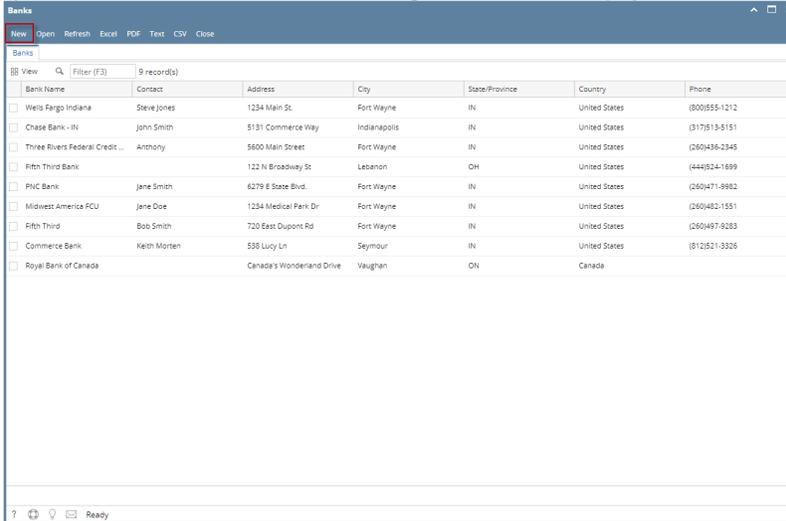


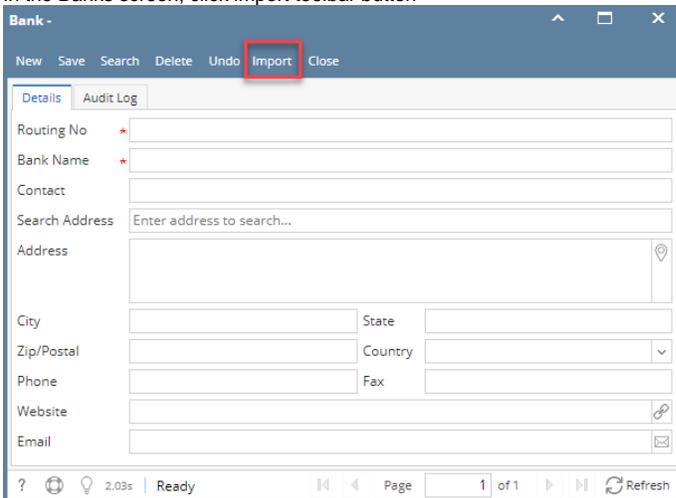
How to Import Bank Record

The following will guide you on how to import CSV file of Bank.

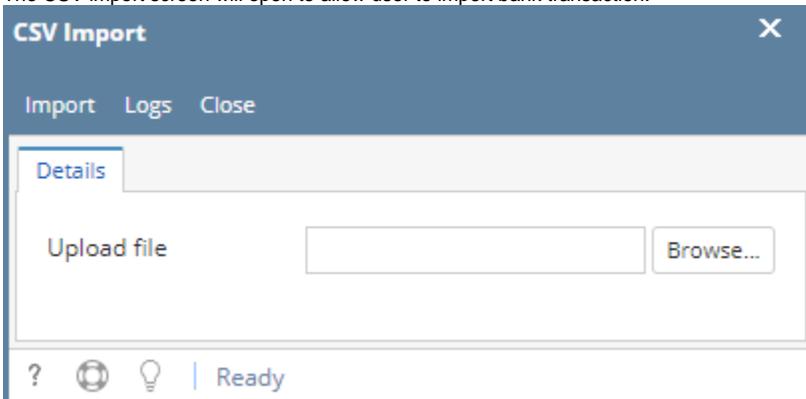
1. From Cash Management module click **Banks**.
2. If this is the first record you are to create, it will open directly on new Banks screen where you can then add the bank information. Otherwise, it will open the **Search Banks** screen where existing bank records are displayed. Click the **New** toolbar button to open the new Banks screen.



3. In the Banks screen, click import toolbar button



4. The CSV import screen will open to allow user to import bank transaction.



5. Click the browser button. Select a valid and complete csv file to import.
6. Click import. In the grid area, transaction in the csv file should be added correctly. i21 will perform a web search of US Banks to find the bank information for you.
 - a. Bank Routing number for different country will not display details

Bank - US BANK NA

New Save Search Delete Undo Close

Details Audit Log (0)

Routing No * 122105155

Bank Name * US BANK NA

Contact

Search Address Enter address to search...

Address EP-MN-WN1A

City ST. PAUL State MN

Zip/Postal 55107-1419 Country United States

Phone (800)937-6310 Fax

Website

Email

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There are some cool features that you can use.

- [Address Mapper](#)
- [URL Launcher](#)
- [Email Sender](#)

4. Once the information has been entered, click **Save toolbar button** to save the bank record.



5. Click **Close toolbar button** to close the screen.

