How to Deactivate a Bank Account

- 1. From Cash Management module click Bank Accounts.
- 2. The Search Bank Accounts screen will open. Select the bank account you want deactivated by checking the checkbox before the selected bank account and click View toolbar button.

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Bank Name	Active	Bank Account Holder	GL Account Id	GL Account Description
Chase Bank - IN	~		10005-0000-000	Chase- Cash in Bank - Home o
Three Rivers Federal Credit Union	~		10004-0000-000	Three Rivers - Operating - Gra
Chase Bank - IN	×		10000-0000-000	Wells Fargo - Disbursement -
Fifth Third	\checkmark		10002-0000-000	Fifth Third - AG Operations - H
Commerce Bank	\checkmark		10718-0000-000	Payroll Checking - Home offic
Fifth Third	¥	iRely	10011-0000-000	Cash on hand-Home office-A
Fifth Third	¥	iRely	10013-0000-000	Cash on hand-Home office-A
Royal Bank of Canada	¥		10000-9002-006	Wells Fargo - Disbursement-
Fifth Third Bank	~		14140-0001-001	Cash Smoke-Fort Wayne-Gra
Fifth Third Bank	×		14140-0001-000	Cash Smoke-Fort Wayne-Adr
Fifth Third Bank	×		14152-1206-116	CM Smoke GL Account-CM Si
US BANK NA	~		10002-0000-000	Fifth Third - AG Operations - I

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3. Bank Accounts screen will open displaying the selected bank account record. Uncheck the Active checkbox.

ank Name US BANK NA accourt No 04521030 accourt No 04521030 Grance 0.00000 Rect Prink Bank File Information Creek No Company ID Each Bain Account No 04521030 Bain Account No 04521030 Corrace Transit No Corrace Transit No Search Address EPH-MN-WN1A EFF Formats Each Caccount No Bank Statement Number Ange Activity Acti	Details Audit	Log (1)							
Account Holder Company ID Account No G4521030 Balance 0.000000 Contract Bank Name Contract Next EFI/ACH No Search Address Enter address to search City ST.PAUL State MN Activity Chark Payroll City ST.PAUL State MN Activity Chark Payroll Activity Chark Payroll V Back Statement V Activity Chark Payroll V Back Statement V Activity Chark Payroll V City ST.PAUL State MN Activity Chark Payroll V Activity Chark Payroll V Back Statement V Activity Chark Payroll V Back Statement V Activity Chark Payroll V Back Deck No I City ST.PAUL State Chark No I City Statement Activity Chark Payroll V Back Deck No I City Statement Activity Chark Payroll V Robins Chark Rage V Phone (800937-6310) Back Max V Website Wwwyahoa.com Website Wwwyahoa.com Back Accounts (10002-0000-000) Citick Caree Util Page 1 of 1 b Citick Close toolbar button to close the screen. Enter Chark Statement Back Accounts Util K Recordiation	Bank Name 🔸 US BANK NA 🗸 🗸			Electronic Bank File Information		Check Number Range			
Account No 04521030 Balance 0.00000 Activacian Transit No 121122676 Next Check No Contract Next EFT/ACH No Address EP-MIN-WN1A Each Address EP-MIN-WN1A City S1: PAUL Statement Activacian Aprol Activacian Aprol Statement Balak Marce Statement Balak Accounts Statement <td< th=""><th>Account Holder</th><th></th><th></th><th></th><th></th><th>Company ID</th><th></th><th>Starting Check No</th><th></th></td<>	Account Holder					Company ID		Starting Check No	
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Zip/Postal 55107-1419 Country United States V ACMACHAAR V Number of Checks 1 App Phone (B00)937-6310 Fex Cleared Credit Card V V Comments Website www.yehoo.com P Positive Pay V Comments Comments IBAN GL Accounts GL Accounts IL Accounts	City	ST. PAUL	State	MN		ACH/NACHA AP	~	Ending Check No	
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Website www.yahoo.com Postule Pay Email Et Accounts IBAN SWIFT SWIFT Et Accounts QLick Save toolbar button to save the record. Bank Accounts - US BANK NA New Search Delete Undo Bank Check Audit Recondition Register Cice Click Close toolbar button to close the screen. Bank Accounts - US BANK NA	Phone	(800)937-6310	Fax			Cleared Credit Card	~	Comments	
Ernall Enall	Website	www.yahoo.com			P	Positive Pay	~		
IBAN SWIFT GL Account: +10002-0000-000 Q III 4 Page 1 of1 >> Click Save toolbar button to save the record. Bank Accounts -US BANK NA	Email					GL Accounts			
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Once Bank Account is deactivated, this will not anymore be available in any Cash Management transaction.

