

Finance Settings (Enter-Edit)


This article describes how to enter Finance Settings. The Finance Settings provides a place to enter the Bank Account Number which displays in the Payment Advice section of a Customer Invoice and the Tax Number (GST Number) which displays on a Customer Invoice header.

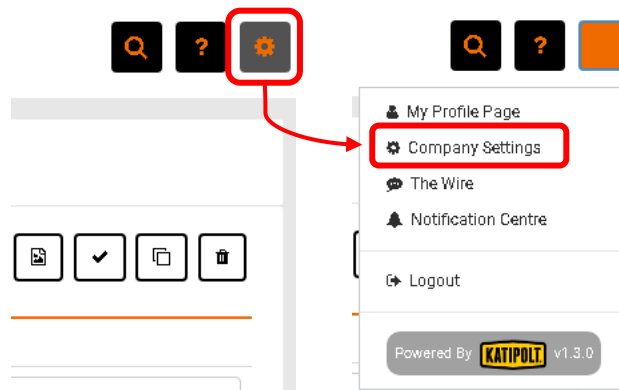
To enter the Finance Settings;


Entering the Finance Settings is done from the FINANCE SETTINGS Subnav of the Company Settings Editing window.

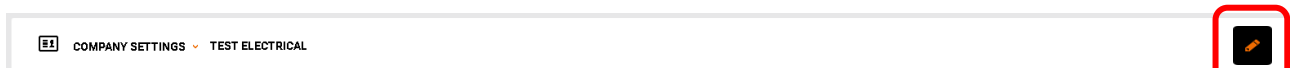
Quick Flow;

Company Settings > [Edit] > FINANCE SETTINGS > Bank Account Number > Tax Number > [Save]

1. Press on the **Settings** button  to display the Options Menu, then Press on the **Company Settings** option to display the Company Settings Window



2. From the Company Settings Window, Press on the **[Edit]** button  to display the Company Settings Edit Window





3. Scroll down and Press on the **FINANCE SETTINGS** Subnav to expand



4. From the FINANCE SETTINGS Subnav, Enter **Bank Account Number** and **Tax Number** (GST Number)

Bank Account Number	01-0110-0111110-01
Tax Number	010 0110

5. When finished Entering/Editing the data, Press the FINANCE SETTINGS Subnav's **[Save]** button  to save entries, then Press the Company Settings Edit Window's **[Save]** button  to save entries