



DeKalb County  
G E O R G I A

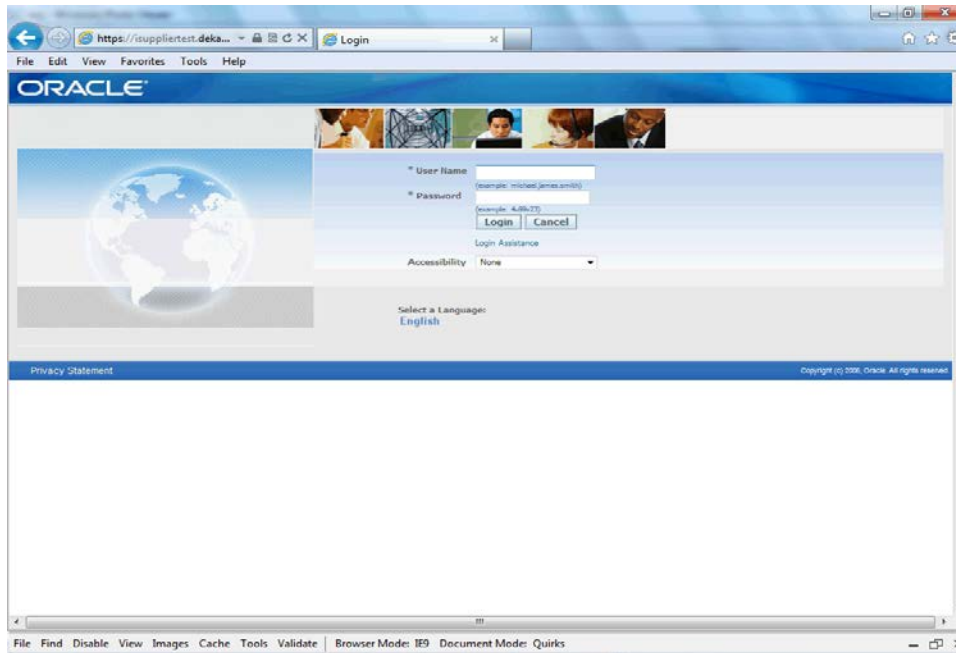
JOURNEY TO PROCUREMENT EXCELLENCE

## Updating Bank Account Details

# Updating Bank Account Details

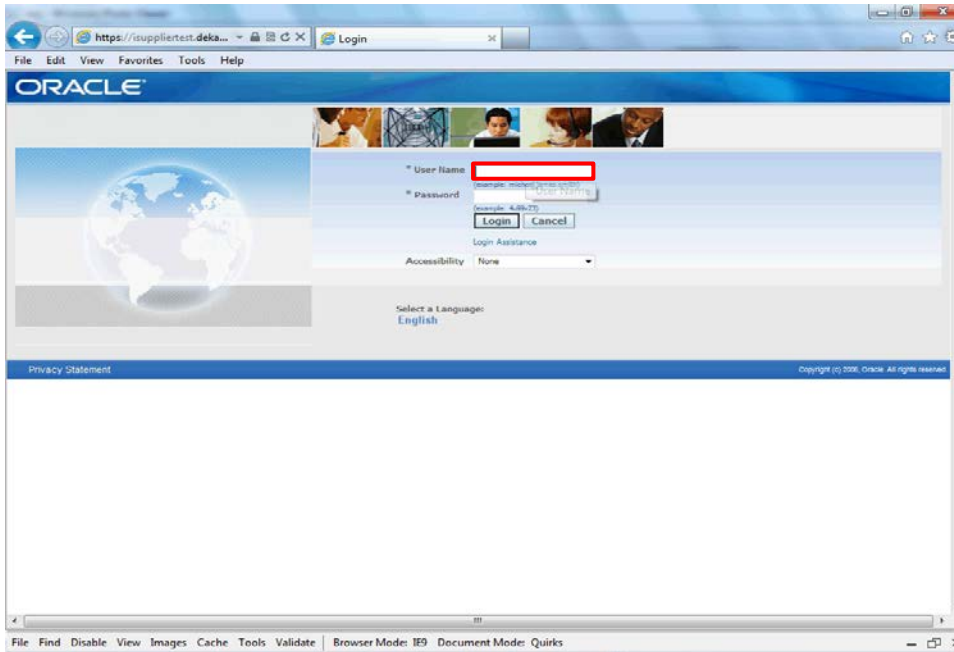


DeKalb County  
GEORGIA



In this course you will learn how to Update Bank Account Data in iSupplier.

# Updating Bank Account Details



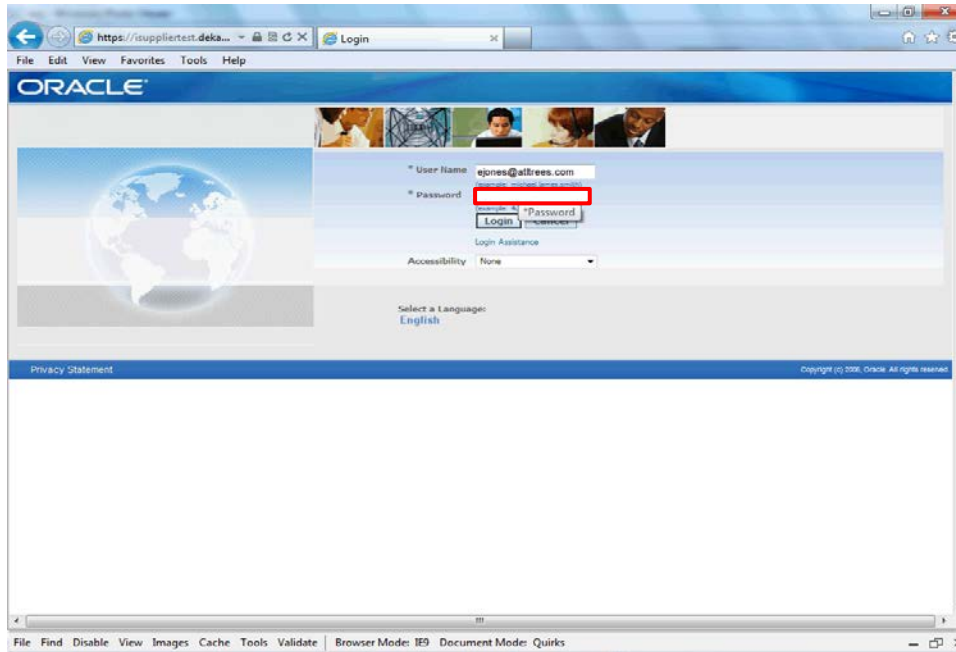
## Step 1

From the login page, click in the **User Name** field and enter the User Name provided during the registration process.

# Updating Bank Account Details



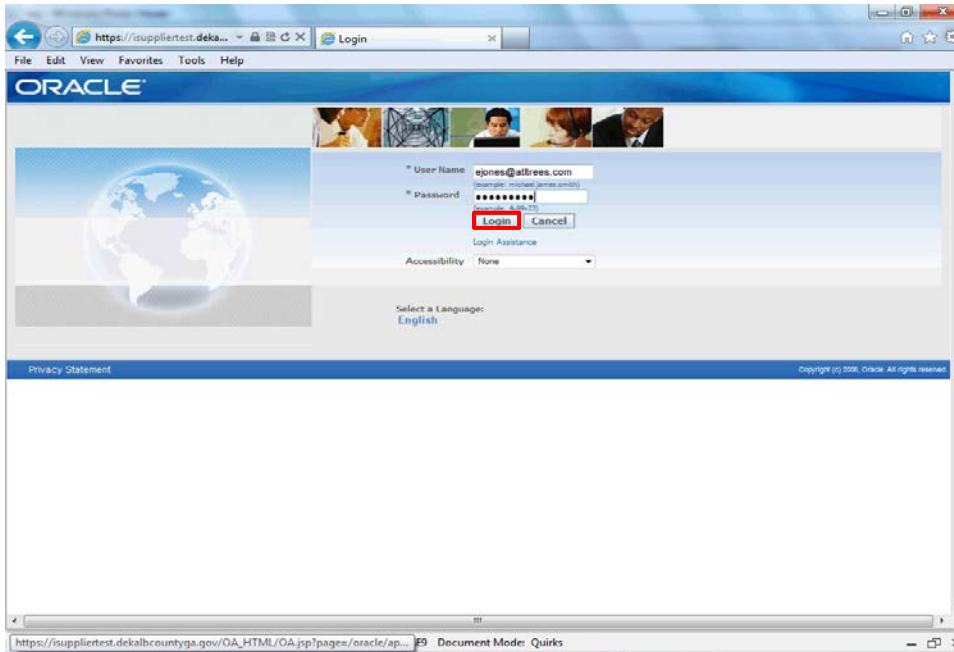
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## Step 2

Click in the **Password** field and enter the password you created during the registration process.

