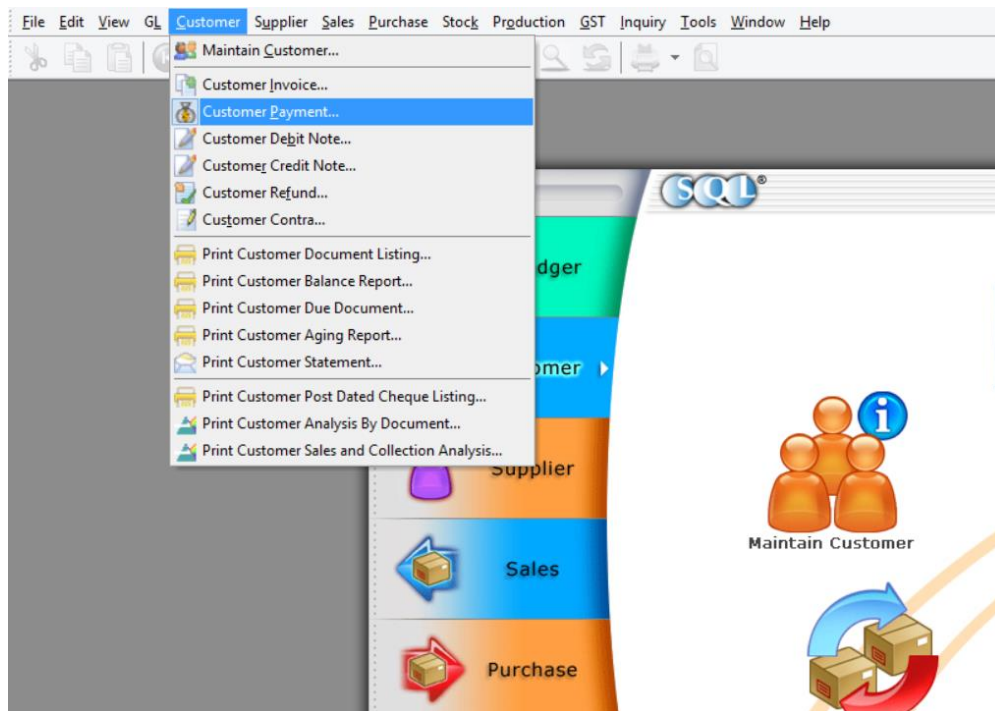


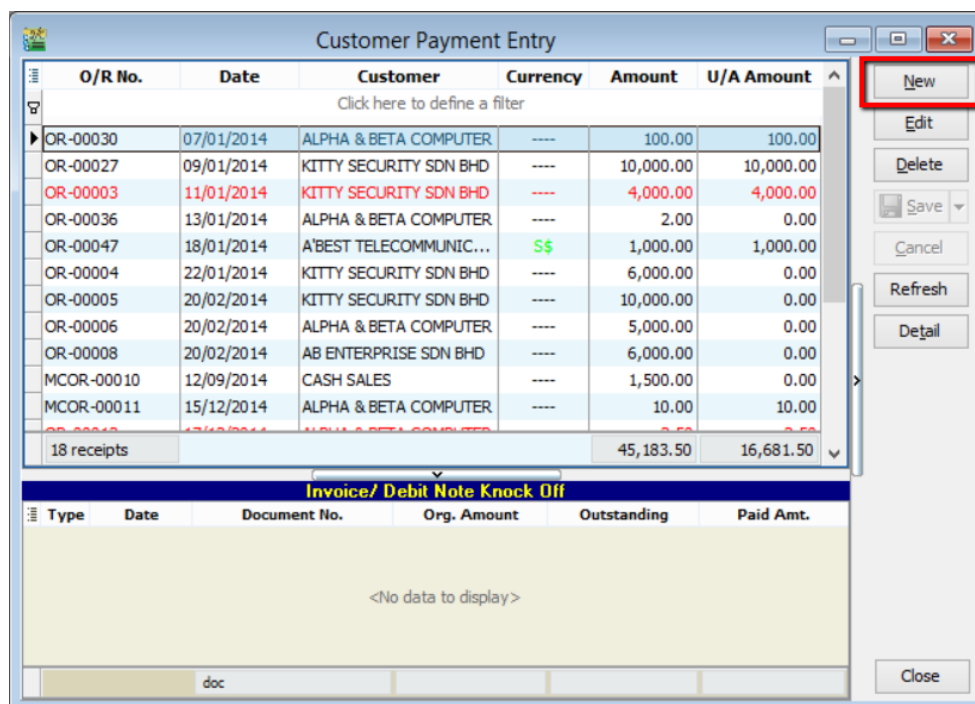
## Opening Bank Deposit

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.

