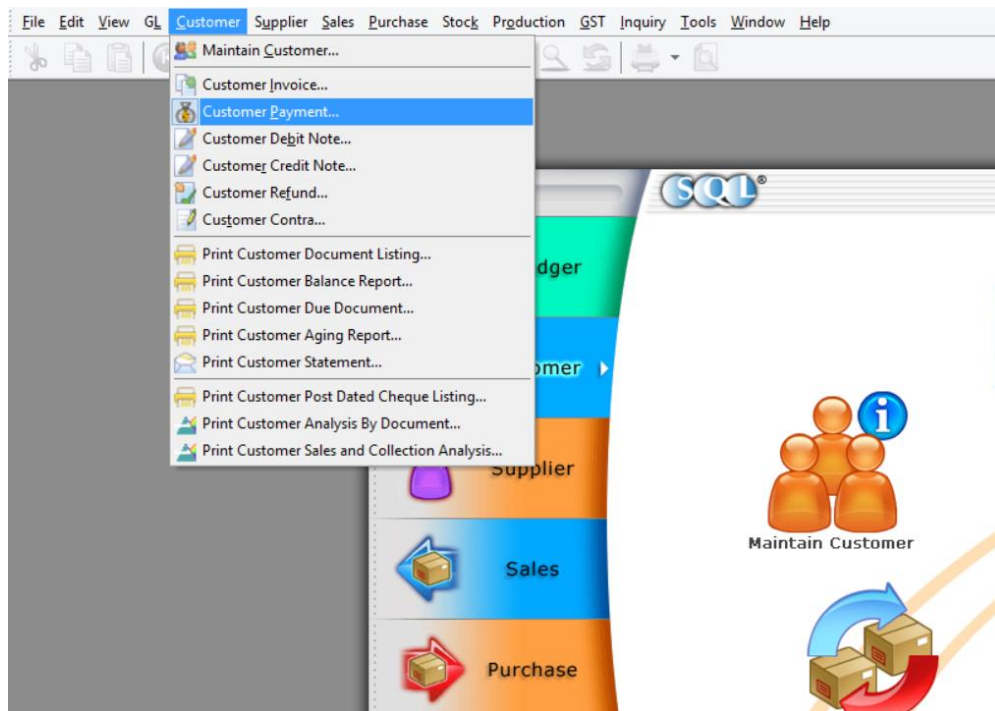


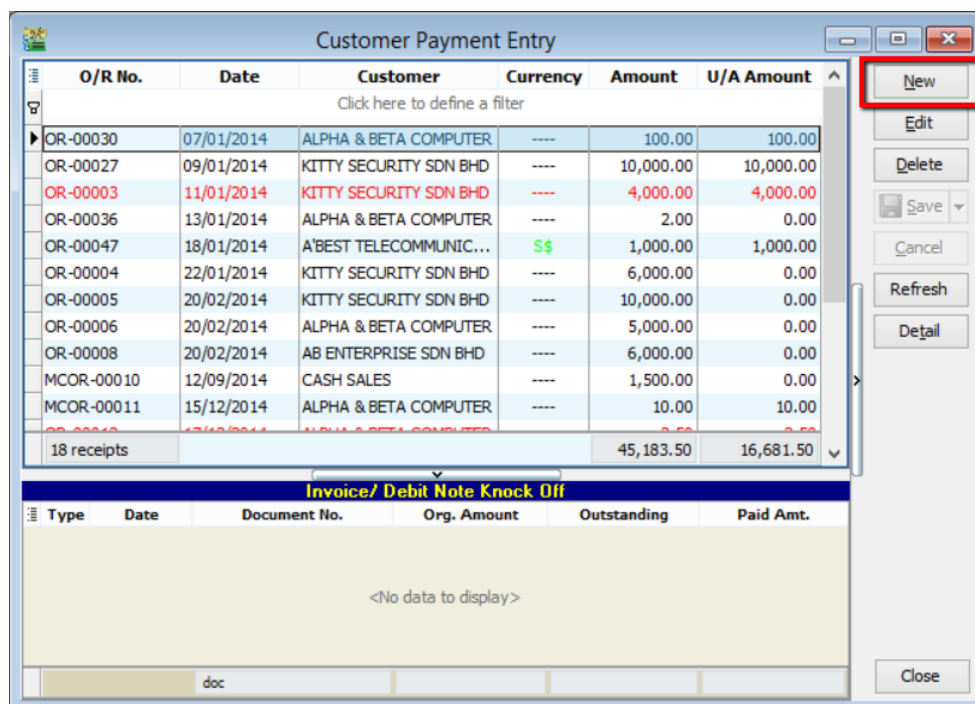
## Opening Bank Deposit

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