Banks Accounts

Create records of banks accounts used by the company. Below actions are available under *"Banks Accounts":*

      🔗 Create record of bank accounts; update, delete, close, view bank account details

Field Name	Description	Mandatory Information
Account Code	Custom code for the account	Y
Account Name	Name of the account	Y
Bank	Bank account.	Y
Currency	A system of money in general use in a particular country.	Y
Grouping Account	Grouping account code and name	Y
Bank Account Name	Self-explanatory	N
Bank Account Number	Self-explanatory	N
IBAN	ibanking	N
BBAN	Basic Bank Account Number	N
Description	Description	N
Interest Paid A/C	Account for interest paid	N
Bank Charges A/C	Account for bank charges	Y
Bank Journal	Self-explanatory	Y

Create New Bank Account

1. Click *"Create New"* button at the bottom of screen

2. Fill up account's information

3. Click *"Save"* button at the bottom of screen when done

4. Click *"Confirm Bank Account"* button and click *"Yes"* button to confirm

This will automatically add the account to the COA.

Update Bank Account Details

1. Double click on account to be updated from list on the left side of screen, it will bring up the selected account details on the right side of the screen

2. Click *"Save"* button at the bottom of the screen when done with the updates

Delete Bank Account

1. Double click on account to be deleted from list on the left side of screen, it will bring up the selected account on the right side of the screen

2. Click on *"Delete"* button at the bottom right of screen

3. Click on *"Yes"* button on the pop-up window to confirm account deletion

Please note that only A/C without transaction history can be deleted.

Close Bank Account

1. Double click on account to be closed from list on the left side of screen, it will bring up the selected account on the right side of the screen

2. Click on *"Close Bank Account"* button at the bottom of screen

3. Click on *"Yes"* button on the pop-up window to confirm account closure

View Account Details

1. Double click on account to view from list on the left side of screen, it will bring up the selected account details on the right side of the screen