



ASCENDER GUIDES



**body**



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This tab is used to create, edit, and delete unreconciled data from the bank reconciliation transactions table.

## Image

Delete	Receipt Nbr	Amount	Date	Description
	002305	(554,998.00)	05-02-2017	PURCHASE INVESTMENT ORZ6
	002306	(2,444,991.17)	05-02-2017	PURCHASE INVESTMENT ORZ6
	002307	(331.17)	05-01-2017	4-27 PAYROLL TRANSFER
	002338	6,787.50	05-03-2017	DEPOSIT-ESC 20 CCD
	002339	5,133.37	05-03-2017	DEPOSIT-ESC 20 CCD
	002340	143,139.57	05-05-2017	DEPOSIT-ESC 20 CCD
	002341	26,750.27	05-05-2017	DEPOSIT-TMHP
	002342	323,817.38	05-05-2017	DEPOSIT-TAX TRANSFER APR17
	002349	84.50	05-02-2017	DEPOSIT-SWE #8
	002350	324.00	05-05-2017	DEPOSIT-RESNIK #46
	002351	141.00	05-01-2017	DEPOSIT-FOUNDATION FORMULA
	002352	748.00	05-02-2017	DEPOSIT-ATH #80
	002353	1,417.84	05-04-2017	DEPOSIT-ATH #81
	002355	90.00	05-08-2017	DEPOSIT-BC #25
	002427	3,300.00	05-10-2017	DEPOSIT-HOLT

## Retrieve data:

Field	Description
<b>Group Code</b>	Click  to select a group code from the drop down. After you select a group code, the associated transactions ( <b>Cash Receipts</b> , <b>Checks</b> , and <b>Journal Vouchers</b> ) 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

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**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

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## 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

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## 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)

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**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:**

<b>Reset</b>	Click to retrieve data from the last save. If you click <b>Reset</b> , 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 <b>Save</b> .