.

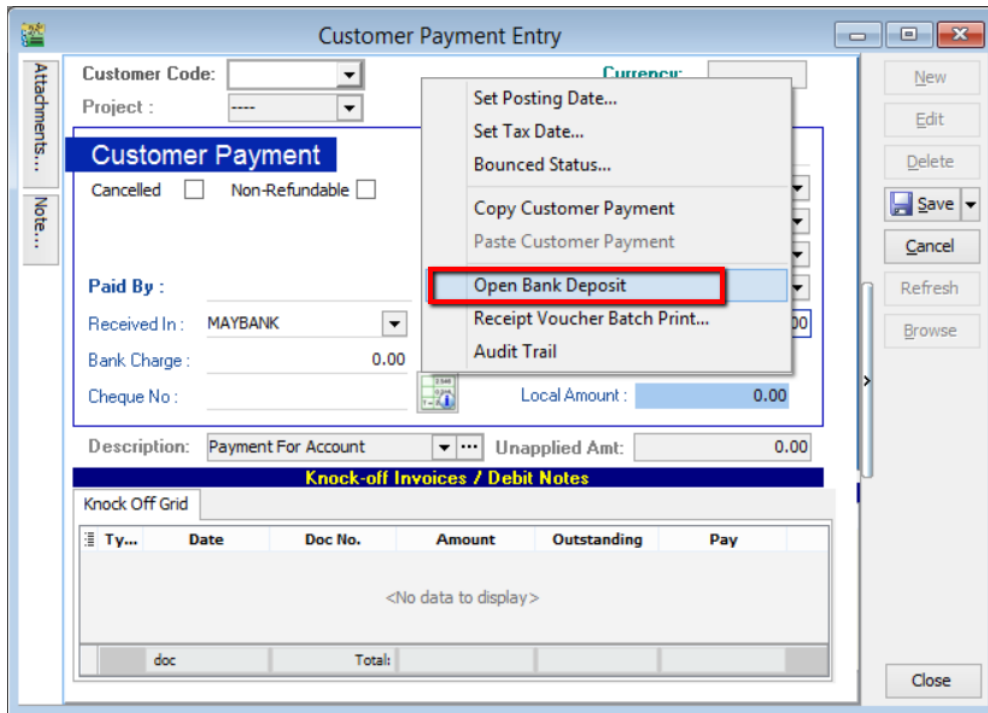
- 1) Firstly, point to “Customer” tab and select “Customer Payment”.



