

Orbit

Cash Accounting

Overview

- Orbit provides extensive support for Cash Accounting. This is accomplished through the production of “Cash Journals”
- Cash Journals are sourced from cash ledger entries and use GL Account properties from cash ledger entry Transaction Codes
- Cash Journals may be specialized to report on specific bank accounts and transaction codes
- Cash Journals may be viewed online, printed in report form and/or exported as text files for use by General Ledger interfaces

Running Cash Journals in Orbit



- Click on 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
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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 report on
- Orbit will compute 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

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

Fiscal Period: FY2007-04 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 | 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 select 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: 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
08110 10/01/2007	Bank Reported Balance Error
08110 10/11/2007	Bank Reported Balance Error
08110 10/15/2007	Bank Reported Balance Error
08110 10/16/2007	Bank Reported Balance Error
10834 10/01/2007	Bank Reported Balance Error
10834 10/11/2007	Not Reconciled
10834 10/15/2007	Bank Reported Balance Error
10834 10/16/2007	Bank Reported Balance Error
15210 10/01/2007	Not Reconciled
15210 10/11/2007	Not Reconciled
15210 10/15/2007	Not Reconciled
15210 10/16/2007	Bank Reported Balance Error
19015 10/11/2007	Not Reconciled
19015 10/15/2007	Not Reconciled

Print Check Status

Include These Dates in the Cash Journal

Dowk Day	Cld/Open	Include
Mon OCT 1	14	
Tue OCT 2		
Wed OCT 3		
Thr OCT 4		
Fri OCT 5		
Sat OCT 6		
Sun OCT 7		
Mon OCT 8		
Tue OCT 9	1	
Wed OCT 10		
Thr OCT 11	15	
Fri OCT 12		
Sat OCT 13		
Sun OCT 14		
Mon OCT 15	19	
Tue OCT 16	7	
Wed OCT 17		
Thr OCT 18		
Fri OCT 19	3	
Sat OCT 20		

Select Cash Dates Select Journal Data

- After selecting the Fiscal Period and bank accounts, click the “Check Status Button”
- Orbit checks the reconciliation status of all of the bank accounts in the “Selected Accts” list. Reconciliation status is checked for each day in the Fiscal Period
- Typically you would not want to proceed with Cash Accounting if you found bank accounts that are “Not Reconciled”
- If you double-click on a status line, Orbit will open the “Cash Reconciliation” window, query the reconciliation date and select the bank account. This makes it easy for you to review and repair un-reconciled bank accounts before proceeding with Cash Accounting

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
08110 10/01/2007	Bank Reported Balance Error
08110 10/11/2007	Bank Reported Balance Error
08110 10/15/2007	Bank Reported Balance Error
08110 10/16/2007	Bank Reported Balance Error
10834 10/01/2007	Bank Reported Balance Error
10834 10/11/2007	Not Reconciled
10834 10/15/2007	Bank Reported Balance Error
10834 10/16/2007	Bank Reported Balance Error
15210 10/01/2007	Not Reconciled
15210 10/11/2007	Not Reconciled
15210 10/15/2007	Not Reconciled
15210 10/16/2007	Bank Reported Balance Error
19015 10/11/2007	Not Reconciled
19015 10/15/2007	Not Reconciled

