Bank Accounts

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> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Overview

The management of organisations bank accounts in centralised. This provides simpler management of bank account details and allows us to extend the bank details to added operational parameters in CareRight for dealing with transactions for those bank accounts.

Access / Review Bank Accounts

1. CR Administration.
2. Select **Accounting** from the menu.
3. Select **Bank Accounts**.
   a. The Bank Accounts screen will display and show all established bank accounts in CareRight.
   b. **Default Medicare Transaction Location** must be selected for auto paydown from Medicare. It can only be setup in CareRight to paydown to a single location.
4. The following fields are available:

Field	Description	Example
Name	This is the Account Name	Dr Joe Blogs
BSB	This is the BSB number	065456
Account Number	This is the Bank Account Number	123456789
Bank	This is the Bank Name	CBA
Receipt location	This is the receipt location	North Clinic
Stationary Description	This field is added as an enhancement in 6.73	

From here you can complete the following processes:

- **Add New Bank Account**
- **Show (review) existing**