



## Bank Database

### Overview

#### Introduction

The purpose of the Bank Database is to locate and enter data in regards to banks. Once the information is added to CMS, the data is available for future order design forms. Using the Bank Database to auto-populate the Bank/MICR screen of a design form reduces the margin of error and helps to eliminate re-runs.

It's also a great way to track your bank contact information by branch.

The Bank Database is considered a local database available only to each Distributorship. You will be required to make all of the additions and edits to keep the database current.

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These topics are covered in this section:

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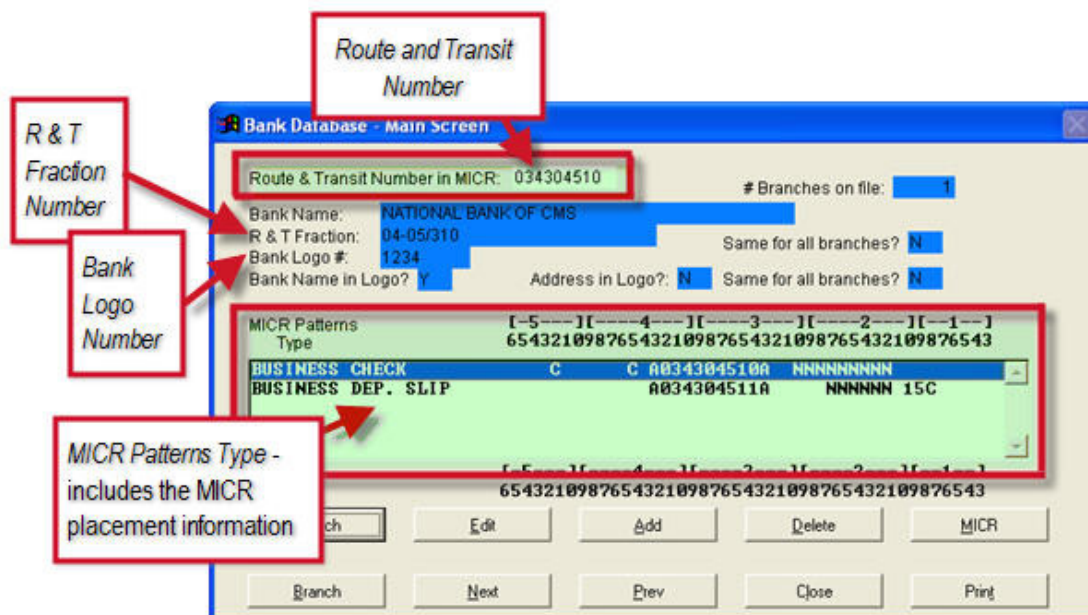
## Searching the Bank Database

**Introduction** The database can be used to locate specific information about a bank or its branches.

Items found in the database include:

- R & T Fraction
- MICR positioning
- Bank Logo #'s
- Branch information to include the contacts at each branch

**Bank Database Screen** This is an example of the bank database screen:



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## Searching the Bank Database, cont.

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### Searching the Bank Database

Whether needing to edit or simply view information in the Database, locate the bank using the instructions below:

Step	Action
1	Navigate to the <b>Bank Database</b> from the <b>File</b> menu in CMS.
2	Click on the <b>Search</b> button at the bottom of your Main Bank Database screen.
3	Select either <b>R &amp; T Number</b> or <b>Bank Name</b> by clicking on the corresponding button.
4	Start typing what you are searching for. Once the correct bank is located (highlighted in the text box), press <b>Enter</b> .
5	Once the Bank appears, use your mouse to select from the <b>Options</b> menu (buttons) at the bottom of the screen.
6	Using the mouse, click on the appropriate button.



## Adding to the Bank Database

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**Introduction** New bank information will need to be added for reference on orders.

Items you will add are:

- New Bank
- MICR positioning
- Branch[s]
- Contacts

NOTE: You will need to add at least one branch per bank to have the MICR information available for use on the design form.

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## Adding a Bank

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**Introduction** For each new customer that is added, if their bank is not currently part of your Bank Database, you will need to add the bank and its variable information.

If you are only adding a new branch to a bank already entered in the database, you can skip to the Adding a Branch section.

