Orbit

View and Set Account Services
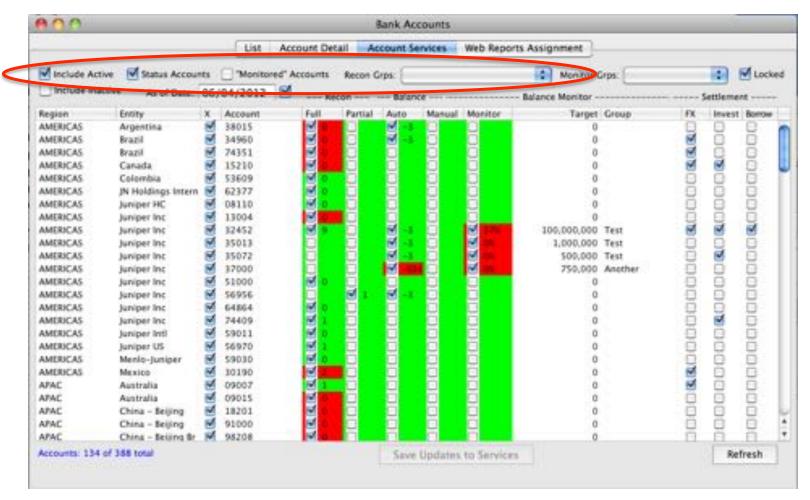
And

Monitor Status

Account Services

- Account Services are properties of Bank Accounts that Orbit uses to include/exclude accounts from participation is certain system features
- You can view and set Account Services on the "Detail" tab of the "Bank Accounts" window ("Cash" tab -> "Setup Bank Accounts" button)
- There is also an "Account Services" tab on the "Bank Accounts" window that lets you view and set Account Services for all Bank Accounts
- The "Account Services" tab may also be used to monitor the status of Bank Accounts in terms of their "service" settings

- Account Services include the following
  - Does Treasury Plan to Reconcile this account daily
    - Will reconciliation be to the Bank Reported Ledger Balance
    - Will reconciliation be for Items only (reconciliation will not require agreement between the cash ledger and bank reported balances)
    - Will Treasury reconcile ALL items or just specific items (Partial Reconciliation)
  - Will account balances be set automatically through Bank Data Capture
  - Will account balances be set manually by Treasury (not through BDC)
  - Does Treasury want Orbit to monitor account balances to alert Treasury if the balance falls below a set minimum
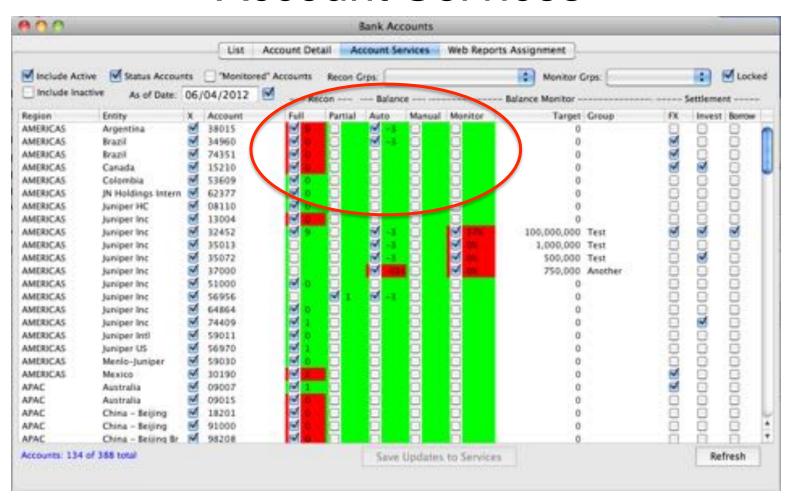
Navigating to Account Services

- From the Main Menu Window
  - Cash tab
  - Press the "Setup Bank Accounts" button (3rd button in first column of buttons)
  - On the "Bank Accounts" window, click the "Account Services" tab (near the top of the window)

