Orbit

Using Global Cash Summary for Reporting and Cash Positioning

Introduction

This presentation describes how to use the Global Cash Summary feature in Orbit.

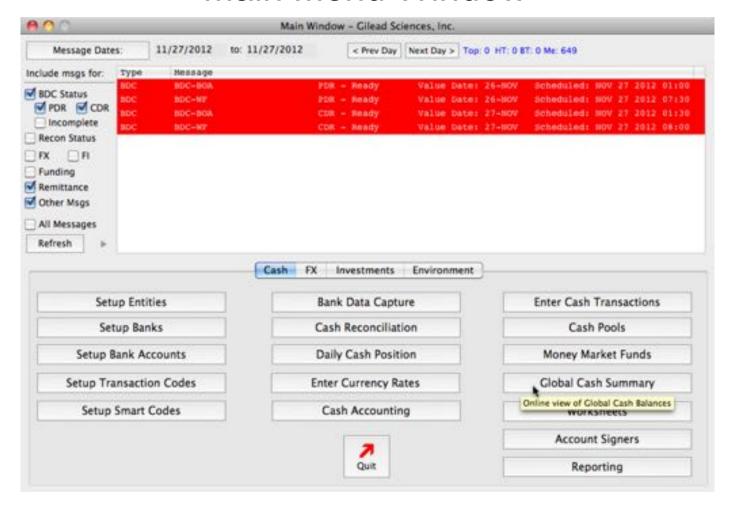
Global Cash Summary is well suited for query and reporting on account balances across all accounts maintained in Orbit.

By default the data-source for balances are the bank reported balances stored in the TAcct_Balance table. These balances come from PDR and CDR bank reported data.

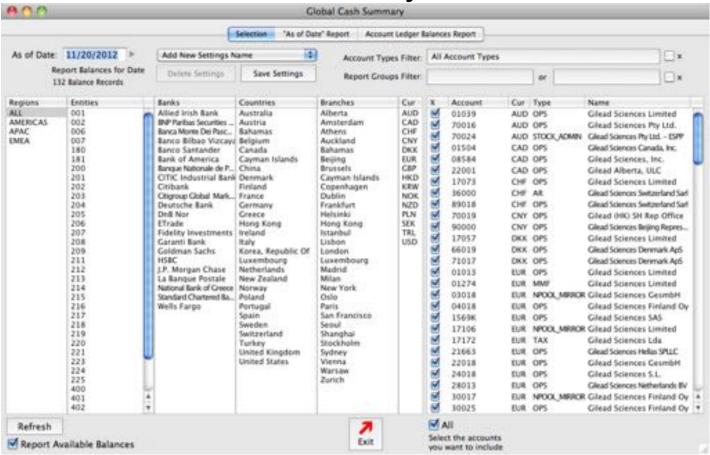
Some accounts set up in Orbit represent market or other activities and are not reflected in bank reported data. In these cases Orbit will compute balances from the Orbit Cash Ledger.

Global Cash Summary is oriented toward balances, but you can easily drill down into bank reported transaction detail from the Global Cash Summary screen

