

Bank Account Setup for SmartAccounting

Learn how to set up a bank account in SmartAccounting. The Bank Setup screen is where you enter bank information, including bank codes, which are used for Accounts Payable (AP) transactions. It is important to note that the system will only process AP payments once the bank account is set up.

Before You Start

- Have your bank's account and routing numbers ready. You will need this information in [Step 5, Bank Entry Information](#). EP cannot supply these numbers for you.
- Decide the format for your checks. [Go to Appendix A](#) for samples.
 - MICRCHECKADJ for MICR checks (blank checks)
 - CHKADJ for preprinted checks
- For all non-card payments, like issuing checks or ACH payments, set up your bank as CASHétPay.
- Confirm if your check number needs leading zeros.
- When setting up a new bank, create a company code and then a location. Activate the currency for that company.

About Creating a Bank

You can add as many bank accounts as needed to manage your transactions. When you create a bank, the system creates a general ledger account with it. You can review and edit these in your chart of accounts. However, you can't change the general ledger account type once a transaction is created. Follow these best practices to set up a new bank:

- Create a bank for the specific company code.
- Create a location for the bank and activate that company to the location.
- Assign a currency to that company.

Creating a Bank

To set up a new bank¹ and assign the company to a currency:

1. On the **Start** menu, select **System Setup**.
2. Select **Banks**.
3. Click **New** in the ribbon or key **F4** to create a new bank.

¹ The Bank Setup screen is where you enter bank information, including bank codes, which are used for Accounts Payable transactions. A bank code is required before creating Accounts Payable Invoices because the bank is associated with the invoice transaction at the time of entry. Bank codes are also needed to process checks and run check register history reports. Additionally, a bank code is required to process a Bank Reconciliation.

4. A **Bank Information** entry screen opens under the **Bank Setup (New)** tab.

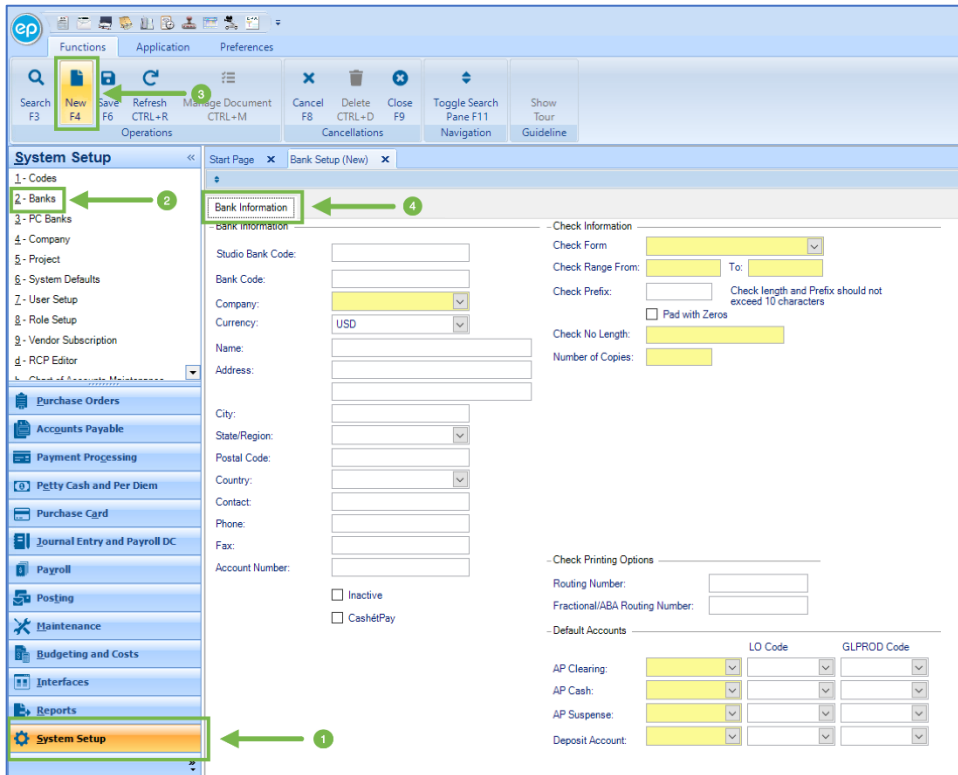


Figure 1: Bank Information entry screen

Bank Information Entry

1. If applicable, enter the **Studio Bank Code**.
2. Enter the **Bank Code**.
 - Choose a code that will help you recognize the bank.
 - This code can be up to seven characters in length.
3. Select **Company** from the drop-down list.
 - If one currency is associated with the company, the currency field auto-populates. Select a currency if there is more than one associated with the company.
 - Confirm this is the correct currency for the company.
Note: If you have not done so, you must assign the company to a currency. To learn how, go to [Currency Setup](#).
4. Enter the **Name**, **Address**, and **Contact** details for the bank.
5. Enter the **Account Number** (provided by the bank).
 - **Inactive** — Select to deactivate the bank. To learn how to deactivate a bank, go to [Inactivating a Bank section](#).

6. Check **CASHétPay** if you are setting up your bank for CASHétPay payments².
 - **CASHétPay** — Select this check box if the bank is for CASHétPay payments.
Note: Selecting CASHétPay auto-populates the Check Form as “Check EPay.”

