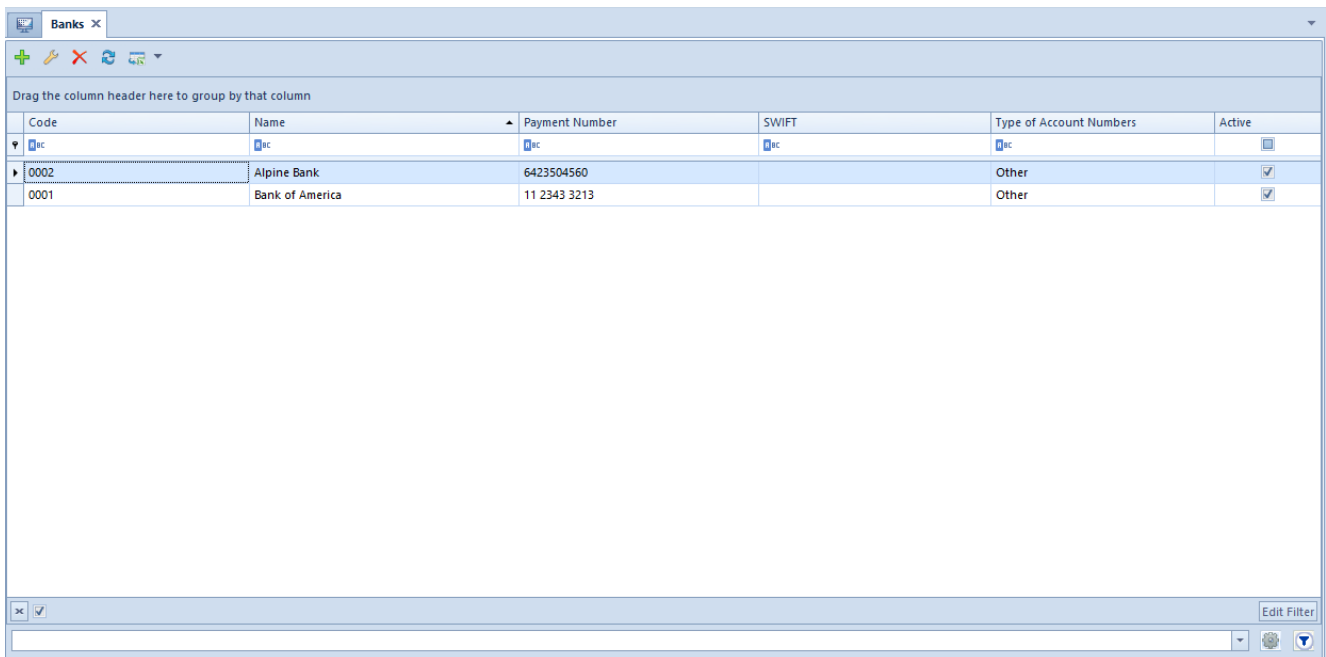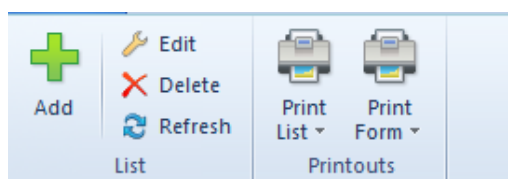# List of banks

The list of banks contains information about financial institutions in which the company, customers/vendors, employees and institutions have their bank accounts and which provide the cash flow. In order to open the list of banks, it is necessary to go to the *Main* menu and then, from *Directories* list of buttons, select [**Banks**] button.

List of banks

The menu of the list of pickup points contains <<Standard buttons>> allowing for adding/modifying/deleting of banks and buttons relating to printouts. Moreover, in the Polish version of database, in the menu, there is [**Import From KIR**] (National Clearing House) button.

Menu of the list of banks

The list is composed of the following columns:

- **Code**
- **Name**
- **Payment Number** – number identifying a given bank
- **SWIFT**
- **Account Number Type** ⬚ available values *IBAN, NRB, other*
- **Active** – parameter informing whether a given bank can be used in the system
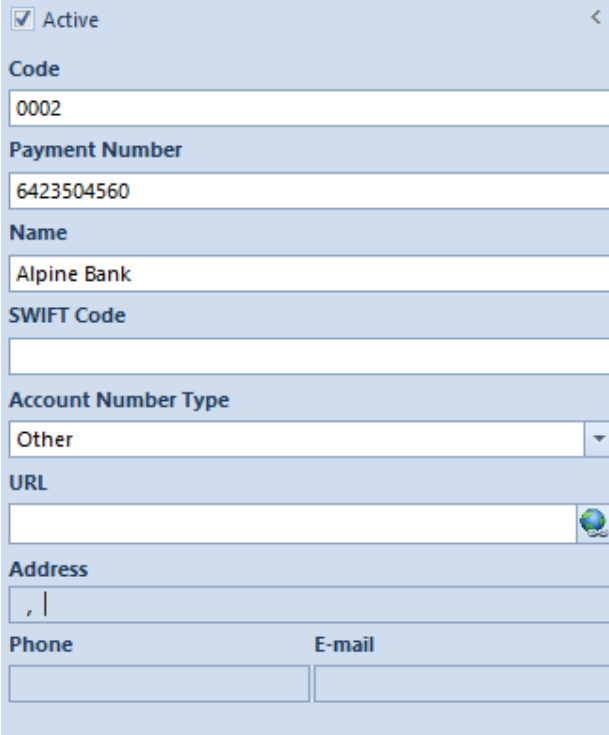

Defining bank

A new bank can be added by clicking on [**Add**] button placed in the main menu or ergonomic panel above the [list of banks](). The button opens a new bank form.

