

# **Managing Bank Accounts**

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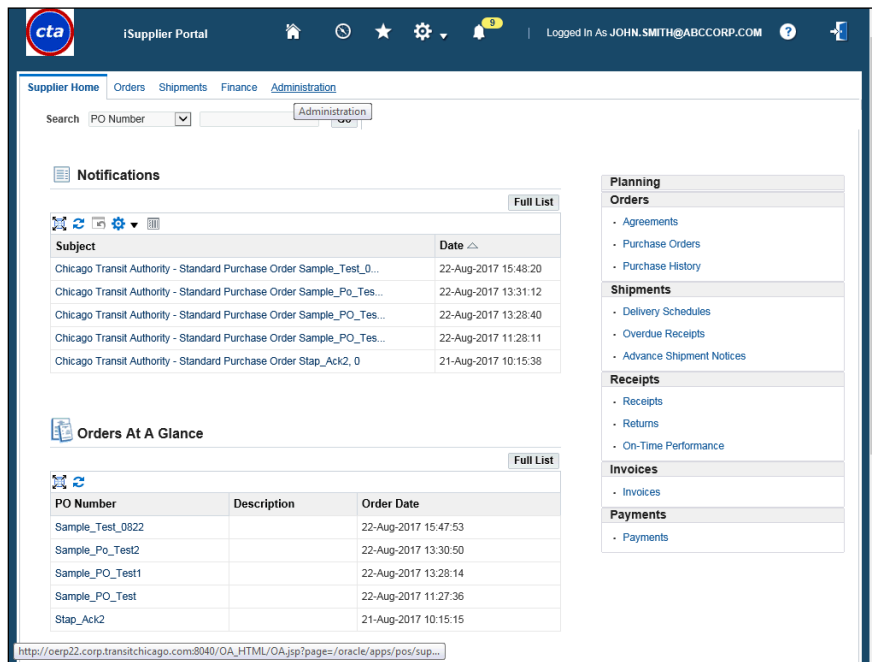
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## iSupplier

### Managing Bank Accounts

This Topic demonstrates the process of Managing Bank Account.

