



transactionmaintenance

Table of Contents

Transaction Maintenance - HRS8400 1

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Human Resources > Utilities > Transfer Transaction Processing > Transaction Maintenance

This tab is used to modify individual transfer transactions. The grid on the Transaction Maintenance tab is populated when the user clicks **Create** on the Create Transactions tab. Users can change the transfer transaction for an individual or a group of codes from this tab. The Transaction Maintenance tab allows users to modify and/or add transactions before creating transfer checks and posting to the general ledger. Transfer transactions such as TEXNET and LONESTAR POOL. can be added to this page for posting to Finance without issuing an actual check or creating a journal entry. Transactions that are grayed out have already had checks issued and cannot be updated. Although actual checks are not issued by the system, the wire transfers are displayed on the Check Register as checks.

Note: If transfer checks have already been posted for the pay date and the transfer transaction is voided using Check Void in Finance, transactions are inserted into the transfer transaction table for the pay date.

Perform transaction maintenance:

Field	Description
Vendor Nbr	Click ▼ to select the vendor to be paid by the deduction check.
Deduct Code	Click ▼ to select the deduction code used to identify the deduction transaction.
From Pay Date	Click ▼ to select the beginning pay date.
To Pay Date	Click ▼ to select the ending pay date.
Unpaid Chks Only	Selected, by default, to limit the selected records to liability checks that have not been paid. To view all records, clear this field.
Include Cleared Chks	Select to include cleared checks in transaction maintenance; leave blank to not include cleared checks. This field is disabled if Unpaid Chks Only is selected.

Click **Retrieve**. The system populates the grid with data for the selected vendor by pay date, and fields display in the free-form area at the bottom of the tab. Data can be entered in the free-form

Click **+Add** to add a row.

Frequency	Type the current or a new pay frequency.
Pay Date	Type the pay date in the MMDDYYYY format for this transaction.
Vendor Name/Sort Key	Click ▼ to select the new or revised vendor name to be used for the check.
Vendor Nbr	Type the vendor number, or click to select the new or revised vendor number to be used for the check. As you type the data, a drop-down list of corresponding data is displayed. Select the desired vendor number.

Employee Nbr	Type the code of the specific employee for this transaction. As you type the data, a drop-down list of corresponding data is displayed. Select the employee name. This field is optional.
Deduct Code	Click ▼ to select the code used for this deduction transaction. This field is optional.
Deduction Amt	Type the amount deducted, if different from the previous amount. This field is optional.
Account Code	Type the account code, or click ▼ to select the code for the account that controls the funds authorized in the previous fields. As you type the data, a drop-down list of corresponding data is displayed. Select the desired account code.

The following fields are disabled and are populated after completing interface transfer transaction processing on the next tab. The fields are always display only, even when populated.

- **Check Nbr**
- **Check Date**
- **Check Typ**
- **Check Cleared**

Click **Save**.


Click **Print**. A print options dialog box is displayed with the following options:


- **Detail Transfer Checks** - prints a detailed listing of all transfer checks.
- **Transfer Check Trans** - prints all the transfer check transactions.

Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the Catalog tab.


[Review the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.



The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Other functions and features:

	Click to view additional information for a row.
	<p>Delete a row.</p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>



Back Cover