



## ASCENDER GUIDES



# 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
<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.
<b>Cash Receipts</b>	<p>The <b>Cash Receipts</b> section is expanded by default if cash receipts exist for the selected group code.</p> <p><input type="checkbox"/> Click <b>Cash Receipts</b> to collapse the section. The following cash receipt information is displayed and can be modified:</p> <p><b>Receipt Nbr</b> - cash receipt number  <b>Amount</b> - total cash receipt amount  <b>Date</b> - cash receipt date  <b>Description</b> - cash receipt description</p> <p>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.</p> <p> - indicates that the column is sorted in ascending order   - indicates that the column is sorted in descending order</p>
<b>Checks</b>	<p><input type="checkbox"/> Click <b>Checks</b> to expand the section and view the checks associated with the selected group code. Click <b>Checks</b> again to collapse the section. The following check information is displayed and can be modified:</p> <p><b>Freq</b> - payroll frequency (if applicable)  <b>Micr</b> - check number correction  <b>Check Nbr</b> - check number from Finance or Payroll  <b>Amount</b> - total check amount  <b>Date</b> - check date  <b>Payee Nbr</b> - vendor number or employee number  <b>Payee Name</b> - vendor name or employee name</p> <p>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.</p> <p> - indicates that the column is sorted in ascending order   - indicates that the column is sorted in descending order</p>

Field	Description
<b>Journal Vouchers</b>	<p><input type="checkbox"/> 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:</p> <p><b>Freq</b> - payroll frequency (if applicable)  <b>JV Nbr</b> - journal voucher number  <b>Amount</b> - total JV amount  <b>Date</b> - JV date (earliest date if multiple dates exist)  <b>Description</b> - JV number description</p> <p>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.</p> <p>▲ - indicates that the column is sorted in ascending order  ▼ - indicates that the column is sorted in descending order</p>

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

### Other functions and features:

<b>+Add</b>	<a href="#">Add a row.</a> Click to add a row to the grid.
<b>Reset</b>	<a href="#">Reset data.</a> Click to retrieve data from the last save. If you click <b>Reset</b> , any unsaved changes are lost.
	<a href="#">Delete a row.</a> 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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