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.

Bank Accounts				
8 View Q, Filter (F3) 10 re	cord(s)			
Bank Name	Active	Bank Account Holder	GL Account Id	GL Account Description
Chase Bank - IN	¥		10005-0000-000	Chase- Cash in Bank - Home off
Three Rivers Federal Credit Union	~		10004-0000-000	Three Rivers - Operating - Grain
Chase Bank - IN	×		10000-0000-000	Wells Fargo - Disbursement - H
Fifth Third	¥		10002-0000-000	Fifth Third - AG Operations - Ho
Commerce Bank	¥		10718-0000-000	Payroll Checking - Home office
Fifth Third	¥	iRely	10011-0000-000	Cash on hand-Home office-Adr
Fifth Third	¥	iRely	10013-0000-000	Cash on hand-Home office-Adr
Royal Bank of Canada	\checkmark		10000-9002-006	Wells Fargo - Disbursement-Au
Fifth Third Bank	v		14140-0001-001	Cash Smoke-Fort Wayne-Grain
Fifth Third Bank	×		14140-0001-000	Cash Smoke-Fort Wayne-Admir

? 🗊 🖓 🖂 Ready

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

Details Audit L	og (0)									
Bank Name 🔺				~	Electronic Bank	File Informa	ition			Check Number Range
Account Holder	Bank Name		Contact	Addres	55	Zip/Postal Co	City	State/Provin	Country	g Check No
Account No 🔺	US BANK NA			EP-MN	I-WN1A	55107-14	ST. PAUL	MN	United States	Check No
Balance	Royal Bank of Canada	•		Canad	a's Wonderland		Vaughan	ON	Canada	neck No
Contact	Commerce Bank		Keith Mor	538 Lu	icy Ln	47274	Seymour	IN	United States	No. Length
Search Address	Fifth Third		Bob Smith	720 Ea	st Dupont Rd	46825	Fort Wayne	IN	United States	r of Checks 0 Creat
Address	Midwest America FCU	J	Jane Doe	1234 N	/ledical Park Dr	46825	Fort Wayne	IN	United States	MICR Printing
	PNC Bank		Jane Smith	6279 E	State Blvd.	46815	Fort Wayne	IN	United States	- Check Number Range
City		State			ACH/NACHA AP				~	Ending Check No
Zip/Postal		Country		~	ACH/NACHA AR				×	Number of Checks 1 Appl
Phone		Fax			Cleared Credit C	ard			~	Comments
Website				P	Positive Pay				~	
Email					GL Accounts					
IBAN					GL Account	+			Q	
SWIFT										

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 Name 🚽	US BANK NA			~	Electronic Bank File Information		Check Number Range		
Account Holder			Currency + USD	~	Company ID Bank Name		Starting Check No		
Balance		0.000	000 Active 🖌	[Transit No 121122676		Next Check No		
Contact					Next EFT/ACH No	0	Check No. Length		
Search Address Address	Enter address to s	earch		0	EFT Formats Bank Statement		Number of Checks Enable MICR Printing	0	Cri
					ACH/NACHA Payroll	~	Backup Check Number Range		
City	ST. PAUL	State	MN		ACH/NACHA AP	~	Starting Check No Ending Check No		
Zip/Postal Phone	55107-1419 (800)937-6310	Country Fax	United States	~	ACH/NACHA AR Cleared Credit Card	~	Number of Checks	1	A
Website	www.yahoo.com			P	Positive Pay	~	Comments		
Email IBAN					GL Accounts				
SWIFT					GL Account *	Q			
? 🗘 🖓 🖂	Edited						I4 4 Page	1 of 1	Þ

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

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.