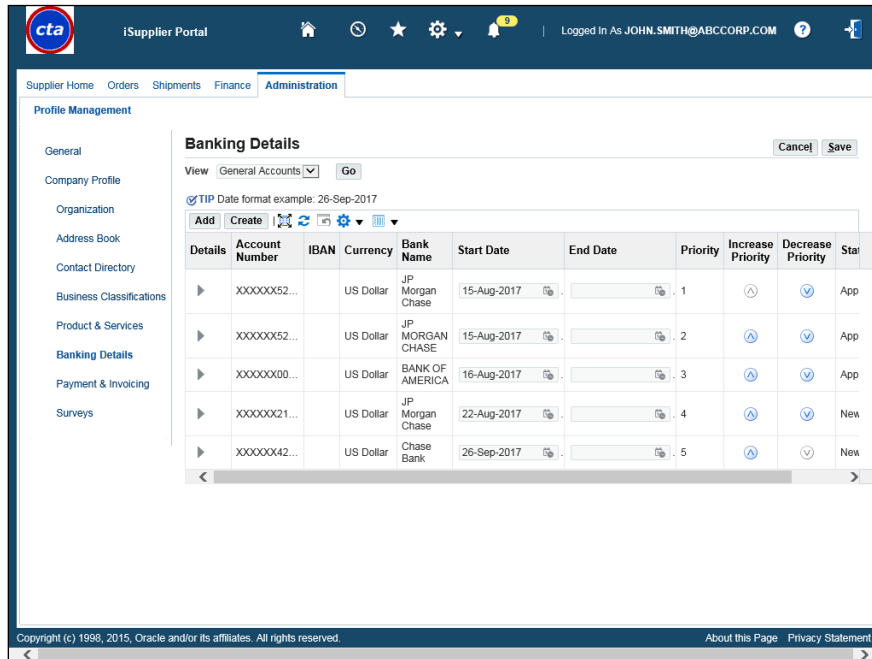
#### Procedure


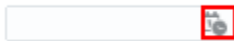


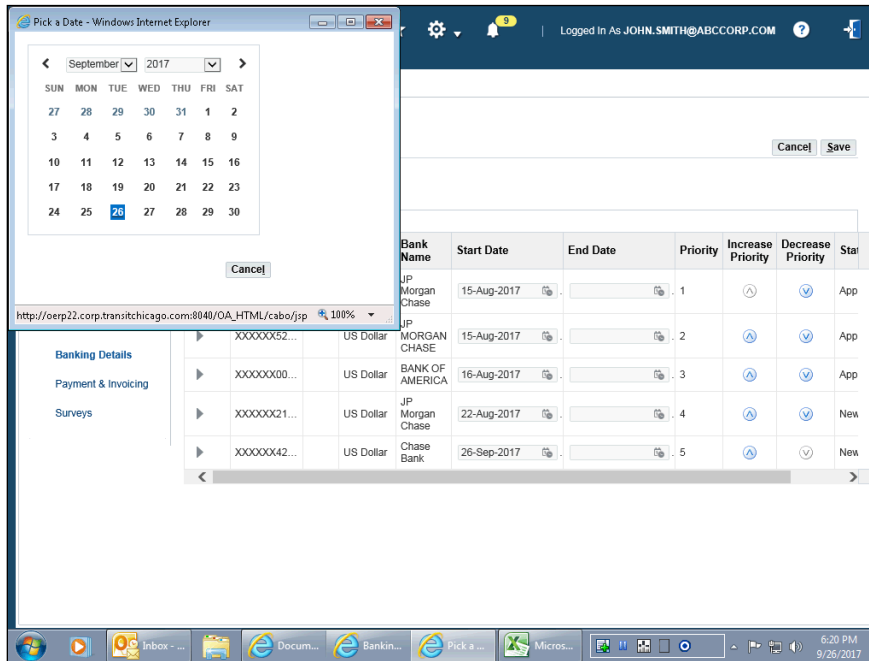
Step	Action
1.	<p>In this topic techniques for Managing Your Bank Accounts will be covered. In this example, we will view:</p> <ul style="list-style-type: none"> <li>- Editing an existing bank account</li> <li>- Creating a new bank account</li> </ul> <p>1. Editing an existing bank account</p> <p>From the Supplier Home Page: Click the <b>Administration</b> tab.</p> <p><a href="#">Administration</a></p>

The screenshot shows the iSupplier Portal Administration page. The top navigation bar includes the CTA logo, the text 'iSupplier Portal', and user information 'Logged In As JOHN.SMITH@ABCCORP.COM'. The main content area is divided into a left sidebar with navigation links (General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, Surveys) and a main content area. The main content area has tabs for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Administration'. Under 'Administration', there is a 'Profile Management' section with a 'General' sub-section. The 'General' section displays fields for Organization Name (ABC CORPORATION), Supplier Number (39676), DUNS Number, Tax Registration Number, Alias, Parent Supplier Name, Parent Supplier Number, Taxpayer ID, and Country of Tax Registration. Below this is an 'Attachments' section with a search bar and a table. The search bar contains the text 'Note that the search is case insensitive' and a 'Go' button. The table has columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table content shows 'No results found.'

