

The **Financial** EdgeTM

Banks Guide

081016

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FE-BanksGuide-081016

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In *Banks* you can maintain information about your bank accounts. On the navigation bar, click **Banks** and you enter the central location for creating and printing checks, bank drafts, and EFTs. You can make payments and deposits, record manual checks, use the bank register, and reconcile bank accounts. Here you can edit, number, void, and purge checks, and post adjustments to **General Ledger**.

Our documentation shows you how to select, locate, and use the right resources for a particular task. In this guide, for example, are explanations for adding bank account records, accessing and working with bank accounts and payments, and performing other banking activities.

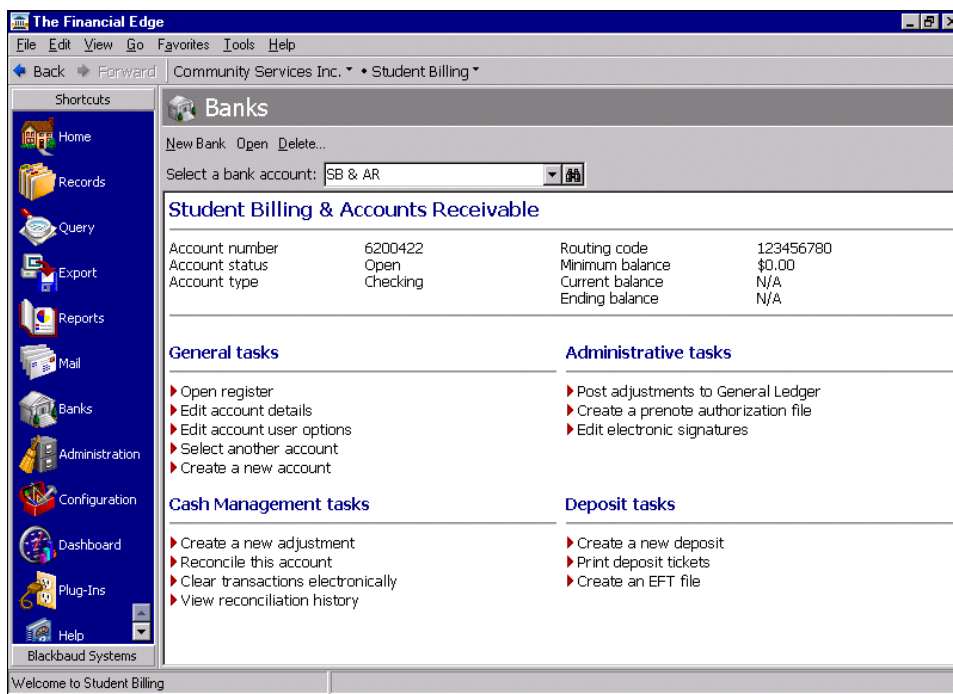
Note: Visit our Web site at www.blackbaud.com for the latest documentation and information.

We recommend you read the documentation thoroughly. Information presented here provides you with a working knowledge of *Banks*. Hands-on experience is the best way to learn, so we encourage you to try these scenarios with your sample database.

Accessing Banks

Note: Until you select a bank account, minimal tasks appear on the Banks page. You must select an account to see bank tasks. To use *Cash Management tasks*, you must have the optional module *Cash Management* and have defined cash accounts for it.

We have placed all bank tasks in one area so you can quickly access them. To open the Banks page, click **Banks** on the navigation bar. From the Banks page, you can directly access banking tasks, bank account records, bank registers, payments, and deposits.



Think of the Banks page as the starting point for bank account records. From this page, you can create a new bank account record or open existing ones, view bank registers, reconcile accounts, and make payments and deposits. At the top of the Banks page you can use the **Select a bank account** field to quickly locate the bank account record you want to open.

Warning: When planning security for *Banks*, make sure that no security group or user has rights to create payments or one-time checks, void transactions, and purge voided transactions. With rights to all of these, a user could print, purge, and void a check before it is posted, leaving no audit trail.

The Banks page organizes bank tasks into categories: *General tasks*, *Payment tasks*, *Administrative tasks*, *Cash Management tasks*, and *Deposit tasks*. Tasks that appear on the Banks page depend on the program you are in and the programs set up for the selected bank account. *Cash Management tasks* appears only if you have the optional module *Cash Management* and have defined cash accounts for it.

General Tasks

Use *General tasks* to access bank account records and registers. You can edit existing bank records and create new records. General tasks are documented in the General Tasks chapter, beginning on page 51.

- Click **Open register** to access the Bank Register screen for the selected bank. For more information about working in the bank register, see “Opening the Register” on page 53.
- Click **Edit account details** to access the record for the selected bank account. For more information about editing a bank account record, see “Editing Account Details” on page 59.
- Click **Edit account user options** to access the Options screen so you can edit options for bank accounts. For more information about options, see the Options chapter of the *Program Basics Guide*.
- Click **Select another account** to access the Open screen so you can open a bank account record. For more information about using the Open screen, see the Basics chapter of the *Program Basics Guide*.
- Click **New bank account** to add a new bank account record. For more information about creating a new record, see “Creating New Bank Account Records” on page 65.
- Click **New credit card account** to add a new credit card account record. For more information about creating a new record, see “Financial Edge Credit Card Management” on page 65.

Payment Tasks

Use *Payment tasks* to print checks and EFT notices, record bank drafts, create and edit one-time checks, and create manual checks. Payment tasks are documented in the Payment Tasks chapter, beginning on page 81.

- Click **Print checks and record bank drafts** to access the Create Payments screen so you can create and make payments in one payment run. For more information about creating payments, see “Printing Checks and Recording Bank Drafts” on page 83. You can print checks and record bank drafts only in **Accounts Payable** and **Student Billing**.
- **Glossary:** A one-time check is a direct disbursement to an individual or company not maintained as a vendor in the database. A manual check is a handwritten check you prepare now and record the information later in the database. You do not print the check itself from the program.
- Click **Create a new one-time check** to access the Add a One-Time Check screen so you can create payments for people or companies you will not make payments to again. For more information about one-time checks, see “Creating New One-Time Checks” on page 93. You can create one-time checks only in **Accounts Payable** and **Student Billing**.
- Click **Create a manual Accounts Payable check** to access the Record Manual Check screen so you can record the information from a payment you have already made. For more information about manual checks, see “Creating Manual Accounts Payable Checks” on page 97. You can create manual Accounts Payable checks only in **Accounts Payable** and **Student Billing**.

Administrative Tasks

Use *Administrative tasks* to post adjustments, create prenote authorization files, void and purge transactions, renumber payments, and edit electronic signatures. Administrative tasks are documented in the Administrative Tasks chapter, beginning on page 67.

Glossary: Posting is the process of transferring transaction amounts from a journal to general ledger accounts and updating account balances. Posting commits transactions to the account record. For more information about posting, see the *Administration Guide for The Financial Edge*.

- Click **Post adjustments to General Ledger** to access the Post to General Ledger screen so you can select journal information, filter records, and set up printing options for a general ledger adjustment. For more information about posting adjustments, see “Posting Adjustments to General Ledger” on page 68. You can post adjustments only in *Accounts Payable*, *Student Billing*, and *Cash Receipts*.
- Click **Create a prenote authorization file** to access the Create Prenote Authorization File screen so you can define a file format and create logon cards. For more information about creating a prenote authorization file, see “Creating Prenote Authorization Files” on page 71. You can create prenote authorization files only in *Accounts Payable*, and *Student Billing*.
- Click **Void selected payments** to access the Void Selected Payments screen so you can select the payment type and range of payments to void. For more information about voiding payments, see “Voiding Selected Payments” on page 74.

Glossary: EFT stands for electronic funds transfer, a general banking system in which transactions, such as deposits and bill payments, are made through computer databases and electronic files. Money does not physically change hands; it transfers electronically from one account into another account. You can use the optional module *EFT* to send and receive electronic transfers.

- Click **Void unused checks** to access the Void Unused Payments screen so you can void the unused checks, EFT notices, and bank drafts. For more information about voiding unused checks, see “Voiding Unused Checks” on page 75.
- Click **Purge voided transactions** to access the Purge Voided Payments screen so you can permanently remove selected payments from the database. For more information about purging voided transactions, see “Purging Voided Transactions” on page 76.
- Click **Renumber payments** to access the Renumber Payments screen so you can assign a new range of numbers to payments. For more information about renumbering payments, see “Renumbering Payments” on page 77.
- Click **Edit electronic signatures** to access the Electronic Signatures screen so you can create, edit, or delete electronic signatures. For more information about electronic signatures, see “Editing Electronic Signatures” on page 77.

Cash Management Tasks

Use *Cash Management tasks* to create adjustments, reconcile cash accounts, clear transactions electronically, and view reconciliation history of your bank accounts. Cash Management tasks are documented in the Cash Management Tasks chapter, beginning on page 105.

Tip: We recommend you establish adjustment categories before creating adjustments. For more information about creating adjustment categories, see “Adding Adjustment Categories” on page 46.

- Click **Create a new adjustment** to access the New Adjustment screen so you can create a new payment adjustment transaction. For more information about creating payment adjustments, see “Creating New Adjustments” on page 106.
- Click **Reconcile this account** to access the Bank Account Reconciliation screen so you can reconcile the bank register and cash accounts with the statement from the bank. For more information about reconciling accounts, see “Reconciling Bank Accounts” on page 108.

Note: You can clear transactions electronically only if your bank provides a file in *.qif format. To find out whether your bank provides statements in *.qif format, contact a representative from your financial institution.

- Click **Clear transactions electronically** to access the Clear Transactions Electronically screen so you can import a Quicken Interchange Format (*.qif) file from your bank. For more information about clearing transactions electronically, see “Clearing Transactions Electronically” on page 113.
- Click **View reconciliation history** to access the Reconciliation History screen so you can review information about previous reconciliations in a bank account. For more information about viewing reconciliation history, see “Viewing Reconciliation History” on page 114.

Deposit Tasks

Use *Deposit tasks* to record the amount of cash, checks, (EFTs), or other payments you receive and deposit into your bank account. Deposit tasks are documented in the Deposit Tasks chapter, beginning on page 115.

- Click **Create a new deposit** to access the Add a New Deposit screen so you can record the amount of cash, checks, EFTs, or other payments you receive and deposit into your bank account. For more information about creating deposit records, see “Creating New Deposits” on page 116. You can create deposits only in **Accounts Receivable**, **Student Billing**, and **Cash Receipts**.
- Click **Print deposit tickets** to access the Select a Parameter file screen so you can to print payment details and bank information for a deposit. For more information about printing deposit tickets, see “Printing Deposit Tickets” on page 119. You can print deposit tickets only in **Accounts Receivable**, **Student Billing**, and **Cash Receipts**.
- Click **Create Electronic Funds Transfer file** to access the Create Electronic Funds Transfer File screen so you can create and process a file for multiple deposits at one time. For more information about creating EFT files, see “Creating EFT Files” on page 121. You can create EFT files only in **Student Billing**.

Setting Up a New Bank Account Record

When you add a new bank in *Banks*, you are creating a new bank account record. Like other records in the program, information for a bank account record is organized on tabs. This record stores account, payment, deposit, and adjustment information for a particular bank account. Using information from the bank account record, you can easily get a clear and accurate picture of a bank account without having to gather data from several programs or sources.

When you create a bank account record you add basic bank data, such as address and contact information, to the Bank tab of the record. You designate which programs can use the bank account and assign default cash accounts for those programs. Once you create, save, and close a record, you can make changes or add new information by editing the record.

Setting up a new bank account record consists of a few basic steps:

- Adding account, address, and contact information on the Bank tab
- Formatting payment information on the Payments tab

- Defining deposit types on the Deposits tab
- Adding adjustment categories on the Adjustment Categories tab

Adding Basic Bank Account Information

The heart of the bank account record is the Bank tab. It stores general bank account information, such as the bank account description, ID, account number, routing code, and bank name. On this tab, you can store the account type and status, the interfund set used by this account, and the accounting programs using the account.

Glossary: A contact is the name of the primary person with whom you conduct business. From an open bank account record, you can enter contact information on the Bank tab.

You can add contact information such as phone numbers and addresses for your bank representatives. For more information about adding contact information, see “Adding Address and Contact Information” on page 8.

Before you can use a bank account, you must specify default cash account information. When you set up cash accounts, you specify whether cash is recorded in a single fund or in multiple funds and enter the default account number for each. For more information, see “Defining Cash Accounts” on page 11.

If you have a bank account you no longer use, you can delete the record. However, we recommend you close the account instead to indicate the bank account record is no longer current or valid.

► Creating a bank account record

1. From *General tasks* on the Banks page, click **Create a new account**. The New Bank Account record opens to the Bank tab.

System	Account Setup	Track Cash In	Default Cash Account
Accounts Payable	Does not use this bank account		
Accounts Receivable	Does not use this bank account		
Cash Receipts	Does not use this bank account		
Cash Management	Does not use this bank account		
Student Billing	Does not use this bank account		
Payroll	Does not use this bank account		

2. In the **Account description** field, enter the name of the bank account.
3. In the **Account ID** field, enter a unique identification for the bank account. This ID must be unique because it is used to identify each bank account and cannot be used for more than one account. Be accurate when you enter the ID because the way you enter it is how it appears on reports and mailings.
4. In the **Account type** field, select “Checking”, “Savings”, or “Other”.

5. In the **Account status** field, select “Open” or “Closed”. If an account is closed, you can still edit information in the bank account record and use the account to print checks. However, a closed bank account does not appear on invoice records in **Accounts Payable**.
6. In the **Account number** field, enter the account number assigned by the bank.
7. In the **Routing code** field, enter the routing number, up to eight digits, provided by the bank. The program calculates the ninth digit, and that number appears when you tab out of the **Routing code** field.

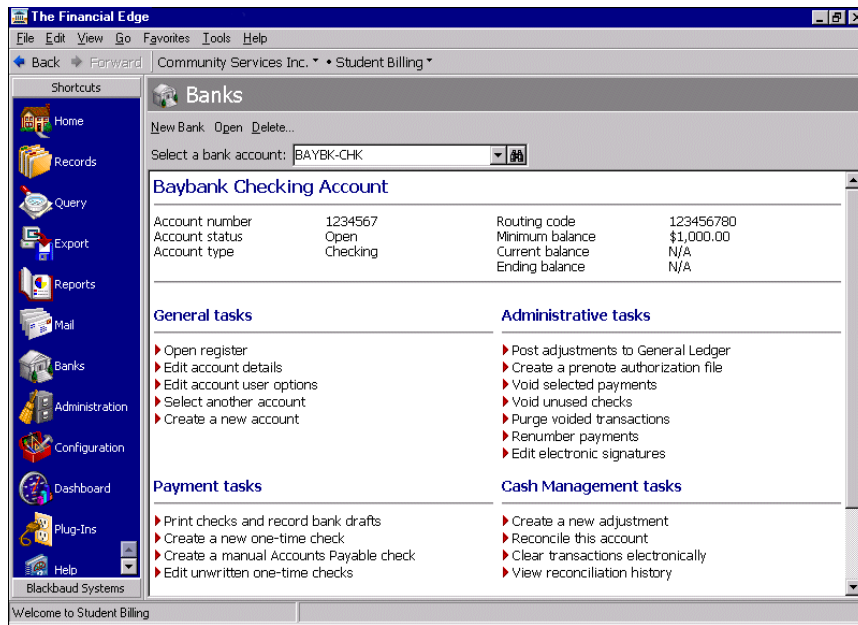
Warning: Be sure to enter the account number and routing code correctly. An error can cause serious problems with EFTs.

8. In the **Minimum balance** field, enter the minimum amount the bank requires for you to avoid service charges. If there is no minimum balance requirement, you can leave this field blank.
9. In the **Interfund set** field, select the interfund set used to make balancing entries between funds in **General Ledger**. Interfund sets are created in *Configuration*.
10. In the **Bank name** field, enter the name of the bank.
11. To add address information for this account, click **Address** or enter the information in the field. For more information about adding addresses, see “Adding address information to a bank account record” on page 8.
12. To add a contact name for this account, click **Contact name** or enter the name in the field. For more information about adding contacts, see “Adding a contact to a bank account record” on page 10.
13. To add the contact’s position at the bank, enter the information in the **Contact position** field. To print the position on mailings, mark **Print?**
14. If you did not enter the contact through **Address**, enter it in the contact grid. In the **Contact Type** and **Contact Number** columns, select a contact type and enter the number.
15. To define the cash accounts that will use this bank account, make selections for each accounting program in the grid at the bottom of the screen. For more information about setting up cash accounts, see “Defining cash accounts” on page 12.

System	Account Setup	Track Cash In	Default Cash Account
Accounts Payable	Does not use this bank account		
Accounts Receivable	Does not use this bank account		
Cash Receipts	Does not use this bank account		
Cash Management	Does not use this bank account		
Student Billing	Does not use this bank account		
Payroll	Does not use this bank account		

16. On the action bar, click **Save and Close**. You return to the Banks page.

17. In the **Select a bank account** field, select the new bank. Information and tasks for the new bank account appear.



Adding Address and Contact Information

Glossary: A contact is the name of the primary person with whom you conduct business.

When you create a bank account record, to make bank information more thorough and complete, we recommend you add contact and address information to the record. You can store all this information on the **Address** and **Contact name** buttons of the bank account record.

► Adding address information to a bank account record

1. On the Bank tab of a new bank account record, click **Address**. The New Address screen opens to the General tab.

The 'New Address' dialog box is shown with the 'General' tab selected. It contains the following fields:

- Country:** A dropdown menu with 'United States' selected.
- Address:** A text input field.
- City:** A text input field.
- State:** A dropdown menu.
- ZIP:** A text input field.
- Address as it will be printed:** A text input field.
- Synchronize with individual address fields:** A checked checkbox.

On the right side of the dialog, there is a table with two columns: 'Contact Type' and 'Contact Number'.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

2. "United States" appears automatically in the **Country** field. to change this, select another country.

Note: The ZIP Code can be either a five-digit ZIP Code or ZIP + 4 code.

3. In the **Address, City, State** and **ZIP** fields, enter the bank's address, city, state and ZIP Code.
4. In the contact grid, select a contact type in the **Contact Type** column and enter the number in the **Contact Number** column.
5. In the **Address as it will be printed** box, verify the address is formatted the way you want it to appear on reports and mailings.
6. To link the address you just entered with the **Address** box on the Bank tab of the bank account record, leave **Synchronize with individual address fields** marked.

If you make edits to the address in the **Address as it will be printed** box and leave **Synchronize with individual address fields** marked, changes default back to the individual address fields. To edit the address in the box without affecting the individual address fields, unmark **Synchronize with individual address fields**.

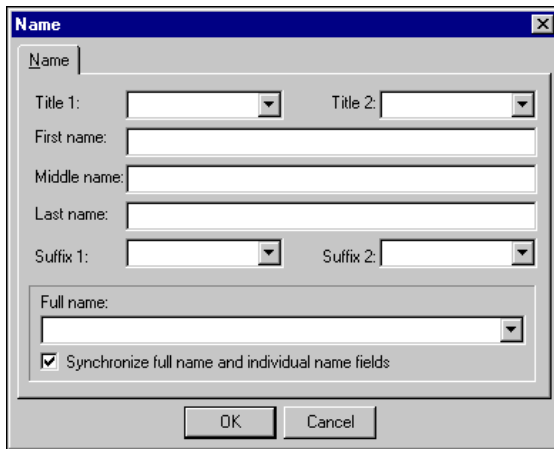
7. Click **OK** to return to the Bank tab. The address appears in the **Address** field.

System	Account Setup	Track Cash In	Default Cash Account
Accounts Payable	Does not use this bank account		
Accounts Receivable	Does not use this bank account		
Cash Receipts	Does not use this bank account		
Cash Management	Does not use this bank account		
Student Billing	Does not use this bank account		
Payroll	Does not use this bank account		

8. To save the bank record and return to the Banks page, click **Save and Close**.

► **Adding a contact to a bank account record**

1. On the Bank tab of a new account record, click **Contact name**. The Name screen appears.



2. In the **Title 1** and **Title 2** fields, select titles for the contact, for example, “Ms.” or “Dr.”.
3. In the **First name**, **Middle name** and **Last name** fields, enter the contact’s first name.
4. In the **Suffix 1** and **Suffix 2** fields, select formal suffixes such as “CPA” or “Ph.D.”
5. In the **Full name** field, select the contact’s full name as it should appear on correspondence.
6. To link the contact name you just entered with the **Contact name** box of the bank account record, leave **Synchronize full name and individual name fields** marked.

If you make edits to the address in the **Address as it will be printed box** and leave **Synchronize with individual address fields** marked, changes default back to the individual address fields. To edit the address in the box without affecting the individual address field, unmark **Synchronize with individual address fields**.

7. Click **OK**. You return to the Bank tab. The contact’s name appears in the **Contact name** field.
8. In the **Contact position** field, enter the position this person holds at the bank, for example, “Account Representative”.

9. To print the contact's position on labels, envelopes, or other correspondence, mark **Print?**.

The screenshot shows the 'New Bank Account' window with the following fields and values:

- Account description: Baybank Checking Account
- Account ID: BYBK-CHK
- Account type: Checking
- Account status: Open
- Account number: 1234567
- Routing code: 123456780
- Minimum balance: \$1,000.00
- Interfund set: 01
- Bank name: Baybank
- Address: 1234 Main Street, Charleston, SC 29494
- Contact name: Mr. Thomas Jackson, Jr.
- Contact position: Account Representative
- Print? (checked)

Below the fields is a table with the following data:

System	Account Setup	Track Cash In	Default Cash Account
Accounts Payable	Define cash account(s)	One Fund	01-1300-00
Accounts Receivable	Define cash account(s)	One Fund	01-1300-00
Cash Receipts	Define cash account(s)	One Fund	01-1300-00
Cash Management	Define cash account(s)	Multiple Funds	01-1300-00
Student Billing	Define cash account(s)	One Fund	01-1300-00
Payroll	Define cash account(s)	One Fund	01-1300-00

10. To save the bank record and return to the Banks page, click **Save and Close**.

Defining Cash Accounts

Warning: You cannot use a bank account in any of the programs until you define cash accounts.

Before you can use a bank account, you must define default cash account information for the bank account. When you define cash accounts, you assign an asset account number for each program that can use that bank account. The account code of the default account number is used to build all other cash accounts. All other segment values can vary based on other factors. You can assign cash accounts for **Accounts Payable**, **Accounts Receivable**, **Cash Receipts**, the optional module *Cash Management*, and **Student Billing**.

Warning: We strongly recommend that you assign each cash account code to only one bank account.

To make bank reconciliation easier, we strongly recommend that you assign the same account code to all accounting programs that use the bank account. We strongly recommend that you assign each account code to only one bank account. For example, if you use 01-1300-00 as the default cash account in one bank account, we recommend that you do not use account code 1300 for the default cash account for any other bank account.

Note: If you have the optional module *Cash Management* and want to track those transactions by fund, we recommend you track cash in multiple funds.

When you set up a cash account, you specify that cash is recorded in a single fund or in multiple funds. If you track cash in a single fund, cash is always recorded in the fund you select as the default cash account. If you require the fund to balance by segments, a cash account is created for each segment. For example, if fund 02 has segments 01, 02, and 03, cash accounts are created for all three segments. Balancing interfund entries are created for the cash account when distributions for associated transactions are in other funds.

If you track cash in multiple funds, cash account entries are determined by the funds in the distributions of the associated transactions. When you track cash in multiple funds, the program does not create balancing interfund entries for the cash account because they are not necessary. If you have the optional module *Cash Management* and want to track those transactions by fund, we recommend you track cash in multiple funds.

Warning: To change a default cash account, we strongly recommend that you create a journal entry to move the cash from the old account to the new account.

Changing default cash accounts could cause problems when you reconcile the bank account to **General Ledger**. To change a default cash account, we strongly recommend that you create a journal entry to move the cash from the old account to the new account. Make sure the business rule **Allow journal entries to cash accounts without adjusting the bank register** is marked in *Configuration* in **General Ledger** before posting. For more information about posting, see the Administration chapter of the *Administration Guide* for **The Financial Edge**.

You can change whether a cash account tracks cash in one or multiple funds. If you do, any transactions created after the change use the new setting; however, this does not impact any existing transactions. You can make manual journal entries to distribute cash account balances in the ledger.

► Defining cash accounts

1. From an open bank account record, select the Bank tab.

Warning: You must use one cash account code for each bank account. That is, if the cash account for Baybank is 01-1300, then no other bank can use account code 1300 for its cash account.

2. In the grid at the bottom of the screen, select “Define cash account(s)” in the **Account Setup** column for each program to define cash accounts for.
3. In the **Track Cash In** column, select whether the cash account will use one fund or multiple funds.
If you track cash in a single fund, cash is always recorded in the fund you select as the default cash account. If you track cash in multiple funds, cash account entries are determined by the funds in the distributions of the associated transactions. If you have the optional module *Cash Management* and want to track those transactions by fund, we recommend you track cash in multiple funds.

Warning: To make bank reconciliation easier, we strongly recommend that you assign the same cash account code to all programs that will use the bank account and that you assign each cash account code to only one bank account.

4. In the **Default Cash Account** column, select the **General Ledger** cash account number. A cash account must be an existing account, regardless of whether it is tracked in one fund or multiple funds.

System	Account Setup	Track Cash In	Default Cash Account
Accounts Payable	Define cash account(s)	One Fund	01-1300-00
Accounts Receivable	Define cash account(s)	One Fund	01-1300-00
Cash Receipts	Define cash account(s)	One Fund	01-1300-00
Cash Management	Define cash account(s)	Multiple Funds	01-1300-00
Student Billing	Define cash account(s)	One Fund	01-1300-00
Payroll	Define cash account(s)	One Fund	01-1300-00

5. To close the record and return to the Banks page, click **Save and Close**.

Formatting Payment Information

On the Payments tab, you set up payment information for the bank account record you have open. On this tab, you select the types of payment transactions you can use for the bank account and how each payment type should be numbered. For more information about setting up payment information, see “Setting Up Payment Transaction Types” on page 13.

Using **Edit Payment Options**, you can define formats for checks and EFT routing and logon cards. For more information about using **Edit Payment Options**, see “Defining Default Payment Options” on page 17.

Glossary: MICR stands for magnetic ink character recognition and is used to describe the special numbers and symbols seen at the bottom of checks, and the technology and processes used to produce and analyze these characters.

If you print checks on blank paper, click **MICR Line** to customize MICR (magnetic ink character recognition) selections. For more information about MICR, see “Formatting MICR Lines” on page 15.

