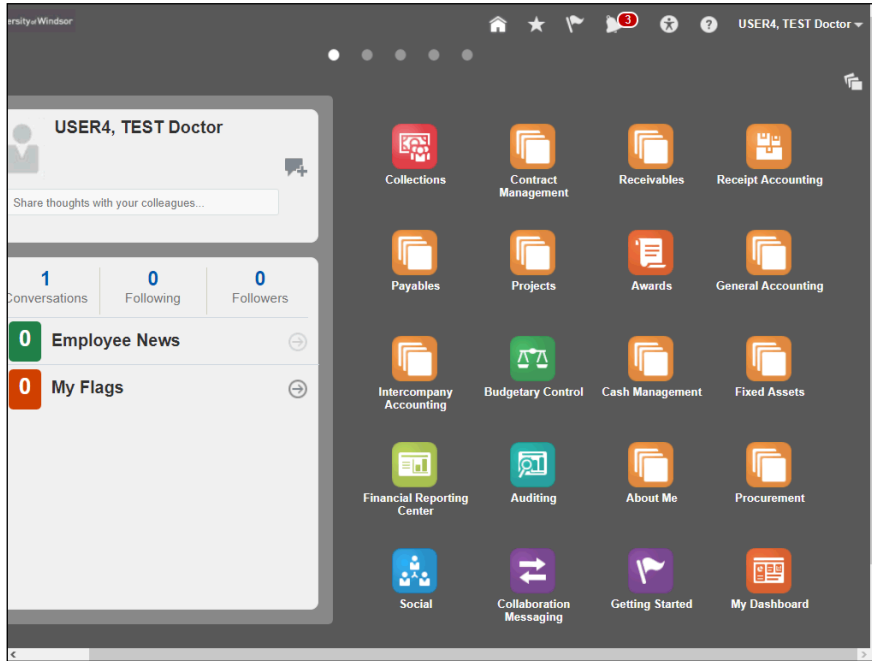



CM 02: Manually create a bank statement
Created on 2/16/2018

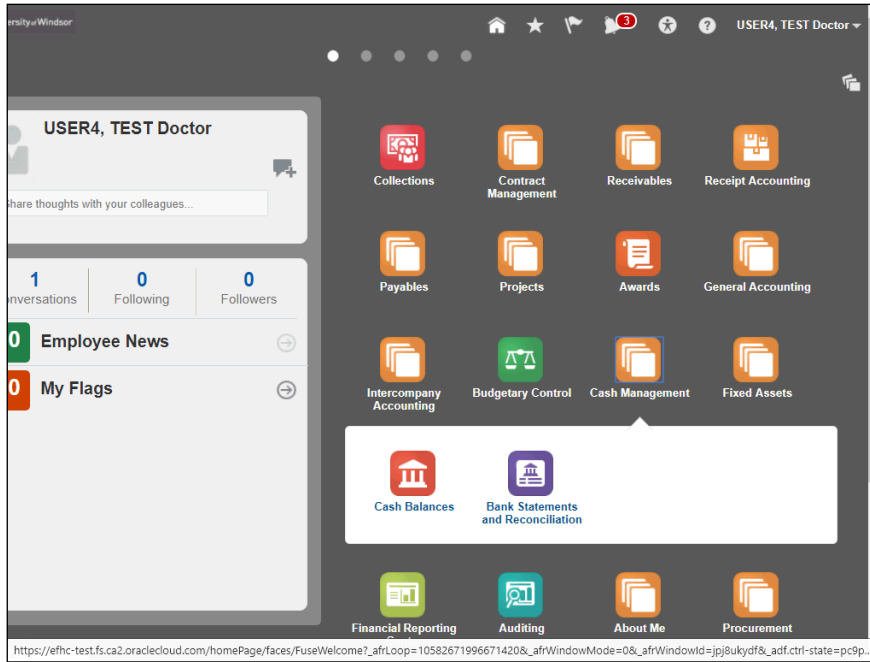
CM 02 - Manually create a bank statement


