

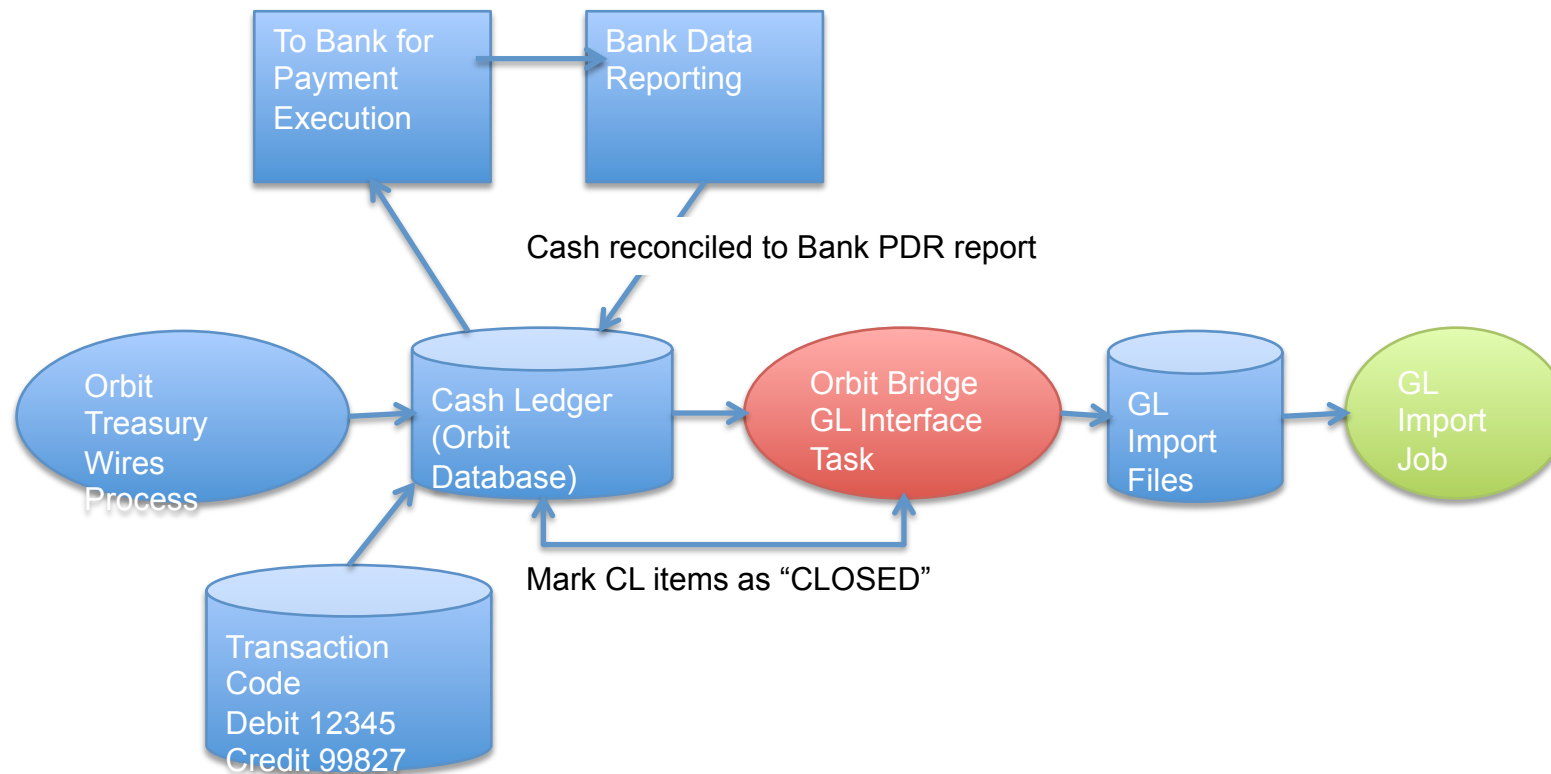
# Orbit

## Cash Accounting and GL Interface

# Overview

- The Orbit Treasury Management system provides an automated interface to your General Ledger
- Accounting information is prepared in Orbit and is available as soon as Cash Ledger transactions are created
- All Orbit Cash Ledger transactions are linked to Transaction Codes which include GL Debit/Credit account strings for that particular transaction
- It is the Transaction Code, linked to the Cash Ledger transaction, that determines which GL Debit/Credit account strings are passed to the General Ledger
- Journal Entries are passed to the GL by an Orbit Bridge task. Orbit Bridge is a program that runs unattended inside your network. Bridge runs a set of tasks every 10 minutes. The GL Interface is one of those tasks. The task:
  - Pulls “reconciled” Cash Ledger data from Orbit
  - Formats JE lines based on the GL strings found in the Transaction Code and writes those lines to a file
  - The file is handed to the GL for import processing
- When a Cash Ledger entry has been processed by Orbit Bridge, the Cash Ledger entry is marked as CLOSED for accounting purposes and will not be processed again
- UI exists that allows authorized users to re-open closed transactions for re-export to the GL
- The rest of this presentation describes the GL interface in detail

# Treasury GL Interface Data Flow



1. Treasury creates a Cash Ledger transaction by selecting a Transaction Code and entering an amount and value date
2. If the CL transaction is meant to be a payment, Orbit sends a payment order to the bank for processing
3. Every 10 minutes Orbit Bridge runs the GL Interface task. That task selects CL transactions that are: a) marked as visible to the GL Interface b) "reconciled" and c) have an accounting-status of OPEN.
4. For selected CL transactions, Bridge uses the DR/CR information encoded in the Transaction Code to create lines in a GL interface file
5. Orbit Bridge sets the accounting status of Cash Ledger transactions it has processed to CLOSED
6. Periodically, the GL Import Job runs and imports any GL Interface files it finds. The GL Import Job is outside the boundary of Orbit and is the responsibility of your IT group

# Who Does What ?

- Permissions are available in Orbit to restrict the type of Orbit configuration that different groups can perform
- Treasury is normally responsible for creating Transaction Codes and making codes active for specific Bank Accounts
- Part of the setup and maintenance of Transaction Codes is the setting of DR/CR GL strings
- Permission to set DR/CR GL strings in Transaction Codes can be restricted to accounting users and denied to Treasury users
- Orbit users may setup and maintain Transaction Codes using the following Orbit permissions
  - View Transaction Codes
  - Edit Transaction Codes
  - Edit Transaction Code Details
  - Make Txn Codes Active/Inactive
- In order to update a Transaction Code's GL Account settings, a user must have the following Orbit permissions
  - Edit GL Accounting in Transaction Codes

