

AR.010.040 – MAINTAINING CUSTOMER BANK INFORMATION

Purpose	<ul style="list-style-type: none"> To enter and maintain customer bank information. To navigate the Customer Bank Information pages.
Description	The bank information is tied to a customer through the MICR ID.
Security Role	BOR_AR_CUSTOMER
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to enter and maintain customer bank information.

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.
9.	Enter the date in the Effective Date field.
10.	Click the Remit From Customer button.
11.	Click an entry in the Remit From Customer column.
12.	Enter the address information.

Step	Action
13.	Click the Customer Bank tab.
14.	Enter " First United Bank, NA. " in the Bank Name field.
15.	Enter " 001 " in the Bank ID Qualifier field.
16.	Enter the bank id in the Bank ID field.
17.	Enter the account number in the Bank Account Number field.
18.	Click the Account Type list.
19.	Click the Checking Account list item.
20.	Click the Save button.