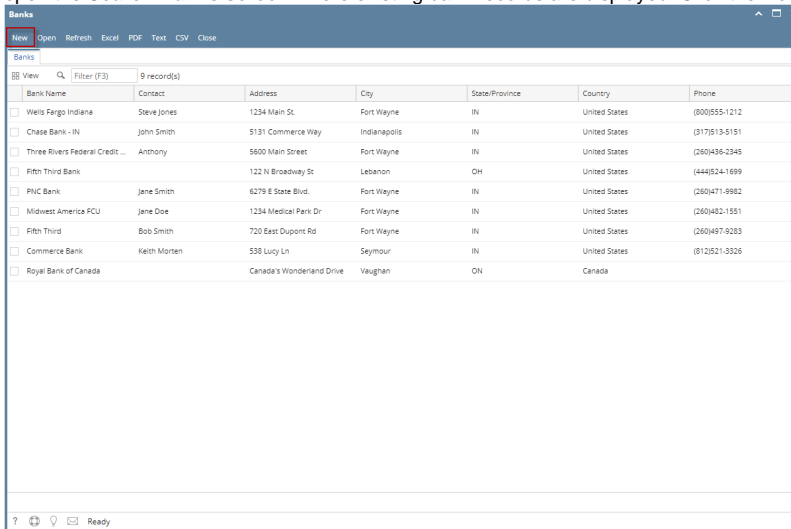


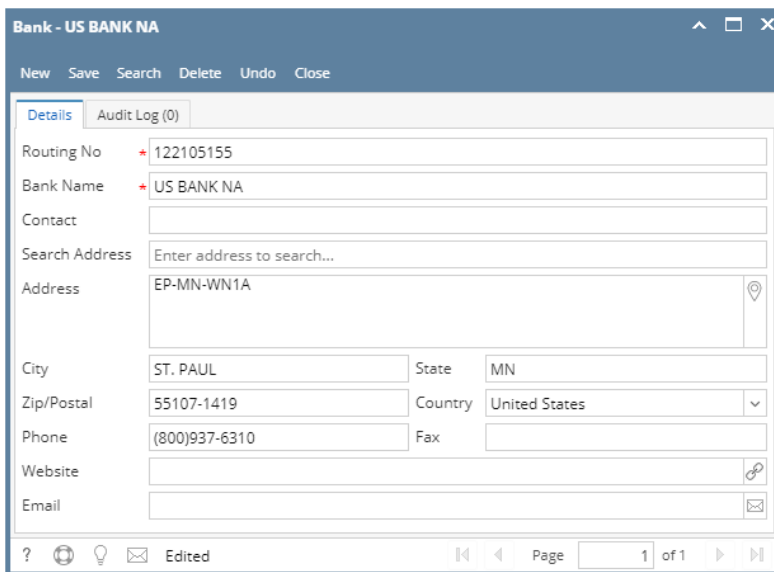
# How to Add new Bank record

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)513-5151 |
| <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         | Letanion     | OH             | United States | (444)824-1699 |
| <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                   | Kath Morren | 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, add the bank routing number for and 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.



**Bank - US BANK NA**

New **Save** Search Delete Undo Close

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



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.

| Banks  |              |                      |              |                |               |               |
|--|--------------|----------------------|--------------|----------------|---------------|---------------|
| New Open Refresh Report                                    |              |                      |              |                |               |               |
| Banks  |              |                      |              |                |               |               |
| View Filter (F3) 10 record(s)                              |              |                      |              |                |               |               |
| 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             | Albania       | (317)513-5151 |
| <input type="checkbox"/> Three Rivers Federal Credit Union | 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)497-6283 |
| <input type="checkbox"/> Commerce Bank                     | Keith Morten | 538 Lucy Ln          | Seymour      | IN             | Afghanistan   | (812)521-3326 |

- 3.
4. In the Banks screen, add the bank routing number and system will display details if Country is United States
  - a. Bank Routing number for different country will not display details

Bank - WELLS FARGO BANK, NA

New Save Search Delete Undo Close

Details Audit Log (0)

Routing No

121000248

Bank Name

WELLS FARGO BANK, NA

Contact

Search Address

Enter address to search...

Address

255 2ND AVE SOUTH

City

MINNEAPOLIS

State

MN

Zip/Postal

55479

Country

United States

Phone

(800)745-2426

Fax

Website

Email

?

Edited

Page

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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.