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**Adding a Bank Screen** This is an example of the screen where a bank will be added:

Bank Database - Main Screen

Route & Transit Number in MICR:  # Branches on file:

Bank Name:

R & T Fraction:  Same for all branches?

Bank Logo #:  Bank Name in Logo?  Address in Logo?  Same for all branches?

MICR Patterns Type [-5---] [----4---] [----3---] [----2---] [---1--]  
6543210987654321098765432109876543

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## Adding a Bank, cont.

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**Adding a Bank** To add the bank information that will be used on future orders, follow the steps below:

<b>Step</b>	<b>Action</b>
1	Navigate to the <b>Bank Database</b> from the <b>File</b> menu in CMS.
2	Using the mouse, <b>Click</b> the <b>Add</b> button located at the bottom of your screen.
3	Type the <b>Routing &amp; Transit #</b> and <b>Bank Name</b> .
4	Enter the <b>R &amp; T Fraction</b> .  Change the <b>N</b> to a <b>Y</b> if the number is the same for all the branches.
5	Enter the <b>Bank Logo #</b> . (The number can be located in the Cut & Bank Logo book.)  <i>Note:</i> To add a Bank logo not currently found in the Log Cut Book, please contact:  <b>For East Coast Banks:</b> Ellen Grubawsky <a href="mailto:egrubawsky@gosafeguard.com">egrubawsky@gosafeguard.com</a> Location - Lansdale Phone: 215-631-7500 or 800-523-6660 extension 403173  <b>For West Coast Banks:</b> Art Patton <a href="mailto:apatton@gosafeguard.com">apatton@gosafeguard.com</a> Location – Santa Fe Springs Phone: 800-441-4152 extension 413  Change the <b>N's</b> to <b>Y's</b> if the Bank Name is in the logo, the Address is in the logo, and/or the information is the same for all the branches.
6	Click on the <b>Save</b> button.



## Adding MICR Positioning

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### Introduction

When placing a check or deposit ticket order in CMS, the MICR positioning for that check will need to be entered in to the Bank Database. Follow the instructions below to complete that process.

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### Adding MICR Positioning Screen

This is an example of the screen where MICR Positioning will be added:

**MICR Information**

Bank R&T Number: 034304510  
Bank Name: NATIONAL BANK OF CMS

MICR Type: BUSINESS CHECK

Title: \_\_\_\_\_

MICR Consec.  From:  To:   
Mod9  From:  To:

[--5--] [----4----] [----3----] [----2----] [--1--]  
65432109876543210987654321098765432109876543  
A034304510A

Save Cancel Prev Close  
Edit Add Delete

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## Adding MICR Positioning

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### Adding MICR Positioning

Follow these steps to key in MICR placement when starting from the File Menu:

Step	Action
1	Navigate to the <b>Bank Database</b> from the <b>File</b> menu in CMS.
2	Type the <b>R&amp;T #</b> for the bank you are adding MICR placement for.  (Use the Search function to locate the bank by name if the R&T # is not known.)
3	Using the mouse, <b>Click</b> on the <b>MICR</b> button located at the bottom of your screen.
4	Click on the <b>Add</b> button.
5	<b>Double Click</b> on the MICR Type to select it.  NOTE: If a bank has more than one MICR positioning for a MICR Type, create a specific title to indicate which MICR goes with which option. (Example: 2 Business Check MICR positions available. Title for MICR #1 = Bus-1, Title for MICR #2 = Bus-2.)
6	Click in the field next to <b>MICR Consec</b> , to place a ✓ in the box.  Press the <b>Tab</b> key.
7	Enter the range for the MICR placement.  (Generally number range is <b>52-45</b> ; occasionally the range is 45-56.)

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## Adding MICR Positioning, cont.

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Step	Action
8	Populate the Account # fields using the following options:  <b>N</b> = Number [Use this function to create only placement for where the numbers will reside on the design form – do NOT add numbers.] <b>B</b> = Dash <b>C</b> = ON-US symbols <b>Spacebar</b> = Space
9	<b>Click the Save button.</b>
10	Follow the previous steps to add additional MICR placement for this bank.  NOTE: Each MICR option a bank might have [e.g. deposit tickets and a check] will require you to add additional MICR placement information.



