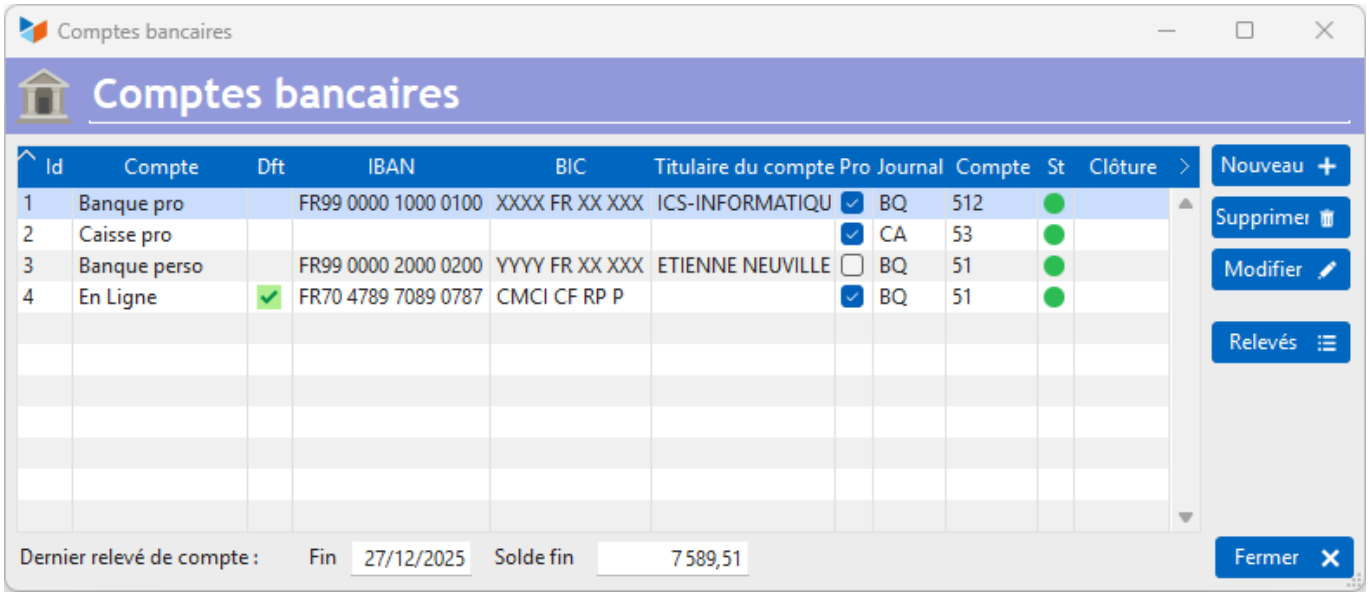
====== ======bank and cash accounts

The bank and cash accounts you use in your business are listed on these screens.

