
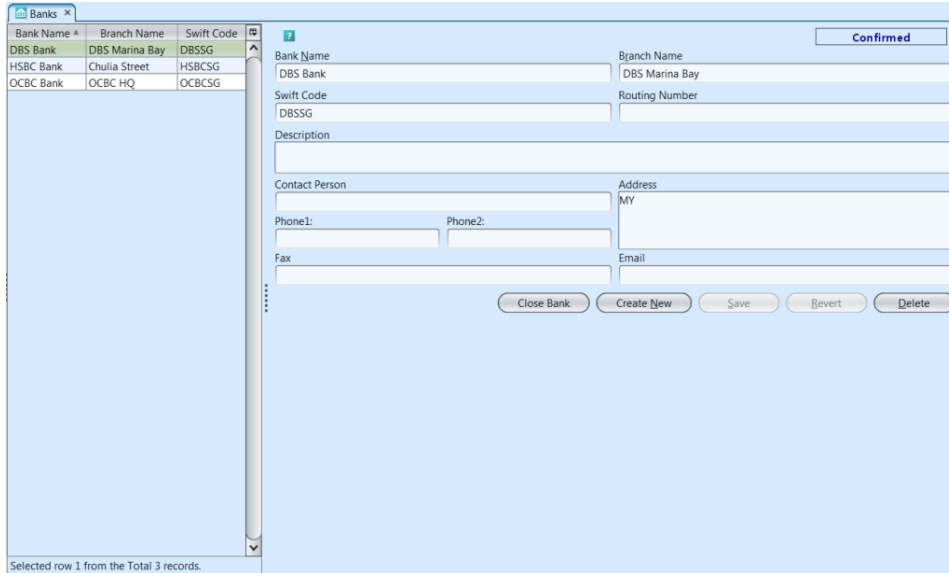


Banks

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

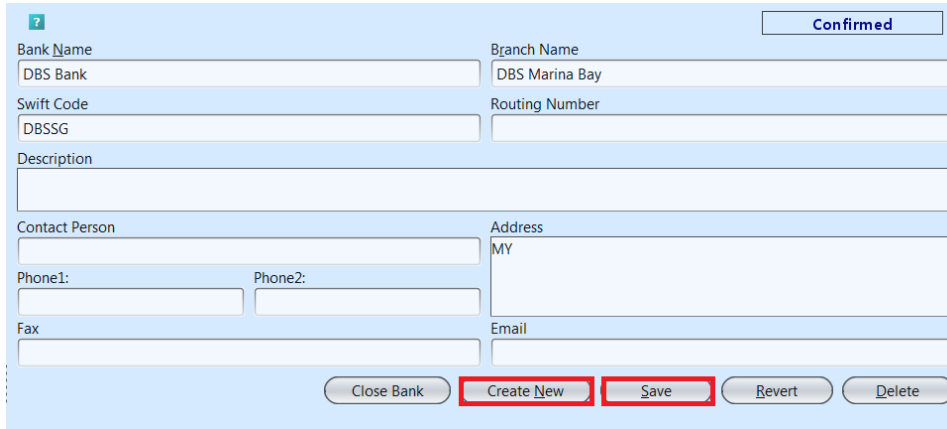
-  Create bank records for the registered company with the ability to update, delete, close, view bank details.



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



The screenshot shows a web form for creating a new bank record. The form is light blue and contains several input fields and buttons. At the top right, there is a 'Confirmed' button. The form fields are: 'Bank Name' (DBS Bank), 'Branch Name' (DBS Marina Bay), 'Swift Code' (DBSSG), and 'Routing Number'. Below these is a 'Description' field. Further down are 'Contact Person', 'Address' (MY), 'Phone1:', 'Phone2:', 'Fax', and 'Email' fields. At the bottom, there are five buttons: 'Close Bank', 'Create New', 'Save', 'Revert', and 'Delete'. The 'Create New' and 'Save' buttons are highlighted with red boxes.

