

Orbit

Inter-Company Cash Entry Worksheet

Inter-Company Cash Entry

Treasury often has responsibility for executing inter-company cash payments. Even if payment execution is not in the scope of Treasury responsibilities, Treasury may still want to record I/C transactions in the Cash Ledger.

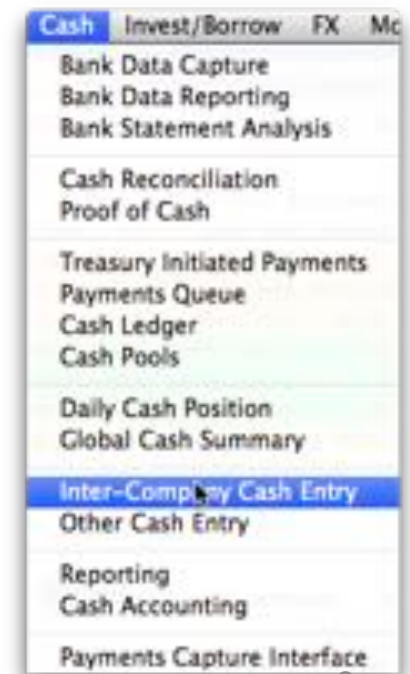
An Inter-company transaction is the movement of cash from the bank account of one entity to the bank account of another entity. In Orbit, there would normally be 2 Cash Ledger Entries (CLE). All CLE's require Transaction Codes. It can be a big job setting up Transaction Codes to represent all inter-company flows that occur.

Orbit provides help with both Transaction Code setup and the entry of inter-company Cash Ledger Entries. If Orbit is being used for Treasury payments, the creation of I/C CLE's may automatically result in the generation of payment wires.

The specific help Orbit provides is through the "Inter-Company Cash Entry" window. This single window provides UI to facilitate setting up I/C Transaction Codes and for data entry of I/C transactions. Because the window does so much, it contains a lot of user-interface elements and functions.

The rest of this document describes the "Inter-Company Cash Entry" window. The first part describes how to use the "Inter-Company Cash Entry" window to setup I/C transactions codes. The second part describes how to use the window to efficiently execute I/C transactions.

To access the "Inter-Company Cash Entry" window, select "Inter-Company Cash Entry" from the "Cash" menu.



Inter-Company Cash Entry Transaction Code Setup

Inter-Company Transaction Code Setup

Inter-Company Cash Entry

From Entity: Click to select To Entity: Click to select

Acct: Click to select Acct: Click to select

Default IC Transfer GL Account: 14580 CL Date: Get CL For Date

Inter-Company Transaction Templates: USD: 001/24472 -> 700/02925

From Bank Account: Click to select To Bank Account: Click to Select

From Entity: Click to select To Entity: Click to Select

From GL Account: To GL Account

JE Line Description and Debit/Credit Entries

Seq: Dr/CR Full GL Account

Treasury Wire? Preapproved? Active Edit Templates Template is Approved

Amount Value Date Comments

Press Enter to SAVE and Make NEW Deletes Save New Done

Current Transactions

TxnCode	Account	Value Date	Amount	TxnID
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Groups: Delete Group New Group Save Group

Check to enter "Templates" setup mode

- Inter-Company Transaction codes are packaged into “Templates”, with each template including a TxnCode for the “From” (cash out) and “To” (cash in) flows
- To place the window in the “Template” mode, click the “Edit Templates” checkbox
- When you do this, Orbit hides transaction entry controls and enables Template controls

Inter-Company Transaction Code Setup

The screenshot shows the 'Inter-Company Cash Entry' window. On the left, there is a list of 'Inter-Company Transaction Templates' with one entry: 'USD 001/24472 => 700/02925'. The main area contains several input fields and buttons. At the top, there are fields for 'From Entity', 'To Entity', 'Acct', and 'Default IC Transfer GL Account' (set to 14580). Below these are fields for 'From Bank Account', 'To Bank Account', 'From Entry', and 'To Entry'. A 'New Template' button is located at the bottom of the main area. A blue callout bubble points to this button with the text: 'Press to create a new I/C template'.

- An I/C template is simply the identification of a “From” bank account and a “To” bank account. Once those selections are made, Orbit is able to automatically generate 2 Transaction Codes and create the template
- To create a new template, press the “New Template” button

Inter-Company Transaction Code Setup

The screenshot shows the 'Inter-Company Cash Entry' window. At the top, there are fields for 'From Entity', 'To Entity', 'Acct', and 'Acct', each with a 'Click to select' button. To the right is the 'Default IC Transfer GL Account' field, which currently contains '14580'. Further right is a 'CL Date' field with a 'Get CL For Date' button. Below these are sections for 'From Bank Account' and 'To Bank Account', each with 'Click to select' buttons. There are also 'From Entry' and 'To Entry' fields with 'Click to select' buttons, and 'From GL Account' and 'To GL Account' buttons. A large blue callout bubble points to the 'Default IC Transfer GL Account' field with the text 'Set the default I/C clearing account'. Below the account selection fields is a section for 'JE Line Description and Debit/Credit Entries' with a table header 'Seq Dr/CR Full GL Account'. At the bottom, there are checkboxes for 'Treasury Wire?', 'Preapproved?', 'Active', and 'Edit Templates' (which is checked). There are also buttons for 'Delete Template', 'New Template', 'Save Template', and 'Make IC Receipt Template'. A 'Done' button is in the bottom right corner.

