



Enterprise ERP  
*powered by Munis®*  
Cash Management

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*Procedural Documentation*

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# Cash Requirements Report

## Overview

The AP Cash Requirements Report program creates a report of cash requirements for accounts payable invoices for up to four dates. This report is used to determine the cash needed to pay invoices for a specific period of time. The report can be run in detail and in summary. The detailed report identifies the vendor name, each vendor invoice number and description, the invoice due date, and the actual amount owed on each invoice by the due dates entered in the Cash Requirements Dates boxes. The summary report identifies the vendor name and the total dollar amount by vendor for each due date entered.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

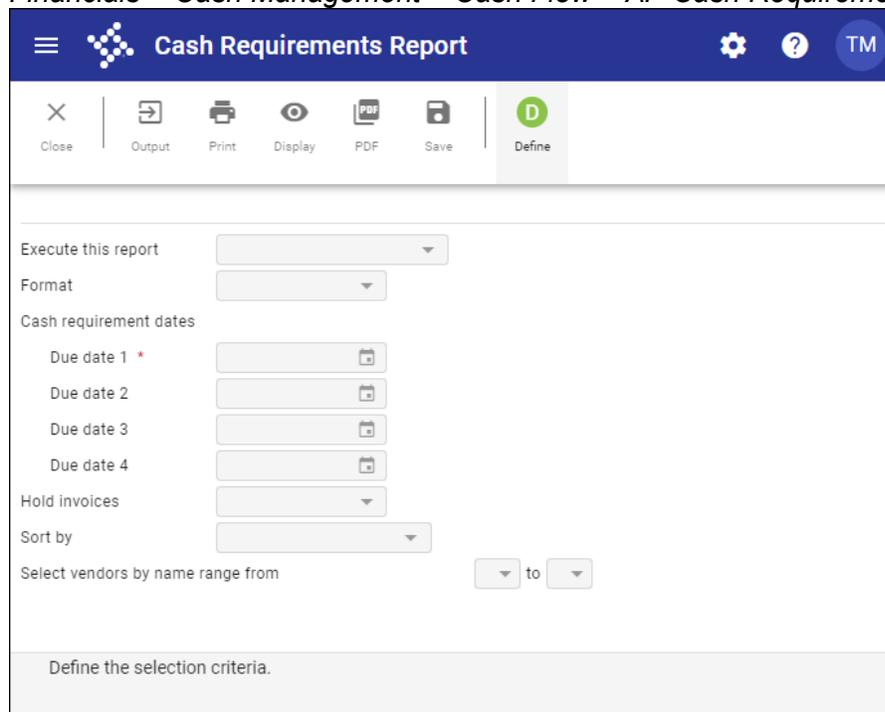
Confirm that you have menu access to the AP Cash Requirements Report program.

## Procedure

To create the Cash Requirements report:

1. Open the AP Cash Requirements Report program.

*Financials > Cash Management > Cash Flow > AP Cash Requirements Report*



2. Click Define.
3. Complete the fields as required. Refer to the following table for specific field details.

Field	Description	Notes
Execute This Report	<p>Allows you to use Enterprise ERP Scheduler to process the report.</p> <ul style="list-style-type: none"> <li>• If you select Now to process the report immediately, click the output options to view, print, or save the report.</li> <li>• If you select In Background (Now) to process the report a single time using the event log and email notification features or At a Scheduled Time to establish a specific time when the report runs, the program uses Enterprise ERP Scheduler.</li> </ul>	
Format	<p>Indicates the format to use for the report: Detail or Summary.</p> <ul style="list-style-type: none"> <li>• The Detail report identifies the vendor name, each vendor</li> </ul>	

Field	Description	Notes
	invoice number and description, the invoice due date, and the actual amount owed on each invoice by the due dates entered in the Cash Requirements Dates fields. <ul style="list-style-type: none"> <li>The Summary report identifies the vendor name and the total dollar amount by vendor for each due date entered.</li> </ul>	
Due Date 1	Establishes the date up to which invoices should be reported. The default value is the current date, but you can replace this with any date. This date is required.	
Due Date 2	Sets a date range for dates between Due Date 1 and Due Date 2 on which to report invoices. You can use any date later than Due Date 1 or leave the date blank.	
Due Date 3	Defines a date range for dates between Due Date 2 and Due Date 3 on which to report invoices. You can use any date later than Due Date 2 or leave the date blank.	
Due Date 4	Specifies a date range for dates between Due Date 3 and Due Date 4 on which to report invoices. You can use any date later than Due Date 3 or leave the date blank.	
Hold Invoices	Indicates whether to include those unposted invoices with a status of On Hold in the report. The default value for this list is Include, but you can change this to Exclude.	
Sort By	Allows you to sort records in the report by vendor number, by alpha name (the vendor's alphabetic name), or by due date. Complete the Due Date 1 box and select the By Due Date checkbox to create a report with subtotals by due date.	
Select Vendors by Name Range from	Allow you to select a range of vendors alphabetically. For example, enter A–K to include only vendors whose alphabetic names begin with those letters on the report. Leave the range boxes blank to retrieve all vendors.	

4. Click Accept to save the entries.

5. Click Output to display the Output screen.
6. Select the output type and complete the applicable details.
7. Click OK to create the report.

### Example: Cash Requirements Report

Munis						munis a tyler erp solution	
CASH REQUIREMENTS REPORT							
VENDOR	DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 02/19/19	
1	5817	5817	58		02/14/09	123.00	
	5847	034983409			02/26/09	30.00	
		TOTALS FOR One Time Vendor					153.00
1000	366	5539	161		02/16/07	96.89	
	373	373	168	office supply	02/24/07	190.00	
	4062	4062	467	INVOICE	11/08/07	500.00	
	424	424	222	asset po	03/31/07	9.50	
	425	425	225	test	04/02/07	95.00	
	429	429	230		04/02/07	45,000.00	
	465	465	266	PARTS	04/30/07	47,500.00	
	477	477	276	12324	05/29/07	475.00	
	505	505	311		06/03/07	95.00	
	5560	5560	379	f	07/10/07	987.00	
	5609	5609	442	Equipment	11/18/07	47.50	
	5618	5618	456	AIR COMPRESSORS AND ACCESSORIE	11/18/07	611.89	
	5624	5624	462	MODIFY TEST	11/13/07	213.75	
	5644	5644		ACOUSTICAL TILE, INSULATING MA	12/11/07	285.00	
	5680	5680		CEILING REPAIRS	01/26/08	500.00	
	5681	5681		FURNANCE REPAIR	01/26/08	600.00	
	5682	5682		LIGHTING	01/26/08	1,000.00	
	5693	5693			03/07/08	-1,000.00	
	5718	5718			04/28/08	95.00	
	5733	5733		FIRE BLANKETS	05/12/08	2,500.00	
	5737	5737	4	STENO PADS	05/17/08	18.75	
	5815	5815	56		01/25/09	114.00	
	5866	5866	74		08/06/09	100.00	
	5867	5867	75		08/06/09	1,000.00	
	5868	5868	76		08/06/09	1,140.00	
	5940	5940	151	TWELVE DOLLAR PAYMENT	02/12/09	12.00	
	5943	5943	154	ASSET IMPROVEMENT	04/28/14	95.00	
	5987	5987	207	Pool Noodles (5 colors)	06/22/16	10.00	
	59j989380	59j989380	94	ABRASIVES	04/29/06	570.00	
		TOTALS FOR ABC SUPPLY COMPANY					102,861.28
1002	5731	5731		SOCBJ	05/30/08	100.00	
		TOTALS FOR ABLE CONCRETE					100.00
1003	5742	5742	16	test	06/06/08	20.00	
		TOTALS FOR MUNIS, INC.					20.00
1004	430	430	231		04/02/07	1,000.00	
	5612	5612	446	FANS FOR COMPUTERS	11/08/07	2,000.00	
	56261	12345-8951	468	trash pickup	11/08/07	500.00	
		TOTALS FOR BMI SYSTEMS GROUP					3,500.00
1005	5744	5744	19		06/11/08	1,000.00	
	5745	5745	20	IMPROVEMENT	06/14/08	4,700.00	

Report generated: 02/19/2019 14:24  
 User: tina.magna1  
 Program ID: apcshreq

## Results

A detail report lists all invoices by due date.

## What's Next?

The report will be reviewed to determine which invoices will be placed on the next check run and the total cash requirements for that check run.

# Accounts Payable Check Reconciliation (Manual)

## Overview

The Check Reconciliation program marks check records as cleared once the check or wire transfer information is returned from the bank. You can clear a single check or an entire range. The program also prints a Check Reconciliation Register, listing check records in a variety of sequences.

In addition to clearing outstanding checks, you can also unclear previously cleared checks. For example, if you have a large range of checks to clear that includes a few outstanding checks that have not been returned, you can clear the range completely and then use the Unclear option to reset the few outstanding checks.

The Check Reconciliation program is also a starting point for generating check register reports, positive pay files, and stale checks.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

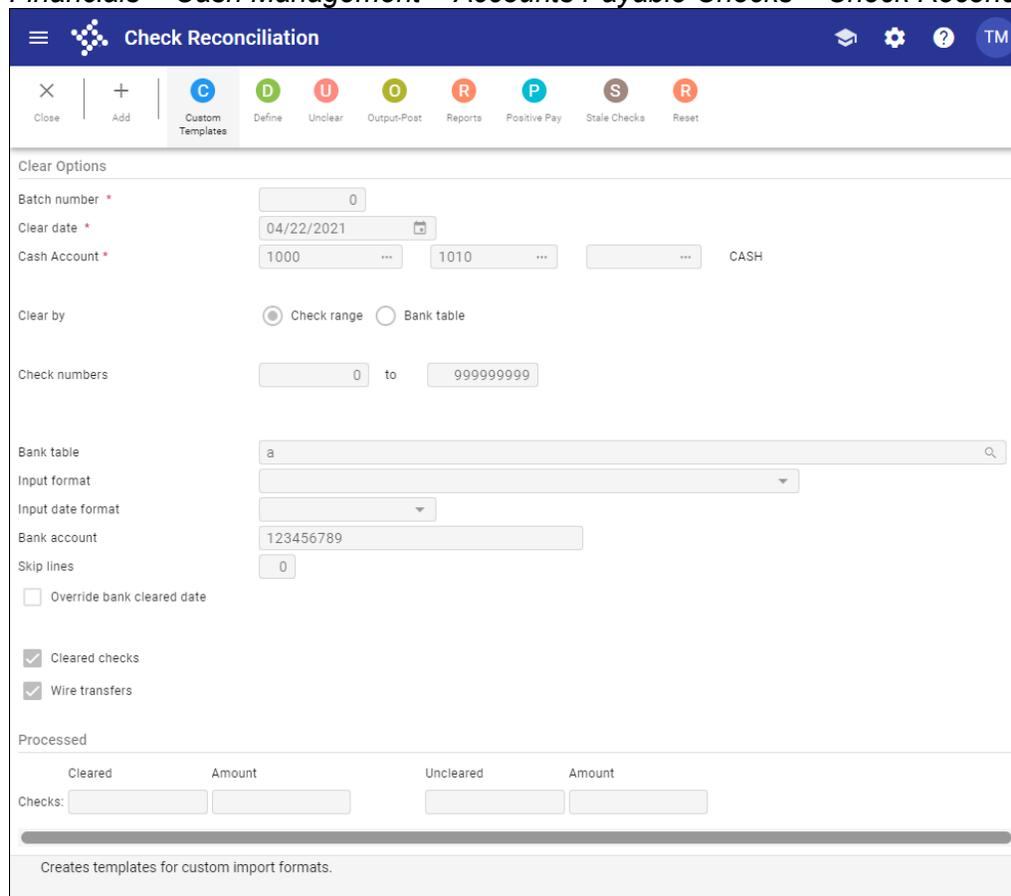
- You have menu access and permissions to maintain check reconciliation in the Check Reconciliation program.
- Checks have been processed through accounts payable.

## Procedure

To complete the check reconciliation process for AP checks:

1. Open the Check Reconciliation program.

*Financials > Cash Management > Accounts Payable Checks > Check Reconciliation*



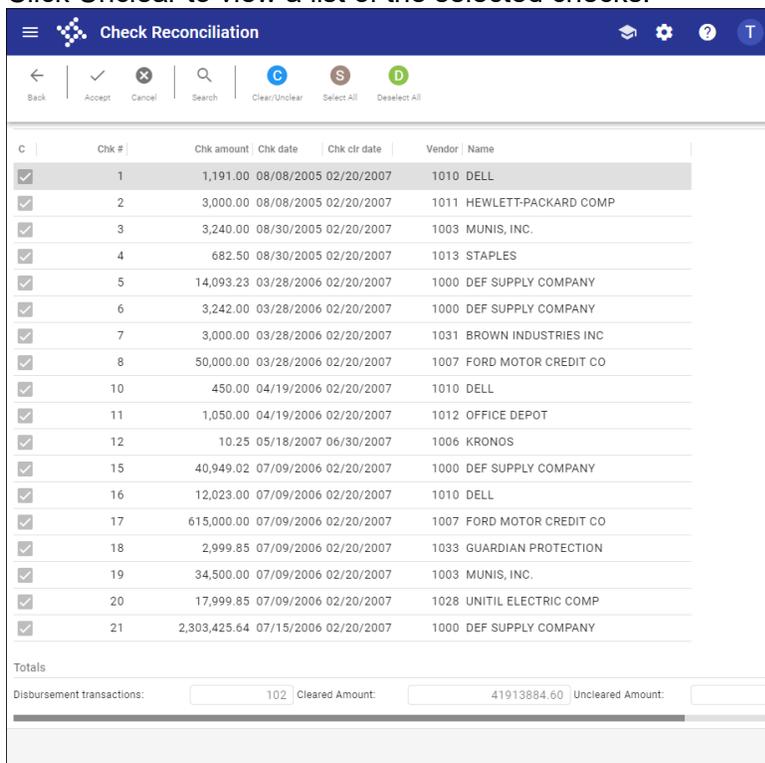
2. Click Define.
3. Complete the fields as required, referring to the following table for specific field details.

Field	Description	Notes
<b>Clear Options</b>		
Batch Number	Specifies a numeric code that provides the ability to group checks for reconciliation. The batch number has significance if you are clearing checks through a bank table that incorporates batch numbers on returned check records.	
Clear Date	Provides the date to be recorded for each check as the official date the check was cleared. Type the date in the box, click the calendar button to select the date, or leave the current date as the default value.	

Field	Description	Notes
Cash Account	Specify the org, object, and project codes of the general ledger account number tied to the bank account of the checks to be cleared. If you are going to use more than one cash account, run this program separately for each account. Type the account org, object, and project codes in the boxes or click the field help button in each box to select the code from a list.	
Clear By	Allows you to determine how to clear checks: <ul style="list-style-type: none"> <li>• Select Check Range to clear checks by a range of check numbers.</li> <li>• Select Bank Table to use a file from the bank that includes the required fields.</li> </ul>	
Check Numbers	Identify the range of checks to include. These boxes are available if you select Check Range as the Clear By option. Type a beginning and ending check number in the boxes or leave the default values of a zero to all nines to include all checks.	
Bank Table	Specifies the path and file name of the bank table. This box is available if you select Bank Table as the Clear By option. To have the program clear the checks from the bank table, copy that file into a directory on your system. If the program cannot find the file, it issues an error message. Type the path and file name in the box or click the file import button to select the import file.	
Input Format	Determines the input file format to use for the file. This list is available if you select Bank Table as the Clear By option.	
Input Date Format	Defines the date format used in the input file. This list is accessible only if a user-defined custom template is selected as the input format.	
Bank Account	Identifies the number of the bank account to which checks are being cleared. This box is available if you select Bank Table as the Clear By option. Generally, each check record in a bank table has an indication of the bank account from which it is drawn. If there are multiple accounts at a bank (requiring separate cash accounts in the Enterprise ERP system), this account	

Field	Description	Notes
	number indicates to the program which account's checks are being cleared. The bank account number can be up to ten digits long.	
Skip Lines	Indicates the number of lines in the input file to skip. You can use this box to skip header lines, if present. To skip no lines, type <b>0</b> in the box.	
Override Bank Cleared Date	Directs the program to set the clear date for each check to the date entered in the Clear Date box, if selected. This checkbox is available if you select the Bank Table option.	
Cleared Checks	Instructs the program to include both cleared and uncleared checks in the reconciliation process, if selected. The default value is selected (Yes); if you change this, the new setting is retained and becomes the default the next time you run the program.	
Wire Transfers	Directs the program to include wire transfers with printed and manual checks, if selected.	

- Click Accept to save your entries. The program selects the checks to be cleared based on your criteria.
- Click Unclear to view a list of the selected checks.



C	Chk #	Chk amount	Chk date	Chk clr date	Vendor Name
<input checked="" type="checkbox"/>	1	1,191.00	08/08/2005	02/20/2007	1010 DELL
<input checked="" type="checkbox"/>	2	3,000.00	08/08/2005	02/20/2007	1011 HEWLETT-PACKARD COMP
<input checked="" type="checkbox"/>	3	3,240.00	08/30/2005	02/20/2007	1003 MUNIS, INC.
<input checked="" type="checkbox"/>	4	682.50	08/30/2005	02/20/2007	1013 STAPLES
<input checked="" type="checkbox"/>	5	14,093.23	03/28/2006	02/20/2007	1000 DEF SUPPLY COMPANY
<input checked="" type="checkbox"/>	6	3,242.00	03/28/2006	02/20/2007	1000 DEF SUPPLY COMPANY
<input checked="" type="checkbox"/>	7	3,000.00	03/28/2006	02/20/2007	1031 BROWN INDUSTRIES INC
<input checked="" type="checkbox"/>	8	50,000.00	03/28/2006	02/20/2007	1007 FORD MOTOR CREDIT CO
<input checked="" type="checkbox"/>	10	450.00	04/19/2006	02/20/2007	1010 DELL
<input checked="" type="checkbox"/>	11	1,050.00	04/19/2006	02/20/2007	1012 OFFICE DEPOT
<input checked="" type="checkbox"/>	12	10.25	05/18/2007	06/30/2007	1006 KRONOS
<input checked="" type="checkbox"/>	15	40,949.02	07/09/2006	02/20/2007	1000 DEF SUPPLY COMPANY
<input checked="" type="checkbox"/>	16	12,023.00	07/09/2006	02/20/2007	1010 DELL
<input checked="" type="checkbox"/>	17	615,000.00	07/09/2006	02/20/2007	1007 FORD MOTOR CREDIT CO
<input checked="" type="checkbox"/>	18	2,999.85	07/09/2006	02/20/2007	1033 GUARDIAN PROTECTION
<input checked="" type="checkbox"/>	19	34,500.00	07/09/2006	02/20/2007	1003 MUNIS, INC.
<input checked="" type="checkbox"/>	20	17,999.85	07/09/2006	02/20/2007	1028 UNITIL ELECTRIC COMP
<input checked="" type="checkbox"/>	21	2,303,425.64	07/15/2006	02/20/2007	1000 DEF SUPPLY COMPANY

Totals

Disbursement transactions: 102 | Cleared Amount: 41913884.60 | Uncleared Amount:

6. Click Clear/Unclear.  
The program opens the fields for updating.
7. Clear the C checkbox for any check you do not want to include in the reconciliation process.
8. Click Accept to save your changes.
9. Click Back to return to the main Check Reconciliation screen.
10. Click Output-Post to print a Check Reconciliation Journal listing for the checks being cleared and then post checks as cleared.  
The program displays the Output screen.
11. Select the output type for the report, type the printer name if necessary, and click OK.  
The program displays the Post Check Reconciliation Journal confirmation message.
12. Click Yes to post the checks as cleared or click No to cancel.

