


# Transaction Maintenance

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# Transaction Maintenance

***Bank Reconciliation > Maintenance > Bank Transactions > Transaction Maintenance***

This tab is used to create, edit, and delete unreconciled data from the bank reconciliation transactions table.

## Retrieve data:

| Field | Description |
|---|---|
| **Group Code** | Click ⌄ to select a group code from the drop down. After you select a group code, the associated transactions (**Cash Receipts**, **Checks**, and **Journal Vouchers**) are displayed in accordion style sections. The group codes are populated from the Tables > Bank Account Fund Groups > Bank Account Group tab. |

## Cash Receipts

The **Cash Receipts** section is expanded by default if cash receipts exist for the selected group code.

❑ Click **Cash Receipts** to collapse the section. The following cash receipt information is displayed and can be modified:

**Receipt Nbr** - cash receipt number
**Amount** - total cash receipt amount
**Date** - cash receipt date
**Description** - cash receipt description

By default, the results are sorted in ascending order by cash receipt number. Click a column heading to sort the data in ascending or descending order.

▲ - indicates that the column is sorted in ascending order
▼ - indicates that the column is sorted in descending order

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## Checks

❑ Click **Checks** to expand the section and view the checks associated with the selected group code. Click **Checks** again to collapse the section.The following check information is displayed and can be modified:

**Freq** - payroll frequency (if applicable)
**Micr** - check number correction

**Check Nbr** - check number from Finance or Payroll
**Amount** - total check amount
**Date** - check date
**Payee Nbr** - vendor number or employee number
**Payee Name** - vendor name or employee name

By default, the results are sorted in ascending order by check number. Click a column heading to sort the data in ascending or descending order.

- indicates that the column is sorted in ascending order
- indicates that the column is sorted in descending order

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## Journal Vouchers

❑ Click **Journal Vouchers** to expand the section and view the journal vouchers associated with the selected group code. Click **Journal Vouchers** again to collapse the section. The following journal voucher information is displayed and can be modified:

**Freq** - payroll frequency (if applicable)
**JV Nbr** - journal voucher number
**Amount** - total JV amount
**Date** - JV date (earliest date if multiple dates exist)
**Description** - JV number description

By default, the results are sorted in ascending order by the journal voucher number. Click a column heading to sort the data in ascending or descending order.

- indicates that the column is sorted in ascending order
- indicates that the column is sorted in descending order

❑ Click **Save**. After the transaction maintenance is completed, the transactions can be reconciled.

## Other functions and features:

| | |
|---|---|
| **Reset** | Click to retrieve data from the last save. If you click **Reset**, any unsaved changes are lost. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |


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