



Orbit

Setup and Maintain
Bank Accounts

- Bank Accounts are central data elements in Orbit
- A Bank Account is owned by an Entity and resides at a Bank Branch
- Bank Accounts are denominated in a single currency
- Bank Accounts are associated with a Type. Most Types are simply descriptive. Some Types have special meaning to Orbit (such as MMF or DEPOSIT)
- Bank Accounts may include one or more special Properties or Features which direct Orbit's treatment of the account in specific circumstances
- All cash movements in Orbit occur within and/or between Bank Accounts

- Use OrbitCM client application screens to setup and maintain Bank Accounts
- To use the setup screen, a user must belong to a group that includes "Setup Bank Accounts" permissions

Overview

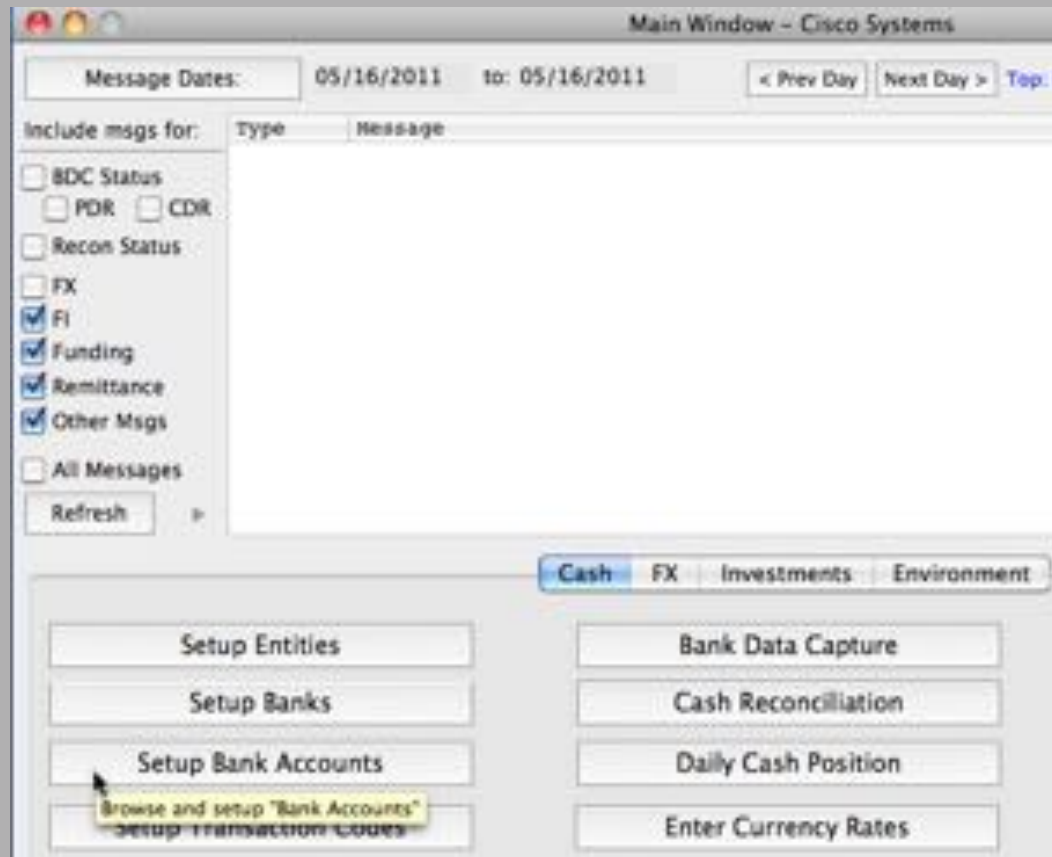
- **Before you setup a new Bank Account, consider the following**

- Is the Currency in which the Account is denominated already setup in Orbit ? If not, setup the Currency first
- Is the Entity that will own the account already setup in Orbit ? If not, setup the Entity first
- Is the Bank/Branch where the account resides already setup in Orbit ? If not, setup the Bank/Branch first
- Do you know the Type you want to identify the Account with ? Other than for specialized Accounts, such as MMF or DEPOSIT, the Type is just descriptive. The important thing is to be consistent
- Do you know the GL code that identifies this Bank Account in your General Ledger ?
- Is this Account a Zero-Balance account ? If so, what is the Parent account – that is the bank account that funds the ZBA account or into which the ZBA sweeps positive balances at the end of the day
- Will this Account be the default FX Settlement account for the currency and Entity that owns the account ?
- Will this Account be the default Investment/Debt Settlement account for the currency and Entity that owns the account ?
- Do you know how balance and detail data for the account will be captured
 - Included in existing bank data files (BAI, MT940, other) that Orbit already collects. To accomplish this you will need to tell your bank to include this account
 - Will you be collecting PDR and CDR ?
 - If data will not be collected automatically, will you be setting balances manually ?
- Will Treasury be “reconciling” this account. Reconciling means that Treasury matches all Cash Ledger entries to bank reported detail ? If you are reconciling will you reconcile to the bank reported Ledger Balance or will you just be reconciling items without reference to the balance ?

