

# Bank Payment Entry (ABR Bank Payment Entry)

Last updated: August 25, 2022

## Location

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

## Layout

The screenshot shows the 'ABR Bank Payment Entry' window. The title bar includes a logo on the left and window controls (minimize, maximize, close) on the right. The menu bar contains 'File', 'Edit', 'Tools', and 'Help'. The window title is 'sa Fabrikam, Inc. 4/12/2017'. Below the menu bar are buttons for 'Print Check' and 'Post'. The main form contains several input fields:

- Bank Account ID**: A search field with a magnifying glass icon.
- Description**: A text input field.
- Checkbook ID**: A text input field.
- Account**: A dropdown menu.
- Check Number**: A text input field.
- Date**: A date field set to '4/12/2017' with a calendar icon.
- Pay to**: A text input field.
- Reference**: A text input field containing 'ABR Bank Payment'.
- Amount**: A text input field containing '\$0.00'.
- Address**: A large text area.
- City**: A text input field.
- State**: A text input field.
- ZIP Code**: A text input field.
- Check Format**: A dropdown menu set to 'Stub on Top'.
- Print**: Radio buttons for 'Alignment Form' (unselected) and 'Check' (selected).

At the bottom, there is a table with columns for 'Account', 'Description', 'Debit', and 'Credit'. The table is currently empty except for a 'Total' row which shows '\$0.00' in both Debit and Credit columns, and a 'Difference' row which shows '\$0.00' in the Credit column.

**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.