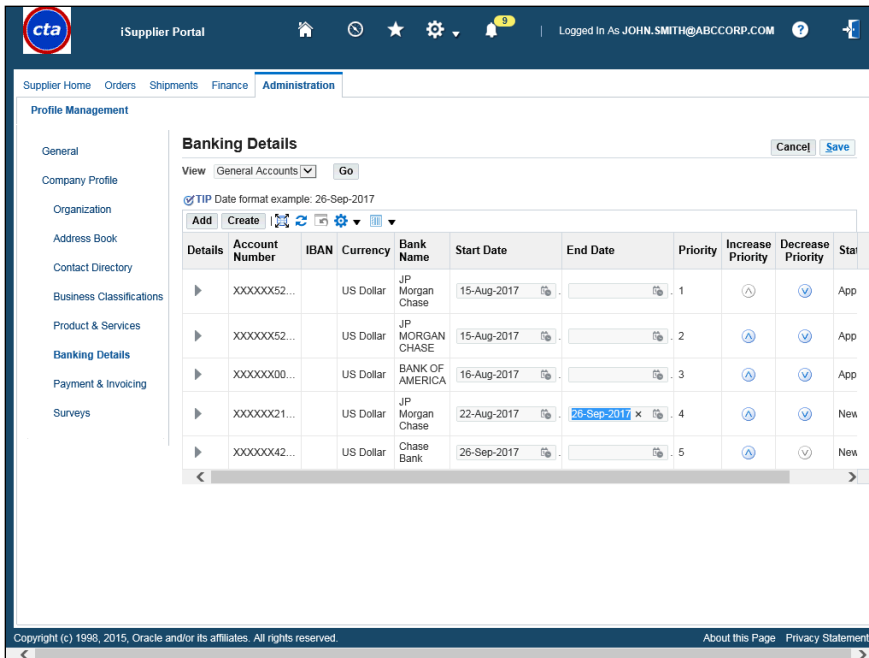
Step	Action
2.	Click the <b>Banking Details</b> link. <b>Banking Details</b>




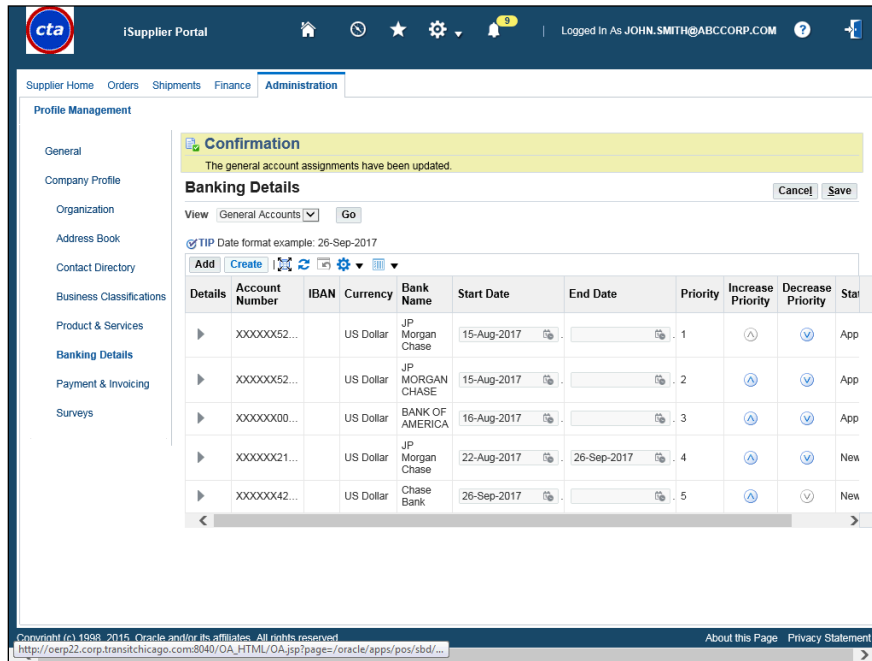
Step	Action
3.	<p>Select an existing account. For this example, we have selected JP Morgan Chase account ending in xxxxxx21. We will add an end date for the bank account. Click the <b>JP Morgan Chase End Date Calendar</b> button.</p> <p>JP Morgan Chase   22-Aug-2017      </p>




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



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




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. 

