



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
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.