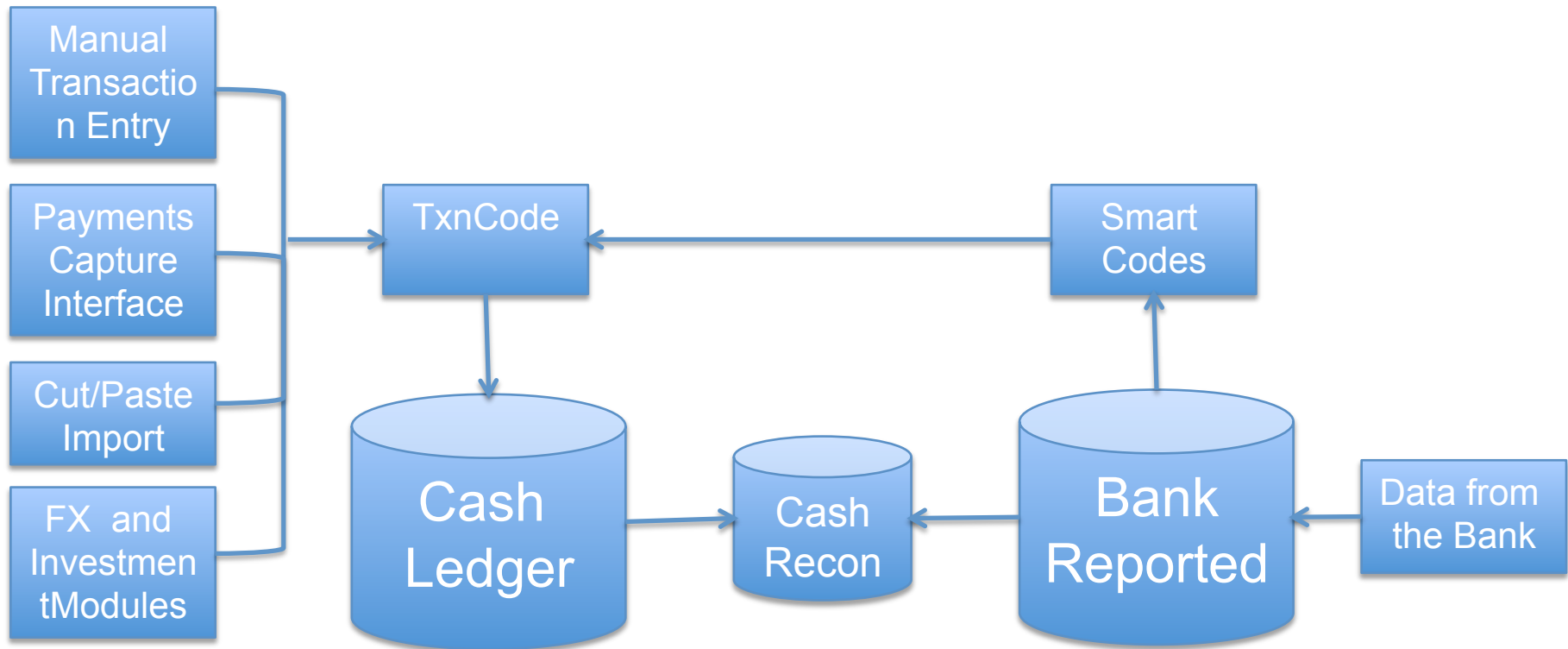


Orbit

Cash Reconciliation

What Do We Mean by “Reconciliation”



- A bank account is reconciled in Orbit when “Bank Reported” balance and detail are in perfect agreement with Orbit’s “Cash Ledger” balance and detail
- The key value added by reconciliation is the assignment of Transaction Codes to what the bank reports and entry into the Cash Ledger
- **Cash Reconciliation means tagging all of your cash activity with Transaction Codes**

