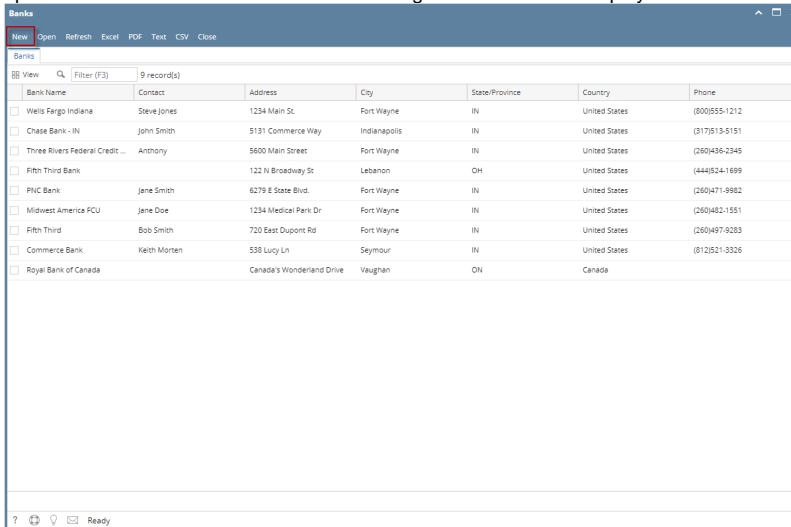


# How to Import Bank Record

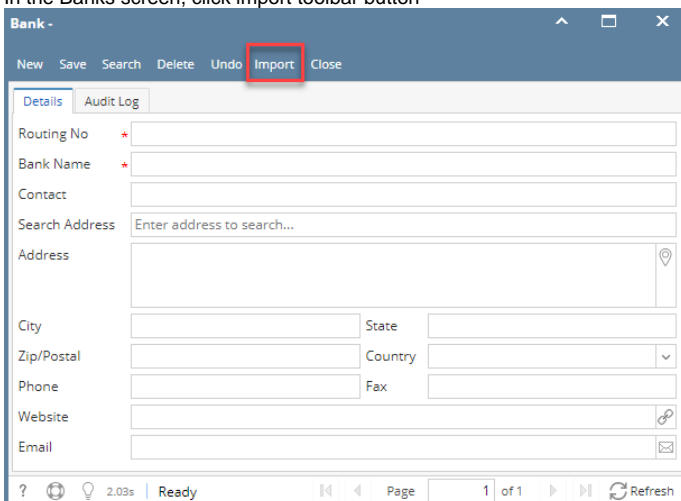
The following will guide you on how to import CSV file of Bank.

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.



Bank Name	Contact	Address	City	State/Province	Country	Phone
<input type="checkbox"/> Wells Fargo Indiana	Steve Jones	1234 Main St.	Fort Wayne	IN	United States	(800)555-1212
<input type="checkbox"/> Chase Bank - IN	John Smith	5131 Commerce Way	Indianapolis	IN	United States	(317)913-5151
<input type="checkbox"/> Three Rivers Federal Credit ...	Anthony	5600 Main Street	Fort Wayne	IN	United States	(260)436-2345
<input type="checkbox"/> Fifth Third Bank		122 N Broadway St	Lebanon	OH	United States	(440)524-1699
<input type="checkbox"/> PNC Bank	Jane Smith	6279 E State Blvd.	Fort Wayne	IN	United States	(260)471-9982
<input type="checkbox"/> Midwest America FCU	Jane Doe	1234 Medical Park Dr	Fort Wayne	IN	United States	(260)482-1551
<input type="checkbox"/> Fifth Third	Bob Smith	720 East DuPont Rd	Fort Wayne	IN	United States	(260)497-9283
<input type="checkbox"/> Commerce Bank	Keith Morten	538 Lucy Ln	Seymour	IN	United States	(812)521-3326
<input type="checkbox"/> Royal Bank of Canada		Canada's Wonderland Drive	Vaughan	ON	Canada	

3. In the Banks screen, click import toolbar button



Bank -

New Save Search Delete Undo **Import** Close

Details Audit Log

Routing No

Bank Name

Contact

Search Address

Address

City  State

Zip/Postal  Country

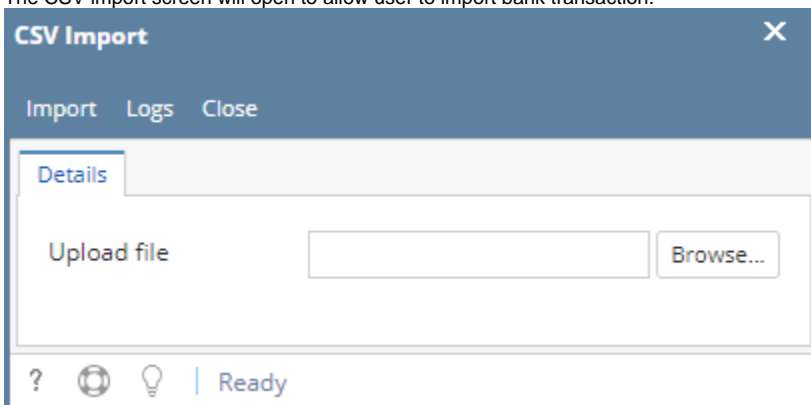
Phone  Fax

Website

Email

2.03s Ready Page 1 of 1 Refresh

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



CSV Import

Import Logs Close

Details

Upload file

? Ready

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

The screenshot shows a web application window titled "Bank - US BANK NA". It has a toolbar with buttons: New, Save, Search, Delete, Undo, and Close. Below the toolbar is a tabbed interface with "Details" and "Audit Log (0)". The "Details" tab contains the following fields:

- Routing No: 122105155
- Bank Name: US BANK NA
- Contact: (empty)
- 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: (empty)
- Website: (empty)
- Email: (empty)

At the bottom, there is a status bar with icons for help, search, and email, followed by the text "Edited" and a pagination indicator "Page 1 of 1".

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.