Overview

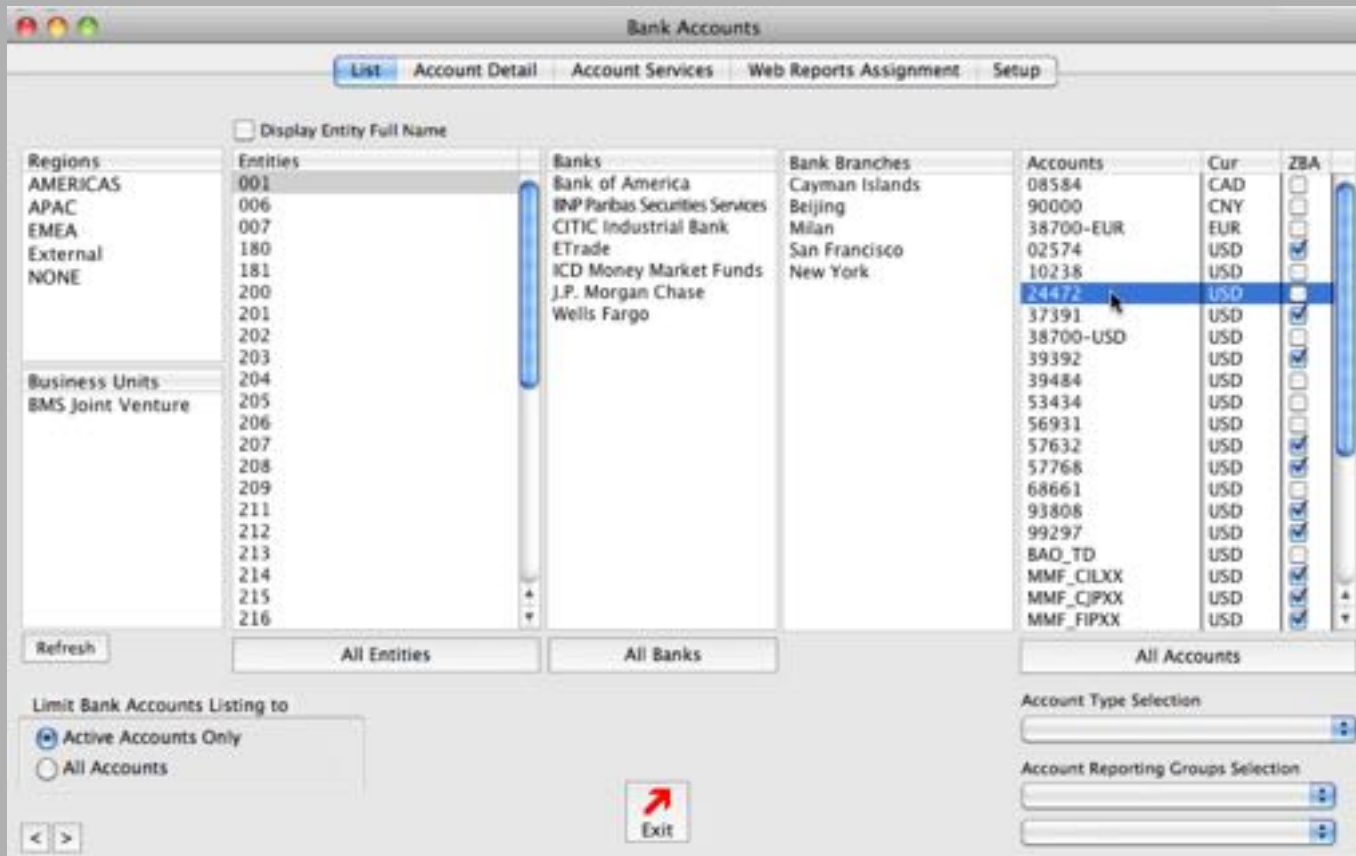
- Go to the "Cash" tab on the Main Menu Window
- Press the "Setup Bank Accounts" button to open the "Bank Accounts" window
- Or, from the menu bar select "Bank Accounts Setup" from the "Setup" menu
- The "Bank Accounts" window opens on the "List" tab. use the filters on the list tab to query for the bank accounts you have set up in Orbit
- To edit an existing account, double-click on the account listed in the last column of the "List" tab
- On the "Bank Accounts" window, go to the "Detail" tab to add a new bank account

Getting Started



- Click the “Setup Bank Accounts” button on the “Cash” tab
- Select “Bank Accounts Setup” from the “Setup” menu

Add New Bank Account



- Use the filters to list bank accounts
- To edit an Account, double-click on the account in the “Accounts” column on the “List” view

Bank Account Window List Tab

Bank Accounts

List Account Detail Web Reports Assignment

Bank Account Number
D9999-9999 Make "Account Code" the last 5 digits of Account Number

Bank Account Number (display)
D9999-9999

Account Short Name Currency Account Type
CIL-FX-LHR CHF Operations

Bank Branch Entity This is a ZBA account
Cisco Internal CIL

Account Name Parent Acct
CHF Settlements for CIL Account >

GL Account Number

Date Opened Date Closed Last Review

Status Last Edit
 Active Rob Harve
 Inactive 2011-05-16 13:34:18

Contact Information
6375407

Bank Account Features
Select Features after you have setup the Account. Features do not have to be saved. Your choice is automatically saved when you check or uncheck the feature.