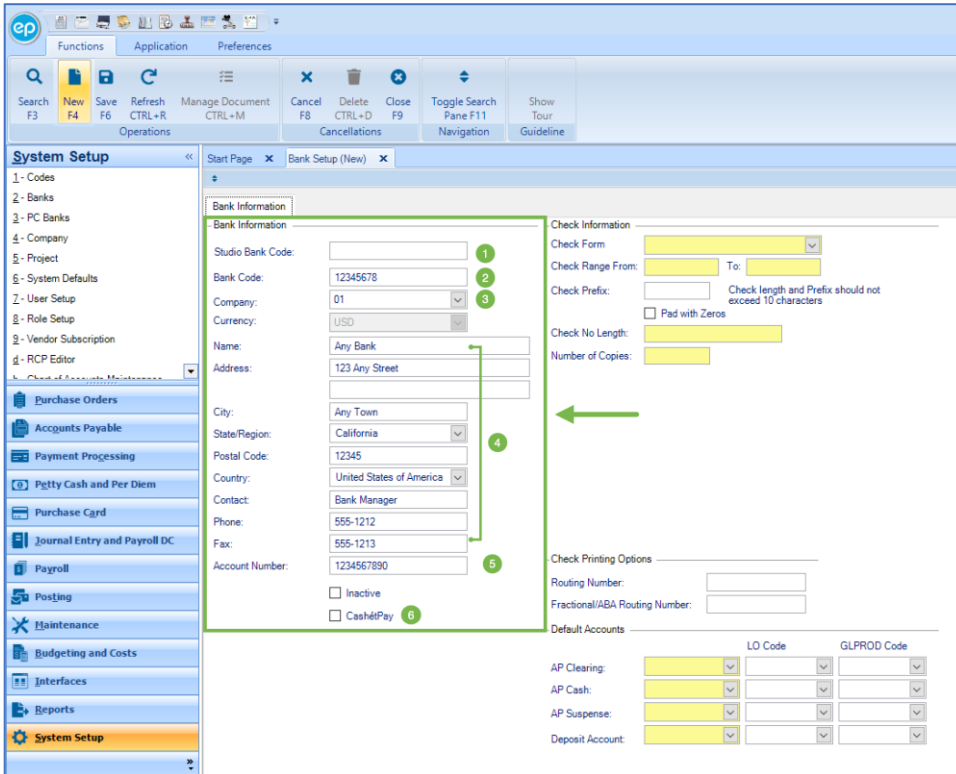


Figure 2: Creating a new bank, Bank Information entry

Check Information Entry

1. Select **Check Form** from the drop-down list. This is the check layout.
 - Select a standard check form preset.
 - Or select **MICRCHECKADJ** for MICR checks or **CHKADJ** for preprinted checks to modify any needed check alignment.
2. Enter the **Check Range From** and **To**. Use this range for the beginning and ending check numbers.
3. Enter the **Check Prefix** (if available). Enter up to an eight-character prefix for your checks. The prefix prints before the Check Number.
4. Check **Pad with Zeros** to display leading zeros in front of your check numbers and to reach the required check number length.

² If you select the CASHétPay check box, you will need to set up a CASHét bank to make CASHétPay AP Payments. Before you begin, contact CASHét (1-310-275-5033) and request an account. Once CASHét establishes your bank account, you can continue setting up your new CASHét bank in SmartAccounting.

5. Enter the **Check No Length**³.
6. Enter the **Number of Copies** needed per check (including the original check).
7. Select a **Custom Date Format** from the drop-down list.
8. Enter the **Void After Date** based on the bank's requirements.
9. If applicable, enter the **MICR Trans Code** and the **MICR # Length**.

Note: The MICR # Length can't be less than the combined Check Prefix and Check No Length.

10. Click **Choose File** to upload a digital signature on the checks.
11. Confirmation messaging displays. Click **OK**.

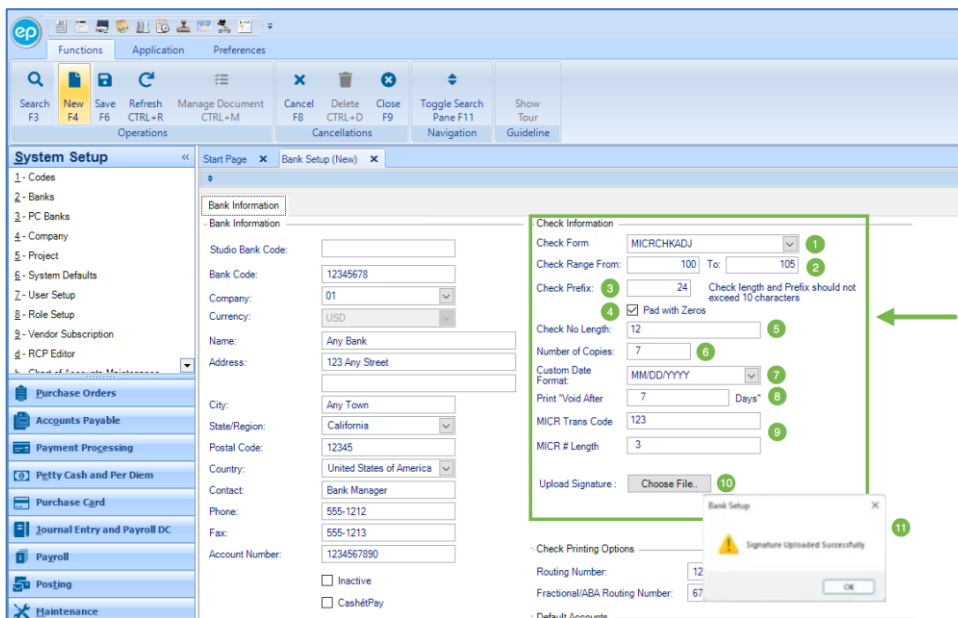


Figure 3: Creating a new bank, Check Information entry

Go to the **Check and Stub Alignment** document for more on alignment adjustments using the **Graphical Check Alignment** tool.

Check Printing Options Entry

1. Enter the **Routing Number** provided by the bank.
2. Enter the **Fractional/ABA Number**.

³ Use the Check No Length field in combination with the Pad with Zeros field. This notifies the system how many characters the maximum check number contains. For example, if the max check number is 11000 and the start check number is 100, then enter 5 for the check number length. When printing checks 100 through 999, the system adds two zeros to the start of the check number. It adds one zero to checks 1000 through 9999. Check Length and Prefix should not exceed 10 characters.

