



Document Design - Multiple Bank Details

Everyone in finance understands that adding your bank details to your invoice is essential for receiving prompt payment from your customers. But what happens when you have different bank accounts for different customer types?

Maybe you have a different bank account for each currency type?

Use the Nested IF function to ensure the correct bank account details are shown every time.

Sage Intacct uses **Microsoft Word** for its document templates, pulling data from Sage Intacct using **Merged fields**.

To create a Merged Field on your Document Design you **cannot** just type curly brackets { } using your keyboard; Word will treat them as plain text. You must generate them using Word's built-in shortcuts. Open your Word document and press **Alt + F9** (or Cmd + F9 on Mac) to view field codes.

Step 1 | Alt + F9

{ }

Step 2 | Then **Insert** the text below between the brackets, modifying as required

IF «CURRENCY» = "GBP" "**12345678**" { IF «CURRENCY» = "EUR" "**87654321**" "Please contact finance@company.co.uk for bank details" } * MERGEFORMAT

Step 3 | Modify the Text

Modify the Text "**12345678**" to your Bank Account Number receiving payments in GBP

Modify the Text "**87654321**" to your Bank Account Number receiving payments in EUR

Modify the Text finance@company.co.uk to your company email address (This is used when the transaction is NOT using GBP or EUR.

Step 4 | Update the font and colour to match your Document Design

The completed function should look like:

{IF «CURRENCY» = "GBP" "**12345678**" { IF «CURRENCY» = "EUR" "**87654321**" "Please contact finance@company.co.uk for bank details" } * MERGEFORMAT}

Step 5 | Add a title before the your Nested IF formula:



Bank Account No: {IF «CURRENCY» = "GBP" "**12345678**" { IF «CURRENCY» = "EUR" "**87654321**" "Please contact finance@company.co.uk for bank details" } * MERGEFORMAT}

Repeat Steps 1 to 5 for your sort code and or iban details.

IF «CURRENCY» = "GBP" "**12-34-56**" { IF «CURRENCY» = "EUR" "**87-65-43**" "Please contact finance@company.co.uk for bank details" } * MERGEFORMAT

Sort Code: {IF «CURRENCY» = "GBP" "**12-34-56**" { IF «CURRENCY» = "EUR" "**87-65-43**" "Please contact finance@company.co.uk for bank details" } * MERGEFORMAT}

You can extend the above Nested IF to cover up to 20 currencies and account details.