- From the "Setup" menu
  - Select the "Bank Accounts Setup" menu item

Account Services

- The "Account Services" tab lists your bank accounts. The listing is filtered by the controls near the top of the panel (circled in red)
- Click on the column headings to sort the display according to the values in selected column
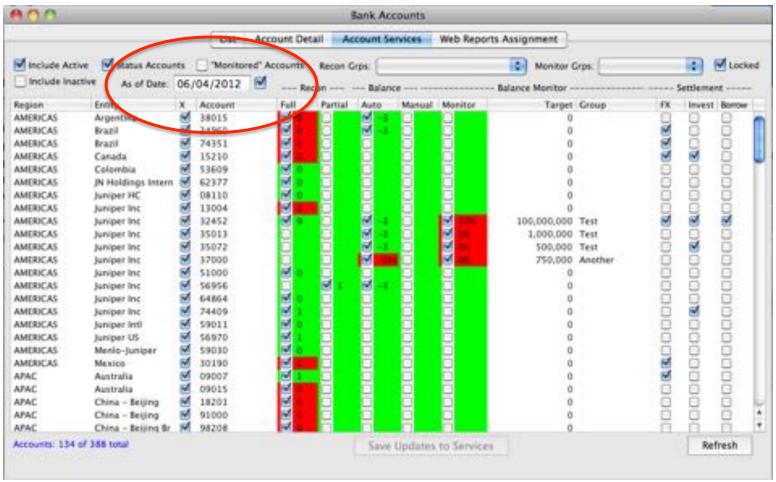
Account Services

- Checkboxes in the 5 columns following "Account", indicate the state of 5 account services
- If a checkbox is checked, the service is turned on for that account. If the checkbox is unchecked, the service is off
- The checkbox state cannot be changed until the "Locked" checkbox is unchecked ("Locked" is located in the top-right corner of the tab panel)
- Each of the services are described on the next slide. After that we describe the interpretation of the status view
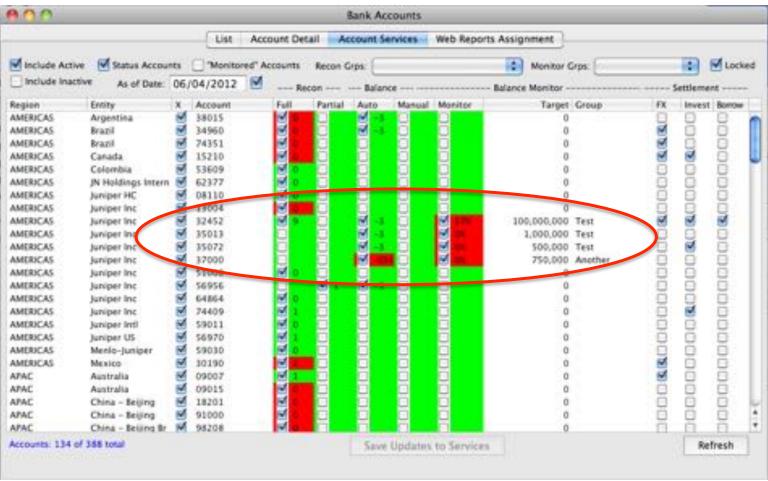
Account Services/Properties