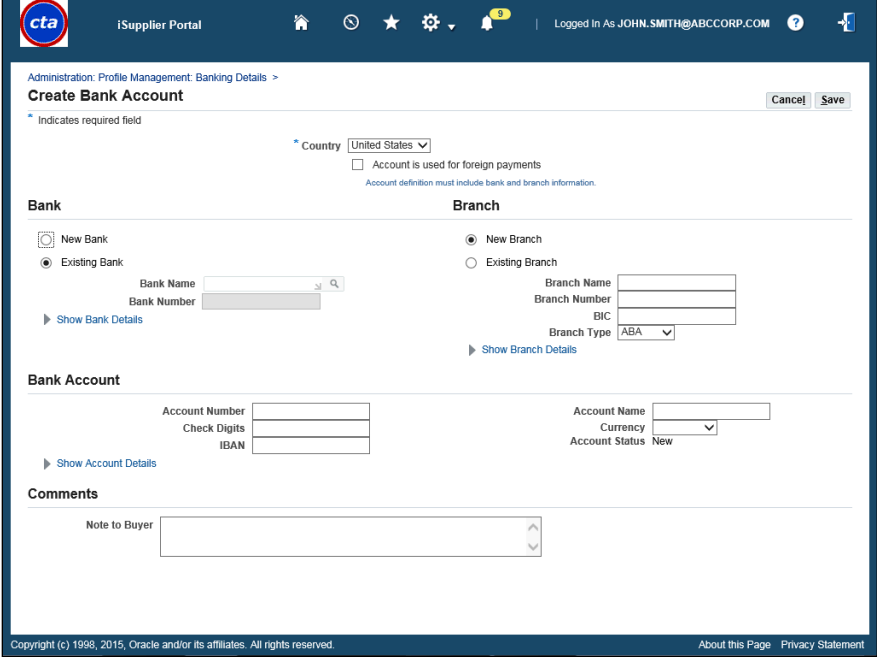
The screenshot shows the 'Create Bank Account' form in the iSupplier Portal. The form is titled 'Create Bank Account' and includes a 'Cancel' and 'Save' button. A note indicates that an asterisk (\*) denotes a required field. The 'Country' is set to 'United States'. A checkbox labeled 'Account is used for foreign payments' is checked. Below this, there are sections for 'Bank' and 'Branch' information, each with 'New' and 'Existing' radio buttons and input fields for Name, Number, BIC, and Branch Type. The 'Bank Account' section includes fields for Account Number, Check Digits, IBAN, Account Name, Currency, and Account Status (set to 'New'). A 'Comments' section has a 'Note to Buyer' text area. The footer contains copyright information and links for 'About this Page' and 'Privacy Statement'.

Step	Action
7.	<p>In this example the bank account can be used for foreign payments. Click the <b>Account is used for foreign payments</b> option.</p> <p><input checked="" type="checkbox"/> Account is used for foreign payments</p>


This screenshot is identical to the one above, but the 'Account is used for foreign payments' checkbox is unchecked. The rest of the form fields and layout are the same.