- The controls in the top half of the window become enabled, allowing you to select the From/To Bank Account
- At the very top, press the button to set the “Default IC Transfer GL Account”. Once set, Orbit will use this account as the IC Clearing Account by default. The clearing account is the GL Account through which inter-company transfer occurs. If your general ledger does not use a common clearing account, leave this button in the “Click to select” state

Inter-Company Transaction Code Setup

The screenshot shows the 'Inter-Company Cash Entry' window. On the left, a list of 'Inter-Company Transaction Templates' includes 'USD 001/24472 -> 700/02925'. The main form has several sections: 'From Entity' and 'To Entity' (both with 'Click to select' buttons), 'Default IC Transfer GL Account' (14580), 'CL Date' (empty), and 'Get CL For Date' (button). Below these are 'From Bank Account' (24472) and 'To Bank Account' (Click to Select). The 'From Entity' is set to '001', and 'From GL Account' is '001.0000.11240.00000.0000.000.000000.000000'. The 'To Entity' and 'To CL Account' are both 'Click to Select'. A section for 'Line Description and Debit/Credit Entries' has a table with columns 'Seq', 'Dr/CR', and 'Full GL Account'. At the bottom, there are checkboxes for 'Treasury Wire?', 'Preapproved?', 'Active', and 'Edit Templates' (checked). Buttons for 'Delete Template', 'New Template', 'Save Template', and 'Make IC Receipt Template' are also present. A 'Done' button is at the bottom right.

- Press the button to select the “FROM” bank account. When you select the bank account, Orbit automatically selects the “From” entity
- If you prefer, you can select the “From” Entity first and then select the bank account. The bank account selection will be limited to accounts owned by the Entity that you select
- Orbit will fill out the GL account string. This will be the credit to the GL cash account

Inter-Company Transaction Code Setup

Inter-Company Cash Entry

From Entity: Click to select To Entity: Click to select Acct: Click to select Default IC Transfer GL Account: 14580 CL Date: Get CL for Date

Inter-Company Transaction Templates
USD 001/24472 -> 700/02925

From Bank Account: 24472 To Bank Account: 87022
From Entity: 001 To Entity: 751
From GL Account: To CL Account:

001.0000.11240.00000.0000.000.000000.000000 751.0000.11130.00000.0000.000.000000.000000

JL Line Description and Debit/Credit Entries
IC Transfer From 001/24472 to 751/87022

Seq	Dr/CR	Full GL Account
1	Debit	751.0000.11130.00000.0000.000.000000.000000
2	Credit	001.0000.14580.00000.0000.000.751.000000.000000
3	Debit	751.0000.14580.00000.0000.000.001.000000.000000
4	Credit	001.0000.11240.00000.0000.000.000000.000000

☐ Treasury Wire? ☐ Preapproved? ☐ Active ☒ Edit Templates

Delete Template New Template Save Template Make IC Receipt Template

Done

- Press the button to select the “To” bank account. Both FROM and TO bank accounts must be denominated in the same currency
- When the “To” account is selected, Orbit displays the accounting
- You can change the accounting at this point by clicking on either the first debit line or last credit line. These 2 lines update the GL codes that are the offset to cash in the “from” and “to” Transaction Codes

Inter-Company Transaction Code Setup

The screenshot shows the 'Inter-Company Transaction Code Setup' window. It includes fields for 'From Entity' and 'To Entity', both with 'Click to select' buttons. Below these is the 'Inter-Company Transaction Templates' section, showing a template for 'USD 001/24472 -> 700/02925'. The 'Default IC Transfer GL Account' is set to '14580'. The 'From Bank Account' is '24472' and the 'From Entity' is '001'. The 'J/L Line Description and Details' section shows 'IC Transfer From 001/24'. The 'Seq' column lists 1 (Debit), 2 (Credit), 3 (Debit), and 4 (Credit). The 'Treasury Wire?' checkbox is checked. The 'Preapproved?' checkbox is also checked. The 'Edit Templates' button is visible. The 'Select Delivery Instructions' dialog is open, showing 'USD' as the currency and 'Interco' as the purpose. The 'Instructions' list includes 'Method: MT101', 'Wells Fargo Bank', 'FW/103351692', 'TDI Supply', and 'DD/12354876'. A red message states 'Only Approved Instructions are Available and Payment Methods = MT101 or MT103'. The 'REC'D: 751 Interco-USD' button is highlighted. A callout points to the 'Treasury Wire?' checkbox, stating 'Make the "FROM" TxnCode "Visible to Payments Interface"'. Another callout points to the 'REC'D: 751 Interco-USD' button, stating 'Click the button to select the delivery instructions'.