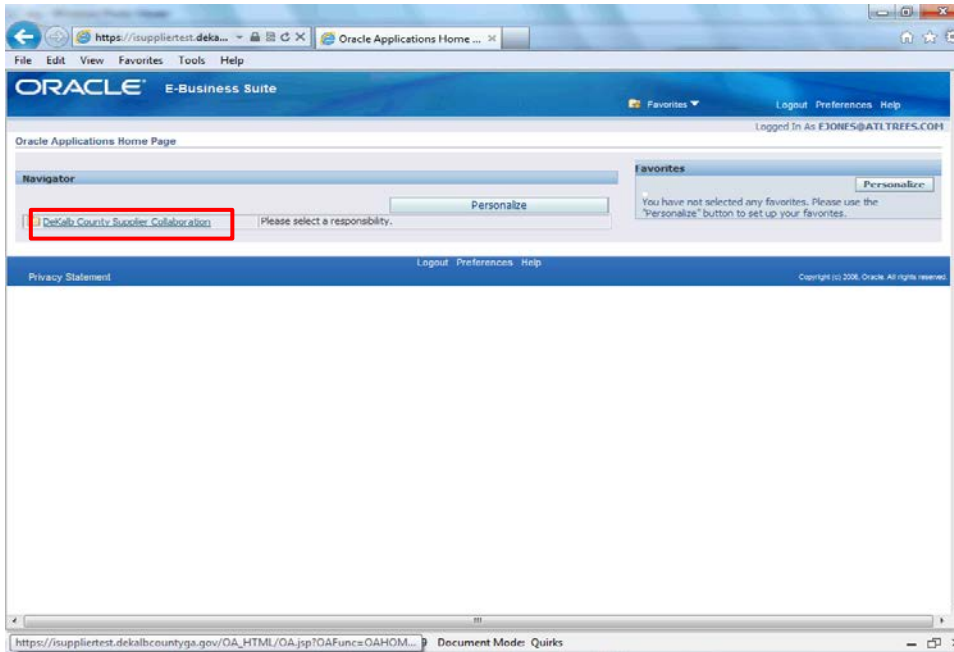
# Updating Bank Account Details



Step 3

Click the **Login** button.

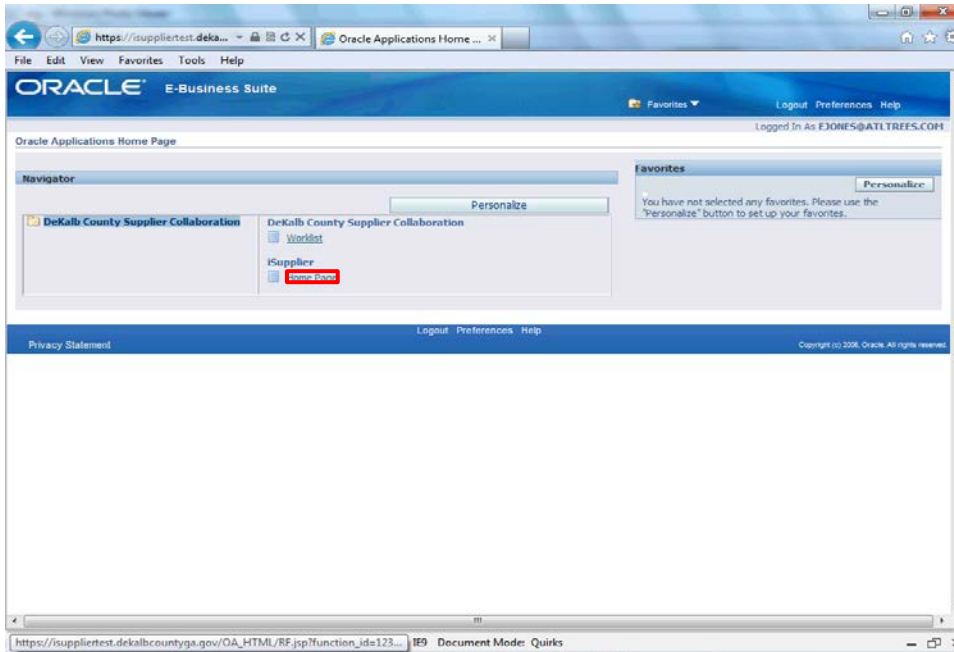
# Updating Bank Account Details



Step 4

Click the **DeKalb County Supplier Collaboration** link.

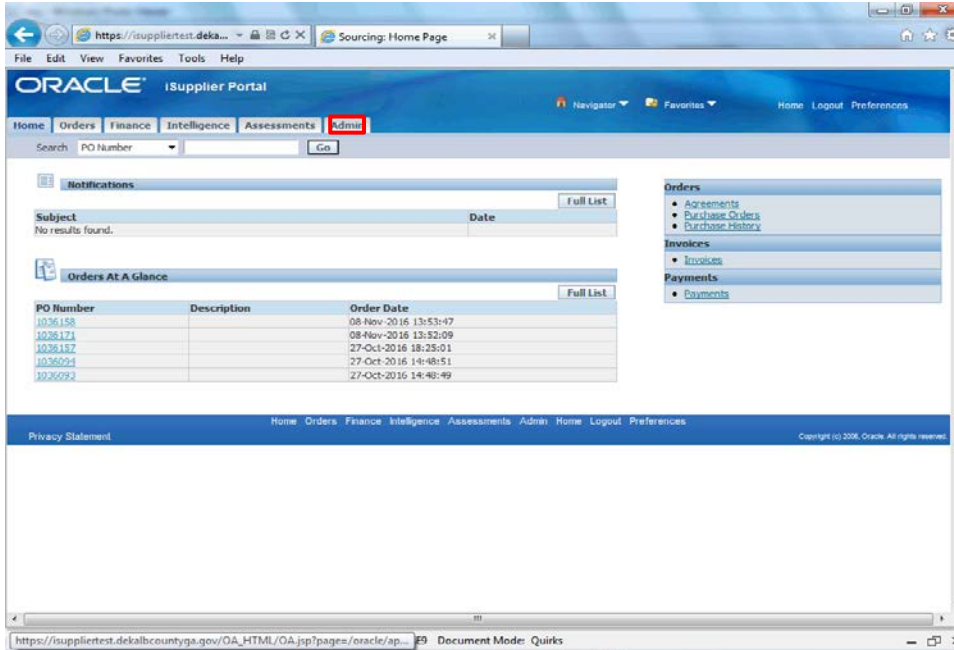
# Updating Bank Account Details



Step 5

Click the **Home Page** link.

# Updating Bank Account Details



The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes tabs for Home, Orders, Finance, Intelligence, Assessments, and Admin. The Admin tab is highlighted with a red box. Below the navigation bar, there is a search field for PO Number and a Go button. The main content area is divided into several sections: Notifications (with a Full List button), Orders (with a Full List button), and a table titled Orders AT A Glance. The table has columns for PO Number, Description, and Order Date. The right sidebar contains links for Orders (Agreements, Purchase Orders, Purchase History), Invoices, and Payments. The footer includes a Privacy Statement link and a copyright notice for Oracle.

PO Number	Description	Order Date
1036158		08-Nov-2016 13:53:47
1036171		08-Nov-2016 13:52:09
1036157		27-Oct-2016 18:25:01
1036024		27-Oct-2016 14:48:51
1036092		27-Oct-2016 14:40:49

Step 6

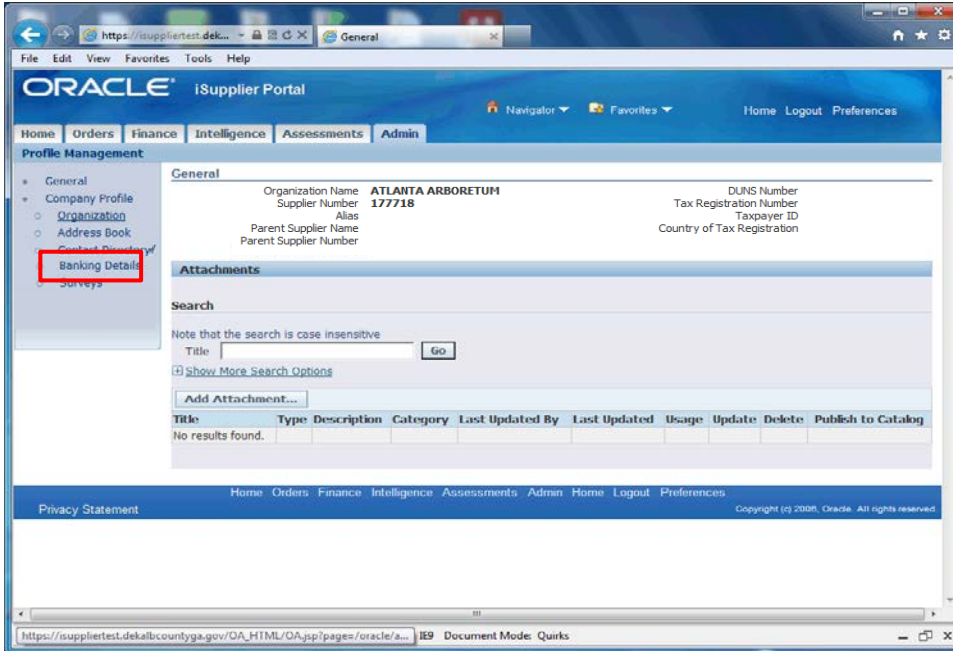
Click the **Admin** tab.