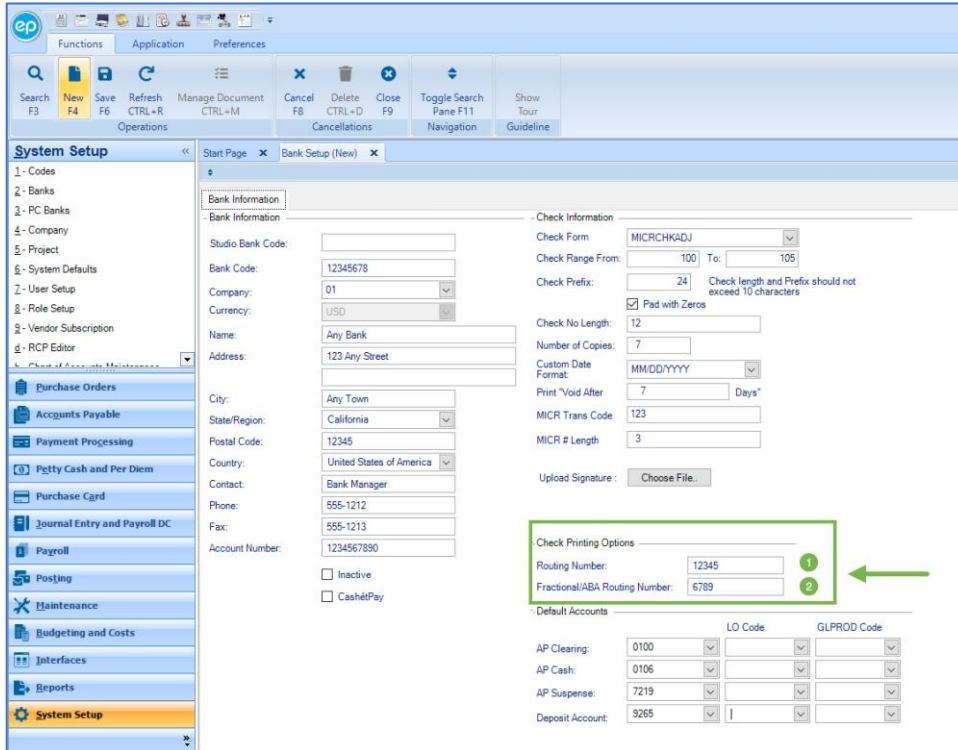


Figure 4: Creating a new bank, Check Printing Options entry

Default Accounts Entry

1. Enter the **account codes** and any Location or Episode Codes. The GL string will vary depending on your project, but the AP fields are mandatory.
 - **AP Clearing** — The offset account for accounts payable and check transactions.
 - **AP Cash** — The general ledger account affected by check transactions and journal entry transactions representing production funding.
 - **AP Suspense** — The general ledger account used by the quick check process when auto-creating the initial accounts payable transaction associated with the payment.
 - **Deposit Account**⁴ — The general ledger account associated with production advances.
2. Click **Save** in the ribbon or key **F6**.

⁴ The Bank Reconciliation module includes production advances recorded against the Deposit Account. To do so, the system needs to recognize which General Ledger account is associated with the Bank. This field sets up that association. If you are not separating deposits from check activity, use the same account for the AP Cash account.

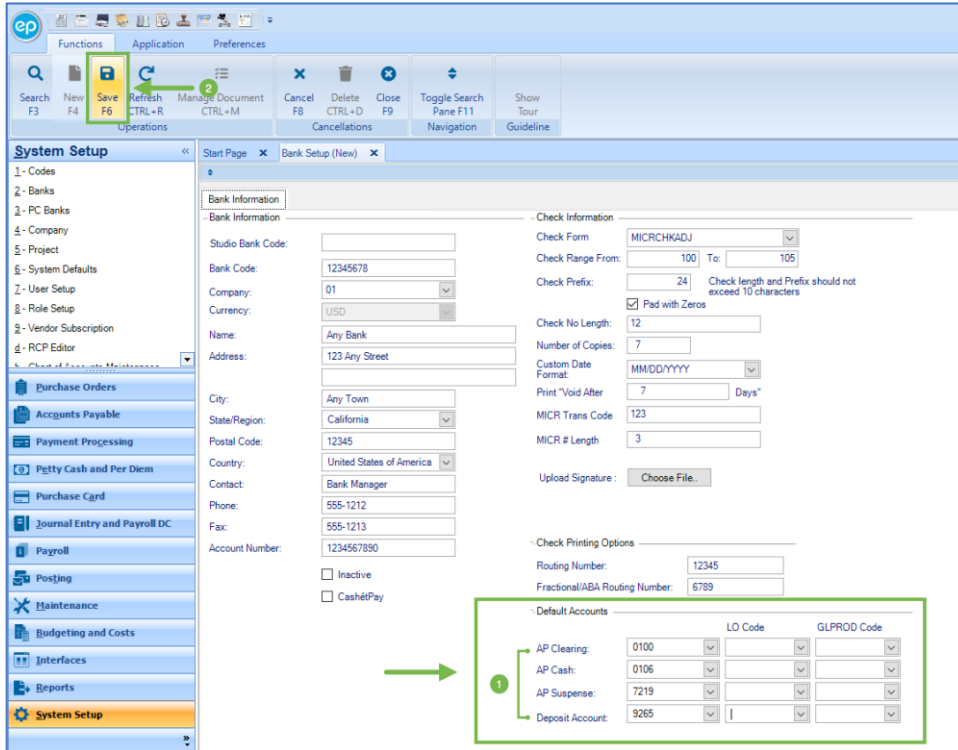


Figure 5: Creating a new bank, Default Accounts entry

Viewing Bank Information

1. The new bank displays in the bank list under the **Bank Setup (View)** tab.
2. Select the bank to review its information in the **Bank Information** tab.