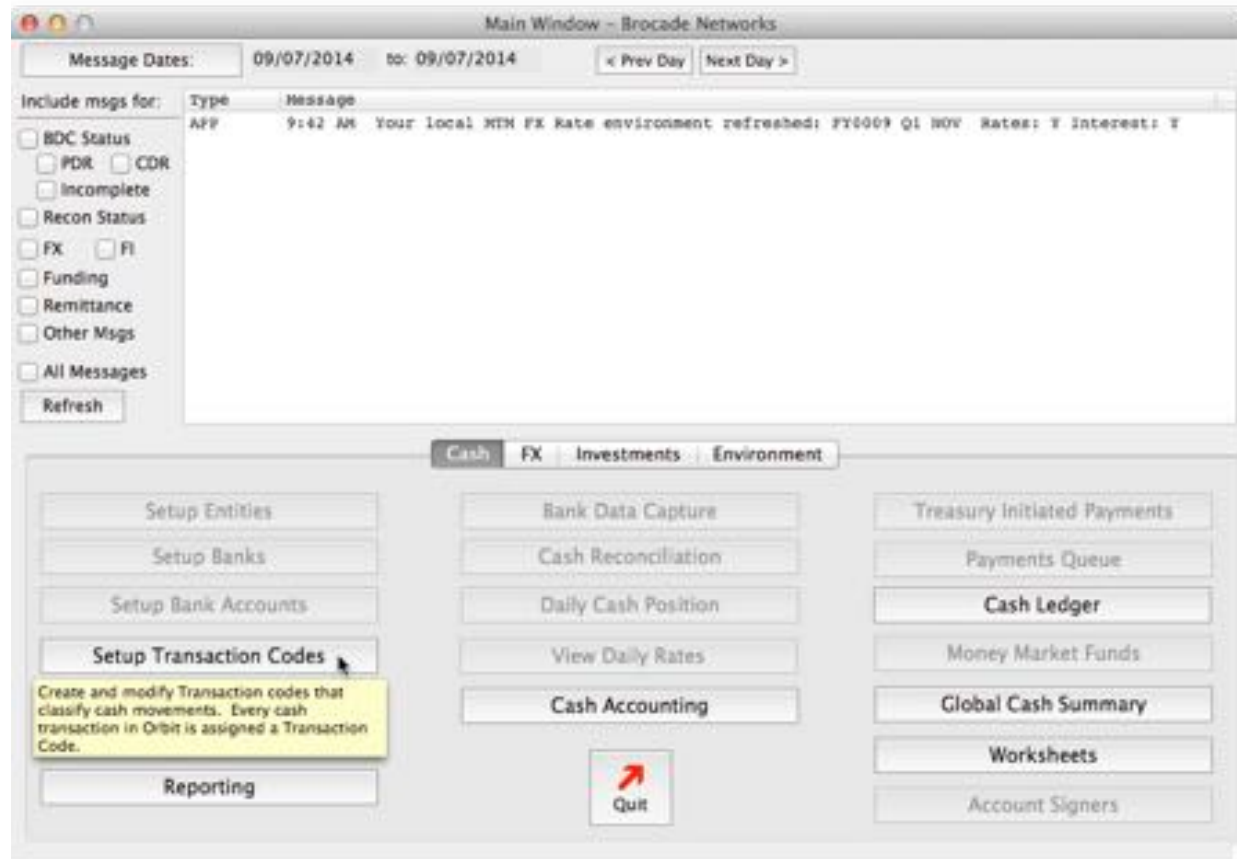
# Process CheckList and Points to Consider

- Setup (frequency: as part of setup and occasionally thereafter) (see page 7)
  - Create transaction codes and set GL Account strings in Transaction Codes. Each Transaction Code (TxnCode) defines a DEBIT and CREDIT GL Account String. Depending on the cash type (IN or OUT), either the DEBIT or CREDIT will code to the GL Cash Account. For CASH IN – DEBIT = cash and CREDIT = offset. For CASH OUT – DEBIT = offset and CREDIT = cash
  - Use the “Edit Detail Accounting” tab of the “Transaction Codes” setup window to make specific TxnCodes “visible” to the GL Interface. A TxnCode is visible to the GL Interface if the “Accounting Category” value for the TxnCode is set to a value that is recognized by the GL Interface
  - The value of the “Accounting Category” are codes created on the “Transaction Codes” window “Setup” tab
- Daily Operations (Treasury)
  - Reconcile PDR (previous day) cash ledger entries that are visible to the GL Interface. The GL Interface is usually setup so that it will only select “reconciled” cash ledger items. Reconciliation gives you the opportunity to verify that all bank reported cash transactions have been accounted for and that Orbit has set the correct TxnCode (and thus) debit/credit GL strings for those transactions
- Daily Operations (Accounting)
  - Review the Cash Ledger GL Accounting Status report for the PDR date. Verify reconciliation status and debit/credit GL string assignment for Cash Ledger items that are “visible” to GL Interface
  - Complete review before Orbit Bridge runs the GL Interface task. This normally occurs at 3:00 pm local time
  - Orbit can be setup to automatically run the GL Accounting Status report and email it to Accounting or deposit the report in PDF or Spreadsheet form in a predefined location on a shared drive
  - The GL Accounting Status report is a report that is created in the Orbit Report Writer using the “Cash Ledger” reporting domain
- Daily Operations (Orbit Bridge) (page 21)
  - Bridge automatically runs the GL Interface task. This normally occurs once each day at 3:00 pm local time. Bridge will look for OPEN, reconciled Cash Ledger transactions for the previous 3 days. We look back 3 days to provide opportunity to pickup corrections up to 2 days prior to the current PDR date
  - Bridge formats records for upload to the GL and marks all Cash Ledger items included in the upload as CLOSED.

# Process CheckList and Points to Consider

- Corrections
  - If a mistake is found after the GL Interface has run, make corrections (see page 15)
    - Identify the Cash Ledger item in the Cash Transaction Entry window ( Cash Ledger button on Cash tab of Main Menu Window)
    - Edit the item on the “Detail” tab
    - Correct the accounting by clicking the DEBIT and/or CREDIT buttons
    - Use the Cash Accounting window to change the accounting status for the corrected item from CLOSED to OPEN (see page 17)
    - Wait for the Daily GL Interface run to upload the corrected entry to the GL
- Audit Trails
  - Orbit will log all changes to GL Account string settings in Transaction Codes and any changes that occur to Cash Ledger items
  - An audit report will be created in the report writer using “Audit Changes Log” reporting domain
  - The audit report is usually setup to run and email once each week

# Transaction Codes and the GL Interface



- The GL interface operates based on information set in Transaction Codes
- There is a single screen where GL Interface configuration/maintenance related to Transaction Codes may occur
- From the “Main Menu Window” click the “Setup Transaction Codes” button
- The “Transaction Codes” window will appear. Go to the “Edit Detail Accounting” tab

# GL Interface Transaction Code Setup

Transaction Codes

Transaction Codes Detail Web Assignment Setup Groups Edit Detail Accounting

ALL : ALL : ☐ GL Cash Entry ☒ GL Offset Entry Refresh ☐ Tagged Accounts Only

Txn Code	GL1	GL2	GL3	GL4	GL5	GL6	GL7	GL8	Accounting Category
01241.ACH_REGULAR	01	00	0000	10031	0000	00			
01241.AP_ACH_DEBIT	01	00	0000	10040	0000				
01241.AP_ACH_EFT	01	00	0000	10040	0000	00			
01241.AP_RETURNS	01	00	0000	10040	0000	00			
01241.AP_WIRES	01	00	0000	10040	0000	00			
01241.AR_REVERSALS	01	00	0000	10031	0000	00			
01241.AR_WIRES_FX	01	00	0000	10031	0000	00			
01241.BNK_FEES	01	00	7021	62120	0000	00			Treasury
01241.COBRA_ACH	01	00	7210	60520	0000	00			Treasury
01241.DEBT_PMNT	01	00	0000	81010	0000	00			Treasury
01241.DEBT_PROCEEDS	01	00	0000	XXXXX	0000	00			
01241.DIV_WIRE	01	00	0000	39040	0000	00			Treasury
01241.IC IN 88 > 01	01	00	0000	20988	0000	00			Treasury
01241.IC IN 90/52025 to 01/01241	01	00	0000	20991	0000	00			Treasury
01241.IC IN FN > 01	01	00	0000	20732	0000	00			Treasury
01241.IC OUT 01 > 88	01	00	0000	20988	0000	00			Treasury
01241.IC OUT 01 > 90	01	00	0000	20991	0000	00			Treasury
01241.IC OUT 01 > FN	01	00	0000	20973	0000	00			Treasury
01241.IC_FX_WIRE_RECEIPT	01	00	0000	20998	0000	00			
01241.IC_USD_TO_FX	01	00	0000	20905	0000	00			
01241.INT_EXP_WIRE	01	00	0000	23020	0000	00			Treasury
01241.LB_DEPOSITS	01	00	0000	10031	0000	00			
01241.MA_PMNT_WIRE	01	00	0000	XXXXX	0000	00			
01241.MA_PROCEEDS_WIRE	01	00	0000	XXXXX	0000	00			

Save GL Accounting Changes

Save And Apply Changes to Cash Ledger

- Accounting configuration for all Transaction Codes is displayed on this tab
- Transaction Codes are listed by bank account and code. For example, the first line in the list identifies transaction code "ACH\_REGULAR" which is active in bank account "01241". Note that ACH\_REGULAR may be active for many different accounts. The accounting configuration shown on line 1 is specific to ACH\_REGULAR in bank account 01241
- The dropdown menus at the top (showing "ALL" in this example), allow you to filter the display by Entity and/or Transaction Type
- Every Transaction Code is associated with 2 GL strings: a DR/CR to the Cash Account and a DR/CR to the Offset.