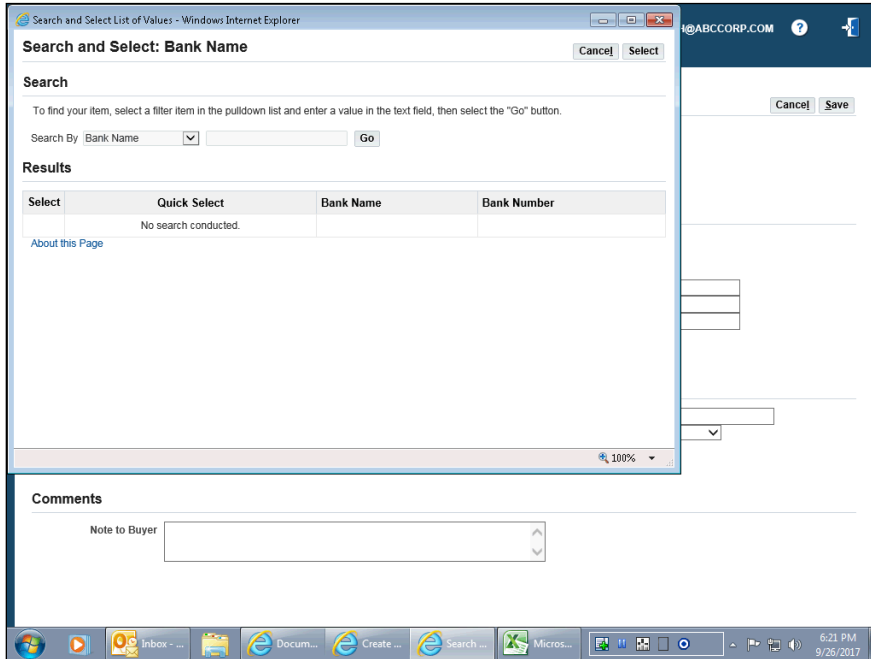


Step	Action
8.	Click the <b>Existing Bank</b> option.  Existing Bank

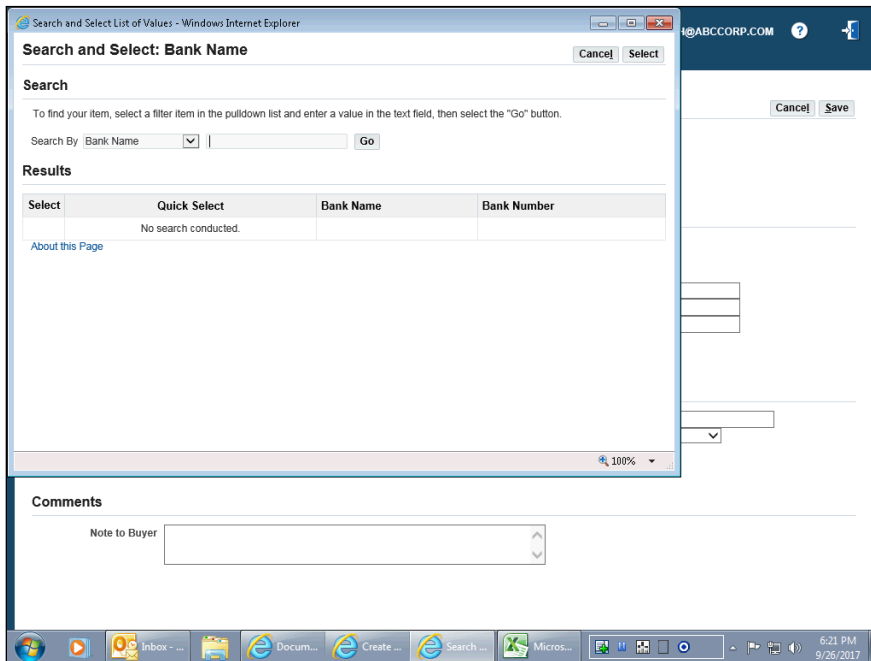


The screenshot shows the 'Create Bank Account' form in the iSupplier Portal. The form is titled 'Create Bank Account' and includes sections for 'Bank' and 'Branch'. Under 'Bank', the 'Existing Bank' radio button is selected. Under 'Branch', the 'New Branch' radio button is selected. The form contains various input fields for bank details, including Bank Name, Bank Number, Branch Name, Branch Number, BIC, Branch Type, Account Number, Check Digits, IBAN, Account Name, Currency, and Account Status. A 'Search: Bank Name' button is highlighted with a red box.

