


# Transaction Maintenance - HRS8400

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***Payroll > Utilities > Transfer Transaction Processing > Transaction Maintenance***

This utility is used to modify individual transfer transactions. The grid on the Transaction Maintenance tab is populated when you click **Create** on the Create Transactions tab. You can change the transfer transaction for an individual or a group of codes. The Transaction Maintenance tab allows you 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** | This checkbox is disabled if **Unpaid Chks Only** is selected.<br><br>If the selected range of transactions includes deductions that were paid with a check and this field is selected, then the transactions that have been processed through bank reconciliation are included with the **Check Cleared** checkbox selected. |

❑ Click **Retrieve**. The grid is populated with data for the selected vendor by pay date and detail fields are displayed at the bottom of the page.

❑ Click **+Add** to add a row.

| | |
|---|---|
| **Frequency** | Type the current or a new pay frequency. |
| **Pay Date** | Type the pay date in the MM-DD-YYYY format for this transaction. |
| **Vendor Name/Sort Key** | Begin typing a vendor name. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. The **Vendor Nbr** field is populated based on the selection. |
| **Vendor Nbr** | Begin typing a vendor number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. The **Vendor Name** field is populated based on the selection. |

| | |
|---|---|
| **Employee Nbr** | Begin typing an employee number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee. This field is optional. |
| **Deduct Code** | Click to select the code to use 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 an account code. |

The following fields are disabled but are populated after completing the interface transfer transaction processing on the Process Transfer Checks tab.

- **Check Nbr**
- **Check Date**
- **Check Type**
- **Check Cleared**

❑ Click **Save** to save the changes.

❑ 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 click **OK** to display a copy of the report. Otherwise, click **Cancel** to return to the Transaction Maintenance tab. Review the report.

## Other functions and features:

| | |
|---|---|
| | Click to view additional information for a row. |
| | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |


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