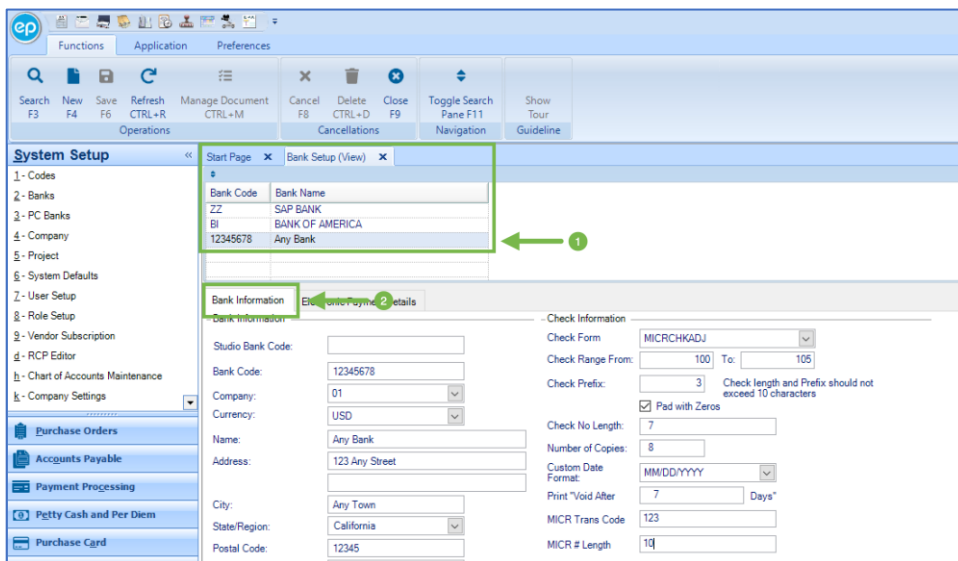


Figure 6: Select the new bank to view information

Note: If you want to associate an account with a location, set this up in the [Account Location Association](#) process. This process is optional.

Inactivating a Bank

To inactivate a bank to prevent the Bank Code from being selected for future transactions:

1. On the **Start** menu, select **System Setup**.
2. Select **Banks**.
3. Select a bank in the bank list under the **Bank Setup (View)** tab to view its information in the **Bank Information** tab.
4. Click the **Inactive** checkbox.
5. Click **Save** in the ribbon or key **F6**.

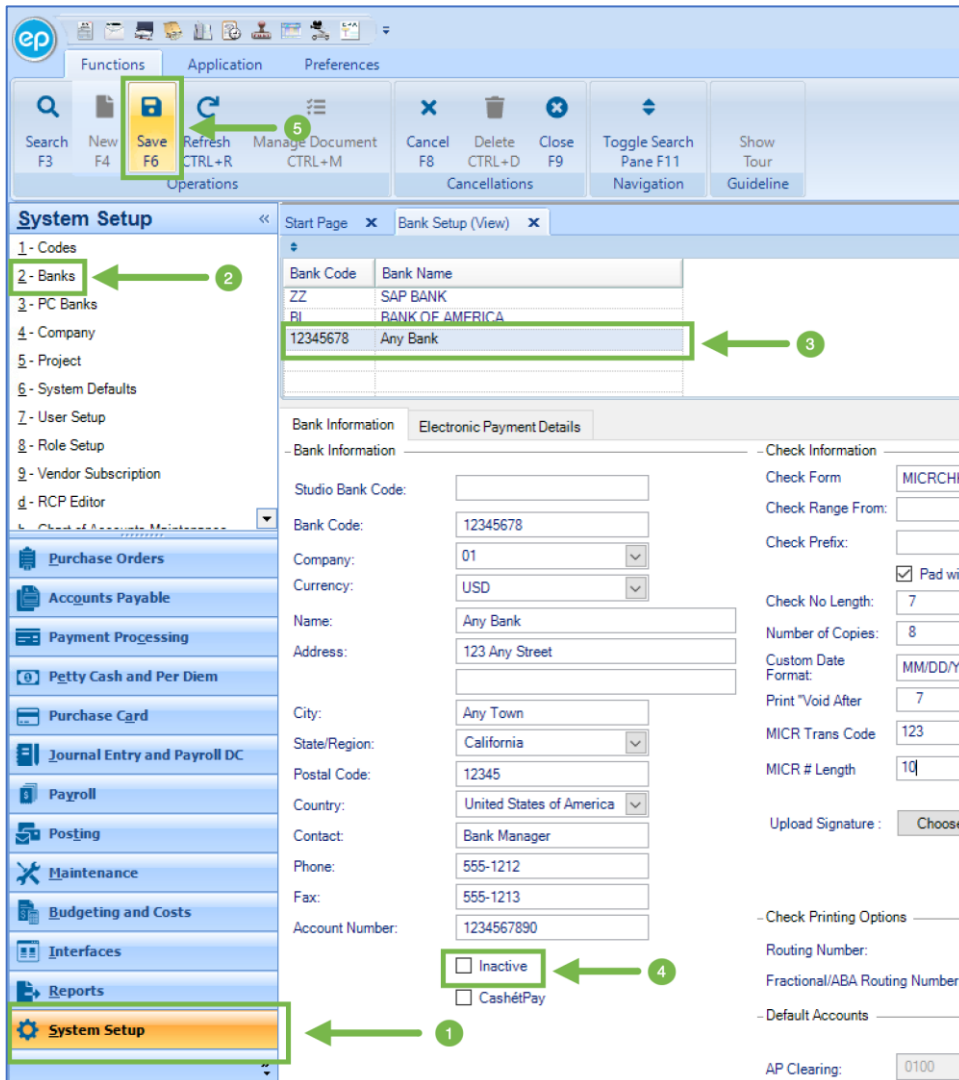


Figure 7: Inactivating a bank

Electronic Payment Details

The Electronic Payment Details tab sets the Positive Pay (Pospay) and Automated Clearing House (ACH) information. The bank receives this information. There are three sections: Positive Pay (Pospay), ACH Information, and Wire Transfer Information.

Positive Pay Entry

The bank uses Positive Pay (Pospay) to deter check fraud. Use this entry section when printing checks or writing manual checks. Choose between two options: Internal and Template. Template is the recommended type.