## Results

Once you complete these steps, you will have successfully processed a Check Reconciliation Journal. Though it is called a journal, its effect on the general ledger depends on the Update Cash During Cash Disbursements Journal setting in Accounts Payable Settings. If this setting is not selected, the posting process creates a journal to debit Checks Payable and credit the cash account. If the setting is selected, the posting only affects the status of the checks for bank reconciliation and reporting purposes. Checks that were part of the posted batch are now in a cleared status. They will no longer be pulled into further check reconciliation batches unless the Cleared Checks checkbox is selected.

## What's Next?

Once the Check Reconciliation program has been successfully completed, Bank Reconciliation may be processed.

# Payroll Check Reconciliation

## Overview

The Payroll Check Reconciliation program marks payroll check records as cleared once the check or wire transfer information is returned from the bank. The Payroll Check Reconciliation program requires a bank file to be uploaded.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

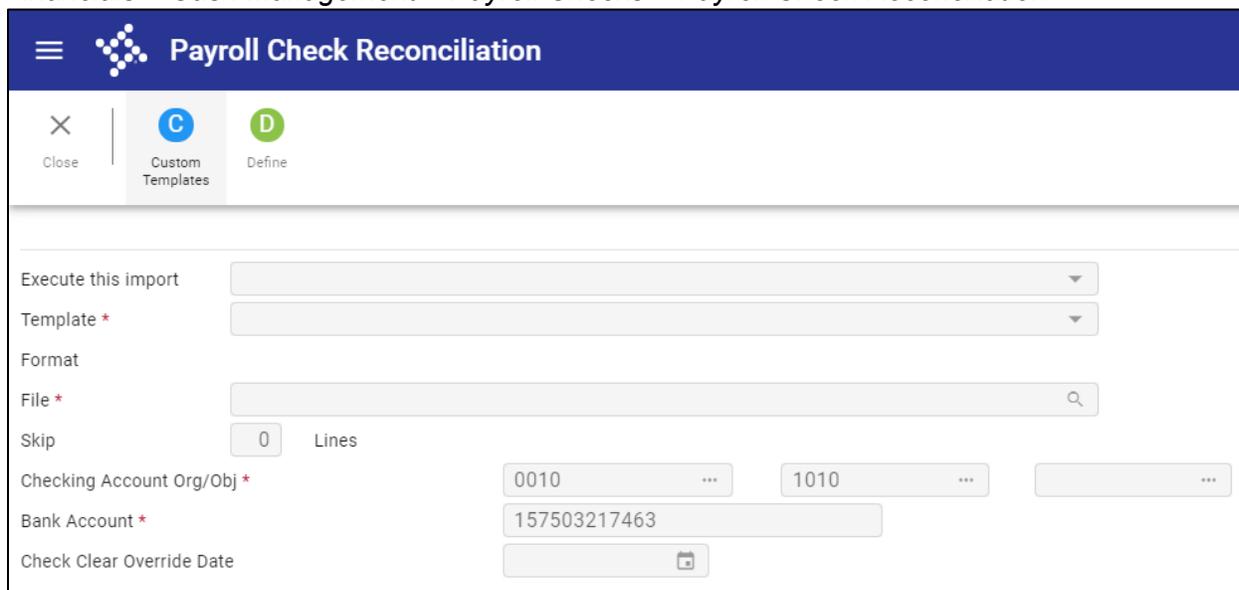
- You have menu access and permissions to maintain check reconciliation in the Payroll Check Reconciliation program.
- Checks have been processed through payroll.

## Procedure

To complete the check reconciliation process for payroll checks:

1. Open the Payroll Check Reconciliation program.

*Financials > Cash Management > Payroll Checks > Payroll Check Reconciliation*



2. Click Define.
3. Complete the fields as required, referring to the following table for specific field details.

Field	Description	Notes
<b>Clear Options</b>		
Execute This Import	<p>Determines when to complete the import when Enterprise ERP Scheduler is enabled:</p> <ul style="list-style-type: none"> <li>• Now—Completes the import immediately. This option does not use Enterprise ERP Scheduler; use the Import options within the program to complete the import.</li> <li>• In Background (Now)—Opens Enterprise ERP Scheduler to complete the import one time using the event log and email notification features.</li> <li>• At a Scheduled Time—Uses Enterprise ERP Scheduler to establish a specific time to complete the import.</li> </ul>	

Field	Description	Notes
Template	Identifies the template for the import file. Use the Custom Templates option to recreate or maintain templates.	
Format	Indicates the format for the selected template. This is a display-only field.	
File	Specifies the path and file name of the bank table. To have the program clear the checks from the bank table, copy that file into a directory on your system. If the program cannot find the file, it issues an error message. Type the path and file name in the box or click the file import button to select the import file.	
Skip _ Lines	Indicates the number of lines in the input file to skip. You can use this box to skip header lines, if present. To skip no lines, type <b>0</b> in the box.	
Checking Account Org/Object	Identifies the general ledger account on which checks are drawn. The program applies bank reconciliation records to only those checks that were drawn this specific account. The checking account org and object codes defined must match the bank account on the input file detail lines. If your organization uses the Org account entry method, you must enter the org, object, and project (if applicable) codes; if your organization uses the Full Account entry method, you must enter the full general ledger account number.	
Bank Account	Identifies the number of the bank account to which checks are being cleared. Generally, each check record in a bank table has an indication of the bank account from which it is drawn. If there are multiple accounts at a bank (requiring separate cash accounts in the Enterprise ERP system), this account number indicates to the program which account's checks are being cleared. The bank account number can be up to 12 digits long.	
Input Date Format	Defines the date format used in the input file. This list is accessible only if a user-defined custom template is selected as the input format.	
Bank Account	Identifies the full bank account number to which checks are being cleared. Generally, each check record in a bank table has an	

Field	Description	Notes
	indication of the bank account from which it is drawn. If there are multiple accounts at a bank (requiring separate cash accounts in the Enterprise ERP system), this account number indicates to the program which account's checks are being cleared. The bank account number can be up to ten digits long.	
Check Clear Override Date	Contains an optional check-clear date for all records in the file. If you leave this box blank, the program uses the check-clear dates from the file.	

4. Click Accept to save your entries.  
The program displays the Output screen.
5. Define the proof report parameters to save the file and click OK to create the proof report.  
The program creates the proof report and stores it in the spool directory, and it displays a message indicating the records that are imported.
6. Use the Saved Reports to review the proof, and if no changes are required, click OK on the Import message to continue with the import.  
**Note:** If there are errors, they are indicated on the report.
7. Click OK to continue.  
The program displays a confirmation message.

## Results

You have successfully processed a Payroll Check Reconciliation bank file import to clear checks. Checks that were part of the bank file are now in a cleared status.

## What's Next?

Once the Payroll Check Reconciliation program has been successfully completed, Bank Reconciliation may be processed.

# Manual Check Reconciliation

## Overview

The Manual Check Reconciliation program marks payroll check records as cleared once the check information is returned from the bank. You can clear a single check or an entire range of checks. The program can also print an Outstanding Check Register, a Check Reconciliation Register, or a Print All Checks report.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added to the Enterprise ERP system.

Confirm the following:

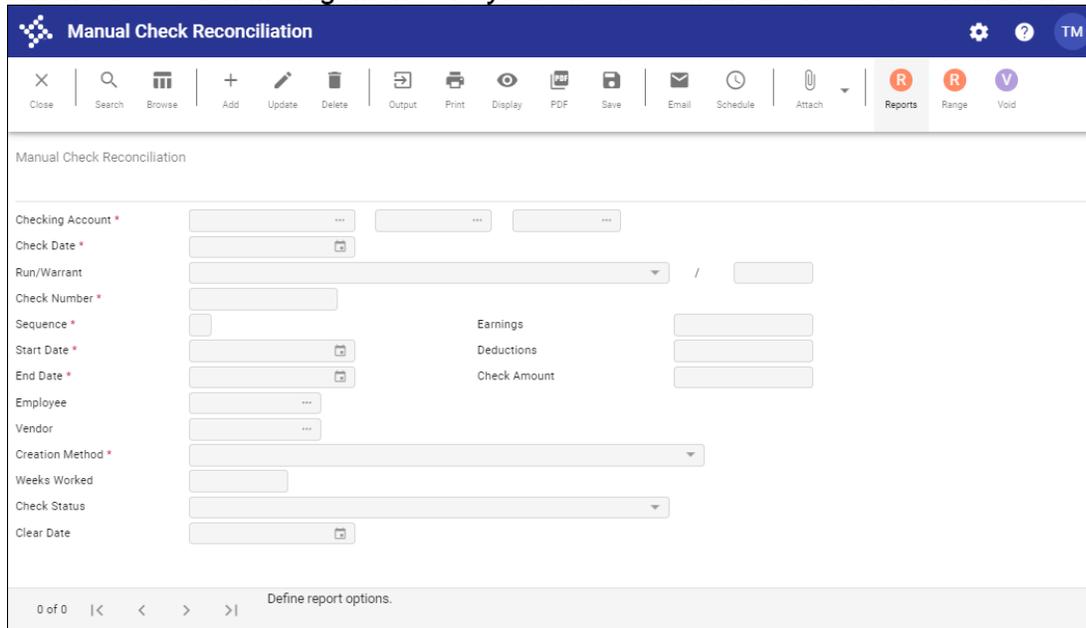
- You have menu access and permissions to maintain check reconciliation in the Manual Check Reconciliation program.
- Checks have been processed through payroll.

## Procedures

### Clearing a Single Check

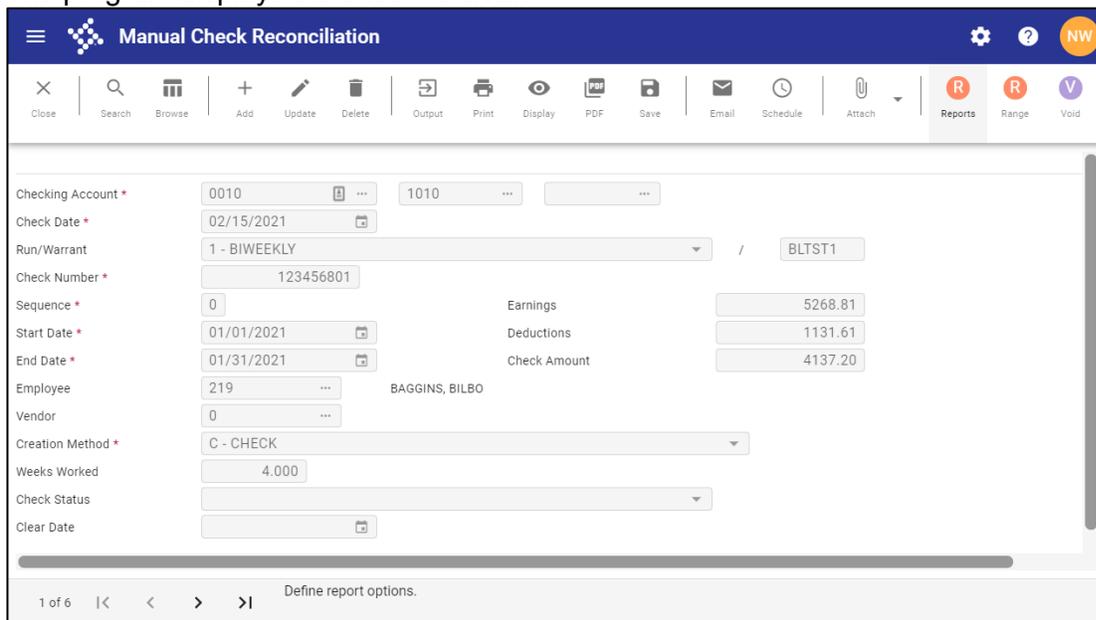
To complete manual check reconciliation for a single payroll check:

1. Open the Manual Check Reconciliation program.  
*Financials > Cash Management > Payroll Checks > Manual Check Reconciliation*



2. Click Search.
3. Complete the Check Number field with the number of the check to clear.

- Click Accept.  
The program displays the check to clear.



The screenshot shows the 'Manual Check Reconciliation' interface. The form includes the following fields and values:

- Checking Account: 0010, 1010
- Check Date: 02/15/2021
- Run/Warrant: 1 - BIWEEKLY, BLTST1
- Check Number: 123456801
- Sequence: 0
- Earnings: 5268.81
- Start Date: 01/01/2021
- Deductions: 1131.61
- End Date: 01/31/2021
- Check Amount: 4137.20
- Employee: 219, BAGGINS, BILBO
- Vendor: 0
- Creation Method: C - CHECK
- Weeks Worked: 4.000
- Check Status: (dropdown menu)
- Clear Date: (calendar icon)

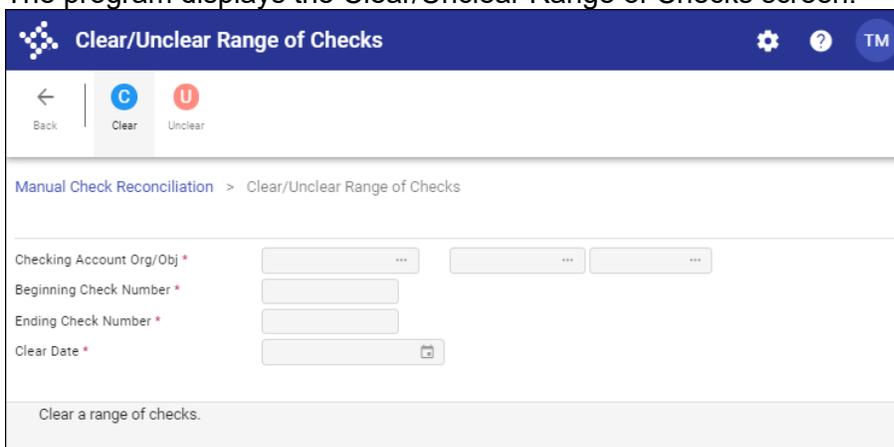
At the bottom, there is a navigation bar with '1 of 6' and 'Define report options.'.

- Click Update.
- In the Check Status list, select the Cleared status.
- In the Clear Date field, enter the date that the check cleared the bank.
- Click Accept.  
The status of the check is updated to Cleared.

## Clearing a Range of Checks

To clear a range of checks:

- Open the Manual Check Reconciliation program.  
*Financials > Cash Management > Payroll Checks > Manual Check Reconciliation*
- Click Range.  
The program displays the Clear/Unclear Range of Checks screen.



The screenshot shows the 'Clear/Unclear Range of Checks' interface. It features a navigation bar with 'Back', 'Clear' (C), and 'Unclear' (U) buttons. Below the navigation bar, the breadcrumb path is 'Manual Check Reconciliation > Clear/Unclear Range of Checks'. The form includes the following fields:

- Checking Account Org/Obj: (dropdown menu)
- Beginning Check Number: (text input)
- Ending Check Number: (text input)
- Clear Date: (calendar icon)

At the bottom, there is a button labeled 'Clear a range of checks.'

3. Click Clear.
4. Complete the fields as required, referring to the following table for specific field details.

Field	Description	Notes
<b>Clear Options</b>		
Checking Account Org/Object	Specify the org, object, and project codes of the general ledger account number tied to the bank account of the checks to be cleared. If you are going to use more than one cash account, run this program separately for each account. Type the account org, object, and project codes in the boxes or click the field help button in each box to select the code from a list.	
Beginning Check Number	Identifies the first check number for the range of checks to clear.	
Ending Check Number	Identifies the last check number for the range of checks to clear.	
Clear Date	Provides the check clear date.	

5. Click Accept to save your entries.  
The program displays a dialog box indicating the number of checks to clear.
6. Click Yes to continue or No to cancel.

## Results

You have successfully cleared a single payroll check or a range of payroll checks. Checks that were included in this process are now in a cleared status. If needed, the checks can be uncleared using the Range option in the Manual Check Reconciliation program.

## What's Next?

Once the Manual Check Reconciliation program has been successfully completed, Bank Reconciliation may be processed.

# Adjustments/Deposits Reconciliation

## Overview

The Adjustments/Deposits Reconciliation program creates and clears transactions that have been posted from the General Journal Entry/Proof program and the Accounts Receivable Payments Journal program. To reconcile a bank statement, any adjustment or deposit journal entries must be created and then cleared. This process will mark them as appearing on a bank statement and make them eligible to be included in the Bank Reconciliation process.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

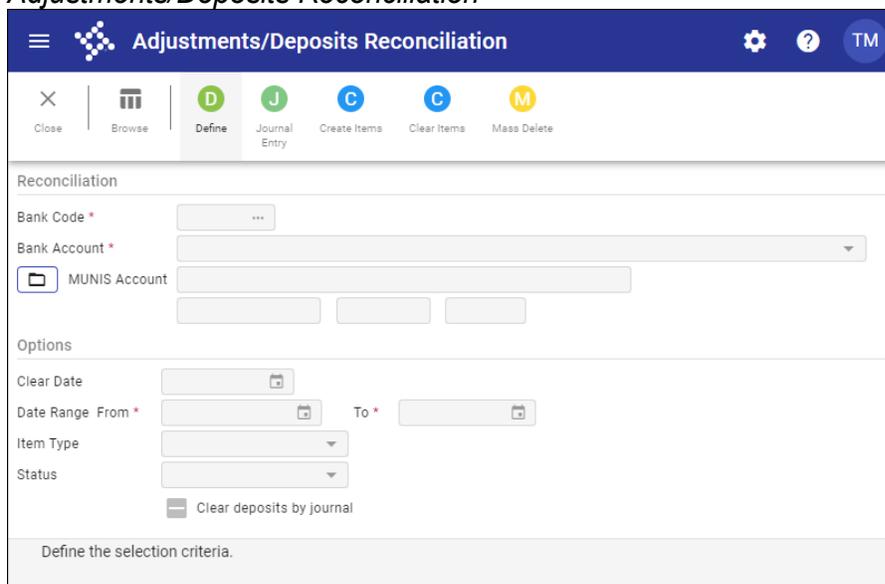
Confirm the following:

- You have menu access to the programs on the Bank Reconciliation menu.
- Cash accounts have been established in the general ledger Account Master program.
- Control accounts have been established in the general ledger Account Master program.
- Bank codes have been established in the Bank Codes program; these codes must correlate to the bank statements to which your organization reconciles.
- All transfers and/or adjustments that are not recorded by the entry of Enterprise ERP transactions must be entered in the General Journal Entry/Proof program and posted to the date range of the bank statements.
- All deposit transactions must be entered and posted in Enterprise ERP Accounts Receivable to the date range of the bank statements.