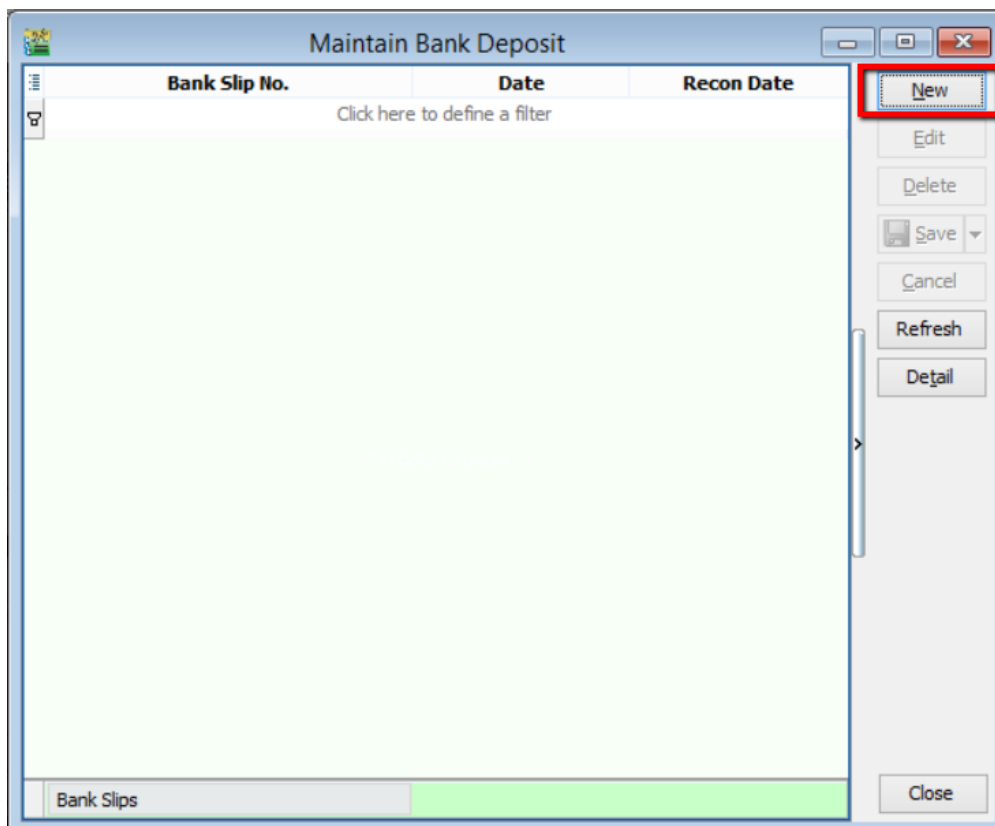
- 2) Click on “New”



- 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”**



- 4) Click on **“New”**



- 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 -**

Bank Slip No. :

Next No: BD-00001

Date: 16/06/2015

Date  01/06/2015 to 30/06/2015

Payment Method:  Cheque No. :

Doc No	Doc Date	Post Date	Descrip...	Paymen...	Cheque...	Doc Amt	Local D...
<No data to display>							

0 0.00

Close

**Maintain Bank Deposit**

**- Maintain Bank Deposit -**

Bank Slip No. :

Next No: BD-00001

Date: 16/06/2015

Date  20/02/2014 to 20/02/2014

Payment Method: 310-001 Cheque No. :

Code	Description	Currency
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	----

0

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

**- Maintain Bank Deposit -**

Bank Slip No. : 123456  
Next No: BD-00001  
Date: 16/06/2015

Date  20/02/2014 to 20/02/2014  
Payment Method: 310-001 Cheque No. :

**Search**

Doc No	Doc Date	Post Date	Descrip...	Paymen...	Cheque...	Doc Amt	Local D...
<No data to display>							