# GL Interface Transaction Code Setup

- When a Cash Ledger transaction is a payment (CASH OUT):
  - The GL CREDIT will be to the Cash Account (decrease in the cash asset)
  - The GL DEBIT will be to some other account (called the offset account in Orbit)
- When a Cash Ledger transaction is a receipt (CASH IN):
  - The GL CREDIT will be to an offset account
  - The GL DEBIT will be to the Cash Account (increase in the cash asset)
- You will not normally change a GL string associated with the Transaction Code Cash Account. When a Bank Account is setup in Orbit, one of it's properties is the code that represents that account in the GL. When a Transaction Code is activated for a bank account, Orbit automatically sets the Transaction Code cash GL string from the GL Code property in the Bank Account
- If you find that the GL Cash account is incorrect, you can change the value, but the person who maintains Orbit bank accounts should also review (and correct) the GL code property in the Bank Account record

# GL Interface Transaction Code Setup

Transaction Codes

Transaction Codes Detail Web Assignment Setup Groups Edit Detail Accounting

ALL : ALL : ☐ GL Cash Entry ☒ GL Offset Entry Refresh ☐ Tagged Accounts Only

Txn Code	GL1	GL2	GL3	GL4	GL5	GL6	GL7	GL8	Accounting Category
01241.ACH_REGULAR	01	00	0000	10031	0000	00			
01241.AP_ACH_DEBIT	01	00	0000	10040	0000	00			
01241.AP_ACH_EFT	01	00	0000	10040	0000	00			
01241.AP_RETURNS	01	00	0000	10040	0000	00			
01241.AP_WIRES	01	00	0000	10040	0000	00			
01241.AR_REVERSALS	01	00	0000	10031	0000	00			
01241.AR_WIRES_FX	01	00	0000	10031	0000	00			
01241.BNK_FEES	01	00	7021	62120	0000	00			Treasury
01241.COBRA_ACH	01	00	7210	60520	0000	00			Treasury
01241.DEBT_PMNT	01	00	0000	81010	0000	00			Treasury
01241.DEBT_PROCEEDS	01	00	0000	XXXXX	0000	00			
01241.DIV_WIRE	01	00	0000	39040	0000	00			Treasury
01241.IC IN 88 > 01	01	00	0000	20988	0000	00			Treasury
01241.IC IN 90/52025 to 01/01241	01	00	0000	20991	0000	00			Treasury
01241.IC IN FN > 01	01	00	0000	20732	0000	00			Treasury
01241.IC OUT 01 > 88	01	00	0000	20988	0000	00			Treasury
01241.IC OUT 01 > 90	01	00	0000	20991	0000	00			Treasury
01241.IC OUT 01 > FN	01	00	0000	20973	0000	00			Treasury
01241.IC_FX_WIRE_RECEIPT	01	00	0000	20998	0000	00			
01241.IC_USD_TO_FX	01	00	0000	20905	0000	00			
01241.INT_EXP_WIRE	01	00	0000	23020	0000	00			Treasury
01241.LB_DEPOSITS	01	00	0000	10031	0000	00			
01241.MA_PMNT_WIRE	01	00	0000	XXXXX	0000	00			
01241.MA_PROCEEDS_WIRE	01	00	0000	XXXXX	0000	00			

Save GL Accounting Changes

Save And Apply Changes to Cash Ledger

Enter a value to make this TxnCode visible to GL Interface

- There will likely be many Transaction Codes used by Treasury that are not of interest to Accounting
- By default, Transaction Codes are not visible to the payments interface
- To make a Transaction Code visible to the payments interface, Click into the “Accounting Category” cell any type an appropriate value. In this case, the agreed upon value is “Treasury”. Note that you could be using more than one Accounting Category and different Transaction Codes might be coded with different category codes. The important thing is that if you want the Account/Transaction code to be visible to the payments interface, the Accounting Category cell value must be non-blank
- If there is a line that has been visible to the GL Interface that you wish to remove from the GL Interface going forward, click into the cell and delete the value – make the cell value blank

# GL Interface Transaction Code Setup

Txn Code	GL1	GL2	GL3	GL4	GL5	GL6	GL7	GL8	Accounting Category
01241.ACH_REGULAR	01	00	0000	10031	0000	00			
01241.AP_ACH_DEBIT	01	00	0000	10040	0000	00			
01241.AP_ACH_EFT	01	00	0000	10040	0000	00			
01241.AP_RETURNS	01	00	0000	10040	0000	00			
01241.AP_WIRES	01	00	0000	10040	0000	00			
01241.AR_REVERSALS	01	00	0000	10031	0000	00			
01241.AR_WIRES_FX	01	00	0000	10031	0000	00			
01241.BNK_FEES	01	00	7021	62120	0000	00			Treasury
01241.COBRA_ACH	01	00	7210	60520	0000	00			Treasury
01241.DEBT_PMNT	01	00	0000	81010	0000	00			Treasury
01241.DEBT_PROCEEDS	01	00	0000	XXXXX	0000	00			
01241.DIV_WIRE	01	00	0000	39040	0000	00			Treasury
01241.IC IN 88 > 01	01	00	0000	20988	0000	00			Treasury
01241.IC IN 90/52025 to 01/01241	01	00	0000	20991	0000	00			Treasury
01241.IC IN FN > 01	01	00	0000	20732	0000	00			Treasury
01241.IC OUT 01 > 88	01	00	0000	20988	0000	00			Treasury
01241.IC OUT 01 > 90	01	00	0000	20991	0000	00			Treasury
01241.IC OUT 01 > FN	01	00	0000	20973	0000	00			Treasury
01241.IC_FX_WIRE_RECEIPT	01	00	0000	20998	0000	00			
01241.IC_USD_TO_FX	01	00	0000	20905	0000	00			
01241.INT_EXP_WIRE	01	00	0000	23020	0000	00			Treasury
01241.LB_DEPOSITS	01	00	0000	10031	0000	00			
01241.MA_PMNT_WIRE	01	00	0000	XXXXX	0000	00			
01241.MA_PROCEEDS_WIRE	01	00	0000	XXXXX	0000	00			

Enter a value to make this TxnCode visible to GL Interface

- There will likely be many Transaction Codes used by Treasury that are not of interest to Accounting
- By default, Transaction Codes are not visible to the GL interface
- To make a Transaction Code “visible” to the GL interface, make it’s “Accounting Category” value non-blank. Valid “Accounting Category” values are defined on the “Setup Groups” tab. To set a TxnCode Accounting Category to a specific value for , click into the Accounting Category cell and press the “=” key. Each time you press “=” Orbit will display the next “Accounting Category” value from the list of valid codes created on the “Setup Groups” tab
- If there is a line that has been visible to the GL Interface that you wish to remove from the GL Interface going forward, click into the cell and press the “=” key until Orbit sets the cell value blank

# GL Interface Transaction Code Setup

Txn Code	GL1	GL2	GL3	GL4	GL5	GL6	GL7	GL8	Accounting Category
01241.ACH_REGULAR	01	00	0000	10031	0000	00			
01241.AP_ACH_DEBIT	01	00	0000	10040	0000	00			
01241.AP_ACH_EFT	01	00	0000	10040	0000	00			
01241.AP_RETURNS	01	00	0000	10040	0000	00			
01241.AP_WIRES	01	00	0000	10040	0000	00			
01241.AR_REVERSALS	01	00	0000	10031	0000	00			
01241.AR_WIRES_FX	01	00	0000	10031	0000	00			
01241.BNK_FEES	01	00	7021	62120	1253	00			Treasury
01241.COBRA_ACH	01	00	7210	60520	0000				Treasury
01241.DEBT_PMNT	01	00	0000	81010	0000	00			Treasury
01241.DEBT_PROCEEDS	01	00	0000	XXXXX	0000	00			
01241.DIV_WIRE	01	00	0000	39040	0000	00			
01241.IC IN 88 > 01	01	00	0000	20988	0000	00			Treasury
01241.IC IN 90/52025 to 01/01241	01	00	0000	20991	0000	00			Treasury
01241.IC IN FN > 01	01	00	0000	20732	0000	00			Treasury
01241.IC OUT 01 > 88	01	00	0000	20988	0000	00			Treasury
01241.IC OUT 01 > 90	01	00	0000	20991	0000	00			Treasury
01241.IC OUT 01 > FN	01	00	0000	20973	0000	00			Treasury
01241.IC_FX_WIRE_RECEIPT	01	00	0000	20998	0000	00			
01241.IC_USD_TO_FX	01	00	0000	20905	0000	00			
01241.INT_EXP_WIRE	01	00	0000	23020	0000	00			Treasury
01241.LB_DEPOSITS	01	00	0000	10031	0000	00			
01241.MA_PMNT_WIRE	01	00	0000	XXXXX	0000	00			
01241.MA_PROCEEDS_WIRE	01	00	0000	XXXXX	0000	00			

