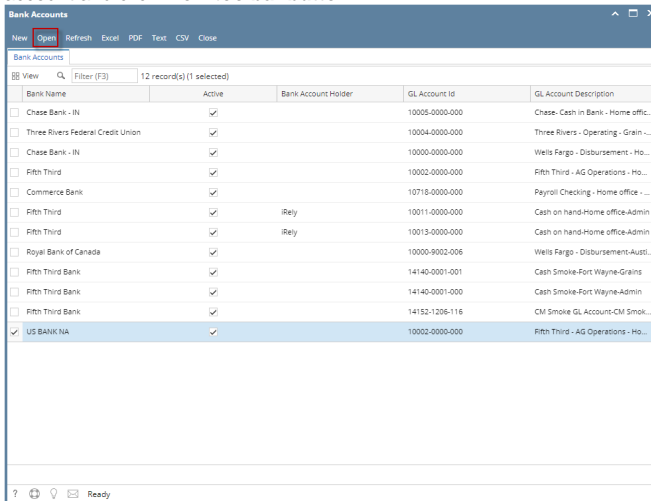
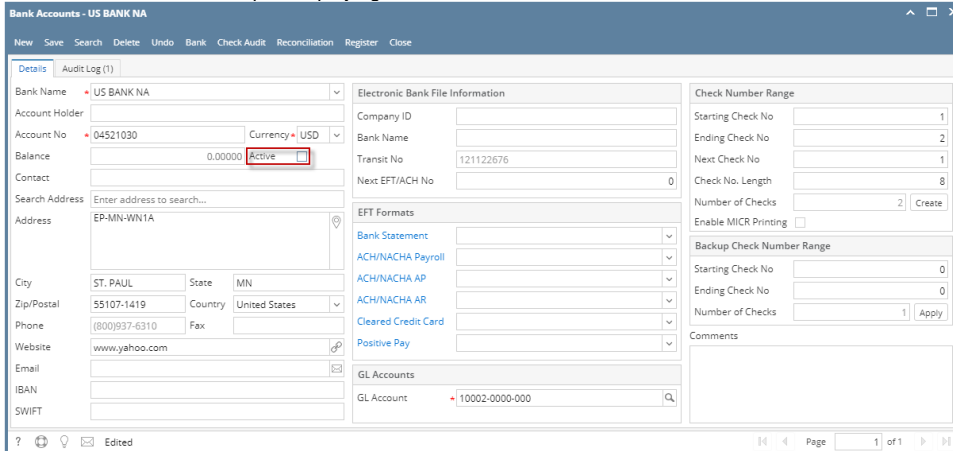


How to Deactivate a Bank Account

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**.



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



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

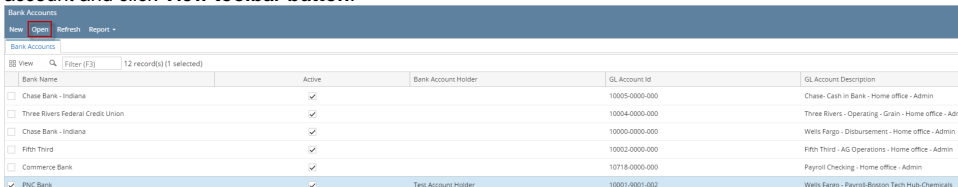


5. Click **Close toolbar button** to close the screen.



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**.



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

The screenshot shows the 'Bank Accounts - PNC Bank' form. The 'Active' checkbox is highlighted with a red box. The form contains various fields for bank details, including Bank Name, Account Holder, Account No, Balance, Contact, Search Address, Address, City, State, Zip/Postal, Phone, Website, Email, IBAN, SWIFT, GL Accounts, Check Number Range, Backup Check Number Range, and Comments.

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

The screenshot shows the toolbar for the 'Bank Accounts - PNC Bank' screen. The 'Save' button is highlighted with a red box. The toolbar includes buttons for New, Save, Search, Delete, Undo, Bank, Check Audit, Reconciliation, Register, and Close.

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

The screenshot shows the toolbar for the 'Bank Accounts - PNC Bank' screen. The 'Close' button is highlighted with a red box. The toolbar includes buttons for New, Save, Search, Delete, Undo, Bank, Check Audit, Reconciliation, Register, and Close.



