



# 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.

Transactions are grouped and summarized as follows:




- **Cash Receipts** - Cash receipt number, date, and description
- **Checks** - Vendor number, check number, check date, check void flag (voids are extracted)
- **Payroll Checks** - Employee number, pay frequency, pay date, adjustment number (voids are extracted)
- **Journal Vouchers** - JV number, JV description (the earliest date is extracted)

EFT payments are extracted as a JV with the following JV number (description for all is EFT Total):

- **Vendor EFT:** EFT-mmddyy where mmddyy is the month/day/year of the check date.
- **Payroll EFT:** PAY EFT-mmddyy where mmddyy is the month/day/year of the pay date.

Payroll transfer transactions are extracted as a JV. An additional extract for the same Bank Account Group, Accounting Period and/or Pay Date range does not create duplicate entries.

### Modify a record:

Field	Description
<b>Bank Account Grp</b>	Type the bank account group code to be used. This field is required.  If the bank account group code is not known, click  . The <a href="#">Bank Account Grp lookup</a> is displayed.  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.  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 or select from the calendar 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>	<p><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>).</p> <p>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.</p> <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> <p><a href="#">Review the report.</a></p>
<b>Process</b>	<p><input type="checkbox"/> Click <b>Process</b> to import the transactions listed on the Summary Report to the Maintenance &gt; Transaction Maintenance page. The <b>Process</b> button is disabled until valid transactions are retrieved.</p>
<b>Cancel</b>	<p>Click to cancel the process and clear the data on the tab.</p>



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