# Updating Bank Account Details

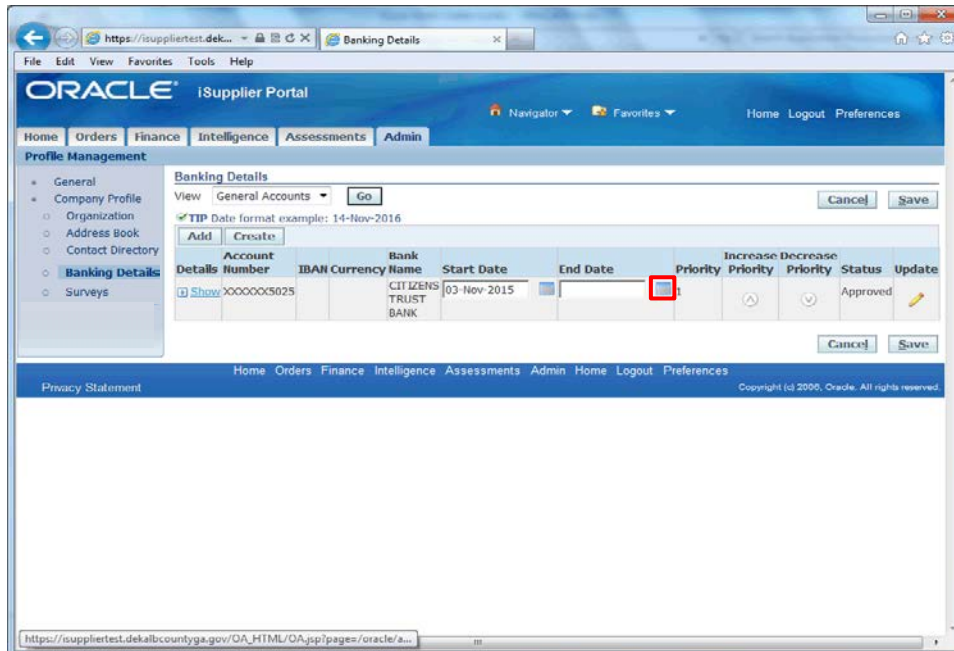
Step 7

Click the **Banking Details** hyperlink.



The screenshot shows the Oracle iSupplier Portal interface. The left-hand navigation menu is expanded to show 'Banking Details' highlighted with a red box. The main content area displays the 'General' profile information for 'ATLANTA ARBORETUM' with a supplier number of '177718'. Below this, there are sections for 'Attachments', 'Search', and a table with columns for 'Title', 'Type', 'Description', 'Category', 'Last Updated By', 'Last Updated', 'Usage', 'Update', 'Delete', and 'Publish to Catalog'. The table currently shows 'No results found.'

# Updating Bank Account Details



## Step 8

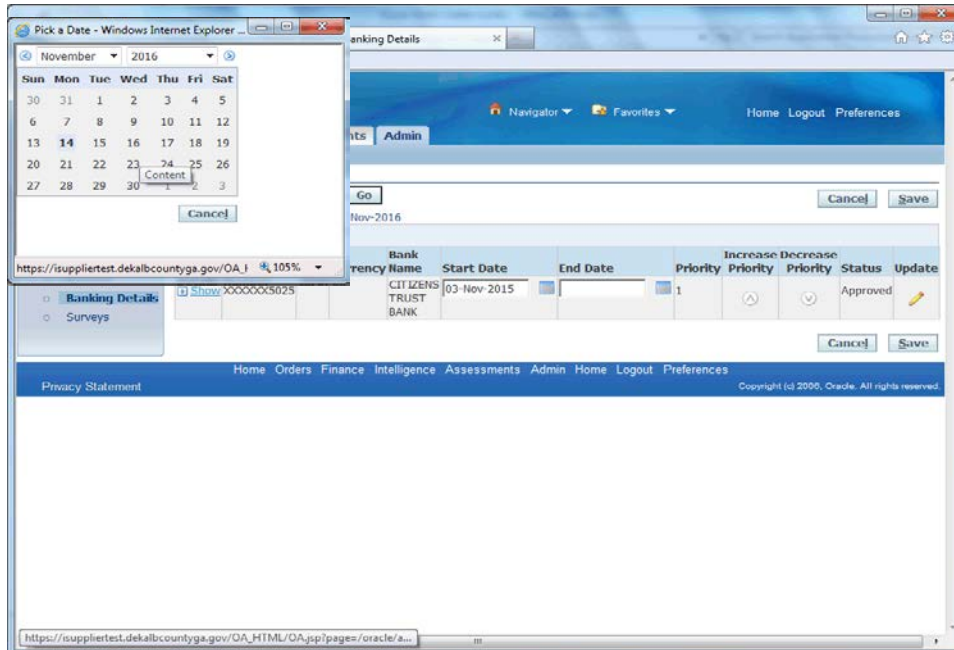
In this example we will **End Date** your current account and **Create** a New Account.

Click on the **Calendar** icon to open the Pick a Date window.

# Updating Bank Account Details



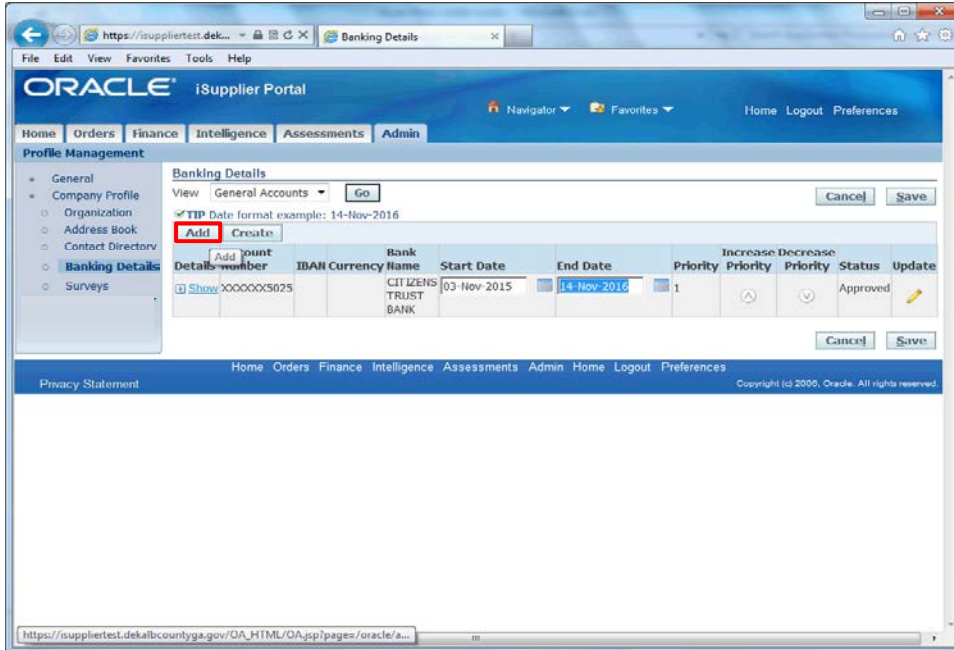
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## Step 9

By default the system will highlight the current date as your end date. Click on the **date** to proceed.

# Updating Bank Account Details



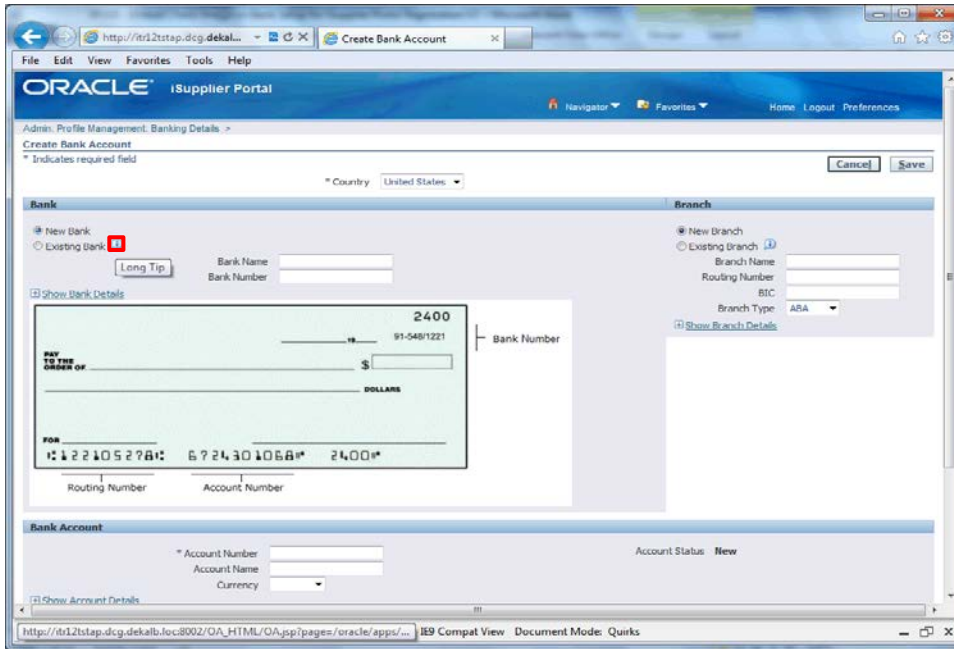
The screenshot shows the Oracle iSupplier Portal interface. The 'Banking Details' section is active, and the 'Add' button is highlighted with a red box. Below the buttons is a table with the following data:

Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase	Decrease	Status	Update
XXXXXXXX5025			CITIZENS TRUST BANK	03-Nov-2015	14-Nov-2016	1	▲	▼	Approved	✎

Step 10

The system will return to the Banking Details page. Click the **Create** button.

