


# Transaction Maintenance - HRS5600

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# Transaction Maintenance - HRS5600

***Payroll > Payroll Processing > Deduction Checks > Transaction Maintenance***

This tab is used to modify individual deduction transactions. The grid on the Transaction Maintenance tab is populated when Create on the Create Transactions tab is selected. You can change the deduction transaction for an individual or a group of codes from this tab. The Transaction Maintenance tab allows you to modify transactions before creating deduction checks and posting to the general ledger. Transactions that are disabled have already had checks issued and cannot be updated.

**Note**: When performing a check void or check issue, if deduction checks have already been extracted for the pay date, transactions are inserted into the deduction liability check table for the pay date. See Check Void and Check Issue for more information.

## Perform transaction maintenance:

| Field | Description |
|---|---|
| **Vendor Nbr** | Click to select the vendor to be paid by the deduction check. |
| **Deduct Code** | Click to select the deduction code used to identify the deduction transaction. |
| **From Pay Date** | Click to select the beginning pay date. |
| **To Pay Date** | Click to select the ending pay date. |
| **Unpaid Chks Only** | Selected by default, to limit the selected records to liability checks that have not been paid. To view all records, clear **Unpaid Chks Only**. |
| **Include Cleared Chks** | Select to include cleared checks in transaction maintenance; leave blank to not include cleared checks. This field is disabled if **Unpaid Chks Only** is selected. |

❑ Click **Retrieve**. The system populates a grid with data for the selected vendor by pay date, and fields display in the free-form area at the bottom of the tab. Data can be entered in the free-form area.

❑ Click **+Add** to add a row.

| | |
|---|---|
| **Frequency** | Type the current or a new pay frequency. |
| **Pay Date** | Type the pay date in the MMDDYYYY format for this transaction. |
| **Vendor Name/Sort Key** | Click to select the new or revised vendor name to be used for the check. |
| **Vendor Nbr** | Type the vendor number, or click to select the new or revised vendor number to be used for the check. As you type the data, a drop-down list of corresponding data is displayed. Select the desired vendor number. |
| **Employee Nbr** | Type specific employee number for this transaction. As you type the data, a drop-down list of corresponding data is displayed. Select the employee name. |
| **Deduct Code** | Click to select the code used for this deduction transaction. |

| | |
|---|---|
| **Deduction Amt** | Type the amount deducted, if different from the previous amount. |
| **Account Code** | Type the account code, or click ⋮ to select the code for the account that controls the funds authorized in the previous fields. As you type the data, a drop-down list of corresponding data is displayed. Select an account code. Only expenditures account codes with object 2XXX are allowed. |

The following fields are inactive and are populated after completing interface deduction processing on the next tab. The fields are display only, even when populated.

- **Check Nbr**
- **Check Date**
- **Check Type**
- **Check Cleared**

❑ Click **Save**.

❑ Click 🔍 to view additional information for a row.

❑ Click **Print**. A print options dialog box is displayed with the following options:

- **Detail Deduct Checks** - prints a detailed listing of all transfer checks.
- **Deduct Check Trans** - prints all the transfer check transactions.
- **Page Break by Ded Cd/Vendor** - must be used in conjunction with at least one of the above options (Detail Deduct Checks or Deduct Check Trans) in order to generate the report.

❑ Select your option(s) and click **OK** to view a copy of the report. Review the report. Otherwise, click **Cancel**.