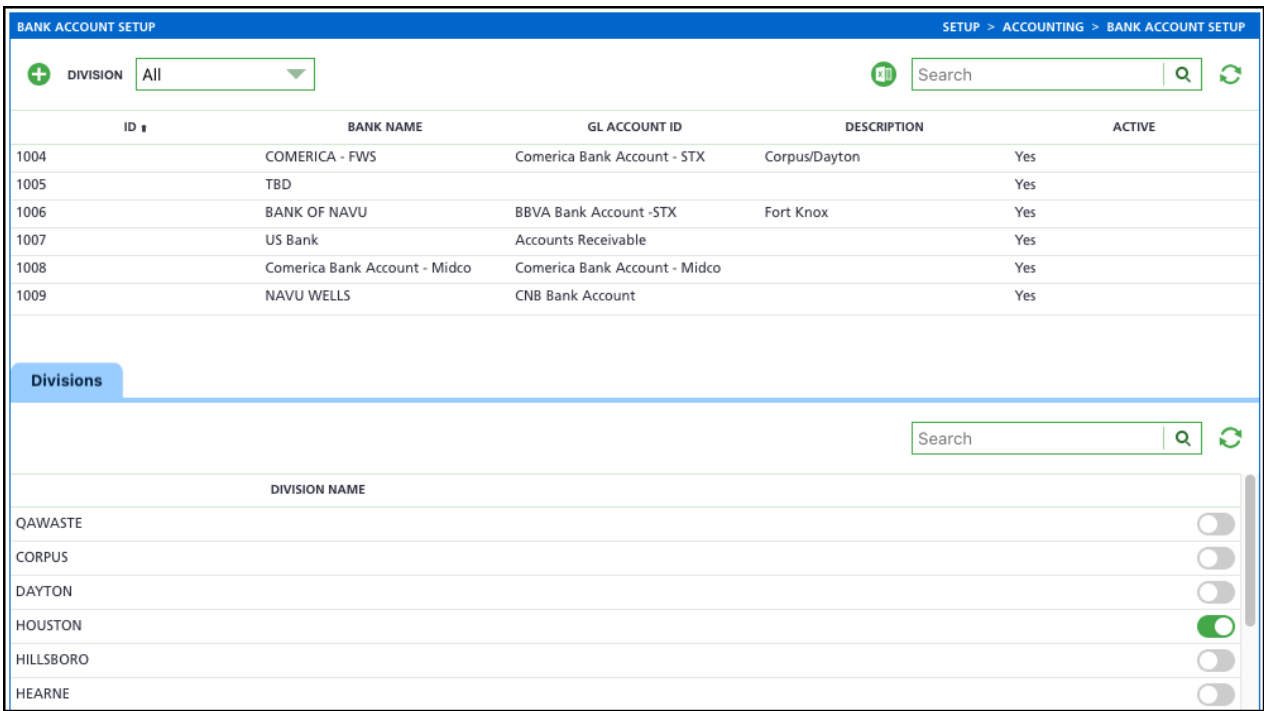


# Bank Account Setup

Last Modified on 04/24/2026 12:08 pm PDT

**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 of 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 available to.



## Field Descriptions

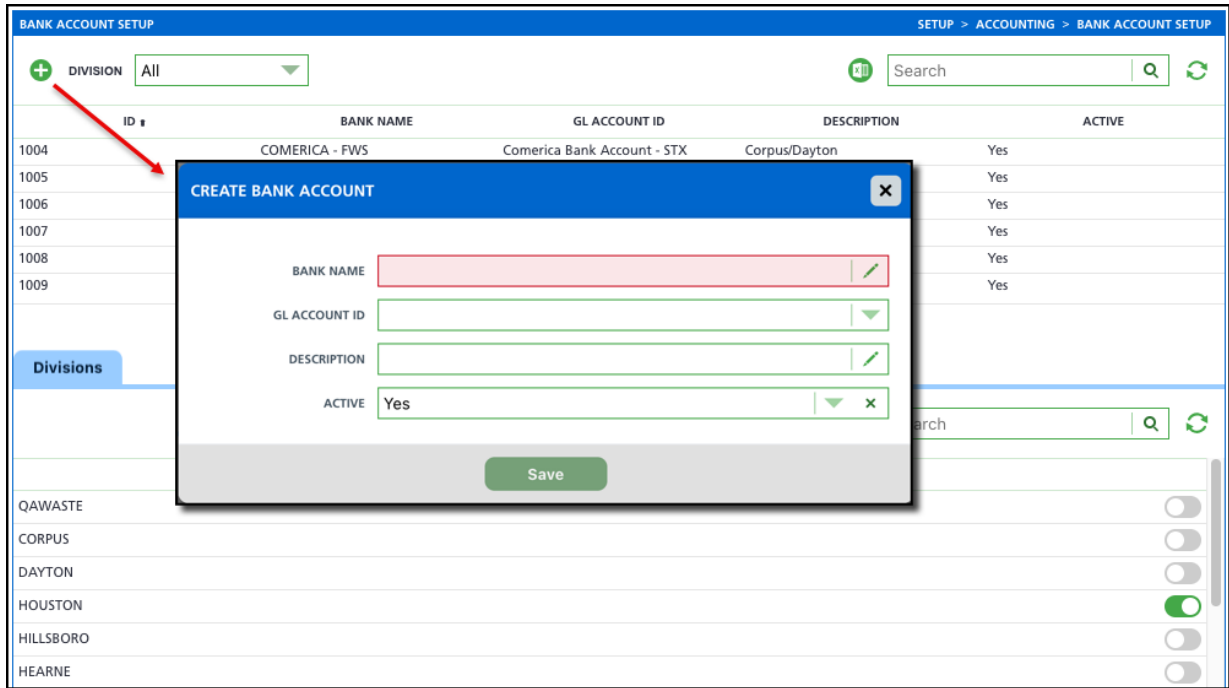
Field	Description
<b>Division (Filter)</b>	Filters the bank accounts to only display bank accounts assigned to the selected division.
<b>ID</b>	Displays the system generated ID when the bank account is added.
<b>Bank Name</b>	Displays the name of the bank account.
<b>GL Account ID</b>	Displays the GL account associated with the bank account.
<b>Description</b>	Option to add a description for the bank account that will display in Payment Batch.
<b>Active</b>	Indicates if the bank account is available for use and controls if it displays in AR Payment Batch.
<b>Divisions (Tab)</b>	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