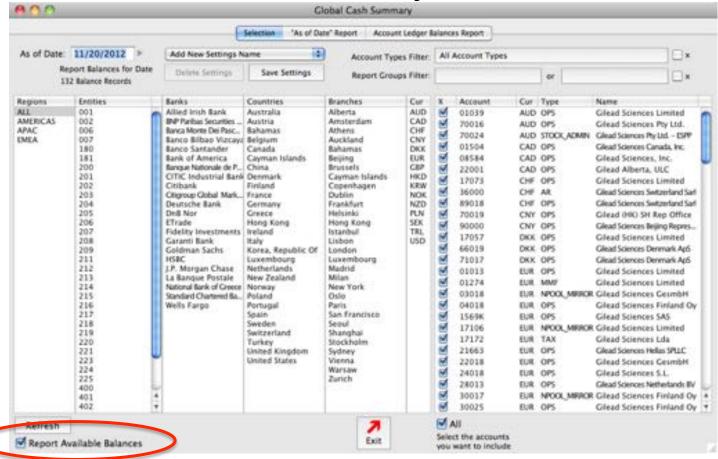
Main Menu Window



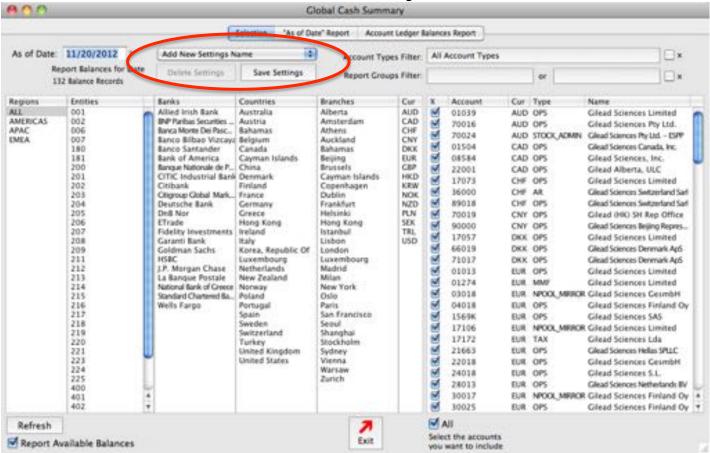
- Login to Orbit and press the "Exit" button on the "Login" window. The "Main Menu Window" opens
- On the "Cash" tab, click the "Global Cash Summary" button



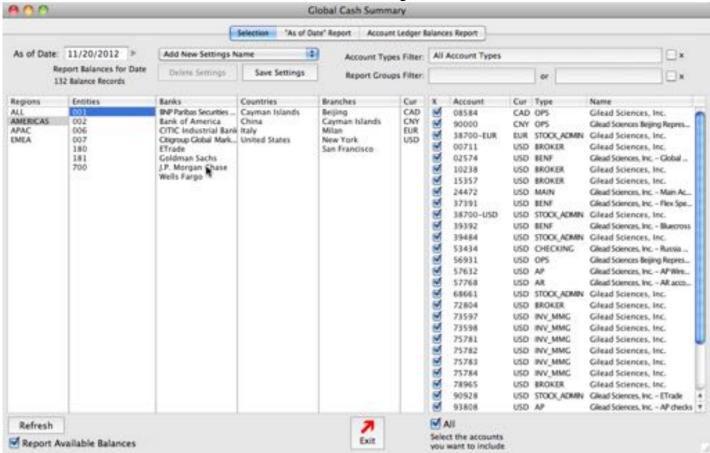
- When Global Cash Summary opens it defaults to today's calendar date.
- If only PDR bank data reporting has occurred, the balance data source will be the previous days
 ending balance as reported by PDR. If CDR has run for today, the balance data source will be current
 day ending balances as reported by CDR. CDR reported balances may change throughout the day if
 you receive multiple CDR reports during the day



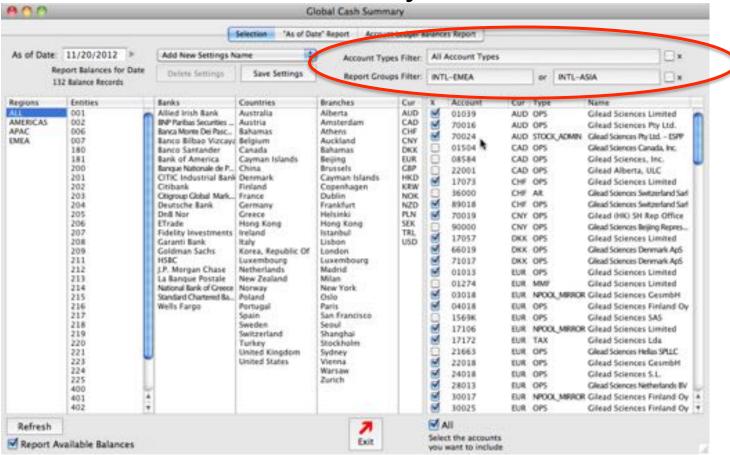
• By default, Global Cash Summary will report ledger balances. If you want Orbit to report Available balances, set the "Report Available Balances" check-box



