



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 |
|-------------------|--|
| 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

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

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:

| | |
|---|--|
| +Add | Add a row. Click to add a row to the grid. |
| Reset | Reset data. Click to retrieve data from the last save. If you click Reset , 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