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

2. The Search Bank Accounts screen will open. Select the bank account you want deactivated by checking the checkbox before the selected bank account and click View toolbar button.

New Open Refresh Report -											
nii Accounts											
B View Q Filter (F3) 12 record(s) (1 selected)	88 View Q, Filter (F3) 12 record(s) (1 selected)										
Bank Name	Active	Bank Account Holder	GL Account Id	GL Account Description							
Chase Bank - Indiana	×		10005-0000-000	Chase- Cash in Bank - Home office - Admin							
Three Rivers Federal Credit Union	×		10004-0000-000	Three Rivers - Operating - Grain - Home office - Admi							
Chase Bank - Indiana	×		10000-0000-000	Wells Fargo - Disbursement - Home office - Admin							
Fifth Third	~		10002-0000-000	Fifth Third - AG Operations - Home office - Admin							
Commerce Bank	~		10718-0000-000	Payroll Checking - Home office - Admin							
PNC Bank	✓	Test Account Holder	10001-9001-002	Wells Fargo - Payroll-Boston Tech Hub-Chemicals							

3. Bank Accounts screen will open displaying the selected bank account record. Uncheck the Active checkbox.

Details Check	Layout Audit Log (8)					
Bank Name * PNC Bank		GL Accounts				
ccount Holder	xcount Holder Test Account Holder Currency+ USD		GL Account 10001-9001-002			
Account No 🔸						
Balance		-7	,093.20 Active		Check Number Range	
ontact	Jane Smith				Starting Check No 1	
earch Address	Enter address to search	٦			Ending Check No 5	
ddress	6279 E State Blv			0	Next Check No 3	
					Check No. Length 8	
ity Fast Wayne State	IN		Number of Checks 18 Create			
n/Postal	46815	Country	United States	~	Enable MICR Printing 🖌	
hone	(260)/(71-0082	Fax	onited states		Backup Check Number Range	
ebsite				æ	Starting Check No 0	
mail	www.pric.com				Ending Check No 0	
AN					Number of Checks 1 Apply	
SWIFT					Comments	
Electronic Banl	File Information					
Formats		Company	ID			
	Edited	Company			I∢ ∢ Page 1 of1 ▷ ▷I	
ick Sav	e toolbar bu	itton to	o save the re	cor	d.	
ank Accou	nts - PNC Bank					^ □ X
lew Save	Search Delete	Undo	Bank Check Audit	Re	conciliation Register Close	
ick Clos	se toolbar b	utton	to close the s	cre	een.	
ank Accou	nts - PNC Bank					^ □ X
New Save	Search Delete	Undo	Bank Check Audit	Re	conciliation Register Close	

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- 1. From Cash Management module click **Bank Accounts**.
- 2. The Search Bank Accounts screen will open. Select the bank account you want deactivated by checking the checkbox before the selected bank account and click View toolbar button.

Bank Accounts		
New Open Refresh Export Close		
B Layout Q Filter Records (F3) 11 records (1 selected))	
Bank Name	Active	GL Account Id
Chase Bank - Indiana	\checkmark	10005-0000-000
Three Rivers Federal Credit Union		10004-0000-000
Chase Bank - Indiana	\checkmark	10000-0000-000
Fifth Third		10002-0000-000
Commerce Bank	v	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
FG Bank	✓	10718-0004-003
American Bank	\checkmark	10000-0007-000

