



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



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# Set up the bank account group code table

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BANK ACCOUNT GROUP

BANK ACCOUNT GROUP FUNDS

Del	Code	Description	Bank Account Nbr	Inactive	Extract Payroll	Include Auto JVs
	0012	WORKERS COMP	D139CBAE9B3C2755	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	0004	PAYROLL CLEARING	77EC1C47C5712D633	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	0002	INTEREST AND SINKING	707570967B6FCEF11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	0001	GENERAL FUND	A9F324D9EBFEA0FD0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	0013	CAMPUS ACTIVITY FUNDS	98AE116ED204DEF71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	0014	BOND CONSTRUCTION	DCD7656448F30C632	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rows: 8
 + Add

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 Reconciliation > Tables > Bank Account Fund Groups > Bank Account Group Funds](#) tab to add the applicable funds to the fund groups.

## Add a bank account group code:

☐ Click a column heading to sort the data in ascending or descending order.


☐ 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.

Field	Description
<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.

### Other functions and features:

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