## Procedure

To complete the Adjustments/Deposits Reconciliation program:

1. Open the Adjustments/Deposits Reconciliation program.  
*Financials > Cash Management > Bank Reconciliation > Adjustments/Deposits > Adjustments/Deposits Reconciliation*



2. Click Define.
3. Complete the fields in the Reconciliation group and enter a valid date range in the Options group, referring to the following table for details.

Field	Description	Notes
<b>Reconciliation</b>		
Bank Code	Identifies the bank code for the bank statement you are reconciling. Click the field help to select a code from a list.	
Bank Account	Specifies the bank account number associated with this bank.	
Enterprise ERP Account	Indicate the org, object, and project codes for the Enterprise ERP general ledger account associated with this bank account. The program displays the values based on the bank code setup.	
<b>Options</b>		
Clear Date	Establishes the date on which the items should be cleared. If you enter a date, it replaces the clear date included in the bank file.	
Date Range From/To	Specifies the beginning and ending dates for items to include in the reconciliation.	

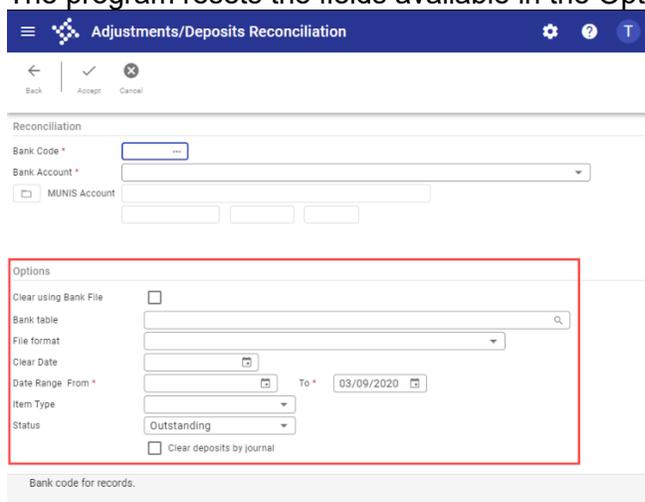
Field	Description	Notes
Item Type	Indicates the type of item being reconciled. Item types are (A) adjustment, (D) deposit, or (P) payroll. If you are searching for a record, you can select the blank option to include all item types found within the specified date range.	
Status	Identifies the status of the items being reconciled. The item status can be (C) cleared or (O) outstanding. If you are searching for a record, you can leave this box blank to include items with either status.	
Clear Deposits by Journal	Directs the program to display deposits by year, period, journal, and line, if this box is selected. Clearing the checkbox causes the program to display deposits by deposit number.	

4. Click Accept to save the changes, and then do one of the following:

- If there are deposit transactions without deposit numbers, the program displays the following query message: “Include deposit transactions that have no deposit number?” Click Yes to include deposit transactions that have no deposit numbers; click No to exclude them. Proceed through the prompts to continue creating the items.
- If items were created previously, the program refreshes the Adjustments/Deposits Reconciliation screen to display a table listing the details of the adjustments and deposits. Review the items and then click Back to return to the main screen.
- If items need to be created, click Create Items to initiate the process and then proceed through the prompts.

5. Click Clear Items.

The program resets the fields available in the Options group.



The screenshot shows the 'Adjustments/Deposits Reconciliation' screen. The 'Options' group is highlighted with a red box and contains the following fields:

- Clear using Bank File:
- Bank table:
- File format:
- Clear Date:
- Date Range: From  To
- Item Type:
- Status:
- Clear deposits by journal:

At the bottom of the screen, there is a label: "Bank code for records."

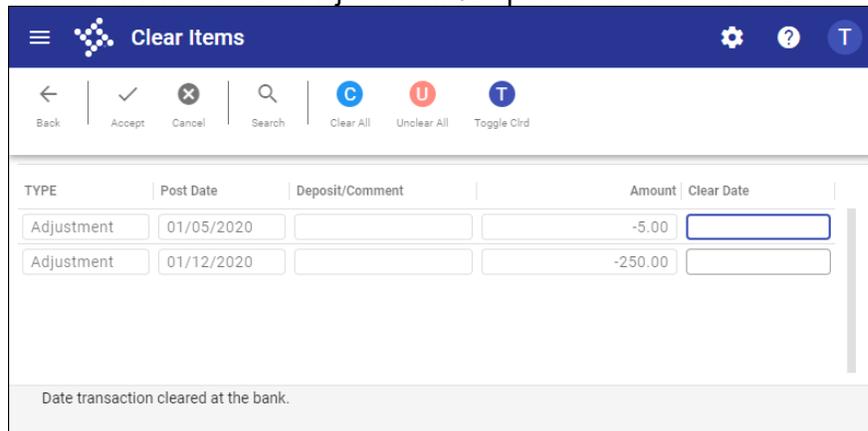
6. Complete the fields, as required, using the following table as a guide.

Field	Description	Notes
Clear Using Bank File	Indicates that you are importing a file from the bank to clear items, if selected. If you are clearing items manually, do not select this box.	
Bank Table	Provides the complete path and name of the bank file that has been saved on the server. This field is only available if you have selected the Clear Using Bank File checkbox.	
File Format	Determines the file format for the imported file format. This field is only available if you have selected the Clear Using Bank File checkbox. Select the format that matches the file layout provided by your bank.	
Clear Date	Specifies the date to use as the clear date for your deposits and adjustments. Leave the field blank to manually enter the clear date of each deposit and adjustment.	
Date Range	Define the beginning and ending date range for the items to include in the reconciliation. <b>Note:</b> If there are outstanding deposits from a previous month, you must include the date range of those previously outstanding deposits.	
Item Type	Specifies the type of item you are clearing. <ul style="list-style-type: none"> <li>• Select Adjustment to include only GEN source journals.</li> <li>• Select Deposit to include only GCR journals.</li> <li>• Select Payroll if you checked the box to include payroll direct deposits when creating items.</li> <li>• Select the blank option to include all types.</li> </ul>	
Status	Indicates the status of items to include. <ul style="list-style-type: none"> <li>• Select Outstanding to include only items that have not been cleared.</li> <li>• Select Cleared to include only items that have been cleared.</li> <li>• Select the blank option to include all items.</li> </ul>	
Clear Deposits by Journal	Directs the program to display deposits by year, period, journal, and line, if selected. Clearing the checkbox	

Field	Description	Notes
	causes the program to display deposits by deposit number.	

7. Click Accept.

The program displays the Clear Items screen, which displays all journals that meet the defined criteria entered on the Adjustments/Deposits Reconciliation screen.



8. Do one of the following:

- Click Clear All if all listed items should be cleared or included in the bank reconciliation because they appear on the bank statement. Selecting this option will complete the Clear Date field with the default value that was entered on the previous Adjustments/Reconciliation Define screen.
- Update or remove the date in the Clear Date field if there are items within the list that have not cleared on the bank statement or if you want to type the exact clear date from the bank statement. If the Clear Date box is blank, type the clear date in the box or leave the box blank to indicate that this item has not cleared the bank.
- Click Unclear All to mark all items as outstanding, which clears the Clear Date box for all transaction items, or click Toggle Clrd to add or clear a clear date. If no date exists for the current record, the program displays the date entered in Adjustments/Deposits Reconciliation or the current date.

9. When you have finished entering the clear dates for all applicable transactions, click Accept. The program displays a confirmation message.

10. Click Yes if the clear dates that have been entered are correct. If the clear dates are not correct, click No and repeat the Clear Items steps. When you click Yes, the program returns to the Adjustments/Deposits Reconciliation screen.

## Results

Adjustments and deposits have been cleared.

## What's Next?

Once the Adjustments/Deposits Reconciliation program has been successfully completed, complete the Bank Reconciliation process.

# Bank Reconciliation

## Overview

The Bank Reconciliation program is used to reconcile your organization's bank statements with the general ledger (GL) book balances in Enterprise ERP, using the defined period on the bank statement. This process is integrated with the Accounts Payable Check Reconciliation program, the Payroll Check Reconciliation program, and the Adjustments/Deposits Reconciliation program.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

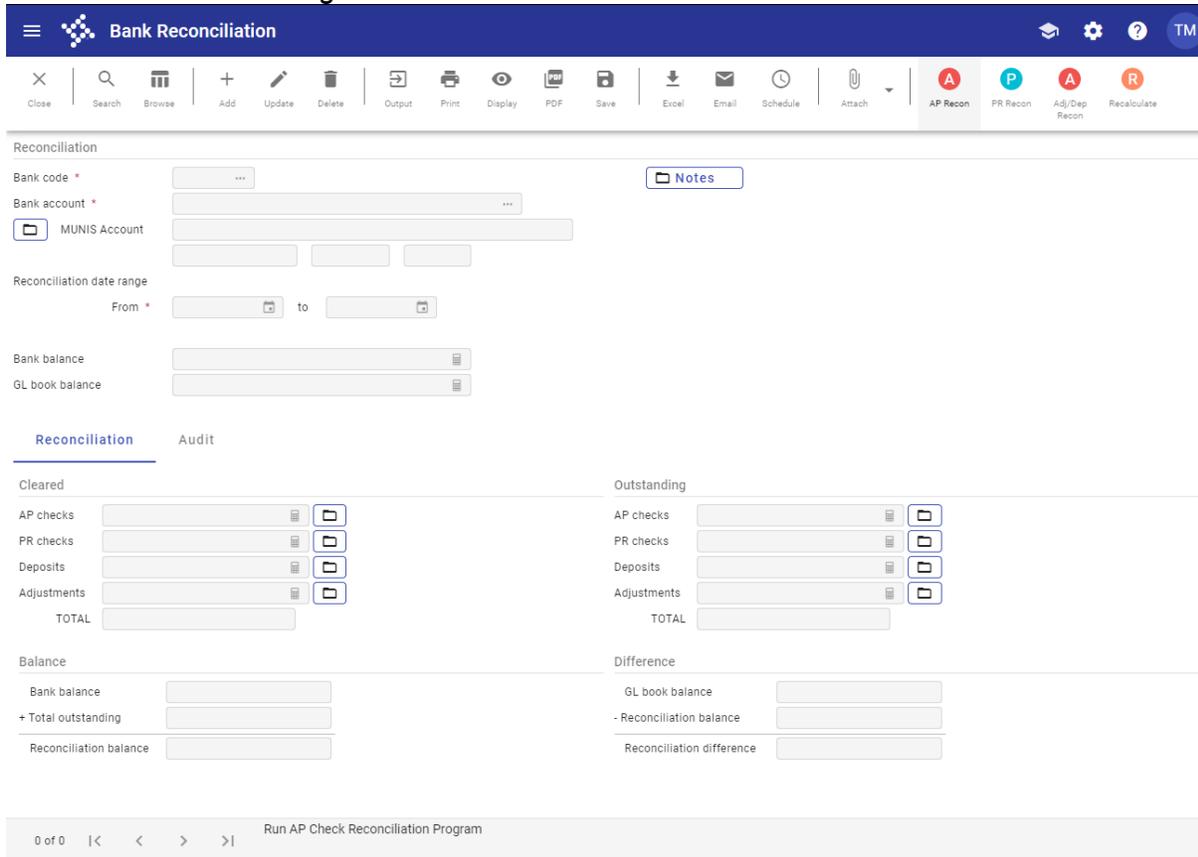
- You have access to the programs on the Bank Reconciliation menu.
- Bank codes have been established in the Bank Codes program; these codes must correlate to the bank statements to which your organization reconciles.
- The Check Reconciliation process for accounts payable checks should be completed for the date range of the bank statements.
- All transfers and/or adjustments that are not recorded by the entry of Enterprise ERP transactions must be entered in the General Journal Entry/Proof program and posted to the date range of the bank statements.
- All deposit transactions must be entered and posted in Enterprise ERP Accounts Receivable to the date range of the bank statements.
- The bank statement must be available.

## Procedure

Use the following steps to complete the bank reconciliation process:

1. Open the Bank Reconciliation program.

*Financials > Cash Management > Bank Reconciliation > Bank Reconciliation*



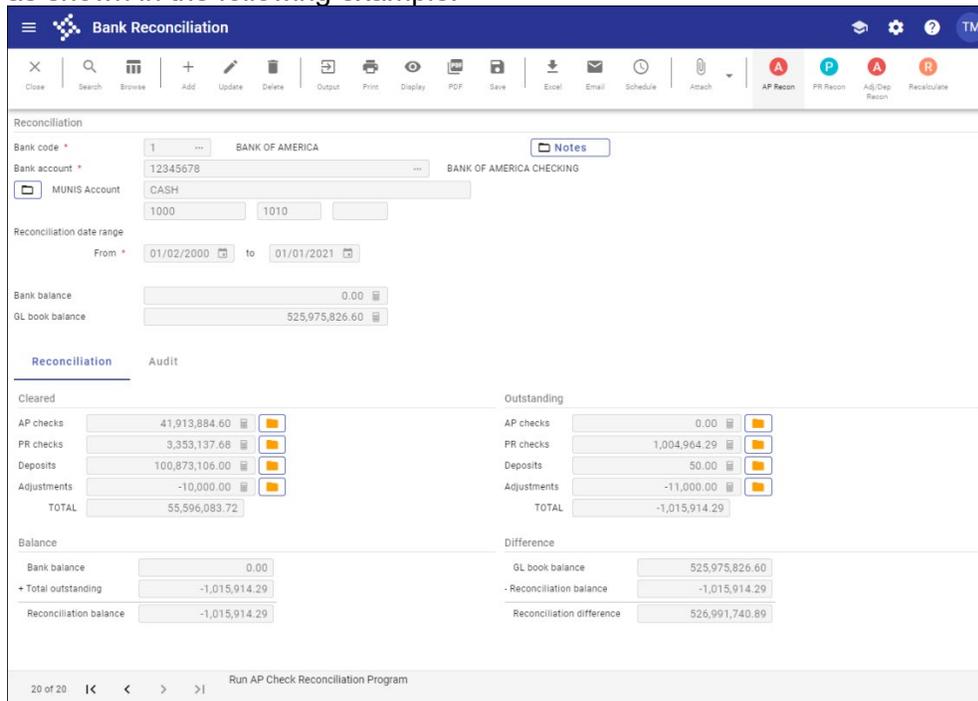
2. Click Add and complete the fields according to the following table.

Field	Description	Notes
Bank Code	Indicates the bank code for the bank that you are reconciling. If you do not know the bank code, click the field help button to select the bank code from the list of available codes.	
Bank Account	Specifies the bank account number for the account that you are reconciling. If you do not know the account number, click the field help button to select the account number from the list of available accounts.	
Enterprise ERP Account	Identify the org, object, and project codes of the Enterprise ERP general ledger account associated with this bank account.	

Field	Description	Notes
	The program automatically completes the account description and org, object, and project codes when you select the bank account, which is established when the bank code is created. If multiple Enterprise ERP accounts are associated with this bank account in Bank Codes, click the highlighted folder button to view the list of Enterprise ERP accounts.	
Reconciliation Date Range	Indicate the range of dates for which you are performing reconciliation. The date should correspond with the statement date range. You can type the beginning and ending dates in the boxes or click the calendar buttons to select dates.	
Bank Balance	Contains the ending bank balance from the bank statement.	
GL Book Balance	Displays the Enterprise ERP balance before reconciliation. The program automatically completes this field based on all journals posted through the ending reconciliation date.	

3. Click Accept.

The program completes the reconciliation fields using the bank balance and Enterprise ERP data, as shown in the following example.



The screenshot displays the 'Bank Reconciliation' interface. The 'Reconciliation' section shows the following data:

- Bank code: 1 (BANK OF AMERICA)
- Bank account: 12345678 (BANK OF AMERICA CHECKING)
- MUNIS Account: CASH
- Reconciliation date range: From 01/02/2000 to 01/01/2021
- Bank balance: 0.00
- GL book balance: 525,975,826.60

The 'Reconciliation' section is split into 'Cleared' and 'Outstanding' categories:

Cleared		Outstanding	
AP checks	41,913,884.60	AP checks	0.00
PR checks	3,353,137.68	PR checks	1,004,964.29
Deposits	100,873,106.00	Deposits	50.00
Adjustments	-10,000.00	Adjustments	-11,000.00
<b>TOTAL</b>	<b>55,596,083.72</b>	<b>TOTAL</b>	<b>-1,015,914.29</b>

The 'Balance' section shows:

Balance		Difference	
Bank balance	0.00	GL book balance	525,975,826.60
+ Total outstanding	-1,015,914.29	- Reconciliation balance	-1,015,914.29
<b>Reconciliation balance</b>	<b>-1,015,914.29</b>	<b>Reconciliation difference</b>	<b>526,991,740.89</b>

At the bottom, it indicates '20 of 20' items and 'Run AP Check Reconciliation Program'.

4. To update amounts, click Update, change the amounts in any available fields, and then click Accept to save your changes.

**Note:** Using the Recalculate option clears any manual updates to fields on the Bank Reconciliation page.

The following table describes the information on the Reconciliation tab.

Field	Description	Notes
<b>Cleared</b>		
AP Checks	Contains the total amount of cleared accounts payable checks for the defined reconciliation date range.	
PR Checks	Displays the total amount of cleared payroll checks for the defined reconciliation date range.	
Deposits	Provides the total amount of cleared deposits for the defined reconciliation date range.	
Adjustments	Stores the total amount of cleared adjustments for the defined reconciliation date range.	
Total	Displays the grand total amount of cleared transactions. This is a display-only total; you cannot access this box.	
<b>Outstanding (Not cleared)</b>		
AP Checks	Contains the total amount of outstanding accounts payable checks for the defined reconciliation date range.	
PR Checks	Provides the total amount of outstanding payroll checks for the defined reconciliation date range.	
Deposits	Indicates the total amount of outstanding deposits for the defined reconciliation date range.	
Adjustments	Specifies the total amount of outstanding adjustments for the defined reconciliation date range.	
Total	Displays the total amount of outstanding transactions. This is a display-only total; you cannot access this box.	
<b>Balance</b>		
Bank Balance	Provides the bank balance indicated in the bank statement.	
Total Outstanding	Displays the total amount of outstanding transactions.	
Reconciliation Balance	Indicates the sum of the Bank Balance and the Total Outstanding fields.	
<b>Difference</b>		
GL Book Balance	Specifies the sum of transactions that have affected the general ledger cash	

Field	Description	Notes
	account associated with your bank account through the reconciliation end date.	
Reconciliation Balance	Indicates the sum of the Bank Balance and the Total Outstanding fields.	
Reconciliation Difference	Identifies the GL Book Balance less the Reconciliation Balance field.	

