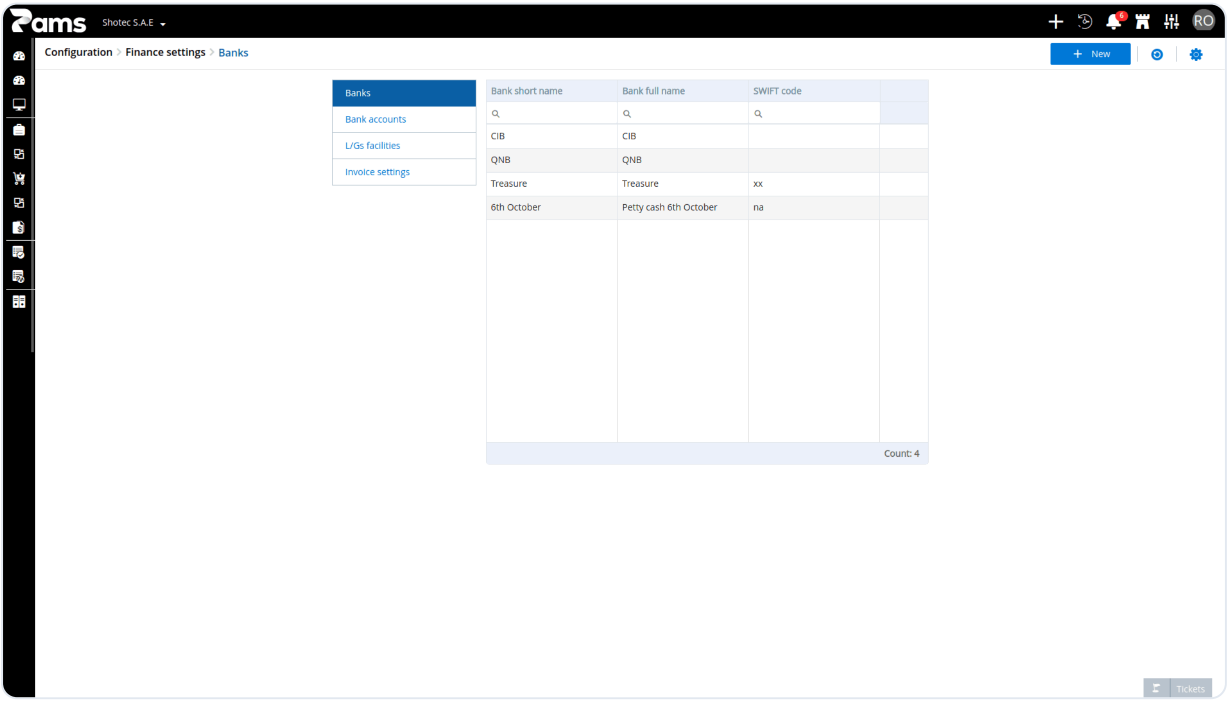
PAMS V2

Banks

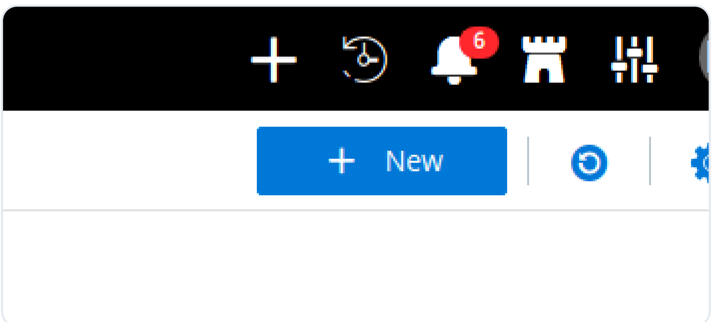
July 29, 2026

Banks

Applications › Configurations › Finance Settings



Finance settings — Configurations › Finance Settings › Banks



Overview

Use the Banks configuration area to review and maintain finance-related bank information. Finance officers and accountants use this page when they need to locate bank records, review bank account details, work with L/G facilities, or export the displayed information for operational use.

Access the feature from **Configurations** > **Finance Settings** > **Banks**. The page is organized into the **bank accounts** and **lgs facilities** tabs.