Use Account for FX Settlements

Use for Investment Settlements

Use for Borrowing Settlements

Treasury Reconciles this Account

Reconcile to Balance

Reconcile Items only

BAI Data Excludes Decimals

Delete All Active Previous Next Save New Exit

- To Add an Account, press the “New” button and then fill in the appropriate account information
- “Bank Account Number”: the account number without dashes or other adornment
 - Orbit uses this value to identify accounts when importing daily Bank Data
- “Bank Account Number (display)”: the full account number as you might want it to appear on reports

Add New Bank Account

Bank Accounts

List Account Detail Web Reports Assignment

Bank Account Number
D9999-9999

Bank Account Number (display)
D9999-9999

Make "Account Code" the last 5 digits of Account Number

Account Short Name: CIL-FX-CHF Currency: CHF Account Type: Operations

Bank Branch: Cisco Internal Entity: CIL This is a ZBA account

Account Name: CHF Settlements for CIL Parent Acct: Account >

GL Account Number:

Date Opened: Date Closed: Last Review:

Status: Active Inactive Last Edit: Rob Harve 2011-05-16 13:34:18

Contact information:

6375407

Delete All Active Previous Next Save New Exit

- “Account Short Name”: the short name is the way you commonly refer to the account within Orbit. Use whatever convention seems appropriate and useful. Keep it short. Its best to avoid using spaces
 - If the “Make Account Code...” checkbox is clicked, Orbit will automatically create an account code for you based on the last 5 digits of the account number
- “Currency”: every account is denominated in a single currency

Add New Bank Account

The screenshot shows the 'Bank Accounts' application window. The 'Account Detail' tab is active. The 'Bank Account Number' is 'D9999-9999'. The 'Account Short Name' is 'CIL-FX-CHF'. The 'Currency' is 'CHF'. The 'Account Type' is 'Operations'. The 'Bank Branch' is 'Cisco Internal'. The 'Entity' is 'CIL'. The 'Status' is 'Active'. The 'Last Edit' is 'Rob Harve' on '2011-05-16 13:34:18'. The 'Bank Account Features' section includes options like 'Use Account for FX Settlements' (checked), 'Use for Investment Settlements', 'Use for Borrowing Settlements', 'Treasury Reconciles this Account', and 'BAI Data Excludes Decimals'.

- “Account Type”: select the account type. Generally the type is simply descriptive and has no specific meaning to Orbit, there are a few situations where account type matters. During installation, the types list may be customized for your particular needs
- “Bank Branch”: every account resides within a bank branch. To add new bank/branches select “Banks Setup” from the “Setup” menu

Add New Bank Account

The screenshot shows the 'Bank Accounts' application window with the 'Account Detail' tab selected. The account details are as follows:

- Bank Account Number: D9999-9999
- Bank Account Number (display): D9999-9999
- Account Short Name: CIL-FX-CHF
- Currency: CHF
- Account Type: Operations
- Bank Branch: Cisco Internal
- Entity: CIL (highlighted with a red circle)
- Account Name: CHF Settlements for CIL
- GL Account Number: [Empty]
- Date Opened: [Empty]
- Date Closed: [Empty]
- Last Review: [Empty]
- Status: Active (selected)
- Last Edit: Rob Harve, 2011-05-16 13:34:18
- Contact Information: 6375407

Bank Account Features:

- Use Account for FX Settlements
- Use for Investment Settlements
- Use for Borrowing Settlements
- Treasury Reconciles this Account
 - Reconcile to Balance
 - Reconcile items only
- BA Data Excludes Decimals

Navigation buttons at the bottom: Delete, All, Active, Previous, Next, Save, New, Exit.

- “Entity”: every account is owned by a single entity
- If an entity does not own any bank accounts, it will not appear in the entities column on the List tab. An Entity will only appear in on the list tab after at least 1 account has been created for it

Add New Bank Account

The screenshot shows the 'Bank Accounts' application window. The 'Account Detail' tab is active. The main form contains the following fields and options:

- Bank Account Number:** D9999-9999 (with a checkbox for 'Make "Account Code" the last 5 digits of Account Number')
- Bank Account Number (display):** D9999-9999
- Account Short Name:** CIL-FX-CHF
- Currency:** CHF
- Account Type:** Operations
- Bank Branch:** CIL
- Entity:** CIL
- Account Name:** CHF Settlements for CIL
- GL Account Number:** (empty field)
- Date Opened, Date Closed, Last Review:** (empty date fields)
- Status:** Active (selected), Inactive
- Last Edit:** Rob Harve, 2011-05-16 13:34:18
- Bank Account Features:**
 - Use Account for FX Settlements
 - Use for Investment Settlements
 - Use for Borrowing Settlements
 - Treasury Reconciles this Account
 - Reconcile as Balance
 - Reconcile items only
 - BAI Data Excludes Decimals

At the bottom, there are navigation buttons: Delete, All, Active, Previous, Next, Save, New, and Exit. A red circle highlights the 'This is a ZBA account' checkbox and the 'Parent Acct' field. Another red circle highlights the 'Account Name' field.