- If you want Orbit to generate a payment when this transaction is entered, click the “Treasury Wire” checkbox
- You may also check the “Preapproved” checkbox depending on your company’s approval policy
- Click the button to the right of “Preapproved” to select the “To” Entities delivery instructions
- You will only be allowed to select “Approved” delivery instructions

Inter-Company Transaction Code Setup

The screenshot shows the 'Inter-Company Cash Entry' window. The 'Inter-Company Transaction Templates' list on the left contains the following entries:

- USD 001/24472 -> 700/02925
- USD 001/24472 -> 751/87022 (highlighted in blue)

Callouts provide additional context:

- The new template is added to the list.** (Points to the highlighted template)
- Press the "Save" button to save the template** (Points to the 'Save Template' button)
- Orbit created Transaction Codes** (Points to the 'IC OUT 001 -> 751' and 'IC IN 001 -> 751' links)
- Templates that create payments must be approved before use** (Points to the 'Template is Approved' checkbox)

- Press the "Save" button to create the template
- The template is added to the list
- It will appear in red text until it is approved. Once it is approved, the template appears in green text
- Orbit has created FROM and TO transaction codes. Click on the blue links to examine the details of those codes
- **Templates that create payments must be approved before use**
- Once created, the FROM/TO relationship cannot be changed. The template would have to be deleted and re-created
- Now, when you click "New Template", the "FROM" settings will be retained and you can create a new template simply by selecting a new "To" bank account

Inter-Company Cash
Manual Entry
to Create Cash Ledger
Transactions

Inter-Company Transaction Entry

The screenshot shows the 'Inter-Company Cash Entry' window. On the left, a list of 'Inter-Company Transaction Templates' is visible. A blue callout bubble points to this list with the text '1) Select a template'. The main area of the window contains various fields for account selection, dates, and transaction details. At the bottom, there is a table for 'Current Transactions' and a 'Groups' section. A blue callout bubble points to the 'New' button with the text '2) Press "New"'. Another blue callout bubble points to the 'Save' button with the text '3) Enter amount and date. Press SAVE'. The 'Save' button is highlighted in yellow in the original image.

Inter-Company Cash Entry

From Entity: Click to select To Entity: Click to select Acct: Click to select Acct: Click to select

Default IC Transfer GL Account: 14580

CL Date: 03/02/2014 Get CL For Date

Inter-Company Transaction Templates

- USD 001/24472 -> 181/22070
- USD 001/24472 -> 207/01021
- USD 001/24472 -> 700/02925
- USD 001/24472 -> 751/87022

From Bank Account: 24472 To Bank Account: 22070

From Entity: 001 From GL Account: 181 To Entity: 181 To GL Account: 181

001.0000.11240.00000.0000.000.000000.000000 181.0000.11120.00000.0000.000.000000.000000

IC OUT 001 > 181 IC IN 001 > 181

JE Line Description and Debit/Credit Entries

IC Transfer From 001/24472 to 181/22070

Seq	Dr/CR	Full GL Account
1	Debit	181.0000.11120.00000.0000.000.000000.000000
2	Credit	001.0000.14580.00000.0000.000.000000.000000
3	Debit	181.0000.14580.00000.0000.000.000000.000000
4	Credit	001.0000.11240.00000.0000.000.000000.000000

Treasury Wire ? Preapproved ? Edit View

Active Edit Templates Template is Approved

FROM 001 (24472/USD) TO: 181 (22070/USD)

Amount	Value Date	Comments
100.00	03/02/2014	USD I/C 001/24472 to 181/22070

Press Enter to SAVE and Make NEW

Delete Save New Done

Current Transactions

TxnCode	Account	Value	Amount	TextID
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Groups: ? Delete Group New Group Save Group

- Once the template exists, select it
- Press the "New" button
- Enter an amount and value date (the yellow fields). The comments field is pre-filled for you
- Press the "Save" button

Inter-Company Transaction Entry

Inter-Company Cash Entry

From Entity: Click to select
To Entity: Click to select
Acct: Click to select
Acct: Click to select

Default IC Transfer GL Account: 14580

CL Date: 03/02/2014 [Get CL for Date](#)

Inter-Company Transaction Templates

- USD 001/24472 -> 181/22070
- USD 001/24472 -> 207/01021
- USD 001/24472 -> 700/02925
- USD 001/24472 -> 751/87022

From Bank Account: 24472
From Entity: 001
From GL Account: 001.0000.11240.00000.0000.000000.000000

To Bank Account: 22070
To Entity: 181
To CL Account: 181.0000.11120.00000.0000.0000.000000

IC OUT 001 > 181
IC IN 001 > 181

Line Description and Debit/Credit Entries

IC Transfer From 001/24472 to 181/22070

Seq	Dr/Cr	Full GL Account
1	Debit	181.0000.11120.00000.0000.000000.000000
2	Credit	001.0000.14580.00000.0000.001.000000.000000
3	Debit	181.0000.14580.00000.0000.001.000000.000000
4	Credit	001.0000.11240.00000.0000.000.000000.000000

Treasury Wire? ☐ Preapproved? ☐
☒ Active ☐ Edit Templates ☐ Template is Approved

FROM 001 (24472/USD) TO: 181 (22070/USD)

Amount	Value Date	Comments
100.00	03/02/2014	USD i/c 001/24472 to 181/22070

☐ Press Enter to SAVE and Make NEW

Delete Save New Done

Current Transactions

TxnCode	Account	Value Date	Amount	TxnID
IC OUT 001 > 181	24472	03/02/2014	(100.00)	14254473
IC IN 001 > 181	22070	03/02/2014	100.00	14254474

Groups: [Delete Group](#) [New Group](#) [Save Group](#)