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

- From Cash Management module click **Bank Accounts**.
- 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			
Layout Filter Records (F3) 11 records (1 selected)			
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 checked="" type="checkbox"/> EFG Bank	<input checked="" type="checkbox"/>	10718-0004-003	
<input type="checkbox"/> American Bank	<input checked="" type="checkbox"/>	10000-0007-000	

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

Bank Accounts - EFG Bank

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

Details Check Layout Audit Log (2)

Bank Name: EFG Bank

Account No: 08112680 Currency: USD

Balance: 0.00 Active: ☒

Contact: 08112680

Address:

Zip/Postal Code: City:

State/Province: Country:

Phone: Fax:

Website: Email:

Electronic Bank File Information

Formats

Bank Stmt

ACH/NACHA

Positive Pay

Company ID:

Bank Name:

Transit No: 081126800

Next No: 0

GL Accounts

GL Account: 10718-0004-003

Check Number Range

Starting Check No: 1

Ending Check No: 2

Next Check No: 1

Check No. Length: 8

Number of Checks: 2 Create

Enable MICR Printing: ☒

Backup Check Number Range

Starting Check No: 0

Ending Check No: 0

Number of Checks: 1 Apply

Comments:

Ready Page 1 of 1

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

Bank Accounts - EFG Bank

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

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

Bank Accounts - EFG Bank

New 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.

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

Layout Filter Records (F3) 9 records (1 selected)

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
<input checked="" type="checkbox"/> ABC Bank	<input checked="" type="checkbox"/>	10001-0002-000

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

Bank Accounts - ABC Bank

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

Details Audit Log (7)

Bank Name: ABC Bank

Account No: 22336655 Currency: USD

Balance: 0.00 Active: ☒

Contact: test

Address: railroad

Zip/Postal Code: 00601 City: Adjuntas

State/Province: PR Country: United States

Phone: Fax:

Website: Email:

Electronic Bank File Information

Formats

Bank Stmt

ACH/NACHA

Positive Pay

Company ID:

Bank Name:

Transit No: 321654987

Next No: 0

GL Accounts

GL Account: 10001-0002-000

Check Number Range

Starting Check No: 1

Ending Check No: 10

Next Check No: 1

Check No. Length: 8

Number of Checks: 10 Create

Enable MICR Printing: ☒

Backup Check Number Range

Starting Check No: 0

Ending Check No: 0

Number of Checks: 1 Apply

Comments:

Edited Page 1 of 1

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

Bank Accounts - ABC Bank

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

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

Bank Accounts - ABC Bank

New 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.

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

Layout Filter Records (F3) 9 records (1 selected)

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
<input type="checkbox"/> Chase Bank - Indiana	<input checked="" type="checkbox"/>	10001-0003-000
<input checked="" type="checkbox"/> Fifth Third Bank	<input checked="" type="checkbox"/>	10001-0004-000

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

Bank Accounts - Fifth Third Bank

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

Details

Bank Name: Fifth Third Bank

Account No: 445458

Balance: 0.00

Contact:

Address: 122 N Broadway

Zip/Postal Code: 45036

State/Province: OH

City: Lebanon

Country: United States

Phone: (444)524-1699

Website:

Email:

GL Accounts

GL Account: 10001-0004-000

Check Number Range

Starting Check No: 1

Ending Check No: 2

Next Check No: 1

Number of Checks: 2

Enable MICR Printing: ☐

Backup Check Number Range

Starting Check No: 0

Ending Check No: 0

Number of Checks: 1

Comments:

Electronic Bank File Information

Formats

Bank Stmt

ACH/NACHA

Positive Pay

Company ID:

Bank Name:

Transit No: 042000314

Next No: 0

- 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

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

Bank Accounts - Fifth Third Bank

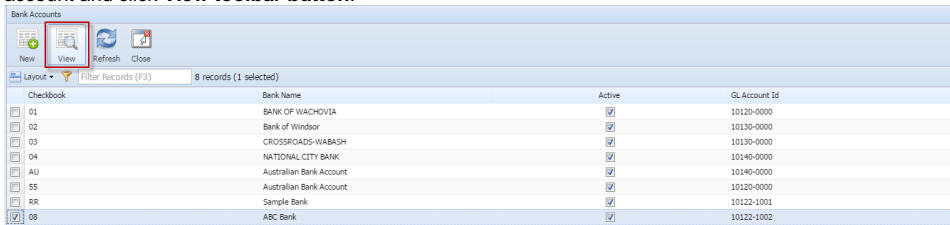
New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register **Close**



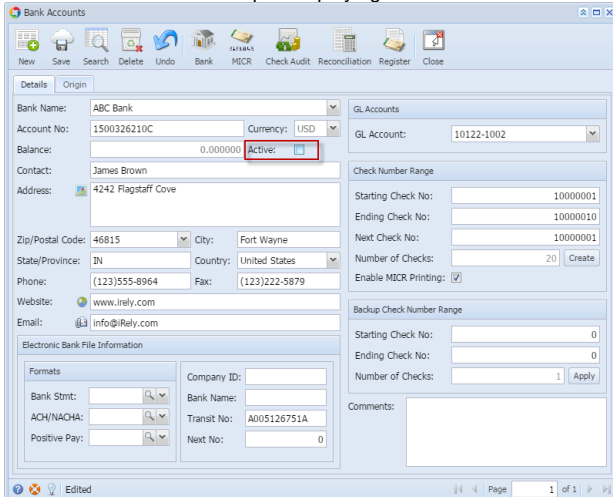
Once Bank Account is deactivated, this will not anymore be available in any Cash Management transaction.

