


Banks

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

-  Create bank records for the registered company with the ability to update, delete, close, view bank details.

Bank Name

DBS Bank

Branch Name

DBS Marina Bay

Swift Code

DBSSG

HSBC Bank

Chulia Street

HSBCSG

OCBC Bank

OCBC HQ

OCBCSG

Bank Name

DBS Bank

Branch Name

DBS Marina Bay

Swift Code

DBSSG

Routing Number

Description

Contact Person

Address

MY

Phone1:

Phone2:

Fax

Email

Close Bank

Create New

Save

Revert

Delete

Confirmed

Selected row 1 from the Total 3 records.

Field Name	Explanations	Mandatory Information
Bank Name	Name of bank	Y
Branch Name	Bank’s branch	Y
Swift Code	Swift Code is a standard format of Bank Identifier Codes (BIC) and it is unique identification code for a particular bank.	Y
Routing Number	This number is used to determine where to route funds to or from.	N
Description	Description	N
Contact Person	Person in charge to liaise with	N
Phone	Contact number	N
Fax	Fax number	N
Address	Location of the bank	Y
Email	Email address	N

Create a New Bank Record:

1. Click ***"Create New"*** button at the right side of screen
2. Fill up bank's information

Bank Name: DBS Bank

Branch Name: DBS Marina Bay

Swift Code: DBSSG

Routing Number:

Description:

Contact Person:

Address: MY

Phone1:

Phone2:

Fax:

Email:

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

3. Click ***"Save"*** button at the right side of screen when done
4. Click ***"Confirm Bank"*** button to and click ***"Yes"*** button to confirm

In Order to Update Bank Record Details:

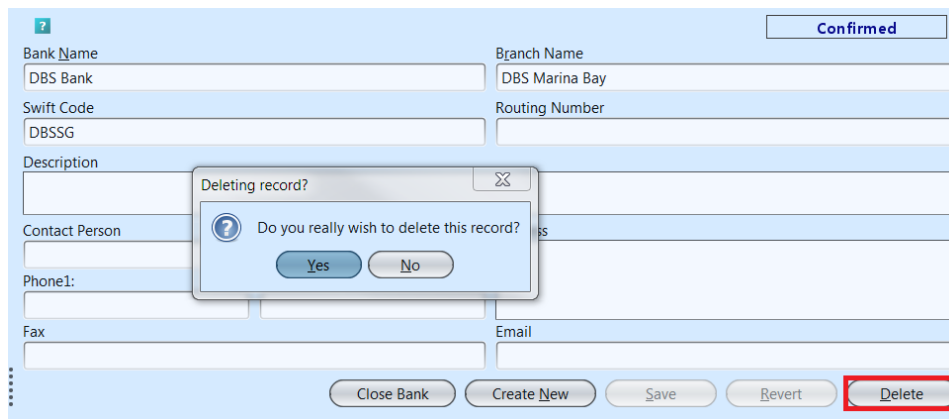
1. Double click on bank record to be updated, it will bring up the selected record details on the right side of the screen
2. Click ***"Save"*** button at the right side of the screen when done with the updates

In Order to Delete Bank Record

1. Double click on bank record to be deleted, it will bring up the selected record on the right side of the screen
2. Click on ***"Delete"*** button at the right side of

screen

3. Click on **“Yes”** button on the pop-up window to confirm record deletion

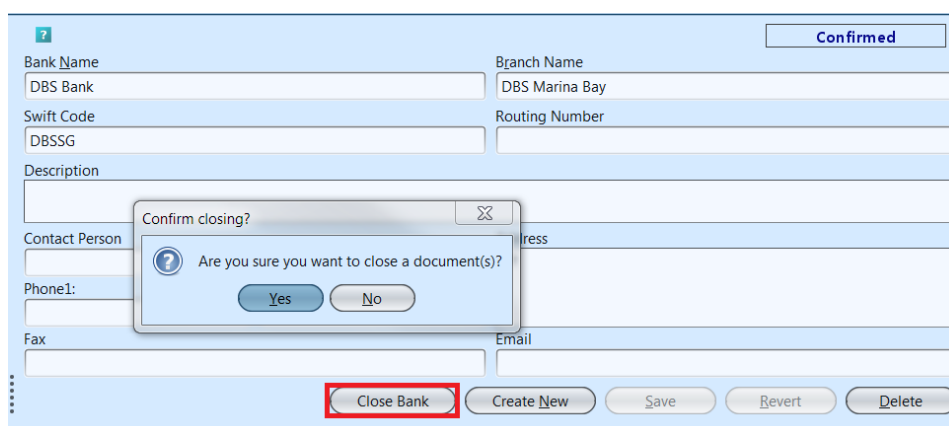


The screenshot shows a web form for managing bank records. The form has fields for Bank Name (DBS Bank), Branch Name (DBS Marina Bay), Swift Code (DBSSG), and Routing Number. A pop-up window titled "Deleting record?" is displayed in the center, asking "Do you really wish to delete this record?" with "Yes" and "No" buttons. At the bottom of the form, there are buttons for "Close Bank", "Create New", "Save", "Revert", and "Delete". The "Delete" button is highlighted with a red rectangle.

A bank that is linked to a Bank Account cannot be deleted before the Bank Account is deleted. Please note that only bank account without transaction history can be deleted

In Order to Close Bank Record:

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



The screenshot shows the same bank record form as before. A pop-up window titled "Confirm closing?" is displayed in the center, asking "Are you sure you want to close a document(s)?" with "Yes" and "No" buttons. At the bottom of the form, the "Close Bank" button is highlighted with a red rectangle.

In Order to View Bank Record Details:

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

Banks

Bank Name	Branch Name	Swift Code
DBS Bank	DBS Marina Bay	DBSSG
HSBC Bank	Chulia Street	HSBCSG
OCBC Bank	OCBC HQ	OCBCSG

Confirmed

Bank Name

DBS Bank

Branch Name

DBS Marina Bay

Swift Code

DBSSG

Routing Number

Description

Contact Person

Address

MY

Phone1:

Phone2:

Fax

Email

Close Bank

Create New

Save

Revert

Delete

Selected row 1 from the Total 3 records.