

## Create Bank Accounts

Bank Accounts allows you to create and define as many bank accounts as necessary for your organization. A bank account must be defined in order to print checks, record manual checks, and use the Reconcile Bank Accounts feature.

You can access Bank Accounts by navigating to **Setup > Banking > Bank Accounts**.

The screenshot shows the 'Bank Accounts' window with the following sections:

- Bank:** Bank Code (999 OPERATING), Bank Name (Whitney Bank), Bank Group (dropdown), Entity # (999), GL Account # (1001), Active (checked).
- Address / Auto-fill:** Multiple empty text input fields and a checked 'Auto-fill check numbers' checkbox.
- Contact:** Contact Name, Phone, E-mail, and Web fields.
- Check Numbers:** Transit #, On Us #, Fractional ABA Code, and Last Check # (2005) fields.
- File Templates:** Posipay Template dropdown menu set to 'Positive Pay'.
- Check Logo:** Load Image, Clear Image, and Save Image to File buttons above a large empty image placeholder.

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## Bank Account Record

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If this is your first bank account, you are taken directly to a new account record; otherwise, select *New Record* from the Bank Account listing to create a new account.

## Bank Account Details

The *General* tab contains basic details for a bank account. Each bank account consists of a unique *Entity Number + GL Account Number* combination. This combination cannot be repeated, nor can the information be modified once the bank account is created.

Bank					
Bank Code	Bank Name	Bank Group	Entity #	GL Account #	Active
999 OPERATING	Whitney Bank		999	1001	<input checked="" type="checkbox"/>

- » **Bank Code:** Enter a code that will be used to identify this account throughout Compeat. This code cannot be modified once the bank account is created.

### Note – Best Practices

When entering a *Bank Code*, avoid including bank-specific details, such as a bank name (e.g., Wells Fargo, Bank of America, etc.) as you may change banks in the future and will not be able to edit the *Bank Code*. Instead, consider including the purpose of the account, such as *Operating, Checking, Petty, etc.*

- » **Bank Name:** Enter the name of the bank. This field can be modified at any time.
- » **Bank Group:** If using bank groups, select the desired group from the drop-down. Bank Groups allow you create positive pay files for multiple banks at once.
- » **Entity #:** Select the entity that will use this bank account. This field cannot be modified once the bank account is created.
- » **GL Account #:** Select or enter the cash account number associated with this bank account. Each bank account within a single entity must be assigned a unique *GL Account* ; however, the same *GL Account* can be assigned to bank accounts used by different entities. This field cannot be modified once the bank account is created.

### Note – Cash Accounts

Features that require cash accounts are defined using a bank code. Compeat records cash deposits (debits) and payments (credits) and reconciles that activity through the Reconcile Bank Accounts feature.

- » **Active:** Indicates the bank account’s current active status. Deselect this checkbox to make the account inactive. Doing so preserves data relationships to the account, but makes the account unavailable in drop-downs and search dialogs throughout the system.

Address / Auto-fill	Contact
<input type="text"/>	Contact Name: <input type="text"/>
<input type="text"/>	Phone: <input type="text"/>
<input type="text"/> <input type="text"/>	E-mail: <input type="text"/>
<input checked="" type="checkbox"/> Auto-fill check numbers	Web: <input type="text"/>

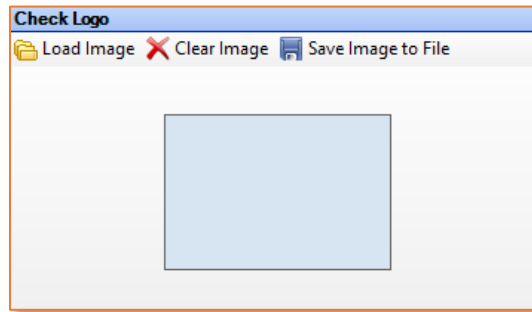
- » **Address:** Enter the address of the banking institution.
- » **Auto-fill Check Numbers:** Select this check box if, when printing checks, manual payments, or manual checks, you wish for this bank code to populate the next available check number.
- » **Contact:** Enter the contact information for the banking institution.

Check Numbers	File Templates
Transit # <input type="text"/>	Posipay Template <input type="text"/>
On Us # <input type="text"/>	
Fractional ABA Code <input type="text"/>	
Last Check # <input type="text"/>	

- » **Transmit #:** Enter the transit, or routing number, for the bank. This is typically a 9-digit code, and is required if you intend to print checks using blank check stock.
- » **On Us #:** Enter the bank account number. This field is required if you intend to print checks using blank check stock.
- » **Fractional ABA:** If entered, this internal bank code prints directly under the bank's name and address at the top of the check.
- » **Last Check #:** The last check number used by this bank account. This field is required if you intend to print checks using blank check stock.
- » **Posipay Template:** If a positive pay template has been created for this bank account, select that template from the drop-down.