To recall earlier transactions, enter a value date and click this button

The CLE's created by the SAVE are listed here

- When you SAVE, Orbit creates 2 Cash Ledger Entries using the template Transaction Codes
- The CLE's are listed in the "Current Transactions" list
- If you click on either transaction, the pair can be deleted by clicking the "Delete" button. If you change the amount or value date and press SAVE, the transactions will be updated
- Remember: if the "Treasury Wire" checkbox is checked, the "From" Cash Ledger entry will be visible to the payments interface and will result in a payment wire be generated

Inter-Company Transaction Entry

The screenshot shows the 'Inter-Company Cash Entry' window. On the left, a list of 'Inter-Company Transaction Templates' includes:

- USD 001/24472 -> 181/22070
- USD 001/24472 -> 207/01021
- USD 001/24472 -> 700/02925
- USD 001/24472 -> 751/87022

 The main area contains fields for 'From Bank Account' (24472), 'To Bank Account' (22070), 'From Entity' (001), and 'To Entity' (181). It also shows 'IC OUT 001 > 181' and 'IC IN 001 > 181'. A table titled 'Line Description and Debit/Credit Entries' lists four lines with debit and credit amounts. At the bottom, a table for 'Current Transactions' has columns for TxnCode, Account, Value Date, Amount, and TxnID. A checkbox labeled 'Press Enter to SAVE and Make NEW' is checked, and a callout bubble points to it with the text: 'To enter a sequence of templates, check this box'.

- Check the “Press Enter to Save...” checkbox to tell Orbit that you want to enter transactions for a series of templates starting with the currently selected template
- To enter transactions: enter the amount, press return (to tab to value date). Enter value date, press return to tab to comments. Press return to exit the comments field. Orbit will treat that exit from the comments field as if you had pressed the “Save” button
- After Saving, Orbit will automatically select the next template in the list and set your cursor in the amount field. The previously entered value date will be saved. To enter the next transaction, enter the amount and press return 2 times

Inter-Company Transaction Entry

Inter-Company Cash Entry

From Entity: Click to select Acct: Click to select Default IC Transfer GL Account: 14580 CL Date: Get CL for Date

To Entity: Click to select Acct: Click to select

Inter-Company Transaction Templates

- USD 001/24472 -> 181/22070
- USD 001/24472 -> 207/01021
- USD 001/24472 -> 700/02925
- USD 001/24472 -> 751/87022

From Bank Account: 24472 To Bank Account: 22070

From Entity: 001 From GL Account: To Entity: 181 To CL Account:

001.0000.11240.00000.0000.000.000000.000000 181.0000.11120.00000.0000.000.000000.000000

IC OUT 001 > 181 IC IN 001 > 181

Line Description and Debit/Credit Entries

IC Transfer From 001/24472 to 181/22070

Seq	Dr/Cr	Full GL Account
1	Debit	181.0000.11120.00000.0000.000.000000.000000
2	Credit	001.0000.14580.00000.0000.000.000000.000000
3	Debit	181.0000.14580.00000.0000.000.000000.000000
4	Credit	001.0000.11240.00000.0000.000.000000.000000

Treasury Wire ? Preapproved ? Edit View

☒ Active ☐ Edit Templates ☐ Template is Approved

FROM 001 (24472/USD) TO: 181 (22070/USD)

Amount	Value Date	Comments
0.00		USD i/c 001/24472 to 181/22070

☒ Press Enter to SAVE and Make NEW Delete Save New Done

Current Transactions

TxnCode	Account	Value Date	Amount	TxnID
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Groups: Delete Group New Group Save Group

- In the “Press Enter to SAVE...” mode
- When the cursor is in the amount field, you can press the up/down arrow keys and Orbit will move the selection in the templates list up/down

Inter-Company Transaction Entry

The screenshot shows the 'Inter-Company Transaction Entry' window. On the left, a list of templates is visible, including 'USD 001/24472 -> 181/22070'. The main area contains fields for 'From Bank Account' (24472), 'To Bank Account' (22070), and 'From Entity' (001). It also shows 'IC OUT 001 > 181' and 'IC IN 001 > 181'. A table of debit and credit entries is present, with columns for 'Seq', 'Dr/Cr', and 'Full GL Account'. An 'Information Input Request' dialog box is overlaid, prompting for a 'Group Name' with 'Test Group' entered. The dialog has 'Cancel' and 'OK' buttons. At the bottom of the main window, there are buttons for 'Delete Group', 'New Group', and 'Save Group'.