5. If the Reconciliation Difference does not create a net balance of \$0.00, review the following:

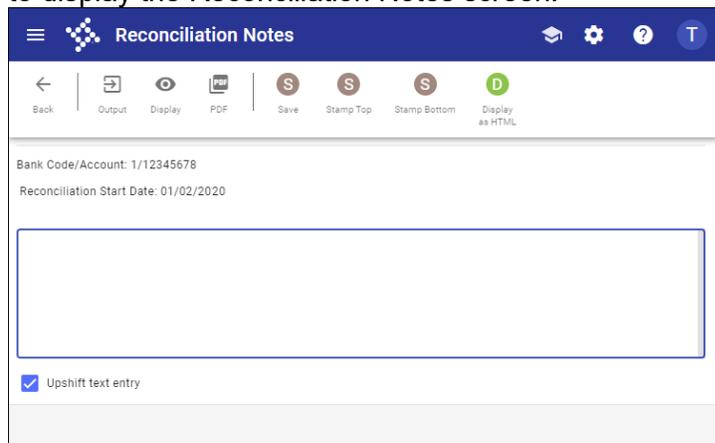
- If you have a positive reconciliation difference, the GL Book Balance is higher than the bank statement balance. This indicates that incorrect transactions have been posted to the Enterprise ERP general ledger cash account, that you have cleared deposits/adjustments that are still in transit, or that you have not cleared all checks.
- If you have a negative reconciliation difference, then the GL Book Balance is lower than the bank statement balance. This indicates that there may be transactions on the bank statement that were not posted to Enterprise ERP, that incorrect transactions may have been posted to the Enterprise ERP general ledger cash account, that you may not have cleared all deposits/adjustments, or that you have cleared checks incorrectly.

To further investigate why your Reconciliation Difference does not have a net balance of \$0.00, use the Cleared or Outstanding folder button to determine whether an item was improperly cleared or if an item was not cleared.

The investigative steps may have to be repeated multiple times before the reconciliation difference is \$0.00.

Once you have taken the necessary action to resolve the issue, return to the Bank Reconciliation program record and click Recalculate.

6. To include any notes about the bank reconciliation that you are performing, click the Notes button to display the Reconciliation Notes screen.



7. Type relevant notes related to this bank reconciliation. If you have a reconciliation difference that you can explain, you will want to note this.

If you want to include the date, time, and user ID of the person entering the note, use the Stamp Top or Stamp Bottom options to add this information in the position indicated.

The Upshift Text Entry checkbox automatically converts entered note text to uppercase text.

8. Once you are finished adding your notes, click Save, and then click Back to close the screen and return to the Bank Reconciliation screen.

## Results

Once you have completed this process, the bank statement will have been reconciled to the transactions within the system.

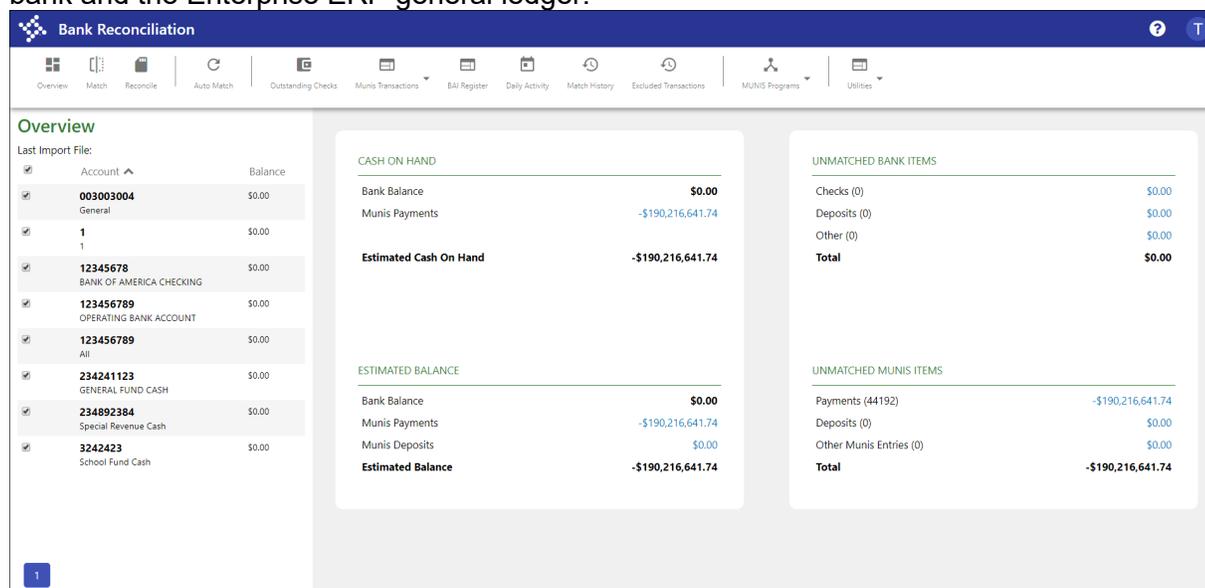
## What's Next?

Month-end processing may be completed.

# Bank Reconciliation Manager

## Overview

The Bank Reconciliation Manager program provides an overview of all matched and unmatched bank transactions that have been imported using the BAI Import program. Any unmatched bank transactions can be manually matched to journals, checks, and deposits that have been entered in Enterprise ERP. An approval record can be created for a bank account and a period of time to calculate the adjusted bank balance and adjusted general ledger balance to determine if there is a difference between the bank and the Enterprise ERP general ledger.



The screenshot displays the 'Bank Reconciliation' interface. On the left, a table lists various bank accounts with their respective balances. The main area is divided into three panels: 'CASH ON HAND', 'ESTIMATED BALANCE', and 'UNMATCHED BANK ITEMS'. The 'CASH ON HAND' and 'ESTIMATED BALANCE' panels show a total of -\$190,216,641.74. The 'UNMATCHED BANK ITEMS' panel shows a total of \$0.00 for unmatched bank items and -\$190,216,641.74 for unmatched Munis items.

Account	Balance
003003004 General	\$0.00
1 1	\$0.00
12345678 BANK OF AMERICA CHECKING	\$0.00
123456789 OPERATING BANK ACCOUNT	\$0.00
123456789 All	\$0.00
234241123 GENERAL FUND CASH	\$0.00
234892384 Special Revenue Cash	\$0.00
3242423 School Fund Cash	\$0.00

CASH ON HAND	
Bank Balance	\$0.00
Munis Payments	-\$190,216,641.74
<b>Estimated Cash On Hand</b>	<b>-\$190,216,641.74</b>

ESTIMATED BALANCE	
Bank Balance	\$0.00
Munis Payments	-\$190,216,641.74
Munis Deposits	\$0.00
<b>Estimated Balance</b>	<b>-\$190,216,641.74</b>

UNMATCHED BANK ITEMS	
Checks (0)	\$0.00
Deposits (0)	\$0.00
Other (0)	\$0.00
<b>Total</b>	<b>\$0.00</b>

UNMATCHED MUNIS ITEMS	
Payments (44192)	-\$190,216,641.74
Deposits (0)	\$0.00
Other Munis Entries (0)	\$0.00
<b>Total</b>	<b>-\$190,216,641.74</b>

## Prerequisites

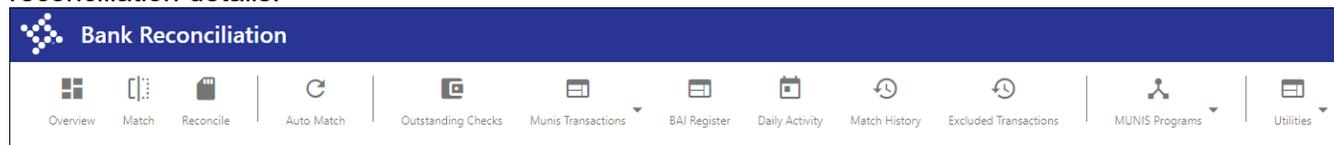
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have access to the programs on the Bank Reconciliation menu.
- Bank codes have been established in the Bank Codes program; these codes must correlate to the bank statements to which your organization reconciles. The Use BAI checkbox must be selected for these bank codes.
- BAI files have been imported using the BAI Import program.
- All transfers and/or adjustments that are not recorded by the entry of Enterprise ERP transactions have been entered in the General Journal Entry/Proof program and posted to the date range of the bank statements.
- All deposit transactions have been entered and posted in Enterprise ERP Accounts Receivable to the date range of the bank statements.
- The bank statement is available.

## Procedures

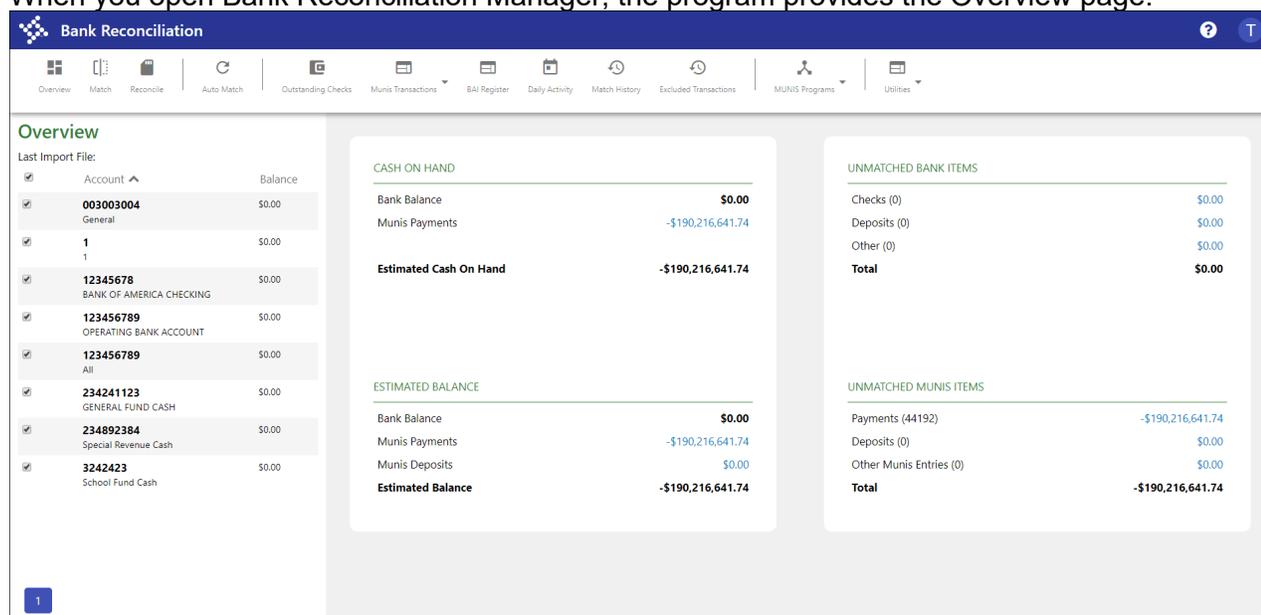
The Bank Reconciliation Manager program provides options for managing or reviewing bank reconciliation details.



- **Overview**—Displays the Overview page, which provides the Cash On Hand, Estimated Balance, Unmatched Bank Items, and Unmatched Enterprise ERP Items totals based on one or more selected accounts.
- **Match**—Refreshes the screen to provide lists of bank transactions and Enterprise ERP transactions awaiting matches.
- **Reconcile**—Displays the Reconciliation Approval screen, which defines a period of time (weekly or monthly) for which a specified bank account has been reconciled.
- **Auto Match**—Directs the program to automatically match corresponding bank and Enterprise ERP transactions.
- **Outstanding Checks**—Displays a list of accounts and the total amount of outstanding checks that are within each account, based on defined search criteria.
- **Enterprise ERP Transactions**—Provides the Check Register, Deposits, and Journals options. Choose an option and define the search criteria to display transactions of that type.
- **BAI Register**—Provides a list of bank items with the BAI code and description for each item.
- **Daily Activity**—Displays the bank balance and general ledger balance for a single bank account. The bank balance is the closing balance for the defined day and the general ledger balance is the balance of the Enterprise ERP accounts associated with the bank account as of that date. Selecting a date displays all the matching that occurred on that day.
- **Match History**—Shows the history of each bank item and provides an option to reverse the most recent match for an item. The search results list the bank items and the current status of each. Select an item to view the match history. If an item is associated with a match that has been removed, the original match and the current match display. To remove the most recent match, click Remove. If the match is within a time period that has already been reconciled and approved, the match cannot be reversed.
- **Excluded Transactions**—Displays transaction records that have been excluded from the match process.
- **Enterprise ERP Programs**—Provides direct access to associated Enterprise ERP programs, such as the BAI Import and Journal Fix Utility programs.

## Overview

When you open Bank Reconciliation Manager, the program provides the Overview page.



**Overview**

Last Import File:

Account	Balance
003003004 General	\$0.00
1 1	\$0.00
12345678 BANK OF AMERICA CHECKING	\$0.00
123456789 OPERATING BANK ACCOUNT	\$0.00
123456789 All	\$0.00
234241123 GENERAL FUND CASH	\$0.00
234892384 Special Revenue Cash	\$0.00
3242423 School Fund Cash	\$0.00

**CASH ON HAND**

Bank Balance	\$0.00
Munis Payments	-\$190,216,641.74
<b>Estimated Cash On Hand</b>	<b>-\$190,216,641.74</b>

**ESTIMATED BALANCE**

Bank Balance	\$0.00
Munis Payments	-\$190,216,641.74
Munis Deposits	\$0.00
<b>Estimated Balance</b>	<b>-\$190,216,641.74</b>

**UNMATCHED BANK ITEMS**

Checks (0)	\$0.00
Deposits (0)	\$0.00
Other (0)	\$0.00
<b>Total</b>	<b>\$0.00</b>

**UNMATCHED MUNIS ITEMS**

Payments (44192)	-\$190,216,641.74
Deposits (0)	\$0.00
Other Munis Entries (0)	\$0.00
<b>Total</b>	<b>-\$190,216,641.74</b>

On the left, the program displays a list of bank accounts that have been set up and the balance of each account. The Last Import File information shows the date and time of the most recent BAI import, if applicable. This information is based on the date and time specified in the 01 line from the most recent bank transaction import file.

The remaining fields on the screen fall into the following categories, which refresh the displayed amounts depending on the data for the selected account.

### Cash on Hand

The Estimated Cash on Hand displays the most recent bank balance less outstanding checks (Bank Balance – Enterprise ERP Payments).

- Bank Balance: The most recent amount is imported from the bank transaction import file.
- Enterprise ERP Payments: Enterprise ERP check transactions. Click the link to open the Check Register.

### Estimated Balance

The Estimated Balance calculates the most recent bank balance less outstanding checks, plus deposit transactions posted in Enterprise ERP (Bank Balance – Enterprise ERP Payments + Enterprise ERP Deposits).

- Bank Balance: The most recent amount is imported from the bank transaction import file.
- Enterprise ERP Payments: Enterprise ERP check transactions. Click the link to open the Check Register.
- Enterprise ERP Deposits: Enterprise ERP deposit transactions. Click the link to open the Enterprise ERP Deposits screen.

### ***Unmatched Bank Items***

The Total indicates the total dollar amount of all bank transactions, categorized by check, deposit, or other, that have not been linked to a corresponding Enterprise ERP transaction. Checks and deposits are determined based on the BAI codes that the bank designates as a check or deposit transaction. Any bank debit or credit that is not considered a deposit or a check is classified as Other.

- **Checks:** The imported check transaction records. The transaction type is determined by the category specified in BAI Code Maintenance. This amount consists of cashed checks that were not automatically matched to the corresponding check record in Enterprise ERP during the BAI import. This may occur because of a bank error or mismatched check number. Click the link to open the BAI Register.
- **Deposits:** The imported deposit transaction records. The transaction type is determined by the category specified in BAI Code Maintenance. This amount consists of bank deposits that do not have a Enterprise ERP deposit to account for the transactions. Click the link to open the BAI Register.
- **Other:** Imported debit and credit transaction records where the transaction type is not Check, Deposit, or Summary. Transactions that are assigned the subcategory of Withdrawal and Adjustment/Fee are included in this group. This amount consists of any other bank transactions that need a corresponding Enterprise ERP journal.

### ***Unmatched Enterprise ERP Items***

The Total calculates the total dollar amount of all Enterprise ERP transactions, categorized by payment, deposit, or other, that have not been linked to a corresponding bank transaction.

- **Payments:** Enterprise ERP check transactions. Click the link to open the Check Register.
- **Deposits:** Enterprise ERP deposit transactions. Click the link to open the Enterprise ERP Deposits screen.
- **Other Enterprise ERP Entries:** Enterprise ERP GEN journal entries. Click the link to open the Enterprise ERP Journal Lines screen.

## Matching Transactions

The Match screen provides the means to pair unmatched or partially matched bank transactions with corresponding Enterprise ERP transactions.

**Bank Reconciliation**

Overview | Match | Reconcile | Matching | Auto Match | Filter | Show All | Outstanding Checks | Munis Transactions | BAI Register | Daily Activity | Match History | Excluded Transactions | Excel | MUNIS Programs | Utilities

Bank End Date: [ ] Bank Account: All Total Selected: \$0.00

Type	BAI	Cust Ref #	Bank Ref #	Amount	Date	Action	Status
Deposit	175	5833		\$10.00	02/19/2020		Unmatched
Deposit	175	5933		\$10.00	03/01/2020		Partial
Deposit	165	5930		\$500.00	03/01/2020		Unmatched
Deposit	175	5831		\$3,642.51	03/01/2020		Unmatched
Deposit	175	5931		\$3,642.51	03/01/2020		Unmatched
Deposit	175	5829		\$4,700.00	03/01/2020		Unmatched
Deposit	175	5929		\$4,700.00	03/01/2020		Unmatched
Deposit	165	5832		\$10,000.00	02/19/2020		Unmatched
Deposit	165	5832		\$10,000.00	03/01/2020		Unmatched
Deposit	165	5932		\$10,000.00	03/01/2020		Unmatched

Munis End Date: [ ] Total Selected: \$0.00

Type	Munis Ref #	Debit	Credit	Date	Status
AP Check	1	\$0.00	\$1,101.00	03/04/2020	Unmatched
AP Check	1	\$0.00	\$5,646.50	03/10/2020	Unmatched
AP Check	10008	\$0.00	\$1,000.00	02/19/2020	Unmatched
AP Check	1008	\$0.00	\$100.00	01/27/2020	Unmatched
AP Check	1008	\$0.00	\$100.00	01/27/2020	Unmatched
AP Check	1010	\$0.00	\$8,400.00	02/09/2020	Unmatched
AP Check	1010	\$0.00	\$8,400.00	02/09/2020	Unmatched
AP Check	1013	\$0.00	\$200.00	02/17/2020	Unmatched
AP Check	1013	\$0.00	\$200.00	02/17/2020	Unmatched
AP Check	1111	\$0.00	\$73,504.08	02/03/2020	Unmatched
AP Check	1111	\$0.00	\$73,504.08	02/03/2020	Unmatched
AP Check	1234	\$0.00	\$29,718.00	02/03/2020	Unmatched
AP Check	1234	\$0.00	\$29,718.00	02/03/2020	Unmatched
AP Check	2	\$0.00	\$1,102.00	03/04/2020	Unmatched
AP Check	2222	\$0.00	\$29,718.00	02/03/2020	Unmatched

To narrow the results, click Filter and specify the criteria for bank items and Enterprise ERP transactions.

