

# Bank Payment Entry (ABR Bank Payment Entry)

Last updated: August 25, 2022

## Location

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

## Layout

Bank Account ID | |

Description | |

Checkbook ID | |

Account | |

Check Number | |

Date | 4/12/2017 |

Address | |

City | | State | |

Reference | ABR Bank Payment |

ZIP Code | |

Amount | | \$0.00

Check Format: | Stub on Top |

Print: |  Alignment Form |  Check

Account	Description	Debit	Credit
Total		\$0.00	\$0.00
Difference			\$0.00

## 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.