

# Bank and Bank Branch

Bank and Bank Branch - is stored as part of the Maintenance Menu under Auction Administration.

The screenshot displays the 'Auction Administration - Clarksville Auto Auction' window. The 'Banks' tab is active, showing two forms side-by-side. The left form is for adding a new bank, with the 'Bank' field containing '1ST JASPER DIV SYNOVUS BK-118' and the 'Routing' field containing '062201274'. A dropdown menu is open below the 'Bank' field, listing several bank names including '1ST JASPER DIV SYNOVUS BK-118', '1ST MISSOURI STATE BANK OF CAPE CTY-20', and '1ST TN BK N A MURFREESBORO-11'. The right form is for adding a new bank branch, with the 'Bank' dropdown set to '1ST JASPER DIV SYNOVI' and the 'Branch' field containing '1ST JASPER DIV SYNOV'. Both forms have 'New', 'Save', and 'Delete' buttons at the bottom. An 'Exit' button is located at the bottom right of the window.

Specific account numbers for a particular branch are part of the **Dealer Profile's** Deposits tab. Banks may possess multiple Branches (auction administration) and Branches may possess multiple Accounts (**dealer profile** - deposit tab).

## Creating New Bank

Step 1 . Clicking the 'New' button clears the Bank Name field. Type in the Name of the Bank.

Auction Administration - Clarksville Auto Auction

Banks Dealer Announcements Locations GL Codes Edit Notes Sale Lane Promotion Sale Promotion

Bank: [ ] Address: [ ] Routing: [ ] Address1: [ ] City: [ ] Country: [ ] Zip: [ ]

1ST JASPER DIV SYNOVUS BK-118  
 1ST MISSOURI STATE BANK OF CAPE CTY-20  
 1ST TN BK N A MURFREESBORO-11  
 -202  
 -205  
 -210

New Save Delete

Bank: 1ST JASPER DIV SYNOVI Branch: 1ST JASPER DIV SYNOV  
 Address: [ ] Routing: [ ] Address1: [ ] City: [ ] Country: [ ] Zip: [ ]  
 Phone: [ ] Office: [ ]

1ST JASPER DIV SYNOVUS BK

New Save Delete

Exit

Step 2. Type the Name of the Bank and click 'Save'. The name of the bank will be added to the list box below.

Auction Administration - Clarksville Auto Auction

Banks Dealer Announcements Locations GL Codes Edit Notes Sale Lane Promotion Sale Promotion

Bank: Premium Gold-217 Address: [ ] Routing: [ ] Address1: [ ] City: [ ] Country: [ ] Zip: [ ]

PREMIER BANK OF THE SOUTH-68  
 Premium Gold-217  
 REDSTONE FEDERAL CU-HUNTSVILLE-157  
 REGIONS BANK-126  
 REGIONS BANK-29  
 REGIONS BANK-38

New Save Delete

Bank: 1ST JASPER DIV SYNOVI Branch: 1ST JASPER DIV SYNOV  
 Address: [ ] Routing: [ ] Address1: [ ] City: [ ] Country: [ ] Zip: [ ]  
 Phone: [ ] Office: [ ]

1ST JASPER DIV SYNOVUS BK

New Save Delete

Exit

Now that we have our Bank created and added next step is to add the branch for the created Bank.

### **Adding Branch to New Bank**

Step 1. Select the newly added bank from the list in the top right (bank branch) of the form and then click new.

Auction Administration - Clarksville Auto Auction

Banks Dealer Announcements Locations GL Codes Edit Notes Sale Lane Promotion Sale Promotion

Bank: Premium Gold-217

Address: [ ] Routing: [ ]

Address1: [ ] [ ]

City: [ ] [ ]

Country: [ ] [ ] Zip: [ ] [ ]

PREMIER BANK OF THE SOUTH-68  
**Premium Gold-217**  
 REDSTONE FEDERAL CU-HUNTSVILLE-157  
 REGIONS BANK-126  
 REGIONS BANK-29  
 REGIONS BANK-38

New Save Delete

Bank: Premium Gold-217 Branch: [ ]

Address: [ ] Routing: [ ]

Address1: [ ] [ ]

City: [ ] [ ]

Country: [ ] [ ] Zip: [ ] [ ]

Phone: [ ] Office: [ ]

[ ]

New Save Delete

Exit

Step 2. Complete the form and click the 'Save' button to add the Branch information to the Bank information.

Auction Administration - Clarksville Auto Auction

Banks Dealer Announcements Locations GL Codes Edit Notes Sale Lane Promotion Sale Promotion

Bank: Premium Gold-217

Address: [ ] Routing: [ ]

Address1: [ ] [ ]

City: [ ] [ ]

Country: [ ] [ ] Zip: [ ] [ ]

PREMIER BANK OF THE SOUTH-68  
**Premium Gold-217**  
 REDSTONE FEDERAL CU-HUNTSVILLE-157  
 REGIONS BANK-126  
 REGIONS BANK-29  
 REGIONS BANK-38

New Save Delete

Bank: Premium Gold-217 Branch: Downtown

Address: 100 North pole Routing: 123456

Address1: [ ] [ ]

City: Santatown Business Mailing: [ ]

Country: Canada NJ Zip: X0E0Z0 [ ]

Phone: 999-999-9999 Office: [ ]

[ ]

New Save Delete

Exit

Step 3. The New Bank and New Branch information has been added and a Bank Account using the new Bank and Branch may be added to the Dealer's account.

Auction Administration - Clarksville Auto Auction

Banks Dealer Announcements Locations GL Codes Edit Notes Sale Lane Promotion Sale Promotion

Bank: Premium Gold-217

Address: [ ] Routing: [ ]

Address1: [ ] [ ]

City: [ ] [ ]

Country: [ ] [ ] Zip: [ ] [ ]

PREMIER BANK OF THE SOUTH-68  
Premium Gold-217  
REDSTONE FEDERAL CO-HUNTSVILLE-157  
REGIONS BANK-126  
REGIONS BANK-29  
REGIONS BANK-38

New Save Delete

Bank: Premium Gold-217 Branch: Downtown

Address: 100 North pole Routing: 123456

Address1: [ ] [ ]

City: Santatown Business Mailing: [ ]

Country: Canada NJ Zip: X0E0Z0 [ ]

Phone: [ ] Office: [ ]

Downtown

New Save Delete

Exit

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