In the **By default, print transactions to this printer** field, select the printer to use automatically when making payment transactions from the open bank account record. In the **Default form** field for checks and EFT payments, you can select the preprinted or blank form to use by default for that type of payment.

Setting Up Payment Transaction Types

On the Payments tab, you select for the bank account the types of payment transactions you can use in each program. Each program can use different transaction types:

- **Accounts Payable** — In **Accounts Payable**, you can create computer checks, manual checks, one-time checks, and bank drafts.
- **Cash Management** — In **Cash Management**, you can create adjustments.
- **Accounts Receivable** — In **Accounts Receivable**, you can create refund checks.
- **Student Billing** — In **Student Billing**, you can create one-time checks and manual checks.

On this tab, you can set numbering for payment transactions by selecting the number to begin the series of transactions. You can use a shared numbering series for payment transactions. For example, you can specify that refund checks in **Accounts Receivable** and **Student Billing** share the numbering series starting with 1001.

► **Setting up payment transaction types**

1. From an open bank account record, select the Payments tab.

System	Transaction Type	Allow?	Numbering	Next Number	Maximum Amount
Accounts Payable	Computer Check	<input type="checkbox"/>	Start with	1	\$999,999,999.99
Accounts Payable	Electronic Funds Transfer	<input type="checkbox"/>	Start with	1	\$999,999,999.99
Accounts Payable	Manual Check	<input type="checkbox"/>	Start with	1	\$999,999,999.99
Accounts Payable	One-Time Check	<input checked="" type="checkbox"/>	Start with	1	\$999,999,999.99
Accounts Payable	Bank Draft	<input type="checkbox"/>	Start with	1	\$999,999,999.99
Cash Management	Adjustment	<input checked="" type="checkbox"/>	Start with	1	\$999,999,999.99
Accounts Receivable	Refund Check	<input checked="" type="checkbox"/>	Same range as	Accounts Payable One-Time ...	\$999,999,999.99
Payroll	Computer Check	<input type="checkbox"/>	Start with		\$999,999,999.99
Student Billing	Refund Check	<input checked="" type="checkbox"/>	Same range as	Accounts Payable One-Time ...	\$999,999,999.99
Payroll	Electronic Funds Transfer	<input type="checkbox"/>	Start with		\$999,999,999.99
Payroll	Manual Check	<input type="checkbox"/>	Start with		\$999,999,999.99

Default form:

Edit Payment Options

Warning: If you unmark the checkbox in the **Allow?** column and there are invoices with a balance, you get a message warning you that you cannot pay these invoices from this bank account.

2. In the **Allow?** column, mark the checkbox for each transaction type to use for each program. For example, to specify that one-time checks in **Accounts Payable** can be made in this bank account, in the **Accounts Payable** row with “One-Time Check” in the **Transaction Type** column, mark the checkbox in the **Allow?** column.
3. In the **Numbering** column:
 - To specify the number to begin numbering, select “Start with” and enter the first number of the transaction in the **Next Number** column. For example, to number the first computer check in **Accounts Payable** 1001, enter “1001” in the **Next Number** column.
 - To use the same range as another transaction type, select “Same range as” in the **Numbering** column and select the transaction type with the range you want this transaction type included in. For example, to include one-time checks in **Accounts Receivable** and **Student Billing** in the same numbering range, select “Accounts Payable One-Time Checks” in the **Next Number** column.

4. In the **Maximum Amount** column, enter the maximum dollar amount allowed for that type of transaction.

System	Transaction Type	Allow?	Numbering	Next Number	Maximum Amount
Accounts Payable	Computer Check	<input checked="" type="checkbox"/>	Start with	1400	\$999,999,999.99
Accounts Payable	Electronic Funds Transfer	<input checked="" type="checkbox"/>	Start with	1	\$999,999,999.99
Accounts Payable	Manual Check	<input checked="" type="checkbox"/>	Same range as	Accounts Payable Computer ...	\$999,999,999.99
Accounts Payable	One-Time Check	<input checked="" type="checkbox"/>	Same range as	Accounts Payable Computer ...	\$999,999,999.99
Accounts Payable	Bank Draft	<input checked="" type="checkbox"/>	Same range as	Accounts Payable Electronic ...	\$999,999,999.99
Cash Management	Adjustment	<input checked="" type="checkbox"/>	Start with	1	\$999,999,999.99
Accounts Receivable	Refund Check	<input type="checkbox"/>	Same range as	Accounts Payable One-Time ...	\$999,999,999.99
Payroll	Computer Check	<input checked="" type="checkbox"/>	Start with	1500	\$999,999,999.99
Student Billing	Refund Check	<input checked="" type="checkbox"/>	Same range as	Accounts Payable One-Time ...	\$999,999,999.99
Payroll	Electronic Funds Transfer	<input checked="" type="checkbox"/>	Start with	1	\$999,999,999.99
Payroll	Manual Check	<input checked="" type="checkbox"/>	Same range as	Payroll Computer Check	\$999,999,999.99

5. To close the record and return to the Banks page, click **Save and Close**.

To continue formatting payment information click **MICR Line** or **Edit Payment Options**. For more information about defining the MICR line, see “Formatting MICR Lines” on page 15. For more information about editing default payments, see “Defining Default Payment Options” on page 17.

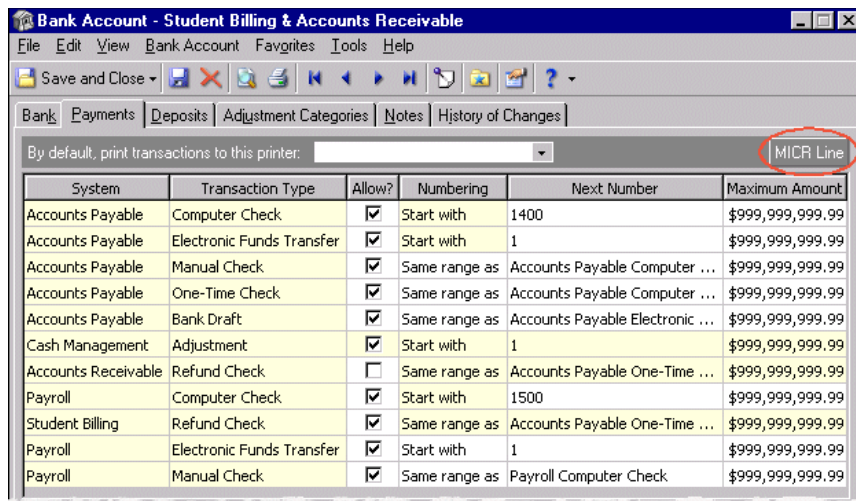
Formatting MICR Lines

Glossary: MICR stands for magnetic ink character recognition and is used to describe the special numbers and symbols seen at the bottom of checks, and the technology and processes used to produce and analyze these characters.

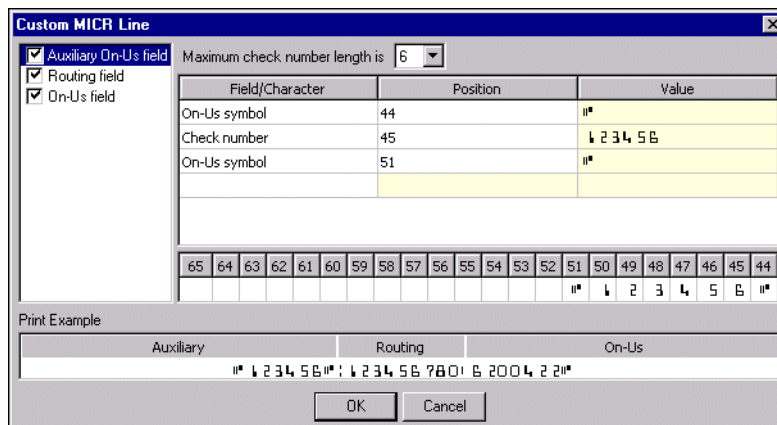
If you have the optional module *Forms*, you can set parameters for printing blank paper checks for a bank account. On the Custom MICR Line screen, you enter information to create the MICR line your bank requires to identify the blank paper check and successfully transfer funds. You must work with your bank and follow the rules set forth by the American Bankers Association to ensure you format the line correctly. The MICR line and ABA number you format on this screen is used only for the bank account in which you are working.

► **Formatting the MICR line for blank paper checks**

1. From an open bank account record, select the Payments tab.



2. Click **MICR Line**. The Custom MICR Line screen appears.



3. Select **Auxiliary On-Us field** on the left. The grid on the right displays the default characters for the MICR Auxiliary code.
4. In the **Maximum check number length** field, select the number of characters for the check number field. You can select to use from one to nine characters.
5. In the **Field/Character** column, select the characters to appear in the auxiliary segment of the MICR line. You can select "Blank", "Check number", "On-Us symbol", "<Dash symbol>", or "User-defined".
6. In the **Position** column, select the position of the character. The **Value** column displays the character selected. The **Value** column is non-editable for all field/character options except "User-defined", for which you can enter any numeric characters. The Print Example display at the bottom shows you what the MICR line looks like according to the selections in the grid.
7. Select **Routing field** on the left. The grid on the right displays the default characters for the Routing code.
8. In the **Field/Character** column, select the characters to appear in the routing code segment of the MICR line. You can select "<Blank>", "<Check number>", "<Transit symbol>", "<Dash symbol>", or "User-defined".
9. In the **Position** column, select the position of the character. The **Value** column displays the character selected. The **Value** column is non-editable for all field/character options except "User-defined", for which you can enter any numeric characters. The Print Example display at the bottom shows you what the MICR line looks like according to the selections in the grid.

10. Select **On-Us field** on the left. The grid on the right displays the default characters for the MICR on-us field code.
11. In the **Field/Character** column, select the characters to appear in the on-us segment of the MICR line. You can select "<Blank>", "Account number", "On-Us symbol", "<Dash symbol>", or "User-defined".
12. In the **Position** column, select the position of the character. The **Value** column displays the character selected. The **Value** column is non-editable for all field/character options except "User-defined", for which you can enter any numeric characters. The Print Example display at the bottom shows you what the MICR line looks like according to the selections in the grid.
13. To save the MICR line formatting selections and return to the Payments tab, click **OK**.

Defining Default Payment Options

On the Payments tab, to define default payment options, select a payment type in the grid and click **Edit Payment Options**. Selections on the Default Payment Options screen vary, depending on the payment type you select. You can define payment options for:

- Computer checks in **Accounts Payable**
- One-time checks in **Accounts Payable** and **Student Billing**

Default Payment Options for Accounts Payable Computer Checks

Computer checks are checks printed from the program using blank or preprinted checks.

Note: **Check Format** appears only if you select a blank check form in the **Default form** field.

Check Format. If you select a blank paper check format as the default form, you can make formatting selections with **Check Format**.

In the **Transit ABA number** field, enter the number supplied by the bank. To include an address on the check, in the **Address** frame, mark **Include** and select the address to use. You can select to print the address on the check only, check stub only, or check and stub.

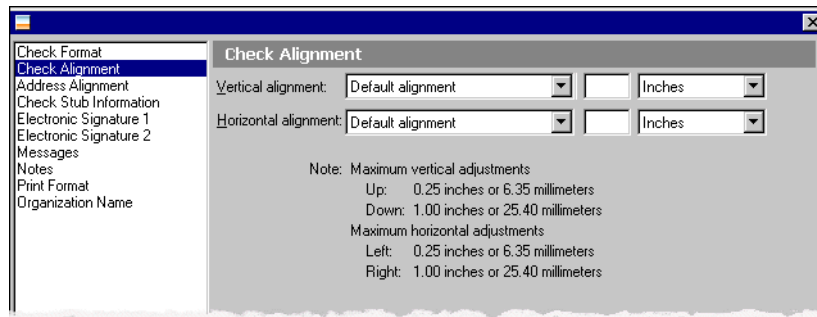
Make selections to print the organization or bank logo on the check or check stub in the **Logos** frame. To print the logo of your organization on the check stub, mark **Include check stub logo from file**. Click the ellipsis to locate the file where your logo is saved in *.bmp, *.gif, or *.jpg format.

Note: There is room on the check to print either your organization logo or the bank logo, but not both.

To print the logo for your organization or bank, mark **Include check logo for the [] from file** and select Organization or Bank. Click the ellipsis to locate the file where your logo is saved in *.bmp, *.gif, or *.jpg format.

In the field above the display, select Check logo or Check stub logo to see a sample of the logo to appear on checks.

Check Alignment. To define the alignment of checks on forms, select **Check Alignment** on the left of the Default Payment Options screen.



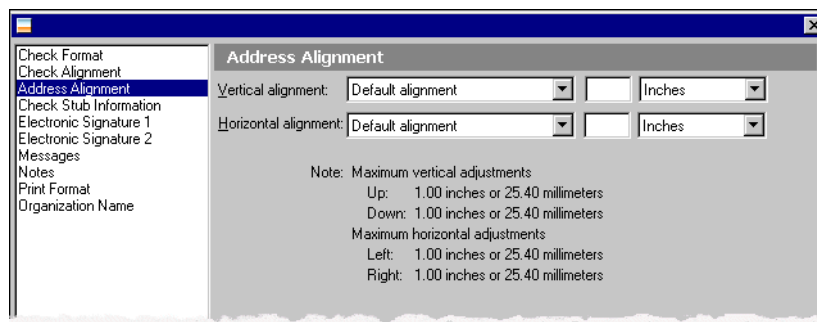
In the **Vertical alignment** field, select Default alignment, Move printed information up, or Move printed information down.

If you select Move printed information up or Move printed information down, you can select the distance to move the information. For example, if you select Move printed information up in the **Vertical alignment** field, enter .02, and select Inches, the information prints .02 inch higher on the check.

In the **Horizontal alignment** field, select Default alignment, Move printed information left, or Move printed information right.

If you select Move printed information left or Move printed information right, you can select the distance to move the information. For example, if you select Move printed information left in the **Horizontal alignment** field, enter .02, and select Inches, the information prints .02 inch toward the left on the check.

Address Alignment. To define the alignment of addresses on forms, select **Address Alignment** on the left of the Default Payment Options screen.



In the **Vertical alignment** and **Horizontal alignment** fields, select Default alignment, Move printed information up, or Move printed information down.

If you select Move printed information up or Move printed information down, you can select the distance to move the address. For example, if you select Move printed information up in the **Vertical alignment** field and enter 2, the address prints .02 inch higher on the check.

Check Stub Information. To select information to print on check stubs, select **Check Stub Information** on the left of the Default Payment Options screen.

Check Stub Information

Print this information on the check stub:

☐ Vendor ID

☐ Contact

Print invoices on the check stub in this order:

Sort By	Order By
Invoice Date	Ascending

☐ Show the application of each credit memo

☒ Show the Discount column

Glossary: A contact is the name of the primary person with whom you conduct business. From an open bank account record, you can enter contact information on the Bank tab.

In the **Print this information on the check stub** box, mark any or all of the checkboxes: **Vendor ID, Tax ID Number, Contact, Fax, Phone, or Email.**

In the **Print invoices on the check stub in this order** grid, select how to itemize invoices on the check stub. For example, to list invoices by invoice number with the lowest number first, in the **Sort By** column select Invoice Number. In the **Order By** column, select Ascending.

Note: To sort even further, you can sort by Invoice Date and Invoice Amount.

To print credit memo applications on the check stub, mark **Show the application of each credit memo.**

To show the discount amount as recorded on the vendor record, leave **Show the Discount column** marked.

Glossary: An electronic signature is a scanned bitmap image used on checks and purchase orders.

Electronic Signature 1. To print an electronic signature on computer checks, select **Electronic Signature 1** on the left of the Default Payment Options screen. If you require two signatures on checks, use **Electronic Signature 1** to print as the top signature.

Electronic Signature 1 (top)

Never print signature

Signature	Preview
John Doe	
Jean Daisy	

Note: You can print electronic signatures on checks only if you have the security rights. For more information about security rights, see the *Administration Guide* for **The Financial Edge**.

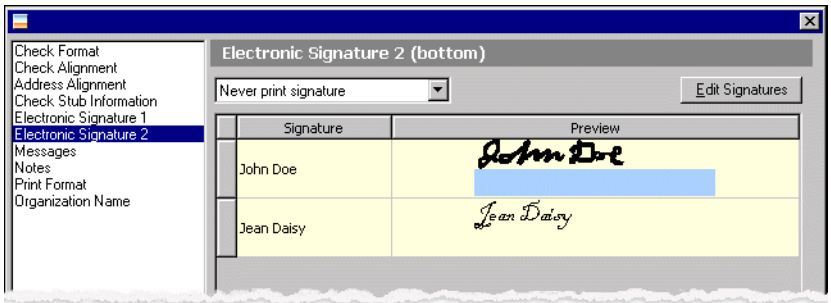
In the field, select a rule for printing signatures.

- If you select Never print signature, checks require manual signatures.
- If you select Offer optional signature, mark the checkbox in the **Choices?** column for each signature to make available.
- If you select Always print this signature, select the signature to print.
- If you select Print signature based on amount, enter the amount range in the **From** and **To** columns and select the signature to use for the range.

Note: Electronic signatures are available only for computer checks and one-time checks.

To edit electronic signatures, click **Edit Signatures**. For more information about editing signatures, see “Editing Electronic Signatures” on page 77.

Electronic Signature 2. To print a second electronic signature on checks, select **Electronic Signature 2** on the left of the Default Payment Options screen. If you require two signatures, use **Electronic Signature 2** to print as the bottom signature.



In the field, select a rule for printing signatures.

- If you select Never print signature, checks require manual signatures.
- If you select Offer optional signature, mark the checkbox in the **Choices?** column for each signature to make available.
- If you select Always print this signature, select the signature to print.
- If you select Print signature based on amount, enter the amount range in the **From** and **To** columns and select the signature to use for the range.

To edit electronic signatures, click **Edit Signatures**. For more information about editing signatures, see “Editing Electronic Signatures” on page 77.

Note: You can print messages only if you use a blank paper check format.

Messages. To print a message on blank paper checks, select **Messages** on the left of the Default Payment Options screen.

The screenshot shows the 'Messages' screen within the 'Default Payment Options' window. On the left is a navigation pane with options: Check Format, Check Alignment, Address Alignment, Check Stub Information, Electronic Signature 1, Electronic Signature 2, Messages (selected), Notes, Print Format, and Organization Name. The main area is titled 'Messages' and contains the text: 'When using blank paper checks, you can print one or two messages on each check:'. Below this are two text input fields labeled 'Message 1' and 'Message 2'. At the bottom, there is a section titled 'Examples of Messages' with three sample messages: 'This check requires two signatures for amounts over \$1,000.00', 'This check is void after 90 days', and 'This check is in U.S. dollars'.

In the **Message 1** and **Message 2** fields, enter the text to print. The Examples of Messages display provides sample messages.

Notes. To print a note on computer checks, select **Notes** on the left of the Default Payment Options screen.

The screenshot shows the 'Notes' screen within the 'Default Payment Options' window. The left navigation pane is the same as in the previous screenshot, with 'Notes' selected. The main area is titled 'Notes' and contains a checkbox labeled 'Print Note on Check'. Below this are two radio button options: 'Print the:' and 'Print this note:'. The 'Print the:' option is selected, and it has a dropdown menu showing 'Note from Vendor'. The 'Print this note:' option has a large text input field below it.

Mark **Print Note on Check** and select or enter the note to print.

Glossary: A class is a subcategory that defines how funds are designated for use. You can categorize class as unrestricted, restricted, or temporarily restricted for FAS 117 reporting. You define classes in *Configuration* in **General Ledger**.

- If you mark **Print the**, you can select to print the Check description, Note from Vendor, Account number and description, Project ID and description, Existing Endowments, Spendable/Non-Spendable, or Class.
- If you mark **Print this note**, you can enter your own note.

If you select a single-stub check format, you can mark **Print Note on Check Stub** and select or enter a note to print on the stub.

Print Format. To select a printing format, select **Print Format** on the left of the Default Payment Options screen.

The screenshot shows the 'Print Format' screen within the 'Default Payment Options' window. The left navigation pane is the same as in the previous screenshots, with 'Print Format' selected. The main area is titled 'Print Format' and contains a dropdown menu labeled 'Print format:' with 'Total Per Check Printing' selected. Below this is a text area with the following text: 'A maximum of 11 transactions will print on the check stub and the check will be printed for that amount. If a vendor has more than 11 transactions to pay, additional checks will be created based on the number of transactions remaining.'

Select a format in the **Print format** field.

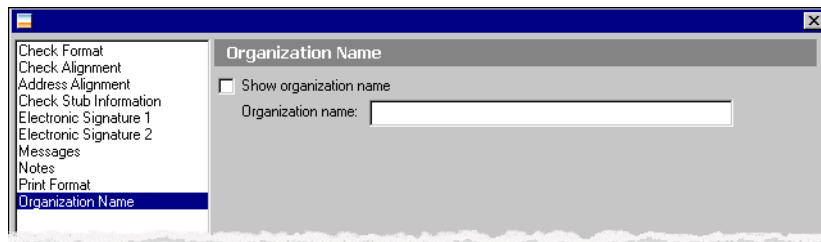
- Select **Total Per Check Printing** to print each check for the amount of the transactions that can fit on the check stub. Additional checks are created based on the number of transactions fitting on a check stub.

Note: Totals of items not fitting on the check stub appear in the category All Others on the check stub.

- Select Additional Document Check Printing to print one check for the total amount and print all transaction details on a separate sheet regardless of the number of transactions on the check stub. Mark **Print the transaction detail sheets** or **Export the transaction detail sheets** to print or export transaction details. To print the distribution for the payment, mark **Show distribution for these characteristics** and mark the checkboxes for the information to appear with the transactions.
- Select Combination Check Printing to print one check for the total amount and print any transactions not fitting on the check stub on a separate sheet of paper. Mark **Print the transaction detail sheets** or **Export the transaction detail sheets** to print or export transaction details.

Note: You can print the organization name only if you use a blank paper check format.

Organization Name. To print your organization's name on a blank paper check, select **Organization Name** on the left of the Default Payment Options screen.

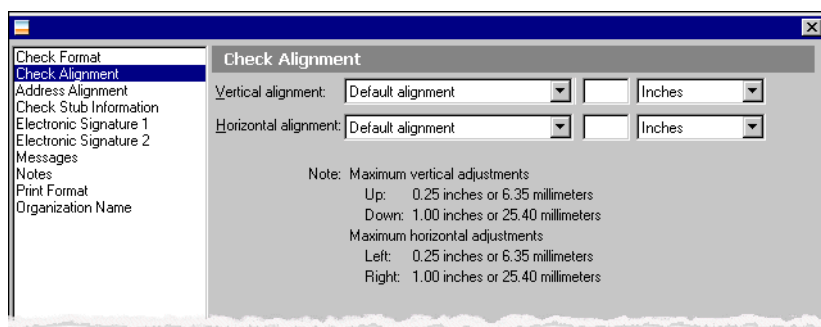


Mark **Show Organization Name** and enter the name in the **Organization name** field.

Default Payment Options for Accounts Payable Electronic Funds Transfers

EFTs are transactions made through computer databases and electronic files. Money does not physically change hands; it transfers electronically from one account into another account. If you have the optional module *EFT*, which adds fields and options to areas of **Accounts Payable**, you can send and receive electronic transfers.

Check Alignment. To define the alignment of checks on forms, select **Check Alignment** on the left of the Default Payment Options screen.



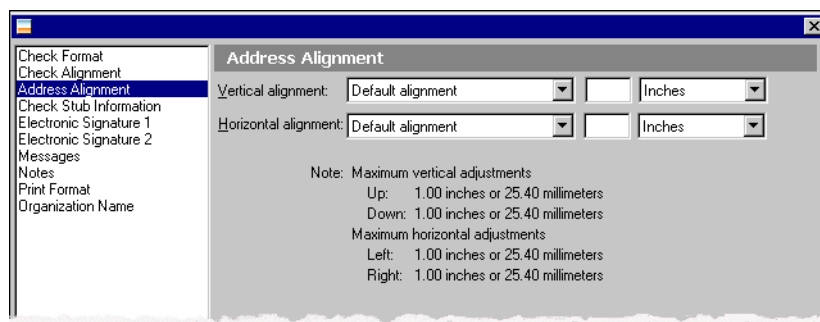
In the **Vertical alignment** field, select Default alignment, Move printed information up, or Move printed information down.

If you select Move printed information up or Move printed information down, you can select the distance to move the information. For example, if you select Move printed information up in the **Vertical alignment** field, enter .02, and select Inches, the information prints .02 inch higher on the check.

In the **Horizontal alignment** field, select Default alignment, Move printed information left, or Move printed information right.

If you select Move printed information left or Move printed information right, you can select the distance to move the information. For example, if you select Move printed information left in the **Horizontal alignment** field, enter .02, and select Inches, the information prints .02 inch toward the left on the check.

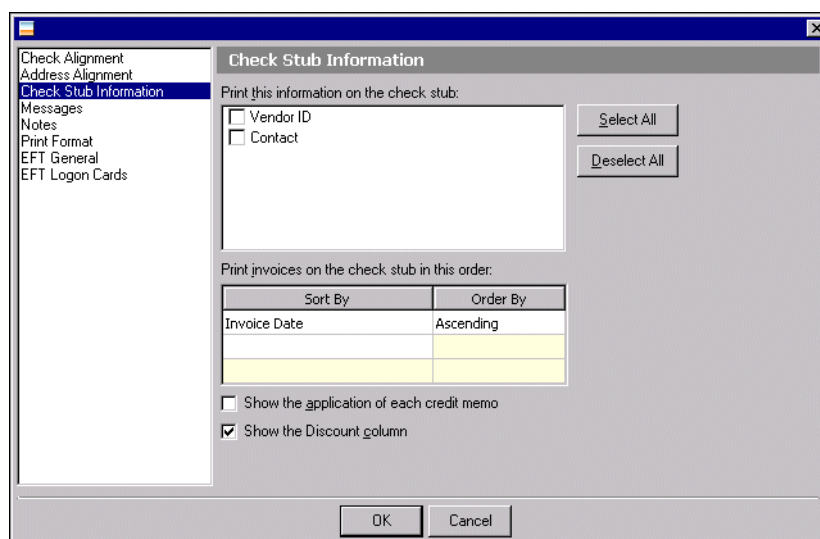
Address Alignment. To define the alignment of addresses on forms, select **Address Alignment** on the left of the Default Payment Options screen.



In the **Vertical alignment** and **Horizontal alignment** fields, select Default alignment, Move printed information up, or Move printed information down.

