

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 web application interface. The left-hand side menu is visible, with the 'Accounts' entity selected under the 'Data' section. The main content 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 Serv', 'Global Holdings Depos', 'Apartment Depository', 'Car Depository', 'Cryptocurrency Vault', 'Precious Metals Depos', 'Byke Depository', 'Account (Provisional)', 'CIM Banque', 'EUR Account', and 'Private'.

User code	Type	Short name	Name	Public name	Notes
-	-	-	-	-	-
129900RGLDPO3DT2T5H1	Default Account Type	SCVA	Securities Vault Alpha	SECALPHAZZOXX	Depository for
2398002D4FTG8G3L9K7	Default Account Type	ALPD	Alpine Depository Serv	ALPSCHZZ00X	Depository for
349900TZKGMX2KTT5RM19	Default Account Type	GLBH	Global Holdings Depos	GLBHUK2L00X	Depository for
4398001LCTG5NBH3P8Y4	Default Account Type	APT1	Apartment Depository	APTFRPAR00X	Depository for
5399002HEKFDTS54R726	Default Account Type	CAR1	Car Depository	CARGBUKL00X	Depository for
6399003KGTMX4CBFRT19	Default Account Type	CRYP1	Cryptocurrency Vault	CRYPBFRLO0X	Depository for
7398004DCTGT3PLSRP47	Default Account Type	PMET1	Precious Metals Depos	PMETGOLD000X	Depository for
7799007HEKFDTS54R777	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	EU45084112000000123	EU45 0841 1200 0000 1	20394857	EUR Account
EU89370400440532013000	Default Account Type	EU89370400440532013	EU89 3704 0044 0532 0	9847563	EUR Account
HK763000600001123456789	Default Account Type	HK76300060000112345	HK76 3000 6000 0112 :	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 interface with a sidebar on the left containing navigation options like Dashboard, Reports, Data, Transactions, Valuations, Import, Reconciliation, Add-ons, Explorer, Configuration, Tasks, and Initial Member. The main area displays a table of account entries under the heading 'ADD ENTITY'. A red arrow points to a '+' button labeled 'ADD FILTER' in the top-left corner of the table. Below this button, there is a 'Groups' section with a list of columns: 'User code', 'Type', 'Short name', 'Name', 'Public name', and 'Notes'. A text prompt 'Drag a column here to group by' is positioned below the 'Groups' list. The table itself contains multiple rows of account data, including columns for 'User code', 'Type', 'Short name', 'Name', 'Public name', and 'Notes'. The table has a search bar at the top and a 'Search for a...' placeholder. The top right corner of the interface shows a notification bell, a help icon, and a dropdown menu labeled '[DEMO] RECONCILIATION'.

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

The screenshot shows the 'Add Account' form in the Finmars interface. The form is titled 'Add Account' and has a 'Last Up 15 hrs' indicator in the top right corner. The form is divided into sections: 'Account' and 'Type'. The 'Account' section has a 'Full Name' input field. The 'Type' section has a dropdown menu. Below these sections is a 'GENERAL' section with a 'Notes' input field containing the text 'new'. At the bottom of the form, there are 'Cancel', 'Create', and 'Create and' buttons. The sidebar on the left is partially visible, showing the same navigation options as in the previous screenshot.

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 finmars system. The form is divided into a sidebar and a main content area. The sidebar on the left contains navigation options: Dashboard, Reports, Data, Transactions, Valuations, Import, Reconciliation, Add-ons, Explorer, Configuration, Tasks, and Initial Member. The main content area is titled 'Add Account' and features a 'GENERAL' tab. Under the 'GENERAL' tab, there is a 'Notes' section with a text input field. At the bottom right 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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