List of bank and cash accounts

===== =====***Access:*** *Accounting → Bank Accounts*



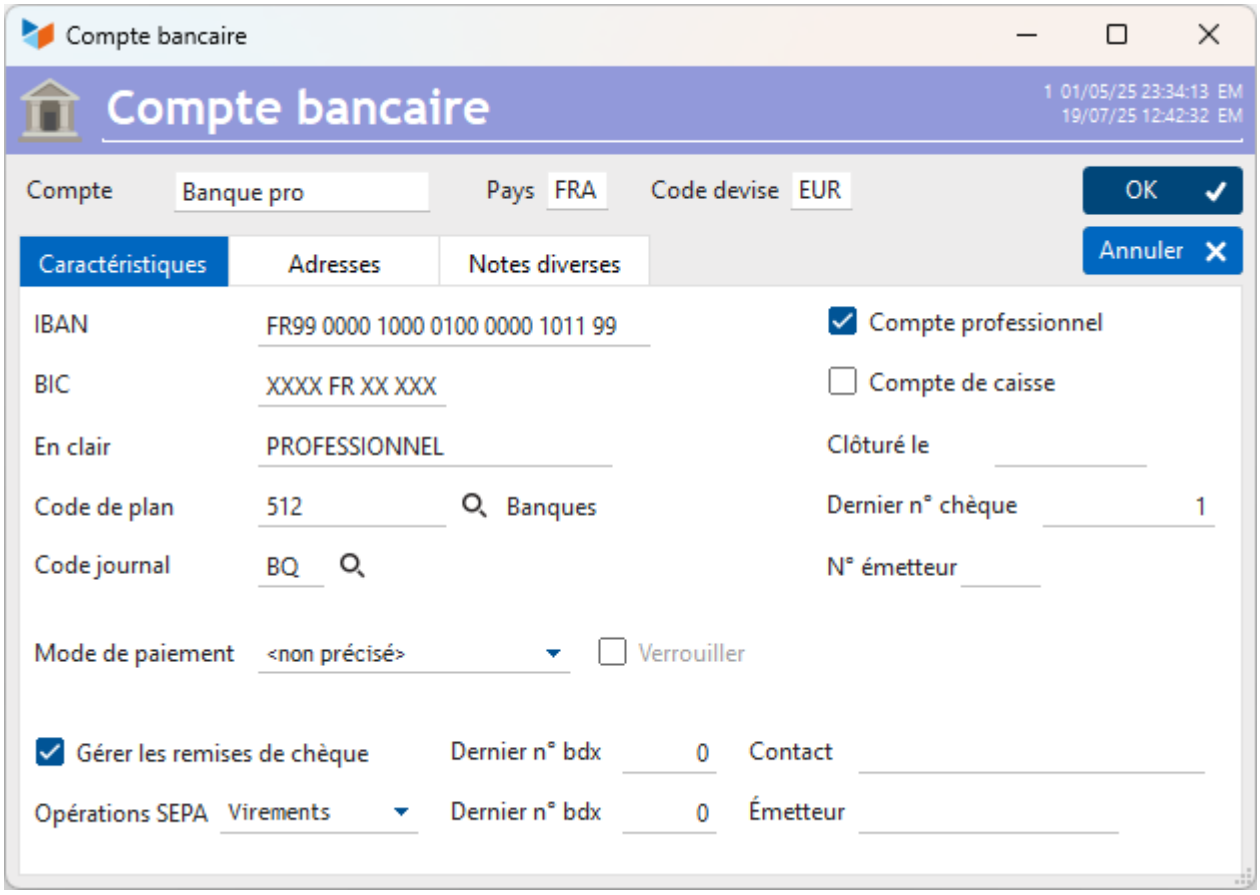
The account marked with **Dft** in green is the default account for business transactions. It will be used by default for invoices. The account's IBAN details will be displayed in the 'IBAN' fields on invoices. Use the context menu in the list to set the default account.

The **St** displays the account status: green indicates open accounts, red indicates closed accounts.

The context menu for the list allows you to print bank account details for the selected account: either a RIB + IBAN or a simple IBAN.

Bank account details

'Characteristics' tab



Account is the name you give it, for example ‘Business account’ or ‘Bank X’.

Country is the country where this account is held, **Currency code** is the currency in which it is held.

IBAN and **BIC** are its identifiers. The IBAN is formatted according to the country of residence of the registered office. You can use the IBAN context menu to remove the input mask.

The account number **in plain text** is used in certain reports, as it is easier to read than the IBAN.

**Chart of accounts ** (accounting): you can define an accounting code for each bank account to distinguish between entries. In French accounting, bank accounts are classified under class 51.

The **journal code** is used for generating accounting documents (journals, profit and loss account, general ledger) and in the XIMPORT export. For example, you can use B1, B2, B3 if you have several banks and want the entries to be in different journals. Otherwise, they will be allocated to the default bank journal specified in the accounting settings screen.

If it is a **business account**, you would normally only record business transactions in this account. If it is a **cash account**, you will only record cash transactions in this account.

If a closing date is entered in the **Closed on**, the account will no longer appear on screens that use the list of active accounts.

The **Last cheque number** field is used to pre-populate the cheque number when you record a cash out via cheque. It is updated automatically when the entry is posted.

