PAMS FRESH GENERATION

Banks

September 10, 2026

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Banks is the reference screen for maintaining the bank entries available in your configuration. Open the Banks page from the configuration area. This page covers the **Banks** entity tab only; Bank accounts
has its own fields and maintenance actions.

Task	Go to
Confirm what this page manages	Banks
Check access and company setup	Before you start
Reach the list and recognise its state	Find the Banks list
Read the fields and list columns	Understand the Banks screen
Add, change, remove, or export bank entries	Maintain bank entries
Handle unavailable actions or restricted access	Handle availability branches
Respond to a message	When maintenance goes wrong
Continue to related finance work	Continue from Banks

Before you start

You need access to the configuration area. Your company setup determines which Banks
fields and actions are available.

Prerequisites

- Sign in before opening the page.
- Have the bank details ready for the three fields listed in the next section.
- Use the headers and actions visible in your list.

The page requires signed-in access. Read the labels currently shown rather than assuming that another configuration page has the same layout.

Find the Banks list

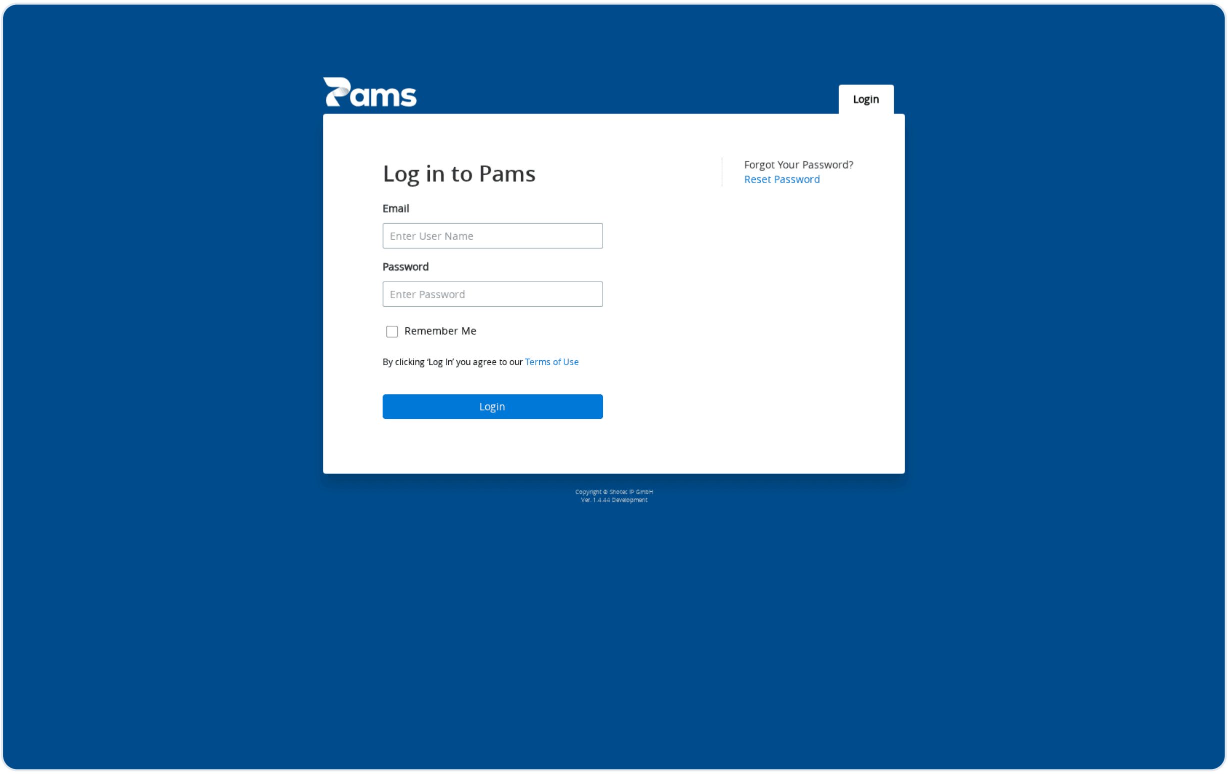
The Banks list is the starting point for reviewing or maintaining bank reference entries.

Prerequisites

- You have signed in.
- You know whether you are reviewing the list or maintaining an existing entry.

