


# Banks Accounts

Create records of banks accounts used by the company. Below actions are available under **“Banks Accounts”**:

 Create record of bank accounts; update, delete, close, view bank account details

Bank Accounts

Account Code	Account Name	Curr.
4010.01	Bank - HSBC	SGD
4010.02	Bank - OCBC	SGD
4010.03	Bank - DBS	SGD

Account Details

Notes / Attachments

Confirmed

Account Code

4010.01

Account Name

Bank - HSBC

Bank

HSBCSG - HSBC Bank

Currency

SGD - Singapore Dollar

Grouping Account

4000 - Cash & Cash Equivalents

Bank Account Name

Luxola Pte Ltd

Bank Account Number

709-102412-6

IBAN

BBAN

Description:

Accounting Details

Interest Paid A/c

3690.01 - Interest Income

Bank Charges A/c

3113.01 - Bank Charges - HSBC

Bank Journal

Bank - HSBC - SGD Journal

Current Balance

S\$231,919.74 Dr

Close Bank Account

Create New

Save

Revert

Delete

Selected row 1 from the Total 3 records.

Field Name	Description	Mandatory Information
Account Code	Custom code for the account	Y
Account Name	Name of the account	Y
Bank	Bank account.	Y
Currency	A system of money in general use in a particular country.	Y
Grouping Account	Grouping account code and name	Y
Bank Account Name	Self-explanatory	N
Bank Account Number	Self-explanatory	N
IBAN	ibanking	N
BBAN	Basic Bank Account Number	N
Description	Description	N
Interest Paid A/C	Account for interest paid	N
Bank Charges A/C	Account for bank charges	Y
Bank Journal	Self-explanatory	Y

# Create New Bank Account

1. Click **“Create New”** button at the bottom of screen
2. Fill up account’s information

The screenshot shows a web application interface for creating a new bank account. The form is titled 'Account Details' and 'Notes / Attachments'. It includes fields for 'Account Code', 'Account Name', 'Bank', 'Currency', 'Grouping Account', 'Bank Account Name', 'Bank Account Number', 'IBAN', 'BBAN', and 'Description'. There are also 'Accounting Details' for 'Interest Paid A/c', 'Bank Charges A/c', 'Bank Journal', and 'Current Balance'. The 'Current Balance' field shows 'S\$231,919.74 Dr'. At the bottom, there are five buttons: 'Close Bank Account', 'Create New', 'Save', 'Revert', and 'Delete'. The 'Create New' and 'Save' buttons are highlighted with red boxes.

3. Click **“Save”** button at the bottom of screen when done
4. Click **“Confirm Bank Account”** button and click **“Yes”** button to confirm

This will automatically add the account to the COA.

## Update Bank Account Details

1. Double click on account to be updated from list on the left side of screen, it will bring up the selected account details on the right side of the screen
2. Click **“Save”** button at the bottom of the screen when done with the updates

## Delete Bank Account

1. Double click on account to be deleted from list on the left side of screen, it will bring up the selected account on the right side of the screen
2. Click on **"Delete"** button at the bottom right of screen
3. Click on **"Yes"** button on the pop-up window to confirm account deletion

The screenshot shows a software interface for managing bank accounts. At the top, there are tabs for 'Account Details' and 'Notes / Attachments'. The 'Account Details' tab is active, showing a form for a bank account. The form includes fields for Account Code (4010.01), Account Name (Bank - HSBC), Bank (HSBCSG - HSBC Bank), Currency (SGD - Singapore Dollar), Grouping Account (4000 - Cash & Cash Equivalents), Bank Account Number (709-102412-6), IBAN, BBAN, Description, Accounting Details (Interest Paid A/c: 3690.01 - Interest Income), Bank Charges A/c (3113.01 - Bank Charges - HSBC), Bank Journal (Bank - HSBC - SGD Journal), and Current Balance (S\$231,919.74 Dr). A 'Confirmed' button is visible in the top right. A modal dialog box is open in the center, asking 'Deleting record? Do you really wish to delete this record?' with 'Yes' and 'No' buttons. At the bottom of the form, there are buttons for 'Close Bank Account', 'Create New', 'Save', 'Revert', and 'Delete' (highlighted with a red box).

Please note that only A/C without transaction history can be deleted.

## Close Bank Account

1. Double click on account to be closed from list on the left side of screen, it will bring up the selected account on the right side of the screen
2. Click on **"Close Bank Account"** button at the bottom of screen
3. Click on **"Yes"** button on the pop-up window to confirm account closure

Account Details

Notes / Attachments

Confirmed

Account Code

4010.01

Account Name

Bank - HSBC

Bank

HSBCSG - HSBC Bank

Currency

SGD - Singapore Dollar

Grouping Account

4000 - Cash & Cash Equivalents

Bank Account Name

Luxola Pte Ltd

Bank Account Number

709-102412-6

IBAN

BBAN

Description:

Accounting Details

Interest Paid A/c

3690.01 - Interest Income

Charges A/c

3113.01 - Bank Charges - HSBC

Bank Journal

Bank - HSBC - SGD Journal

Current Balance

S\$231,919.74 Dr

Close Bank Account

Create New

Save

Revert

Delete

Confirm closing?

Are you sure you want to close a document(s)?

Yes

No

## View Account Details

1. Double click on account to view from list on the left side of screen, it will bring up the selected account details on the right side of the screen

Bank Accounts

Account Code

Account Name

Curr.

4010.01

Bank - HSBC

SGD

4010.02

Bank - OCBC

SGD

4010.03

Bank - DBS

SGD

Selected row 1 from the Total 3 records.

Account Details

Notes / Attachments

Confirmed

Account Code

4010.01

Account Name

Bank - HSBC

Bank

HSBCSG - HSBC Bank

Currency

SGD - Singapore Dollar

Grouping Account

4000 - Cash & Cash Equivalents

Bank Account Name

Luxola Pte Ltd

Bank Account Number

709-102412-6

IBAN

BBAN

Description:

Accounting Details

Interest Paid A/c

3690.01 - Interest Income

Bank Charges A/c

3113.01 - Bank Charges - HSBC

Bank Journal

Bank - HSBC - SGD Journal

Current Balance

S\$231,919.74 Dr

Close Bank Account

Create New

Save

Revert

Delete