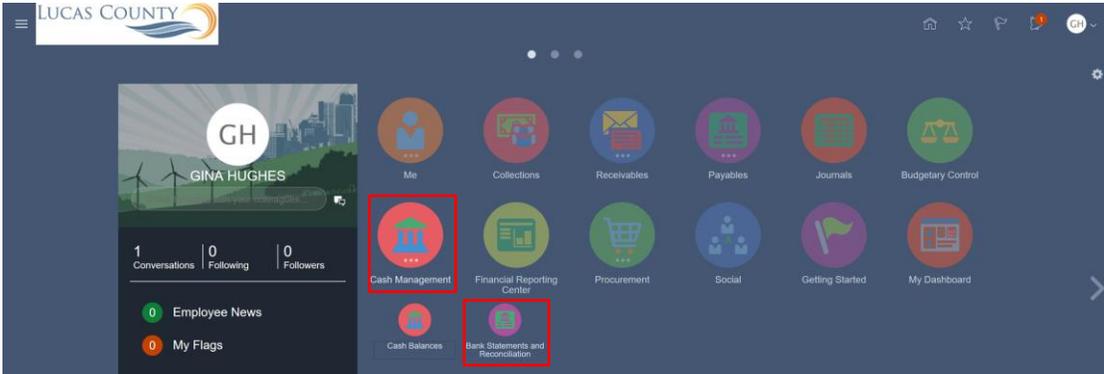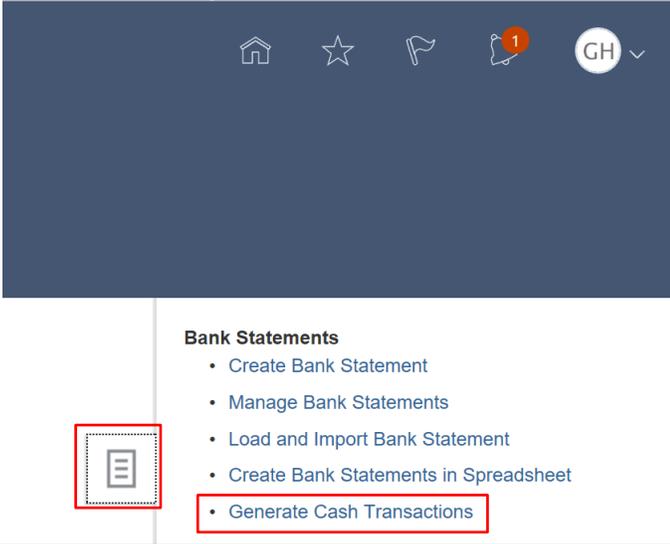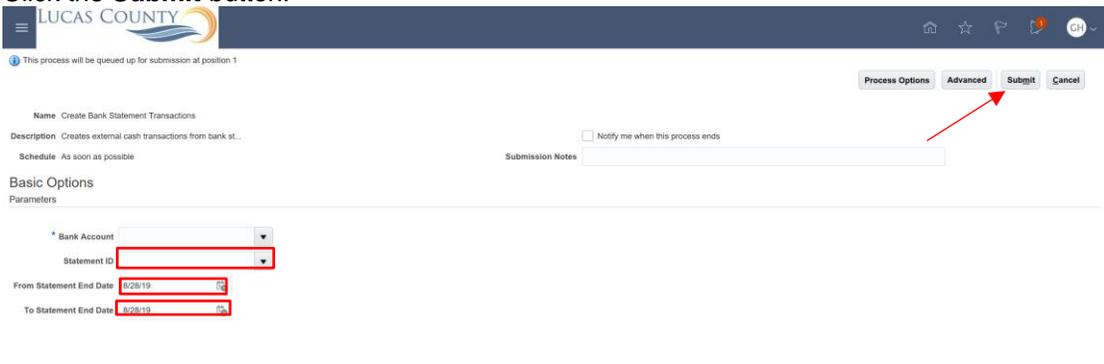# Generate Cash Transactions

Audience: Cash Manager

Purpose: External cash transactions are transactions related to cash activity that haven't been recorded in the applications. An example of bank statement transactions can include bank charges, interest, and other miscellaneous charges. This job aid will assist you with generating cash transactions based upon rules defined during implementation.

Step	Action
1	Go to Navigator and click **Cash Management** then on **Bank Statements and Reconciliation.**
2	Click on the **task panel** and click **Generate Cash Transaction** under **Bank Statements.**
3	Enter the **Statement ID**.
4	Enter the **From** and **To Date**.

5	Click the **Submit** button.
6	Check the **Status** under the Process Monitor.
7	Click on **View Output** to view details.