

Orbit

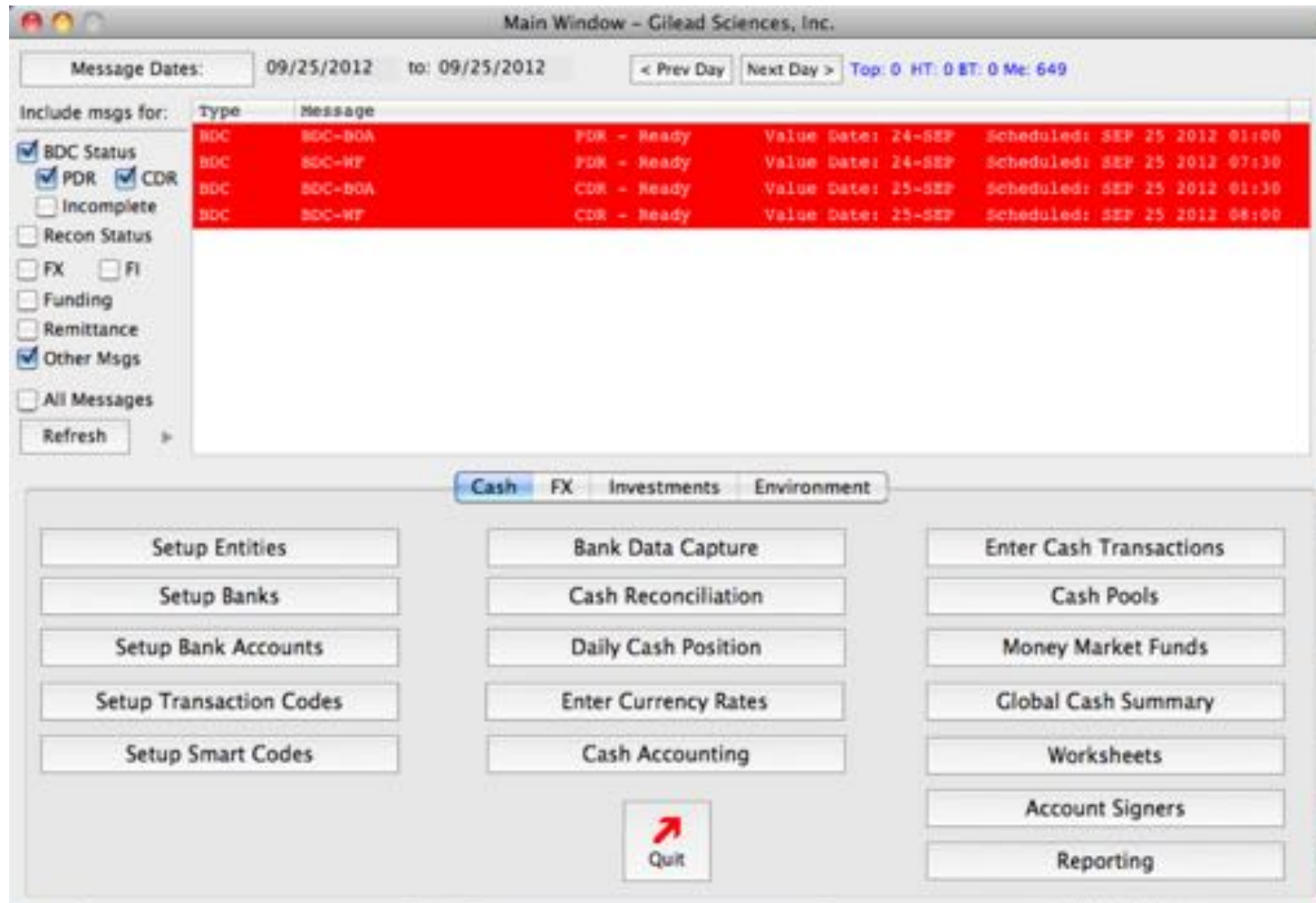
Cash Position Using Worksheets

Introduction

This presentation describes using Orbit Cash Worksheets to provide a highly customizable Cash Positioning view in Orbit.

The setting of our narrative is that today is 9/25/2012. We will first look at the state of the system as it would be at 5:00am, before any bank data capture has occurred. We will then examine how things change as first the PDR is reported followed by the CDR sometime later in the morning.

Main Menu Window



- Login to Orbit and press the “Exit” button on the “Login” window. The “Main Menu Window” opens
- Click on the “Message Dates” button. Set the starting and ending dates to 9/25/2012
- Click the check-boxes that control the “Message Board” and select “BDC Status”, “PDR” and “CDR”
- The red lines represent events that are expected, but have not yet occurred. Note that none of the morning activity for 9/25 has occurred

Cash “Reconciliation” Window

The screenshot shows the 'Cash Reconciliation' window with the 'Summary' tab selected. The window displays a table of reconciliation accounts and their status as of 09/24/2012. The table has columns for 'Reconciliation Account', 'Cash Ledger Items', 'Bank Items', and 'Recon Method?'. The account 24472 is highlighted in blue, showing 4 un-reconciled cash ledger items and 0 un-reconciled bank items. Other accounts listed include 01504, 02925, 08584, 53434, 72804, and 88019, all with 0 un-reconciled items.

Recon Account Groups	S	Reconciliation Account	Cash Ledger Items	Bank Items	Recon Method?
AMERICAS Cash Position		01504	0	0	BALANCE
		02925	0	0	BALANCE
		08584	0	0	BALANCE
		24472	4	0	BALANCE
		53434	0	0	BALANCE
		72804	0	0	BALANCE
		88019	0	0	BALANCE

- Click the “Cash Reconciliation” button on the “Cash” tab of the “Main Menu” window
- On the morning of 9/25, the bank will report Previous Day Activity (PDR). In our example, that reporting has not yet occurred
- We can see the reconciliation status for our concentration account (24472)
- There are 4 un-reconciled cash ledger items and no reported, un-reconciled bank items

Cash “Reconciliation” – 9/24

The screenshot displays the 'Cash Reconciliation' window with the 'Reconcile' tab selected. The account is identified as 'Sep 24, 2012 Account: 24472 USD (4122124472) Concentration Account - Gilead Sciences, Inc. - Main Account'. The 'Cash Ledger' table on the left lists four transactions: CL_PAYMENT, STOCK_REPURCHASE, and two MMF_ICD_GSI_REDEM transactions. The 'Bank Reported Data' table on the right is currently empty. At the bottom, the 'Recon Balance' is shown as 0.00, and various reconciliation options like 'Normal Reconciliation', 'Reconcile With Adjustment', and 'Automatic Reconciliation' are available.

As of Date	Value Date	Code	Amount
09/24/2012	09/24/2012	CL_PAYMENT	-350,602,777.78
09/24/2012	09/24/2012	STOCK_REPURCHASE	-4,783,692.90
09/24/2012	09/24/2012	MMF_ICD_GSI_REDEM	50,000,000.00
09/24/2012	09/24/2012	MMF_ICD_GSI_REDEM	50,000,000.00

Ldr Date	Value Date	Amount	Description
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Recon Balance: 0.00

Buttons: Refresh, Reset, Show Reconciled, Show Value Dated Items, Normal Reconciliation, Reconcile With Adjustment, Change Cash Ledger Value Date, Txns Net to Zero, Bank Reported, Replace Cash Ledger With Bank, Bank Data is Missing, Automatic Reconciliation, Transaction Codes, Smart Codes, Exit, View Bank Data.

- Double-click on the 24472 account line to view the “Reconcile” tab
- We see Cash Ledger items listed on the left side
- These items have been created in the Cash Ledger through various activities Treasury performs in Orbit
- For example, the MMF_ICD_GSI_REDEM transactions were created automatically by Orbit when Treasury initiated a redemption through the ICD portal. Similarly, the CL_PAYMENT item was created by operations on the Orbit Credit Line window
- The “STOCK_REPURCHASE” item was a Treasury wire entered on the Orbit “Cash Transaction Entry” window
- Cash Ledger items are cash movements that Treasury initiated, or are forecasting, or have been informed by others to expect

Cash “Reconciliation” – 9/25

Cash Reconciliation

Summary Reconcile Adjust Bank Reported Balance Proof of Cash Scan Recon Status

Sep 25, 2012 Account: 24472 USD (4122124472) Concentration Account - Gilead Sciences, Inc. - Main Account

< Prev Day Next Day >

Cash Ledger Select one or more matching Bank Items from the other list >>

As of Date	Value Date	Code	Amount
09/25/2012	09/25/2012	STOCK_REPURCHASE	-4,738,059.52

Bank Reported Data

Ldr Date	Value Date	Amount	Description
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Refresh Recon Balance: -4,738,059.52 Reset Show Reconciled ☐ Show Value Dated Items

Normal Reconciliation Reconcile With Adjustment Change Cash Ledger Value Date Trans Net to Zero

Bank Reported Replace Cash Ledger With Bank Bank Data is Missing Automatic Reconciliation

Transaction Codes Smart Codes Exit View Bank Data

- We press the “Next Day” button and move to view the Cash Reconciliation state for 9/25 (today)
- We see a STOCK_REPURCHASE Cash Ledger item. This would be a wire Treasury initiated (entered) on 9/25 for value today
- Treasury will enter Cash Ledger transactions as soon as they are aware of them. Items with future value dates, can be entered into the Cash Ledger at any time. The Cash Ledger is the Treasury view of cash for both today and the future
- We can “drill” down into the details of Cash Ledger items by double-clicking the line in the Cash Ledger list
- Double-clicking moves us to the “Cash Transaction Entry” window with the details of the double-clicked item displayed⁶

Cash Transaction Entry – STOCK_REPURCHASE for 9/25

The screenshot shows the 'Cash Transaction Entry' window with the 'Cash Entry' tab selected. The window displays a list of transaction codes and their descriptions. The 'STOCK_REPURCHASE' transaction is highlighted, showing a debit of 4,738,059.52 USD on 09/25/2012. The transaction is currently 'Unreconciled' (UNRECON) and was entered by the 'ASP Administrator'.