	Bank Accounts - US BANK NA		×
	New Save Search Delete Undo Bank Check-Audit Reconciliation Register Close		
16.	Click Close toolbar button to close the screen.		
	Bank Accounts - US BANK NA		×
	New Save Search Delete Undo Bank 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 Open Refresh Report -				
Bank Accounts				
III View Q. Filter (F3) 7 reco	rd(s)			
Bank Name	Active	Bank Account Holder	GL Account Id	GL Account Description
Chase Bank - Indiana	>		10005-0000-000	Chase- Cash in Bank - Home office - Ad
Three Rivers Federal Credit Union	×		10004-0000-000	Three Rivers - Operating - Grain - Home
Chase Bank - Indiana	✓		10000-0000-000	Wells Fargo - Disbursement - Home offic
Fifth Third	\checkmark		10002-0000-000	Fifth Third - AG Operations - Home offic
Commerce Bank	×		10718-0000-000	Payroll Checking - Home office - Admin
PNC Bank		Test Account Holder	10001-9001-002	Wells Fargo - Payroll-Boston Tech Hub-C
Fifth Third Bank	\checkmark		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.

Bank Name 🔺				~	GL Ac	counts				l
Account Holder	Bank Name		Contact	Address		Zip/Postal Co	City	State/Provin	Country	
Account No 🔺	Midwest America FCU		Jane Doe	1234 Medical P	ark Drive	46825	Fort Wayne	IN	United States	
alance	PNC Bank		Jane Smith	6279 E State Bi	v	46815	Fort Wayne	IN	United States	
ontact	Fifth Third Bank			122 N Broadwa	y	45036	Lebanon	он	United States	
earch Address	Three Rivers Federal Credit	Union	Anthony	5600 Main Stre	et	46825	Fort Wayne	IN	United States	
ddress	Chase Bank - Indiana		John Smith	5131 Commerc	e Way	46204	Indianap	IN	United States	
	Wells Fargo Indiana		Steve Jones	1234 Main Sthg	thg	46835	Fort Wayne	IN	United States	
ity		State			Enable	MICR Printing			v erene	П
ip/Postal		Country		~						
hone		Fax			Backu	p Check Num	ber Range			U
Vebsite				P	Startin	ng Check No			0	Ш
mail					Contrac	g Check No			0	
BAN						er of Checks			1 Apply	
WIFT					Comme	ents				1
Electronic Bank	k File Information									1
Formats		Company I								
Bank Stmt										
ACH/NACHA		Bank Nami								Ш
ACH/NACHA	V	Transit No								Ш

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 - Wells Fargo Indiana ^ 🗆 X
	New Sive Sairch Delete Undo Bark Checkludt Reconstation Register Close
	Deaths AudR Log (0) Bank Name • Wells Fargo Indiana
	Account Holder Q
	Account No Currency USD Balance ODD Active Check Number Range
	Contact Strive Jones Strive Jones 1
	Search Address Emer address to search Ending under No 2 Address 1234 Main Strighg Next Check No 1
	Check No. Length 8 Number of Checks 0 Create
	Cry Fort Wayne State IN Enable MICR Printing
	Zip/Postal 46835 Country United States Phone (800)555-1212 Fax Backup Check Number Range
	Website Image: Check No 0 Email Ending Check No 0
	Email I I I I I I I I I I I I I I I I I I I
	SVIFT Comments
	Electronic Bank File Information Formats Company/D
	Bank Sent C
	ACH/NACHA
	? D
5.	Enter the Account No and then assign Currency for that bank account.
	Account No * 0705170 Currency* USD V
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: 0.00
7.	The Active checkbox is used to activate or deactivate the bank account. See How to Deactivate a Bank Account.
	Active: 🗸
9. 10. 11.	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
	O 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
14.	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 the beneficient enterties.
	alphanumeric characters.
	Bank Accounts - Firth Third Bank
	New Save Search Delete Undo Bank MICR Check-Audit Reconciliation Register Close
	Details Origin Audit Log (7)
	eren erên yenereêti
	Checkbook: 02
15.	Click Save toolbar button to save the record.
	Bank Accounts - Fifth Third Bank
	New Caret Dates Hade Bask MCD Checkburg Description Desister Class
	New Saerch Delete Undo Bank MICR Check Audit Reconciliation Register Close
16.	Click Close toolbar button to close the screen.
	Bank Accounts - Fifth Third Bank ^ 🗖 X
	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		
B Layout Q Filter Records (F3) 10 record(s)		
Bank Name	Active	GL Account Id
Chase Bank - Indiana	\checkmark	10005-0000-000
Three Rivers Federal Credit Union	\checkmark	10004-0000-000
Chase Bank - Indiana	\checkmark	10000-0000-000
Fifth Third		10002-0000-000
Commerce Bank	\checkmark	10718-0000-000
PNC Bank	\checkmark	10718-0004-100
Midwest America FCU	\checkmark	10000-0007-000
Wells Fargo Indiana	\checkmark	10000-0005-000
ABC Bank	\checkmark	10005-0101-000
EFG Bank	\checkmark	10718-0004-003