Procedure

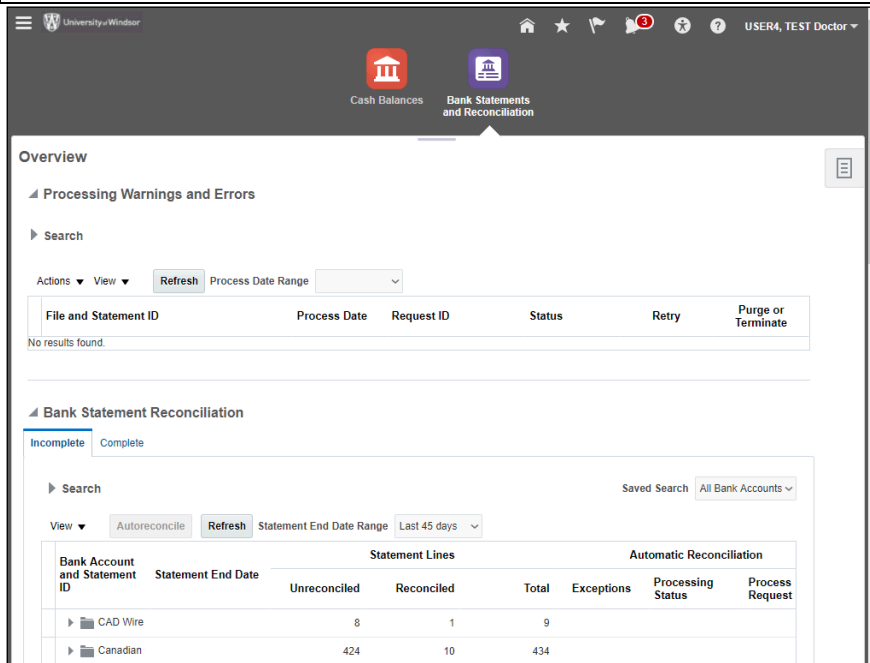
This User Guide outlines the steps required to manually create a bank statement.




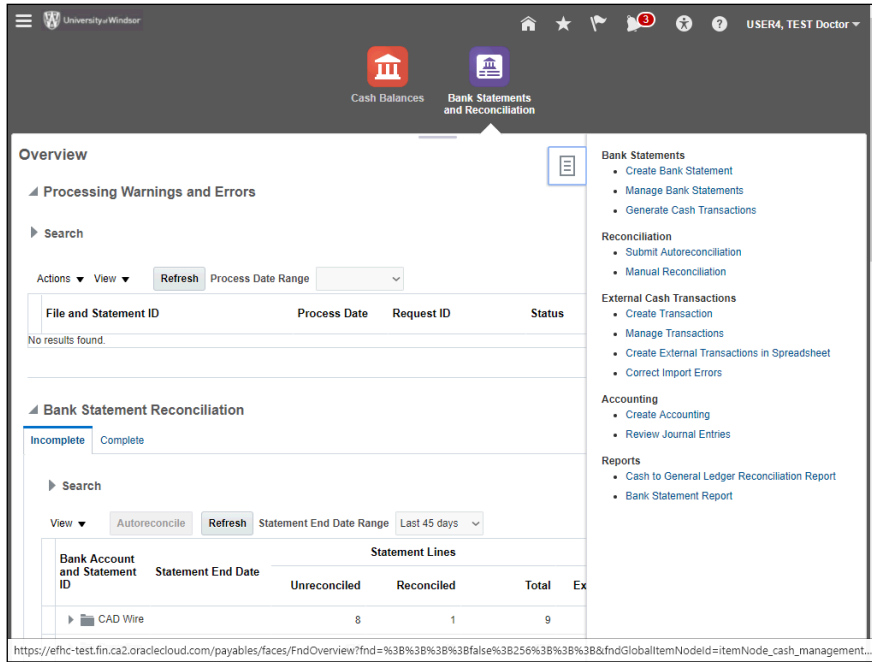
Step	Action
1.	Click the Cash Management button. 