Entities	Bank Accounts	Txn Code	Description	Txn Type
001	24472	IC_RECEIPT_COLORADO	Inter-company receipt from Colorado	Cash Inflows - Inter-company Receipts
	MMF_ICD_GSI	IC_RECEIPT_CONNECTIC	Inter-company receipt from Gilead Connect	Cash Inflows - Inter-company Receipts
	Revolver	IC_RECEIPT_SWISS	Inter-company receipt from Switzerland SA	Cash Inflows - Inter-company Receipts
		INCOMING_WIRES_NON	Other wires in Non-AR	Cash Inflows - Other Cash In
		INV_SWEEP_IN	Investment sweep account - Redemptions	Cash Inflows - Investment Sweep in
		INV_SWEEP_INTR_RCVD	Investment sweep account - Interest earned	Cash Inflows - Investment Sweep in
		INV_SWEEP_OUT	Investment sweep account - Purchase	Cash Outflows - Investment Sweep Out
		MISC_OUT	Other cash out	Cash Outflows - Other Cash Out
		PAYROLL	Payroll	Cash Outflows - Payroll
		STOCK_REPURCHASE	Common Stock Repurchase	Cash Outflows - Other Cash Out

Entity: 001, Bank Account: 24472, Txn Code: STOCK_REPURCHASE, Date: 09/25/2012, Amount: -4,738,059.52 USD, Comments: Treasury wire for stock repurchase.

Transaction Details:

- Txn ID: 12635231
- Transfer ID: 12635231
- Recon Status: UNRECON
- Recon Date: 11/11/2012
- Recon User: ASP Administrator
- Pymt Status: NA
- Pymt Method: EXTERNAL
- Process as EFT: ☐

Debit: 001.0000.XXXXXX.0000.0000.0000000.0000000
Unassigned

Credit: 001.0000.11240.0000.0000.0000.0000000.0000000
Cash in Bank - 14

Source: TREASURY

TradeID:

Entry: 2012-11-11 09:49:06.625212
ASP Administrator

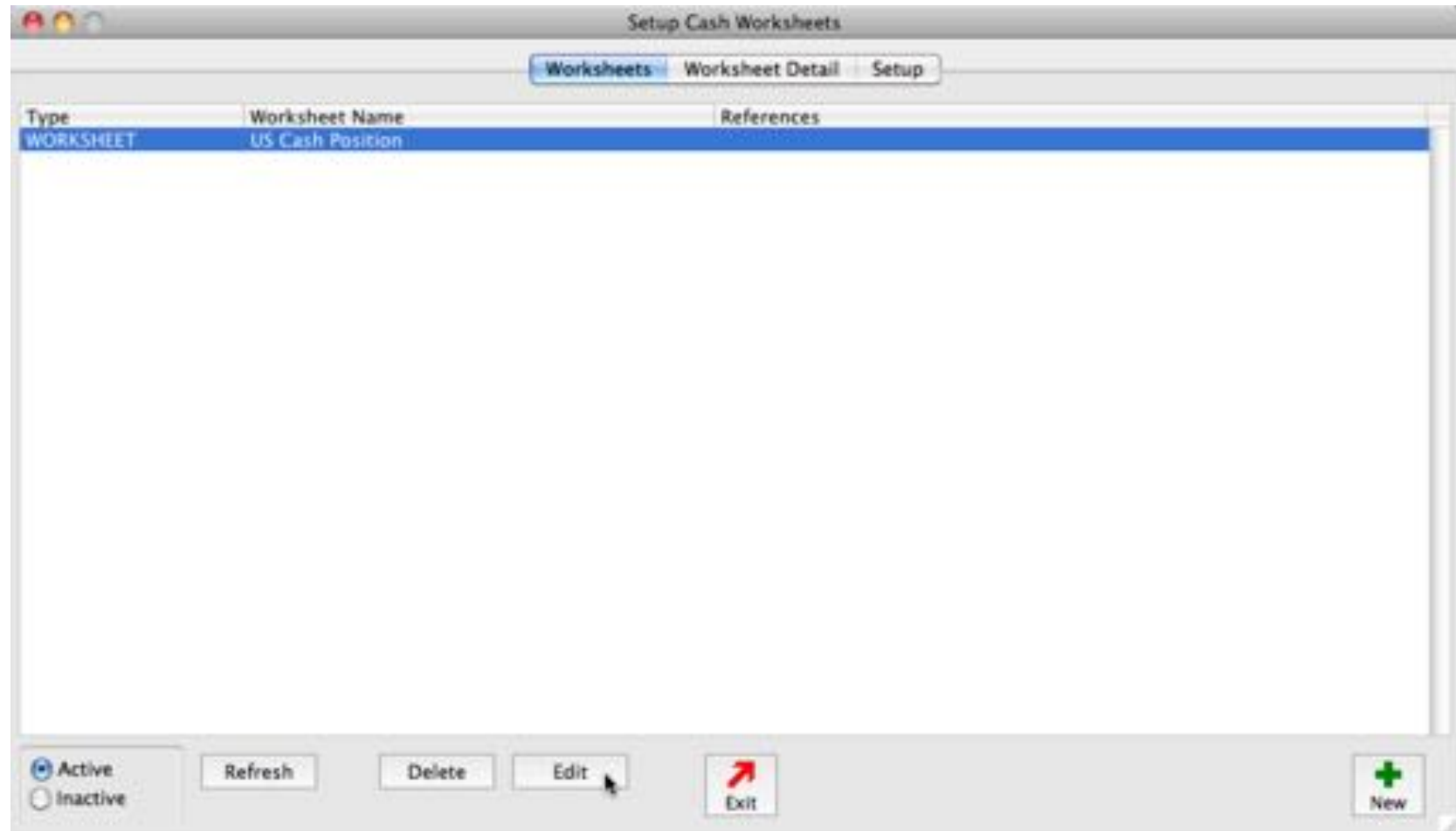
Edit: 2012-11-11 09:49:06.625212
ASP Administrator

Acctg: OPEN
0

Buttons: Delete, Previous, Next, Save, Dupl, New, Exit

- This screen shows us the details of the Cash Ledger entry. It is “Un-reconciled”, which means it has not been matched to a bank-reported item
- We can see who entered the item and who the last person to touch the item was
- We see the debit/credit currently associated with the item. Accounting information comes from the items Transaction Code

Daily Position Worksheet



- Next we look at how we might use Orbit Cash Worksheets to create a custom Cash Position view
- Press the “Worksheet” button on the “Cash” table of the “Main Menu Window”
- The worksheets you or others have created are listed on the “Worksheets” tab
- To open a worksheet for data viewing and/or entry, double-click it. To edit the structure of a worksheet, select it and then press the “Edit” button
- Before we view the worksheet’s data, we will take a short detour and explore how the worksheets are built/changed
- Select a worksheet and press the “Edit” button

Daily Position Worksheet – Edit/Change Structure

The screenshot shows the 'Setup Cash Worksheets' application window. The 'Worksheet Detail' tab is active, showing the configuration for a worksheet named 'US Cash Position'. The worksheet is set to 'Forecast' and 'Active' status. The list of elements includes:

Type	Label
FCSTSTATUS	Forecast/Actual
BGNAVAL	Beginning Balance
FORMAT	
BANKREPORTED	Unreconciled Bank Reported
FORMAT	
GROUP	Inflows
FORMAT	
GROUP	Outflows
FORMAT	
FLOAT2	Current Day 1+2 Day Float
ENDTOTAL	Ending Balance
FORMAT	
REPORTSTATUS	Bank Reporting Status
RECONSTATUS	Reconciled ?
FORMAT	
GROUP	Investment Sweep Activity
FORMAT	
GROUP	Money Market Fund (ICD)

On the right side, the 'Worksheet Notes' section is empty. Below it, configuration options include:

- Column Type: 15 Days
- Headings: Dy, Mon D YY
- Protection: None
- Base Currency: USD
- Rate Entry Form: 1.00
- ☐ Collect Actuals
- Worksheet Default Entity: 001

At the bottom, there are buttons for 'Delete Line', 'Add Line', 'Move Up', 'Move Dn', 'Save', and 'Exit'. On the right, there are buttons for 'Delete WS', 'Save WS', and 'New WS'.

- Worksheets are composed of lines known as “elements”
- Elements come in various types (FCSTSTATUS, BGNAVAL, FORMAT, GROUP, ENDTOTAL...)
- The element type determines the basic behavior, capabilities of the worksheet line
- The GROUP type represents a sub-total grouping and typically contains other DETAIL elements
- DETAIL elements are where Cash Ledger data gets pulled into the worksheet
- The main data sources for a worksheet are: Cash Ledger, Bank Reported data, Account Balances and other worksheets

Daily Position Worksheet – Edit/Change Structure

Setup Cash Worksheets

Worksheets Worksheet Detail Setup

US Cash Position Forecast Daily Cash Position Active Inactive 12550786

Type	Label
FCSTSTATUS	Forecast/Actual
BCNAVALBCNAVBAL	Beginning Balance
FORMAT	
BANKREPORTED	Unreconciled Bank Reported
FORMAT	
GROUP	Inflows
FORMAT	
GROUP	Outflows
DETAIL	AP Disbursement
DETAIL	Employee Benefits Payments
DETAIL	Payroll
DETAIL	Tax Payments
GROUP	Debt Repayment
DETAIL	I/C Payments
DETAIL	Bank Fees
DETAIL	Long-Term Investment
DETAIL	MMF Investment
DETAIL	Stock Repurchase
DETAIL	Other Treasury Payments
DETAIL	Unassigned OUT
GRPTOTAL	Subtotal Outflows
FORMAT	
FLOAT2	Current Day 1+2 Day Float

Worksheet Notes

Column Type: 15 Days

Headings: Dy, Mon D YY

Protection: None

Base Currency: USD

Rate Entry Form: 1.00

☐ Collect Actuals

Worksheet Default Entity: 001

Delete WS Save WS New WS

Delete Line Add Line Move Up Move Dn Save Exit

- GROUP elements may be expanded (click the disclosure control next to the item)
- Expanding the “Outflows” GROUP, we see that it contains DETAIL elements and another GROUP element
- Elements themselves are composed of one or more “members”
- Members are the fundamental level of detail in the worksheet
- The main job of members is to tell Orbit which, specific data should be included on the worksheet line
- Double-click on the DETAIL element named: “I/C Payments”. This opens the “Element” editor

Daily Position Worksheet – Element (Line Properties)

