

# **CONFIGURATION**

# **COMPANY BANK ACCOUNTS**

**Company Configuration** refers to the process of setting up and adjusting the system's global parameters to align with the specific needs and work flows of your specific business.

Company configuration is set up during the implementation process, and is not usually amended down the line. Implementation of new functionality post implementation, may require additional configuration.

The options selected are discussed with management and set up according to the company's requirements.

**Configuration Flags** are settings (or options) that enable or disable certain features or functionalities that tailor the system to meet your business requirements.

# COMPANY MAINTENANCE SCREEN

Open the **Company Maintenance** screen, if not already open.

**Ribbon** Select Configuration - Company



- The **Company Maintenance** maintain screen will be displayed.
- This screen is divided into a Links panel, Details tab and Configuration tab.



п -				Company Mainter	nance - Nucleus A	ccounts: Version 20	124.5.0.7 - All Things	Example Company				⊞	- 0	×
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• Click on the Bank Accounts tile.

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	fldShowTechDesc	Allow the work description to be shown in final report	Yes		- Project Coof	la ration						
	fidAutoAssignment	Auto Accept Call Assignment	No		noject com	ute Def						
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# **BANK ACCOUNT LISTING SCREEN**

• The **Bank Accounts** listing screen will be displayed.



							Bankin	g Details for : All Things Exa	mple Company	- Nudeus Accour	ts: Version 2024.5.0	.7 - All Things	Example Comp	any						
н	lome	Chart of	Accounts	Financ	ial Period	s Co	onfiguration	General Ledger	Debtors	Creditors	Cash Book	Bank M	Manager	Reporting	Debtors Collec	ction	Utilities	-	0	×
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STD	E	astern Cape		987654	4	All Things	- Eastern Cape	123456789	CUR	RRENT	ZAR	8401	No	A						
STD	Fi	ree State		987654	4	All Things	- Free State	123456789	CUR	RRENT	ZAR	8402	No	A						
STD	G	Sauteng		987654	4	All Things	- Gauteng	123456789	CUR	RRENT	ZAR	8403	No	A						
STD	К	(waZulu-Natal		987654	4	All Things	- KwaZulu-Natal	123456789	CUR	RRENT	ZAR	8400	Yes	A						
STD	U	ітроро		987654	4	All Things	- Limpopo	123456789	CUR	RRENT	ZAR	8404	No	A						
STD	м	4pumalanga		987654	4	All Things	- Mpumalanga	123456789	CUR	RENT	ZAR	8405	No	A						
STD	N	iorth West		987654	4	All Things	- North West	123456789	CUR	RENT	ZAR	8406	No	A						
STD	N	forthern Cape		987654	4	All Things	- Northern Cape	123456789	CUR	RENT	ZAR	8407	No	A						
STD	W	Vestern Cape		987654	4	All Things	- Western Cape	123456789	CUR	RENT	ZAR	8408	No	A						
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### **ADD BANK ACCOUNT**

• Click on the **Add** button.

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• The Bank Account maintain screen will open.

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Home	Chart of Accounts	Financial Pe	eriods	Configuration	General Ledger	Debtors	Creditors	Cash Book	Bank Manager	Reporting	Debtor	s Collection	Utilities	- 0	×
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				Financial Manager			-								
				General Manager			*								
Open Windows ~										Use	er : Bianca	13 Aug 2024	Version : 2024.5.0.	7 All Things Example Comp	any



- Bank Name: The official name of a financial institution where an individual or business holds an account. Select the Bank Name from the drop down list. These bank names are set up in Nucleus Configurator > Static Data > <u>Bank Names</u>.
- Account Name: The name of the account holder, which can be an individual or a business. Type in the Account Holder name.
- Account Number: is a unique string of numbers (and sometimes letters) assigned to a specific bank account. This number is used to identify the account. Type in the Account Number.
- **Branch Name:** is the physical location of the banking institution. Type in the Branch Name.
- **Branch Code:** is a unique numerical value associated with the branch of the bank. Type in the Branch Code.
- GL Code: General Ledger account code associated with this account. All financial transactions processed against this bank account will post to the associated GL Code. Search for and select the GL Code. If the required code does not exist, add as an account in the <u>Chart of Accounts</u>.
- Base Currency: This is the Currency used in the country that the company operates. Select the currency from the drop down. If the required currency code is not listed, add the currency in <u>Nucleus</u>
   <u>Configurator</u> > Static Data module.
- Account Type: refers to the specific category or kind of bank account that a financial institution offers, each designed to meet different financial needs. Select the Account Type from the drop down. If the required Account Type is not listed, add the account type in <u>Nucleus Configurator</u> > Static Data module.
- **Default Account:** this is the bank account that will be used or selected by default for financial transactions that impact bank accounts. Other bank accounts can be transacted against by



selecting the relevant account in the journal transaction in Nucleus Accounts. Only one Default Account can exist.

