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1 Bank Reconciliation

This chapter contains:

- Overview of Bank Reconciliation
- Entering Bank Statement Information
- Running the Automated Bank Reconciliation Process
- Running the Semi Manual Bank Reconciliation Process
- Recording Interest and Fees
Overview of Bank Reconciliation

Overview

Central Office Accounting personnel do monthly bank reconciliations. The objectives of performing bank reconciliations include:

- identifying timing differences and imbalances between bank and system transactions
- identifying potential accounting or banking errors
- detecting instances of fraud or other unauthorized activity

This process plays a vital role in managing cash at the University.

The system uses functionality which allows bank transactions to be matched with system transactions. The system transactions that need to be reconciled do not come from the General Ledger (GL), but from tables corresponding to the various sub-ledgers, including, for example, Accounts Payable (AP), Accounts Receivable (AR), and Treasury.

The first step in the bank reconciliation process is loading bank transaction information using the following methods:

- Automatically importing bank statement files for commercial bank accounts
- Using the PSBD1 Statement Generator Access database to load bank statement information for NC State Treasurer bank accounts
- Entering bank statement information for State budget codes through the system's Enter Bank Statements page, performed by Accounting personnel

System transactions are tracked within the various modules in the system when cash transactions occur. When a GL cash account is debited or credited, the transaction information is stored in a table used for reconciliation purposes. Also, the External Accounts page associates each bank account to a particular GL cash account.

In the system, there is a one-to-one relationship between GL cash accounts and external bank accounts.

After the bank transaction data is loaded into the system, choose the applicable bank statements to reconcile, and run the Automatic Reconciliation process. The Automatic Reconciliation process reconciles bank transactions to corresponding system transactions. The criteria for determining how transactions are reconciled, including criteria pertaining to dates, amounts, and transaction types, are set up on the Reconciliation Rules page within the system.

After the Automatic Reconciliation process runs, unreconciled bank and system transactions may still remain. This happens, for example, when two system transactions for $50 each were presented as a single $100 bank transaction. Use
the Semi-Manual Reconciliation functionality to analyze and reconcile these items. The Semi-Manual Reconciliation page presents bank and system transactions in side-by-side lists. You have the ability to select one or more bank transactions, select one or more corresponding system transactions, and reconcile all selected transactions.

After the Semi-Manual Reconciliation process is complete, unreconciled transactions may still remain. These remaining items include:

- System transactions that have not cleared the bank, such as outstanding checks. These represent true timing differences and should clear in a later period.

- Bank transactions that have not been entered in the system, such as, a bank deposit that has not been data entered yet. These represent true timing differences that should clear in a later period.

- Exceptions or errors. These include bank errors, transactional errors in the system, bank reversals and corrections, banking fees, and interest earned on a bank account. These items need to be actively addressed when they are identified.

Transactions which reflect differences will remain unreconciled for the period being reconciled. Exceptions or errors should be assessed on an individual basis to determine the appropriate resolution. In instances in which the error was made by a bank, Accounting personnel must wait until the bank makes the correction in a later statement.

While the system's reconciliation functionality enables personnel to match activity, the necessary tie-outs to monthly beginning and ending bank and system balances are currently not available. Incorporating balance information into bank reconciliations is necessary to ensure completeness in the reconciliation process. Due to these system limitations, bank reconciliations must be completed externally, in Microsoft Excel or Access.

A query is run to ensure the total dollar amount of reconciled bank transactions equals the total dollar amount of reconciled system transactions.

After the bank reconciliation is complete, it is reviewed and signed off by at least one Accounting supervisor.
1 Bank Reconciliation

- Import or enter bank statement information
- Run Automatic Reconciliation process
- Run Semi-Manual Reconciliation process for remaining unreconciled items
- Identify and resolve exceptions, which includes recording bank fees & interest earned
- Query system for relevant reconciliation information
- Compile bank reconciliation information in Excel or Access
Entering Bank Statement Information

Overview

Bank reconciliations identify timing differences between bank and system transactions, identify potential accounting or banking errors, and detect instances of fraud or other unauthorized activity. The bank reconciliation process plays a vital role in managing cash at the University.

Before you can reconcile a bank statement, the bank statement information must be entered into the system. Bank statement information is loaded into the system using the following methods.

- Automatically by importing bank statement files for commercial bank accounts
- Using the PSBD1 Statement Generator Access database to load bank statement information for NC State Treasurer bank accounts
- Entering bank statement information for State budget codes through the system's Enter Bank Statements page, performed by Accounting personnel

In this topic we discuss how to enter the bank statement information manually into the system.

Menu Path

Main Menu > Finance Menu > Banking > Bank Statements > Enter Bank Statements

Steps - Entering Bank Statement Information

Follow these steps to enter bank statement information:

1. Choose this menu option:
   
   Main Menu > Finance Menu > Banking > Bank Statements > Enter Bank Statements

Enter Bank Statements

2. Click the Add a New Value tab.

3. Complete the fields.
In this field: | Do the following:
---|---
External Bank ID | Look up, or enter, the external bank ID, which is a code that identifies the bank. It is assigned by the bank’s regulatory agency.
Bank Account # | Look up, or enter, the bank account number. The bank account number, assigned by the bank, is a number or code that identifies the bank account.
Statement ID | Enter the bank statement ID from the bank statement.

4. Click on the Add button.

Result: The system displays the Bank Balance Entry tab.

**Bank Balance Entry Tab**

1. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement Date</td>
<td>Enter the statement date from the bank statement.</td>
</tr>
<tr>
<td>Creation Date</td>
<td>Enter the date the bank information is entered in the system.</td>
</tr>
<tr>
<td>Statement Code</td>
<td>Look up, or enter, the statement code that identifies the type of balance entered in the system.</td>
</tr>
<tr>
<td>Value Date</td>
<td>Enter the date the balance is available from the bank statement.</td>
</tr>
<tr>
<td>Balance</td>
<td>Enter the total amount of funds that are available on the specified value date.</td>
</tr>
<tr>
<td>Add a New Row</td>
<td>Add or remove statement code lines by clicking the Add a New Row or Remove a Row buttons.</td>
</tr>
</tbody>
</table>

2. Click on the Bank Transaction Entry tab.
1. Complete the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement Code</td>
<td>Look up, or enter, the statement code that identifies the type of transaction on the bank statement.</td>
</tr>
<tr>
<td>Reference</td>
<td>Enter the transaction's reference number from the bank statement.</td>
</tr>
<tr>
<td>Bank Date</td>
<td>Enter the date you entered the transaction into the system. You don't need to change the bank date if the bank date is the same as the statement date. Note: The default value is the statement date.</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>Enter the transaction amount from the bank statement.</td>
</tr>
<tr>
<td>Value Date</td>
<td>Enter the date the bank recorded the transaction. You don't need to change the value date if the value date is the same as the statement date. Note: The default value is the statement date.</td>
</tr>
<tr>
<td>Add a New Row</td>
<td>To add additional statement codes, click the Add a New Row button.</td>
</tr>
</tbody>
</table>

2. Click on the **Save** button.
Result: The system saves the bank statement information.
Running the Automated Reconciliation Process

Overview

After the bank transaction data is loaded into the system, choose which bank statements to reconcile and run the Automatic Reconciliation process. The Automatic Reconciliation process reconciles bank transactions to corresponding system transactions for the bank statements you picked.

If unreconciled bank and system transactions remain after you run the Automated Reconciliation process, use the Semi Manual Reconciliation process to analyze and reconcile these items.

If Automated Reconciliation or Semi Manual Reconciliation has not been performed on a bank account, the bank ID and account number for that bank account will not appear in the search criteria for Automated and Semi Manual Reconciliation. You first have to go to Manual Reconciliation and look up the bank account and then go to Automated or Semi Manual Reconciliation. Manual Reconciliation lists all the bank accounts in the search criteria, regardless of if they have ever been reconciled in the system or not. Automated and Semi Manual Reconciliation only list the bank accounts in the search criteria that have been previously reconciled in the system.

