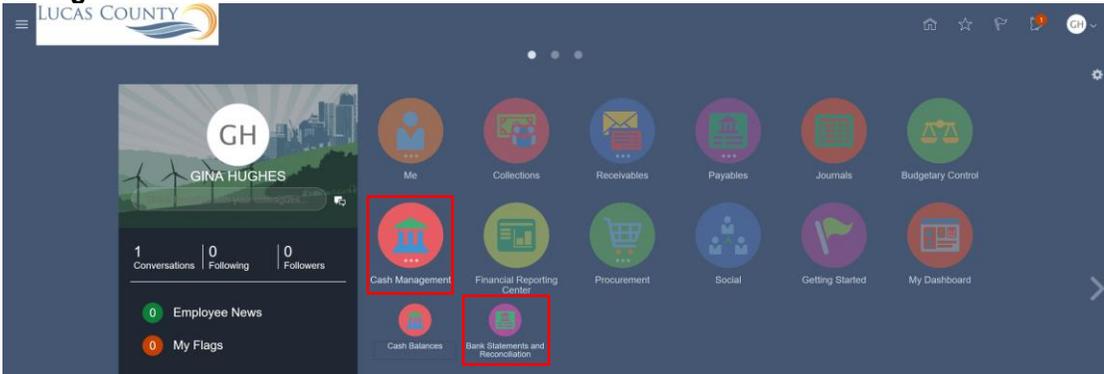
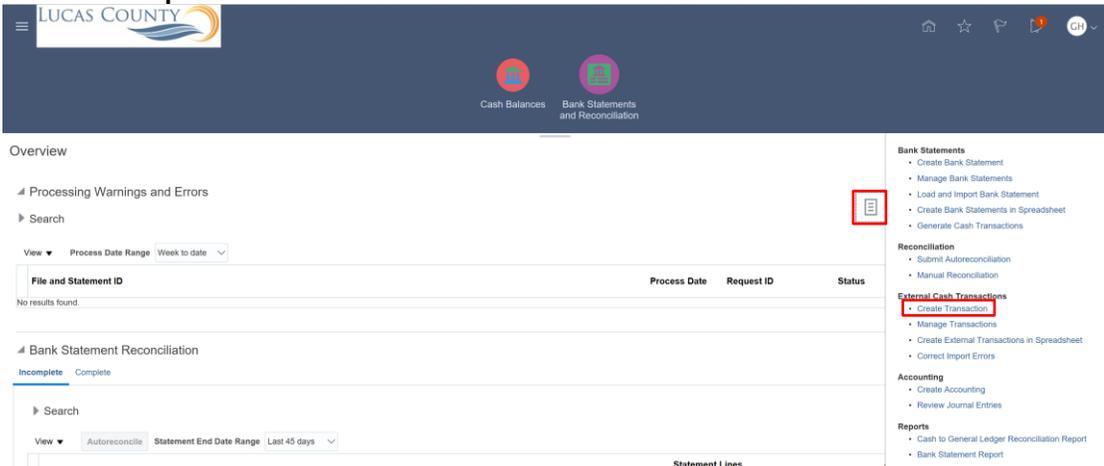


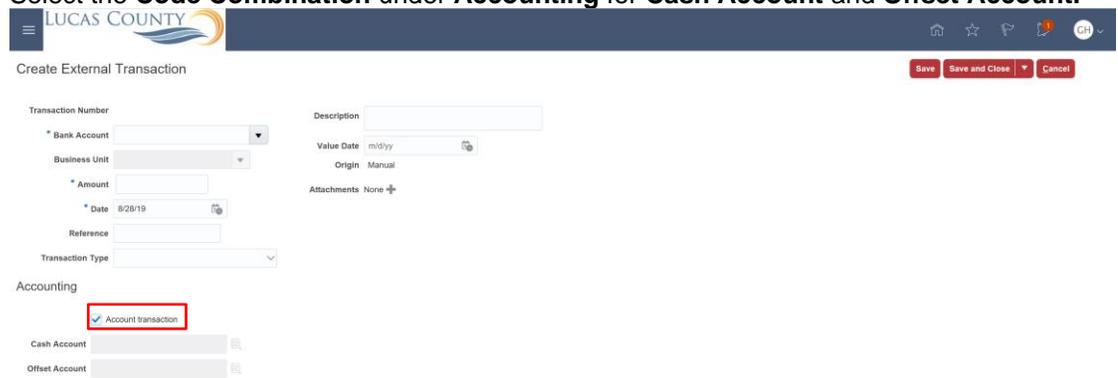
External Cash Transactions - Create Transactions

Audience: Cash Manager

Purpose: This Process is to manually create external transactions that are on the bank statement, but not in the systems, such as ZBA debit and credits, bank charges, interest charges, etc.

Step	Action
1	<p>Go to navigator and click on Bank Statements and Reconciliation under Cash Management.</p> 
2	<p>Click on task panel and click Create Transaction under External Cash Transaction.</p> 
3	<p>Enter the Statement ID.</p>
4	<p>Select the Bank Account, Business Unit, Currency, Amount, Date, Reference, Transaction Type, Description Value Date.</p> 

5 Select the **Code Combination** under **Accounting** for **Cash Account** and **Offset Account**.



The screenshot shows the 'Create External Transaction' interface. At the top, there is a navigation bar with the Lucas County logo and several icons. Below the navigation bar, the title 'Create External Transaction' is displayed, followed by three buttons: 'Save', 'Save and Close', and 'Cancel'. The form contains several input fields: 'Transaction Number', 'Description', 'Bank Account' (dropdown), 'Business Unit' (dropdown), 'Amount', 'Date' (8/28/19), 'Reference', 'Transaction Type' (dropdown), 'Value Date' (m/d/yy), 'Origin' (Manual), and 'Attachments' (None). In the 'Accounting' section, there is a checkbox labeled 'Account transaction' which is checked and highlighted with a red rectangular box. Below this section are fields for 'Cash Account' and 'Offset Account'.

6 Click **Save and Close**.