	30/12/2014	A'BEST TELECOMMUNICAT	1234	80.00	0.00			
	OR-00021	31/12/2014	AB ENTERPRISE SDN BHD		100.00	0.00			
H	24				46,600,50	52.214.02			Close
	24 Vouchers				46,686.50	52,311.00	۷		CIUSC

P/S

Then, right click at the blank space beside Payment Voucher, you will see "Open Bank Deposit" for you to select.

	Cash Book Entry	
Payment Voucher	Set Posting Date	Cancelled Ed
	Set Tax Date	5/06/2015
Рау То	Copy Voucher Paste Voucher	
Payment By: MAYBANK	Open Bank Deposit	ent: Brov
C S Bank Charge : Document Detail Grid	Payment Voucher Batch Print	ea: 💌
I G/L Code GL Description D	escription Amount Tax Tax	. Tax Am Sub Total (T >
		J.
	<no data="" display="" to=""></no>	

~~~DONE~~~