

# Guide

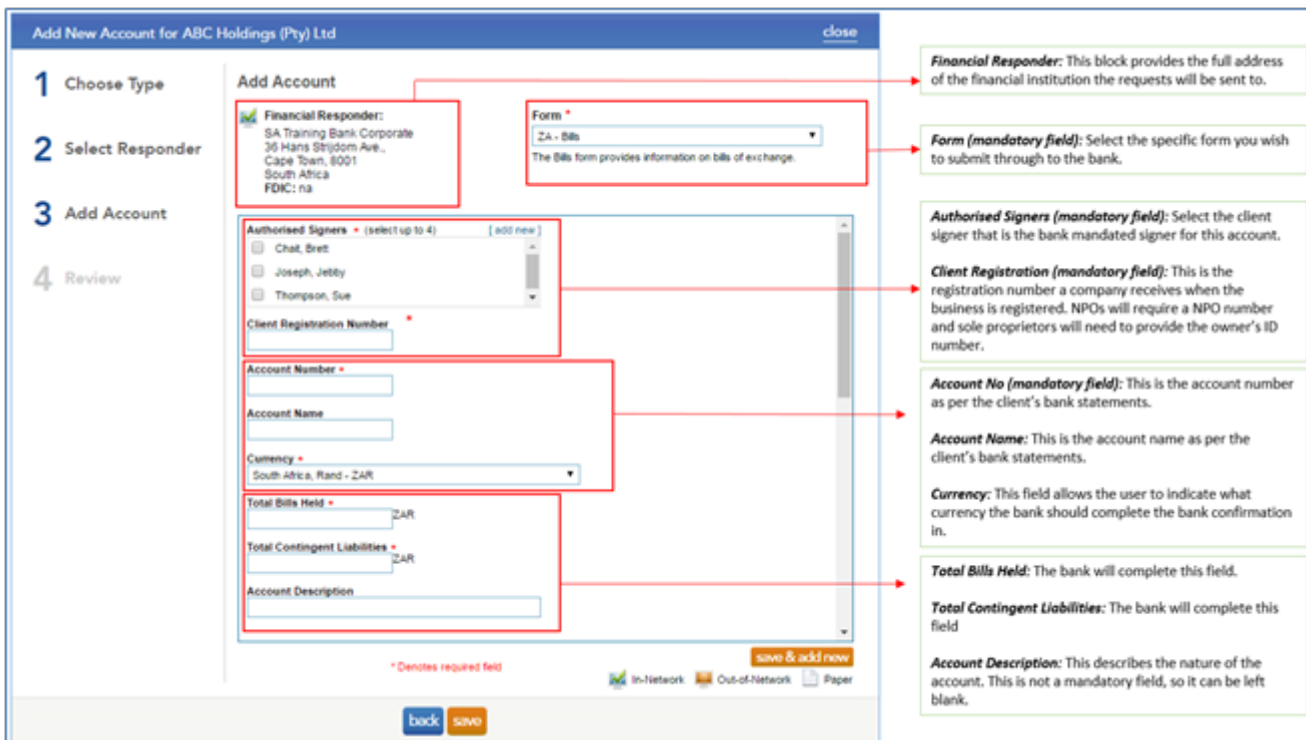
## ZA-Bills

The ZA-Bills form provides information on bills of exchange.

By referring to the bank instructions, users will be able to determine what type of accounts they will need to send for the ZA-Bills form.

### Auditor Setup of the ZA-Bills form

The following image provides a detailed description on what is required for the different fields.



The screenshot shows a web form titled "Add New Account for ABC Holdings (Pty) Ltd" with a "close" button in the top right. The form is divided into a left sidebar with steps (1 Choose Type, 2 Select Responder, 3 Add Account, 4 Review) and a main content area. The main content area includes:

- Financial Responder:** A text block containing "SA Training Bank Corporate, 36 Hans Strijdom Ave., Cape Town, 8001, South Africa, FDIC: na".
- Form:** A dropdown menu currently set to "ZA - Bills" with a tooltip that says "The Bills form provides information on bills of exchange."
- Authorised Signers:** A list of three signers: "Chat, Brett", "Joseph, Jetty", and "Thompson, Sue".
- Client Registration Number:** A text input field.
- Account Number:** A text input field.
- Account Name:** A text input field.
- Currency:** A dropdown menu set to "South Africa, Rand - ZAR".
- Total Bills Held:** A text input field with "ZAR" next to it.
- Total Contingent Liabilities:** A text input field with "ZAR" next to it.
- Account Description:** A text input field.

At the bottom of the form, there is a "save & add new" button, a "back" button, and a "save" button. A red asterisk icon with the text "\* Denotes required field" is located at the bottom left of the form area. To the right of the form, there are seven callout boxes with red arrows pointing to specific fields, providing detailed instructions for each.

**Financial Responder:** This block provides the full address of the financial institution the requests will be sent to.

**Form (mandatory field):** Select the specific form you wish to submit through to the bank.

**Authorised Signers (mandatory field):** Select the client signer that is the bank mandated signer for this account.

**Client Registration (mandatory field):** This is the registration number a company receives when the business is registered. NPOs will require a NPO number and sole proprietors will need to provide the owner's ID number.

**Account No (mandatory field):** This is the account number as per the client's bank statements.

**Account Name:** This is the account name as per the client's bank statements.

**Currency:** This field allows the user to indicate what currency the bank should complete the bank confirmation in.

**Total Bills Held:** The bank will complete this field.

**Total Contingent Liabilities:** The bank will complete this field.

**Account Description:** This describes the nature of the account. This is not a mandatory field, so it can be left blank.

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**Banks that accept ZA-Bills forms**

				
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