



Transaction Maintenance

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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 | <p>The Cash Receipts section is expanded by default if cash receipts exist for the selected group code.</p> <p><input type="checkbox"/> Click Cash Receipts to collapse the section. The following cash receipt information is displayed and can be modified:</p> <p>Receipt Nbr - cash receipt number Amount - total cash receipt amount Date - cash receipt date Description - cash receipt description</p> <p>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.</p> <p> - indicates that the column is sorted in ascending order  - indicates that the column is sorted in descending order</p> |
| Checks | |
| Journal Vouchers | |

Click **Save**.

Other functions and features:

| | |
|---|--|
|  | <p>Delete a row.</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> |
|---|--|