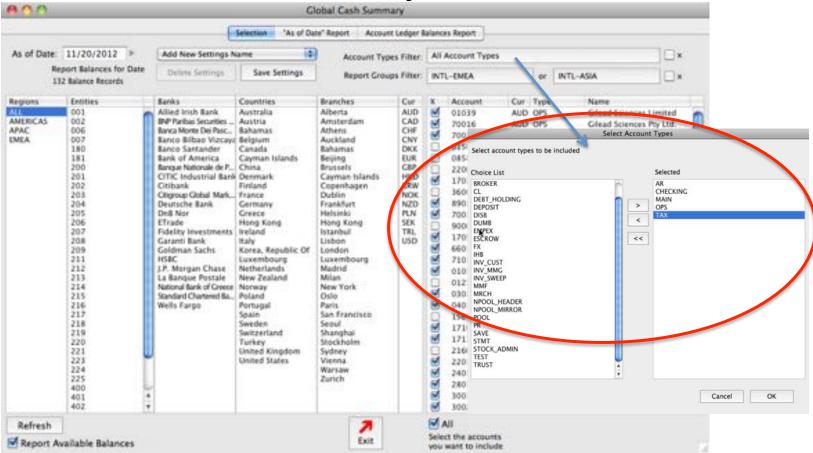
- Global Cash Summary is a query and reporting facility. Reporting begins by selecting the accounts
 you want to include in the report
- The controls on the Selection tab allow you to progressively filter your selection of accounts. Accounts that will be included are the check-marked accounts listed on the far right
- You can save account selections as a named set of accounts using the control group circled in red
- Saved settings are universal that means your named settings will be available for use by all other Orbit users in treasury



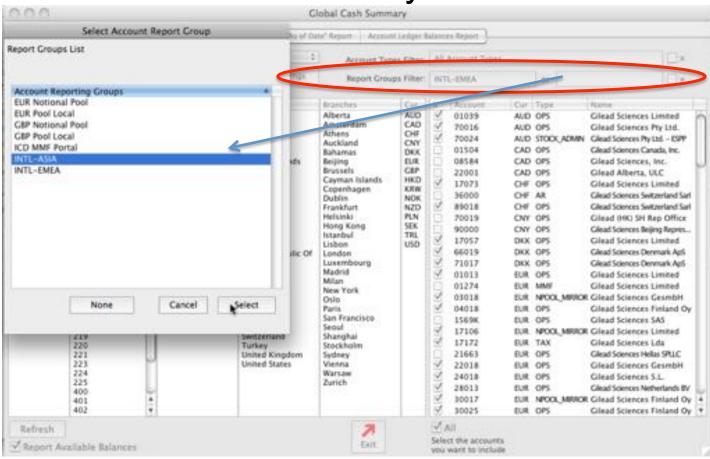
- Each of the first 6 columns, starting from the left, allow you to narrow the set of accounts that will be included in Global Cash Summary reporting
- Click on a region (AMERICAS) and all of the other columns adjust to reflect the narrowing of the universe of possible selections to that region
- Click on an entity (001) and your choices narrow further



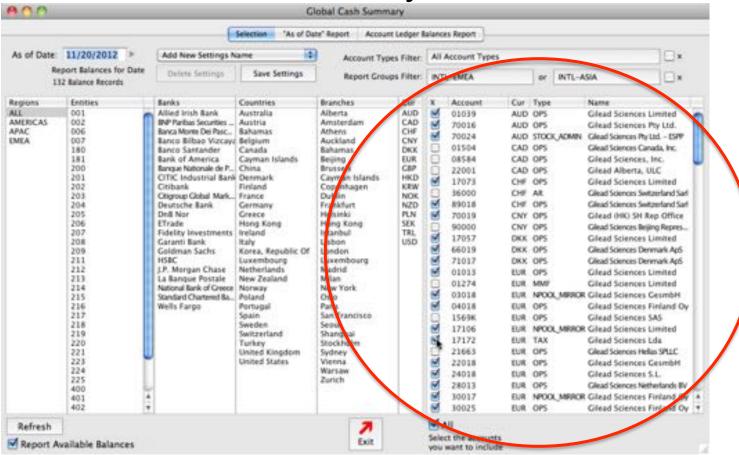
- The first 6 columns let you filter account selection by region, entity, bank, country, bank-branch and currency
- With each selection, the accounts list is populated with accounts that meet the criteria specified. You
 do not need to make selections in every column. For example, you could select AMERICAS and
 currency USD and leave entities, banks, countries and branches un-selected. Orbit would list all bank
 accounts for entities in the AMERICAS region denominated in USD
- After selecting the general set of accounts, use the controls circled in red to further refine your choices