I/C Payments

Line Properties Members Member Details

Display Properties

Line Type: DETAIL Line is Part of Group: Outflows

Line Number: 360 12552603 ☒ Active

I/C Payments

☐ Right Justify
☐ Underline Above
☐ Underline Below
 Entry Rules: SINGLE
 Line Code:

☐ Display Group Expanded
☒ Is Cash Position Element (data is not saved)
☒ Do Collect Actuals to This Line
☐ Do Not Display Element
☐ Do Not Store Computed Subtotals
☐ Do Not Display Default When Expanded
☐ Refresh Element When WS Save Occurs
☐ Group is a Running Balance
☐ Cash Position Reports Ledger Values

Rollups/Subtotals

This Line Accumulates to Line:

Save Done

- The element editor lets us set a number of options for the element. Many of the options are a bit obscure, but they contribute to our ability to customize the appearance and function of each worksheet line
- Whatever you type in the text box at the top of the editor is what appears as the row label on the worksheet
- The “Is Cash Position Element” tells Orbit that, if there is data in the Cash Ledger that maps to this line, that data should appear here
- If there is no Cash Ledger data for this line, then you may enter forecast data in this line and the worksheet will save it. However, as soon as data appears in the Cash Ledger, that data will replace your forecast. Cash Ledger data is considered to be closer to reality than any forecast numbers entered on the worksheet

Daily Position Worksheet – Element Members

I/C Payments

Line Properties Members Member Details

ELEMENT TYPE: DETAIL - Detail worksheet element

Members may include Txn Codes for selected accounts, Formulas used to compute the value of the line or UNASSIGNED IN/OUT Cash Ledger items (for posting actuals)

Members

DEFAULT
TXNCODE - IC_PAYMENT_PALO_ALTO
TXNCODE - IC_PAYMENT_CONNECTICUT
TXNCODE - IC_PAYMENT_COLORADO
TXNTYPE_SELECT - OUT - Inter-company Payments

+ -

DEFAULT
ACCOUNT
TXNTYPE_SELECT
TXNCODE
TXNCODE_TRADE
UNASSIGNED_IN
UNASSIGNED_OUT
FORMULA

Add Member(s)
Edit Member

Delete Member Save Done

- An element contains one or more members.
- Members come in various type
- Most elements have a “DEFAULT” member which gathers detail values from other element members for display on the worksheet. You can think of an element as a kind of sub-total grouping. Element members make up the detail and the DEFAULT member acts as the sub-total for the group
- The main job of member types is to specify what operations to perform pull in data from the Cash Ledger (or other data sources)
- Through members, we map specific pieces of Cash Ledger data into a line (element) on the worksheet

Daily Position Worksheet – Element Members

I/C Payments

Line Properties Members Member Details

ELEMENT TYPE: DETAIL - Detail worksheet element

Members may include Txn Codes for selected accounts, Formulas used to compute the value of the line or UNASSIGNED IN/OUT Cash Ledger items (for posting actuals)

Members

DEFAULT
TXNCODE - IC_PAYMENT_PALO_ALTO
TXNCODE - IC_PAYMENT_CONNECTICUT
TXNCODE - IC_PAYMENT_COLORADO
TXNTYPE_SELECT - OUT - Inter-company Payments

+ -

DEFAULT
ACCOUNT
TXNTYPE_SELECT
TXNCODE
TXNCODE_TRADE
UNASSIGNED_IN
UNASSIGNED_OUT
FORMULA

Delete Member

Add Member(s)
Edit Member

Save Done

- In this example, the “I/C Payments” line on the worksheet will pull Cash Ledger data for 3 specific transaction codes (IC_PAYMENT_PALO_ALTO, IC_PAYMENT_CONNECTICUT and IC_PAYMENT_COLORADO)
- Besides these 3 specific codes, the worksheet will pull data from any Transaction Code that belongs to the Transaction Type group called “OUT – Inter-company Payments” (every transaction code belongs to a group called a Transaction Type)
- This arrangement means that the worksheet will provide details for the 3 specific codes and then report all other “Inter-company Payment” data into the TXNTYPE_SELECT member

Daily Position Worksheet

- There is a lot more that can be said about worksheet mechanics. We won't go into that further here. Suffice it to say that you can think of a worksheet as a very specialized kind of spreadsheet that is made up of rows and columns.
- Unlike Excel, you don't have much control over the columns in a worksheet. Worksheet columns are time values: days, weeks, months or quarters. Worksheet columns are managed by Orbit
- You do have more control over rows that are included in the worksheet. Worksheet rows (through element members) can be mapped to specific Cash Ledger transaction codes and/or transaction types
- Rows may be FORMULA lines that will execute arithmetic expressions that reference other lines
- Rows may be references to account balances
- Rows may be references to lines on other worksheets
- Lets proceed now to look at worksheet data for 9/25. In the next slide we have double-clicked on the "US Cash Position" worksheet. The worksheet opens in a new window.
- In our exercise we are preparing for cash positioning for the workday of 9/25. That means we will open our worksheet starting at 9/24. This will let us see the previous day (9/24) as well as today (9/25). Both days play a part in positioning for today and in the bank reporting process that will occur the morning of the 9/25

Daily Position Worksheet – Element Members

US Cash Position

As of Date: 09/24/2012 < > Writable

Categories	Mon, Sep 24 12	Tue, Sep 25 12	Wed, Sep 26 12	Thu, Sep 27 12	Fri, Sep 28 12	Mon, Oct 1 12	Tue, Oct 2 12	Wed, Oct 3 12	Thu, Oct 4 12
Forecast/Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
> Beginning Balance	480,101,355	224,714,684	219,956,625	199,956,625	199,956,625	199,956,625	177,456,625	177,456,625	177,456,625
> Unreconciled Bank Reported	0	0	0	0	0	0	0	0	0
> Inflows									
> Non-AR Collections	0	0	0	0	0	0	0	0	0
> Global Access program (ZBA from Acct #574)	0	0	0	0	0	0	0	0	0
> Employee Stock Option (acct#928)	0	0	0	0	0	0	0	0	0
> AR Collections (ZBA from Acct #768)	0	0	0	0	0	0	0	0	0
> I/C Receipts	0	0	0	0	0	0	0	0	0
> Interest	0	0	0	0	0	0	0	0	0
> MMF Redemption	100,000,000	0	0	0	0	0	0	0	0
> Long-Term Investment Redemption	0	0	0	0	0	0	0	0	0
> Proceeds from Debt Issuance	0	0	0	0	0	0	0	0	0
> Unassigned IN	0	0	0	0	0	0	0	0	0
Subtotal Inflows	100,000,000	0	0	0	0	0	0	0	0
> Outflows									
> AP Disbursement	0	0	0	0	0	0	0	0	0
> Employee Benefits Payments	0	0	0	0	0	0	0	0	0
> Payroll	0	-10,000	-10,000,000	0	0	0	0	0	0
> Tax Payments	0	0	0	0	0	0	0	0	0
> Debt Repayment	-350,602,778	0	0	0	0	-22,500,000	0	0	0
> I/C Payments	0	0	0	0	0	0	0	0	0
> Bank Fees	0	0	0	0	0	0	0	0	0
> Long-Term Investment	0	0	0	0	0	0	0	0	0
> MMF Investment	0	0	0	0	0	0	0	0	0
> Stock Repurchase	-4,783,693	-4,738,060	0	0	0	0	0	0	0
> Other Treasury Payments	0	0	0	0	0	0	0	0	0
> Unassigned OUT	0	0	0	0	0	0	0	0	0
Subtotal Outflows	-355,386,471	-4,758,060	-20,000,000	0	0	-22,500,000	0	0	0