/// •							Add new bank acco	sunt - Nucleus Acc	ounts: Version 202	4.5.0.7 - All Things 8	Example Company						×
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# **User Rights**

• Assigned User Groups: determines which user groups can process financial transactions against this bank account. Select the relevant user group(s) by marking the check boxes in front of the group.

<i>n</i> -					Add new bank acco	sunt - Nucleus Acc	ounts: Version 202	4.5.0.7 - All Things E	Example Company				œ	-	٥	×
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#### Save

• Click on the **Save** button to ensure all your changes are stored and updated in the system.





• A message box will come up stating; Bank Account has been saved.

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Branch Name	Pietermariztburg			Accounts Management											
Branch Code	54321			Administration											
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Base Currency	South African Rand	*		BPO System											
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## **EDIT BANK ACCOUNT**

- From the **Bank Accounts** <u>listing</u> screen, select the bank account you need to edit.
- Click on the **Edit** button.

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	STD	Free	e State		987654	4	All Things	- Free State	123456789	CU	IRRENT	ZAR	8402	No	A						
	STD	Gau	iteng		987654	4	All Things	- Gauteng	123456789	CL	IRRENT	ZAR	8403	No	A						
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	STD	Wes	stern Cape	e	987654	4	All Things	- Western Cape	123456789	CL	IRRENT	ZAR	8408	No	A						
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•	STD	Piet	ermariztbu	urg	54321		KZN - Sha	reholders Capital	0123456789	CL	IRRENT	ZAR	8250	No	A						

• The Bank Account maintain screen will open.



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Branch Code		Administration									
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Account Type	· ·	Call Centre Manageme	nt								
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		CRM Management									
		Financial Manager			•						
		General Manager									
Open Windows ~								Use	: Bianca 13 Aug 2024	Version : 2024.5.0.7	All Things Example Company

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л -						Add new bank acco	ount - Nucleus Ao	counts: Version 20:	24.5.0.7 - All Things E	Example Company				- 6	9	×
	Home	Chart of Accounts	Financial Per	iods	Configuration	General Ledger	Debtors	Creditors	Cash Book	Bank Manager	Reporting	Debtors Collection	Utilities	-	0	×
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Acc	ount Number	0123456789	T		∎⊡c			<u> </u>								
	Branch Name	Pietermariztburg			Accounts Administratio	n										
	Branch Code	54321			Accounts Managemen											
	GL Code	8250	P		Base User Rights											
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## **User Rights**

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Home	e Chart of Accounts	Financial	Periods	Configuration	General Ledger	Debtors	Creditors	Cash Book	Bank Manager	Reporting	Debtors Collection	Utilities	-	0	×
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Account Nu	mber 0123456789		Ŧ	• <b>D</b> ¢			<u>^</u>								
Branch	Name Pietermariztburg			Accounts Administrati	on										
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				General Manager			•								

#### Save

• Click on the **Save** button to ensure all your changes are stored and updated in the system.

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	Home	Chart of Accounts	Financial Periods	Configuration	General Ledger	Debtors	Creditors	Cash Book	Bank Manager	Reporting	Debtors Collection	Utilities		-	0	×
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• A message box will come up stating; Bank Account has been saved.

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Base Currency	South African Rand	-			BPO System												
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### **DELETE BANK ACCOUNT**

- From the **Bank Accounts** <u>listing</u> screen, select the bank account you need to delete.
- Click on the **Delete** button.

