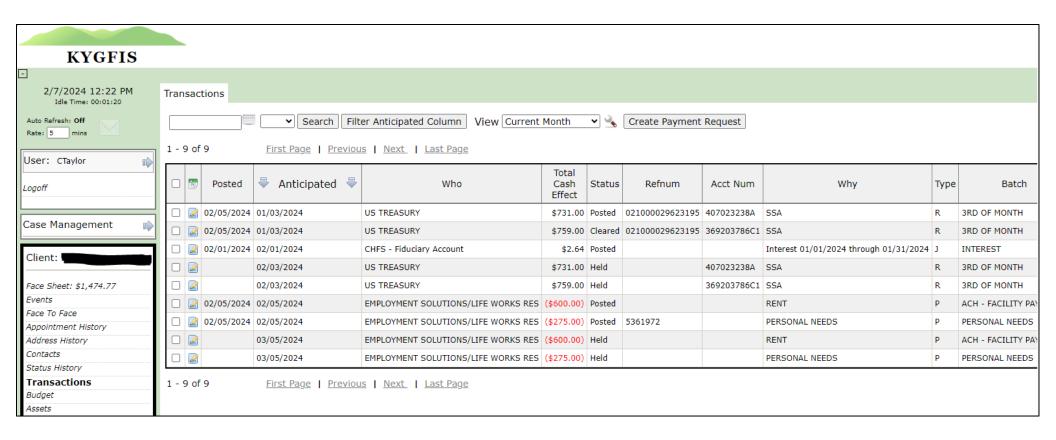
Transactions Guide

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



- 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.
 - o 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
 - o Posted amount has been deducted or added to the account.
 - O 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).