- "Full" – Column 5 – Full reconciliation to Bank Reported Ledger Balance or to ALL Bank Reported items. The "Full Reconciliation" service can be turned on only if "Auto" (column 7) is turned on first
    - ITEMS vs Balance - In some cases bank reported ledger balances are unreliable. Often this is due to inconsistencies in the way a bank reports/classifies "value-dated" items and "availability" in the ledger balance. In these cases Treasury may prefer to reconcile Items rather than the ledger balance
    - WARNING: If you turn FULL RECONCILIATION off and save that change, Orbit will delete the account from all Cash Reconciliation Account groups. If you then turn FULL RECONCILIATION back on and save it, you will need to manually add the account back into you Cash Reconciliation Account Groups
- "Partial" – Column 6 – Partial reconciliation of Bank Reported items. Treasury plans to reconcile specific bank data items and does not intend to fully reconcile the account. The "Partial Reconciliation" service can be turned on only if "Auto" (column 7) is turned on first
- "Auto" – Column 7 – Account Balances are Set Automatically. When this property is set, Treasury is declaring that it expects account balances to be set from bank reported data. This will occur as part of the "Bank Data Capture" process (BDC). During BDC, Orbit imports bank reported balance and detail transaction data. This data may be imported automatically via machine-to-machine interfaces or through manual upload of BAI data files into Orbit that Treasury has downloaded from bank portals
    - Note: Not having this property set will NOT block Orbit from capturing bank reported data for the account. Setting this property only tells Orbit of your intention
- "Manual" – Column 8 – Account Balances are Set Manually. This property identifies accounts that are not included in any bank reporting data uploads. "Manual" accounts cannot have the "Full" or "Partial" reconciliation or "Monitor" properties set
- "Monitor" – Column 9 – Account balances will be monitored by Treasury. A minimum balance is entered in the "Target" column. When reporting status, Orbit will alert Treasury when the ending Available balance is less than the "Target" balance (or ledger balance is available balance is not reported)
    - - Monitored accounts may also be tagged with "Groups". A Monitor Group is a simple string that is used for sorting and selection
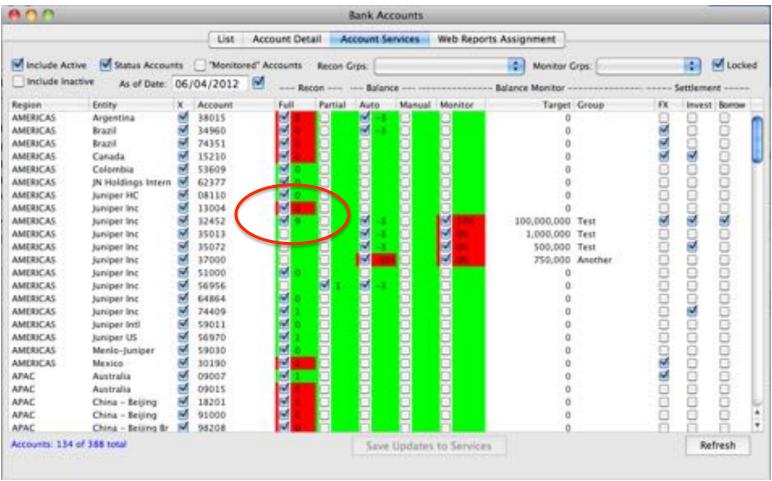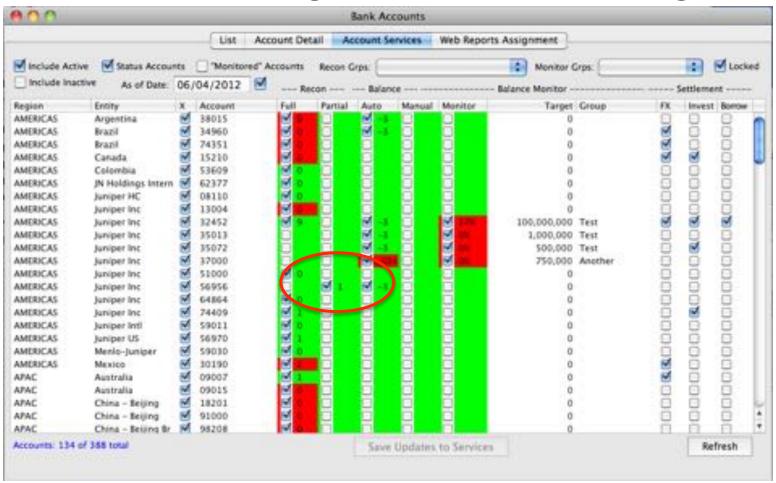
Start/Stop Status Reporting

- Orbit will report the status of accounts against their service/property settings. To start status reporting, click the checkbox next to the "As of Date" field. Orbit will report the status for all listed accounts where the "balance date" equals the value entered in the "As of Date" field. When the "Account Services" window opens, the "As of Date" will default to the current default reconciliation date (normally the previous workday)

- The the status reporting checkbox is set ON, Orbit updates the status immediately and then continues to update the status every 15 seconds for as long as the "Account Services" window is open and/or the checkbox is set
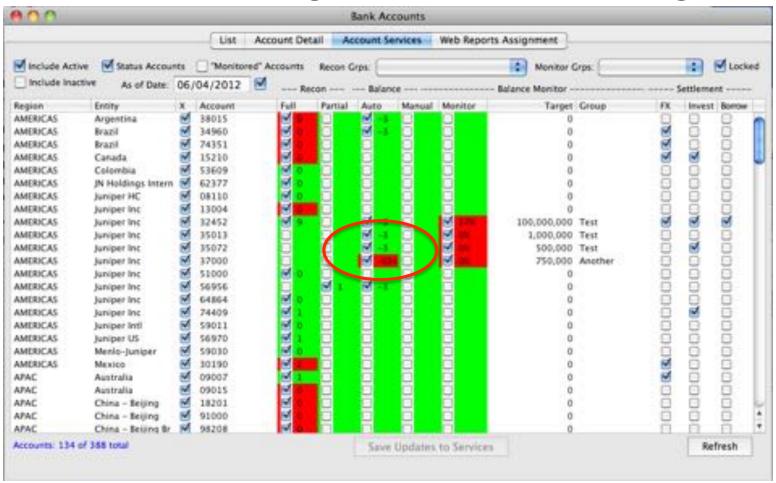
Interpreting Status Reporting