**Bank Reconciliation**

Overview | Match | Reconcile | Matching | Auto Match | Filter | Show All | Outstanding Checks | Munis Transactions | BAI Register | Daily Activity | Match History | Excluded Transactions | Excel | MUNIS Programs | Utilities

**Bank Items**

Start Date: [ ] End Date: [ ] Bank Type: All

Start Amount: [ ] End Amount: [ ] BAI Code: [ ]

Bank Reference Number: [ ] Customer Reference Number: [ ] Status: Both

**Munis Items**

Start Date: [ ] End Date: [ ] Transaction Type: All

Start Amount: [ ] End Amount: [ ] Reference Number: [ ]

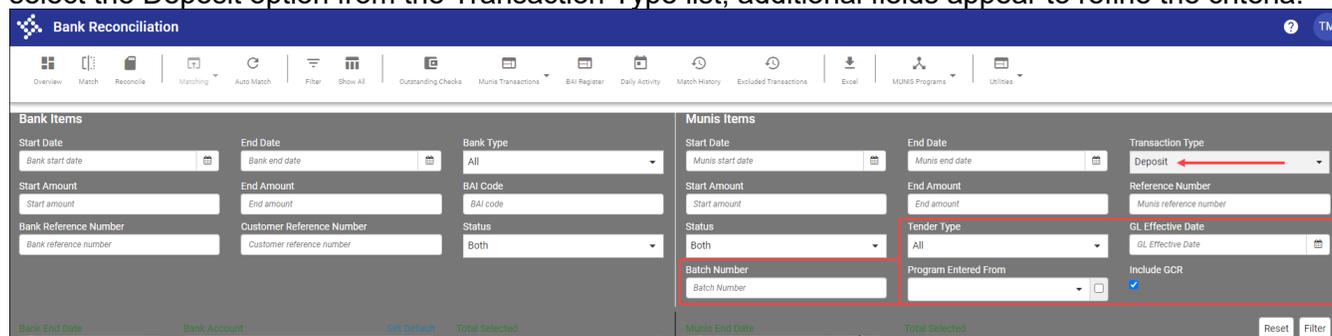
Status: Both

Reset Filter

Bank End Date: [ ] Bank Account: All Total Selected: \$0.00

Munis End Date: [ ] Total Selected: \$0.00

**Note:** When you select certain filter options, additional fields become available. For example, if you select the Deposit option from the Transaction Type list, additional fields appear to refine the criteria.



Field	Description	Notes
Bank End Date	Establishes the end date of the bank transactions. Transactions that occurred after this date do not display in the list.	
Bank Account	Sets the bank account or accounts for which transactions display. You can view transactions for all accounts, but you must select a single account for matching to occur.	
Total Selected	Displays the dollar amount of all selected bank transactions.	
Type	Indicates the bank transaction type, such as a deposit or withdrawal.	
BAI	Designates the BAI code.	
Cust Ref #	Specifies the customer reference number.	
Bank Ref #	Identifies the bank reference number.	
Amount	Provides the amount of the transaction.	
Date	Stores the bank date.	
Action	Provides a list of actions for the selected line.	
Status	Identifies the match status of the bank transaction, such as Partial or Unmatched. Matched transactions are automatically removed from the list.	
Enterprise ERP End Date	Sets the end date of the Enterprise ERP transactions. Transactions that occurred after this date do not display in the list.	
Total Selected	Displays the dollar amount of all selected Enterprise ERP transactions.	
Type	Provides the type of Enterprise ERP transaction, such as an AP check or journal.	
Enterprise ERP Ref #	Stores the Enterprise ERP reference number, which may be the check	

Field	Description	Notes
	number, deposit number, or Journal Reference 3 value.	
Debit	Provides the amount of the debit, if applicable.	
Credit	Indicates the amount of the credit, if applicable.	
Date	Specifies the date of the Enterprise ERP transaction.	
Status	Identifies the match status of the Enterprise ERP transaction, such as Partial or Unmatched. Matched transactions are automatically removed from the list.	

Use the following steps to match transactions.

1. Select the bank account number from the Bank Account list. To set this account as the default account, click Set Default.  
**Note:** Bank accounts are associated with bank codes on the Accounts screen of the Bank Codes program. The Accounts screen features checkboxes to identify the types of activity associated with the bank accounts. These checkboxes limit the types of transactions shown for the selected bank account in Bank Reconciliation Manager.
2. Use the checkboxes in the left pane to select one or more bank transactions.
3. Use the checkboxes in the right pane to select one or more Enterprise ERP transactions to match with the selected bank transactions.  
 The amounts of bank and Enterprise ERP transactions must be equal for a complete match to occur.  
 If the amounts are not equal, you can create a partial match. A partial match occurs if, for example, a deposit has an entry in Enterprise ERP but only a portion of the full deposit amount has reached the bank and been recorded on the BAI file.
4. Click Matching and select an option from the list.
  - If you select Match, the program matches the selected bank and Enterprise ERP transactions.
    - For a complete match, the items are removed from the screen. Any resulting transactions between the subaccount and primary account are posted.
    - For a partial match, the items remain on the screen and are noted with a status of Partially Matched. Resulting transactions are not generated until the items are completely matched.
  - If you select Match w/Comments, a dialog box displays where you can enter comment text to provide additional information about the matched transactions. After entering the text, click Match in the dialog box to process the match and save the comment.
  - If you select View Match Details, the program displays information about the selected bank and Enterprise ERP transactions, but does not process the match.
  - If you select Exclude, the selected items are excluded from the matching process. Your user role must have permission to exclude bank transactions in order to access this option.

Clicking Auto Match directs the program to automatically match Enterprise ERP transactions and bank transactions that have equal amounts.

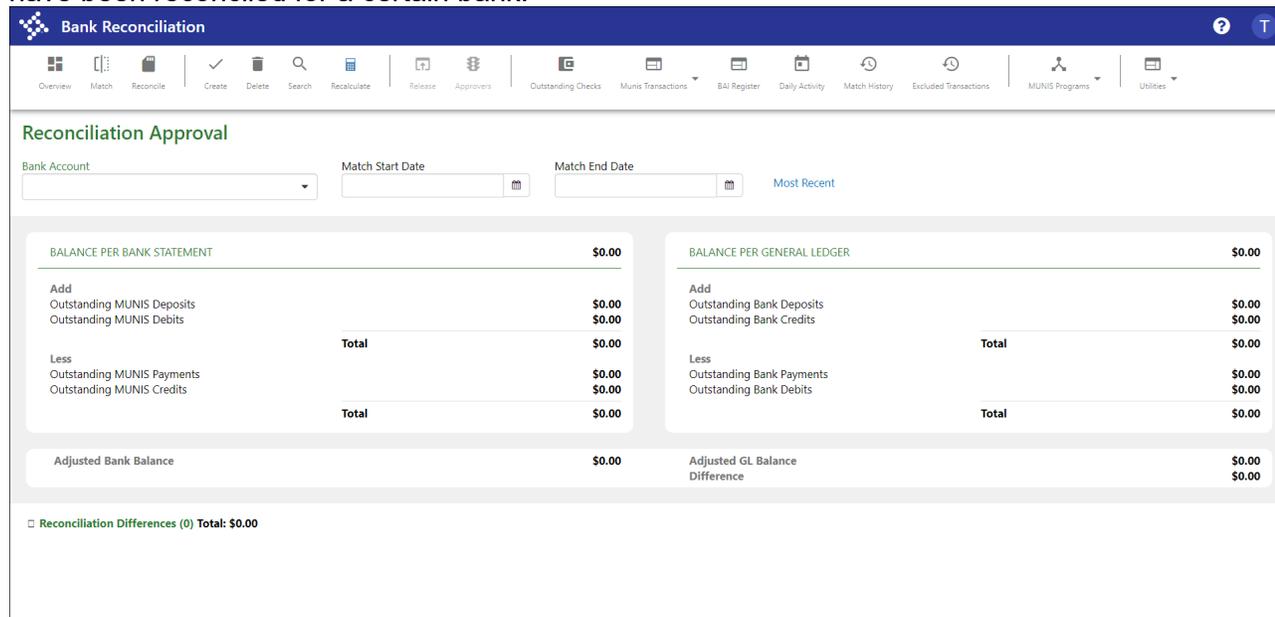
## Excluding Transactions

If a transaction will never have a corresponding match, it can be excluded from bank reconciliation. Your user role must have permission to exclude bank transactions in General Ledger Roles to access this feature.

1. Click Match.  
The program refreshes to display the bank items and Enterprise ERP items.
2. Apply filters as needed to narrow the displayed results. For example, choose a bank account from the list to show items for a specific bank account.
3. Select one or more items to exclude.
4. Click the Matching menu and select Exclude.  
The program displays the Exclude Items dialog box with a summary of the selected item(s) and a comment box.
5. The comment box displays the text: "Records excluded by [User]." Enter additional comments in the box as required, such as a reason for the exclusion.
6. Click Exclude.  
The item is removed from the Matching screen and added to the Excluded Transactions screen.
7. Click Excluded Transactions to review the records and any other excluded transactions as needed.

## Creating a Reconciliation Approval Record

When you click Reconcile, the program displays the Reconciliation Approval screen. This screen allows you to create a reconciliation record to indicate that the transactions that occurred in a period of time have been reconciled for a certain bank.



**Bank Reconciliation**

Overview | Match | Reconcile | Create | Delete | Search | Recalculate | Release | Approvers | Outstanding Checks | Munis Transactions | BAI Register | Daily Activity | Match History | Excluded Transactions | MUNIS Programs | Utilities

### Reconciliation Approval

Bank Account:  Match Start Date:  Match End Date:  [Most Recent](#)

BALANCE PER BANK STATEMENT		\$0.00	BALANCE PER GENERAL LEDGER		\$0.00
Add			Add		
Outstanding MUNIS Deposits	\$0.00		Outstanding Bank Deposits	\$0.00	
Outstanding MUNIS Debits	\$0.00		Outstanding Bank Credits	\$0.00	
<b>Total</b>	<b>\$0.00</b>		<b>Total</b>	<b>\$0.00</b>	
Less			Less		
Outstanding MUNIS Payments	\$0.00		Outstanding Bank Payments	\$0.00	
Outstanding MUNIS Credits	\$0.00		Outstanding Bank Debits	\$0.00	
<b>Total</b>	<b>\$0.00</b>		<b>Total</b>	<b>\$0.00</b>	
Adjusted Bank Balance	\$0.00		Adjusted GL Balance	\$0.00	
			Difference	\$0.00	

Reconciliation Differences (0) Total: \$0.00

Use the following steps to create a reconciliation approval record:

1. From the Bank Account list, select the bank account that has been reconciled.
2. In the Match Start/End Date fields, enter the starting and ending dates for which reconciliation has occurred. You can click Most Recent to review the dates and amounts for the most recent approval.
3. Click Create.  
The program refreshes to display the amounts that match the selection criteria.

**Reconciliation Approval**

Bank Account: 182680101 - CHECKING 4 | Match Start Date: 11/01/2016 | Match End Date: 02/12/2018 | [Most Recent](#)

BALANCE PER BANK STATEMENT		\$0.00	BALANCE PER GENERAL LEDGER		-\$3,290,932.40
Add			Add		
Outstanding MUNIS Deposits		\$0.00	Outstanding Bank Deposits		\$20,745,581.28
Outstanding MUNIS Debits		\$17,449,876.86	Outstanding Bank Credits		\$7,560,042.69
<b>Total</b>		<b>\$17,449,876.86</b>	<b>Total</b>		<b>\$28,305,623.97</b>
Less			Less		
Outstanding MUNIS Payments		\$1,600.00	Outstanding Bank Payments		\$0.00
Outstanding MUNIS Credits		\$382,999,823.93	Outstanding Bank Debits		\$25,443,978.72
<b>Total</b>		<b>\$383,001,423.93</b>	<b>Total</b>		<b>\$25,443,978.72</b>
Adjusted Bank Balance		-\$365,551,547.07	Adjusted GL Balance Difference		-\$429,287.15
					\$365,122,259.92

Reconciliation Differences (0) Total: \$0.00 [Add](#)

4. Review the amounts in the Balance per Bank Statement and Balance per General Ledger groups.  
The Balance per Bank Statement group displays the balance from the last BAI import within the entered date range.  
The Balance per General Ledger group displays the balance of the accounts that are linked to the entered bank account as of the last day of the date range.
5. Click an amount to display associated journals.

BALANCE PER BANK STATEMENT: \$0.00 | BALANCE PER GENERAL LEDGER: -\$3,290,932.40

Outstanding MUNIS Debits: \$17,449,876.86

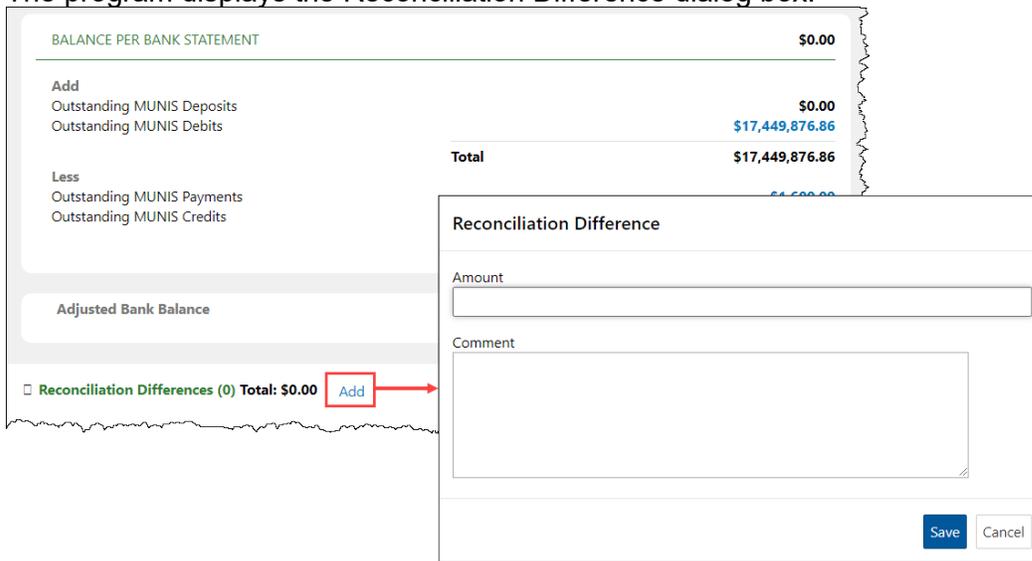
**Munis Journal Lines (555)**

Amount Range: [start amount] To [end amount] | Items Per Page: 30

Journal #	Reference 3	Debit	Credit	Effective Date	Bank Account	Clear Date	Status
3		\$75.00	\$0.00	02/04/2017	00055038		Outstanding
3		\$75.00	\$0.00	02/04/2017	00000006289714		Outstanding
3		\$75.00	\$0.00	02/04/2017	182880100		Outstanding
3		\$100.00	\$0.00	09/06/2016	182880100		Outstanding
3		\$100.00	\$0.00	09/06/2016	00000006289714		Outstanding

6. Resolve any outstanding transactions, or return to the Reconciliation Approval screen to note reconciliation differences.

- To note reconciliation differences, click Add.  
The program displays the Reconciliation Difference dialog box.



BALANCE PER BANK STATEMENT	\$0.00
<b>Add</b>	
Outstanding MUNIS Deposits	\$0.00
Outstanding MUNIS Debits	\$17,449,876.86
<b>Total</b>	<b>\$17,449,876.86</b>
<b>Less</b>	
Outstanding MUNIS Payments	\$1,500.00
Outstanding MUNIS Credits	
<b>Adjusted Bank Balance</b>	
<input type="checkbox"/> Reconciliation Differences (0) Total: \$0.00 <b>Add</b>	

**Reconciliation Difference**

Amount

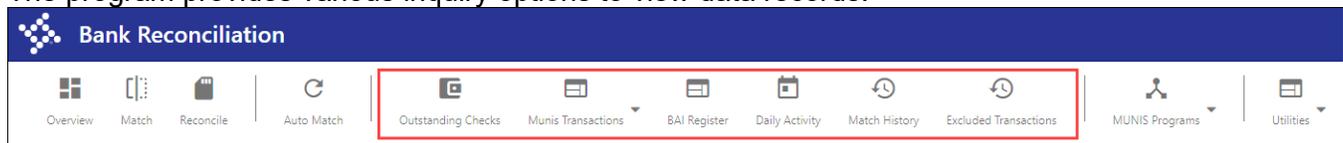
Comment

Save Cancel

- Enter the amount and a comment to explain the difference.
- Click Save.
- Click Recalculate to refresh the screen as needed and update the amounts.
- Click Attach to open the Defined Mappings screen to attach any supporting documentation.
- Once the amounts have been reconciled and any differences accounted for, if BNK–Bank Reconciliation Approval workflow business rules exist, click Release to release the reconciliation record to the workflow as determined by your organization.
- To approve a reconciliation record, click Approvers.  
The program displays the Workflow Approval dialog box, where you can approve, reject, hold, or forward the reconciliation record.  
Once approved, the reconciliation record is locked and no matches from within that time frame can be reversed.

## Options

The program provides various inquiry options to view data records.



## Outstanding Checks

When you click Outstanding Checks, the program displays the Outstanding Check Search Criteria box.

**Outstanding Check Search Criteria**

If no criteria is selected then all records will be available.

Minimum Check Amount

Check Date Range  
  To  

Check Type:  AP Check Type:  PR Check Type:

Bank Account

Enter the search parameters and then click Execute.

The program displays the results that meet the search criteria for outstanding checks.

Outstanding Checks		Filtered Total: \$53,587.71 (9662)			
00000006289714 - clearing	(\$564,261,740.04)	Minimum Amount	<input type="text" value="check amount"/>		
00055038 - Acct 1	(\$564,261,740.04)	Check Number	Check Date	Amount	Payee
182880100 - CHCK	(\$564,261,740.04)	100503	06/02/2005	\$502.60	CATHERINE KIRSSOTT
182880100 - CHCK	(\$564,261,740.04)	100504	06/02/2005	\$1,020.00	WAYNE LAFOUNTAIN
		100501	06/02/2005	\$1,260.01	MANUEL GALVEZ
		100502	06/02/2005	\$1,327.19	ADAM HOLTZ

## Enterprise ERP Transactions

When you click the Enterprise ERP Transactions button, the Check Register, Deposits, and Journals options are available. These options provide inquiry-only overviews of the records in the system.

## Check Register

If you select Check Register, the program provides the Check Register Search Criteria dialog box.

