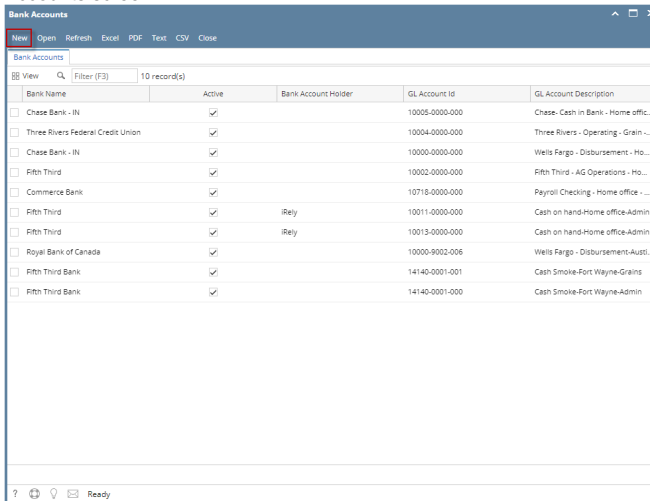


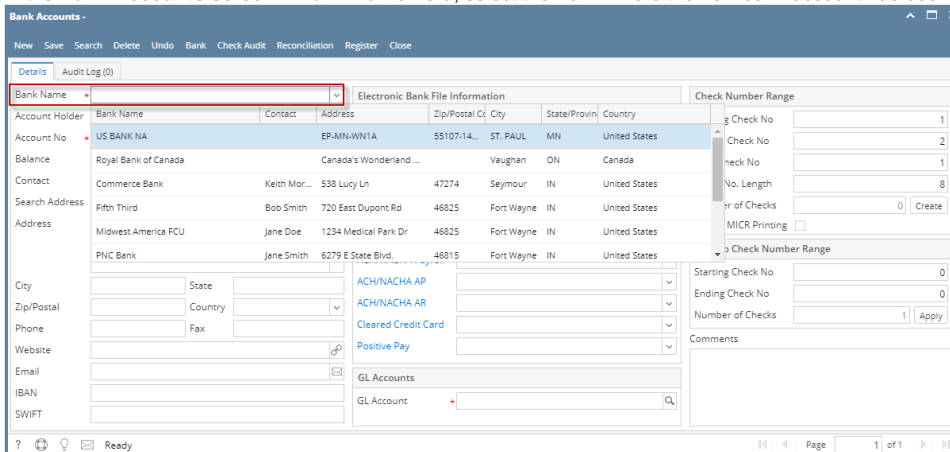
# How to Add new Bank Account

1. From Cash Management module click **Bank Accounts**.
2. It will open the **Search Bank Accounts** screen where existing bank accounts are displayed. Click the **New** toolbar button to open the new Bank Accounts screen.



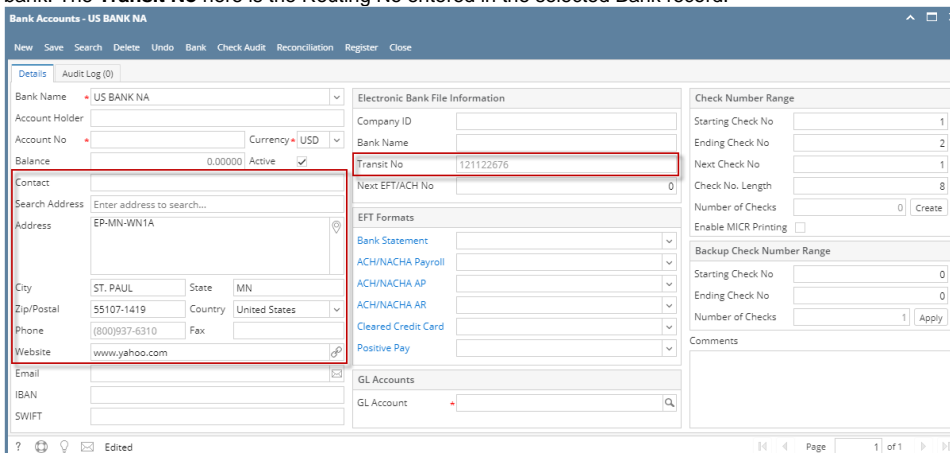
The screenshot shows the 'Bank Accounts' window with a toolbar at the top containing 'New', 'Open', 'Refresh', 'Excel', 'PDF', 'Text', 'CSV', and 'Close'. Below the toolbar is a search bar with 'Filter (F3)' and '10 record(s)'. A table lists various bank accounts with columns for Bank Name, Active status, Bank Account Holder, GL Account Id, and GL Account Description. The 'New' button in the toolbar is highlighted with a red box.