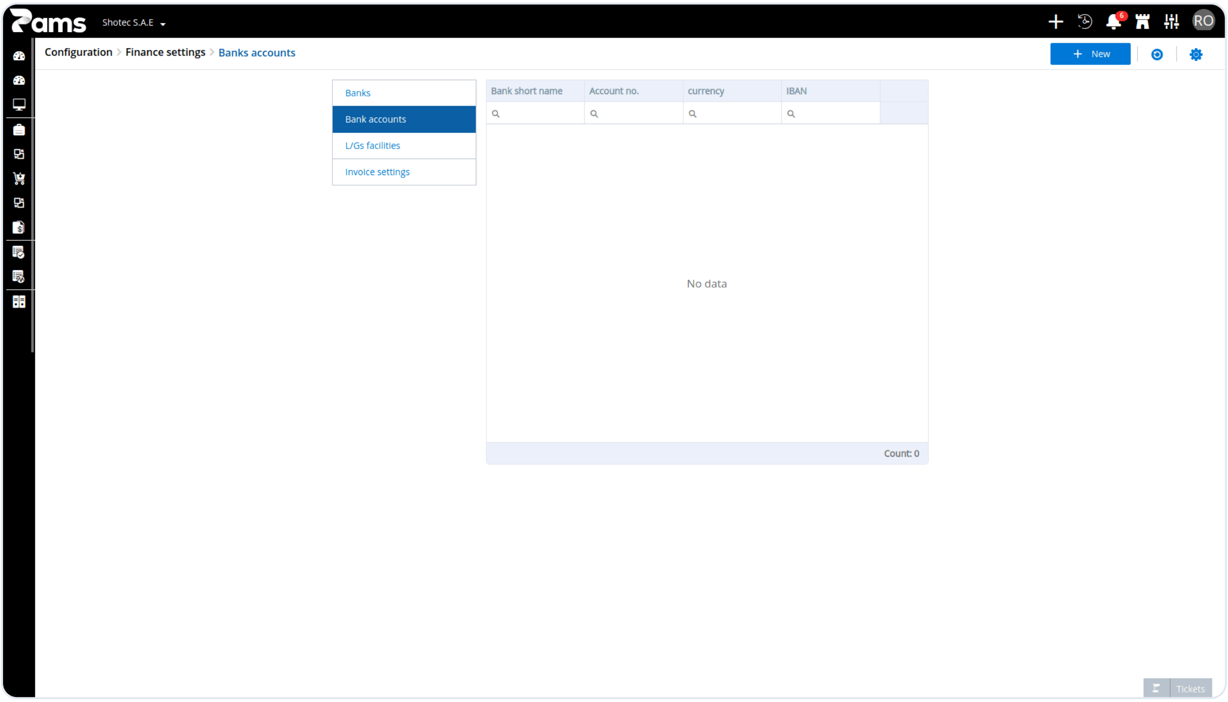
Settings

Before using bank information in day-to-day finance operations, review the records available in the Banks area and confirm that the required bank account and L/G facility information is present.

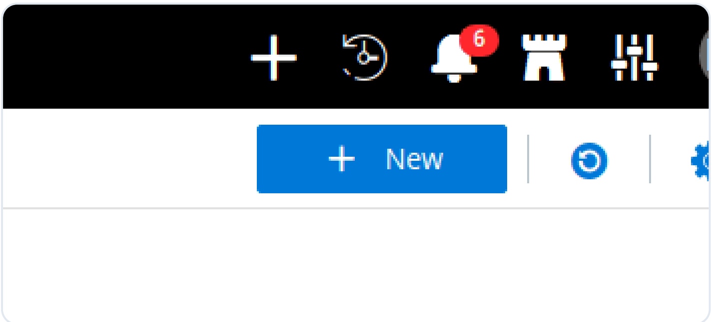
The Finance Settings screen provides a **Search** field and filtering controls for locating existing records. It also provides **New** for starting a new record and **Export** for exporting the currently displayed information.

> **Note:** The available screen does not show individual bank-entry fields or a save action. Use **New** only when you have the required bank details and follow your organisation's established data-entry process.

bank accounts



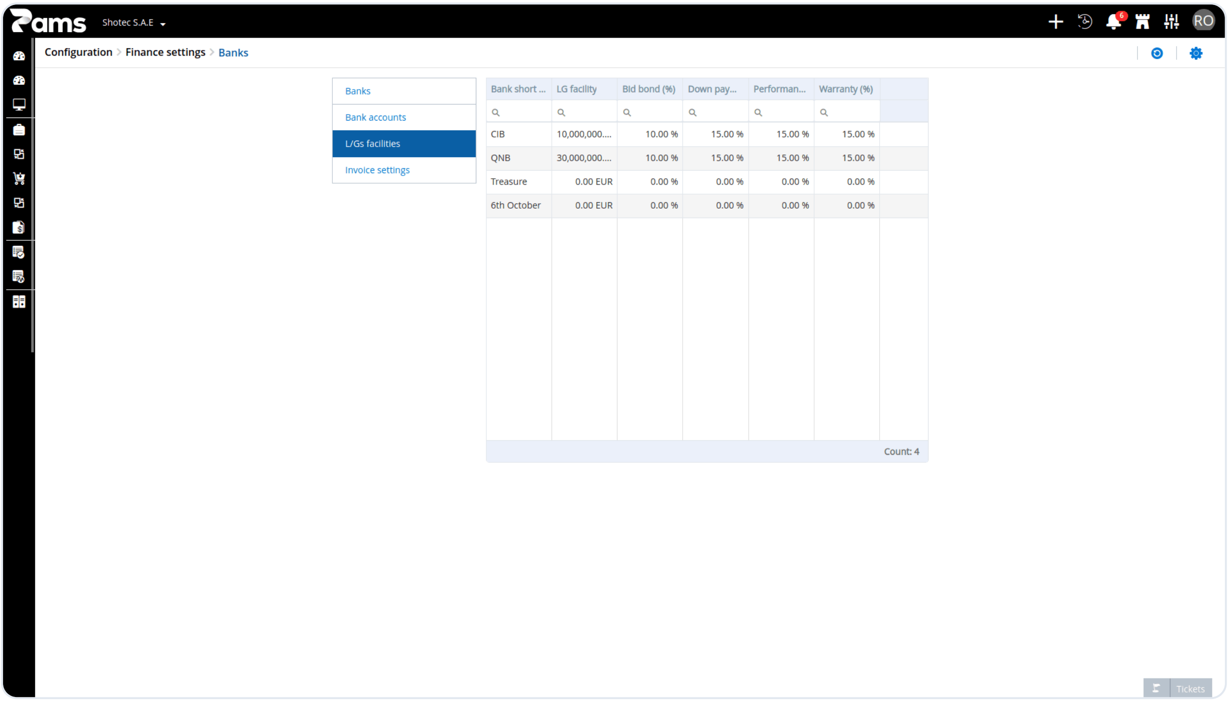
Finance settings — Configurations › Finance Settings › Banks