3. In the Bank Accounts screen > Bank Name field, select the Bank where the new bank account has been opened. $\Box \times$ Bank Acco

		ank MICR Ch	neck Audit 🛛 R	econciliation	Register	Close			
Details Audit L Bank Name:	og (0)			×	GL Accou	unts			
Account No:	Bank Name		Contact	Address	2	Zip/Postal Co	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 Comm	erce Way	46204	Indianapo	IN	United States
	Commerce Bank		Keith Mor	538 Lucy Lar	ie	47274	Seymour	IN	United States
Zip/Postal	EFG Bank		Keith Mar	Main Road		00544	Holtsville	NY	United States
Code: State/Province:	Fifth Third		Bob Smith	720 East Dup	oont Roa	46825	Fort Wayne	IN	United States
Phone: Website: &		Fax:				of Checks: /ICR Printing:			0 Create
Email: 🖂					Backup (Check Numbe	r Range		
Electronic Bank	File Information				Starting	Check No:			0
Formats		Company ID:				heck No:			0
Bank Stmt	~	Bank Name:			Number	of Checks:			1 Apply
ACH/NACHA	~	Transit No:			Comment	s:			
Positive Pay	~	Next No:		0					

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.

	- American Bank		^					
New Save Sea		ank MICR Check Audit Reconciliation	Register Close					
Bank Name:	American Bank		GL Accounts					
Account No:		Currency: USD ~	GL Account:					
Balance:		0.00 Active:						
Contact:	Yel Santos		Check Number Range					
Address: 🛛 🖗	>		Starting Check No:	1				
			Ending Check No:	2				
Zip/Postal	00544	 City: Holtsville 	Next Check No:	1				
Code: State/Province:		Country: United States V	Check No. Length:	в				
Phone:	80826543	Fax:	Number of Checks: 0 Creat					
Website: &			Enable MICR Printing:					
Email: 🖂	3		Backup Check Number Range					
Electronic Ban	nk File Information		Starting Check No:	D				
Formats		Company ID:	Ending Check No:	D				
Bank Stmt	v	Bank Name:	Number of Checks: 1 Appl	0				
ACH/NACHA	~	Transit No: 071255468	Comments:	-				
Positive Pay	~	Next No: 0	commence					
) () () ()	Edited		Id d Page 1 of1 ▶					
mer me	Account No	b and then assign C	irrency for that bank account.					
Account	nt No:	06292016		Currency:	USD	\sim		

Balance:

