

ARE175 Work with Bank Draft Entry

Overview

This program allows you to work with bank draft entries.

Examples

This section illustrates examples concerning:

Example 1: Work with bank draft entries

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This example describes how to work with a bank draft entry

1. Select option **Debtor Bank Draft Entry** from Base Modules > Distribution > Debtors & Claims > Accounts Receivable > Entry.

ARE175 Bank Draft Entry panel is displayed.

The screenshot displays the IBS BookMaster v1.5.0 application window. The title bar indicates the user is 'AUANNSTE'. The interface is divided into several sections:

- Menu:** A tree view on the left showing the navigation structure. The path 'Base Modules > Distribution > Debtors & Claims > Accounts Receivable > Entry' is highlighted, with 'Debtor Bank Draft Entry' selected.
- Quick Links:** A list of frequently used functions, including 'AP Invoice Entry', 'Debtor Cash/Journal Entry', and 'Normal PS Order Entry'.
- ARE175 > Bank Draft Entry Panel:** The main data entry area with the following fields:
 - Batch No: 12300068
 - Period: 6/2010
 - Document date: 30/06/2010
 - Account: 100200
 - Document type: DRAFT-CHEQUE
 - Company bank: 01
 - Reference: REFERENCE
- Buttons:** 'OK', 'Cancel', 'Exit', 'Inv search', and 'Ref search' are located at the bottom of the panel.
- Messages:** A status bar at the bottom shows a message: 'Press Enter to confirm.'

Functions

Inv search

Allows user to search for customer using invoice number. Panel DSI960 Document Search Selection is displayed

Ref search

Allows user to search for customer using order reference number. Panel DSI962 Customer Order Number Inquiry is displayed.

Relevant Fields

Batch No

The cash/journal entry program has a system generated batch number. The batch number defaults to the current active batch for the location that the user belongs to. Default location by user is setup in TMSDS/POS-USRD.

Period

The collections processing period will default from **TMSAR/PERIOD**. A payment can be processed into the next accounting period.

Document date

This is the date on which the pro forma/invoice/credit note was received.

Account

The Customer Account applicable to the payment or transaction is entered.

Document type

A Document Type or Payment Type is entered. The Payment Types are classified as Journals or Payments. The Payments are further classified into the type of payment being made, for example Cash, Cheques and Credit Cards and lastly whether the Cheque is actually a draft.

Company bank

Indicate the bank to which the payment received is to be deposited. Bank codes can be set up for various Payment Types such as credit card payments (with bank codes for every type of credit card), foreign currency payments, cash with orders etc

Reference

Free format text can be entered which may be inquired on during cash entry.

2. Enter required details, click **OK**

APR175 Draft Entry Release panel will list draft entries for selected customer.

3. Select the record and click **OK**.