Print Check Status

Include These Dates in the Cash Journal

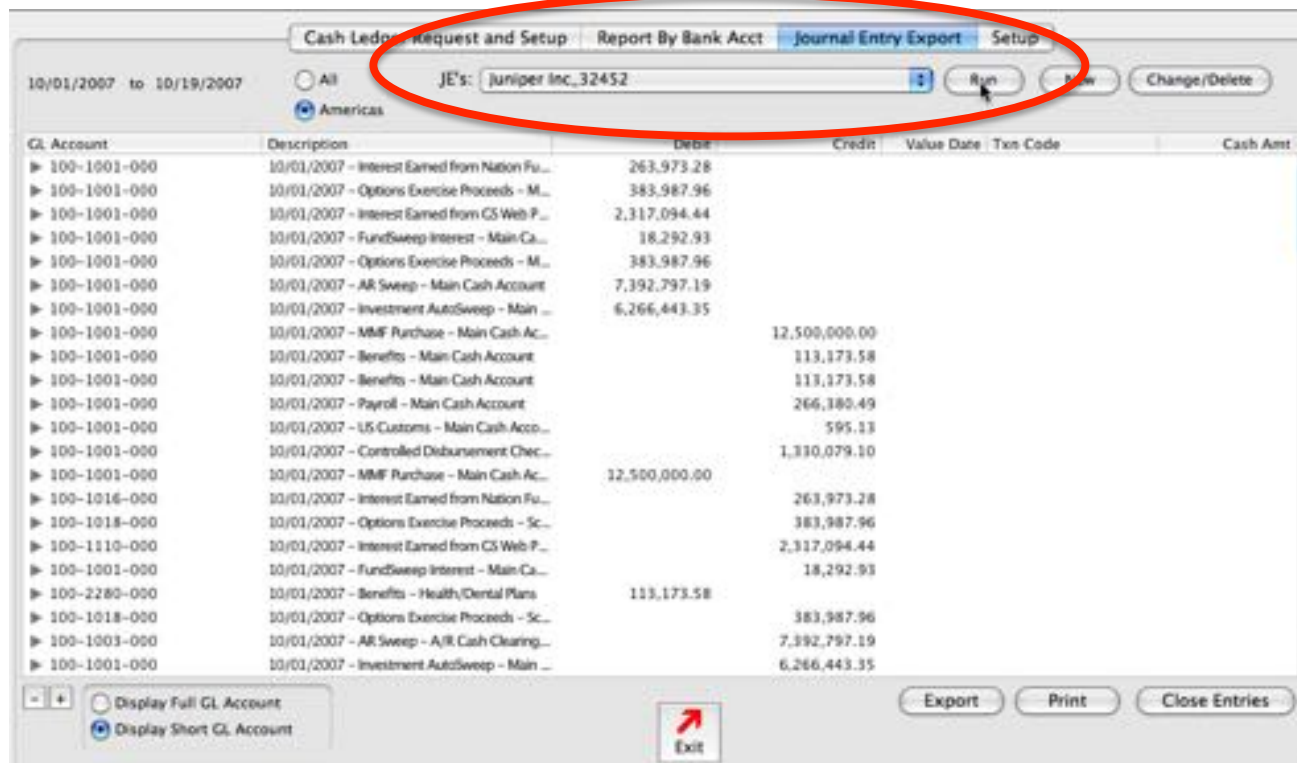
Down Day	Clsd/Open	Include
Mon OCT 1	14	<input checked="" type="checkbox"/>
Tue OCT 2		<input type="checkbox"/>
Wed OCT 3		<input type="checkbox"/>
Thr OCT 4		<input type="checkbox"/>
Fri OCT 5		<input type="checkbox"/>
Sat OCT 6		<input type="checkbox"/>
Sun OCT 7		<input type="checkbox"/>
Mon OCT 8		<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 checked="" type="checkbox"/>
Sat OCT 20		<input type="checkbox"/>

Select Cash Dates: 10/01/2007 - 10/19/2007

Select Journal Data

Exit

- Select the days you want to select for Cash Journals
- 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



- Go to the “Journal Entry Export” tab (this is after having pressed the “Select Journal Data” button on the “Cash Journal Request and Setup” tab)
- Use this view to inspect individual Cash Journals
- A Cash Journal is a collection of journal entries for a specified set of accounts and transaction codes
- Select a Cash Journal from the “JE’s” the popup menu
- Click the “Run” button
- The Cash Journal is displayed. If JE lines are summarized, you can drill down to the detail by clicking the expansion triangle (+ on windows)
- Click the “Export” button to move to the Export Window where you can export Cash Journals in customized formats that support interfaces to your General Ledger

JE Date: 10/31/2007

Journal Entry Names	Cnt
Argentina_38015	0
Argentina_84219	2
Brazil_74351	2
Canada_15210	20
Cyprus_27018	0
Juniper Cayman_26010	2
Juniper HC_08110	0
Juniper Inc_09260	0
Juniper Inc_10834	0
<>Juniper Inc_32452	100
Juniper Inc_82351-FX	0
Juniper Intl_59011	2
Mexico_19015	12

