body

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This tab is used to extract transactions from the Finance and Human Resources tables for bank reconciliation.

Transactions are grouped and summarized as follows:

- **Cash Receipts** - Cash receipt number, date, and description
- **Checks** - Vendor number, check number, check date, check void flag (voids are extracted)
- **Payroll Checks** - Employee number, pay frequency, pay date, adjustment number (voids are extracted)
- **Journal Vouchers** - JV number, JV description (the earliest date is extracted)

EFT payments are extracted as a JV with the following JV number (description for all is EFT Total):

- **Vendor EFT**: EFT-mmddyy where mmddyy is the month/day/year of the check date.
- **Payroll EFT**: PAY EFT-mmddyy where mmddyy is the month/day/year of the pay date.

Payroll transfer transactions are extracted as a JV. An additional extract for the same Bank Account Group, Accounting Period and/or Pay Date range does not create duplicate entries.

Create transactions:

Create transactions

Bank Reconciliation > Maintenance > Bank Transactions > Create Transactions

CREATE TRANSACTIONS   TRANSACTION MAINTENANCE

Bank Account Grp: 0004 : PAYROLL CLEARING   ⋮   [Execute]   [Process]

GL File ID: C - [_____] ▼   Accounting Period: [8] ⬍   Pay Date From: 01-01-[___]   To: 01-28-[___]   [Cancel]

First ◀ ▶ Last

Date Run: Create Transaction - Summary Report
Cnty Dist: ISD   Page: 1 of 2
GL File ID: C   Bank Account Grp - 0004 : PAYROLL CLEARING   Pay Date From:
Acct Per: 08   To:

Checks:

Freq	Check Nbr	Amount	Date	Payee Nbr	Payee Name
5	037326	20.08	01-12-	001145	ZERTUCHE, XOCHITL G
5	037333	32.01	01-30-	001145	ZERTUCHE, XOCHITL G
5	037354	41.58	02-15-	001145	ZERTUCHE, XOCHITL G
5	037361	69.96	02-28-	001145	ZERTUCHE, XOCHITL G