- “This is a ZBA Account”: you may identify an account as a Zero Balance Account. Set the checkbox and identify the “parent” account the ZBA is linked to
- “Account Name”: enter a descriptive name for the account
- “GL Account Number”: enter the GL account number used to represent this account in your General Ledger. The GL code you enter here must already exist in the GL Accounts table

Add New Bank Account

The screenshot shows the 'Bank Accounts' application window with the 'Account Detail' tab selected. The account information is as follows:

- Bank Account Number:** D9999-9999
- Bank Account Number (display):** D9999-9999
- Account Short Name:** CIL-FX-CHF
- Currency:** CHF
- Account Type:** Operations
- Bank Branch:** Cisco Internal
- Entity:** CIL
- Account Name:** CHF Settlements for CIL
- GL Account Number:** (empty)
- Date Opened:** (empty)
- Date Closed:** (empty)
- Last Review:** (empty)
- Status:** Active (selected)
- Last Edit:** Rob Harve, 2011-05-16 13:34:18

The 'Date Opened', 'Date Closed', and 'Last Review' fields are circled in red. The 'Bank Account Features' section on the right includes options like 'Use Account for FX Settlements' (checked), 'Use for Investment Settlements', 'Use for Borrowing Settlements', 'Treasury Reconciles this Account' (with sub-options for 'Reconcile to Balance' and 'Reconcile Items only'), and 'BAI Data Excludes Decimals'.

- “Date Opened...”: these 3 fields allow you to track critical dates in the life of the account. They are only used for reporting in Orbit

Add New Bank Account

The screenshot shows the 'Bank Accounts' application window with the following details:

- Bank Account Number:** D9999-9999
- Bank Account Number (display):** D9999-9999
- Account Short Name:** CL-FX-CHF
- Currency:** CHF
- Account Type:** Operations
- Bank Branch:** Cisco Internal
- Entity:** CIL
- Account Name:** CHF Settlements for CIL
- GL Account Number:** (empty)
- Date Opened:** (empty)
- Date Closed:** (empty)
- Last Review:** (empty)
- Status:** Active (selected), Inactive (unselected)
- Last Edit:** Rob Harvie, 2011-05-16 13:34:18
- Contact Information:** (button)

- “Active/Inactive”: If Orbit has recorded activity in an account, it will not let you delete the account. Accounts that are no longer used can be marked as “Inactive”. Inactive accounts will no longer appear in selections lists, but remain in the database for audit purposes
- “Contacts Information”: use the “Contacts Information” button to associate one or more contacts to this specific bank account

Add New Bank Account

Bank Accounts

List Account Detail Web Reports Assignment

Bank Account Number: D9999-9999 Make "Account Code" the last 5 digits of Account Number

Bank Account Number (display): D9999-9999

Account Short Name: CIL-FX-CHF Currency: CHF Account Type: Operations

Bank Branch: Cisco Internal Entity: CIL This is a ZBA account

Account Name: CHF Settlements for CIL Parent Acct: Account #

GL Account Number:

Date Opened: Date Closed: Last Review:

Status: Active Inactive Last Edit: Rob Harve 2011-05-16 13:34:18

Contact Information: 6375407

Buttons: Delete All Active Previous Next Save New Exit

- After filling out the information needed, press the “SAVE” button
- Orbit will add the account and assign a DB ID value to it (6375407). This identifier is permanent and is what Orbit uses internally to refer to the Account record

Add New Bank Account

The screenshot shows the 'Bank Accounts' application window with the 'Account Detail' tab selected. The 'Bank Account Features' section on the right is circled in red. The 'Use Account for FX Settlements' checkbox is checked, while other features like 'Use for Investment Settlements', 'Use for Borrowing Settlements', and 'Balance Will Be Set Automatically' are unchecked. The interface includes fields for account numbers, short names, currency, and bank branches.