## Adding Branches

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### Introduction

Once a bank has been added to CMS the branch information will need to be added as well. Information like Name, Address, Phone.

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### Adding Branches

This is an example of the screen where Branches will be added:

The screenshot shows a software window titled "Bank Branches". It contains several input fields for branch information:

- R & T #: 034304510
- Branch #: [input field]
- Branch Name: [input field]
- Address: [input field]
- City: [input field]
- State/Prov: [input field]
- Zip/Postal: [input field]
- Phone: ( ) - [input field]
- Fax: ( ) - [input field]

Below these fields is a section titled "DESIGN FORM INFORMATION" with the following fields:

- R&T Fraction: [input field]
- Bank Logo: [input field]
- Name in Logo?: N [checkbox]
- Address in Logo?: N [checkbox]

There are three numbered lines (1, 2, 3) for additional information, with line 1 containing a large text area.

A table with the following columns is visible:

Title	Name	Contacts:	Phone	Ext
NONE				

At the bottom of the window are several buttons: Save, Cancel, Prev, Edit, Print, Add, Delete, Contact, and Exit.

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## Adding Branches, cont.

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### Adding Branches, cont.

Follow these steps to key in a bank branch:

Step	Action
1	Navigate to the <b>Bank Database</b> from the <b>File</b> menu in CMS.
2	Type the <b>R&amp;T #</b> for the bank you are adding a Branch for.  (Use the Search function to locate the bank by name if the R&T # is not known.)
3	Click the <b>Branch</b> button located at the bottom of your screen.  NOTE: If this is an additional branch, press <b>Enter</b> to move past the branch options pop-up.
4	<b>Click</b> the <b>Add</b> button.
5	Create a unique <b>Branch #</b> used to quickly locate the specific branch while on an order's design form.
6	Fill in the Following: <ul style="list-style-type: none"><li>➤ <b>Branch Name</b> – If more than one branch is being added for this R&amp;T #, specify a unique name such as adding the city to the Branch name.</li><li>➤ <b>Address</b> – This is the physical address of the particular branch.</li><li>➤ <b>Phone</b> – Main phone number.</li><li>➤ <b>Fax</b> – Main fax number.</li></ul>

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## Adding Branches, cont.

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Step	Action
7	<p>Based on the branch's variable information entered on the main bank screen [e.g. "N" was added to the "same for all branches" field], the following may not appear, enter this information as well.</p> <ul style="list-style-type: none"><li>➤ <b>R&amp;T Fraction</b></li><li>➤ <b>Bank Logo</b></li><li>➤ <b>Name in Logo "Y" or "N"</b></li><li>➤ <b>Address In Logo "Y" or "N"</b></li><li>➤ <b>Lines 1, 2 &amp; 3</b> - Are for any additional information to be added to the logo not found in the Stock Bank Cut Book.</li></ul>
8	<b>Click the Save</b> button.



## Adding Contacts

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**Introduction** CMS has the ability to associate a specific Contact for each bank branch inside of the Bank Database.

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**Adding Contacts** This is an example of the screen where a Contact for a branch will be added:

A screenshot of a software window titled "Bank Contacts". The window has a blue title bar and a light beige background. It contains the following fields and controls:

- Bank ID: 034304510      NATIONAL BANK OF CMS
- Branch: 0001      NATIONAL BANK OF CMS
- Contact: [text box]
- Phone: (215)641-5000      Title: [text box]
- Ext: [text box]
- Comments: [text area]
- Buttons: Save, Cancel, Prev, Edit, Add, Delete, Exit

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## Adding Contacts, cont.

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### Adding Contacts, cont.

Follow the steps below to add a contact:

Step	Action
1	Navigate to the <b>Bank Database</b> from the <b>File</b> menu in CMS.
2	Either use the search method to locate the Bank by name, or type the R&T Number to automatically pull up the correct bank.
3	Click the <b>Branch</b> button located at the bottom of the screen.
4	Search for the branch the contact is tied to by scrolling through the list using the ↑↓ keys to highlight the correct branch.  Press <b>Enter</b> .
5	<b>Click</b> the <b>Contact</b> button.
6	<b>Click</b> the <b>Add</b> button and input the information and <b>Click</b> the <b>Save</b> button when finished.
7	To edit the contact information, follow steps 1 – 5, then select the <b>Edit</b> button and replace or edit the information as needed.