Done

Refresh

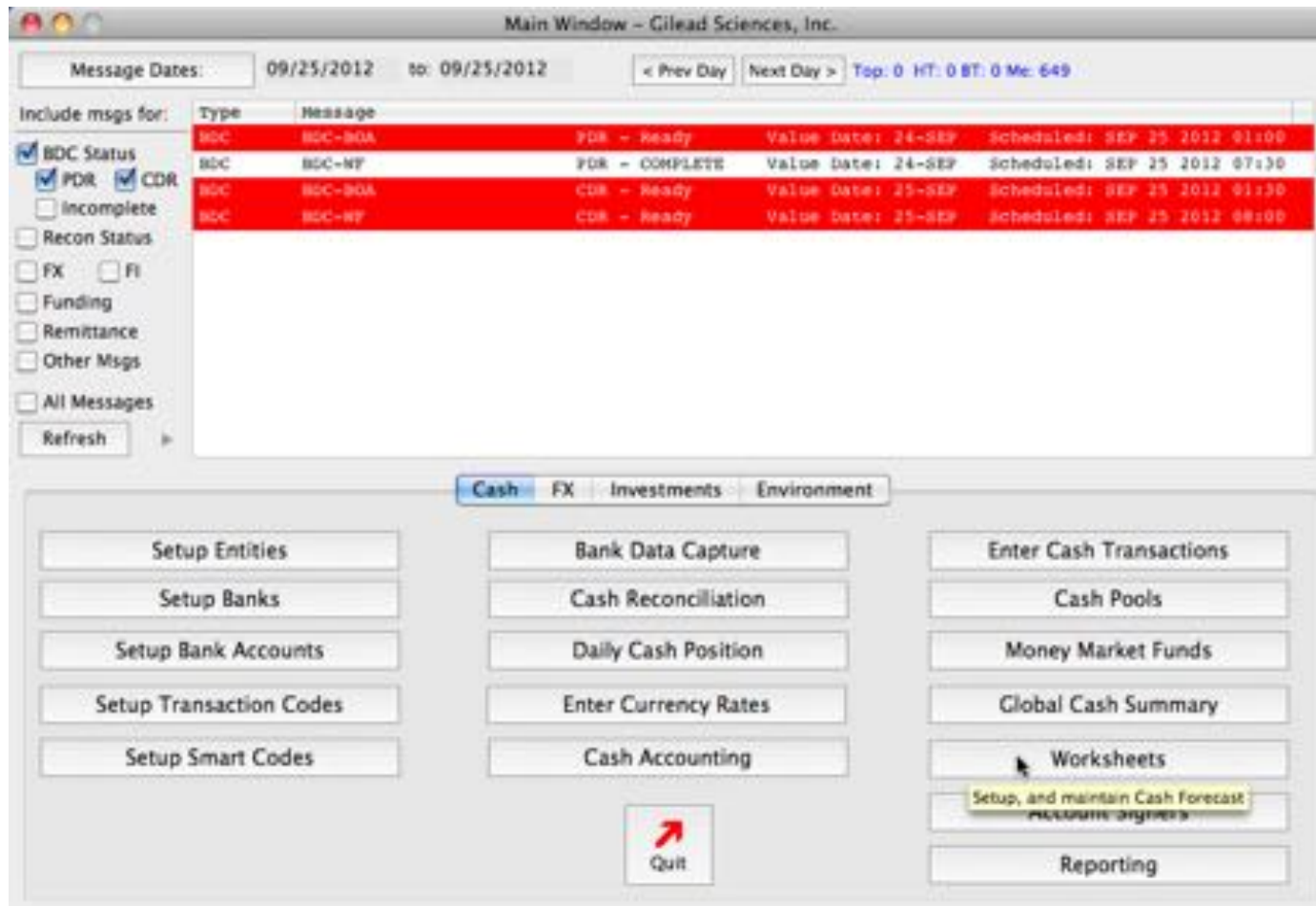
Forecast Fill >

Clear Post Fcst to CL Set Actuals Save Import Export View

Inspect

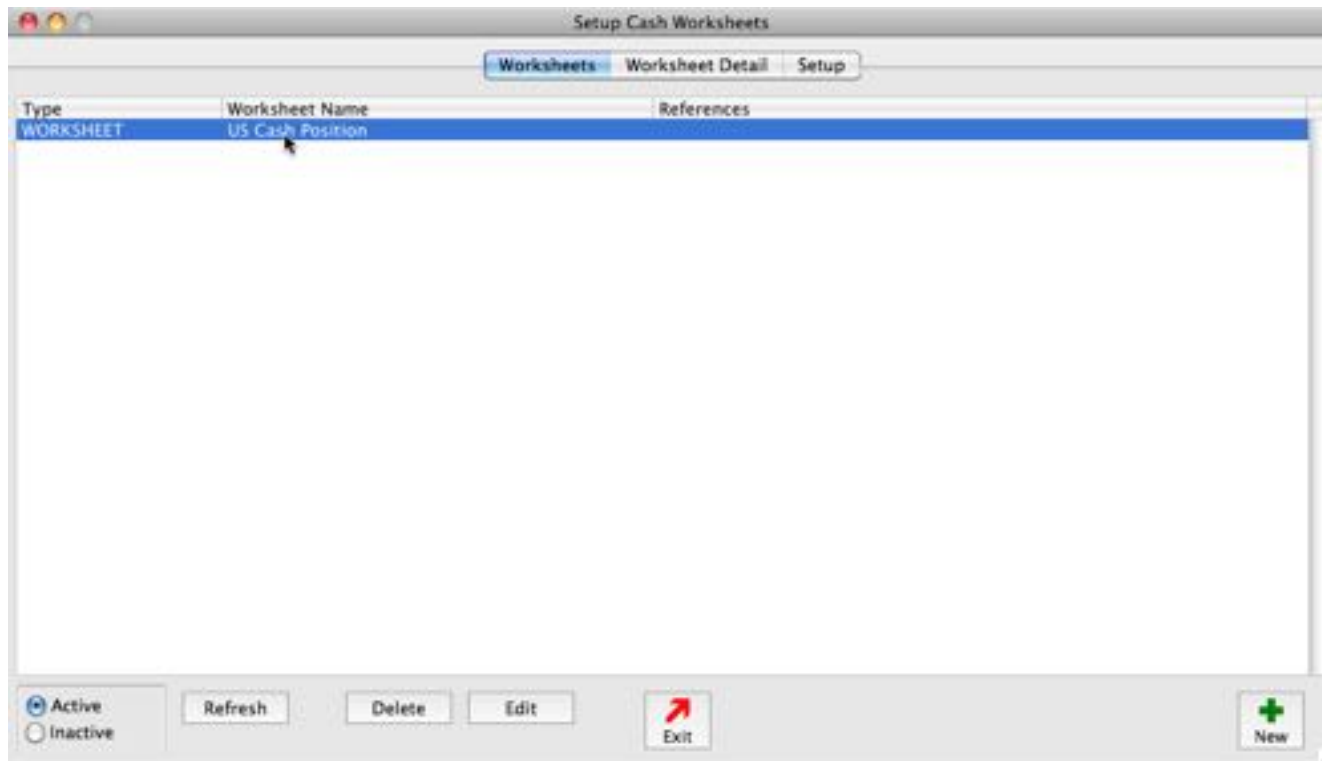
- There is not a lot to see on the worksheet. The beginning balance is the “opening available” balance pulled from the bank reported balance of the day previous to 9/24
- The rest of the values appearing for 9/24 are the Cash Ledger values we saw earlier in the presentation when we visited “Cash Reconciliation” for the 9/24 and 9/25
- The cells painted in yellow indicate forecast values we have typed into the worksheet. These values only exist on the worksheet, they are not Cash Ledger values

Cash Position Worksheets



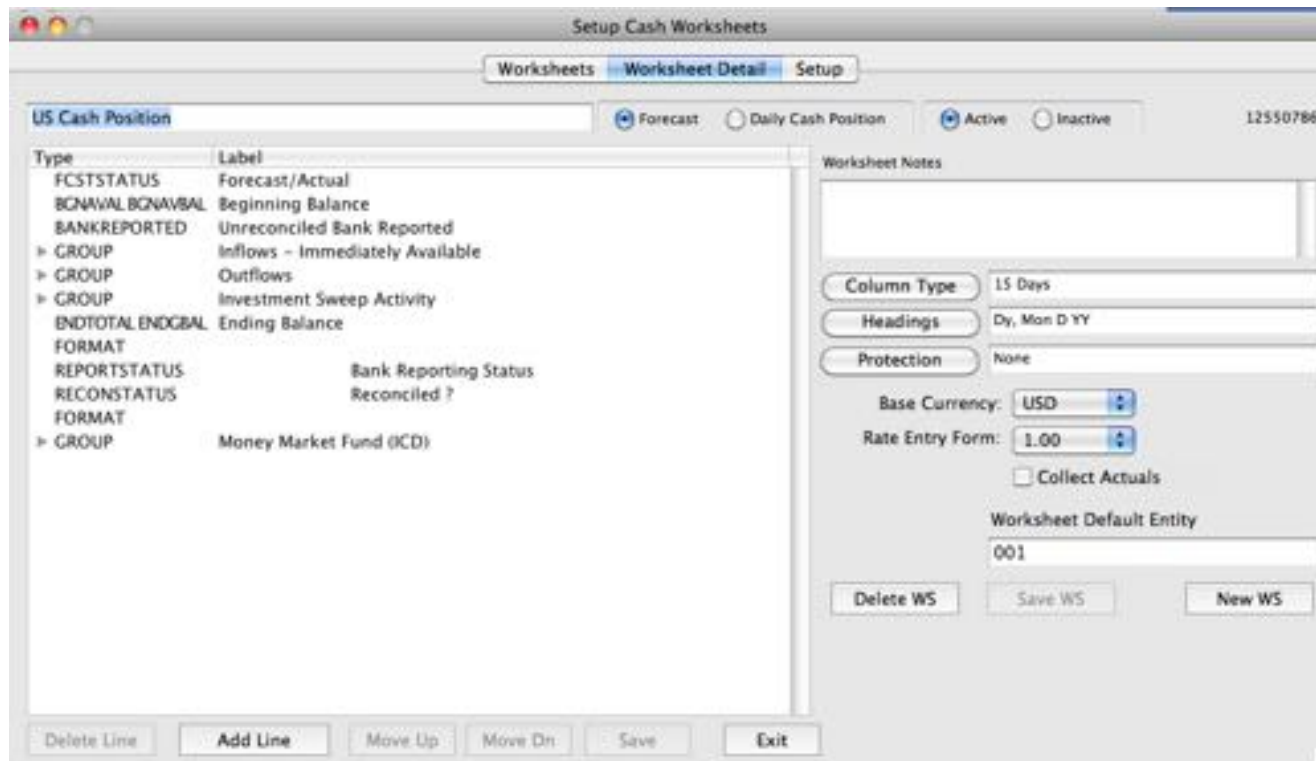
- When you start business in the morning, you would probably go directly to "Cash Reconciliation", but we are going to get there in a round-about way
- Click on the "Worksheets" button to go to the Cash Position worksheets we have configured

Cash Position Worksheets



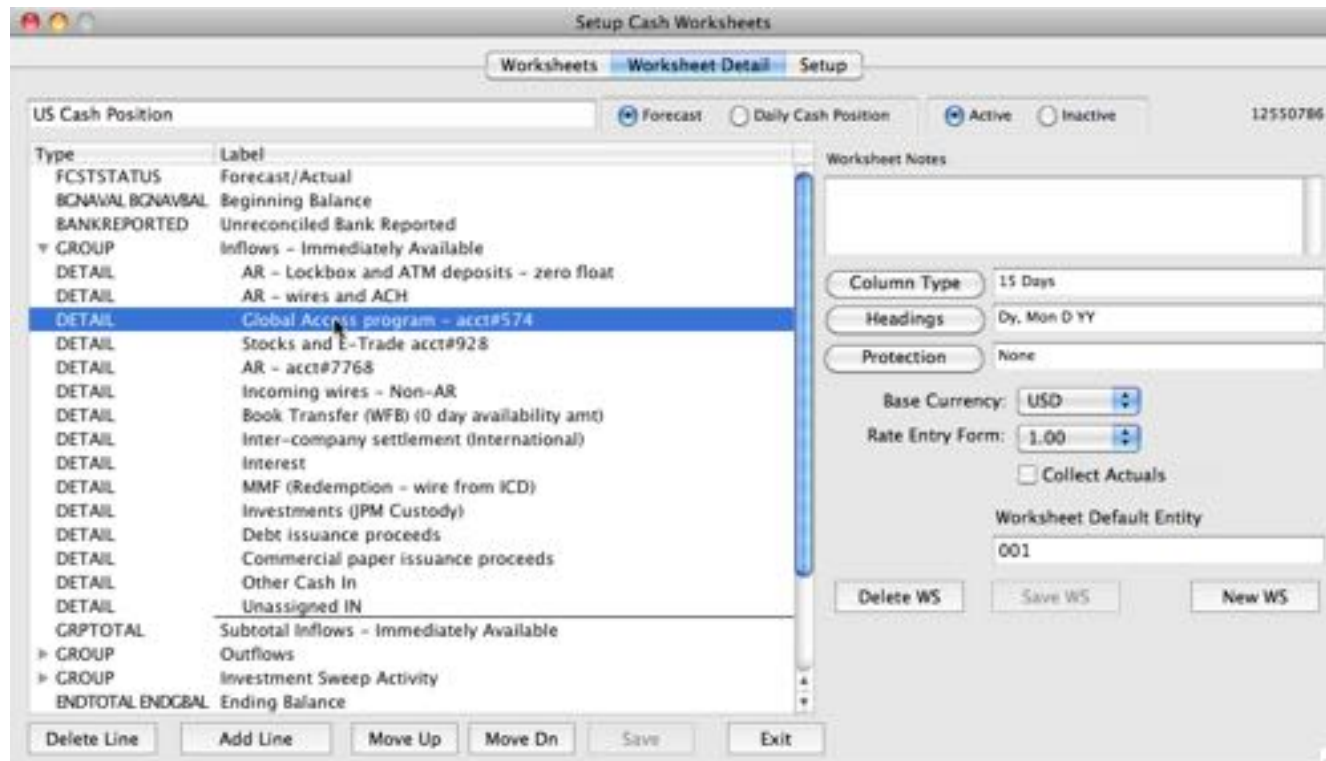
- The “Worksheets” tab lists the worksheets that have been setup in Orbit
- Worksheets are spreadsheet like, but they are not spreadsheets
- They can be setup without any programming, but the process is a bit obscure. We will look at the basics just to give you a flavor of how it works
- Select the “US Cash Position” worksheet line and press the “Edit” button