Internal

1. On the **Start** menu, select **System Setup**.
2. Select **Banks**.
3. Select a bank in the bank list under the **Bank Setup (View)** tab to view its information in the **Electronic Payment Details** tab.
4. Select **Internal** from the **Pospay Template Type** drop-down list. This is for use with all existing SmartAccounting templates/fields.
5. Select a **Pospay Template** from the drop-down list.
6. Enter the **Pospay Transit/Bank ID** for the selected bank.
7. Enter the **Pospay Customer No.** if the Positive Pay Template selected requires a customer number.
8. Click **Save** in the ribbon or key **F6**.

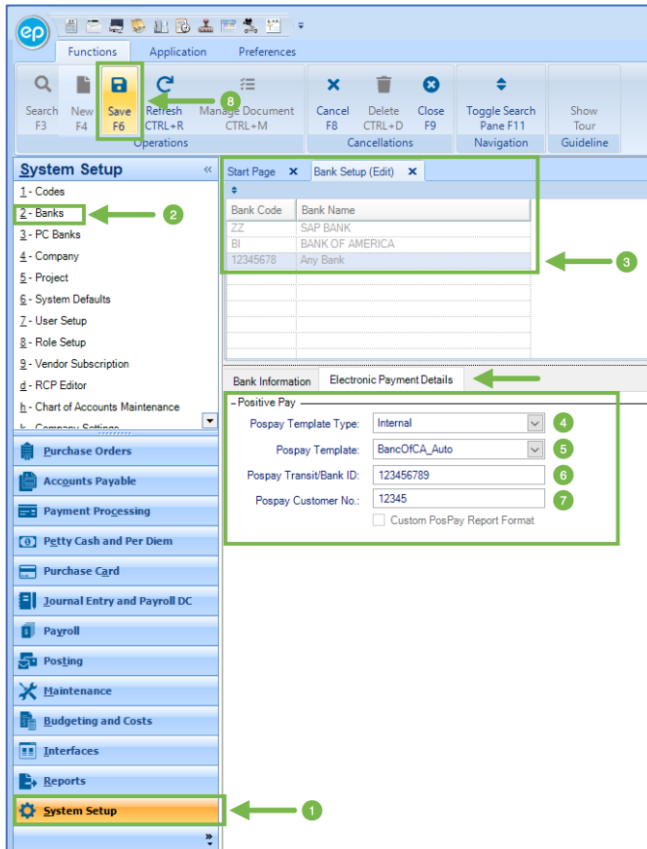


Figure 8: Positive Pay Template Type: Internal

Template

1. On the **Start** menu, select **System Setup**.
2. Select **Banks**.
3. Select a bank in the bank list under the **Bank Setup (View)** tab to view its information in the **Electronic Payment Details** tab.
4. Select **Template** from the **Pospay Template Type** drop-down list.
5. Select a **Pospay Template** from the drop-down list. The Pospay Template Parameters box open. Enter necessary values.
6. Check the **Custom Pospay Report Format** checkbox to override the standard Positive Pay report established for the selected template with a customized report specified by the studio. This applies only to qualified Positive Pay Type templates.
7. Check the **Have EP Send** checkbox to send in bulk across productions. If not checked, you will need to download the file and send it to your bank.
8. Check the **Run After Check Post** checkbox to send the information immediately after a posted check run. If not checked, the file is generated after you process it in the Positive Pay module.
9. Click **Save** in the ribbon or key **F6**.

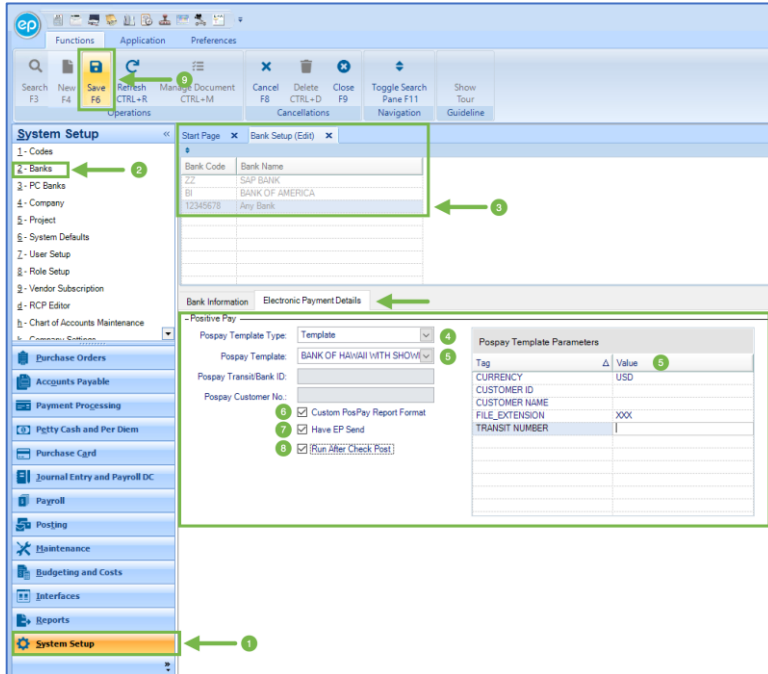


Figure 9: Positive Pay Template Type: Template

ACH Information Entry

ACH is an electronic bank-to-bank payment. Choose between two options: Internal and Template. Template is the recommended type.

Internal

1. On the **Start** menu, select **System Setup**.
2. Select **Banks**.
3. Select a bank in the bank list under the **Bank Setup (View)** tab to view its information in the **Electronic Payment Details** tab.
4. Select **Internal** from the **ACH Template Type** drop-down list.
5. Select an **ACH Format** from the drop-down list. These are banks that offer Automated Clearing House (ACH) processing.
6. Enter the **ACH Prefix**.
7. Enter the **ACH Range From** and **To**. Use this range for the system-generated beginning and ending ACH transactions. Like the Check Number range, do not overlap the range.

Note: This range can be from 1 to 99999999. However, it can't be the same number range established for this bank's Check Range.
8. Enter the **ACH Bank Identity**. Your bank will provide this number if it is a required value in their upload file.