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.

| Banks  |                        |               |                        |              |                |               |               |
|--|------------------------|---------------|------------------------|--------------|----------------|---------------|---------------|
| <span>New</span> <span>Open</span> <span>Refresh</span> <span>Export</span> <span>Close</span> |                        |               |                        |              |                |               |               |
| <span>Layout</span> <span>Filter Records (F3)</span> 10 record(s)                              |                        |               |                        |              |                |               |               |
|  | 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 - Indiana   | John Smith    | 5131 Commerce Way      | Indianapolis | IN             | United States | (317)513-5151 |
| <input type="checkbox"/>   | Three Rivers Federa... | Anthony Wayne | 5600 Main Street       | Fort Wayne   | IN             | United States | (260)436-2345 |
| <input type="checkbox"/>   | Fifth Third Bank       |               | 122 N Broadway         | Lebanon      | OH             | United States | (444)524-1699 |
| <input type="checkbox"/>   | PNC Bank               | Jane Smith    | 6279 E State Blv       | Fort Wayne   | IN             | United States | (260)471-9982 |
| <input type="checkbox"/>   | Midwest America FC...  | Jane Doe      | 1234 Medical Park D... | Fort Wayne   | IN             | United States | (260)482-1551 |
| <input type="checkbox"/>   | Fifth Third            | Bob Smith     | 720 East Dupont Roa    | Fort Wayne   | IN             | United States | (260)497-9283 |
| <input type="checkbox"/>   | Commerce Bank          | Keith Morten  | 538 Lucy Lane          | Seymour      | IN             | United States | (812)521-3326 |

- 
- 
- 
- In the Banks screen, add the bank information.

Bank - EFG Bank

New Save Search Delete Undo Close

Details Audit Log (1)

Bank Name: EFG Bank

Contact: Keith Martian

Address: Main Road

Zip/Postal Code: 00544

City: Holtsville

State/Province: NY

Country: United States

Phone: 6312481

Fax:

Website: www.efg.com

Email: efgbank@yahoo.com

Routing No: 081126800

There are some cool features that you can use.

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

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

Bank - EFG Bank

New **Save** Search Delete Undo Close

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

Bank - EFG Bank

New Save Search Delete Undo **Close**

- From Cash Management module click **Banks**.
- 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.

| Banks   |                        |               |                     |              |                |               |               |
|---|------------------------|---------------|---------------------|--------------|----------------|---------------|---------------|
| <div> <div>New</div> <div>Open</div> <div>Refresh</div> <div>Export</div> <div>Close</div> </div> |                        |               |                     |              |                |               |               |
| <div> <div>Layout</div> <div>Filter Records (F3)</div> <div>7 record(s)</div> </div>              |                        |               |                     |              |                |               |               |
|   | 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 - Indiana   | John Smith    | 5131 Commerce Way   | Indianapolis | IN             | United States | (317)513-5151 |
| <input type="checkbox"/>  | Three Rivers Federa... | Anthony Wayne | 5600 Main Street    | Fort Wayne   | IN             | United States | (260)436-2345 |
| <input type="checkbox"/>  | Fifth Third Bank       |               | 122 N Broadway      | Lebanon      | OH             | United States | (444)524-1699 |
| <input type="checkbox"/>  | PNC Bank               | Jane Smith    | 6279 E State Blv    | Fort Wayne   | IN             | United States | (260)471-9982 |
| <input type="checkbox"/>  | Fifth Third            | Bob Smith     | 720 East Dupont Roa | Fort Wayne   | IN             | United States | (260)497-9283 |
| <input type="checkbox"/>  | Commerce Bank          | Keith Morten  | 538 Lucy Lane       | Seymour      | IN             | United States | (812)521-3326 |

3.

4. In the Banks screen, add the bank information.

Bank - PNC Bank

New

Save

Search

Delete

Undo

Close

Details

Audit Log (0)

Bank Name:

PNC Bank

Contact:

Jane Smith

Address:

6279 E State Blv

Zip/Postal Code:

46815

City:

Fort Wayne

State/Province:

IN

Country:

United States

Phone:

(260)471-9982

Fax:

Website:

www.pnc.com

Email:

Routing No:

074000065

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.

Bank - PNC Bank

New

Save

Search

Delete

Undo

Close

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

Bank - PNC Bank

New

Save

Search

Delete

Undo

Close

1. From Cash Management module click **Banks**.

- 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.

