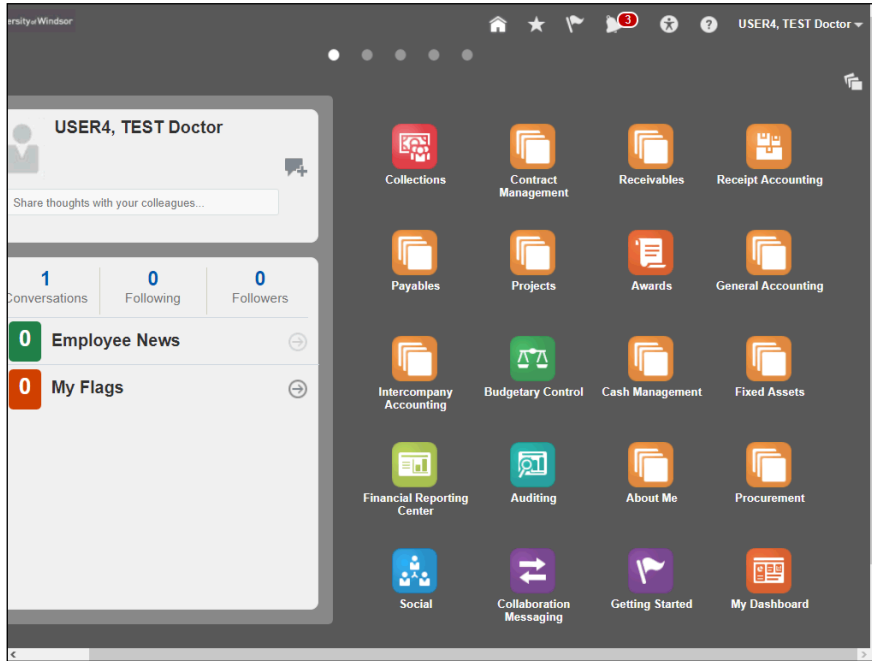# CM 02: Manually create a bank statement
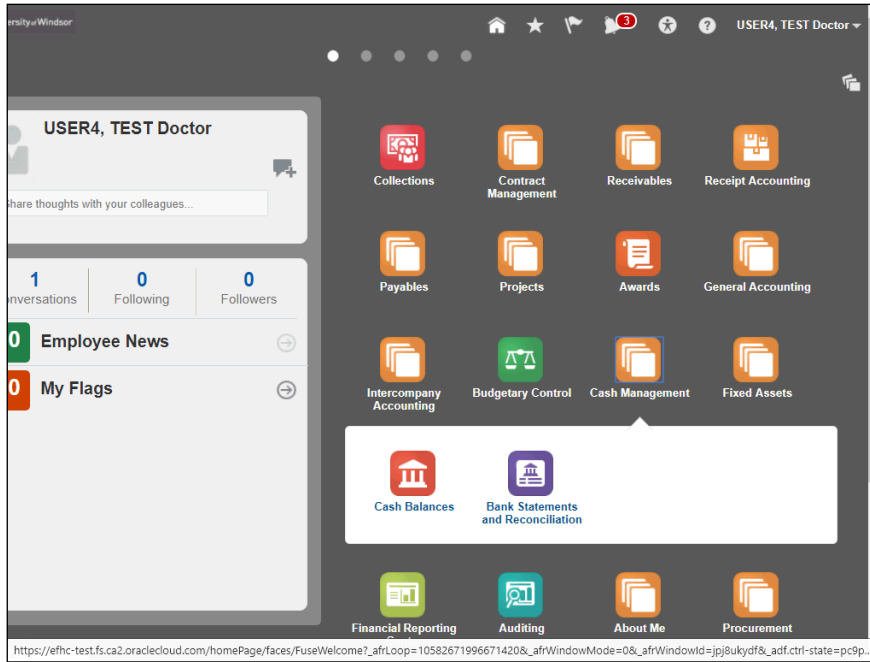## Created on 2/16/2018

CM 02 - Manually create a bank statement

Procedure

This User Guide outlines the steps required to manually create a bank statement.

Step	Action
1.	Click the **Cash Management** button.