3. Bank Accounts screen will open displaying the selected bank account record. Uncheck the Active checkbox.

Details Check	Layout Audit Log (2)									
Bank Name:	EFG Bank				GL Accounts					
Account No:	08112680		Currency: US) ~	GL Account:	10718-0004	-003	~		
Balance:		0.0	0 Active:							
Contact:	08112680				Check Number R	inge				
Address: 🛛 🖗					Starting Check No	:		1		
					Ending Check No			2		
Zip/Postal		City:			Next Check No:			1		
Code:					Check No. Length			8		
Dhono:		Country:		v	Number of Check	5:	2	Create		
Websies C		T dA.			Enable MICR Prin	ing: 🗸				
Email:			Backup Check Nu	mber Range						
Electronic Ban	lectronic Bank File Information		Starting Check No:				0			
Formate				Ending Check No			0			
Pormats Deals Seere		Company ID:			Number of Check	5:	1	L Apply		
	· · · · ·	Bank Name:								
Positive Pay	· · · · · ·	Transit No:	081126800		Comments:					
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0 6 0 5	Ready					14 4 Page	1 of 1		-	
lick Sav	o toolbar k	utton to	covo tho	roo	ord			, , , , ,	1	
Bank Accou	ints - EFG Bank		save the	IEC						~
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New Save	Search Dele	te Undo I	Bank MICR	Che	ck Audit Reco	nciliation Re	egister Clo	se		
Click Clo	se toolbar	button to	close the	e so	reen.					
Bank Accou	ınts - EFG Bank									^
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(1) Once Bank Account is deactivated, this will not anymore be available in any Cash Management transaction.

1. From Cash Management module click Bank Accounts.

2. The Search Bank Accounts screen will open. Select the bank account you want deactivated by checking the checkbox before the selected bank account and click View toolbar button.

New Open Refresh Export - Close								
H Layout Q Filter Records (F3) 9 records (1 se	lected)							
Bank Name	Active	GL Account Id						
Chase Bank - Indiana	\checkmark	10005-0000-000						
Three Rivers Federal Credit Union		10001-0004-000						
Chase Bank - Indiana	\checkmark	10000-0000-000						
Fifth Third	\checkmark	10002-0000-000						
Commerce Bank	\checkmark	10718-0000-000						
PNC Bank		10001-0003-000						
Fifth Third Bank	\checkmark	10001-0000-000						
Wells Fargo Indiana	\checkmark	10001-0001-000						
ABC Bank		10001-0002-000						

3. Bank Accounts screen will open displaying the selected bank account record. Uncheck the Active checkbox.

Details Audit L	.og (7)						
Bank Name:	ABC Bank			\sim	GL Accounts		
Account No:	22336655		Currency: USD	\sim	GL Account:	10001-0002-000	~
Balance:		0	.00 Active:				
Contact:	test				Check Number Rar	nge	
Address: 🛛 🖗	railroad				Starting Check No:		1
					Ending Check No:		10
Zip/Postal	00601	v City:	Adjuntas		Next Check No:		1
state/Province:	PR	Country:	United States	~	Check No. Length:		8
'hone: Vebsite: P		Fax:			Number of Checks Enable MICR Printin	ng: 🔽	10 Create
Email: 🖂					Backup Check Nun	nber Range	
Electronic Bank	File Information				Starting Check No:		(
Formats		Company ID			Ending Check No:		(
Bank Stmt	~	Bank Name:			Number of Checks:		1 Apply
ACH/NACHA	~	Transit No:	321654987		Comments:		
Positive Pay	~	Neut Neu		0			

4. Click Save toolbar button to save the record.
Bank Accounts - ABC Bank

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

5. Click Close toolbar button to close the screen.

Bank Accounts - ABC Bank

Check Audit Reconciliation Register Close

4. I ×
New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

(1) Once Bank Account is deactivated, this will not anymore be available in any Cash Management transaction.

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2. The Search Bank Accounts screen will open. Select the bank account you want deactivated by checking the checkbox before the selected bank account and click View toolbar button.

