

# **Transaction Maintenance**

2025/12/06 06:16 i Transaction Maintenance

# **Table of Contents**

Transaction Maintenance	1

# **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
<b>Group Code</b>	Click to select a group code from the drop-down. After you select a group code, the associated transactions ( <b>Cash Receipts</b> , <b>Checks</b> , and <b>Journal Vouchers</b> ) 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
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

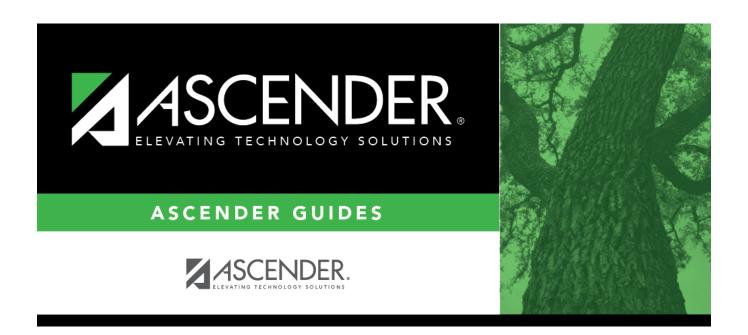
2025/12/06 06:16 1 Transaction Maintenance

Field	Description
Journal Vouchers	☐ Click <b>Journal Vouchers</b> to expand the section and view the journal vouchers associated with the selected group code. Click <b>Journal Vouchers</b> 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)
	<b>Description</b> - 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
	$lack{V}$ - indicates that the column is sorted in descending order

Click **Save**. After the transaction maintenance is completed, you can reconcile the transactions.

### Other functions and features:

Add a row. Click to add a row to the grid.	
Reset data. Click to retrieve data from the last save. If you click <b>Reset</b> , any unsaved changes are lost.	
Delete a row.  Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click Save.	



## **Back Cover**