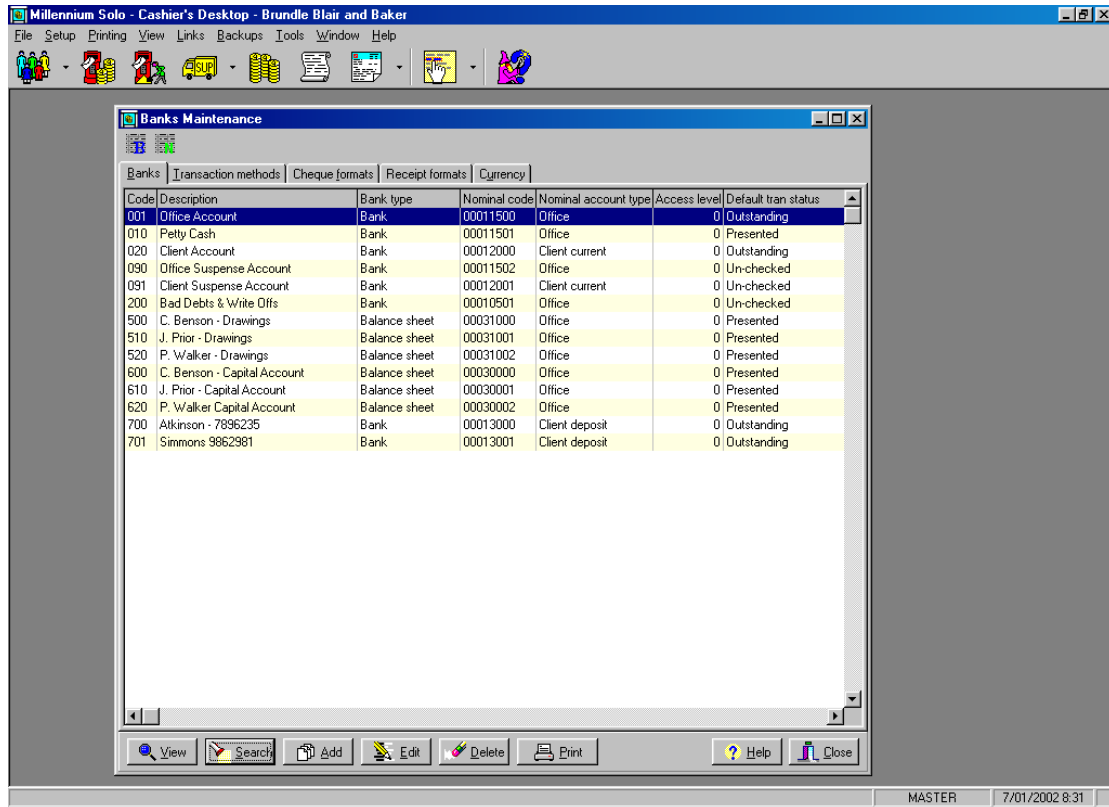


Setting up a bank

How to set up a Bank

This window allows you to maintain a bank account.
Access this window from the Banks Maintenance window.

You will initially see a list of all bank and balance sheet codes that exist at present.



To add a new bank click on add.

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The screenshot shows a software window titled "Add a Bank record" with a close button in the top right corner. It features two tabs: "Main details" (selected) and "Banking details". The "Main details" tab contains the following fields and controls:

- Code:** A small blue square.
- Nominal code:** A text input field.
- Chart of accounts:** A button with a pencil icon.
- Description:** A text input field.
- Account type:** A dropdown menu currently set to "Client current".
- Access level:** A spin box currently set to "1".
- Bank type:** A dropdown menu currently set to "Bank".
- Default status:** A dropdown menu currently set to "Presented".
- Branch:** A dropdown menu.
- Department:** A dropdown menu.
- Cheque format:** A dropdown menu.
- Next cheque no:** A spin box currently set to "1".
- Paying in no:** A spin box currently set to "1".

Additional buttons include "Delivered budgets" and "Received budgets" on the right side, and "Help", "Cancel", and "OK" at the bottom.

Main Details

Code is the unique 3 character code that identifies this bank account.

