



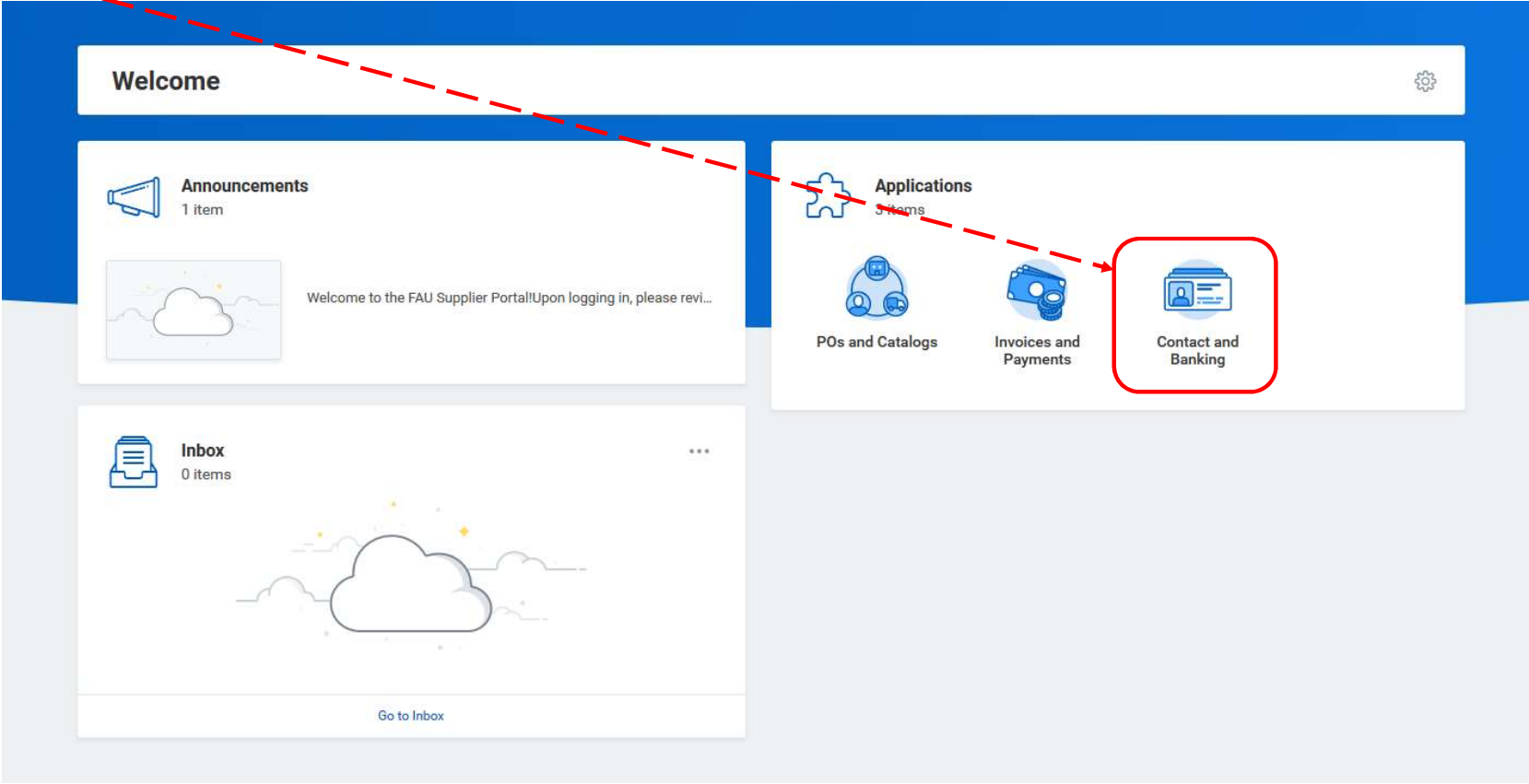
Adding New Bank (ACH) Information

Quick Reference Guide

February 2019

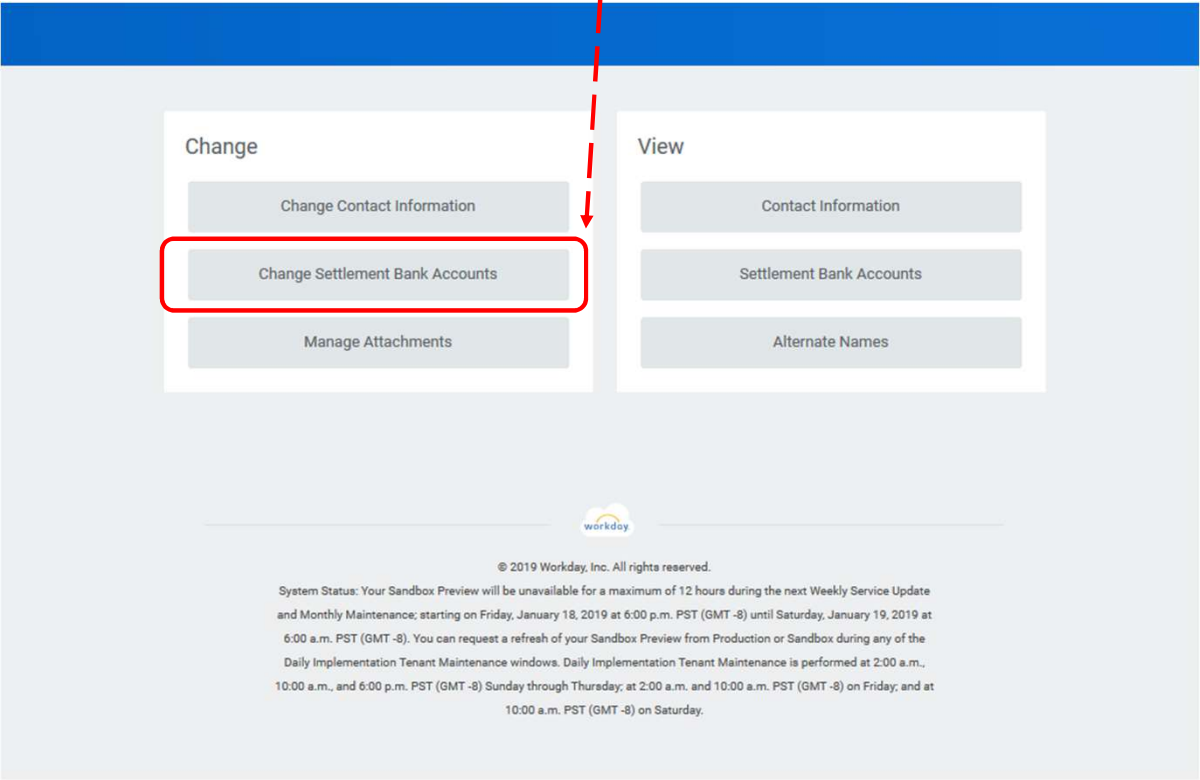
Overview: Supplier Welcome Screen

Step 1:
Select Contact and Banking.



Overview: Change/View Area & Change Settlement Bank Account

Step 2:
Select Change Settlement Bank Accounts.



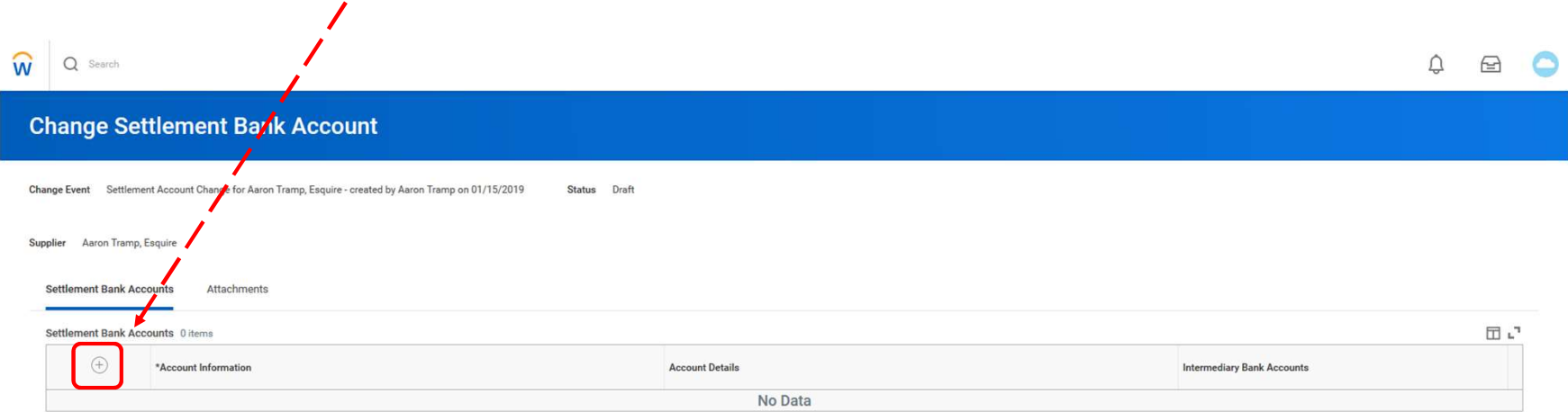
Step 3:
Click OK to begin the Settlement Bank Account Changes.



Overview: Change/View Area & Change Settlement Bank Account

Step 4:

To add a new bank account, select the (+) symbol to open additional fields.



NOTE:

When adding new banking information, we recommend to enter in the “Country” field first (United States of America) to limit the REQUIRED fields. Many of the fields that first appear are general/generic and are NOT REQUIRED (see next page for example).

Overview: Adding Banking Information

Step 5:
In the “Country” field, enter United States of America. Then, complete the required fields as indicated below.

Settlement Bank Accounts Attachments

Settlement Bank Accounts 1 item

	*Account Information	Account Details	Intermediary Bank Accounts
	<div>Account Nickname</div> <div>Company Name</div>	<div>Country *</div> <div>United States of America</div>	
Indicate Account Type	<div>Account Type *</div> <div>Checking</div> <div>Savings</div>	<div>Bank Name *</div> <div>Full Bank Name</div>	
	<div>Supplier Connection Payment Types</div> <div></div>	<div>Bank Code *(Bank Routing Number)</div> <div>XXXXXXXXXX</div>	
	<div>Payment Types</div> <div></div>	<div>Account Number *</div> <div>XXXXXXXXXX</div>	
	<div>For Supplier Connections Only</div> <div><input type="checkbox"/></div>	<div>Bank Identification Code</div> <div></div>	
	<div>Inactive</div> <div><input type="checkbox"/></div>	<div>Bank Instructions</div> <div></div>	

Step 6:
Click Submit. This information is routed to the FAU Settlement Team for review.

Submit

Save for Later

Cancel