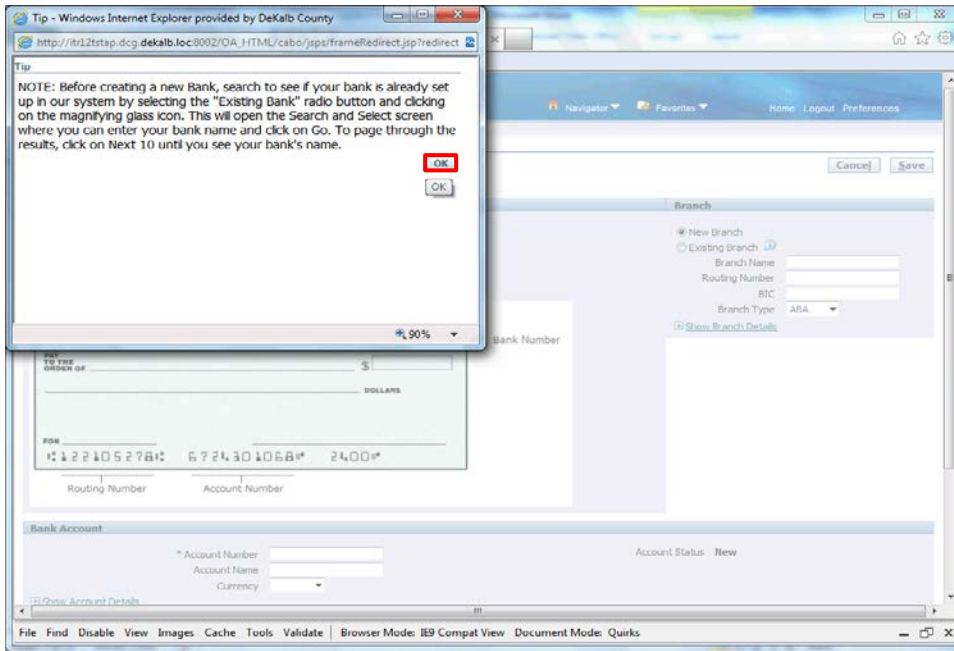
# Creating Bank Account Details



Step 11

Click on the **Information (i)** bubble to read tip on using a New or Existing Bank.

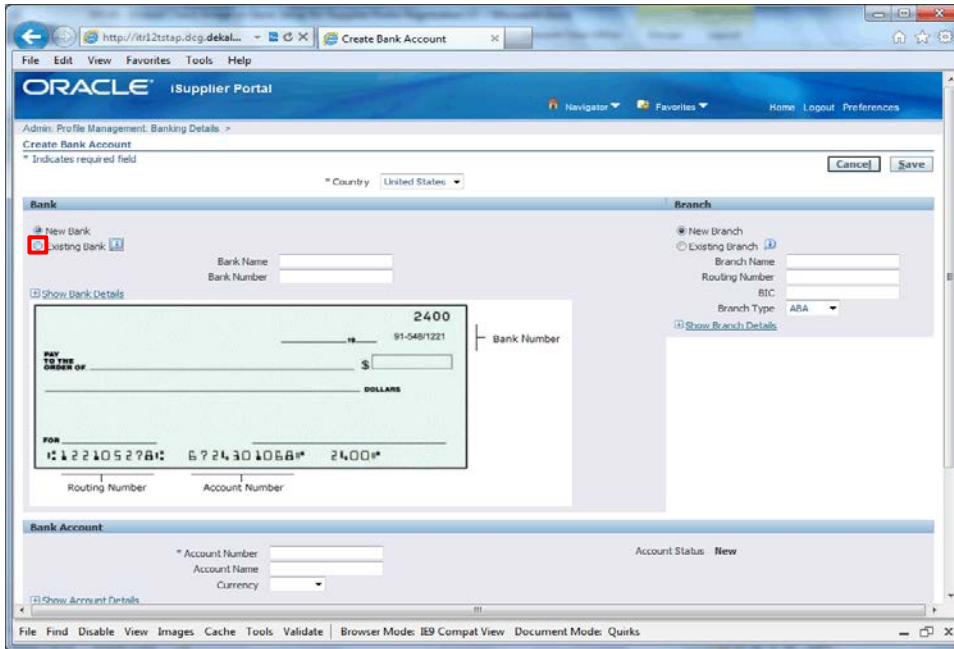
# Creating Bank Account Details



## Step 12

After reading the Tip, Click the **OK** button.

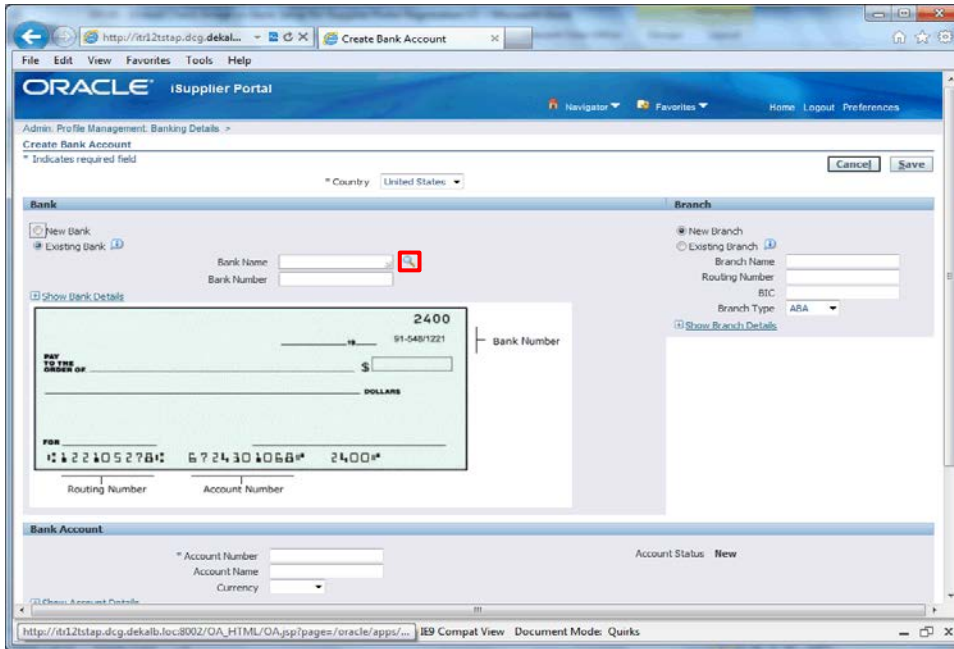
# Creating Bank Account Details



## Step 13

In this example, we will follow the suggestion in the tip and search for our bank by clicking on the **Existing Bank** option.

# Creating Bank Account Details



ORACLE iSupplier Portal

Admin: Profile Management, Banking Details

Create Bank Account

\* Indicates required field

Country: United States

Cancel Save

**Bank**

New Bank

Existing Bank

Bank Name:  X

Bank Number:

**Branch**

New Branch

Existing Branch

Branch Name:

Routing Number:

BTC:

Branch Type: ABA

[Show Branch Details](#)

**Bank Account**

Account Number:

Account Name:

Currency:

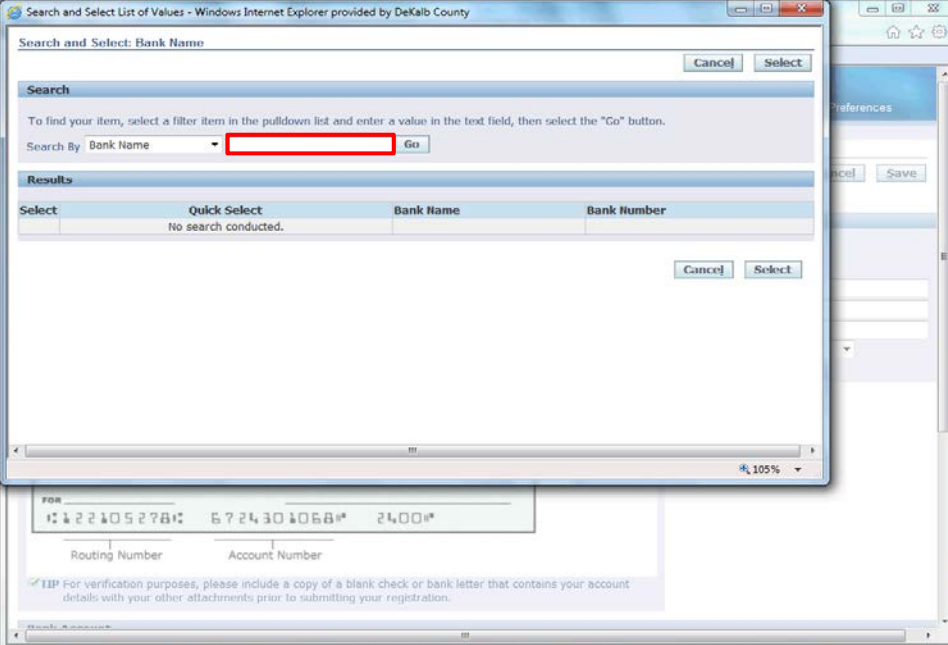
Account Status: New

Step 14

Click the **Search for Bank Name** button.



