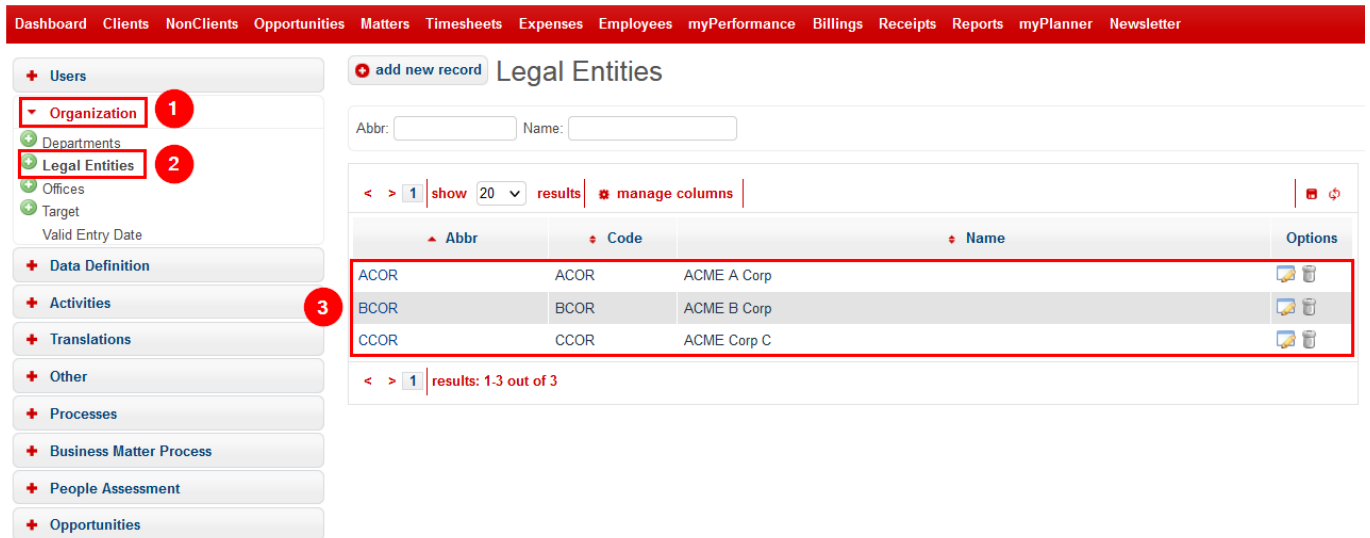


How to add bank account in TaBS

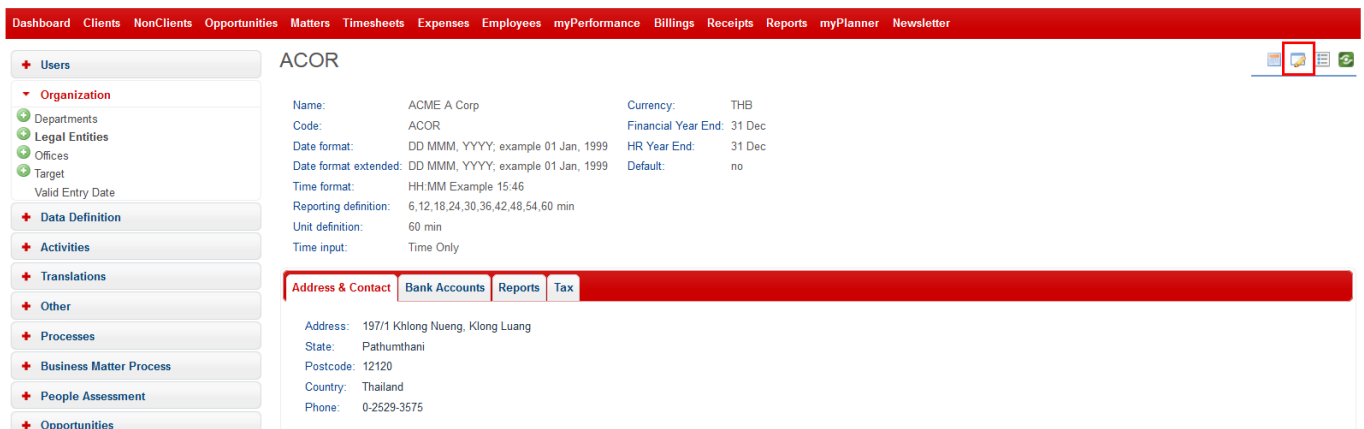
1. Go to 'Settings'



2. Click on the 'Organization' menu, then select 'Legal Entities.' Choose the desired legal entity to add a new bank account.



3. Click the 'Edit' button in the top-right corner.



4. Access the 'Bank Account' sub-menu, then click the 'Addition' button. Fill in the information for the new bank account and click 'Save.'

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Offices
Target
Valid Entry Date

Data Definition

Activities

Translations

Other

Processes

Business Matter Process

People Assessment

Opportunities

ACOR

Name:
ACME A Corp
Currency:
THB

Abbr:
ACOR
Financial Year End:
31 Dec

Code:
ACOR
HR Year End:
31 Dec

Date format:
DD MMM, YYYY; example 01 Jan, 1999
Default:
yes no

Date format extended:
DD MMM, YYYY; example 01 Jan, 1999

Time format:
HH.MM Example 15:46

Reporting definition:
6,12,18,24,30,36,42,48,54,60 min

Unit definition:
60 min

Time input:
m-To Time Only

Address & Contact
Bank Accounts
Reports
Tax

Bank Account

Acc Name	Bank Name	Branch	Address	Currency	Acc No	Swift Code	Disb	Trust	Receipt	Default
savings	HSBC	123	123	THB	12313123	123	123	123	123	yes
Account B	UBS	Head Office	Bangkok, Thailand	USD	111-222333-4	4321	1	2	3	no

5. After click 'Save'. The result show as per picture.

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