Bank Accounts (Payments Setup)

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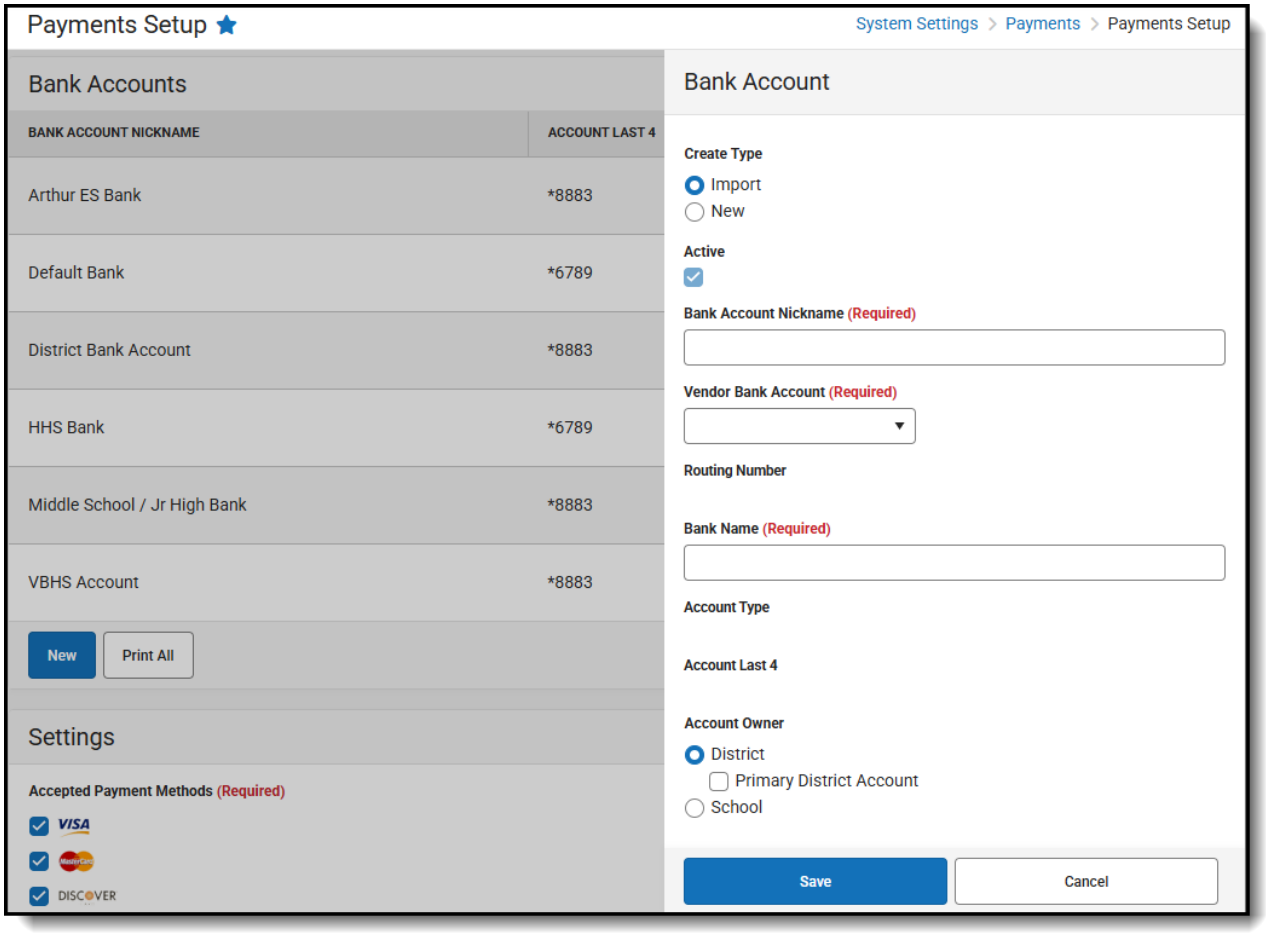
Tool Search: Payments Setup

The Bank Accounts area allows you to establish which bank accounts are available for district or school use. This information is crucial for informing the payment vendor and Campus Payments which transactions apply to which bank account.

To further enhance security, in order to add or make changes to bank accounts, you may be prompted to have two-factor authentication or single sign-on enabled. Supportive Bank Account documentation (a voided check, bank statement or a bank letter) is also needed for validation in order for disbursements to process. Once a bank account change is made, a Campus Support case should be opened to provide the necessary documentation.