0 0.00

**There are some documents with same cheque number or already assigned Bank Slip No.**

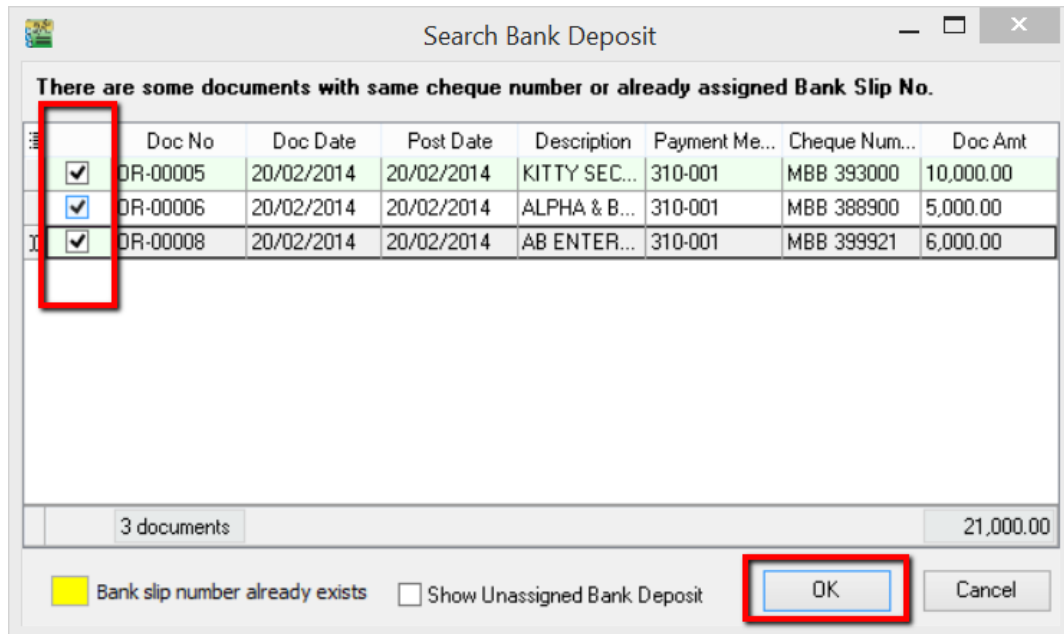
Doc No	Doc Date	Post Date	Description	Payment Me...	Cheque Num...	Doc Amt
OR-00005	20/02/2014	20/02/2014	KITTY SEC...	310-001	MBB 393000	10,000.00
OR-00006	20/02/2014	20/02/2014	ALPHA & B...	310-001	MBB 388900	5,000.00
OR-00008	20/02/2014	20/02/2014	AB ENTER...	310-001	MBB 399921	6,000.00

3 documents 21,000.00

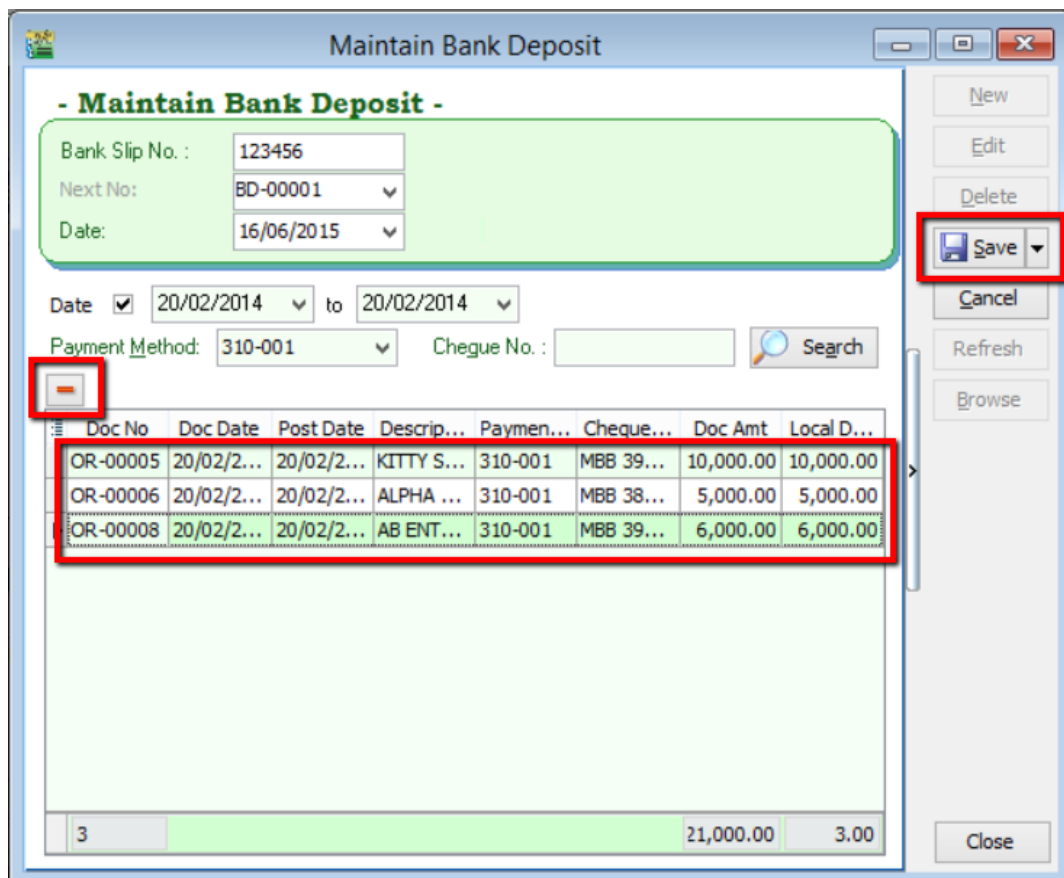
Bank slip number already exists  Show Unassigned Bank Deposit