3. In the **Bank Accounts** screen > **Bank Name** field, select the Bank where the new bank account has been opened.



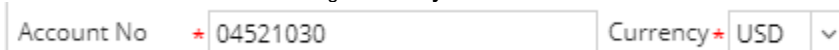
The screenshot shows the 'Bank Accounts' form with the 'Bank Name' dropdown menu open. The dropdown menu lists several banks, including 'US BANK NA', 'Royal Bank of Canada', 'Commerce Bank', 'Fifth Third', 'Midwest America FCU', and 'PNC Bank'. The 'US BANK NA' option is highlighted. The form also includes fields for Account Holder, Account No., Balance, Contact, Search Address, Address, City, State, Zip/Postal, Phone, Website, Email, IBAN, and SWIFT. The 'Check Number Range' section is also visible on the right.

4. Once Bank had been selected, other bank related fields are automatically filled in by information entered in the Banks screen for the selected bank. The **Transit No** here is the Routing No entered in the selected Bank record.



The screenshot shows the 'Bank Accounts - US BANK NA' form. The 'Transit No' field is highlighted with a red box. The form includes fields for Bank Name, Account Holder, Account No., Balance, Contact, Search Address, Address, City, State, Zip/Postal, Phone, Website, Email, IBAN, and SWIFT. The 'Check Number Range' section is also visible on the right.

5. Enter the **Account No** and then assign **Currency** for that bank account.



The screenshot shows the 'Account No' and 'Currency' fields. The 'Account No' field contains the value '04521030' and the 'Currency' field is set to 'USD'.

6. The **Balance** field will show the current balance for the selected back account. At this point, it will show zero as this is the new bank account setup. This is a good way to track how much is the current bank account balance.



The screenshot shows the 'Balance' field, which displays the value '0.00'.

7. The **Active checkbox** is used to activate or deactivate the bank account. See [How to Deactivate a Bank Account](#).

Active: ☒

8. Enter EFT Information.
9. Assign GL Account for the Bank Account. See [How to Assign GL Account for Bank Accounts](#).
10. Generate Check Numbers for the bank account. See [How to Generate Check Numbers](#).
11. If you would want MICR line printed in your checks, check the **Enable MICR Printing checkbox** in the Check Number Range panel. See [How to Configure and Show MICR line on checks](#).
12. Setup Back up Check Number Range. See [How to Setup and Apply Backup Check Number Range](#)



You may or may not setup this at this point but this comes in very handy when you have used up all the checks configured in the Check Number Range panel as you will not anymore configure the check numbers. It just needs to click the Apply button and you will have those checks configured automatically.

13. The **Comments field** is used to add any information related to the Bank Account. Use this field if you need to. This field allows maximum of 30 alphanumeric characters.
14. Click the **Origin tab** and enter the **Checkbook ID**. This is used to match the origin key field for the selected bank account. This accepts up to two alphanumeric characters.
15. Click **Save toolbar button** to save the record.



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



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

Bank Accounts					
New Open Refresh Report					
Bank Accounts					
View Filter (F3) 7 record(s)					
Bank Name	Active	Bank Account Holder	GL Account Id	GL Account Description	
<input type="checkbox"/> Chase Bank - Indiana	<input checked="" type="checkbox"/>		10005-0000-000	Chase - Cash in Bank - Home office - Ad...	
<input type="checkbox"/> Three Rivers Federal Credit Union	<input checked="" type="checkbox"/>		10004-0000-000	Three Rivers - Operating - Grain - Home ...	
<input type="checkbox"/> Chase Bank - Indiana	<input checked="" type="checkbox"/>		10000-0000-000	Wells Fargo - Disbursement - Home offic...	
<input type="checkbox"/> Fifth Third	<input checked="" type="checkbox"/>		10002-0000-000	Fifth Third - AG Operations - Home offic...	
<input type="checkbox"/> Commerce Bank	<input checked="" type="checkbox"/>		10718-0000-000	Payroll Checking - Home office - Admin	
<input type="checkbox"/> PNC Bank	<input type="checkbox"/>	Test Account Holder	10001-9001-002	Wells Fargo - Payroll-Boston Tech Hub-C...	
<input type="checkbox"/> Fifth Third Bank	<input checked="" type="checkbox"/>		10718-0004-003	Payroll Checking - South Bend - Fertilizer	

3. In the **Bank Accounts screen > Bank Name field**, select the Bank where the new bank account has been opened.

- Once Bank had been selected, other bank related fields are automatically filled in by information entered in the Banks screen for the selected bank. The **Transit No** here is the Routing No entered in the selected Bank record.