7. The Active checkbox is used to activate or deactivate the bank account. See How to Deactivate a Bank Account.

Active: ~

15

- 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.
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- 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 /	Accour	nts - Fiftl	n Third B	ank						~ □ ×	
	New	Save	Search	Delete	Undo	Bank	MICR	Check Audit	Reconciliation	Register	Close	
	Deta	ils O	rigin A	udit Log (7)							l
	Che	ckbool	k:		02							l
15.	Click	Save	toolb	ar but	ton to	o sav	e the	record.				
	Bank /	Accour	nts - Fiftl	n Third B	ank						~ □ ×	
	New	Save	Search	Delete	Undo	Bank	MICR	Check Audit	Reconciliation	Register	Close	
16.	Click	Clos	e tool	bar bu	itton	to clo	se the	e screen.				
	Bank /	Accour	ıts - Fiftl	n Third B	ank						~ □ ×	
	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								
B Layout Q Filter Records (F3) 8 record(s)								
Bank Name	Active	GL Account Id						
Chase Bank - Indiana	\checkmark	10005-0000-000						
Three Rivers Federal Credit Union	\checkmark	10001-0004-000						
Chase Bank - Indiana	\checkmark	10000-0000-000						
Fifth Third	\checkmark	10002-0000-000						
Commerce Bank	\checkmark	10718-0000-000						
PNC Bank	\checkmark	10001-0003-000						
Fifth Third Bank	\checkmark	10001-0000-000						
Wells Fargo Indiana	\checkmark	10001-0001-000						

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

ank Accounts -									^ □ ×	
New Save Sear	rch Delete Undo B	ank MICR Che	eck Audit Re	conciliation	Register Clos	e				
Bank Name:				~	GL Accounts	5				
Account No:	Bank Name		Contact	Address	2	Zip/Postal Co	City	State/Provine	Country	
Balance:	ABC Bank		test	railroad		00601	Adjuntas	PR	United States	
Contact:	Chase Bank - Indiana		John Smith	5131 Comr	nerce Way	46204	Indianapo	IN	United States	
Address: 📎	Commerce Bank		Keith Mor	538 Lucy La	ane	47274	Seymour	IN	United States	
	Fifth Third		Bob Smith	720 East D	upont Roa	46825	Fort Wayne	IN	United States	
	Fifth Third Bank			122 N Broa	dway	45036	Lebanon	ОН	United States	
Zip/Postal Lode:	PNC Bank		Jane Smith	6279 E Stat	e Blv	46815	Fort Wayne	IN	United States	
State/Province:	Three Rivers Federal Cre	dit Union	Anthony W	5600 Main	Street	46825	Fort Wayne	IN	United States	
hone:	Wells Fargo Indiana		Steve Jones	1234 Main	St	46835	Fort Wayne	IN	United States	
Nebsite: 🔗										
mail: 🖂					Backup Che	ck Number f	Range			
Electronic Bank	File Information				Starting Che	ck No:			0	
Formats		Company ID:			Ending Chee	:k No:			0	
Bank Stmt	~	Bank Name:			Number of	Checks:			1 Apply	
ACH/NACHA	~	Transit No:			Comments:					
Positive Pay	~	Next No:		0						

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.

Details Audit Log (0)					
Bank Name: ABC Bank			~	GL Accounts	
Account No:		Currency:	USD 🗸	GL Account:	~
Balance:		0.00 Active:	~		
lontact: test				Check Number Range	
ddress: 💿 railroad				Starting Check No:	1
				Ending Check No:	2
ip/Postal 00601	~ City:	Adjuntas		Next Check No:	1
itate/Province: PR	Country	United States	~	Check No. Length:	8
hone:	Fax:			Number of Checks:	0 Create
Vebsite: P				Enable MICR Printing:	
mail:				Backup Check Number Range	
Electronic Bank File Inform	ation			Starting Check No:	0
Formats	Company	D:		Ending Check No:	0
Bank Stmt	Y Bank Nam			Number of Checks:	1 Apply
ACH/NACHA	Y Transit No	321654987		Comments:	

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

Account No: 828-6308-12

Currency: USD

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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.

