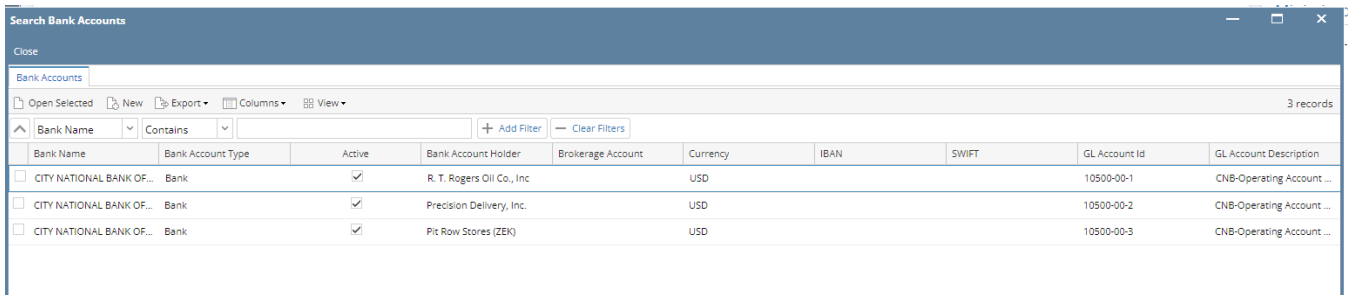


# How to Add Responsible User

1. From Cash Management module click **Bank Accounts**.
2. It will open the **Search Bank Accounts** screen where existing bank accounts are displayed.