**Check Register Search Criteria**

If no criteria is selected then all records will be available.

Check Amount  
 To

Check Date Range  
  To

As Of Outstanding Date

Check Number Start

Check Number End

Check Type

AP Check Type

PR Check Type

Bank Account

Check Type

Status

Enter the search criteria, or leave the fields blank to search all records, and then click Execute.

The program refreshes to display the records that met the search criteria.

**Check Register (151593)**

Status  Items Per Page:

Check #	Amount	Check Date	Bank Account	Clear Date	Payee	Check Type	Status
1	\$1,500.00	08/26/2016	182180090	12/20/2016	DEF SUPPLY COMPANY	AP Printed	Cleared
1	\$1,500.00	08/26/2016	182280061	12/20/2016	DEF SUPPLY COMPANY	AP Printed	Cleared
1	\$1,500.00	08/26/2016	182580050	12/20/2016	DEF SUPPLY COMPANY	AP Printed	Cleared
1	\$1,500.00	08/26/2016	182680101	12/20/2016	DEF SUPPLY COMPANY	AP Printed	Cleared
1	\$1,500.00	08/26/2016	182880100	12/20/2016	DEF SUPPLY COMPANY	AP Printed	Cleared

Click the list at the top of the page to apply different filters to the results.

**Check Register (151593)**

Status

Amount Range	Amount	Check Date	Bank Account
As Of Outstanding Date	\$1,500.00	08/26/2016	182180090
Check Date Range	\$1,500.00	08/26/2016	182280061
Check Range	\$1,500.00	08/26/2016	182580050
Status <input checked="" type="checkbox"/>	\$1,500.00	08/26/2016	182680101

When you select an option, the fields to the right of the list update to provide appropriate parameters. For example, selecting Status and then choosing Void from the list limits the results to checks that have a Void status.

**Check Register (120)**

Status:  Items Per Page: 30

Check # ^	Amount	Check Date	Bank Account	Clear Date	Payee	Check Type	Status
12	\$100.00	08/18/2015	182880100	10/18/2017	ELKIN SUPPLY	AP	Void
12	\$100.00	08/18/2015	00055038	10/18/2017	ELKIN SUPPLY	AP	Void
12	\$100.00	08/18/2015	00000006289714	10/18/2017	ELKIN SUPPLY	AP	Void
13	\$89.74	08/18/2015	182880100	10/18/2017	Walgreens	AP	Void
13	\$89.74	08/18/2015	00055038	10/18/2017	Walgreens	AP	Void

## Deposits

When you select Deposits, the program initiates a similar process as when you select Check Register. Enter the search criteria in the Enterprise ERP Deposit Search Criteria dialog box, click Execute, and review the search results.

## Journals

Similarly, when you select Journals, the program displays the Journal Search Criteria dialog box. Enter the criteria, click Execute, and review the search results.

**Munis Journal Lines (555)**

Amount Range:  To  Items Per Page: 30

Journal # ^	Reference 3	Debit	Credit	Effective Date	Bank Account	Clear Date	Status
3		\$75.00	\$0.00	02/04/2017	00055038		Outstanding
3		\$75.00	\$0.00	02/04/2017	00000006289714		Outstanding
3		\$75.00	\$0.00	02/04/2017	182880100		Outstanding
3		\$100.00	\$0.00	09/06/2016	182880100		Outstanding
3		\$100.00	\$0.00	09/06/2016	00000006289714		Outstanding
3		\$100.00	\$0.00	09/06/2016	00055038		Outstanding

Click a journal number to open the Journal Analysis program to review the journal details.

## BAI Register

When you click BAI Register, the program displays the BAI Search Criteria dialog box. Enter the search parameters, click Execute, and review the results.

## Daily Activity

When you click Daily Activity, the program displays the Daily Activity Search Criteria dialog box. Enter the search parameters, click Execute, and review the results. You must select a bank account for the search to complete successfully.

## Match History

When you click Match History, the program displays the Match History Criteria dialog box. Enter the search parameters, click Execute, and review the results.

## Excluded Transactions

When you click Excluded Transactions, the program displays the transaction records that have been excluded from the match process.

## Results

Once you have completed the bank reconciliation process, the bank statement will have been reconciled to the transactions within the system.

## GL Impact

If your organization uses a Treasurer's fund, accounts in the fund will be affected each time a fund receives or disburses cash. These transactions between the operating fund and the Treasurer's fund cross funds, so there will be additional due-to/due-from entries made to other designated accounts in each fund. The account in the operating fund that is affected for these transactions is that fund's cash account, and its value represents its share of cash in the Treasurer's fund. Every transaction that involves the Treasurer's fund, whether to record revenues or disbursements will also be recorded in the operating fund's cash account. The sum of all operating funds cash accounts should equal the total cash accounts and investment accounts in the Treasurer's fund. Running existing reports such as the Trial Balance for the object codes used for cash and due-to/due-from entries (fund cash) will be able to show each fund's cash account, with the sum equaling the amount in the Treasurer's fund.

If your organization does not use a Treasurer's fund, the only general ledger impact occurs if your organization has automatic transfers for cleared checks.

## What's Next?

Month-end processing may be completed.

# AP Disbursements Report

## Overview

The AP Disbursements Report program prints a disbursements report based on a specific check run.

## Prerequisites

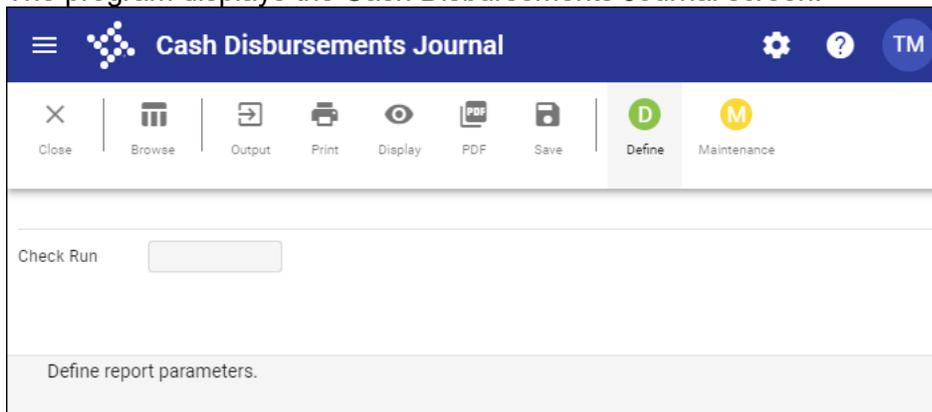
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

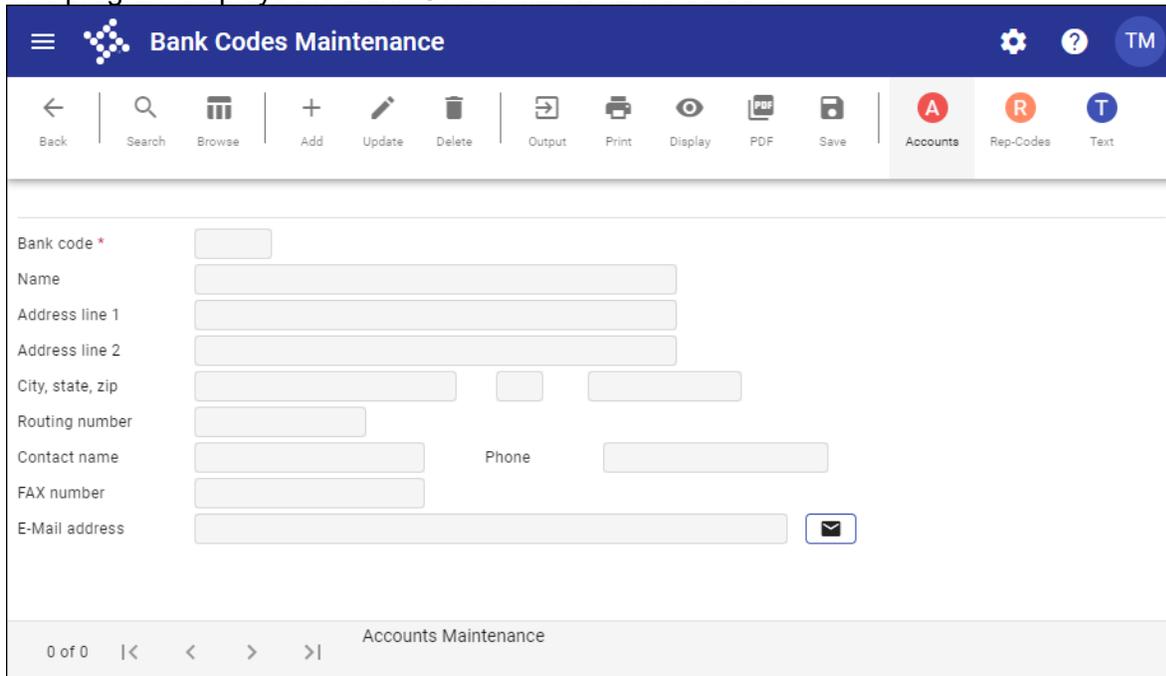
- You have menu access to the AP Disbursements Report program.
- A check run has been processed through posting of the cash disbursements.
- Bank codes are linked to general ledger accounts.

If bank codes are not yet linked, link the codes to the general ledger accounts through the AP Disbursements Report program before you create the report, as follows:

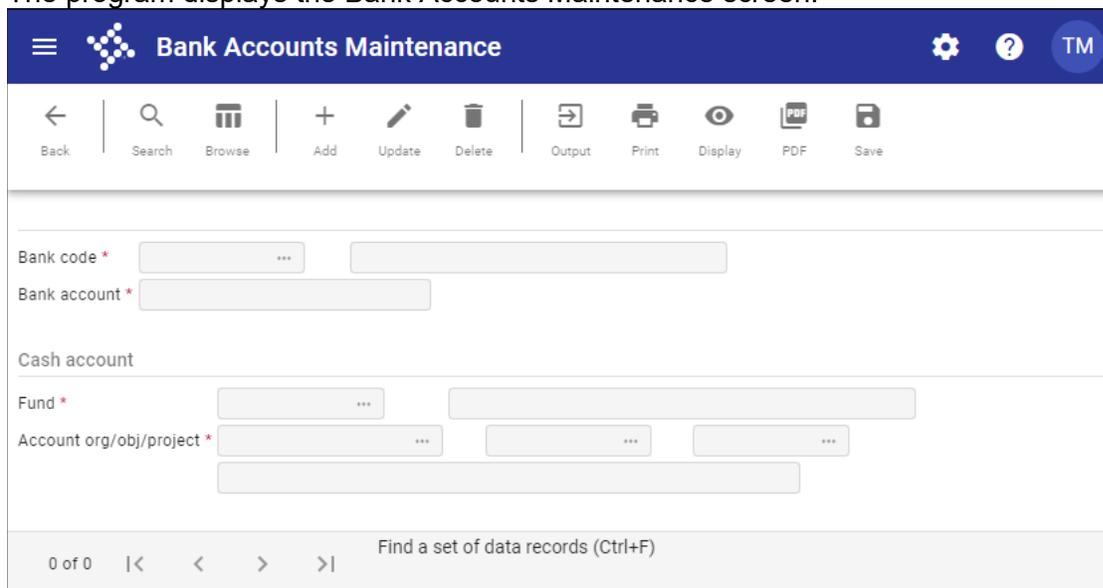
1. Open the AP Disbursements Report program.  
*Financials > Cash Management > Reports > A/P Disbursements Report*  
 The program displays the Cash Disbursements Journal screen.



- Click Maintenance.  
The program displays the Bank Codes Maintenance screen.

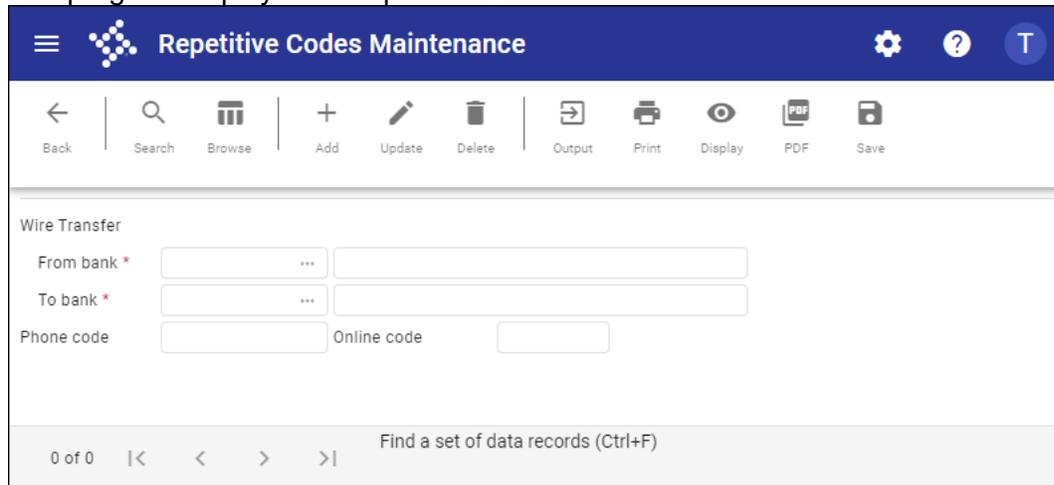


- Click Add to add a bank code and define the bank address, routing number, and contact information.
- Click Accept to save the information.
- Click Accounts.  
The program displays the Bank Accounts Maintenance screen.



- Click Add and enter the general ledger funds that participate in this bank account.

7. Click Accept to save the information, and then click Back to close the screen and return to the Bank Codes Maintenance screen.
8. Click Rep-Codes.  
The program displays the Repetitive Codes Maintenance screen.



Repetitive Codes Maintenance

Back Search Browse Add Update Delete Output Print Display PDF Save

Wire Transfer

From bank \*  ...

To bank \*  ...

Phone code  Online code

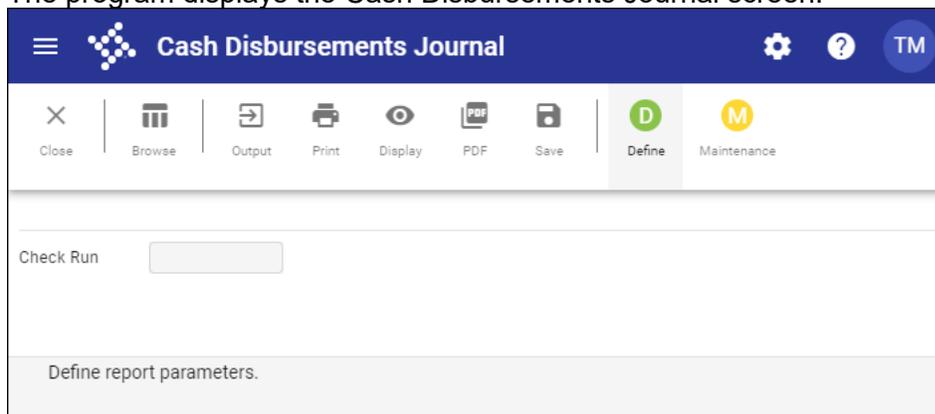
0 of 0 |< < > >| Find a set of data records (Ctrl+F)

9. Click Add and enter the codes for the wire transfers that typically occur between banks. For example, M&T to Chase Bank, Bank of America to Chase Bank, and so on.
10. Click Accept to save the information.  
Repeat this process until all required codes have been established for the report.

## Procedure

Use the following steps to create a recurring journal to represent the wire transfers necessary to fund an AP check run within the general ledger.

1. Open the AP Disbursements Report program.  
*Financials > Cash Management > Reports > A/P Disbursements Report*  
 The program displays the Cash Disbursements Journal screen.



2. Click Define.  
 The program opens the Check Run box for entry.
3. Type the check run identifier in the box and then click Accept.  
 The program displays the number of records found in the status bar of the screen.
4. Click Output.  
 The program displays the Output screen.
5. In the Printer Name box, type the name of the printer to which to send the report and click OK.  
 The program prints a report that lists all the fund totals for the check run/warrant and the banks from which the amounts should be wired.

## Results

The AP Disbursements Report includes the necessary bank transfers required to fund the accounts payable check run.

## What's Next?

The amounts need to be wired from the bank accounts to fund the check run. A journal entry can be produced to move the cash between the accounts using the Recurring Journal Entry program.

# Interest Allocation Report

## Overview

The Interest Allocation Report program allocates earned interest from a revenue account to a series of revenue accounts in other funds based on the daily average cash balance for those funds. Cash pools are first established to define the revenue account into which the total interest is deposited, as well as the revenue and cash accounts to which the revenue should be allocated. These cash pools are used to allocate the interest earned. This process is typically completed on a regular schedule by the Cash Manager in Treasury.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have menu access to the Interest Allocation Report program.
- Cash pools are defined.

## Procedure

Use the following steps to create cash pools and the interest allocation report:

1. Open the Interest Allocation Report program.

*Financials > Cash Management > Cash Receipts and Daily Processing > Interest Allocation Report*

2. Click Cash Pools.

The program displays the Cash Pool Maintenance screen.

3. Click Add and complete the information as described in the following table.

Field	Description	Notes
Cash Pool (Required)	Identify the code and description for the cash pool. Enter a code for the cash pool and a description. You can enter up to five alphanumeric characters for the code. It is recommended to use a value that can be easily found using the	

Field	Description	Notes
	Cash Pool range fields on the main Interest Allocation Report screen.	
Unallocated Interest Revenue Project Account	Indicate the project account type and the project string that holds unallocated interest, if project ledger is in use. If project accounting is not in use, this field does not display.	
Unallocated Interest Revenue Account (Required)	Indicate the org, object, and project codes for the general ledger revenue account that holds unallocated interest.	
Unallocated Interest Cash Project Account	Specify the project account type and the project string for the cash account where the unallocated interest was deposited, if project ledger is in use. If project accounting is not in use, this field does not display.	
Unallocated Interest Cash Account (Required)	Specify the org, object, and project codes for the general ledger cash account where the unallocated interest was deposited.	
<b>Detail</b>		
<i>The cash and interest account information is required.</i>		
PA Type Cash Project Account	Identify the type of project account and the project string for the cash account, if project accounting is in use. If project accounting is not in use, these fields do not display.	
Cash Org Cash Obj Cash Proj	Identify the org, object, and project codes for the general ledger cash account that will receive or be charged (for negative cash balance) the interest.	
PA Type Interest Project Account	Identify the type of project account and the project string for the interest account, if project accounting is in use. If project accounting is not in use, these fields do not display.	
Int Org Int Obj Int Proj	Specify the org, object, and project codes for the general ledger revenue account that will receive or be charged (for negative cash balance) the interest.	

4. After you have entered the cash pool information, click Accept.
5. Click Back to return to the Interest Allocation Report screen.
6. To create the interest allocation journal, click Define.
7. Complete the fields as required, referring to the following table to create the criteria for your report.