Bank Accounts		
New Open Refresh Export - Close		
멾 Layout 🔍 Filter Records (F3) 9 records (1 selected)		
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		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
Chase Bank - Indiana	\checkmark	10001-0003-000
 Fifth Third Bank 	✓	10001-0004-000

3. Bank Accounts screen will open displaying the selected bank account record. Uncheck the Active checkbox.

ank Name:	Fifth Third Bank		~	GL Accounts				
ccount No:	445458	Cu	rrency: USD ~	GL Account:	10001-0004-000	~		
alance:		0.00 Act	ive:					
ontact:				Check Number Rai	ge			
ddress: 📎	122 N Broadway		A	Starting Check No:		1		
	MaiMain Street Railroa	ad	*	Ending Check No:		2		
p/Postal	45036	City: Leband	n	Next Check No:		1		
ate/Province:	OH	Country: United	States ~	Number of Checks		2 Create		
none:	(444)524-1699	Fax:	States	Enable MICR Printi	g:			
ebsite: A				Backup Check Nur	ber Range			
nail: 🖂	a			Starting Check No:		0		
Electronic Bank File Information		Ending Check No:						
			Number of Checks		1 Apply			
Bank Stmt		Company ID:						
	· · · · ·	Bank Name:		Comments:				
Positive Pay		Transit No: 0420	00314					
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ick Sav	e toolbar bu	itton to sav	a tha raco	vrd			-	
nk Accou	e toolibal bu	Rank		nu.				
ink Accou		Built						
lew Save	Search Delete	Undo Bank	MICR Chec	k Audit Reconci	ation Register	Close		
ick Clos	se toolbar b	utton to clo	se the scr	reen.				
ink Accou	ints - Fifth Third	Bank						~ 🗆 X
lew Save	Search Delete	Undo Bank	MICR Chec	k Audit Reconci	ation Register	Close		

1. From Cash Management module click Bank Accounts.

2. The Search Bank Accounts screen will open. Select the bank account you want deactivated by checking the checkbox before the selected bank account and click View toolbar button.

Bank Accounts			
New View Refresh Close			
📇 Layout • 🍸 Filter Records (F3)	8 records (1 selected)		
Checkbook	Bank Name	Active	GL Account Id
01	BANK OF WACHOVIA	v	10120-0000
02	Bank of Windsor		10130-0000
03	CROSSROADS-WABASH		10130-0000
04	NATIONAL CITY BANK	V	10140-0000
E AU	Australian Bank Account	V	10140-0000
55	Australian Bank Account	V	10120-0000
RR RR	Sample Bank	V	10122-1001
08	ABC Bank		10122-1002

3. Bank Accounts screen will open displaying the selected bank account record. Uncheck the Active checkbox.



Once Bank Account is deactivated, this will not anymore be available in any Cash Management transaction.

MICR Check Audit Reconciliation Register

1. From Cash Management module > Maintenance folder > double-click Bank Accounts.

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Bank

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New Save Search Delete Undo

2. The Search Bank Accounts screen will open. Select the bank account you want deactivated by checking the checkbox before the selected bank account and click Open Selected toolbar button.

Ş,

Close

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🔄 S	Search Bank Accounts								
Nev	Open Selected	esh Close							
7	Filter Records (F3)	5 records (1 selected)							
	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					
V	08	ABC Bank		106040-40					

3. Bank Accounts screen will open displaying the selected bank account record. Uncheck the Active checkbox.

	inco										
		.			45						
New Save	Search	n Delete	Undo Bi	ank MICi	R Check A	udit Reconc	iliation Register	Close			
Details Ori	igin										
Bank Name:	ABC	C Bank				~	GL Accounts				
Account No:	150	0326210			Currency:	USD 💌	GL Account:	106040-40		~	
Balance:				0.00	Active:						
Contact:	ontact: James Brown							Check Number Range			
Address:	4242 Flagstaff Cove						Starting Check	No:		0	
							Ending Check N	lo:		0	
Click Save t	aalba		to oovo	the read	rd						
Bank A	ccount	LS .									
	\frown				4	1					
	Ð		0	51		2123845	a 19		4	51	
New S	Save	Search	Delete	Undo	Bank	MICR	Check Audit	Reconciliation	Register	Close	
Click Close toolbar button to close the screen.											
Bank A	ccount	ts									
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	H	Q	0	31		2123845	411		4	L£1	
New 9	Save	Search	Delete	Undo	Bank	MICR	Check Audit	Reconciliation	Register	Close	

Once Bank Account is deactivated, this will not anymore be available in any Cash Management transaction.

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