

How to Create an Account Entity

Prerequisites

We assume you have all prerequisites you may need, including:

1. If needed: the VPN is configured to access the Finmars resources
2. If needed: access to the Virtual Machine to work with the sensitive information
3. Must have: registered in Finmars in the needed region environment (self-registered or registered by Finmars)
4. Must have: having permissions set to allow continue with the Action in the Guide

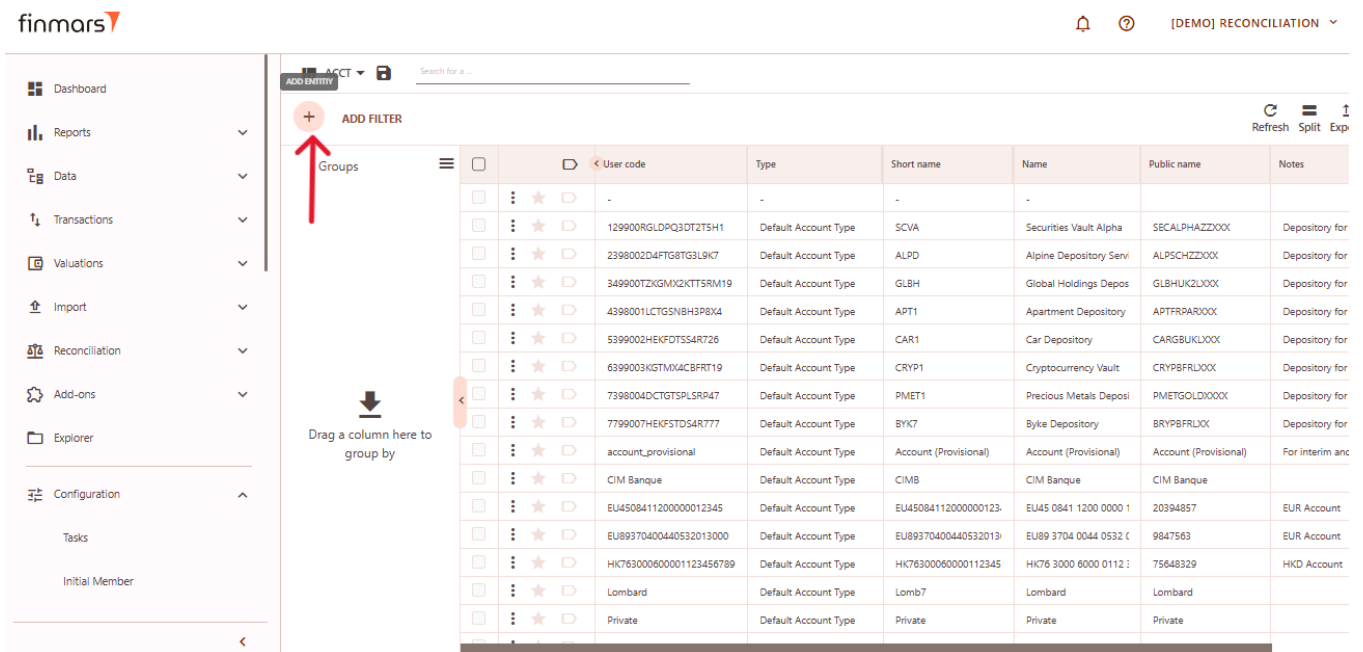
Creation of Account Entity

1. Open the “Data” section in the left-hand side menu. Select the “Accounts” entity from the list under Data.

The screenshot shows the Finmars application interface. On the left-hand side, there is a menu with the following items: Dashboard, Reports, Data, Portfolios, Registers, Accounts, Instruments, Counterparties, Responsibles, Currencies, Strategies, Transactions, and Valuations. The 'Accounts' entity is highlighted in the 'Data' section. A red arrow points to the 'Accounts' entity in the left-hand side menu. The main area displays a table of account entities. The table has the following columns: User code, Type, Short name, Name, Public name, and Notes. The table contains 15 rows of data, including accounts like 'Securities Vault Alpha', 'Alpine Depository Servi', 'Global Holdings Depos', 'Apartment Depository', 'Car Depository', 'Cryptocurrency Vault', 'Precious Metals Depos', 'Byke Depository', 'CIM Banque', and 'Private'.

