



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.<br><br>Click <b>Save</b> . |