To change parts of the GL string, Click into a cell and type

- To change a component of the GL string, click into the cell and type the desired value. **Note that Orbit does not validate data entry into GL segment cells. It is your responsibility to type values of the correct length and formatting**

# GL Interface Transaction Code Setup

Txn Code	GL1	GL2	GL3	GL4	GL5	GL6	GL7	GL8	Accounting Category
01241.ACH_REGULAR	01	00	0000	10031	0000	00			
01241.AP_ACH_DEBIT	01	00	0000	10040	0000	00			
01241.AP_ACH_EFT	01	00	0000	10040	0000	00			
01241.AP_RETURNS	01	00	0000	10040	0000	00			
01241.AP_WIRES	01	00	0000	10040	0000	00			
01241.AR_REVERSALS	01	00	0000	10031	0000	00			
01241.AR_WIRES_FX	01	00	0000	10031	0000	00			
01241.BNK_FEES	01	00	7021	62120	1253	00			Treasury
01241.COBRA_ACH	01	00	7210	60520	0000	00			Treasury
01241.DEBT_PMNT	01	00	0000	81010	0000	00			Treasury
01241.DEBT_PROCEEDS	01	00	0000	XXXXX	0000	00			
01241.DIV_WIRE	01	00	0000	39040	0000	00			Treasury
01241.IC IN 88 > 01	01	00	0000	20988	0000	00			Treasury
01241.IC IN 90/52025 to 01/01241	01	00	0000	20991	0000	00			Treasury
01241.IC IN FN > 01	01	00	0000	20732	0000	00			Treasury
01241.IC OUT 01 > 88	01	00	0000	20988	0000	00			Treasury
01241.IC OUT 01 > 90	01	00	0000	20991	0000	00			Treasury
01241.IC OUT 01 > FN	01	00	0000	20973	0000	00			Treasury
01241.IC_FX_WIRE_RECEIPT	01	00	0000	20998	0000	00			
01241.IC_USD_TO_FX	01	00	0000	20905	0000	00			
01241.INT_EXP_WIRE	01	00	0000	23020	0000	00			
01241.LB_DEPOSITS	01	00	0000	10031	0000	00			
01241.MA_PMNT_WIRE	01	00	0000	XXXXX	0000	00			
01241.MA_PROCEEDS_WIRE	01	00	0000	XXXXX	0000	00			

- When you make a change to a line, Orbit will paint that line yellow. This is to alert you to the fact that a line has been changed, but not yet saved
- To save all of the changes, click the “Save GL Accounting Changes” button. This action saves your changes to Transaction Code configuration, **but it does not propagate your changes to existing Cash Ledger entries**. Any Cash Ledger entries created up to the point of the change, will still contain the old coding
- **To save your changes and propagate the new coding to existing Cash Ledger entries**, click the “Save And Apply Changes to Cash Ledger” button. **NOTE that changes will only be propagated to Cash Ledger entries whose accounting status is OPEN**. If accounting for the Cash Ledger transaction has already been sent to the GL, the Cash Ledger will not be changed

# GL Interface Configuration is Complete

- This completes the GL Configuration in Orbit that would normally be performed by accounting
- Permissions can be set in Orbit, that block Treasury's ability to set GL configuration in Transaction Codes
- The normal Orbit setup is that Treasury is responsible for creating Transactions Codes and maintaining properties other than those related to GL Accounting
- Orbit logs changes to Transaction Code GL Account strings
- Orbit logs changes to Cash Ledger GL Account settings on existing Cash Ledger transactions
- To view change logs. Open the "Security" window (Main Menu Window -> Environment -> Security)
- Click the "Audit Reports" button

The screenshot shows the "Audit Reporting" window with the following components and callouts:

- Available Reports:** A list of reports with checkboxes. The first option, "Logged Changes by Topic and Event Date", is checked. A callout points to this list with the text: "Request the report of logged changes by topic".
- Entity Selection:** Two radio buttons are present. The second option, "Run reports for '[TOPIC]' only", is selected. A callout points to this option with the text: "Ask to run the report for a selected Topic". Below the radio buttons is a dropdown menu showing "TTxnCode\_Details". A callout points to this dropdown with the text: "Select a Topic".
- Report Changes in Date Range:** Two date input fields are shown. The "Start Date" is "07/01/2014" and the "End Date" is "09/07/2014". A callout points to these fields with the text: "Select a Date Range and run the report".
- Run As:** Three radio buttons are present: "PDF" (selected), "XLS", and "CSV".
- Run Report(s):** A button located at the bottom right of the window.
- Exit:** A button with a red arrow icon located at the bottom center of the window.



# Make Corrections to Cash Ledger GL Strings

The screenshot shows the 'Cash Ledger' application window. At the top, there are tabs: 'List', 'Cash Entry', 'Cash Transfers', 'Entry From Bank CDR Data', and 'Import'. The 'List' tab is active. Below the tabs, there are input fields for 'ID', 'Bank Account' (91211), 'Select Dates' (11/17/2014 to 11/17/2014), 'Txn Type', 'Txn Code', and 'Amount (include sign):'. There are also buttons for 'Find', 'Clear', and 'Defaults' (Use, Set). Below the input fields is a table of transactions.

X	Txn Code	Entity	Account	Source	Date	Amount	Cur	Status	Transfr ID
	AP_CHECKS	Canada	91211	Smart Codes - PDR	11/17/2014	(372.90)	CAD	AUTO	16335540
	ACH_AP	Canada	91211	Smart Codes - PDR	11/17/2014	(695.50)	CAD	AUTO	16335539
	ACH_AP	Canada	91211	Smart Codes - PDR	11/17/2014	(18,712.75)	CAD	AUTO	16335538
	BNK_FEES	Canada	91211	Smart Codes - PDR	11/17/2014	(531.36)	CAD	AUTO	16335541
	BNK_FEES	Canada	91211	BANKREPTD	11/17/2014	225.44	CAD	BANKREPTD	16335537

- To fix GL strings on existing Cash Ledger entries, click the “Cash Ledger” button on the “Cash” tab of the Main Menu window (or select “Cash Ledger” from the “Cash” menu)
- Use the “List” tab to find the CL item that needs to be corrected
- Select and move to the “Cash Entry” tab or double-click and Orbit will automatically move to the “Cash Entry” tab

# Make Corrections to Cash Ledger GL Strings

The screenshot shows the 'Cash Ledger' application window. The 'Cash Entry' tab is active. The transaction details are as follows:

Entity	Bank Account	Currency	TXN Code	Description	TXN Type
BCI	91211	CAD	ACH_AP	AP transactions	Cash Outflows - Accounts Payable
BCI Switzerland			AP_CHECKS	Accounts Payable Checks	Cash Outflows - Accounts Payable
Brocade Tech			AP_RETURNS	Account Payable Returns	Cash Outflows - Accounts Payable
FNIH Co			AP_WIRE	Domestic wire payment	Cash Outflows - Accounts Payable
			AP_WIRES	AP Wires	Cash Outflows - Accounts Payable
			BANK_FEES	Bank Charges	Cash Outflows - Bank Charges
			DEPOSIT_OTHER	CAD deposit	Cash Inflows - Other Cash In
			IC_FX_WIRE_RECEIPT	Subfunding FX Wire Receipts	Cash Inflows - Sub Funding Receipts
			INTEREST	To record interest posted	Cash Inflows - Interest Income

Transaction Details:

