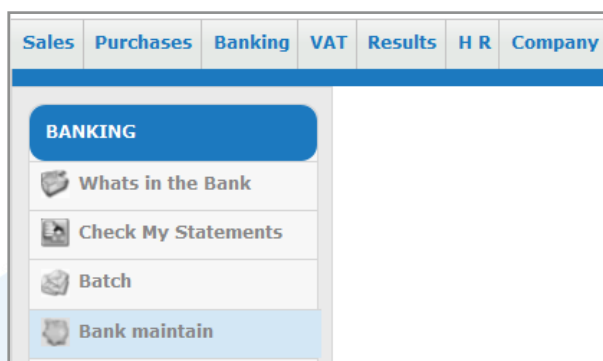


Add a Bank Account

Liquid comes with one Bank Account in its initial configuration. If you need to add an additional bank account, follow the instructions below.

Before an additional bank account can be added, the new bank account will need its own Nominal Code. If this has not been created, see 'Add a New Nominal' in the Help menu.

Select the **Banking** menu tab at the top of the screen and then choose the **Bank Maintain** menu option.



At the bottom of your existing bank accounts on the left-hand side, select the **New** button.

Bank accounts								
	Order	Description	SortCode	AcctNo	RollNo	AcctCode	CurrCode	ID
Select	10	Bank account		Bank01		BANK01	£	1
Select	20	PayPal		1234567		PYL	£	4
Select	30	Cash Account	111111	1234567		Cash01	£	5

Details Open balance

A blank form will appear, which you now need to complete.

Order	
Description	
SortCode	
AcctNo	
RollNo	
Bank Name	
Bank Address	
Nominal Code	
Currency Code	£
Statement frequency	Monthly
Statement usual day	
Cash Payments	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Notes on completing the form:

Order - The order box dictates where the bank account will be displayed in relation to the other accounts.

Description – Description is your description of the account e.g. deposit account or petty cash.

Sort Code – The sort code of the account.

Acct No – The account number of the bank account.

Roll No – Some bank accounts have roll numbers instead of account numbers.

Bank Name – Name of bank.

Bank Address – The address of your bank account.

Nominal Code – This is the nominal code specifically for this bank account. If you have not created one, please see 'Creating a New Nominal Code'. Ensure that your new nominal code is in the current assets group when setting it up.

Currency Code – This box will only show if you have our advanced multi-currency module enabled. Set it to the currency that your bank account is based.

Statement Frequency – This is where you tell the system the frequency that you wish to reconcile the bank account. Reconciling means checking the bank account on the system against your bank statement to ensure the two align. For example, if you receive a paper bank statement monthly, set the pull down to monthly.

Statement Usual Day – If you have set the statement frequency to monthly, you can then specify what date of the month your statement is to. For example, if your statement shows all transactions up to the 16th of the month, put 16 in the box.

Once you have completed the form, press **Save** and your bank account will be created.