



journal_vouchers_reconciliation_displayed

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- ☐ Click **Journal Vouchers** to expand the section and view the journal voucher associated with the selected group code. Click **Journal Vouchers** to collapse the section.
- ☐ Select the **Recon** check box for the transactions that you want to reconcile.
- ☐ Click **Select All** to select all of the transactions in the section or click **Unselect all** to clear all of the selected transactions.

The following journal voucher information is displayed:

Freq
JV Nbr
Amount
Date
Description

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



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