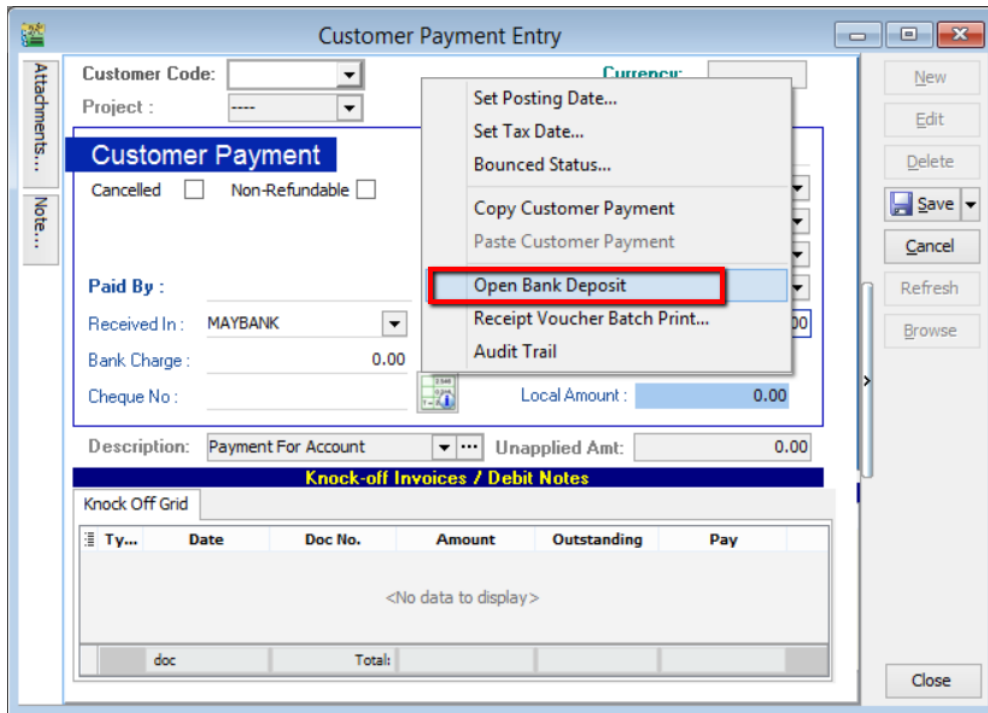
- 1) Firstly, point to “Customer” tab and select “Customer Payment”.



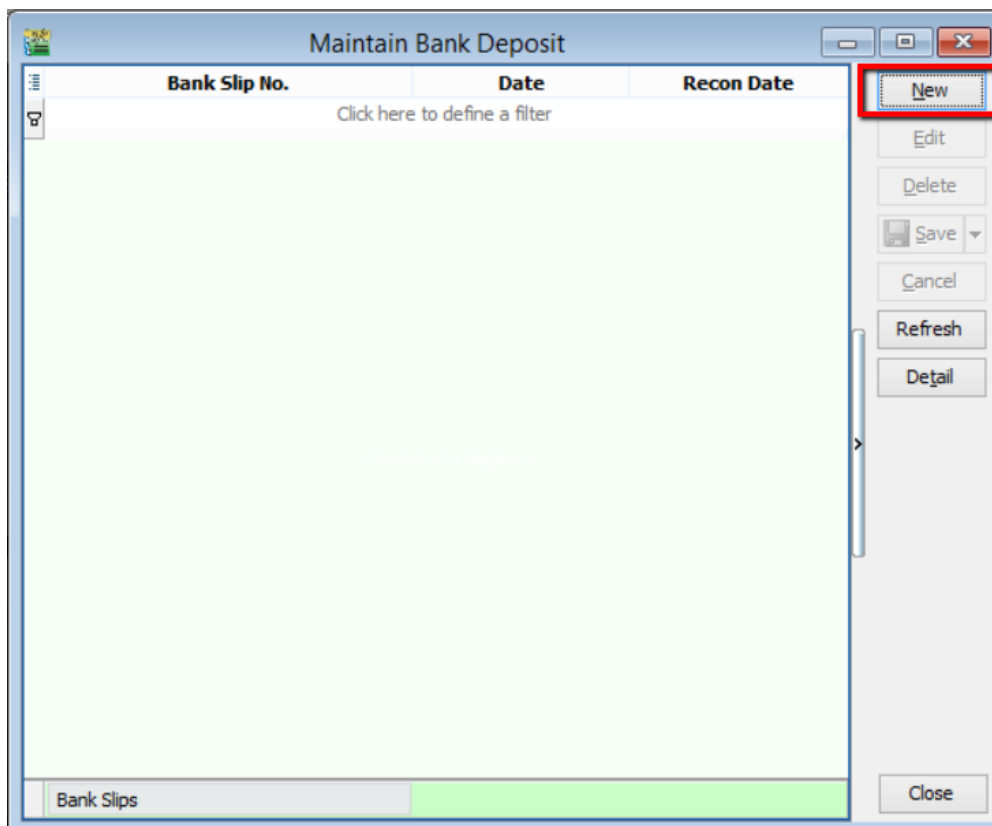
- 2) Click on “New”