0.00

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

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**.
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Bank Accounts		
New Open Refresh Export - Close		
문 Layout Q Filter Records (F3) 9 records		
Bank Name	Active	GL Account Id
Chase Bank - Indiana	✓	10005-0000-000
Three Rivers Federal Credit Union	\checkmark	10004-0000-000
Chase Bank - Indiana		10000-0000-000
Fifth Third	\checkmark	10002-0000-000
Commerce Bank	\checkmark	10718-0000-000
Wells Fargo Indiana	\checkmark	10001-0000-000
BPI Bank	\checkmark	10001-0001-000

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

lank Name:	1			~	GL Account	s			
Account No:	Bank Name		Contact	Address	5	Zip/Posta	City	State/Pro	Country
Balance:	Bank Automation		09151234	Main Stree	et -	99950	Ketchikan	AK	United States
_	BPI Bank		895784	Main Road	l Ayala	00501	Holtsville	NY	United States
Contact:	Chase Bank - Indiana		John Smith	5131 Com	merce Way	46204	Indianap	IN	United States
Address: 🔗	Commerce Bank		Keith Mor	538 Lucy L	ane	47274	Seymour	IN	United States
	Fifth Third		Bob Smith	720 East D	upont Roa	46825	Fort Wayne	IN	United States
	Fifth Third Bank			122 N Broa	adway	45036	Lebanon	OH	United States
Zip/Postal Code:	Midwest America FCU		Jane Doe	1234 Medi	cal Park Drive	46825	Fort Wayne	IN	United States
State/Province:	PNC Bank		Jane Smith	6279 E Sta	te Blv	46815	Fort Wayne	IN	United States
	Three Rivers Federal Cr	edit 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: P					Backup Check Number Range				
Email: 🖂					Starting Check No:			0	
Electronic Deci	File Information								
Electronic Bank	crite information				Ending Che	ck No:			0
Formats		Company ID:			Number of Checks:		1 Apply		
Bank Stmt	~	Bank Name:							
ACH/NACHA					Comments:				
	~	Transit No:							
Positive Pay	~	Next No:		0					

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.

Details				
Bank Name:	Bank Automation		~	GL Accounts
Account No:		Currency:	USD v	GL Account:
Balance:		0.00 Active:	~	
Contact:	0915123456			Check Number Range
Address: 🔗	Main Street			Starting Check No: 1
				Ending Check No: 2
Zip/Postal		City: Ketchikan		Next Check No: 1
Code: State/Province:	AK	Country: United States	~	Number of Checks: 0 Create
Phone:	835425	Fax: 1223	Ť	Enable MICR Printing:
Website: P		TELS		Backup Check Number Range
	email@yahoo.com			Starting Check No: 0
	k File Information			Ending Check No: 0
Formats				Number of Checks: 1 Apply
Bank Stmt		Company ID:		
ACH/NACHA		Bank Name:	_	Comments:
Positive Pay	· · · ·	Transit No: 321654		
		Next NO:	0	
000	Edited			I4 4 Page 1 of 1 ▷ ▷

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.

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	aı	G		-	

- 15,150.07
- 7. The Active checkbox is used to activate or deactivate the bank account. See How to Deactivate a Bank Account.

- Al		
- 183 Jan 19	100 A.	
	ALC: NOT THE OWNER OF	
[10] D.Chen R.	and the lines	

8. Enter EFT Information.

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- 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.
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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									
5.	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									
6.	Click Close toolbar button to close the screen.									
	Bank Accounts - Fifth Third Bank ^ 🗖 X									
	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									
Image: New View Reference Close									
Layout - 🍸 Filter Records (F3) 7 records									
Checkbook	Bank Name	Active	GL Account Id						
01	BANK OF WACHOVIA	V	10120-0000						
02	Bank of Windsor		10130-0000						
03	CROSSROADS-WABASH	V	10130-0000						
04	NATIONAL CITY BANK	V	10140-0000						
I AU	Australian Bank Account	V	10140-0000						
55	Australian Bank Account	V	10120-0000						
RR RR	Sample Bank	V	10122-1001						

