

# body

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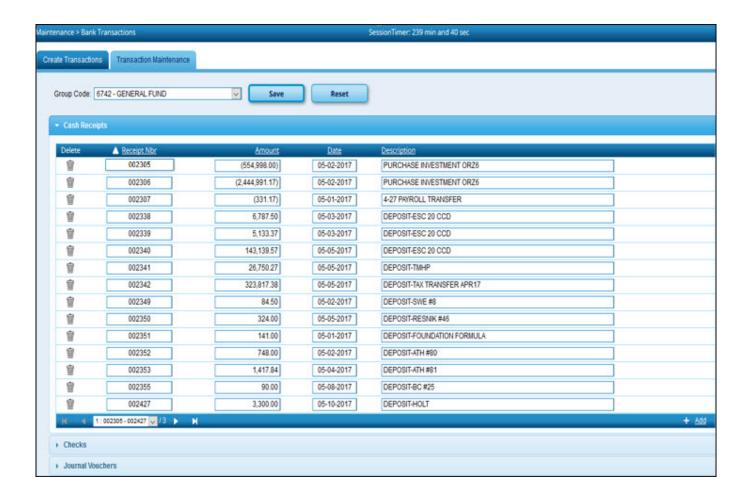
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This tab is used to create, edit, and delete unreconciled data from the bank reconciliation transactions table.

#### **Image**



#### 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 ( <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

 $\overline{\mathsf{V}}$  - 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

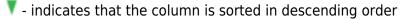
Payee Nbr - vendor number or employee number

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.



 $ilde{lack}$  - indicates that the column is sorted in ascending 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 IV 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
- $oldsymbol{\mathbb{V}}$  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 <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 Save.

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