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# **DBS IDEAL- Accounts Module**





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**DBS IDEAL** through its Accounts tab provides a detailed insight into a corporation's Balances, Fixed Deposits, Loans and Cheque Status across accounts. A User can further do a account level deep dive and check on transactions for particular months or a custom period as per their requirement. **Step 1** - The user enters the required information for logging onto IDEAL.







Reaching Accounts Tab post-login





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**Step 2** - The user lands on the IDEAL dashboard, where he can see multiple accounts & transaction related information.



**Step 3** - On the left-hand side bar, the user can see and access the Accounts module.



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**Step 4** - Post clicking on Accounts in step 3, the user is redirected to the above options. Here the user can select between Balances, Fixed Deposits, Loans (Provided LNOS entitlement is given) and Cheque Status.

### Step-by-Step Guide on Balances

Post clicking on Balances, the user can see the available balance for each account. For Multi-Currency Accounts, the balance would be shown separately for each currency.



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| Balances Fixed Deposits Loans Cheque Status | Select a date from past to |                                |  |
|---|----------------------------|--------------------------------|--|
| 世 17 May 2022 Sort                          | Export =                   | that date.                     |  |
| IDA-GTS CASH-IDEAL TEST ACCOUNT             | ^                          | Sort                           |  |
|   | Available Balance          | Account name                   |  |
| INR - Indian Rupee                          | INR 0.00                   | Account balance                |  |
| USD - US Dollar                             | USD 0.00                   | ORDER                          |  |
| IDA- GTS CASH - IDEAL TEST ACCOUNT          |                            | <ul> <li>Ascending</li> </ul>  |  |
|   | Available Balance          | <ul> <li>Descending</li> </ul> |  |



As seen in the image on the previous slide, apart from the option to change dates or to sort accounts basis requirement. A user can also export the balance information in an XLS or PDF format or print the page by clicking on the printer image.



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In order to see all transactions conducted via an account, the user can click on the same to be redirected to a new page.

| IDA- GTS CASH - IDEAL TEST ACCOUNT<br>820210085931 |                   |
|--|-------------------|
|  | Available Balance |
|  | INR <b>0.00</b>   |
|  |                   |

For example, in order to access transactional information or to manage alerts etc for the above account, the user can click on the account directly.

Post clicking on the account number, the user would be directed to the below page.

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| < Account  |  |   |                 |  |  |  |
|--|--|---|-----------------|--|--|--|
| IDA- GTS CASH - IDEAL TEST ACCOUNT<br>820210085931 |  | ↓ Set balance alert                       |                 |  |  |  |
| Available Balance                                  |  | 🐵 Transfer within own accounts            |                 |  |  |  |
|  | <sup>INR</sup> <b>0.00</b> ~                       | Pay local or overseas                     |                 |  |  |  |
|  | Effective Available Balance<br>INR <b>0</b> .00    | 🕞 Account Reports                         |                 |  |  |  |
| Transactions Manage                                |  |   |                 |  |  |  |
|  |  |   |                 |  |  |  |
| To access your monthly account details up to 1     | 8 months, <u>click here.</u> You may also <u>c</u> | reate an Account Details report for this. |                 |  |  |  |
|  |  |   |                 |  |  |  |
| Nov Dec Jan Feb Mar                                | Apr May 📋 Date                                     | Q   | Search          | Export   |  |  |
| Date 💠 Value Date 💠                                | Transaction Details                                | Debit 💠 Credit 🗧                          | Running Balance | <ul> <li>Actions</li> <li>May I help yo</li> </ul> |  |  |
| 09 May 2022 08 May 2022                            | TRANSFER   | INR -2.00                                 |                 | INR 0.00   |  |  |
| · · · · · · · · · · · · · · · · · · ·              | TRANSFER 0811RF0900622                             |   |                 |  |  |  |
|  | EBICT20508654344 IDA-GTS                           |   |                 |  |  |  |
|  | CASH-  |   |                 |  |  |  |
|  | DA-GTS CASH-IDEAL TEST                             |   |                 |  |  |  |

The user can click on the desired month or select a date range to see transactions from the selected period.

On the same page, the user can also access monthly account details for up to 18 months and/or create an account details report.



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To access your monthly account details up to 18 months, click here. You may also create an Account Details report for this.



The number of transactions visible per page can also be changed at the bottom of the page.

骨 Export

The Transactions details can also be exported in XLS or PDF format and the same also be printed by clicking on the printing icon.

#### < Account

| IDA- GTS CASH - IDEAL TEST ACCOUNT |   | Set balance alert  |  |
|------------------------------------|---|--|--|
| Effec<br>Transactions Manage       | Available Balance<br>INR 0.00 ~<br>tive Available Balance<br>INR 0.00 | <ul> <li>Transfer within own accounts</li> <li>Pay local or overseas</li> <li>Account Reports</li> </ul> | Additional sho<br>alerts, conduc<br>(Account Tran<br>and setting up<br>be accessed b |
| <ul> <li></li></ul>                |   |  |  |



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Additional shortcuts for setting up alerts, conducting payments (Account Transfer/Local/Overseas) and setting up account reports can be accessed here.

To set up balance alerts or to schedule Cash Management/Account Reports, the user can click on manage and proceed with the same.

## Step-by-Step Guide on Fixed Deposits\*

Post clicking on Fixed Deposits, the user can access information on Active or Matured Fixed Deposits with the bank.





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\*Required entitlements need to be given for this to be visible.

| Account  | ts  |               |    |             |                      |                          |   |                             |                         |
|----------|---|---------------|----|-------------|----------------------|--------------------------|---|-----------------------------|-------------------------|
| Balances | Fixed Deposits Loans C                          | heque Status  |    |             |                      |                          |   | <b>DBS</b>                  | Live more,<br>Bank less |
|          | View and manage your fixed deposit transactions |               |    |             | 时 Export XLS         | 👼 Export PDF 🛛 🛑 Print   |   |                             | //                      |
|          | Account   | Show all      |    |             |                      | Hide search options 🖄    |   |                             |                         |
|          | Maturity date                                   | DD MMM YYYY   | to | DD MMM YYYY | <b>+++++++++++++</b> |                          |   | The Information can also be |                         |
|          | Currency  |               |    |             |                      | Apply                    |   | PDF Format.                 | nd                      |
|          | View Fixed Deposits                             |               |    |             |                      |                          | The Page can also<br>be printed by<br>clicking on the Pri | int                         |                         |
|          | Show all Active (0                              | ) Matured (0) |    |             |                      | M                        | lay I help you?   | option.                     |                         |
|          |   |               |    |             | :                    | Sort by 🗧 Deposit number |   |                             |                         |
|          | No information to display                       |               |    |             |                      |                          |   |                             |                         |

The user can view all Fixed Deposits or can select only Active or Matured ones. Also the FD's can be filtered basis Account, Maturity Date or Currency.

## Step-by-Step Guide on Cheque Status

Post clicking on Cheque Status, the user can access information on all Issued, Expired, Presented, Returned/Stopped cheques.





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The user can view information on all Cheques across statuses.

Information can be filtered basis Account (Used for Issuance), Value Date, Product Type and Cheque number.

