

How to Add a Bank Journal to the Dashboard

This guide shows you how to add a bank account to your Accounting dashboard. Each account you add becomes its own **Bank journal** and appears as a card on the dashboard. Repeat the steps once for every account you want to add.

Step 1 — Open the Journals list

Go to **Accounting**, click **Configuration** in the top menu, then click **Journals**.

The screenshot shows the Humint Accounting dashboard. At the top, a red banner reads "Database neutralized for testing: no emails sent, etc.". Below this is a navigation bar with tabs: Invoicing, Dashboard, Customers, Vendors, Accounting, Review, Reporting, and Configuration. The Configuration tab is active. A settings menu is open, listing various accounting and invoicing options. The "Journals" option is highlighted. The dashboard itself features several cards: "Customer Invoices" with a "New" button and summary statistics; "Vendor Bills" with an "Upload" button; "Bank - EFT" with a "Bank Setup" button; "Credit card p..." with a "Bank Setup" button; "Cash" with a "Transactions" button; and "Medical Aid Payments - EFT" with a "Bank Setup" button. Each card includes a small line chart and a "Transactions" button.

Step 2 — Start a new journal

Click the **New** button (top left).

Database neutralized for testing: no emails sent, etc.

Invoicing

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

2

Demo Optometrists

A

+ New

Journals

Q Search...

1-10 / 10

☐	Journal Name	Type	Sequence Prefix	Default Account	
☐	Customer Invoices	Sales	INV	500010 Sales category 1	
☐	Vendor Bills	Purchase	BILL	600010 Cost of sales 1	
☐	Miscellaneous Operations	Miscellaneous	MISC		
☐	Inventory Valuation	Miscellaneous	STJ		
☐	Exchange Difference	Miscellaneous	EXCH		
☐	Cash Basis Taxes	Miscellaneous	CABA		
☐	Cash	Cash	CSH1	125001 Cash	
☐	Bank - EFT	Bank	BNK1	120001 Bank	
☐	Credit card payment	Bank	CCP	120005 Credit Card Payment	
☐	Medical Aid Payments - EFT	Bank	MAP	120001 Bank	

Step 3 — Fill in the Journal Name

Type a name for the account, for example the name of the bank or card it represents.

Database neutralized for testing: no emails sent, etc.

Invoicing

Dashboard

Customers

Vendors

Accounting

Review

Reporting

Configuration

2

Demo Optometrists

A

+ New

Journals

New

Journal Entries

Journal Name

Bank Account Name

Virtual Bank

Type ?

Sequence Prefix ? e.g. INV

Journal Entries

Advanced Settings

Suspense Account ?

Currency ?

Send message

Log note

Activity

Today

Administrator 9:55 AM

Creating a new record...

Step 4 — Choose the type

In the **Type** field, select **Bank**. A few extra fields appear once you do this.

The screenshot shows the 'Journal Entries' configuration page in the Humint software. The top navigation bar includes 'Invoicing', 'Dashboard', 'Customers', 'Vendors', 'Accounting', 'Review', 'Reporting', and 'Configuration'. A status message at the top reads 'Database neutralized for testing: no emails sent, etc.' The main header area shows 'Journals' with a '+ New' button and a 'Journal Entries' tab. The form is titled 'Journal Name' and 'Bank Account Name'. It includes a 'Virtual Bank' toggle, a 'Type' dropdown menu set to 'Bank', and a 'Sequence Prefix' field with the value 'BNK2'. Below these are four tabs: 'Journal Entries', 'Incoming Payments', 'Outgoing Payments', and 'Advanced Settings'. The 'Journal Entries' tab is active, showing fields for 'Bank Account' (with a 'Create new account' link), 'Reconcile Mode' (set to 'Edit Move'), 'Reconcile aggregation', 'Suspense Account' (set to '120002 Bank Suspense Account'), 'Profit Account' (set to '500110 Cash Difference Gains'), 'Loss Account' (set to '610460 Cash Difference Loss'), 'Suspense Account' (set to '120002 Bank Suspense Account'), 'Dedicated Payment Sequence' (checked), and 'Currency'. The 'Bank Account Number' field is set to 'Undefined Yet'. On the right side, there is a sidebar with 'Send message', 'Log note', and 'Activity' buttons, and a notification from 'Administrator' at 9:55 AM stating 'Creating a new record...'.

Step 5 — Set the Bank Account

On the **Journal Entries** tab, click the **Bank Account** field and select the matching account from the list (the account number and name, for example *8410.010 ...*). Start typing the number to find it quickly.

Database neutralized for testing: no emails sent, etc.

Invoicing Dashboard Customers Vendors Accounting Review Reporting Configuration

+ New Journals New Journal Entries

Journal Name
Bank Account Name

Virtual Bank ☐

Type ? Bank

Sequence Prefix ? BNK2

Journal Entries Incoming Payments Outgoing Payments Advanced Settings

Bank Account Create new account

Reconcile Mode 120001 Bank

Reconcile aggregation ? 120005 Credit Card Payment

Suspense Account ? 120006 EFT Payment

Profit Account ? 125001 Cash

Loss Account ? 210010 Company Credit Card

Suspense Account ? Search more...

Bank Account Number

Bank Feeds ? Undefined Yet

610460 Cash Difference Loss

120002 Bank Suspense Account

Dedicated Payment Sequence ? ☒

Currency ?

Send message Log note Activity

Today

Administrator 10:11 AM
Creating a new record...

Step 6 — Save

Click the **Save** button (the cloud icon at the top, next to the breadcrumb).

Database neutralized for testing: no emails sent, etc.

Invoicing Dashboard Customers Vendors Accounting Review Reporting Configuration

+ New Journals New Journal Entries

Journal Name
Bank Account Name

Virtual Bank ☐

Type ? Bank

Sequence Prefix ? BNK2

Journal Entries Incoming Payments Outgoing Payments Advanced Settings

Bank Account Create new account

Reconcile Mode Edit Move

Reconcile aggregation ?

Suspense Account ? 120002 Bank Suspense Account

Profit Account ? 500110 Cash Difference Gains

Loss Account ? 610460 Cash Difference Loss

Suspense Account ? 120002 Bank Suspense Account

Dedicated Payment Sequence ? ☒

Currency ?

Bank Account Number

Bank Feeds ? Undefined Yet

Send message Log note Activity

Today

Administrator 9:55 AM
Creating a new record...

The new account now appears as a card on your Accounting dashboard.

Repeat for each account

Do steps 1–6 again for every account you want on the dashboard. Each one gets its own card once saved.

If anything looks different from these steps or you get stuck, send us a screenshot of the screen you are on and we will help.