- 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

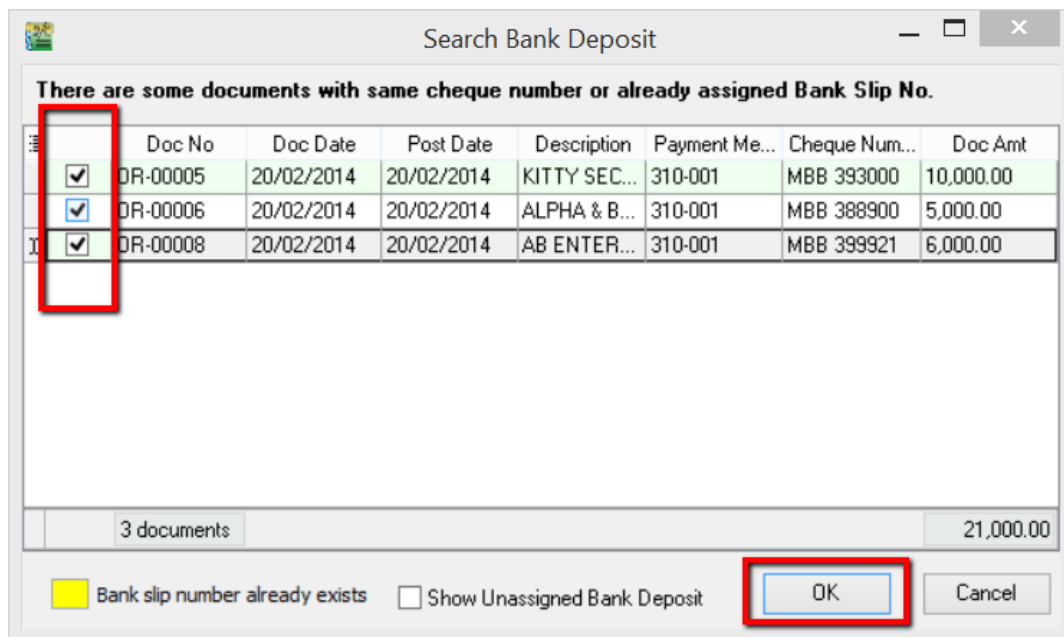
**There are some documents with same cheque number or already assigned Bank Slip No.**