**Banks**

New Open Refresh Export Close

Layout Filter Records (F3) 10 records

| 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 - Indiana              | John Smith    | 5131 Commerce Way       | Indianapolis | IN             | United States | (317)513-5151 |
| <input type="checkbox"/> Three Rivers Federal Credit Union | Anthony Wayne | 5600 Main Street        | Fort Wayne   | IN             | United States | (260)436-2345 |
| <input type="checkbox"/> Fifth Third Bank                  |               | 122 N Broadway          | Lebanon      | OH             | United States | (444)524-1699 |
| <input type="checkbox"/> PNC Bank                          | Jane Smith    | 6279 E State Blv        | Fort Wayne   | IN             | United States | (260)471-9982 |
| <input type="checkbox"/> Midwest America FCU               | Jane Doe      | 1234 Medical Park Drive | Fort Wayne   | IN             | United States | (260)482-1551 |
| <input type="checkbox"/> Fifth Third                       | Bob Smith     | 720 East Dupont Roa     | Fort Wayne   | IN             | United States | (260)497-9283 |
| <input type="checkbox"/> Commerce Bank                     | Keith Morten  | 538 Lucy Lane           | Seymour      | IN             | United States | (812)521-3326 |
| <input type="checkbox"/> BPI Bank                          | 895784        | Main Road Ayala         | Holtsville   | NY             | United States | 34424         |

- In the Banks screen, add the bank information.

**Bank - Three Rivers Federal Credit Union**

New Save Search Delete Undo Close

Details

Bank Name: Three Rivers Federal Credit Union

Contact: Anthony Wayne

Address: 5600 Main Street

Zip/Postal Code: 46825 City: Fort Wayne

State/Province: IN Country: United States

Phone: (260)436-2345 Fax:

Website: www.3riversfcu.co

Email: anthony.wayne@3riversfcu.com

Routing No: 274973222

Ready Page 1 of 1

There are some cool features that you can use.

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

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

**Bank - Three Rivers Federal Credit Union**

New **Save** Search Delete Undo Close

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

**Bank - Three Rivers Federal Credit Union**

New Save Search Delete Undo **Close**

- From Cash Management module click **Banks**.
- 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.

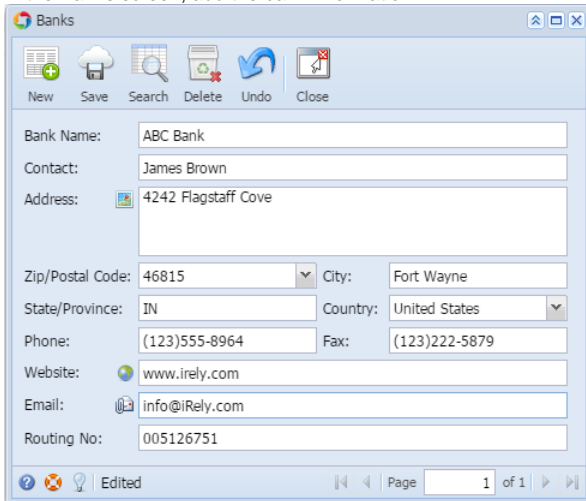
**Banks**

New View Refresh Close

Layout Filter Records (F3) 7 records

| Bank Name  | Contact | Address | City       | State/Province | Country       | Phone |
|--|---------|---------|------------|----------------|---------------|-------|
| <input type="checkbox"/> Old National Bank       | Dan     |         | Fort Wayne | IN             | United States |       |
| <input type="checkbox"/> Australian Bank Account |         |         |            |                |               |       |
| <input type="checkbox"/> BANK OF WACHOVIA        |         |         |            |                |               |       |
| <input type="checkbox"/> Bank of Windsor         |         |         |            |                |               |       |
| <input type="checkbox"/> CROSSROADS-WABASH       |         |         |            |                |               |       |
| <input type="checkbox"/> NATIONAL CITY BANK      |         |         |            |                |               |       |
| <input type="checkbox"/> Sample Bank             |         |         |            |                |               |       |

3. In the Banks screen, add the bank information.



The screenshot shows the 'Banks' window with a toolbar at the top containing icons for New, Save, Search, Delete, Undo, and Close. Below the toolbar is a form with the following fields:

- Bank Name: ABC Bank
- Contact: James Brown
- Address: 4242 Flagstaff Cove
- Zip/Postal Code: 46815
- City: Fort Wayne
- State/Province: IN
- Country: United States
- Phone: (123)555-8964
- Fax: (123)222-5879
- Website: www.i rely.com
- Email: info@iRely.com
- Routing No: 005126751

At the bottom of the window, there is a status bar with a question mark icon, a lightbulb icon, and the text 'Edited'. On the right side of the status bar, there is a page indicator showing 'Page 1 of 1'.

