Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Document	
	Menu Code	01.113.03	
	Process Name	Bank Balance Master	
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## 01.113.03 - Bank Balance Master

### **PROCESS OVERVIEW**

A bank account can be a deposit account, a credit card account, a current account, or any other type of account offered by a financial institution, and represents the funds that a customer has entrusted to the financial institution and from which the customer can make withdrawals. This master is use to check and keep a track of bank balance details.

# **PROCESS PRE - REQUISITES**

Input Fields	Input Details	General Remarks
Bank account	It is required to have a users bank account	The Account details will get displayed accordingly
Bank Date	User should know the bank date in order to get the reconciliation details	User is required to enter the date to get the information of bank reconciliation accordingly

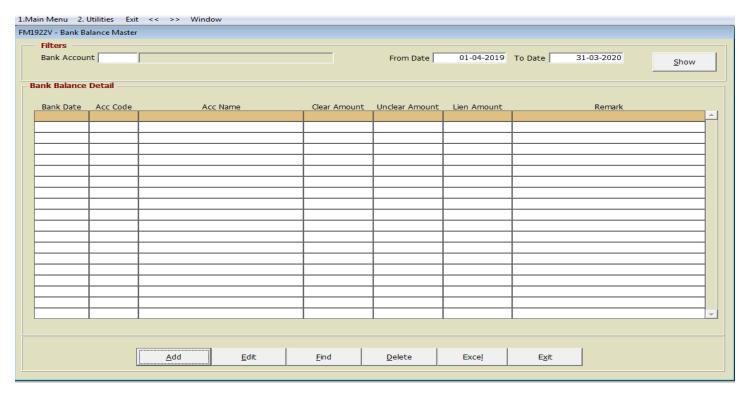
### **KEY FEATURES**

- Account details, bank date, available balance and uncleared amount details can be obtained.
- These details can be used for accounting purpose.

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## **PROCESS DETAILS**

# Open the form

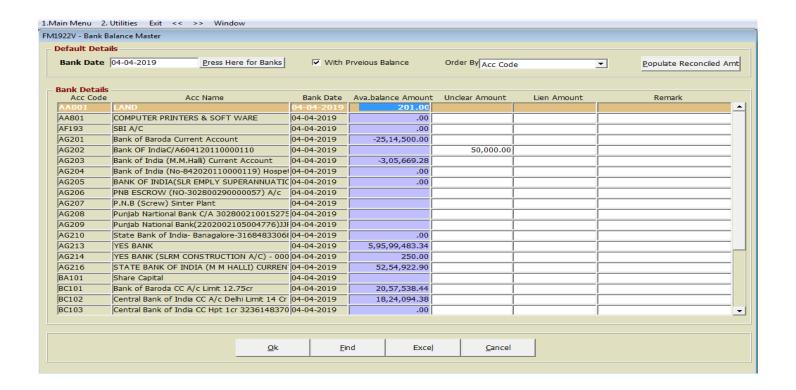


BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To edit the record.
Find	To find the specific record.

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Delete	To delete the selected record.
Excel	To extract bank details in an excel format.
Exit	To Close the form.
Show	To populate details/records.

#### On Clicking 'Add' button, below window will populate



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BUTTONS	DESCRIPTION	
<u><b>O</b></u> k	To save record.	
<b><u>F</u></b> ind	To find bank account code/name.	
Exce <u>l</u>	To extract data/details in an excel format.	
<u>C</u> ancel	To cancel/terminate the process.	
Press here for Banks	This button will populate all the bank related details.	
<b>P</b> opulate Reconciled amount	This button will populate reconciled amount details.	

FIELDS	R/O/C	FIELD VALUE / COMMENTS	
Bank Date	0	Enter bank Date.	
Order By	0	Select Order By from drop-down list.	

R = Required, O = Optional, C = Conditional

#### **Work Step – to Add view Bank Balance Master**

Step 1 Click on 'Add' button.

Step 2 Enter 'Bank date'. And then click on populate reconciled amount the bank details with available balance will get displayed.

Step 3 Click 'with previous balance' radio button to view last balance/transaction details.

Step 4 Select 'Order By' from drop-down list.

Step 5 Click on 'Populate Reconciled amount' button to view reconciled amount details.

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Step 6 Click on 'Ok' button to end the process.