OK Cancel

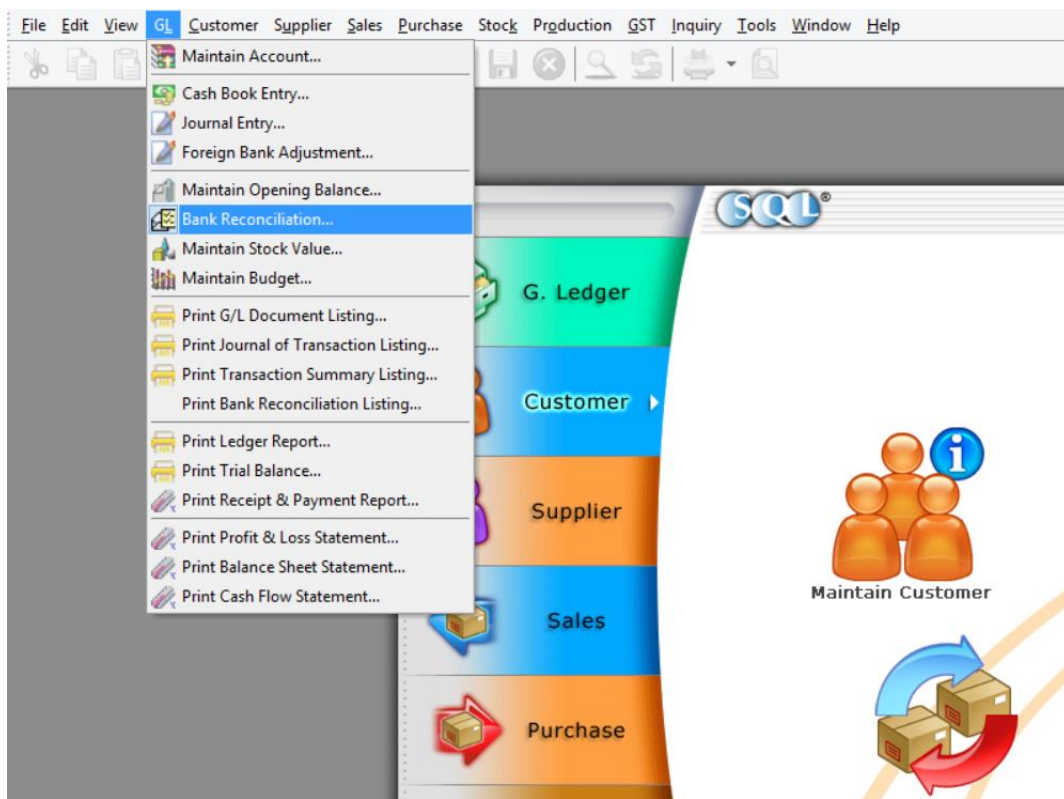
7) Tick on the payments which are made under the same transaction. Then, click “OK”.