If you select Move printed information up or Move printed information down, you can select the distance to move the address. For example, if you select Move printed information up in the **Vertical alignment** field and enter 2, the address prints .02 inch higher on the form.

Check Stub Information. To select information to print on check stubs, select **Check Stub Information** on the left of the Default Payment Options screen.



In the **Print this information on the check stub** box, mark any or all of the checkboxes: **Vendor ID**, **Tax ID Number**, **Contact**, **Fax**, **Phone**, or **E-mail**.

In the **Print invoices on the check stub in this order** grid, select how to itemize invoices on the check stub. For example, to list invoices by invoice number with the lowest number first, in the **Sort By** column select Invoice Number. In the **Order By** column, select Ascending.

Note: To sort even further, you can sort by Invoice Date and Invoice Amount.

To print credit memo applications on the check stub, mark **Show the application of each credit memo**.

To show the discount amount as recorded in the vendor record, leave **Show the Discount column** marked.

Note: You can print messages only if you use a blank paper format.

Messages. To print a message on blank paper checks, select **Messages** on the left of the Default Payment Options screen.

The screenshot shows a window titled "Messages". On the left is a navigation pane with the following items: Check Format, Check Alignment, Address Alignment, Check Stub Information, Electronic Signature 1, Electronic Signature 2, Messages (highlighted), Notes, Print Format, and Organization Name. The main area of the window contains the following text:

When using blank paper checks, you can print one or two messages on each check:

Message 1 _____

Message 2 _____

Examples of Messages _____

This check requires two signatures for amounts over \$1,000.00
 This check is void after 90 days
 This check is in U.S. dollars

In the **Message 1** and **Message 2** fields, enter the text to print. The Examples of Messages display provides sample messages.

Notes. To print a note on checks and check stubs, select **Notes** on the left of the Default Payment Options screen.

The screenshot shows a window titled "Notes". On the left is a navigation pane with the following items: Check Format, Check Alignment, Address Alignment, Check Stub Information, Electronic Signature 1, Electronic Signature 2, Messages, Notes (highlighted), Print Format, and Organization Name. The main area of the window contains the following text:

☐ Print Note on Check _____

☐ Print the: Note from Vendor _____

☐ Print this note: _____

Glossary: A class is a subcategory that defines how funds are designated for use. You can categorize class as unrestricted, restricted, or temporarily restricted for FAS 117 reporting. You define classes in *Configuration* in **General Ledger**.

- If you mark **Print the**, you can select to print the Check description, Note from Vendor, Account number and description, Project ID and description, Existing Endowments, Spendable/Non-Spendable, or Class.
- If you mark **Print this note**, you can enter your own note. If you select a single-stub EFT notice format, you can mark **Print Note on Check Stub** and select or enter a note to print on the stub.

Print Format. To select a printing format, select **Print Format** on the left of the Default Payment Options screen. Mark **Print Note on Check** and select or enter the note to print.

The screenshot shows a window titled "Default Payment Options for Accounts Payable Computer Check". On the left is a navigation pane with the following items: Check Format, Check Alignment, Address Alignment, Check Stub Information, Electronic Signature 1, Electronic Signature 2, Messages, Notes, Print Format (highlighted), and Organization Name. The main area of the window contains the following text:

Print Format

Print format: Total Per Check Printing _____

A maximum of 11 transactions will print on the check stub and the check will be printed for that amount. If a vendor has more than 11 transactions to pay, additional checks will be created based on the number of transactions remaining.

- Select **Total Per Check Printing** to print each check for the amount of the transactions that can fit on the check stub. Additional checks are created based on the number of transactions fitting on a check stub.

Note: Totals of items not fitting on the check stub appear in the category All Others on the check stub.

- Select Additional Document Check Printing to print one check for the total amount and print all transaction details on a separate sheet regardless of the number of transactions on the check stub. Mark **Print the transaction detail sheets** or **Export the transaction detail sheets** to print or export transaction details. To print the distribution for the payment, mark **Show distribution for these characteristics** and mark the checkboxes for the information to appear with the transactions.
- Select Combination Check Printing to print one check for the total amount and print any transactions not fitting on the check stub on a separate sheet of paper. Mark **Print the transaction detail sheets** or **Export the transaction detail sheets** to print or export transaction details.

EFT General. To make formatting selections for EFTs, select **EFT General** on the left of the Default Payment Options screen.

In the **Output file name** field, enter the path and file name of the EFT file to create or click the ellipses to search for a file.

Your organization's Federal ID number, as defined in *Configuration*, automatically appears in the **Federal ID number** field. In the **Immediate Origin** field, select Transit/Routing number, EIN, or Other as the number for **Accounts Payable** to use when creating the EFT file. If you select Other, enter the number to use. In the **Imm. origin name** field, select Organization name or Other. If you select Other, enter the name to use.

To print the deposit label, bank name, transit number, and bank account number on the EFT notice, mark **Include vendor bank information on EFT notice**.

In the **File Format** frame, enter a reference, up to eight characters, in the **Header record reference** field. To automatically create a debit transaction in the EFT file during the payment run, mark **Create debit transaction**. If you mark **Include carriage return/line feed**, the program appends a carriage return/line feed to indicate end of line in the EFT file.

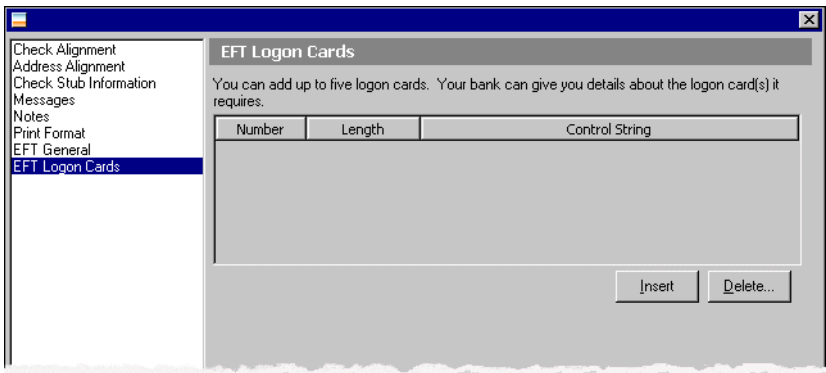
In the **Miscellaneous** frame, you enter a code in the **Entry description** field. This code can be up to 10 characters long and is transmitted to the bank with the EFT file. In the **Company ID prefix** field, select EIN, DUNS, User assigned, User defined as the identification prefix for your organization. You can leave this field blank. The program adds the prefix to the beginning of the ID when you generate an EFT file. If you select User defined, you must enter a number in the field on the right. In the **Company ID number** field, enter a unique identification number, a maximum of nine characters, for your organization.

To include vendor information in the individual identification number field of the output file, mark **Identify vendor using** and select Vendor Tax ID or Vendor ID.

If you transmit EFT files directly to the Federal Reserve, you can mark **Format file for this Federal Reserve Bank** and enter the name of the bank in the field. Enter the routing code for the bank in the **Federal Reserve Bank routing code** field.

Note: To find out if your bank requires logon cards, contact a representative at the financial institution.

EFT Logon Cards. To add logon cards for an EFT file, select **EFT Logon Cards** on the left of the Default Payment Options screen.

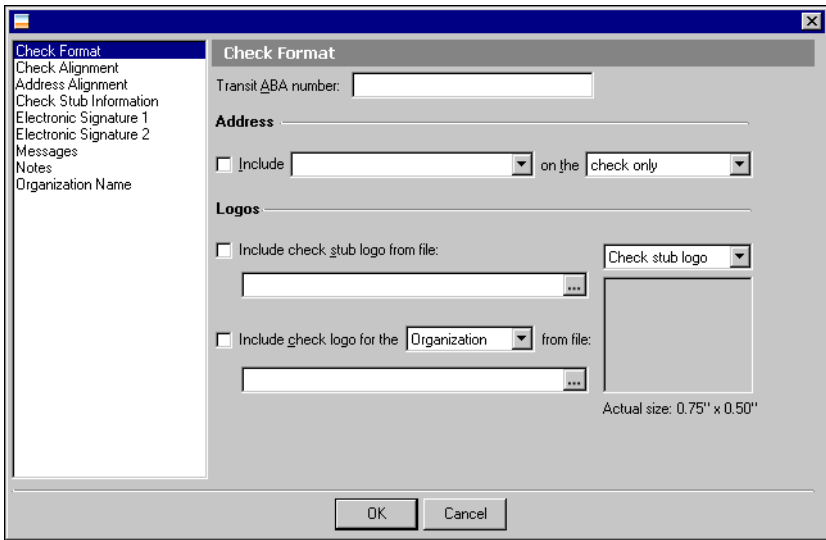


You can have a maximum of five logon cards. Click **Insert** to add a logon card to the grid. Enter the maximum length of the logon card in the **Length** column. Enter a description in the **Control String** column. To allow an unlimited number of characters in the control string, leave the **Length** column blank. To delete a logon card, select a row in the grid and click **Delete**. **Default Payment Options for Accounts Payable One-Time Checks**

One-time checks are check payments for people or companies you will not make payments to again, for example, graduation speakers or refunds to students. One-time checks help you limit the number of vendor records saved in your database.

Note: **Check Format** appears only if you select a blank check form in the **Default form** field on the Payments tab.

Check Format. If you select a blank paper check format as the default form, you can make formatting selections with **Check Format**.



In the **Transit ABA number** field, enter the number supplied by the bank. To include an address on the check, in the **Address** frame, mark **Include** and select the address to use. You can select to print the address on the check only, check stub only, or check and stub.

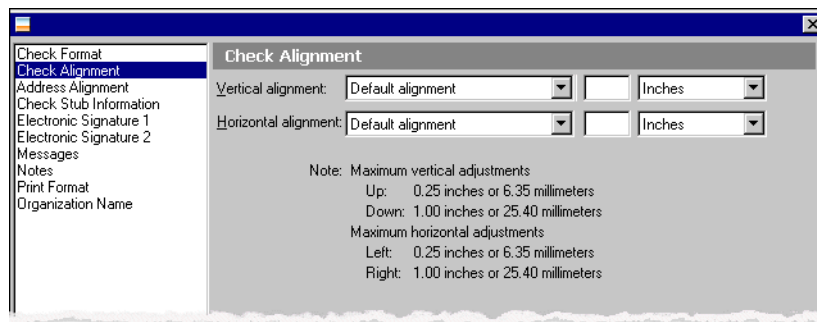
Make selections to print the organization or bank logo on the check or check stub in the **Logos** frame. To print the logo of your organization on the check stub, mark **Include check stub logo from file**. Click the ellipsis to locate the file where your logo is saved in *.bmp, *.gif, or *.jpg format.

Note: There is room on the check to print either your organization logo or the bank logo, but not both.

To print the logo for your organization or bank, mark **Include check logo for the [] from file** and select Organization or Bank. Click the ellipsis to locate the file where your logo is saved in *.bmp, *.gif, or *.jpg format.

In the field above the display, select Check logo or Check stub logo to see a sample of the logo to appear on checks.

Check Alignment. To define the alignment of checks on forms, select **Check Alignment** on the left of the Default Payment Options screen.



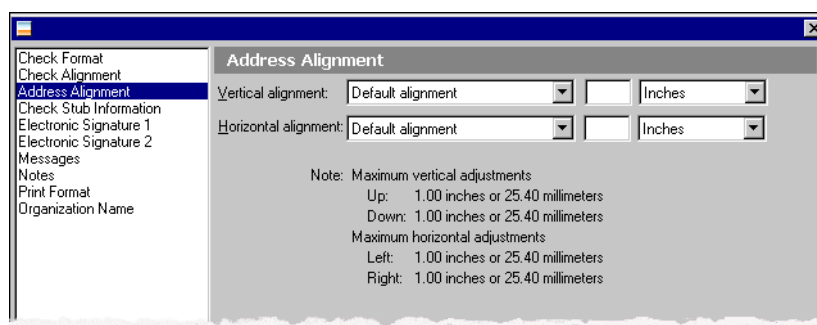
In the **Vertical alignment** field, select Default alignment, Move printed information up, or Move printed information down.

If you select Move printed information up or Move printed information down, you can select the distance to move the information. For example, if you select Move printed information up in the **Vertical alignment** field, enter .02, and select Inches, the information prints .02 inch higher on the check.

In the **Horizontal alignment** field, select Default alignment, Move printed information left, or Move printed information right.

If you select Move printed information left or Move printed information right, you can select the distance to move the information. For example, if you select Move printed information left in the **Horizontal alignment** field, enter .02, and select Inches, the information prints .02 inch toward the left on the check.

Address Alignment. To define the alignment of addresses on forms, select **Address Alignment** on the left of the Default Payment Options screen.



In the **Vertical alignment** and **Horizontal alignment** fields, select Default alignment, Move printed information up, or Move printed information down.

If you select Move printed information up or Move printed information down, you can select the distance to move the address. For example, if you select Move printed information up in the **Vertical alignment** field and enter 2, the address prints .02 inch higher on the check.

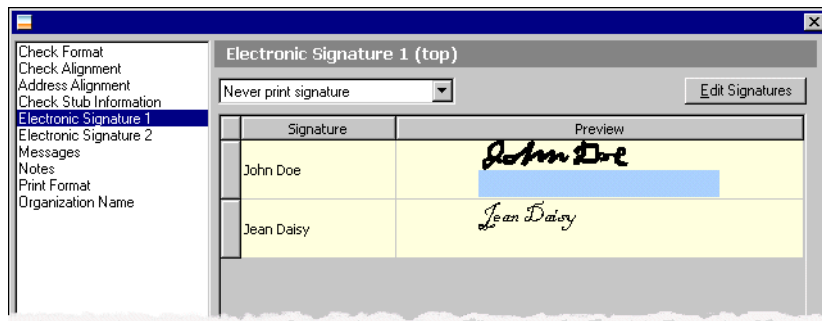
Check Stub Information. To select information to print on check stubs, select **Check Stub Information** on the left of the Default Payment Options screen.



In the **Print this information on the check stub** box, mark any or all of the checkboxes: **Tax ID Number**, **Contact**, **Fax**, **Phone**, or **Email**. If you are using a blank paper check, you can include only contact information. To show the discount amount as recorded in the vendor record, leave **Show the Discount column** marked.

Glossary: An electronic signature is a scanned bitmap image used on checks and purchase orders.

Electronic Signature 1. To print an electronic signature on one-time checks, select **Electronic Signature 1** on the left of the Default Payment Options screen. If you require two signatures on checks, use **Electronic Signature 1** to print as the top signature.



Note: You can print electronic signatures on checks only if you have the security rights. For more information about security rights, see the *Administration Guide* for **The Financial Edge**.

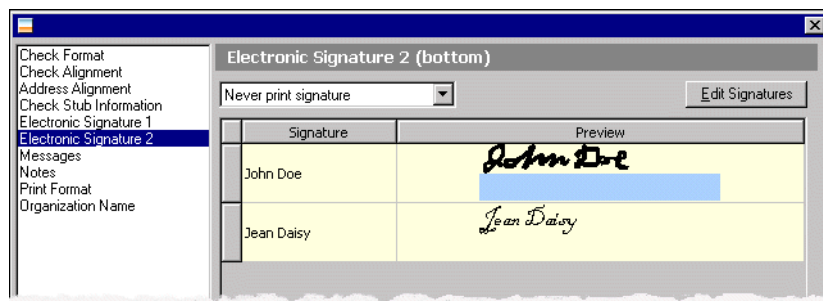
In the field, select a rule for printing signatures.

- If you select Never print signature, checks require manual signatures.
- If you select Offer optional signature, mark the checkbox in the **Choices?** column for each signature to make available.
- If you select Always print this signature, select the signature to print.
- If you select Print signature based on amount, enter the amount range in the **From** and **To** columns and select the signature to use for the range.

Note: Electronic signatures are available only for computer checks and one-time checks.

To edit electronic signatures, click **Edit Signatures**. For more information about editing signatures, see “Editing Electronic Signatures” on page 77.

Electronic Signature 2. To print a second electronic signature on checks, select **Electronic Signature 2** on the left of the Default Payment Options screen. If you require two signatures, use **Electronic Signature 2** to print as the bottom signature.



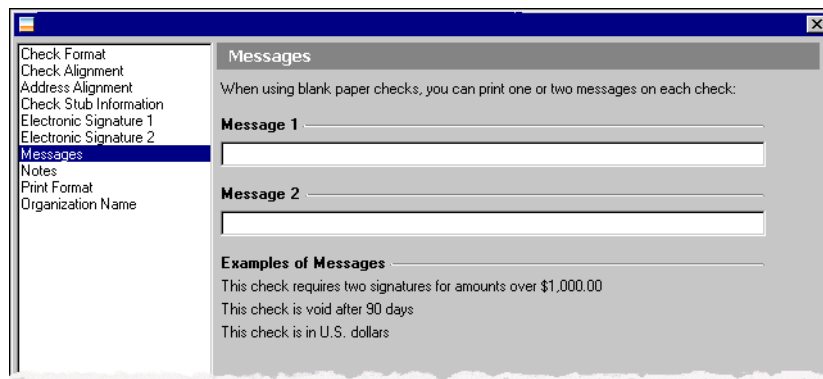
In the field, select a rule for printing signatures.

- If you select Never print signature, checks require manual signatures.
- If you select Offer optional signature, mark the checkbox in the **Choices?** column for each signature to make available.
- If you select Always print this signature, select the signature to print.
- If you select Print signature based on amount, enter the amount range in the **From** and **To** columns and select the signature to use for the range.

To edit electronic signatures, click **Edit Signatures**. For more information about editing signatures, see “Editing Electronic Signatures” on page 77. In the field, select a rule for printing signatures:

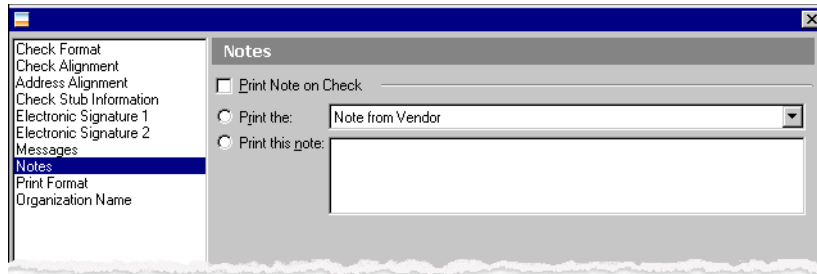
Note: You can print messages only if you use a blank paper check format.

Messages. To print a message on blank paper checks, select **Messages** on the left of the Default Payment Options screen.



In the **Message 1** and **Message 2** fields, enter the text to print. The Examples of Messages display provides sample messages.

Notes. To print a note on one-time checks, select **Notes** on the left of the Default Payment Options screen.



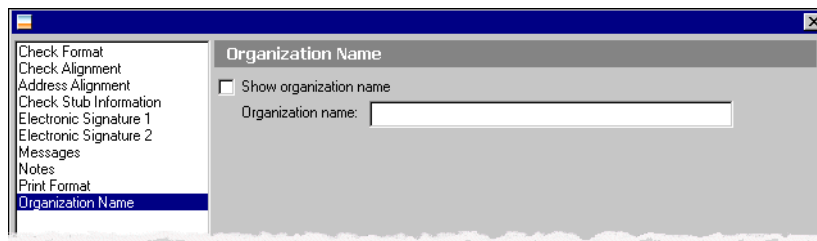
Mark **Print Note on Check** and select or enter the note to print.

Glossary: A class is a subcategory that defines how funds are designated for use. You can categorize class as unrestricted, restricted, or temporarily restricted for FAS 117 reporting. You define classes in *Configuration* in **General Ledger**.

- If you mark **Print the**, you can select to print the Check description, Note from Vendor, Account number and description, Project ID and description, Existing Endowments, Spendable/Non-Spendable, or Class.
- If you mark **Print this note**, you can enter your own note.

If you select a single-stub check format, you can mark **Print Note on Check Stub** and select or enter a note to print on the stub.

Organization Name. To print your organization's name on a blank paper check, select **Organization Name** on the left of the Default Payment Options screen.



Note: You can print the organization name only if you use a blank paper check format.

Mark **Show Organization Name** and enter the name in the **Organization name** field.

Formatting Deposit Information

On the Deposits tab of a bank account record, you can set up deposit information for the bank account. On this tab, you select the programs that will create deposits and define deposit options. For more information about deposit types, see “Selecting Deposit Types” on page 43.

Note: You create deposits in *Deposit tasks*. For more information about creating deposits in *Banks*, see “Creating New Deposits” on page 116.

Using the **Edit Deposit Options** button, you can format EFT routing and logon cards for deposits. For more information about using **Edit Deposit Options**, see “Defining Default Deposit Options” on page 44.

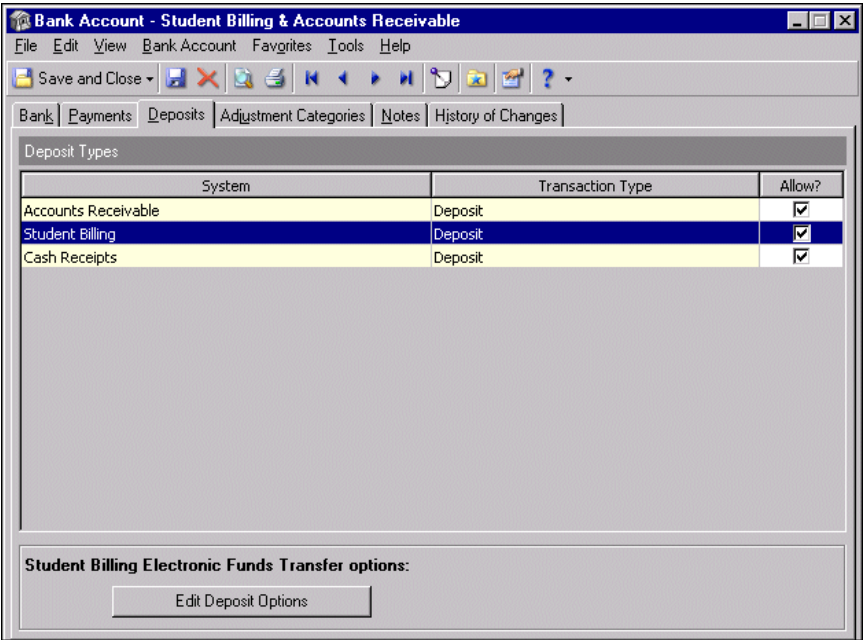
Selecting Deposit Types

On the Deposits tab of a bank account record, you select the programs that can create deposits for the bank account: **Accounts Receivable**, **Cash Receipts**, and **Student Billing**. Only the programs you have appear in the grid on the Deposits tab.

► Selecting deposit types on the Deposits tab

Note: Before you can create deposits or payments, you must define cash account information for each bank account you plan to use for accounts receivable transactions. For more information about defining cash accounts, see “Defining Cash Accounts” on page 11.

1. From an open bank account record in **Accounts Receivable**, **Cash Receipts**, or **Student Billing**, select the Deposits tab.



2. In the **Allow?** column, all the checkboxes are marked automatically to indicate that **Accounts Receivable**, **Cash Receipts**, and **Student Billing** can create deposits. To prevent deposits from being created in any program, unmark the checkbox in the **Allow?** column.

If you select **Student Billing** or **Accounts Receivable** in the grid, you can edit deposit options for EFTs. For more information about default deposit options, see “Defining Default Deposit Options” on page 44.

3. To close the record and return to the Banks page, click **Save and Close**.

Defining Default Deposit Options

You can define default deposit options for EFTs in **Accounts Receivable** and **Student Billing** on the Deposits tab. When you select the **Accounts Receivable** or **Student Billing** row in the grid, **Edit Deposit Options** becomes active so you can access the Default Deposit Options screen.

Electronic funds transfers (EFTs) are transactions made through computer databases and electronic files. Money does not physically change hands; it transfers electronically from one account into another account. If you have the optional module *EFT*, which adds fields and options to areas of **Accounts Receivable** and **Student Billing**, you can send and receive electronic transfers. For more information about creating EFTs, see “Creating EFT Files” on page 121.

EFT General. To make formatting selections for EFTs, select **EFT General** on the left of the Default Deposit Options screen.

In the **Output file name** field, enter the path and file name of the EFT file to create or click the ellipses to search for a file.

Note: If your bank requires a 10-digit number, the program uses the company ID prefix as the first of the 10 digits and the company ID number as the remaining nine.

In the **Company ID prefix** field, select EIN, DUNS, User assigned, User defined as the identification prefix for your organization. You can leave this field blank. The program adds the prefix to the beginning of the ID when you generate an EFT file. If you select User defined, you must enter a number in the field on the right. In the **Company ID number** field, enter a unique identification number, a maximum of nine characters, for your organization.

In the **Immediate Origin** field, select Transit/Routing number, EIN, or Other as the number for **Accounts Receivable** or **Student Billing** to use when creating the EFT file. If you select Other, enter the number to use. In the **Immediate Origin** field, select Transit/Routing number, EIN, or Other as the number for **Accounts Receivable** or **Student Billing** to use when creating the EFT file. If you select Other, enter the number to use. In the **Imm. orig. name** field, select Organization name or Other. If you select Other, enter the name to use.

In the **File Format** frame, enter a reference, up to eight characters, in the **Header record reference** field. To automatically create a credit transaction in the EFT file during the deposit run, mark **Create credit transaction**. If you mark **Include carriage return/line feed**, the program appends a carriage return/line feed to indicate the end of the line in the EFT file.

In the **Miscellaneous** frame, you can enter a code in the **Entry description** field. This code can be up to 10 characters long and is transmitted to the bank with the EFT file. In the **Company ID prefix** field, select EIN, DUNS, User assigned, or User defined as the identification prefix for your organization. You can leave this field blank. The program adds the prefix to the beginning of the ID when you generate an EFT file. If you select User defined, you must enter a number in the field on the right.

