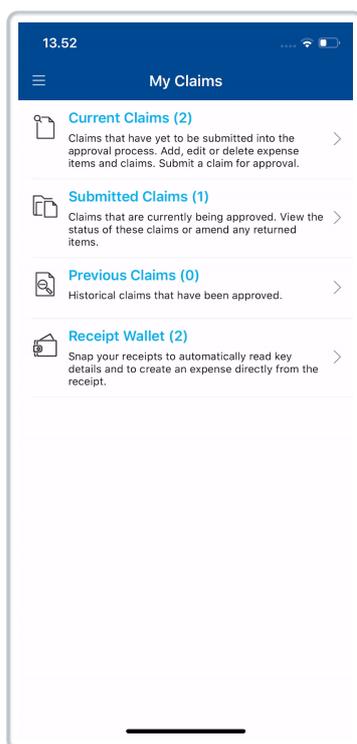# Expenses Mobile - Manage my Bank Accounts

Permissions

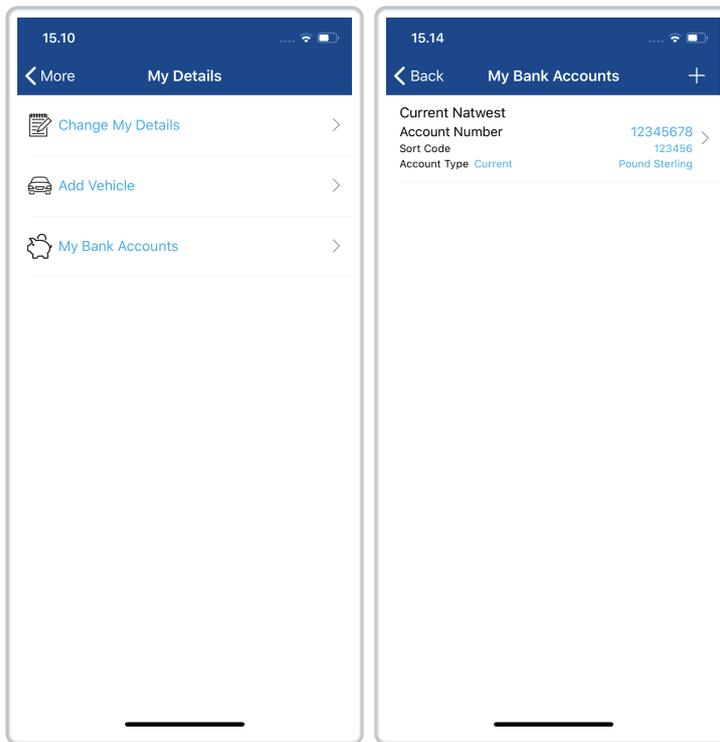You will require an Access Role with the following permissions:

- Bank Accounts

Adding a Bank Account

1. Log into **Expenses Mobile**. Tap the **Hamburger Menu** ≡ and then tap **More**.

2. Tap **My Details** and then tap **My Bank Accounts**. This will display a list of your bank accounts and any details associated with them.

3. From the My Bank Accounts screen, tap **Add (+)**.

4. Complete the fields which are required to create the bank account.

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.

Field	Description
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.

5. Tap **Save** to store the bank account.

Manage Bank Accounts

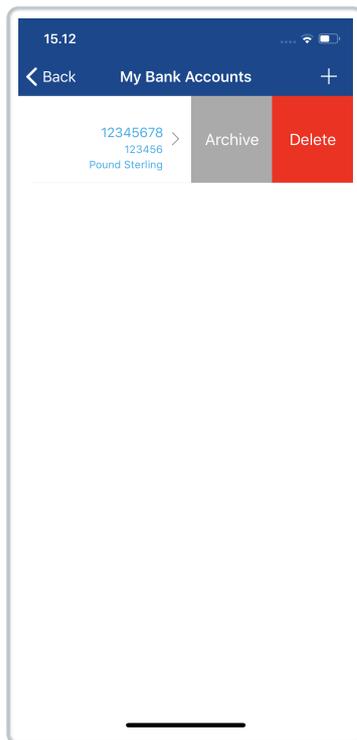The My Bank Accounts menu will allow you to do the following:

- Edit a Bank Account

Platform	Instruction
iOS	Tap on the bank account.
Android	Tap on the bank account and then tap Edit.

- Delete/Archive a Bank Account

> **Note:** You will only be able to delete bank accounts which have not been used on an expense. Any bank account can be archived/unarchived.

Platform	Instruction
iOS	Tap on the bank account.
Android	Tap on the bank account and then tap Delete/Archive.