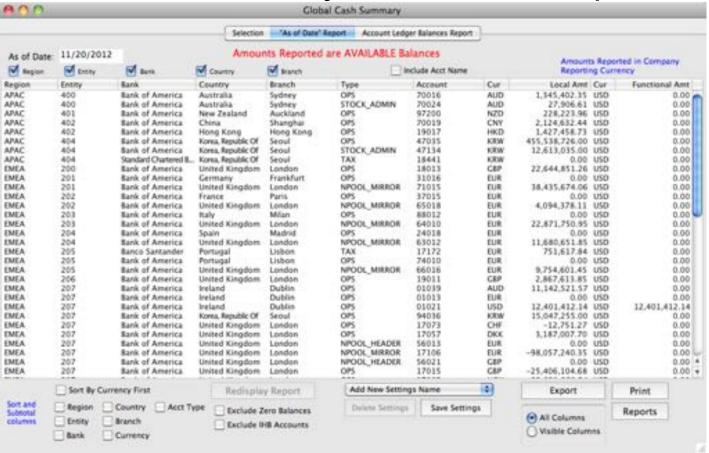
- The "Account types" filter lets you include or exclude accounts based on their Type
- Click the "All Account Types" button. Orbit presents you with a multiple-choice dialog. All available
 account types are listed on the left. Double-click type codes from the "Choice" list to move them to the
 "Selected" list
- When you are done with your selections, click the "Done" button
- Orbit will un-check every account that is not one of your selected types
- If you first click the small "x" check-box just to the right of the "Account Types" button, Orbit will
 exclude every account that is one of your selected types



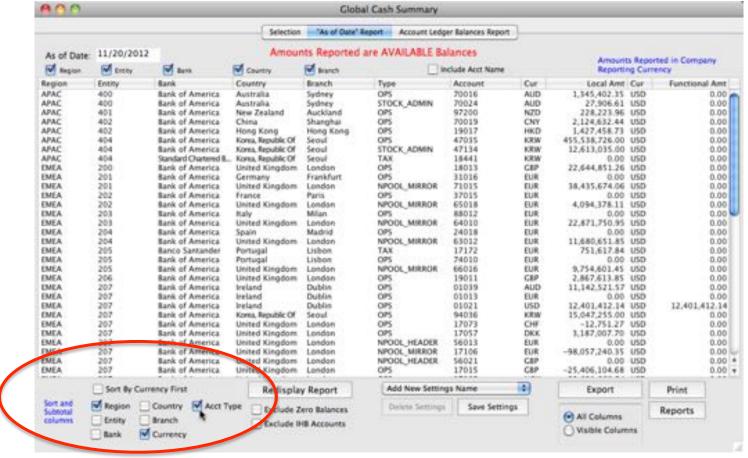
- The "Report Groups" filter lets you include or exclude accounts based on their membership in reporting groups
- Click one of the 2 buttons to the right of the "Report Groups Filter" label. Orbit presents you with a choice dialog listing all available report groups. Double-click one of the groups for selection
- You may select 2 different report groups one into each of the available buttons. Orbit will "or" these together as in, "is your account in group 'INTL-EMEA' **or** group 'INTL-ASIA'
- Orbit will un-check every account that is not a member of one of your selected groups
- If you first click the small "x" check-box just to the right of the report group buttons, Orbit will **exclude** every account that is a member of one of your selected groups