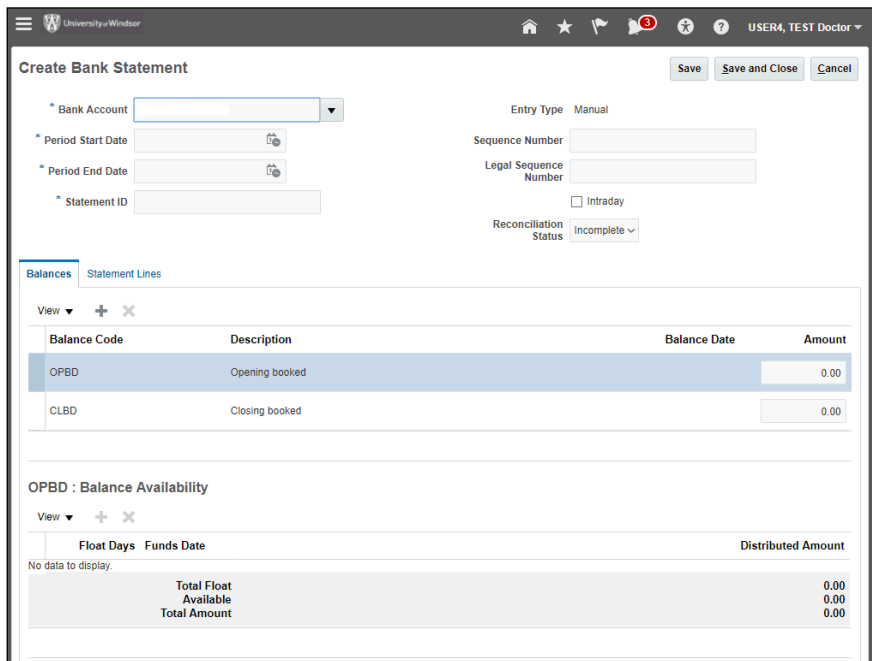
Step	Action
2.	Click the Bank Statements and Reconciliation button. 



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.

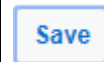
The screenshot shows the 'Create Bank Statement' interface. At the top, there are buttons for 'Save', 'Save and Close', and 'Cancel'. The form fields are as follows:

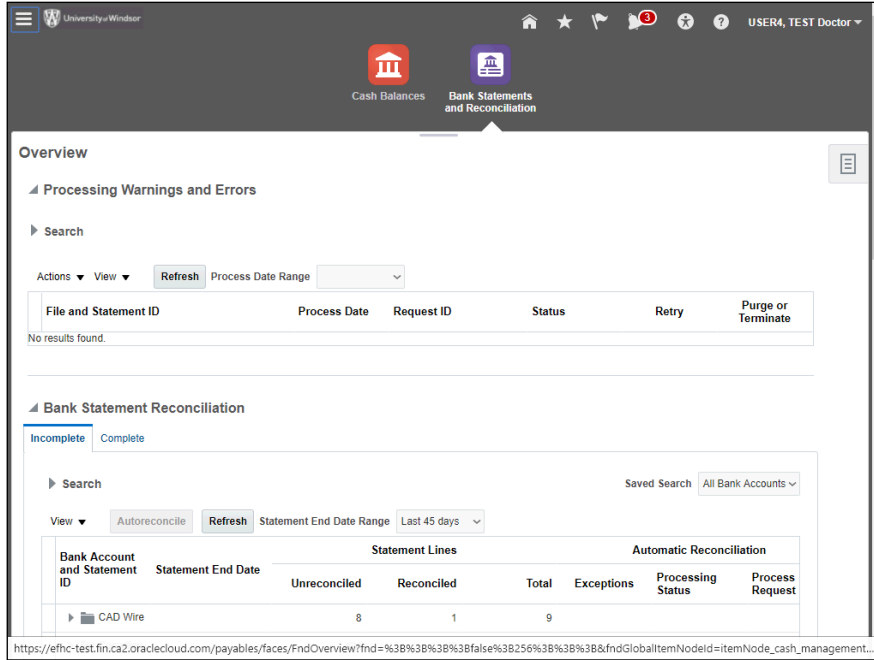
- Bank Account: Canadian General
- Entry Type: Manual
- Period Start Date: 01-Dec-2017
- Period End Date: 31-Dec-2017
- Statement ID: Test 1
- Sequence Number: [Empty]
- Legal Sequence Number: [Empty]
- Intraday:
- Reconciliation Status: Incomplete

Below the form is a table with the following data:

Line Number	Booking Date	Transaction Code	Reconciliation Reference	Reconciliation Status	Amount (CAD)
1	01-Dec-2017	010		Unreconciled	500.00

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.





Step	Action
13.	End of Procedure.