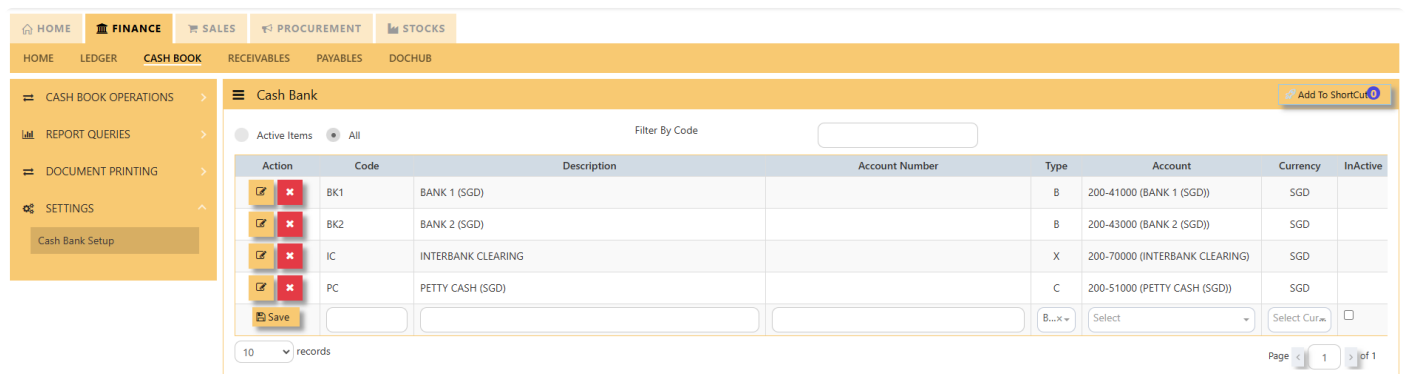
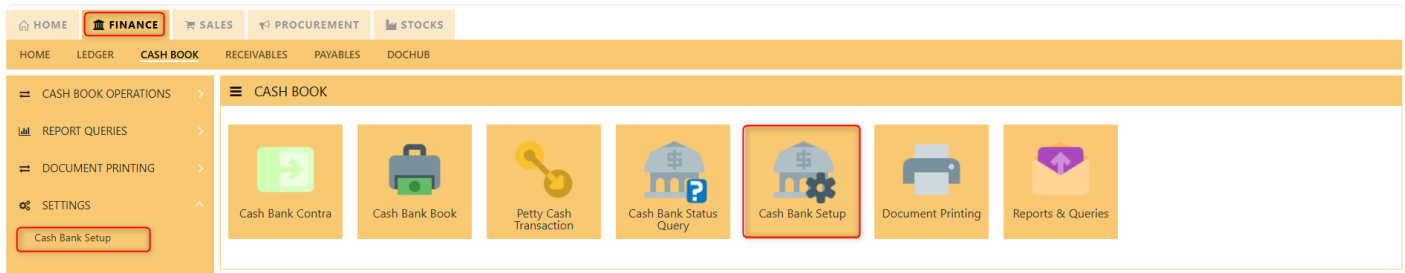
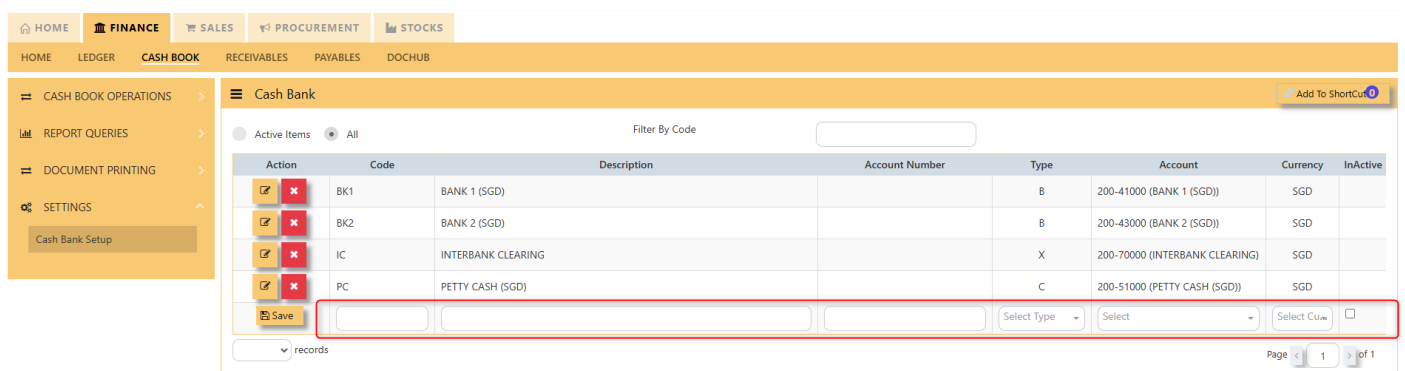


Cash Bank Setup

The **Cash Bank** stores all the cash and bank information. The Cash Bank code created will be used to represent all the transactions related to that Cash Bank.



How to add a new bank code in Cash Bank Set up?



Step 1: Fill in the **bank code**, **description**, **account number**, **type**, **account**, and **currency**.

Code - Enter the code for the Bank or Cash. The **maximum is 4** alphanumeric characters.

Description - Enter the description of the bank or cash. The **maximum is 50 characters**.

Type - Select **B** for **bank**, **C** for **cash**, and **X** for **contra**.
Account - Click to select accounts that have been created under Ledger – Maintenance – Chart of Account.
Currency - Select the local currency of the cash or bank code.

Step 2: Once details for the following information is finalized hit, "**SAVE**"

How to edit existing bank code in Cash Bank Set up?

The screenshot shows the 'Cash Bank' setup page. It features a table with columns: Action, Code, Description, Account Number, Type, Account, Currency, and InActive. The table lists four entries: BK1 (BANK 1 (SGD)), BK2 (BANK 2 (SGD)), IC (INTERBANK CLEARING), and PC (PETTY CASH (SGD)). Each entry has an 'Action' column with a checkmark icon and a red 'X' icon. A red arrow points to the 'Edit' button (checkmark icon) for the 'PC' entry. Below the table, there is a form to add or edit a bank code. The form includes fields for Code, Description, Account Number, Type, Account, Currency, and InActive. The 'PC' entry is highlighted in the form, and the 'InActive' checkbox is checked.

Action	Code	Description	Account Number	Type	Account	Currency	InActive
<input checked="" type="checkbox"/> <input type="checkbox"/>	BK1	BANK 1 (SGD)		B	200-41000 (BANK 1 (SGD))	SGD	
<input checked="" type="checkbox"/> <input type="checkbox"/>	BK2	BANK 2 (SGD)		B	200-43000 (BANK 2 (SGD))	SGD	
<input checked="" type="checkbox"/> <input type="checkbox"/>	IC	INTERBANK CLEARING		X	200-70000 (INTERBANK CLEARING)	SGD	
<input checked="" type="checkbox"/> <input type="checkbox"/>	PC	PETTY CASH (SGD)		C	200-51000 (PETTY CASH (SGD))	SGD	

records ☒ ☐ PC PETTY CASH (SGD) null C 200-51000 SGD ☒

1. Click "**Edit**" row.
2. Edit the information for the bank code as necessary.
3. If you also wish to set the bank code as **Inactive**, just tick the last column.
4. Once changes have been made, click the "**check box**".