AR.010.020 – SETTING UP CUSTOMER BANKS

Purpose	• To enter bank information for a customer using MICR ID. • To explain the purpose of a MICR ID.
Description	Bank information is associated through a MICR ID. MICR (Magnetic Ink Character Recognition) ID's are used to identify customers and associate information, including banking information.
Security Role	**BOR_AR_CUSTOMER**
Dependencies/ Constraints	None
Additional Information	*MICR ID* – Magnetic Ink Character Recognition ID – an ID assigned to a customer and used to associate banking and other information to that customer.

Procedure

Below are step by step instructions on how to enter bank information for a customer using MICR ID.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Customers** link.
4.	Click the **Customer Information** link.
5.	Click the **MICR Information** link.
6.	Click the **Add a New Value** tab.
7.	Enter the MICR ID in the **MICR ID** field.
8.	Click the **Add** button.

Step	Action
9.	Click the **Remit From Customer** button.
10.	Click an entry in the **Remit From Customer** column.
11.	Enter the address information
12.	Click the **Customer Bank** tab.
13.	Enter the name of the bank in the **Bank Name** field.
14.	Enter the name of the branchin the **Branch Name** field.
15.	Enter "**001**" in the **Bank ID Qualifier** field.
16.	Click the **Account Type** list.
17.	Click the **Checking Account** list item.
18.	Enter the bank id in the **Bank ID** field.
19.	Enter the account number in the **Bank Account Number** field.
20.	Click the **DFI Qualifier** button.
21.	Click the **01** link.
22.	Enter the DFI number in the **DFI ID** field.
23.	Click the **Save** button.