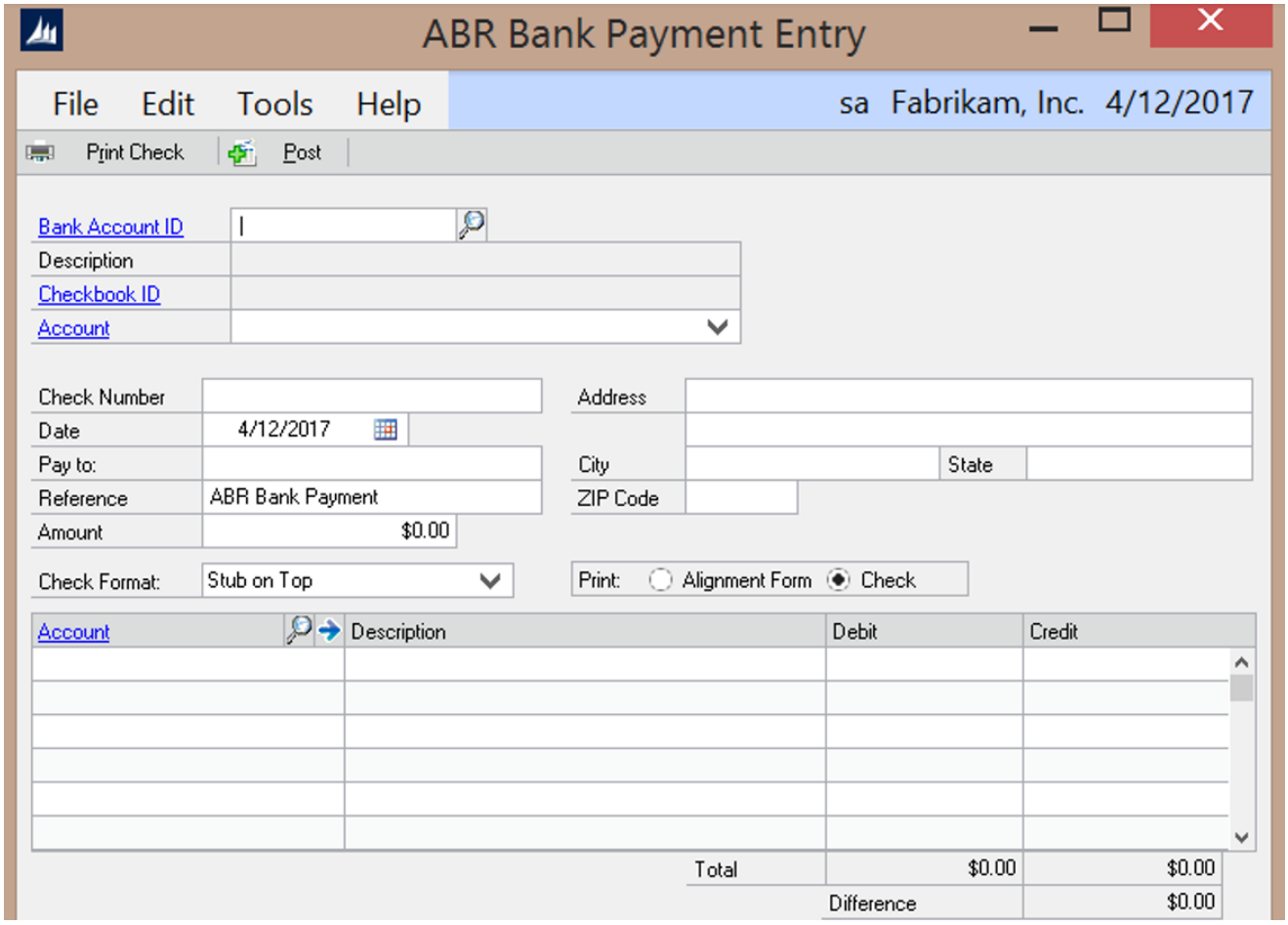
Bank Payment Entry (ABR Bank Payment Entry)

Last updated: August 25, 2022

Location

Transactions >> Financial >> Advanced Bank Reconciliation >> Bank Transfer Entry

Layout



Overview

The Bank Payment Entry window is used to create Bank Payments from a specified bank to one or more GL accounts.

Fields

Bank Account ID – The Bank Account the Bank Payment is being posted to. Description – Displays the description associated to the selected Bank Account ID. Checkbook ID – Displays the description associated to the selected Bank Account ID.

Account – The GL Account the payment will post to. Defaults to the main account associated to the selected Bank Account ID. The drop-down list only includes accounts assigned to the Bank Account ID.

Check Number – The Check number associated to the Bank Payment.

Date –The date that the transaction will post on.

Pay To – The name that will appear on the check.

Amount – The amount that is to be paid.

Address, City, State, Zip Code – The address that will appear on the check

Check Format – Select the check format to print the check on.

Print – Select the format to print
- Alignment Form
- Check

Grid Fields

Account(s) – The GL Accounts that the payment will be posted to.

Description – A description for the payment account line(s).

Debit & Credit – The amounts to debit or credit for each account listed.

Buttons

Print Check – Prints the check for the payment.

Post – Posts the payment.