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:

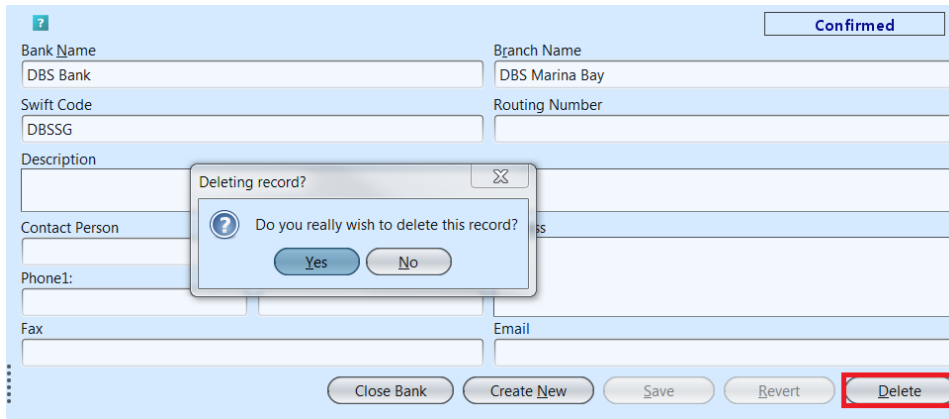
1. Double click on bank record to be updated, it will bring up the selected record details on the right side of the screen
2. Click **"Save"** button at the right side of the screen when done with the updates

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

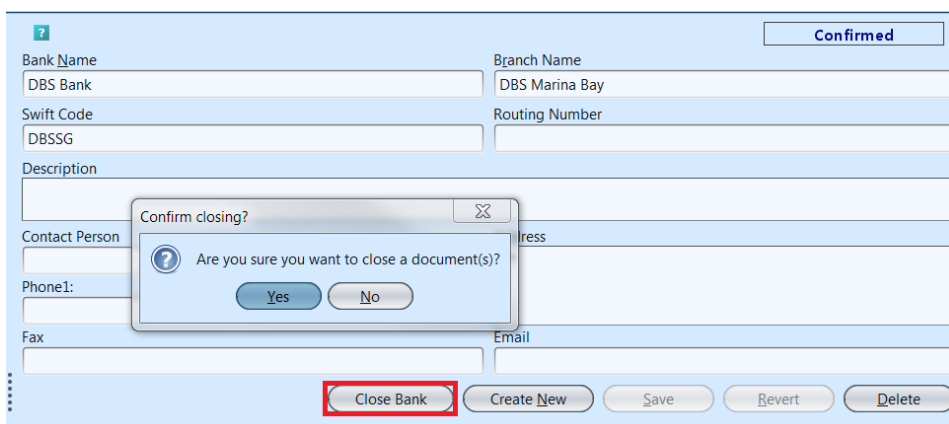
3. Click on **“Yes”** button on the pop-up window to confirm record deletion



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



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

The screenshot displays a web application interface for managing bank records. On the left, a table lists three banks: DBS Bank, HSBC Bank, and OCBC Bank, with their respective branch names and Swift Codes. The first row is highlighted. On the right, a detailed form for the selected bank (DBS Bank) is shown, including fields for Bank Name, Branch Name, Swift Code, Routing Number, Description, Contact Person, Address, Phone1, Phone2, Fax, and Email. A 'Confirmed' button is visible at the top right of the form area. At the bottom of the form, there are buttons for 'Close Bank', 'Create New', 'Save', 'Revert', and 'Delete'. The status bar at the bottom left indicates 'Selected row 1 from the Total 3 records.'

Bank Name	Branch Name	Swift Code
DBS Bank	DBS Marina Bay	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:
Buttons: Close Bank, Create New, Save, Revert, Delete
Confirmed

Selected row 1 from the Total 3 records.