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

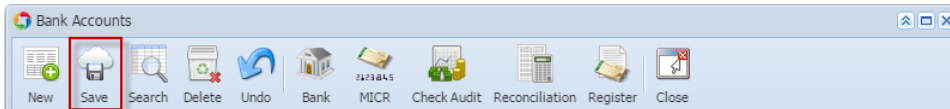
- The **Search Bank Accounts** screen will open. Select the bank account you want deactivated by checking the checkbox before the selected bank account and click **View toolbar button**.



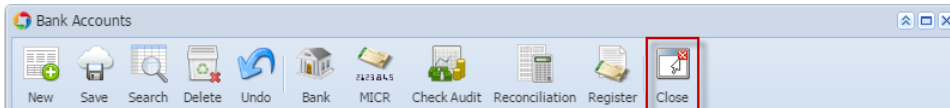
- Bank Accounts screen will open displaying the selected bank account record. Uncheck the **Active** checkbox.




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

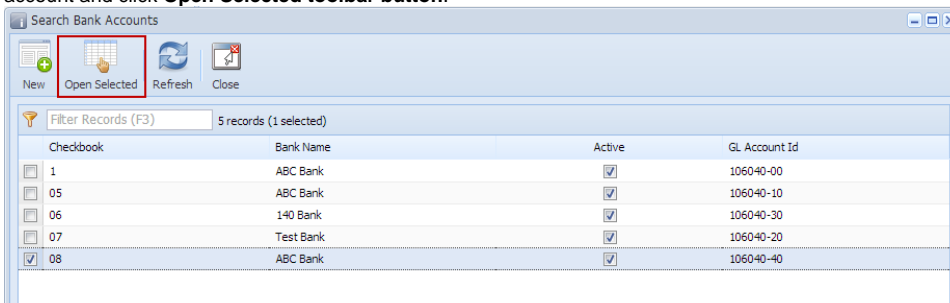


- Click **Close toolbar button** to close the screen.

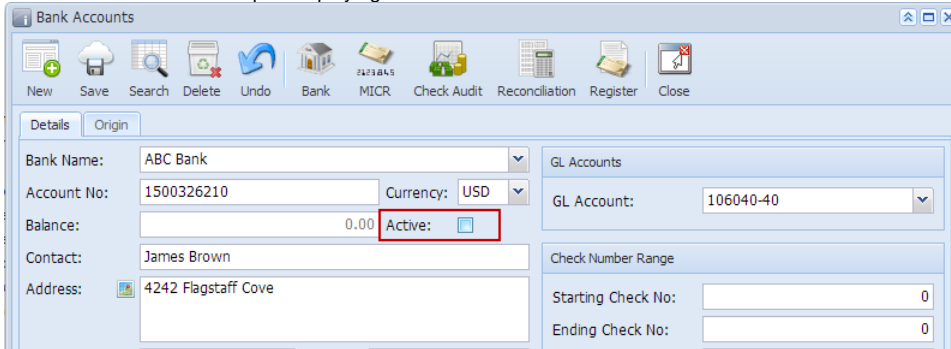


 Once Bank Account is deactivated, this will not anymore be available in any Cash Management transaction.

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

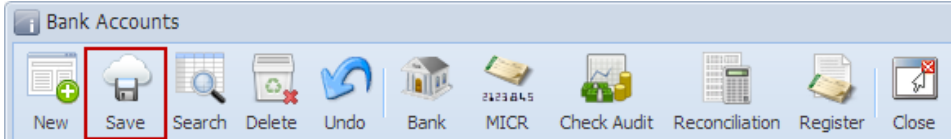


3. Bank Accounts screen will open displaying the selected bank account record. Uncheck the **Active** checkbox.

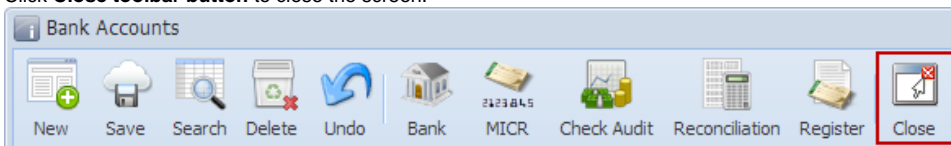



The screenshot shows the 'Bank Accounts' window with the 'Details' tab selected. The 'Bank Name' is 'ABC Bank', 'Account No.' is '1500326210', 'Currency' is 'USD', and 'Balance' is '0.00'. The 'Active' checkbox is checked and highlighted with a red box. Other fields include 'Contact' (James Brown), 'Address' (4242 Flagstaff Cove), 'GL Account' (106040-40), and 'Check Number Range' (Starting Check No: 0, Ending Check No: 0).

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



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



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