To learn more about enabling two-factor authentication, review Enabling Device-Based Two-Factor Authentication and Two-Factor Authentication Options.

What can I do?	What do I need to know?
• Add a Bank Account • Delete a Bank Account • Inactivate a Bank Account • Print the Payment Bank Account Report	• Important Information about this Tool • Field Descriptions



Important Information about this Tool

- If a school is not assigned as the Account Owner for any bank accounts, transactions for that school are deposited into the District bank accounts.
- When adding a new Bank Account (not a Bank Account Nickname), the Bank Account goes through a validation process when the first deposit is made to that bank. If the deposit is successful, the Bank Account is validated and all deposits going forward are processed normally. If the first deposit fails, Campus labels the bank **Invalid** and sends a Process Alert with the subject "New Bank Account Invalid - ACTION NEEDED." Clicking on the Process Alert will take you to the Payments Setup tool where you can edit the invalid Bank Account. After you edit the Bank Account, the the Bank Account goes through the validation process again.



- You cannot delete a Bank Account if transactions have already occurred; however, you can inactivate the Bank Account.
- Once a Bank Account is made inactive, it cannot be made active again.

Add a Bank Account

1. Expand the Bank Accounts area by clicking the **Bank Accounts** header.
2. Click the **New** button and the Bank Account panel displays.
3. Select the **Create Type**.

> If New is selected and single sign-on was not used to log in, two-factor authentication is required to add or modify a bank account. When clicking Save, you're prompted to enter the authenticator application code.

4. Use the information in the Field Descriptions area to complete all of the fields.
5. Click the **Save** button. The Bank Account is saved and visible on the Online Payments Setup screen.

Delete a Bank Account

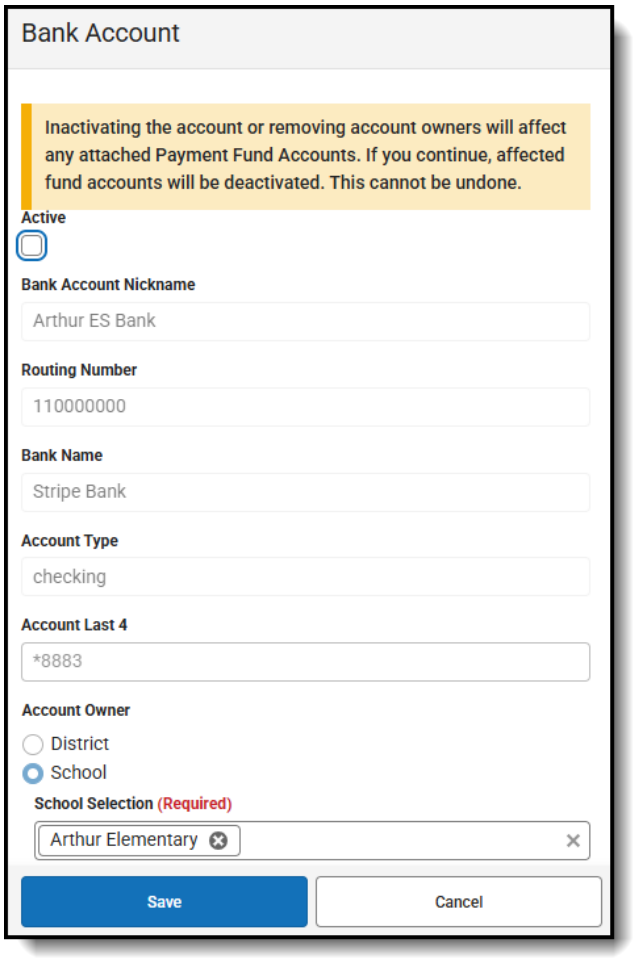
> Bank Accounts cannot be deleted if transactions have already occurred.

1. Expand the Bank Accounts area by clicking the **Bank Accounts** header.
2. Select the Bank Account you want to delete.
   Result
   The Bank Account Panel displays.
3. Click the **Delete** button.
4. Click **OK**.

Inactivate a Bank Account

> **CAUTION**
>
> When a Bank Account is made inactive, Campus also deactivates all Fund Accounts associated with the Bank Account.
>
> This action cannot be undone. Once a Bank Account is inactive, it cannot be made active again.
>
> The payments platform may still need to deposit money to your Bank Account if there are transactions that have not completed. If you have closed your account with your financial institution, future disbursements from the payments platform to the inactive Bank Account will fail.
>
> If you are creating new Bank Accounts in Campus, first attach your Fund Account IDs to the new Bank Account in Campus. Then you must wait until all payment transactions are deposited into the old Bank Account. Once all deposits for the old Bank Account are complete, you can inactivate the old Bank Account in Campus.

