

## Adding Cash Account Balance Bank Codes

When a cash customer prepays for purchases they plan to make in the future, a special Bank Account is needed to track the liability. A Manual Order Line is added to the sales order which is going to initially populate the Cash Account Balance and post against the GL code used to track the Cash Account Balance liability. When the order is completed, the actual payment method is selected which will post to the actual Bank Account at the time it is taken and is included in the daily deposits and bank reconciliation if GP is being used.

As sales orders are entered that use the Cash Account Balance Payment Method, there is no effect on the actual Bank Account. They only reduce the liability to the Cash Account Balance clearing account.

### To add a Cash Account Balance bank code:

1. From the System **Manager** > **Financial** menu, select Bank Accounts.
2. Right-click on blank area and select New from the context menu. The New Bank Account window displays.
3. In the **Name** field, specify the name for this account such as **Cash Account Balance Clearing**.
4. Enter the **GL Code** that will track the liability.
5. Select the **Currency** from the drop-down list.
6. Leave all other fields blank.
7. When the set up is completed, click **Add**.
8. Click **Close**.

The contents of this document are for informational purposes only and are subject to change without notice. Epicor Software Corporation makes no guarantee, representations or warranties with regard to the enclosed information and specifically disclaims, to the full extent of the law, any applicable implied warranties, such as fitness for a particular purpose, merchantability, satisfactory quality or reasonable skill and care. This document and its contents, including the viewpoints, dates and functional content expressed herein are believed to be accurate as of its date of publication. The usage of any Epicor software shall be pursuant to the applicable end user license agreement and the performance of any consulting services by Epicor personnel shall be pursuant to applicable standard services terms and conditions. Usage of the solution(s) described in this document with other Epicor software or third party products may require the purchase of licenses for such other products. Epicor, the Epicor logo, and are trademarks of Epicor Software Corporation, registered in the United States and other countries. All other marks are owned by their respective owners. Copyright © 2016 Epicor Software Corporation. All rights reserved.

---

## About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, [connect with Epicor](#) or visit [www.epicor.com](http://www.epicor.com).



### Corporate Office

804 Las Cimas Parkway  
Austin, TX 78746

USA

Toll Free: +1.888.448.2636

Direct: +1.512.328.2300

Fax: +1.512.278.5590

### Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104

Plaza Central, Col. Santa Maria

Monterrey, Nuevo Leon, CP 64650

Mexico

Phone: +52.81.1551.7100

Fax: +52.81.1551.7117

### Europe, Middle East and Africa

No. 1 The Arena

Downshire Way

Bracknell, Berkshire RG12 1PU

United Kingdom

Phone: +44.1344.468468

Fax: +44.1344.468010

### Asia

238A Thomson Road #23-06

Novena Square Tower A

Singapore 307684

Singapore

Phone: +65.6333.8121

Fax: +65.6333.8131

### Australia and New Zealand

Suite 2 Level 8,

100 Pacific Highway

North Sydney, NSW 2060

Australia

Phone: +61.2.9927.6200

Fax: +61.2.9927.6298