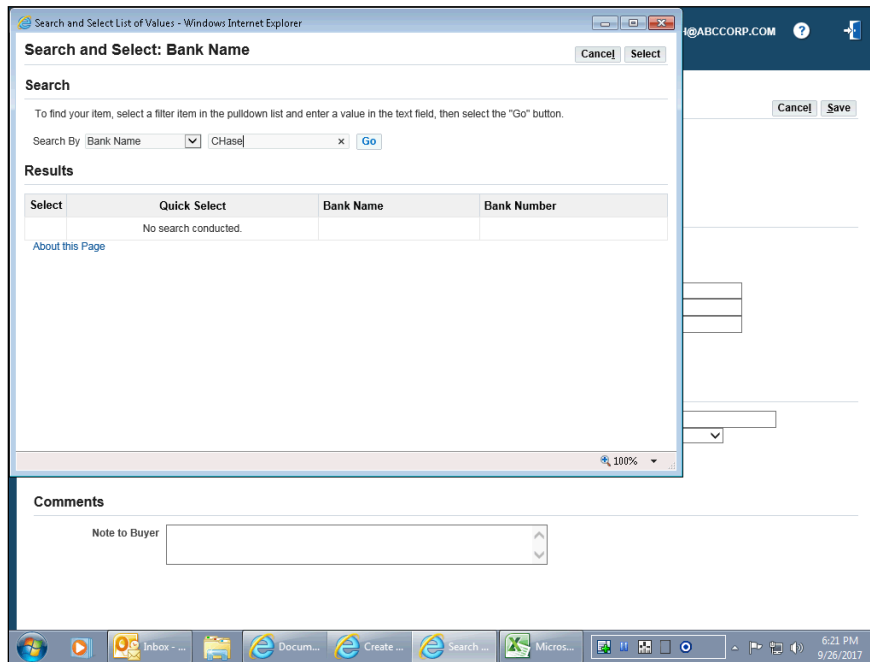
Step	Action
9.	Click the <b>Search: Bank Name</b> button. 



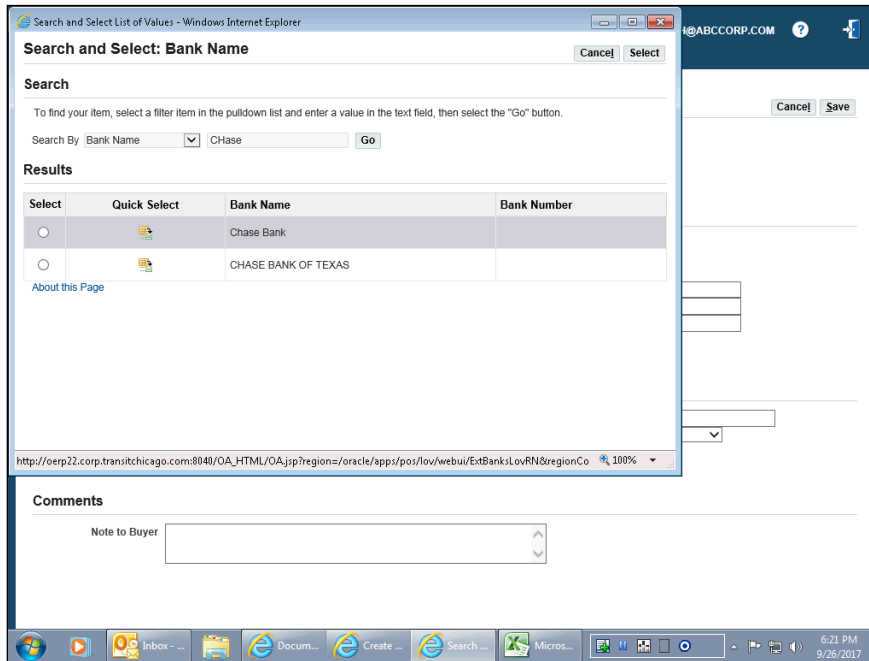
Step	Action
10.	Click in the <b>Search By</b> field. Search By <input type="text" value="Bank Name"/> <input type="button" value="v"/> <input style="border: 2px solid red;" type="text"/>




