

Bank accounts

September 11, 2026

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A bank-account entry records the bank, account number, currency, and IBAN that belong together in finance configuration.

If you need to...	Go to
Find the bank-account list or open a saved entry	Find and review a bank-account entry
Know which values belong in the entry	Understand the bank-account fields
Add or change an entry	Enter and validate bank-account values
Remove a row or prepare an export	Delete or export bank-account data
Prepare a bank before choosing it	Banks
Prepare currency configuration	Frequent currencies

Before you start

Before you maintain a bank-account entry, have the bank and account information ready and confirm that your access includes the action you need.

Check	What to have or expect
Bank choices	The Bank list is filled with the available banks for the current branch.
Currency choices	The currency list uses the available currency data for the form.
Create access	New appears when the create action is available.
Edit access	The edit action at the end of a row appears when editing is available.

Check	What to have or expect
Delete access	The actions menu at the end of a row appears when deletion is available.
Subscription	If the applicable subscription feature is unavailable, the page shows the subscription-upgrade surface instead of the list.

Find and review a bank-account entry

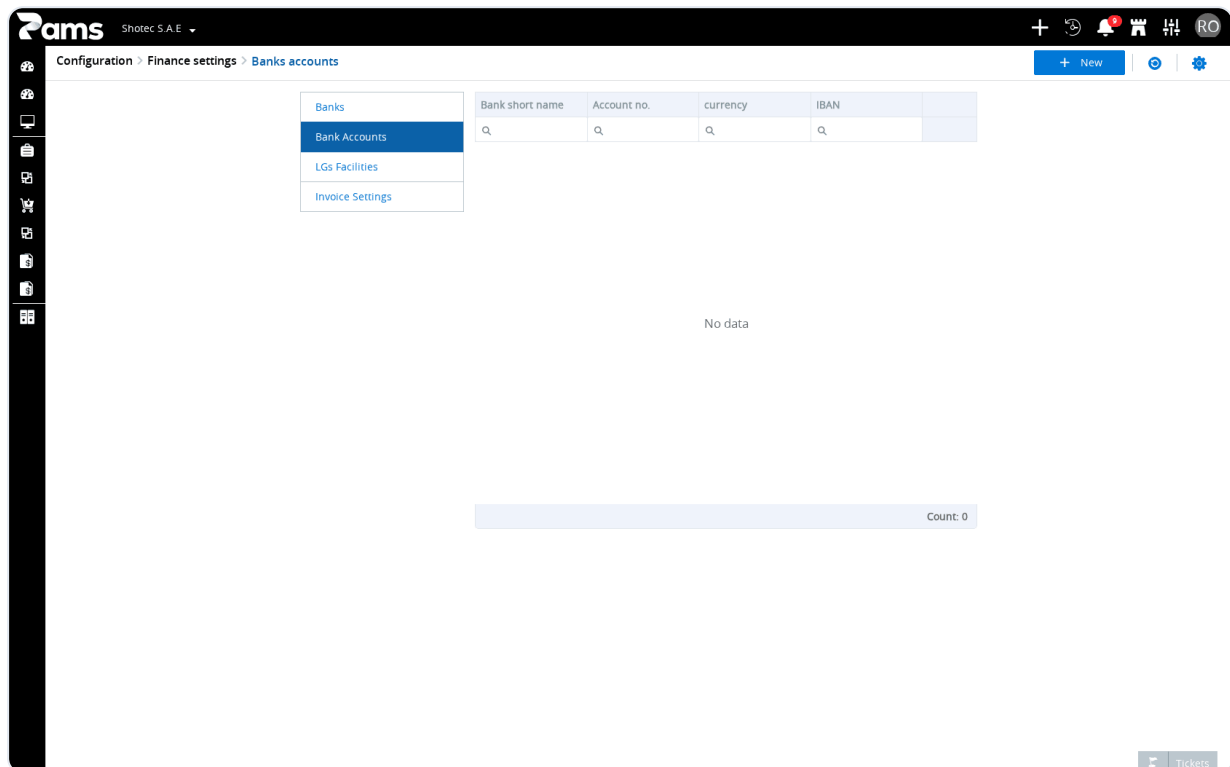
Reach the bank-account list and open an existing entry for review or editing.

Prerequisites

- Have access to the configuration area.
- Know whether you are opening an existing row or starting a new entry.

Steps

1. In the configuration menu, select **Financial settings > Bank accounts**.
2. Read the available bank-account values in the list: **Bank short name**, **Account no.**, **currency**, and **IBAN**.
3. At the end of the bank-account row, select the edit action for the entry you want to review.



Result: The selected bank-account entry is open for review or editing.

Understand the bank-account fields

The bank-account form combines one bank choice with account-identifying information and an optional currency and IBAN.

Field	Where it appears	Required
Bank	Form	Yes
Account no.	List and form	Yes
currency	List and form	No
IBAN	List and form	No

The **Bank** list contains every bank available for the current branch. The individual choices depend on the available bank data.

The form does not show **Bank short name**. System-maintained values are not shown in the reader-facing form. Column headers are disabled for this configuration, so use the visible row values and the field table above to identify the data.

Enter and validate bank-account values

Enter values for a new bank-account entry or validate values in an existing one.

Prerequisites

- Have a bank and account number ready.
- Confirm that the **Bank** and **Account no.** values are correct before saving.

Steps

1. Choose how to begin.

If you need to...	Action
Enter a new entry	Select New .
Validate an existing entry	At the end of the row, select the edit action.

2. In **Bank**, select the bank for the account.
3. In **Account no.**, enter the account number.
4. In **currency**, select the applicable currency when one is available.
5. In **IBAN**, enter the account's IBAN when one is available.