To create a grouping of templates

- You can create a grouping of templates for easy reference of a subset of templates
- Click the “New Group” button
- Enter a name for the Group

Inter-Company Transaction Entry

Inter-Company Cash Entry

From Entity: To Entity: Acct: Acct: Default IC Transfer GL Account: CL Date: Get CL For Date

Inter-Company Transaction Templates

[X]	001/24472 -> 181/22070
[X]	001/24472 -> 207/01021
	USD 001/24472 -> 700/02925
	USD 001/24472 -> 751/87022

From Bank Account: To Bank Account:

From Entity: From GL Account: To Entity: To CL Account:

001.0000.11240.00000.0000.000.000000.000000 207.0000.11120.00000.0000.000.000000.000000

IC OUT.001 > 207 IC IN.001 > 207

Line Description and Debit/Credit Entries

IC Transfer From 001/24472 to 207/01021

Seq	Dr/Cr	Full GL Account
1	Debit	207.0000.11120.00000.0000.000.000000.000000
2	Credit	001.0000.14580.00000.0000.000.207.000000.000000
3	Debit	207.0000.14580.00000.0000.001.000000.000000
4	Credit	001.0000.11240.00000.0000.000.000000.000000

Treasury Wire ? Preapproved ? Active Edit Templates Template is Approved

24472/USD TO: 207 (01021/USD)

Comments

Delete Save New Done

Groups: Test Group

Delete Group New Group Save Group

- Double-click the templates you want included in the group
- As you double click, a [X] is placed next to selected templates and that line is painted blue
- When you are done making your selection, press the "Save Group" button

Inter-Company Transaction Entry

Inter-Company Cash Entry

From Entity: Acct: Default IC Transfer CL Account: CL Date: Get CL for Date

To Entity: Acct:

Inter-Company Transaction Templates

- [X] USD 001/24472 -> 181/22070
- [X] USD 001/24472 -> 207/01021

From Bank Account: 24472 To Bank Account: 22070

From Entity: 001 From CL Account: To Entity: 181 To CL Account:

001.0000.11240.00000.0000.000.000000.000000 181.0000.11120.00000.0000.000.000000.000000

IC OUT 001 > 181 IC IN 001 > 181

Line Description and Debit/Credit Entries

IC Transfer From 001/24472 to 181/22070

Seq	Dr/Cr	Full GL Account
1	Debit	181.0000.11120.00000.0000.000.000000.000000
2	Credit	001.0000.14580.00000.0000.000.000000.000000
3	Debit	181.0000.14580.00000.0000.000.000000.000000
4	Credit	001.0000.11240.00000.0000.000.000000.000000

Treasury Wire? ☐ Preapproved? ☐ Edit View

☒ Active ☐ Edit Templates ☐ Template is Approved

FROM 001 (24472/USD) TO: 181 (22070/USD)

Amount	Value Date	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Press Enter to SAVE and Make NEW Delete Save New Done

Current Transactions

TxnCode	Account	Value Date	Amount	TxnID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Groups: Test Group ? Delete Group New Group Save Group

Mixin button

- When you select the group, the templates list is limited to those templates in your group
- If you check the “Mixin” button, templates that are not in your group will be included in the templates list. This lets you add or remove templates from the group by double-clicking
- After making changes to your group, be sure and press the “Save Group” button
- Use “Groups” in combination with the “Press Enter to SAVE...” mode checkbox to create sets of templates for quick and efficient I/C transaction entry

Inter-Company Cash Importing Data to Create Cash Ledger Transactions

Inter-Company Cash

The ability to import data from a spreadsheet via copy/paste is a new feature recently added to the IC

This allows you to import and create payments with the spreadsheet you normally use to calculate inter-company settlements. Data is then mapped into cells on the spreadsheet that are organized in the format Orbit expects.

The data is selected on the spreadsheet and copied. You then go to the Inter-Company Cash Entry window in Orbit and click the “Paste” button. The data you copied is used by Orbit create one or more IC transactions

