



Department of Education
SCHOOLS DIVISION OFFICE - CITY OF MEYCAUAYAN
Pag-asa St., Malhacan, City of Meycauayan, Bulacan



Senior High School

12

Activity Sheet in Fundamentals of Accountancy, Business and Management 2

Bank Forms & Bank Transaction

ABM FABM12IIc-5 & ABM FABM12IIc-7



GOVERNMENT PROPERTY
NOT FOR SALE

BANK FORMS AND TRANSACTION



LET US KNOW

Business forms are document used for business transaction. It was filed and secured by the company as evidence and reference for the occurrence transaction. In this activity sheet, you will be oriented with different bank forms and the process of filling up these documents. These source documents contain vital information about the nature of the transactions in the business made.



LET US REVIEW

Classify the following financial ratios listed on the box as to profitability, solvency, or liquidity. Copy the matrix below on a separate sheet of paper for your answer.

Return on investment	Accounts Receivable turnover
Gross Profit margin	Debt to equity ratio
Current ratio	Net Profit Margin
Quick ratio	
Return on equity	

Liquidity	Solvency / Leverage	Profitability



LET US STUDY

Bank transaction of one of the common business transactions made by an entity. Businesses go to bank for different reasons and transactions such as:

- a. **ATM (Automated Teller Machine)** is an electronic banking outlet that allows to have a complete bank transaction in the machine without teller or bank representative. It uses an EMV chip debit card issued by the bank for deposit, withdrawal, fund transfer and bill payment.
- b. **Check Encashment / Deposit** is another bank transaction done by businesses. An encashment or withdrawal by check issued by the maker to the payee. Check is also can be deposited in owner's bank account.
- c. **Deposit & withdrawal of fund** are the most common transaction made in the bank. We used a bank deposit or withdrawal form to order the bank in either deposit or withdraw an amount of money in our account.
- d. **Online Electronic Banking** is withdrawal or deposit transactions through a web-based store or online banking service.
- e. **POS** is to withdraw funds through a point-of-sale transaction usually done when we pay our grocery and shopping items.
- f. **Bank transfer** is to move funds from one bank account to another bank account or other money transfer services.

Bank helps businesses to safeguard business assets to avoid misused or misappropriation of cash. It is highly liquid assets prone to theft and risks if mismanaged by the business. Banking is one way of managing our cash assets. Company policy usually established by depositing all the cash receipt in the bank and control the withdrawal by using a voucher check system for easy monitoring of an outflow in the business.

Different Kinds of Bank Accounts	
Savings Account	The simplest bank account. Usually savings account is an owners personal account. It has a minimal interest and have a minimum balance requirement. It uses passbook for maintaining the chronological record of deposit and withdrawal transactions. For convenience it uses an automated teller machine EMV card that functions as a debit card .
Checking Account	It has a similar feature with savings account, yet checking account is an account preferable when you do business. It is easy to manage and it allows deposits or to pay a large sum of money using a check as cash equivalents. Business can control the outflow of cash and can only prepare checks once it is needed and requested. It rarely earns an interest due to fast turnover of transactions.
Time Deposit & Other Investment Account	It is considered as investment placements. Customer cannot withdraw or used the sum

	of money deposited over the contracted period in exchanged with a fixed interest rates higher than the deposit rates. Time deposit has a certificate (certificates of time deposit) as evidence of investment.
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BANK FORMS	
A corresponding bank forms were used depending on the transaction you will make. The form is to be filled and signed by the account holder .Bank forms is usually validated by the account representative to acknowledge the bank transactions.	
Deposit Slip	A form to be filled up by the account holder or depositor when depositing a cash. We have two different forms used for cash or check deposit, but bank nowadays combined this in one form for convenience. At the end of transaction, the account holder or depositor was given a copy of a machine validated deposit slip as proof of deposit or payment.
Withdrawal Slip	A document used and filled up by the account holder when they withdraw a cash from their account and usually this form is needed when the transaction will be done over the counter. Withdrawal slip is no longer needed for account who uses an atm card for at the end of every transaction an atm machine issued transaction slip as validation of withdrawal.
Bank Check	It is a cash equivalents filled and signed by the maker or account holder issued ordering the bank to pay the payee or the name written on the check it can be a name of a person or a company name. Only the designated person or the company representative can transact with the bank for the encashment of the check . The check has six (6) months validity to convert it into cash. After six months of its payment date it will be a “stale check” . Bank check is widely accepted as a form of payment and it is more secure for it can cover a large amount of cash. It can be crossed or restricted for payees account only it can only be accepted for deposit into the payees’ bank account. Which will secure the cash from theft and loss.
Bank Statement	It is a detailed monthly report of transactions history of the account over the reporting period. A report prepared by the bank for those account who do not have passbooks. An account holder can request to the bank for this statement or sent by bank through courier services.

Deposit Slip Preparation

- Provide your personal information ,account name and account number and the date of transaction.
- Choose what kind of bank account transaction by marking check ✓ or ✕ in the box provided.
- Count your money by breaking down the denomination and quantity of cash for deposit.
- For the **check deposit** do not forget to write the name of the bank that issued the check, check number and the amount written on the check.
- Do not forget to have a copy of the validated deposit slip from the teller who assist you.

