

## Exercise 1: Use the Bank management workspace

In this exercise, you will explore the **Bank management** workspace.

1. Go to **Cash and bank management > Workspaces > Bank management**.
2. Under the **Balance** area, in the **Select** field, select **All bank accounts**.
3. At the bottom of the chart control, click **All**.
4. Click **Refresh** to refresh the chart control. View the result.
5. Click the **All bank accounts** tile. This shows the bank accounts list page.
6. Click **Balance**. View the balance.
7. Click **OK**.
8. Click **Transactions**. View all posted transactions.
9. Click **Voucher**. View all vouchers.
10. Click **Transaction origin** to see where this transaction was originated from.
11. Close the page.
12. Click **Accounting source explorer** and review the details.
13. Click **Export**, to save it locally, or to OneDrive or SharePoint.
14. Click **Cancel**.
15. Close the **Accounting source explorer** page.
16. Close the **Voucher transactions** page.
17. Close the **Bank transactions** page.
18. Click **Deposit slips** to view existing deposit slips.
19. Close the **Deposit slips** page.
20. Close the **All bank accounts** page.
21. On the **Bank management** workspace, click **Bridged transactions** to view existing bridged transactions.
22. Close the page.
23. Under the **Related information** area, click **Bank transactions**, note that you are directly navigating to the **Transactions** page the bank.
24. Close the page.
25. Click **Bank account transfers**.
26. In the **Show** field, select **Posted** to see posted transactions.
27. Select the row for any of the posted journal.
28. Click **Lines** to view the journal lines.
29. Close the **Journal voucher** page.
30. Close the **General journals** page.

## Exercise 2: Make a deposit and perform a payment reversal

You will deposit a fund in to a bank and cancel it by using deposit slips.

### *Create a deposit slip*

1. Go to **Accounts receivable>Payments>Payment journal**.

2. Click the **New** button to create a new record.
3. Select a journal name from the **Name** list.
4. Click the **Lines** button to access the **Journal voucher** page. Alternatively, you can click the **Enter customer payments** button to enter the payment on the **Enter customer payments** page.
5. On the **Journal voucher** page, in the **Account** field, select the account of the customer who made the deposit.
6. Select a **Description** to attach information about the transaction to the deposit.
7. In the **Credit** field, type the deposit amount.
8. Set **Use a deposit slip** to **Yes**.
9. In the **Offset account type** field, select **Bank**.
10. In the **Offset account** field, select the bank account in which to make the deposit.
11. In the **Currency** field, enter the currency code of the bank account in which to make the deposit.
12. Select the **Method of payment** and **Payment specification** fields.
13. In the **Payment reference** field, enter a reference for the payment if applicable.
14. On the **General**, **Payment**, **Payment Fee**, and **Bank** tabs, enter any applicable information.
15. Click the **Post** button, and then click **Post**.
16. Click **Functions**, and then click **Deposit slip**.
17. In the dialog box, enter the date in the **Bank statement date** field.
18. Click **OK** to view the deposit slip.

#### *Cancel a deposit slip payment*

1. Go to **Cash and bank management > Payment reversals > Deposit slips**.
2. Select the line with the deposit slip to cancel.
3. Click the **Cancel payment** button.
4. On the **Cancel payment** page, select a reason for cancellation from the **Reason code** list.
5. Accept the default value or modify the value in the **Reason comment** field.
6. If you click **OK**, you will post the cancellation. If you enter a journal name, and then click the **OK**, you will send the cancellation for review.
7. Go to **Cash and bank management > Setup > Cash and bank management parameters**.
8. Expand the **General** FastTab.
9. Check the value in **Use review process for deposit slip payment cancellations**.