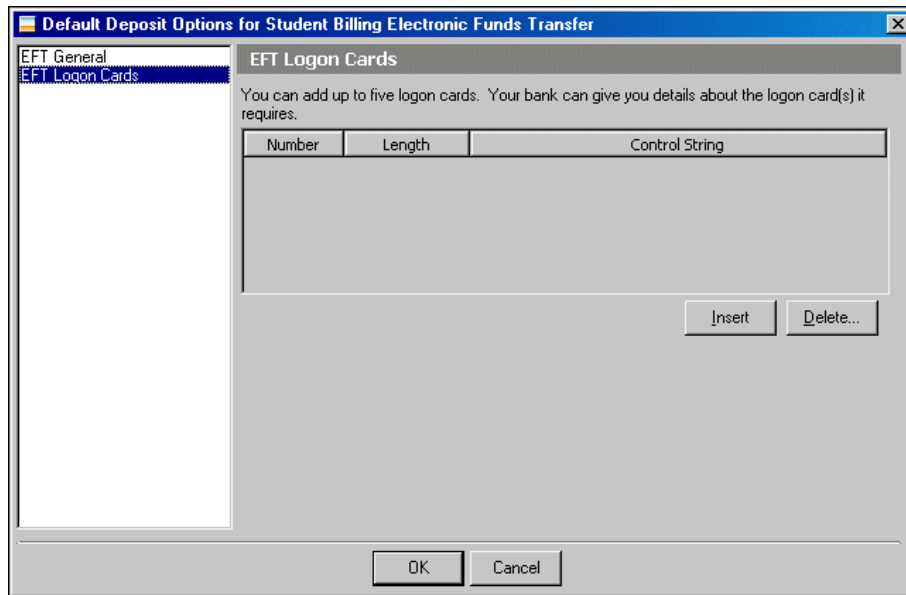
Note: If you select Record ID, this is the Student ID on student records, Individual ID on individual records, and Organization ID on organization records.

To include record information in the identification number field of the EFT file, mark **Identify record/client using** and select Record ID/Client ID or SSN/CFDA#.

If you transmit EFT files directly to the Federal Reserve, you can mark **Format file for this Federal Reserve Bank** and enter the name of the bank in the field. Enter the routing code for the bank in the **Federal Reserve Bank routing code** field.

Note: To find out if your bank requires logon cards, contact a representative at the financial institution.

EFT Logon Cards. To add logon cards for an EFT file, select **EFT Logon Cards** on the left of the Default Deposit Options screen.



You can have a maximum of five logon cards. Click **Insert** to add a logon card to the grid. Enter the maximum length of the logon card in the **Length** column. Enter a description in the **Control String** column. To allow an unlimited number of characters in the control string, leave the **Length** column blank. To delete a logon card, select a row in the grid and click **Delete**.

Adding Adjustment Categories

Glossary: An adjustment category is a type of adjustment, such as a minimum balance fee or monthly service charge, that adds detail in the register.

Adjustment transactions are used to record bank account transactions such as interest earned, service charges, balance adjustments, and transfers between bank accounts. If you have the optional module *Cash Management*, you can create adjustment categories on the Adjustment Categories tab for adjustment transactions you create regularly, such as interest earned, service charges, balance adjustments, and transfers between bank accounts.

Using adjustment categories reduces data entry time, ensures accuracy, and speeds reconciliation. For example, if you have a monthly bank service fee for checking, you can create an adjustment category for this fee that includes all the necessary information for the transaction, such as the payment amount, the reference for the register and statements, and the payment distribution accounts. Each month when you need to record the bank service fee, you can create an adjustment transaction, select the adjustment category created for this transaction type and all the information for this payment is entered automatically. For more information about creating, deleting, and reversing adjustment transactions, see “Creating New Adjustments” on page 106.

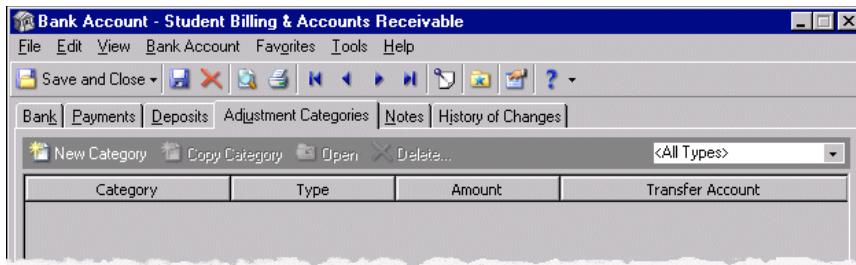
Warning: Be careful not to click **Delete** on the toolbar. You may inadvertently delete the bank account record.

The Adjustment Categories tab displays all saved adjustment categories. You can open a saved category to make changes, delete an adjustment category, or copy an existing category to create a new one based on its settings.

► **Adding an adjustment category**

Warning: If you do not have rights established in **Security** to add new adjustment categories, you cannot add a category.

1. From an open bank account record, select the Adjustment Categories tab.



2. Click **New Category** on the action bar. The New Adjustment Category screen appears.

3. In the **Category** field, enter a name for the adjustment category.
4. In the **Date** field, enter the date to use as the default when creating an adjustment of this type. You can select "<Today>", "<Current Period Start>", "<Current Period End>", or "<Blank>".
5. Enter the amount of the adjustment in the **Amount** field or leave it blank so you can define the amount when you create the adjustment.
6. In the **Type** field, select "Deposit", "Payment", or "Transfer Out". The "Deposit" and "Payment" transaction types do not necessarily have to be deposits or payments. The terms simply mean a "Deposit" increases the account balance while a "Payment" decreases the account balance. For example, a service fee would be a payment, while a credit to the account would be a deposit.

If you select "Transfer Out", the **Transfer to** field appears. In this field, select the bank account to transfer the amount to.

7. In the **Reference** field, enter a journal reference. This is the text that will appear in the check register.

For transfer-type adjustments, the text entered here appears in the bank registers for both bank accounts used in the transfer. We recommend that you choose this description carefully so it will be meaningful in both accounts. For example, "Transfer from BAYBANK-SAV to SCSL-CHK".

Note: You can set a business rule in *Configuration* to exclude "Do not post" as a post status for adjustments.

8. In the **Post status** field, select "Not yet posted" or "Do not post".

9. In the **Post date** field, select the default post date for adjustments of this type. Select “<Adjustment Date>” for the post date to equal the date selected in the **Date** field, or select “<Today>” for the post date to equal the date the adjustment is created.

Warning: When creating adjustment distributions, we recommend using the cash account as the debit account for deposit type adjustments and the cash account as the credit account on payment and transfer type adjustments. Using a different account will cause the bank register and **General Ledger** cash account to be out of balance.

10. Select the Distribution tab. To create a distribution for the adjustment, designate debit and credit accounts for the adjustment, the amounts to distribute to the accounts, and select a class for the distribution on the Distribution tab. If you have the optional module *Projects and Grants*, you can classify the adjustment using transaction codes. For more information about distributions, see the *Configuration Guide for General Ledger*.
11. To save the adjustment category and return to the Adjustment Categories tab, click **Save and Close**.

Creating New Credit Card Account Records

You can add a new credit card record from Banks, when you select **New credit card account** from the main Banks page. You can also add a credit card record directly from a vendor record on the Credit Cards tab.

When you create a credit card account record, you add basic information, such as the account, bank name, credit card type, and credit limit. You also link to the vendor who will make the payment and set up the GL liability account.

► Creating a credit card account record

1. From *General tasks* on the Banks page, click **New credit card account**. The New Credit Card Account record opens to the Account tab.

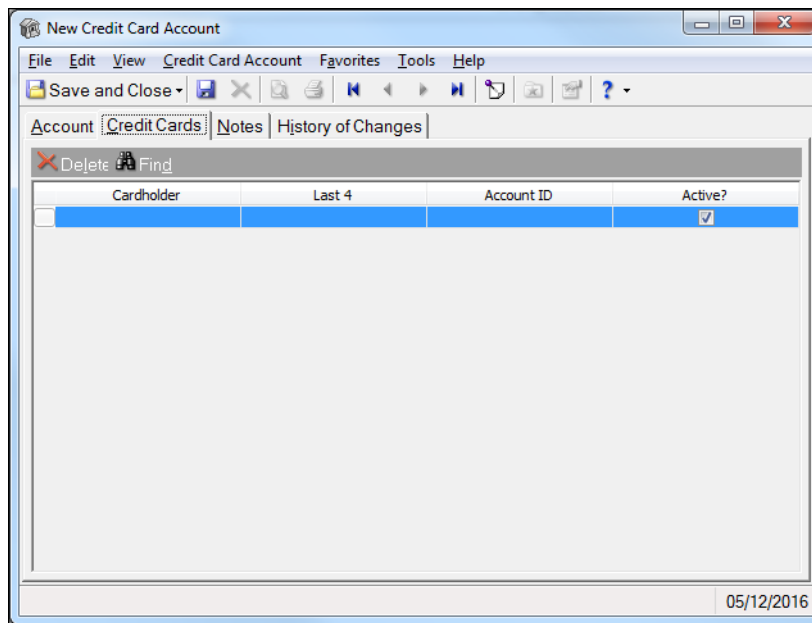
The screenshot shows the 'New Credit Card Account' window with the 'Account' tab active. The fields are as follows:

- Account:** [Text field]
- Bank name:** [Text field]
- Account ID:** [Text field]
- Credit card type:** [Dropdown menu]
- Account last 4:** [Text field]
- Account status:** [Dropdown menu, currently set to 'Open']
- Credit limit:** [Text field]
- Vendor name:** [Text field]
- ID:** [Text field]
- GL liability:** [Text field with a dropdown arrow]

The date 05/12/2016 is shown in the bottom right corner.

2. Enter the **Account**, **Account ID**, and **Bank name** fields.
3. Select the credit card type.

4. Enter the last four digits of the credit card.
5. Enter the Account status. Your choices include “Open” and “Closed.”
6. Specify the credit limit for the credit card.
7. Enter the vendor name.
8. Enter the GL liability account. When you assign a liability account to a credit card, you must decide if you want a liability account for each credit card, or if you want one account for all credit cards.
9. Select the Credit Cards tab. From here, you can add additional cards and the card holders.



10. Enter each cardholder and the last four digits of the credit card they use.
11. If the card is currently in use, mark **Active**.
12. Select **Save and close**.

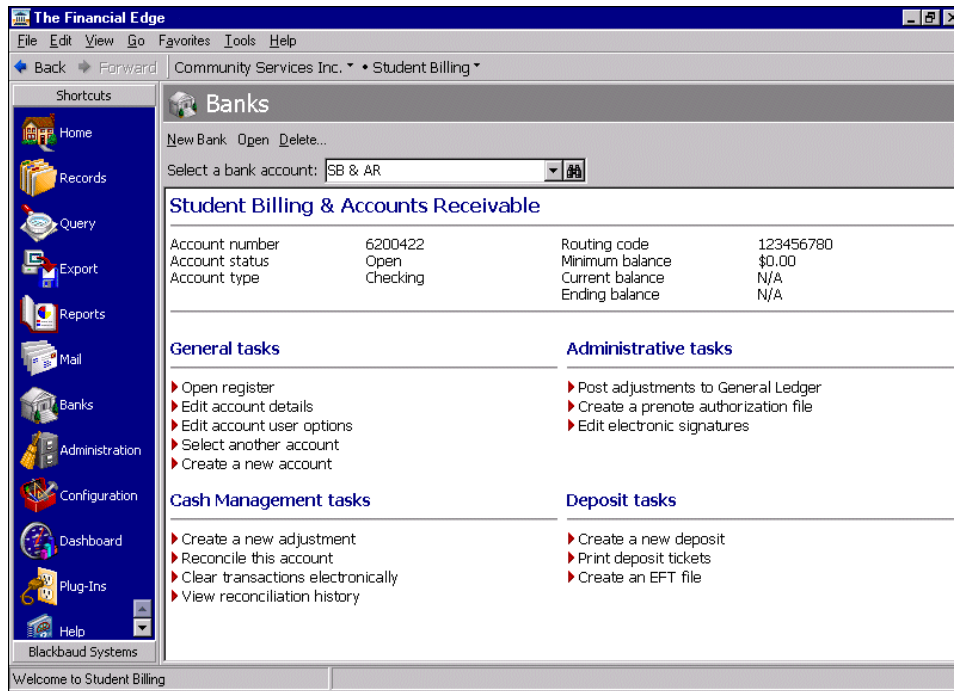
General Tasks



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You can access bank account records and registers from the Banks page. You can edit bank and payment options and create new bank accounts. Links to these tasks appear under *General tasks* on the Banks page. These links take you directly to where you need to be to perform a general banking task.

- **Open register**
- **Edit account details**
- **Edit account user options**
- **Select another account**
- **Create a new account**



Opening the Register

Because the bank register is an integral part of banking activities, a large amount of information is maintained on the Bank Register screen. You open a bank account register from the Banks page. Click **Open register** from *General tasks*, and the register for the selected bank account appears. The Bank Register screen displays a grid you can use to quickly locate information about every transaction in a bank account. On this screen, you can filter, sort, and void transactions and view transaction details.

Date	Type	Source	Number	Payee	Status	Payment	Deposit	Balance
07/28/2000	Deposit	Student Billing	1	Student Billing Deposit 1	Outstan...		\$166,650.00	\$166,650.00
09/28/2000	Deposit	Student Billing	2	Student Billing Deposit 2	Outstan...		\$15,270.00	\$181,920.00
10/28/2000	Deposit	Student Billing	3	Student Billing Deposit 3	Outstan...		\$16,280.00	\$198,200.00
03/31/2001	Deposit	Student Billing	4	Student Billing Deposit 4	Outstan...		\$3,750.00	\$201,950.00
03/31/2001	Deposit	Student Billing	5	Student Billing Deposit 5	Outstan...		\$39,787.00	\$241,737.00
04/30/2001	Deposit	Student Billing	6	Student Billing Deposit 6	Outstan...		\$4,700.00	\$246,437.00
07/25/2001	Deposit	Student Billing	7	Student Billing Deposit 7	Outstan...		\$142,375.00	\$388,812.00
12/31/2001	Deposit	Student Billing	8	Student Billing Deposit 8	Outstan...		\$15,130.59	\$403,942.59
02/20/2002	Deposit	Accounts R...	1	Accounts Receivable Deposit 1	Outstan...		\$500.00	\$404,442.59
02/21/2002	Deposit	Cash Recei...	1	Miscellaneous Cash Receipts ...	Outstan...		\$750.00	\$405,192.59
01/16/2003	Deposit	Accounts R...	2	Accounts Receivable Deposit 2	Outstan...		\$353.00	\$405,545.59
01/16/2003	Deposit	Accounts R...	3	Accounts Receivable Deposit 3	Outstan...		\$185.00	\$405,730.59
01/16/2003	Deposit	Accounts R...	4	Accounts Receivable Deposit 4	Outstan...		\$50.00	\$405,780.59
01/16/2003	Deposit	Accounts R...	5	Accounts Receivable Deposit 5	Outstan...		\$200.00	\$405,980.59
04/04/2005	Deposit	Student Billing	9	Student Billing Deposit 9	Outstan...		\$250.00	\$406,230.59
07/21/2005	Deposit	Student Billing	10	Student Billing Deposit 10	Outstan...		\$300.00	\$406,530.59

Transaction total: \$406,530.59

Bank Register Screen

There are several buttons, fields, and menus on the bank register screen you can use to quickly locate information about every transaction in a bank account.

Transaction Filters. Use this field to filter the transactions displayed in the register.

- Select “Show all transactions” to display all transactions.
- Select “Only show specified transactions” to access the Transaction Filters screen. On this screen filter the transactions appearing in the register.
- Select “Only show outstanding transactions” to remove all cleared, reconciled, and voided transactions from the grid.
- Select “Only show voided transactions” to show only voided transactions.

Voided payments appear in the register only if they meet all three of these conditions: 1) they are posted 2) the payment date is before the statement end date 3) the reverse date (not the void date) is after the statement end date.

Filters. Click **Filters** to access to the Transaction Filters screen where you can filter the transactions appearing in the register.

Transaction Filters for Student Billing & Accounts Receivable

General	From	To
System		
Transaction Type	Show deposits with these dates	
Transaction Status	Show payments with these dates	
Post Status	Show deposits with these amounts	
	Show payments with these amounts	

☐ Save these filters as the default for this account

Reset Filters to Show All Transactions OK Cancel

Sort. Click **Sort** to access the Sort the Transaction Register screen where you can sort the order transactions appear in the register.

Sort the Transaction Register

	Sort by	Order
<input type="checkbox"/>	Date	Ascending
<input type="checkbox"/>	Type	Deposits then Payments
<input type="checkbox"/>	Source	Ascending
<input type="checkbox"/>	Number	Ascending

☐ Use Original Default Sort Order OK Cancel

Open. Select a transaction and click **Open**. The record for the selected transaction appears so you can view or edit transaction details.

Deposit 10

File Edit View Deposit Favorites Tools Help

Save and Close ?

Deposit Defaults Distribution Payments

Student Billing Deposit

Bank account: SB & AR Deposit number: 10

Deposit date: 07/21/2005 Deposit ID:

Entry date: 07/21/2005 Post status: Not yet posted

Status: Open Post date: 07/21/2005

Description: 7/21/2005 Deposit

☐ Deposit ticket printed on


☐ Deposit cleared on Not Reconciled

☐ EFT file created on

Deposit Worksheet

	Projected	Actual	Difference
# of Receipts	2	1	-1
Total Amount	\$500.00	\$300.00	(\$200.00)

Find. Click **Find** to access the Find screen where you can locate a particular transaction in the grid.

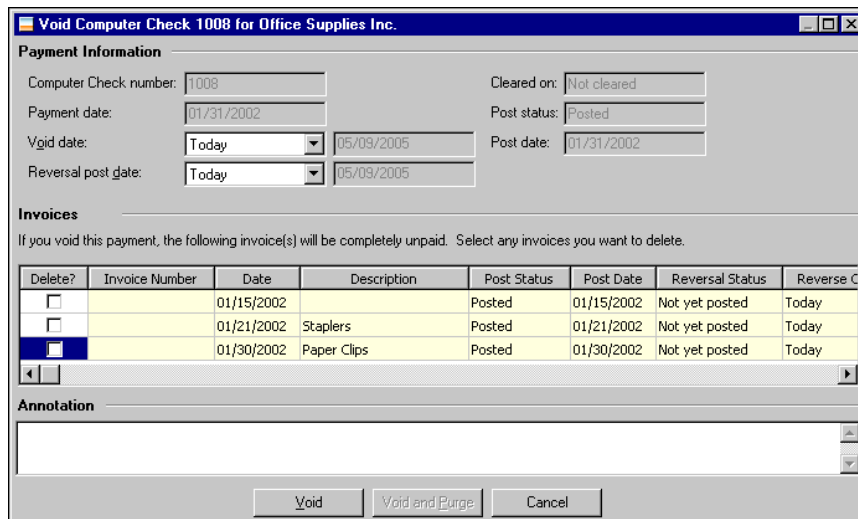


The Find dialog box has a title bar with a close button. It contains the following fields and controls:

- Field:** A dropdown menu currently set to "Date".
- Find what:** A text input field.
- Match:** A dropdown menu set to "Any part of field".
- Match case:** An unchecked checkbox.
- Buttons:** "Find First", "Find Next", and "Close".

Warning: Voided payments appear in the register only if they meet all three of these conditions: (1) They are posted; (2) The payment date is before the statement end date; and (3) the reverse date, not the void date, is after the statement end date.

Void. Select a transaction and click **Void** to void the transaction. The Void screen appears. Only cleared and outstanding transactions can be voided or voided and purged. For more information about rules for voiding and purging payments, see "Voiding Selected Payments" on page 74 and "Purging Voided Transactions" on page 76.



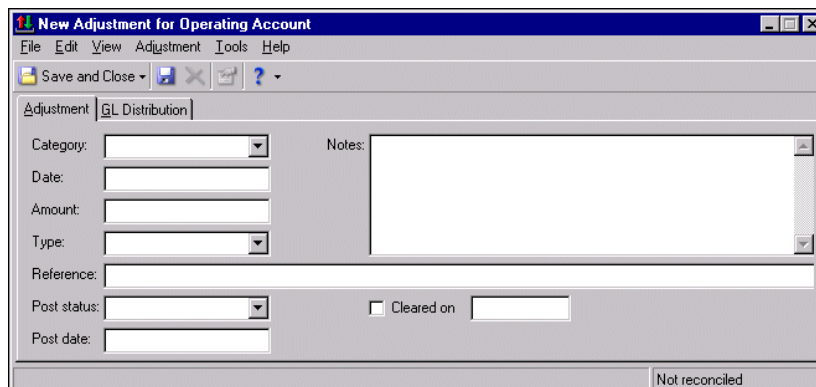
The Void dialog box is titled "Void Computer Check 1008 for Office Supplies Inc.". It contains the following sections and controls:

- Payment Information:**
 - Computer Check number: 1008
 - Payment date: 01/31/2002
 - Void date: Today (dropdown)
 - Reversal post date: Today (dropdown)
 - Cleared on: Not cleared (dropdown)
 - Post status: Posted (dropdown)
 - Post date: 01/31/2002
- Invoices:**

If you void this payment, the following invoice(s) will be completely unpaid. Select any invoices you want to delete.

Delete?	Invoice Number	Date	Description	Post Status	Post Date	Reversal Status	Reverse C
<input type="checkbox"/>		01/15/2002		Posted	01/15/2002	Not yet posted	Today
<input type="checkbox"/>		01/21/2002	Staplers	Posted	01/21/2002	Not yet posted	Today
<input checked="" type="checkbox"/>		01/30/2002	Paper Clips	Posted	01/30/2002	Not yet posted	Today
- Annotation:** A large text area for notes.
- Buttons:** "Void", "Void and Purge", and "Cancel".

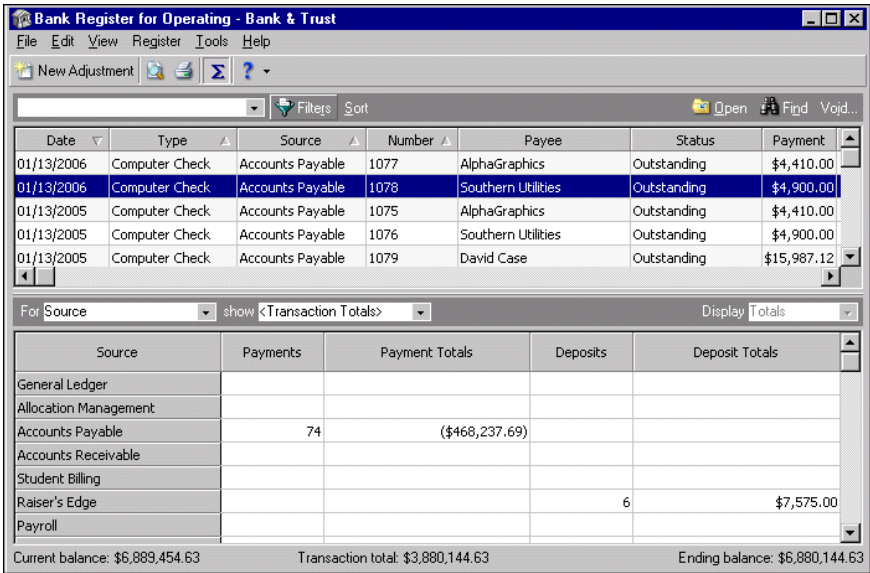
New Adjustment. Click **New Adjustment** to access the New Adjustment screen where you can create a new bank adjustment. For more information about creating new adjustments, see "Creating New Adjustments" on page 106.



The New Adjustment dialog box is titled "New Adjustment for Operating Account". It contains the following sections and controls:

- Menu Bar:** File, Edit, View, Adjustment, Tools, Help.
- Toolbar:** Save and Close, and other standard window controls.
- Adjustment:**
 - Category: (dropdown)
 - Date: (text field)
 - Amount: (text field)
 - Type: (dropdown)
 - Reference: (text field)
 - Post status: (dropdown)
 - Post date: (text field)
 - Cleared on: (checkbox) and (text field)
- Notes:** A large text area for notes.
- Status:** Not reconciled (text label).

Summary. Click **Summary** to see a summary of transaction information at the bottom of the screen.



The screenshot shows the 'Bank Register for Operating - Bank & Trust' window. It features a menu bar (File, Edit, View, Register, Tools, Help) and a toolbar with icons for New Adjustment, Filters, Sort, Open, Find, and Void. Below the toolbar is a table of transactions with columns: Date, Type, Source, Number, Payee, Status, and Payment. The transactions listed are from 01/13/2006 and 01/13/2005, involving Computer Checks from Accounts Payable to various payees like AlphaGraphics and Southern Utilities. At the bottom, there is a summary section with columns: Source, Payments, Payment Totals, Deposits, and Deposit Totals. The summary shows a current balance of \$6,889,454.63, a transaction total of \$3,880,144.63, and an ending balance of \$6,880,144.63.

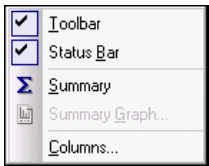
Date	Type	Source	Number	Payee	Status	Payment
01/13/2006	Computer Check	Accounts Payable	1077	AlphaGraphics	Outstanding	\$4,410.00
01/13/2006	Computer Check	Accounts Payable	1078	Southern Utilities	Outstanding	\$4,900.00
01/13/2005	Computer Check	Accounts Payable	1075	AlphaGraphics	Outstanding	\$4,410.00
01/13/2005	Computer Check	Accounts Payable	1076	Southern Utilities	Outstanding	\$4,900.00
01/13/2005	Computer Check	Accounts Payable	1079	David Case	Outstanding	\$15,987.12

Source	Payments	Payment Totals	Deposits	Deposit Totals
General Ledger				
Allocation Management				
Accounts Payable	74	(\$468,237.69)		
Accounts Receivable				
Student Billing				
Raiser's Edge			6	\$7,575.00
Payroll				

Current balance: \$6,889,454.63 Transaction total: \$3,880,144.63 Ending balance: \$6,880,144.63

View Menu

From the **View** menu, you can select how information appears in the bank register.

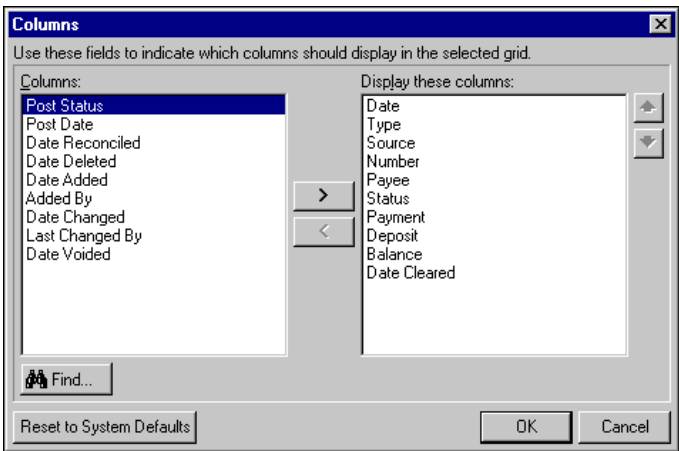


Toolbar. Select **Toolbar** to hide or view the toolbar.

