

# COMS Enhancement

## Multiple Bank Accounts



We are proud to introduce a new COMS feature! The optional Multiple Bank Accounts feature will provide North American dealers using COMS the ability to select from more than one bank account when making payments through COMS. To get started, click on the new “Bank Maintenance” option, found under Account Information. This allows you to:

- View the bank accounts and their status for each assigned dealer
- Add new bank accounts to one or more dealers
- Add Active status bank accounts from one dealer to another

### How does this affect me?

The new Confirm Payments page will now have a **“dropdown list”** under Payment Method which will contain all the bank accounts and payment options available, including a Pay by Check option. The next 3 pages will provide instructions on how to add new bank accounts and assign dealers.

Payment Type	Payment Amount
Inventory Payment	85,242.97
Total Payments To Be Confirmed	85,242.97

Payment Method:

BANK OF CHICAGO (selected) | Direct Debit Post Date: 2/9/2008

- BANK OF AMERICA
- BANK OF HUNTLEY
- BIG BANK IN TOWN HOFFMAN ESTAT
- COMS BANK ACCOUNT
- CORPORATE BANK
- CSB
- PAY BY CHECK

Confirm Payments

**Note:** The default bank account will automatically appear first in the dropdown list.

# COMS Enhancement

## Multiple Bank Accounts



### Bank Maintenance Page

<a href="#">Home</a>   <a href="#">Inventory</a>   <a href="#">Make Payment</a>   <a href="#">View Payment</a>   <a href="#">Account Information</a>   <a href="#">Documents</a>					
Bank Maintenance					Dealer: 118324 - TEST DEALER A
<a href="#">Print All</a>   <a href="#">Download</a>					
Dealer	Account Description	Account Number	Default Flag	Status	
118324-TEST DEALER A	BANK OF CHICAGO	6826	Y	Active	
	BANK OF AMERICA	3456		Active	
	BANK OF HUNTLEY	2345		Active	
	BIG BANK IN TOWN HOFFMAN ESTAT	8901		Active	
	COMS BANK ACCOUNT	5201		Active	
	CORPORATE BANK	1111		Active	
	CSB	5678		Active	
	BANK FOR CHARGES	7888		Pending	
132971-TEST DEALER B	FEDERAL BANK	1234	Y	Active	
	BANK OF AMERICA	3456		Active	
	BANK OF HUNTLEY	2345		Active	
	BIG BANK IN TOWN HOFFMAN ESTAT	8901		Active	
	CSB	5678		Active	
	MY BANK	4321		Active	
	BANK FOR CHARGES	7888		Pending	

The new Bank Maintenance page allows you to view, edit, and manage information for all the different bank accounts assigned to each dealer. Click on **Bank Maintenance** from the Account Information tab to access this page.

**Note:**  
This page also allows you to begin the confirmation process of all bank account changes.

#### Dealer

Displays the dealer number and name.

#### Account Description

Displays the direct debit Bank Name found on the Payable page. Clicking on it provides information about that bank and the dealers assigned to it.

#### Account Number

Only the last four digits of the bank account number will appear once it has been added.

#### Default Flag

“Y” indicates the default bank account, and it will appear at the top of the available bank accounts for dealer. All others will be sorted by account description and status.

#### Status

Displays the availability of a bank account that can be used for payment confirmation. Only Active accounts will appear on the confirm payment pages. Other statuses include:

- Added New - Added but not yet confirmed.
- Added - In process of being added from one dealer to another but not yet confirmed.
- Pending - Submitted for processing.
- Future Effective - Added with a future effective date.

# COMS Enhancement

## Multiple Bank Accounts



### Adding a New Bank Account

A new bank account is defined as one that does not exist on any of the listed dealers. It can be added to one or more of those dealers. Click on **Add New Bank** from the bottom of the Bank Maintenance page to access this screen.

**Note:**  
This page is enabled for all users with Confirm Payments authority.

#### Step 1: Add Bank Information

Enter the new bank information along with the account number and routing number.

#### Step 2: Bank Add Dealer Number

Select the dealers you want to add to this bank account and specify the default for each dealer.

#### When steps 1 and 2 are Completed...

Click on Add, and you will return to the Bank Maintenance page where the new bank account appears with an Added New status. Then, click the Confirm button at the bottom of the page, and it will take you to the final confirmation page as seen below. You will need to **print this page** and fax it along with a **voided check**.

Account Description	Account Number Last 4 digits	Added To Dealers	Default Account?	Voided Check Required?	Status
BOSTON DOWN TOWN	2346	134230		YES	Pending

**Note:** Once the bank account is approved, the status will change from Pending to Active.

# COMS Enhancement

## Multiple Bank Accounts



### Updating an Active Bank Account

Home Inventory Make Payment View Payment Account Information Documents

**Bank Details** Dealer: 4008 - BEST DEALER Å

**Bank Information:**  
 Bank Name: CSB102  
 City or Town: 9999  
 Bank State or Province:  
 Country: USA  
 ABA or Routing Number: 0288  
 Account Number: 1234  
 Account Description: CSB102

**Bank Add Dealer Number:**

Dealer	Check if default	1 - Routing Number	2 - Account Number
<input checked="" type="checkbox"/> 11076 - %CLEVE ADDIE,INC.	<input type="checkbox"/> Check if default		
<input checked="" type="checkbox"/> 4008 - BEST DEALER Å	<input checked="" type="checkbox"/> Check if default		
<input checked="" type="checkbox"/> 134230 - DEALER BILLING STATEMENT TEST JMR	<input checked="" type="checkbox"/> Check if default		
<input checked="" type="checkbox"/> 134135 - DEALER FOUR TEST FOR MFG/DIST STATE	<input type="checkbox"/> Check if default		
<input type="checkbox"/> 134148 - DEALER SEVENTEEN	<input type="checkbox"/> Check if default		
<input type="checkbox"/> 134147 - DEALER SIXTEEN	<input type="checkbox"/> Check if default		
<input type="checkbox"/> 42794 - LUCY'S PARTS	<input type="checkbox"/> Check if default		

Cancel Update

Once a newly added bank account is approved and active, it is ready to be used. To add dealers to an active account, click on **Account Description** from the Bank Maintenance page.

**Note:**  
 Once a bank account becomes active, **only dealer information** can be added. To change or remove an active bank account, you will need to contact your account manager.

### Bank Add Dealer Number

Select the dealers you want to add to this bank account and specify the default for each dealer. After adding this bank account to a dealer, click on Update and you will return to the Bank Maintenance page. Then, click the Confirm button once again, and it will take you to the final confirmation page as seen below.

Home Inventory Make Payment View Payment Account Information Documents

**Bank Maintenance** Dealer: 4008 - BEST DEALER Å

Account Description	Account Number	Last 4 digits	Added To Dealers	Default Account?	Voided Check Required?	Status
CSB102		1234	134135			Automatically Approved

The Approved bank account(s) above are active and ready to use.

If you would like to save time and have us automatically debit your account as amounts come due, you should also fill out our [automatic direct debit form](#) and fax it to : **480-829-3963**.

**Note:** This time you **do not need to fax a voided check**, the account is automatically approved!