9. Enter the **ACH Payor Name**. This is the name associated with payment transactions⁵.
10. Enter the **ACH Deposit Account**.
11. Enter the **ACH Routing**.
12. Enter the **CCD Number**. Part of ACH
13. Enter the **PPD Number**.
14. Enter the **Company Id**.
15. Click **Save** in the ribbon or key **F6**.

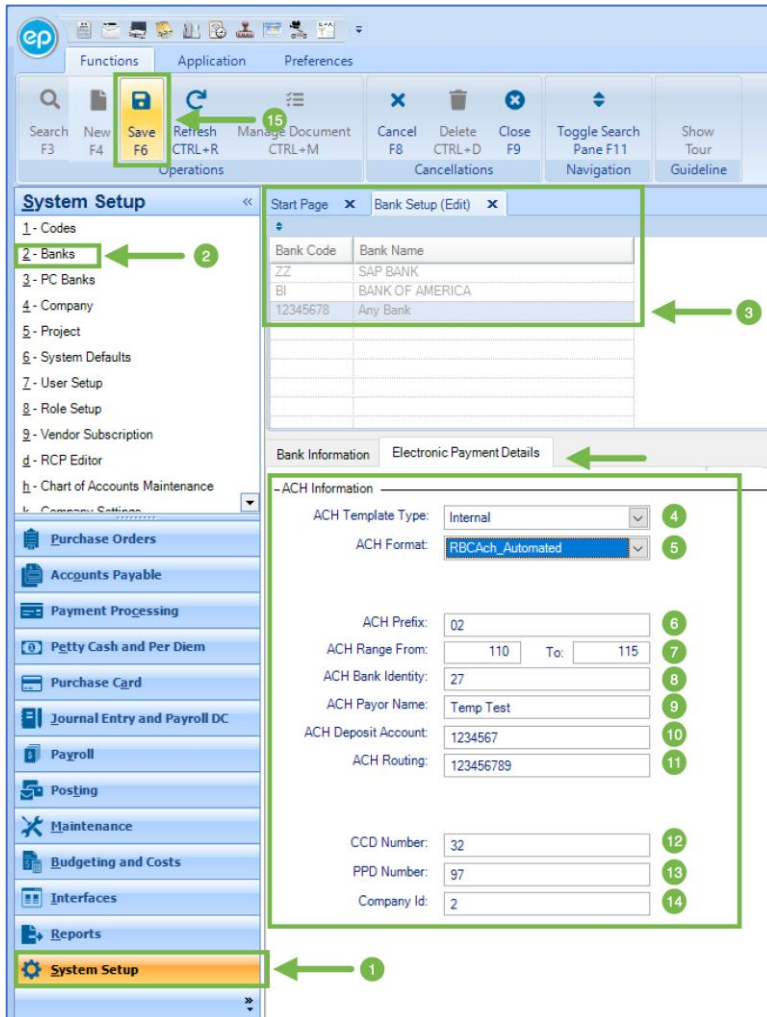


Figure 10: ACH Template Type: Internal

Template

1. On the **Start** menu, select **System Setup**.
2. Select **Banks**.

⁵ This is a required entry field for the Australia and New Zealand (ANZ) bank. Use ANZ or ANZ's full beneficiary bank name: ANZ Bank New Zealand Limited.

3. Select a bank in the bank list under the **Bank Setup (View)** tab to view its information in the **Electronic Payment Details** tab.
4. Select **Template** from the **ACH Template Type** drop-down list.
5. Select an **ACH Format** from the drop-down list. The ACH Template Parameters box opens. Enter any necessary values.
6. Follow [Steps 6 to 14 from the Internal](#) instructions above.

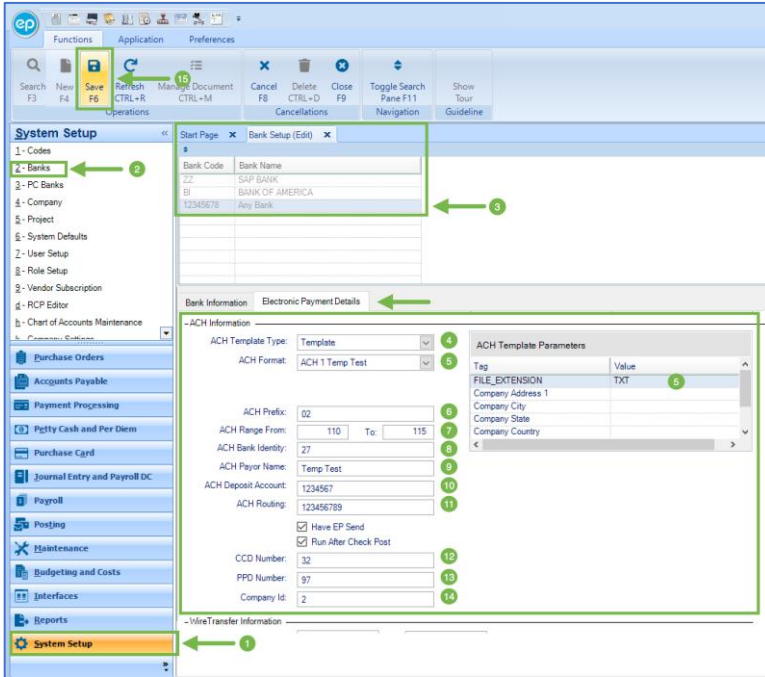


Figure 11: ACH Template Type: Template

Wire Transfer Information Entry

Enter the Wire Transfer Information after you set up the transfer information with your bank.

1. On the **Start** menu, select **System Setup**.
2. Select **Banks**.
3. Select a bank in the bank list under the **Bank Setup (View)** tab to view its information in the **Electronic Payment Details** tab.
4. Enter the **Wire Transfer Range From** and **To**.
5. Enter the **WT Prefix**.
6. Click **Save** in the ribbon or key **F6**.

