



Transaction Maintenance

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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	<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	<p><input type="checkbox"/> Click Checks to expand the section and view the checks associated with the selected group code. Click Checks again to collapse the section. The following check information is displayed and can be modified:</p> <p>Freq - payroll frequency (if applicable) Micr - check number correction Check Nbr - check number from Finance or Payroll Amount - total check amount Date - check date Payee Nbr - vendor number or employee number Payee Name - vendor name or employee name</p> <p>By default, the results are sorted in ascending order by check 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>

Field	Description
Journal Vouchers	<p data-bbox="331 174 1453 309">☐ Click Journal Vouchers to expand the section and view the journal vouchers associated with the selected group code. Click Journal Vouchers again to collapse the section. The following journal voucher information is displayed and can be modified:</p> <p data-bbox="331 315 847 349">Freq - payroll frequency (if applicable)</p> <p data-bbox="331 351 772 385">JV Nbr - journal voucher number</p> <p data-bbox="331 387 683 421">Amount - total JV amount</p> <p data-bbox="331 423 1015 456">Date - JV date (earliest date if multiple dates exist)</p> <p data-bbox="331 459 823 492">Description - JV number description</p> <p data-bbox="331 526 1458 593">By default, the results are sorted in ascending order by the journal voucher number. Click a column heading to sort the data in ascending or descending order.</p> <p data-bbox="331 629 1106 669">▲ - indicates that the column is sorted in ascending order</p> <p data-bbox="331 674 1121 714">▼ - indicates that the column is sorted in descending order</p>

Click **Save**.

Other functions and features:

	<p data-bbox="156 934 331 965">Delete a row.</p> <p data-bbox="156 967 1437 1032">Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p>
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