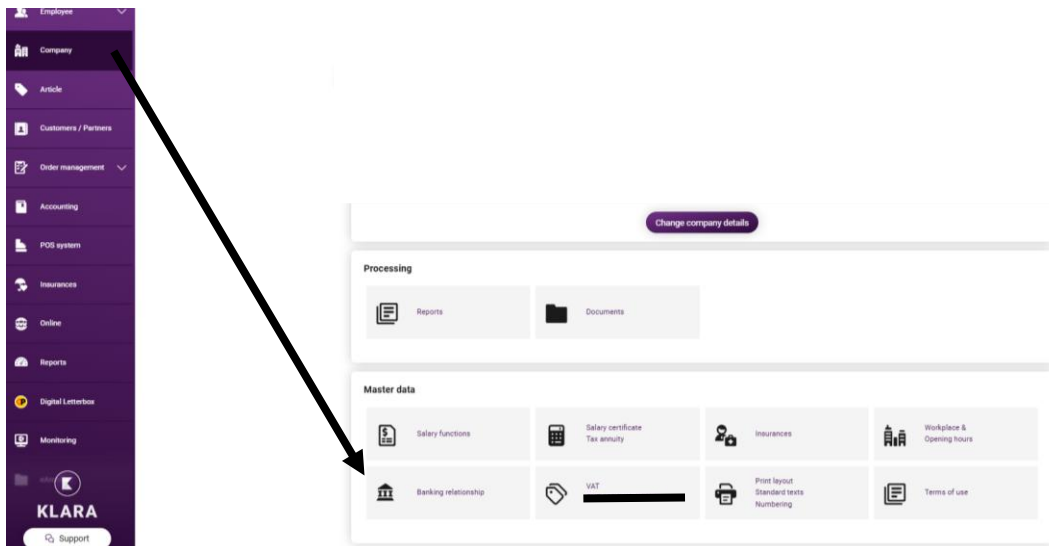


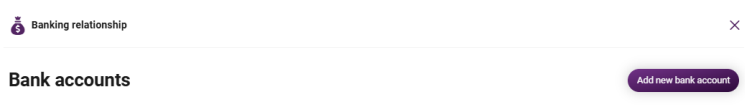
Quick guide: Setup a bank account

It is very easy to set up a bank account in KLARA in just three steps.

1. Click on the «Company» tab and then select «Banking relationship» in the master data:



2. Use the «Add new bank account» button to create a new bank relationship:



3. Fill in the information: IBAN number, shortname and tick all three boxes. Press «Save» to add the account:

New bank account

IBAN number *

Bank address (based on IBAN number)

Shortname *

Contract number

Currency

CHF

Bank account for HR payments

☐

Default AR bank account

☐

Default AP bank account

☐

Settings for payment files

Batch booking

☐ Active (always collective postings)
 ☒ Inactive (never collective postings)

Debit advice

☒ According to the master data of the bank
 ☐ No advice (NOA)
 ☐ Single advice (SIA)

No ISR/QR invoice

QR invoice with creditor reference

QR invoice with QR IBAN

Cancel

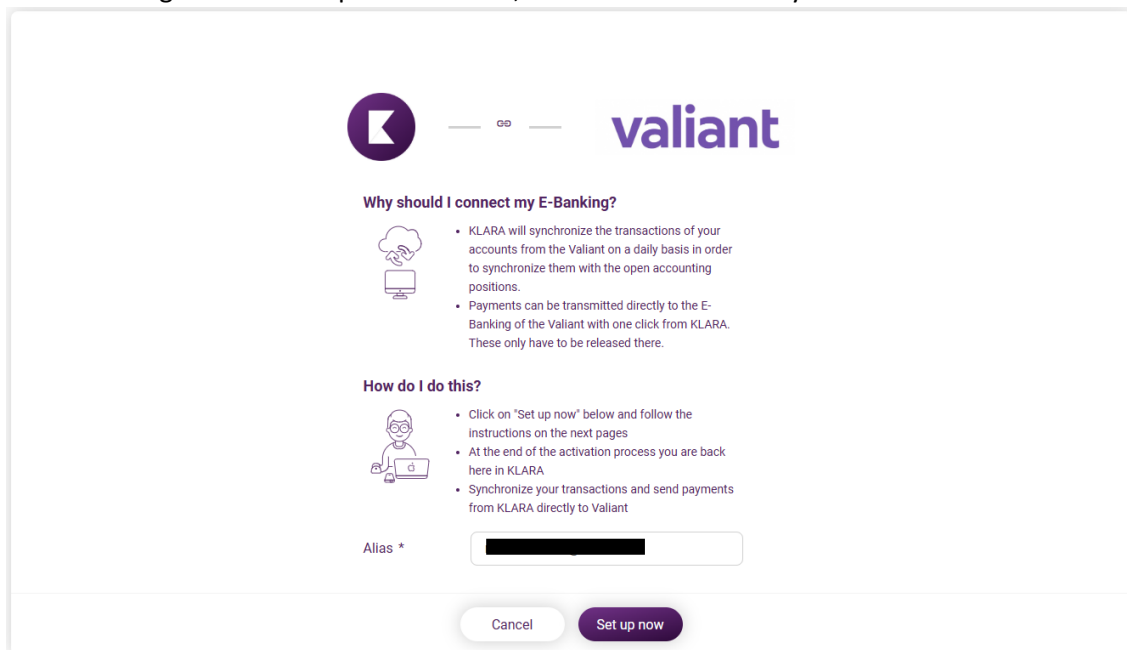
Save

Quick guide: Onboarding

The onboarding process for the stored bank account can be started by clicking the «Setup connection» button:



When clicking on the «Set up now» button, users are automatically redirected to the bank:



After that, simply follow the instructions of the bank. Consent can be given separately for collecting account information and transmitting payment files. At the end of the activation, users are taken back to KLARA and can carry out the bank reconciliation and transfer receipts to the bank.