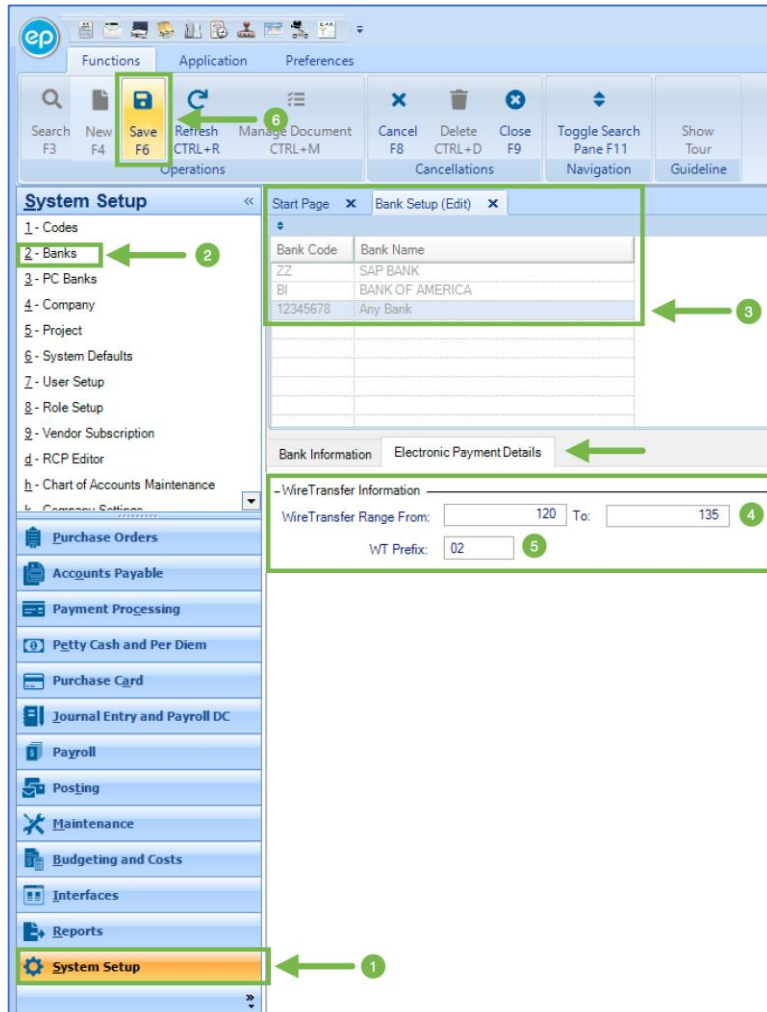


Figure 12: Wire Transfer Information entry

Currency Setup

To assign a company to a currency:

1. On the **Start** menu, select **System Setup**.
2. Select **Codes**.
3. The **System Code Management** tab displays. Select the **Currency** tab.
4. Click the blank space under the **Companies** column. A list of available Companies displays.
 - By default, the Companies are on the left side; this means they are not associated.
5. In the **Available** column list, click a **Company** name, then click the **Single** arrow to move the Company to the **Selected** column list.
 - Use the Single, All, or Swap Selected arrows to move the Companies from side to side.

6. Click Ok.

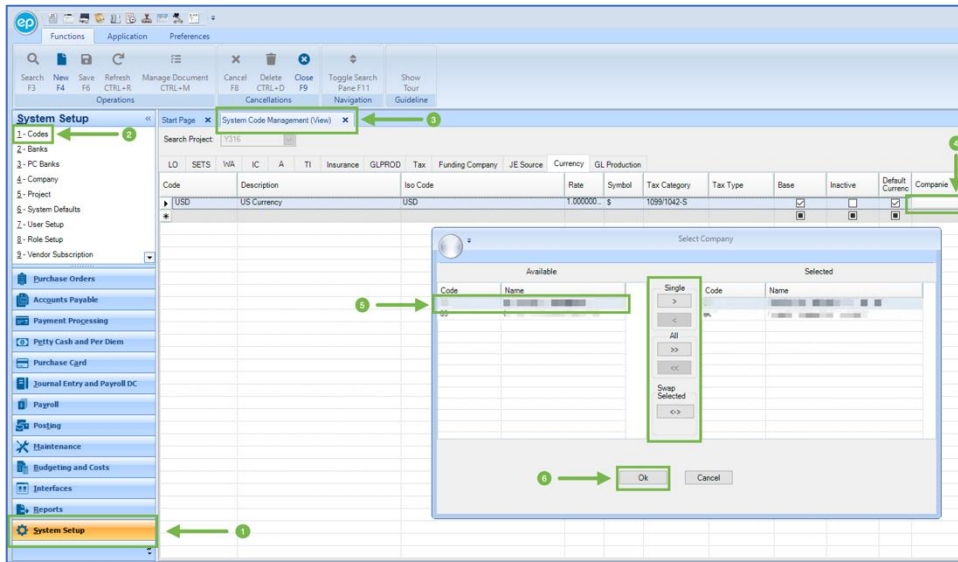


Figure 13: Assigning a Company to a Currency

Associating Accounts with Location Codes

To associate accounts with locations:

1. On the **Start** menu, select **System Setup**.
2. Select **Codes**.
3. The **System Code Management** tab displays. Select the **Location** tab.
4. Click the blank space under **Accounts**. A list of available accounts displays.
5. Select the **Account(s)** from the **Available** list.
 - Note:** The system default associates all accounts if no accounts are moved.
6. Use the Single, All, or Swap Selected arrows to move the Account(s) from side to side.
7. Click **Ok**.
8. Click **Save** in the ribbon or key **F6**.