Status Bar. Select **Status Bar** to hide or view the status bar.

Summary. Select **Summary** to view a summary of transaction information at the bottom of the screen.

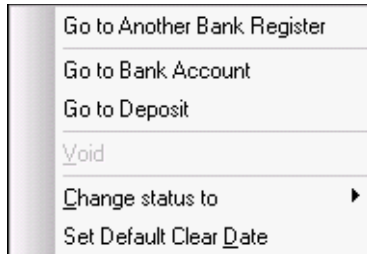
Columns. Columns in the register grid default to the **Date**, **Type**, **Source**, **Number**, **Payee**, **Status**, **Payment**, **Deposit**, **Balance**, and **Date Cleared** columns. Select **Columns** from the **View** menu to access the Columns screen. On this screen you can select the columns to see when you open the register.



Register Menu

From the **Register** menu, you can select processes specific to the bank register.

For information about menus throughout the program, see the *Program Basics Guide*.



Go to Another Bank Register. When you select **Register, Go to Another Bank Register**, you access the Open screen so you can select the register for another bank account in **Accounts Payable**.

Go to Bank Account. When you select **Register, Go to Bank Account**, you access the record for the selected bank account. You can view or edit information in the bank account record.

Go to <Transaction Type>. When you select **Register, Go to <Transaction Type>**, the record for the transaction selected in the **Type** column opens. You can view or edit information in the record. For example, if you select a computer check in the register and select **Register, Go to Computer Check**, the record for that check opens.

Note: You must have security rights to void transactions. If you do not, **Void** is disabled. For more information about security rights, see the *Administration Guide* for **The Financial Edge**.

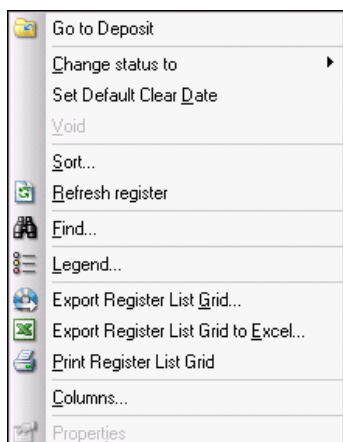
Void. When you select **Register, Void**, you access the Void screen for the selected transaction. You can only void or void and purge the payment record. For more information about rules for voiding and purging payments, see “Voiding Selected Payments” on page 74 and “Purging Voided Transactions” on page 76.

Change status to. When you select **Register, Change status to**, a submenu appears so you can select **Cleared** or **Outstanding** for the selected check.

Set Default Clear Date. When you select **Register, Set Default Clear Date**, you access the Clear Transactions screen so you can enter a date to use as the default for cleared transactions in the register.

Right-Click Menu

If you select a transaction in the grid and right-click, a menu appears with options specific to that transaction type. For example, if you right-click on a one-time check transaction, this menu appears.



Go to <Transaction Type>. Select **Go to <Transaction Type>** to open the selected transaction. You can view or edit information in the record.

Change status to. Select **Change status to** to access a submenu where you can select **Cleared** or **Outstanding** for the selected transaction.

Set Default Clear Date. Select **Set Default Clear Date** to access the Clear Transactions screen so you can enter a date to use as the default for cleared transactions in the register.

Note: You must have security rights to void transactions. If you do not, **Void** is disabled. For more information about security rights, see the *Administration Guide* for **The Financial Edge**.

Void. Select **Void** to access the Void screen for the selected transaction. You can void or void and purge the payment record.

Sort. Select **Sort** to access the Sort the Transaction Register screen where you can sort the order transactions appear in the register.

Refresh Register. Select **Refresh Register** to refresh the register so it displays the latest changes. You can also click **F5** to refresh.

Find. Select **Find** to access the Find screen where you can locate a particular transaction in the grid.

Legend. Select **Legend** to access Bank Register Color Options screen where you can change the colors of items listed in the bank register.

Export Register List Grid. Select **Export Register List Grid** to access the Export screen where you can select an export file type and export file name.

Export Register List Grid to Excel. Select **Export Register List Grid to Excel** to export the register information directly to *Excel*. *Excel* opens and the bank register information appears in a spreadsheet format.

Print Register List Grid. Select **Print Register List Grid** to access the Print Grid Options screen where you can format how you want the register information to appear when it prints. Select the Sample Output tab to preview the register before printing.

Columns. Select **Columns** to access the Columns screen. On this screen you can define the columns you want to see when you open the register.

Properties. Select **Properties** to access the Properties screen for the selected transaction record. The Properties screen displays such information as when and by whom the record was created, and when and by whom it was last changed.

► Opening the register

1. From *General tasks* on the Banks page, click **Open register**. The Bank Register screen for the selected bank account opens.

Date	Type	Source	Number	Payee	Status	Payment	Deposit	Balance
07/28/2000	Deposit	Student Billing	1	Student Billing Deposit 1	Outstan...		\$166,650.00	\$166,650.00
09/28/2000	Deposit	Student Billing	2	Student Billing Deposit 2	Outstan...		\$15,270.00	\$181,920.00
10/28/2000	Deposit	Student Billing	3	Student Billing Deposit 3	Outstan...		\$16,280.00	\$198,200.00
03/31/2001	Deposit	Student Billing	4	Student Billing Deposit 4	Outstan...		\$3,750.00	\$201,950.00
03/31/2001	Deposit	Student Billing	5	Student Billing Deposit 5	Outstan...		\$39,787.00	\$241,737.00
04/30/2001	Deposit	Student Billing	6	Student Billing Deposit 6	Outstan...		\$4,700.00	\$246,437.00
07/25/2001	Deposit	Student Billing	7	Student Billing Deposit 7	Outstan...		\$142,375.00	\$388,812.00
12/31/2001	Deposit	Student Billing	8	Student Billing Deposit 8	Outstan...		\$15,130.59	\$403,942.59
02/20/2002	Deposit	Accounts R...	1	Accounts Receivable Deposit 1	Outstan...		\$500.00	\$404,442.59
02/21/2002	Deposit	Cash Recei...	1	Miscellaneous Cash Receipts ...	Outstan...		\$750.00	\$405,192.59
01/16/2003	Deposit	Accounts R...	2	Accounts Receivable Deposit 2	Outstan...		\$353.00	\$405,545.59
01/16/2003	Deposit	Accounts R...	3	Accounts Receivable Deposit 3	Outstan...		\$185.00	\$405,730.59
01/16/2003	Deposit	Accounts R...	4	Accounts Receivable Deposit 4	Outstan...		\$50.00	\$405,780.59
01/16/2003	Deposit	Accounts R...	5	Accounts Receivable Deposit 5	Outstan...		\$200.00	\$405,980.59
04/04/2005	Deposit	Student Billing	9	Student Billing Deposit 9	Outstan...		\$250.00	\$406,230.59
07/21/2005	Deposit	Student Billing	10	Student Billing Deposit 10	Outstan...		\$300.00	\$406,530.59

Transaction total: \$406,530.59

Note: You can click **New Adjustment** on the toolbar to access the New Adjustment screen and create a new payment adjustment transaction. For more information about creating adjustments, see “Creating New Adjustments” on page 106.

2. When you finish viewing or working in the register, close the screen. You return to the Banks page.

Editing Account Details

After you have saved a bank account record, you can edit details or add new information to the record. From *General tasks* on the Banks page, click **Edit account details**, and the record for the selected bank account opens on the Bank tab. With the bank account record open, you can edit details on the Bank, Payments, Deposits, Adjustment Categories, and Notes tabs.

Editing Bank Account Information

With the bank account record open, you can edit details on the Bank, Payments, Deposits, Adjustment Categories, and Notes tabs. The History of Changes tab is for informational purposes only; you cannot add or edit data on this tab. For more information about setting up a bank record, see “Setting Up a New Bank Account Record” on page 5.

► **Editing a bank account record**

1. From *General tasks* on the Banks page, click **Edit account details**. The record for the selected bank account opens to the Bank tab.

Bank Account - Student Billing & Accounts Receivable

File Edit View Bank Account Favorites Tools Help

Save and Close

Bank Payments Deposits Adjustment Categories Notes History of Changes

Account description: Student Billing & Accounts Receiv Bank name: First Union Bank

Account ID: SB & AR Address:

Account type: Checking Contact name:

Account status: Open Contact position: ☐ Print?

Account number: 6200422

Routing code: 123456780

Minimum balance: \$0.00

Interfund set:

System	Account Setup	Track Cash In	Default Cash Account
Accounts Payable	Define cash account(s)	One Fund	01-1040-00
Accounts Receivable	Define cash account(s)	One Fund	01-1040-00
Cash Receipts	Define cash account(s)	One Fund	01-1040-00
Cash Management	Define cash account(s)	One Fund	01-1040-00
Student Billing	Define cash account(s)	One Fund	01-1040-00
Payroll	Define cash account(s)	One Fund	01-1040-00

Note: The History of Changes tab is for information only. You cannot edit information on this tab.

2. You can make changes on the Bank, Payments, Deposits, Adjustment Categories, and Notes tabs. For more information about setting up a bank record, see “Setting Up a New Bank Account Record” on page 5.
3. When you finish making changes, click **Save and Close** on the toolbar. The program saves the new information, and you return to the Banks page.

► **Closing a bank account record**

1. From an open bank account record, select the Bank tab.

Warning: You cannot close a bank account that has unpaid invoices waiting to be paid from the account. You must change the cash account information on the Bank tab to “Does not use this bank account” or “Inactive”. To do this, make your selection from the drop-down menu in the **Account Setup** column on the Bank tab.

2. In the **Account status** field, select “Closed”. You can still edit information in the bank account record even though it is not active.

Bank Account - Student Billing & Accounts Receivable

File Edit View Bank Account Favorites Tools Help

Save and Close

Bank Payments Deposits Adjustment Categories Notes History of Changes

Account description: Student Billing & Accounts Receiv Bank name: First Union Bank

Account ID: SB & AR Address:

Account type: Checking Contact name:

Account status: **Closed** Contact position: ☐ Print?

Account number: 6200422

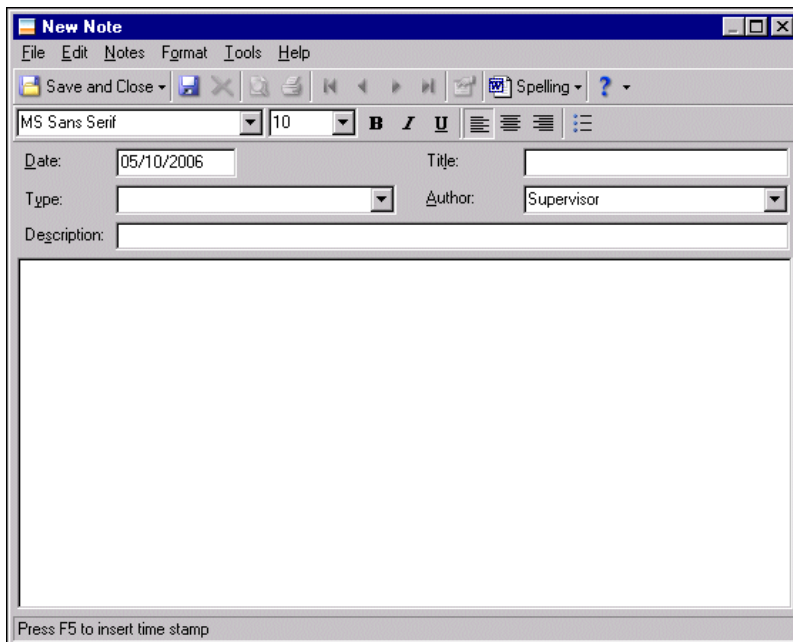
3. Click **Save and Close** on the toolbar. The program saves the new information and you return to the Banks page.

Adding Notes

The Notes tab on a bank account record makes it easy to maintain helpful pieces of information you receive, read, or need to remember about the account. You can create notepads to record information about the bank account, special information about the bank, or additional contact information you may need later. Each notepad has a date, type, description, title, and author. The notepad itself accepts free-form text and holds an unlimited amount of information.

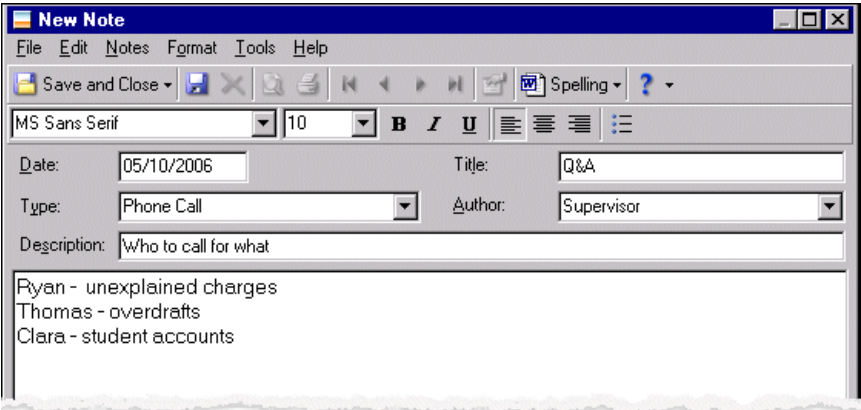
► Adding a note to a bank account record

1. From an open bank account record, select the Notes tab.
2. On the action bar, click **New Note**. The New Note screen for the selected bank account appears.

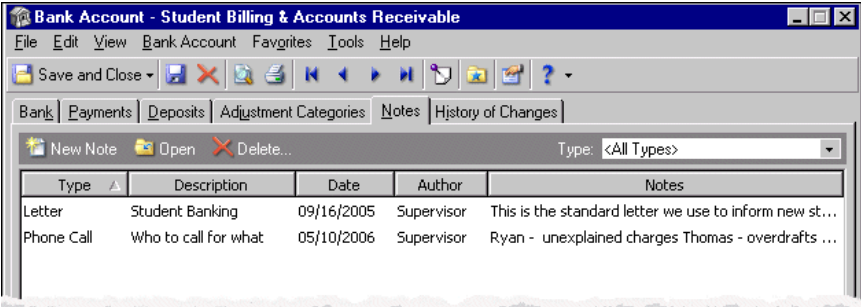


3. Today's date appears in the **Date** field; however, you can change this date.
4. In the **Type** field, select a note type, for example, "Phone Call".
5. In the **Description** field, enter a description of the note, for example, "Who to call for what".
6. In the **Title** field, enter a title for the note, for example, "Q&A".
7. In the **Author** field, select an author, such as "Supervisor".

8. In the text box, enter any information you want about the bank account.



9. Click **Save and Close**. You return to the Notes tab. The note appears in the grid.



10. Click **Save and Close** to save the information in the bank account record and return to the Banks page.

Viewing the History of Changes

On the History of Changes tab, you can view record of key changes made to the bank account record. If an account has had a change in the account ID, account status, account number, or routing number, the change appears on the History of Changes tab. The information provides an audit trail and is for informational purposes only. You cannot add or edit data on the History of Changes tab.

Item Changed	Previous Setting	New Setting	Changed on
Cash Management Cash Account	Does not use this bank a...	Define cash account(s)	01/15/2003
Cash Management Cash Account		One Fund	01/15/2003
Cash Management Cash Account		01-1040-00	01/15/2003
Allow Accounts Payable Computer Check	Yes	No	09/01/2004
Allow Accounts Payable Electronic Funds Tra...	Yes	No	09/01/2004
Allow Accounts Payable Manual Check	Yes	No	09/01/2004
Allow Accounts Payable Bank Draft	Yes	No	09/01/2004
Routing Number	211371191	123456780	09/01/2004
Student Billing Cash Account		Define cash account(s)	04/04/2005
Student Billing Cash Account		One Fund	04/04/2005
Student Billing Cash Account		01-1040-00	04/04/2005
Payroll Cash Account	Does not use this bank a...	Define cash account(s)	04/28/2005
Payroll Cash Account		One Fund	04/28/2005
Payroll Cash Account		01-1040-00	04/28/2005
Allow Accounts Payable Computer Check	No	Yes	05/04/2005
Allow Accounts Payable Electronic Funds Tra...	No	Yes	05/04/2005
Allow Accounts Payable Manual Check	No	Yes	05/04/2005

Note: The History of Changes tab displays key changes to the bank account record, including who made the change and the date the change was made. This tab is for informational purposes only; you cannot add or edit data on this tab.

Item Changed. The **Item Changed** column displays a brief description of the kind of change made on the bank account record. For example, if you changed the account ID on an account, Account ID appears in this column.

Previous Setting. The **Previous Setting** column displays information that had been on record for the account. For example, if you changed the account ID, the old ID appears in this column.

New Setting. The **New Setting** column displays the new information recorded for the account. For example, if you changed the account ID, the new ID appears in this column.

Note: To reverse the order of items in the grid, click any column heading.

Changed On. The **Changed On** column displays the date the change was made.

Changed By. The **Changed By** column displays the name of the user who made the change.

Editing Account User Options

Click **Edit account user options** to access options on the Records tab of the Options screen. The record options that appear depend on the program you are working in when you click **Edit account user options** on the Banks page.

- In **Accounts Payable**, the Options screen opens to Create Payment Options.
- In **Accounts Receivable**, the Options screen opens to Deposit Options.
- In **Cash Receipts**, the Options screen opens to Deposit Options.
- In **Student Billing**, the Options screen opens to General Options.

For more information about Options, see the Options chapter of the *Program Basics Guide*.

Selecting Other Accounts

From the Banks page with a bank account selected, you can open another saved bank account record. The Open screen has several filters you can use to narrow a search and quickly locate the bank account you want to open. The search process is not case-sensitive, so you can enter Operating, operating, or OPERATING and get the same results. You can also use wildcard characters if you are not sure how a word is spelled. For more information about wildcards, see the *Query Guide*. To access the Open screen, click **Select another account** from *General tasks*. The Open screen appears so you can select and open a bank account record.

► **Selecting another account**

Tip: You can also change bank accounts by clicking the down arrow or the binoculars in the **Select a bank account** field.

1. From *General tasks* on the Banks page, click **Select another account**.
2. The Open screen appears so you can search for and select a bank account record. For more information about using the Open screen, see the Program Basics chapter of the *Program Basics Guide*.
3. Enter search information in any of the fields and click **Find Now**. The program searches the database, and records meeting the criteria appear in the grid.

Account ID	Account description	Account type	Bank name
Operating	Operating Account	Checking	Bank & Trust
Payroll	Payroll Account	Checking	First Bank
SB & AR	Student Billing & Accounts Receivable	Checking	First Union Bank
BAYBK-CHK	Baybank Checking Account	Checking	Baybank

4. Select the bank account you want to open and click **Open**. You return to the Banks page, and information for the selected bank account appears on the page.

Creating New Bank Account Records

Warning: You must use one cash account code for each bank account. That is, if the cash account for Baybank is 01-10000, no other bank can use account code 10000 for its cash account.

Click **New bank account** to add a new bank account record. When you create a bank account record, you add basic bank data, such as address and contact information to the Bank tab of the record. You also designate which programs can use the bank account and assign default cash accounts for those programs. Once you create, save, and close a bank account record, you can make changes or add new information by editing the record.

The process of adding a new bank account record is documented in detail in the Bank Basics chapter. For more information about adding a new bank account record, see “Setting Up a New Bank Account Record” on page 5.

Financial Edge Credit Card Management

Patch 14 for **Financial Edge 7.87** includes credit card functionality that allows you to pay invoices by credit card. Before you can begin making payments with a credit card, there is some setup required. You must create a credit card account, as well as a vendor to receive the payments. For detailed information, access the *Financial Edge Credit Card Management Guide* on the Financial Edge How-to page on the Blackbaud website.

Administrative Tasks



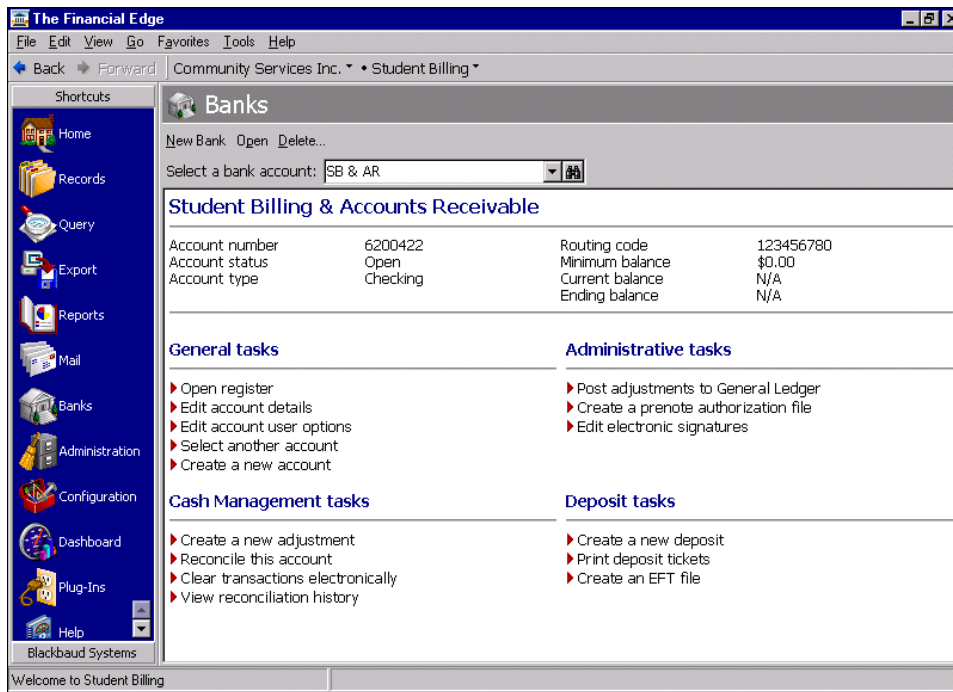
Posting Adjustments to General Ledger 68
Creating Prenote Authorization Files 71
Voiding Selected Payments 74
Voiding Unused Checks 75
Purging Voided Transactions 76
Renumbering Payments 77
Editing Electronic Signatures 77

You can perform a variety of administrative tasks from the Banks page. You can post adjustments, create prenote authorization files, void unused checks, purge voided transactions, renumber payments, and edit electronic signatures.

Links to these tasks appear under *Administrative tasks* on the Banks page. These links take you directly to where you need to be to perform an administrative task.

Note: **Post adjustments to General Ledger** appears only if you have the optional module *Cash Management*. **Create prenote authorization file** appears only if you have the optional module *EFT*.

- **Post adjustments to General Ledger**
- **Create a prenote authorization file**
- **Void selected payments**
- **Void unused checks**
- **Purge voided transactions**
- **Renumber payments**
- **Edit electronic signatures**



Posting Adjustments to General Ledger

Glossary: Posting is the process of transferring transaction amounts from a journal to general ledger accounts and updating account balances. Posting commits transactions to the account record. For more information about posting, see the *Administration Guide for The Financial Edge*.

If you have the optional module *Cash Management*, you can create adjustments to correct errors or to allocate items between accounting periods. You can post all unposted adjustments simultaneously or filter by post date, document date, or adjustments.

When you click **Post adjustments to General Ledger** from *Administrative tasks*, the Post to General Ledger screen appears so you can select journal information, filter the records to include in the adjustment, and set up printing options. You can post adjustments only in **Accounts Payable**, **Student Billing**, and **Cash Receipts**.

If you post bank register adjustments directly from *Journal Entry* or *Administration* and you want these transactions to appear in the bank register, make sure the **Allow journal entries to cash accounts without adjusting the bank register** business rule is unmarked in *General Ledger Configuration* before posting.

► Posting an adjustment to General Ledger

Glossary: An adjustment is a journal entry you make to correct errors or to adjust your account balance. An adjustment record contains details of the adjustment. You can make adjustment transactions only if you have the optional module *Cash Management*.

1. From *Administrative tasks* on the Banks page in **Accounts Payable**, **Student Billing**, or **Cash Receipts**, click **Post adjustments to General Ledger**. The Post to General Ledger screen opens on the General tab.
2. In the **Post Cash Management adjustments with this journal** field, leave the default “Cash Management”.
3. To create an export file with the adjustment information, mark **Create an export file in this format**.
4. Click the ellipsis to locate the export file.
5. To keep default journal references for each debit and credit transaction, select “<Default>” in the **Reference Type** column.

Reference Type	Journal Reference
Debit <Default>	Adjustment Type
Credit <Default>	Adjustment Type

6. Click **Next** or select the Filters tab. For more information about filtering criteria, see the *Program Basics Guide*. In the **Post date** and **Document date** fields, you can select a date or date range of posted transactions and document dates to include in the posting.

Note: If you select “<Specific range>”, **Start date** and **End date** fields appear so you can define dates.

7. To filter adjustments, choose “Selected” in the **Include** column in the grid and define a query on the Selected Bank Adjustments screen. For more information about defining and using queries, see the *Query Guide*.

Post to General Ledger

General Filters Format

Include transactions with post dates in this date range

Post date: Last fiscal period 04/01/2005 to 04/30/2005

Include transactions with document dates in this date range

Document date: Last fiscal period 04/01/2005 to 04/30/2005

Open Clear All Filters

Filters	Include	Selected Filters
Bank Adjustments	Selected	Query: Bank Account Adjustments

< Back Next > Cancel Validate Post Now

8. Click **Next** or select the Format tab.

Post to General Ledger

General Filters Format

Use the default Post Report parameters

Preview Post Report Acrobat Distiller

☒ Print control report on Acrobat Distiller

< Back Next > Cancel Validate Post Now

Glossary: Posting is the process of transferring transaction amounts from a journal to general ledger accounts and updating account balances. Posting commits transactions to the account record. For more information about posting, see the *Administration Guide for The Financial Edge*.

9. In the first field, select “Use the default Post Report parameters”, “Always ask for a parameter file”, or “Always use this parameter file”.
 - If you select “Use the default Post Report parameters”, the program uses the Post Report parameters established on the Post Options panel of the Records Options tab for **General Ledger**.
 - If you select “Always ask for a parameter file”, you are prompted to select a parameter file each time you post. The Select a Parameter File screen appears listing saved parameter files. You can select to use a saved parameter file or create a new one.
 - If you select “Always use this parameter file”, designate a parameter file to use as the default each time you post. The first time you make this selection, the Select a Parameter File screen appears. On this screen, you can select a saved parameter file, add a new one, open a parameter file to edit, or find a parameter file by file name, description, user created by, or date created on.
10. In the next field, select to preview or print the post report. If you select to print the report, designate a printer.