- Entity: Canada
- Bank Account: 91211
- TXN Code: BANK\_FEES
- Date: 11/17/2014
- Amount: 225.44 CAD
- Comments: REFUND-BILLING CHGS OCT 2014/ENTRY-17 NOV

Transaction ID: 16335537

Transfer ID: 16335537

Recon Status: BANKREPTD

Recon Date: 11/18/2014

Recon User: Yun Kong

Pymt Method: EXTERNAL

Pymt Status: NA

Debit: 05.00.0000.10160.0000.00

Credit: 05.00.0000.62120.0000.00

Source: BANKREPTD

TradeID:

Entry: 2014-11-18 13:52:12.883688

Yun Kong

Changes are not permitted - 1

- The “Cash Entry” tab provides a detail view of the Cash Ledger entry
- Orbit will not let you change the GL string associated with cash (that would be the DEBIT in this case)
- Click the “Credit” button and the credit GL string field becomes editable
- Orbit will automatically select the first “node” of the GL number string. Each time you press the TAB key, the text selection will move to the next node. This is just for convenience. You can use the arrow keys or click to set the insertion point anywhere you like in the string. As far as Orbit is concerned, it’s just a string of characters
- Make the change you want to the string and then press RETURN. This will “close” the field for editing and your changes will be saved immediately – there is no need to press the SAVE button – in fact the SAVE button will not ever become enabled if the transaction has already been reconciled
- You must have “Change GL Accounts on Cash Transactions” permissions to click on the Credit/Debit buttons
- If the CL item has already been sent to the GL, it’s accounting status will be CLOSED. Use the “Cash Accounting” window to re-open closed items which will allow Orbit Bridge to resend the entry (see page 17)



# Use Cash Accounting to Review/Change Accounting Status

- When Orbit Bridge sends JE lines to the GL import folder, it marks Cash Ledger Accounting Status as CLOSED
- You can review and change Cash Ledger Accounting status using the Cash Accounting module



- On the Main Menu Window, click the “Cash Accounting” button

Cash Ledger Request and Setup | Report By Bank Acct | Journal Entry Export | Setup

**Fiscal Period:** FY2007 Q4 OCT  
10/01/2007 to 10/31/2007

Accounts to be Included in the Cash Journal

Account Selection Groups: Americas

Entity: Account Type:

Available Accts	Selected Accts
01800	08110
01801	09260
08014	10834
*08110	15210
*09260	19015
096001	26010
10080	27018
10080U	32452
10791	38015
*10834	59011
10903	74351
12018	82351-FX
13011	84219

New Group | Save Group | Delete Group

Bank Account - Proof of Cash Status

Account/Date	Status
--------------	--------

Print | Check Status

Include These Dates in the Cash Journal

Down Day	Cld/Open	Include
Mon OCT 1	14	<input type="checkbox"/>
Tue OCT 2		<input type="checkbox"/>
Wed OCT 3		<input type="checkbox"/>
Thr OCT 4		<input type="checkbox"/>
Fri OCT 5		<input type="checkbox"/>
Sat OCT 6		<input type="checkbox"/>
Sun OCT 7		<input type="checkbox"/>
Mon OCT 8		<input type="checkbox"/>
Tue OCT 9	1	<input type="checkbox"/>
Wed OCT 10		<input type="checkbox"/>
Thr OCT 11	15	<input type="checkbox"/>
Fri OCT 12		<input type="checkbox"/>
Sat OCT 13		<input type="checkbox"/>
Sun OCT 14		<input type="checkbox"/>
Mon OCT 15	19	<input type="checkbox"/>
Tue OCT 16	7	<input type="checkbox"/>
Wed OCT 17		<input type="checkbox"/>
Thr OCT 18		<input type="checkbox"/>
Fri OCT 19	3	<input type="checkbox"/>
Sat OCT 20		<input type="checkbox"/>

Select Cash Dates | Select Journal Data

- Select the Fiscal Period you wish to operate on
- Orbit computes journal entries from Cash Ledger items whose value dates fall within the start/end date of the Fiscal Period
- You are able to refine your view to specific days in the period using the “Include These Dates in the Cash Journal” control (right side of window)

Cash Ledger Request and Setup | Report By Bank Acct | Journal Entry Export | Setup

Fiscal Period: 10/01/2007 to 10/31/2007

Accounts to be Included in the Cash Journal

Account Selection Groups: Americas

Entity: Account Type:

Available Accts	Selected Accts
01800	08110
01801	09260
08014	10834
*08110	15210
*09260	19015
096001	26010
10080	27018
10080U	32452
10791	38015
*10834	59011
10903	74351
12018	82351-FX
13011	84219

New Group | Add Group | Delete Group

Bank Account - Proof of Cash Status

Account/Date	Status
--------------	--------

Print | Check Status

Include These Dates in the Cash Journal

Down Day	Cld/Open	Include
Mon OCT 1	14	<input type="checkbox"/>
Tue OCT 2		<input type="checkbox"/>
Wed OCT 3		<input type="checkbox"/>
Thr OCT 4		<input type="checkbox"/>
Fri OCT 5		<input type="checkbox"/>
Sat OCT 6		<input type="checkbox"/>
Sun OCT 7		<input type="checkbox"/>
Mon OCT 8		<input type="checkbox"/>
Tue OCT 9	1	<input type="checkbox"/>
Wed OCT 10		<input type="checkbox"/>
Thr OCT 11	15	<input type="checkbox"/>
Fri OCT 12		<input type="checkbox"/>
Sat OCT 13		<input type="checkbox"/>
Sun OCT 14		<input type="checkbox"/>
Mon OCT 15	19	<input type="checkbox"/>
Tue OCT 16	7	<input type="checkbox"/>
Wed OCT 17		<input type="checkbox"/>
Thr OCT 18		<input type="checkbox"/>
Fri OCT 19	3	<input type="checkbox"/>
Sat OCT 20		<input type="checkbox"/>

Select Cash Dates | Select Journal Data

- Select bank account(s) to include. Double-click on accounts in the “Available Accts” list to move them to the “Selected Accts” list
- When Orbit selects cash ledger entries to include in Cash Journals, it selects for the Fiscal Period AND all bank accounts listed in “Selected Accts”
- You may filter accounts that are listed in “Available Accts” using the “Entity” and “Account Type” popup menus
- Accounts will only appear in the “Available Accts” list if they have been set up with a value in the “GL Account Number” field on the “Bank Accounts” setup window

Cash Ledger Request and Setup | Report By Bank Acct | Journal Entry Export | Setup

Fiscal Period: FY2007 Q4 OCT  
10/01/2007 to 10/31/2007

Accounts to be Included in the Cash Journal

Account Selection Groups: Americas  
Entity: 2  
Account Type: 3

Available Accts	Selected Accts
01800	08110
01801	09260
08014	10834
*08110	15210
*09260	19015
096001	26010
10080	27018
10080U	32452
10791	38015
*10834	59011
10903	74351
12018	82351-FX
13011	84229

New Group  
Save Group  
Delete Group

Bank Account - Proof of Cash Status

Account/Date	Status
--------------	--------

Print | Check Status

Include These Dates in the Cash Journal

Down/Day	Cld/Open	Include
Mon OCT 1	14	<input type="checkbox"/>
Tue OCT 2		<input type="checkbox"/>
Wed OCT 3		<input type="checkbox"/>
Thr OCT 4		<input type="checkbox"/>
Fri OCT 5		<input type="checkbox"/>
Sat OCT 6		<input type="checkbox"/>
Sun OCT 7		<input type="checkbox"/>
Mon OCT 8		<input type="checkbox"/>
Tue OCT 9	1	<input type="checkbox"/>
Wed OCT 10		<input type="checkbox"/>
Thr OCT 11	15	<input type="checkbox"/>
Fri OCT 12		<input type="checkbox"/>
Sat OCT 13		<input type="checkbox"/>
Sun OCT 14		<input type="checkbox"/>
Mon OCT 15	19	<input type="checkbox"/>
Tue OCT 16	7	<input type="checkbox"/>
Wed OCT 17		<input type="checkbox"/>
Thr OCT 18		<input type="checkbox"/>
Fri OCT 19	3	<input type="checkbox"/>
Sat OCT 20		<input type="checkbox"/>