Related Reference

- Running the Semi Manual Bank Reconciliation Process, page 16

Menu Path

Main Menu > Finance Menu > Banking > Reconcile Statements > Automatic Reconciliation

Steps - Running the Automated Reconciliation Process

Follow these steps to run the Automated Reconciliation process:

1. Choose this menu option:

   Main Menu > Finance Menu > Banking > Reconcile Statements > Automatic Reconciliation

Automatic Reconciliation Page

2. Complete the fields.
In this field: | Do the following:
---|---
Bank ID | Look up, or enter, the bank ID associated with the bank statement that needs to be reconciled.
Account # | Look up, or enter, the bank account number associated with the bank statement that needs to be reconciled.
Date | Choose one of the options:
- **Statement As Of Date** for the date the bank statement is created
- **Date Statement Loaded** for the date the bank statement is loaded into the system
Note: Depending on the date option chosen, the date range you enter will also change.
From | Enter the start date in the range of dates you want the system to display bank statements for.
Thru | Enter the end date in the range of dates you want the system to display bank statements for.

3. Click on the **Search** button.

![Search Criteria](image)

Result: The system displays the bank statement based on your search criteria.

**Bank Statements Section**

4. Review the fields:

<table>
<thead>
<tr>
<th>This field:</th>
<th>Identifies the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank ID</td>
<td>The external bank ID from the bank statement.</td>
</tr>
<tr>
<td>Account #</td>
<td>The account number from the bank statement.</td>
</tr>
<tr>
<td>Statement ID</td>
<td>The bank statement ID from the bank statement.</td>
</tr>
<tr>
<td>As Of Date</td>
<td>The statement date from the bank statement.</td>
</tr>
<tr>
<td>Trans</td>
<td>The number of detailed transactions on the bank statement.</td>
</tr>
</tbody>
</table>
### This field: Identifies the following:

| Reconciled | The number of detailed transactions from the bank statement that have been reconciled with transactions in the system. This number is 0 until at least one of the bank transactions is reconciled to a system transaction. After running the Automatic Reconciliation process, if this number is less than the number of transactions on the bank statement, there are transactions on the bank statement that did not match those in the system. These transactions are referred to as reconciliation exceptions and need to be resolved. |

### Cycle Status: The reconciliation cycle processing status the bank statement is currently in. Statuses are:

- **Load Failed**, which indicates the bank statement is in error.
- **Fatal Error**, which indicates a fatal error occurred during the Automatic Reconciliation process.
- **Loading**, which indicates the bank statements are in the process of being loaded.
- **Reconciling**, which indicates the bank statement is in the process of being reconciled.
- **Ready**, which indicates you have loaded or entered the bank statement and run the Automatic Reconciliation process, but some transactions could not be matched to the bank statement. These transactions are exceptions that you must resolve.
- **Complete**, which indicates that reconciliation processing is complete and all transactions were successfully matched.

5. Mark the **Select** checkbox for each of the bank statements you want the system to include in the Automatic Reconciliation process.

6. Click on the **Run Recon** button.

7. Click the **Process Monitor** link.
Result: The system displays the Process Monitor page, where you can verify that the process has been run successfully.

**Process Monitor Page**

8. Review the information in the Run Status and Distribution Status columns. When the Run Status column displays Success and the Distribution Status column displays Posted, the Automatic Reconciliation process was successfully run and posted.

<table>
<thead>
<tr>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSPRECON</td>
<td>timjohn</td>
<td>07/15/2014 7:20:27PM EDT</td>
<td>Success</td>
<td>Posted</td>
</tr>
</tbody>
</table>

9. Click the **Go back to Automatic Reconciliation** link.

**Automatic Reconciliation Page**

10. Click the **Exceptions** link to view the bank statement transactions that are not reconciled.

**Automatic Reconciliation Exceptions Page**

11. In the Auto Reconciliation Exceptions section, view which bank transactions are not reconciled and are in an exception status.
The next step is to resolve the bank statement transactions that are in an exception status through the Semi Manual Reconciliation process. For more information, see Running the Semi Manual Bank Reconciliation Process, page 16
Running the Semi Manual Bank Reconciliation Process

Overview

After the Automatic Reconciliation process runs, unreconciled bank and system transactions may still remain. Run the Semi Manual Reconciliation process to analyze and reconcile these unreconciled transactions. The Semi Manual Reconciliation page presents bank and system transactions side-by-side. You can choose one or more bank transactions, and one or more corresponding system transactions, then reconcile all selected transactions.

After the Semi Manual Reconciliation process is complete, unreconciled transactions may still remain. Transactions which reflect timing differences remain unreconciled for the period being reconciled. Exceptions or errors should be assessed on an individual basis to determine the appropriate resolution. In instances in which the bank made the error, Accounting personnel need to wait until the bank makes the correction in a later statement.

Bank interest and fees are manually recorded in the system by entering an external system transaction. This off-sets the bank interest and fee transactions on the bank statement.

Related Reference

- For additional information see Recording Interest and Fees, page 20

Menu Path

Main Menu > Finance Menu > Banking > Reconcile Statements > Semi-Manual Reconciliation

Steps - Running the Semi Manual Bank Reconciliation Process

Follow these steps to run the semi manual bank reconciliation process:

1. Choose this menu option:
   
   Main Menu > Finance Menu > Banking > Reconcile Statements > Semi-Manual Reconciliation

2. Complete the fields.
In this field: | Do the following:
---|---
Search By | Choose one of these options:
  - **From Date/Thru Date** to search by date range.
  - **From Ref ID/ To Ref ID** to search by transaction reference ID.
Bank ID | Look up, or enter, the bank ID associated with the bank and system transactions.
Account # | Look up, or enter, the bank account number associated with the bank and system transactions.
Statement ID | Look up, or enter, the bank statement ID. Enter % to include all bank statement transactions that meet your search criteria.
From Date | Enter the start date for the range of transactions you want to display in the search results.
Thru Date | Enter the end date for the range of transactions you want to display in the search results.
Reconciliation Status | Choose one of these transaction statuses in your search results.
  - **Unreconciled** if you want to reconcile transactions.
  - **Reconciled** if you want to undo the reconciliation for the transaction.
Note: If you choose Reconciled, the system displays bank and system transactions that are reconciled by the Semi Manual or Automatic Reconciliation process.
From Amount | If you want to limit your search results to transactions within a certain dollar value range, enter the beginning amount of the range.
To Amount | If you are limiting your search results to transactions within a certain dollar value range, enter the ending amount of the range.

3. Click on the **Search** button.
Result: The system displays the bank transactions and the system transactions based on your search criteria.

4. Mark the bank transactions and the system transactions that are the same.

5. Click on the **Reconcile** button to reconcile unreconciled bank and system transactions.

Note: If reconciled bank and system transactions are displayed and marked, the system displays the **Unreconcile** button instead of the **Reconcile** button. Click on the **Unreconcile** button to un-reconcile reconciled bank and system transactions.

Result: The system displays a warning message.

6. Click **OK**.

Result: The system displays a message saying the transactions were successfully reconciled or un-reconciled, depending on what you are trying to do.

7. Click **OK**.
<table>
<thead>
<tr>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transactions successfully reconciled. (9450, 1290)</td>
</tr>
<tr>
<td>The selected transactions were reconciled successfully.</td>
</tr>
</tbody>
</table>
Recording Interest and Fees

Overview

If the bank statement includes interest and fees, manually enter an external transaction in the system to off-set the interest and fee transactions. Use the fee expense transaction code to record bank fees, and the miscellaneous transaction code to record bank interest.

For the bank transaction to reconcile with the system transaction, the following information needs to be the same:

- External Bank ID
- Bank Account #
- Transaction Reference ID
- Transaction Date
- Transaction Amount

After the system transaction information is entered, re-run the Semi Manual Reconciliation process on the specific bank interest and fee transactions, and corresponding system transactions, to reconcile them.