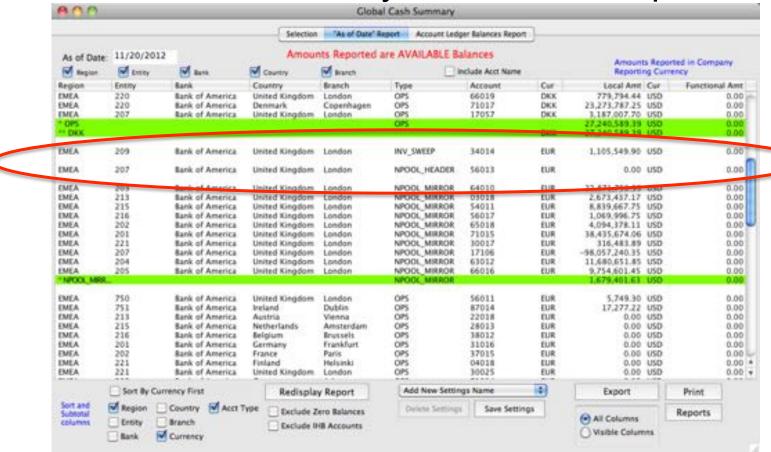
- If you filter on both "Account Types" and report groups, an account will need to pass both tests to be included
- In our example, all of the check-marked accounts belong to either "INTL-EMEA" or "INTL-ASIA"
- There is one final selection option. You may check or uncheck individual accounts manually by clicking on the checkbox for each account
- All of the check-marked accounts listed in the account selection list (red circle) will be included in Global Cash Summary reporting on the "As of Date Report" and "Account Ledger Balances Report" tabs
- On the "As of Date Report" tab, remember that the accounts being reported are the accounts listed on the "Selection" tab. If you want to add or remove an account for reporting, make changes on the "Selection" tab



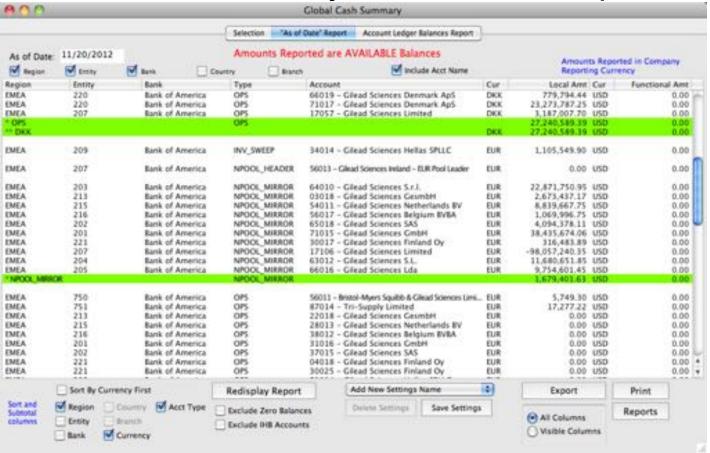
- After account selection, move to the "As Of Date Report" tab
- Orbit displays the current balance for all selected accounts
- Orbit displays the local currency balance ("Local Amt"). If exchange rates are present in the database, Orbit will display
 the USD equivalent for each NON-USD balance in the "Functional Amt" column
- The top and bottom of the reporting window is populated with various check-boxes and controls that allow you to customize the display to suit your needs. We will describe each of these options in the following slides
- The data you see here can be printed using the "Print" button or exported to Excel using the "Export" button
- If you want finer control over report formatting, use the "Reports" button to run and/or create custom reports



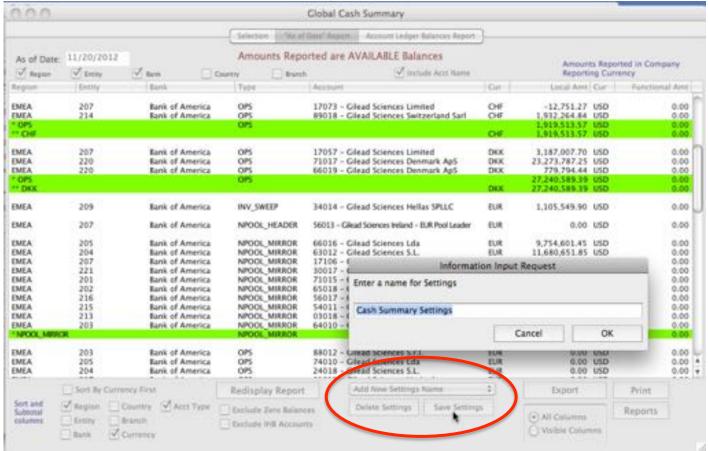
- To control sorting and sub-totaling, use the check-boxes circled in red
- Orbit will sort and sub-total for each item you check-mark. In this example, we would be asking Orbit to sort and subtotal by Region, Currency and Account-Type
- After you make your selections, you must click on the "Redisplay Report" button to see the results



