



Orbit

Setup and Maintain
Transaction Codes

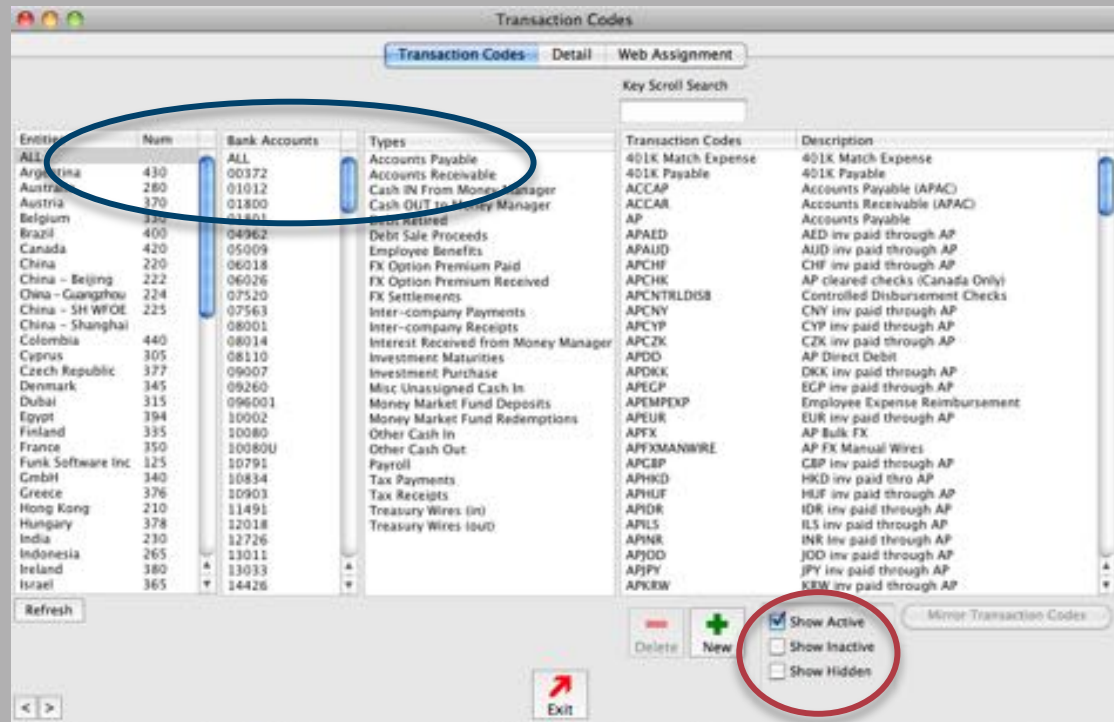
- This document describes the setup and maintenance of Transaction Codes

Transaction Codes



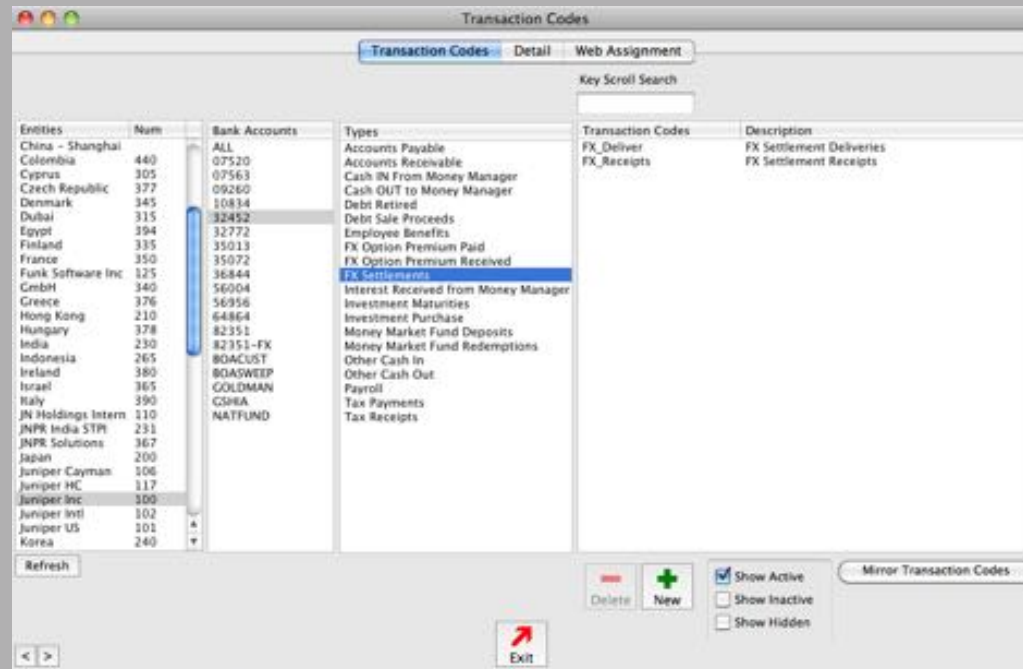
- From "Cash" tab, press the "Setup Transaction Codes" button
- "Setup" menu -> "Transaction Codes Setup"
- Before setting up Transaction Codes, you should have setup the following:
 - Transaction Types
 - GL Accounts
 - Entities
 - Banks
 - Bank Accounts

Transaction Codes Setup



- The "Transaction Codes" tab lists Transaction Codes based on 3 different filters (blue circle):
 - Entities
 - Bank Accounts
 - Transaction Types
- In addition, the check box selections circled in red, influence the codes that are shown
- In the example above, we have selected "ALL" Entities with "Show Active"
- Orbit lists all active Transaction Codes for ALL Entities in the far right hand list
- "Active" means Transaction Codes that have been activated for at least 1 bank account

Transaction Codes Setup



- We can narrow down the Transaction Codes list, by selecting, Entity, Account and Type
- In the example above, we have selected "Juniper Inc.", account 32452 and "FX Settlements". This has resulted in a filtering of the codes we are displaying down to "FX_Deliver" and "FX_Receipts"
- To view the details of a Transaction Code:
 - Select the code in the list and click the "Detail" tab
 - or
 - Double-click on the code you want to examine. This will select the code and automatically switch you to the "Detail" tab