- Once an account is saved, you may add additional “features” to the account. Features are added/removed by checking/unchecking checkboxes. NOTE THAT ADDING REMOVING FEATURES DOES NOT REQUIRE YOU TO “SAVE” THE ACCOUNT for each change
- We will describe each of the features in detail on the following slides
- Begin with the “Use Account For FX Settlements” features
- Checking this box tells Orbit that the account is the standard FX settlement account for the entity and currency

Add New Bank Account

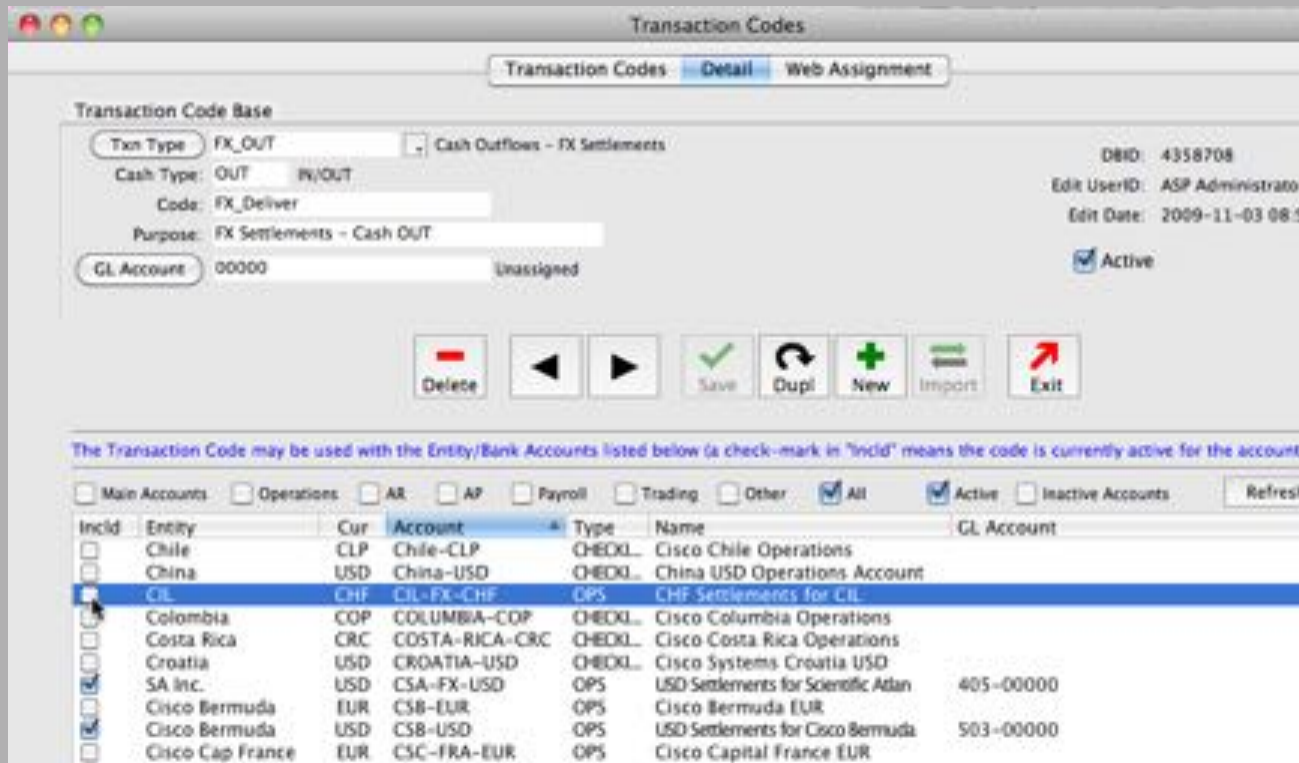
- Activate the “Use Account For FX Settlement” services
 - Setting this service tells Orbit to include the account in selection lists related to FX trading and setup
- For an FX settlement account to be useful, it must have access to the Transaction Codes you have defined that represent FX settlement cash flows (usually those codes are FX_Recieve and FX_Deliver)
- In Orbit, cash flows are represented as Cash Ledger (CL) items and every CL item must have a Transaction Code associated with it
- Transaction Codes identify various attributes of a cash flow that are meaningful to Treasury
- You might represent FX settlement cash flows with the transaction codes: FX_Deliver and FX_Recieve.
- Before these codes can be used they must be specifically activated for bank accounts where settlement occurs
- **The next 3 slides** refer to activating transaction codes and completing setup for FX Cash Settlement

FX Settlement Bank Accounts

Entities	Num	Bank Accounts	Types	Transaction Codes	Description
ALL		ALL	FX Option Premium Paid	FX_Deliver	FX Settlements - Cash OUT
Argentina	106	STUCKUSD	FX Option Premium Received	FX_Receipts	FX Settlements - Cash IN
Asia Services			FX Settlements		
Australia	115				
Azerbaijan	601				
Bosnia					
Brazil	107				
Brazil Services	193				
Bulgaria	571				
CEL	624				
CS Lux sarl	511				
CS Management BV	556				
CS Neth Hold BV	549				
CS Swiss Inv	576				
CSCUS	026				
CSFI	573				
Canada	105				
Cap South Africa					
Chile	109				
China	135				
Cisco Bermuda	503				
Cisco Cap FR Mix	907				
Cisco Cap FranUSD	807				
Cisco Cap France	507				
Cisco Cap Ger Mix	916				
Cisco Cap Ger USD	816				
Cisco Cap Germany	516				
Cisco Cap It Mix	926				
Cisco Cap Italy	526				

