PAMS V2

Configure Bank Accounts

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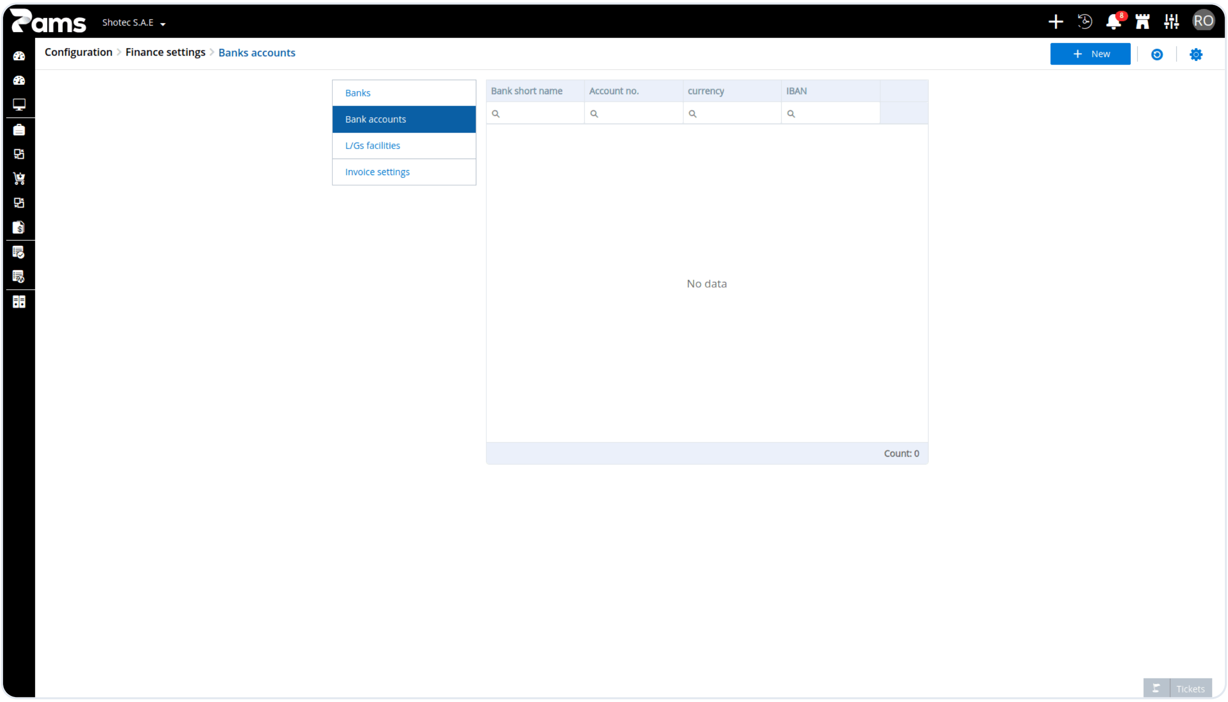
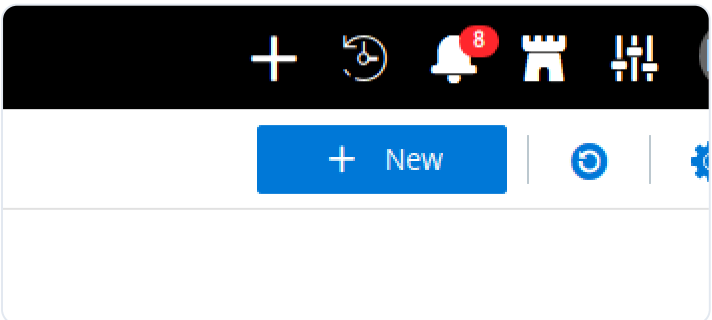
Administrator Guide › Configuration › Finance settings



Bank Accounts — Configurations › Finance Settings › Bank Accounts



Overview

Use the **Bank Accounts** configuration page to maintain the bank account records available in Finance settings. Finance administrators use this page when bank account details must be added or reviewed for financial operations. The page displays bank account records by bank short name, account number, currency, and IBAN.

Before you start

- Sign in to the application before opening Finance settings.
- Ensure that you have access to **Configurations** and **Finance Settings**.
- Prepare the bank account details required by your organization, including the bank short name, account number, currency, and IBAN.

Steps

1. Navigate to **Configurations > Finance Settings > Bank Accounts**.
2. Review the existing bank account list. The list uses the following columns to identify each record:
    - **Bank short name
    - Account no.
    - currency
    - IBAN**
3. To begin configuring a bank account record, select **New**.
4. Complete the required bank account information in the entry form. The configuration form enforces required input and validates at least one field against a restricted character format.
5. Return to the **Bank Accounts** list to review the configured records by bank short name, account number, currency, and IBAN.

Tips & cautions

> **Warning:** Complete all required inputs before submitting the bank account configuration. The form displays **This Field Is Required** when required information is missing.

> **Note:** Where character validation applies, use only the permitted characters. The validation message states: **Just '_' '-' And '.' Characters Accepted**.

> **Tip:** Use the **IBAN** column together with **Account no.** to distinguish bank account records during review.

Troubleshooting

- Required-field validation appears → One or more required inputs are incomplete → Complete the required information and submit the bank account record again.
- Character-format validation appears → A validated input contains unsupported characters → Enter only underscore (`_`), hyphen (`-`), or period (`.`) where the validation rule applies.
- No bank accounts are shown → No bank account records have been configured in the list → Select **New** to begin adding a bank account record.

Result

The **Bank Accounts** configuration page is available for maintaining bank account records in Finance settings.

Related pages

- Configure Banks
- Configure 2 Factor Authentication
- **Configuration — Learning Path**
- Configure Invoice Settings
- Configure LGs Facilities
- **Close Invoice
- Setup Payment Milestones**
- Process Payment
- Configure Account Managers
- Configure Attachment Categories
- Configure Branches
- Configure Flags

- Configure Frequent Currencies
- Configure Market Segments
- Configure Product Types