




## Bank Account Details

**NOTE** – this functionality is only available if your Practice has elected to pay its Practitioners based upon actual banking of Patient receipts – it does not apply for the payments based on Billings in BP.

The currently available functionality under this heading is displayed below:

 <span style="float: right;">No of Retrieved Records 1</span>							
GL Account	Bank Name	Address	BSB No	Account No	Account Name	Default Bank	Status
X 1001	ANZ Bank	99 Bankers Lane Testville	123-456	123456789	ABC Medical Centre Pty Ltd	<input checked="" type="checkbox"/>	A

During the Installation of Practice Accounts, you will be required to enter at least one Bank account and set it as the Default Bank account.

In the Chart of Accounts, there is already a default GL Account Code of 1001 (it will have a label of Bank Account 1, which you would change in due course to the name of your Bank)

That number will appear on the drop-down list after you click the Add button.

Click the Add button, select the 1001 GL Account number from the drop-down list and enter the remaining bank account details

Should you have more than one Bank account, then you will first need to create another account in the Chart of Accounts – eg 1002 National Australia Bank, with an Account Type of ‘Bank Account’.

Then return to this form, click the Add button, select the 1002 GL Account number from the drop-down list and enter the remaining bank account details.

The existence of the Default Bank account is required to enable the importing of patient fee records from Best Practice and to also enable the Bank Reconciliation functionality – in some Practices, other methods of Bank reconciliations exist, however, the requirement for the Bank account will still exist, even if not used.

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