- Enter the **Account No** and then assign **Currency** for that bank account.

Account No **0705170** Currency **USD**

- The **Balance** field will show the current balance for the selected bank account. At this point, it will show zero as this is the new bank account setup. This is a good way to track how much is the current bank account balance.

Balance: **0.00**

- The **Active** checkbox is used to activate or deactivate the bank account. See [How to Deactivate a Bank Account](#).

Active: ☒

- Enter EFT Information.
- Assign GL Account for the Bank Account. See [How to Assign GL Account for Bank Accounts](#).
- Generate Check Numbers for the bank account. See [How to Generate Check Numbers](#).
- If you would want MICR line printed in your checks, check the **Enable MICR Printing** checkbox in the Check Number Range panel. See [How to Configure and Show MICR line on checks](#).
- Setup Backup Check Number Range. See [How to Setup and Apply Backup Check Number Range](#)



You may or may not setup this at this point but this comes in very handy when you have used up all the checks configured in the Check Number Range panel as you will not anymore configure the check numbers. It just needs to click the Apply button and you will have those checks configured automatically.

- The **Comments** field is used to add any information related to the Bank Account. Use this field if you need to. This field allows maximum of 30 alphanumeric characters.
- Click the **Origin** tab and enter the **Checkbook ID**. This is used to match the origin key field for the selected bank account. This accepts up to two alphanumeric characters.

- Click **Save** toolbar button to save the record.

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

- From Cash Management module click **Bank Accounts**.

- If this is the first record you are to create, it will open directly on new Bank Accounts screen where you can then add the bank account information. Otherwise, it will open the **Search Bank Accounts screen** where existing bank accounts are displayed. Click the **New toolbar button** to open the new Bank Accounts screen.

Bank Accounts		
<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>10 record(s)</div> </div>		
Bank Name	Active	GL Account Id
<input type="checkbox"/> Chase Bank - Indiana	<input checked="" type="checkbox"/>	10005-0000-000
<input type="checkbox"/> Three Rivers Federal Credit Union	<input checked="" type="checkbox"/>	10004-0000-000
<input type="checkbox"/> Chase Bank - Indiana	<input checked="" type="checkbox"/>	10000-0000-000
<input type="checkbox"/> Fifth Third	<input type="checkbox"/>	10002-0000-000
<input type="checkbox"/> Commerce Bank	<input checked="" type="checkbox"/>	10718-0000-000
<input type="checkbox"/> PNC Bank	<input checked="" type="checkbox"/>	10718-0004-100
<input type="checkbox"/> Midwest America FCU	<input checked="" type="checkbox"/>	10000-0007-000
<input type="checkbox"/> Wells Fargo Indiana	<input checked="" type="checkbox"/>	10000-0005-000
<input type="checkbox"/> ABC Bank	<input checked="" type="checkbox"/>	10005-0101-000
<input type="checkbox"/> EFG Bank	<input checked="" type="checkbox"/>	10718-0004-003

- In the **Bank Accounts screen > Bank Name field**, select the Bank where the new bank account has been opened.

Bank Accounts -

New

Save

Search

Delete

Undo

Bank

MICR

Check Audit

Reconciliation

Register

Close

Details

Audit Log (0)

Bank Name:

GL Accounts

Account No:

Bank Name

Contact

Address

Zip/Postal C

City

State/Provin

Country

Balance:

ABC Bank

123-456-7...

00602

Aguada

PR

United States

Contact:

American Bank

Yel Santos

00544

Holtsville

NY

United States

Address:

Chase Bank - Indiana

John Smith

5131 Commerce Way

46204

Indianapo...

IN

United States

Commerce Bank

Keith Mor...

538 Lucy Lane

47274

Seymour

IN

United States

Zip/Postal Code:

EFG Bank

Keith Mar...

Main Road

00544

Holtsville

NY

United States

State/Province:

Fifth Third

Bob Smith

720 East Dupont Roa

46825

Fort Wayne

IN

United States

Phone:

Fax:

Number of Checks:

0

Create

Enable MICR Printing:

☐

Backup Check Number Range

Starting Check No:

0

Ending Check No:

0

Number of Checks:

1

Apply

Comments:

Electronic Bank File Information

Formats

Bank Smt

ACH/NACHA

Positive Pay

Company ID:

Bank Name:

Transit No:

Next No:

- Once Bank had been selected, other bank related fields are automatically filled in by information entered in the Banks screen for the selected bank. The **Transit No** here is the Routing No entered in the selected Bank record.