Field	Description	Notes
Cash Pool Range	Define the range of cash pools to include in the report. Enter the range of cash pools; click the field help button in each box to select available cash pools.	
Calculate	<p>Determines the calculation process. The option selected affects how the fiscal period is entered in the Year/Period field.</p> <p>The average daily balance is calculated by summing all journals in the specified time frame and subtracting or adding them to the period's beginning balance. This yields either a month-end or quarter-end balance.</p> <ul style="list-style-type: none"> <li>• Selecting Monthly directs the average daily balance to be calculated by dividing the month-end balance by the number of days in the month.</li> <li>• Selecting Quarterly directs the average daily balance to be calculated by dividing the quarter-end balance by the number of days in the quarter.</li> <li>• Selecting Range allows you to specify a time period.</li> </ul>	
Year/Period	<p>Identifies the fiscal year and period of the report. You cannot enter a value that is after the current year or period, but you may enter values that are within the three previous years.</p> <p>If the Calculate method is set to Monthly, you must enter the corresponding fiscal period to which to post.</p> <p>If the Calculate method is set to Quarterly, you must enter the fiscal period as follows:</p> <ul style="list-style-type: none"> <li>• Quarter 1 (periods 1–3): Period 4</li> <li>• Quarter 2 (periods 4–6): Period 7</li> <li>• Quarter 3 (periods 7–9): Period 10</li> <li>• Quarter 4 (periods 10–12): Period 13</li> </ul>	
Pooled Cash Project Account	Specifies the pooled cash project string, if project accounting is in use. Enter the project type in the first box and enter the project string in the	

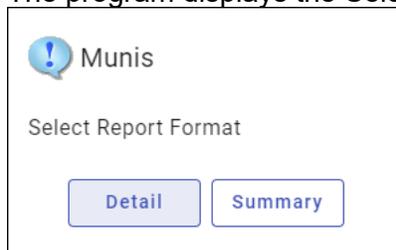
Field	Description	Notes
	second box. After you specify the project type, the field help button is available to select the project string from a browse list.	
Pooled Fund Cash Account	Provide the org, object, and project codes for an optional pooled fund cash account. Entering a pooled account eliminates the debits to the cash accounts in the report, and replaces them with one summarized entry to the pooled cash account.	
Interest	Specifies the total amount of interest to allocate amongst the cash pools in your defined cash pool range. Enter the amount of interest that was deposited in total to the unallocated revenue account.	
Include Negative Cash Balances When Calculating Interest Amounts	Directs the program to process negative interest allocations, when selected. The program calculates interest lost for accounts that have a negative balance. The account is charged the amount of interest lost as a result of having a negative balance.	
Use the Posted Date for the Daily Balance	Causes the program to use the posted date for the balance, if selected.	
Include Outstanding Checks in the Daily Balance	Instructs the program to add back to the fund's cash account balance any outstanding check amounts, if selected.	
Calculate Outstanding Activity Via Pooled Cash Setup	Instructs the program to apply each outstanding AP check to the cash account in the fund or subfund for the invoice expense rather than applying all outstanding checks to the pooled cash account, when selected. If you are using a pooled cash or Treasury Fund setup, this checkbox is necessary.	
Pool	Identifies the cash pool to which the account is associated.	
Cash Org Cash Obj Cash Proj	Indicates the general ledger cash account from the pool that will receive or be charged (for negative cash balance) the interest.	

Field	Description	Notes
Int Org Int Obj Int Proj	Identifies the general ledger revenue account that will receive or be charged (for negative cash balance) the interest.	
Avg Daily Balance	Provides the average daily balance of the current cash account over the defined period of time.	
Interest	Indicates the selected account's share of the interest amount.	

8. When you have finished defining the report criteria, click Accept. The interest allocation routine determined in the cash pool is processed. The amounts to be allocated are displayed in the Interest column on the main Interest Allocation Report screen.

Avg Daily Balance	Interest
.00	.00
-9,160,900.10	1,346.85
.00	.00
.00	.00

9. Prior to creating the general ledger journals, the Interest Allocation Report must be verified. To complete the verification, click Print. The program displays the Select Report Format box.



Munis

Select Report Format

Detail Summary

10. Select Detail or Summary. If you select Detail, the program includes the daily activity of each cash account in the report. If you select Summary, the program includes each cash account with its daily average balance only. The program displays the Output screen.
11. Select the output type. **Note:** You must print or save the proof report before creating journals. In the Printer Name box, type the name of the printer to which to send the report and click OK. The program generates a report similar to the following examples.

### Example: Detail Report

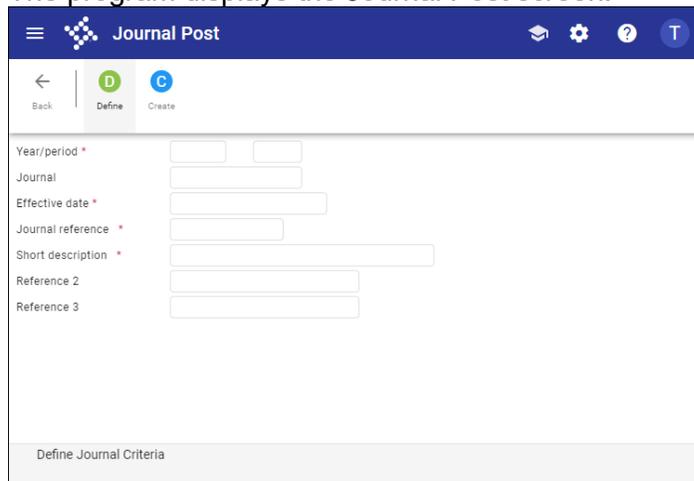
Munis							
INTEREST ALLOCATION BY CASH POOL							
Pool	Description	Account	Avg Daily Balance	Pct to Allocate	Interest Earned		
Date	Activity	Daily Balance	Date	Activity	Daily Balance		
9000	ENTITY 2 CASH POOL	9000-1010-		.00	.00	.00	
	Starting Balance			.00			
9005	ENTITY 3 POOL	1000-1010-	-9,160,900.10	100.00		1,346.85	
	Starting Balance			-9,160,900.10			
9900	GENERAL OPERATING POOL	1100-1010-		.00	.00	.00	
	Starting Balance			.00			
9900	GENERAL OPERATING POOL	9000-1010-		.00	.00	.00	
	Starting Balance			.00			
REPORT TOTALS			-9,160,900.10	100.00		1,346.85	
** END OF REPORT - Generated by Tina Mugnai **							

### Example: Summary Report

Munis					
INTEREST ALLOCATION BY CASH POOL					
Pool	Description	Account	Avg Daily Balance	Pct to Allocate	Interest Earned
9000	ENTITY 2 CASH POOL	9000-1010-	.00	.00	.00
9005	ENTITY 3 POOL	1000-1010-	-9,160,900.10	100.00	1,346.85
9900	GENERAL OPERATING POOL	1100-1010-	.00	.00	.00
9900	GENERAL OPERATING POOL	9000-1010-	.00	.00	.00
REPORT TOTALS			-9,160,900.10	100.00	1,346.85
** END OF REPORT - Generated by Tina Mugnai **					

- Once you have reviewed your report, click Create Journals to generate the journal entries for the interest transactions.

The program displays the Journal Post screen.



13. Click Define and complete the fields based on the following table to create your report criteria.

Field	Description	Notes
Year/Period	Specifies the fiscal year and period for the journal entry.	
Journal	Displays the journal number. You cannot change this value.	
Effective Date	Establishes the date the entry will affect the general ledger. The default value is today's date.	
Journal Reference	Indicates the reference for the journal entry. It will be the value of the Ref 1 field of a journal report.	
Short Description	Identifies a brief description of the journal entry. It will be the value of the Ref 4 field of a report.	
Reference 2	Displays an optional reference field.	
Reference 3	Provides an optional reference field.	

14. After you have entered values in the required fields, click Accept.

15. Click Create to generate your journal entry to allocate the interest.

The journal entry is created and stored in the General Journal Entry/Proof program.

## Results

After running the Interest Allocation Report program, you will have distributed interest to your cash pool accounts, created a report of the transactions, and generated the required journal entries within the General Journal Entry/Proof program.

## What's Next?

The journal entry created must be released for approval within the General Journal Entry/Proof program. Once it is approved, the journal can be posted to the general ledger.

# Recurring Cash Flow Setup

## Overview

The cash flow programs are used to forecast cash flow for any cash account using projected figures and actual activity generated through AR Cash Receipts, AP Cash Disbursements, and the Payroll Distribution Journal. Cash flow records are established to represent the anticipated cash to be spent through payroll and accounts payable, or received through accounts receivable. You may also establish records for loan and debt service payments, investment expenditures, and so on. The Recurring Cash Flow file is used to establish a template for recurring cash entries, such as biweekly payroll, weekly AP checks, or daily cash receipts. This is where you will identify the anticipated or forecasted cash flow. You will generate the recurring cash flow files into individual files in the Cash Flow Adjustments program.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

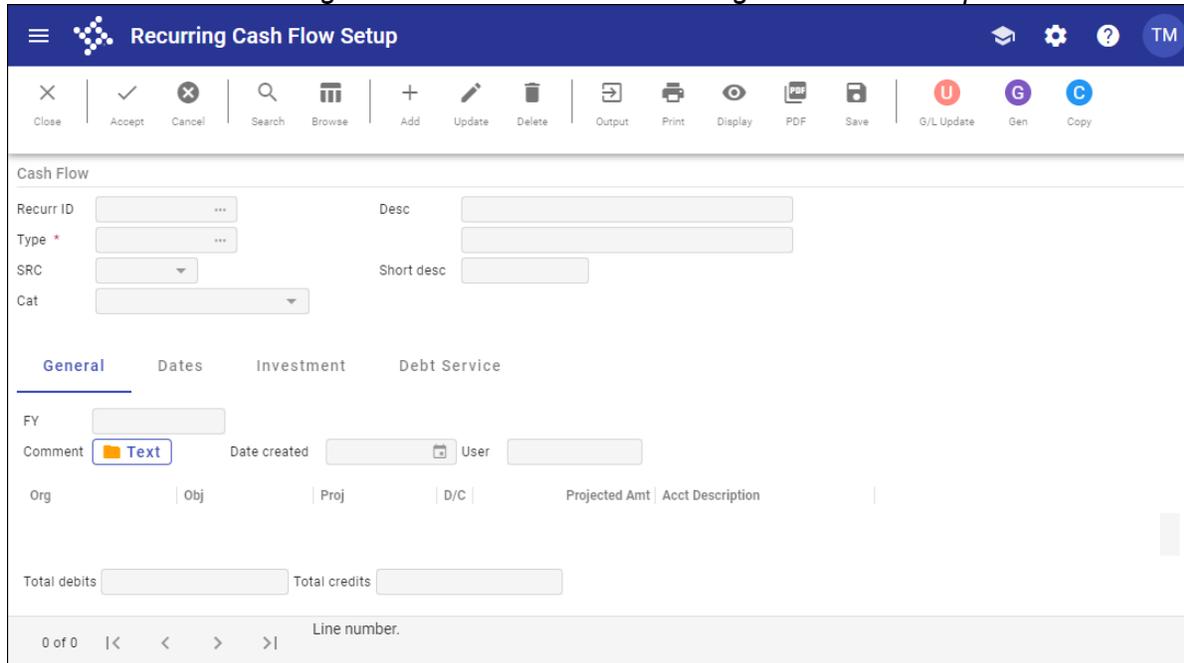
- You have menu access to the Recurring Cash Flow Setup program.
- Cash accounts are established in Enterprise ERP General Ledger.
- Cash balances have been entered.
- Cash Flow settings are established.
- Cash Flow type codes are created.
- Bank records have been created in the Bank Codes program.
- Research on the anticipated amounts to be spent or received is complete.

## Procedure

Use the following steps to complete the Recurring Cash Flow Setup program:

1. Open the Recurring Cash Flow Setup program.

*Financials > Cash Management > Cash Flow > Recurring Cash Flow Setup*



2. Click Add to create a new recurring cash flow template.
3. Complete the fields using the following table, and then click Accept to save the record.

Field	Description	Notes
<b>Cash Flow</b>		
Recurr ID	Identifies the recurring record. The recurring ID acts as a key or grouping tool. This number can be important for investment and debt tracking as it provides a way to link a number of individual cash flow records to a common master record. When you add a record, the program completes this box with the next available ID.	
Type	Determines the type of cash flow transaction. Type codes are created and maintained in the Transaction Type Codes program.	
SRC	Indicates the source of the journal that will reflect the source of the actual transactions (that is, not the anticipated transactions). Choices include: <ul style="list-style-type: none"> <li>• GEN—General Journal Entry</li> <li>• GCR—General Journal Entry, Cash Receipts</li> </ul>	

Field	Description	Notes
	<ul style="list-style-type: none"> <li>• APP–Accounts Payable Cash Disbursements Journal</li> <li>• C/R–Accounts Receivable Cash Receipts</li> <li>• PRJ–Payroll Distribution Journal</li> </ul> <p>When you are adding a record, the program enters a value according to the type code entered.</p>	
Cat	<p>Specifies the cash flow category:</p> <ul style="list-style-type: none"> <li>• I–Investment: Money set aside for the purpose of income or profit.</li> <li>• D–Debt Service: Principal and interest payment on long-term debt or loans.</li> <li>• N–Neither: Cash flow that is not an investment or a debt service. For example, payroll distributions are neither investments nor debt service, so they would be coded as neither.</li> </ul>	
Desc	<p>Provides the type description. The program completes this according to the type selected, but you can change this. The description can contain up to 30 characters.</p>	
Short Desc	<p>Contains an abbreviated type description that is used when character space is limited in a report or on a screen. This description includes the first 10 characters of the complete description. The program completes this, but you can change it.</p>	

### General Tab

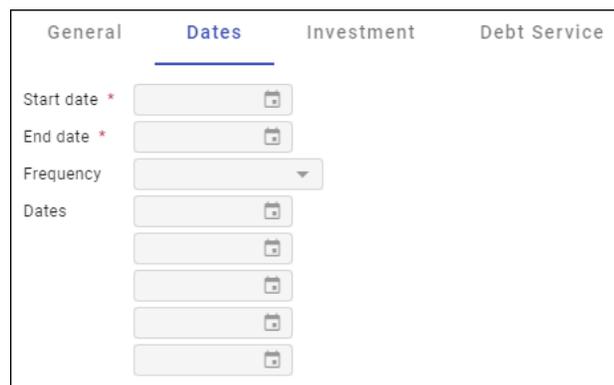
General	Dates	Investment	Debt Service
FY <input type="text"/>			
Comment <input type="button" value="Text"/>	Date created <input type="text"/>	User <input type="text"/>	
Org   Obj   Proj   D/C	Projected Amt	Acct Description	
Total debits <input type="text"/>	Total credits <input type="text"/>		

Field	Description	Notes
FY	<p>Specifies the fiscal year. The default fiscal year is the current year, but you can change this if you have the appropriate general ledger permissions.</p>	
Comment	<p>Allows you to add comments for the recurring record. Click the Text button to</p>	

Field	Description	Notes
	add or update comments; the Text button is highlighted if comments exist.	
Date Created	Displays the date the record is created. When you are adding a record, the program completes this value with the current date and you cannot change it.	
User	Provides the user ID of the person who created the record. When you are adding a record, the program completes this value with your user ID and you cannot change it.	
Org/Obj/Proj	Indicate the org, object, and project codes representing the account that will be debited or credited. Typically this will be the cash account included in the transaction, but there can be more than one account. Other accounts and control accounts (expenditure, for example) can be included to show the offsetting balance. There can be multiple cash accounts on any record. The receipts and disbursements programs update all cash accounts. Some transactions might include transfers from one cash account to another. There must always be at least one account for a record.	
D/C	Indicates whether the record is a debit (D) or credit (C) record.	
Projected Amt	Provides the total projected amount for the cash flow records to be generated. This can be either the total amount for all records combined or the total amount per record. For example: <ul style="list-style-type: none"> <li>For all total records, if the projected amount is \$1000, and five records are generated, each record would be for \$200. If the calculation does not divide evenly, the odd pennies are adjusted on the last record.</li> <li>For each record total, if each AP check run is \$5000, enter \$5000. Each record would be \$5000.</li> </ul>	
Acct Description	Displays the account description. The program completes this value when you enter an account number.	
Total Debits	Provides the total amount of debits added. The program completes this value; this is a display-only field.	

Field	Description	Notes
Total Credits	Displays the total amount of credits added. The program completes this value; this is a display-only field.	

### Dates Tab



Field	Description	Notes
Start/End Dates	Define the start and end dates for the records being entered. These dates work in conjunction with the defined frequency when individual cash flow records are created.	
Frequency	Specifies the frequency with which the records are created: <ul style="list-style-type: none"> <li>• W–Weekly</li> <li>• B–Bi-weekly</li> <li>• M–Monthly</li> <li>• Q–Quarterly</li> <li>• S–Semiannually</li> <li>• A–Annually</li> <li>• N–None</li> </ul> If no option fits, select None and complete at least one of the dates in the Dates boxes.	
Dates	Provide the frequency dates that apply if you select None from the Frequency list. You can enter up to five dates.	

### Investment Tab

General	Dates	Investment	Debt Service
Purchase date	<input type="text"/>		
Principal amt	<input type="text"/>		
Interest rate	<input type="text"/>		
Bank code	<input type="text"/>		
CUSIP no	<input type="text"/>		
Fund	<input type="text"/>		
No days basis	<input type="text"/>	No of days	<input type="text"/>
Maturity date	<input type="text"/>		
Tot interest	<input type="text"/>		
Cost/Share	<input type="text"/>	No of shares	<input type="text"/>
Equiv yield	<input type="text"/>		
Collateral amt	<input type="text"/>	Collateral desc	<input type="text"/>

Field	Description	Notes
<i>The fields on this tab provide informational details only; the values on this tab are not included in any calculations.</i>		
Purchase Date	Contains the date that the investment was originally purchased.	
Principal Amt	Displays the principal or actual amount invested.	
Interest Rate	Specifies the interest rate for the transaction.	
Bank Code	Identifies the bank code of the institution holding the investment. Bank codes are established in the Bank Codes program.	
CUSIP No	Contains the CUSIP (Committee on Uniform Securities Identification Procedures) number. This is a unique number that identifies a stock, bond, mutual fund, and so on.	
Fund	Identifies the fund associated with the investment.	
No Days Basis	Determines the number of days used to calculate interest basis, which is the financial interest that the Internal Revenue Service attributes to the owner of an investment property for the purpose of determining the financial depreciation and gain or loss on the sale of an asset. If a property was acquired by purchase, the owner's basis is the cost of the property plus the value of any capital expenditures for improvements to the property, minus	

Field	Description	Notes
	any depreciation allowable or actually taken.	
No of Days	Displays the actual number of days that have passed since purchasing the investment.	
Maturity Date	Identifies the date that the investment reaches maturity or has completed its obligatory term. This date is informational only.	
Tot Interest	Provides the total interest earned on the investment.	
Cost/Share	Specifies the cost per share.	
No of Shares	Indicates the number of shares purchased.	
Equiv Yield	Provides the equivalent yield that is the annual return on the investment expressed as a percentage.	
Collateral Amt	Identifies the amount that was used as security against any borrowed money invested.	
Collateral Desc	Provides the description of the collateral used, if any. This field contains a maximum of 30 characters.	