Transaction Codes Setup

Transaction Codes

Transaction Codes Detail Web Assignment

Transaction Code Base

Txn Type: FX_OUT Cash Outflows - FX Settlements DBID: 2008764

Cash Type: OUT IN/OUT Edit UserID: ASP Administrator

Code: FX_Deliver Edit Date: 2008-03-07 14:32:46

Purpose: FX Settlement Deliveries

GL Account: 9308 Realized FX Gain Loss - Treasury Active

Delete Save Dupl New Import Exit

The Transaction Code may be used with the Entity/Bank Accounts listed below (a check-mark in "Incl" means the code is currently active for the account)

Main Accounts Operations AR AP Payroll Trading Other All Active Inactive Accounts Refresh list

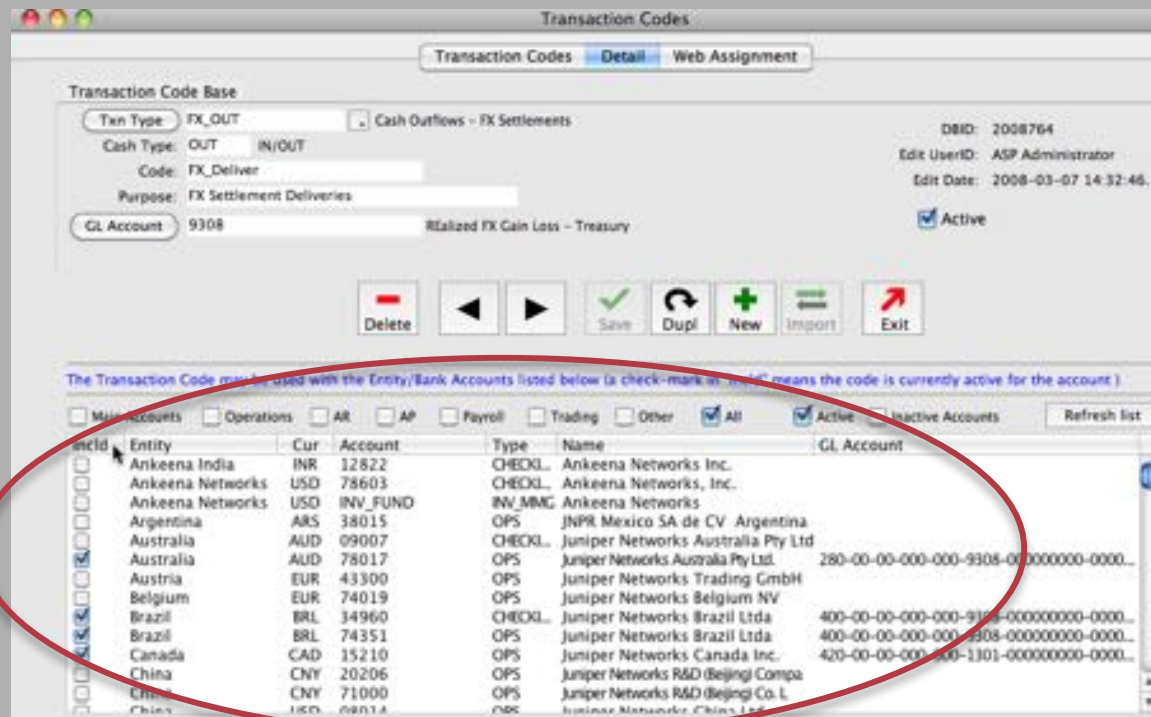
Incl	Entity	Cur	Account	Type	Name	GL Account
<input type="checkbox"/>	Anikeena India	INR	12822	CHECKL	Anikeena Networks Inc.	
<input type="checkbox"/>	Anikeena Networks	USD	78603	CHECKL	Anikeena Networks, Inc.	
<input type="checkbox"/>	Anikeena Networks	USD	INV_FUND	INV_MMG	Anikeena Networks	
<input type="checkbox"/>	Argentina	ARS	38015	OPS	JNPR Mexico SA de CV Argentina	
<input type="checkbox"/>	Australia	AUD	09007	CHECKL	Juniper Networks Australia Pty Ltd	
<input checked="" type="checkbox"/>	Australia	AUD	78017	OPS	Juniper Networks Australia Pty Ltd	280-00-00-000-000-9308-000000000-0000...
<input checked="" type="checkbox"/>	Austria	EUR	43300	OPS	Juniper Networks Trading GmbH	
<input checked="" type="checkbox"/>	Belgium	EUR	74019	OPS	Juniper Networks Belgium NV	
<input checked="" type="checkbox"/>	Brazil	BRL	34960	CHECKL	Juniper Networks Brazil Ltda	400-00-00-000-000-9308-000000000-0000...
<input checked="" type="checkbox"/>	Brazil	BRL	74351	OPS	Juniper Networks Brazil Ltda	400-00-00-000-000-9308-000000000-0000...
<input checked="" type="checkbox"/>	Canada	CAD	15210	OPS	Juniper Networks Canada Inc.	420-00-00-000-000-1101-000000000-0000...
<input checked="" type="checkbox"/>	China	CNY	20206	OPS	Juniper Networks R&D (Beijing) Compa	
<input checked="" type="checkbox"/>	China	CNY	71000	OPS	Juniper Networks R&D (Beijing) Co. L	
<input type="checkbox"/>	China	CNY	0901A	OPS	Juniper Networks China Ltd	

- The Transaction Code itself has only a few attributes directly associated with it:
 - Txn Type: puts the Transaction Code into a more generalized category
 - Cash Type: Identifies the normal cash flow direction for transactions of this type: IN or OUT
 - Code: the Transaction Code itself: Keep this value short, but mnemonic. Avoid embedding spaces or special characters
 - Purpose: a brief description of the transaction
 - GL Account: the default expense portion of the GL Account. GL Accounts are defined via "Setup" -> "G/L Accounts Setup". In Orbit all Cash Ledger transactions have at least 2 associated GL accounting entries: a DR/CR to Cash and an offsetting DR/CR to another GL Account. "GL Account" identifies the account that offsets the cash entry. The GL Account for the entry to cash is derived from the bank account setup

Transaction Codes Setup

- As shown on the previous slide, the Transaction Code itself is a simple object with just a few properties
- A Transaction Code is only useful once it has been “assigned” or “turned on” for use by individual bank accounts
- A single Transaction Code can be activated for multiple bank accounts. For example you could have a Transaction Code called PAYROLL and have that code activated for 5 different bank accounts. The detail GL Account and other settings for PAYROLL for each of those bank accounts could be different
- The UI for Assigning/Activating Transaction Codes for Bank Accounts appears in the lower half of the “Detail” tab of the “Transaction Codes” window
- The next several slides describe how to “assign” transaction codes to bank accounts and explore the properties that belong to the Transaction Code Detail

