



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.