On the left side of the form, there is bank form header containing the following fields and parameters:

- **Active** – if the parameter is checked, a bank can be used in the system
- **Code** – mandatory field, contains code used for a fast and easy identification of a bank (e.g., name abbreviation), can be composed of 10 characters maximum (letters and/or digits). Codes of banks must be unique.
- **Payment Number** – mandatory field, number identifying a given bank. The number of digits to be enter in the field may differ depending on selected account type (*NRB_PL – 8 digits, IBAN, Other – 12 digits*).
- **Account Number Type** – drop-down list, the following values can be selected:
  - *Other*
  - *IBAN* – international bank account number used for international transactions

- *NRB_PL* – national bank account number used for national transactions
- **URL** – bank's website

Fields *Address, Phone, E-mail* are completed automatically on the basis of the data entered in the fields of *Address* tab, available on the form of bank definition.

Bank form header

Moreover, the form of a bank is divided into the following tabs: *Addresses, Accounting, Address, Attributes, Attachments.*

Tab *Addresses* – allows for entering bank's address and contact data (e.g., phone number or e-mail address).

	ID	Address Type	Code	Name	Default	Active	Street	Street No.	Apt/Unit...	Zip Code	City	State	Country	Post Offi...	District	County	Archiving Date	Latitude	Lon...
♥	▯ʙᴄ	=	▯ʙᴄ	▯ʙᴄ	☐	☑	▯ʙᴄ	▯ʙᴄ	▯ʙᴄ	▯ʙᴄ	▯ʙᴄ	▯ʙᴄ	=	▯ʙᴄ	▯ʙᴄ	▯ʙᴄ	▯ʙᴄ	▯ʙᴄ	▯ʙᴄ
▸	14	Main		Alpine Bank	☑	☑							United S...					0°00'00"S	0°0...

☑ [Active] = 'Checked'   Edit Filter

Contacts | Description

	ID	Type	Number	Archiving Date	Default	Active	Notes
♥	▯ʙᴄ	=	▯ʙᴄ	▯ʙᴄ	☐	☐	▯ʙᴄ

☑   Edit Filter

Description

Tab Addresses

Addresses of banks can be also defined with the use of buttons available in the main menu, in *Addresses* button group.
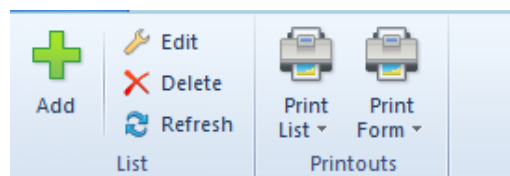
Options for defining addresses available in the main menu

Tab *Accounting* presents default bank accounts assigned to a given bank.

Detailed description of tabs *Attributes* and *Attachments* can be found in <<article>>.
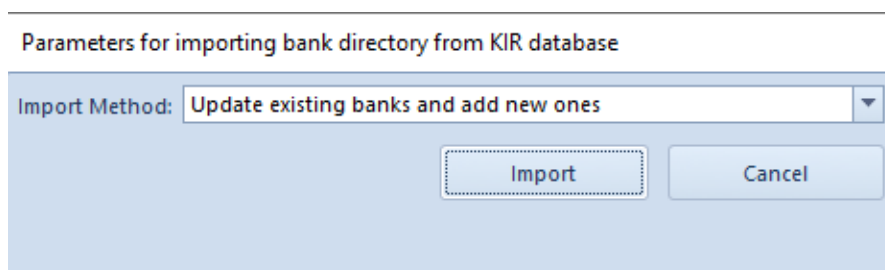
Importing banks from KIR

Note
The functionality is available in the Polish version of database only.
Option *Import from KIR* allows for automatic downloading and updating of information regarding banks from Polish National Clearing House (KIR). Selecting button [**Import from KIR**], available in the main menu, opens window *Parameters for importing bank directory from KIR database*, in which the following fields and parameters are available:

- *Do not import if the source is older than that for the recently performed import* – the parameter is available only if importing of banks from KIR was previously performed in the database. In case the parameter remains checked, the import will not be carried out, if the file with data of banks present on the server has not been updated since the last import. Unchecking the parameter causes that the data will be retrieved regardless of the date of creation of the file with banks data.
- Import Method – drop-down list containing the following options:
  - *Update existing banks and add new ones* – imports new banks and updates the data of banks already existing on the list
  - *Only new banks* – imports only those banks, which are not present on the list yet. The data of banks already existing on the list is not updated.

Parameters for importing bank directory

from KIR database

Note
In order to import banks from KIR it is necessary to have Microsoft Database Engine 2010 program installed.