

Transaction Maintenance

Table of Contents

Transaction Maintenance i
Transaction Maintenance 1

Transaction Maintenance

Bank Reconciliation > Maintenance > Bank Transactions > Transaction Maintenance

This tab is used to create, edit, and delete unreconciled data from the bank reconciliation transactions table.

Retrieve data:

Field	Description
Group Code	Click ⌄ to select a group code from the drop-down. After you select a group code, the associated transactions (cash receipts, checks, and journal vouchers) are displayed in accordion style sections. The group codes are populated from the Tables > Bank Account Fund Groups > Bank Account Group tab.
Cash Receipts	The **Cash Receipts** section is expanded by default if cash receipts exist for the selected group code. ❑ Click **Cash Receipts** to collapse the section. The following cash receipt information is displayed and can be modified: **Receipt Nbr** - cash receipt number **Amount** - total cash receipt amount **Date** - cash receipt date **Description** - cash receipt description By default, the results are sorted in ascending order by cash receipt number. Click a column heading to sort the data in ascending or descending order. ▲ - indicates that the column is sorted in ascending order ▼ - indicates that the column is sorted in descending order
Checks	
Journal Vouchers	

Click **Save**.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.