The form checks required values before accepting the entry. If **Bank** is empty, the message

Bank is required appears. If **Account no.** is empty, the message

Account no. is required appears.

Result: The bank-account values are entered in the form, and required-field messages appear when a required value is empty.

Delete or export bank-account data

Remove an eligible row or open the list-export choices.

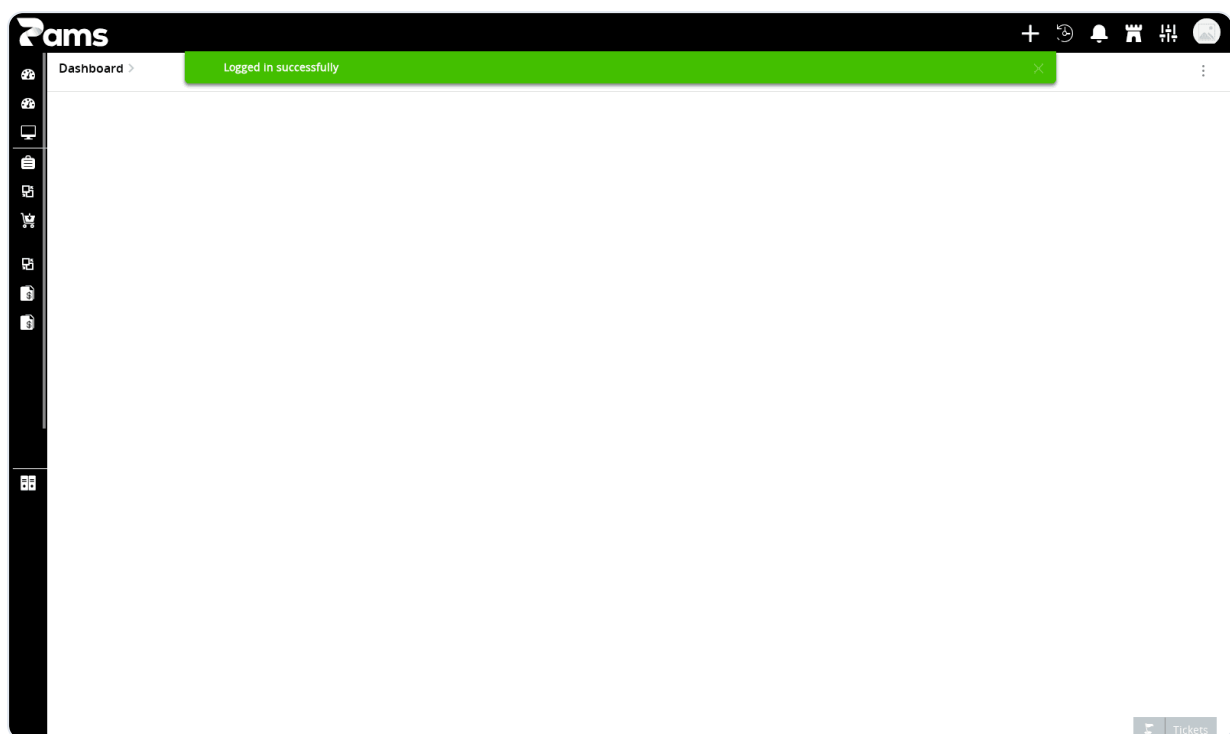
Prerequisites

- For deletion, have a saved list with more than one row and delete access.
- For export, have the bank-account list open.

Steps

1. At the end of the bank-account row, open the actions menu.
2. Choose the operation.

If you need to...	Action
Keep the row	Select Cancel .
Start removal	Select Delete .
Confirm the removal request	Read Are you sure you want to delete this item? .
Complete the removal	Select Delete again.
Open export choices	Select Export .
Close export choices	Select Cancel .



Result: A successful deletion produces Data Deleted Successfully ; the export choices are open or closed according to your last selection.

Handle unavailable actions and validation messages

Use the message or visible action to choose the next move rather than repeating an unavailable action.

What you see	What it means	What to do
The subscription-upgrade surface	The applicable subscription feature is unavailable for this page.	Use the available upgrade route or contact your administrator.
New is not available	Create access is unavailable.	Ask an administrator for create access.
The edit action at the end of the row is not available	Edit access is unavailable.	Ask an administrator for edit access.
The actions menu at the end of the row is not available	Delete access is unavailable.	Ask an administrator for delete access.
Bank is required	The form has no bank value.	Choose a value in Bank .
Account no. is required	The form has no account number.	Enter a value in Account no..
Data saved Successfully	A new entry was accepted.	Return to the list and review the new row.
Data updated Successfully	An edited entry was accepted.	Return to the list and review the changed row.
Are you sure you want to delete this item?	The deletion confirmation is open.	Select Cancel to keep the row or Delete to remove it.
Related to Saved data, Can't be deleted	The row is related to saved data and deletion was refused.	Keep the row and review the related saved data.
Failed to Delete	The deletion did not complete.	Review the row and try the deletion again when the cause is corrected.
Must have at least one item	The list contains only one item, so deletion was refused.	Keep the remaining item.
Forbidden characters detected. Please remove them and try again.	The list filter contains forbidden characters.	Remove the forbidden characters from the filter and apply it again.
The login page shows Email , Password , and Login	You are at the sign-in page rather than the configuration screen.	Sign in, then reopen the bank-account route.

Continue with finance configuration

After you finish with bank accounts, continue with the related finance setup when the bank or currency choices need maintenance.

If you need to...	Continue with
Add or change a bank used by the Bank choice	Banks
Maintain currency choices used by the currency choice	Frequent currencies
Return to bank-account maintenance	Bank accounts