| 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  |

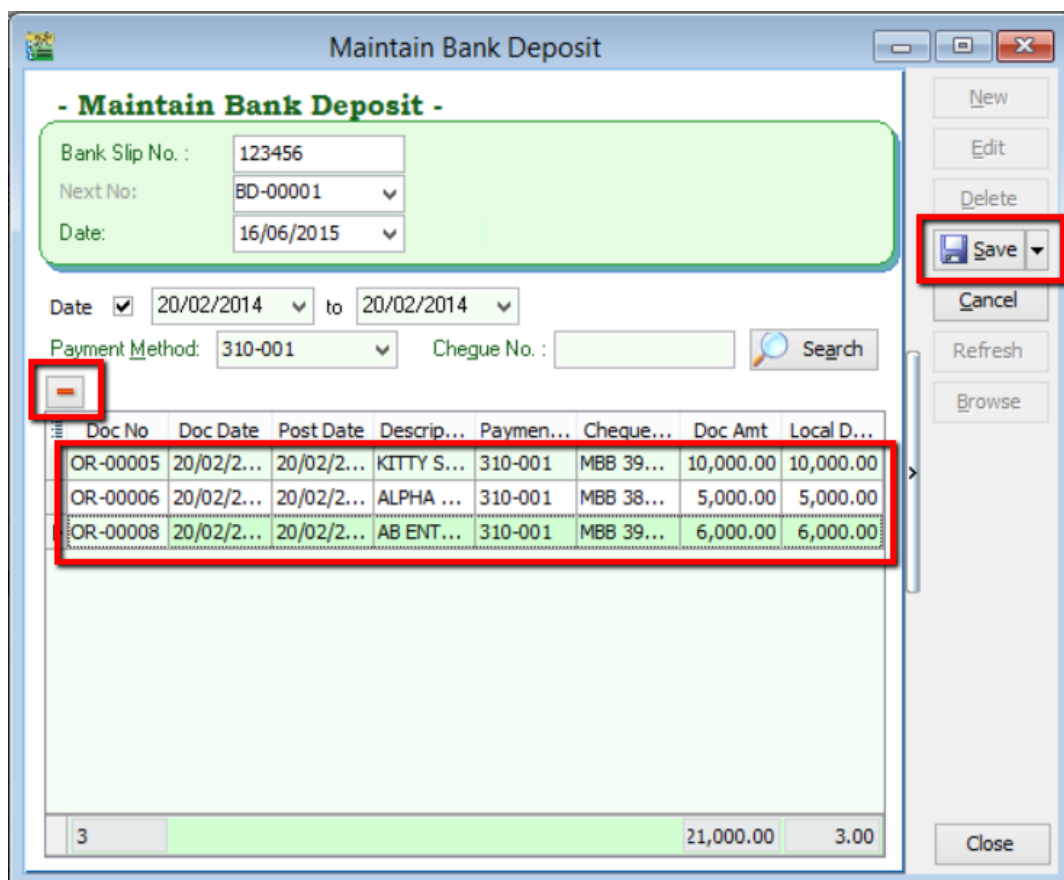
3 documents 21,000.00

Bank slip number already exists  Show Unassigned Bank Deposit **OK** **Cancel**

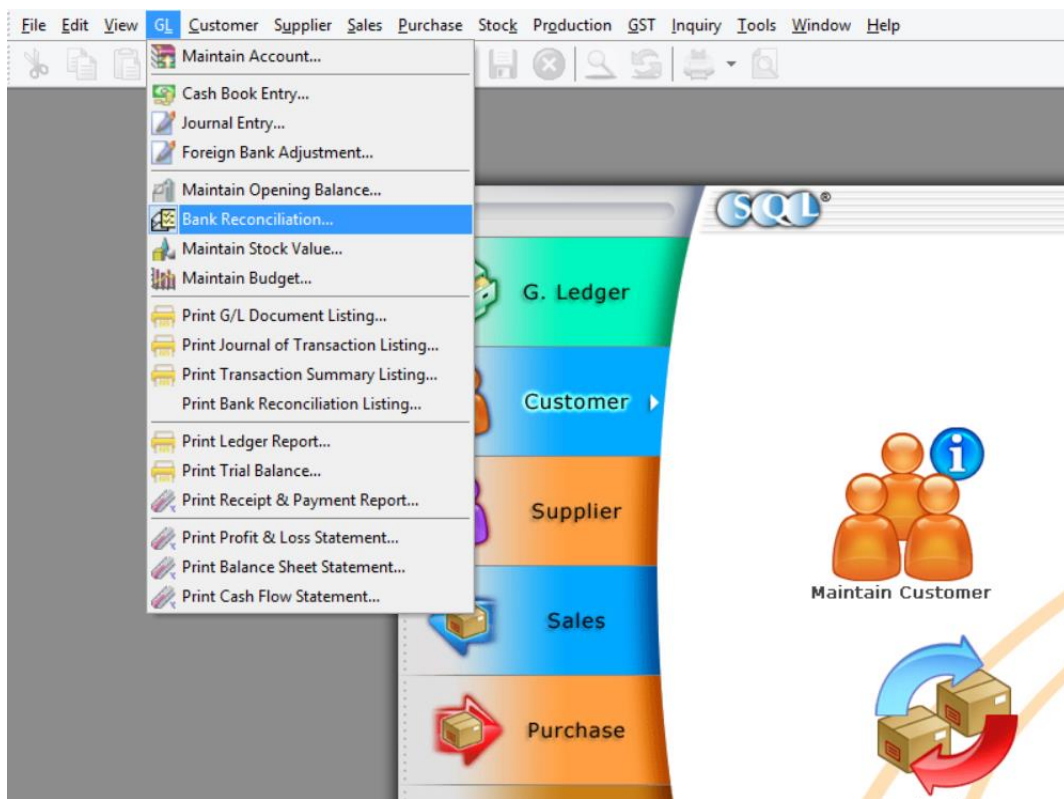
7) Tick on the payments which are made under the same transaction. Then, click “OK”.



