



## **Perform transaction maintenance**



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# Perform transaction maintenance

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**CREATE TRANSACTIONS**   **TRANSACTION MAINTENANCE**

Group Code: 0004 - PAYROLL CLEARING   Save   Reset

▶ Cash Receipts

▶ Checks

Delete	Freq	MICR	Check Nbr	Amount	Date	Payee Nbr	Payee Name
	<input type="checkbox"/>	<input type="text"/>	037332	0.01	12-31-2017	00873	JUSTIN TYLER STARNES
	<input type="checkbox"/>	<input type="text"/>	037389	51.56	03-30-2018	01145	ALEX G. RIVERA
	<input type="checkbox"/>	<input type="text"/>	037390	256.50	03-30-2018	39557	MARIBEL ACEVEDO
	<input type="checkbox"/>	<input type="text"/>	037391	25.00	03-30-2018	36872	ANNUITY INVESTORS LIFE INS CO
	<input type="checkbox"/>	<input type="text"/>	037392	4.90	03-30-2018	12177	CINCINNATI LIFE INS. CO.
	<input type="checkbox"/>	<input type="text"/>	037393	8,324.25	03-30-2018	13115	TXSD I.S.D.
	<input type="checkbox"/>	<input type="text"/>	037394	215.00	03-30-2018	36873	TXSD ISD - CAMPUS ACTIVITY FUNDS
	<input type="checkbox"/>	<input type="text"/>	037395	29,458.60	03-30-2018	38466	FIRST FINANCIAL GROUP OF AMERICA
	<input type="checkbox"/>	<input type="text"/>	037396	690.00	03-30-2018	28053	FIRSTMARK CREDIT UNION
	<input type="checkbox"/>	<input type="text"/>	037397	2,314.00	03-30-2018	37526	FRIO COUNTY FEDERAL CREDIT UNION
	<input type="checkbox"/>	<input type="text"/>	037398	63.44	03-30-2018	39619	MARISSA GONGORA
	<input type="checkbox"/>	<input type="text"/>	037399	3,179.06	03-30-2018	39165	INVESTRUST
	<input type="checkbox"/>	<input type="text"/>	037400	175.46	03-30-2018	38928	LEGALSHIELD
	<input type="checkbox"/>	<input type="text"/>	037401	148.00	03-30-2018	38930	LYDIA TREVIÑO
	<input type="checkbox"/>	<input type="text"/>	037402	325.00	03-30-2018	39645	CECILIA MARIN

First ◀ 1 - 037332 - 037402 / 2 ▶ Last

▶ Journal Vouchers

This tab is used to create, edit, and delete unreconciled data from the bank reconciliation transactions table.

## Retrieve data:

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

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**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

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**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

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**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:

<b>Reset</b>	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 <b>Save</b> .



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