

# Payment Source Setup

Last Modified on 04/22/2026 6:44 am PDT

Pathway: Setup > Accounting > Payment Source

Payment Source Setup provides a way to categorize where payments come from.



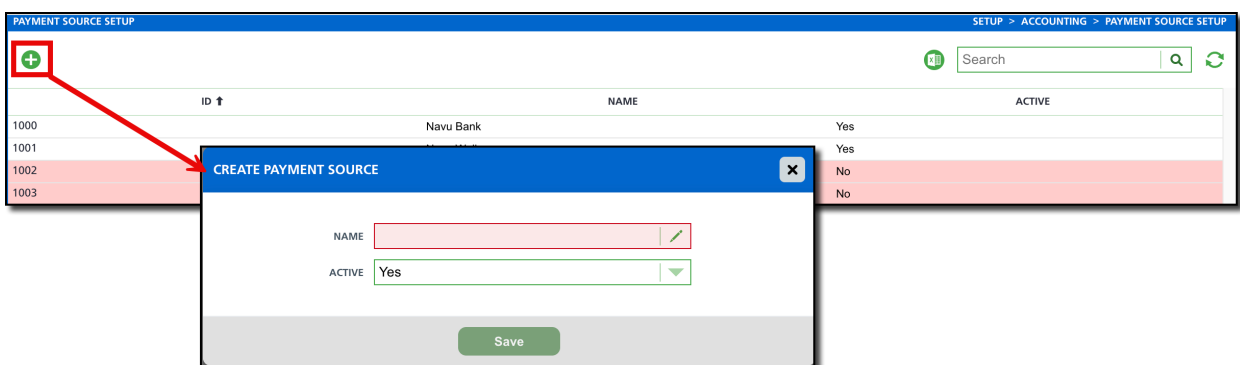
ID ↑	NAME	ACTIVE
1000	Navu Bank	Yes
1001	Navu Wells	Yes
1002	Navu Union	No
1003	PG WELLS BANK	No

## Field Descriptions

Field	Description
ID	System generated unique identifier.
Name	User defined name that is descriptive of the payment source. This will be what is displayed in selection fields within the system.
Active	Controls if the Payment Source is available for selection when working in the system in areas like Payment Batch processing.

## Add a Payment Source

To add a **Payment Source**, use the following steps. Once created and active, the payment source can be selected from a bank related source field and is visible for reporting purposes.



1. Click the **green +** icon to display the *Create Payment Source* editor.
2. Enter a descriptive **Name**.
3. Click **Save** when finished.

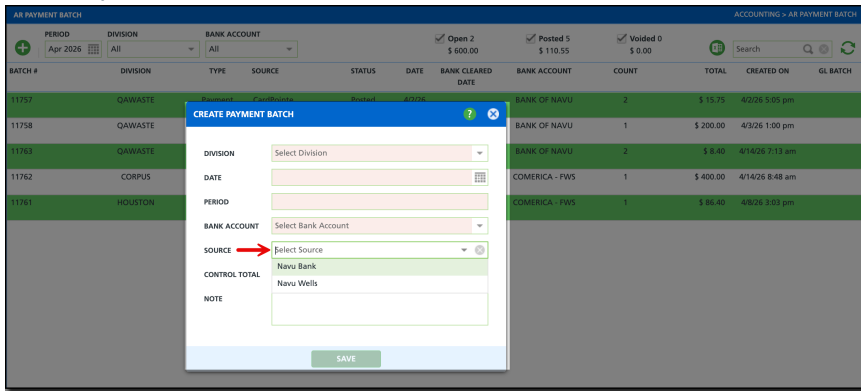
Note: A Payment Source can not be deleted but can be set to Inactive by setting the Active field to 'No'.

## Application of Payment Source

The Payment Source is utilized when dealing with payments. This is seen in several places within the system.

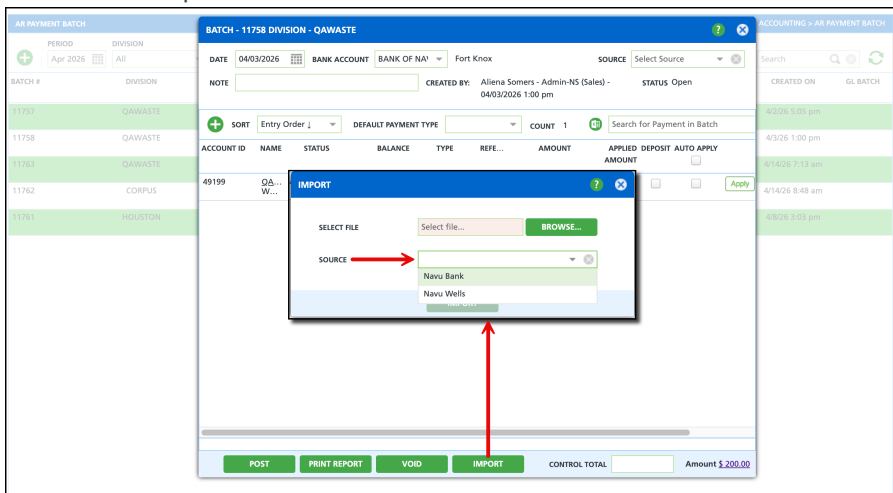
## Create Payment Batch

The Source selection field on the *Create Payment Batch* popup displays the active Payment Sources created using this setup screen.



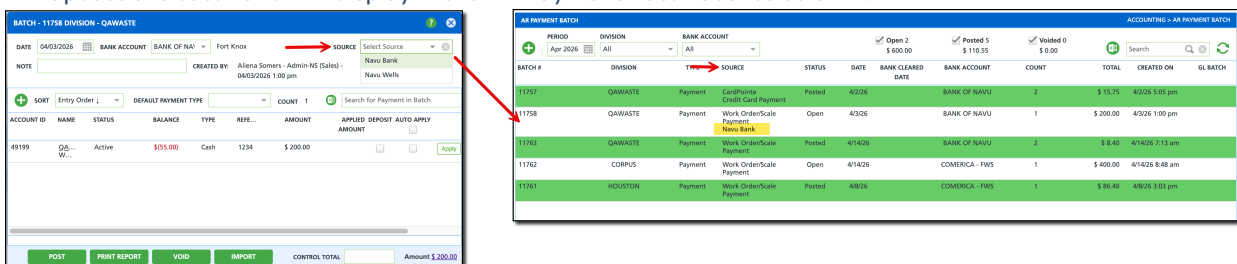
## AR Payment Batch - Import

The payment source is also provided on the payment batch import popup, providing the option to identify the source of the import.



## Batch Source Selection

After selecting a specific batch, the option to select a Payment Source is provided via the Source field. Selection will update the batch and will display in the AR Payment Batch Source column.



## Permissions

The following permission is required to view, add and edit the Attachment Type Setup screen:

Permission ID	Permission Name
23	Setup \ Account

## Related Articles

[AR Payment Batch](#)

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