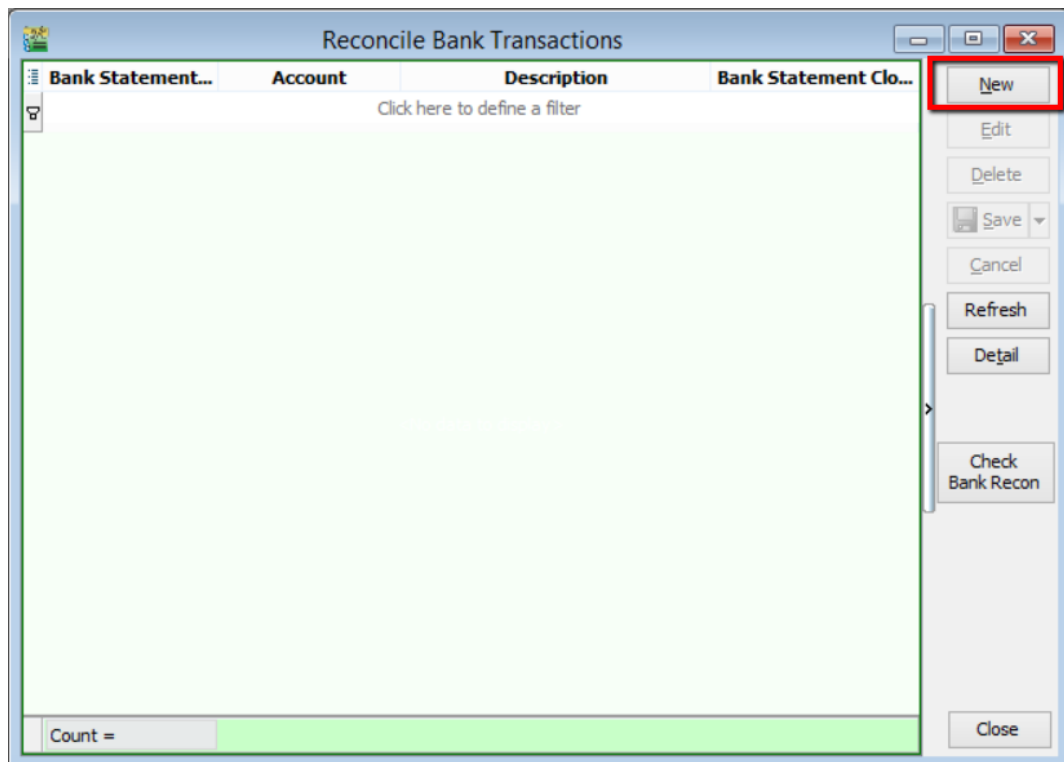
8) You will see the selected payments displayed in the panel. If you have wrongly selected the payment, you can always remove it by clicking on the “-“button. Click “Save”.



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.

The screenshot shows the 'Reconcile Bank Transactions' window. The 'Bank Statement Date' is set to '//'. The 'Account' is empty. The 'Display Period' is from 01/12/2014 to 30/06/2015. The 'Bank Statement Bank Closing' is 0.00 and 'System Calculate Bank Closing' is 0.00. The 'Out of Balance by' is 0.00. The table below is empty with the message '<No data to display>'. The 'Count =' field is empty.

The screenshot shows the 'Reconcile Bank Transactions' window with the 'Bank Statement Date' set to 30/06/2015 and 'Bank Statement Bank Closing' set to 88,888.88. The 'Account' dropdown menu is open, showing a list of accounts. The account '310-001 MAYBANK' is highlighted with a red box. The table below shows the following data:

Code	Description	Currency
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	----

The 'Count =' field is empty. The 'Fetch All' button is visible at the bottom right.

- 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”.

Bank Statement Date: 30/06/2015  
 Account: B10-001  
 Display Period: 01/12/2014 to 30/06/2015  
 Bank Statement Bank Closing: 88,888.88  
 System Calculate Bank Closing: 0.00  
 Out of Balance by: (88,888.88)  
 Show Unticked Transactions  
 Show Current Recon Transactions  
 Merge Bank Charges  
 Apply

Recon At	Date	Description	Voucher No	Cheque No.	Debit	Credit	Tick
<No data to display>							

Count =

- 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”.

