

Setting up bank accounts

Goal: Set up bank accounts in Ajera.

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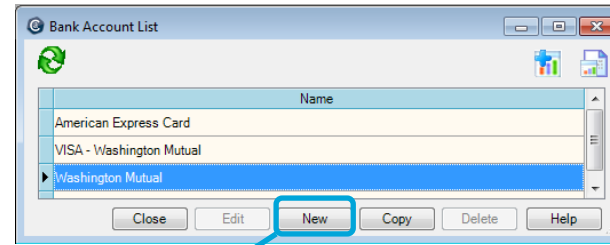
In this quick lesson, you will learn how to:

- Set up your bank accounts, including general information such as the account number and mailing address.
- Specify the financial accounts to use for cash entries and adjustments made to the bank register.
- Identify your contacts at the bank, such as branch manager or loan officer.

To learn how to set up credit card accounts, be sure to see the quick lesson, *Setting up credit cards*.

Step 1: Set up general information

1. Click **Company > Bank Accounts**.
2. Click the **New** button.
3. Enter general information for the bank account.



Enter the name of the bank. It prints on bank reconciliation reports.

If you have multiple bank accounts with the same bank, enter a unique name for each.

For example, you bank with Washington Mutual so for the bank account you use for payroll, enter the name as Washington Mutual - Payroll.

Select Bank.

(You also use this window to set up credit cards.)

Account - Washington Mutual

Name: Washington Mutual

Branch: Downtown

Account number: 1568445

Description: General Office Account

Account type: Bank

Credit limit: 0.00

Vendor: ...

Last check number: 12590

Payroll direct deposits

Phone Numbers

503-221-5411	Office
503-221-5510	Account Rep
Fax 503-221-8787	Main Fax

Email: cservice@wamu.com

Website: www.wamu.com

Close

Enter the last check number you used.

In this way, when you start printing your checks from Ajera, your check numbers are correct.

For ajeraComplete or the Payroll add-on only.

If you are processing payroll in-house using Ajera, select this check box if you want to pay employees from this bank account using direct deposits.

Step 2: Enter address information

Click the **Address** tab, and enter the address for the financial institution.

Step 3: Identify financial accounts

1. Click the **Accounts** tab.
2. Specify the financial accounts for cash entries and adjustments made to the bank register. Ajera can then automatically post the correct entries to your financial accounts.

For more details about selecting financial accounts, from the Contents in Help, select **Bank accounts > Setting up a bank account**.

For ajeraComplete or the Departments add-on only.

If you chose to use departments when setting up Company > Preferences, identify the department that reflects the expenses for bank charges and interest income for this bank account.

Enter information for the bank account here.

Bank Account - Washington Mutual

Status: Active

General Address Accounts Contacts Attachments

Department: Portland Admin

Bank

Cash account	1110 Bank Account - Checking	...
Bank charges account	8330 Bank Charges	...
Interest income account	9110 Interest Income	...
Interest expense account	8530 Interest Expense	...

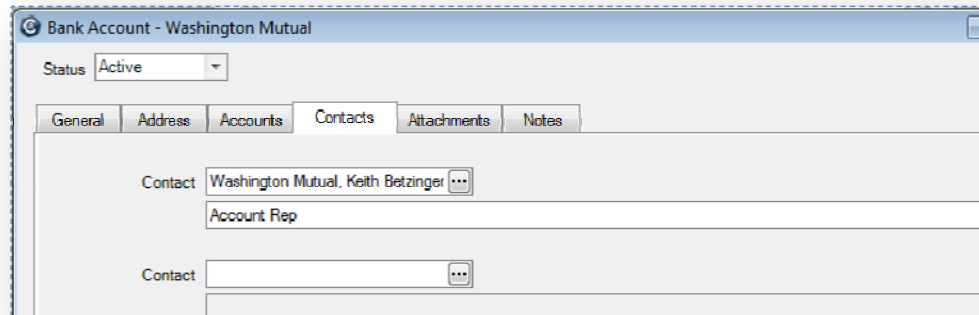
Credit card

Payable account	...
Late charges account	...
Interest charged account	...

Close Save Cancel Help

Step 4: Enter contacts

Select any contacts for the account, and enter any descriptive information below the Contact field.



The screenshot shows a software window titled "Bank Account - Washington Mutual". At the top, there is a "Status" dropdown menu set to "Active". Below this is a tabbed interface with tabs for "General", "Address", "Accounts", "Contacts", "Attachments", and "Notes". The "Contacts" tab is selected. Under this tab, there are two "Contact" fields. The first field contains the text "Washington Mutual, Keith Betzinger" followed by a three-dot menu icon. Below this field is a text input field containing "Account Rep". The second "Contact" field is empty and also has a three-dot menu icon.

Summary

In this quick lesson, you learned how to set up bank accounts that you will use as you perform your regular work in Ajera.