Related Reference

- *Running the Semi Manual Bank Reconciliation Process, page 16*

Menu Path

Main Menu > Finance Menu > Banking > Reconcile Statements > External Transactions

Steps - Recording Interest and Fees

Follow these steps to record interest and fees in the system:

1. Choose this menu option:

   Main Menu > Finance Menu > Banking > Reconcile Statements > External Transactions

2. Click the **Add a New Value** tab.

3. Complete the fields.
In this field: | Do the following:
---|---
External Bank ID | Look up, or enter, the external bank ID. The external bank ID is a code that identifies the bank, and is assigned by the bank’s regulatory agency.
Bank Account # | Look up, or enter, the bank account number. The bank account number is a bank-assigned number or code that identifies the bank account.
Transaction Reference ID | Enter the reference ID the bank used for this transaction on its statement.
Transaction Dt | Enter the same date the bank transaction was recorded on the bank statement.

4. Click on the Add button.

Result: The system displays the External Transactions page.

External Transactions Page

1. Review the fields and change the information if needed:

| In this field: | Do the following:
---|---
Tran Date | The system fills in this date from the transaction date entered on the Add a New Value tab.
Note: If you didn't enter a transaction date on the Add a New Value tab, enter it here.
Bank ID | The system fills in this field based on the external bank ID entered on the Add a New Value tab.
Account # | The system fills in this field based on the bank account number entered on the Add a New Value tab.
Unit | The system fills in the General Ledger (GL) unit based on the bank ID entered.
Note: The GL unit is associated with the bank ID when the external bank account is set up in the system.
In this field: | Do the following:
---|---
Reference | The system fills in this field based on the transaction reference ID entered on the Add a New Value tab.
Tran Amount | Enter the same amount that was recorded on the bank statement. For bank interest, the amount is a positive number. For a bank fee, the amount is a negative number.

2. Click on the **Transaction Details** tab.

**Transaction Details**

1. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tran Date</td>
<td>The system fills in this date from the transaction date entered on the Transaction Header tab.</td>
</tr>
</tbody>
</table>
| Transaction Code | Choose one of the following codes:  
  - **Fee Expense** to record a bank fee  
  - **Miscellaneous Transaction** to record bank interest |
| Transaction Description | Enter a description of the transaction. For example, enter bank interest earned for a bank interest transaction. |
| Status | The system fills in the status. The statuses are:  
  - **REC** which indicates the system transaction is already reconciled to a bank transaction  
  - **UNR** which indicates the system transaction is not reconciled to a bank transaction |
| Accounting Template ID | Leave this field blank. |

2. Click on the **Save** button.
Result: The system saves the system transaction information.
2 Bank Transfers

This chapter contains:

- Overview of Bank Transfers
- Creating a Transfer Template
- Approving a Transfer Template
- Entering a Bank Transfer
- Selecting a Settlement
- Approving a Settlement
- Running Automated Accounting
- Manually Running the Journal Generator
Overview of Bank Transfers

Overview

The Accounting groups at UNC-Chapel Hill and UNC-General Administration perform bank transfers on a daily basis. The primary reason for executing bank transfers include funding bank accounts used for disbursements, and balancing memo banks.

The bank transfer process is initiated when it is determined that a transfer is necessary in order to conduct business. In respect to transfers relating to disbursements, for example, a trial register is analyzed by Accounting personnel to determine the amount of funding necessary to cover AP disbursements. In respect to transfers relating to memo bank balancing, accounting personnel analyze queried accounting information from the system to determine the bank transfers necessary for rebalancing.

After the banks and amounts have been identified, accounting personnel execute the bank transfers at the university's various external banking institutions. A variety of methods are used to execute the bank transfers at the external banking institutions, including check and wire.

After the actual transfers are executed at the external banking institutions, Accounting personnel prepare the bank transfers in the system. The system automatically creates a generic chartfield string to conduct all bank transfers. The generic chartfield values are:

- Fund 29100 for Unrestricted Funds
- Source 00999 for Bank Transfers Fund Source
- Department 213420 for Accounting Services
- Department 105200 for UNC-General Administration

The initiator chooses the Manual Check (MAN) payment method as the generic form of payment for the bank transfer, regardless of the payment method actually used to conduct the bank transfer at the external banking institution. The MAN payment method only records the payment and generates the accounting entries in the General Ledger (GL). The MAN payment method is a recording of a transaction that has already occurred outside of the system. It doesn't create a new payment to be distributed (check, wire, etc). Accounting personnel creating bank transfers also attach supporting documentation through the attachments link on the Bank Account Transfer page.

Bank transfers follow a two-step approval process. After the bank transfer transaction is initiated, the first reviewer looks it over and determines if it should progress to the next reviewer. If not, the initiator creates a new bank transfer transaction and the review process starts again.
If the first reviewer decides that the bank transfer transaction is allowed to move forward, it is selected for approval and goes to the next reviewer.

The second reviewer sees only the bank transfer transactions that the first reviewer selects, and then approves or denies them. If they are denied, they are returned to the initiator, who creates a new bank transfer transaction and the review process starts again.

Note: The first and second reviewers could be the same person.

Approved bank transfer transactions move forward to the Automated Accounting process, which creates the appropriate accounting lines for approved bank transfer transactions.

For example, the following accounting lines are created for a single bank transfer after the Automated Accounting process is run:

- Dr: $100 - GL Cash Account - Receiving Bank
- Cr: $100 - GL Cash Account - Disbursing Bank

After the Automated Accounting process runs, the GL Journal Generate process is run to post the accounting lines to the general ledger.
2 Bank Transfers
Creating a Transfer Template

Overview

Before you enter a bank transfer transaction in the system, create a transfer template. Use the transfer template to setup bank transfer transactions in advance for banks with which you conduct regular, specific transactions. For example, when you need to fund a specific bank account for AP disbursements on a monthly basis, creating a transfer template makes the repeatable task consistent and easier each month. The transfer template saves time in entering the bank information on a bank transfer transaction, and can be used at the discretion of the person creating the bank transfer transaction.

Menu Path

Main Menu > Finance Menu > Cash Management > Fees and Transfers > Enter Transfer Templates

Steps - Creating a Transfer Template

Follow these steps to create a transfer template:

1. Choose this menu option:

   Main Menu > Finance Menu > Cash Management > Fees and Transfers > Enter Transfer Templates

Enter Transfer Templates Page

2. Click the Add a New Value tab.

3. Complete the fields.

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set ID</td>
<td>Look up, or enter, the transfer template's set ID. Set ID is an identification</td>
</tr>
<tr>
<td></td>
<td>code that is used to group control data. In this situation, set ID is the</td>
</tr>
<tr>
<td></td>
<td>business unit.</td>
</tr>
<tr>
<td>Transfer Template ID</td>
<td>The transfer template ID is used to name each transfer template. The transfer</td>
</tr>
<tr>
<td></td>
<td>template ID should show the Origin Bank Account to the Destination Bank Account.</td>
</tr>
<tr>
<td></td>
<td>For example, you would enter 6020_0720 to show a bank transfer from the origin</td>
</tr>
<tr>
<td></td>
<td>account 6020 to the destination bank account 0720. The bank account is the last</td>
</tr>
<tr>
<td></td>
<td>four digits of the bank account number.</td>
</tr>
<tr>
<td>Transfer Class</td>
<td>Always choose Bank Transfer from the list box.</td>
</tr>
</tbody>
</table>

