Bank Account Group

Table of Contents

Bank Account Group

Bank Reconciliation > Tables > Bank Account Fund Groups > Bank Account Group

This tab is used to manage bank account group codes that are used for bank reconciliation and positive pay. Each bank account group has fund codes and fund years associated with that group.

Use the Bank Account Group Funds tab to add the applicable funds to the fund groups.

Add a bank account group code:

Click **+Add** to add a row.

By default, the results are sorted in ascending order by fund. You can click each column heading to sort the data in ascending or descending order.

- - indicates that the column is sorted in ascending order
- - indicates that the column is sorted in descending order

Field	Description
Code	Type the four-character code for the bank account group.
Description	Type the bank account group description. The field can be a maximum of 30 characters.
Bank Account Nbr	Type the account number for the bank account group. The field can be a maximum of 17 digits. The account number is displayed on the report for the positive pay export in Finance.
Inactive	Select to exclude the group code from being displayed and used throughout the system.
Extract HR	Select to include the bank account fund group in the Human Resources extract. This field can only be selected for one bank account group.
Include Auto JVs	Select to include automatically created journal vouchers.

Click **Save**. The code is saved to the grid and is displayed in the **Group Code** drop-down field on the Bank Account Group Funds tab.

Other functions and features:

Reset	Reset data. Click to retrieve data from the last save. If you click **Reset**, any unsaved changes are lost.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. **Note**: You cannot delete a group code if it has associated transactions.