

Bank and AssoConnect



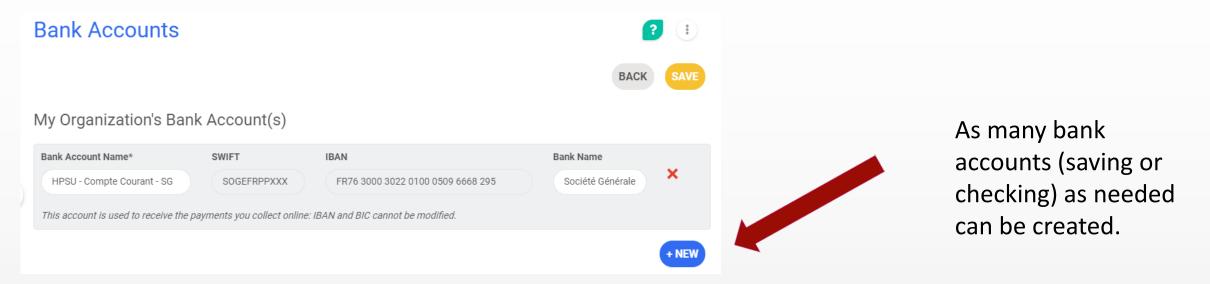
Initial balance

- If a club existed as an Association Loi 1901 before joining HPSU, there was probably at least one existing bank account.
- All bank accounts are concerned:
 - Checking accounts
 - Saving accounts
- <u>Cash</u> is also concerned. Amount available in cash must be calculated and deposited as soon as possible on a bank account.
- The amount available on each bank account <u>AND</u> in cash must be sent by email to <u>studentsunion@hec.fr</u>:
 - These amounts are to be considered on the date of creation of the club under HPSU.
 - The date of creation can be found on the first official and signed minutes (available in Teams).



Naming bank accounts in AssoConnect

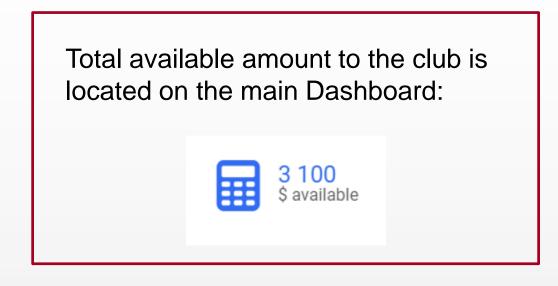
- Go to Accounting / Settings / Bank accounts:
 - Each club's basic bank account is created: Name of the club Compte courant -
 - Update this account by:
 - ✓ Adding the first letters of your bank to the name (SG for Société Générale...)
 - ✓ Entering your Code BIC / SWIFT
 - ✓ Entering your IBAN
 - ✓ Entering the full name of the bank





Enter data in AssoConnect

- •All transactions related to bank account(s) and cash must be entered into AssoConnect:
 - Expenses including VAT
 - Revenues including VAT
 - Subsidies
 - Transfer between accounts
 - Cash withdrawal
 - Cash and check deposit





AssoConnect, bank account and Linxo



- A bank reconciliation <u>must</u> be performed on a monthly basis if the club has at least one bank account.
 Whatever the number of transactions.
- AssoConnect and Linxo offer an automatic solution to transfer the data from the club's bank into the AssoConnect accounting tool:
 - Linxo is available in Accounting / Bank / Import from your bank
 - Bank reconciliation to be performed in Accounting / Bank / Reconciliation (Rapprochement)
- Most of the banks work well with Linxo. It's free and updates your AssoConnect tool on a daily basis. The steps are easy to follow:
 - Create your Linxo account via AssoConnect and Linxo website (you are led step by step).
 - Please use the generic email address of the club to create the Linxo account.
 - An email named « Important : vos informations doivent être mises à jour » will be sent. You need to update your file to finalize the creation and generate the link between Linxo and AssoConnect.
 - More details here: https://help.assoconnect.com/hc/fr/articles/115002650689-Choisir-sa-m%C3%A9thode-de-rapprochement.

