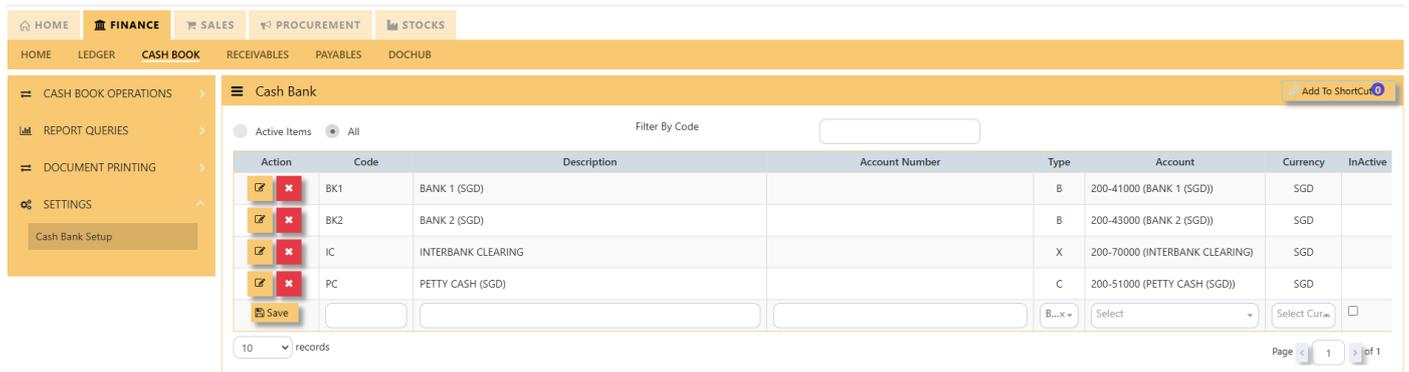
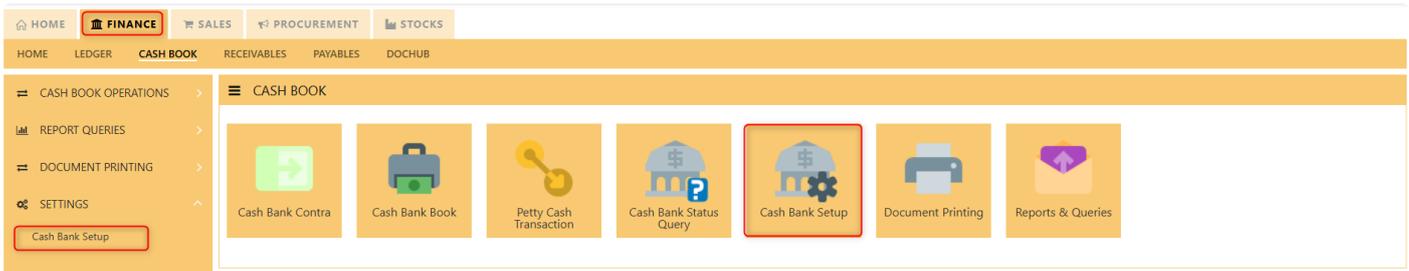
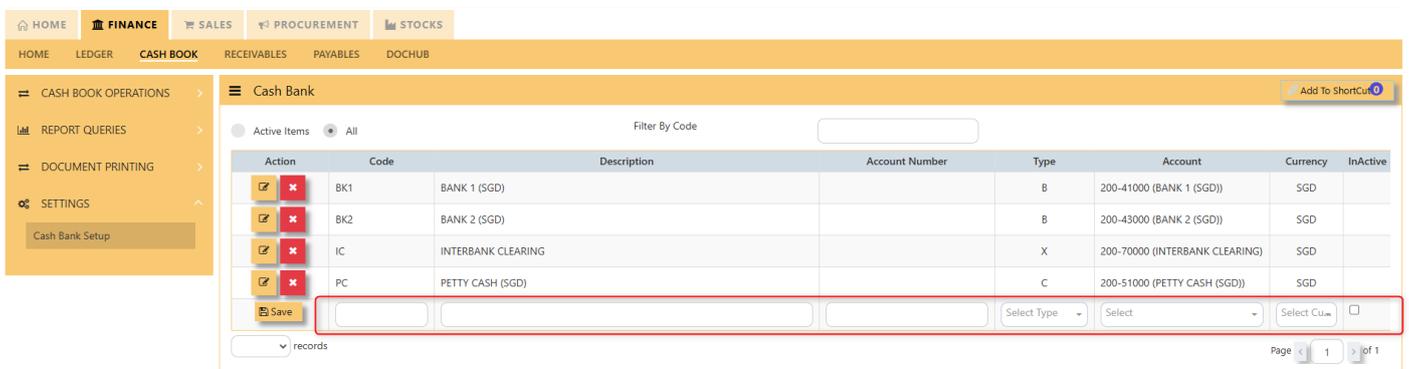


# Cash Bank Setup

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**.

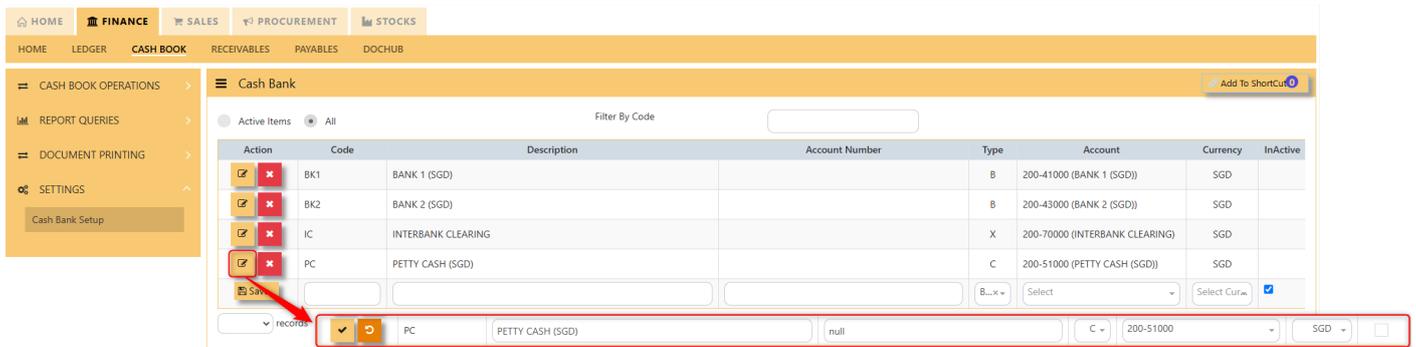
**Type** - Select **B** for **bank**, **C** for **cash**, and **X** for **contra**.

**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 interface. It features a table with columns: Action, Code, Description, Account Number, Type, Account, Currency, and InActive. The table lists four bank codes: BK1 (BANK 1 (SGD)), BK2 (BANK 2 (SGD)), IC (INTERBANK CLEARING), and PC (PETTY CASH (SGD)). Below the table is a form for editing a record, with a red box highlighting the 'Edit' button and the 'InActive' checkbox.

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

Below the table, a form for editing a record is shown. The 'InActive' checkbox is highlighted with a red box.

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**".

Revision #12

Created 7 January 2025 08:21:53 by Admin Uniq365

Updated 24 February 2025 08:54:53 by Agatha