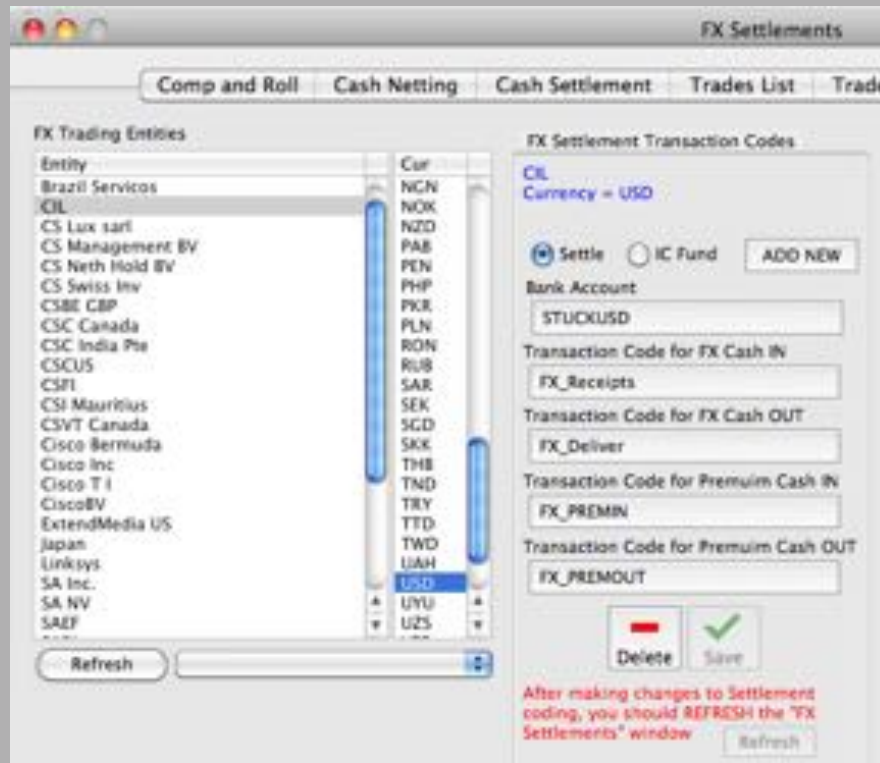
- Cash Flows are recorded in the Orbit Cash Ledger as Cash Ledger items
- Each Cash Ledger item is described by a Transaction Code
- Assume we have already setup transaction codes to represent FX Trade related Cash Flows
- We need to turn on those transaction codes for our new bank account
- Select “Transaction Codes Setup” from the “Setup” menu
- Select the entity who owns the FX settlement bank account
- Select “FX Settlements” from the Types column
- Double-click the transaction code called “FX_Deliver”

Activate Transaction Codes



- Double-clicking the transaction code, selects the code and moves us to the “Detail” tab
- All of our bank accounts are listed below. Bank accounts that may accept Cash Ledger items with this transaction code have the “INCLD” box in the first column checked
- Click on the “Account” column to sort account into account code order – this just make it easier to find the account we want to include for the selected transaction code
- Find the account and click the INCLD checkbox
- The FX_Deliver transaction code is now active for the selected bank account

Activate Transaction Codes



- If the new account is to be used routinely for FX settlement, you may need to include it in the “Setup” tab of the “FX Settlement” window (“FX” tab, “FX Cash Settlement” or “FX” menu, “FX Cash Settlement”)
- Once there, select an entity and currency
- There are 2 sets of settlement options for each entity/currency: “Settle” and “IC Fund”
- For each selection (Settle/IC Fund), Orbit asks for the settlement “Bank Account” and 4 transaction codes representing settlement related cash flows: Receipt (cash IN), Delivery (cash OUT), option premium earned (IN) and option premium paid (OUT)
- Set these values (if you won’t be settling options in entity/currency you can leave the options transaction codes blank)
- Press the “SAVE” button when you are done with each entity/currency setup

Add to FX Cash Settlement

The screenshot shows the 'Bank Accounts' setup window with the following details:

- Bank Account Number:** D9999-9999
- Bank Account Number (display):** D9999-9999
- IBAN Account Number:** (empty)
- Account Short Name:** CIL-FX-CHF
- Currency:** CHF
- Account Type:** Operations
- Bank Branch:** Cisco Internal
- Entity:** CIL
- Entity Name:** Cisco International Limited
- Account Name:** CHF Settlements for CIL
- GL Account Number:** (empty)
- Date Opened:** (empty)
- Date Closed:** (empty)
- Last Review:** (empty)
- Status:** Active
- Last Edit:** Rob Harve, 2011-05-16 14:36:31.673561-06
- Contact Information:** 6375407

Bank Account Features:

