



Summary

When paying a customer, it saves time if you had your default bank account setup so you don't have to choose it each and every time.

Step-by-step guide

1. Go to Administration->Setup->Banking->House Bank Accounts
2. Fill out all the necessary information such as Bank Code, Account No., etc. (NOTE: Not every field needs to be filled out)

#	Bank Code	Country	Branch	Account No.	Bank Account Name	BIC/SWIFT Code	Control Key	Next ...
1	BofA	US		9999	BofA Checking			
2	BOW	US		4414	Bank of the West			23014
3	Chase	US		9253	JP Morgan Chase			20379
4	CoBiz	US		9900	CoBiz Checking			25107
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3. Now to set it as the default account, go to Administration->System Initialization->Company Details
4. Go to the Basic Initialization tab and choose the desired House Bank towards the bottom of the active window



5. When finished, click Update towards the bottom left

The screenshot shows the 'Company Details' window with the 'Basic Initialization' tab selected. The window contains various settings, including 'Chart of Accounts Template' (User-Defined), 'Local Currency' (US Dollar), 'System Currency' (US Dollar), and 'Default Account Currency' (All Currencies). There are several checkboxes, some of which are checked, such as 'Display Credit Balance with Negative Sign', 'Use Segmentation Accounts', 'Use Perpetual Inventory', 'Manage Item Cost per Warehouse', and 'Allow Stock Release Without Item Cost'. There is also a section for 'House Bank' with dropdown menus for 'Default Bank Country' (USA), 'Default Bank' (Bank of the West), 'Default Account No.', and 'Default Branch'. At the bottom, there are 'Update' and 'Cancel' buttons. A green arrow points to the 'Update' button.

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