Getting Data into the Cash Ledger

- At the end of the day, cash reconciliation means getting cash transaction data into the Cash Ledger. How does this happen ? It seems like it could be a very laborious process ?
- Orbit provides many ways to get data into the Cash Ledger
- Some Cash Ledger entry methods are manual, but most are automated and require little or no Treasury effort
- Cash ledger Entry methods include
 - **Manual Transaction Entry** by Treasury staff using the “Cash Transaction Entry” window or various sorts of efficient data entry and forecast worksheets
 - **Payment Capture Interface:** Orbit can interface to your enterprise payments system. Orbit gets to see payments before they go to the bank. Based on configurable rules, Orbit will create Cash Ledger entries automatically from these payment records
 - **Cut and Paste Import:** Orbit provides an easy way to cut and paste transaction data from spreadsheets or other documents and import that data into the Cash Ledger
 - **FX and Investment Settlement:** The Orbit FX and Investment modules are fully integrated with the Cash Ledger. Cash Flows that result from FX and Investment settlement are automatically entered in the Cash Ledger
 - **Smart Code Processing:** Smart Code rules are defined that Bank Data Capture uses to match on bank data as it is importing. When a match occurs, the rule tells Bank Data Capture how to automatically create a Cash Ledger entry for the bank item. The bank item and the Smart Code Cash Ledger item will then automatically reconcile
- The following slides describe Cash Ledger Entry methods in more detail

Cut/Paste Import Cash Transactions

The screenshot shows the 'Cash Transaction Entry' window with the 'Import' tab selected. In the 'Cash Ledger Import Templates' section, the 'Edit' button is circled in red. Below the window, a spreadsheet titled '233_MAY12_Citi_Upload.xls' is shown with the following data:

1	C	A	B	C	D	E	F	G	H	I
2	YYYYMMDD	Tax Pmt thru Citidirect	DR Account Number	TRN REF	Challan No	Tax Type	Assess	Sub Tax Details	Income Tax	
3	20120605	520118004	233MAY12	281	0020	2013	14	94J	Only Rupees - No	813383
4	20120605	520118004	233MAY12	281	0020	2013	14	94C		281631.66
5	20120605	520118004	233MAY12	281	0020	2013	14	94I		559
6	20120605	520118004	233MAY12	281	0020	2013	14	94I		109323

- The “Import” tab of the “Cash Transaction Entry” window provides a way of creating Cash Ledger entries in Orbit using cut-and-paste
- This technique assumes you have cash transaction information in a spreadsheet that you would like to copy into the Orbit Cash Ledger
- You must begin by telling Orbit how columns in your spreadsheet map to key values Orbit needs to create Cash Ledger entries
- These mappings are called “Import Templates”. To create a new import template, press the “New” button
- Orbit will prompt you to enter a name for the template. The name will then appear in the drop-down menu along with other templates you may have created
- To complete the mapping, press the “Edit” button

Cut/Paste Import Cash Transactions

Import Template: "Citi AP India Payments"

"Required Columns" are the columns that will be used to create Cash Ledger entries. Paste a row from your import document into the sample data list and align sample data with required columns

Required Columns	Col#	Sample Data
Transaction Code	1 [A]	YYYYMMDD
Bank Account	2 [B]	DR Account Number
Value Date	3 [C]	TRN REF
Amount	4 [D]	Code
GL Code	5 [E]	Code
Comments	6 [F]	YYYY
	7 [G]	YY
	8 [H]	Code
	9 [I]	Only Rupees - No Blanks (Imp...)
	10 [J]	
	11 [K]	
	12 [L]	
	13 [M]	
	14 [N]	
	15 [O]	