Transaction Code Detail



- Below the Transaction Code, Orbit lists all of the bank accounts currently present in the system
- The accounts listing may be filtered by setting the check boxes: Main Accounts, Operations, AR, AP...
- In this example the "ALL" and "Active" filters are checked. Orbit is listing all active bank accounts
- When Transaction Codes are created, they are not usable by any bank account. To create a Cash Ledger entry for a bank account that uses a particular Transaction Code, the code must be "activated" for the bank account
- In the display, bank accounts that may use the "FX_Deliver" Transaction Code are indicated by a check-mark in the first column of each bank account row

Transaction Code Detail

- To get a clearer idea of which accounts are active for the Transaction Code, click on the column heading of the first column of the bank accounts list. Orbit will sort accounts to bring all “included” accounts to the front of the list
- Clicking on other column headings, sorts the list by that value: Entity, Currency, Account etc...

The screenshot shows the 'Transaction Codes' application window. The top section displays details for a transaction code:

- Transaction Code Base: FX_OUT (Cash Outflows - FX Settlements)
- Cash Type: OUT (IN/OUT)
- Code: FX_Deliver
- Purpose: FX Settlement Deliveries
- GL Account: 9308 (Realized FX Gain Loss - Treasury)
- DBID: 2008764
- Edit UserID: ASP Administrator
- Edit Date: 2008-03-07 14:32:46
- Active:

 Below the details are navigation buttons: Delete, Previous, Next, Save, Dupl, New, Import, and Exit.

The bottom section is a table titled 'The Transaction Code may be used with the Entity/Bank Accounts listed below (a check-mark in "Incl" means the code is currently active for the account)'. The table has columns: Entity, Cur, Account, Type, Name, and GL Account. A red circle highlights the 'Incl' column header, which is currently checked. The table lists various bank accounts for Juniper Networks in different countries, all with the 'Incl' checkbox checked.

Incl	Entity	Cur	Account	Type	Name	GL Account
<input checked="" type="checkbox"/>	Australia	AUD	78017	OPS	Juniper Networks Australia Pty Ltd.	280-00-00-000-000-9308-000000000-0000
<input checked="" type="checkbox"/>	Brazil	BRL	34960	CHECKL	Juniper Networks Brazil Ltda	400-00-00-000-000-9308-000000000-0000
<input checked="" type="checkbox"/>	Brazil	BRL	74351	OPS	Juniper Networks Brazil Ltda	400-00-00-000-000-9308-000000000-0000
<input checked="" type="checkbox"/>	Canada	CAD	15210	OPS	Juniper Networks Canada Inc.	420-00-00-000-000-1301-000000000-0000
<input checked="" type="checkbox"/>	Denmark	DKK	13011	OPS	Juniper Networks Denmark APS	345-00-00-000-000-1301-000000000-0000
<input checked="" type="checkbox"/>	Egypt	EGP	99517	OPS	Juniper Networks Egypt LLC	000-00-00-000-000-9308-000000000-0000
<input checked="" type="checkbox"/>	Hong Kong	USD	91037	OPS	Juniper Networks Hong Kong Ltd.	210-00-00-000-000-9308-000000000-0000
<input checked="" type="checkbox"/>	Hungary	HUF	24019	OPS	Juniper Networks Hungary (Agency) LL	378-00-00-000-000-9308-000000000-0000
<input checked="" type="checkbox"/>	Ireland	EUR	95023	OPS	Juniper Networks Ireland - EUR	380-00-00-000-000-9308-000000000-0000
<input checked="" type="checkbox"/>	Ireland	USD	95031	OPS	Juniper Networks Ireland	380-00-00-000-000-9308-000000000-0000
<input checked="" type="checkbox"/>	JNPK India STP	INR	25022	CHECKL	Juniper Networks I PL - STPI	231-00-00-000-000-9308-000000000-0000
<input checked="" type="checkbox"/>	JNPK India STP	INR	34012	OPS	Juniper Networks I P Ltd-STPI	231-00-00-000-000-1301-000000000-0000
<input checked="" type="checkbox"/>	Japan	JPY	93010	OPS	Juniper Networks K.K.	200-00-00-000-000-1301-000000000-0000
<input checked="" type="checkbox"/>	Juniper Networks	USD	23453	STAIN	Juniper Networks Inc.	100-00-00-000-000-0208-000000000-0000

- The displayed Transaction Code is available for use by each bank account row that includes a check-mark in the first column. To make a Transaction Code “active” for a bank account, simply click the column 1 checkbox changing its state from unchecked to checked. Likewise you may remove a Transaction code from use in an account by unchecking the checkbox. NOTE: Orbit will not let you uncheck an account that has Cash Ledger entries in the bank account that reference the Transaction Code

Transaction Code Detail

- This example shows Transaction Code "FX_Deliver". We can guess that it is meant to represent cash payments (deliveries) related to settlement of FX contracts

- The FX_Deliver is common to all of the checked bank accounts. In Orbit we say that FX_Deliver is activated, assigned or turned on for these bank accounts.

- The detail properties for the FX_Deliver may be different for each of the bank accounts it is assigned to

