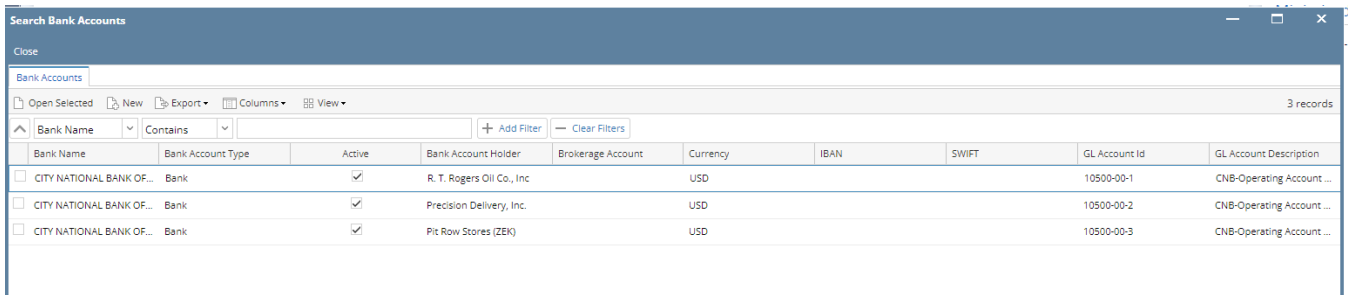


How to Add Responsible User

1. From Cash Management module click **Bank Accounts**.
2. It will open the **Search Bank Accounts** screen where existing bank accounts are displayed.