Create Blank Lines
- +

Set the TxnCode for all lines in this import
TxnCode

Import Dates Formatted in Import File as

Paste Sample Clear Save

233_MAY12_Citi_Upload.xls

	A	B	C	D	E	F	G	H	I
1	C	Tax Pmt thru Citidirect		Challan No	Tax Type	Assess		Sub Tax Details	Income Tax
2	YYYYMMDD	DR Account Number	TRN REF	Code	Code	YYYY	YY	Code	Only Rupees - No
3	20120605	520118004	233MAY12	281	0020	2013	14	94J	813383
4	20120605	520118004	233MAY12	281	0020	2013	14	94C	281631.66
5	20120605	520118004	233MAY12	281	0020	2013	14	94I	559
6	20120605	520118004	233MAY12	281	0020	2013	14	94I	109323
7									
8									

- The Import Template editor window appears. The "Required Columns" list on the left identifies the key pieces of information Orbit needs to create a Cash Ledger entry. The required items are: Transaction Code, Bank Account, Value Date and Amount. GL Code and comments are optional. If they are not provided, Orbit will fill them in with default information from the TxnCode
- Copy one of the lines from your spreadsheet (the spreadsheet heading line in this example)
- Press the "Paste Sample" button
- Orbit pastes the column data from the spreadsheet into the list as shown
- We will then re-arrange the sample data columns so that the appropriate column matches up with the "Required Columns"

Cut/Paste Import Cash Transactions

Import Template: "Citi AP India Payments"

"Required Columns" are the columns that will be used to create Cash Ledger entries. Paste a row from your import document into the sample data list and align sample data with required columns

Required Columns	Col#	Sample Data
Transaction Code		
Bank Account	2 [B]	DR Account Number
Value Date	1 [A]	YYYYMMDD
Amount	15 [O]	
GL Code		
Comments		
	6 [F]	YYYY
	7 [G]	YY
	8 [H]	Code
	9 [I]	Only Rupees - No Blanks (Imp...)
	10 [J]	
	11 [K]	
	12 [L]	
	13 [M]	
	14 [N]	
	3 [C]	TRN REF
	4 [D]	Code

Create Blank Lines: - +

Set the TxnCode for all lines in this import: TxnCode

Select a default TxnCode for this import

Paste Sample Clear Save Done

233_MAY12_Citi_Upload.xls

	A	B	C	D	E	F	G	H	I
1	C	Tax Pmt thru Citidirect		Challan No	Tax Type	Assess		Sub Tax Details	Income Tax
2	YYYYMMDD	DR Account Number	TRN REF	Code	Code	YYYY	YY	Code	Only Rupees - No
3	20120605	520118004	233MAY12	281	0020	2013	14	94J	813383
4	20120605	520118004	233MAY12	281	0020	2013	14	94C	281631.66
5	20120605	520118004	233MAY12	281	0020	2013	14	94I	559
6	20120605	520118004	233MAY12	281	0020	2013	14	94I	109323

- You re-arrange sample data columns by selecting and dragging lines into different positions
- You can also use the "-" button to create a blank line at a selected position. This is how we created blank lines at "Transaction Code", "GL Code" and "Comments". You can use the "+" button to insert a blank line. The difference is subtle, but you can experiment with it to see
- "GL Code" and "Comments" are blank because we don't have columns in the spreadsheet that would provide appropriate values for those fields. That's ok, we can leave them blank and let Orbit fill that information in from the TxnCode
- The spreadsheet does not have a TxnCode column so we MUST provide a TxnCode. Press the "TxnCode" button and select an appropriate code
- NOTE: your spreadsheet can have transaction lines for multiple, different debit accounts. The only requirement is that the default TxnCode is active for all those debit accounts

Cut/Paste Import Cash Transactions

Import Template: "Citi AP India Payments"

"Required Columns" are the columns that will be used to create Cash Ledger entries. Paste a row from your import document into the sample data list and align sample data with required columns

Required Columns	Col#	Sample Data
Transaction Code	AP	
Bank Account	2 [B]	DR Account Number
Value Date	1 [A] YYYYMMDD	YYYYMMDD
Amount	15 [O]	
GL Code		
Comments		
	6 [F]	YYYY
	7 [G]	YY
	8 [H]	Code
	9 [I]	Only Rupees - No (Blanks) (Rp.)
	10 [J]	
	11 [K]	
	12 [L]	
	13 [M]	
	14 [N]	
	3 [C]	TRN REF
	4 [D]	Code