- Use Account for EX Settlements
- Use for Investment Settlements
- Use for Borrowing Settlements
- Balance Will Be Set Automatically
- PDR
- CDR
-
- Balance Will Be Set Manually
- Treasury Reconciles this Account
 - Reconcile to Balance
 - Reconcile Items only
- Account Balance is Monitored
- BAI Data Excludes Decimals
- Rept Grp 1: (empty)
- Rept Grp 2: (empty)

- “Use for Investment Settlements” and “Use for Borrowing Settlements” informs the Fixed Income, Investments and Debt module that investment/borrowing activity for the Entity should normally settle in this account

Investment and Borrowing Settlement

The screenshot shows the 'Bank Accounts' application window with the 'Account Detail' tab selected. The main form contains the following fields and options:

- Bank Account Number:** D9999-9999. A checked checkbox 'Make "Account Code" the last 5 digits of Account Number' is present.
- Bank Account Number (display):** D9999-9999. **IBAN Account Number:** (empty field).
- Account Short Name:** CIL-FX-CHF. **Currency:** CHF. **Account Type:** Operations.
- Bank Branch:** Cisco Internal. **Entity:** CIL. A checkbox 'This is a ZBA account' is unchecked.
- Account Name:** CHF Settlements for CIL. **Parent Acct:** (empty field).
- GL Account Number:** (empty field).
- Date Opened, Date Closed, Last Review:** (empty fields).
- Status:** Active (selected), Inactive. **Last Edit:** Rob Harve, 2011-05-16 14:36:31.673561-06.
- Contact Information:** 6375407.

The **Bank Account Features** panel on the right includes:

- Use Account for FX Settlements
- Use for Investment Settlements
- Use for Reversing Settlements
- Balance Will Be Set Automatically (circled in red)
 - PDR
 - CDR
 - Confirm
- Balance Will Be Set Manually
- Treasury reconciles this Account
 - Reconcile to Balance
 - Reconcile Items only
- Account Balance is Monitored
- BAI Data Excludes Decimals
- Rept Grp 1: (empty field)
- Rept Grp 2: (empty field)

At the bottom of the form are buttons for 'Set Daily Balance Manually' and 'Bank Data Reporting for This Account', along with a toolbar containing 'Delete', 'All', 'Active', 'Previous', 'Next', 'Save', 'New', and 'Exit'.

- If daily balances for the account will be captured from automated sources, set the “Balance Will Be Set Automatically” radio button and then set the “PDR/CDR check boxes”
- If your account had been set to “Balance Will be Set Manually” and you are changing it to “Balance Will Be Set Automatically”, then you should also press the “Confirm” button after you set the PDR/CDR checkboxes. The “Confirm” button just ensures that manual balance tables Orbit had been using for balance calculations are no longer used

Balance Data Capture

The screenshot shows the 'Bank Accounts' application window. The 'Account Detail' tab is active. The main form contains the following fields:

- Bank Account Number: 4122124472
- Bank Account Number (display): 412-212-4472
- Account Short Name: 24472
- Currency: USD
- Account Type: Concentration Account
- Bank Branch: WFB_US_USD
- Entity: 001
- Account Name: Gilead Sciences, Inc. - Main Account
- GL Account Number: 11240
- Date Opened: 09/01/2012
- Status: Active

The 'Bank Account Features' section on the right includes:

- Make "Account Code" the last 5 digits of Account Number
- Use Account for FX Settlements
- Use for Investment Settlements
- Use for Borrowing Settlements
- Balance Will Be Set Automatically
- Treasury Reconciles this Account
 - Reconcile to Balance
 - Reconcile Items only

A red circle highlights the 'Treasury Reconciles this Account' section.

- If Treasury will be “reconciling” the account, set the “Treasury Reconciles This Account” checkbox
- Select one of the reconciliation methods: Balance or Items Only
 - Balance means you will be matching every Cash Ledger item to it’s equivalent bank reported item and the Cash Ledger ending balance will agree with the bank reported ending ledger balance
 - Items Only is used when value dating issues in the account are so prevalent that a ledger balance is unreliable

Treasury Reconciles This Account

The screenshot shows the 'Bank Accounts' application window with the 'Account Detail' tab selected. The 'Bank Account Features' section on the right contains the following options:

- Make "Account Code" the last 5 digits of Account Number
- Use Account for FX Settlements
- Use for Investment Settlements
- Use for Borrowing Settlements
- Balance Will Be Set Automatically
 - PDR
 - CDR
 - Confirm
- Balance Will Be Set Manually
- Treasury Reconciles this Account
 - Reconcile to Balance
 - Reconcile items only
- Account Balance is Monitored
- BKR Data Excludes Decimals

At the bottom of the window, there are navigation buttons: Delete, All, Active, Previous, Next, Save, New, and Exit.

