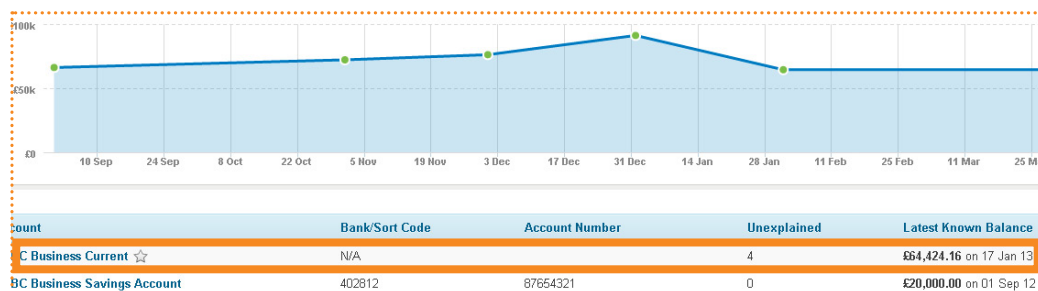


Openbooks - How to enter bank details on an invoice

1. On the top of your screen, click on 'Banking'

Work ▾ Bills My Money ▾ **Banking**

2. Click on the current account



3. Click on 'Edit details'

Upload Statement **Edit Details** More

4. Add your bank details and tick the box 'Show these details on the invoices' This will then pull through onto you invoices

Editing Bank Account

Bank Account

Account Name * HSBC Business Current

This is a Personal Account ☐

Optional Details

Bank Name HSBC

Account Number

Sort/Bank Code

(This is sometimes called Routing Number)

Show these details on Invoices ☐