Create Blank Lines: - +

Set the TrnCode for all lines in this import: TrnCode

Import Dates Formatted in Import File as:

- ☒ YYYYMMDD
- ☐ MM-DD-YYYY
- ☐ DD-MM-YYYY
- ☐ MM/DD/YYYY
- ☐ DD/MM/YYYY

Paste Sample Clear Save Done

- You must also tell Orbit what date format to expect in the "Value Date" column
- Select the Value Date line and then press the appropriate radio button to indicate the format of data in the spreadsheet column
- Now the mapping is complete. Orbit knows that it will find the "Bank Account" in column 2 of the spreadsheet. The "Value Date" will be found in column 1 and the "Amount" will be in column 15
- Press the "Save" button to save the template
- Press "Done" to exit the template editor window

Cut/Paste Import Cash Transactions

Cash Transaction Entry

List Cash Entry Cash Transfers Entry From Bank CDR Data **Import**

Cash Ledger Import Templates

Citi AP India Payments

Delete Edit New

TxnCode	Bank Account	Value Date	Amount	GL Code	Comments
AP	18004	06/05/2012	-813,383.00	1004	Accounts Payable
AP	18004	06/05/2012	-281,631.66	1004	Accounts Payable
AP	18004	06/05/2012	-559.00	1004	Accounts Payable
AP	18004	06/05/2012	-109,323.00	1004	Accounts Payable

Data Read: 4 Errors: 0 Ready For Import: 4

Exit Paste Import Data Finish Import

- With the template defined, we can now cut and paste from any spreadsheet that matches the template
- If you switch to a spreadsheet that follows a different format, be sure and select the matching Orbit template from the drop down menu
- To import using cut and paste, you will need to have your spreadsheet application and Orbit open at the same time
- Move to your spreadsheet application and copy data lines from it. Do not include headings or blank lines in your copy
- Move back to the Orbit application and press the “Paste Import Data” button
- Orbit will read the copied data from the clipboard (this is where data goes when it is copied)
- Orbit will parse the data according to the mappings we defined in the import template
- Orbit displays the paste results in the window. If there is an error or problem with a line, that line will be painted in red and won't be imported. Data that is ready to be imported appears like shown above. NOTE: THIS DATA IS READY FOR IMPORT BUT HAS NOT YET BEEN IMPORTED

