



# Perform transaction maintenance




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## Transaction Maintenance

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
- 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

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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)

**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.