Steps

1. Open the Banks page from the configuration area.
2. Check the list headers for **Bank short name**, **Bank full name**, and **SWIFT code**.
3. Check whether the list contains rows or displays **No data** and `Count: 0`.



Result: The Banks list is open, and its visible headers and row count identify the list state.

Understand the Banks screen

The Banks screen presents three bank-identification fields in the list and in the new or edit form.

Fields

Field	Type	Required
Bank short name	Text	Yes
Bank full name	Text	Yes
SWIFT code	Text	Yes

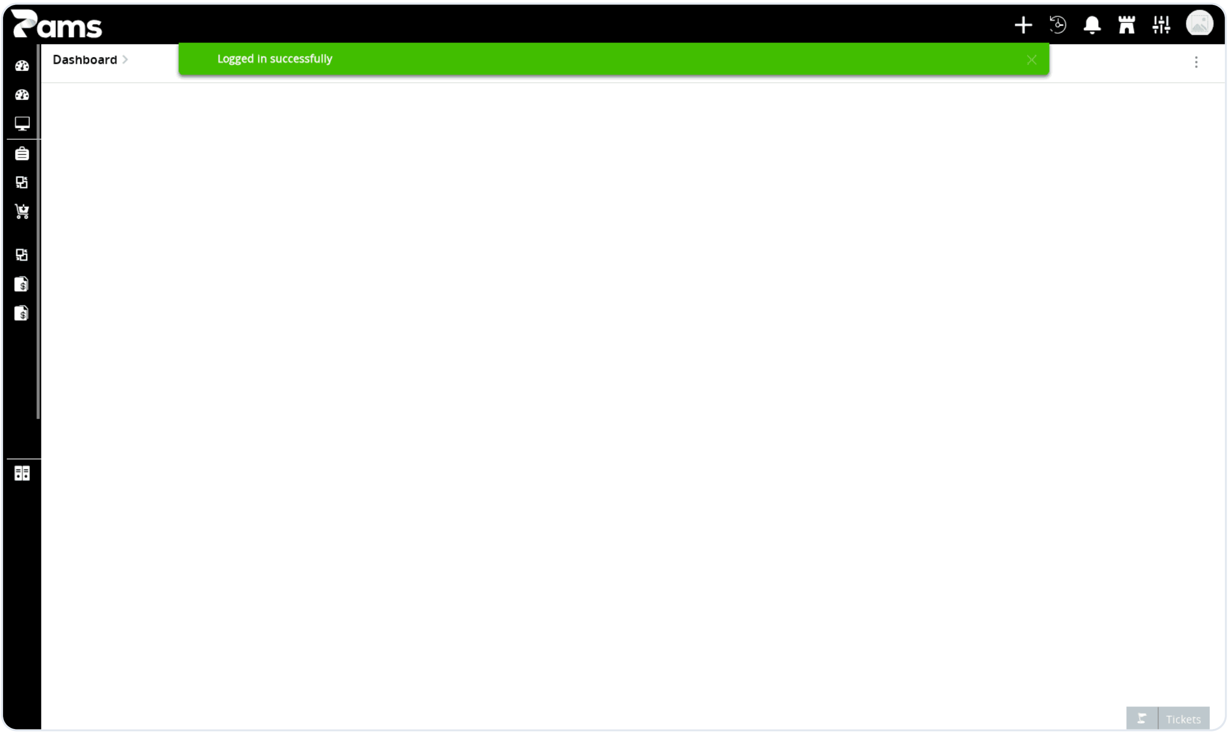
The first field to receive focus is **Bank short name**.

The list shows the same three headers: **Bank short name**, **Bank full name**, and **SWIFT code**. The form applies a restricted-character pattern to its text boxes.

The list also carries hidden ordering, record-identifier, and company-association values. You work with the three fields above; those hidden values are not form fields. This list has no filtering controls in its column headings or rows, and it shows all entries on one page in this configuration.

No dialog is open when the main list is first displayed.

You can now choose the maintenance action that matches your task.



Maintain bank entries

Maintaining a bank entry means creating a new entry, changing an existing entry, removing an entry when deletion is allowed, or exporting the list.

Add or update a bank entry

Add a new bank or correct an existing bank entry here.

Prerequisites

- The Banks list is open.
- **New** is available for a new entry, or an existing row has its edit control for an update.
- You have the values for **Bank short name**, **Bank full name**, and **SWIFT code**.