1. Expand the Bank Accounts area by clicking the **Bank Accounts** header.
2. Select the Bank Account you want to deactivate.
   Result
   The Bank Account panel displays.
3. Clear the **Active** checkbox.

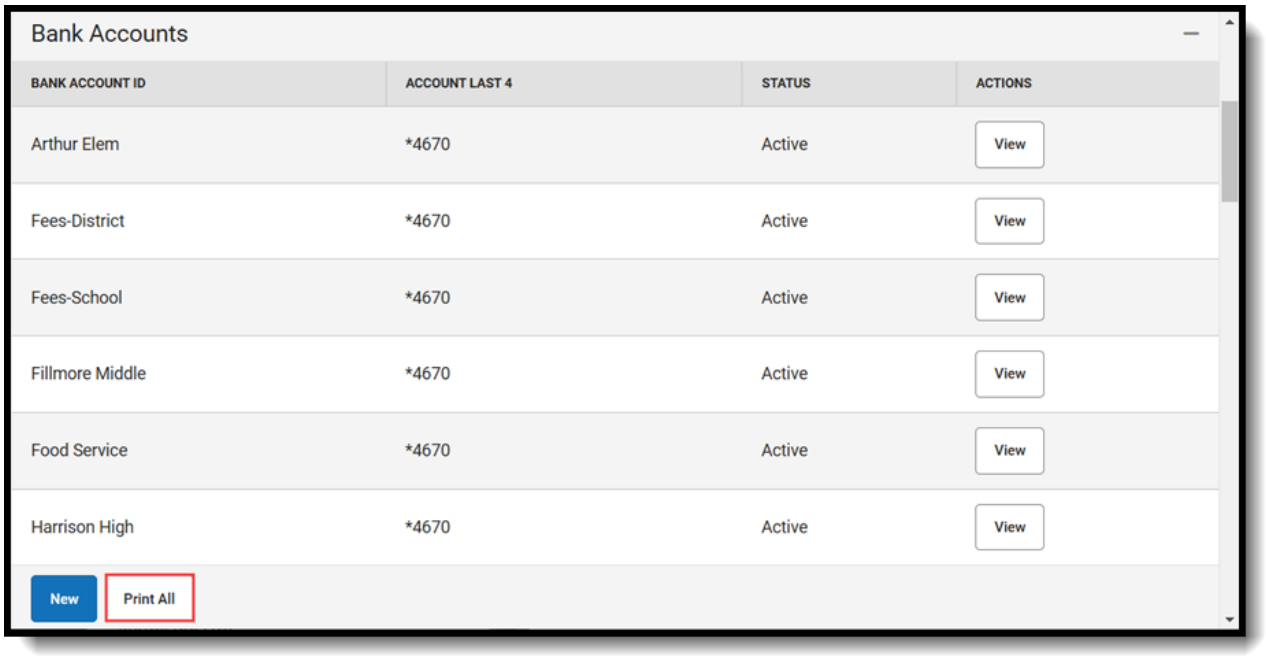


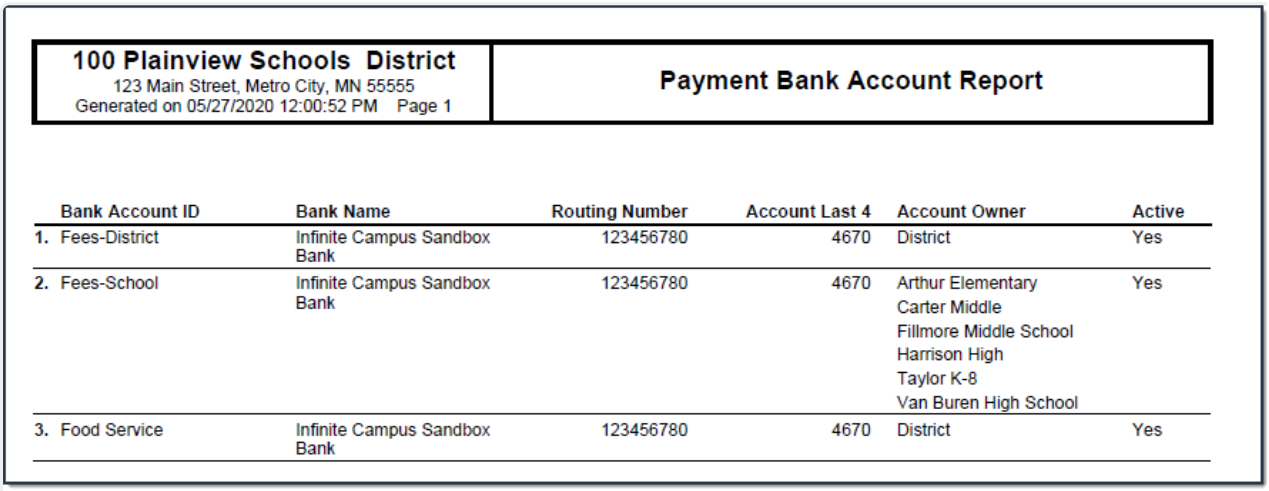
4. Click the **Save** button.
   Result
   The Bank Account is saved and visible on the Online Payments Setup screen. All Fund Accounts still associated with the Bank Account are also deactivated.

