

How to post a journal from Bank to Bank

The nominal posting screen is used and this can be selected from the Account posting icon.

The screenshot shows the 'Nominal Posting' window in the Millennium Cashier's Desktop software. The window is titled 'Nominal Posting' and has a 'Save into batch' checkbox. The fields are as follows:

- Post into financial year: 2001
- Period: 6
- Date: 18/03/2002
- Source account: Bank (Account code: 500 Office Bank Account)
- Transaction type: Payment (Our reference:)
- Detail: Petty Cash
- Amount: 100.00
- Destination account: Bank (Account code: 520 Petty Cash)
- Transaction method: Transfer (Ref / chq no: 124895)
- Batch totals: Payments 0.00, Receipts 900.00

Buttons at the bottom include Notes, Help, Clear, Post, and Close. The status bar at the bottom right shows 'MASTER' and '18/03/2002 14:24'.

Post into financial year & period default to the current financial year and period. You can change these to post into previous open periods if required (the period must be still open, see Period maintenance).

Date is the real date of the posting.

Source account code is one side of the double entry posting, generally the account you are paying out of. It will be a bank account.

Our reference is your practice's optional reference for this posting.

Detail is a description of the posting.

Amount is the value to be posted.

Choose which bank account you want to pay into in the Account code field.

Transaction method specifies how the money will be paid out of the bank account.

Ref / chq no is the reference or cheque no. If it is a cheque then the next cheque no is obtained from the bank record.

If the transaction method chosen is a cheque type (it has the produce cheque field set to Yes) then you will be required to enter some cheque information:

Use the Post button to post the transaction.

The Clear button will clear the screen fields and reset the posting.