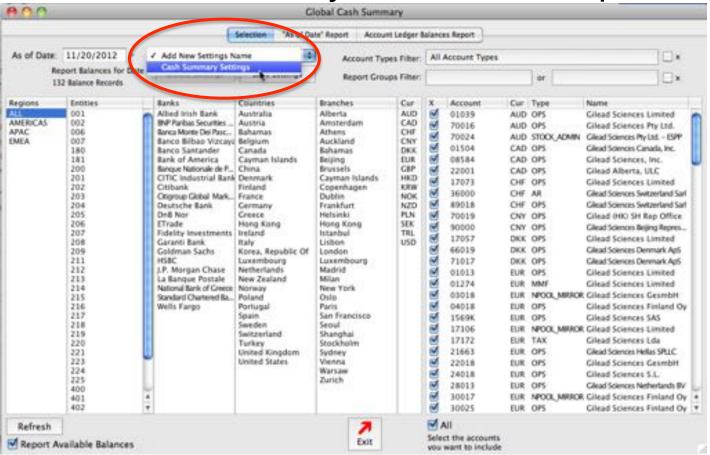
- The green lines are sub-totals
- If a sub-total group only contains a single item, a sub-total line will not be included. This is the case for the 2 lines circled in red
- To change the sort/sub-total, simply check and un-check the sort/sub-total check boxes and then press the "Redisplay Report" button
- You can also check/un-check the "Exclude Zero Balances" check-box and Orbit will remove all accounts with 0.00 balances from the display
- The "Sort by Currency First" check-box tells Orbit to first sort by currency and then by the other settings. Otherwise, 14
 Orbit sorts in the order in which the check-box controls are laid out: Region, Entity, Bank, Country, Branch, Currency and Account Type



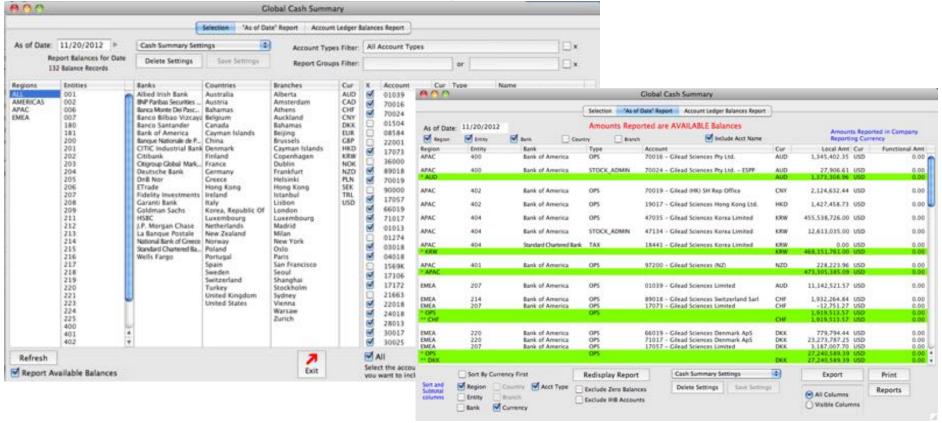
- The check-box controls at the top are used to hide columns you don't care about
- For example, we have unchecked Country and Branch. When we press "Redisplay Report", Orbit hides those columns
- We also checked the "Include Acct Name" option. With this option, Orbit includes the account name in the "Account" column