Cut/Paste Import Cash Transactions

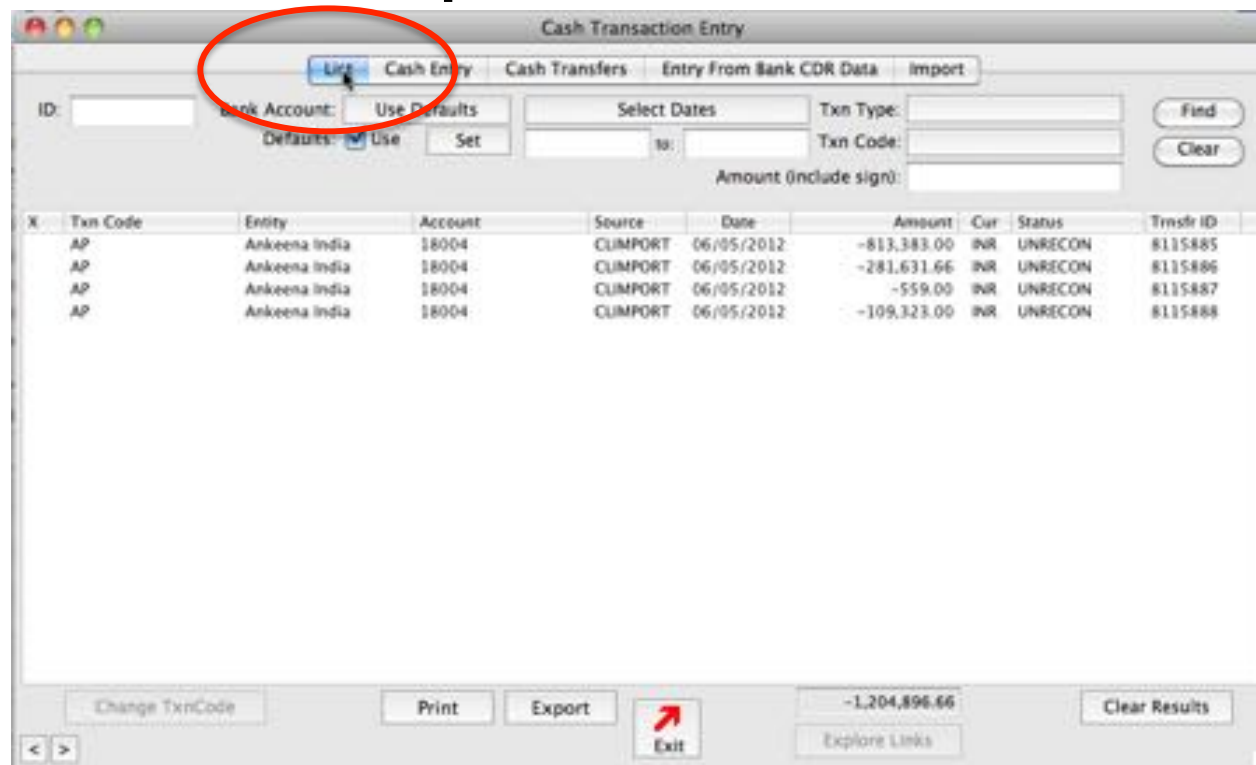
The screenshot shows a software window titled "Cash Transaction Entry". At the top, there are tabs: "List", "Cash Entry", "Cash Transfers", "Entry From Bank CDR Data", and "Import". Below the tabs, there's a section "Cash Ledger Import Templates" with a dropdown menu showing "Citi AP India Payments" and buttons "Delete", "Edit", and "New". The main area contains a table with the following data:

TxnCode	Bank Account	Value Date	Amount	GL Code	Comments
AP	18004	06/05/2012	-813,383.00	1004	Accounts Payable
AP	18004	06/05/2012	-281,631.66	1004	Accounts Payable
AP	18004	06/05/2012	-559.00	1004	Accounts Payable
AP	18004	06/05/2012	-109,323.00	1004	Accounts Payable

At the bottom of the window, there's a status bar that reads "Data Read: 4 Errors: 0 Ready For Import: 4 Imported: 4". To the right of the status bar are two buttons: "Paste Import Data" and "Finish Import". The "Finish Import" button is circled in red.

