
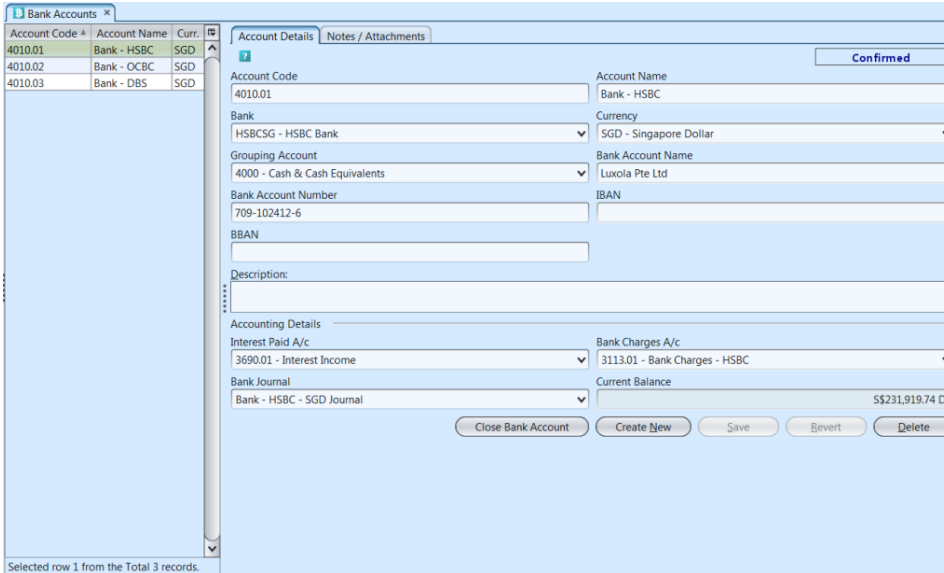


Banks Accounts

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



| 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

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

Buttons: Close Bank Account, Create New, Save, Revert, Delete

| 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 software interface for creating a new bank account. The form is titled "Account Details" and has a "Notes / Attachments" tab. A "Confirmed" button is visible in the top right. The form fields are as follows:

| | | | |
|---------------------|--------------------------------|-------------------|-------------------------------|
| 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 | \$231,919.74 Dr |

At the bottom of the form, 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

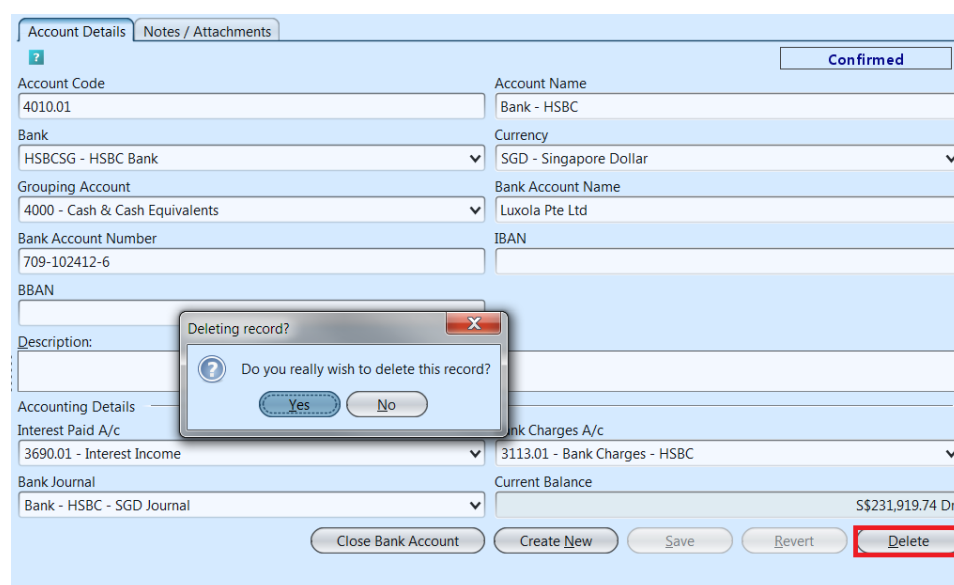
This will automatically add the account to the COA.

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. The main window is titled 'Account Details' and contains various fields for account information. A 'Confirmed' button is visible in the top right. At the bottom, there are several action buttons: 'Close Bank Account', 'Create New', 'Save', 'Revert', and 'Delete'. The 'Delete' button is highlighted with a red border. A modal dialog box titled 'Deleting record?' is overlaid on the form, asking 'Do you really wish to delete this record?' with 'Yes' and 'No' buttons.

| | | | |
|---------------------|--------------------------------|-------------------|-------------------------------|
| 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 |

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 Bank Charges A/c: 3113.01 - Bank Charges - HSBC

Bank Journal: Bank - HSBC - SGD Journal Current Balance: S\$231,919.74 Dr

Buttons: Close Bank Account (highlighted), 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

Buttons: Close Bank Account, Create New, Save, Revert, Delete