

How to create Bank Accounts



by [OSOE Team](#).

▼ Details

This visual guide is part of a collection of documents created by the One Student One ERP (OSOE) project in collaboration with Institut Mines Telecom, Telecom Bretagne, Dresden University of Technology and the South Westfalia University of Applied Sciences. It can be used to teach modern ERP theory and practice to undergraduate students or professionals.

In ERP5 you can create bank accounts for related persons or organisations, in use of creating a sale order or an invoice, and also for accounting.

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Agenda

- Reach the Financial Information of the Organisation
- Add Bank Account
- Validate the Bank Account

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In this tutorial, we will use our organisation VIFIB as an example to show you how to create Bank Account in ERP5.

The process of creating a Bank Account for an organisation has three steps: Firstly, reach **Financial Information of the Organisation** from the document of **this Organisation** for which you want to open add a Bank Account. Secondly, **Add Bank Account** for this Organisation by using the Action item list. Finally, **Validate the Bank Account**.

Reach the Financial Information from the Organisation document

ERP5 / Organisations / VIFIB /

Logged In as : jingjing.xu

View Details Transactions **Financial Information** Documents Events History

Usual Name: VIFIB
Corporate Name: [empty]
Group: Hongzhao
Role: [empty]
Activity: [empty]
Function: [empty]
Site: Main site

Email: jingjing.xu@tolive.com
Default Telephone: +33123456789
Fax: [empty]
Street Address: 15 rue Erdanger
Postal Code: 75016
City: Paris
Region: France
State: Validated

Description: [empty]

Persons : 1 - 1 of 1 records

First Name	Last Name	Description	Telephone	Mobile Telephone	Email	State
Cédric	De Saint Martin		+(0)-33123456789		jingjing.xu@tolive.com	Validated

https://softinst20445.host.vifib.net:4443...lection&selection_index=6&editable_mode=1

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The Bank Accounts belong to the Financial Information of the Organisation. So first, let's reach the Financial Information of our Organisation VIFIB.

You can reach the Financial Information from the Organisation's document. Just need to click on the "Financial Information" tab.

Financial Information Tab

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ERP5 / Organisations / VIFIB / | Logged In as : jingjing.xu

View | Details | Transactions | **Financial Information** | Documents | Events | History

Usual Name: VIFIB | Default Accounting Currency: EUR

Bank Accounts : 0 records

Number	Title	Description	Currency	Opening Date	Closing Date	Type	State
No result.							

Accounting Periods : 1 - 1 of 1 records

Title	Start Date	Stop Date	State
2013	01/01/2013	31/12/2013	Started

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You are now directed to page of the Financial Information of our Organisation VIFIB, listing the Bank Accounts and Accounting Periods of VIFIB.

Action: Add Bank Account

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View | Details | Transactions | **Financial Information** | Documents | Events | History

Usual Name: VIFIB | Default Accounting Currency: EUR

Bank Accounts : 0 records

Number	Title	Description	Currency	Opening Date	Closing Date	Type	State
No result.							

Accounting Periods : 1 - 1 of 1 records

Title	Start Date	Stop Date	State
2013	01/01/2013	31/12/2013	Started

Action...
Add Accounting Period
Add Cash Register
Add Address
Add Bank Account
Add Chat Address
Add Credit Card
Add Document
Add Email
Add Embedded File
Add Fax
Add Link
Add Telephone
-- Workflows --
-- Object --
Post a Query
Create New Event

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To create a Bank Account for this Organisation, open Action item list and click on "Add Bank Account".

Edit Bank Account

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ERP5 / Organisations / VIFIB / 1 / Logged In as : jingjing.xu

Object created.

View Transactions History 

Title	HSBC Paris Nation	Bank Account Type	
Bank	HSBC Entrepri se	Bank Country Code	
Opening Date	01 / 10 / 2011	Bank Code	23000
Closing Date		Branch Number	28975
Currency	EUR	Bank Account Number	57648587698
Overdraft Facility	<input type="checkbox"/>	IBAN Key	46
		Bank Account Holder Name	
		Comments	

State Draft

Description

Agents : 0 records

Sort Index	Agent	Description	Start Date
No result.			

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Now a new Bank Account document has been created, fill up the fields with the necessary information and save the changes.


Note: If the the organisation you used in the "Bank" field has not been created in your ERP5 instance, you might be asked to add the organisation so that you can finish the creation of the Bank Account.

Action: Validate

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ERP5 / Organisations / VIFIB / HSBC Logged In as : jingjing.xu

Data updated.

View Transactions History 

Action...
 Add Agent
Validate
 Post a Query

Title	HSBC Paris Nation	Bank Account Type	
Bank	HSBC Entrepri se	Bank Country Code	
Opening Date	01 / 10 / 2011	Bank Code	23000
Closing Date		Branch Number	28975
Currency	EUR	Bank Account Number	57648587698
Overdraft Facility	<input type="checkbox"/>	IBAN Key	46
		Bank Account Holder Name	
		Comments	

State Draft

Description

Agents : 0 records

Sort Index	Agent	Description	Start Date
No result.			

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After editing the information of the Bank Account document, open the Action item list and click on "Validate".

Check the Bank Accounts List

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Jump... Action...

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View Details Transactions **Financial Information** Documents Events History

Usual Name: VIFIB Default Accounting Currency: EUR

Bank Accounts : 1 - 1 of 1 records

Number	Title	Description	Currency	Opening Date	Closing Date	Type	State
57648587698	HSBC Paris Nation		Euro	01/10/2011		Bank Account	Validated

Accounting Periods : 1 - 1 of 1 records

Title	Start Date	Stop Date	State
2013	01/01/2013	31/12/2013	Started

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To check the creation of the new Bank Account, please go back to the Financial Information tab of the Organisation document. You can see now the new Bank Account we just created has been shown in the list of bank accounts related to our Organisation VIFIB.

Follow the same steps, you can create as many bank accounts as you need.