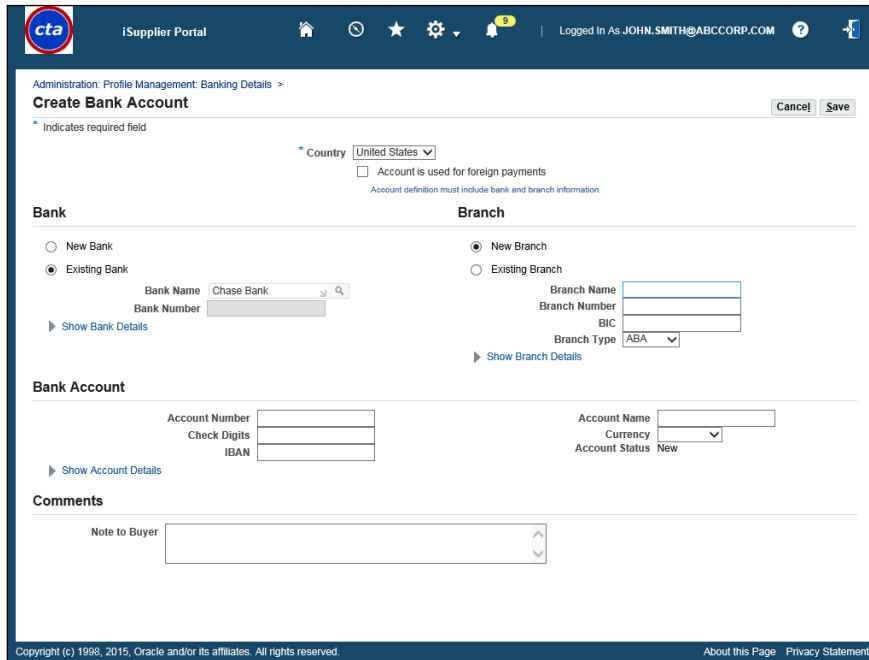
Step	Action
11.	Enter the desired information into the <b>Search By</b> field. Enter " <b>Chase</b> ". Search By <input type="text" value="Bank Name"/> <input type="button" value="v"/> <input style="border: 2px solid red;" type="text"/>



Step	Action
12.	Click the <b>Go</b> button. <input style="border: 2px solid red;" type="button" value="Go"/>



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



Step	Action
14.	Click in the <b>Branch Name</b> field. <b>Branch Name</b> <input type="text"/>

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

Step	Action
16.	Click in the <b>Branch Number</b> field. <b>Branch Number</b> <span style="border: 1px solid red; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>

Step	Action
17.	Enter the desired information into the <b>Branch Number</b> field. Enter " <b>021200339</b> ". <b>Branch Number</b> <input type="text"/>

The screenshot shows the 'Create Bank Account' form in the Oracle iSupplier Portal. The form is divided into several sections:
 

- Bank:** Radio buttons for 'New Bank' and 'Existing Bank'. 'Existing Bank' is selected.
- Branch:** Radio buttons for 'New Branch' and 'Existing Branch'. 'New Branch' is selected. Fields include 'Branch Name' (West Loop), 'Branch Number' (021200339), 'BIC', and 'Branch Type' (ABA).
- Bank Account:** Fields for 'Account Number', 'Check Digits', 'IBAN', 'Account Name', 'Currency', and 'Account Status' (New).
- Comments:** A 'Note to Buyer' text area.

 The 'Branch Number' field is highlighted with a red box in the original image, corresponding to step 17.

Step	Action
18.	Click in the <b>Account Number</b> field. <b>Account Number</b> <input type="text"/>

Step	Action
19.	Enter the desired information into the <b>Account Number</b> field. Enter <b>"1234567890"</b> . <b>Account Number</b> <input style="border: 2px solid red;" type="text"/>



Step	Action
20.	Click in the <b>Account Name</b> field. <b>Account Name</b> <input type="text"/>

The screenshot shows the 'Create Bank Account' form in the Oracle iSupplier Portal. The form is titled 'Create Bank Account' and includes sections for 'Bank', 'Branch', 'Bank Account', and 'Comments'. The 'Bank' section has 'Existing Bank' selected with 'Chase Bank' in the 'Bank Name' field. The 'Branch' section has 'New Branch' selected with 'West Loop' in the 'Branch Name' field, '021200339' in the 'Branch Number' field, and 'ABA' in the 'Branch Type' dropdown. The 'Bank Account' section has '1234567890' in the 'Account Number' field, '1234567890' in the 'Check Digits' field, and '1234567890' in the 'IBAN' field. The 'Account Name' field is empty and highlighted with a red box. The 'Account Status' is set to 'New'. The 'Comments' section has a 'Note to Buyer' field.