4. Click on the Add button.
Result: The system displays the Origin tab.

**Origin Tab**

1. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Enter a description for the transfer template.</td>
</tr>
<tr>
<td>Bank Code</td>
<td>Look up, or enter, the code for the bank the money is being transferred from.</td>
</tr>
<tr>
<td>Bank Account</td>
<td>Look up, or enter, the account number for the bank the money is being transferred from.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Verify the payment method is Manual Check (Man). If not, change the payment method to MAN.</td>
</tr>
<tr>
<td>Layout</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount of the transfer.</td>
</tr>
<tr>
<td></td>
<td>Note: Leave the amount blank if the bank transfer amount will vary each time you use the template. You will then enter the actual amount on the bank transfer transaction.</td>
</tr>
<tr>
<td>Repetitive Transfer checkbox</td>
<td>Do not mark this checkbox.</td>
</tr>
<tr>
<td>Repetitive Transfer Code</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Drawdown Transfer</td>
<td>Do not mark this checkbox.</td>
</tr>
<tr>
<td>Template Expiration</td>
<td>Enter a date that the repetitive transfer template expires.</td>
</tr>
<tr>
<td>Pool Business Unit</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Pool ID</td>
<td>Leave this field blank.</td>
</tr>
</tbody>
</table>

2. Click on the **Destination** tab.
1. Complete the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>Look up, or enter, the code for the bank the money is being transferred to.</td>
</tr>
<tr>
<td>Bank Account</td>
<td>Look up, or enter, the account for the bank the money is being transferred to.</td>
</tr>
</tbody>
</table>

2. Click on the **Save** button.

**Result:** The system saves the transfer template.
Approving a Transfer Template

Overview

A transfer template needs to be approved before it can be used. As the reviewer, an Accounting Manager approves or denies the transfer template.

If the transfer template is denied, the preparer needs to edit the transfer template and re-submit it for approval. When the transfer template is denied, the system changes the transfer template’s approval status from pending to denied. When the preparer edits the transfer template and re-submits it for approval, the system changes the transfer template’s approval status back to pending status from denied status.

If the transfer template is approved, the approval status changes to approved and the preparer can now use the transfer template to create a bank transfer transaction.

Menu Path

Main Menu > Finance Menu > Cash Management > Fees and Transfers > Approve Transfer Templates

Steps - Approving a Transfer Template

Follow these steps to approve a transfer template:

1. Choose this menu option:

   Main Menu > Finance Menu > Cash Management > Fees and Transfers > Approve Transfer Templates

Approve Transfer Templates

2. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template ID</td>
<td>Look up, or enter, the transfer template ID that needs to be approved or denied.</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Choose <strong>Pending</strong> from the list box.</td>
</tr>
<tr>
<td></td>
<td>Note: The reviewer can also search on approved or denied template IDs by choosing the <strong>approved</strong> or <strong>denied</strong> approval status.</td>
</tr>
</tbody>
</table>

3. Click on the **Search** button.
Result: The system displays the transfer template IDs that match your search criteria.

**Template Approval Section**

1. Mark the transfer template transactions that need to be reviewed.

2. Click on the **Approve** button to approve a transfer template, or on the **Deny** button to deny.

   Result: If the transfer template is denied, the preparer needs to edit the transfer template and re-submit it for approval.

   If the transfer template is approved, the approval status changes to approved and all staff in the department can use the transfer template to create a bank transfer transaction.
**Entering a Bank Transfer**

**Overview**

In the system, bank transfers are transacted on pre-created and approved transfer templates. The transfer template saves time in entering the bank information on a bank transfer transaction and are used at the discretion of the person creating the bank transfer transaction.

After the user enters and saves the bank transfer information, the system assigns a Transfer ID to identify the bank transfer transaction. All bank transfer transactions begin with the prefix BAX.

**Menu Path**

Main Menu > Finance Menu > Cash Management > Fees and Transfers > Bank Account Transfer

**Steps - Entering a Bank Transfer**

Follow these steps to enter a bank transfer:

1. Choose this menu option:
   
   Main Menu > Finance Menu > Cash Management > Fees and Transfers > Bank Account Transfer

**Bank Account Transfer**

2. Click the **Add a New Value** tab.

3. Complete the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter uncch for the University or uncga for General Administration.</td>
</tr>
<tr>
<td>Transfer ID</td>
<td>Always accept the default value of Next.</td>
</tr>
<tr>
<td>Transfer Type</td>
<td>Always accept the default value of External Transfer.</td>
</tr>
</tbody>
</table>

4. Click on the **Add** button.
Result: The system displays the Bank Account Transfer page.

**Bank Account Transfer Page**

1. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Enter a description for this bank transfer transaction.</td>
</tr>
<tr>
<td>Trans Date</td>
<td>Leave the default value of today’s date.</td>
</tr>
<tr>
<td>Transfer Template ID</td>
<td>Look up, or enter, the transfer template ID.</td>
</tr>
<tr>
<td>Transfer From Account</td>
<td>Look up, or enter, the bank code the funds are being transferred from.</td>
</tr>
<tr>
<td>Bank Code</td>
<td>Note: If you entered an ID in the Transfer Template ID field, the system fills</td>
</tr>
<tr>
<td></td>
<td>this field.</td>
</tr>
<tr>
<td>Transfer From Account</td>
<td>Look up, or enter, the bank account the funds are being transferred from.</td>
</tr>
<tr>
<td>Bank Account</td>
<td>Note: If you entered an ID in the Transfer Template ID field, the system fills</td>
</tr>
<tr>
<td></td>
<td>this field.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Verify the payment method is Man for Manual Check. Correct it if necessary.</td>
</tr>
<tr>
<td>Layout</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount of the bank transaction.</td>
</tr>
<tr>
<td>Transfer To Account Bank</td>
<td>Look up, or enter, the code for the bank the funds are being transferred to.</td>
</tr>
<tr>
<td>Code</td>
<td>Note: If you entered an ID in the Transfer Template ID field, the system fills in this field.</td>
</tr>
<tr>
<td>Transfer To Account Bank</td>
<td>Look up, or enter, the bank account the fund are being transferred to.</td>
</tr>
<tr>
<td>Account</td>
<td>Note: If you entered an ID in the Transfer Template ID field, the system fills in this field.</td>
</tr>
</tbody>
</table>

2. Click on the **Save** button.
Result: The system saves the bank transfer information and assigns the bank transfer ID.
Selecting a Settlement

Overview

Settlements are the bank transfer transactions in the system, and they can be in one of four statuses: Unselected, Selected, Approved, or Denied. The statuses are not progressive.

The initiator creates the bank transfer transaction, and the system assigns it a bank transfer ID; its status is Unselected.

The first reviewer reviews the bank transfer transaction and either selects the bank transfer transaction to move on to the next reviewer, or denies the bank transfer and sends it back to the initiator.

Transactions that are allowed to proceed to the next reviewer in the sequence are Selected, while transactions that are not allowed to proceed are Denied.

Selected transactions are reviewed again, by the second reviewer in the process. After the second review, the status of the bank transfer transaction is Approved or Denied. Approved transactions proceed to the next step in the process, and Denied transactions are returned to the initiator.

Note: The first and second reviewers could be the same person.

This document discusses the procedure for the first reviewer to mark which bank transfer transactions are selected to move on to the second reviewer.

Related Reference

- For additional information see Approving a Settlement, page 42

Menu Path

- Main Menu > Finance Menu > Cash Management > Settlements > Settlement Manager

or

- Main Menu > Finance Menu > Cash Management > Settlements > Select Settlements

Steps - Selecting a Settlement

Follow these steps to select a bank transfer settlement:

1. Choose this menu option:

   Main Menu > Finance Menu > Cash Management > Settlements > Settlement Manager
Settlement Manager

2. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Data For</td>
<td>Choose one of the following options:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Today</strong> to display all bank transfer transactions that were created in the</td>
</tr>
<tr>
<td></td>
<td>system today.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Last 7 Days</strong> to display all bank transfer transactions that were created</td>
</tr>
<tr>
<td></td>
<td>in the system in the last seven days.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Last 30 Days</strong> to display all bank transfer transactions that were created</td>
</tr>
<tr>
<td></td>
<td>in the system in the last thirty days.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Next 7 Days</strong> to display all bank transfer transactions in the system that</td>
</tr>
<tr>
<td></td>
<td>are scheduled to take place within seven days of today's date.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Next 30 Days</strong> to display all bank transfer transactions in the system that</td>
</tr>
<tr>
<td></td>
<td>are scheduled to take place within thirty days of today's date.</td>
</tr>
</tbody>
</table>

3. Click on the **Select Settlements** link.

Result: The system displays the Select Settlements page.