л -			Banking	) Details for : All Things Exan	ple Company - Nucleus Acco	unts: Version 2024.5.	0.7 - All Things	Example Compa	any					×
I Home	Home Chart of Accounts		s Configuration	General Ledger	Debtors Creditor	s Cash Book	Bank N	lanager	Reporting	Debtors Collection	Utilities	-	ø	×
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STD	Free State	987654	All Things - Free State	123456789	CURRENT	ZAR	8402	No	A					
STD	Gauteng	987654	All Things - Gauteng	123456789	CURRENT	ZAR	8403	No	A					
STD	KwaZulu-Natal	987654	All Things - KwaZulu-Natal	123456789	CURRENT	ZAR	8400	Yes	A					
STD	Limpopo	987654	All Things - Limpopo	123456789	CURRENT	ZAR.	8404	No	A					
STD	Mpumalanga	987654	All Things - Mpumalanga	123456789	CURRENT	ZAR	8405	No	A					
STD	North West	987654	All Things - North West	123456789	CURRENT	ZAR.	8406	No	A					
STD	Northern Cape	987654	All Things - Northern Cape	123456789	CURRENT	ZAR	8407	No	A					
STD	Western Cape	987654	All Things - Western Cape	123456789	CURRENT	ZAR	8408	No	A					
STD	International	987654	All Things - International	123456789	CURRENT	ZAR	8409	No	A					
▶ STD	Pietermariztburg	54321	KZN - Shareholders Capital	0123456789	CURRENT	ZAR	8250	No	A					
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 A message box will come up asking; Are you sure you want to delete this Bank Account? Select Yes to confirm, otherwise select No.

- 11	I *						Banking	Details for : All Things	Example Com	xany - Nudeus Accou	nts: Version 2024.5.0	.7 - All Things	Example Compa	iny			8 – 0 X
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	STD	Free State		987654		All Things -	- Free State	123456789		CURRENT	ZAR	8402	No	A			
	STD	Gauteng		987654		All Things -	- Gauteng	123456789		CURRENT	ZAR	8403	No	A			
	STD	KwaZulu-Na	stal	987654		All Things -	- KwaZulu-Natal	123456789		CURRENT	ZAR	8400	Yes	A			
	STD	Limpopo		987654		All Things -	- Limpopo	123456789		CURRENT	ZAR	8404	No	A			
	STD	Mpumalang	a	987654		All Things -	- Mpumalanga	123456789		CURRENT	ZAR	8405	No	A			
	STD	North West		987654		All Things -	- North West	123456789		CURRENT	740	8405	No	A			
	STD	Northern Ca	ape	987654		All Things -	- Northern Cape	123456789	Delete Bank	Account		×	No	A			
	STD	Western Ca	spe	987654		All Things -	- Western Cape	123456789					No	A			
	STD	Internation	al	987654		All Things -	- International	123456789	Are you sur	e you want to delet	this Bank Account?		No	A			
÷.	STD	Pietermarizt	tburg	54321		KZN - Shar	eholders Capital	012345678					No	A			
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• A message box will come up stating; **Banking Details Deleted**.



	Но	ome	Chart o	f Accounts	Financ	ial Period	s Co	onfiguration	General Ledger	Debtors	Creditors	Cash Book	Bank I	Manager	Reporting	Debtors Collection	Utilities	- 0	×
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s	TD	D Free State		987654	All Things - Free State		123456789	CU	RRENT	ZAR	8402	No	A						
s	TD	G	auteng		987654	•	All Things - Gauteng All Things - KwaZulu-Natal All Things - Limpopo		123456789	CU	RRENT	ZAR	8403	No	A				
s	TD	к	waZulu-Nati	al	987654	•			123456789	CU	RRENT	ZAR	8400	Yes	A				
S	TD	Li	mpopo		987654				123456789	CU	RRENT	ZAR.	8404	No	A				
s	TD	M	Ipumalanga		987654	•	All Things	- Mpumalanga	123456789	CU	RRENT	ZAR	8405	No	A				
S	TD	N	orth West		987654	•	All Things	- North West	123456789	Compa	inv Banking Det	tails X	8406	No	A				
S	TD	N	orthern Cap	xe	987654	•	All Things	- Northern Cape	123456789				8407	No	A				
S	TD	v	/estern Cap	e	987654	•	All Things	- Western Cape	123456789				8408	No	A				
s	TD	D	nternational		987654	•	All Things	- International	123456789		Banking Det	ails Deleted	8409	No	A				
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#### **Related Topics**

- Introduction to Company Configuration
- Company Details
- Configuration Flags
- Additional Configuration
- Bank Accounts

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