



## **Set up the bank account group table**



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The bank account group codes are during the bank reconciliation, positive pay, and the auto bank reconciliation process.

☐ Click **+Add** to add a row.

Field	Description
<b>Code</b>	Type the four-character code for the bank account group. Special characters are allowed.
<b>Description</b>	Type the bank account group description. The field can be a maximum of 30 characters. Special characters are allowed.
<b>Bank Account Nbr</b>	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.
<b>Inactive</b>	Select to exclude the bank account group code from being displayed and used throughout the system.
<b>Extract Payroll</b>	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.
<b>Include Auto JVs</b>	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.