4.6 Banks

**Understanding the Basics:**

The banks section of adilas is used to represent your actual banking entities, which are external to adilas. Setting up a bank is required to work with the Deposits and Expense/Receipts sections of adilas. You may set up as many banks as you need.

These tools allow you to track everything coming in and going out of your bank. As deposits typically come from invoices, and expense/receipts typically come from inventories and other businesses expenses, you can maintain accurate running bank balances with great underlying details. This allows you to reconcile bank statements and manage your financial records with a great depth of underlying data.

**Getting Started:**

To add a new bank, go to the Bank Homepage. There is a link in the center to add a new bank. The Bank Homepage is full of active links to help reconcile your bank, view your register, see bank balances, create reports or link to other pages that feed, or are related to, your running bank balance.

Get to the Bank Homepage from the Classic Homepage under System Maintenance – Bank Homepage; My Favorites Homepage under Other Homepages – Bank Homepage; or the Interactive Map under the bank(s) button (this actually takes you directly to the Running Bank Balances page but there is a link to the actual Bank Homepage).

**Suggested Permission and Settings:**

**Permissions:**

**Basic Use:** When you begin dealing with banks and many of the other financial tools, these are typically considered admin use areas.

**Admin Use:**

 System Reports Section: “Running Bank Balance(s)” – this allows the user to search all running bank balances. This is view only but will show all banks and all totals. This is also how you get to the bank deposit and check registers and link to outstanding deposits and expense/receipts.

 System Maintenance: “Add/Edit Bank” – allows you to add or edit banks in your corporation. Shows running bank balances for all banks in your corporation. Banks can be configured to use the adilas.biz check write system.

**Related Pages & Help File Links:**

Bank Homepage: Add a new bank here and link to associated banking reports and functions. <https://www.adilas.biz/top_secret/help.cfm?id=18&pwd=banks>

Running Bank Balances: This page is used to show running bank balances and totals. This page is highly used when dealing with banks.

<https://www.adilas.biz/top_secret/help.cfm?id=244&pwd=bank>

Reconcile Bank Report: All verified deposits and expense/receipts will show up here to help you reconcile with your bank statements.

<https://www.adilas.biz/top_secret/help.cfm?id=110&pwd=reconcile>

Bank Deposit/Check Register: This is a special report to help show banking activity.

<https://www.adilas.biz/top_secret/help.cfm?id=339&pwd=register>

**Additional Content:**

 -Bank page screen shots, different report formats, etc.