Transaction Codes - Detail - Web Assignment

Transaction Code Base

Txn Type: FX_OUT Cash Outflows - FX Settlements DBID: 2008764

Cash Type: OUT IN/OUT Edit UserID: ASP Administrator

Code: FX_Deliver Edit Date: 2008-03-07 14:32:46

Purpose: FX Settlement Deliveries

GL Account: 9308 Realized FX Gain Loss - Treasury Active

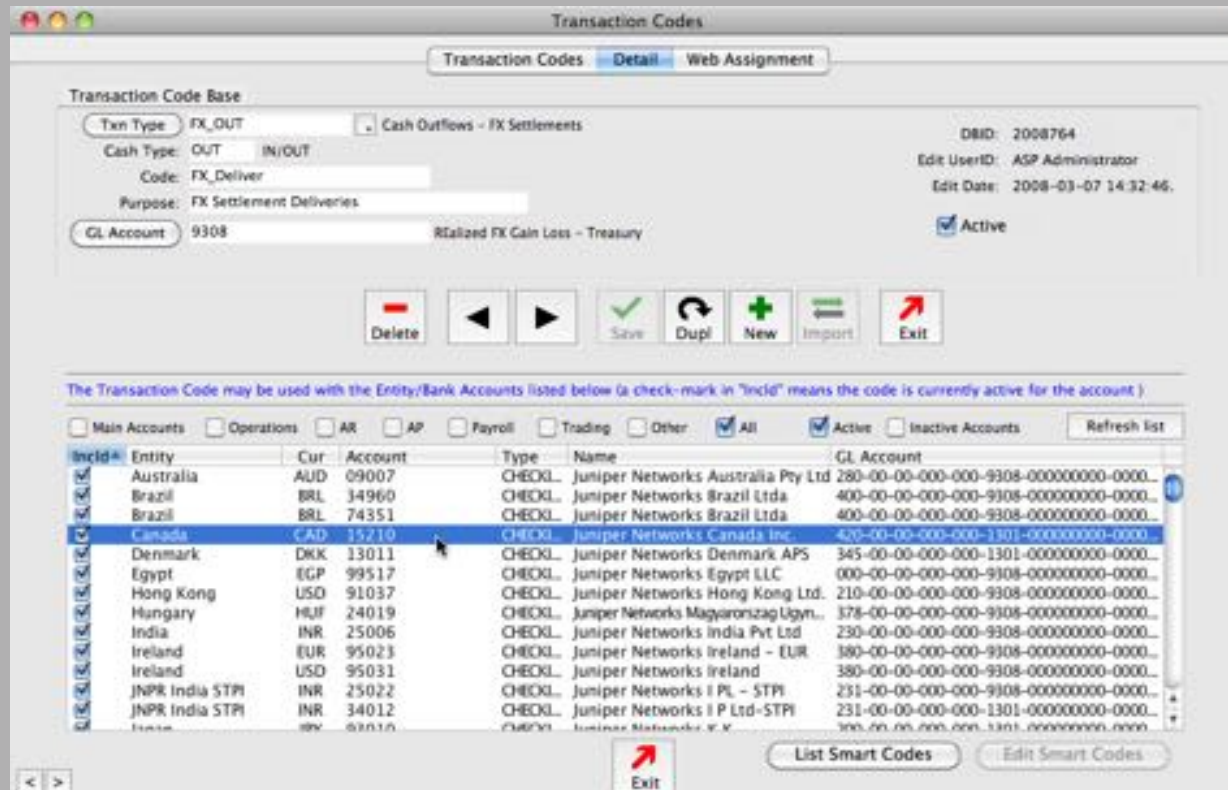
Buttons: Delete, Save, Dupl, New, Import, Exit

The Transaction Code may be used with the Entity/Bank Accounts listed below (a check-mark in "Incl" means the code is currently active for the account)

Incl	Entity	Cur	Account	Type	Name	GL Account
<input checked="" type="checkbox"/>	Australia	AUD	78017	OPS	Juniper Networks Australia Pty Ltd.	280-00-00-000-000-9308-00000000-0000
<input checked="" type="checkbox"/>	Brazil	BRL	44960	CHECKL	Juniper Networks Brazil Ltda	400-00-00-000-000-9308-00000000-0000
<input checked="" type="checkbox"/>	Brazil	BRL	74351	OPS	Juniper Networks Brazil Ltda	400-00-00-000-000-9308-00000000-0000
<input checked="" type="checkbox"/>	Canada	CAD	15210	OPS	Juniper Networks Canada Inc.	280-00-00-000-000-1301-00000000-0000
<input checked="" type="checkbox"/>	Denmark	DKK	13011	OPS	Juniper Networks Denmark APS	345-00-00-000-000-1301-00000000-0000
<input checked="" type="checkbox"/>	Egypt	EGP	99517	OPS	Juniper Networks Egypt LLC	000-00-00-000-000-9308-00000000-0000
<input checked="" type="checkbox"/>	Hong Kong	USD	91037	OPS	Juniper Networks Hong Kong Ltd.	210-00-00-000-000-9308-00000000-0000
<input checked="" type="checkbox"/>	Hungary	HUF	24019	OPS	Juniper Networks Hungary (Agency) LL	378-00-00-000-000-9308-00000000-0000
<input checked="" type="checkbox"/>	Ireland	EUR	95023	OPS	Juniper Networks Ireland - EUR	380-00-00-000-000-9308-00000000-0000
<input checked="" type="checkbox"/>	Ireland	USD	95031	OPS	Juniper Networks Ireland	380-00-00-000-000-9308-00000000-0000
<input checked="" type="checkbox"/>	JNPR India STPI	INR	25022	CHECKL	Juniper Networks I Pl - STPI	231-00-00-000-000-9308-00000000-0000
<input checked="" type="checkbox"/>	JNPR India STPI	INR	34012	OPS	Juniper Networks I P Ltd-STPI	231-00-00-000-000-1301-00000000-0000
<input checked="" type="checkbox"/>	Japan	JPY	93010	OPS	Juniper Networks K.K.	200-00-00-000-000-1301-00000000-0000
<input checked="" type="checkbox"/>	Juniper Inc.	USD	33853	MAINT	Juniper Networks Inc.	100-00-00-000-000-0308-00000000-0000

- For example: the red circles draw our attention to the "GL Account" setting for "FX_Deliver" at bank accounts 74351 and 15210. Note that the GL Accounts for each is different
- We can see from the Transaction Code Base that the default GL Account is "9308". When we activate the code for an account, Orbit automatically constructs a full GL Account string using the Transaction Code Base GL Account value
- However, as we see with bank account 15210, we can override that default and specialize the GL Account setting for FX_Deliver in different bank accounts