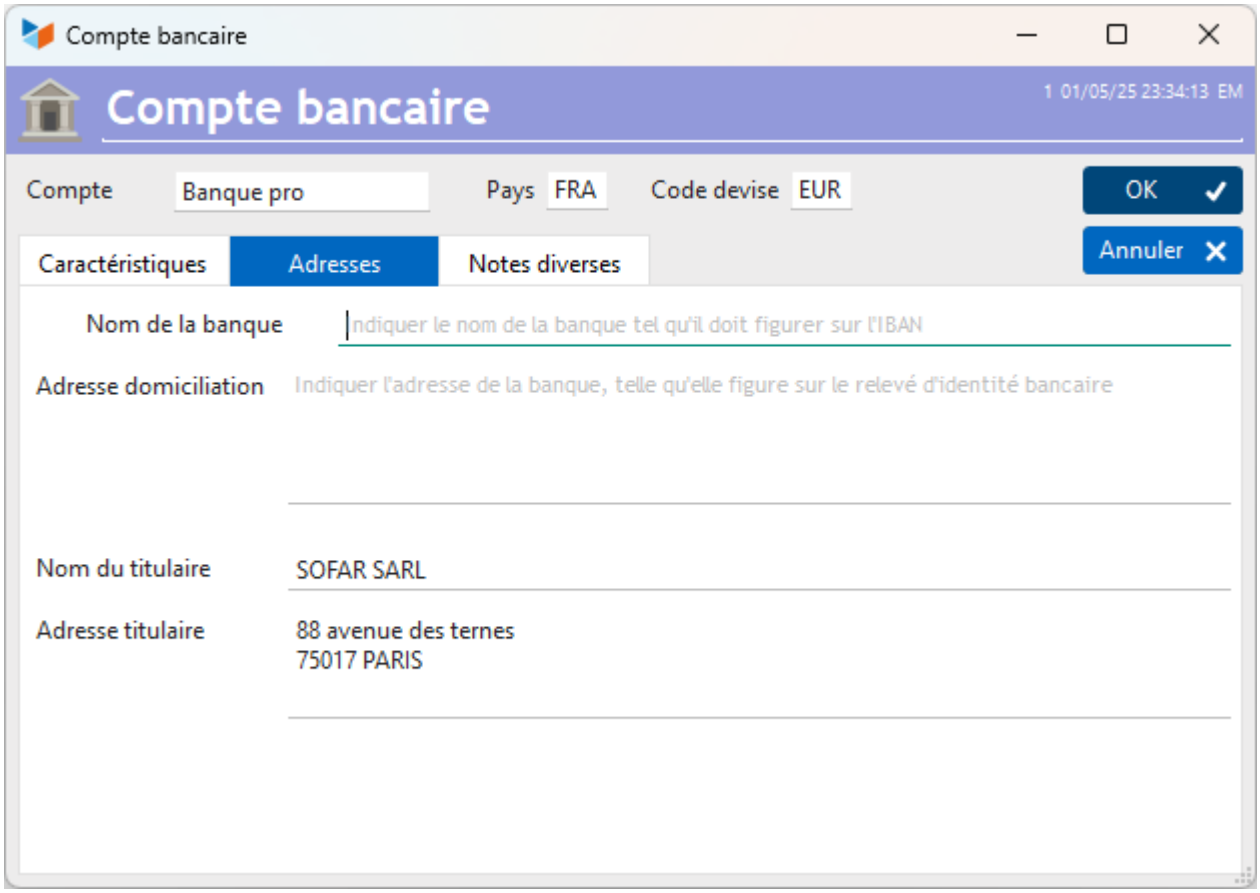
Issuer No. (National Issuer Number – NNE): required for those using the AFB-CFONB export. This NNE, assigned per bank account, has been replaced by the ICS (SEPA Creditor Identifier), assigned per company, since 2014.

It is possible to specify a **default payment method** , which will be applied to the transaction if no default payment method is specified in the account allocation. It is possible to **lock** this method, meaning it cannot be changed in the journal entry record. This is useful, for example, to force a cash account to use ‘Cash’ or an online account to use ‘Service Provider’.

If the **Manage cheque deposits** is ticked for at least one account, a ‘Cheque Deposit’ option in the ‘Accounting’ menu will allow you to print cheque deposit slips for your bank, numbered according to the **Last slip no.**. **Contact** is the name of the person who processes cheques at the bank.

You can specify the **SEPA transactions** you wish to manage on the account: direct debits, credit transfers, both or neither. If at least one transaction is possible, **Last SEPA slip no.** allows you to record the number of the last SEPA payment slip, and the**issuer**.

