

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

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

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, the transactions can be reconciled.

Other functions and features:

Reset	Click to retrieve data from the last save. If you click **Reset**, any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.