

# body

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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 ( <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

 $oldsymbol{\mathbb{Y}}$  - 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

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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

 $oldsymbol{\mathbb{Y}}$  - 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

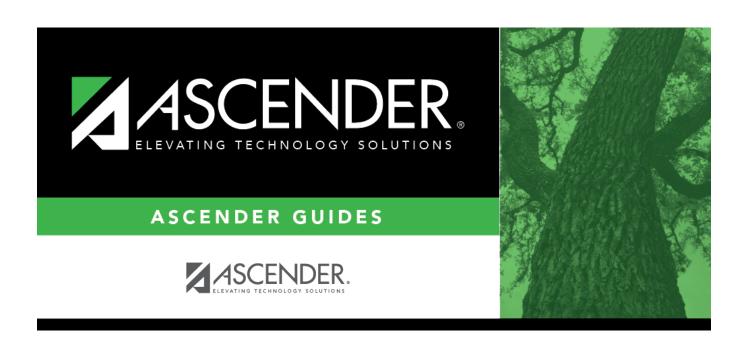
 $oldsymbol{\mathbb{Y}}$  - indicates that the column is sorted in descending order

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

#### Other functions and features:

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

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