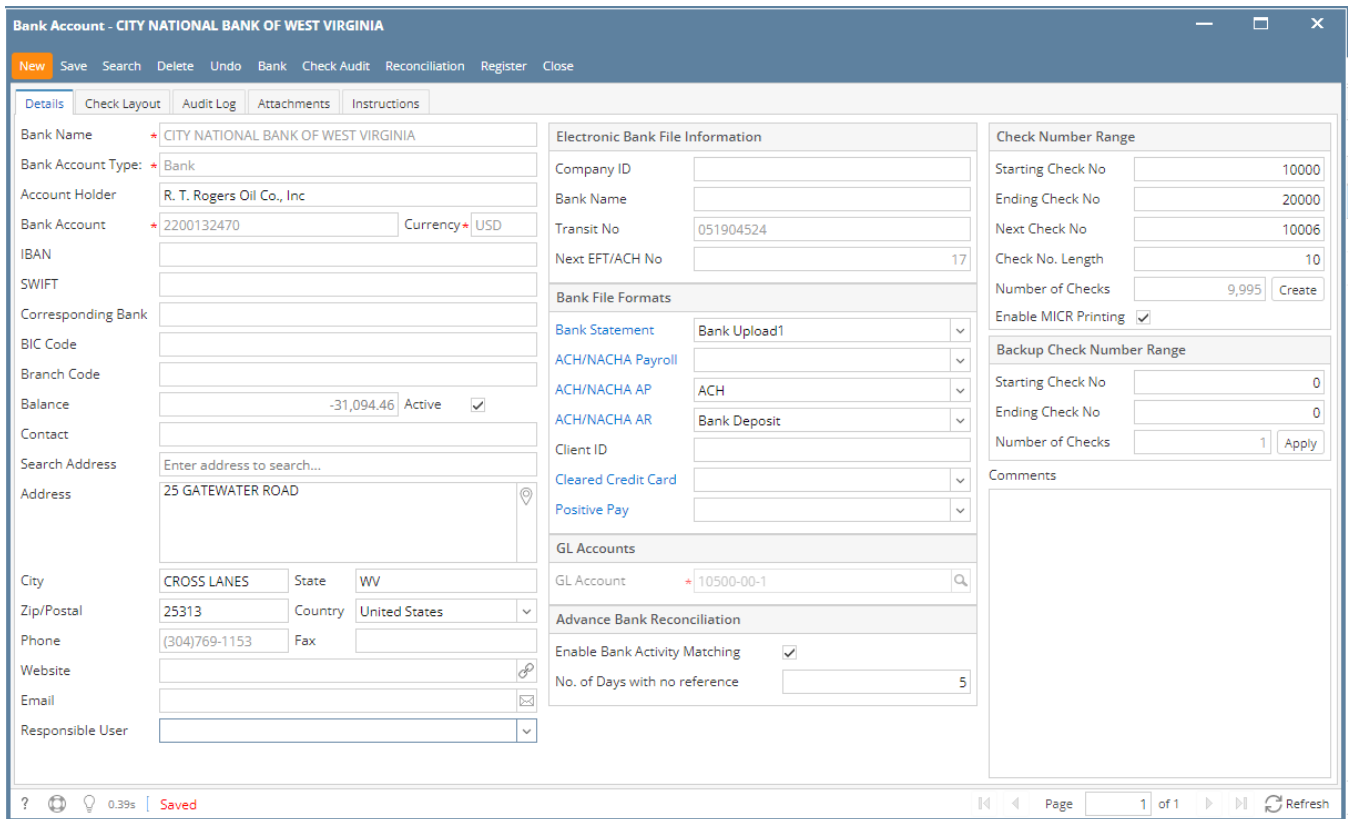


The screenshot shows the 'Search Bank Accounts' window with a table of existing bank accounts. The table has columns for Bank Name, Bank Account Type, Active, Bank Account Holder, Brokerage Account, Currency, IBAN, SWIFT, GL Account Id, and GL Account Description. There are 3 records displayed.

Bank Name	Bank Account Type	Active	Bank Account Holder	Brokerage Account	Currency	IBAN	SWIFT	GL Account Id	GL Account Description
<input type="checkbox"/> CITY NATIONAL BANK OF...	Bank	<input checked="" type="checkbox"/>	R. T. Rogers Oil Co., Inc		USD			10500-00-1	CNB-Operating Account ...
<input type="checkbox"/> CITY NATIONAL BANK OF...	Bank	<input checked="" type="checkbox"/>	Precision Delivery, Inc.		USD			10500-00-2	CNB-Operating Account ...
<input type="checkbox"/> CITY NATIONAL BANK OF...	Bank	<input checked="" type="checkbox"/>	Pit Row Stores (ZEK)		USD			10500-00-3	CNB-Operating Account ...

3. Select and open existing bank account

4. It will open the **Bank Accounts** screen



The screenshot shows the 'Bank Account - CITY NATIONAL BANK OF WEST VIRGINIA' form. The form is divided into several sections: Details, Check Layout, Audit Log, Attachments, and Instructions. The Details section contains fields for Bank Name, Bank Account Type, Account Holder, Bank Account, Currency, IBAN, SWIFT, Corresponding Bank, BIC Code, Branch Code, Balance, Contact, Search Address, Address, City, Zip/Postal, Phone, Website, Email, and Responsible User. The Electronic Bank File Information section contains fields for Company ID, Bank Name, Transit No, Next EFT/ACH No, Bank File Formats, Client ID, Cleared Credit Card, and Positive Pay. The GL Accounts section contains a field for GL Account. The Advance Bank Reconciliation section contains fields for Enable Bank Activity Matching and No. of Days with no reference. The Check Number Range section contains fields for Starting Check No, Ending Check No, Next Check No, Check No. Length, Number of Checks, and Enable MICR Printing. The Backup Check Number Range section contains fields for Starting Check No, Ending Check No, and Number of Checks. The Comments section contains a text area for comments.

5. Provide Responsible User and Save

Notes: Responsible User is responsible for reviewing, posting and clearing of created bank task

Bank Account - CITY NATIONAL BANK OF WEST VIRGINIA



New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log Attachments Instructions

Bank Name * CITY NATIONAL BANK OF WEST VIRGINIA

Bank Account Type: * Bank

Account Holder R. T. Rogers Oil Co., Inc

Bank Account * 2200132470 Currency * USD

IBAN

SWIFT

Corresponding Bank

BIC Code

Branch Code

Balance -31,094.46 Active ☒

Contact

Search Address Enter address to search...

Address 25 GATEWATER ROAD

City CROSS LANES State WV

Zip/Postal 25313 Country United States

Phone (304)769-1153 Fax

Website

Email

Responsible User IRELY ADMIN

Electronic Bank File Information

Company ID

Bank Name

Transit No 051904524

Next EFT/ACH No 17

Bank Statement Bank Upload1

ACH/NACHA Payroll

ACH/NACHA AP ACH

ACH/NACHA AR Bank Deposit

Client ID

Cleared Credit Card

Positive Pay

Check Number Range

Starting Check No 10000

Ending Check No 20000

Next Check No 10006

Check No. Length 10

Number of Checks 9,995 Create

Enable MICR Printing ☒