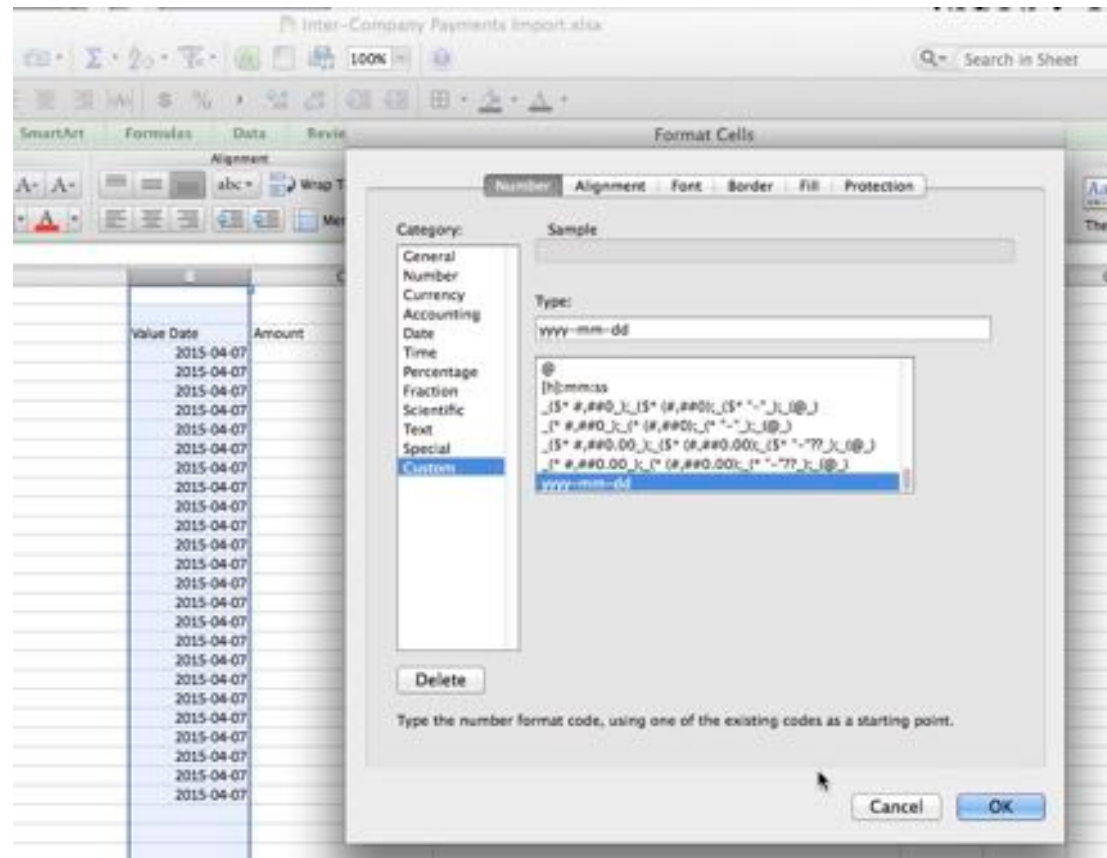
Inter-Company Cash

The screenshot shows the Excel interface for 'Inter-Company Payments Import.xlsx'. On the left, a list of transaction templates is visible, including entries like 'AUD BCI Switzerland/31015 -> Australia/84010' and 'CHF BCI Switzerland/34015 -> Brocade Tech/32049'. The main worksheet displays a table with the following data:

Template Name	Value Date	Amount	Comments
[IC WORKSHEET]			
AUD BCI Switzerland/31015 -> Australia/84010	2015-04-07	10.00	
CHF BCI Switzerland/34015 -> Brocade Tech/32049	2015-04-07		
EUR BCI Switzerland/69017 -> BCI Switzerland/75014	2015-04-07		
EUR BCI Switzerland/75014 -> Austria/53015	2015-04-07		
GBP BCI Switzerland/75022 -> United Kingdom/55019	2015-04-07		
USD BCI Switzerland/43356 -> Brocade Tech/52025	2015-04-07		
USD BCI Switzerland/09833 -> BC Switzerland/43356	2015-04-07	20.00	
USD BCI Switzerland/09833 -> BCI/01241	2015-04-07		
USD BCI Switzerland/09833 -> Beijing WFOE/56025	2015-04-07		
USD BCI Switzerland/09833 -> Brocade Intl/17904	2015-04-07		
USD BCI Switzerland/09833 -> Brocade Tech/52025	2015-04-07		
USD BCI Switzerland/09833 -> FNNH Co/57682	2015-04-07		
USD BCI Switzerland/09833 -> Shenzhen/59759	2015-04-07		
USD BCI/01241 -> BCI Switzerland/09833	2015-04-07		
USD BCI/01241 -> Brocade Tech/52025	2015-04-07		
USD BCI/01241 -> FNNH Co/57682	2015-04-07		
USD Brocade Tech/52025 -> BCI Switzerland/09833	2015-04-07		
USD Brocade Tech/52025 -> BCI/01241	2015-04-07		
USD Brocade Tech/52025 -> FNNH Co/57682	2015-04-07		
USD Brocade Tech/52025 -> Shenzhen/59759	2015-04-07		
USD FNNH Co/57682 -> BCI Switzerland/09833	2015-04-07	30.00	
USD FNNH Co/57682 -> BCI/01241	2015-04-07		
USD FNNH Co/57682 -> Brocade Tech/52025	2015-04-07		
USD FNNH Co/57682 -> Vyatta US/72097	2015-04-07		

- Before you can “paste” data into Inter-Company Cash Entry, you need to setup an area in your spreadsheet that follows a specific format
- The required format is very simple comprising just 4 columns: Template Name, Value Date, Amount and Comments. Additionally, the first cell in the first column must include the text content: [IC WORKSHEET]. When you copy data from the spreadsheet, your copy must include this “[IC WORKSHEET]” cell
- The example setup includes a blank row between [IC WORKSHEET] and a header row. Neither the blank row, nor the header row are required. The only requirement is “[IC WORKSHEET]” in the first column of the first row, followed by 1 or more rows of 4 columns

Inter-Company Cash



- The “Value Date” column will hold the payment value dates. This column should be formatted using a “Custom” format so that date values are expressed in YYYY-MM-DD form
- The amount column can be formatted as Number, with 2 decimal places and thousands separators

Inter-Company Cash

The screenshot shows the 'Inter-Company Payments Import.xlsx' spreadsheet. On the left, there is a list of 'Inter-Company Transaction Templates' with various currency and company codes. Below this list is a 'Copy Names' button. On the right, the spreadsheet grid is visible with columns for 'Template Name', 'Value Date', 'Amount', and 'Comments'. A blue callout bubble points to the 'Copy Names' button with the text '1) Click to copy Template Names'. Another blue callout bubble points to the first row of the 'Template Name' column with the text '2) Click into this cell and paste Template Names'.

