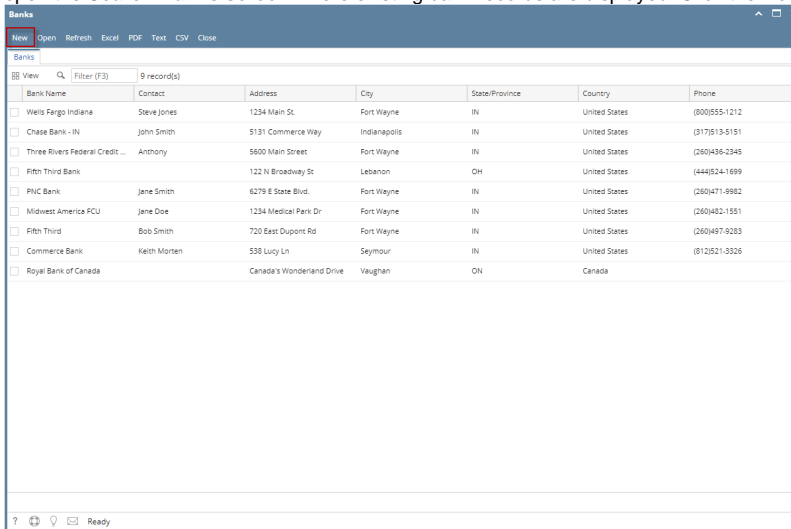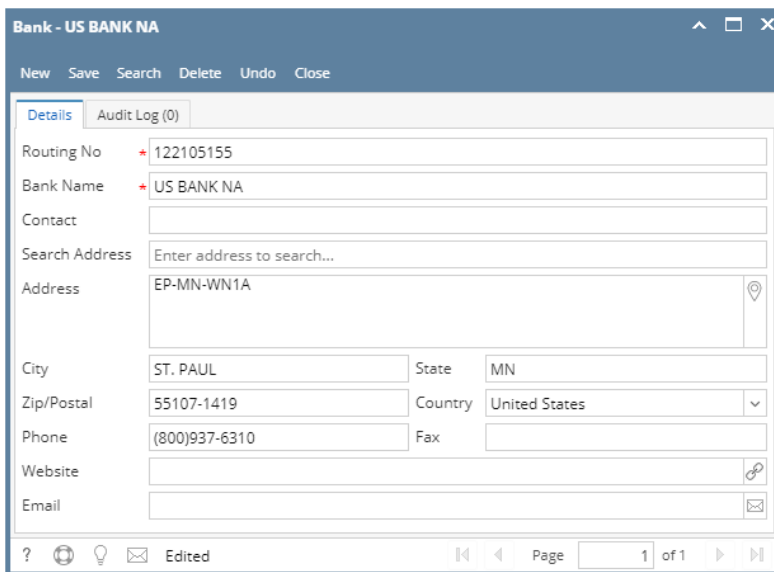# How to Add new Bank record

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.

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

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.

Bank - US BANK NA   ∧ ☐ ✕

New   Save   Search   Delete   Undo   [Close]

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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

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Bank - WELLS FARGO BANK, NA   ∧ ☐ ✕

New   [Save]   Search   Delete   Undo   Close

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

Bank - WELLS FARGO BANK, NA   ∧ ☐ ✕

New   Save   Search   Delete   Undo   [Close]

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Bank Name	Contact	Address	City	State/Province	Country	Phone
Wells Fargo Indiana	Steve Jones	1234 Main St	Fort Wayne	IN	United States	(800)555-1212
Chase Bank - Indiana	John Smith	5131 Commerce Way	Indianapolis	IN	United States	(317)513-5151
Three Rivers Federal Credi...	Anthony Wayne	5600 Main Street	Fort Wayne	IN	United States	(260)436-2345
Fifth Third Bank		122 N Broadway	Lebanon	OH	United States	(444)524-1699
PNC Bank	Jane Smith	6279 E State Blv	Fort Wayne	IN	United States	(260)471-9982
Midwest America FCU	Jane Doe	1234 Medical Park Drive	Fort Wayne	IN	United States	(260)482-1551
Fifth Third	Bob Smith	720 East Dupont Roa	Fort Wayne	IN	United States	(260)497-9283
Commerce Bank	Keith Morten	538 Lucy Lane	Seymour	IN	United States	(812)521-3326
BPI Bank	895784	Main Road Ayala	Holtsville	NY	United States	34424

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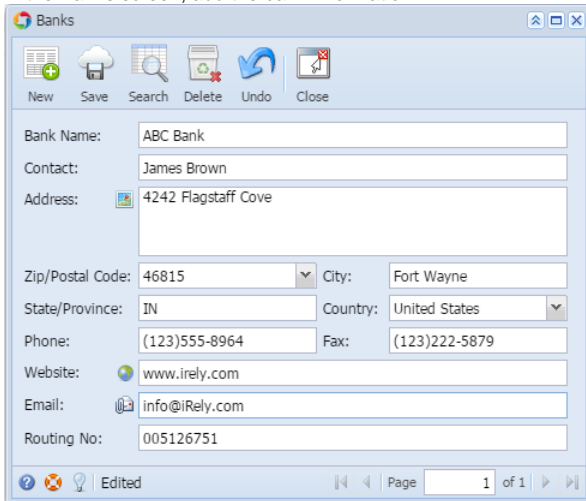
Bank Name	Contact	Address	City	State/Province	Country	Phone
Old National Bank	Dan		Fort Wayne	IN	United States	
Australian Bank Account						
BANK OF WACHOVIA						
Bank of Windsor						
CROSSROADS-WABASH						
NATIONAL CITY BANK						
Sample Bank						

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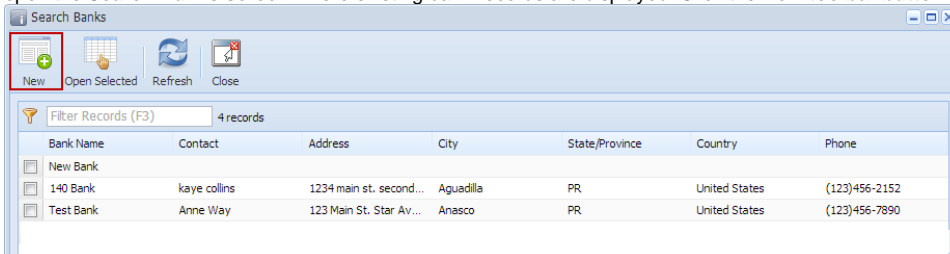- URL Launcher
- Email Sender

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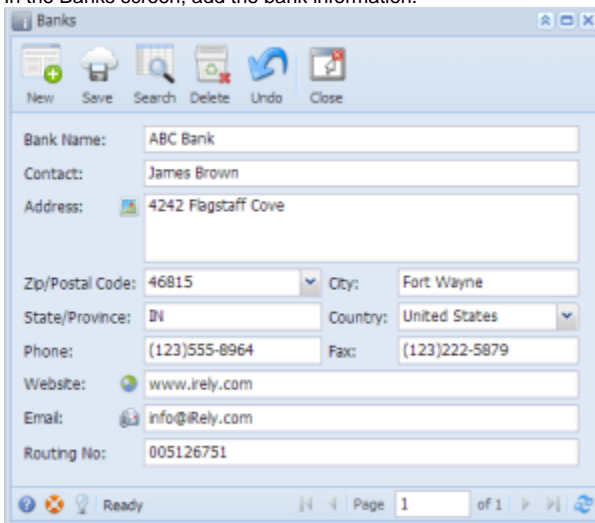5. Click **Close toolbar button** to close the screen.

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.

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