



## Perform transaction maintenance



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# Perform transaction maintenance

Bank Reconciliation > Maintenance > Bank Transactions > Transaction Maintenance

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

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

## 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.	  <b>Click Save.</b>



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