- Create the basic 4 column layout in your spreadsheet (be sure to set the format for the value date column to YYYY-MM-DD)
- Click the “Copy Names” button beneath the list of existing template names on the “Inter-Company Cash Entry” window
- Go to your spreadsheet and click into the first row of the “Template Names” column
- Perform a paste operation to copy the exact orbit template names into rows of the “Template Names” column on the spreadsheet

Inter-Company Cash

Selection must include the "[IC WORKSHEET]" cell

Template Name	Value Date	Amount	Comments
AUD BCI Switzerland/30015 -> Australia/84000	2015-04-07		10.00
CHF BCI Switzerland/34015 -> Brocade Tech/32049	2015-04-07		
EUR BCI Switzerland/89017 -> BCI Switzerland/75014	2015-04-07		
EUR BCI Switzerland/75014 -> Austria/53015	2015-04-07		
GBP BCI Switzerland/75022 -> United Kingdom/55019	2015-04-07		
USD BCI Switzerland/43356 -> Brocade Tech/52025	2015-04-07		20.00
USD BCI Switzerland/09833 -> BCI Switzerland/43356	2015-04-07		
USD BCI Switzerland/09833 -> BCI/01241	2015-04-07		
USD BCI Switzerland/09833 -> Beijing WFOE/56025	2015-04-07		
USD BCI Switzerland/09833 -> Brocade Int/17904	2015-04-07		
USD BCI Switzerland/09833 -> Brocade Tech/52025	2015-04-07		
USD BCI Switzerland/09833 -> FNIH Co/57682	2015-04-07		
USD BCI Switzerland/09833 -> Shenzhen/59759	2015-04-07		
USD BCI/01241 -> BCI Switzerland/09833	2015-04-07		
USD BCI/01241 -> Brocade Tech/52025	2015-04-07		
USD BCI/01241 -> FNIH Co/57682	2015-04-07		
USD Brocade Tech/52025 -> BCI Switzerland/09833	2015-04-07		
USD Brocade Tech/52025 -> BCI/01241	2015-04-07		
USD Brocade Tech/52025 -> FNIH Co/57682	2015-04-07		
USD Brocade Tech/52025 -> Shenzhen/59759	2015-04-07		
USD FNIH Co/57682 -> BCI Switzerland/09833	2015-04-07		30.00
USD FNIH Co/57682 -> BCI/01241	2015-04-07		
USD FNIH Co/57682 -> Brocade Tech/52025	2015-04-07		
USD FNIH Co/57682 -> Vyatta US/72097	2015-04-07		

Select the data to be copied into Orbit

- Normally you would “wire” the Orbit data area of your spreadsheet into the rest of your inter-company settlements spreadsheet so that the “amounts” column is populated by references to other spreadsheet tabs/cells where those values are calculated
- When you are ready to create payments in Orbit, go to the Orbit data area of the spreadsheet
- Select the entire data area (including the “[IC WORKSHEET]” cell) and perform a copy operation

Inter-Company Cash

Inter-Company Cash Entry

From Entry: Click to select
To Entry: Click to select
Acct: Click to select
Acct: Click to select
☐ Incid R-Active

Inter-Company Transaction Templates

AUD BCI Switzerland/31015 -> Australia/84010
CHF BCI Switzerland/84015 -> Brocade Tech/52049
EUR BCI Switzerland/69017 -> BCI Switzerland/75014
EUR BCI Switzerland/75014 -> Austria/53015
GBP BCI Switzerland/75022 -> United Kingdom/55019
USD BCI Switzerland/43356 -> Brocade Tech/52025
USD BCI Switzerland/09833 -> BCI Switzerland/43356
USD BCI Switzerland/09833 -> BCI/01241
USD BCI Switzerland/09833 -> Beijing WTOE/56025
USD BCI Switzerland/09833 -> Brocade Int/17904
USD BCI Switzerland/09833 -> Brocade Tech/52025
USD BCI Switzerland/09833 -> FNNH Co/57682
USD BCI Switzerland/09833 -> Shenzhen/59759
USD BCI/01241 -> BCI Switzerland/09833
USD BCI/01241 -> Brocade Tech/52025
USD BCI/01241 -> FNNH Co/57682
USD Brocade Tech/52025 -> BCI Switzerland/09833
USD Brocade Tech/52025 -> BCI/01241
USD Brocade Tech/52025 -> FNNH Co/57682
USD Brocade Tech/52025 -> Shenzhen/59759
USD FNNH Co/57682 -> BCI Switzerland/09833
USD FNNH Co/57682 -> BCI/01241
USD FNNH Co/57682 -> Brocade Tech/52025
USD FNNH Co/57682 -> Vyatta US/72097

Copy Names Groups

Default IC Transfer CL Account
Click to Select

CL Date
Get CL For Date

From Bank Account
Click to select

To Bank Account
Click to select

From Entry
Click to select

To Entry
Click to select

From CL Account
To CL Account

Line Description and Debit/Credit Entries

Full CL Account (make changes to I/C accounting here)

☐ Treasury Wire ? ☐ Preapproved ? ☐ Active ☐ Edit Templates

Edit View

Template is Approved

Amount	Value Date	Comments

☐ Press Enter to SAVE and Make NEW

Current Transactions

TxnCode	Account	Value Date	Amount	ID

Delete Save New Paste Done

Click the "Paste" button to start the import

- Return to the "Inter-Company Cash Entry" window in Orbit
- The "Paste" button will become enabled
- Press the Paste button to initiate the import

Inter-Company Cash

Inter-Company Cash Entry

Confirm

Ready to import 3 lines in the paste selection that appear to have valid IC Payment information? When the import is complete, a status report will be displayed.