11. To print a control report, mark **Print control report on** and select a printer.
12. To print a Batch Validation Report to review before posting, click **Validate**. When the processing finishes, a validation successful message appears. Click **OK** and the Batch Validation Report preview screen appears.

Note: To stop processing adjustments, click **Cancel** at the bottom of the screen.

13. After you verify the adjustments are correct, close the preview screen and click **Post Now** to post the adjustments. When the processing finishes, a validation successful message appears. Click **OK**. If you selected to print a control report, the Post Report preview screen appears.
14. Close the preview screen and the Post Report prints to the designated printer. The Post to General Ledger screen then closes and you return to the Banks page.

Creating Prenote Authorization Files

Glossary: EFT stands for electronic funds transfer, a general banking system in which transactions, such as deposits and bill payments, are made through computer databases and electronic files. Money does not physically change hands; it transfers electronically from one account into another account. You can use the optional module *EFT* to send and receive electronic transfers.

Before accepting EFTs, the receiving bank often requires a prenote authorization file, a test record to ensure the file transmits correctly with proper coding, amounts, and account numbers. You can create these files in **Accounts Payable** and **Student Billing**.

When you click **Create a prenote authorization file** from *Administrative tasks*, the Create Prenote Authorization File screen appears so you can define the file format and create logon cards. Contact your bank for its requirements for logon cards. You can create prenote authorization files only if you have the optional module *EFT* and if you have security rights established in *Administration*.

► Creating a prenote authorization file

Creating a prenote authorization file in **Accounts Payable**, and **Student Billing** is essentially the same process, whether you are creating the file for a group of vendors, employees, or students. Pictures in this procedure are from **Student Billing**.

Warning: You can create prenote authorization files only if you have the optional module *EFT*. **Create a prenote authorization file** appears on the Banks page in **Accounts Payable**, and **Student Billing**.

1. From *Administrative tasks* on the Banks page in **Accounts Payable** or **Student Billing**, click **Create a prenote authorization file**. The Create Prenote Authorization File screen opens to the General tab.

Note: Depending on the program in which you are working, this field reads differently.

2. In the **Create prenote file for [] in this group** field, click the binoculars to locate a query of records to use. Depending on the program in which you are working, the field appears differently:
 - **Accounts Payable** — Create prenote file for vendors in this group
 - **Student Billing** — Create prenote file for records in this group
3. In the **Output file name** field, enter the name of the file or click the ellipsis to locate the output file. The output file must be in *.ach format.

Note: The EFT file layout is based on ACH rules as published by the National Automated Clearing House Association.

4. In the **Immediate origin** field, select “Transit/Routing number”, “EIN”, or “Other” as the number to use in creating the prenote authorization file.
5. In the **Imm. origin name** field, select “Organization name” or “Other”. If you select “Other”, a field appears so you can enter the name.
6. In the **File Format** frame, enter a reference, up to eight characters, in the **Header record reference** field.
7. To automatically create a debit or credit transaction in the EFT file when the payment run is made, mark:
 - **Create debit transaction** if you are in **Accounts Payable**.
 - **Create credit transaction** if you are in **Accounts Receivable** or **Student Billing**.
8. If you mark **Include carriage return/line feed**, the program appends a carriage return/line feed to indicate end of line in the EFT file.
9. In the **Miscellaneous** frame, in the **Entry description** field, enter a code, up to 10 characters long, to be transmitted to the bank with the EFT file. In the **Company ID prefix** field, select “1 - EIN”, “3 - DUNS”, or “9 - User Assigned” as the type of identification prefix for your company.

10. If you transmit EFT files directly to the Federal Reserve, you can mark **Format file for this Federal Reserve Bank** and enter the name of the bank in the field. Enter the routing code for the bank in the **Federal Reserve Bank routing code** field.
11. To save these changes on the bank account record as default payment or deposit options, mark **Save these changes to the bank account**.

Create Prenote Authorization File

Create prenote file for records in this group: Lower School Students

Financial processing date: 10/09/2006

General | Logon Cards

Output file name: C:\Files\eft_prenote.ach

Company ID prefix: EIN 1

Company ID number:

Immediate origin: Transit/Routing number

Imm. origin name: Organization name

File Format

Header record reference: HEADER ☒ Create credit transaction
☒ Include carriage return/line feed

Miscellaneous

Entry description: Payables

☒ Identify record using Record ID

☒ Format file for this Federal Reserve Bank:

Federal Reserve Bank routing code:

☐ Save these changes to the bank account

Create Prenote File Now Cancel

12. Select the Logon Cards tab. The information required for logon cards is specific to your bank. Contact the bank for its regulations for EFTs. For more information about logon cards, see “Defining Default Payment Options” on page 17.

Create Prenote Authorization File

Create prenote file for records in this group: Lower School Students

Financial processing date: 10/09/2006

General | **Logon Cards**

You can add up to five logon cards. Your bank can give you details about the logon card(s) it requires.

Insert Delete...

Number	Length	Control String

☐ Save these changes to the bank account

Create Prenote File Now Cancel

Note: Contact your bank for its requirements for logon cards.

13. To create the first logon card, click **Insert** on the action bar. “1” appears in the **Number** column.
14. To specify the maximum length allowed of the control string, in the **Length** column, enter the maximum length. To allow an infinite length, leave the **Length** column blank.
15. To identify the first logon card, in the **Control string** column, enter the required information.
To create additional logon cards, click **Insert** on the action bar. “2” appears in the **Number** column on the second row. Remember, you can have a maximum of five logon cards.
16. Click **Create Prenote File Now**. The file is saved in the location you entered in the **Output file name** field, and you return to the Banks page.

Voiding Selected Payments

Note: If the **Allow reversal post status to be edited on voided checks** business rule is set in *Configuration*, you can change the reversal post status for a voided check on the check record.

In **Accounts Payable**, you can void payments using **Void selected payments** in *Administrative tasks*. You select the payment type and determine the range of payments to void by payment number or date. You can void payments only if you have security rights established in *Administration*. You can select to delete any invoices or calculations that become completely unpaid when a payment is voided. When you void posted transactions, the program automatically creates a reversal in **General Ledger** the next time you post.

The following rules determine whether payments can be voided:

Warning: Voided payments appear in the register only if they meet all three of these conditions: 1) they are posted 2) the payment date is before the statement end date 3) the reverse date (not the void date) is after the statement end date.

- You can void payments with a post status of Not Yet Posted or Do Not Post.
- You can void payments with an Outstanding or Cleared status.
- You can void posted payment transactions if an open fiscal period exists.
- If you have the optional module *Cash Management*, you cannot void reconciled payments. You must create an adjustment for this amount.

► Voiding selected payments

Voiding payments in any of the programs is essentially the same process, with the exceptions of the available transaction types and whether you can delete unpaid invoices or calculations.

1. From *Administrative tasks* on the Banks page in **Accounts Payable**, click **Void selected payments**. The Void Selected Payments screen appears.
2. In the **Transaction type** field, select the type of payment to void.
 - In **Accounts Payable**, you can select “Manual Checks”, “Computer Checks”, “One-Time Check”, “Electronic Funds Transfers”, or “Bank Drafts”.
3. In the **Void by** field, select “Payment Number” or “Payment Date”.

Tip: You can save time by voiding a range of payments instead of voiding transactions individually.

4. In the **Start number** field, enter the number of the first unused payment in a range of transactions you want to void.

5. In the **End number** field, enter the number of the last unused payment in a range of transactions you want to void.

6. In **Accounts Payable**, to delete unpaid invoices after voiding, mark **Delete unpaid invoices after voiding payments**.
7. To print a control report of the voiding activity, mark **Print control report**.
8. Click **Void Now**. You get a message asking if you are sure you want to void these payments.
9. Click **Yes**. The program voids the payments, and you return to the Banks page.

Voiding Unused Checks

If you have payment forms you know you will not use, you can void them from the Banks page in **Accounts Payable**. When you click **Void unused checks** from *Administrative tasks*, the Void Unused Payments screen appears so you can enter information for the checks to void. You can void unused checks only if you have security rights established in *Administration*.

After you void payment numbers, you can purge them from the database. Remember, purged payments are permanently removed; they cannot be recovered.

► Voiding unused checks

1. From *Administrative tasks* on the Banks page in **Accounts Payable**, click **Void unused checks**. The Void Unused Payments screen appears.
2. The current date appears in the **Void date** field. You use this date or enter another date.
3. In the **Transaction type** field, select the type of payment to void:
 - In **Accounts Payable**, you can select "Manual Checks", "Computer Checks", "One-Time Check", "Electronic Funds Transfers", or "Bank Drafts".

Tip: You can save time by voiding a range of checks instead of voiding numbers individually.

4. In the **Start number** field, enter the number of the first unused transaction in a range of transactions you want to void.

5. In the **End number** field, enter the number of the last unused transaction in a range of transactions you want to void.

The screenshot shows a dialog box titled "Void Unused Payments". It has four input fields: "Void date" with the value "05/10/2007", "Transaction type" with a dropdown menu showing "Manual Checks", "Start number" with the value "19", and "End number" with the value "53". At the bottom of the dialog are two buttons: "OK" and "Cancel".

6. Click **OK**. A message appears asking if you are sure you want to void the unused checks with these numbers.
7. Click **Yes**. You return to the Banks page.

Purging Voided Transactions

You can purge voided transactions to permanently remove them from the database. When you click **Purge voided transactions** from *Administrative tasks*, the Purge Voided Payments screen appears so you can enter information for the payments to purge. You can purge voided transactions only if you have security rights established in *Administration*.

Specific rules determine whether payments can be purged:

- You must void payments before they can be purged.
- If you void a posted payment, you must post the void before you can purge the payment.

Warning: To accurately maintain an audit trail, you want different groups or users to have rights to write, void, and purge checks.

- If you void a payment with a post status of Not Yet Posted or Do Not Post, you do not have to post the void before you can purge the payment.
- If you reverse a posted payment, you must post the reversal before the payment can be purged.
- If not all payments in the range you select to purge are eligible to be purged, only those that are eligible are purged.

► Purging voided transactions

Warning: Remember, once purged, transactions cannot be recovered. We strongly recommend you create a copy of your database before purging.

1. From *Administrative tasks* on the Banks page, click **Purge voided transactions**. The Purge Voided Payments screen appears.
2. In the **Transaction type** field, select the type of payment to purge:

Tip: You can save time by purging a range of checks instead of purging numbers individually.

3. In the **Purge by** field, select "Payment Number", or "Payment Date".
4. If you select "Payment Number" in the **Purge by** field, enter a starting payment number in the **Start number** field and an ending number in the **End number** field.

If you select "Payment Date" in the **Purge by** field, enter a starting date in the **Start date** field and an ending date in the **End date** field.

- To print a control report of the purging activity, mark **Print control report**.

- Click **Purge Now**. You get a message asking if you are sure you want to purge these voided checks.
- Click **Yes**. You return to the Banks page.

Renumbering Payments

You can assign a new range of numbers to a range of payments only if the numbers do not already exist on other payments. When you click **Renumber payments** from *Administrative tasks*, the Renumber Payments screen appears so you can enter information for one or more payments to renumber in the bank register. You can renumber payments only if you have security rights established in *Administration*.

The original start number and original end number must specify an unbroken series of written, unvoided payments. You cannot enter information that would cause an existing number to be overwritten. For example, you cannot renumber payments 100-103 to 103-106 because payment 103 already exists.

► Renumbering payments

Sometimes, you realize after a payment run that the printer pulled two checks instead of one. If this happens, you can renumber the payments.

- From *Administrative tasks* on the Banks page, click **Renumber payments**. The Renumber payments screen appears.
- In the **Transaction type** field, select the type of payment to renumber:
- In the **Original start number** field, enter the first payment number to change.
- In the **Original end number** field, enter the last payment number to change.

- Click **OK**. A message appears asking if you are sure you want to renumber checks.
- Click **Yes**. The program rennumbers the payments, and you return to the Banks page.

Editing Electronic Signatures

Glossary: An electronic signature is a scanned bitmap image used on checks, purchase orders, and receipts.

Electronic signatures are scanned bitmap images you can use on checks, purchase orders, and receipts. When you click **Edit electronic signatures** from *Administrative tasks*, the Electronic Signatures screen appears so you can create a new electronic signature and edit or delete saved signatures. You can edit electronic signatures only if you have security rights established in *Administration*.

Graphic images for electronic signatures must be in bitmap (*.bmp) format and no larger than 0.25 inch high and 2.25 inches wide. If the signature is larger, the program resizes it to fit. For best results, you should use the default size of 81x81 dpi for signature bitmaps.

After you create and save an electronic signature from *Administrative tasks*, you can add the signature to a bank account record. For more information about adding an electronic signature to a bank account, see “Defining Default Payment Options” on page 17.

► Creating an electronic signature

Note: From **Edit electronic signatures** on the Banks page, you can create, edit and delete electronic signatures used on payments, purchase orders, and receipts.

1. From *Administrative tasks* on the Banks page, click **Edit electronic signatures**. The Electronic Signatures screen appears.
2. Click **New Signature** on the action bar. The New Electronic Signature screen appears.
3. In the **Description** field, enter the name of the signature to use.
4. In the **Status** field, leave the default entry “Active” to be able to use the signature.
5. In the **Signature file name** field, click the ellipsis to locate the file named where the signature is stored.
6. Double-click the file. The program displays the signature in the **Signature as it will appear** frame.
7. In the **Include on** frame, mark the items for which you want to use this signature.

New Electronic Signature

Signature name: Bob Zimmerman

Status: Active

Signature file name: c:\Files\signatures\zimmerman.bmp

Signature as it will appear:

Include on:

- ☒ Accounts Payable Checks
- ☒ Accounts Payable Purchase Orders
- ☐ Accounts Receivable Receipts
- ☐ Cash Receipts

OK Cancel

8. Click **OK**. You return to the Electronic Signatures screen, and signature information appears in the grid. The signature as it will print on checks appears in the **Signature as it will appear** field.

The screenshot shows a window titled "Electronic Signatures" with a close button in the top right corner. Below the title bar, a message states: "Electronic signatures may be defined and linked to previously scanned graphic files in .BMP format." Below this message are three buttons: "New Signature", "Open", and "Delete...".

Signature name	Status	AP Check	Purchase Order	AR Receipt
Bob Zimmerman	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jean Daisy	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
John Doe	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the grid is a large empty rectangular area. At the bottom of the window, there is a label "Signature as it will appear:" followed by a text box containing the signature "Bobby Zimmerman" in a cursive font. A "Close" button is located at the bottom right of the window.

9. Click **Close** to return to the Banks page.

Payment Tasks



Printing Checks and Recording Bank Drafts	83
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Creating Manual Accounts Payable Checks	97
Editing Unwritten One-Time Checks	102

From the Banks page, you can print checks and EFT notices, record bank drafts, create and edit one-time checks, and create manual checks. Links to these tasks appear under *Payment tasks* on the Banks page. These links take you directly to where you need to be to perform a payment task.

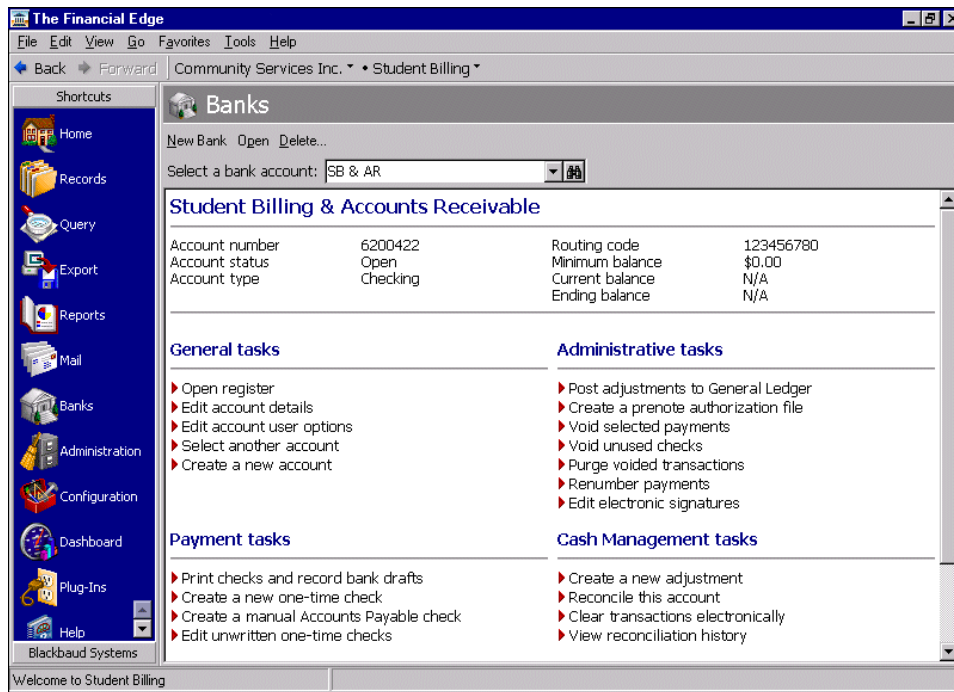
Note: Depending on the program in which you are working, payment tasks may differ. Payment tasks appear on the Banks page in **Accounts Payable**, **Accounts Receivable**, and **Student Billing**.

Accounts Payable

- Print checks and record bank drafts
- Create a new one-time check
- Create a manual Accounts Payable check
- Edit unwritten one-time checks *Student*

Billing

- Print checks and record bank drafts
- Create a new one-time check
- Create a manual Accounts Payable check
- Edit unwritten one-time checks



Printing Checks and Recording Bank Drafts

Note: We offer the only checks, student bills, statements, invoices, purchase orders, tax forms, envelopes and other forms that are 100% compatible with *The Financial Edge* and fully supported by our support team. These quality forms are preprinted in color with your organization's logo and information. Call 866-4-BB-Forms, visit <http://forms.blackbaud.com>, or send an email message with questions to forms@blackbaud.com for more information.

Using **Print checks and record bank drafts** in *Payment tasks*, you can record and generate checks and bank drafts for a series of payments in one payment run. You can pay invoices and record one-time check payments at the same time. **Print checks and record bank drafts** appears only in **Accounts Payable** and **Student Billing**.

You can process payments using the default payment options selected for the bank account or make new formatting selections on the Format tab. For more information about default payment options, see “Formatting Payment Information” on page 13.

► Creating a payment

1. From *Payment tasks* on the Banks page in **Accounts Payable** or **Student Billing**, click **Print checks and record bank drafts**. The Create Payments screen appears.

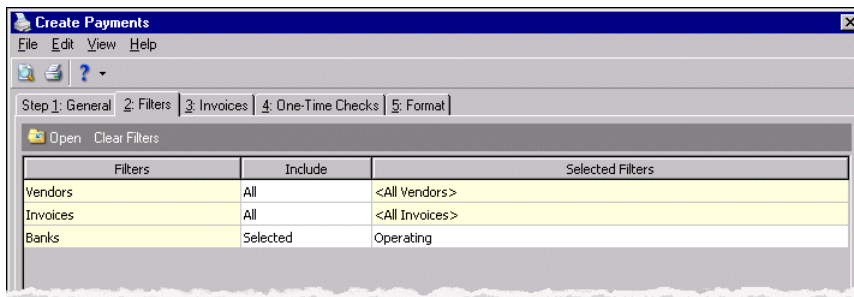
2. In the **Payment date** field, select “Today”, “Period end date”, or “Specific date” for dating the payments. If you select “Specific date”, enter a date in the **Date** field.
3. In the **Calculate discounts as of** field, select “Payment date”, “Today”, “Period end date”, or “Specific date” as the date for the program to use to determine if discounts are valid or expired. If you select “Specific date”, enter a date in the **Date** field. If none of the selected invoices have discounts, the program ignores this date.
4. In the **Post status** field, select the posting status to add to the payments included in the run:
 - “From Invoice” — The program assigns the post status according to each invoice’s post status. Enter a date to post in the **Post date** field.
 - “Not Yet Posted” — The program changes all payments from this payment run to Not Yet Posted. Enter a date to post in the **Post date** field.

Note: You can set a business rule in *Configuration* to exclude “Do not post” as a post status for payments.

- “Do Not Post” — The program changes all payments from this payment run to Do Not Post.
5. In the **Pay all vendors in this payment run** field, select the method to use when you pay invoices:
 - “Based on payment method” — The program makes the payment as recorded in the invoice record.
 - “By Computer Check” — The program makes the payment by computer check, regardless of the method recorded in the invoice record. You can select “By Computer Check” only if you have security rights. For more information about security rights, see the *Administration Guide* for **The Financial Edge**.
 6. To select invoices by date information, in the **Invoice due date on or before** field, enter a date. The program compares the date entered in this field with the scheduled payment date on the invoice.
 7. To pay invoices before discounts expire, mark **Include invoices with discounts that expire on or before** and enter an expiration date in the field.
 8. In the **Print report to this printer** field, select the printer for the control report.
 9. In the **Print payments to this printer** field, select the printer for the checks, EFT notices, or bank drafts.
 10. If you need to change forms or paper during the payment run, mark **Pause printing between payment types**.
 11. To print the United States Postal Service POSTNET barcode above the address on the check, mark **Print postal barcode**.

Note: You must have the appropriate security rights to view, add, delete, edit, or output bank account numbers. If you do not have rights, these numbers are masked. For more information, see the Security chapter of the *Administration Guide* for **The Financial Edge**.

12. To create an output query of payments included in the run, mark **Create an output query of payments**.
13. Click **Next** or select the **Filters** tab.



Note: The bank selected on the Banks page automatically appears as a Banks filter.

14. To select filters, choose “Selected” in the **Include** column. The Selected <Filters> screen appears so you can select filters for the payment run. For more information about filtering, see the *Program Basics Guide*.
15. Click **OK**.
16. You return to the Filters tab and filters you selected appear in the **Selected Filters** column.

17. Click **Next** or select the Invoices tab.

Create Payments

File Edit View Help

Step 1: General 2: Filters 3: Invoices 4: One-Time Checks 5: Format

Open Select All Deselect All Hide Details

Pay?	Invoice Number	Date	Vendor	Description	Date Due	Payment Amount	Amount Due
<input checked="" type="checkbox"/>	6363636-001	11/10/2004	AlphaGraphics	Office Supplies	11/25/2004	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/>	6363636-002	12/10/2004	AlphaGraphics	Office Supplies	12/25/2004	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/>	6363636-003	01/10/2005	AlphaGraphics	Office Supplies	01/25/2005	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/>	6363636-004	02/10/2005	AlphaGraphics	Office Supplies	02/25/2005	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/>	6363636-005	03/10/2005	AlphaGraphics	Office Supplies	03/25/2005	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/>	6363636-006	04/10/2005	AlphaGraphics	Office Supplies	04/25/2005	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/>	4545454-013	11/10/2004	AlphaGraphics	Newsletters	11/25/2004	\$4,500.00	\$4,500.00
<input checked="" type="checkbox"/>	4545454-014	12/10/2004	AlphaGraphics	Newsletters	12/25/2004	\$4,500.00	\$4,500.00
<input checked="" type="checkbox"/>	4545454-015	01/10/2005	AlphaGraphics	Newsletters	01/25/2005	\$4,500.00	\$4,500.00
<input checked="" type="checkbox"/>	4545454-016	02/10/2005	AlphaGraphics	Newsletters	02/25/2005	\$4,500.00	\$4,500.00
<input checked="" type="checkbox"/>	4545454-017	03/10/2005	AlphaGraphics	Newsletters	03/25/2005	\$4,500.00	\$4,500.00
<input checked="" type="checkbox"/>	4545454-018	04/10/2005	AlphaGraphics	Newsletters	04/25/2005	\$4,500.00	\$4,500.00

Invoice number	6363636-001	Potential discount	\$20.00	Credit applied	\$0.00
Invoice date	11/10/2004	Discount expires	11/15/2004	Discount amount	\$0.00
Invoice amount	\$1,000.00	Unpaid balance	\$1,000.00	Balance due now	\$1,000.00
Amount paid	\$0.00	Available credit	\$0.00	Payment amount	\$980.00

< Back Next > Cancel Create Later Create Now

53 Invoice(s) approved: \$72,753.40 2 One-Time Check(s) approved: \$720.00

18. In the **Pay?** column, mark the checkbox for each invoice you want to pay. To pay all the invoices, click **Select All** on the action bar.

19. Click **Next** or select the One-Time Checks tab.

20. In the **Pay?** column, mark the checkbox for each invoice you want to pay. To pay all the invoices, click **Select All** on the action bar.

Create Payments

File Edit View Help

Step 1: General 2: Filters 3: Invoices 4: One-Time Checks 5: Format

New Open Delete Select All Deselect All

Pay?	Payment Date	Payee Name	Description	Amount	System
<input checked="" type="checkbox"/>	02/15/2002	Ms. Elizabeth Johnson	Professional Service	\$500.00	Accounts Payable
<input checked="" type="checkbox"/>	01/28/2002	Mr. John Doe	Legal Consulting	\$220.00	Accounts Payable

< Back Next > Cancel Create Later Create Now

53 Invoice(s) approved: \$72,753.40 2 One-Time Check(s) approved: \$720.00

21. Click **Next** or select the Format tab.

Create Payments

File Edit View Help

Step 1: General 2: Filters 3: Invoices 4: One-Time Checks 5: Format

Computer Checks
One-Time Checks

Payment Options for Computer Checks

Payment Information

Payment format: 6.x Preprinted double stub laser checks

Starting payment number:

☒ Print payment number

Format

Check note:	No note printed on the check
Check stub note:	No note printed on the check stub
Signature 1:	Offer optional signature
Signature 2:	Print signature based on amount
Address:	No address printed

Print payments in this order

Sort By	Order By
Payee name	Ascending

< Back **Next >** Cancel

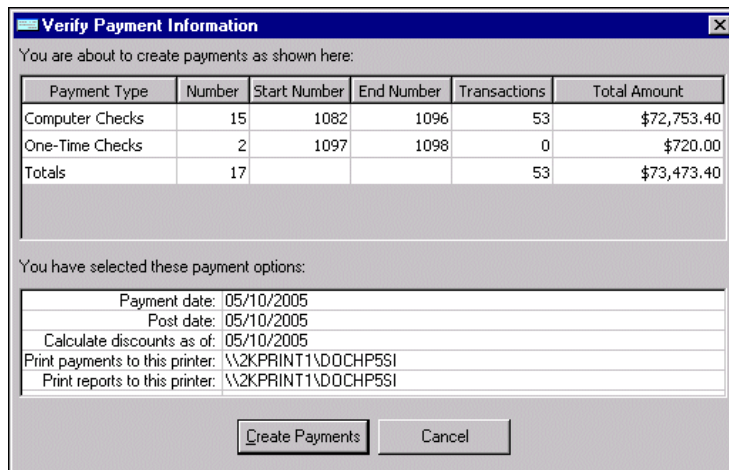
53 Invoice(s) approved: \$72,753.40 2 One-Time Check(s) approved: \$720.00

22. From the list on the left, select a payment method. The right side of the screen displays the default formatting selections for that payment type as selected on the Payments tab of the bank account record. The payment methods are the payment methods for the current approved invoices.
23. In the **Payment format** field, select a blank or preprinted form on which to print the payments. If the bank account is set to have multiple payment types use the same numbering series as another payment type, the **Starting payment number** field displays the first available number for payments using the same range.
24. In the **Starting payment number** field, enter the first number for the selected payment type.
25. To print the check number on preprinted checks, mark **Print payment number**.