Print the Payment Bank Account Report

The Payment Bank Account Report provides comprehensive information about all of the banks you have set up in the district. This report is only available when **All Schools** is selected in the Campus toolbar.

To print the PDF report, click the **Print All** button.





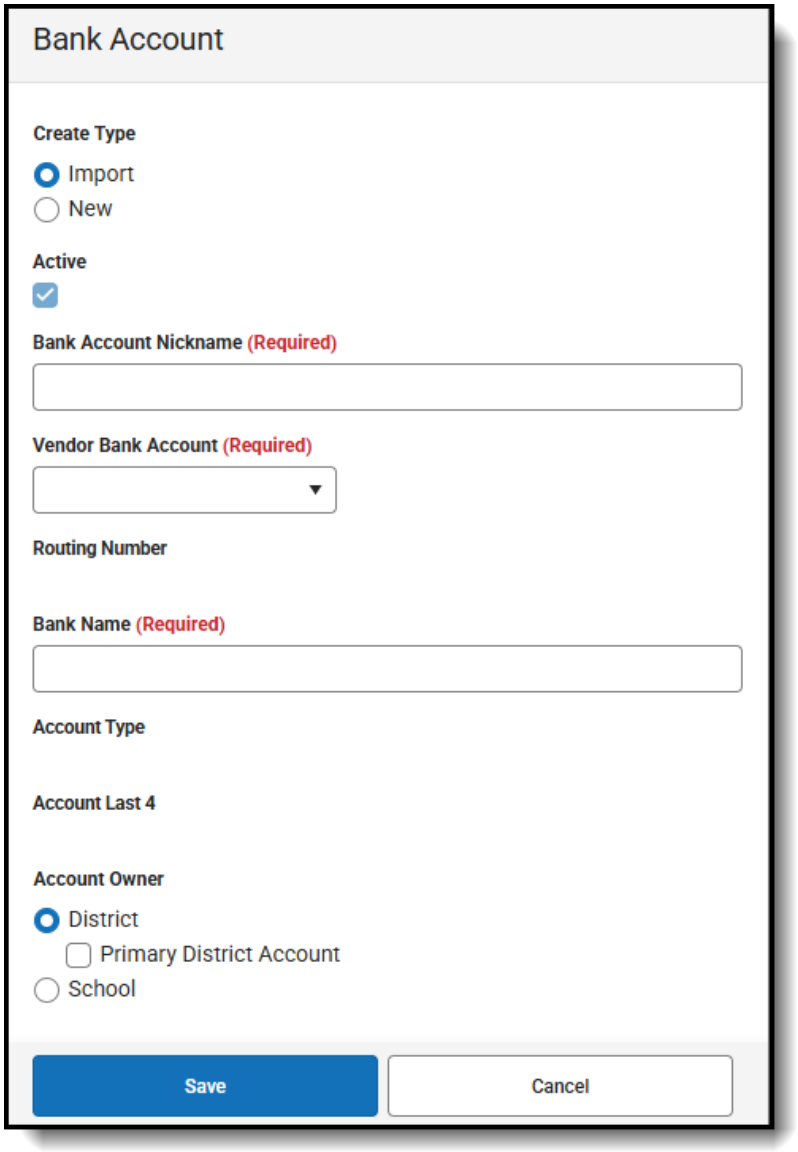
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Payment Bank Account Report