Select Settlements Page

1. Complete the fields:
<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
</table>
| Source Unit         | Enter `unch` for the University or `unCGA` for General Administration.  
|                     | Note: Enter `%` as a wildcard symbol, to return all available source units.                                                                                                                                       |
| Bank Code           | Look up, or enter, the bank code. The bank code is a code that is used to group together more than one bank account. It is assigned by the banking team when the bank information is set up in the system.  
|                     | Note: Enter `%` as a wildcard symbol to return all available bank codes.                                                                                                                                              |
| Bank Account        | Look up, or enter, the bank account. The bank account is the last four digits of the bank account number.                                                                                                          |
|                     | Note: Enter `%` as a wildcard symbol to return all available bank accounts.                                                                                                                                              |
| Currency            | Leave the default value, which is the `%` wildcard symbol.                                                                                                                                                             |
| From Date           | Enter the starting date of the transaction date range.                                                                                                                                                                |
| To Date             | Enter the ending date of the transaction date range.                                                                                                                                                                 |
| Status              | Choose one of the following options:                                                                                                                                                                                |
|                     | - **Unselected** to display unselected bank transfers that meet the search criteria                                                                                                                                 |
|                     | - **Selected** to display selected bank transfers that meet the search criteria                                                                                                                                      |
|                     | - **Denied** to display denied bank transfers that meet the search criteria                                                                                                                                          |
|                     | Note: Your search results can display only one status at a time.                                                                                                                                                     |

2. Click on the **Search** button.
Result: The system displays the bank transfer transactions that meet your search criteria.

3. To select the bank transfer transactions you want to move to the next reviewer in the approval process, follow these steps. Otherwise, skip this step.
   - Mark the checkbox for the bank transfers you want to select for approval.
   - Click on the **Select Payments** button to select the bank transfer and change the status to Selected.

4. To deny bank transfer transactions and send them back to the initiator, follow these steps. Otherwise, skip this step.
   - Mark the checkbox for the bank transfers you want to deny.
   - Click on the **Deny Payments** button to deny the bank transfer and change the status to Denied.

Note: If selected bank transfer transactions are displayed in the search results, the UnSelect Payments button will replace the Select Payments button. The UnSelect Payments button changes the status of selected bank transfer transactions to unselected.

If selected for proceed to the next review step, the bank transfer status changes from Unselected to Selected and is included on the Approve Settlements page. The bank transfer status doesn't change to Approved status.
until the reviewer approves the selected bank transfer from the Approve Settlements page.

If the bank transfer is denied, the status changes to Denied and the preparer needs to create and submit another bank transfer transaction for approval.
Approving a Settlement

Overview

Bank transfer transactions follow a two-step approval process. The first step separates bank transfer transactions into one of two statuses: Denied and Selected. Denied bank transfer transaction go back to the initiator to be resubmitted.

Selected bank transfer transactions are reviewed by the second reviewer, who marks the transaction as Denied or Approved. Denied transactions go back to the initiator, who creates a new bank transfer transaction and starts the process over again.

Approved bank transfer transactions move on to the next step in the process.

Note: The first and second reviewers could be the same person.

This procedure discusses the steps to find Selected bank transfer transactions and then mark them Denied or Approved.

Related Reference

- For additional information see Running Automated Accounting, page 46

Menu Path

- Main Menu > Finance Menu > Cash Management > Settlements > Settlement Manager

or

- Main Menu > Finance Menu > Cash Management > Settlements > Approve Settlements

Steps - Approving a Settlement

Follow these steps to approve a bank transfer settlement:

1. Choose this menu option:

   Main Menu > Finance Menu > Cash Management > Settlements > Settlement Manager

   Settlement Manager

2. Complete the field.
In this field: | Do the following:
---|---
Show Data For | Choose one of the following options:
| • **Today** to display all bank transfer transactions that were created in the system today.
| • **Last 7 Days** to display all bank transfer transactions that were created in the system in the last seven days.
| • **Last 30 Days** to display all bank transfer transactions that were created in the system in the last thirty days.
| • **Next 7 Days** to display all bank transfer transactions in the system that are scheduled to take place within seven days of today's date.
| • **Next 30 Days** to display all bank transfer transactions in the system that are scheduled to take place within thirty days of today's date.

3. Click on the **Approve Settlements** link.

**Result:** The system displays the Approve Settlements page.

**Approve Settlements Page**

1. Complete the fields:
In this field:  

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Unit</td>
<td>Enter unccu for the University or uncga for General Administration. Note: Enter % as a wildcard symbol to return all available source units.</td>
</tr>
<tr>
<td>Bank Code</td>
<td>Look up, or enter, the bank code. The bank code is a code that is used to group together more than one bank account. It is assigned by the banking team when the bank information is set up in the system. Note: Enter % as a wildcard symbol to return all available bank codes.</td>
</tr>
<tr>
<td>Bank Account</td>
<td>Look up, or enter, the bank account. The bank account is the last four digits of the bank account number. Note: Enter % as a wildcard symbol to return all available bank accounts.</td>
</tr>
<tr>
<td>Currency</td>
<td>Leave the default value, which is the % wildcard symbol.</td>
</tr>
<tr>
<td>From Date</td>
<td>Enter the starting date of the transaction date range.</td>
</tr>
<tr>
<td>To Date</td>
<td>Enter the ending date of the transaction date range.</td>
</tr>
<tr>
<td>Status</td>
<td>Choose one of the following options:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Selected</strong> to display selected bank transfers that meet the search criteria.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Approved</strong> to display approved bank transfers that meet the search criteria.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Denied</strong> to display denied bank transfers that meet the search criteria.</td>
</tr>
<tr>
<td>Note:</td>
<td>Your search results can display only one status at a time.</td>
</tr>
</tbody>
</table>

2. Click on the **Search** button.
Result: The system displays the bank transfer transactions that meet your search criteria.

3. To approve bank transfer transactions, follow these steps. Otherwise, skip this step.
   - Mark the checkbox for the bank transfers you want to approve.
   - Click on the Approve Payments button to approve the bank transfer and change the status to "Approved".

4. To deny bank transfer transactions, follow these steps. Otherwise, skip this step.
   - Mark the checkbox for the bank transfers you want to deny.
   - Click on the Deny Payments button to deny the bank transfer and change the status to "Denied".

If the bank transfer is denied, the status changes to Denied and the preparer needs to create and submit another bank transfer transaction for approval.

If the bank transfer is approved, the status changes to Approved. The automated accounting process is run against Approved transactions to create their accounting entries.
Running Automated Accounting

Overview

After the bank transfer transaction is approved, the Automated Accounting process creates the accounting entries for the bank transfer transaction. After the Automated Accounting process runs, the GL Journal Generate process posts the accounting lines to the General Ledger.

To run the Automated Accounting process, you need to first create a run control and run control ID. Run controls are customizable, repeatable processes, and a run control ID is simply the name you give the run control. Every time you want the system to run this process with these parameters, enter the run control ID in the Run Control ID field.

Your run control IDs are tied to your Onyen, so your run control IDs are uniquely your own. The name you pick as the run control ID should be memorable and descriptive, so you can remember it for the future and be confident that the output contains the information you want.

Related Reference

- For additional information see Manually Running the Journal Generator, page 50

Menu Path

Main Menu > Finance Menu > Cash Management > Treasury Accounting > Automated Accounting

Steps - Running Automated Accounting

Follow these steps to run automated accounting:

1. Choose this menu option:

   Main Menu > Finance Menu > Cash Management > Treasury Accounting > Automated Accounting

2. Click on the Add a New Value tab.

Add a New Value Tab

3. Complete the fields.

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID</td>
<td>Enter the name you’re giving this run control. For more information about run controls, see Understanding Run Controls, page 78.</td>
</tr>
</tbody>
</table>
4. Click on the **Add** button.