Cash Position Worksheets



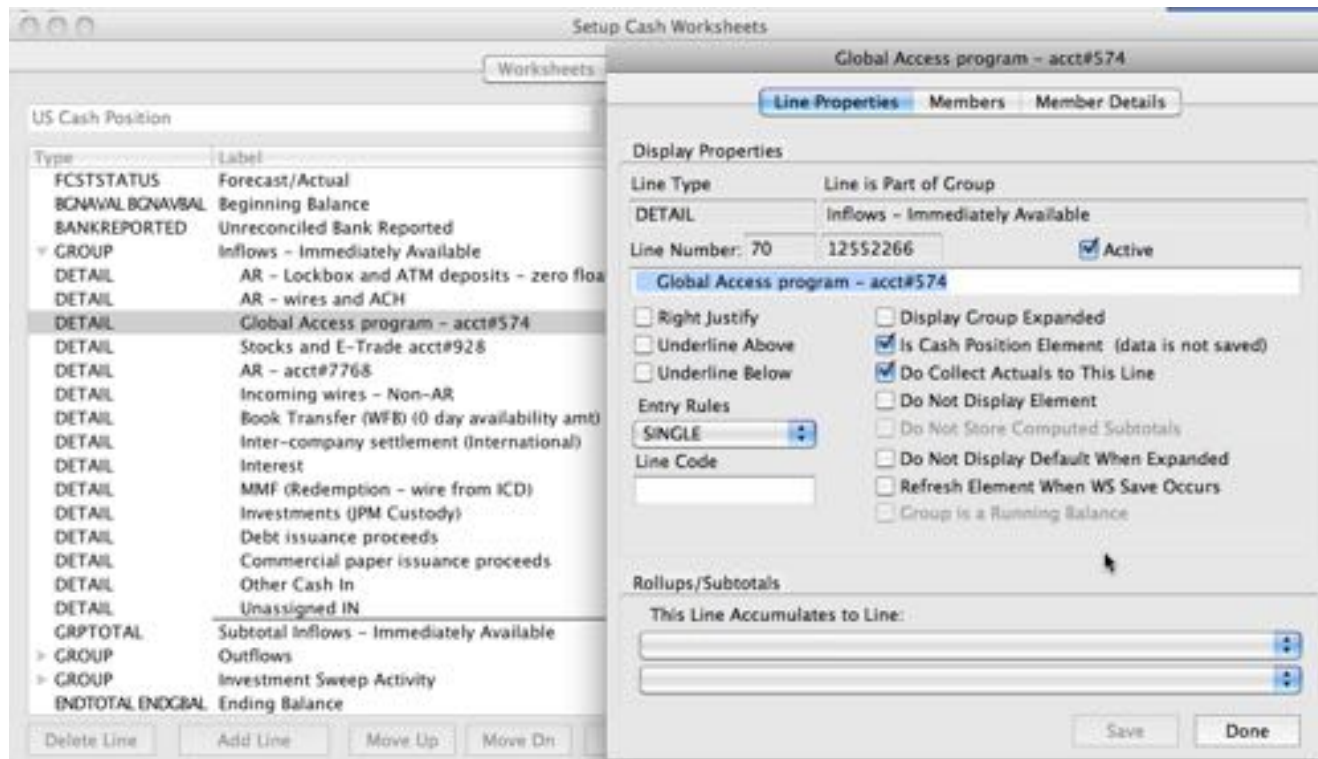
- A worksheet is composed of lines. Orbit calls these “elements”
- The editor window above shows the “elements” that make up the worksheet definition (left side of display)
- You have a good bit of control over the rows in your worksheet, but not so much over the columns. In this worksheet we have told Orbit that we want the columns to represent days – and that is about the extent of our control
- Each element (worksheet line) is of a particular type. The types shown include “FCSTSTATUS”, “GROUP” and “ENDTOTAL”. Each of these types have special meaning to Orbit and imply particular behavior in the worksheet
- GROUP elements represent sub-total sections on the worksheet. GROUPS contain other elements. Click on the expansion control to “expand” the GROUP

Cash Position Worksheets



- When you expand a GROUP, you can see that it contains additional elements (lines)
- DETAIL element types represent the main place where data from the rest of flows onto the worksheet
- You can edit elements by double-clicking
- Double-click on the DETAIL element labeled “Global Access program...”

Cash Position Worksheets



- Double-clicking on an element, brings up the editor for that element. Here is where you can set the label and other attributes for the worksheet line (element)
- An element is composed of one or more “Members”. Members are the objects we use to convey information to the element about what we want this line on the worksheet to do
- To look at the element members, click on the “Members” tab

Cash Position Worksheets

Global Access program - acct#574

Line Properties Members Member Details

ELEMENT TYPE: DETAIL - Detail worksheet element

Members may include Txn Codes for selected accounts, Formulas used to compute the value of the line or UNASSIGNED IN/OUT Cash Ledger items (for posting actuals)

Members

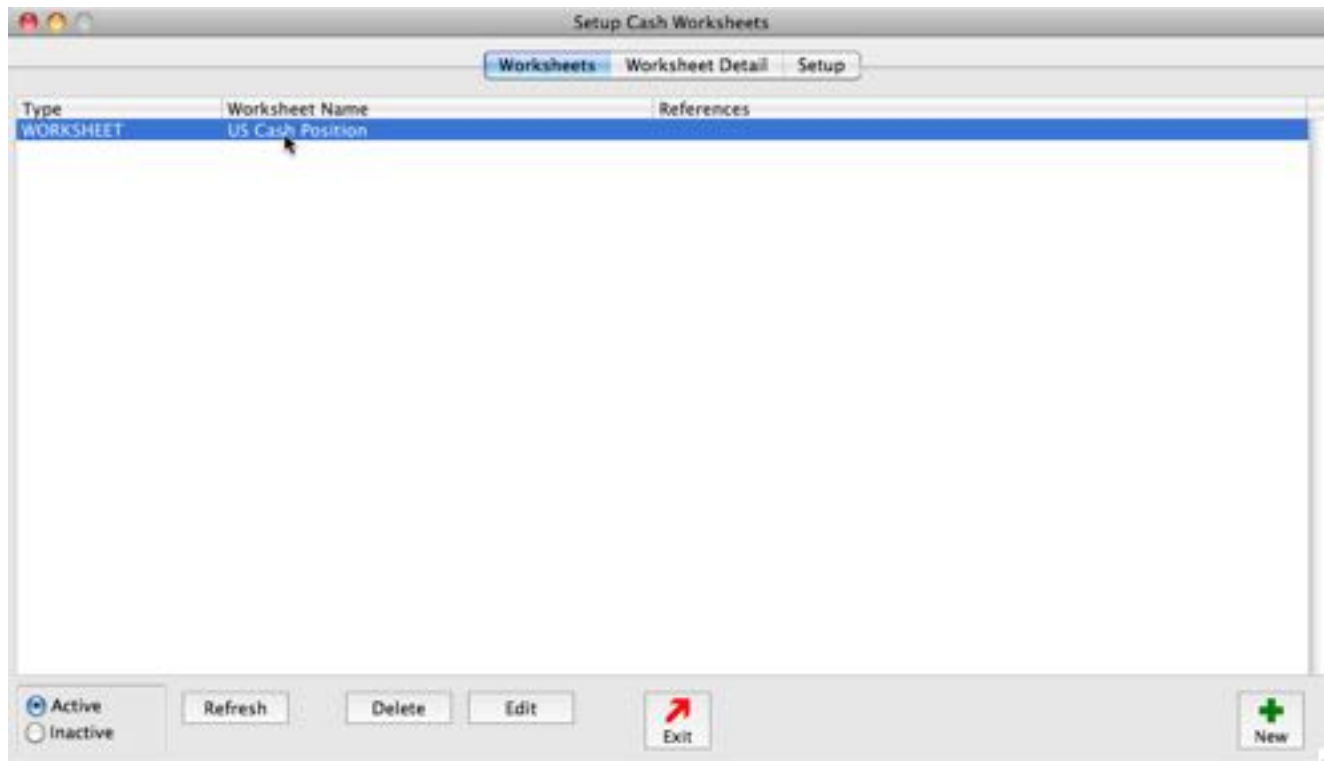
DEFAULT
TXNCODE - GLOBAL_ACCESS

+ - [dropdown] Add Member(s) Edit Member

Delete Member Save Done

- Each Element type may include one or more Members
- Members come in different types. Different Element types may contain different Member types
- The complex part of worksheets is understanding the roles of different Element types and Member types
- In this case the DETAIL Element represents a line on the Worksheet. The Element includes 2 Members
- The DEFAULT member holds the data that gets displayed on the worksheet
- The TXNCODE member references a single Transaction Code that we want to include on the line
- The DETAIL Element could include multiple Transaction Codes. If that were the case we would see multiple TXNCODE members. The values from all of the TXNCODE members would roll up into the DEFAULT member

