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Create Transactions

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Create Transactions

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):

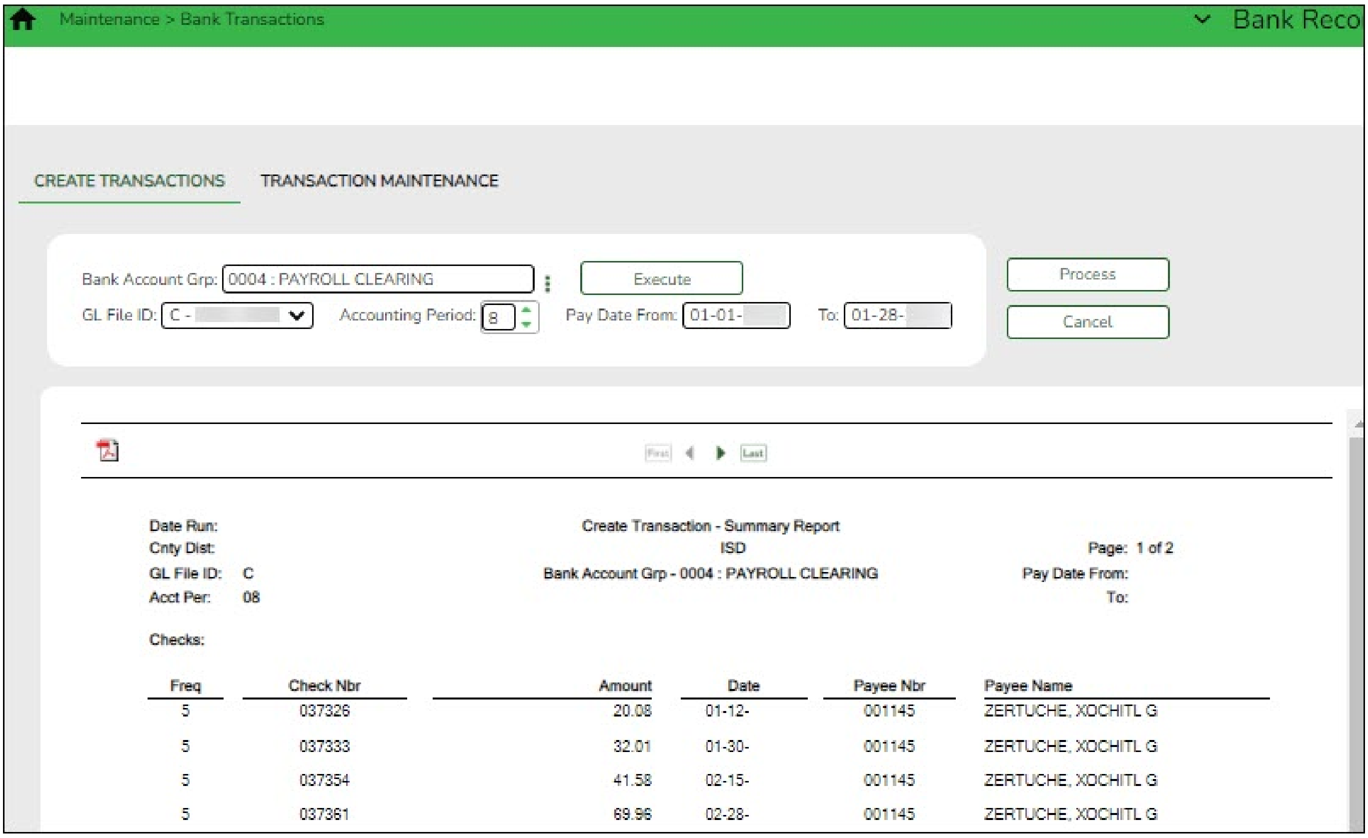
- **Vendor EFT**: EFT-mmddyy where mmddyy is the month/day/year of the check date.
- **Payroll EFT**: PAY EFT-mmddyy where mmddyy is the month/day/year of the pay date.

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.

Create transactions:

Create transactions

Bank Reconciliation > Maintenance > Bank Transactions > Create Transactions



Bank Account Grp: 0004 : PAYROLL CLEARING

GL File ID: C - [redacted]

Accounting Period: 8

Pay Date From: 01-01-[redacted]

To: 01-28-[redacted]

Date Run:
Cnty Dist:
GL File ID: C
Acct Per: 08

Create Transaction - Summary Report
ISD
Bank Account Grp - 0004 : PAYROLL CLEARING

Page: 1 of 2
Pay Date From:
To:

Checks:

Freq	Check Nbr	Amount	Date	Payee Nbr	Payee Name
5	037326	20.08	01-12-	001145	ZERTUCHE, XOCHITL G
5	037333	32.01	01-30-	001145	ZERTUCHE, XOCHITL G
5	037354	41.58	02-15-	001145	ZERTUCHE, XOCHITL G
5	037361	69.96	02-28-	001145	ZERTUCHE, XOCHITL G

This tab is used to extract transactions from the Finance and Payroll 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)

Note: The original and voided check transactions are extracted even if the two transactions have the same date.

- **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.

Note: Accounts with an **Investment Type** selected on the Bank Reconciliation > Tables > Bank Account Fund Groups > Bank Account Group Funds tab are not extracted.

Create transactions:

Field	Description
Bank Account Grp	Type the bank account group code to be used. This field is required. If the bank account group code is not known, click ⋮ . The Bank Account Grp lookup is displayed. To narrow the search for a bank account group code, type data in the **Search** field. A list of codes matching the search criteria is displayed. Select a bank account group code from the list. Otherwise, click **Cancel**.
GL File ID	Click ⌄ to select a general ledger file ID. This field is required.
Accounting Period	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.
Pay Date From and To	Type or select from the calendar the from and to pay dates to be used to retrieve payroll data. If you do not need payroll data, leave these fields blank. You can enter the same to and from date to retrieve data for a single date.

❑ Click **Execute** to retrieve the applicable transactions based on the entered search criteria. All reports are displayed by the transaction category (**Checks**, **Cash Receipts**, and **Journal Vouchers**).

If there are errors, an error report is displayed. If no errors are encountered, the **Error Report** and **Summary Report** buttons are not displayed.

You can toggle between the summary and the error report.

- Click the **Summary Report** button to view the Summary Report.
- Click the **Error Report** button to view the Error report.

Review the report.

❑ Click **Process** to import the transactions listed on the Summary Report to the Maintenance > Transaction Maintenance page. The **Process** button is disabled until valid transactions are retrieved.

❑ Click **Cancel** to cancel the process and clear the data on the tab.

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