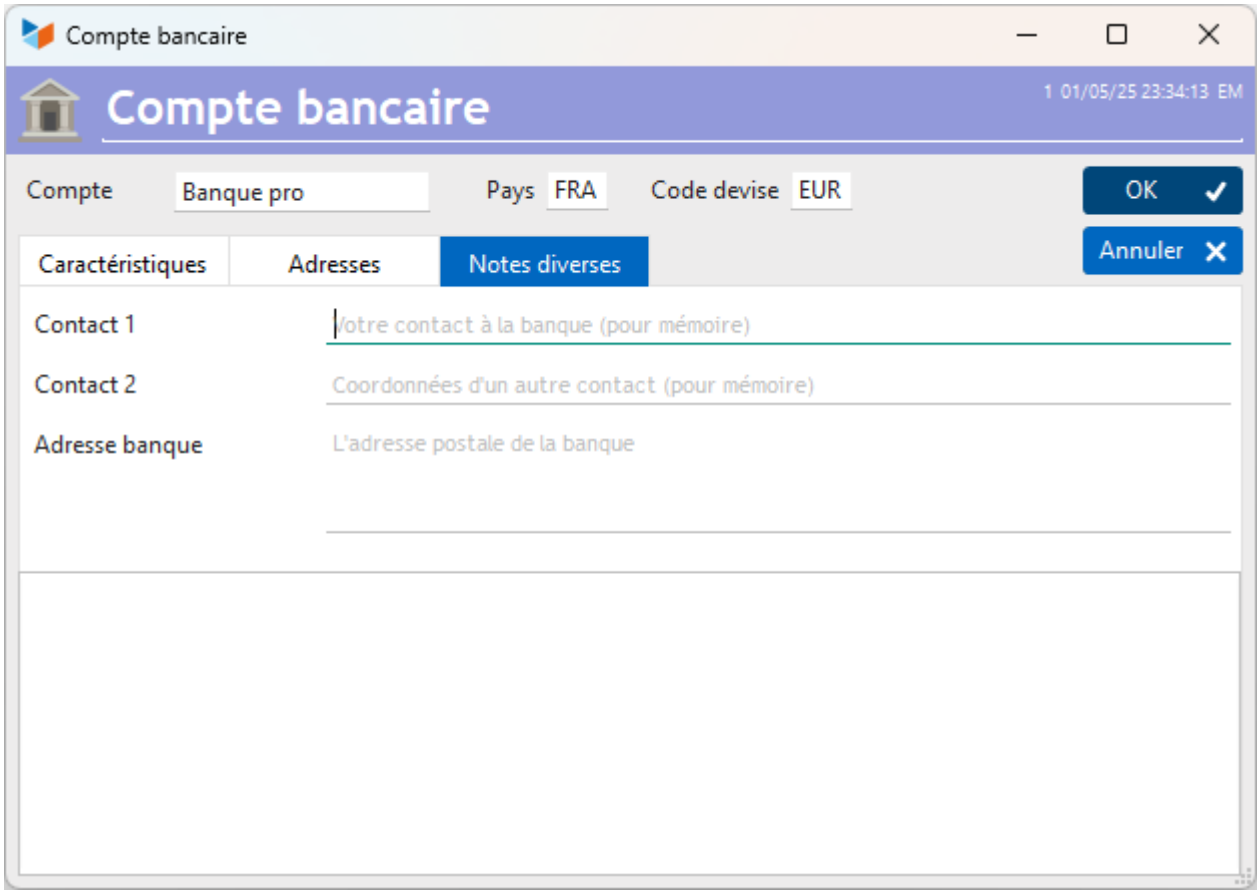
Addresses tab



This tab is used to record the account’s addresses.

These must be entered to provide a complete IBAN.

Miscellaneous Notes tab



You can use this tab to store any information relating to the bank account.

Other “Accounting” articles

Affectations comptables automatiques
Arrêtés de TVA
Balance
Balance tiers
Calcul de la TVA
Certification des logiciels de caisse
Clôture comptable / Exercices comptables
Comptabilisation des DEEE
Comptabilisation des écritures
Comptabilité avec Gestan : principes de base
Comptabilité en partie double
Compte bancaire et de caisse
Compte de résultat
Créances irrécouvrables
Encaissements/Décaissements
Export CFONB
Export SEPA
Export XIMPORT des données comptables
Facturation par taux de taxe
Grand Livre

Immobilisations
Imputations comptables
Journal
Journaux comptables (codes)
Lettrage
Liaisons comptables
Liaisons en masse : écritures
Micro-Entreprise / Auto-Entreprise
OD (opérations diverses)
Options des documents comptables
Paramétrage comptabilité
Pièces sans imputation
Plan comptable
Pointage TVA
Produits et Charges
Rapprochement bancaire
Relevés de compte bancaire
Remise de chèques
Revue des écritures
Soldes de gestion
Taux de TVA
Ticket Z
Trésorerie prévisionnelle *
Trésorerie simplifiée
Ventilation des factures par échéances
Ventilation des écritures
Ventilation détaillée par taux de taxe

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