

Transaction Maintenance - HRS5600

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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.

If a deduction check has already been posted for the pay date and is voided using the check void process in Finance, then transactions are inserted into the transaction maintenance table in Payroll for the pay date. You can make changes and re-issue the check. Or, if a replacement check is not necessary, you can delete the transactions from the transaction maintenance table in Payroll.

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	This check box is disabled if **Unpaid Chks Only** is selected. If the selected range of transactions includes deductions that were paid with a check and this field is selected, then the transactions that have been processed through bank reconciliation are included with the **Check Cleared** check box 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 a 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**.