Bank Accounts - American Bank

New

Save

Search

Delete

Undo

Bank

MICR

Check Audit

Reconciliation

Register

Close

Details

Audit Log (0)

Bank Name:

GL Accounts

Account No:

Currency:

USD

Balance:

0.00

Active:

☒

Contact:

Yel Santos

Address:

Zip/Postal Code:

00544

City:

Holtsville

State/Province:

NY

Country:

United States

Phone:

80826543

Fax:

Website:

Email:

Check Number Range

Starting Check No:

1

Ending Check No:

2

Next Check No:

1

Check No. Length:

8

Number of Checks:

0

Create

Enable MICR Printing:

☐

Backup Check Number Range

Starting Check No:

0

Ending Check No:

0

Number of Checks:

1

Apply

Comments:

Electronic Bank File Information

Formats

Bank Smt

ACH/NACHA

Positive Pay

Company ID:

Bank Name:

Transit No:

Next No:

- Enter the **Account No** and then assign **Currency** for that bank account.

Account No:

06292016

Currency:

USD

- The **Balance field** will show the current balance for the selected back account. At this point, it will show zero as this is the new bank account setup. This is a good way to track how much is the current bank account balance.

Balance:

0.00

7. The **Active checkbox** is used to activate or deactivate the bank account. See [How to Deactivate a Bank Account](#).

Active: ☒

8. Enter EFT Information.
9. Assign GL Account for the Bank Account. See [How to Assign GL Account for Bank Accounts](#).
10. Generate Check Numbers for the bank account. See [How to Generate Check Numbers](#).
11. If you would want MICR line printed in your checks, check the **Enable MICR Printing checkbox** in the Check Number Range panel. See [How to Configure and Show MICR line on checks](#).
12. Setup Back up Check Number Range. See [How to Setup and Apply Backup Check Number Range](#)



You may or may not setup this at this point but this comes in very handy when you have used up all the checks configured in the Check Number Range panel as you will not anymore configure the check numbers. It just needs to click the Apply button and you will have those checks configured automatically.

13. The **Comments field** is used to add any information related to the Bank Account. Use this field if you need to. This field allows maximum of 30 alphanumeric characters.
14. Click the **Origin tab** and enter the **Checkbook ID**. This is used to match the origin key field for the selected bank account. This accepts up to two alphanumeric characters.

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Origin Audit Log (7)

Checkbook: 02

15. Click **Save toolbar button** to save the record.

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

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

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

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

Bank Accounts

New Open Refresh Export Close

Layout Filter Records (F3) 8 record(s)

Bank Name	Active	GL Account Id
<input type="checkbox"/> Chase Bank - Indiana	<input checked="" type="checkbox"/>	10005-0000-000
<input type="checkbox"/> Three Rivers Federal Credit Union	<input checked="" type="checkbox"/>	10001-0004-000
<input type="checkbox"/> Chase Bank - Indiana	<input checked="" type="checkbox"/>	10000-0000-000
<input type="checkbox"/> Fifth Third	<input checked="" type="checkbox"/>	10002-0000-000
<input type="checkbox"/> Commerce Bank	<input checked="" type="checkbox"/>	10718-0000-000
<input type="checkbox"/> PNC Bank	<input checked="" type="checkbox"/>	10001-0003-000
<input type="checkbox"/> Fifth Third Bank	<input checked="" type="checkbox"/>	10001-0000-000
<input type="checkbox"/> Wells Fargo Indiana	<input checked="" type="checkbox"/>	10001-0001-000

- In the **Bank Accounts screen > Bank Name field**, select the Bank where the new bank account has been opened.

The screenshot shows the 'Bank Accounts' window with a table of banks. The 'Bank Name' field is highlighted with a red box, and 'ABC Bank' is selected. The table lists various banks with their details, including Account No., Bank Name, Contact, Address, Zip/Postal Cd, City, State/Province, and Country.

Account No.	Bank Name	Contact	Address	Zip/Postal Cd	City	State/Province	Country
	ABC Bank	test	railroad	00601	Adjuntas	PR	United States
	Chase Bank - Indiana	John Smith	5131 Commerce Way	46204	Indianapo...	IN	United States
	Commerce Bank	Keith Mor...	538 Lucy Lane	47274	Seymour	IN	United States
	Fifth Third	Bob Smith	720 East Dupont Roa	46825	Fort Wayne	IN	United States
	Fifth Third Bank		122 N Broadway	45036	Lebanon	OH	United States
	PNC Bank	Jane Smith	6279 E State Blv	46815	Fort Wayne	IN	United States
	Three Rivers Federal Credit Union	Anthony W...	5600 Main Street	46825	Fort Wayne	IN	United States
	Wells Fargo Indiana	Steve Jones	1234 Main St	46835	Fort Wayne	IN	United States

- Once Bank had been selected, other bank related fields are automatically filled in by information entered in the Banks screen for the selected bank. The **Transit No** here is the Routing No entered in the selected Bank record.