## Editing the Bank Database

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### Introduction

As bank information changes and it becomes necessary to update the information, use the following sections to make those changes.

Items you can edit are:

- The Bank's main screen
  - MICR positioning
  - Branch[s]
  - Contacts
- 

### In This Section

These topics are covered in this section:

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## Editing a Bank

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### Editing a Bank

There will be occasions where the main information for a bank with need to be updated on the main bank screen, follow these steps to update the information:

<b>Step</b>	<b>Action</b>
1	Navigate to the <b>Bank Database</b> from the <b>File</b> menu in CMS.
2	Type the <b>R&amp;T #</b> for the bank you are editing MICR placement for.  (Use the Search function to locate the bank by name if the R&T # is not known.)
3	Edit the necessary information.
4	<b>Click</b> the <b>Save</b> button.





## Editing MICR Positioning

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### Editing MICR Positioning

At times there will be a need to edit what is showing as the MICR positioning in CMS:

Step	Action
1	Navigate to the <b>Bank Database</b> from the <b>File</b> menu in CMS.
2	Type the <b>R&amp;T #</b> for the bank you are editing MICR placement for.  (Use the Search function to locate the bank by name if the R&T # is not known.)
3	<b>Click</b> the desired MICR option from the list in the MICR Pattern Type area of the Bank Database's main screen.
3	<b>Click</b> on the <b>MICR</b> button located at the bottom of your screen.
4	<b>Click</b> the <b>Edit</b> button.
5	Edit the necessary information and <b>Click</b> the <b>Save</b> button.



## Editing Branches

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### Editing Branches

At times there will be a need to edit what is currently entered for a bank branch in CMS.

Follow the steps below to edit the necessary information:

Step	Action
1	Navigate to the <b>Bank Database</b> from the <b>File</b> menu in CMS.
2	Type the <b>R&amp;T #</b> for the bank you are editing a Branch for.  (Use the Search function to locate the bank by name if the R&T # is not known.)
3	<b>Click</b> the <b>Branch</b> button located at the bottom of your screen.
4	Search for the branch to be edited by scrolling through the list using the ↑↓ keys to highlight the correct branch.  Press <b>Enter</b> .
5	<b>Click</b> the <b>Edit</b> button.
6	Edit the information and <b>Click</b> the <b>Save</b> button.



## Editing Contacts

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### Editing Contacts

As your contacts for a branch change or their information may require updating, use the steps below to edit the Contact screen for a branch in the Bank Database:

Step	Action
1	Navigate to the <b>Bank Database</b> from the <b>File</b> menu in CMS.
2	Either use the search method to locate the Bank by name, or type the R&T Number to automatically pull up the correct bank.
3	Click the <b>Branch</b> button located at the bottom of the screen.
4	Search for the branch the contact is tied to by scrolling through the list using the ↑↓ keys to highlight the correct branch.  Press <b>Enter</b> .
5	<b>Click</b> the <b>Contact</b> button.
6	<b>Click</b> the <b>Edit</b> button and replace or edit the information as needed.
7	<b>Click</b> the <b>Save</b> button.



## Adding a Bank to a Customer

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### Adding a Bank to a Customer

When it's time to enter a new customer, you will want to complete the following process to include their bank information to the record [NOTE: The bank will already need to be listed in the Bank Database]:

Step	Action
1	Enter a contact using steps 1 through 7 located in the CMS New User instructions.
2	<b>Click the Bank Info</b> button.
3	<b>Click the Add</b> button.
4	Using the mouse, scroll through the list of banks available in the bank database.
5	<b>Click</b> on the bank to highlight it, then <b>click the Select</b> button.
6	Enter the customer's account number.
7	<b>Click the Save</b> button.
8	<b>Click the Close</b> button.
9	<b>Click the Close</b> button to save the customer information,

NOTE: If the bank is NOT already located in the Bank Database, you can add the bank from this screen. Simply click the New Bank button and follow the previous instructions for adding a new bank. Once the bank is added, follow the above steps to complete the process.