

Bank Account

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Introduction

Following shows a sample window.

The chapter describes features available within the window.

finance-bank-en.png

Cash Transfer

Click "Transfer Cash" on upper right of the window

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Enter From/To account, date, and amount, then click "Submit"

transfer-modal-en.png

View Transaction

Click "View" to the right of the bank account

finance-bank-en.png

Transaction modal appears

bank-transaction-modal-en.png

Reconcile Transaction

Click "Reconcile" to the right of the bank account

finance-bank-en.png

Check boxes on right of the transaction. Click "Update" when finished.

reconcile-modal-en.png

Record Dividend

Click "Record Dividend" button to right of the account

finance-bank-en.png

Enter date, revenue/bank account, amount, etc. Then click "Submit"

dividend-modal-en.png