Configuration here determines which divisions the bank account is available to, which GL account transactions are posted to, and whether the account is active and available for use.

## Create Bank Account

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



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. Configurations here determine which bank accounts are available when creating a payment batch for a division.

Select the bank account from the upper grid to view its available divisions in the Divisions tab. Use the toggle to enable or disable each division for that bank account.

**BANK ACCOUNT SETUP** SETUP > ACCOUNTING > BANK ACCOUNT SETUP

ID	BANK NAME	GL ACCOUNT ID	DESCRIPTION	ACTIVE
1004	COMERICA - FWS	Comerica Frontier Bank Account - STX	Corpus/Dayton	Yes
1005	TBD			Yes
1006	BANK OF NAVU	BBVA Bank Account -STX	Fort Knox	Yes
1007	US Bank	Accounts Receivable	Very long description for a bank acc...	Yes
1008	Comerica Frontier Bank Account - M...	Comerica Frontier Bank Account - M...		Yes
1009	NAVU WELLS	CNB Bank Account		Yes
1010	Test Bank Account	Other Income		Yes
1011	testing	Bad Debt	this is a description	Yes

**Divisions**

DIVISION NAME	ACTIVE
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"/>

## Application of Use

Bank accounts appear in AR Payment Batch and Division Setup and are only available to the divisions where they are enabled.

### 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 for the batch.

**AR PAYMENT BATCH** ACCOUNTING > AR PAYMENT BATCH

Open 1 \$ 200.00
  Posted 4 \$ 24.15
  Voided 0 \$ 0.00

BATCH #	DIVISION	TYPE	SOURCE	STATUS	DATE	BANK CLEARED DATE	BANK ACCOUNT	COUNT	TOTAL	CREATED ON	GL BATCH
11757	QAWAS...	Payment	CardPoint...						\$ 15.75	4/2/26 5:05 pm	
11758	QAWAS...	Payment	Work Ord...						\$ 200.00	4/3/26 1:00 pm	
11763	QAWAS...	Payment	Work Ord...						\$ 8.40	4/14/26 7:13 am	

**CREATE PAYMENT BATCH**

### 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.

The screenshot shows the 'ADD DIVISION' window with the 'Credit Card / ACH Processing' tab selected. The window is divided into two main sections: 'Card Not Present' and 'Card Present'. The 'Card Not Present' section includes fields for ENABLE (No), PROCESSOR (None), ENVIRONMENT, API KEY / USER NAME, TRANS. KEY / PASSWORD, CREDIT CARD MERCHANT ID, and ECHECK/ACH MERCHANT ID. The 'Card Present' section includes fields for PROCESSOR (None), WAIT FOR TERMINAL TIMEOUT (SEC) (20), ENABLE NON-INTEGRATED CREDIT CARD TERMINAL (No), and ENABLE CARD-NOT-PRESENT ON SCALE (No). Below these sections is a 'SETTLEMENT TIME' field and a 'CREDIT CARD BANK ACCOUNT' dropdown menu, which is highlighted with a red box. Other dropdown menus include 'PAYMENT RECEIPT NOTIFICATION TEMPLATE', 'DECLINED PAYMENT NOTIFICATION TEMPLATE', 'PAYMENT REFUND NOTIFICATION TEMPLATE', and 'CHARGEBACK NOTIFICATION TEMPLATE'. A 'SAVE' button is located at the bottom center of the window.

## Permissions

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

Permission ID	Permission Name
22	Setup \ Accounting