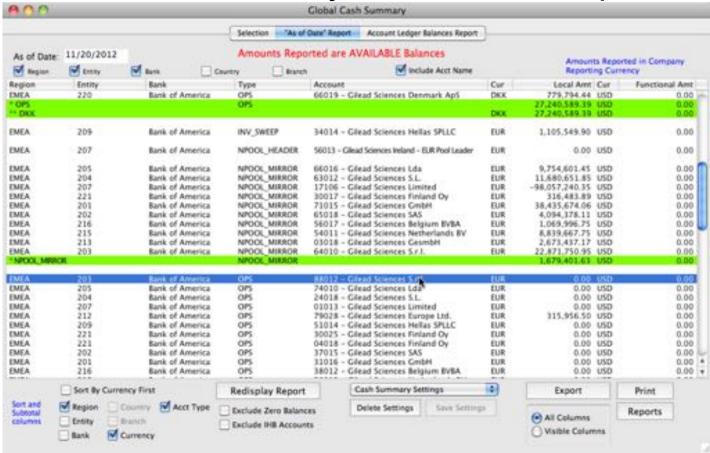
- When you have a set of account-selections and formatting options that you like, you can associate those setting with a name and save them
- When the drop down menu reads "Add New Settings Name", click the "Save Settings" button. Orbit prompts you to enter a name
- Type in a name and press "OK". The name must be unique. Names are shared across all Orbit users at your company
- On the next slide, we will show how to recall saved settings



- Close the Global Cash Summary window and then return to it
- The account selections and report formatting have been lost
- Go to the drop down menu (circled in red) and select the name you saved your settings with

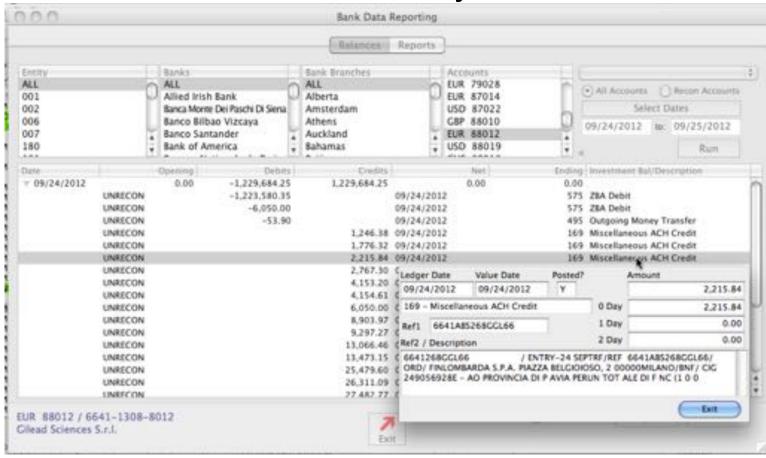


- When you select a name from the drop-down menu, Orbit restores account selections and report formatting associated with that name
- The next several slides will show how you can use Global Cash Summary to drill down into account transactions detail and how to Print and Export



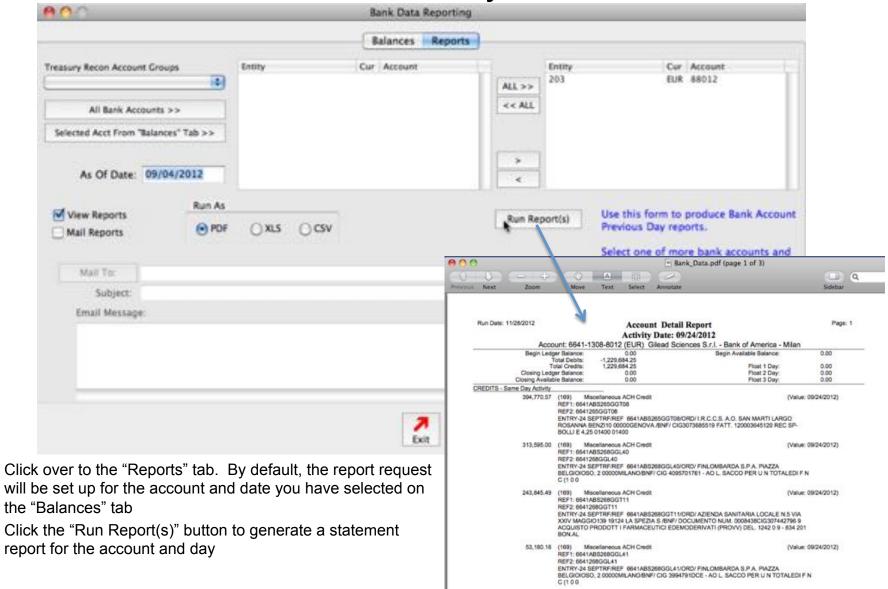
- Double-click on an account balance line to drill down into it's transaction detail
- When you double-click Orbit will open the "Bank Data Reporting" window and set it up to run a guery for the account

