

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	❑ 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: **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 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. ▲ - indicates that the column is sorted in ascending order ▼ - indicates that the column is sorted in descending order

Field	Description
Journal Vouchers	❑ 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: **Freq** - payroll frequency (if applicable) **JV Nbr** - journal voucher number **Amount** - total JV amount **Date** - JV date (earliest date if multiple dates exist) **Description** - JV number description 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. ▲ - indicates that the column is sorted in ascending order ▼ - indicates that the column is sorted in descending order

Click **Save**. After the transaction maintenance is completed, you can reconcile the transactions.

Other functions and features:

+Add	Add a row. Click to add a row to the grid.
Reset	Reset data. Click to retrieve data from the last save. If you click **Reset**, any unsaved changes are lost.
🗑	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. Click **Save**.