Cash Journal Entry Name: Juniper Inc_32452
Run By: ASP Administrator
Run Date: 10/31/07 - 12:58 PM
Entity: Juniper Inc
Bank Account: 12331-32452
Period: FY2007 Q4 OCT: Dates: 10/01/2007 to: 10/31/2007
Txn Code Groups: All Transaction Codes
Txn Codes: N/A

100	00	00	000	0000	1001	0000000000	0000	000	263973.28	
100	00	00	000	0000	1001	0000000000	0000	000	383987.96	
100	00	00	000	0000	1001	0000000000	0000	000	2317094.44	
100	00	00	000	0000	1001	0000000000	0000	000	18292.93	10/01/2007
100	00	00	000	0000	1001	0000000000	0000	000	383987.96	
100	00	00	000	0000	1001	0000000000	0000	000	7392797.19	
100	00	00	000	0000	1001	0000000000	0000	000	6266443.35	
100	00	00	000	0000	1001	0000000000	0000	000	12500000.00	
100	00	00	000	0000	1001	0000000000	0000	000	113173.58	
100	00	00	000	0000	1001	0000000000	0000	000	113173.58	
100	00	00	000	0000	1001	0000000000	0000	000	266388.49	
100	00	00	000	0000	1001	0000000000	0000	000	595.13	10/01/2007
100	00	00	000	0000	1001	0000000000	0000	000	1338079.10	
100	00	00	000	0000	1001	0000000000	0000	000	12500000.00	
100	00	00	000	0000	1016	0000000000	0000	000	263973.28	
100	00	00	000	0000	1018	0000000000	0000	000	383987.96	
100	00	00	000	0000	1110	0000000000	0000	000	2317094.44	
100	00	00	000	0000	1001	0000000000	0000	000	18292.93	10/01/2007
100	00	00	000	0000	2280	0000000000	0000	000	113173.58	
100	00	00	000	0000	1018	0000000000	0000	000	383987.96	
100	00	00	000	0000	1001	0000000000	0000	000	7392797.19	

Total Debits: 119,802,301.79 53
Total Credits: 96,857,043.73 47
Net: 22,945,258.06 100

Change/Delete Reset Copy Batch Hdrs Copy DR/CR Entries Exit << Return to Cash Ledger Window Export As Files

<> = JE Does not Balance

- The Export window lists the Cash Journals that have been setup for the Account Group specified back on the “Cash Ledger” window
- Click the “Quick Check Results” button to review all of the listed Cash Journals and display entry counts to the right of each Cash Journal name
- If a Cash Journal is out of balance, the Journal name will be prefaced with “<>”

JE Date: 10/31/2007

Journal Entry Names Cnt

Argentina_38015
Argentina_84219
Brazil_74351
Canada_15210
Cyprus_27018
Juniper Cayman_26010
Juniper HC_08110
Juniper Inc_09260
Juniper Inc_10834
Juniper Inc_32452 100
Juniper Inc_82151-FX
Juniper Intl_59011
Mexico_19015

Cash Journal Entry Name: Juniper Inc_32452
Run By: ASP Administrator
Run Date: 10/31/07 - 12:47 PM
Entity: Juniper Inc
Bank Account: 12331-32452
Period: FY2007 Q4 OCT: Dates: 10/01/2007 to: 10/31/2007
Tax Code Groups: All Transaction Codes
Tax Codes: N/A

100	00	00	000	0000	1001	000000000	0000	000	263973.28	
100	00	00	000	0000	1001	000000000	0000	000	383987.96	
100	00	00	000	0000	1001	000000000	0000	000	2317294.44	
100	00	00	000	0000	1001	000000000	0000	000	18292.93	10/01/2007
100	00	00	000	0000	1001	000000000	0000	000	383987.96	
100	00	00	000	0000	1001	000000000	0000	000	7392797.19	
100	00	00	000	0000	1001	000000000	0000	000	6266443.35	
100	00	00	000	0000	1001	000000000	0000	000	12500000.00	
100	00	00	000	0000	1001	000000000	0000	000	113173.58	
100	00	00	000	0000	1001	000000000	0000	000	113173.58	
100	00	00	000	0000	1001	000000000	0000	000	266388.49	
100	00	00	000	0000	1001	000000000	0000	000	595.13	10/01/2007
100	00	00	000	0000	1001	000000000	0000	000	1330079.10	
100	00	00	000	0000	1001	000000000	0000	000	12500000.00	
100	00	00	000	0000	1016	000000000	0000	000	263973.28	
100	00	00	000	0000	1018	000000000	0000	000	383987.96	
100	00	00	000	0000	1118	000000000	0000	000	2317294.44	
100	00	00	000	0000	1001	000000000	0000	000	18292.93	10/01/2007
100	00	00	000	0000	2280	000000000	0000	000	113173.58	
100	00	00	000	0000	1018	000000000	0000	000	383987.96	
100	00	00	000	0000	1001	000000000	0000	000	7392797.19	