![Automated Accounting](image)

Result: The system displays the Automated Accounting page.

**Automated Accounting Page**

1. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Look up, or enter, <strong>uncch</strong> for the University or <strong>unpga</strong> for General Administration.</td>
</tr>
<tr>
<td>Combo Template</td>
<td>Leave the default value of <strong>treasury</strong>. This value tells the system what chartfield information to use when the accounting entries are created.</td>
</tr>
<tr>
<td>Acctg Events End Date</td>
<td>Enter today’s date.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Period</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Accounting Sources</td>
<td>Unmark the <strong>All Sources</strong> checkbox.</td>
</tr>
<tr>
<td></td>
<td>Mark the <strong>Bank Transfers</strong> checkbox.</td>
</tr>
<tr>
<td>Instrument Type</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Portfolio</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Deal ID</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>User ID</td>
<td>Leave this field blank.</td>
</tr>
</tbody>
</table>

2. To use these same parameters the next time you run this process, click on the **Save** button. Otherwise, skip this step.

3. Click on the **Run** button.
The system displays the Process Scheduler Request page.

**Process Scheduler Request Page**

1. Click **OK**.

   Note: Don't change any of the information on the Process Scheduler Request page.

Result: The system displays the Automated Accounting page with a Process Instance number, indicating the process is running in the background.
2. Click the **Process Monitor** link.

### Automated Accounting

<table>
<thead>
<tr>
<th>Run Control ID:</th>
<th>Auto_Actg</th>
<th>Report Manager</th>
<th>Process Monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Instance: 22161</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Result: The system displays the Process Monitor page, where you can verify the process has been run successfully.

### Process Monitor Page

1. Review the information in the Run Status and Distribution Status columns. When the Run Status column displays Success and the Distribution Status column displays Posted, the Automated Accounting process was successfully run and posted.

<table>
<thead>
<tr>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR_ACCTG</td>
<td>timjohn</td>
<td>08/05/2014 10:41:30AM EDT</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
</tr>
</tbody>
</table>

Result: The appropriate accounting entries are created. After the Automated Accounting process runs, the GL Journal Generate process will run to post the accounting lines to the general ledger. For additional information see *Manually Running the Journal Generator*, page 50
Manually Running the Journal Generator

Overview

The Journal Generator is the process that creates journal entries in the General Ledger from journals originating from a financial subsystem or external application. The sole purpose of the Journal Generator is to create journal entries in the General Ledger.

The Journal Generator is a batch process, but can be run manually when needed, such as during the Month End close process.

Two important fields in this process are the Accounting Definition Name and Template fields. The accounting definition name identifies the source used to create journals, such as Asset Management, Accounts Payable, and Accounts Receivable.

The template defines how the Journal Generator summarizes accounting entries when it generates journals. It is a subset of the accounting definition name. For example, AP_ACCRUE is a template within the Accounts Payable accounting definition, APDEFN.

Menu Path

Main Menu > Finance Menu > General Ledger > Journals > Subsystem Journals > Generate Journals

Steps - Running Journal Generator Manually

Follow these steps to run the journal generator manually:

1. Choose this menu option:

   Main Menu > Finance Menu > General Ledger > Journals > Subsystem Journals > Generate Journals

2. Click the Add a New Value tab.

Add a New Value Tab

1. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID</td>
<td>Enter a run control ID.</td>
</tr>
</tbody>
</table>

2. Click the Add button.
Result: The system displays the Generate Journals Request page, where you enter the parameters of the process to be run.

**Generate Journals Request**

1. Complete the fields:

   Note: After completing the fields on the Generate Journals Request page, the page can be saved for the next time you run the process. Each time you access this page to run the process, the values can be edited. It is not necessary to save the updated page in order to run the process.

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Leave this checkbox unmarked.</td>
</tr>
<tr>
<td>Budget Check</td>
<td>Leave this checkbox unmarked.</td>
</tr>
<tr>
<td>Post</td>
<td>Leave this checkbox unmarked.</td>
</tr>
<tr>
<td>Process Frequency</td>
<td>Choose the <em>Always</em> radio button.</td>
</tr>
<tr>
<td>SetID</td>
<td>Enter <em>uncch</em> for the University and foundations or <em>uncga</em> for General Administration.</td>
</tr>
</tbody>
</table>
### In this field: | Do the following:
---|---
Accounting Definition Name | This field determines the source used to generate the journals. The accounting name definitions in the system are:
- AMDEFN - Asset Management
- APDEFN - Accounts Payable
- ARCASHCTL - Receivables Cash Control
- ARDEFN - Accounts Receivable
- ARDEPCASH - AR Deposit Cash Entry
- ARDIRJRNLR - Receivables Direct Journals
- BIDFRN - Billing Definition
- CADEFN - Contracts Definition
- CAPCOST - CA PC Cost Analysis Types
- CAPCDEFN - Contracts PC Definition
- GMDEFN - F and A calculation
- HPPAY - Real time Payroll
- PAYROLL - HR Payroll
- PCDEFN - Projects Definition
- RECACCRL - Receipt Accrual
- SFDEFN - Student Financials
- TRDEPN - Treasury Definitions

Look up, or enter, an accounting definition name.

| Application Business Unit | Leave this field blank.
| Ledger Group | Enter **actuals** in the Ledger Group field.
| Template | The template is a subset of the accounting definition name. It defines how the Journal Generator summarizes accounting entries when it generates journals. There can be multiple templates for a single accounting definition name.

Look up, or enter, a template.

| From Date Option | Choose an option from the From Date Option menu:
- Begin Date - From Period - Uses the beginning date of the from period in the ledger.
- Begin Date - To Period - Uses the beginning date of the to period in the ledger.
- Current Date
- No From Date
- Process Date
- Specify Date
### In this field: Do the following:

<table>
<thead>
<tr>
<th>To Date Option</th>
<th>Choose an option from the To Date Option menu:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Current Date</td>
</tr>
<tr>
<td></td>
<td>• End Date - From Period - Uses the ending date of the from period in the ledger.</td>
</tr>
<tr>
<td></td>
<td>• End Date - To Period - Uses the ending date of the to period in the ledger.</td>
</tr>
<tr>
<td></td>
<td>• Process Date</td>
</tr>
<tr>
<td></td>
<td>• Specify Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From Date</th>
<th>Choose one of the following options:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• If you selected Specify Date in the From Date Option field, look up, or enter, a specific beginning date to run the process.</td>
</tr>
<tr>
<td></td>
<td>• If you selected any other option in the From Date Option field, leave the field blank.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To Date</th>
<th>Choose one of the following options:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• If you selected Specify Date in the To Date Option field, look up, or enter, a specific end date to run the process.</td>
</tr>
<tr>
<td></td>
<td>• If you selected any other option in the To Date Option field, leave the field blank.</td>
</tr>
</tbody>
</table>

2. **Click the Run button.**

![Generate Journals Request](image)

Result: The system displays the Process Scheduler Request page.
Process Scheduler Request Page

1. Complete the field.

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Name</td>
<td>Choose PSUNX from the menu.</td>
</tr>
</tbody>
</table>

2. Mark the checkbox for the process you want to run.

3. Click OK.

Result: The system displays the Generate Journals Request page again, with a Process Instance number below the Run button. When the system displays this number, it means that the process is running in the background.

4. Click the Process Monitor link.

Generate Journals Request

Results:

- The system displays the status of the process. You can tell the process has run successfully when the Run Status is Success and the Distribution Status is Posted.

- If the process has run successfully, you can verify the journals have been generated by searching for the journals through the inquiry page. Useful search criteria would be source and date.
Note: If the Run Status or Distribution Status columns are Processing, click the Refresh button every 30 seconds or so to refresh the page until the columns display the results.

