
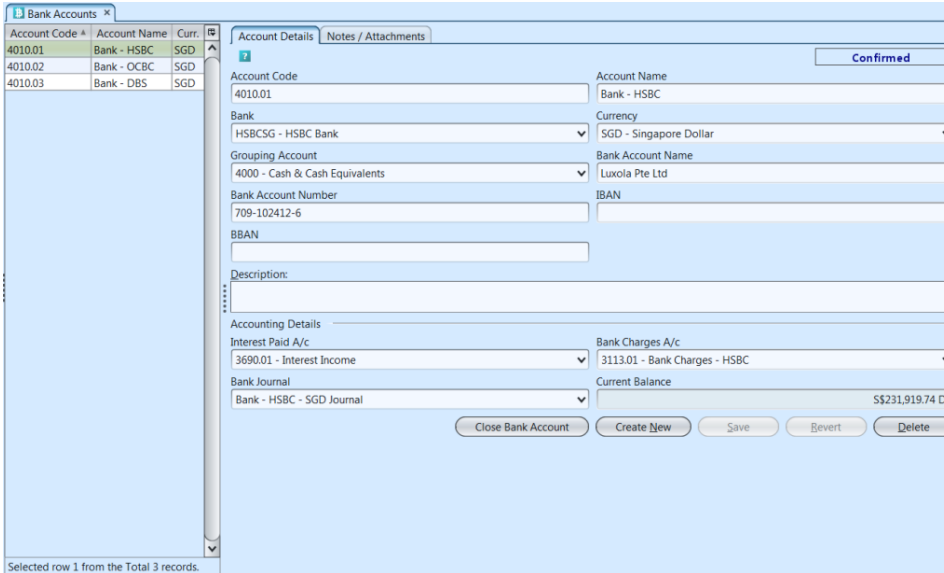


Banks Accounts

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

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

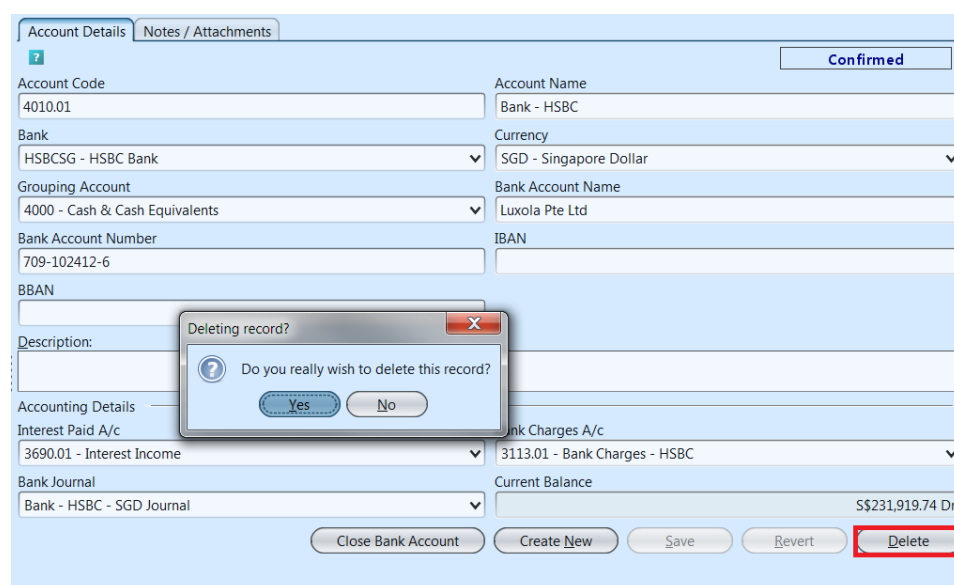
This will automatically add the account to the COA.

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 box. 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