




## **transaction\_maintenance**



# Table of Contents



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.



## 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.



## Back Cover