Cash Position Worksheets



- That is far as we are going to go describing how worksheets are setup
- Return to the "Worksheets" tab and double-click on the "US Cash Position" worksheet line

Cash Position Worksheets

Categories	Mon, Sep 24 12	Tue, Sep 25 12	Wed, Sep 26 12	Thu, Sep 27 12	Fri, Sep 28 12	Mon, Oct 1 12	Tue, Oct 2 12	Wed, Oct 3 12
Forecast/Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Beginning Balance	480,101,155	281,724,342	281,704,342	261,704,342	261,704,342	261,704,342	261,704,342	261,704,342
Unreconciled Bank Reported	-6,440,650	0	0	0	0	0	0	0
Inflows - Immediately Available								
AR - Lockbox and ATM deposits - zero float	0	0	0	0	0	0	0	0
AR - wires and ACH	0	0	0	0	0	0	0	0
Global Access program - acct#574	126	0	0	0	0	0	0	0
Stocks and E-Trade acct#928	247,305	0	0	0	0	0	0	0
AR - acct#7768	62,467,043	0	0	0	0	0	0	0
Incoming wires - Non-AR	0	0	0	0	0	0	0	0
Book Transfer (NTE) (0 day availability amt)	0	0	0	0	0	0	0	0
Inter-company settlement (International)	181,959	0	0	0	0	0	0	0
Interest	0	0	0	0	0	0	0	0
MMF (Redemption - wire from ICD)	100,000,000	0	0	0	0	0	0	0
Investments (JPM Custody)	0	0	0	0	0	0	0	0
Debt issuance proceeds	0	0	0	0	0	0	0	0
Commercial paper issuance proceeds	0	0	0	0	0	0	0	0
Other Cash In	0	0	0	0	0	0	0	0
Unassigned IN	0	0	0	0	0	0	0	0
Subtotal Inflows - Immediately Available	162,896,433	0	0	0	0	0	0	0
Outflows								
New Controlled Disbursement - #808 (zba)	-3,988,754	0	0	0	0	0	0	0
AP wires/ACH (Ruesch debits) #632 (zba)	-62,656	0	0	0	0	0	0	0
BlueCross #392 (zba)	-239,562	0	0	0	0	0	0	0

- The worksheet is displayed. We type “9/24/2012” (note this is the “previous” day) in the “As of Date” field and press enter
- In a few seconds, Orbit reads in data as directed by the information set in the worksheet’s Element Members
- The worksheet should look familiar as it closely follows Gilead’s cash position spreadsheet
- The “Beginning” balance is the “Opening Available Balance” pulled from the Bank Reported Balance for 9/24. Orbit got this information from the PDR BAI report imported from Wells Fargo bank
- The “Un-reconciled Bank Reported” line includes PDR/CDR data that has not yet been reconciled. Once PDR/CDR items have been reconciled, they disappear from this line and appear on the appropriate DETAIL line below

Cash Position Worksheets

US Cash Position

As of Date: 09/24/2012 ☐ Writable

Categories	Mon, Sep 24 12	Tue, Sep 25 12	Wed, Sep 26 12	Thu, Sep 27 12	Fri, Sep 28 12	Mon, Oct 1 12	Tue, Oct 2 12	Wed, Oct 3 12
Forecast/Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Beginning Balance	480,101,155	281,724,342	281,704,342	261,704,342	261,704,342	261,704,342	261,704,342	261,704,342
Unreconciled Bank Reported	-6,440,650	0	0	0	0	0	0	0
Inflows - Immediately Available								
AR - Lockbox and ATM deposits - zero float	0	0	0	0	0	0	0	0
AR - wires and ACH	0	0	0	0	0	0	0	0
Global Access program - acct#574	126	0	0	0	0	0	0	0
Stocks and E-Trade acct#928	247,305	0	0	0	0	0	0	0
AR - acct#7768	62,467,043	0	0	0	0	0	0	0
Incoming wires - Non-AR	0	0	0	0	0	0	0	0
Book Transfer (NTE) (0 day availability amt)	0	0	0	0	0	0	0	0
Inter-company settlement (International)	181,959	0	0	0	0	0	0	0
Interest	0	0	0	0	0	0	0	0
MMF (Redemption - wire from ICD)	100,000,000	0	0	0	0	0	0	0
Investments (JPM Custody)	0	0	0	0	0	0	0	0
Debt issuance proceeds	0	0	0	0	0	0	0	0
Commercial paper issuance proceeds	0	0	0	0	0	0	0	0
Other Cash In	0	0	0	0	0	0	0	0
Unassigned IN	0	0	0	0	0	0	0	0
Subtotal Inflows - Immediately Available	162,896,433	0	0	0	0	0	0	0
Outflows								
New Controlled Disbursement - #808 (zba)	-3,988,754	0	0	0	0	0	0	0
AP wires/ACH (Ruesch debits) #632 (zba)	-62,656	0	0	0	0	0	0	0
BlueCross #392 (zba)	-239,562	0	0	0	0	0	0	0

Done

Refresh

Forecast Fill > Clear Post Forecast to CL Set Actuals Save Import Export View

Inspect

- Look at the “Global access program” line for 9/24. The \$126 value comes from a Cash Ledger item that Orbit created when it performed Smart Code processing on PDR Bank Reported Data
- Each detail line on the worksheet is set up with TXNCODE Element Members which tell Orbit to read in Cash Ledger items that have been coded to those Transaction Codes
- The Cash Ledger values that appear in worksheet cells are created as part of the BAI data import and the Orbit “reconciliation” process
- Double-clicking the “126” value in the worksheet will cause Orbit to lookup and display the underlying Cash Ledger item

Cash Position Worksheets

Cash Transaction Entry

Buttons: List | **Cash Entry** | Cash Transfers | Entry From Bank CDR Data | Import

Entity	Bank Accounts	Txn Code	Description	Txn Type
001	24472	AP_WIRES_ACH	AP Wires/ACH	Cash Outflows - Treasury Wires (out)
	MMF_ICD_GSI	AR	Accounts Receivable	Cash Inflows - Accounts Receivable
		AR_LBX_ATM	Accounts Receivable - Lockbox and ATM D.	Cash Inflows - Accounts Receivable
		AR_WIRES_ACH	Accounts Receivable - Wires and ACH	Cash Inflows - Accounts Receivable
		BANK_ANALYS_FEES	Bank Client Analysis Service Charge	Cash Outflows - Other Cash Out
		BLUECROSS	Blue Cross	Cash Outflows - Employee Benefits
		CL_REPAY	Repayment of Credit Line draw	Cash Outflows - Credit Line Repayment
		ETRADE	Proceeds from stock option exercise	Cash Inflows - Other Cash In
		FLEX_SPEND_ADP	Flex Spending ADP	Cash Outflows - Payroll
		GLOBAL_ACCESS	Global Access program receipts	Cash Inflows - Accounts Receivable

☐ Include Inactive Accts ☐ Include "Hidden" transaction codes

Entity	Bank Account	Txn Code	Date	Amount	Comments
001	24472	GLOBAL_ACCESS	09/24/2012	126.17 USD	0000000000 / OTHER REFERENCE 1A092400000024/ZBA FUNDING ACCOUNT TRANSFER FROM 4121302574

Txn ID: 12560763
 Transfer ID: 12560763
 Recon Status: AUTO
 Recon Date: 10/21/2012
 Recon User: ASP Administrator
 Pymt Status: NA
 Pymt Method: EXTERNAL
☐ Process as EFT

Debit: 001.0000.11240.0000.0000.000.000000.000000
 Credit: 001.0000.XXXXX.0000.0000.000.000000.000000
 Source: **Smart Codes (source ID: 12542441)**
 TradeID:

Changes are not permitted - Transaction has been reconciled.

Buttons: Delete | Previous | Next | Save | Dupl | New | Exit

Entry: 2012-10-21 14:54:04.799
Orbit
Edit: 2012-10-21 14:54:04.799
Orbit
Acctg: OPEN
0

- The Cash Ledger item was created by Smart Code processing
- You can click the [Change are not permitted – Transaction has been reconciled](#) link to drill down to the reconciliation screen to examine to underlying bank reported item

Cash Position Worksheets

Cash Reconciliation

Summary **Reconcile** Adjust Bank Reported Balance Proof of Cash Scan Recon Status

Sep 24, 2012 Account: 24472 USD (4122124472) Concentration Account - Gilead Sciences, Inc. - Main Account

Cash Ledger Data Shown is RECONCILED < Prev Day Next Day > Bank Reported Data Shown is RECONCILED

Cash Ledger

As of Date	Value Date	Code	Amount
09/24/2012	09/24/2012	CL_REPAY	-300,000,000.00
09/24/2012	09/24/2012	INV_SWEEP_OUT	-228,724,342.37
09/24/2012	09/24/2012	CL_REPAY	-50,000,000.00
09/24/2012	09/24/2012	AP_CNTRLD_DSBR	-3,988,753.82
09/24/2012	09/24/2012	PAYROLL	-534,745.62
09/24/2012	09/24/2012	BLUECROSS	-239,562.22
09/24/2012	09/24/2012	AP_WIRES_ACH	-62,656.17
09/24/2012	09/24/2012	FLEX_SPEND_ADP	-6,877.92
09/24/2012	09/24/2012	GLOBAL_ACCESS	126.17
09/24/2012	09/24/2012	IC_SETTLE_SWITZER...	181,958.77
09/24/2012	09/24/2012	ETRADE	247,304.89
09/24/2012	09/24/2012	MMF_ICD_GSL_REDEM	50,000,000.00
09/24/2012	09/24/2012	MMF_ICD_GSL_REDEM	50,000,000.00
09/24/2012	09/24/2012	AR	63,946,644.18
09/24/2012	09/24/2012	INV_SWEEP_IN	425,827,980.08

