



**HEC Paris
Students Union**

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
- **Cash** 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 **AND** in cash must be sent by email to studentsunion@hec.fr:
 - 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

Bank Accounts

Bank Accounts

My Organization's Bank Account(s)

Bank Account Name*	SWIFT	IBAN	Bank Name
HPSU - Compte Courant - SG	SOGEFRPPXXX	FR76 3000 3022 0100 0509 6668 295	Société Générale

This account is used to receive the payments you collect online: IBAN and BIC cannot be modified.

+ NEW

As many bank accounts (saving or checking) as needed can be created.

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

Total available amount to the club is located on the main Dashboard:



3 100
\$ available

AssoConnect, bank account and Linxo



- A bank reconciliation **must** 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>.