

Department of Education SCHOOLS DIVISION OF CITY OF MEYCAUAYAN

Pag-asa St., Malhacan, City of Meycauayan, Bulacan



Senior High School

Activity Sheet in

12

Fundamentals of Accountancy, Business and Management 2

Bank Forms & Bank Transaction

ABM FABM12IIc-5 & ABM FABM12IIc-7



CONFRINT PROPERTY LE

BANK FORMS AND TRANSACTION



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.



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
	<u>-</u>	



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 webbased 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 o	of Bank Accounts	
	Λ.	
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		
Time Deposit & Other Investment	It is considered as investment placements.	
Account	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.

BANK F	FORMS		
A corresponding bank forms were used depen			
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 holded			
/ / /	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		
Withdrawal Slip	payment.		
withdrawai Slip	A document used and filled up by the account holder when they withdraw a cash		
1 // -	from their account and usually this form is		
1 1 1 1	needed when the transaction will be done		
11/6	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		
	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		
A	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			
1 1	only be accepted for deposit into the		
. 1	payees' bank account. Which will secure		
2 1 0 1	the cash from theft and loss.		
Bank Statement	It is a detailed monthly report of		
The Park	transactions history of the account over the reporting period. A report prepared by the		
	bank for those account who do not have		
77	passbooks. An account holder can request		
1 1	to the bank for this statement or sent by		
1	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.

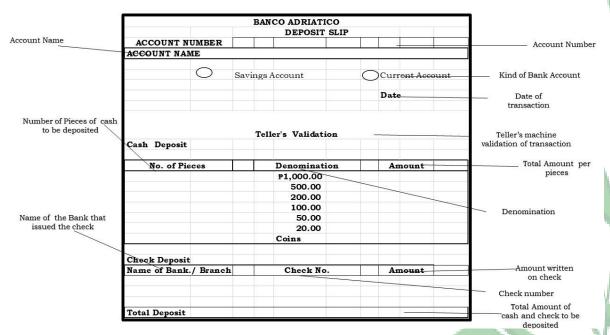


Figure 1. Deposit Slip

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.

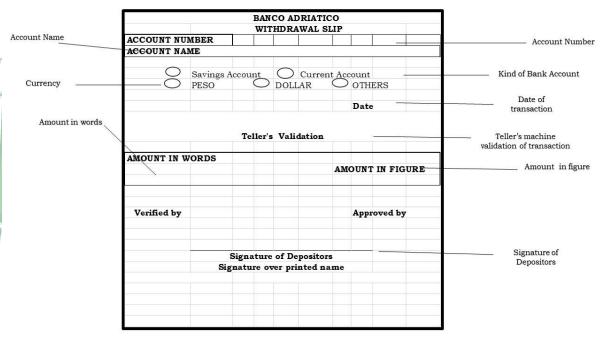


Figure 1. Withdrawal Slip



Refer to the bank transaction case of Ms. Arlene Tanhueco, copy and fill up the blank deposit slip and withdrawal slip. Write your answer on separate sheet of paper.

Case 1. Arlene Tanhueco, owner of Tanhueco Travel Agency made a deposit transaction on July 29,2020 in Del Mundo Savings Bank in her savings account number 00001234. She deposited ₱15,500, composed of 15 pieces ₱1000 bill and 1-piece ₱500 bill. She also deposits a check issued by the BPI Mandaluyong Branch with a check number of 000001.

		DEL MU	INDO SAVINGS E DEPOSIT SLI			
ACCOUNT NUM	IBER					
ACCOUNT NAM	IE .					
	0	Savings	Account		Current Acco	oun
					Date	
Cash Deposit		Te	ller'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.			Check No.		Amount	

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 \$\mathbb{2}0,500.50\$ for personal use.

	DE		O SAVINGS	
		WIT	HDRAWAL	SLIP
ACCOUNT NU				
ACCOUNT NA	ME			
0	Savings Ac	count		ent Account
\circ	PESO	\circ	DOLLAR	OTHERS
				Date
AMOUNT IN V	VORDS			AMOUNT IN FIGUR
Verified by				Approved by
			of Deposit	
	Sign	ature ov	er printed	name



- ✓ 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				
į	Do I understand the difference between a						
ı	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 \$\mathbb{P}23,081.45\$ composed of 10 pieces \$\mathbb{P}1000\$ bills, 20 pieces \$\mathbb{P}500\$ bills ,30 pieces \$\mathbb{P}100\$ bills, 4 pieces \$\mathbb{P}20\$ bills and \$\mathbb{P}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.



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.
5.	Bank helps businesses to safeguard business assets to avoid misused or misappropriation of cash. It is highly liquid assets prone to theft and risks it 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.
3.	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.



All Rights Reserved 2020

ACKNOWLEDGEMENT

CAROLINA S. VIOLETA, EdD

Schools Division Superintendent

JERRY D. CRUZ, PhD, CESE

Asst. Schools Division Superintendent

DOMINADOR M. CABRERA, PhD

Chief, Curriculum Implementation Division

EDWARD C. JIMENEZ, PhD

Education Program Supervisor- LR Manager

JOCELYN A. MANALAYSAY, PhD

Education Program Supervisor- Mathematics

CHARMAINE S. TUMANGAN

Developer- Meycauayan National High School