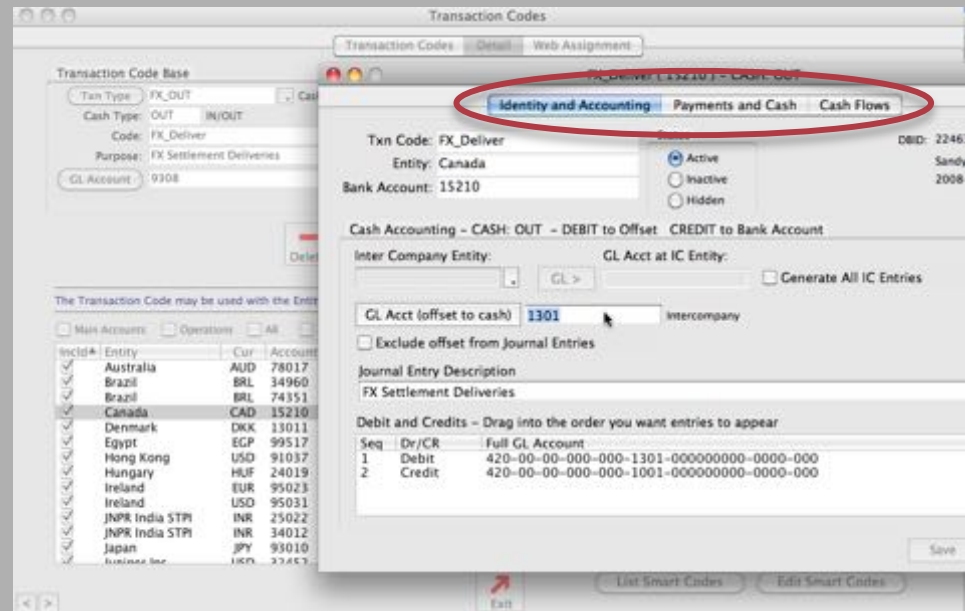
Transaction Code Detail



- To view and edit all of the properties of a Transaction Code for an account, double-click on the selected account line
- In this example, we are double-clicking the line representing the FX_Deliver Transaction Code details for bank account 15210
- Orbit will display the detail properties in a separate, modal window, as shown on the next slide

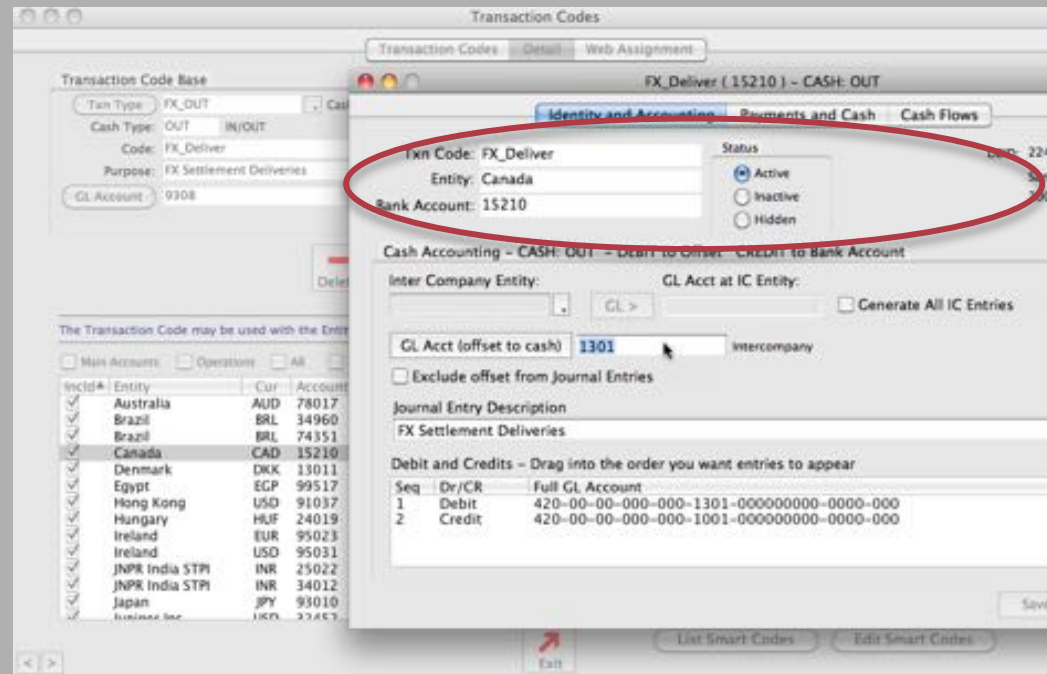
Transaction Code Detail

- The detail properties window displays Transaction Code Detail properties in 3 tabs:
 - Identity and Accounts: GL Accounting specifics including Inter-co properties, offset GL Account, JE Descriptions
 - Payments and Cash: Delivery instructions and visibility to Payments Interface
 - Cash Flows: Use this tab to create work flows that are triggered when Cash Ledger items for the Transaction Code are created. Workflows allow you to create a cascade of cash transactions from a single transaction entry event



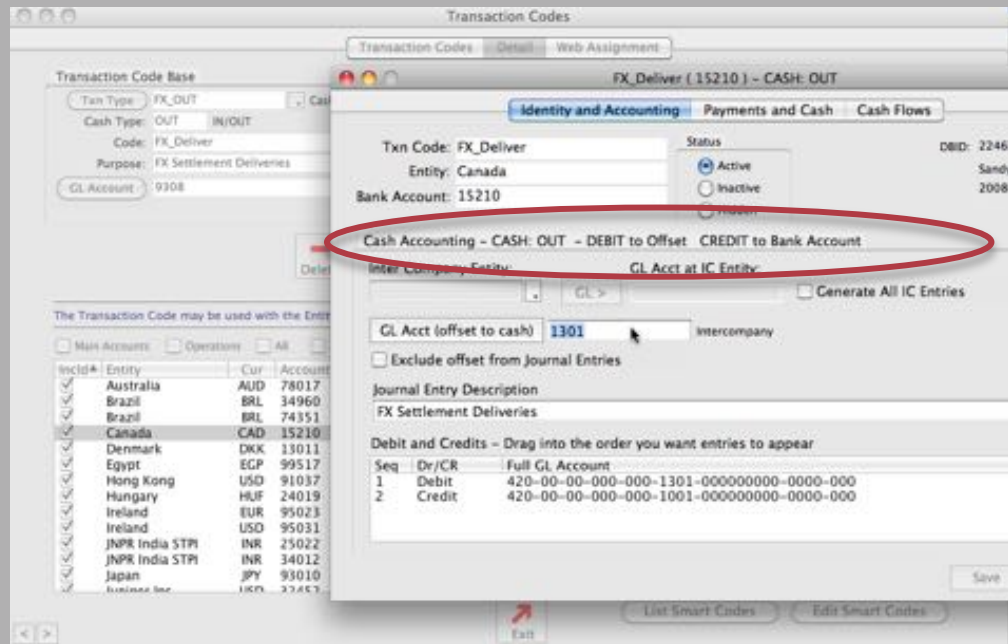
- To perform basic edits to Transaction Code Detail you must have "Edit Transaction Code Details" permissions
- Whenever you make changes to Transaction Code Details you will need to save those changes by pressing the Save button
- Depending on how you get to the Transaction Code Detail window, the SAVE button may be hidden and there will be a "Allow Edits" checkbox in the lower left corner. This is meant to limit the possibility of accidental changes to Transaction Code settings. If a setting does need to change, click the "Allow Edits" checkbox and the SAVE button will be made visible
- The following slides describe each of these tabs in more detail