<table>
<thead>
<tr>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS_JGEN</td>
<td>ripatel</td>
<td>04/22/2014 3:58:17PM EDT</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
</tr>
</tbody>
</table>
3 Memo Bank Balancing

This chapter contains:

- Understanding Memo Bank Balancing
- Running the Re-balancing Query
Understanding Memo Bank Balancing

Overview

Due to State of North Carolina regulations, UNC-Chapel Hill is obligated to deposit certain funds with the Treasurer of the State of North Carolina. In addition, certain funds belonging to specific University departments reside in bank accounts associated with those departments. To meet these requirements, the University has established a methodology to ensure that funds are being held in the appropriate bank accounts. This process is referred to as Memo Bank Balancing and is performed daily.

The following three items are part of the memo bank balancing process:

- **Bank accounts** - In terms of this process, the bank account is the last four digits of the bank account number it represents. All banks, bank accounts, and budget codes involved in the Memo Bank Balancing process are established in the system as external bank accounts.

- **Memo bank number** - Each bank account is assigned a unique three-digit memo bank number. The memo bank number is the last three digits of the General Ledger (GL) cash account. All fund codes are assigned a memo bank number in the system. The memo bank number indicates the account that fund code's money should be held in.

- **GL cash accounts** - A unique six-digit GL cash account has been setup for all bank accounts. UNC-Chapel Hill cash accounts begin with 111 and UNC General Administration cash accounts begin with 110. All GL cash accounts end with their assigned three digit memo bank number.

In the system, there is a one-to-one relationship between bank accounts, memo bank numbers, and GL cash accounts.

GL cash accounts track actual cash transactions. Therefore, a GL cash account balance indicates the amount of actual funds booked in the system. On the other hand, the memo bank number indicates the account the money should have been booked to.

There will be instances when the memo bank balances will be out of balance with the GL cash account balances. This might happen when, for example, monies are actually disbursed from the wrong bank account or when monies are disbursed from a bank account that differs from the memo bank reflected on the fund used in the transaction.

In order to ensure monies are held in the appropriate accounts, accounting personnel run a Re-balancing Query, which identifies the discrepancies between GL cash accounts and memo bank balances. To determine where to move funds to and from, the query results need to be compiled in Excel and Accounting personnel need to do a daily analysis to determine which bank transfers to make.

For additional information on running a query see *Running Queries, page 74*
For additional information on the bank transfer process see *Overview of Bank Transfers, page 26.*

After the bank transfer transactions are recorded and the GL journals are generated, Accounting personnel re-run the Re-balancing Query to ensure that all GL cash account balances are equal to their corresponding memo bank balances. While the memo bank balancing process is taking place no activity is posted to the GL. This is a set period of time each morning.

If there are still discrepancies between GL cash account balances and their corresponding memo bank balances, Accounting personnel need to re-assess what bank transfers need to made, and record the appropriate bank transfer transactions in the system. If no balance discrepancies exist, Accounting personnel document the successfully balanced results by saving the results of the Re-balancing Query in Excel.

GL journal postings occur after the bank transfer process is complete and the balances are verified correct, to ensure the monies are held in the appropriate accounts.
Running the Re-balancing Query

Overview

In order to ensure monies are held in the appropriate accounts, accounting personnel run the NC_MEMO_BANK_UNCCH or NC_MEMO_BANK_UNCGA Re-balancing Query, that identifies discrepancies between GL cash accounts and memo bank balances.

The memo bank balance is always the correct balance that the user reconciles to. The user is trying to make the GL balance reflect the Memo Bank balance. Bank transfers need to be made to increase or reduce the GL amount to match the Memo Bank balance.

The query results need to be compiled in Excel, and Accounting personnel need to do a daily analysis to determine the specific bank transfers to be make.

After the bank transfer transactions are recorded and the GL journals are generated, Accounting personnel re-run the Re-balancing Query to ensure that all GL cash account balances are equal to their corresponding memo bank balances.

Related Reference

- For additional information see Running Queries, page 74
- For additional information see Overview of Bank Transfers, page 26

Menu Path

Main Menu > Finance Menu > Reporting Tools > Query > Query Viewer

Steps - Running the Re-balancing Query

Follow these steps to run the re-balancing query:

1. Choose this menu option:
   
   Main Menu > Finance Menu > Reporting Tools > Query > Query Viewer

Query Viewer Page

2. Enter the name of the query.

3. Click the Search button.
Results: The system displays the query in the search results.

4. Choose the option you want:
   - Click the HTML link if you want to view the data in HTML format. Accounting personnel may want to preview the data before downloading it to a file.
   - Click the Excel link to download the data directly to Excel, where you can sort the data as needed.
   - Click the XML link to download the data in Extensible Markup Language (XML).
   - Click the Schedule link if you want to schedule the query to run on a recurring basis. This uses run control functionality.
   - Click the Favorite link to add this query to your favorites list on the Query Viewer page. It is a different favorites list than the one on the Main Menu.

5. Complete the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Enter the University’s fiscal year for the information that needs to be re-balanced.</td>
</tr>
<tr>
<td>Month</td>
<td>Enter the fiscal month for the information that needs to be re-balanced.</td>
</tr>
</tbody>
</table>

6. Click on the View Results button.
Result: The system displays the results based on the information entered.

Note: The HTML and Excel links show the query results as shown below.

<table>
<thead>
<tr>
<th>SetID</th>
<th>Unit</th>
<th>Ledger</th>
<th>Year</th>
<th>Period</th>
<th>Account</th>
<th>NC_MEMO_BANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCCH</td>
<td>UNCCCH</td>
<td>ACTUALS</td>
<td>2015</td>
<td>1</td>
<td>111001</td>
<td>001</td>
</tr>
<tr>
<td>UNCCCH</td>
<td>UNCCCH</td>
<td>ACTUALS</td>
<td>2015</td>
<td>1</td>
<td>111002</td>
<td>002</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NC_GL_ACCT_SUM</th>
<th>MEMO_BANK_SUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>15042664.260</td>
<td>2206582.560</td>
</tr>
<tr>
<td>7026257.480</td>
<td>-13623782.040</td>
</tr>
</tbody>
</table>

Accounting personnel now create a bank transfer in the system, so the GL cash account balance equals the Memo Bank balance for each account for the period.

In this example, $12,836,081.70 would be transferred from GL Account 111001 to 111002, so the 111001 GL Account balance would equal the 001 Memo Bank balance of $2,206,582.56. GL Account 111002 is your offset account for every bank transfer for business unit UNCCCH. You don't need to reconcile GL Account 111002 because the sum total of all the other entries will correct its balance. For UNCGA, the offset account is a different account, but you always use one of the out of balance accounts as your offset account for every bank transfer.

For additional information on the bank transfer process see *Overview of Bank Transfers, page 26*
4 Wire Transfers

This chapter contains:

- Dispatching a Payment in Financial Gateway
Dispatching a Payment in Financial Gateway

Overview

Financial Gateway is part of the system where wire transfer voucher payments are dispatched to the bank for payment to the vendor.

From Financial Gateway, search for voucher payments that are awaiting dispatch. The Financial Gateway only displays voucher payments that are posted in the system.

Disbursement Services creates and posts the wire transfer vouchers. There is a communication between AP Disbursement Services and Accounting Services when a wire transfer voucher is created and posted. Accounting Services finds wire transfer vouchers that are awaiting dispatch, by periodically checking Financial Gateway.

Currently only Domestic wire vouchers and foreign wire vouchers paid in US Dollars are dispatched through Financial Gateway. Foreign wire vouchers paid in foreign currency are handled outside the system and recorded with a Manual payment method when the voucher is created. Accounting Services receives no notification when a foreign wire voucher paid in foreign currency is created and posted in the system because these types of wire vouchers are not dispatched through Financial Gateway.

