



Bank Account Setup

Last Modified on 02/13/2025 7:35 am PST

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 blue header with a green '+' icon on the left and a refresh icon on the right. Below the header is a table with columns: ID, BANK NAME, DESCRIPTION, GL ACCOUNT, and ACTIVE. The table lists several bank accounts, including 'COMERICA - FWS', 'TBD', 'BBVA Bank Account -STX', 'Accounts Receivable', 'Comerica Frontier Bank ...', and 'CNB Bank Account'. A modal window titled 'ADD BANK ACCOUNT' is open in the foreground, containing fields for 'BANK NAME', 'GL ACCOUNT', 'DESCRIPTION', and 'ACTIVE' (set to 'Yes'). A 'SAVE' button is at the bottom of the modal. A red arrow points to the green '+' icon in the top left of the table.

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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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"/>

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

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