Refresh

Unreconciled

Transaction Codes Smart Codes

Bank Reported Data

Ldr Date	Value Date	Amount	Description
09/24/2012	09/24/2012	-300,000,000.00	Outgoing Money Transfer
09/24/2012	09/24/2012	-228,724,342.37	Commercial Paper
09/24/2012	09/24/2012	-50,000,000.00	Outgoing Money Transfer
09/24/2012	09/24/2012	-3,988,753.82	Individual Controlled Disbursing Debit
09/24/2012	09/24/2012	-534,745.62	ZBA Debit Transfer
09/24/2012	09/24/2012	-239,562.22	ZBA Debit Transfer
09/24/2012	09/24/2012	-62,656.17	ZBA Debit Transfer
09/24/2012	09/24/2012	-6,877.92	ZBA Debit Transfer
09/24/2012	09/24/2012	126.17	CMA Credit Transfer

Bank Detail

Transaction Detail

DBID	Source	Duplicate Stamp
12560438	PDR	

Ledger Date	Value Date	Posted ?	Recon Status
09/24/2012	09/24/2012	N Y	AUTO 10/21/2012

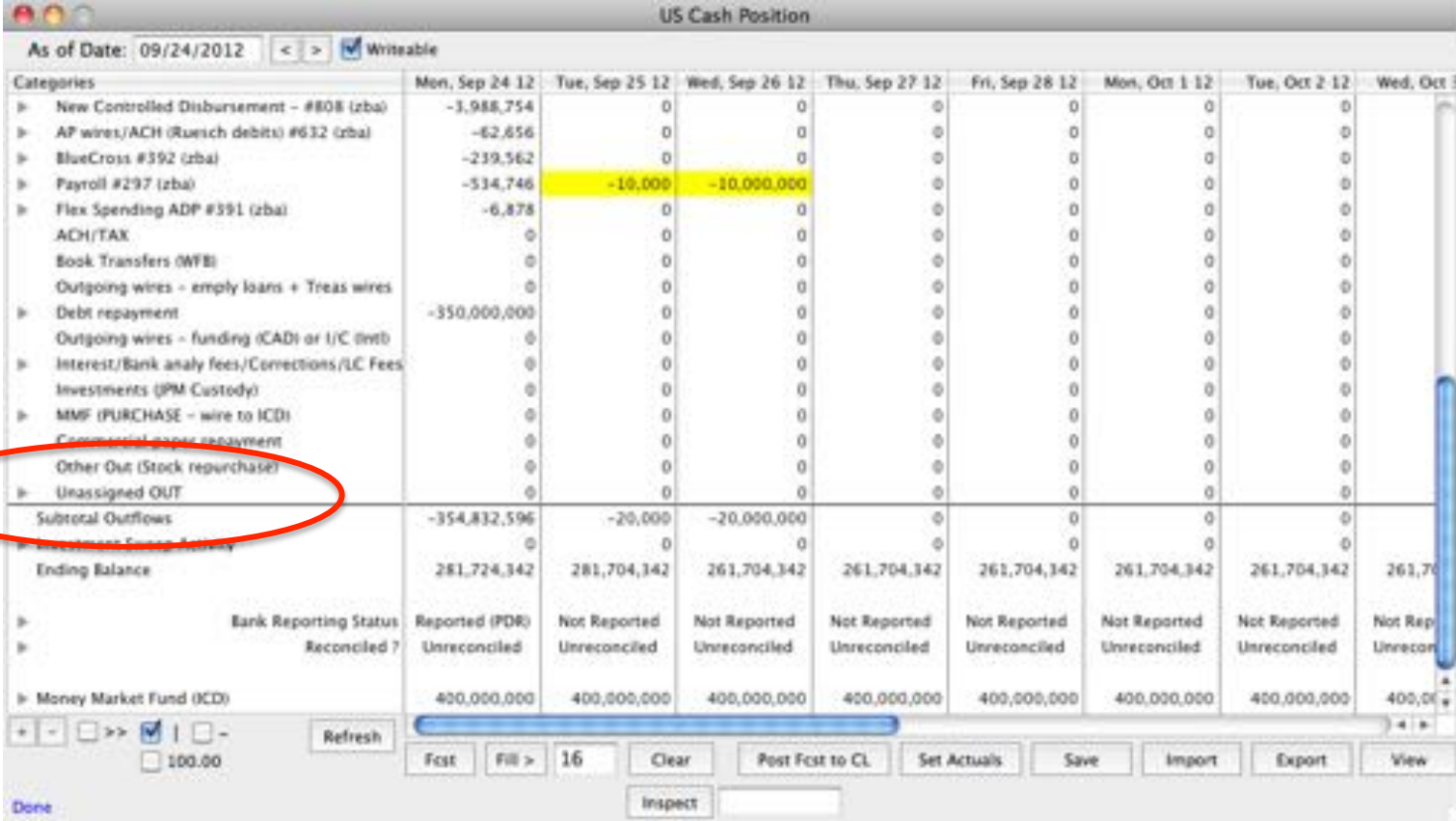
Type Code	Description
277	CMA Credit Transfer

Amount	Ref 1	Availability
126.17		0 126.17
		1 0.00
		2+ 0.00
		3+ 0.00
		4+ 0.00

Ref2 / Description
0000000000 / OTHER
REFERENCE IA092400000024/ZBA FUNDING
ACCOUNT TRANSFER FROM 4121302574

- The Cash Ledger item appears on the left. If you select the item on the Cash Ledger side, Orbit will select the corresponding Bank Reported item
- If you double-click the bank item, Orbit will pop up a data box showing the details of the bank reported item

Cash Position Worksheets



Categories	Mon, Sep 24 12	Tue, Sep 25 12	Wed, Sep 26 12	Thu, Sep 27 12	Fri, Sep 28 12	Mon, Oct 1 12	Tue, Oct 2 12	Wed, Oct 3 12
New Controlled Disbursement - #808 (zba)	-3,988,754	0	0	0	0	0	0	0
AP wires/ACH (Rursch debits) #632 (zba)	-62,656	0	0	0	0	0	0	0
BlueCross #392 (zba)	-239,562	0	0	0	0	0	0	0
Payroll #297 (zba)	-534,746	-10,000	-10,000,000	0	0	0	0	0
Flex Spending ADP #391 (zba)	-6,878	0	0	0	0	0	0	0
ACH/TAX	0	0	0	0	0	0	0	0
Book Transfers (WFB)	0	0	0	0	0	0	0	0
Outgoing wires - empty loans + Treas wires	0	0	0	0	0	0	0	0
Debt repayment	-350,000,000	0	0	0	0	0	0	0
Outgoing wires - funding (CAD) or I/C (Intb)	0	0	0	0	0	0	0	0
Interest/Bank analy fees/Corrections/LC Fees	0	0	0	0	0	0	0	0
Investments (JPM Custody)	0	0	0	0	0	0	0	0
MMF (PURCHASE - wire to ICD)	0	0	0	0	0	0	0	0
Commercial paper repayment	0	0	0	0	0	0	0	0
Other Out (Stock repurchase)	0	0	0	0	0	0	0	0
Unassigned OUT	0	0	0	0	0	0	0	0
Subtotal Outflows	-354,832,596	-20,000	-20,000,000	0	0	0	0	0
Ending Balance	281,724,342	281,704,342	261,704,342	261,704,342	261,704,342	261,704,342	261,704,342	261,704,342
Bank Reporting Status	Reported (PDR)	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported
Reconciled?	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled
Money Market Fund (ICD)	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000

- Returning to the Cash Position Worksheet
- Each DETAIL line should be assigned one or more TXNCODE Members
- We have 2 special lines in the worksheet, "Unassigned IN" and "Unassigned OUT". These lines are setup to bucket any Cash Ledger items that are not already included on one of the TXNCODE detail lines. Between the "Unreconciled Bank Reported" and "Unassigned" lines, you can always be sure that your worksheet includes all of the relevant amounts

Cash Position Worksheets

US Cash Position

As of Date: 09/24/2012 < > Writeable

Categories	Mon, Sep 24 12	Tue, Sep 25 12	Wed, Sep 26 12	Thu, Sep 27 12	Fri, Sep 28 12	Mon, Oct 1 12	Tue, Oct 2 12	Wed, Oct 3 12
▶ New Controlled Disbursement - #808 (zba)	-3,988,754	0	0	0	0	0	0	0
▶ AP wires/ACH (Rursch debits) #632 (zba)	-62,656	0	0	0	0	0	0	0
▶ BlueCross #392 (zba)	-239,562	0	0	0	0	0	0	0
▶ Payroll #297 (zba)	-534,746	-10,000	-10,000,000	0	0	0	0	0
▶ Flex Spending ADP #391 (zba)	-6,878	0	0	0	0	0	0	0
ACH/TAX	0	0	0	0	0	0	0	0
Book Transfers (WFB)	0	0	0	0	0	0	0	0
Outgoing wires - empty loans + Treas wires	0	0	0	0	0	0	0	0
▶ Debt repayment	-350,000,000	0	0	0	0	0	0	0
Outgoing wires - funding (CAD) or I/C (Int)	0	0	0	0	0	0	0	0
▶ Interest/Bank analy fees/Corrections/LC Fees	0	0	0	0	0	0	0	0
Investments (JPM Custody)	0	0	0	0	0	0	0	0
▶ MMF (PURCHASE - wire to ICD)	0	0	0	0	0	0	0	0
Commercial paper repayment	0	0	0	0	0	0	0	0
Other Out (Stock repurchase)	0	0	0	0	0	0	0	0
▶ Unassigned OUT	0	0	0	0	0	0	0	0
Subtotal Outflows	-354,832,596	-10,000	-10,000,000	0	0	0	0	0
▶ Investment Sweep Activity	0	0	0	0	0	0	0	0
Ending Balance	281,724,342	281,704,342	281,704,342	281,704,342	281,704,342	281,704,342	281,704,342	281,704,342
▶ Bank Reporting Status	Reported (PDR)	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported
Reconciled?	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled
▶ Money Market Fund (ICD)	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000

Investment Sweep Activity			
▶ Investment SWEEP IN	425,827,980	0	
▶ Investment SWEEP OUT	-228,724,342	0	
Subtotal Investment Sweep Activity	0	0	
Ending Balance	281,724,342	281,704,342	2

Done

Refresh

FCst Fill > 16 Clear Post FCst to CL Set Actuals Save Import Export View

Inspect

- The worksheet beginning balance already includes the investment sweep balance
- The ending balance on your cash position worksheet sample did not reflect the overnight sweep out
- We added the "Investment Sweep Activity" GROUP line to the worksheet to capture the sweep in/out, but we configured the GROUP so that the DETAIL members do not rollup to the subtotal and thus will not be included in the worksheet ending balance. This way we have visibility to the transaction, but it does not upset the rest of the worksheet
- If you expand the "Investment Sweep Activity" group you can see the in/out activity