Total Debits: 119,802,301.79 53
Total Credits: 96,857,043.73 47
Net: 22,945,258.06 100

Change/Delete Reset Copy Batch Hdrs Copy DR/CR Entries Exit << Return to Cash Ledger Window Export As Files

- As you click a JE name, the JE lines are displayed
- Click the “Copy DR/CR Entries” button and the JE lines are copied to the clipboard
- Open the appropriate excel GL Entry document and paste the JE data into the document
- See the next slide for an example

Multi_currency_JE.xls

View setup

View loader

SYSTEM Type

Database

Set of Books

Actual

SAC-P-ERP-DB2.JPRD

JUMPER CORP

Category

* List - Text

Addition

Source

* List - Text

Spreadsheet

Accounting Date

* List - Date

9/21/07

Batch Name

Text

ATL-SEP07-000

Journal Name

Text

ATL-SEP07-000

Journal Description

Text

FX Settlements

Upt Currency	Company	Upt	Prod Line	Department	Account	SubAccount	Project	Intercompany	Debit	Credit	Conversion Type
* List - Text	* List - Text								* Number	* Number	List - Text
USD	380	00	00	000	000	1001	0000000000	0000	000	918,607.86	-
USD	380	00	00	000	000	1003	0000000000	0000	000	-	918,607.86
USD	380	00	00	000	000	1003	0000000000	0000	000	3,570.00	-
USD	380	00	00	000	000	1003	0000000000	0000	000	-	3,570.00
USD	380	00	00	000	000	1003	0000000000	0000	000	821.40	-
USD	380	00	00	000	000	1003	0000000000	0000	000	-	821.40
USD	380	00	00	000	000	1003	0000000000	0000	000	11,734.80	-
USD	380	00	00	000	000	1003	0000000000	0000	000	-	11,734.80
USD	380	00	00	000	000	1003	0000000000	0000	000	68,972.00	-
USD	380	00	00	000	000	1003	0000000000	0000	000	-	68,972.00
USD	380	00	00	000	000	1003	0000000000	0000	000	1,066.92	-
USD	380	00	00	000	000	1003	0000000000	0000	000	-	1,066.92
USD	380	00	00	000	000	1003	0000000000	0000	000	10,830.00	-
USD	380	00	00	000	000	1003	0000000000	0000	000	-	10,830.00
Totals:									1,015,802.86	1,015,802.86	

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

- Click into the first data entry cell (Row 16 column C)
- Paste the data into the worksheet

JE Date: 10/31/2007

Journal Entry Names	Cnt
Argentina_38015	0
Argentina_84219	2
Brazil_74351	2
Canada_15210	20
Cyprus_27018	0
Juniper Cayman_26010	2
Juniper HC_08110	0
Juniper Inc_09260	0
Juniper Inc_10834	0
<>Juniper Inc_32452	100
Juniper Inc_82151-FX	0
Juniper Intl_59011	2
Mexico_19015	12

Cash Journal Entry Name: Juniper Inc_32452
Run By: ASP Administrator
Run Date: 10/31/07 - 12:58 PM
Entity: Juniper Inc
Bank Account: 12531-32452
Period: FY2007 Q4 OCT: Dates: 10/01/2007 to: 10/31/2007
Txn Code Groups: All Transaction Codes
Txn Codes: N/A