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

New Save Se	arch Delete Und		MICR Check Audi		ciliation Register	Close			
Details Origin Bank Name:]			~	GL Accounts				
Account No:	Bank Name		Contact	Addre	55	Zip/Postal	City	State/Pro	Country
Balance:	ABC Bank		James Bro	4242	Flagstaff Cove	46815	Fort Wayne	IN	United States
	Australian Bank Aco	ount							
Contact:	BANK OF WACHOVE	Ą							
Address: 🔝	Bank of Windsor								
	CROSSROADS-WAB	ASH							
	NATIONAL CITY BAN	ικ							
Zip/Postal Code:	Old National Bank		Dan			46815	Fort Wayne	IN	United States
State/Province:	Sample Bank								
Phone:		Fax:			Enable MICR P	rinting: 🕅			
Website: 🕥									
					Backup Check Nu	mber Range			
Email: 😥					Starting Check	Not			0
Electronic Bank Fil	e Information								
					Ending Check	No:			0
Formats		Company 1	ID:		Number of Che	ecks:		1 Appl	Y
Bank Stmt:	9.4	Bank Name	e:						
ACH/NACHA:	9.4	Transit No			Comments:				
	Q ¥								
Positive Pay:	4.*	Next No:		0					

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.

Image: Section Decker Undow Decker Multice Check Audit: Recorrectionation: Register Clear Bank Name: Image: Decker Multice Fange: Dec	Bank Accounts		
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Contact: James Brown Address: 4242 Flagstaff Cove State/Province: N State/Province: N Country: United States Finale MCR Printing: Backup Check No: 1 State/Province: N Country: United States Finale MCR Printing: Backstm: Query Backstm: Query Backstm: Query Postive Pay: Transit No: Object Number of Checks: 1 Address: Image New York Rest Company ID: Back Strict: Transit No: Postive Pay: Next No: Postive Pay: Next No: Comments: Image No: Comments: Image No: Comments: Image No: Postive Pay: Next No: Comments: Image No: Comments: Image No: Comments: Image No: Postive Pay: Image No: Postive Pay: Image No: <tr< th=""><th>Account No:</th><th>Currency: USD ¥</th><th>GL Account:</th></tr<>	Account No:	Currency: USD ¥	GL Account:
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	🛿 😟 👷 Edited		↓ ↓ Page 1 of 1 ▶ ▶
Account No: 1500326210 Currency: USD 💙	nter the Account No	and then assig	gn Currency for that bank account.
	Account No:	150032621	10 Currency: USD
			canone, oob

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: 0.000000

7. The Active checkbox is used to activate or deactivate the bank account. See How to Deactivate a Bank Account.

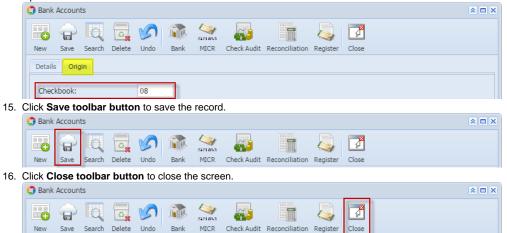
Active: 🔽

- 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

5.

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.



- 1. From Cash Management module > Maintenance folder > double-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.

Search Bank Accounts				
lew Open Selected Refresh	Close			
Filter Records (F3)	4 records			
Checkbook	Bank Name	Active	GL Account Id	
1	ABC Bank		106040-00	
05	ABC Bank		106040-10	
06	140 Bank		106040-30	
07	Test Bank		106040-20	

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

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Regis	ter Close
Details Origin	
Bank Name: GL Accounts	;
Account N Filter Records × 4 records	
Balance: Bank Name Contact Address Zip/Post	tal Code City State/Province Country
Contact: 140 Bank kaye collins 1234 main st. second drive 00604	Aguadilla PR United States
Address: ABC Bank James Brown 4242 Flagstaff Cove 46815	Fort Wayne IN United States
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.

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