Step	Action
2.	Click the **Bank Statements and Reconciliation** button.
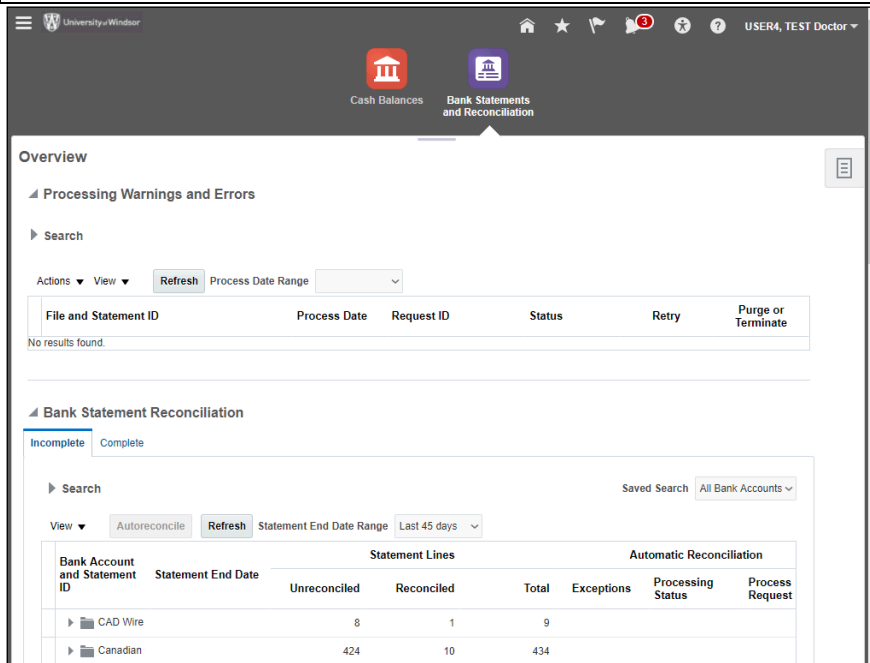
Step	Action
3.	Click the **Go to Task** menu.
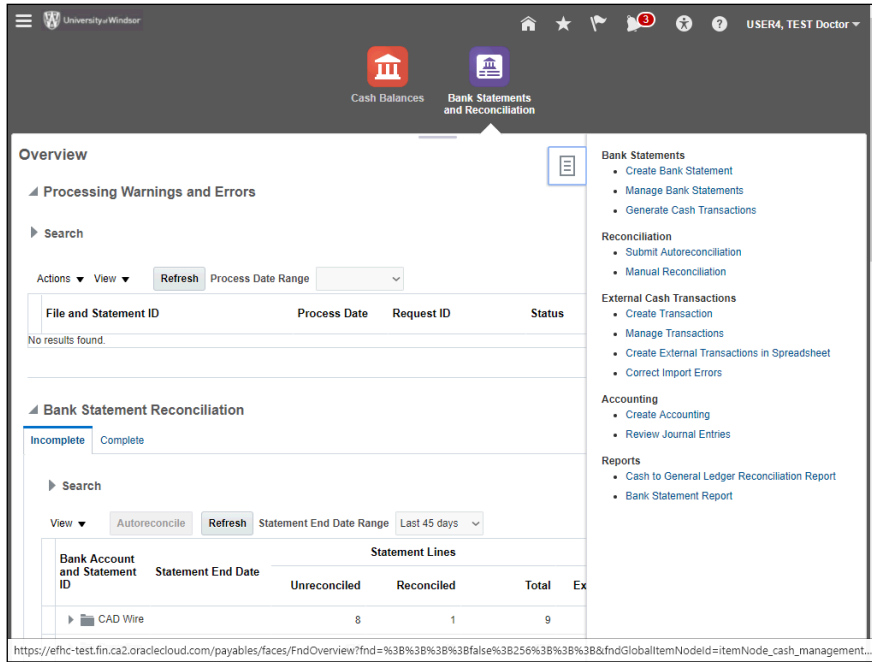
Step	Action
4.	Click the "Create **Bank Statement** " link. Create Bank Statement
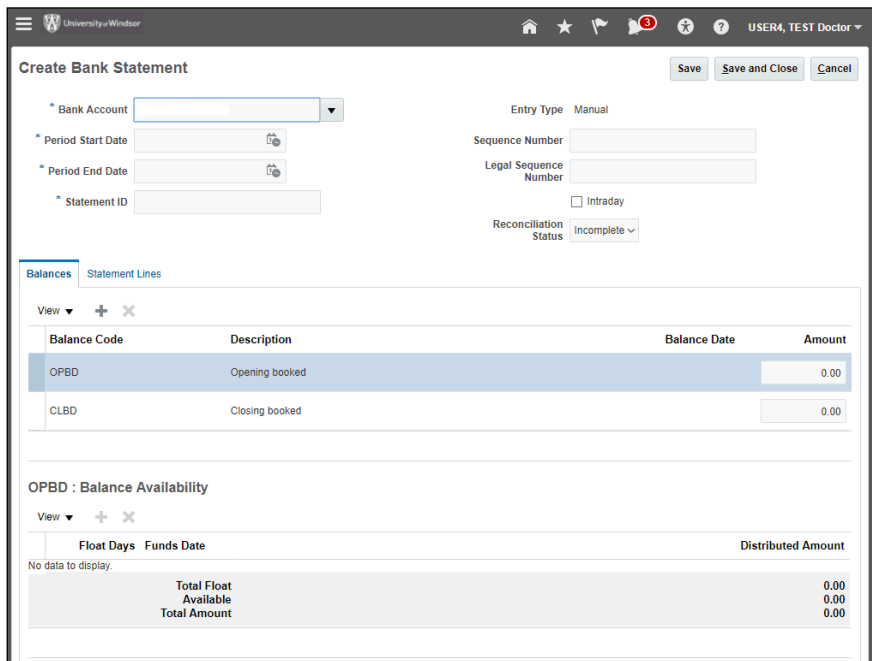
Step	Action
5.	Enter the appropriate information into the following fields: **Bank Account** **Period Start Date** **End Date** **Statement ID**