# Creating Bank Account Details



Search and Select List of Values - Windows Internet Explorer provided by DeKalb County

Search and Select: Bank Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Bank Name  Go

Results

Select	Quick Select	Bank Name	Bank Number
	No search conducted.		

Cancel Select

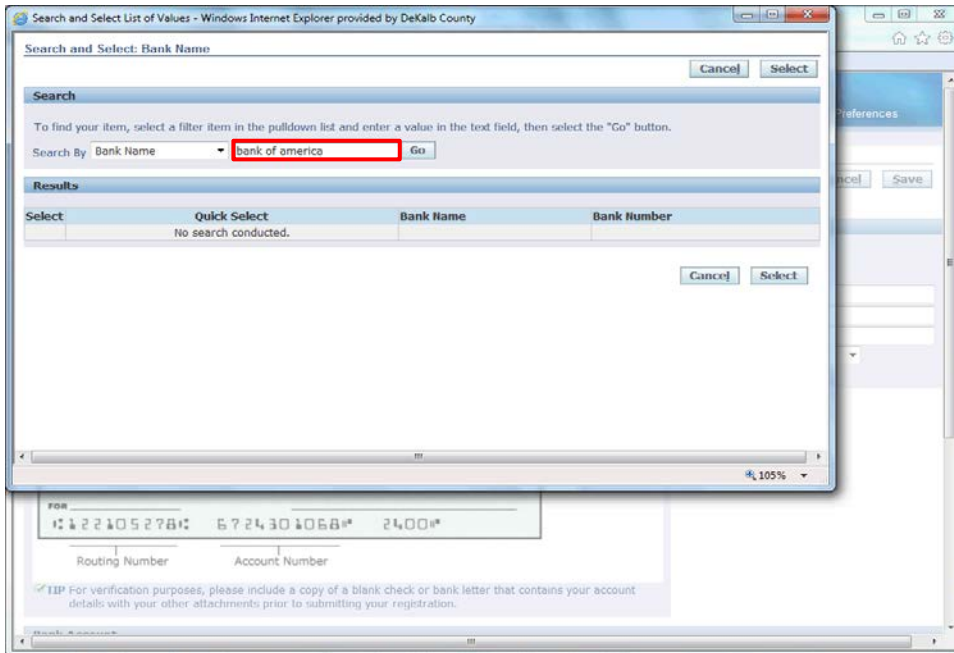
FOR  
⑆ 22 ⑆ 05 278 ⑆ 672430 ⑆ 068 ⑆ 2400 ⑆  
Routing Number Account Number

TIP For verification purposes, please include a copy of a blank check or bank letter that contains your account details with your other attachments prior to submitting your registration.

Step 15

Click in the **Search By** field.

# Creating Bank Account Details



Search and Select List of Values - Windows Internet Explorer provided by DeKalb County

Search and Select: Bank Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Bank Name  Go

Results

Select	Quick Select	Bank Name	Bank Number
	No search conducted.		

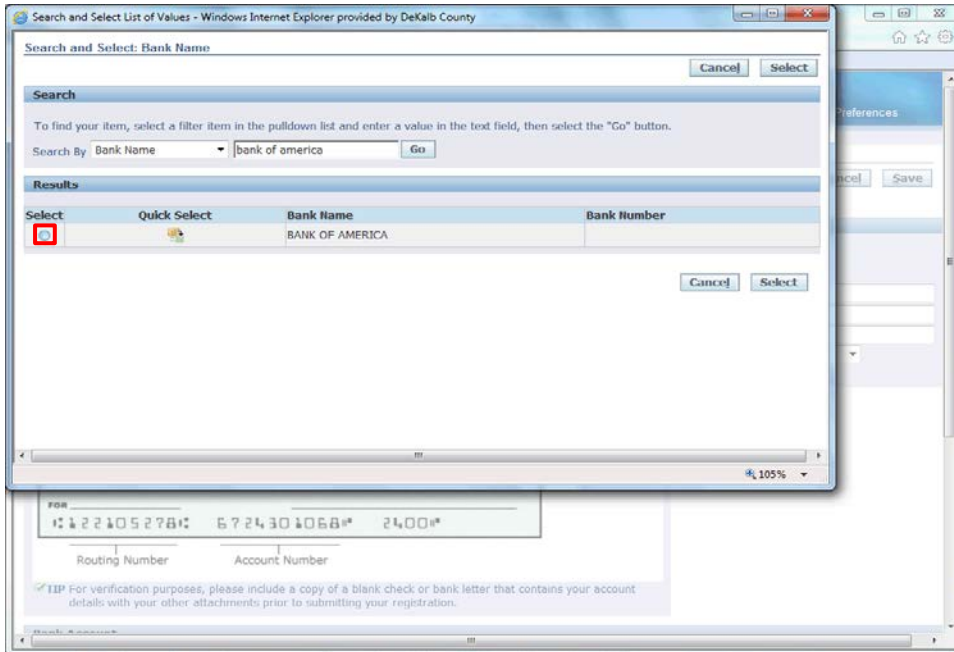
Routing Number:  Account Number:

TIP For verification purposes, please include a copy of a blank check or bank letter that contains your account details with your other attachments prior to submitting your registration.

## Step 16

Enter the desired information into the **Search By** field. Enter "**bank of america**".

# Creating Bank Account Details



Search and Select List of Values - Windows Internet Explorer provided by DeKalb County


Search and Select: Bank Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Bank Name | bank of america | Go

Results

Select	Quick Select	Bank Name	Bank Number
<input type="checkbox"/>		BANK OF AMERICA	

Cancel | Select

FOR

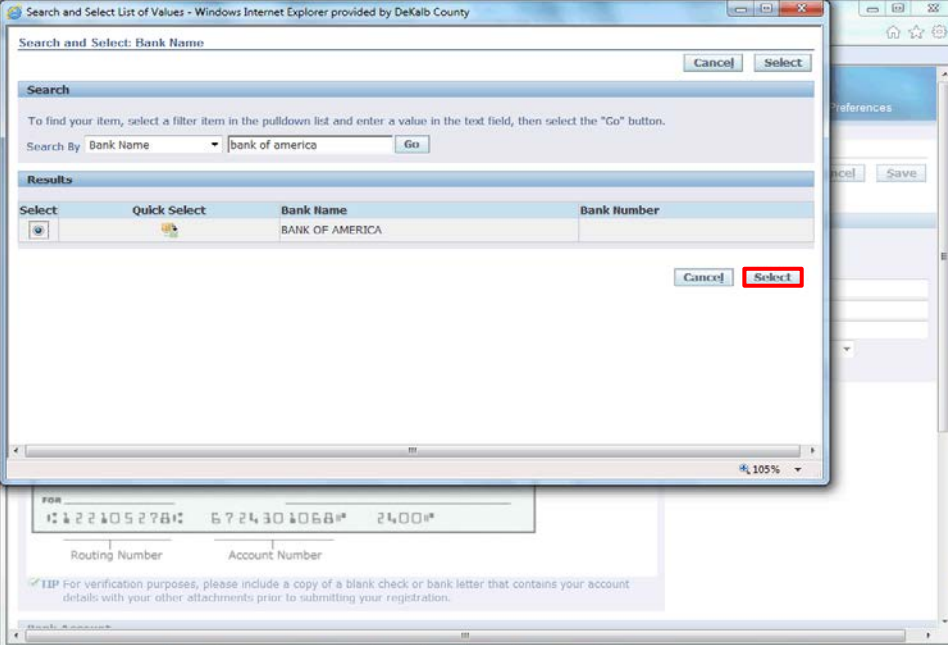
Routing Number: 22405278 | Account Number: 6724304068 | 2400

TIP: For verification purposes, please include a copy of a blank check or bank letter that contains your account details with your other attachments prior to submitting your registration.

Step 17

Click the **select** button next to BANK OF AMERICA.

