



**body**



# Table of Contents

Create transactions ..... 1



This tab is used to extract transactions from the Finance and Human Resources tables for bank reconciliation.

Transactions are grouped and summarized as follows:

- **Cash Receipts** - Cash receipt number, date, and description
- **Checks** - Vendor number, check number, check date, check void flag (voids are extracted)
- **Payroll Checks** - Employee number, pay frequency, pay date, adjustment number (voids are extracted)
- **Journal Vouchers** - JV number, JV description (the earliest date is extracted)

EFT payments are extracted as a JV with the following JV number (description for all is EFT Total):

- **Vendor EFT:** EFT-mmddyy where mmddyy is the month/day/year of the check date.
- **Payroll EFT:** PAY EFT-mmddyy where mmddyy is the month/day/year of the pay date.

Payroll transfer transactions are extracted as a JV. An additional extract for the same Bank Account Group, Accounting Period and/or Pay Date range does not create duplicate entries.

## Create transactions:

# Create transactions

[Bank Reconciliation](#) > [Maintenance](#) > [Bank Transactions](#) > [Create Transactions](#)

Maintenance > Bank Transactions
 ▼ Bank Reco

CREATE TRANSACTIONS

TRANSACTION MAINTENANCE

Bank Account Grp: 0004 : PAYROLL CLEARING

Execute

Process

GL File ID: C -

Accounting Period: 8

Pay Date From: 01-01-

To: 01-28-

Cancel

First < > Last

Date Run:  
Cnty Dist:  
GL File ID: C  
Acct Per: 08

Create Transaction - Summary Report  
ISD  
Bank Account Grp - 0004 : PAYROLL CLEARING

Page: 1 of 2  
Pay Date From:  
To:

Checks:

| Freq | Check Nbr | Amount | Date   | Payee Nbr | Payee Name          |
|------|-----------|--------|--------|-----------|---------------------|
| 5    | 037326    | 20.08  | 01-12- | 001145    | ZERTUCHE, XOCHITL G |
| 5    | 037333    | 32.01  | 01-30- | 001145    | ZERTUCHE, XOCHITL G |
| 5    | 037354    | 41.58  | 02-15- | 001145    | ZERTUCHE, XOCHITL G |
| 5    | 037361    | 69.96  | 02-28- | 001145    | ZERTUCHE, XOCHITL G |



## Back Cover