Step	Action
6.	Move to the **Balances** tab. Enter the OPBD amount in the **Amount (CAD)** field.

Step	Action
7.	Enter the CLBD amount in the **Amount (CAD)** field.

Step	Action
8.	Click the **Statement Lines** tab. Statement Lines

Step	Action
9.	Click on '**+**' button to create a statement line. ✚

Step	Action
10.	Enter the appropriate information into the following fields: **Booking Date** **Value Date** **Transaction Code** **Flow Indicator** (Debit is for amounts decreasing the cash balance, and Credit is for amounts increasing the cash balance) **Amount** (this cannot be a negative amount)

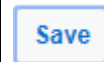| Step	Action
11.	Click the **OK** button. OK

Step	Action
12.	Click the **Save** button. *** Note: Once the bank statement is completed and saved, the **Balance Check** field must be **0.00**. This means that the difference between the opening book balance and the closing book balance is reflected in the total amount of the statement line created. Save
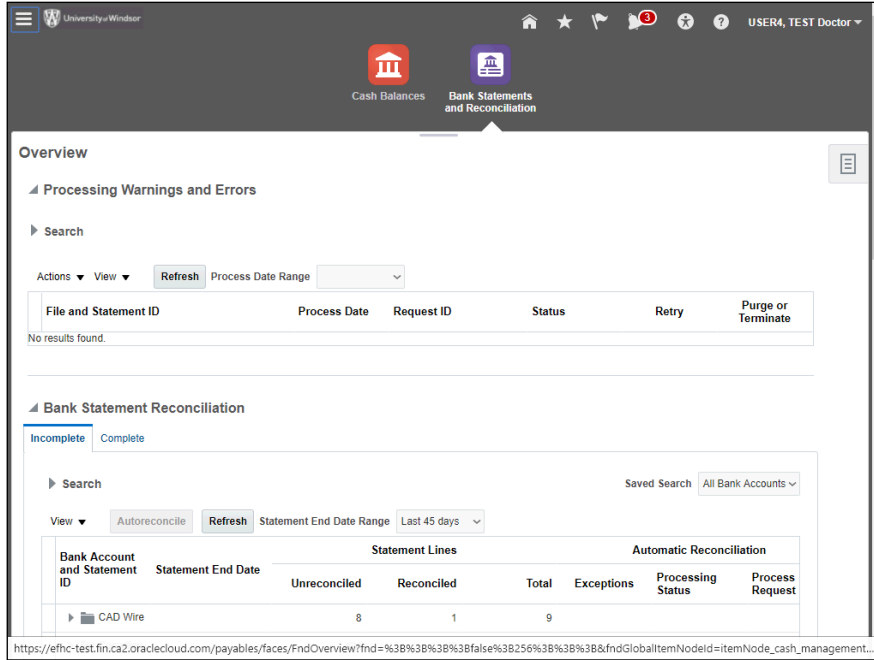
Step	Action
13.	**End of Procedure.**