Automatic Bank Draft

You need to make sure a bank is on file or whether it needs to be put in the computer when

entering bank information.

Go to Utilities

UMS Bank – File Maintenance – Banks

Click on “Find” (Banks will appear listed alphabetically)

Search for your bank, when you find it click on the Bank Name to verify it is the correct routing

number that want. If the routing number is the same as customer’s checking account, use that

code on the left hand side of the “bank file”.

If there is not a bank setup for the customer’s bank account, you will need to click on “Add”.

Key in the Bank Name and Address (if available). When putting in the Bank Routing Number, the

last digit of that routing number will go in the last box “Check Digit”. Use that new bank code (number) to setup the customer’s ACH information.

Go to the Customer’s Account

Click on “ Rates and More”

Go to “Bank Code” and use the drop-down arrow to find your bank code (number) for that customer.

Click on the correct number.

At “Customer Acct #” Put in the customer’s bank account number

Go to “Authorized” – put in the date the customer requested to be on Auto Draft.

At “Account Type” use the drop-down arrow and click on “C”. This is always “C”.

Before sending you auto draft to Skyline, you will need to run a bank draft report. This report is needed

to proof the information for the NEW auto draft customers for that current month is correct. Also, at the end of the report it will give you a total amount of customers drafted and the amount of money being drafted into your checking account.

**To Print Your Bank Draft Report**

 Go to “Utilities”

Click on - UMS – Banks

Go to Reports – Print Bank Draft Report

Enter Billing Cycle: 1

Click on “Name”

Click on “OK”

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