100	00	00	000	0000	1001	0000000000	0000	000	263973.28	
100	00	00	000	0000	1001	0000000000	0000	000	383987.96	
100	00	00	000	0000	1001	0000000000	0000	000	2317894.44	
100	00	00	000	0000	1001	0000000000	0000	000	18292.93	10/01/2007
100	00	00	000	0000	1001	0000000000	0000	000	383987.96	
100	00	00	000	0000	1001	0000000000	0000	000	7392797.19	
100	00	00	000	0000	1001	0000000000	0000	000	6266443.35	
100	00	00	000	0000	1001	0000000000	0000	000	12500000.00	
100	00	00	000	0000	1001	0000000000	0000	000	113173.58	
100	00	00	000	0000	1001	0000000000	0000	000	113173.58	
100	00	00	000	0000	1001	0000000000	0000	000	266380.49	
100	00	00	000	0000	1001	0000000000	0000	000	595.13	10/01/2007
100	00	00	000	0000	1001	0000000000	0000	000	1338079.10	
100	00	00	000	0000	1001	0000000000	0000	000	12500000.00	
100	00	00	000	0000	1016	0000000000	0000	000	263973.28	
100	00	00	000	0000	1018	0000000000	0000	000	383987.96	
100	00	00	000	0000	1110	0000000000	0000	000	2317894.44	
100	00	00	000	0000	1001	0000000000	0000	000	18292.93	10/01/2007
100	00	00	000	0000	2280	0000000000	0000	000	113173.58	
100	00	00	000	0000	1018	0000000000	0000	000	383987.96	
100	00	00	000	0000	1001	0000000000	0000	000	7392797.19	

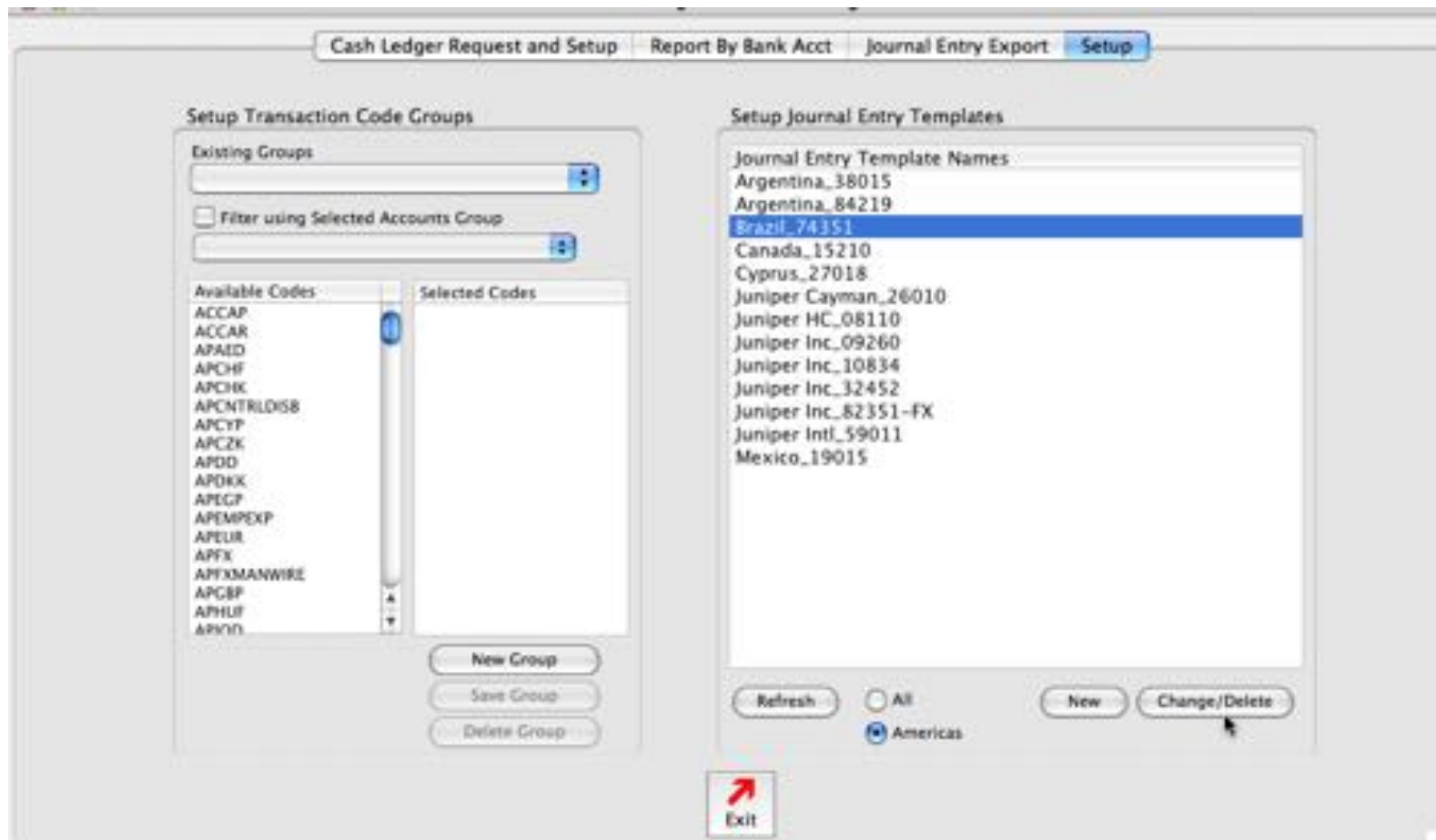
Change/Delete: Reset: Total Debits: 119,802,301.79 53
Total Credits: 96,857,043.73 47
Net: 22,945,258.06 100