Transaction Code Detail Properties



- A Transaction Code Detail is identified by: Transaction Code and Bank Account (the Bank Account implies the Entity)
- The Transaction Code Detail may be made active, inactive or hidden.
- Inactive means the code detail still exists, but new Cash Ledger entries can no longer be created using the code
- Hidden codes are Transaction Codes that have special meaning to Orbit. Cash Ledger transactions using hidden Transaction Codes are usually created directly by Orbit. Orbit hides these codes from UI selection controls so that Orbit users will not inadvertently create transactions with these codes

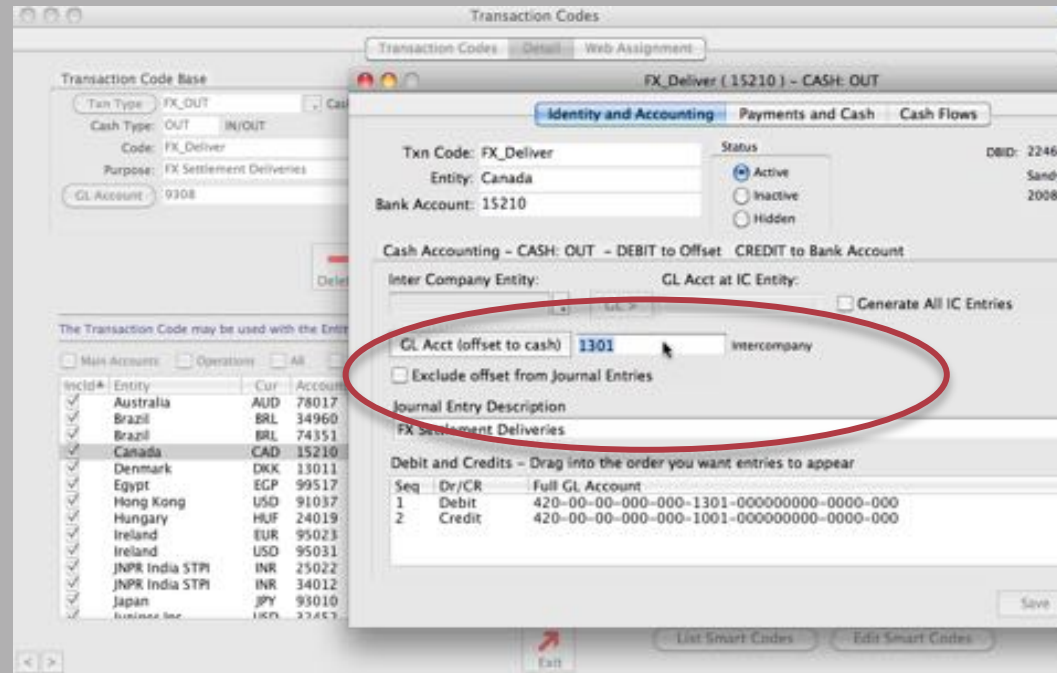
Detail Properties - Basic Code Properties



- Orbit generates the group box label: “Cash Accounting – CASH OUT – DEBIT to Offset CREDIT to Bank Account”, based on the Transaction Code: Cash Type (IN or OUT)
 - CASH OUT means a DEBIT to the Offset GL Account and a CREDIT to the GL Cash account. The GL Cash Account is a property of the bank Transaction Code Detail bank account. Since Orbit knows the Transaction Code Detail’s bank account, it knows the GL Cash Account
 - CASH IN means a DEBIT to the GL Cash Account and a CREDIT to the Offset
- To make changes to Transaction Code Detail GL Account settings you must have “Edit GL Accounting in Transaction Codes” permissions

Detail Properties - Cash Accounting Label

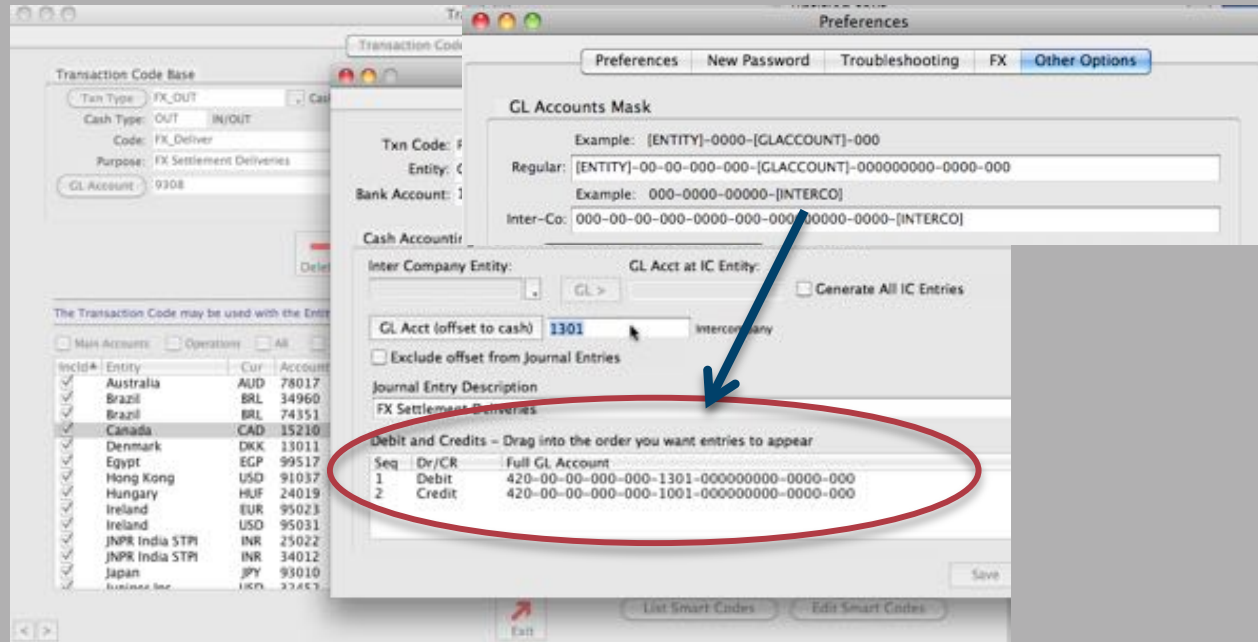
- The GL Account for the DEBIT/CREDIT to the **GL Cash** account comes from the Transaction Code Detail Bank Account. It is based on the GL Account that is set when creating the Bank Account.
- The GL Account for DEBIT/CREDIT to the offset is based on the GL Account set in the Transaction Code Detail (red circle)
- When the Transaction Code Detail is first created, this value defaults to the value defined with the parent Transaction Code but you can override that default here to be whatever is required



