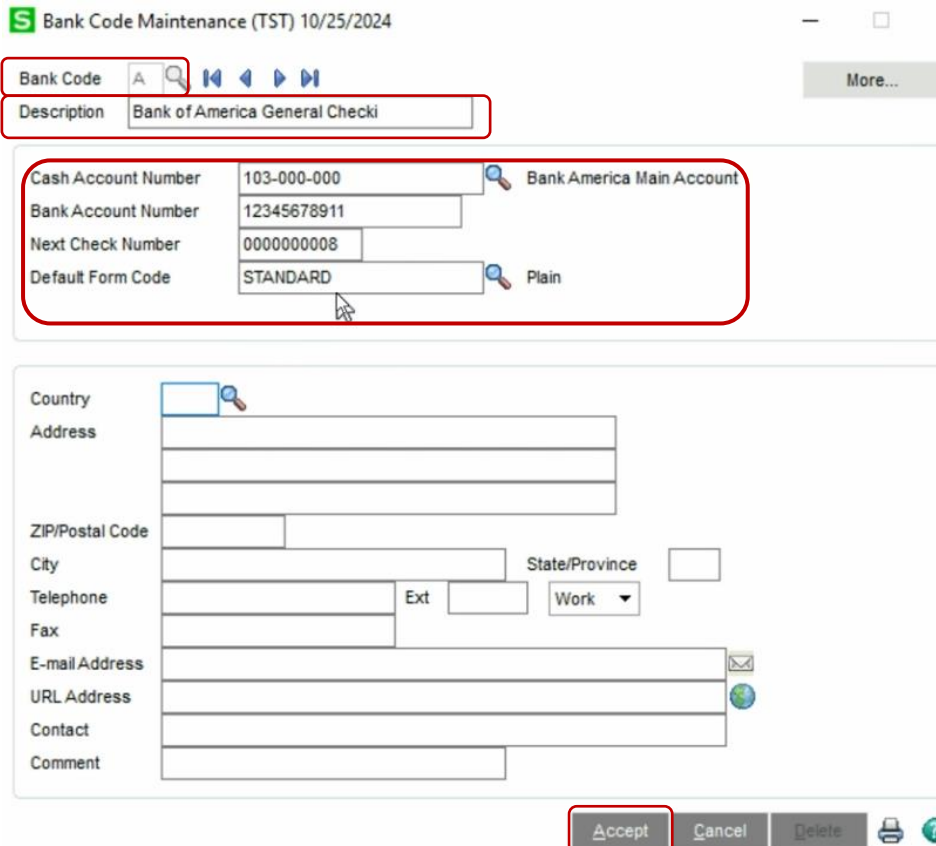


Creating Bank Code in Sage 100

- There are two ways to get to Bank Code Maintenance
 1. Bank Reconciliation > Main > Bank Code Maintenance **or** Accounts Payable > Setup > Bank Code Maintenance
 2. Enter New Bank Code
 3. Add a Description of Bank name
 4. Add Cash Account number that coincides with the bank account that is being set up
 5. Enter your Bank account number
 6. Enter your next check number you will start with
 7. Optional – Default Form Code – can be selected for Check form that has been customized for company. This will be the default form code for that Bank code when cutting checks.
 8. Optional – Contact information for bank
 9. Select Accept



The screenshot shows the 'Bank Code Maintenance' window in Sage 100. The window title is 'Bank Code Maintenance (TST) 10/25/2024'. The 'Bank Code' field is empty, and the 'Description' field contains 'Bank of America General Checki'. Below this, a table of fields is displayed:

Cash Account Number	103-000-000	Bank America Main Account
Bank Account Number	12345678911	
Next Check Number	0000000008	
Default Form Code	STANDARD	Plain

Below the table, there are several input fields for contact information: Country, Address (multiple lines), ZIP/Postal Code, City, State/Province, Telephone (with Ext and Work dropdown), Fax, E-mail Address, URL Address, Contact, and Comment. At the bottom right, there are buttons for 'Accept', 'Cancel', 'Delete', and a help icon.