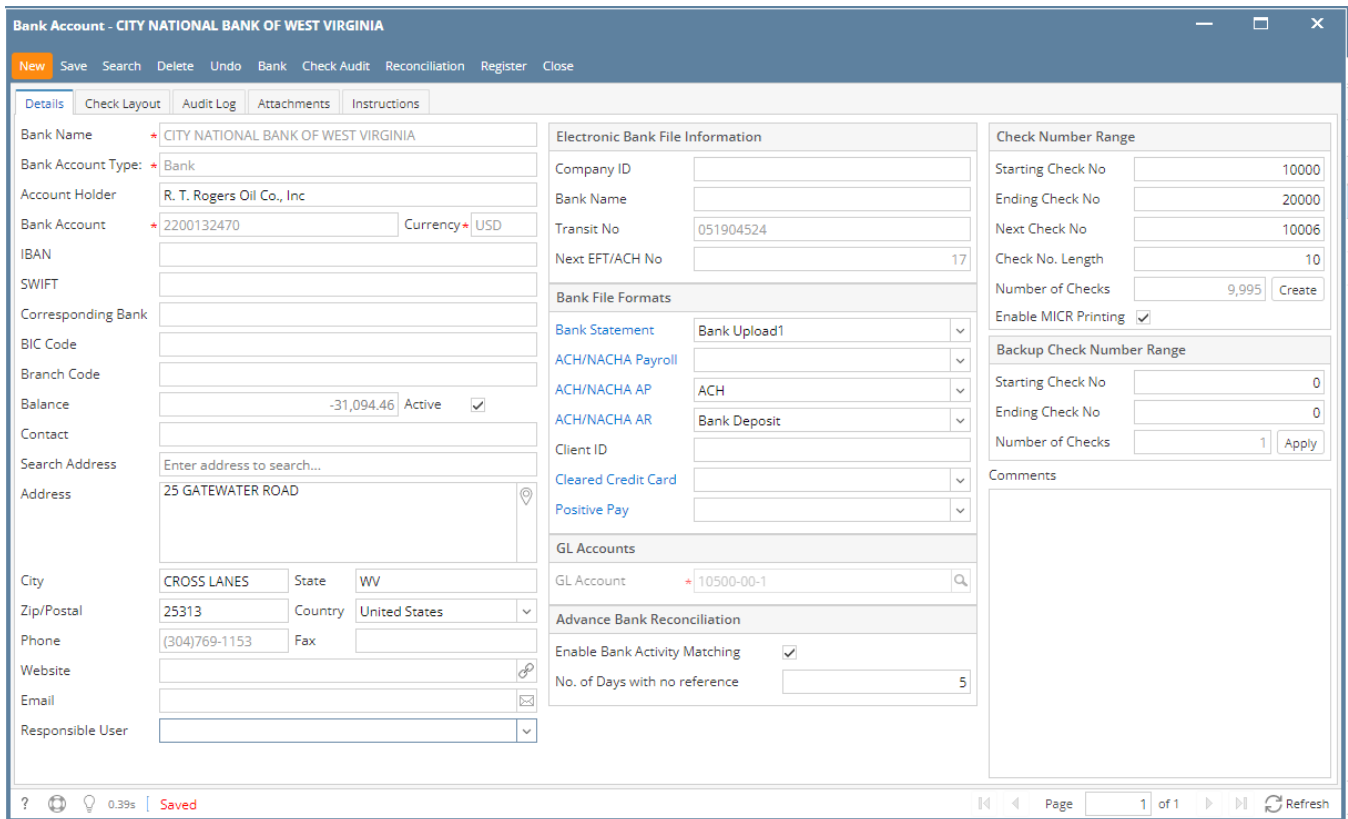


The screenshot shows the 'Search Bank Accounts' window. It has a toolbar with 'Open Selected', 'New', 'Export', 'Columns', and 'View'. Below the toolbar is a table with 3 records. The table columns are: Bank Name, Bank Account Type, Active, Bank Account Holder, Brokerage Account, Currency, IBAN, SWIFT, GL Account Id, and GL Account Description.

Bank Name	Bank Account Type	Active	Bank Account Holder	Brokerage Account	Currency	IBAN	SWIFT	GL Account Id	GL Account Description
<input type="checkbox"/> CITY NATIONAL BANK OF...	Bank	<input checked="" type="checkbox"/>	R. T. Rogers Oil Co., Inc		USD			10500-00-1	CNB-Operating Account ...
<input type="checkbox"/> CITY NATIONAL BANK OF...	Bank	<input checked="" type="checkbox"/>	Precision Delivery, Inc.		USD			10500-00-2	CNB-Operating Account ...
<input type="checkbox"/> CITY NATIONAL BANK OF...	Bank	<input checked="" type="checkbox"/>	Pit Row Stores (ZEK)		USD			10500-00-3	CNB-Operating Account ...

3. Select and open existing bank account

4. It will open the **Bank Accounts** screen



The screenshot shows the 'Bank Account - CITY NATIONAL BANK OF WEST VIRGINIA' screen. It has a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Bank', 'Check Audit', 'Reconciliation', 'Register', and 'Close'. Below the toolbar are tabs: 'Details', 'Check Layout', 'Audit Log', 'Attachments', and 'Instructions'. The 'Details' tab is active, showing various fields for the bank account. The 'GL Accounts' section shows 'GL Account' as '10500-00-1'. The 'Advance Bank Reconciliation' section has 'Enable Bank Activity Matching' checked and 'No. of Days with no reference' set to 5. The 'Check Number Range' section shows 'Starting Check No' as 10000, 'Ending Check No' as 20000, and 'Next Check No' as 10006. The 'Backup Check Number Range' section shows 'Starting Check No' as 0, 'Ending Check No' as 0, and 'Number of Checks' as 1. The 'Comments' section is empty.

Bank Name	Bank Account Type	Account Holder	Bank Account	Currency	IBAN	SWIFT	Corresponding Bank	BIC Code	Branch Code	Balance	Contact	Search Address	Address	City	State	Zip/Postal	Country	Phone	Fax	Website	Email	Responsible User	
CITY NATIONAL BANK OF WEST VIRGINIA	Bank	R. T. Rogers Oil Co., Inc	2200132470	USD						-31,094.46	Active	<input checked="" type="checkbox"/>											

5. Provide Responsible User and Save

*Notes: Responsible User is responsible for reviewing, posting and clearing of created bank task*

# Bank Account - CITY NATIONAL BANK OF WEST VIRGINIA



New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log Attachments Instructions

Bank Name	* CITY NATIONAL BANK OF WEST VIRGINIA		
Bank Account Type:	* Bank		
Account Holder	R. T. Rogers Oil Co., Inc		
Bank Account	* 2200132470	Currency	* USD
IBAN			
SWIFT			
Corresponding Bank			
BIC Code			
Branch Code			
Balance	-31,094.46	Active	<input checked="" type="checkbox"/>
Contact			
Search Address	Enter address to search...		
Address	25 GATEWATER ROAD		
City	CROSS LANES	State	WV
Zip/Postal	25313	Country	United States
Phone	(304)769-1153	Fax	
Website			
Email			
Responsible User	IRELY ADMIN		

## Electronic Bank File Information

Company ID	
Bank Name	
Transit No	051904524
Next EFT/ACH No	17

## Bank File Formats

Bank Statement	Bank Upload1
ACH/NACHA Payroll	
ACH/NACHA AP	ACH
ACH/NACHA AR	Bank Deposit
Client ID	
Cleared Credit Card	
Positive Pay	

## GL Accounts

GL Account	* 10500-00-1
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## Advance Bank Reconciliation

Enable Bank Activity Matching	<input checked="" type="checkbox"/>
No. of Days with no reference	5

## Check Number Range

Starting Check No	10000
Ending Check No	20000
Next Check No	10006
Check No. Length	10
Number of Checks	9,995 Create
Enable MICR Printing	<input checked="" type="checkbox"/>

## Backup Check Number Range

Starting Check No	0
Ending Check No	0
Number of Checks	1 Apply

## Comments