

Add New Bank Account Details

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Overview

Add New Bank Account Details

- 1. CR Administration.
- 2. Select **Accounting** from the menu.
- 3. Select **Bank Accounts**.
 - a. The Bank Accounts screen will display .
- 4. Select the **New** button and the new entry screen will display
- 5. .Enter the following information .
- 6. When done, select the **Create Bank Account** button.

Field	Description	Example
Account Name		Dr Joe Blogs
Account BSB		065456
Account Number		123456789
Bank Name		CBA
Receipt location	Select from drop down list	North clinic