Manage My Bank Accounts

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Add a Bank Account | Manage my Bank Accounts

Permissions

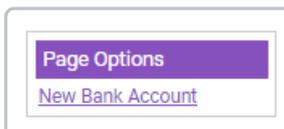You will require an Access Role with the following permissions:

- Bank Accounts

It may be a requirement to have at least one active bank account in order to claim expenses, depending on your organisation's configuration settings. If you have added multiple bank accounts, these will be available to select from when adding an expense, allowing you to direct reimbursements as required.

1. Navigate from the **Home** page to **My Details** | **My Bank Accounts**. Any existing bank accounts will be displayed.

2. Click **New Bank Account** from the Page Options menu.

3. The 'New Bank Account' window will display allowing you to enter your bank account details.

Field	Description
Account Name	Enter the name of the account.
Account Number	Enter the account number.
Account Type	Select the account type: - Savings - Current - Credit Card.
Sort Code	Enter the account sort code.
Reference	Enter a reference for the account. This will help you differentiate between multiple accounts.
Account Currency	From the drop-down list, select a currency.
Country	From the drop-down list, select a country.
IBAN	For non-UK accounts, enter an international bank account number.
Swift Code	For non-UK accounts, enter the international bank identifier.

> **Note:** A validation service is used to ensure invalid UK account numbers and sort codes cannot be entered. Upon entering an invalid account number or sort code, you will not be able to save the bank account until the details are corrected.

4. Click **Save** to confirm or Cancel to discard any changes and return to the My Details page.