Steps

1. Choose the entry you want to maintain.

Task	Select
Create a bank entry	**New**
Change an existing bank entry	The edit control in that row

2. Enter the short name in **Bank short name**.
3. Enter the full name in **Bank full name**.
4. Enter the bank identifier in **SWIFT code**.
5. Select **OK** to submit the entry.

Result: The new or updated bank entry is submitted and the list refreshes after the save completes.

Remove a bank entry

Remove a bank entry when the row is no longer needed and deletion is available.

Prerequisites

- The Banks list contains the row to remove.
- The row's delete control is available.
- More than one row exists when the deletion request is sent.

Steps

1. Select the row's delete control.
2. Read the confirmation prompt, `Are you sure you want to delete this item?`.
3. Choose the outcome.

Task	Select
Keep the bank entry	**Cancel**
Remove the bank entry	**Delete**

Result: The confirmation closes. The row remains after **Cancel**, or is removed after **Delete** when the request is accepted.

Export the Banks list

Export the Banks list when you need a copy of it.

Prerequisites

- The Banks list is open.
- **Export** is available.

Steps

1. Select **Export**.
2. Read the `Exporting List:` dialog title.
3. Choose the export outcome.

Task	Select
Export the list to Excel	**Export to Excel**
Leave the list unchanged	**Cancel**

4. If you selected **Export to Excel**, select **Export**.

Result: The list is exported after you select **Export**, or the dialog closes without confirming the export after you select **Cancel**.

Handle availability branches

The actions on the Banks screen depend on access, subscription, permissions, button visibility, and the number of rows in the list.

Situation	Then
The subscription-upgrade surface instead of the list	Use the subscription path provided for your company before maintaining Banks.
New is unavailable	Continue with an existing row only if its edit control is available.
The row's edit control is unavailable	Review the entry without changing it.
The row's delete control is unavailable	Keep the row and use the available maintenance action.
One remaining row	Do not expect deletion to proceed; the page requires at least one item.

The **New** action is available when the page is not replaced by the subscription surface and the new action is not hidden. The row's edit control depends on edit permission. The delete menu depends on delete permission, and the delete request is sent only
when more than one row exists.

When maintenance goes wrong

Use the message text to identify the point at which the action stopped, then correct the related field or choose the appropriate list action.

What you see	What it means	What to do
`Bank short name is required`	**Bank short name** has no value.	Enter a value in **Bank short name**.
`Bank full name is required`	**Bank full name** has no value.	Enter a value in **Bank full name**.
`SWIFT code is required`	**SWIFT code** has no value.	Enter a value in **SWIFT code**.
`Just '_' '-' And '.' Characters Accepted`	A text value contains a character outside the accepted pattern.	Correct the affected text field.
`Data saved Successfully`	A new bank entry was saved.	Return to the list and review the new row.
`Data updated Successfully`	An edited bank entry was saved.	Return to the list and review the changed row.
`Are you sure you want to delete this item?`	The confirmation is open.	Select **Cancel** to keep the row or **Delete** to continue.

What you see	What it means	What to do
`Data Deleted Successfully`	The deletion completed.	Review the remaining Banks rows.
`Related to Saved data, Can't be deleted`	Related saved data prevents deletion.	Keep the bank entry and continue with the related configuration.
`Failed to Delete`	The deletion did not complete.	Keep the row and retry after checking the row's related data.
`Must have at least one item`	The list cannot lose its final item.	Keep at least one Banks entry.
`Forbidden characters detected. Please remove them and try again.`	The filter contains a forbidden character.	Remove the forbidden character before applying the filter.
`Exporting List:`	The export dialog is open.	Choose the required export action.
`Export to Excel`	The Excel export option is available.	Select **Export to Excel**.
`Export`	The export confirmation action is available.	Select it to confirm the export.
`Cancel`	The current dialog can be closed without confirming the action.	Select **Cancel** to close it.

The main list can also show the sign-in surface with **Email**, **Password**, and **Login**. Sign in before continuing to the Banks list.

Continue from Banks

After maintaining the Banks reference list, continue with the finance configuration or workflow that uses the related information.

Task	Go to
Maintain bank account details	Bank accounts
Configure L/G facility settings	L/G facilities
Follow invoice work after configuration	Invoice lifecycle

The Banks page ends at the reference-list maintenance task. Its list, form, delete menu, and export dialog are the surfaces used to maintain this entity.