



## **(OBSOLETE) Bank Account Group - FIN2300**



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This page was removed as a result of the Bank Reconciliation application implementation.

# (OBSOLETE) Bank Account Group - FIN2300

**Finance > Tables > Bank Account Fund Groups > Bank Account Group**

This tab is used to setup bank account group codes that are used for bank reconciliation and positive pay. Each bank account group has fund codes and fund years associated with that group. These bank groups are also used to group accounts in the FIN3350 - Cash Position by Bank, FIN1000 - Cash Receipts Journal, FIN1250 - Check Register, FIN1300 - Check Payments List, FIN1750 - Year-To-Date Check Payments List, and FIN1800 - Year To Date Check Register List.

## Set up a bank account group code:

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

Field	Description
<b>Code</b>	Type a four-character code for the bank account group.
<b>Description</b>	Type the bank account group description. The field can be a maximum of 30 characters.
<b>Bank Account Nbr</b>	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.

Click **Save**.

## Other functions and features:

<b>Retrieve</b>	<a href="#">Retrieve data.</a> The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	<a href="#">Add a row.</a> Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
<b>Refresh Tabs</b>	<a href="#">Refresh the tab data.</a> Click to refresh the <b>Group Code</b> field on each of the Bank Account Group Funds, Cash Object, and Investment Objects tabs if the group code is changed or if a new group code is added. You do not need to exit that page to make changes and refresh the page.

<b>Print</b>	<p><a href="#">Print data.</a></p> <p>The following Bank Account Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Account Code Tables</b> - displays the following Bank Account Table options:</p> <ul style="list-style-type: none"> <li>• Bank Account Group</li> <li>• Bank Account Group Funds</li> <li>• Cash Object</li> <li>• Investment Object</li> </ul> <p><b>All Account Code Tables</b> - prints all the Bank Code tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p>Review The Report:</p> <ul style="list-style-type: none"> <li>• Click  To Go To The First Page Of The Report.</li> <li>• Click  To Go Back One Page.</li> <li>• Click  To Go Forward One Page.</li> <li>• Click  To Go To The Last Page Of The Report.</li> <li>• Click  to save and print the report in PDF format.</li> <li>• Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</li> <li>• Click  to close the report window. Some reports may have a <b>Close Report</b> or <b>Exit</b> button instead.</li> </ul>
	<p><a href="#">Delete a row.</a></p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>



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