### Check Logo

Logo graphics appear in the upper-left corner of printed checks. Images should be approximately 1.1” high and 1.6” wide (330 x 480 pixels at 300 dpi). A resolution of 300 dpi is recommended. Compeat accepts most image formats, but saves the image in JPEG format to optimize file size.

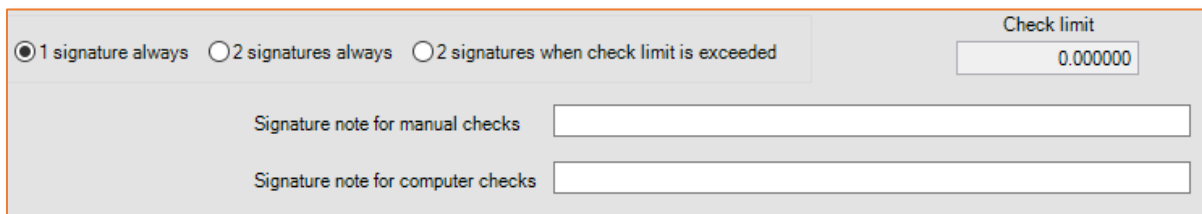


- » **Load Image:** Allows you to locate and upload an image from your device.
- » **Clear Image:** Allows you to remove an image from the system.
- » **Save Image to File:** Allows you to retrieve the logo image from the system and save it to your device.

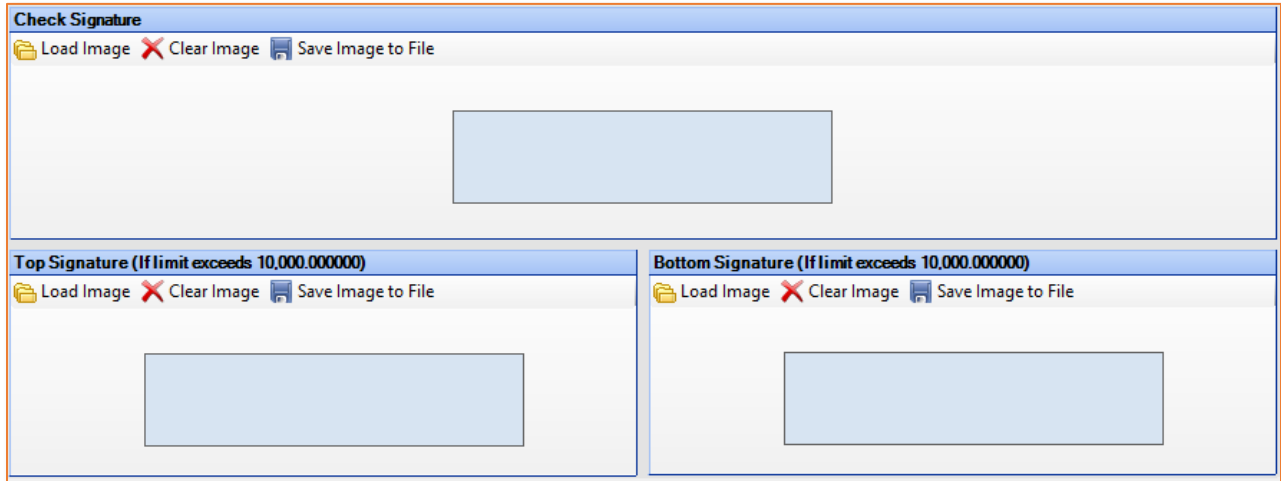
We recommend that you print a sample check to verify that the logo image prints correctly.

### Signatures

The *Signature* tab allows you to upload check signature images, and specify other signature-related options.



- » **Signatures:** Select whether single or dual signatures should be used on printed checks, or whether a dual signature should only be required if a check exceeds a defined limit.
- » **Check Limit:** If *2 signatures when check limit is exceeded* is selected, this field becomes editable. Enter the limit amount.
- » **Signature Notes:** Enter text to appear above the signature line(s) on printed checks. These fields are optional. Notes do not display on pre-printed checks.



Signature graphics are printed in the signature area of the check, and should be approximately 0.68” high and 2.8” wide. A resolution of 300 dpi is recommended for signature images. Compeat accepts most common image formats, but saves the image in JPEG format to optimize file size.

- » **Load Image:** Allows you to locate and upload a signature image from your device.
- » **Clear Image:** Allows you to remove a signature image from the system.
- » **Save Image to File:** Allows you to retrieve the signature image(s) from the system and save it to your device.



If nothing is specified and checks print on blank stock, Compeat automatically sets it to a blank signature line. We recommend that you print a sample check to verify that signature images print correctly.