The screenshot shows the 'Bank Accounts - ABC Bank' window. The 'Transit No' field is highlighted with a red box, showing the value 321654987. The window displays various fields for the bank account, including Bank Name, Account No., Balance, Contact, Address, Zip/Postal Code, City, State/Province, Country, Phone, Fax, Website, Email, and Electronic Bank File Information.

- Enter the **Account No** and then assign **Currency** for that bank account.

The screenshot shows the 'Account No' field with the value 828-6308-12 and the 'Currency' dropdown menu set to USD.

- The **Balance** field will show the current balance for the selected back account. At this point, it will show zero as this is the new bank account setup. This is a good way to track how much is the current bank account balance.

The screenshot shows the 'Balance' field with the value 0.00.

- The **Active** checkbox is used to activate or deactivate the bank account. See [How to Deactivate a Bank Account](#).

The screenshot shows the 'Active' checkbox, which is checked.

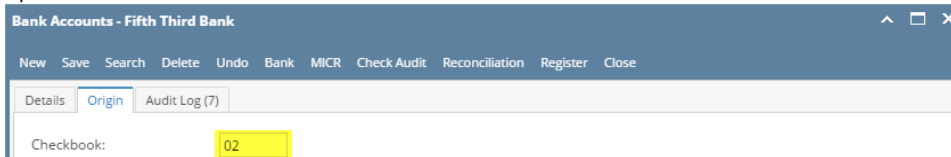
- Enter EFT Information.
- Assign GL Account for the Bank Account. See [How to Assign GL Account for Bank Accounts](#).
- Generate Check Numbers for the bank account. See [How to Generate Check Numbers](#).
- If you would want MICR line printed in your checks, check the **Enable MICR Printing** checkbox in the Check Number Range panel. See [How to Configure and Show MICR line on checks](#).
- Setup Back up Check Number Range. See [How to Setup and Apply Backup Check Number Range](#)



You may or may not setup this at this point but this comes in very handy when you have used up all the checks configured in the Check Number Range panel as you will not anymore configure the check numbers. It just needs to click the Apply button and you will have those checks configured automatically.

- The **Comments** field is used to add any information related to the Bank Account. Use this field if you need to. This field allows maximum of 30 alphanumeric characters.

14. Click the **Origin tab** and enter the **Checkbook ID**. This is used to match the origin key field for the selected bank account. This accepts up to two alphanumeric characters.



Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Origin Audit Log (7)

Checkbook: 02

15. Click **Save toolbar button** to save the record.



Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

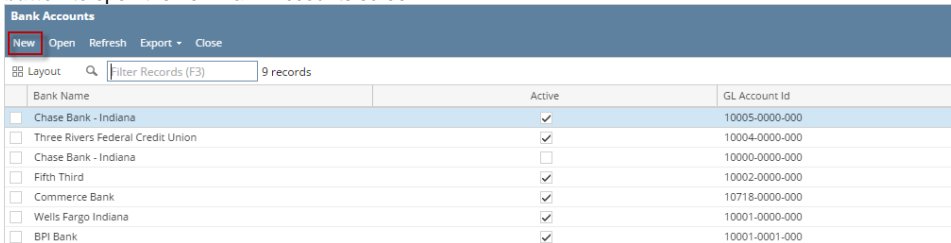
16. Click **Close toolbar button** to close the screen.



Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

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



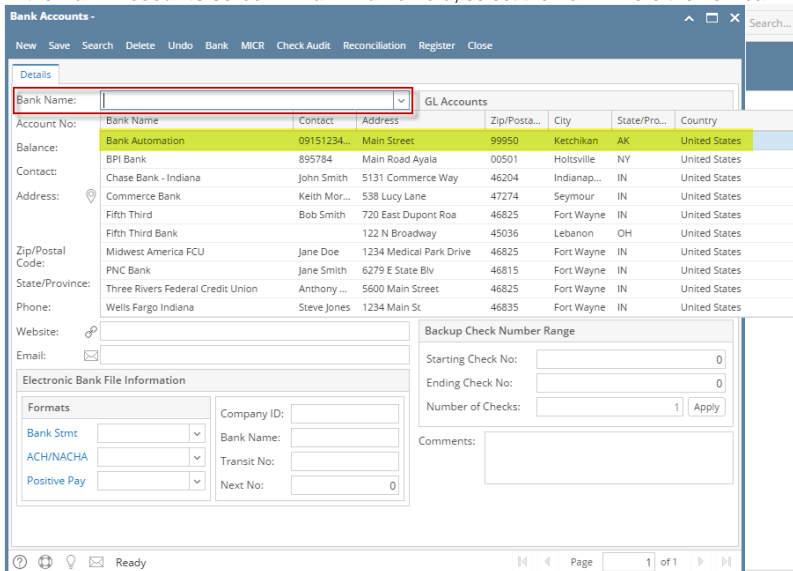
Bank Accounts

New Open Refresh Export Close

Layout Filter Records (F3) 9 records

Bank Name	Active	GL Account Id
<input type="checkbox"/> Chase Bank - Indiana	<input checked="" type="checkbox"/>	10005-0000-000
<input type="checkbox"/> Three Rivers Federal Credit Union	<input checked="" type="checkbox"/>	10004-0000-000
<input type="checkbox"/> Chase Bank - Indiana	<input type="checkbox"/>	10000-0000-000
<input type="checkbox"/> Fifth Third	<input checked="" type="checkbox"/>	10002-0000-000
<input type="checkbox"/> Commerce Bank	<input checked="" type="checkbox"/>	10718-0000-000
<input type="checkbox"/> Wells Fargo Indiana	<input checked="" type="checkbox"/>	10001-0000-000
<input type="checkbox"/> BPI Bank	<input checked="" type="checkbox"/>	10001-0001-000

3. In the **Bank Accounts screen > Bank Name field**, select the Bank where the new bank account has been opened.



Bank Accounts -

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details

Bank Name: [Dropdown Menu] GL Accounts

Account No:	Bank Name	Contact	Address	Zip/Posta...	City	State/Pro...	Country
Balance:	Bank Automation	09151234...	Main Street	99950	Ketchikan	AK	United States
Contact:	BPI Bank	895784	Main Road Ayala	00501	Holtsville	NY	United States
Address:	Chase Bank - Indiana	John Smith	5131 Commerce Way	46204	Indianap...	IN	United States
	Commerce Bank	Keith Mor...	538 Lucy Lane	47274	Seymour	IN	United States
	Fifth Third	Bob Smith	720 East Dupont Roa	46825	Fort Wayne	IN	United States
	Fifth Third Bank		122 N Broadway	45036	Lebanon	OH	United States
Zip/Postal Code:	Midwest America FCU	Jane Doe	1234 Medical Park Drive	46825	Fort Wayne	IN	United States
State/Province:	PNC Bank	Jane Smith	6279 E State Blv	46815	Fort Wayne	IN	United States
	Three Rivers Federal Credit Union	Anthony ...	5600 Main Street	46825	Fort Wayne	IN	United States
Phone:	Wells Fargo Indiana	Steve Jones	1234 Main St	46835	Fort Wayne	IN	United States

Website: [Field]

Email: [Field]

Electronic Bank File Information

Formats: Bank Stmt, ACH/NACHA, Positive Pay

Company ID: [Field]

Bank Name: [Field]

Transit No: [Field]

Next No: 0

Backup Check Number Range

Starting Check No: 0

Ending Check No: 0

Number of Checks: 1 Apply

Comments: [Field]

4. Once Bank had been selected, other bank related fields are automatically filled in by information entered in the Banks screen for the selected bank. The **Transit No** here is the Routing No entered in the selected Bank record.

Bank Accounts - Bank Automation

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details

Bank Name: Bank Automation

Account No:

Balance: 0.00

Currency: USD

Active: ☒

Contact: 0915123456

Address: Main Street

City: Ketchikan

State/Province: AK

Country: United States

Phone: 835425

Fax: 1223

Website: www.yahoo.com

Email: email@yahoo.com

Electronic Bank File Information

Formats

Bank Smit

ACH/NACHA

Positive Pay

Company ID:

Bank Name:

Transit No: 321654

Next No: 0

Check Number Range

Starting Check No: 1

Ending Check No: 2

Next Check No: 1

Number of Checks: 0

Create

Backup Check Number Range

Starting Check No: 0

Ending Check No: 0

Number of Checks: 1

Apply

Comments:

5. Enter the **Account No** and then assign **Currency** for that bank account.

Account No: 253624539656

Currency: USD

6. The **Balance** field will show the current balance for the selected back account. At this point, it will show zero as this is the new bank account setup. This is a good way to track how much is the current bank account balance.

