

Bank Account Group

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This tab is used to manage bank account group codes that are used for bank reconciliation, positive pay, and auto bank reconciliation. 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:

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

❑ Click **+Add** to add a row.

Field	Description
Code	Type the four-character code for the bank account group. Special characters are allowed.
Description	Type the bank account group description. The field can be a maximum of 30 characters. Special characters are allowed.
Bank Account Nbr	Type the account number for the bank account group. The field can be a maximum of 17 digits. The last four digits of the account number are displayed on the Positive Pay Check Export List report in Finance.
Inactive	Select to exclude the bank account group code from being displayed and used throughout the system.
Extract Payroll	Select to include payroll checks and deduction/transfer checks if paid from the payroll check stock in the bank account fund group. This field can only be selected for one bank account group.
Include Auto JVs	Select to include the automatically created journal vouchers from the payroll and vendor check processing.

❑ 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.

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

Image 1

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 bank account group code from being displayed and used throughout the system.
Extract HR	Select to include payroll checks and deduction/transfer checks if paid from the payroll check stock in the bank account fund group. This field can only be selected for one bank account group.
Include Auto JVs	Select to include the automatically created journal vouchers from the payroll and vendor check processing.

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.

Image 2

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.