Note: To save changes on the Default Payment Options screen for the bank account, mark **Save these changes to the Bank Account**.

26. To make changes to payment options in the bank account record, click **Edit Payment Options**. For more information about defining payment options, see “Formatting Payment Information” on page 13.
27. To make sure information is aligned properly on check forms or paper, click **Print Test Alignment Check**.
28. Select how to sort checks when printing, in the **Sort By** and **Order By** columns in the **Print payments in this order** frame. For example, to sort checks by payee name alphabetically, select “Payee name” in the **Sort By** column. In the **Order By** column, select “Ascending”.
29. To review a report of the payments to be made before creating the payments, select **File, Preview Pre-Payment Report**.

30. Click **Create Now** at the bottom of the screen. If you marked **View payment summary information before creating payments** in Options, the Verify Payment Information screen appears.



Verify Payment Information

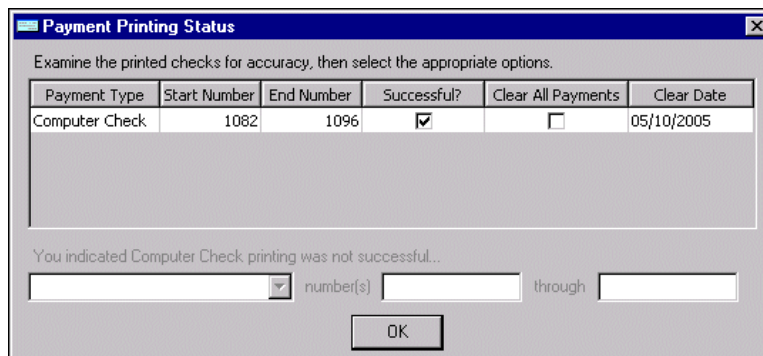
You are about to create payments as shown here:

Payment Type	Number	Start Number	End Number	Transactions	Total Amount
Computer Checks	15	1082	1096	53	\$72,753.40
One-Time Checks	2	1097	1098	0	\$720.00
Totals	17			53	\$73,473.40

You have selected these payment options:

Payment date: 05/10/2005
 Post date: 05/10/2005
 Calculate discounts as of: 05/10/2005
 Print payments to this printer: \\2KPRINT1\DOCHP5SI
 Print reports to this printer: \\2KPRINT1\DOCHP5SI

31. To process the payments, click **Create Payments**. The first payment type prints and the Payment Printing Status screen appears for this payment type.



Payment Printing Status

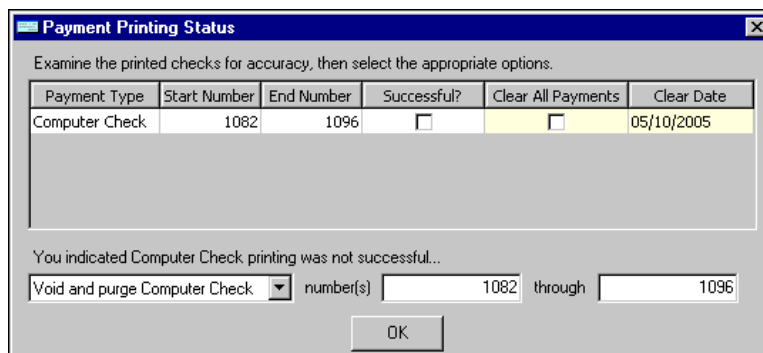
Examine the printed checks for accuracy, then select the appropriate options.

Payment Type	Start Number	End Number	Successful?	Clear All Payments	Clear Date
Computer Check	1082	1096	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/10/2005

You indicated Computer Check printing was not successful...

number(s) through

32. If the payments printed unsuccessfully or incorrectly, unmark the checkbox in the **Successful?** column.
33. The **You indicated Computer Check printing was not successful** frame becomes enabled. To void and purge the unsuccessful payments mark, **Void checks** and **Purge voided checks** and enter the range of payment numbers.



Payment Printing Status

Examine the printed checks for accuracy, then select the appropriate options.

Payment Type	Start Number	End Number	Successful?	Clear All Payments	Clear Date
Computer Check	1082	1096	<input type="checkbox"/>	<input type="checkbox"/>	05/10/2005

You indicated Computer Check printing was not successful...

Void and purge Computer Check number(s) 1082 through 1096

34. Click **OK**. The program processes all other payment types in the order they appeared on the Verify Payment Information screen., and you return to the Banks page.

Creating New One-Time Checks

Glossary: A one-time check is a direct disbursement to an individual or company not maintained as a vendor in the database.

Using **Create a new one-time check** in *Payment tasks*, you can create check payments for people or companies you will not make payments to again. For example, you may pay graduation speakers or refunds to students with one-time checks. This helps you limit the number of records saved in your database. **Create a new one-time check** appears only in ***Accounts Payable*** and ***Student Billing***.

When you process one-time checks, it is important to add descriptive information about the payee and the reason for the payment because one-time checks do not have associated invoices.

The History of Changes tab displays an historic record of key changes made to the one-time check. If the one-time check has a change in status or check number, the change appears on the History of Changes tab. The information provides an audit trail and is for informational purposes only. You cannot add or edit data on the History of Changes tab.

► Creating a one-time check

Note: **Create a new one-time check** appears only in ***Accounts Payable*** and ***Student Billing***.

1. From *Payment tasks* on the Banks page in **Accounts Payable** or **Student Billing**, click **Create a new one-time check**. The Add a One-Time Check screen for the selected bank opens to the General tab.

Note: The bank account ID automatically appears in the **Bank account** field. If you realize you are using the wrong bank account, you must close the Add a One-Time Check screen and select another bank account from the Banks page.

2. In the **Check Information** frame, the bank account ID automatically appears in the **Bank account** field. Today's date automatically appears in the **Check date** field, but you can enter a different date.
3. Enter the amount and a description of the one-time check in the **Amount** and **Description** fields.
4. Select a check form in the **Check format** field.
5. The one-time check number defaults in the fields above the **Check format** field. You can enter a different check number.
6. Enter the person or business to whom the check is to be written in the **Payee name** field.
7. Click **Address** to enter address information for the payee.
8. To include the payee's tax ID number in the check record, enter that number in the **Tax ID number** field.
9. Enter a contact name in the **Contact** field.
10. Select a contact type in the **Contact Type** column and enter a number in the **Contact Number** column of the grid.
11. Select posting information for the check in the **Post status/date** fields.

12. If the check has cleared the bank, mark **Cleared on** and enter the date the check cleared. If it has not yet cleared, you can mark this later when the check clears and enter the date at that time. If you have the optional module *Cash Management*, you can mark checks as cleared when reconciling accounts.

The screenshot shows the 'Add a One-Time Check' window with the 'General' tab selected. The 'Check Information' section includes fields for Bank account (SB & AR), Check date (05/13/2006), Amount (\$2,500.00), One-Time check number (2), Check format (CHKAPUS2LPP001), and Description (2006 Commencement Speaker). The 'Payee Information' section includes Payee name (Stefanie Mueller), Address, Contact, Contact Type (Business), Contact Number ((866) 555-1212), and Tax ID number (456-78-9813). The 'Post status/date' section shows 'Not yet posted' and 'Specific Date' (05/13/2006). The 'Reversal status/date' section shows 'Not yet posted'.

13. Select the Distribution tab. To create a distribution for the payment, designate debit and credit accounts for the payment, the amounts to distribute to the accounts, and select a class for the distribution on the Distribution tab. If you have the optional module *Projects and Grants*, you can also classify the adjustment using transaction codes. For more information about distributions, see the *Configuration Guide for General Ledger*.

The screenshot shows the 'Add a One-Time Check' window with the 'Distribution' tab selected. The 'Distribution' section includes a dropdown for 'Distribution' and a text field for 'Interfund'. The 'Budget' section includes a dropdown for 'Budget' and a text field for 'Entries'. The 'Table' section displays a table with columns for DR Account Number, DR Account Description, Amount, CR Account Number, and CR Account Description. The table contains one row with the following data:

DR Account Number	DR Account Description	Amount	CR Account Number	CR Account Description
02-5810-01	Professional Fees	\$2,500.00	01-1040-00	Student Billing Cash

14. Select the **Format** tab. Formatting selections appear in the grid. To change formatting selections for the check, click **Payment Options** on the action bar. The Payment Options for Accounts Payable One-Time Checks screen appears so you can make changes to check and address alignment, check stub information, electronic signatures, and notes. For more information about Payment Options, see “Formatting Payment Information” on page 13.

The screenshot shows the 'Add a One-Time Check' dialog box with the 'Format' tab selected. The 'Payment Options' and 'Printer Options' tabs are visible at the top. The 'Format and Print Options' section contains a table with the following data:

Check note:	No note printed on the check
Check stub note:	No note printed on the check stub
Check printed to:	\\2KPRINT1\DOCHP55I
Transit ABA number:	
Address:	No address printed
Check logo:	No check logo

Below this table is the 'Signature(s)' section, which contains a table with two columns: 'Signature' and 'Preview'.

Signature	Preview
1 Electronic signature is not allowed	
2 Electronic signature is not allowed	

15. Click **OK**. You return to the Format tab.
16. To select printers, click **Printer Options** on the action bar. The Printer Options screen appears so you can select a printer for the check.
17. Click **OK**. You return to the Format tab.

Note: When you print a check, it is automatically recorded. If you plan to print a check, we recommend that you do not use **Record** because you cannot print a check once it is recorded.

18. To record the check in the register and close the check record, click **Record and Close** on the action bar.
To record the check and create another one-time check, click **Record and New** on the action bar.
To record the check but not close the record, click **Record Now** on the action bar. Once you record a check, you cannot print it.
19. To save the check for later printing, click **Print Later and Close** on the action bar. You return to the Banks page. The check will not be recorded until you print it.
To save the check for later printing and create another one-time check, click **Print Later and New** on the action bar. The saved check will not be recorded until you print it.
To save the check to print at another time, click **Print Later** on the action bar.
20. To print the check now, click **Print Now** on the action bar. This automatically records the check in the register.

If you print the check now, the Payment Printing Status screen appears.

Payment Type	Start Number	End Number	Successful?	Clear All Payments	Clear Date
One-Time Check	1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/13/2006

You indicated One-Time Check printing was not successful...

number(s) through

OK

21. Review the printed check. If it prints successfully, leave **Successful?** marked. You can also mark **Clear All Payments** to efficiently designate and clear the one-time check. Clearing is available only for successful checks. If successful, proceed to step 26. If not successful, proceed to the next step.

Note: If you void and purge checks, the next check number is not automatically set back to what it was before the payment run. The next check number will be the last check number attempted plus one. To adjust this number, you can make the change before the next payment run.

22. Examine the printed check. If the check did not print successfully, unmark the checkbox in the **Successful?** column. Additional fields are enabled below the grid. Select whether to void and purge or only to void the check.

Payment Type	Start Number	End Number	Successful?	Clear All Payments	Clear Date
One-Time Check	1	1	<input type="checkbox"/>	<input type="checkbox"/>	06/13/2006

You indicated One-Time Check printing was not successful...

Void and purge One-Time Check number(s) 1 through 1

OK

23. Click **OK** to return to the Banks page.

Creating Manual Accounts Payable Checks

Note: A manual check records a handwritten check, bank draft, or EFT payment you have already made. You record the manual check in the bank register, but you cannot print it.

Using **Create a manual Accounts Payable check** in *Payment tasks*, you can record a handwritten check, bank draft, or EFT payment in the bank register. A manual check records a payment you have already made. If you select to pay multiple invoices with a single manual check, the amount of the check payment recorded is the total of all selected invoices. **Create a manual Accounts Payable check** appears only in **Accounts Payable** and **Student Billing**. You define vendor and check information for the payment and select invoices paid via the manual check.

In **Accounts Payable**, you can create a manual check directly from a vendor record by selecting **Vendor, Record a Manual Check** from the menu bar.

► Recording a manual Accounts Payable check

Note: You must have security rights established in *Administration* to record or edit manual checks.

1. From *Payment tasks* on the Banks page in **Accounts Payable** or **Student Billing**, click **Create a manual Accounts Payable check**. The Record Manual Check screen for the selected bank opens to the General tab.

2. In the **Vendor name** field, click the binoculars to locate the vendor for which you want to record the manual check.

Note: A bank draft is an order for the payment of money drawn by one person or bank on another.

3. In the **Approve invoices to be paid by** box, mark the checkboxes for the payment types you want to include. You can mark **Computer Check**, **Bank Draft**, or **EFT**. Only invoices with these selected payment types appear on the Invoices tab.
4. In the **Include invoices with these dates** frame, you can select invoices by date information. The program compares the date entered in the **Invoice due date on or before** field with the scheduled payment date on the invoice.
5. To pay invoices before discounts expire, mark **Include invoices with discounts that expire on or before** and enter an expiration date in the field.
6. In the **Check information** frame, select the bank account ID in the **Bank account** field. The description appears in the field on the right. The next sequential check number for a manual check from the selected bank appears in the **Check number** field.
7. In the **Check date** field, “Today” automatically appears. You can change this date to “Period end date” or “Specific date”. If you select “Specific date”, enter a date in the field on the right.
8. In the **Calculate discounts as of** field, select “Payment date”, “Today”, “Period end date”, or “Specific date”. If you select “Specific date”, enter a date in the field on the right.

Note: You can set a business rule in *Configuration* to exclude “Do not post” as a post status for payments.

9. In the **Post status** field, select “Not Yet Posted” or “Do Not Post”. If you select “Not Yet Posted”, enter a date in the **Post date** field.

10. In the **Post date** field, select “Payment date”, “Today”, “Period end date”, or “Specific date”. If you select “Specific date”, you must enter a date in the field on the right.
11. In the **Notes** field, enter descriptive information about the payment.
12. If the check has cleared the bank, mark **Cleared on** and enter the date the check cleared. If it has not yet cleared, you can mark this later when the check clears and enter the date at that time. If you have *Cash Management*, you can mark checks as cleared when reconciling accounts.

Record Manual Check

File Edit View Help

Record and New ?

General Invoices

A manual check is used to record a payment that you have already made to a vendor. You cannot print a manual check.

Vendor Information

Vendor name: AlphaGraphics 37

Approve invoices to be paid by:

- ☒ Computer Check
- ☒ Bank Draft
- ☒ EFT

Include invoices with these dates

Invoice due date on or before: 07/01/2002

☒ Include invoices with discounts that expire on or before: 07/01/2002

Check information:

Bank account: Operating Operating Account

Check number: 1003 Restore Defaults

Check date: Specific date 06/13/2002 Post status: Not Yet Posted

Calculate discounts as of: Specific date 06/13/2002 Post date: Payment date

Notes: Upgrading Web site, buying new software

☐ Cleared on: 06/15/2002

Note: To hide invoice information displayed at the bottom of the screen and see more of the transactions grid, click **Hide Details**

13. Select the Invoices tab. Invoices included according to the criteria selected on the General tab appear in the grid. To select the invoices to pay, mark the checkbox in the **Pay?** column next to those invoices.

Record Manual Check

File Edit View Help

Record and New ?

General Invoices

Open Select All Deselect All Hide Details

Pay?	Invoice Number	Date	Vendor	Description	Date Due	Amount Due	Discount
<input checked="" type="checkbox"/>	56026	09/08/2002	AlphaGraphics	Website upgrade	09/14/2002	\$1,177.65	
<input checked="" type="checkbox"/>	56029	08/08/2002	AlphaGraphics	HR Track II software &...	11/18/2002	\$378.87	

Invoice number	56026	Potential discount	\$0.00	Credit applied	\$0.00
Invoice date	09/08/2002	Discount expires		Discount amount	\$0.00
Invoice amount	\$1,177.65	Unpaid balance	\$1,177.65	Balance due now	\$1,177.65
Amount paid	\$0.00	Available credit	\$0.00	Payment amount	\$1,177.65

2 Invoice(s) approved: \$1,556.52

Tip: To pay all invoices in the grid, click **Select All** on the action bar. The program automatically marks all the checkboxes in the **Pay?** column. Click **Deselect All** on the action bar to unmark all marked invoices in the grid and exclude them from the payment run.

14. To record the check and create a new manual check, click **Record and New** on the toolbar.
To record the manual check and return to the Banks page, click **Record and Close**.

Editing Unwritten One-Time Checks

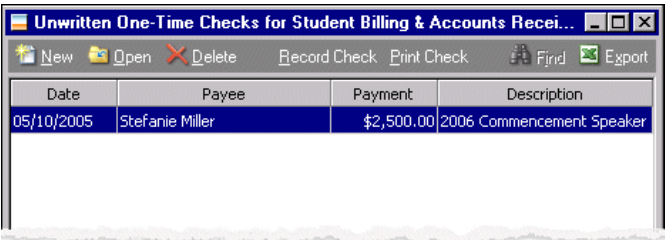
Note: You cannot edit a one-time check once it has been recorded.

Using **Edit unwritten one-time checks** in *Payment tasks* in **Accounts Payable** or **Student Billing**, you can edit payment, printing, and posting information for one-time checks that have not yet been recorded. Once you make changes, you can record, print and export the checks from the screen.

Note: You can edit one-time checks in **Accounts Payable** and **Student Billing**.

► **Editing an unwritten one-time check**

- 1. From *Payment tasks* on the Banks page in **Accounts Payable** or **Student Billing**, click **Edit unwritten one-time checks**. The Unwritten One-Time Checks screen for the selected bank account appears.



- 2. To edit a check before printing or recording, select it in the grid and click **Open** on the toolbar. The Check screen opens to the General tab.

- 3. You can make changes on the General, Distribution, and Format tabs.
- 4. When you finish editing the check, you can save it for later or print and record now:

Note: When you print a one-time check, it is automatically recorded. If you plan to print a check, we strongly recommend that you do not use **Record** because you cannot print a check once it is recorded.

- To print the one-time check, click **Print Now**. This automatically records the check in the register.
 - To save the check for later printing, click **Print Later and Close**. You return to the Unwritten One-Time Checks screen. The check will not be recorded until you print it later.
 - To save the check for later printing and create another one-time check, click **Print Later and New**. The saved check will not be recorded until you print it later.
 - To save the check to print at another time, click **Print Later**.
 - To record the check in the register and close the check record, click **Record and Close**.
 - To record the check and create another one-time check, click **Record and New**.
 - **To record the check but not close the record, click Record. Once you record a check, you cannot print it.**
5. If you print the check now, the Payment Printing Status screen appears.

Payment Type	Start Number	End Number	Successful?	Clear All Payments	Clear Date
One-Time Check	2	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/13/2006

You indicated One-Time Check printing was not successful...

number(s) through

OK

6. Review the printed check. If it prints successfully, leave **Successful?** marked. To designate and clear the one-time check, mark **Clear All Payments**. Clearing is available only for successful checks. If successful, proceed to step 8. If unsuccessful proceed to the next step.

Note: If you void and purge checks, the next check number is not automatically set back to what it was before the payment run. The next check number will be the last check number attempted plus one. To edit this number, you can make the change before the next payment run.

7. If the check prints unsuccessfully or incorrectly, unmark the checkbox in the **Successful?** column. The void and purge selections at the bottom of the screen are enabled. Select “Void and purge”, “Void only”, or “Void and reprint”.

Payment Type	Start Number	End Number	Successful?	Clear All Payments	Clear Date
One-Time Check	2	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/13/2006

You indicated One-Time Check printing was not successful...

Void and purge One-Time Check number(s) 2 through

OK

8. After voiding or purging a check, a screen appears telling you that an unprinted copy of the check has been created, which you can print or delete from the Banks page.

9. Click **OK** to return to the Banks page.

Cash Management Tasks



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Reconciling Bank Accounts	108
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Clearing Transactions Electronically	113
Viewing Reconciliation History	114

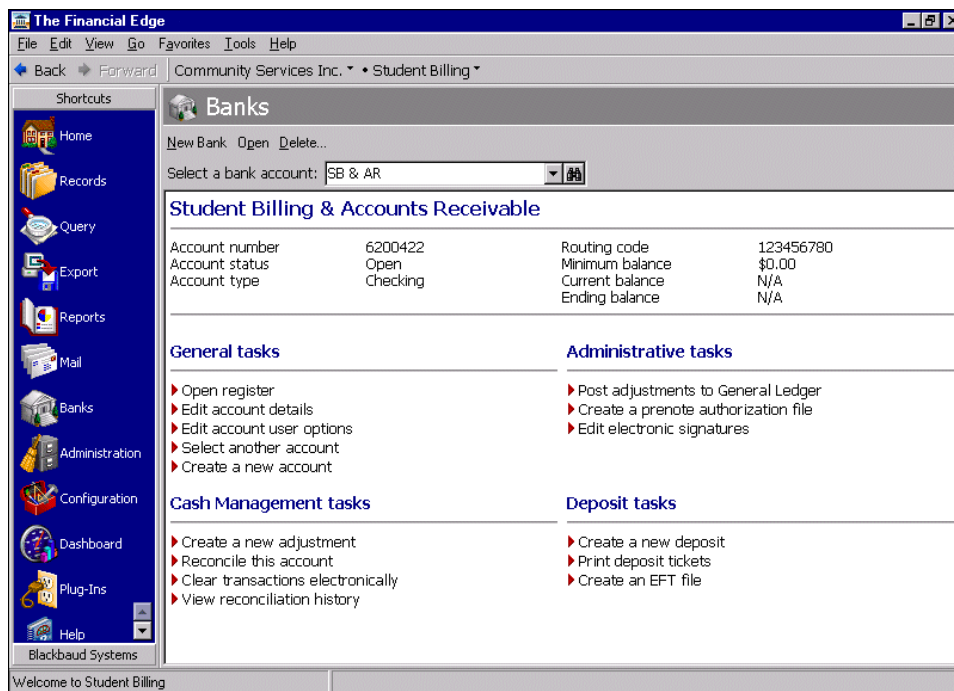
If you have the optional module *Cash Management*, you can effectively manage multiple bank and cash accounts, serving as a central location for all inflows and outflows of cash within your organization. For each account, you can view the register listing all deposits and payments and view receipts in each deposit. You can define one or more cash accounts with each bank account or use one bank account per cash account. Reconciliation in *Cash Management tasks* ensures you start balanced and stay balanced.

If you have *Cash Management*, you can create adjustments, reconcile **General Ledger** cash accounts, clear transactions electronically, and view the reconciliation history of your bank accounts. For more information about cash accounts in a bank account record, see “Defining Cash Accounts” on page 11.

Tip: You can clear transactions electronically if you have a *.qif, *.ofx, *.qbo, Bai.txt, or *.qfx file from the bank. Transactions in these files that match transactions in the bank register are automatically marked cleared.

Links to these tasks appear under *Cash Management tasks* on the Banks page. These links take you directly to where you need to be to perform a *Cash Management* task.

- **Create a new adjustment**
- **Reconcile this account**
- **Clear transactions electronically**
- **View reconciliation history**



Creating New Adjustments

Tip: To save time and ensure accuracy entering adjustments, we recommend you establish adjustment categories ahead of time in the bank account record. For more information about creating adjustment categories, see “Adding Adjustment Categories” on page 46.

Adjustment transactions are used to record bank account transactions such as interest earned, service charges, balance adjustments, and transfers between bank accounts. You can create adjustments from *Cash Management tasks* on the Banks page. To save time and ensure accuracy entering adjustments, you can create adjustment categories in the bank account record on the Adjustment Categories tab. Then, when you add an adjustment, you can select the adjustment category and amount. *Cash Management* automatically enters the adjustment and related information for you. For more information about adjustment categories, see “Adding Adjustment Categories” on page 46.

When you select to create a transfer type of adjustment, two adjustments are created — a “transfer out” adjustment for the bank account the money is coming out of and a “transfer to” adjustment for the account the money is being transferred to.

Once an adjustment transaction is posted or reconciled, it cannot be deleted, the amount cannot be changed, and the account distribution cannot be changed. Furthermore, for transfer adjustments, if either the “transfer out” transaction or the “transfer in” transaction has been posted, then neither transaction can be deleted.

For a saved transfer adjustment, if you change the “transfer to” bank account, the corresponding “transfer in” transaction is deleted from its current bank account and a new “transfer in” transaction is created in the new bank account.

You can reverse an adjustment by creating a new adjustment of the opposite type. For example, you can create a payment adjustment of \$100.00 to reverse a \$100.00 deposit adjustment.

► Creating an adjustment

Tip: If you created adjustment categories in the bank account record, you can select one in the **Category** field and the program enters all other data for that category. For more information about adjustment categories, see “Adding Adjustment Categories” on page 46.

1. From *Cash Management tasks* on the Banks page, click **Create a new adjustment**. The New Adjustment screen for the selected bank account appears.

2. In the **Category** field, you can select a pre-defined adjustment category or enter a name to create a new one. If you select a pre-defined adjustment category, the program automatically loads default information into the fields.

If you enter a new name, a screen appears asking if you want to create a new category. Click **Yes** to save the information for this adjustment as a new adjustment category you can use again in the future. Click **No** if this is a one-time adjustment you will not need to make again. For more information about creating adjustment categories, see “Adding Adjustment Categories” on page 46.

3. In the **Date** and **Amount** fields, enter the date and amount of the adjustment.
4. In the **Type** field, select “Deposit”, “Payment”, or “Transfer Out”. If you select to create “Transfer Out”, the **Transfer to** field appears. In this field, select the bank account to transfer the amount to.
5. In the **Reference** field, enter a journal reference. This is the text that will appear in the check register.

For transfer-type adjustments, the text entered here appears in the bank registers for both bank accounts used in the transfer. We recommend that you choose this description carefully so it will be meaningful in both accounts. For example, “Transfer from BAYBANK-SAV to SCSL-CHK”.

6. In the **Post status** field, select “Not yet posted” or “Do not post”.
7. In the **Post date** field, enter the date the adjustment is posted to **General Ledger**.

