**Managing Bank Accounts** 



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## iSupplier

### **Managing Bank Accounts**

This Topic demonstrates the process of Managing Bank Account.

#### Procedure

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Chicago Transit Authority - S	tandard Purchase Order Sampl	e_Test_0	22-Aug-2017	15:48:20	Purchase History	
Chicago Transit Authority - S	tandard Purchase Order Samp	e_Po_Tes	22-Aug-2017	13:31:12	Shipments	
Chicago Transit Authority - S	tandard Purchase Order Samp	e_PO_Tes	22-Aug-2017	13:28:40	Delivery Schedules	
Chicago Transit Authority - S	tandard Purchase Order Samp	e_PO_Tes	22-Aug-2017	11:28:11	Overdue Receipts	
Chicago Transit Authority - S	tandard Purchase Order Stap_	Ack2, 0	21-Aug-2017	10:15:38	Advance Shipment Notices	
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PO Number	Description	Order Date	•		- Invoices	
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Sample_PO_Test1		22-Aug-201	7 13:28:14			
Sample BO Test		22-Aug-201	7 11:27:36			
Sample_PO_rest						

Step	Action
1.	In this topic techniques for Managing Your Bank Accounts will be covered. In this example, we will view: - Editing an existing bank account - Creating a new bank account
	1. Editing an existing bank account
	From the Supplier Home Page: Click the <b>Administration</b> tab.
	Administration



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Step	Action
2.	Click the <b>Banking Details</b> link.
	Banking Details



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Step	Action
3.	Select an existing account. For this example, we have selected JP Morgan Chase account ending in xxxxx21. We will add an end date for the bank account. Click the <b>JP Morgan Chase End Date Calendar</b> button.
	JP Morgan 22-Aug-2017 to .



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Step	Action
4.	Select September 26, 2017 from the Pop up calendar. Click the <b>26</b> link. <b>26</b>

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Step	Action
5.	Click the <b>Save</b> button.
	Save

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Step	Action
6.	You will receive a confirmation stating general account assignments have been updated.
	2. Creating a new bank account
	Click the <b>Create</b> button.
	Create

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Step	Action
7.	In this example the bank account can be used for foreign payments. Click the <b>Account is used for foreign payments</b> option. Account is used for foreign payments

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Administration: Profile Management: Banking Details > Create Bank Account			Cancel Save
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Step	Action
8.	Click the Existing Bank option.
	Existing Bank

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Step	Action
9.	Click the Search: Bank Name button.



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To fin	d your item, select a filter item in the pulldown list an	d enter a value in the text field, ther	select the "Go" button.		Canc	e <u>l S</u> ave
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Step	Action							
10.	Click in the <b>Search By</b> field.							
	Search By Bank Name							

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Step	Action							
11.	Enter the desired information into the <b>Search By</b> field. Enter "Chase".							
	Search By Bank Name							

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Step	Action
12.	Click the <b>Go</b> button.



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Step	Action
13.	Choose the desired bank. Click the <b>Quick Select</b> button.

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Step	Action
14.	Click in the Branch Name field.
	Branch Name

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Step	Action
15.	In this example, the branch name is "West Loop". Enter the desired information into the <b>Branch Name</b> field. Enter "West Loop".
	Branch Name

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Step	Action
16.	Click in the Branch Number field.
	Branch Number

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17.	Enter the desired information into the <b>Branch Number</b> field. Enter "021200339".
	Branch Number

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Step	Action
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	Account Number



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Step	Action
19.	Enter the desired information into the <b>Account Number</b> field. Enter "1234567890".
	Account Number

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Step	Action
20.	Click in the Account Name field.
	Account Name

Step	Action
21.	ion er the desired information into the Account Name field. Enter "ABC Corp". ount Name
	Account Name



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Step	Action
22.	Click the <b>Save</b> button.
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Step	Action
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Contact Directory	Dotaile	Account	IRAN	Curronev	Bank	Start Date		End Date	Priority	Increase	Decrease	
Business Classifications	Details	Number	IDAN	currency	Name	Start Date		Life Date	Fliolity	Priority	Priority	31
Product & Services	►	XXXXXXXX52		US Dollar	JP Morgan Chase	15-Aug-2017	6		Go. 1	$\bigcirc$	$\checkmark$	Ap
Payment & Invoicing	►	XXXXXX52		US Dollar	JP MORGAN	15-Aug-2017	G <sub>0</sub>		B . 2	0	V	Ap
Surveys	►	XXXXXXXX00		US Dollar	BANK OF AMERICA	16-Aug-2017	Č6		Go. 3		V	Ap
	►	XXXXXXXX21		US Dollar	JP Morgan	22-Aug-2017	Ëø	. 26-Sep-2017	G <sub>0</sub> .4		V	Ne
	•	XXXXXXXX42		US Dollar	Chase Bank	26-Sep-2017	ũ,		Go. 5		Ø	Ne
	►	XXXXXXX78		US Dollar	Chase Bank	26-Sep-2017	Ëø		G . 6		$\otimes$	Ne
	<											>

Step	Action
24.	
	End of Procedure.