# Creating Bank Account Details



Search and Select: Bank Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Bank Name | bank of america | Go

Select	Quick Select	Bank Name	Bank Number
<input type="checkbox"/>	<input type="checkbox"/>	BANK OF AMERICA	

Cancel | **Select**

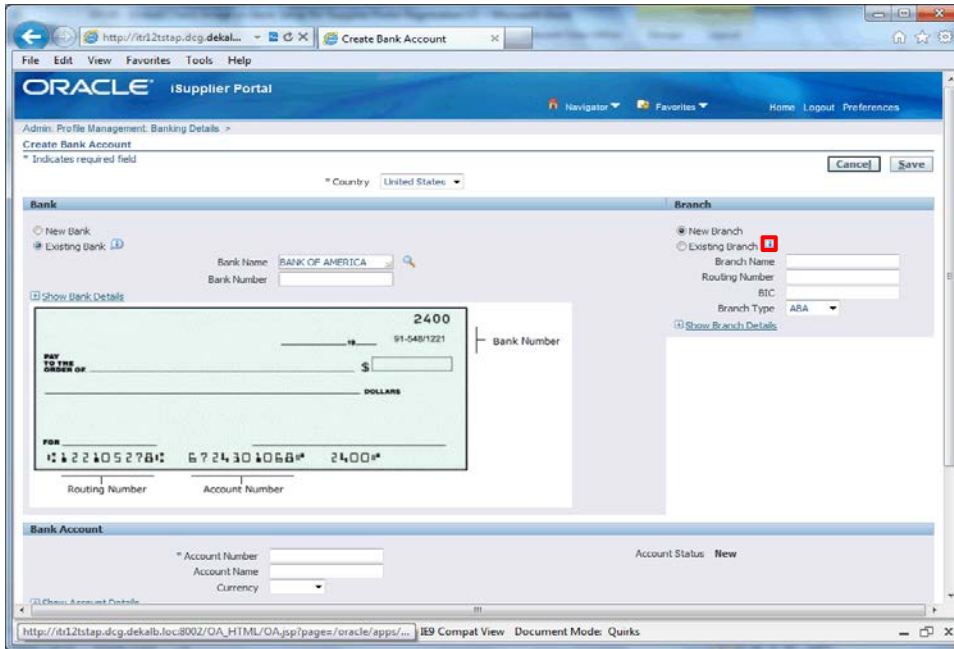
Routing Number: 022005278 | Account Number: 672430068 | 2400

TIP: For verification purposes, please include a copy of a blank check or bank letter that contains your account details with your other attachments prior to submitting your registration.

Step 18

Click the **Select** button.

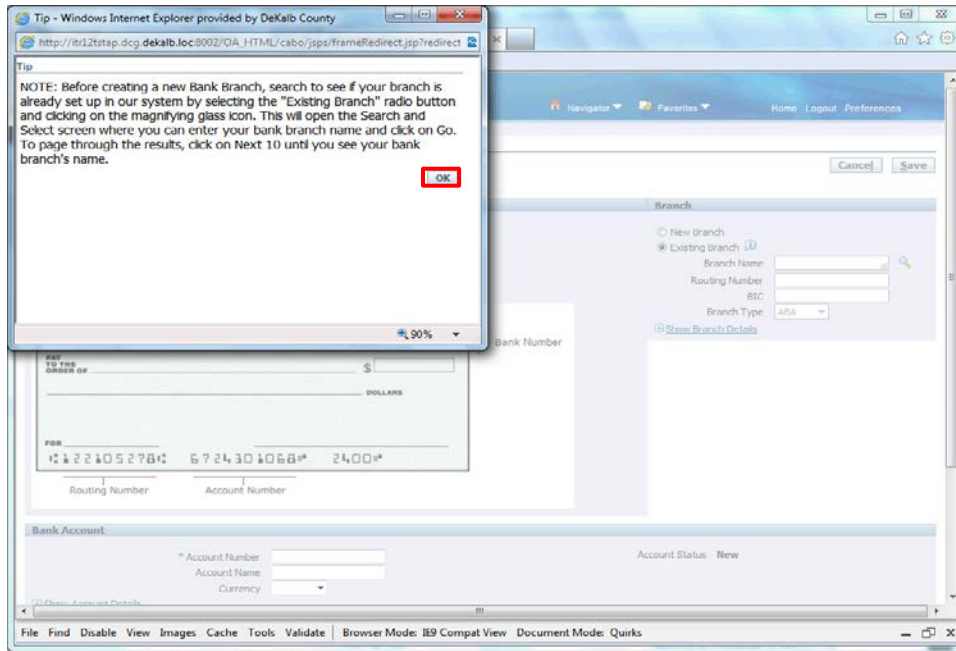
# Creating Bank Account Details



## Step 19

Click on the **Information (i)** bubble to read tip on using a New or Existing Branch.

# Creating Bank Account Details



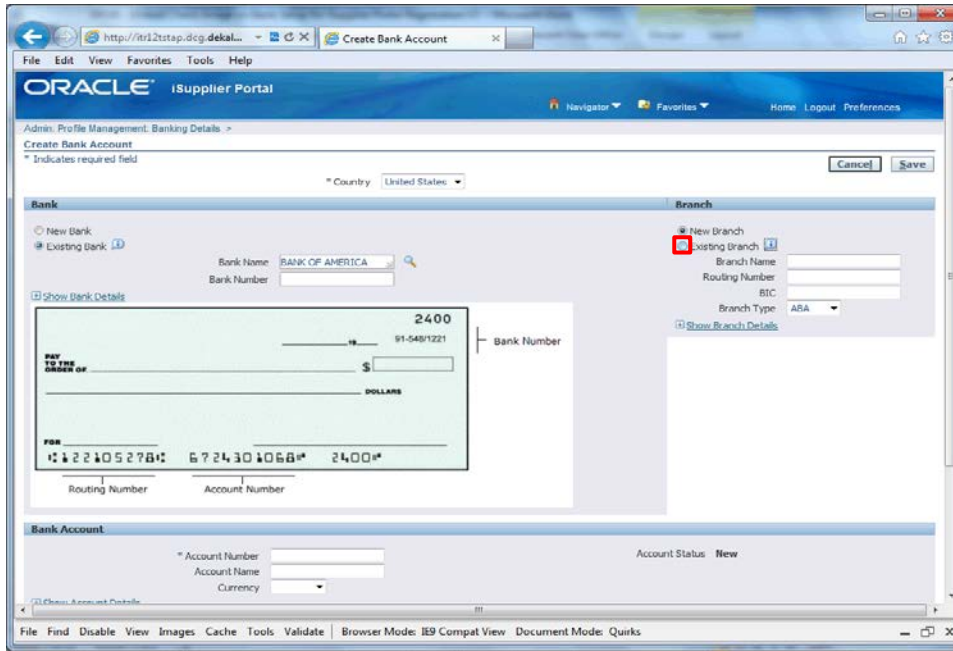
## Step 20

After reading the Tip, Click the **OK** button.

# Creating Bank Account Details

## Step 21

In this example, we will follow the suggestion in the tip and search for our branch by clicking the **Existing Branch** option.



The screenshot shows the Oracle iSupplier Portal interface for creating a bank account. The browser address bar shows the URL: <http://tr12testap.8cg.dekal...>. The page title is "Create Bank Account". The form includes a "Country" dropdown set to "United States".

**Bank Section:**

- Radio buttons for "New Bank" and "Existing bank" (selected).
- "Bank Name" field: BANK OF AMERICA
- "Bank Number" field: [Empty]
- "Show Bank Details" button: Clicked, showing a check image with routing number 2400 and account number 91-5491221.

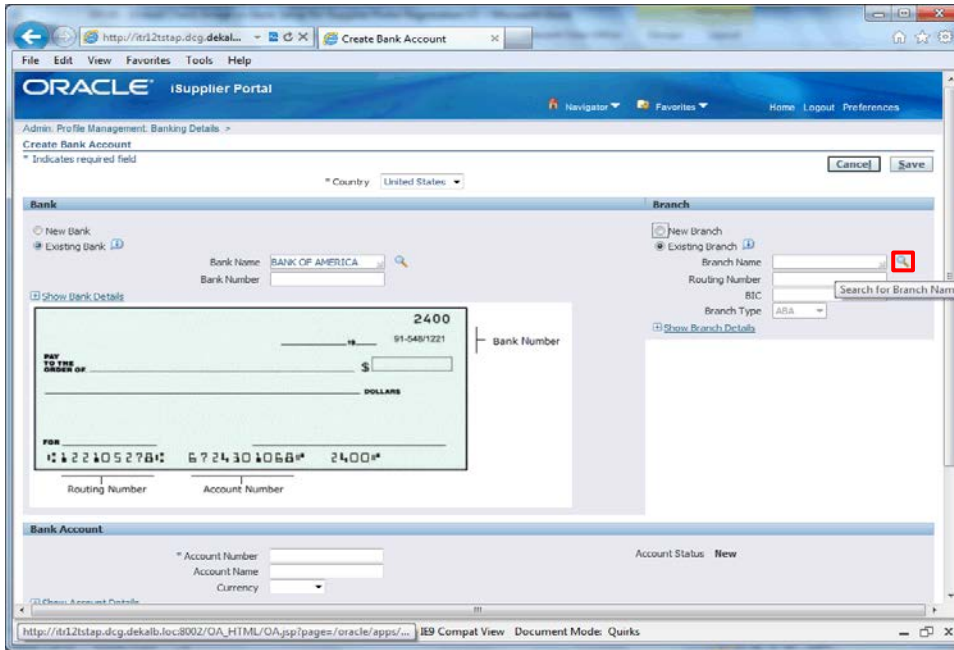
**Branch Section:**

- Radio buttons for "New Branch" and "Existing Branch" (selected).
- "Branch Name" field: [Empty]
- "Routing Number" field: [Empty]
- "BTC" field: [Empty]
- "Branch Type" dropdown: ABA
- "Show Branch Details" button: [Disabled]

**Bank Account Section:**

- "Account Number" field: [Empty]
- "Account Name" field: [Empty]
- "Currency" dropdown: [Empty]
- "Account Status" dropdown: New

# Creating Bank Account Details



The screenshot shows the Oracle iSupplier Portal interface for creating a bank account. The browser address bar indicates the URL is <http://tr12tstap.dcg.dekalb...>. The page title is "ORACLE iSupplier Portal" and the current page is "Create Bank Account".

