



17 An overview of bank accounts

There are two types of bank account within Budget Manager, individual accounts and group accounts.

Individual accounts can only have one individual assigned to them, whereas group accounts can have multiple individuals.

A Personal Budget Manager organisation can assign a group account as their default account, so that when individuals are created on the system, they can automatically be assigned to the default account (this is providing that they have not already been assigned to another account).

Bank accounts can be accessed from the following location: Administration / Account set-up / Bank accounts / Group and individual account.

Although the default option will display All accounts, as shown below, the list of bank accounts can be filtered by type (Group or Individual).

The drop down filter also enables the user to select a single account, whilst the search facility allows specific account details to be searched for.

shop 4 support

Hello, rob alger, you are acting as [Ima Budget Manager](#) | [End act as](#) | [Logout](#) **Budget Manager role** [Change](#)

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You are here: Administration / Account set-up / Bank accounts / Group and individual account

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Search All accounts

Action	Account name	Account number	Sort code	Balance	Type	Default
	Anne's Account	12345678	99-88-77	£1,574.00	Individual	<input type="radio"/>
	Hesslink's Account	423423443	12-12-13	£5,655.24	Individual	<input type="radio"/>
	Indi's Account	12343212	12-12-12	£500.00	Individual	<input type="radio"/>
	Indi's Weekly Account	23423423	12-21-12	£269.68	Individual	<input type="radio"/>
	Justan2's Account	12548795	12-45-78	£1,570.99	Individual	<input type="radio"/>
	Justan3's Account	87954897	88-88-88	£500.00	Individual	<input type="radio"/>
	Justin Time's Account	52352354	65-65-98	£3,261.02	Individual	<input type="radio"/>
	PBM'S Group Account	12569874	12-45-78	£26,018.00	Group	<input checked="" type="radio"/>
	Special's Account	12345678	22-33-44	£9,958.37	Individual	<input type="radio"/>

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Fig.1 Bank Accounts

Creating a bank account

A Personal Budget Manager user can create a bank account from the following location shown below: Administration / Account set-up / Bank accounts / Group and individual account

Click on the Create Account action icon.



Fig.2 Bank Account creation

The following information is required when creating a bank account:

- Account Name (the name the account will be referred to).
- Bank Name (e.g Barclays, Nat West, etc).
- Account number (8 – 10 digits).
- Sort code (6 digits in the following format 11-22-33).
- Statement end date (this is the end date of any previous statements the account holder may have had).
- Statement received (this can be either weekly or monthly).
- Statement end on (this can be either the last day of the period i.e. last day of the month, or the same day as the statement end date i.e. 25th day of the month).

The account can be set up as either an individual account, or a group account.



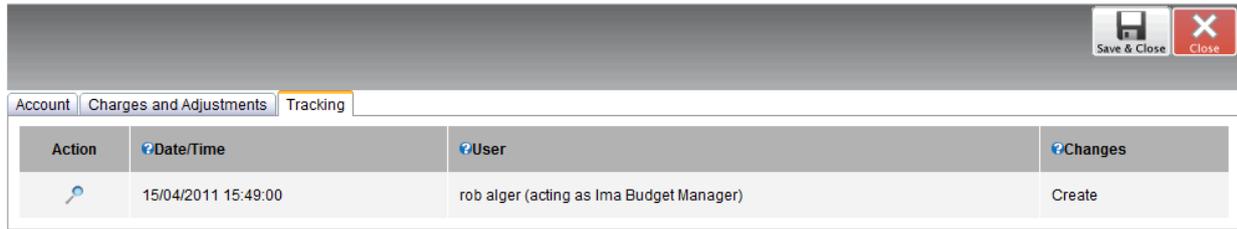
A user can be added to the account providing that the individual is currently unassigned to any other account.



The Adjustment button can be used to create the following entries against the account:

- Account charges.
- End balance.
- Interest earned.
- Money In adjustment.
- Money out adjustment.

The Tracking tab shown below displays any changes that have been made to the account and the person who has made these. It also allows historical versions of the account to be displayed.



Action	Date/Time	User	Changes
	15/04/2011 15:49:00	rob alger (acting as Ima Budget Manager)	Create