- Set the "Exclude offset from Journal Entries" checkbox to tell Orbit that it is not responsible for generating GL Entries for the cash offset for this Bank Account/Transaction Code
- Orbit uses the string entered in "Journal Entry Description" as the comment in General Ledger Accounting Entries. The value defaults to the Base Transaction Code "purpose"
- To make changes to Transaction Code Detail GL Account settings you must have "Edit GL Accounting in Transaction Codes" permissions

Detail Properties – GL Account Code

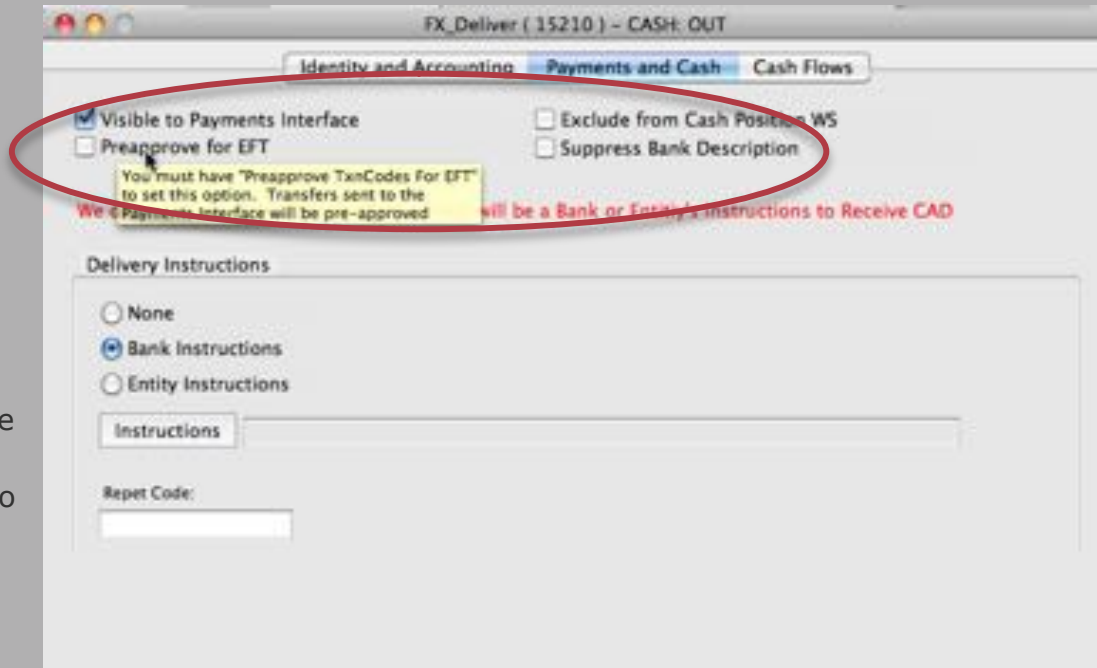
- Orbit displays the default GL Entries it will generate for the Transaction Code Detail
- You may drag the lines into a different order if you prefer DEBIT/CREDIT vs CREDIT/DEBIT listings in journals
- Orbit assembles GL Account Numbers from different data elements based on the "GL Accounts Mask". The GL Account Mask is set in the "Other Options" tab of the "Preferences" window



- The symbols [ENTITY], [GLACCOUNT] and [INTERCO] are replaced by Orbit with values pulled from other data objects. For example, to build the GL Account string 420-00-00-000-000-1301-000000000-0000-000:
 - 420 was pulled from the Entity "Division" number and used to replace the [ENTITY] symbol in the GL Account Mask
 - 1301 for the DEBIT is pulled from the "GL Acct (offset to cash)" Transaction Code Detail value and replaces [GLACCOUNT]
 - 1001 for the CREDIT is pulled from the "GL Account Number" setting for the bank account 15210 and replaces [GLACCOUNT]
- To make changes to Transaction Code Detail GL Account settings you must have "Edit GL Accounting in Transaction Codes" permissions

Detail Properties – Full GL Account

- Out of the box, payments can be accomplished through Transaction Codes by setting the "Visible to Payments Interface" attribute in the Transaction Code Detail.
- When a Cash Ledger item is "visible to the Payments Interface", it means that it will be added to the Payments Queue when the Cash Ledger item is created



- **The normal Orbit configuration is to activate the "Must Use Treasury Wires" option.** This means all Cash Ledger entry that would results in payments being added to the payments queue, must occur in the "Treasury Initiated Payments" window. The Treasury Initiated Payments user interface provides the ability to setup approved payment templates. A payment template includes a reference to a Transaction Code. Settings in the payment template will result in changes to Transaction Code Detail settings shown here on the "Payments and Cash" tab. With the right access permissions, you can still make changes directly to Transaction Code Detail. However, when you do that, any payment templates the Transaction Code participates in will be "un-approved"
- **When "Must Use Treasury Wires" is active, you should avoid making any "Payments and Cash" tab changes to Transaction Codes**

Detail Properties – Payments

- Payments are accomplished through Transaction Codes by setting the “Visible to Payments Interface” attribute in the Transaction Code Detail.
- When a Cash Ledger item is “visible to the Payments Interface”, it means that it will be added to the Payments Queue when the Cash Ledger item is created

- Depending on your Orbit security settings, that payment may require additional approvals before the payment can be released from the payments queue into your enterprise payments system
- The “Preapprove” option allows for specific transaction types that will not require further approvals. This facilitates processes such as automated settlements where you want to ensure that routine but critical payments automatically generated by Orbit make their way through the system unimpeded

