


# 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.<br>❑ Click **Cash Receipts** to collapse the section. The following cash receipt information is displayed and can be modified:<br>**Receipt Nbr** - cash receipt number<br>**Amount** - total cash receipt amount<br>**Date** - cash receipt date<br>**Description** - cash receipt description<br><br>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.<br>▲ - indicates that the column is sorted in ascending order<br>▼ - indicates that the column is sorted in descending order |
| **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:<br>**Freq** - payroll frequency (if applicable)<br>**Micr** - check number correction<br>**Check Nbr** - check number from Finance or Payroll<br>**Amount** - total check amount<br>**Date** - check date<br>**Payee Nbr** - vendor number or employee number<br>**Payee Name** - vendor name or employee name<br><br>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.<br><br>▲ - indicates that the column is sorted in ascending order<br>▼ - indicates that the column is sorted in descending order |
| **Journal Vouchers** | |

Click **Save**.

## Other functions and features:

| | |
|---|---|
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |


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