


# Transactions Guide

- The following provides the Transactions view from KYGFIS and explains how to interpret the grid.



**KYGFIS**

2/7/2024 12:22 PM  
Idle Time: 00:01:20

Auto Refresh: **Off**    
 Rate:  mins

User: CTaylor

Case Management

Client: XXXXXXXXXX

Face Sheet: \$1,474.77

Events

Face To Face

Appointment History

Address History

Contacts

Status History

**Transactions**

Budget

Assets

**Transactions**

View

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<input type="checkbox"/>		Posted	Anticipated	Who	Total Cash Effect	Status	Refnum	Acct Num	Why	Type	Batch
<input type="checkbox"/>		02/05/2024	01/03/2024	US TREASURY	\$731.00	Posted	021000029623195	407023238A	SSA	R	3RD OF MONTH
<input type="checkbox"/>		02/05/2024	01/03/2024	US TREASURY	\$759.00	Cleared	021000029623195	369203786C1	SSA	R	3RD OF MONTH
<input type="checkbox"/>		02/01/2024	02/01/2024	CHFS - Fiduciary Account	\$2.64	Posted			Interest 01/01/2024 through 01/31/2024	J	INTEREST
<input type="checkbox"/>			02/03/2024	US TREASURY	\$731.00	Held		407023238A	SSA	R	3RD OF MONTH
<input type="checkbox"/>			02/03/2024	US TREASURY	\$759.00	Held		369203786C1	SSA	R	3RD OF MONTH
<input type="checkbox"/>		02/05/2024	02/05/2024	EMPLOYMENT SOLUTIONS/LIFE WORKS RES	(\$600.00)	Posted			RENT	P	ACH - FACILITY PAY
<input type="checkbox"/>		02/05/2024	02/05/2024	EMPLOYMENT SOLUTIONS/LIFE WORKS RES	(\$275.00)	Posted	5361972		PERSONAL NEEDS	P	PERSONAL NEEDS
<input type="checkbox"/>			03/05/2024	EMPLOYMENT SOLUTIONS/LIFE WORKS RES	(\$600.00)	Held			RENT	P	ACH - FACILITY PAY
<input type="checkbox"/>			03/05/2024	EMPLOYMENT SOLUTIONS/LIFE WORKS RES	(\$275.00)	Held			PERSONAL NEEDS	P	PERSONAL NEEDS

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- The Transactions grid defaults to the current month so everything on the page is activity that has happened and is scheduled to happen for the full month.
- Sometimes the current month can be more than one page; if at the bottom of the page the word “Next” is bolded then you have another page you can review.
- Amounts in black are income/deposits.
  - Includes deposits already made and ones set up to come in the future.
- Amounts in red with parenthesis are payments.
  - Includes payments already gone out and ones set up to go out.
- Anticipated Date is the date that we plan to receive or send that payment. These dates may not be accurate as we don’t have a clear date of when we will become payee in the beginning.
- Posted Date is the date that the payment/deposit has been posted to the account (money has been removed/deposited).
- Status column
  - Posted – amount has been deducted or added to the account.
  - Cleared – check has been endorsed and has cleared the bank.
  - Printing – check is in the process of being printed (amount is not deducted from the total balance until posted).
  - Held – is awaiting approval or anticipated date to be processed.
    - Fiduciary does not “hold” checks. If the Anticipated Date is past the date shown in Transactions, contact the Payment & Reporting Section Supervisor.
    - PEND – payment request is pending more information or clarification (see Notes box on payment).