There are some cool features that you can use.

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

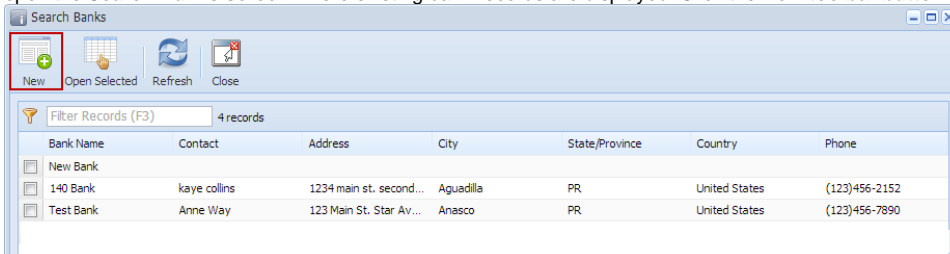
4. Once information had been entered, click **Save toolbar button** to save the bank record.



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



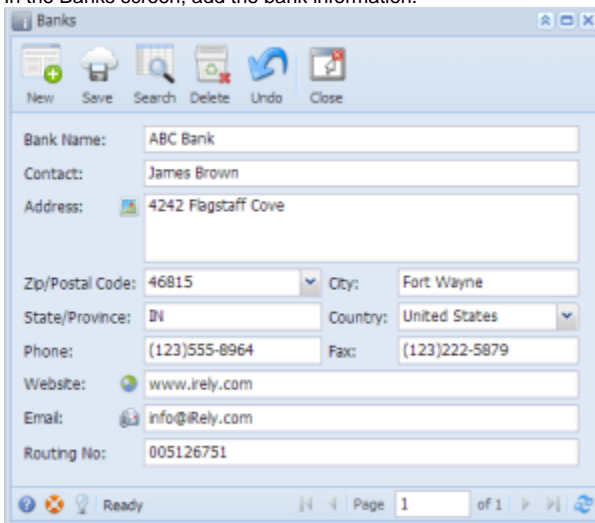
1. From Cash Management module > Maintenance folder > double-click **Banks**.
2. If this is the first record you are to create, it will open directly on new Banks screen where you can then add the bank information. Otherwise, it will open the **Search Banks screen** where existing bank records are displayed.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



The screenshot shows the 'Search Banks' window with a toolbar at the top containing icons for New, Open Selected, Refresh, and Close. Below the toolbar is a table with the following columns: Bank Name, Contact, Address, City, State/Province, Country, and Phone. The table contains 4 records.

| Bank Name | Contact      | Address                 | City      | State/Province | Country       | Phone         |
|-----------|--------------|-------------------------|-----------|----------------|---------------|---------------|
| New Bank  |              |                         |           |                |               |               |
| 140 Bank  | kaye collins | 1234 main st. second... | Aguadilla | PR             | United States | (123)456-2152 |
| Test Bank | Anne Way     | 123 Main St. Star Av... | Anasco    | PR             | United States | (123)456-7890 |

3. In the Banks screen, add the bank information.



The screenshot shows a software window titled "Banks". At the top is a toolbar with icons for New, Save, Search, Delete, Undo, and Close. Below the toolbar is a form with the following fields:

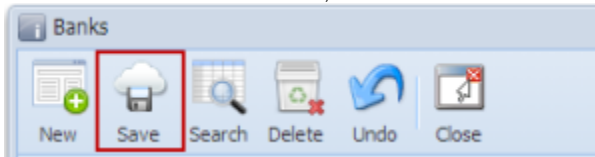
- Bank Name: ABC Bank
- Contact: James Brown
- Address: 4242 Flagstaff Cove
- Zip/Postal Code: 46815 (dropdown)
- City: Fort Wayne
- State/Province: IN (dropdown)
- Country: United States (dropdown)
- Phone: (123)555-8964
- Fax: (123)222-5879
- Website: www.irely.com
- Email: info@irely.com
- Routing No: 005126751

At the bottom of the window is a status bar with a "Ready" indicator and page navigation controls showing "Page 1 of 1".

There are some cool features that you can use.

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

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



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