Quick Check Results: Copy Batch Hdrs: Copy DR/CR Entries: Exit: << Return to Cash Ledger Window: Export As Files

<> = JE Does not Balance

Create Export Files in Directory: Browse: Macintosh HD:Users:danf:workspace:Hedgehog-CM-exports:Cash_Journals: Create Report File Data File Export Selected Export All

- Alternatively, you may choose to export cash journals as individual files
- Click the disclosure button next to the “Export as Files” label
- Use the “Browse” button on the left to select a folder where you want the export files to be created
- 2 types of export files may be created. The “Create Report File” check box creates a tab delimited report file that can be reviewed by accounting
- The “Data File” check box creates a text file containing the raw JE data that can be used to cut and paste into GL Entry documents
- Click the “Export All” button to create export files for all of the listed JE’s



- JE's (also called cash journals) are setup or edited on the "Setup" tab of the Cash Ledger window
- Select the JE you wish to modify and click the "Change/Delete" button
- To create a new template, click the "New" button located under the "Setup Journal Entry Templates" list

JE Template Name: **Brazil_74351**

Journal Entry Template - Batch Description

Description JE Template Value

MM/YYYY MM/DD/YYYY DD/MM/YYYY FP

General Style

JE Line Descriptions Include: 1 Date 2 Txn Code Desc 3 GL Code Desc

☒ Include Dashes [Date] - [TxnCode Description] - [GL Code Description]

Level of Detail (Summarization)

☐ Summarize by Value Date and GL Account
☐ Summarize by Value Date, GL Account and Transaction Code
☐ Summarize by GL Account
☐ Summarize by Transaction Code
☒ No Summary - Show Entries for Each Cash Transaction Sorted by Value Date
☒ Summarize Entries to Cash Accounts

Export Line

Currency	GL Account	Debit Amt	Credit Amt	Description	Other 1	Other 2	Other 3
off	DISPLAY	DISPLAY	DISPLAY	DISPLAY	off	off	off

Selection

Bank Accounts

Incl: Bank Accounts

- ☒ 74351
- ☐ 75010
- ☐ 77301
- ☐ 78017
- ☐ 79010
- ☐ 82351
- ☐ 82351-FX
- ☐ 84001
- ☐ 84014
- ☐ 84056
- ☐ 84219

Transaction Code Groups

Incl: Transaction Code Groups

- ☒ All Transaction Codes
- ☐ 82351-FX
- ☐ 87020 USA
- ☐ 95015 USA
- ☐ 95023 USA
- ☐ AP
- ☐ AP ARGENTINA
- ☐ AP BRAZIL
- ☐ AP CANADA

- JE Templates are identified by Name
- Set the rules for JE Description formatting
- Set the rules for summarization
- Set the JE Line export rules (which columns to include)
- Assign particular Bank Accounts to be included in the JE (select bank account groups using the popup menu)
- select Transaction Codes or Code Groups to be included in the JE