Bank Receipt

Module Guide: Bank Receipt

Module Location

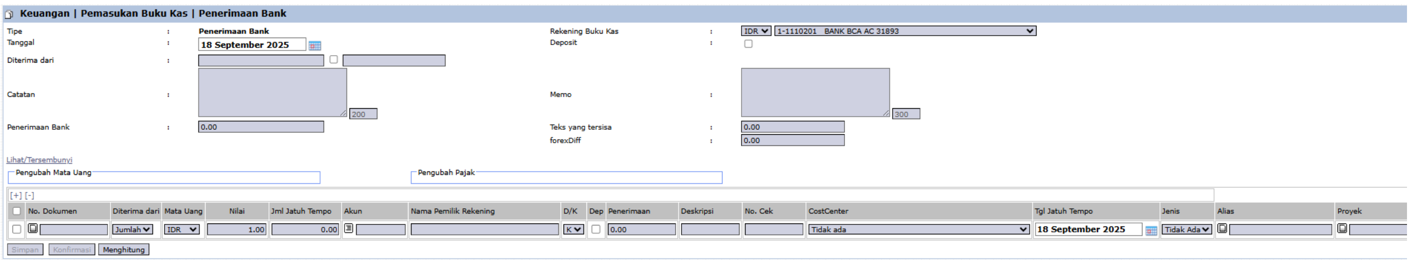
Finance > Cash Book Entry > Bank Receipt

Module Objective

The **Bank Receipt** module is the primary transactional module for recording all money received into the company's bank accounts. Its main function is to apply payments received from customers against one or more outstanding sales invoices, thereby settling the receivable. This module can also be used to record other bank inflows.

1. Main View (Bank Receipt Entry Form)

The main page of this module is a form for inputting the details of a fund receipt. The process begins by creating a new document which will then be displayed in the **Cash/Bank Inflow List** module.



2. Steps to Record a Bank Receipt

Step 1: Fill in Header Information

At the top of the form, fill in the main details of the fund receipt:

- **Type**: Select the type of inflow, in this case, **Bank Receipt**.
- **Date**: Enter the date the money was received in the bank (e.g., September 18, 2025).
- **Bank Receipt**: Enter the total amount of money received.
- **Cash Book Account**: **Important!** Select the company's bank account that received the funds from the dropdown (e.g., BANK BCA AC 31653).
- **Notes / Memo**: Provide any relevant descriptions or notes.

Step 2: Allocate the Payment to Invoices

In the detail table at the bottom, you will detail which invoices are being settled by this payment:

1. Click the **[+]** icon to add a new row.
2. In the **Document No.** column, find and select one or more sales invoice numbers that are being settled by this payment.
3. Once selected, the system will automatically fill in details like **Received from** (customer name) and **Value** (invoice bill amount).
4. Ensure the total **Value** in the detail table equals the **Bank Receipt** amount in the header.

Step 3: Verify and Confirm

After all data is filled in and the allocation is correct, use the buttons in the bottom-left section:

- **Save**: To save the transaction as a draft.
- **Confirm**: To finalize and post the transaction into the system.
- **Calculate**: Likely for recalculating totals.

Workflow & Integrated Business Process

- Transactions recorded here will officially settle receivables originating from **Sales Invoices**.
- After being **Confirmed**, this document will appear in the **Cash/Bank Inflow List** and will automatically create an accounting journal entry (e.g., a **Debit** to the Bank account and a **Credit** to the Accounts Receivable account).

Tips & Important Notes

- This module is a daily work tool for the **AR (Account Receivable) and Treasury** teams.
- You can allocate one bank receipt to settle **multiple invoices** at once by adding several rows in the detail table.
- To make the reconciliation process with the bank statement easier, ensure you select the correct **Cash Book Account**.

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