Select Cash Dates | Select Journal Data

- You may select a predefined set of bank accounts by selecting a group name from “Account Selection Groups” popup menu
- In our example, we have selected account group “Americas”. All of the bank accounts that are part of the “Americas” group are listed in the “Selected Accts” list
- Groups are created or modified using the “New Group”, “Save Group” and “Delete Group” buttons

Cash Ledger - CL Accounting

Cash Journal Request and Setup | Report By Bank Acct | Cash Journal Report | Setup

Fiscal Period: FY2014 Q3 JUL  
06/29/2014 to 08/02/2014

Accounts to be Included in the Cash Journal

Account Selection Groups: Brocade Treasury

Entity: Account Type:

Available Accts	Selected Accts
00010	01241
01011	03019
*01241	09833
*03019	34015
05019	43356
06015	44052
06017	44076
09136	52025
*09833	56017
11256	57682
16012	75014
17904	91211
18010	CL - BIL - 01

Buttons: New Group, Save Group, Delete Group

Bank Account - Proof of Cash Status

Account/Date	Status

Buttons: Print, Check Status

Include These Dates in the Cash Journal

Dowk Day	Clsd/Open	Include
Sun JUN 29	<input type="checkbox"/>	<input type="checkbox"/>
Mon JUN 30	<input type="checkbox"/>	<input type="checkbox"/>
Tue JUL 1	<input type="checkbox"/>	<input type="checkbox"/>
Wed JUL 2	<input type="checkbox"/>	<input type="checkbox"/>
Thr JUL 3	<input type="checkbox"/>	<input type="checkbox"/>
Fri JUL 4	<input type="checkbox"/>	<input type="checkbox"/>
Sat JUL 5	<input type="checkbox"/>	<input type="checkbox"/>
Sun JUL 6	<input type="checkbox"/>	<input type="checkbox"/>
Mon JUL 7	<input type="checkbox"/>	<input type="checkbox"/>
Tue JUL 8	<input type="checkbox"/>	<input type="checkbox"/>
Wed JUL 9	<input type="checkbox"/>	<input type="checkbox"/>
Thr JUL 10	<input type="checkbox"/>	<input type="checkbox"/>
Fri JUL 11	<input type="checkbox"/>	<input type="checkbox"/>
Sat JUL 12	<input type="checkbox"/>	<input type="checkbox"/>
Sun JUL 13	<input type="checkbox"/>	<input type="checkbox"/>
Mon JUL 14	<input type="checkbox"/> 48	<input checked="" type="checkbox"/>
Tue JUL 15	<input type="checkbox"/> 46	<input checked="" type="checkbox"/>
Wed JUL 16	<input type="checkbox"/> 19	<input checked="" type="checkbox"/>
Thr JUL 17	<input checked="" type="checkbox"/> 38	<input checked="" type="checkbox"/>
Fri JUL 18	<input type="checkbox"/>	<input type="checkbox"/>

Select Cash Dates: 180 Cash Ledger Items

Select Journal Data

07/14/2014 - 07/17/2014

Exit

- Select the days you want include in reporting
- Click on the “Include” checkbox for dates you want to include. Orbit selects everything from the first to the last date you select
- The numbers in the “Clsd/Open” column indicate the number of cash ledger entries present in Orbit for each date
- You can also use the “Select Cash Dates” popup menu to select common date ranges such as “This Week” or “Month to Date”
- Click the “Select Journal Data” button. Orbit queries the cash ledger and generates cash journal data

07/14/2014 to 07/17/2014

All

Hide Entity Hide Account

Show Closed JE's

Open Acctg

Entity	Account	Date	Code	Cash Amount	Description	GL Debit	GL Credit
			Beginning Balance	27,026,223.42			
BCI	01241	07/15/2014	ZBA_COMERICA	1,383,784.86	Comerica transfers	01.00.0000.10025.0000.00	
BCI	01241	07/15/2014	ZBA_FUND_AR	7,498,231.02	AR ZBA FUNDING	01.00.0000.10025.0000.00	01.00.0000.10024.0000.00
BCI	01241	07/15/2014	DEBT_PMINT	(17,250,000.00)	Debit Payment Interest	01.00.0000.21020.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/15/2014	ZBA_FUNDING	(7,714.03)	ZBA Funding to AP	01.00.0000.10026.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/15/2014	PR_ACH_METLIFE	(14,850.60)	Payroll ACH Debit Metlife	01.00.0000.10066.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/15/2014	VDI_FUNDING_OUT	(40,241.38)	VDI Funding_OUT to VDI	01.00.0000.10027.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/15/2014	WIRE_401K_MATCH	(1,229,466.51)	Accrued 401K Match	01.00.0000.21580.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/15/2014	WIRE_ACCRD_401K	(98,093.38)	Accrued 401K	01.00.0000.21510.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/15/2014	WIRE_LOAN_401K	(58,366.23)	401K Loan Withheld	01.00.0000.21520.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/15/2014	WIRE_FV_COMM_CHECK	(1,235.13)	Proview Commuter Check Pro...	01.00.0000.21595.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/15/2014	WIRE_FV_DEP_CARE	(37,289.48)	Proview Accrued Dependant Care	01.00.0000.21550.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/15/2014	WIRE_FV_HC_REIMB	(65,033.17)	Accrued Health Care Reimburs...	01.00.0000.21540.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/15/2014	ZBA_PR_FUNDING	(13,583.72)	ZBA to cover payroll	01.00.0000.10028.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/15/2014	STK_PURCH_COMM	(1,176.00)	Stock Repurchase - Commission	01.00.0000.30010.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/15/2014	STK_PURCH_RETIRED	(1,065,491.28)	Stock Repurchase - Retired	01.00.0000.30015.0000.00	01.00.0000.10025.0000.00
			Ending Balance	16,027,698.41			
			Net Cash	(10,998,525.01)			
BCI	01241	07/16/2014	ZBA_FUND_AR	1,731,490.30	AR ZBA FUNDING	01.00.0000.10025.0000.00	01.00.0000.10024.0000.00
BCI	01241	07/16/2014	ZBA_FUNDING	(13,746.48)	ZBA Funding to AP	01.00.0000.10026.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/16/2014	PR_ACH_METLIFE	(15,183.50)	Payroll ACH Debit Metlife	01.00.0000.10066.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/16/2014	ZBA_PR_FUNDING	(13,801.29)	ZBA to cover payroll	01.00.0000.10028.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/16/2014	STK_PURCH_COMM	(1.89)	Stock Repurchase - Commission	01.00.0000.30010.0000.00	01.00.0000.10025.0000.00
BCI	01241	07/16/2014	STK_PURCH_RETIRED	(3,719.90)	Stock Repurchase - Retired	01.00.0000.30015.0000.00	01.00.0000.10025.0000.00
			Ending Balance	17,716,735.65			
			Net Cash	(9,303,487.77)			

Filter by Txn Code Group:

Txn Code:

