

How to input your Bank Account Details

Go to Account and then Bank, Click on the bank account you want to add the details to;

Sample Construction Company

Home Sales Purchases **Accounts** Tools

Bank Transaction Search Fixed Assets Misc Payments Misc Lodgements Reconciliation Journals

Add

Account Name	Type	Name on Account
C35 Withholding Account	Bank	

Quick Edit Transfer Transactions Past Cheques Delete

Account Name:

Type:

Bank Address:

Sort Code:

Account Number:

BIC:

IBAN:

Opening Balance:

Account Edit
Edit your bank account details here
Edit all the details for your bank accounts here. You can differentiate between Bank, Cash, Credit Card, Loan & Till Accounts and import the details onto your Sales Invoices for faster payment.

Add your bank details here.

When You then go in to preview your invoice you have a set of selection boxes on the left hand side of the preview screen click on the Show Options box and then select your account from the dropdown menu and then click Save

Report box - Google Chrome

https://sortmybooksonline.com/report/invoice/sale.html?id=123275

Back All reports Print Save as PDF

- Show Terms

Terms of Payment:

- Show Options

Account:

Payment Options:

Bank Name: BOI
Current
Sort Code: 99-99-99
Account: 99999999
Name: Sample

- Remittance

myid:

Save

Invoice 46

CIE Computer Centre
Ireland

Item	Description	Price	G
Sample Product	HP Printer	80.00	

Payment Options

Bank Name: ASB Account
Sort Code: 99-99-99
Account: 98765432
Name: Sample Consultant
Address: