

Bank Account Setup

Last Modified on 06/11/2024 9:29 am EDT

Pathway: [Setup](#) > [Accounting](#) > [Bank Account](#)

The Bank Account Setup screen stores the bank account details used by AR Payment Batch for payment processing. This screen consists two sections, an upper grid and a lower grid. The upper grid showcases all bank accounts, both active and inactive, that have been added. Meanwhile, the lower grid offers the Divisions to which bank accounts are restricted to.

| BANK ACCOUNT SETUP | | | | | SETUP > ACCOUNTING > BANK ACCOUNT |
|-----------------------------------------------------------------------------------|----------------------------------------|---------------|----------------------------|-------------------------------------|-------------------------------------------------------------------------------------|
|  | | | | |  |
| ID ↑ | BANK NAME | DESCRIPTION | GL ACCOUNT | ACTIVE | |
| 1004 | COMERICA - FWS | Corpus/Dayton | Comerica Frontier Bank ... | Yes | |
| 1005 | TBD | | | Yes | |
| 1006 | BANK OF NAVU | | BBVA Bank Account -STX | Yes | |
| 1007 | US Bank | | Accounts Receivable | Yes | |
| 1008 | Comerica Frontier Bank Account - Midco | | Comerica Frontier Bank ... | Yes | |
| 1009 | NAVU WELLS | | CNB Bank Account | Yes | |
| Divisions | | | | | |
| DIVISION NAME | | | | | |
| QAWASTE | | | | <input checked="" type="checkbox"/> | |
| CORPUS | | | | <input type="checkbox"/> | |
| DAYTON | | | | <input type="checkbox"/> | |
| HOUSTON | | | | <input checked="" type="checkbox"/> | |
| HILLSBORO | | | | <input type="checkbox"/> | |
| HEARNE | | | | <input type="checkbox"/> | |

Permissions

The following permission is required to view and use the Bank Account Setup screen.

| Permission ID | Permission Name |
|---------------|--------------------|
| 22 | Setup \ Accounting |

Field Descriptions

| Field | Description |
|-------------|-----------------------------------------------------------------------------------------------------|
| ID | Displays the system generated ID when the bank account is added. |
| Bank Name | Displays the name of the bank account. |
| Description | Displays the description that was entered when the bank account was added. |
| GL Account | Displays the GL account associated with the bank account. |
| Active | Indicates if the bank account is available for use and controls if it displays in AR Payment Batch. |

Divisions (Tab)

Lists all divisions that can be added to a bank account. Select the green "Add" icon and the division will be added, or the red "Remove" icon to exclude the division.

Add Bank Account and Assign Divisions

Setup here affects how the bank account displays on the AR Payment Batch and Division Setup screens.

Add Bank Account

By default, when a bank account is added, the Active status is set to "Yes."

The screenshot shows the 'BANK ACCOUNT SETUP' interface. At the top, there is a breadcrumb trail: 'SETUP > ACCOUNTING > BANK ACCOUNT'. A table lists existing bank accounts with columns for ID, BANK NAME, DESCRIPTION, GL ACCOUNT, and ACTIVE. A red arrow points to a green '+' icon in the top left corner of the table. A modal window titled 'ADD BANK ACCOUNT' is open, containing fields for BANK NAME, GL ACCOUNT (a dropdown), DESCRIPTION, and ACTIVE (a dropdown set to 'Yes'). A 'SAVE' button is at the bottom of the modal. Below the table, there is a 'Divisions' tab and a list of division names: QAWASTE, CORPUS, DAYTON, HOUSTON, HILLSBORO, and HEARNE. To the right of these names are toggle switches, some of which are turned on (green).

1. Select the **green '+' icon** to display the Add Bank Account popup.
2. Enter the **Bank Name** of the account.
3. Optional:
 - Select a **GL Account** if one applies.
 - Enter a **Description** that will display on the Bank Account Setup screen.
 - Select whether the bank account is **Active** or Inactive for payment processing.
4. Click **Save** and the bank account will be added.

Assign Division(s)



By default, divisions are not assigned when a new bank account is added. Selections here determine which bank accounts are available when creating a payment batch for a division.

From the upper grid, select the bank account you would like to assign division(s) to and the divisions will display under the Divisions tab. Switch the toggle to green to include the division with the bank account.

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|--------------------|----------------------------------------|---------------|----------------------------|--------|-----------------------------------|
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| Divisions | |
|---------------|-------------------------------------|
| DIVISION NAME | |
| QAWASTE | <input checked="" type="checkbox"/> |
| CORPUS | <input type="checkbox"/> |
| DAYTON | <input type="checkbox"/> |
| HOUSTON | <input checked="" type="checkbox"/> |
| HILLSBORO | <input type="checkbox"/> |
| HEARNE | <input type="checkbox"/> |

Bank Account Use in AR Payment Batch

Pathway: *Accounting > AR Payment Batch*

Bank accounts marked as 'Active' display on the AR Payment Batch screen and can be selected as a filter option. When creating a new batch, the choices available in the Bank Account drop down are restricted according to the selected Division.

| AR PAYMENT BATCH | | | | | | | | | | | | ACCOUNTING > AR PAYMENT BATCH |
|------------------|----------|----------|--------------|--------------------------------------------|----------------------------------------------|----------------------------------------------|--------------|-------|-----------|------------------|----------|-------------------------------|
| + | PERIOD | DIVISION | BANK ACCOUNT | <input checked="" type="checkbox"/> Open 3 | <input checked="" type="checkbox"/> Voided 1 | <input checked="" type="checkbox"/> Posted 4 | | | | | | Search |
| | May 2024 | QAWASTE | All | \$ 600.00 | \$ 0.00 | \$ 656.00 | | | | | | |
| BATCH # | DIVISION | TYPE | IS MERCHANT | STATUS | DATE | BANK CLEARED DATE | BANK ACCOUNT | COUNT | TOTAL | CREATED ON | GL BATCH | |
| 11321 | QAWASTE | | | | | | TBD | 0 | \$ 0.00 | 5/16/24 5:01 pm | | |
| 11307 | QAWASTE | | | | | | COMER... | 6 | \$ 375.00 | 5/13/24 12:45 pm | | |
| 11324 | QAWASTE | | | | | | NAVU ... | 0 | \$ 0.00 | 5/17/24 2:54 pm | | |
| 11310 | QAWASTE | | | | | | COMER... | 2 | \$ 116.00 | 5/14/24 12:02 pm | | |
| 11299 | QAWASTE | | | | | | COMER... | 1 | \$ 20.00 | 5/8/24 2:09 pm | | |
| 11308 | QAWASTE | | | | | | NAVU ... | 1 | \$ 145.00 | 5/13/24 3:24 pm | | |
| 11323 | QAWASTE | | | | | | TBD | 0 | \$ 0.00 | 5/17/24 2:22 pm | | |
| 11312 | QAWASTE | | | | | | NAVU ... | 5 | \$ 600.00 | 5/15/24 11:33 am | | |

| CREATE PAYMENT BATCH | |
|----------------------|---------------------|
| DIVISION | QAWASTE |
| DATE | |
| PERIOD | |
| BANK ACCOUNT | Select Bank Account |
| | BANK OF NAVU |
| | NAVU WELLS |
| | TBD |
| NOTE | |
| SAVE | |

Bank Account Use in Division Setup

Pathway: *Setup > System > Division > Credit Card / ACH Processing (tab)*

In the Credit Card/ACH Processing tab of the Division Setup screen, a bank account designation is required for

processing credit card and ACH transactions.

DIVISION SETUP SETUP > SYSTEM > DIVISION

+ | DIVISION: QAWASTE

Details | **Credit Card / ACH Processing** | Cost / Target Pricing | Inter-company

| | |
|----------------------------------------|---------------------------|
| ENABLE CREDIT CARD PROCESSING | Yes (Credit Card & ACH) |
| CREDIT CARD GATEWAY | Pineapple |
| GATEWAY ENV | SANDBOX |
| GATEWAY API KEY / USER NAME | Pineapple_DEMO |
| GATEWAY TRANS. KEY / PASSWORD | PineappleExpress123! |
| GATEWAY SETTLEMENT TIME | 7:30 PM |
| CREDIT CARD BANK ACCOUNT | BANK OF NAVU |
| PAYMENT RECEIPT NOTIFICATION TEMPLATE | CC or ACH Payment Receipt |
| DECLINED PAYMENT NOTIFICATION TEMPLATE | Declined Payment |
| PAYMENT REFUND NOTIFICATION TEMPLATE | Payment Refund |