Nominal code is the nominal account that will be associated with this bank account. When creating a new bank account the associated nominal account will also be created. Transactions that get posted to this bank account will also be posted to the nominal account. You can either type the reference number or use the Chart of Accounts button to select a chart of accounts item. If you select a chart of accounts item you will automatically be given the next available nominal account code in that chart of accounts item range.

Description is the description of this bank account.

Account type is Office, Client current, or Client deposit. Make sure this is set correctly as it cannot be changed later.

Bank type is Bank if this is a real bank account or Balance sheet. Balance sheet accounts often exist because the data has been converted from Solace v4. You should normally use a nominal account instead of a balance sheet account.

Default status is the state that a transaction will be in when it is first posted to this bank account.

Access level is the security level of this account. Any user with a lower access level will not be able to access this account.

A Branch should be selected if this account belongs to a branch.

A Department should be selected if this account belongs to a department.

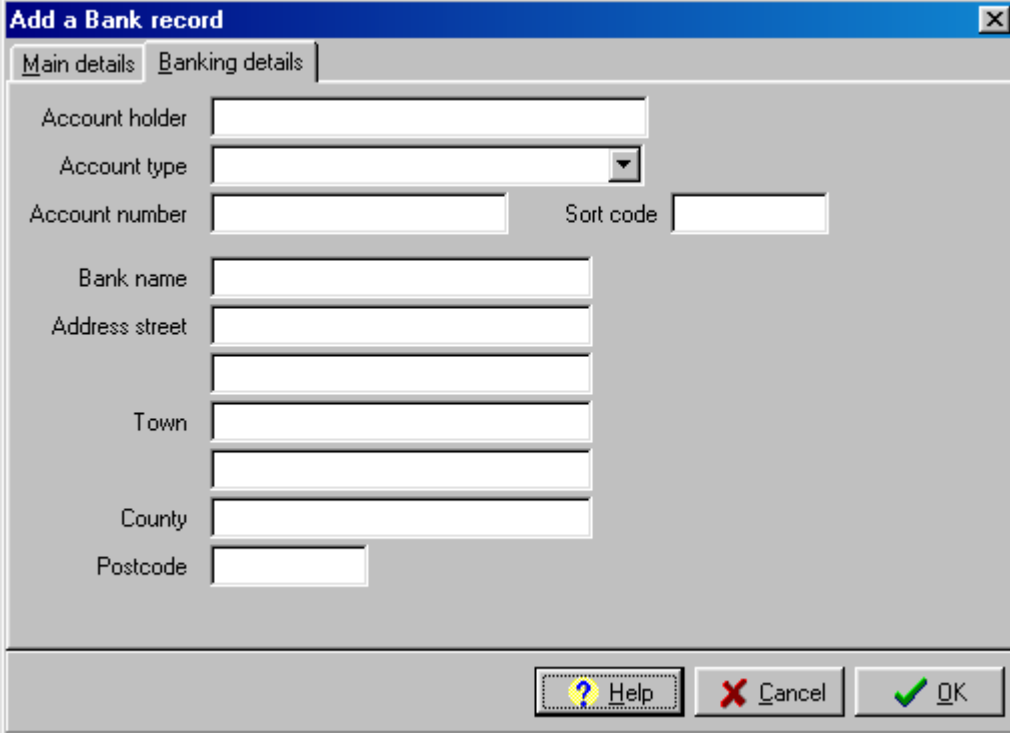
If you want to print cheques from this account you need to select a Cheque format.

Next cheque no is the next number that will be used when paying out a cheque from this account.

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Paying in no is the number that will be used on the next paying in slip produced for this bank.

Use the Delivered budgets and Received budgets buttons to set the budget figures for the amounts you expect to receive or pay out for this account in each financial period.



Add a Bank record

Main details | **Banking details**

Account holder

Account type

Account number Sort code

Bank name

Address street

Town

County

Postcode

Help Cancel OK

Banking Details

Enter any bank account details that you need:

Account holder

Account type (choose from the options in the drop-down list box)

Account number

Sort Code

Bank name

Address street

Town

County

Post code

Click on OK when finished