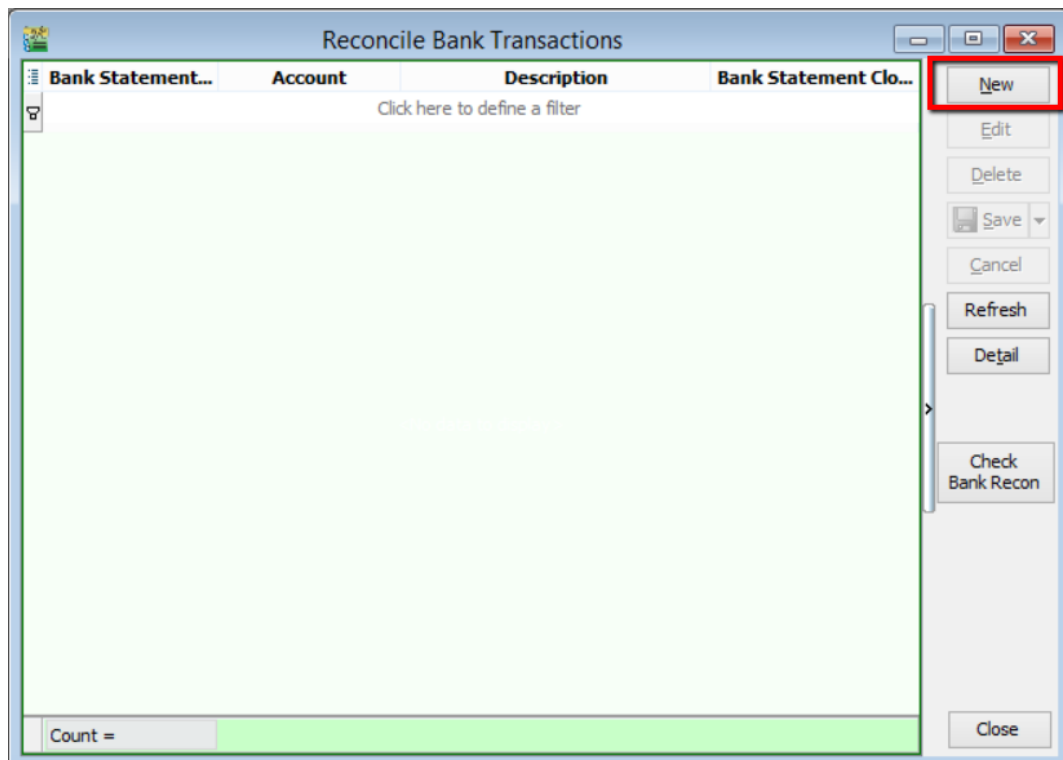
8) You will see the selected payments displayed in the panel. If you have wrongly selected the payment, you can always remove it by clicking on the “-“button. Click “Save”.



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' field is empty. The 'Display Period' is set 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, displaying '<No data to display>'. The 'Count =' field is also 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 lists various accounts with their codes, descriptions, and currencies.

| 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 shows the number 8. At the bottom right, there are buttons for 'Fetch All', 'A--', 'A=a', and 'New'.

- 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)

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)