Cash Position Worksheets

US Cash Position

As of Date: 09/24/2012 Writeable

Categories	Mon, Sep 24 12	Tue, Sep 25 12	Wed, Sep 26 12	Thu, Sep 27 12	Fri, Sep 28 12	Mon, Oct 1 12	Tue, Oct 2 12	Wed, Oct 3 12
▶ New Controlled Disbursement - #808 (zba)	-3,988,754	0	0	0	0	0	0	0
▶ AP wires/ACH (Ruesch debits) #632 (zba)	-62,656	0	0	0	0	0	0	0
▶ BlueCross #392 (zba)	-239,562	0	0	0	0	0	0	0
▶ Payroll #297 (zba)	-534,746	-10,000	-10,000,000	0	0	0	0	0
▶ Flex Spending ADP #391 (zba)	-6,878	0	0	0	0	0	0	0
ACH/TAX	0	0	0	0	0	0	0	0
Book Transfers (WFE)	0	0	0	0	0	0	0	0
Outgoing wires - empty loans + Treas wires	0	0	0	0	0	0	0	0
▶ Debt repayment	-350,000,000	0	0	0	0	0	0	0
Outgoing wires - funding (CAD) or I/C (intl)	0	0	0	0	0	0	0	0
▶ Interest/Bank analy fees/Corrections/LC Fees	0	0	0	0	0	0	0	0
Investments (JPM Custody)	0	0	0	0	0	0	0	0
▶ MMF (PURCHASE - wire to ICD)	0	0	0	0	0	0	0	0
Commercial paper repayment	0	0	0	0	0	0	0	0
Other Out (Stock repurchase)	0	0	0	0	0	0	0	0
▶ Unassigned OUT	0	0	0	0	0	0	0	0
Subtotal Outflows	-354,832,596	-20,000	-20,000,000	0	0	0	0	0
▶ Investment Sweep Activity	0	0	0	0	0	0	0	0
Ending Balance	281,724,342	281,704,342	261,704,342	261,704,342	261,704,342	261,704,342	261,704,342	261,704,342
▶ Bank Reporting Status	Reported (PDR)	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported
▶ Reconciled ?	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled
▶ Money Market Fund (ICD)	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000

Done

Refresh

100.00

Forecast

Fill > 16

Clear

Post Fcst to CL

Set Actuals

Save

Import

Export

View

Inspect

- Cells that do not have Cash Ledger items to report are available for entry of forecast values
- The \$10k and \$10m values shown on the payroll line for 9/25 and 9/26 are forecast values that were entered directly into the worksheet
- When forecast values are entered, Orbit marks the cells in yellow
- Values may appear in the Cash Ledger for those dates (either from PDR/CDR "reconciliation" or from Treasury entering a Cash Ledger transaction with the PAYROLL transaction code). When that happens, those values will appear in the worksheet cells, replacing the forecast values. Forecast values are retained in the database to allow for variance reporting

Cash Position Worksheets

US Cash Position

As of Date: 09/24/2012 Writeable

Categories	Mon, Sep 24 12	Tue, Sep 25 12	Wed, Sep 26 12	Thu, Sep 27 12	Fri, Sep 28 12	Mon, Oct 1 12	Tue, Oct 2 12	Wed, Oct 3 12
▶ New Controlled Disbursement - #808 (zba)	-3,988,754	0	0	0	0	0	0	0
▶ AP wires/ACH (Ruesch debits) #632 (zba)	-62,656	0	0	0	0	0	0	0
▶ BlueCross #392 (zba)	-239,562	0	0	0	0	0	0	0
▶ Payroll #297 (zba)	-534,746	-10,000	-10,000,000	0	0	0	0	0
▶ Flex Spending ADP #391 (zba)	-6,878	0	0	0	0	0	0	0
ACH/TAX	0	0	0	0	0	0	0	0
Book Transfers (WFE)	0	0	0	0	0	0	0	0
Outgoing wires - empty loans + Treas wires	0	0	0	0	0	0	0	0
▶ Debt repayment	-350,000,000	0	0	0	0	0	0	0
Outgoing wires - funding (CAD) or I/C (intl)	0	0	0	0	0	0	0	0
▶ Interest/Bank analy fees/Corrections/LC Fees	0	0	0	0	0	0	0	0
Investments (JPM Custody)	0	0	0	0	0	0	0	0
▶ MMF (PURCHASE - wire to ICD)	0	0	0	0	0	0	0	0
Commercial paper repayment	0	0	0	0	0	0	0	0
Other Out (Stock repurchase)	0	0	0	0	0	0	0	0
▶ Unassigned OUT	0	0	0	0	0	0	0	0
Subtotal Outflows	-354,832,596	-20,000	-20,000,000	0	0	0	0	0
▶ Investment Sweep Activity	0	0	0	0	0	0	0	0
Ending Balance	261,724,342	261,704,342	261,704,342	261,704,342	261,704,342	261,704,342	261,704,342	261,704,342
▶ Bank Reporting Status	Reported (PDR)	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported
▶ Reconciled ?	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled
▶ Money Market Fund (ICD)	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000

Done

Refresh

100.00

16

Clear

Post Fcst to CL

Set Actuals

Save

Import

Export

View

Inspect

- The “Bank Reporting Status” and “Reconciled ?” lines inform you of the reporting and reconciliation status for each day that appears on the worksheet
- Status is updated each time you press the “Refresh” button

Cash Position Worksheets

US Cash Position								
As of Date: 09/24/2012		<	>	Writeable				
Categories	Mon, Sep 24 12	Tue, Sep 25 12	Wed, Sep 26 12	Thu, Sep 27 12	Fri, Sep 28 12	Mon, Oct 1 12	Tue, Oct 2 12	Wed, Oct 3 12
> Flex Spending ADP #391 (zba)	-6,878	0	0	0	0	0	0	0
ACH/TAX	0	0	0	0	0	0	0	0
Book Transfers (WFB)	0	0	0	0	0	0	0	0
Outgoing wires - empty loans + Treas wires	0	0	0	0	0	0	0	0
> Debt repayment	-350,000,000	0	0	0	0	0	0	0
Outgoing wires - funding (ICAD) or I/C (Int)	0	0	0	0	0	0	0	0
> Interest/Bank analy fees/Corrections/LC Fees	0	0	0	0	0	0	0	0
Investments (JPM Custody)	0	0	0	0	0	0	0	0
> MMF (PURCHASE - wire to ICD)	0	0	0	0	0	0	0	0
Commercial paper repayment	0	0	0	0	0	0	0	0
Other Out (Stock repurchase)	0	0	0	0	0	0	0	0
> Unassigned OUT	0	0	0	0	0	0	0	0
Subtotal Outflows	-354,832,596	-20,000	-20,000,000	0	0	0	0	0
> Investment Sweep Activity	0	0	0	0	0	0	0	0
Ending Balance	281,724,342	281,704,342	261,704,342	261,704,342	261,704,342	261,704,342	261,704,342	261,704,342
> Bank Reporting Status	Reported (PDR)	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported
> Reconciled?	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled	Unreconciled
> Money Market Fund (ICD)								
> GSI ICD Opening Balance	500,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000
> - Investments	0	0	0	0	0	0	0	0
> - Redemptions	-100,000,000	0	0	0	0	0	0	0
Subtotal Money Market Fund (ICD)	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000	400,000,000

- At the bottom of the worksheet we have added a GROUP for the Money Market Funds
- The “GSI ICD Opening Balance” value for 9/24 is the opening balance picked up from the Obit database
- The “Investments” and “Redemptions” lines are FORMULA lines that pull down the purchase and redemption values entered in the top portion of the worksheet (multiplied by -1.00 to reflect the impact on the MMF)
- The balance forward after 9/24 is a computed or forecast balance

Cash Position Worksheets – Finishing Steps

The screenshot shows two windows from a financial software application. The left window is the 'Cash Position Worksheet' for the date 09/24/2012. It displays a table with columns for 'Forecast' and 'Actual'. The 'PDR DEBITS 24472 (USD)' line is highlighted in blue, with a value of -6,442,340. A blue arrow points from this value to the 'Cash Reconciliation' window on the right. The 'Cash Reconciliation' window shows a 'Cash Ledger' table with columns for 'As of Date', 'Value Date', 'Code', and 'Amount'. It also displays a 'Bank Reported Data' table with columns for 'Ldr Date', 'Value Date', 'Amount', and 'Description'. The 'Recon Balance' is shown as 0.00.

Categories	Mon, Sep 24 12	Tue, Sep 25 12
Forecast/Actual	Forecast	Forecast
Beginning Balance	480,103,155	281,724
Unreconciled Bank Reported		
CDR CREDITS 24472 (USD)	0	
CDR DEBITS 24472 (USD)	0	
PDR CREDITS 24472 (USD)	3,490	
PDR DEBITS 24472 (USD)	-6,442,340	
* Unreconciled Bank Reported	-6,440,850	
Inflows - Immediately Available		
AR - Lockbox and ATM deposits - zero float	0	

Ldr Date	Value Date	Amount	Description
09/24/2012	09/24/2012	-4,783,692.90	Book Transfer Debit
09/24/2012	09/24/2012	-1,595,000.00	Outgoing Money Transfer
09/24/2012	09/24/2012	-57,478.04	ZBA Debit Transfer
09/24/2012	09/24/2012	-7,580.45	ZBA Debit Transfer
09/24/2012	09/24/2012	-388.97	Outgoing Money Transfer
09/24/2012	09/24/2012	3,490.39	Interest Payment Credit

- The Cash Position Worksheet provides a stepping off point to complete the process of setting up Transaction codes and worksheet mappings
- Go back to the top of the worksheet and expand the “Unreconciled Bank Reported” line
- Our goal now is to reconcile all of the items from these lines so that they flow into the desired worksheet lines
- Double-click on the PDR credit or debit value
- Orbit takes you to the Cash Reconciliation screen for that date and shows you the un-reconciled items
- The next step is to examine each item and create a Transaction Code for that item and if possible create a Smart Code to automatically handle the item when it is reported by the Bank