Balance: 15,150.07

7. The **Active** checkbox is used to activate or deactivate the bank account. See [How to Deactivate a Bank Account](#).

Active: ☒

8. Enter EFT Information.
9. Assign GL Account for the Bank Account. See [How to Assign GL Account for Bank Accounts](#).
10. Generate Check Numbers for the bank account. See [How to Generate Check Numbers](#).
11. If you would want MICR line printed in your checks, check the **Enable MICR Printing** checkbox in the Check Number Range panel. See [How to Configure and Show MICR line on checks](#).
12. Setup Back up Check Number Range. See [How to Setup and Apply Backup Check Number Range](#)



You may or may not setup this at this point but this comes in very handy when you have used up all the checks configured in the Check Number Range panel as you will not anymore configure the check numbers. It just needs to click the Apply button and you will have those checks configured automatically.

13. The **Comments** field is used to add any information related to the Bank Account. Use this field if you need to. This field allows maximum of 30 alphanumeric characters.
14. Click the **Origin** tab and enter the **Checkbook ID**. This is used to match the origin key field for the selected bank account. This accepts up to two alphanumeric characters.

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Origin

Checkbook: 01

15. Click **Save** toolbar button to save the record.

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

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

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

1. From Cash Management module click **Bank Accounts**.



- If this is the first record you are to create, it will open directly on new Bank Accounts screen where you can then add the bank account information. Otherwise, it will open the **Search Bank Accounts screen** where existing bank accounts are displayed. Click the **New toolbar button** to open the new Bank Accounts screen.

Bank Accounts

New View Refresh Close

Layout Filter Records (F3) 7 records

Checkbook	Bank Name	Active	GL Account Id
01	BANK OF WACHOVIA	<input checked="" type="checkbox"/>	10120-0000
02	Bank of Windsor	<input checked="" type="checkbox"/>	10130-0000
03	CROSSROADS-WABASH	<input checked="" type="checkbox"/>	10130-0000
04	NATIONAL CITY BANK	<input checked="" type="checkbox"/>	10140-0000
AU	Australian Bank Account	<input checked="" type="checkbox"/>	10140-0000
SS	Australian Bank Account	<input checked="" type="checkbox"/>	10120-0000
RR	Sample Bank	<input checked="" type="checkbox"/>	10122-1001

- In the **Bank Accounts screen > Bank Name field**, select the Bank where the new bank account has been opened.

Bank Accounts

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Origin

Bank Name: **ABC Bank** GL Accounts

Account No: **ABC Bank** Contact: **James Bro.** Address: **4242 Flagstaff Cove** Zip/Postal: **46815** City: **Fort Wayne** State/Pro: **IN** Country: **United States**

Balance: **Australian Bank Account**

Contact: **BANK OF WACHOVIA**

Address: **Bank of Windsor**

**CROSSROADS-WABASH**

**NATIONAL CITY BANK**

Zip/Postal Code: **Old National Bank** Dan **46815** Fort Wayne **IN** United States

State/Province: **Sample Bank**

Phone: Fax: Enable MICR Printing: ☐

Website: Backup Check Number Range

Email: Starting Check No: Ending Check No: Number of Checks: 1 Apply

Comments:

Electronic Bank File Information

Formats

Bank Stmt: Company ID: Bank Name: Bank Name: Transit No: Next No: 0

ACH/NACHA: Positive Pay: Next No: 0

Ready

- Once Bank had been selected, other bank related fields are automatically filled in by information entered in the Banks screen for the selected bank. The **Transit No** here is the Routing No entered in the selected Bank record.

Bank Accounts

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Origin

Bank Name: **ABC Bank** GL Accounts

Account No: Currency: **USD** GL Account:

Balance: **0.000000** Active: ☒

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.inely.com**

Email: **info@inely.com**

Check Number Range

Starting Check No: Ending Check No: Next Check No: Number of Checks: 0 Create

Enable MICR Printing: ☐

Backup Check Number Range

Starting Check No: Ending Check No: Number of Checks: 1 Apply

Comments:

Electronic Bank File Information

Formats

Bank Stmt: Company ID: Bank Name: Bank Name: Transit No: **005126751** Next No: 0

ACH/NACHA: Positive Pay: Next No: 0

Edited

- Enter the **Account No** and then assign **Currency** for that bank account.

Account No: **1500326210** Currency: **USD**

- The **Balance field** will show the current balance for the selected back account. At this point, it will show zero as this is the new bank account setup. This is a good way to track how much is the current bank account balance.