Exit

User comments for JE descriptions

Export

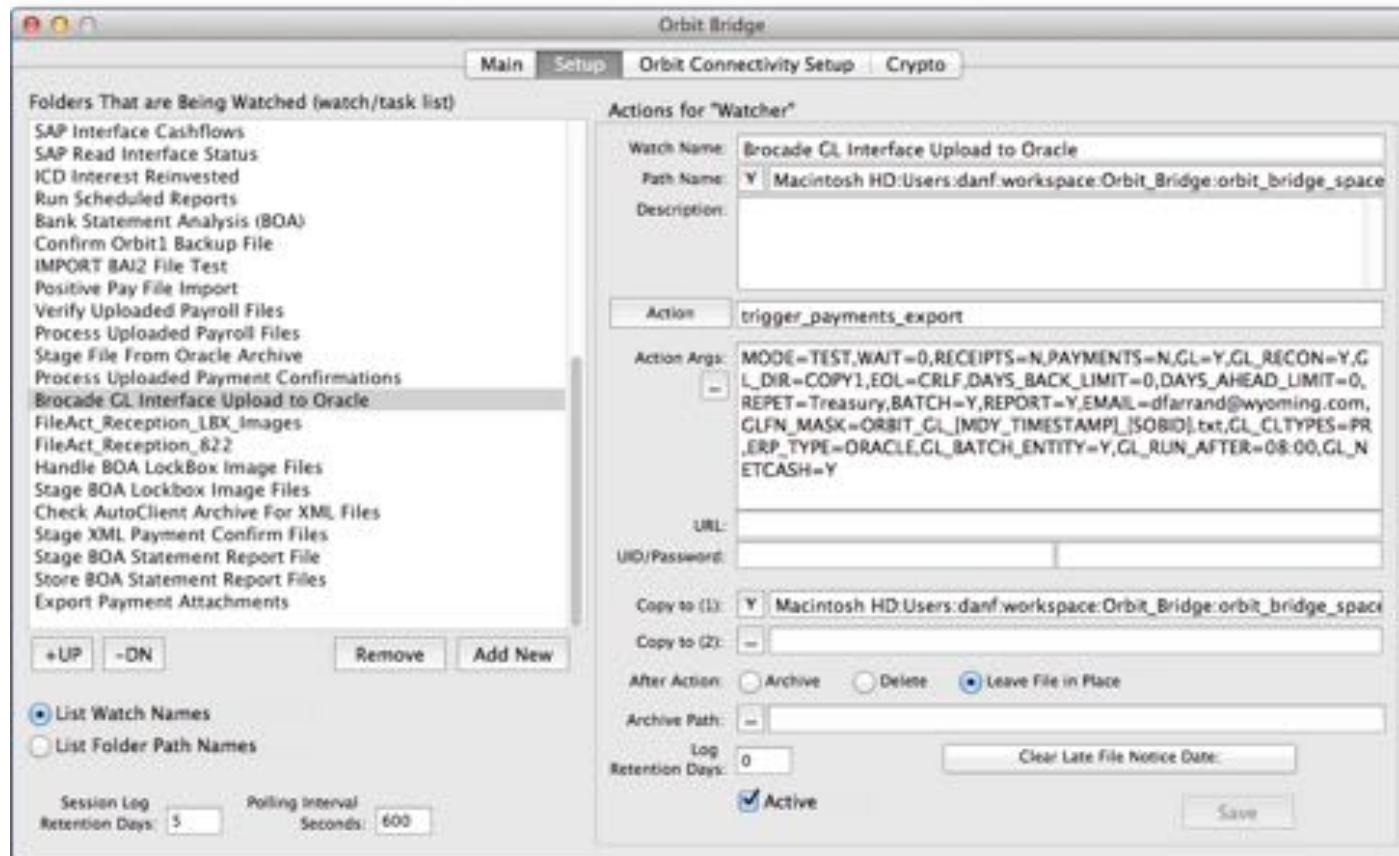
Print

Expand All For Export/Print

- Go to the "Report By Bank Acct" tab
- Select "ALL" from the drop-down menu
- Orbit will display all Journal Entries for the date range set earlier and for the bank account selected in the drop-down menu
- To view all Journal Entries whose Accounting Status = CLOSED, click the "Show Closed JE's" checkbox
- To re-open selected Journal Entries, select them and press the "Open Acctg" button
- To re-open all Journal Entries either select ALL displayed journal entries or select none of them and press the "Open Acctg" button. If no journal lines are selected, Orbit assumes you want to reopen all of them. If you want to limit opening to specific lines, select those lines using the normal list multi-select convention that works on your platform

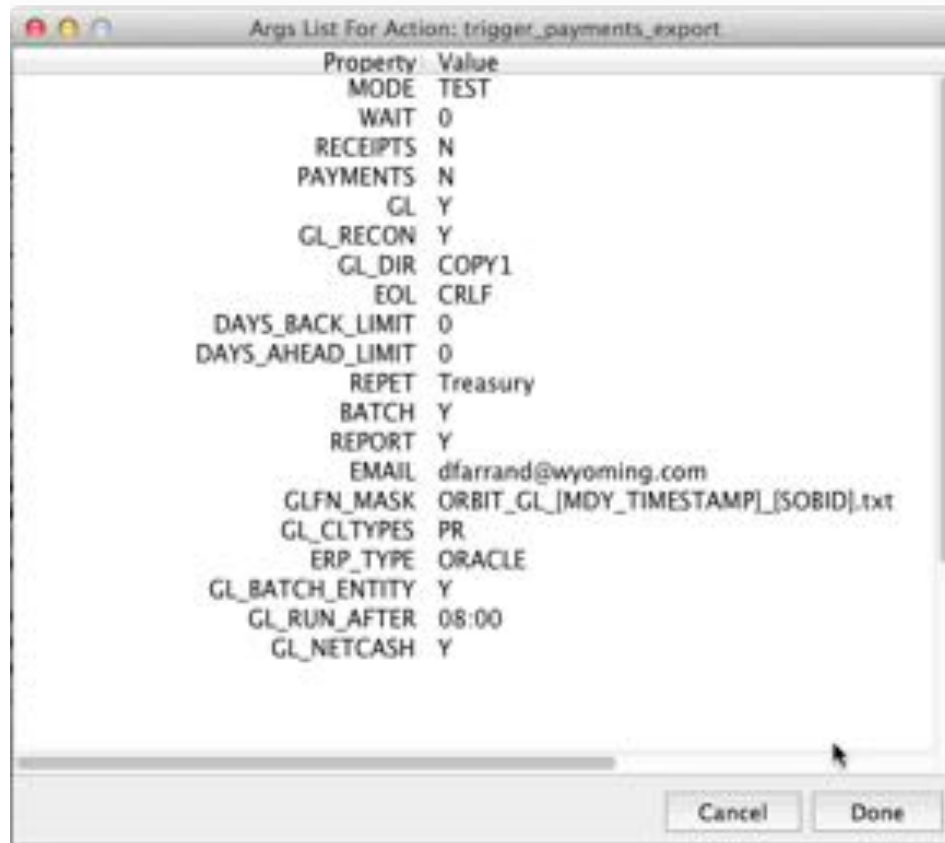


# GL Interface Task On Orbit Bridge



- An example of the setup of a GL Interface Task is shown above
- Treasury/Accounting users will never see Orbit Bridge. These slides are included so that you will be aware of this critical component of the GL Interface
- Every 10 minutes, Orbit Bridge will give each task in the list an opportunity to run
- This particular task runs an action called "trigger\_payments\_export". This action has broad application. The specific things it does are controlled by the "Action Arguments" that are passed to the task action when it runs
- The action args are discussed in detail starting on the next slide

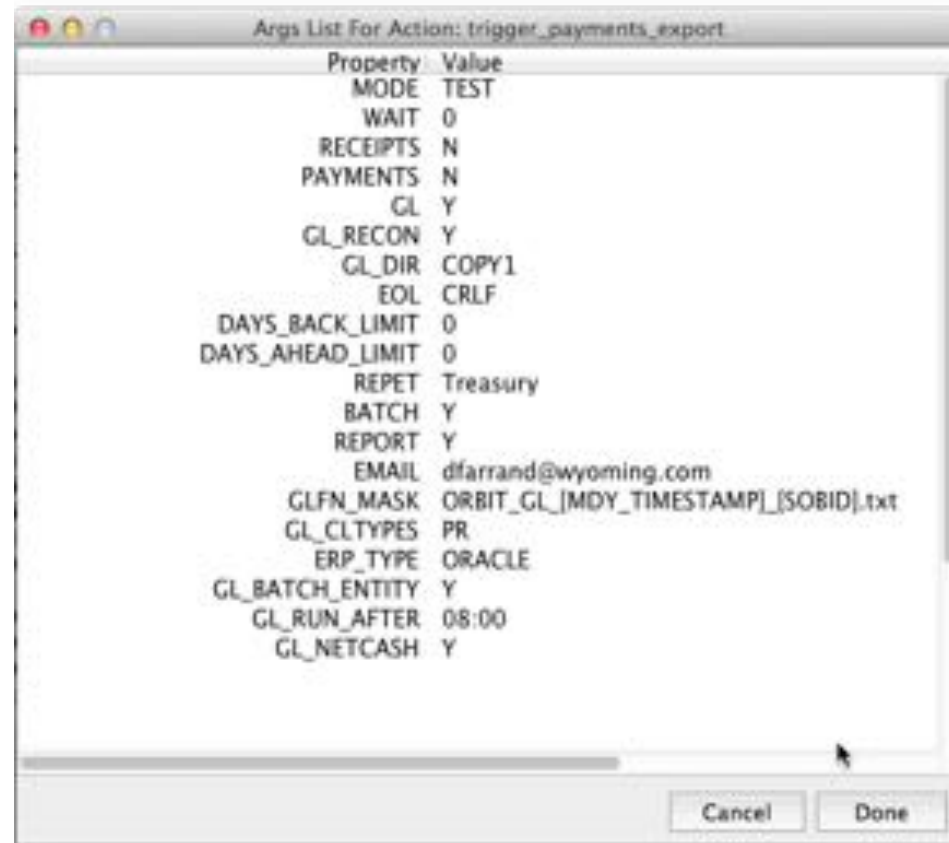
# GL Interface Task On Orbit Bridge



- The GL = Y flag tells the action that it should be concerned with exporting Journal Entries to the General Ledger
- GL\_RECON = Y means only cash ledger items that are reconciled will be selected. Reconciled means that Orbit has matched the Cash Ledger item with a transaction reported by the bank on the Previous-Day-Report

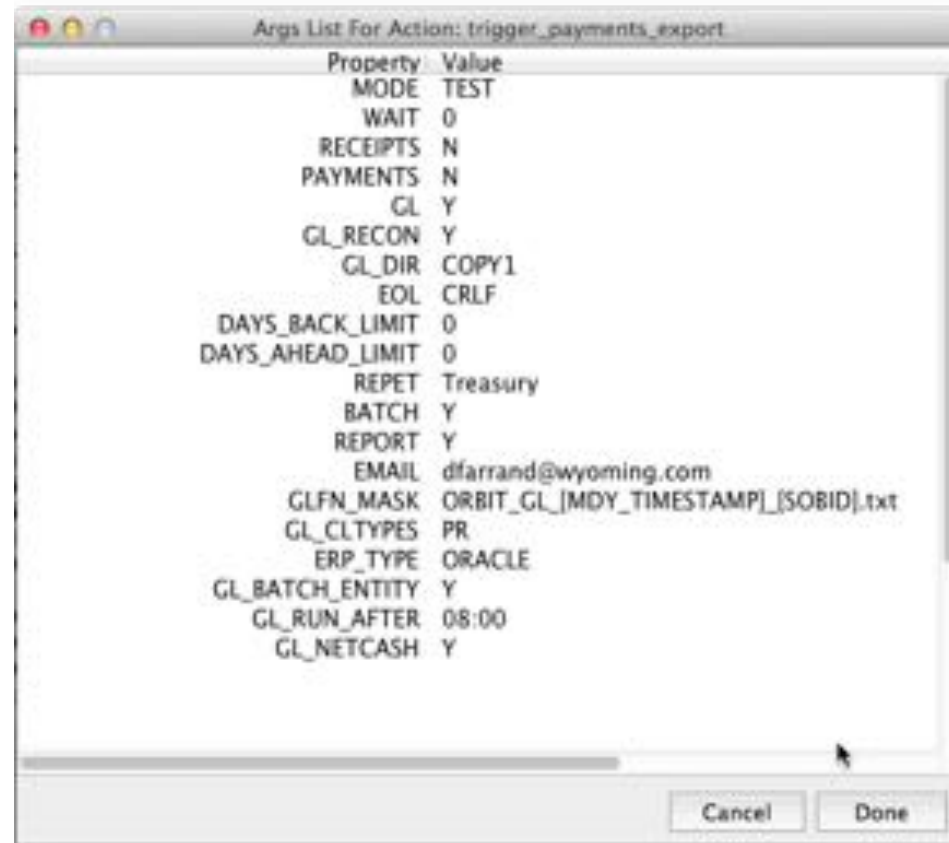


# GL Interface Task On Orbit Bridge



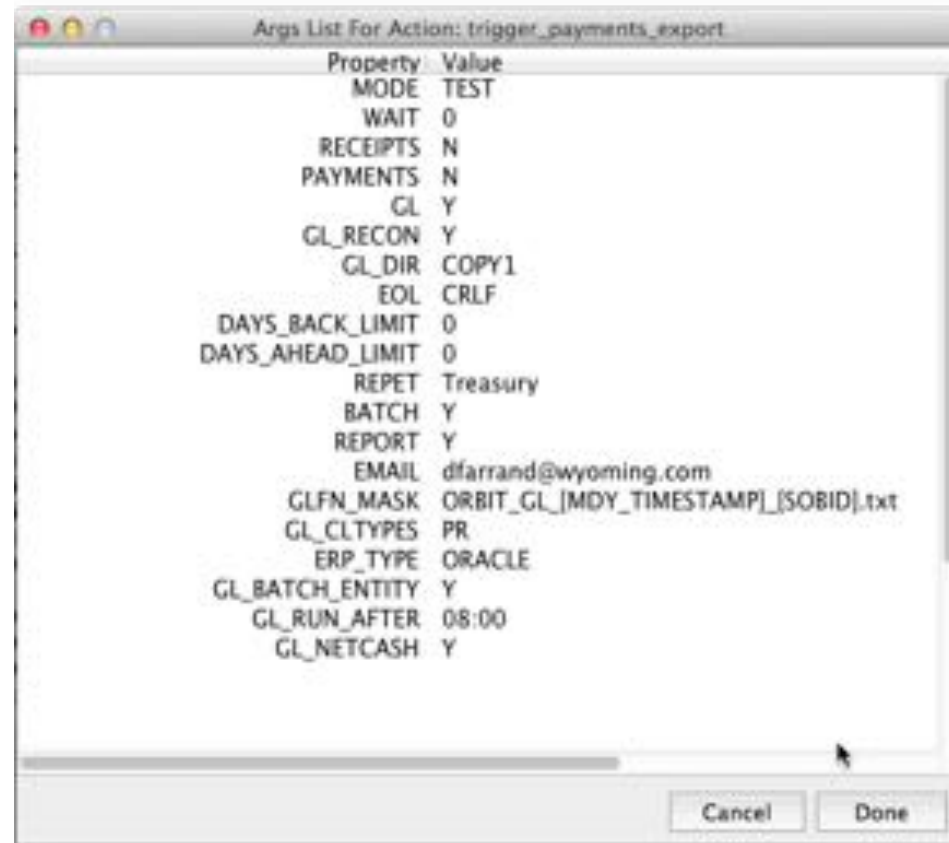
- DAYS\_BACK\_LIMIT and DAYS\_AHEAD\_LIMIT, tells Orbit how far back and how far ahead from today to look for OPEN Cash Ledger transactions. Its usually a good idea to set DAYS\_BACK\_LIMIT to 2 or 3. This allows the interface to look back and pick up any corrections you make to prior days. REMEMBER, only OPEN items will be selected. Normally there will be no OPEN items in prior days unless you specifically opened them as part of a correction
- REPET = Treasury. This code tells Orbit which Accounting Categories to look for. Orbit will only select Cash Ledger entries whose Transaction Codes include "Treasury" in the Accounting Category (within the TxnCode, Accounting Category is stored in a field called "Repet Code". "Treasury" is a completely arbitrary value. It could just as easily be "X". But it must be the same value used in Transaction Code setup (see page 11)

# GL Interface Task On Orbit Bridge



- BATCH = Y tells Orbit to batch journal entries into a file
- REPORT = Y tells Orbit to generate an email report whenever a Journal Entry file is created
- EMAIL = the recipient of the report
- GLFN\_MASK = tells Orbit how to configure the output file name. [SOBID] = the Oracle set of books ID. The Set-Of-Books ID value is stored in the Entity.TaxID field in Orbit (or in whatever field is specified in the Orbit GL output record map string – beyond the scope of this document)

# GL Interface Task On Orbit Bridge



- GL\_CLTYPES = PR tells Orbit to include both Payments and Receipts
- ERP\_TYPE = ORACLE tells Orbit the output is for Oracle
- GL\_BATCH\_ENTITY = Y tells Orbit to create separate output files for each Entity
- GL\_RUN\_AFTER tells Orbit to wait until the first task that runs after 08:00 in the morning
- GL\_NETCASH = Y tells Orbit to provide a single debit/credit to Cash for multipart GL distribution Cash Transfers