Detail Properties – Payments

FX_Deliver (15210) - CASH: OUT

Identity and Accounting | **Payments and Cash** | Cash Flows

Visible to Payments Interface
 Preapprove for EFT

Exclude from Cash Position WS
 Suppress Bank Description

We deliver funds. Instructions (if identified) will be a Bank or Entity's instructions to Receive CAD

Delivery Instructions

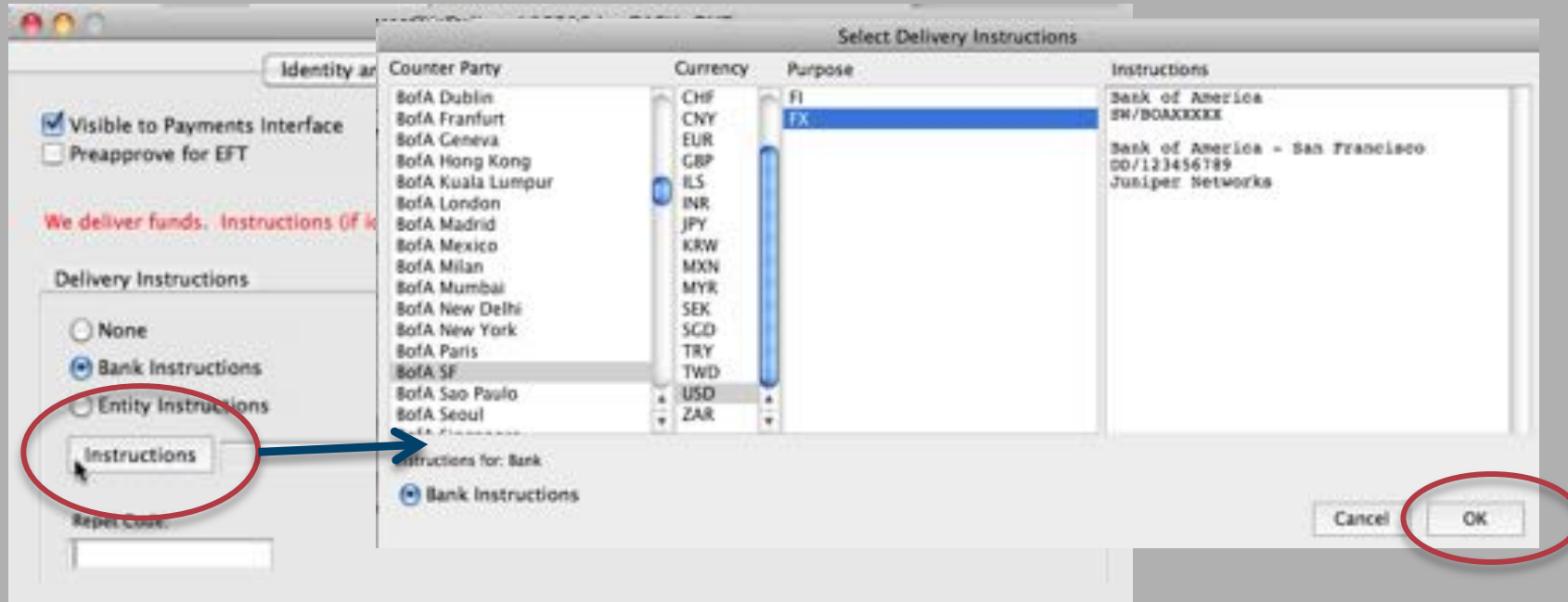
None
 Bank Instructions
 Entity Instructions

Instructions

Repet Code:

- When a Transaction Code Detail is made visible to the Payments Interface, it will require Delivery Instructions
- Select the counter party type of the recipient of the payment
- In this example we have indicated that we are paying a Bank, so Orbit knows that we want to lookup Bank delivery instructions when we press the "Instructions" button

Detail Properties – Payments



- Press the "Instructions" button. Orbit opens the "Select Delivery Instructions" dialog.
- Select the "Counter Party" who will be receiving the payment
- Select the currency to be delivered
- Select the Instruction Purpose
- The instructions for the criteria selected appear
- Press the "OK" button to select the instructions
- The selected instructions become part of the Transaction Code Detail. CLE's are automatically linked to these instructions

Detail Properties – Payments – Delivery Instructions

IREINTERCOCORP (95031) - CASH: OUT

Identity and Accounting | Payments and Cash | **Cash Flows**

Trigger Txn Code: IREINTERCOCORP Account: 95031 G/L Debit: 1301 G/L Credit: 1001
 Cash: OUT I/C CP:

Add Target Settle Days: 0 Mirror Trigger at Acct

Item Target Code Target Acct G/L Credit

Transactions for the trigger TxnCode will be duplicated ("mirrored"), with amount reversed in the account you select.

- Use the "Cash Flows" tab to create workflows whereby the entry of a single Cash Ledger item will automatically generate a series of related entries
- Cash Flows are commonly used to enter inter-company transactions when both the debit and credit accounts are known to Treasury

Use this form to setup the automatic creation of cash ledger entries that will be triggered when a transaction for the "Trigger Txn Code" is created. This allows to create several related cash flows when a single data entry is performed.

▶ Links to other Transaction Codes

- In this example we have an inter-company flow between account 95031 and 32452
- We have declared 95031 the "Trigger" account and will mirror the transaction from 95031 in account 32452

IREINTERCOCORP (95031) - CASH: OUT

Identity and Accounting | Payments and Cash | **Cash Flows**

Trigger Txn Code: IREINTERCOCORP Account: 95031 G/L Debit: 1301 G/L Credit: 1001
 Cash: OUT I/C CP:

Add Target Settle Days: 0 Mirror Trigger at Acct

Item Target Code Target Acct Cash Days G/L Debit G/L Credit

20	IREINTERCOCORP	32452	IN	0	1001	1301
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Use this form to setup the automatic creation of cash ledger entries that will be triggered when a transaction for the "Trigger Txn Code" is created. This allows Orbit to create several related cash flows when a single data entry is performed.

Delete Save

- When a IREINTERCOCORP transaction is entered in 95031, Orbit will automatically create the reverse of that transaction in 32452 using the same transaction code
- There are many other uses for the "Cash Flows" idea

Detail Properties – Cash Flows (Workflows)