- Status reporting mainly reports pass or fail for each service/property
- Green in a column indicates "pass". Red means "Fail". The **goal is to have a "green" board**
- The numbers in each service/property column have meanings specific to the column
- If you click on a cell (assuming "Locked" is set), Orbit will display a description of that status in the bottom-left corner of the tab panel
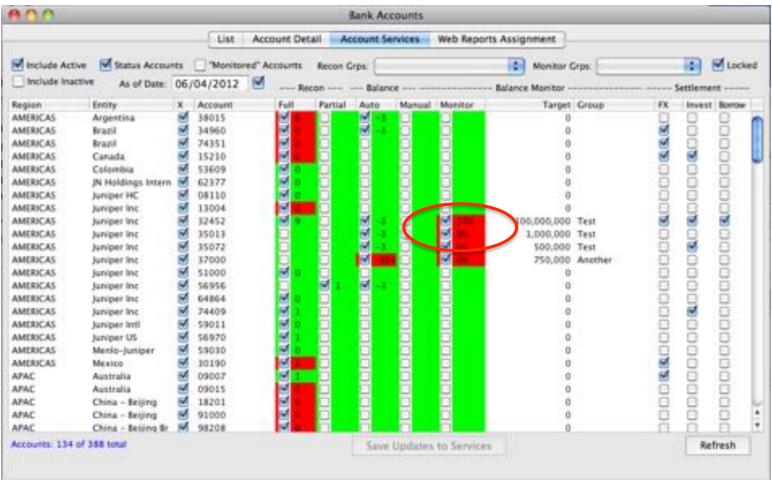
Interpreting Status Reporting

- Full Reconciliation
- Red = account is not currently reconciled. The number is a count of the number of UN-RECONCILED bank items
- Green = account is reconciled. The number is a count of RECONCILED bank items

Interpreting Status Reporting

- Partial Reconciliation
- Red = no bank reported items have been reconciled and there is at least 1 un-reconciled bank reported item. The number is the count of UN-RECONCILED bank items
- Green = at least 1 bank reported item has been reconciled. The number is the count of RECONCILED bank items
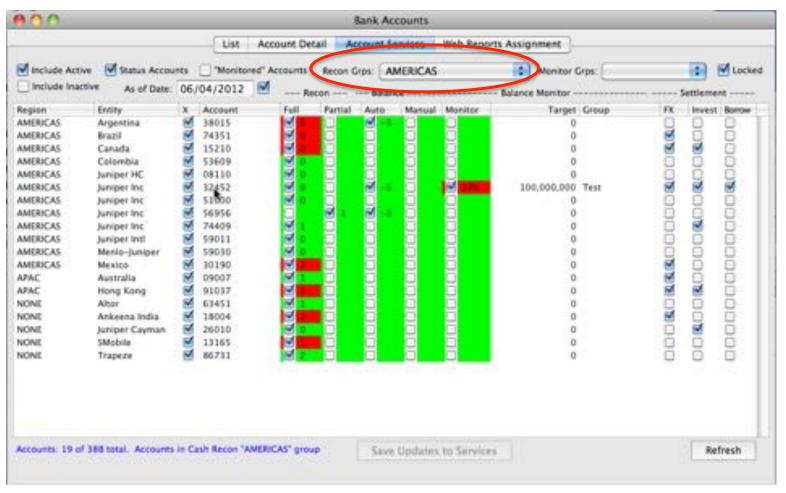
Interpreting Status Reporting

- Auto Balance and Manual Balance
- Red = there is no Bank Reported (or Manual) Account Balance record for the balance date ("As Of Date"). The number is the number days in the past to the most recent, previous balance record
- Green = there is a Bank Reported (or Manual) Account Balance record for the balance date ("As Of Date"). The number is the number days in the past to the most recent, previous balance record

Interpreting Status Reporting

- Monitored Balances
- Red = the ending available or ledger balance for the "As of Date" is less than the minimum "Target" balance. The number is the current balance as a percentage of the "Target" balance – a number less than 100%
- Green = the ending available or ledger balance for the "As of Date" is greater than the minimum "Target" balance. The number is the current balance as a percentage of the "Target" balance- a number greater than 100%

Account Services – Other Features

- Use the "Recon Grps" popup-menu to select an account group that was created on the "Cash Reconciliation" window. The accounts listed on the "Account Services" panel will be limited to accounts that are present in the selected group

- When you double-click on an account line, Orbit will take you to the "Cash Reconciliation" window and look up that account for the "As of Date". If Orbit can find the account in any of your cash reconciliation groups, it will select the account and move to the "Proof-of-Cash" tab