

Create a New Bank

To create a new bank definition in Petro-Data, you will first need to create a new GL account number for this bank. After the GL account is created, you will either change an existing AP Link Code or add a new one.

The Default Link Code in the system will always be '1'. This cannot be changed. You can add other link codes and select them as needed.

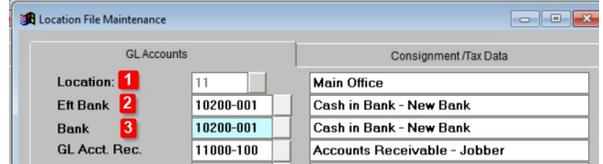
<p>Step 1 <i>General Ledger, General Ledger, Files, Single Accounts</i></p> <p>Create a new GL Account.</p>																					
<ol style="list-style-type: none"> 1. Press the F2 key to view the current Chart of Accounts. 2. Decide the account number to use for the new bank. It should be near your other GL bank accounts. 3. Press ESC and then enter the new GL account number. Press Enter. 4. Click 'Add' 5. Key in the Bank Description. 6. Press Enter until you can save the new account. 7. You can exit General Ledger. 	<table border="1"> <thead> <tr> <th>Glacct</th> <th>GlDESC</th> <th>Glstat</th> <th>GlT</th> </tr> </thead> <tbody> <tr> <td>10000-100</td> <td>Cash in Bank</td> <td>I</td> <td>A1</td> </tr> <tr> <td>10200-</td> <td>Cash in Bank</td> <td>A</td> <td>A1</td> </tr> <tr> <td>10200-100</td> <td>Cash in Bank - Jobber</td> <td>A</td> <td>A1</td> </tr> <tr> <td>10200-200</td> <td>Store 1 - Cash In Bank</td> <td>A</td> <td>A1</td> </tr> </tbody> </table> <p>Account not found: 10200-001</p> <p>Period 01 Petro-Data Demo 10/0</p> <p>Account Number 10200-001 Account Type A1 Current Assets Description Cash in Bank - New Bank Status Code A 'A' = Active 'I' = Inactive Term Class C 'C' = Current 'L' = Long Term Type of Asset C 'C' = Cash 'N' = Non Cash 'D' = Deprec 'A' = Amort Ratio Group Statement of Cash Flows Code</p> <p>For Reports: Sequence Number 1 Printer Column 1 PTD Postings 0.00 Current Balance 0.00 YTD Postings 0.00 Fund Source</p> <p>Budgeting Code M 'M' = Manual 'L' = % of Last Period, this account 'R' = % of Budgeting Reference Account</p>	Glacct	GlDESC	Glstat	GlT	10000-100	Cash in Bank	I	A1	10200-	Cash in Bank	A	A1	10200-100	Cash in Bank - Jobber	A	A1	10200-200	Store 1 - Cash In Bank	A	A1
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Step 2

Jobber, Master File Maintenance, Locations

Change the bank for any existing locations. You can also create a new location for the bank, if needed.

1. Enter the location number. At this point, you can also add a new location, if needed.
2. Change EFT Bank if you will use this account for Vendor EFTs.
3. Change Bank if you will use this account for payments and deposits. This account is also used for Purchases of type Charge & COD.
4. Click Exit.



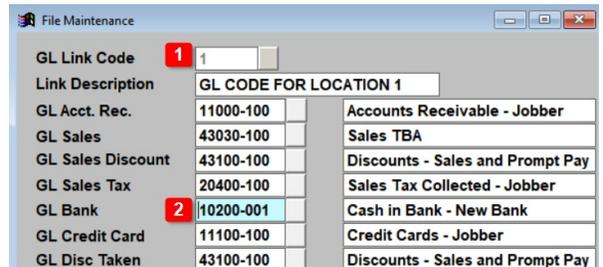
The screenshot shows the 'Location File Maintenance' window. It has two main sections: 'GL Accounts' and 'Consignment /Tax Data'. In the 'GL Accounts' section, there are four rows: 'Location' with value '11', 'Eft Bank' with value '10200-001', 'Bank' with value '10200-001', and 'GL Acct. Rec.' with value '11000-100'. In the 'Consignment /Tax Data' section, there are three rows: 'Main Office', 'Cash in Bank - New Bank', and 'Accounts Receivable - Jobber'.

Step 3

AR, Release to General Ledger, Link Codes, GL Link Code File Maintenance

Update an existing Link Code or add a new one. Change the AR Link code only if it affects the bank for deposits.

1. Enter the link code. You can also add a new link code if needed.
2. Change the field GL Bank.
3. Click Exit

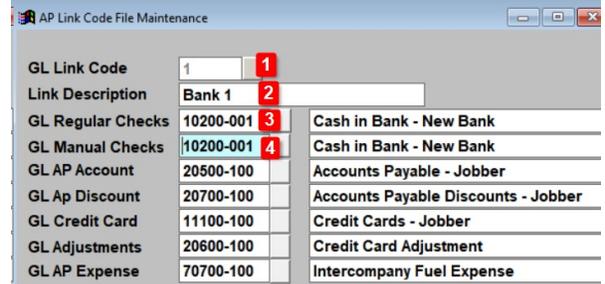


The screenshot shows the 'File Maintenance' window. It has a 'GL Link Code' field with value '1' and a 'Link Description' field with value 'GL CODE FOR LOCATION 1'. Below these are two columns of data. The first column lists GL codes and the second column lists descriptions. The rows are: 'GL Acct. Rec.' (11000-100) - 'Accounts Receivable - Jobber', 'GL Sales' (43030-100) - 'Sales TBA', 'GL Sales Discount' (43100-100) - 'Discounts - Sales and Prompt Pay', 'GL Sales Tax' (20400-100) - 'Sales Tax Collected - Jobber', 'GL Bank' (10200-001) - 'Cash in Bank - New Bank', 'GL Credit Card' (11100-100) - 'Credit Cards - Jobber', and 'GL Disc Taken' (43100-100) - 'Discounts - Sales and Prompt Pay'.

Step 4

AP, Release to General Ledger, Link Code File, AP Link Code File Maintenance

1. Enter the link code. You can also add a new link code if needed.
2. Change the bank description.
3. Change the field for GL Regular Checks.
4. Change the field for GL Manual Checks.
5. Click Exit.



Link Code Notes:

- If you are changing banks but will need to write checks on 2 different accounts for a short time, we recommend that Link Code 1 be set to your new permanent account.
- Create Link Code 2 for the old bank account that will be phased out.
- If you are changing banks and will immediately discontinue using the old bank, just change Link Code 1.
- Remember to change your Link Codes when you need to assign a bank account.

AP Bank Change Notes:

- Invoices entered before the bank change and have not been paid will still reference the old GL bank account.
- You can change it in the 'Approve to Pay' process. Individually change each invoice that will be paid by check. Select Option 'G' to change the GL Bank.
- Fuel invoices paid by EFT will use the bank account from the Link code used when you them in the EFT Input.

<p>Step 5 <i>Change C-Store Location and Department</i></p> <p>Do this only only if C-Stores are defined in Petro-Data.</p>	
<p><i>C-Store, File Maintenance, Locations, Add/Change Locations</i></p> <ol style="list-style-type: none"> 1. Enter each store number and change 'GL Bank Account'. 2. The field is used for charge purchases and purchases paid by check. <p><i>C-Store, File Maintenance, Departments, Add/Change Department</i></p> <ol style="list-style-type: none"> 1. Enter each store number and Cash department for the deposit. 2. Change the GL Debit account. 	