Cancel Import

Confirm the import (or cancel)

Inter-Company Transaction Templates

AUD BCI Switzerland/09833 -> Brocade Tech/52025
EUR BCI Switzerland/09833 -> FNNH Co/57682
CHF BCI Switzerland/09833 -> Shenzhen/59759
USD BCI/01241 -> BCI Switzerland/09833
USD BCI/01241 -> Brocade Tech/52025
USD BCI/01241 -> FNNH Co/57682
USD Brocade Tech/52025 -> BCI Switzerland/09833
USD Brocade Tech/52025 -> BCI/01241
USD Brocade Tech/52025 -> FNNH Co/57682
USD Brocade Tech/52025 -> Shenzhen/59759
USD FNNH Co/57682 -> BCI Switzerland/09833
USD FNNH Co/57682 -> BCI/01241
USD FNNH Co/57682 -> Brocade Tech/52025
USD FNNH Co/57682 -> Vyatta US/72097

Default IC Transfer CL Account

CL Date

Get CL For Date

From Bank Account

To Bank Account

From CL Account

To CL Account

Line Description and Debit/Credit Entries

Dr: CR: Full GL Account make changes to UC accounting here

Amount Value Date Comments

Press Enter to SAVE and Make NEW

Delete Attachments Save New Done

Current Transactions

Trans Code	Account	Value Date	Amount	Trans
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Copy Rules Groups

Delete Group New Group Save Group

- Orbit will look at the data that is on the clipboard from your spreadsheet copy action and ask if you want to proceed with the import or cancel
- If you click “Import”, the import action proceeds
- Note that Orbit will only import lines with valid template names, dates and non-zero amounts. In addition, the template name must refer to an “active”, “approved” template. If a template referred to by a template name is not both active and approved, import for that template will not occur
- When the import is complete, Orbit produces a “Import Results” report (shown on the next page)

Inter-Company Cash

The screenshot shows a software interface for inter-company cash transactions. A foreground dialog box titled "IC Worksheet Import Results" displays the status of 27 import lines. Lines 1-13 are listed with their respective amounts and dispositions (e.g., "Import Line: 1 (IC WORKSHEET) 0.00 Amount is 0.00 - IMPORT LINE IGNORED"). Lines 4, 10, and 13 show successful transactions with specific details like "Transactions added DUID: 16975744". The background window shows a "Date" field set to "4/07/2015", a "Get CL for Date" button, and a table of transactions with columns for "Date", "Amount", and "End()".

IC Worksheet Import Results

Import Lines Processed: 27
 Import Lines Ignored: 24
 Import Lines Added: 3

Import Line: 1 (IC WORKSHEET) 0.00
 Amount is 0.00 - IMPORT LINE IGNORED

Import Line: 2 0.00
 Amount is 0.00 - IMPORT LINE IGNORED

Import Line: 3 Template Name Value Date 0.00
 Amount is 0.00 - IMPORT LINE IGNORED

Import Line: 4 AUD BCI Switzerland/31015 -> Australia/84010 2015-04-07 10.00
 Transactions added DUID: 16975744

Import Line: 5 CHF BCI Switzerland/34015 -> Brocade Tech/32049 2015-04-07 0.00
 Amount is 0.00 - IMPORT LINE IGNORED

Import Line: 6 EUR BCI Switzerland/69017 -> BCI Switzerland/75014 2015-04-07 0.00
 Amount is 0.00 - IMPORT LINE IGNORED

Import Line: 7 EUR BCI Switzerland/75014 -> Austria/53015 2015-04-07 0.00
 Amount is 0.00 - IMPORT LINE IGNORED

Import Line: 8 GBP BCI Switzerland/75022 -> United Kingdom/55019 2015-04-07 0.00
 Amount is 0.00 - IMPORT LINE IGNORED

Import Line: 9 USD BCI Switzerland/43356 -> Brocade Tech/52025 2015-04-07 0.00
 Amount is 0.00 - IMPORT LINE IGNORED

Import Line: 10 USD BCI Switzerland/09813 -> BCI Switzerland/43356 2015-04-07 20.00
 Transactions added DUID: 16975747

Import Line: 11 USD BCI Switzerland/09813 -> BCI/91241 2015-04-07 0.00
 Amount is 0.00 - IMPORT LINE IGNORED

Import Line: 12 USD BCI Switzerland/09813 -> Beijing WFOE/54025 2015-04-07 0.00
 Amount is 0.00 - IMPORT LINE IGNORED

Import Line: 13 USD BCI Switzerland/09813 -> Brocade Intl/17904 2015-04-07 0.00

Buttons: Email, Print, +, -, Cancel, OK

Background Window:

Date: 4/07/2015 Get CL for Date

To CL Account: 30150.0000.00

Template is Approved
 Orbit Treasury Solutions
 2014-05-09 16:37:44.278489

Buttons: Save, New, Paste, Done

Date	Amount	End()
7/2015	(10.00)	16975744
7/2015	10.00	16975746
7/2015	(20.00)	16975747
7/2015	20.00	16975749
7/2015	(30.00)	16975750
7/2015	30.00	16975752

- Use the "Import Results" report to document the disposition of each import data line