The form is divided into several sections:

- Bank:** Includes radio buttons for "New Bank" and "Existing Bank". The "Existing Bank" option is selected. The "Bank Name" field contains "BANK OF AMERICA". There is a search icon next to this field.
- Branch:** Includes radio buttons for "New Branch" and "Existing Branch". The "Existing Branch" option is selected. Fields include "Branch Name", "Routing Number", "BIC", and "Branch Type" (set to "ARA"). A "Search for Branch Name" button is highlighted with a red box.
- Bank Account:** Includes fields for "Account Number", "Account Name", and "Currency". The "Account Status" is set to "New".

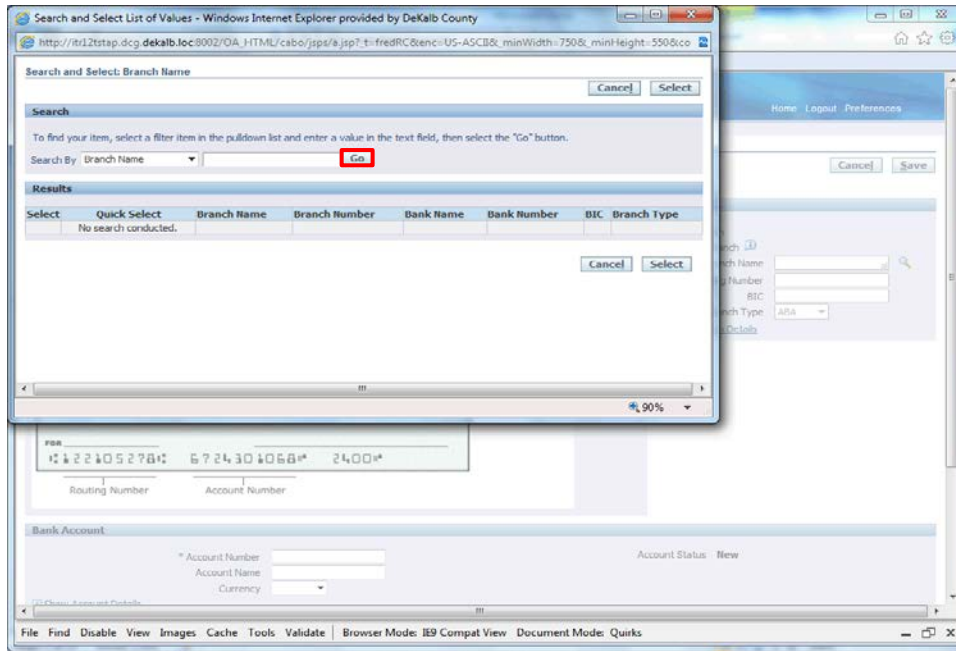
A preview of a check is shown on the left side of the form, with the amount "2400" and the routing number "91-549-1221".

Step 22

Click the **Search for Branch Name** button.



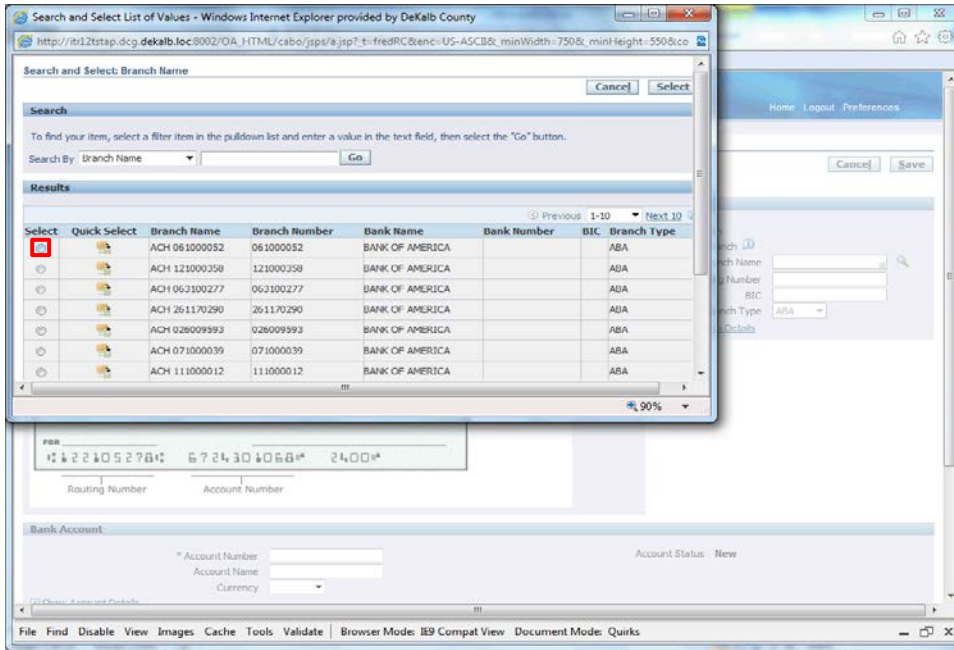
# Creating Bank Account Details



## Step 23

To retrieve all branches for the bank selected, click the **Go** button. You can also search by the Branch Name, Number and other fields.

# Creating Bank Account Details



Search and Select Branch Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Branch Name

Results

Select	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
<input checked="" type="checkbox"/>		ACH 061000052	061000052	BANK OF AMERICA		ABA	
<input type="checkbox"/>		ACH 121000358	121000358	BANK OF AMERICA		ABA	
<input type="checkbox"/>		ACH 063100277	063100277	BANK OF AMERICA		ABA	
<input type="checkbox"/>		ACH 261170290	261170290	BANK OF AMERICA		ABA	
<input type="checkbox"/>		ACH 028009993	028009993	BANK OF AMERICA		ABA	
<input type="checkbox"/>		ACH 071000039	071000039	BANK OF AMERICA		ABA	
<input type="checkbox"/>		ACH 111000012	111000012	BANK OF AMERICA		ABA	

Routing Number:  Account Number:

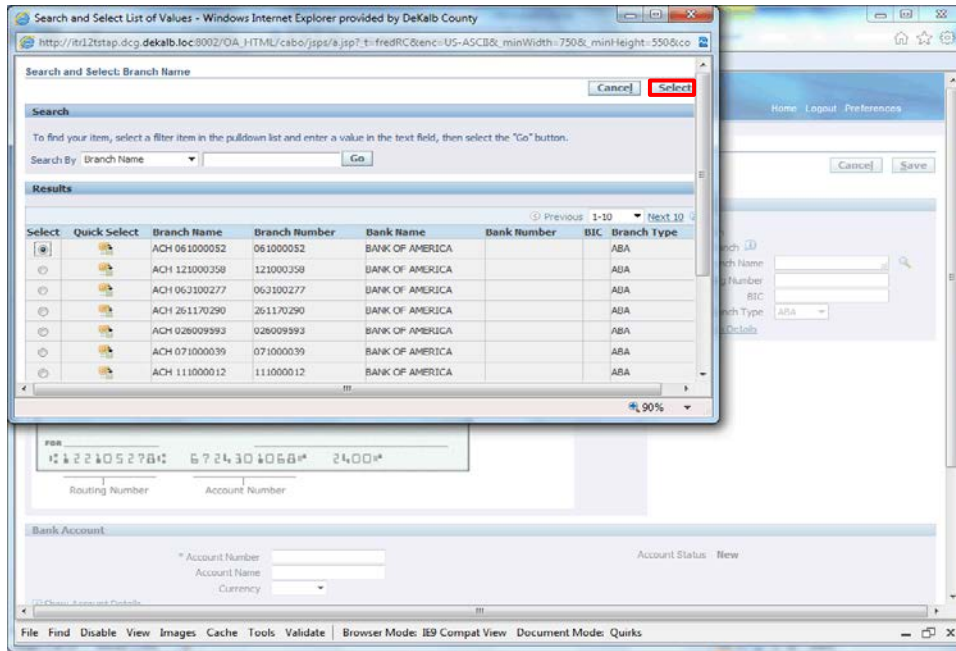
Bank Account

\* Account Number:  Account Name:  Account Status: New  
Currency:

## Step 24

Locate and select the correct branch by clicking on the **Select** button.