Save

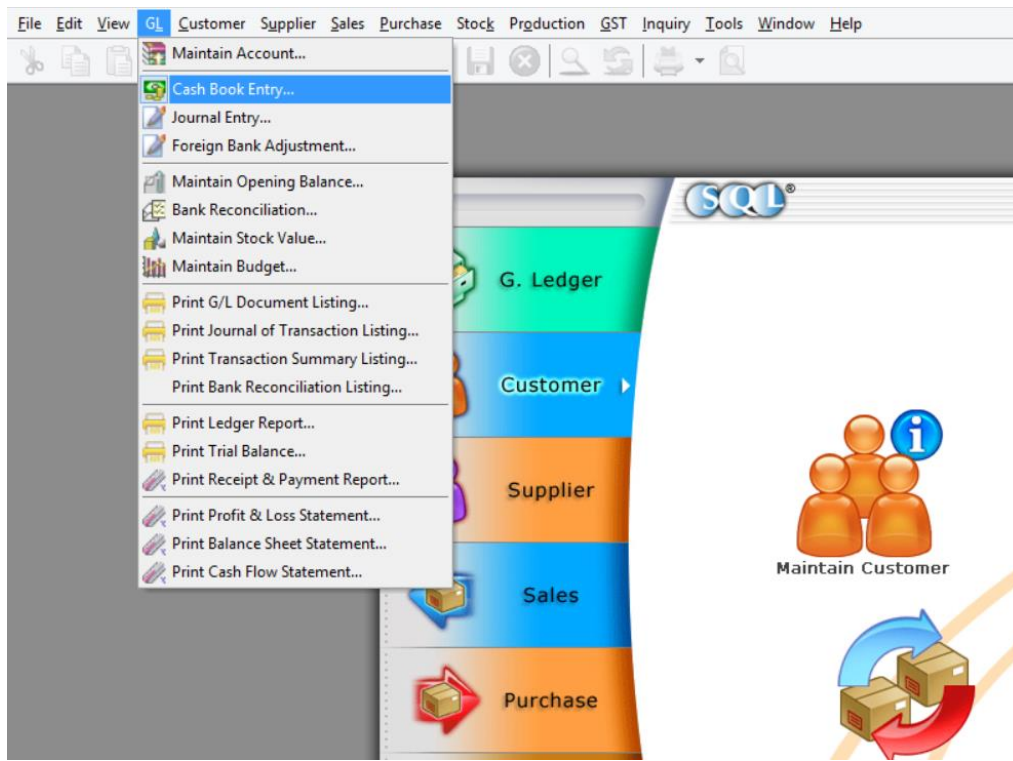
| Recon At | Date       | Description          | Voucher No | Cheque No. | Debit     | Credit   | Tick                     |
|----------|------------|----------------------|------------|------------|-----------|----------|--------------------------|
|          | 09/01/2014 | KITTY SECURITY SD... | OR-00027   |            | 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



P/S

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

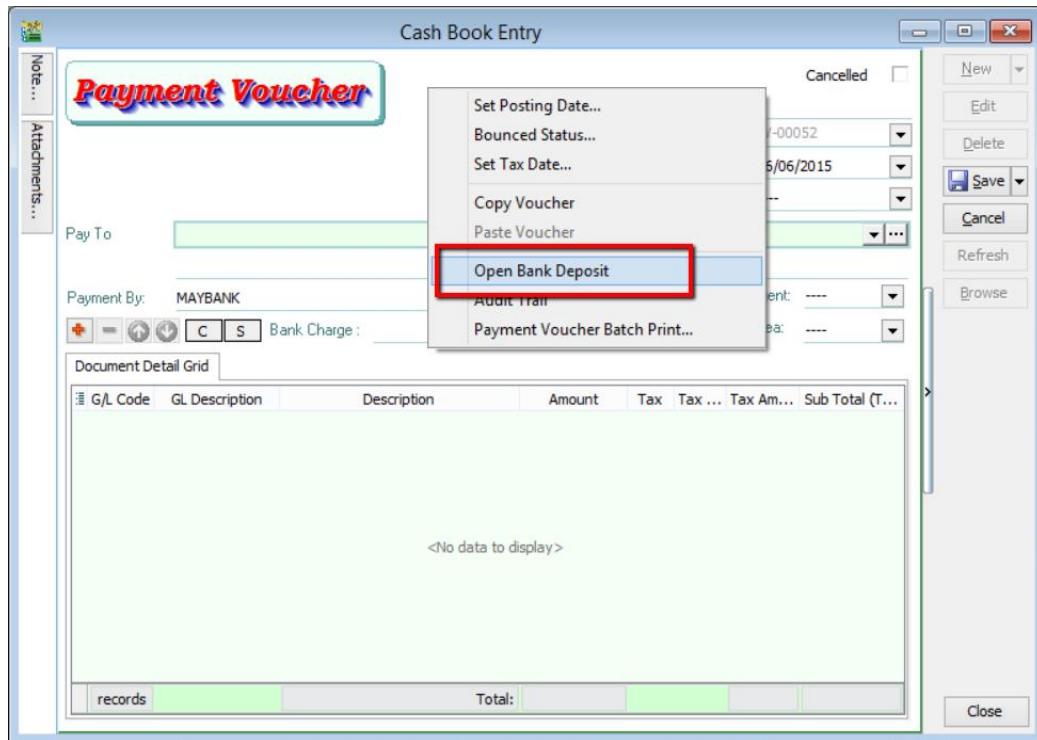


Click on “New”

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~~~