Global Cash Summary - Drill Down

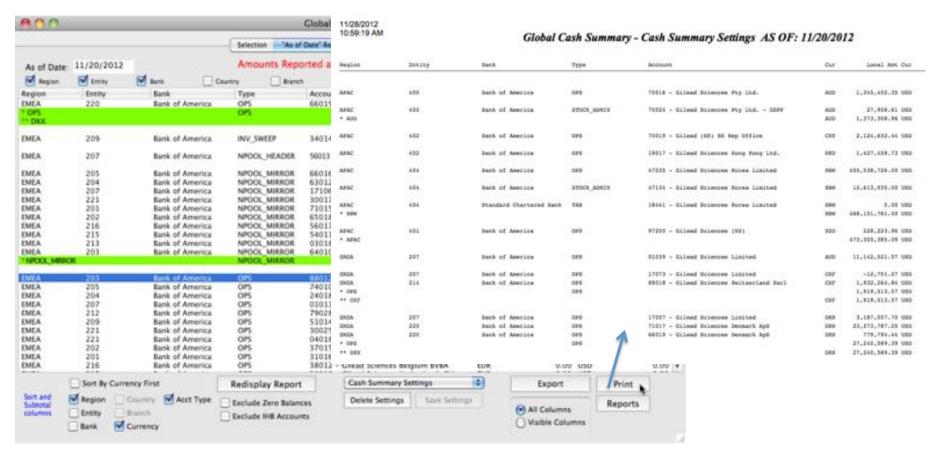


- This is the "Bank Data Reporting" window
- You get here by double-clicking a balance line on the Global Cash Summary screen. Orbit selects the account and sets the date range to the "As of Date" that is set on the Global Cash Summary window
- In this example, we have altered the date range because the test instance these screenshots were taken from only has data for 9/25
- Orbit will show one line for each day it has data for
- You can expand a day to reveal the individual transactions present for that day
- Double-click an individual transaction to see the bank reported detail Orbit has stored for that item

Global Cash Summary – Drill Down

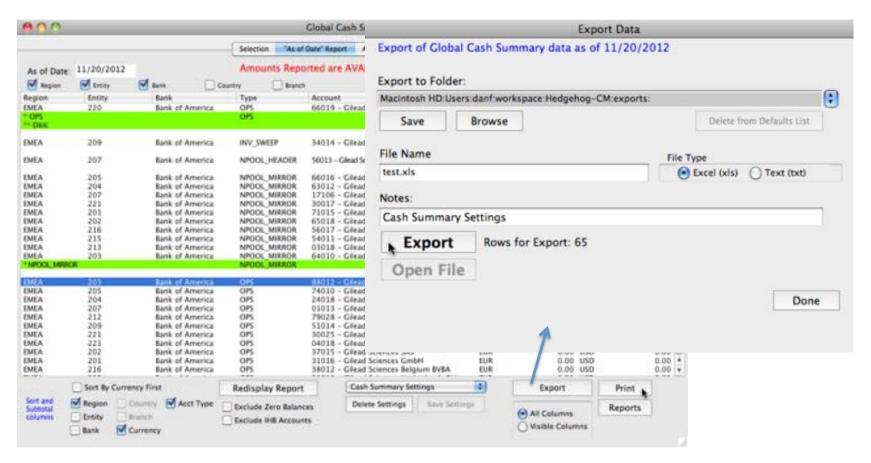


Global Cash Summary – Print



Click the "Print" button to print the Global Cash Summary report

Global Cash Summary – Export



- Click the "Export" button to export the Global Cash Summary report as an Excel spreadsheet
- Orbit prepares the export file (this is a tab delimited text file) and displays the export dialog
- Select the folder destination for your export
- Adjust the file name if desired and press the "Export" button
- When the export is complete, the "Open File" button will become enabled. Press that button to have Excel open the export file