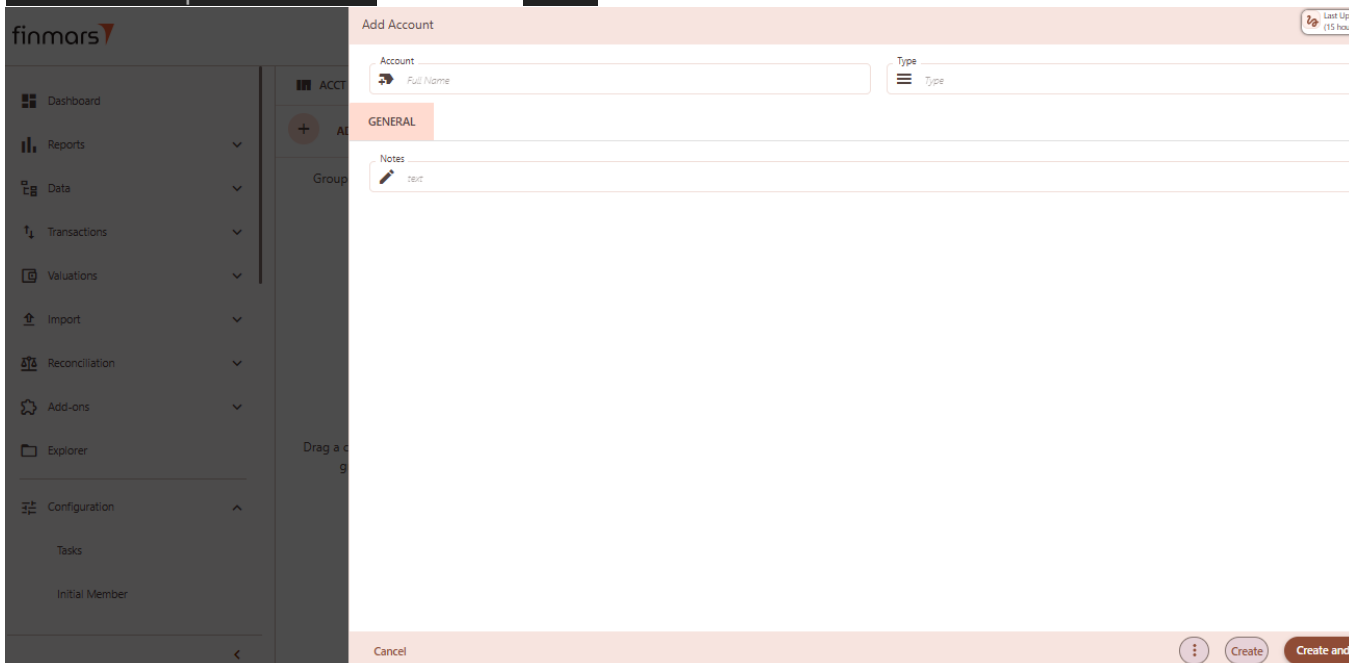
User code	Type	Short name	Name	Public name	Notes
-	-	-	-	-	-
129900RGLDPQ3DT2T5H1	Default Account Type	SCVA	Securities Vault Alpha	SECALPHAZZ00X	Depository for
2398002D4FTG8G3L9K7	Default Account Type	ALPD	Alpine Depository Servi	ALPSCCHZZ00X	Depository for
349900TZKGMXK2T5RM19	Default Account Type	GLBH	Global Holdings Depos	GLBHUK2LJ00X	Depository for
4398001LCTG5NBH3P8X4	Default Account Type	APT1	Apartment Depository	APTFRPAR00X	Depository for
5399002HEKFDTS54R726	Default Account Type	CAR1	Car Depository	CARGBUKU00X	Depository for
6399003KGTMX4CBFRT19	Default Account Type	CRYP1	Cryptocurrency Vault	CRYPBFRLO0X	Depository for
7398004DCTGTSPLSRP47	Default Account Type	PMET1	Precious Metals Depos	PMETGOLDX00X	Depository for
7799007HEKFSTDS4R777	Default Account Type	BYK7	Byke Depository	BRYPBFRLOX	Depository for
account_provisional	Default Account Type	Account (Provisional)	Account (Provisional)	Account (Provisional)	For interim and
CIM Banque	Default Account Type	CIMB	CIM Banque	CIM Banque	
EU4508411200000012345	Default Account Type	EU4508411200000012345	EU45 0841 1200 0000 1	20394857	EUR Account
EU89370400440532013000	Default Account Type	EU89370400440532013000	EU89 3704 0044 0532 0	9847563	EUR Account
HK763000600001123456789	Default Account Type	HK76300060000112345	HK76 3000 6000 0112 0	75648329	HKD Account
Lombard	Default Account Type	Lomb7	Lombard	Lombard	
Private	Default Account Type	Private	Private	Private	

2. Click the “+ Add” button located in the top-left corner of the portfolio list view.



The screenshot shows the Finmars application interface. On the left is a sidebar with navigation options: Dashboard, Reports, Data, Transactions, Valuations, Import, Reconciliation, Add-ons, Explorer, Configuration, Tasks, and Initial Member. The main area displays a table of accounts. At the top of the table, there is a '+ ADD' button. A red arrow points to this button. The table has columns: User code, Type, Short name, Name, Public name, and Notes. The table contains several rows of account data.

3. This action opens the **Add Account** form.



The screenshot shows the 'Add Account' form. The form has a header with the Finmars logo and a 'Last Upd' status. Below the header, there are two main sections: 'Account' and 'Type'. The 'Account' section has a text input field labeled 'Full Name'. The 'Type' section has a dropdown menu. Below these sections, there is a 'GENERAL' tab. Under the 'GENERAL' tab, there is a 'Notes' field with a 'text' input. At the bottom of the form, there are buttons for 'Cancel', 'Create', and 'Create and'.

4. Fill in the required fields in the creation panel:

1. **Account** – full name of the account. This will serve as the primary identifier in the interface and reports.
2. **Type** – choose the account type from the dropdown (e.g., Default Account Type, FX Buy/Sell, Provision). This determines behavior in flows, reports, and reconciliations.

3. **Notes** (*optional*) – any internal comments or descriptions related to the account setup. Any internal comments or descriptions related to the account setup.

The screenshot shows the 'Add Account' form in the finmars7 application. The sidebar on the left contains the following navigation items: Dashboard, Reports, Data, Transactions, Valuations, Import, Reconciliation, Add-ons, Explorer, Configuration, Tasks, and Initial Member. The main form area is titled 'Add Account' and includes the following fields and tabs: 'Account' (with a 'Full Name' placeholder), 'Type', 'GENERAL' tab, and 'Notes' (with a 'text' placeholder). At the bottom of the form, there are three buttons: 'Cancel', 'Create', and 'Create and Exit'.

5. Click **“Create and Exit”** to save the portfolio and return to the list view. Alternatively, use **“Create”** to save and continue editing.

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