The **bank accounts** tab contains bank account records. The displayed information includes the bank short name, bank full name, and SWIFT code, allowing you to identify the correct banking institution before using or reviewing the record.

Use this tab to search for an existing bank, confirm its identifying details, or begin adding a bank record with **New**. The available screen does not show a control that moves a record out of this tab.

lgs facilities



Finance settings — Configurations › Finance Settings › Banks

The **lgs facilities** tab contains L/G facility records used for Letter of Guarantee finance operations. Use this tab when you need to review the facilities associated with banks rather than bank account records.

The available screen does not show record fields, status values, or a control that moves a record into or out of this tab. Use the tab to view the L/G facility information available to you.

Workflow

1. Open **Banks** from **Configurations** > **Finance Settings** > **Banks**.
2. Decide which type of information you need to work with:
   - Select **bank accounts** to work with bank account records, including bank names and SWIFT codes.
   - Select **lgs facilities** to review Letter of Guarantee facility records.
3. When you need to find an existing record, enter relevant text in **Search** and select **Apply filter**. Review the resulting records to identify the required bank or facility.
4. When the displayed record is not the one you need, revise the search criteria and select **Apply filter** again. Select **Cancel** to stop the current filtering action when applicable.

> **Tip:** Search using a distinctive value, such as a bank short name, full name, or SWIFT code, to reduce the number of displayed bank account records.

5. When the required record is not available, select **New** to begin creating a new entry.

   Enter and confirm the required information in the entry process provided by your organisation. The supplied screen does not expose the record fields or the final save action, so do not assume that selecting **Ok** creates or saves a bank record.

6. When you need a copy of the displayed information, first apply the required search or filter, then select **Export**. Export only after confirming that the active tab and displayed results contain the information you need.
7. When supporting files are required during the available action flow, use **Attach** and review the listed files in **files[]**. Select **Ok** to confirm an available dialog action, or **Cancel** to abandon it.

Examples

A finance officer needs to verify whether a bank account record exists before it is used in finance operations.

1. The officer opens **Banks** from **Configurations** > **Finance Settings** > **Banks**.
2. The officer selects **bank accounts** because the required information is a bank account record rather than an L/G facility.
3. In **Search**, the officer enters `QNB` and selects **Apply filter**.
4. The officer reviews the displayed bank account information, including the bank short name, bank full name, and SWIFT code, to confirm that the result is the intended bank.
5. If the record is correct, the officer selects **Export** to obtain a copy of the filtered results for the finance working file.
6. If no suitable bank account appears, the officer selects **New** to begin the approved process for adding the bank. The officer does not create a duplicate record when an existing entry already matches the required bank details.

Tips

> **Tip:** Always select the appropriate tab before searching. A search performed on **bank accounts** may not provide the information required for an L/G facility review.

> **Warning:** Check both the bank full name and SWIFT code when identifying a bank account record. A short name alone may not be sufficient to confirm the intended institution.

> **Note:** **Export** uses the information currently displayed. Apply filters first so that the export contains only the records relevant to your task.

Troubleshooting

Symptom	Likely cause	Fix
The required bank does not appear in the results.	The search term is too specific, incorrect, or the wrong tab is selected.	Select **bank accounts**, revise the value in **Search**, and select **Apply filter** again.
The required L/G information is not visible.	You are viewing bank account records rather than L/G facility records.	Select **lgs facilities** and review the available facility records.
The export contains unrelated records.	**Export** was selected before the results were narrowed.	Enter the appropriate criteria in **Search**, select **Apply filter**, verify the displayed records, and then select **Export**.
You cannot confirm whether a new bank record was saved.	The provided Finance Settings screen does not show the entry fields or a save action.	Use **New** to start the entry process and complete it according to your organisation's approved procedure; do not treat **Ok** as a documented save action for bank records.

Related pages

- Invoice Settings
- Configurations — Overview
- Configurations — Learning Path
- 2 Factor Authentication
- Account Managers
- Branches

- Flags
- Frequent Currencies
- Products
- Custom Fields
- Dashboard Settings
- Dynamic Validation
- Activity Purpose
- Inquiry Status
- Lost Reasons