BANCO ADRIATICO			
DEPOSIT SLIP			
ACCOUNT NUMBER		ACCOUNT NUMBER	
ACCOUNT NAME			
<input type="radio"/> Savings Account		<input type="radio"/> Current Account	
		Date	
Cash Deposit		Teller's Validation	
No. of Pieces	Denomination	Amount	
	₱1,000.00		
	500.00		
	200.00		
	100.00		
	50.00		
	20.00		
Coins			
Check Deposit			
Name of Bank./ Branch	Check No.	Amount	
Total Deposit			

Figure 1. Deposit Slip

Withdrawal Slip Preparation

- Provide your personal information ,account name and account number and the date of transaction.
- Choose what kind of bank account transaction by marking check ✓ or ✕ in the box provided.
- Choose the currency of the amount you will withdraw.
- Write the amount in words and in figure.
- Sign the withdrawal slip it should be signature over printed name.
- Do not forget to have a copy of the validated withdrawal slip from the teller who assist you.

Case 2. Arlene Tanhueco, owner of Tanhueco Travel Agency made a withdrawal transaction on July 30,2020 in Del Mundo Savings Bank in her savings account number 00001234. She withdrew ₱20,500.50 for personal use.

DEL MUNDO SAVINGS BANK									
WITHDRAWAL SLIP									
ACCOUNT NUMBER									
ACCOUNT NAME									
<input type="radio"/> Savings Account		<input type="radio"/> Current Account							
<input type="radio"/> PESO		<input type="radio"/> DOLLAR		<input type="radio"/> OTHERS					
Date									
Teller's Validation									
AMOUNT IN WORDS					AMOUNT IN FIGURE				
Verified by					Approved by				
Signature of Depositors									
Signature over printed name									



LET US REMEMBER

- ✓ Cash is an important asset of a company and part of cash management is to deposit all the cash receipts in the bank at the end of the day . It is ideal for business to have a current bank account for it has more control policy that avoids misuse and misappropriation of cash assets.
- ✓ Three kinds of bank accounts are , Savings Account, Current Account ,Time Deposit Account & Investment.
- ✓ The following bank forms used for bank transactions are deposit slip, withdrawal slip, check, and bank statement.



LET US APPRECIATE

Compile in a folder a real bank form from two different banks (2 deposit slips, 2 withdrawals slip and one sample bank statement) Fill up one of the deposit slip and a withdrawal slip as a sample of accomplished bank forms for bank transaction. In the end of the compilation reflect on the following questions. Write your answer on your notebook.

Reflection	
Can I enumerate the types of bank account normally maintained by a business ?	() Yes () No
Do I understand the difference between a savings account and current account>	() Yes () No
Can I fill up a bank deposit slip and withdrawal slip	() Yes () No

Reflection questions was adapted from Fundamental of Accountancy, Business and Management 2 of Dani Rose Salazar



LET US PRACTICE MORE

Create your own deposit and withdrawal slip form. Refer to the information below for reference. Present your answer on a short bond paper.

I. Deposit to your current account number 00008231981. The deposits are composed of the following:

- a) Cash deposit of ₱23,081.45 composed of 10 pieces ₱1000 bills, 20 pieces ₱500 bills ,30 pieces ₱100 bills, 4 pieces ₱20 bills and ₱1.45 coins.
- b) Check deposit of ₱ 300,000 from three different banks.
 - BPI San Jose Del Monte Bulacan with check number 0012282013 for ₱100,000.
 - Landbank Banga with check number 0011161984 for ₱150,000.
 - PNB Malate with check number 008023191 for ₱ 50,000.

II. In the same account number, you will withdraw ₱25,000 to be used for her utilities and personal expenses.



EVALUATION

I. Modified True or False: Read each sentence carefully and determine whether the statement is true or false. Correct the **False statement** by changing the terminologies or statement given. Write your answer on separate sheet of paper.

1. _____ The **account holder** can get cash from her account by accomplishing a withdrawal slip.
2. _____ **Time deposit** accounts are investment account in nature.
3. _____ A check has a **1-year validity** once issued.
4. _____ **Withdrawal slip** is no longer needed for account who uses an atm card for at the end of every transaction an atm machine issued transaction slip as validation of withdrawal.
5. _____ **Check encashment** is to move funds from one bank account to another bank account or other money transfer services.
6. _____ **Bank** helps businesses to safeguard business assets to avoid misused or misappropriation of cash. It is highly liquid assets prone to theft and risks if mismanaged by the business.
7. _____ A **check can be crossed or restricted** for payees account only it means it can only be accepted for deposit into the payees' bank account.
8. _____ **Manual cash register** is to withdraw funds through a point-of-sale transaction usually done when we pay our grocery and shopping items.
9. _____ A **current or checking** account is easy to manage and it allows deposits or to pay a large sum of money using a check as cash equivalents.
10. _____ **Savings account** is an ideal bank account for businesses.



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ACKNOWLEDGEMENT

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