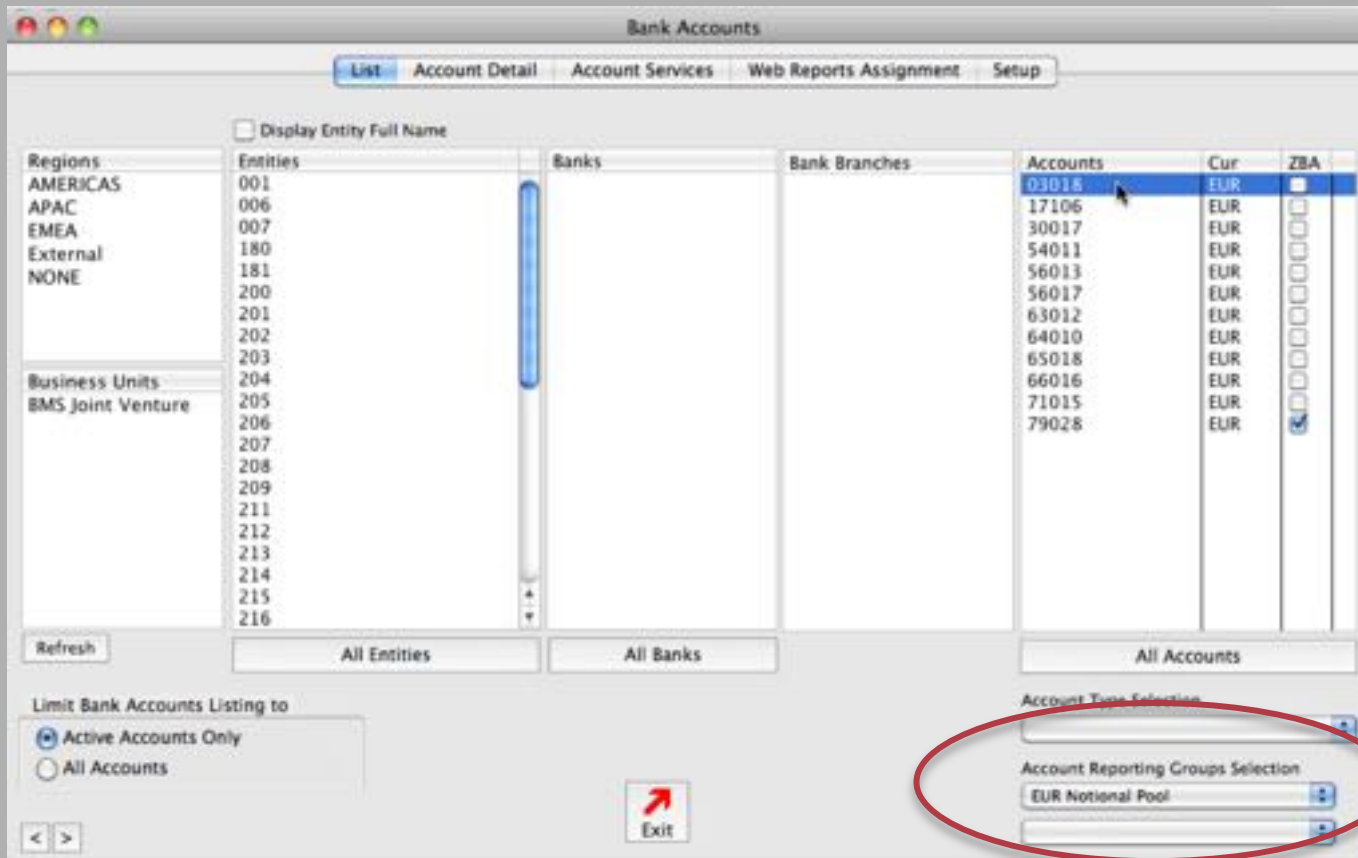
- If Treasury will be “monitoring” the balance in this account, set the “Account Balance is Monitored” checkbox
- Use the “Account Services” tab to set the threshold balance you wish to “monitor”

Account Balance is Monitored

The screenshot displays the 'Bank Accounts' application window with the 'Account Detail' tab selected. The interface includes various input fields for account information such as 'Bank Account Number', 'Account Short Name', 'Currency', and 'Account Type'. On the right side, the 'Bank Account Features' section is visible, containing several checkboxes and radio buttons for configuring account settings. A red circle highlights the 'Rept Grp 1' and 'Rept Grp 2' dropdown menus, which are currently set to 'EUR Notional Pool' and 'INTL-EMEA' respectively. At the bottom of the window, there are navigation buttons for 'Delete', 'All', 'Active', 'Previous', 'Next', 'Save', 'New', and 'Exit'.

- Every Bank Account may belong to 1 or 2 reporting groups
- Reporting groups are used to group related accounts or otherwise “tag” accounts for reporting
- Reporting Group tags are created on the “Setup” tab of the “Bank Accounts” window
- To set/update an Account’s report group, click on one of the “Rept Grp...” buttons and select the group you want the account to belong to

Account Reporting Groups



- You can use Report Groups on the “List” tab
- Click the “All Accounts” button and then select a report group from one of the 2 dropdown menus
- Orbit will list the accounts that belong to the selected groups

Account Reporting Groups