Bank Statement Date: 30/06/2015  
 Account: 310-001  
 Display Period: 01/12/2014 to 30/06/2015  
 Bank Statement Bank Closing: 88,888.88  
 System Calculate Bank Closing: 0.00  
 Out of Balance by: (88,888.88)  
 Show Unticked Transactions  
 Show Current Recon Transactions  
 Merge Bank Charges  
 Apply

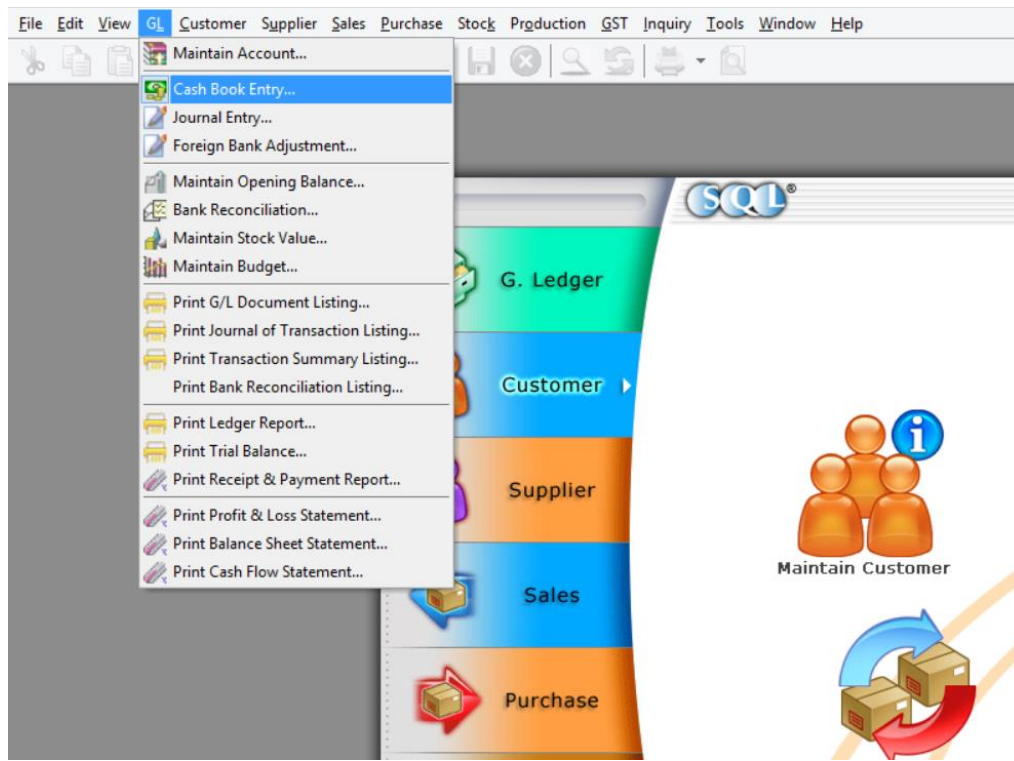
Recon At	Date	Description	Voucher No	Cheque No.	Debit	Credit	Tick
	09/01/2014	KITTY SECURITY SD...	OR-00027		10,000.00	0.00	<input type="checkbox"/>
	11/01/2014	KITTY SECURITY SD...	OR-00003	OBB 124...	4,000.00	0.00	<input type="checkbox"/>
	12/01/2014	KITTY SECURITY SD...	OR-00003	OBB 124...	0.00	4,000.00	<input type="checkbox"/>
	13/01/2014	ALPHA & BETA COM...	OR-00036		2.00	0.00	<input type="checkbox"/>
	22/01/2014	KITTY SECURITY SD...	OR-00004	EBB 124789	6,000.00	0.00	<input type="checkbox"/>
	19/02/2014	CELCOM (M) COMM...	PV-00045	22222	0.00	1,000.00	<input type="checkbox"/>
	19/02/2014	CELCOM (M) COMM...	PV-00045	22222	0.00	1.00	<input type="checkbox"/>
	09/07/2014	MAXIS COMMUNICA...	PV-00049	MBB 1231	0.00	1,310.00	<input type="checkbox"/>
	16/06/2015	3 Cheque(s)	123456		21,000.00	0.00	<input type="checkbox"/>

Count = 16      41,182.00      56,322.00



P/S

“Opening Bank Deposit” can also be done at cash book entry. Firstly, point to “GL” and select “Cash Book Entry”.