Step	Action
21.	Enter the desired information into the <b>Account Name</b> field. Enter " <b>ABC Corp</b> ". <b>Account Name</b> <input type="text"/>

Administration: Profile Management: Banking Details >  
**Create Bank Account** Cancel Save

\* Indicates required field

\* Country United States  Account is used for foreign payments  
Account definition must include bank and branch information.

**Bank**  New Bank  Existing Bank  
Bank Name Chase Bank  
Bank Number   
[Show Bank Details](#)

**Branch**  New Branch  Existing Branch  
Branch Name West Loop  
Branch Number 021200339  
BIC   
Branch Type ABA  
[Show Branch Details](#)

**Bank Account**  
Account Number 1234567890  
Check Digits   
IBAN   
Account Name ABC Corp  
Currency US Dollar  
Account Status New  
[Show Account Details](#)

**Comments**  
Note to Buyer

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

Supplier Home Orders Shipments Finance Administration

Profile Management

General  
Company Profile  
Organization  
Address Book  
Contact Directory  
Business Classifications  
Product & Services  
**Banking Details**  
Payment & Invoicing  
Surveys

**Confirmation**  
Bank account 1234567890 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.


**Banking Details** Cancel Save

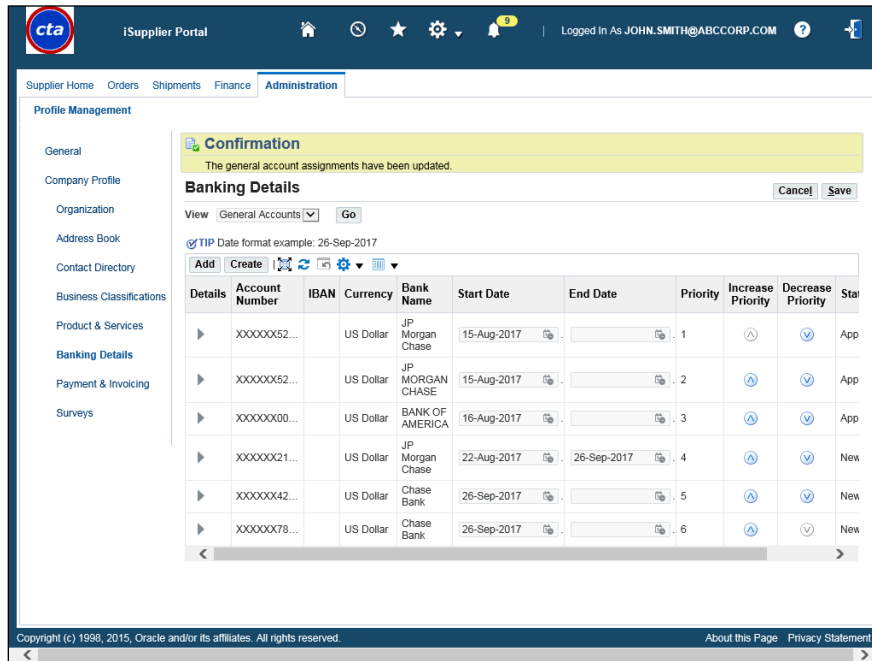
View General Accounts

TIP Date format example: 26-Sep-2017

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	
	XXXXXX52...		US Dollar	JP Morgan Chase	15-Aug-2017		1	▲	▼	f
	XXXXXX52...		US Dollar	JP MORGAN CHASE	15-Aug-2017		2	▲	▼	f
	XXXXXX00...		US Dollar	BANK OF AMERICA	16-Aug-2017		3	▲	▼	f
	XXXXXX21...		US Dollar	JP Morgan Chase	22-Aug-2017	26-Sep-2017	4	▲	▼	f
	XXXXXX42...		US Dollar	Chase Bank	26-Sep-2017		5	▲	▼	f
	XXXXXX78...		US Dollar	Chase Bank	26-Sep-2017		6	▲	▼	f

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



Step	Action
24.	<b>End of Procedure.</b>