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How to Add and Edit Bank Accounts in Yao

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How to Add and Edit Bank Accounts in Yao

Prerequisites

To perform this configuration task, you must be logged into Yao as an Administrator. This access level is what allows you to view and modify global system settings.

- You must possess Admin User permissions.

How to Navigate to Bank Accounts Configuration

1. Click the Configuration menu item on the far left-hand sidebar, which is located next to the cog icon.
2. Select the Organisation tab from the horizontal menu bar at the top of the configuration screen.
3. In the sub-menu below, click the Bank Accounts tab. A list of all current bank accounts will be displayed.

Name	Account Number	Type	IBAN	Swift Code	Created At
Alpha Dogs LLP Client Account	12345678	CLIENT	654321987	98765	18 Nov 22
Alpha Dogs LLP	87654321	OFFICE	12345678	98765	18 Nov 22
Control Account	123345	MATTER			18 Oct 25
Credit Card 4554	12312234	OFFICE	77777777	888888	23 Oct 23
teste	123123	MATTER	12312312312312312313	23123123123123123	13 Mar 25
test bank account	123123	MATTER			25 Mar 25
Controlled 1	12345	MATTER			26 Mar 25
Client Account 2	123456	CLIENT	gdf9gdf654	dfg45df	10 Apr 25
Bob's CoP account	12312	MATTER			30 Apr 25
Peter Griffin CoP	23234	MATTER			30 Apr 25
Mary's CoP account 1	3432	MATTER			01 May 25
regulatory account	123123	REGULATORY			27 May 25

Adding a New Bank Account

1. In the upper-right corner of the Bank Accounts list, click the blue + Add Bank Account button.

2. In the Add Bank Account modal window which appears, enter the Name of the bank account into the required field.
3. Enter the Account Number.
4. Enter the Sorting Code.
5. Enter the IBAN and Swift Code into the respective fields (if applicable).
6. At the bottom, click on the Type field drop-down menu and select the required bank account type (e.g., Client, Office, Regulatory, or Linked Matter).
7. Click the blue Add button. The new bank account will now appear in your list.

Add Bank Account

Name

Account Number

Sorting Code

IBAN

Swift Code

Type

Select an option

Cancel

Add

Editing an Existing Bank Account

1. Locate the bank account which you wish to edit in the main list.
2. Click the ellipsis menu (...) on the far right of the bank account's row.
3. From the drop-down menu, select Edit.

4. The Update Bank Account modal window will appear, which allows you to amend the existing details in any of the fields.
5. Once your changes are complete, click the blue Update button in the bottom-right corner. The bank account details will be instantly saved and updated across the system.

Update Bank Account

Name

Account Number

Sorting Code

IBAN

Swift Code

Type ▼

MATTER: Matter-designated account for client funds which are separate to the firm's general Client/Trust Account. Funds can be transferred into this account to incur interest or be separated from the general client/Trust account for other reasons. You can set it up when creating a matter. Use examples are Controlled Accounts, Trust Matter Accounts, and Segregated Client Funds.