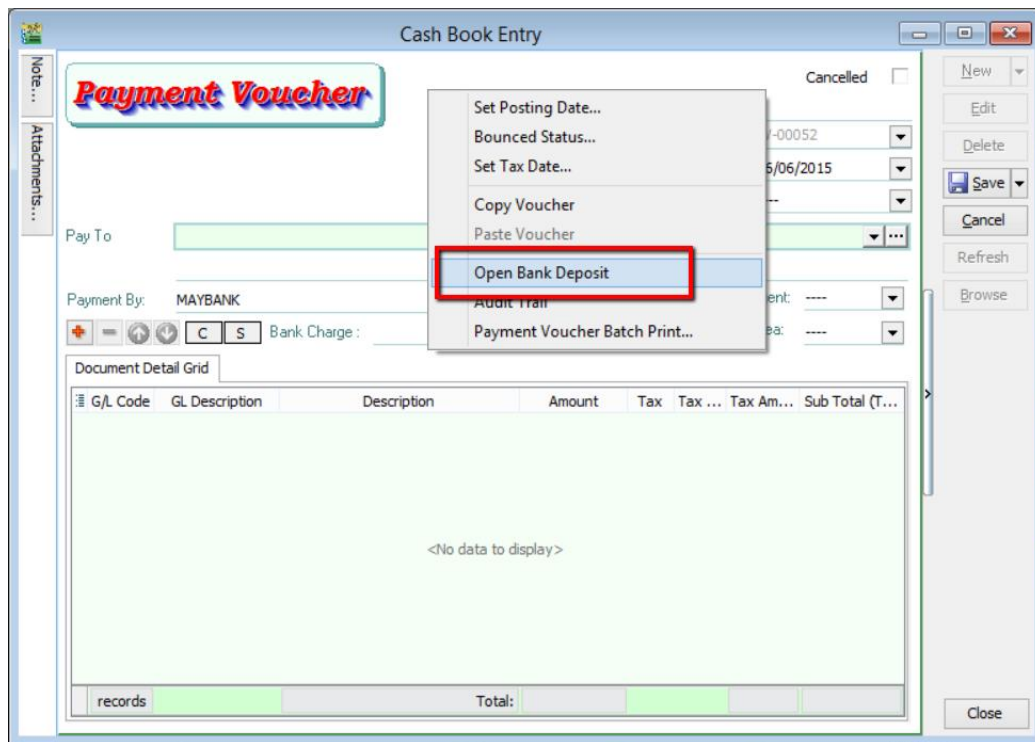


Click on “New”

The screenshot shows the 'Cash Book Entry' window with a table of transactions. The table has columns for 'Voucher No.', 'Date', 'Description', 'Cheque No', 'Local DR', and 'Local CR'. The 'New' button in the top right corner is highlighted with a red box. The table contains 24 vouchers with a total of 46,686.50 in Local DR and 52,311.00 in Local CR.

Voucher No.	Date	Description	Cheque No	Local DR	Local CR
PV-00002	06/01/2014	ERICSON SUPPLIER BHD	MBB 100002	0.00	30,000.00
PV-00046	06/01/2014	CELCOM (M) COMMUNICA...	11111	0.00	1.00
OR-00030	07/01/2014	ALPHA & BETA COMPUTER	87678868	100.00	0.00
PV-00005	07/01/2014	MOTOROLA SUPPLIER BHD	MBB 100005	0.00	10,000.00
PV-00006	07/01/2014	NOKIA CORP LTD	MBB 100006	0.00	10,000.00
OR-00027	09/01/2014	KITTY SECURITY SDN BHD		10,000.00	0.00
OR-00003	11/01/2014	KITTY SECURITY SDN BHD	OBB 124358	4,000.00	0.00
OR-00036	13/01/2014	ALPHA & BETA COMPUTER		2.00	0.00
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
24 vouchers				46,686.50	52,311.00

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



~~~DONE~~~