



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><input type="checkbox"/> 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>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</p> <p>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> - indicates that the column is sorted in ascending order  - indicates that the column is sorted in descending order</p> |

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

Other functions and features:

| | |
|---|---|
| +Add | <p>Add a row. Click to add a row to the grid.</p> |
| Reset | <p>Reset data. Click to retrieve data from the last save. If you click Reset, any unsaved changes are lost.</p> |
|  | <p>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.</p> <p>Click Save.</p> |