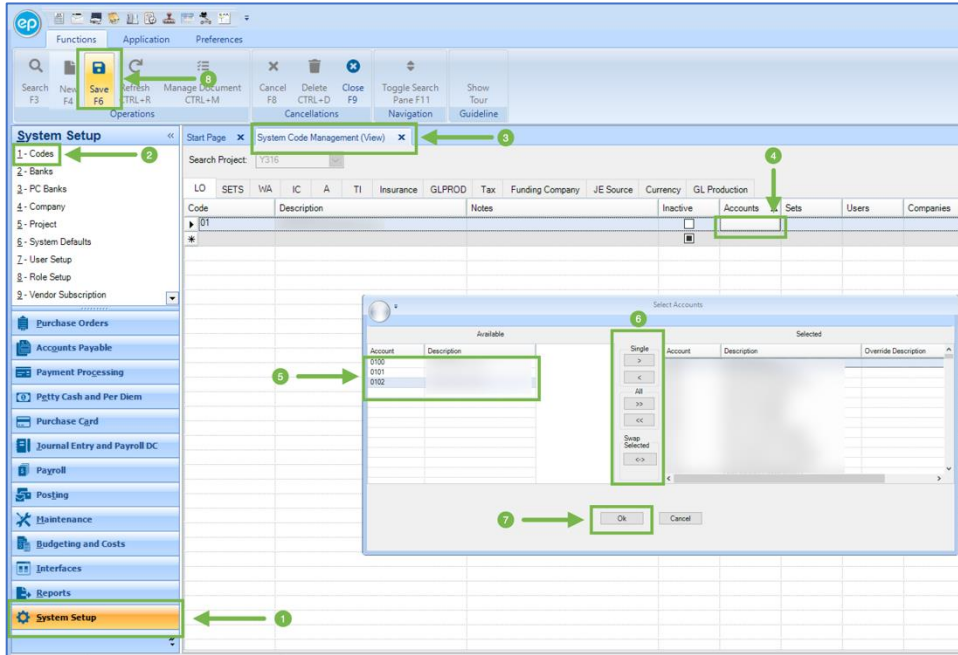
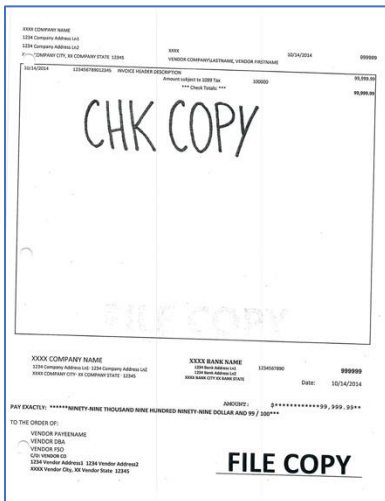


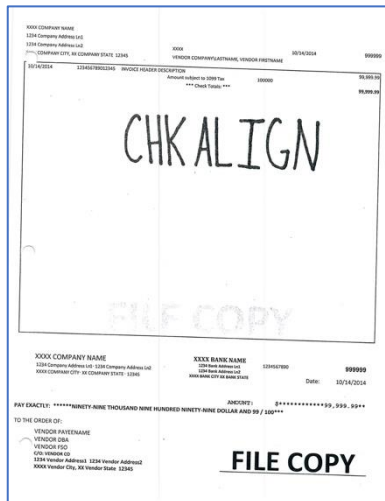
Figure 14: Assigning a Bank to a Location

Appendix A: SmartAccounting Check Samples

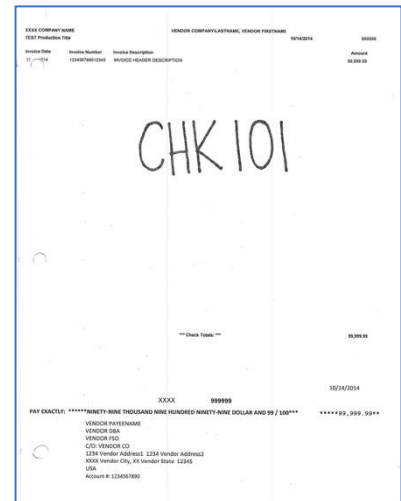
“MICR” stands for Magnetic Ink Character Recognition and refers to the font and toner used to print the account, routing, and check number on the bottom, left side of a blank check. Refer to the check copy examples below for more information.



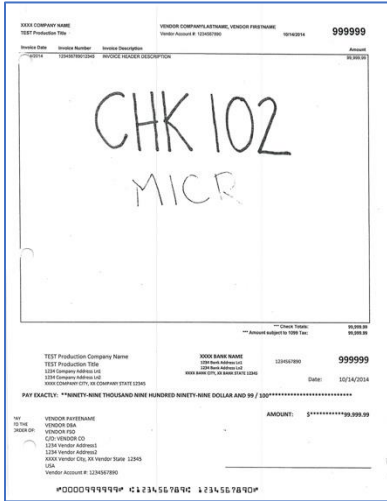
Check Copy Example



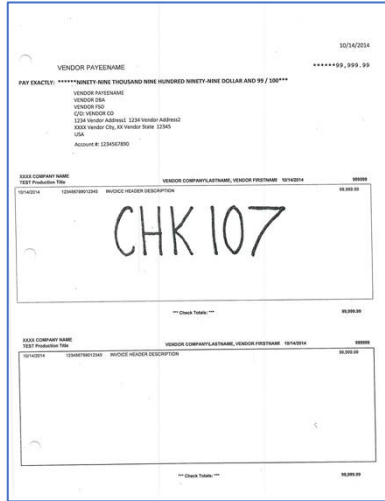
Check Align Example



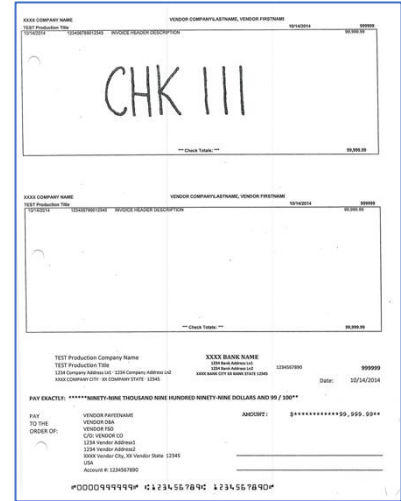
Check 101 Example



Check 102 MICR Example



Check 107 Example



Check 111 Example

Support

Need Help?

Contact EP Product Support at:
 Monday 12 a.m. to Friday 8 p.m. PT
 Saturday/Sunday 7 a.m. to 7 p.m.
 818-955-6300

AccountingSupport@ep.com

After Hours:

818-955-6300