



# Create Transactions



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## Bank Reconciliation > Maintenance > Bank Transactions > Create Transactions

This tab is used to extract transactions from the Finance and Human Resources tables for bank reconciliation.

### Modify a record:

| Field                              | Description   |
|------------------------------------|---|
| <b>Bank Account Grp</b>            | Type the bank account group code to be used. This field is required.<br><br>If the bank account group code is not known, click  . The <a href="#">Bank Account Grp lookup</a> is displayed.<br><br>To narrow the search for a bank account group code, type data in the <b>Search</b> field. A list of codes matching the search criteria is displayed.<br><br>Select a bank account group code from the list. Otherwise, click <b>Cancel</b> .  |
| <b>GL File ID</b>                  | Click  to select a general ledger file ID. This field is required.  |
| <b>Accounting Period</b>           | Type the accounting period to be used. The leading zero is not required. Or, click  to select an accounting period. Only one accounting can be used at a time. If this field is not populated, Finance data is not retrieved.  |
| <b>Pay Date From and To fields</b> | Type the from and to pay dates to be used. You can enter the same to and from date to retrieve data for a single date. If the pay date fields are not populated, Human Resources data is not retrieved.   |
| <b>Execute</b>                     | <input type="checkbox"/> Click <b>Execute</b> to retrieve the applicable transactions based on the entered search criteria. All reports are displayed by the transaction category ( <b>Checks, Cash Receipts, and Journal Vouchers</b> ).<br><br>If there are errors, an error report is displayed. If no errors are encountered, the <b>Error Report</b> and <b>Summary Report</b> buttons are not displayed. You can toggle between the summary and the error report. <ul style="list-style-type: none"> <li>• Click the <b>Summary Report</b> button to view the Summary Report.</li> <li>• Click the <b>Error Report</b> button to view the Error report.</li> </ul> <a href="#">Review the report.</a> |
| <b>Process</b>                     | <input type="checkbox"/> Click <b>Process</b> to import the transactions listed on the Summary Report to the Maintenance > Transaction Maintenance page. The <b>Process</b> button is disabled until valid transactions are retrieved.  |
| <b>Cancel</b>                      | Click to cancel the process and clear the data on the tab.  |



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