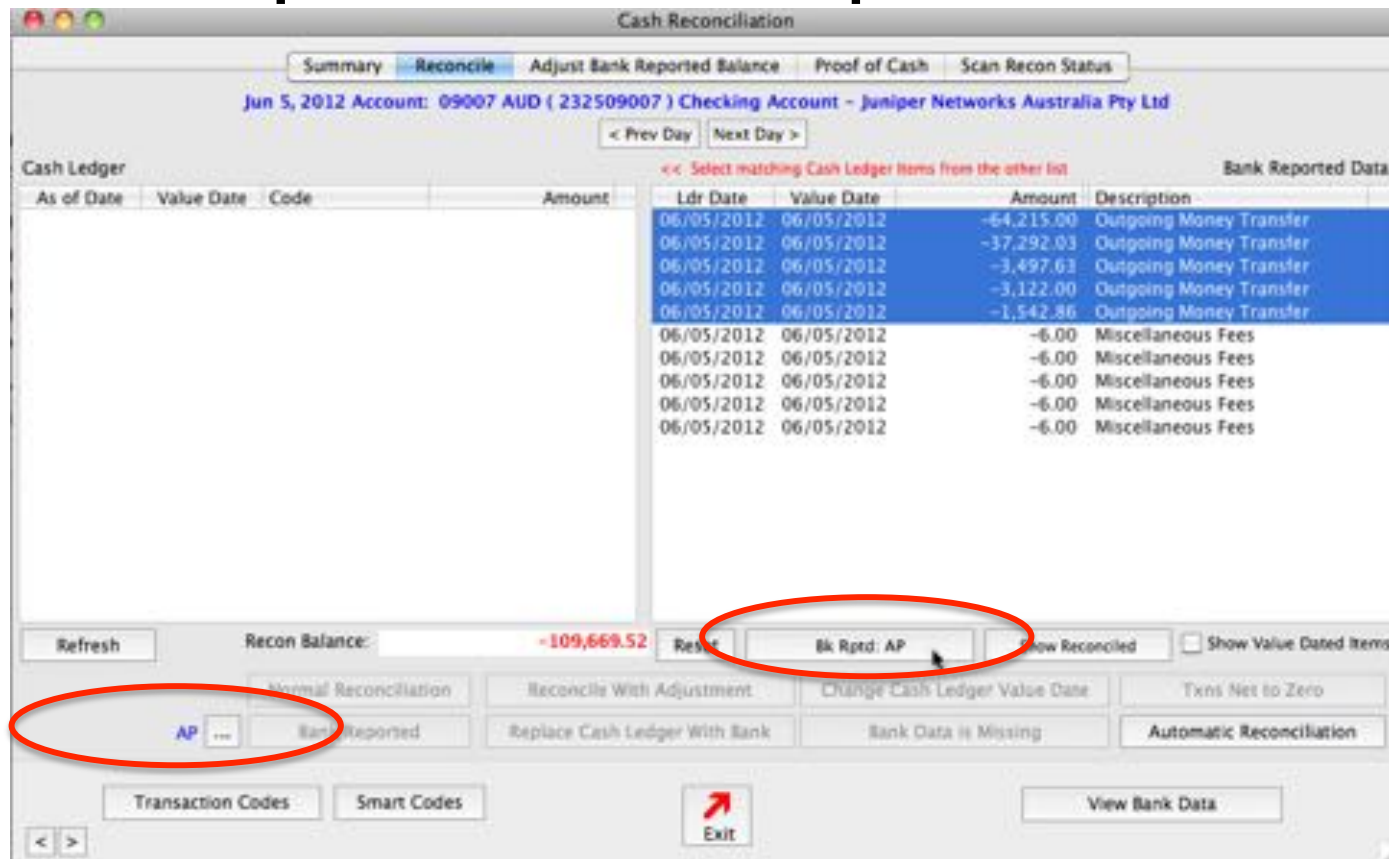
- To complete the import, press the "Finish Import" button
- Orbit will import each line and then paint each line successfully imported in green
- Pasted lines that are painted red have errors and will not be imported
- NOTE: that import takes .5 to 1 second for each lin. If you are importing a lot of lines, it will take some time
- When Orbit imports, it automatically queries the Cash Ledger and lists the new items on the "List" tab
- WARNING: If you "Paste Import Data" again, without first copying new data from your spreadsheet, Orbit will clear the current import list, re-read your data and stage it for "Finish Import". Orbit has no way of knowing if this is new data or data that has already been imported

Cut/Paste Import Cash Transactions



- Immediately after import, you can switch back to the “List” tab and see your imported transactions listed in the Cash Ledger

Bank Reported – Multiple Transactions



- You can reconcile multiple bank items to a single TxnCode
- Use the “...” button (red circle on left side of window) to set a default TxnCode. The default code will also change whenever us set a TxnCode using the “Bank Reported” reconciliation button
- The default TxnCode appears in the “Bk Rptd:” button (red circle near the center of the image)
- Shift-select multiple bank items
- Press the “Bk Rptd: XX” button. Orbit will reconcile all selected items by assigning the default TxnCode