	Bank Account ID	Bank Name	Routing Number	Account Last 4	Account Owner	Active
1.	Fees-District	Infinite Campus Sandbox Bank	123456780	4670	District	Yes
2.	Fees-School	Infinite Campus Sandbox Bank	123456780	4670	Arthur Elementary Carter Middle Fillmore Middle School Harrison High Taylor K-8 Van Buren High School	Yes
3.	Food Service	Infinite Campus Sandbox Bank	123456780	4670	District	Yes

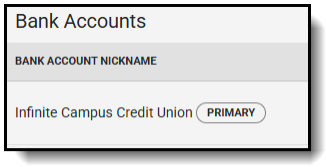
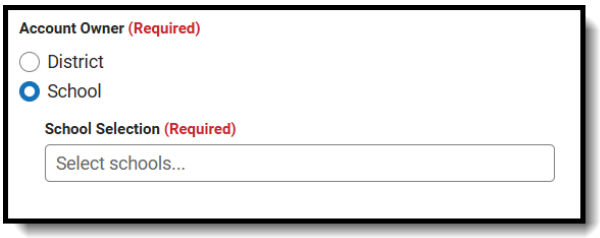
Example Payment Bank Account Report

Bank Account Panel Field Descriptions



Field	Description
Create Type	Select **Import** if you want to use a bank account that is already set up in the payment platform. When you select this option, Campus automatically provides the Routing Number, Bank Name, and account information. Select **New** if this is the first time you are entering this bank account's information.
Active	Active bank accounts are available to send and receive transactions. When the Bank Account is active, it can be associated with a Fund Account. Inactive bank accounts are not currently in use. **CAUTION** Once a Bank Account is made inactive, it cannot be made active again. When you inactivate a Bank Account, Campus also deactivates all Fund Accounts associated with the Bank Account.

Field	Description
Bank Account Nickname	The Bank Account Nickname is the unique district-defined name used to distinguish different accounts in Campus. Users are encouraged to create account names which describe the bank account's owner, location, or department; e.g., District, Elementary School, Food Service, etc.
Vendor Bank Account	This dropdown list provides a comprehensive list of Bank Accounts set up with the payment vendor and only displays when you choose the **Create Type** option *Import*. Vendor Bank Accounts are tied to your Merchant Account ID. If the Vendor Bank Account dropdown list is empty, verify your Merchant Account ID is entered correctly in the Vendor Information area.
Routing Number	The bank's routing number. If you imported a bank account that was already set up, this field is read-only.
Bank Name	The Bank Name established with the payment vendor. If you imported a bank account that was already set up, this field is read-only.
Account Type	Indicates whether the account is a checking or savings account. If you imported a bank account that was already set up, this field is read-only.
Account Last 4	**Import Only** The last 4 digits of the bank account. This field is read-only.
Account Number	**New Only** The complete bank account number.

Field	Description
Account Owner	• **District** - Defines the District as the Bank Account owner. Schools cannot select this bank when setting up Fund Accounts. ◦ **Primary District Account** - This checkbox is used to designate the primary district bank account. When this option is selected for Stripe customers, a 'Primary' label appears on the Bank Account table.  • **School** - Allows users to select which individual school(s) are assigned to the bank account. Only schools selected in this option are able to use this bank account. To add additional schools, click inside the School field. A dropdown list displays with all of the schools you may add. 
File Upload	Used for uploading a copy of qualified bank documentation. For more information, review the following section.

What information is Stripe looking for when they perform a bank account audit?

When districts add a bank account to Stripe, documentation must be provided along with it. Qualifying supporting documentation must be uploaded: a voided check, bank letter, or bank statement from the last 60 days. The document must include the district's name, full account number, and full routing number; be unexpired, clear, and legible; be uploaded in full color (not black-and-white); be complete; and not be cropped, with a maximum file size of 8MB. Accepted document file types are: .jpeg, .png, .pdf. In addition to this, once the bank account has processed a certain dollar amount, an audit of sorts is performed by Stripe, which looks at the documentation uploaded and ensures the following conditions are met:

1. Account holder name - must match the legal business name or DBA on the Stripe account
2. Bank account number - must match the account number keyed into Stripe

If the connected account DBA name is the school district name, and the bank account name contains the connected account DBA name along with the third-party org's name, and this is how it appears in the bank account document, then that would qualify as a document match during the BAV process. For example, if the connected account DBA name is [School District Name] and the bank account is under [Food Services for School District Name], then that should be a match.