Balance: **0.000000**

- The **Active checkbox** is used to activate or deactivate the bank account. See [How to Deactivate a Bank Account](#).

Active: ☒

- Enter EFT Information.
- Assign GL Account for the Bank Account. See [How to Assign GL Account for Bank Accounts](#).
- Generate Check Numbers for the bank account. See [How to Generate Check Numbers](#).
- If you would want MICR line printed in your checks, check the **Enable MICR Printing checkbox** in the Check Number Range panel. See [How to Configure and Show MICR line on checks](#).
- Setup Back up Check Number Range. See [How to Setup and Apply Backup Check Number Range](#)



You may or may not setup this at this point but this comes in very handy when you have used up all the checks configured in the Check Number Range panel as you will not anymore configure the check numbers. It just needs to click the Apply button and you will have those checks configured automatically.

13. The **Comments** field is used to add any information related to the Bank Account. Use this field if you need to. This field allows maximum of 30 alphanumeric characters.
14. Click the **Origin** tab and enter the **Checkbook ID**. This is used to match the origin key field for the selected bank account. This accepts up to two alphanumeric characters.

Bank Accounts window, Origin tab. The 'Checkbook:' field is highlighted with a red box and contains the value '08'.

15. Click **Save toolbar button** to save the record.

Bank Accounts window, Save toolbar button highlighted with a red box.

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

Bank Accounts window, Close toolbar button highlighted with a red box.

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

Search Bank Accounts window. The 'New' toolbar button is highlighted with a red box. Below is a table of existing bank accounts:

Checkbook	Bank Name	Active	GL Account Id
1	ABC Bank	<input checked="" type="checkbox"/>	106040-00
05	ABC Bank	<input checked="" type="checkbox"/>	106040-10
06	140 Bank	<input checked="" type="checkbox"/>	106040-30
07	Test Bank	<input checked="" type="checkbox"/>	106040-20

3. In the **Bank Accounts screen** > **Bank Name** field, select the Bank where the new bank account has been opened.

Bank Accounts window. The 'Bank Name' field is highlighted with a red box. Below is a table of bank accounts with the 'ABC Bank' row highlighted in yellow:

Account N	Bank Name	Contact	Address	Zip/Postal Code	City	State/Province	Country
Balance:	140 Bank	kaye collins	1234 main st. second drive	00604	Aguadilla	PR	United States
Contact:	ABC Bank	James Brown	4242 Flagstaff Cove	46815	Fort Wayne	IN	United States
Address:	New Bank						
	Test Bank	Anne Way	123 Main St. Star Avenue	00610	Anasco	PR	United States

4. Once Bank had been selected, other bank related fields are automatically filled in by information entered in the Banks screen for the selected bank. The **Transit No** here is the Routing No entered in the selected Bank record.

Bank Accounts window showing the Details tab. The form is populated with data for 'ABC Bank'. A red box highlights the Contact information fields: 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.irely.com), and Email (info@irely.com). Another red box highlights the EFT Information section, specifically the Transit No field which contains '8005126751B'.

5. Enter the **Account No** and then assign **Currency** for that bank account.

Account No:  Currency:

6. The **Balance** field will show the current balance for the selected back account. At this point, it will show zero as this is the new bank account setup. This is a good way to track how much is the current bank account balance.

Balance:

7. The **Active** checkbox is used to activate or deactivate the bank account. See [How to Deactivate a Bank Account](#).

Active: ☒

8. Enter EFT Information.

9. Assign GL Account for the Bank Account. See [How to Assign GL Account for Bank Accounts](#).

10. Generate Check Numbers for the bank account. See [How to Generate Check Numbers](#).

11. If you would want MICR line printed in your checks, check the **Enable MICR Printing** checkbox in the Check Number Range panel. See [How to Configure and Show MICR line on checks](#).

12. Setup Back up Check Number Range. See [How to Setup and Apply Backup Check Number Range](#)



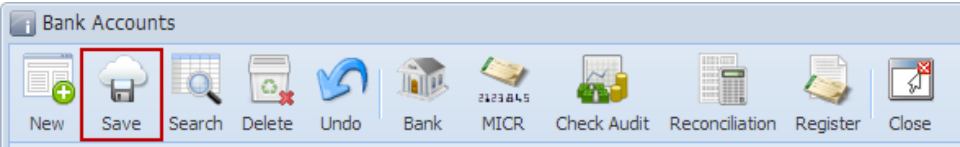
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Bank Accounts window showing the Origin tab. The 'Checkbook' field is highlighted with a red box and contains the value '08'.

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