Menu Path

Main Menu > Finance Menu > Financial Gateway > Process Payments > Payment Dispatch

Steps - Dispatching a Payment in Financial Gateway

Follow these steps to dispatch a payment in Financial Gateway:

1. Choose this menu option:
   
   Main Menu > Finance Menu > Financial Gateway > Process Payments > Payment Dispatch

Payment Dispatch Page

2. Complete the fields:
<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Look up, or enter, <strong>uncch</strong> for the University or <strong>unCGa</strong> for General Administration.</td>
</tr>
<tr>
<td>Dispatch Status</td>
<td>Choose <strong>Awaiting Dispatch</strong>.</td>
</tr>
<tr>
<td>Transaction ID</td>
<td>If you know it, enter the transaction ID. This is the Accounts Payable (AP) transaction ID that is assigned by the system when the voucher is created.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Choose <strong>Wire Transfer</strong>.</td>
</tr>
<tr>
<td>Source ID</td>
<td>If you know it, enter the source ID. This is the voucher payment reference ID when the voucher payment is created.</td>
</tr>
<tr>
<td>Source System</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Payment Type</td>
<td>Choose <strong>Voucher</strong>.</td>
</tr>
<tr>
<td>Currency Code</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Bank ID Number</td>
<td>Look up, or enter, the origin bank ID.</td>
</tr>
<tr>
<td></td>
<td>The bank ID number is a code that identifies the bank. It is assigned by the bank’s regulatory agency.</td>
</tr>
<tr>
<td>Bank Account #</td>
<td>Look up, or enter, the origin bank account number.</td>
</tr>
<tr>
<td></td>
<td>The bank account number is a number or code that identifies the bank account. It is assigned by the bank.</td>
</tr>
<tr>
<td>Bank SetID</td>
<td>Look up, or enter, the business unit.</td>
</tr>
<tr>
<td></td>
<td>The bank set ID is an identification code that is used to group control data. In this situation, bank set ID is the business unit.</td>
</tr>
<tr>
<td>Bank Code</td>
<td>If you know it, look up or enter the origin bank code.</td>
</tr>
<tr>
<td></td>
<td>The bank code is a code that is used to group together more than one bank account.</td>
</tr>
<tr>
<td>Bank Account</td>
<td>If you know it, look up or enter the origin bank account.</td>
</tr>
<tr>
<td></td>
<td>The bank account is the last four digits of the bank account number.</td>
</tr>
<tr>
<td>DFI ID</td>
<td>If you know it, enter the Depository Financial Institution (DFI) ID. It is the same number as the origin bank ID.</td>
</tr>
<tr>
<td>Prenotification</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Batch Name</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Party Type</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Payee Name</td>
<td>Look up, or enter, the payee name.</td>
</tr>
<tr>
<td>Party SetID</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Payee ID</td>
<td>Look up, or enter, the payee ID.</td>
</tr>
<tr>
<td>In this field:</td>
<td>Do the following:</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pay Cycle</td>
<td>Look up, or enter, the pay cycle ID that generated the wire transfer payment.</td>
</tr>
<tr>
<td>Pay Cycle Number</td>
<td>Look up, or enter, the pay cycle number that generated the wire transfer payment.</td>
</tr>
<tr>
<td>From Date</td>
<td>Enter the start date of the payment date range you want to search on.</td>
</tr>
<tr>
<td>To Date</td>
<td>Enter the end date of the payment date range you want to search on.</td>
</tr>
</tbody>
</table>

3. Click on the **Search button**.
Result: The system displays the wire transfer voucher payments that meet your search criteria.

4. Mark the wire transfer payment transactions that you want to dispatch.

5. Click on the Dispatch Settlements button to dispatch the wire transfer payment to the bank.

Note: Click on the Flag for Hold button to prevent the payment from being dispatched and to change the dispatch status from awaiting dispatch to flagged for hold. To release the flag and allow the payment to go through, click on the Clear Flag button.
Result: After clicking on the Dispatch Settlements button, the system displays the payment confirmation page with the payment awaiting dispatch.

**Payment Confirmation Page**

1. Click **OK**.

![Payment Confirmation Image]

Result: The system displays the payment dispatch results page.

**Payment Dispatch Results Page**

1. Click on the **Refresh** button until the process run status is success.

![Payment Dispatch Results Image]

Result: The wire transfer payment is complete

2. Click on the **Return** button to return to the payment dispatch page.
Result: The system displays the payment dispatch page with the dispatch status for the wire payment changed to paid from awaiting dispatch.

Payment Dispatch Page

1. Verify the dispatch status is changed to Paid from Awaiting Dispatch for the wire transfer payment.
5 Reference

This chapter contains:

- Running Queries
- Understanding Run Controls
Running Queries

Overview

After you have defined a query using Query Manager, use Query Viewer to run it and view its results.

While this document focuses on running queries using Query Viewer, Query Viewer also allows you to:

- Search for a query
- Preview a query in the active window
- Run a query and display results in a new window
- Print a query
- Schedule a query
- Download a query to Microsoft Excel
- Save a query as a favorite

Menu Path

Main Menu > Finance Menu > Reporting Tools > Query > Query Viewer

Steps - Running Queries

Follow these steps to run queries:

1. Choose this menu option:

   Main Menu > Finance Menu > Reporting Tools > Query > Query Viewer

Query Viewer Page

2. Complete the field:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>begins with</td>
<td>Enter the first few letters of your pre-defined query.</td>
</tr>
</tbody>
</table>

3. Click on the Search button.
Result: The system displays your search results.

4. In the row for the query you want to view, click on the **HTML** link.

To save this query in your favorite queries list, click on the **Favorite** link. See Adding Queries in My Favorite Queries List for additional information.

1. If the specific query you are running requires you to further refine your results before you can view them, enter those additional parameters in the fields at the top of the page. Otherwise, skip this step.

2. If you entered additional search parameters, click on the **View Results** button. Otherwise, skip this step.
Result: The system displays the query results based on your criteria.

Downloading Queries

When you run a query from Query Manager or Query Viewer, the results are displayed in a new ConnectCarolina window, and can be downloaded to an Excel spreadsheet, a comma separated value (CSV) text file, or an XML file.

1. Choose one of the following:
   - To download your query results to an Excel spreadsheet, click on the Excel Spreadsheet link.
   - To download your query results to a CSV file, click on the CSV Text File link.
   - To download your query results to an XML file, click on the XML File link.

Result: Your computer will prompt you to Open the file, or save it to your local drive.

2. Return to the ConnectCarolina window you were working in and close the additional window.

Adding Queries to a Favorites List

To save a query as a favorite, follow the following steps.
1. From the query search results page, in the row for the query you want to mark as a favorite, click on the **Favorite** link.

Result: The system refreshes the page and displays **My Favorite Queries** at the bottom of the screen.

### Accessing a Favorite Query

1. To find and run a query you’ve previously marked as a favorite, navigate to the Query Viewer, and scroll to the bottom of the page. ConnectCarolina displays **My Favorite Queries** at the bottom of the Query Viewer page.
Understanding Run Controls

Overview

In order to run a process or report, you need to enter or create a run control. A run control is a user-defined process that the system is programmed to run, and a run control ID is simply the name you give that run control.

Your run control IDs are tied to your Onyen, so your run control IDs are uniquely your own. Because you cannot share your Onyen, you cannot share a run control ID.

If multiple people in your group or department need to run the same process or report, you should log in individually, create the run control, give the run control the same run control ID as a name, and select the same criteria for the process or report.

The first time you run the process or report, you need to create a run control ID for it. The next time you run the report, use the existing run control ID.

The name you pick as the run control ID should be memorable and descriptive, so you can remember it for the future and be confident that the system provides the information you want.

Run control IDs:

- are case sensitive
- have a maximum of 30 characters
- can use alphanumeric characters and underscores (_)
- cannot contain other special characters or spaces

You can change the criteria for your process or report as often as you want. Your new criteria will be saved to your run control ID when you run the report, and the new criteria will be used in the future until you change them again.

It’s a good idea to keep a list on paper of your run control IDs, the process or report you use the run control ID for, and a brief description of the report.
## Duplicate Vendor Report

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

**Run Control ID:** My_Specific_and_Memorable_RCID

[Add]

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>