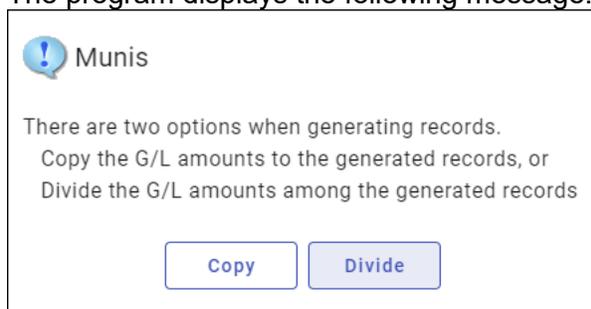
### Debt Service Tab

General	Dates	Investment	Debt Service
Issue date	<input type="text"/>		
Original amt	<input type="text"/>		
Interest rate	<input type="text"/>		
Bank code	<input type="text"/>		
Ref no	<input type="text"/>		
Fund	<input type="text"/>		
Tot interest	<input type="text"/>		

Field	Description	Notes
<i>The fields on this tab provide informational details only; the values on this tab are not included in any calculations.</i>		
Issue Date	Specifies the date on which the debt or loan was issued or secured.	
Original Amt	Identifies the original loan amount.	
Interest Rate	Displays the interest rate for the loan.	
Bank Code	Identifies the bank that holds the loan. Bank codes are created and maintained in the Bank Codes program.	
Ref No	Contains the document reference number. This is typically the loan number.	

Field	Description	Notes
Fund	Identifies the fund used to pay the debt.	
Tot Interest	Displays the total interest paid on the debt.	

4. Click Accept to save the record.
5. Click Gen to create the frequency of cash flow records calculated in the Start and End Dates and the Frequency fields.  
The program displays the following message.



6. Do one of the following:
  - Select Copy to produce a cash flow record that is identical to the recurring cash flow record based upon the frequency of the recurring cash flow record. For example, if the cash flow record's start date was 01/01/2019 and the end date was 12/31/2019 and the frequency was biweekly, with an amount of \$2,000.00, then the copy function would make 26 cash flow records with an amount of \$2,000.00 each.
  - Select Divide to produce a series of cash flow records that are the quotient of the amount on the recurring cash flow record divided by the frequency of the recurring cash flow record. For example, if the cash flow record's start date was 01/01/2018, the end date was 12/31/2018, and the frequency was biweekly, with an amount of \$26,000.00, then the divide function would make 26 cash flow records with an amount of \$1,000.00 each.

The program displays the Generate confirmation screen.

7. Select Yes to complete the copy of the recurring cash flow record into individual cash flow records in the Cash Flow Adjustments program.

## Results

Once the recurring cash flow records have been generated, they are available for use in the Cash Flow Adjustments program.

## What's Next?

Once the cash flow records have been generated in the Recurring Cash Flow Setup program, the records are available for reference when posting Accounts Payable Cash Disbursements, Accounts Receivable Payment Posting, and the Payroll Distribution Journal. For debt and investment records, journal entries for those transactions may be processed from the individual Cash Flow Record that is now located in the Cash Flow Adjustments program.

# Updating Cash Flow Records from AP

## Overview

The Cash Flow Adjustments program allows you to post Accounts Payable Disbursement Journals to a predefined cash flow record that contains the projected amount to be spent on a specific date for Accounts Payable Vendor Payments only. When the Accounts Payable Disbursement Journal is correctly posted against the referenced cash flow record, the projected amount remains the same and the actuals of the record are updated with the total of the Accounts Payable Disbursements Journals. This process will yield the Cash Flow Journal Report.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

- You have access to either the Cash Disbursements Journal program or the Payment Manager program on the Accounts Payable Checks submenu.
- Your user role has permission to post AP cash disbursements.
- Cash flow projected records for Accounts Payable have been created either through Recurring Cash Flow or Cash Flow Adjustments.
- Cash Flow is enabled to track actuals in Accounts Payable.

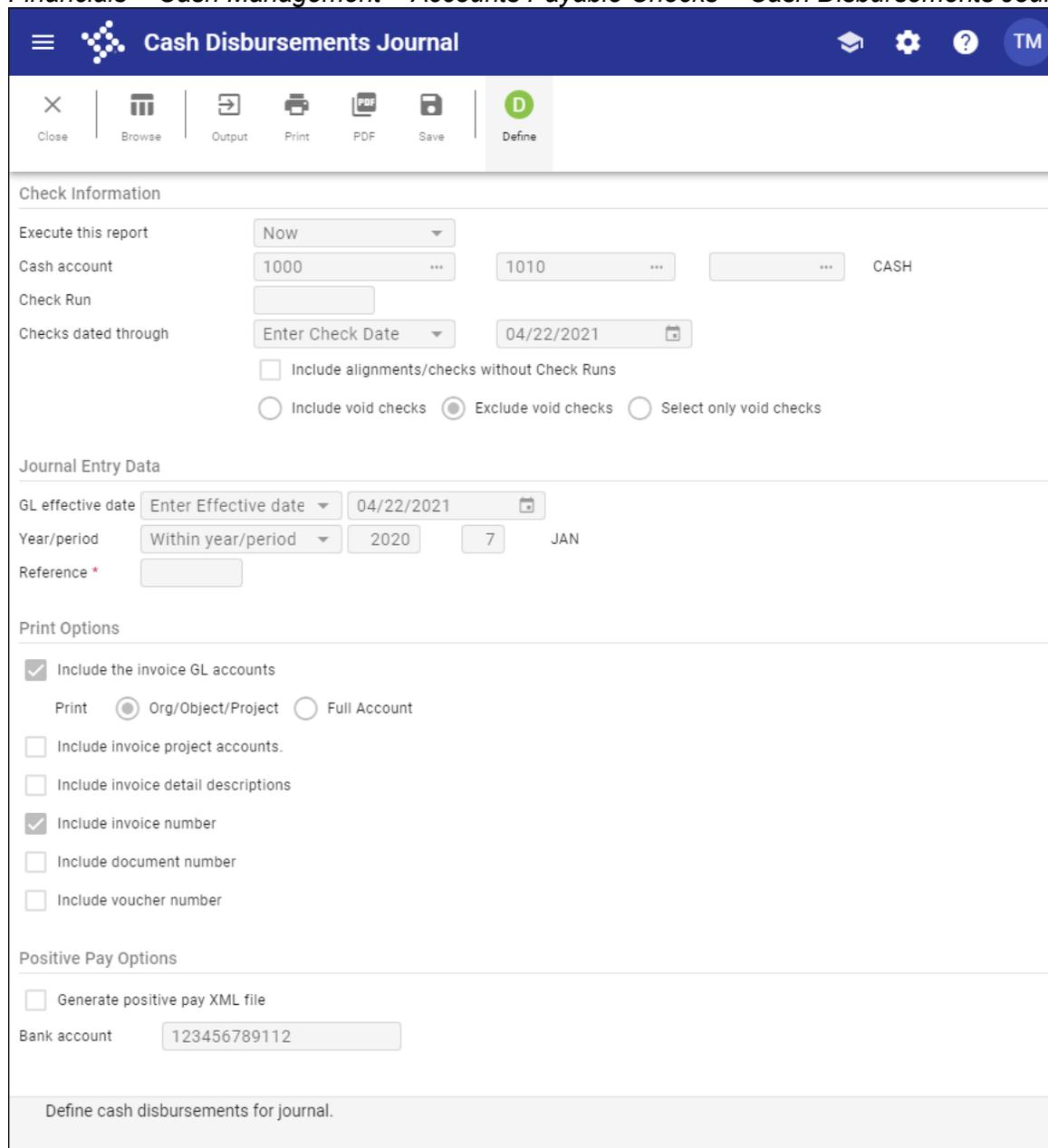
## Procedure

There are two methods for updating records, depending on whether or not your organization has enabled the Payment Manager for Accounts Payable. If it is not enabled, the Cash Disbursements Journal program is accessible. If Payment Manager is enabled, refer to Appendix A for information on using that program.

To update records using the Cash Disbursements Journal program:

1. Open the Cash Disbursements Journal program.

*Financials > Cash Management > Accounts Payable Checks > Cash Disbursements Journal*



2. Click Define.

3. Complete the fields as required. Refer to the following table for specific field details.

Field	Description	Notes
<b>Check Information</b>		
Execute This Report	<p>Determines when to process the report.</p> <ul style="list-style-type: none"> <li>• If you select Now to process the report immediately, click the Print or Save button to print or save the file.</li> <li>• If you select In Background (Now) to process the report a single time using the event log and email notification features, or At a Scheduled Time to establish a specific time when the report runs, the program uses Enterprise ERP Scheduler.</li> </ul>	
Cash Account	<p>Provide the org, object, and project codes for the cash account used for the checks that were printed and need journal entries created for them. Because it is possible to post disbursements to more than one cash account, run this journal for each cash account used when creating vendor checks.</p> <p>The default value is the cash account established in Accounts Payable Settings, but you can change this.</p>	
Check Run	<p>Specifies the name or number that identifies the group of checks that were processed.</p> <p>If you leave this field blank, the program selects all check runs that fit the defined criteria.</p>	
Checks Dated Through	<p>Identifies the date through which checks are included in the journal. Each selection updates the dates in the Date box. The program uses the dates relative to your selection at the time you execute this report. For example, if you select Today, the program uses the current date at the time the report is run.</p> <p>If you select Enter Check Date, you must complete the subsequent Date box with a specific date through which you want checks to be selected. The</p>	

Field	Description	Notes
	<p>default value is the current date, but you can change this. The date is required.</p>	
<p>Include Alignments/Checks Without Check Runs</p>	<p>Directs the program to include all void and alignment checks in the journal posting process up to the defined Checks Dated Through date, when selected. If this checkbox is not selected, the program only includes checks with the defined check run/warrant number in the journal posting process. This checkbox is only accessible if you define a check run number.</p>	
<p>Include/Exclude/Select Only Void Checks</p>	<p>Controls whether voided checks are included in the posting or not, or if the report should include only voided checks.</p>	
<p><b>Journal Entry Data</b></p>		
<p>GL Effective Date</p>	<p>Sets the effective date to be recorded on the APP journal entries being created. This date does not determine the period in which the journal entries post, but is informational, indicating the date they were created. Each selection updates the dates in the Date box. The program uses the dates relative to your selection at the time you execute this report. For example, if you select Today, the program uses the current date at the time the report is run. If you select Enter Effective Date, you must enter a specific effective date in the subsequent Date box. The default values are a blank value to the current date.</p>	
<p>Year/Period</p>	<p>Identifies the year and period for the journal entry records. The default value is the value of the Default Year/Period box in General Ledger Settings, but you can change this if you have the appropriate permissions. If you do not have Override Accounting Period permissions, these boxes are not accessible. You can only post to the default year and period.</p>	

Field	Description	Notes
	<p>Each list selection updates the dates in the Year and Period boxes. The program uses the dates relative to your selection at the time you execute this report. For example, if you select Today, the program uses the current date at the time the report is run. If you select Within Year/Period, you must complete the subsequent Year and Period boxes to establish when the transactions are posted.</p>	
Reference	<p>Displays any reference information that should become part of each journal entry created. For instance, the initials of the person who updated the journal.</p> <p>This box updates the Ref1 box in Journal Entry/Proof.</p>	
<b>Print Options</b>		
Include the Invoice GL Accounts	Includes invoice general ledger accounts in the report, if selected.	
Print	<p>Directs the program to print either the org/object/project codes or the full general ledger account number. These options are accessible and required if the Include the Invoice GL Accounts checkbox is selected.</p>	
Include Invoice Project Accounts	Includes project account strings in the report, if selected.	
Include Invoice Detail Descriptions	<p>Causes the report to include the invoice detail description on the disbursement report, if selected. The description prints on the second line of the invoice detail.</p>	
Include Invoice Number	Includes invoice numbers in the report, if selected. The default value is not selected (No).	
Include Document Number	<p>Causes the report to include document numbers, if selected. By default, the value is not selected.</p> <p>If you clear the Display Document Numbers checkbox in Accounts Payable Settings, this option does not function.</p>	
Include Voucher Number	<p>Includes voucher numbers in the report, if selected. By default, the value is not selected.</p> <p>If you clear the Display Voucher</p>	

Field	Description	Notes
	Numbers checkbox in Accounts Payable Settings, this option does not function.	
<b>Positive Pay Options</b> <i>(This group is intended for organizations using BizTalk software, but it may be applicable to other organizations.)</i>		
Generate Positive Pay XML File	Generates a positive pay export file in XML format, if selected. This export file is saved to the directory that was defined during initial setup of your organization's BizTalk interface with Enterprise ERP.	
Bank Account	Contains the bank account for which to generate the positive pay file. The program retains the last entered bank account number as the default value for all program screens that contain a Positive Pay Options section. Updating the default bank account causes the new entry to become the new default value.	

4. Click Accept.  
The program displays the number of checks found matching the selection criteria in the status bar of the screen.
5. Click an output option.  
If the Update Cash During Cash Disbursements Journal checkbox is selected in Accounts Payable Settings, when you choose the Print or Save option to create the Cash Disbursements Journal report, the program displays the AP Cash Disbursements screen for entry of a cash flow reference code. Enter the reference code and click Accept to continue.  
The program displays a Post Disbursements Journal confirmation message.
6. Click Yes to post the cash disbursements journal and to update the cash flow file with the totals of the journal.

## Results

The cash flow record includes the cash disbursement total that was posted through the AP Cash Disbursements program.

## What's Next?

The Cash Flow Journal Report program may now be run to review projected amounts versus actual expenditures.

# Cash Flow Journal Report

## Overview

The Cash Flow Journal Report is used to review projected figures and actual activity generated through AR Cash Receipts, AP Cash Disbursements, and the Payroll Distribution Journal. This report can be used as both a planning tool and an actual record. The report's major purpose is to forecast periods of cash surplus and cash shortfall. It is used to report cash flow data for a specified time period. For a specific cash account and date range, the Cash Flow Journal Report provides:

- The starting account balance
- All receipts and disbursements by day
- The daily balance on the account
- Indications of whether the detail is projected or actual

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Enterprise ERP system.

Confirm the following:

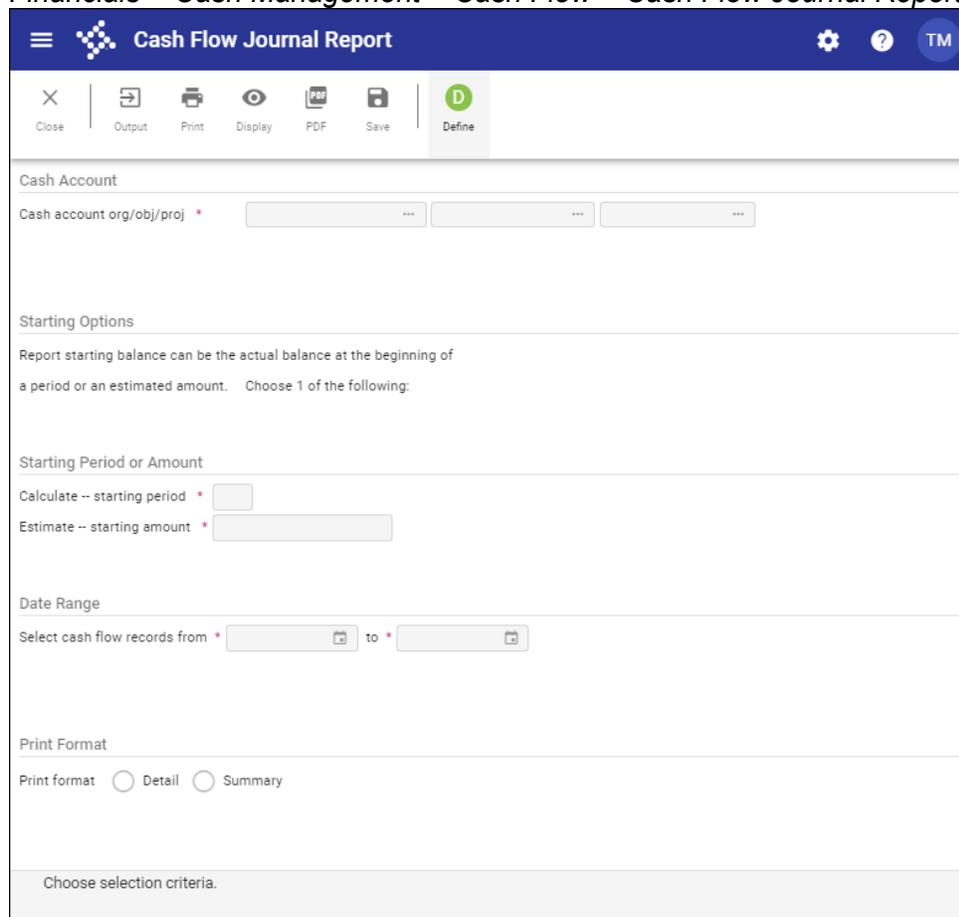
- You have menu access to the Cash Flow Journal Report program.
- Cash flow records are in use.

## Procedure

Use the following steps to complete the Cash Flow Journal Report program:

1. Open the Cash Flow Journal Report program.

*Financials > Cash Management > Cash Flow > Cash Flow Journal Report*



2. Click Define.
3. Complete the fields, referring to the following table for details.

Field	Description	Notes
<b>Cash Account</b>		
Cash Account	Indicates either the org/object/project code or the full general ledger account number associated with the report. The project code is applicable if your organization uses Enterprise ERP Project Accounting.	
<b>Starting Options</b>		
	The report starting balance can be an actual balance or an estimated	

Field	Description	Notes
	amount. Choose an option in the Starting Period or Amount group.	
<b>Starting Period or Amount</b>		
Calculate—Starting Period Estimate—Starting Amount	Identifies whether the starting balance is an actual balance from a specific period or an estimated amount. <ul style="list-style-type: none"> <li>Choose Calculate—Starting Period by entering a period in that box.</li> <li>Choose Estimate—Starting Amount by entering an estimated starting amount in that box.</li> </ul>	
<b>Date Range</b>		
Select Cash Flow Records from / to	Specifies the date range for selecting cash flow records.	
<b>Print Format</b>		
Print Format	Determines the print format for the report: detail or summary. The detail report lists all entries for each day separately. The summary report rolls the day into a single line showing receipts, disbursements, and balance. The report skips a line before the next day is printed.	

- Click Accept.
- Choose an output option to view the report.

## Results

The Cash Flow Journal Report has been generated for the specified cash account and date range.

## What's Next?

You can review the report to see the starting account balance, receipts and disbursements by day, daily account balance, and projected and actual detail.