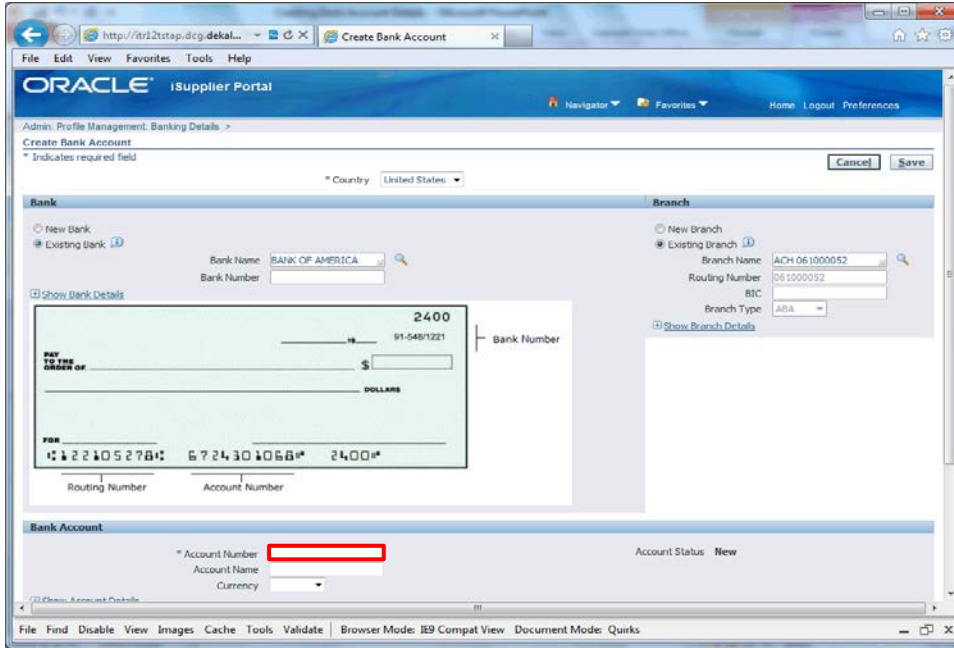
# Creating Bank Account Details



Step 25

Click the **Select** button.

# Creating Bank Account Details



ORACLE iSupplier Portal

Navigator Favorites Home Logout Preferences

Admin: Profile Management, Banking Details

Create Bank Account

\* Indicates required field

Country: United States

Cancel Save

**Bank**

New Bank  
 Existing Bank

Bank Name: BANK OF AMERICA

Bank Number: 2400

Show Bank Details

Routing Number: 06 1000052  
Account Number: 2400

**Branch**

New Branch  
 Existing Branch

Branch Name: ACH 06 1000052

Routing Number: 06 1000052

BIC: ARA

Branch Type: ARA

Show Branch Details

**Bank Account**

\* Account Number: [Red Box]

Account Name: [Text Field]

Currency: [Dropdown]

Account Status: New

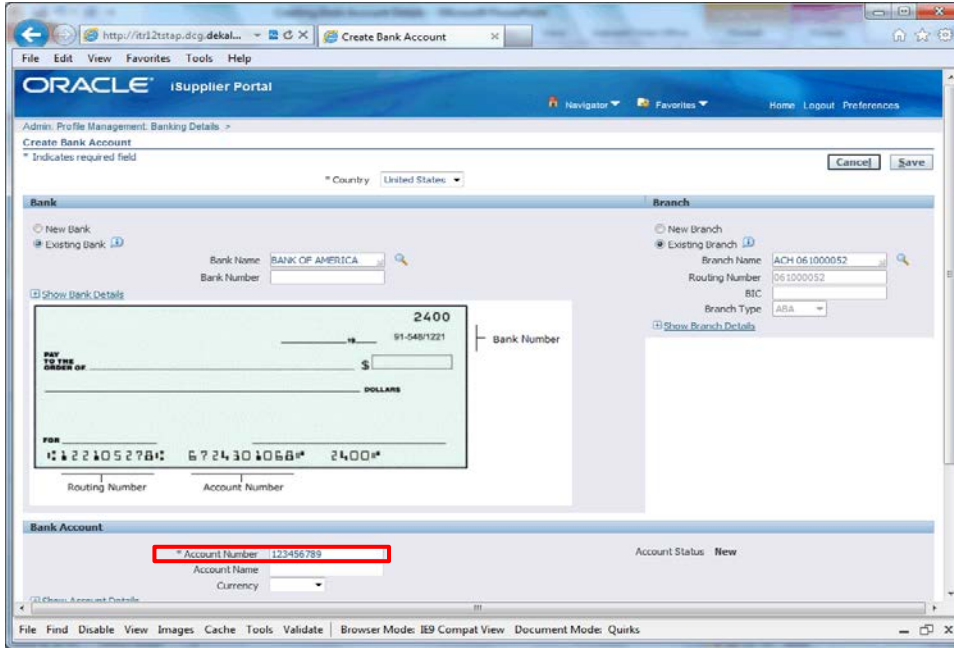
Show Account Details

File Find Disable View Images Cache Tools Validate Browser Mode: IE9 Compat View Document Mode: Quirks

Step 26

Click in the **Account Number** field.

# Creating Bank Account Details



ORACLE iSupplier Portal

Navigator Favorites Home Logout Preferences

Admin: Profile Management, Banking Details >

Create Bank Account

\* Indicates required field

Country: United States

Cancel Save

**Bank**

New Bank

Existing Bank

Bank Name: BANK OF AMERICA

Bank Number: 2400

Show Bank Details

**Branch**

New Branch

Existing Branch

Branch Name: ACH 06.1000052

Routing Number: 061000052

BIC:

Branch Type: ARA

Show Branch Details

Bank Number: 2400

Routing Number: 061000052

Account Number: 123456789

Bank Account

\* Account Number: 123456789

Account Name:

Currency:

Account Status: New

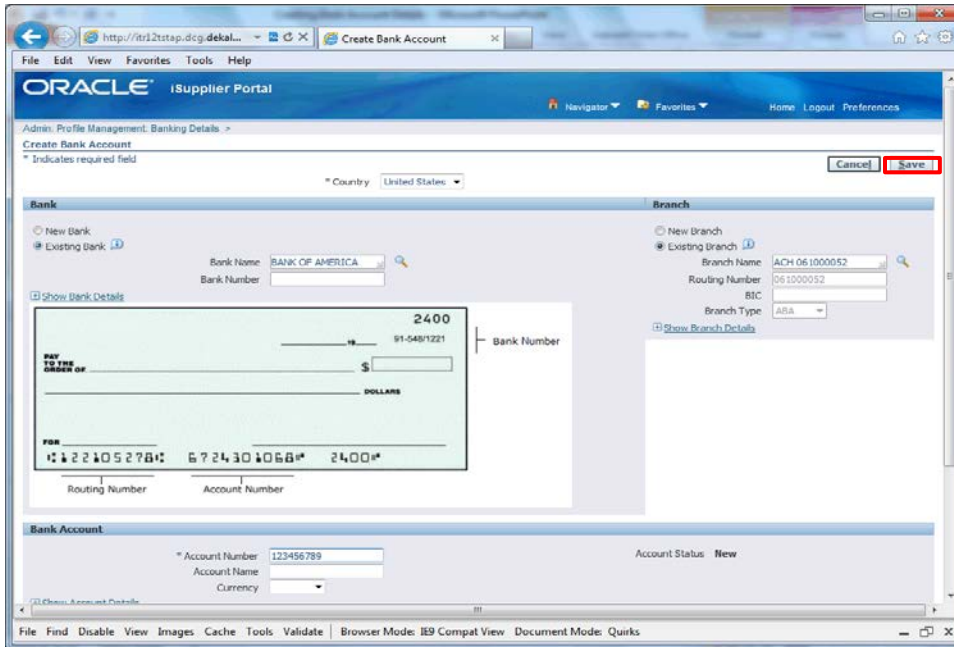
Show Account Details

File Find Disable View Images Cache Tools Validate Browser Mode: IE9 Compat View Document Mode: Quirks

## Step 27

Enter your bank account number in the **Account Number** field.

# Creating Bank Account Details



The screenshot shows the Oracle iSupplier Portal interface for creating a bank account. The form is titled "Create Bank Account" and includes the following fields and options:

- Country:** United States
- Bank:**
  - New Bank
  - Existing Bank
  - Bank Name: BANK OF AMERICA
  - Bank Number: 2400
  - Routing Number: 06 1000052
  - Account Number: 123456789
- Branch:**
  - New Branch
  - Existing Branch
  - Branch Name: ACH 06 1000052
  - Branch Number: 06 1000052
  - Branch Type: ARA
- Bank Account:**
  - Account Number: 123456789
  - Account Name: [Empty]
  - Currency: [Dropdown]
  - Account Status: New

A "Save" button is highlighted in red, indicating the final step in the process.

## Step 29

Add any additional information you would like DeKalb County to know about your bank. Click on the **Save** button when you are finished.

# Updating Bank Account Details



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Confirmation  
The general account assignments have been updated.

Banking Details  
View: General Accounts

TIP Date format example: 14-Nov-2016

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
<input type="checkbox"/> Show	XXXXXX5025			CITIZENS TRUST BANK	03-Nov-2015		1	<input type="button" value="▲"/>	<input type="button" value="▼"/>	Approved	<input type="button" value="✎"/>
<input type="checkbox"/> Show	XXG456			BANK OF AMERICA	14-Nov-2016		2	<input type="button" value="▲"/>	<input type="button" value="▼"/>	New	<input type="button" value="✎"/>

You have just finished Updating Bank Account Details for your company on the DeKalb County iSupplier Portal. Your changes will be routed to DeKalb County for approval and will not be available for transactional purposes until the changes have been approved.

Click on the **Home** hyperlink to return to the iSupplier Portal Home Page.