Note: Once the adjustment appears in the bank account, mark **Cleared on** and enter the clear date in the field.

8. In the **Notes** box, enter any descriptive notes about the adjustment.

Warning: When creating adjustment distributions, we recommend using the cash account as the debit account for deposit type adjustments and the cash account as the credit account on payment and transfer type adjustments. Using a different account will cause the bank register and **General Ledger** cash account to be out of balance.

9. Select the Distribution tab. To create a distribution for the adjustment, designate debit and credit accounts for the adjustment, the amounts to distribute to the accounts, and select a class for the distribution on the Distribution tab. If you have the optional module *Projects and Grants*, you can also classify the adjustment using transaction codes. For more information about distributions, see the *Configuration Guide for General Ledger*.
10. Click **Save and Close** to save the adjustment and return to the Banks page.

Reconciling Bank Accounts

You can reconcile the bank register and cash accounts with the statement from the bank. *Banks* gathers information from **General Ledger**, **Accounts Payable**, **Cash Management**, **Accounts Receivable**, and **Cash Receipts** to reconcile your account. The process computes a balance for you after you enter starting and ending balances, a statement date, and any adjustments.

Tip: We recommend you post all transactions to **General Ledger** before reconciling. For more information about posting, see the *Administration Guide for The Financial Edge*.

To reconcile bank accounts, you must use one cash account code for each bank account. For more information about defining cash accounts, see “Defining Cash Accounts” on page 11.

To start the reconciliation process, click **Reconcile this account** from *Cash Management tasks* on the Banks page. The Bank Account Reconciliation screen for the selected bank account appears so you can start the process.

► Reconciling a bank account

6. Mark the checkbox in the **Cleared?** column for each transaction to be reconciled. To clear all the transactions in the grid, click **Mark All**. Click **Summary** on the toolbar to see a recalculated summary of cleared transactions and balances below the grid.

Note: To print a pre-reconciliation report, select **File, Print Pre-Reconciliation**. The Select a Parameter screen appears where you can select a saved parameter file or click **Add New** to set parameters for a new Bank Reconciliation Report.

7. To see reconciliation details, click **Show Reconciliation Details**. The Reconciliation Details screen appears.
8. To view a comparison of the bank register with the bank statement, select the Register to statement tab.

Reconciliation Details

Register to statement | Cash account(s) to statement

Reconcile register to statement

Register cleared beginning balance:	\$0.00
Add: Cleared deposits:	\$157,505.59
Add: Cleared deposit adjustments:	\$0.00
Subtract: Cleared payments:	\$0.00
Subtract: Cleared payment adjustments:	\$0.00
Adjusted register balance:	\$157,505.59
Register ending balance:	\$404,030.59
Subtract: Outstanding deposits:	\$249,025.00
Subtract: Outstanding deposit adjustments:	\$0.00
Add: Outstanding payments:	\$2,500.00
Add: Outstanding payment adjustments:	\$0.00
Adjusted register balance:	\$157,505.59
Statement ending balance:	06/13/2006 \$0.00
Out of balance by:	\$157,505.59

Close

9. To view a comparison of cash accounts with the bank statement, select the Cash account(s) to statement tab.

Reconciliation Details

Register to statement | Cash account(s) to statement

Reconcile cash account(s) to statement

Cash account(s) ending balance:	06/13/2006	\$404,297.59
Add: Cleared not yet posted deposits:		\$0.00
Subtract: Cleared not yet posted payments:		\$0.00
Adjusted cash account(s) balance:		\$404,297.59
Statement ending balance:	06/13/2006	\$0.00
Add: Outstanding posted deposits:		\$247,225.00
Subtract: Outstanding posted payments:		\$0.00
Subtract: Posted payments voided after statement end date:		\$0.00
Adjusted statement balance:		\$247,225.00
Out of balance by:		(\$157,072.59)

Summary of not yet posted transactions		Summary of posted transactions	
Cleared payments:	\$0.00	Cleared payments:	\$0.00
Cleared deposits:	\$0.00	Cleared deposits:	\$157,505.59
Outstanding payments:	\$2,500.00	Outstanding payments:	\$0.00
Outstanding deposits:	\$1,800.00	Outstanding deposits:	\$247,225.00

Summary of transactions after statement ending date:

Net total of voided, cleared, and posted transactions:	\$0.00
--	--------

Close

10. Click **Close**. You return to the Bank Account Reconciliation screen.

Note: You can click **Reconcile Later** to save reconciliation information and complete the process at another time. The entries in the **Statement date**, **Starting balance**, and **Ending balance** fields are saved. If you click **Cancel**, no changes are saved and you must re-enter statement information.

11. Once you have identified, matched, and cleared all transactions, and the Out of balance by amount displays \$0.00, you are ready to reconcile. Click **Reconcile Now**. The program compares the register and cash accounts to the bank statement and checks to see if any errors or omissions exist.
12. If the register is in balance with the statement, the Reconciliation screen appears. Transactions you cleared are now reconciled. Click **Continue** to complete the process, and proceed to step 14.

Reconciliation Complete!

Number reconciled:	0
Amount reconciled posted:	\$0.00
Amount reconciled unposted:	\$0.00
Number outstanding:	15
Amount outstanding posted:	\$404,730.59
Amount outstanding unposted:	\$1,500.00

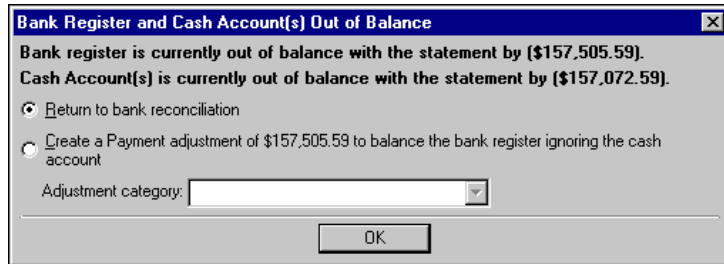
☒ View Reconciliation Report

Continue

Note: To view the Reconciliation Report, mark **View Reconciliation Report**. When you click **Continue**, the preview screen appears. From here, you can print a hard copy of the report. For more information about working with bank account reports, see the *Reports Guide* for that program.

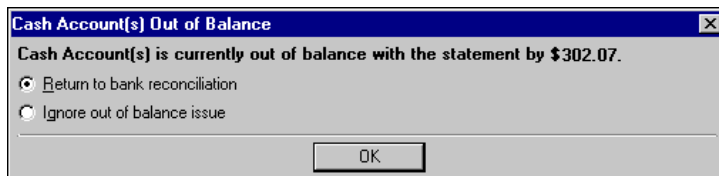
13. If the register does not balance with the statement, the Bank Register and Cash Account(s) Out of Balance screen appears so you can return to reconciliation and correct the error or create an adjustment to make the correction:

- **Return to bank reconciliation** — to cancel reconciliation and return to the grid to make corrections or adjustments
- **Create a Deposit/Payment adjustment to balance the bank register** — to create an adjustment that will balance the account



Note: If you mark **Create a deposit/payment adjustment to balance the bank register**, you can select a category in the **Adjustment category** field. For more information about defining adjustment categories, see “Adding Adjustment Categories” on page 46.

14. If **General Ledger** cash accounts are out of balance with the statement, the Cash Account(s) Out of Balance screen appears so you can return to reconciliation and correct the error or ignore the out of balance issue:
 - **Return to bank reconciliation** — to cancel reconciliation and return to the grid to make corrections or adjustments
 - **Ignore out of balance issue** — to allow the out of balance situation to remain and continue reconciling



Note: If you mark **Ignore out of balance issue**, the program checks for unposted transactions that have been cleared through the reconciliation process. At this time, you can post these transactions. For more information about posting, see the *Administration Guide for The Financial Edge*.

15. Mark **View Reconciliation Report** and click **Continue**. The Reconciliation Report appears so you can view or print it. For more information about the Reconciliation Report, see the Bank Accounts Reports chapter of the *Reports Guide* for that program.
16. Close the preview screen. You return to the Banks page.

Bank Reconciliation Troubleshooting

If your bank account reconciliation appears out of balance to the GL Cash Account, we recommend you try the following steps until the error is resolved:

Post to General Ledger. Post any unposted transactions that display in the bank account but not the GL cash account.

Note timing issues. If you voided checks in a different month than they were created, the bank account and cash account will remain out of balance until the reversals post to the cash account. If you must correct this in the current period, you can create an automatically reversing journal entry to your GL cash account.

Determine how you will treat “Do Not Post” transactions. Run a transaction register to find transactions marked as “Do Not Post”. The bank account and GL cash account will remain out of balance until these transactions are posted to the GL cash account, or until manual journal entries are posted to the GL cash account to balance to the bank register. An exception would be a “Do Not Post” transaction used for establishing your bank register’s beginning balance.

Import or post journal entries made to the GL cash account. If manual journal entries are made to the GL cash account, and not imported or posted to the bank account as an adjustment, the bank account and cash account will be out of balance. For entries made to **General Ledger** but not to the GL cash account, you can post a bank adjustment using the GL cash account as both debit and credit account. Because the adjustment is already posted in **General Ledger**, this creates a posted bank adjustment, balancing the reports without affecting the cash account.

Check the debit account used on adjustments. An account other than the cash account used as the debit adjustment account causes the bank account and GL cash account to be out balance. If the adjustment is unposted, edit the debit account. If the adjustment is posted, enter another adjustment to correct the original adjustment.

Ensure the bank is set to track cash in General Ledger. On the Bank tab, verify the account numbers used for all modules are correct, and that you are comparing them to the corresponding accounts in **General Ledger**.

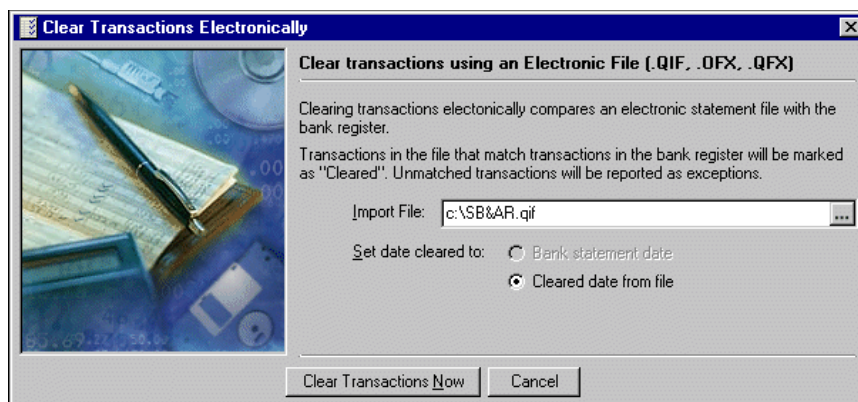
Clearing Transactions Electronically

You can clear transactions electronically if you have a *.qif, *.ofx, *.qbo, Bai.txt, or *.qfx file from your bank. The program marks all matching transactions with a cleared status and reports as exceptions any transactions that do not match. Once the program finds all matches, you can reconcile the bank account.

► Clearing transactions electronically

Glossary: A transaction is a general ledger entry that indicates to the program the amount and account to debit or credit. Transactions also contain additional information that helps trace and report on them. Transactions include source codes and journal references and may include project and transaction code distributions if you have the optional module *Projects and Grants*.

1. From *Cash Management tasks* on the Banks page, click **Clear transactions electronically**. The Clear Transactions Electronically screen appears.
2. In the **File name** field, click the ellipsis to locate the file from the bank. The imported file must have a *.qif, *.ofx, *.qbo, Bai.txt, or *.qfx file extension. If you select a file with any other extension, you get a message telling you that the selected format is not supported.



Note: You can clear transactions electronically only if your bank provides a file in *.qif, *.ofx, *.qbo, Bai.txt, or *.qfx format. To find out if the bank provides statements in these formats, contact a representative from your financial institution.

3. Click **Clear Transactions Now**. The program checks transaction amounts in the imported file against the amounts in the bank register. When all amounts match, the program marks the transaction as cleared in the register. When it finishes processing, the Clear Transactions Electronically screen appears with a message that processing is complete. The screen displays results of the processing:
 - Number cleared — number of transactions marked cleared
 - Amount cleared — total dollar amount of cleared transactions
 - Number exceptions — number of transactions that did not find a match in the register
 - Amount exceptions — total dollar amount of transactions not finding a match in the register
4. To view a control report, click **View Control Report**. The Clear Transactions Electronically Control Report appears so you can view or print it.
5. Close the preview screen. You return to the Banks page.

Viewing Reconciliation History

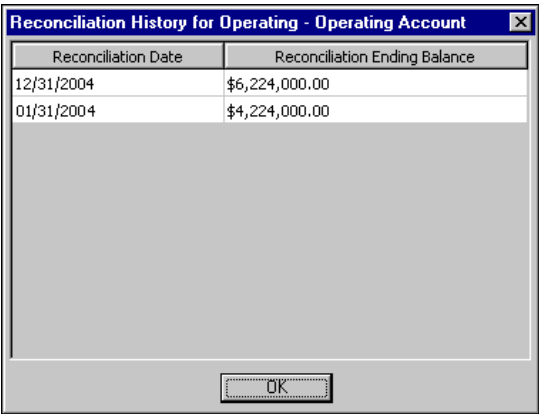
You can review information about previous reconciliations in a bank account. To view a list of reconciliations, select a bank account from the Banks page and click **View reconciliation history** from *Cash Management tasks*. The Reconciliation History screen for the selected bank account appears. This screen is for informational purposes only; you cannot add or edit data on this screen.

► **Viewing reconciliation history**

Note: The Reconciliation History screen is for informational purposes only; you cannot add or edit data on this screen.

1. From *Cash Management tasks* on the Banks page, click **View reconciliation history**. The Reconciliation History screen for the selected bank account appears.

The **Reconciliation Date** column displays the date the account was reconciled with the statement from the bank. The **Reconciliation Ending Balance** column displays the ending balance from the bank statement.



Reconciliation Date	Reconciliation Ending Balance
12/31/2004	\$6,224,000.00
01/31/2004	\$4,224,000.00

2. Click **OK** to close the screen and return to the Banks page.

Deposit Tasks



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If you have **Accounts Receivable**, **Student Billing**, or **Cash Receipts**, you can create deposits and print deposit reports from the Banks page. Use deposit records to record the amount of cash, checks, electronic funds transfers (EFTs), or other payments you receive and deposit into your bank account. Once you create an open deposit, you can add an unlimited number of payment receipts to the deposit. Deposit reports can list payment and bank details for deposits.

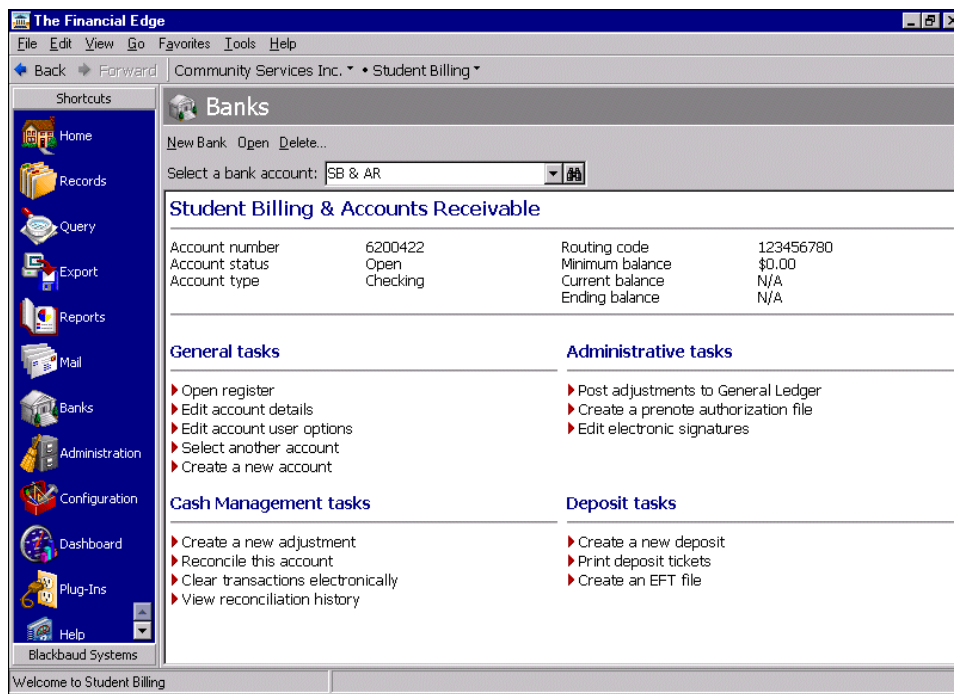
Before you can create deposits or payments, you must define cash account information for each bank account you plan to use for **Accounts Receivable**, **Student Billing**, or **Cash Receipts** transactions. For more information about defining cash accounts, see “Defining Cash Accounts” on page 11.

Links under *Deposit tasks* on the Banks page take you directly to where you need to be to perform a deposit task.

- **Create a new deposit**
- **Print deposit tickets**

Warning: In **Student Billing**, you can create EFT files only if you have the optional module *EFT*.

- **Create an EFT file**



Creating New Deposits

You can create deposits to record the amount of cash, checks, EFTs, or other payments you receive and deposit into your bank account. Once you create an open deposit, you can add an unlimited number of receipts to the deposit.

When you click **Create a new deposit**, you access the Add a New Deposit screen where you enter information about the deposit. The Add a New Deposit screen has tabs on which you set parameters: Deposit, Defaults, Distribution, and Payments. On these tabs you specify basic information for the deposit, define payment defaults, and view and create payments and payment distributions.

You can assign default field values that apply to all payments added to that deposit, for example, a default payment date. When you create payments for that deposit, the default payment date appears in the **Payment date** field of every payment record added to the deposit. Default values apply to only the payment records added to the deposit for which the defaults were assigned.

When you select a bank account on the deposit record, its cash account becomes the debit account for all payments attached to the deposit. You add credit accounts, which do not appear on the deposit record, directly on the payment record. When you create a payment and add credit accounts, the program debits the cash account from the deposit's bank account. In other words, the deposit provides the cash side of the distribution, and the payment provides the revenue or receivables side.

► Adding a deposit

Note: You must create a deposit record before you can add payments. For more information about payments, see the Payments chapter of the *Records Guide* for the program you are using.

1. From *Deposit tasks* on the Banks page in **Accounts Receivable**, **Student Billing**, or **Cash Receipts**, click **Create a new deposit**. The Add a New Deposit screen opens to the Deposit tab.

	Projected	Actual	Difference
# of Receipts		0	0
Total Amount		\$0.00	\$0.00

2. In the **Bank account** field, select the bank account to which you want to add the deposit.

Tip: To make data entry easier, you can set default values for deposit fields. To add default field values, from the menu bar, select **Tools, Options**. For more information about deposit options, see the Options chapter of the *Program Basics Guide*.

3. In the **Deposit date** field, enter the date the deposit is made to the bank account. In the **Entry date** field, enter the date the deposit is entered in the program.
4. In the **Status** field, select "Open" or "Closed". You cannot add new payments to a closed deposit.

Note: The **Deposit number** field is for informational purposes only. The program generates the deposit number based on the next number in sequence for the selected bank account. The field displays "<Auto-Generated>" until the deposit record is saved; then the deposit number appears in the field.

5. In the **Deposit ID** field, enter information that identifies the deposit.
6. In the **Post status** field, select "Not yet posted" or "Do not post" as the post status for the deposit. In **Post date** field, enter the date to post the deposit. The information in the **Post status** and **Post date** fields automatically defaults to the payments added to the deposit. You post the deposit, not individual payments.

7. In the **Description** field, enter a description of the deposit or any other information about the deposit.

Add a New Deposit

File Edit View Deposit Favorites Tools Help

Save and Close

Deposit Defaults Distribution Payments

Student Billing Deposit

Bank account: SB & AR Deposit number: <Auto-Generated>

Deposit date: 05/31/2006 Deposit ID: CR May 2006

Entry date: 05/31/2006 Post status: Not yet posted

Status: Open Post date: 05/31/2006

Description: cash receipts payments for May

☐ Deposit ticket printed on

☐ Deposit cleared on Not Reconciled

☐ EFT file created on

Deposit Worksheet

	Projected	Actual	Difference
# of Receipts		0	0
Total Amount		\$0.00	\$0.00

8. When you close the deposit and print the deposit ticket, mark **Deposit ticket printed on** and enter the date.
9. When the deposit clears the bank, mark **Deposit cleared on** and enter the date. If you have the optional module *Cash Management*, the reconciliation status appears next to the date.
10. In the **Deposit Worksheet** grid, in the **Projected** column, enter the number and total amount of receipts you expect to receive for the deposit. The grid displays the actual number of receipts and calculates the difference between the projected and actual amounts in the **Actual** and **Difference** columns.

Note: You can change payment defaults at any time. Changes apply to only payments added after the changes were made.

11. Select the Defaults tab. In the **Payment Defaults** grid, in the **Field Name** column, enter default values in the **Payment date**, **Amount**, **Comment**, and **Source** rows.

Add a New Deposit

File Edit View Deposit Favorites Tools Help

Save and Close

Deposit Defaults Distribution Payments

Payment Defaults

Field Name	Default Value	Payment Methods
Payment date		<input checked="" type="checkbox"/> Check
Amount		<input checked="" type="checkbox"/> Cash
Comment		<input checked="" type="checkbox"/> COD
Source		<input checked="" type="checkbox"/> Credit Card

By default, include these miscellaneous components in the payment:

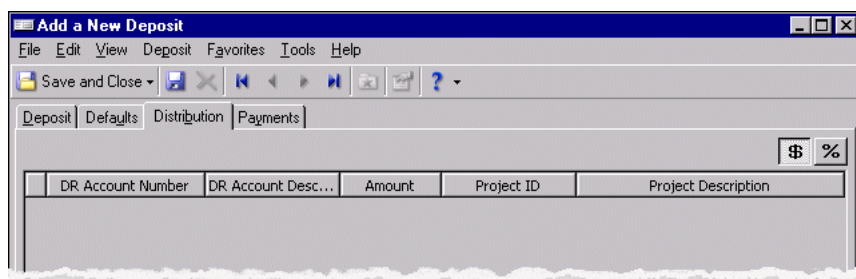
☒ New Miscellaneous Payment ☐ Remove

Payment Type	Details	Amount

12. All payment methods in the **Payment Methods** box are marked by default. Unmark any payment methods to exclude from the deposit.

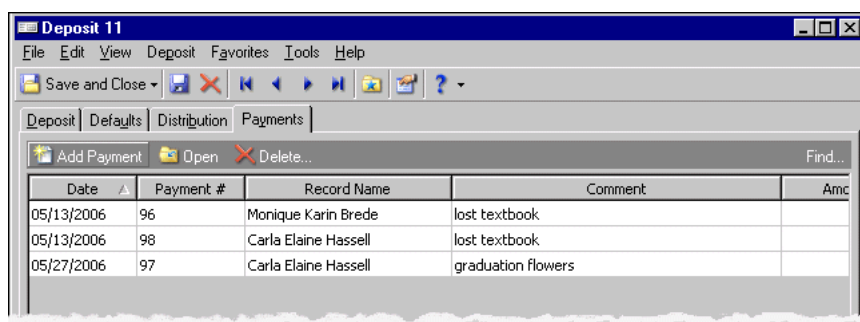
Warning: We strongly recommend you never add credit card payments to deposits containing other types of payments, especially cash and checks. Credit card payments may take longer to clear the bank, which may cause problems when reconciling.

13. To create payment line items used to split a single payment such as a check) between accounts in **Accounts Receivable** or **Student Billing** and **Cash Receipts**, click **New Miscellaneous Payment**. You can split payments only if you have **Cash Receipts**.
14. In the **Details** column, select “Cash Receipts”.
15. In the **Amount** column, enter the amount of the payment to add to **Cash Receipts**.
16. Select the **Distribution** tab. On the **Distribution** tab, you can view the payment debit accounts and transaction distributions, including projects, classes, and transaction codes. Projects and transaction codes are available only if you have the optional module *Projects and Grants*. The **Distribution** tab remains blank until you add a payment.



Note: Deposits cannot be posted, so deposit records do not contain unique distributions. Instead, when you select a bank account on the deposit record, its cash account becomes the debit account for all payments attached to the deposit. You add credit accounts, which do not appear on the deposit record, directly on the payment record.

17. Select the **Payments** tab. When you click **Add Payment**, the New Payment screen appears so you can enter payment information. For more information about adding payments, see the *Payments* chapter of the *Records Guide* for the program in which you are working.



18. To save the deposit and return to the **Banks** page, click **Save and Close**.

Printing Deposit Tickets

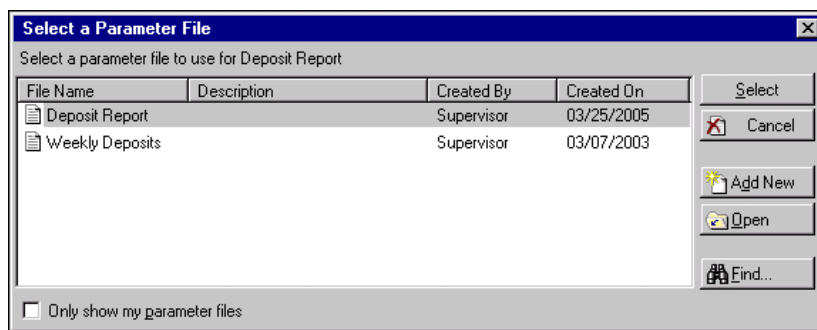
You can use **Print deposit tickets** in *Deposit tasks* to print a report listing payment details and bank information for a deposit. Contact your bank for the information required for deposit tickets, and then you can format this report to use as a deposit ticket.

You can create new or used saved parameter files to customize the look and information for deposit tickets just as you do for reports. Parameter files for reports are created and stored in *Reports*. If you select a saved parameter file, the report prints automatically. If you add a new parameter file, you use the same screen used to create reports in *Reports* for **Accounts Receivable**, **Cash Receipts**, and **Student Billing**. For more information about creating deposit reports, see the *Reports Guide for Accounts Receivable*, *Reports Guide for Cash Receipts*, or *Reports Guide for Student Billing*.

► Printing a deposit report

Note: Deposit report parameter files are stored in **Deposit and Receipt Reports**. In *Reports*, you can add, edit, delete and print deposit reports.

1. From *Deposit tasks* on the Banks page, click **Print deposit tickets**. The Select a Parameter File screen appears.



2. To print the deposit report:

Note: Parameter files for deposit reports are saved in *Reports*. For more information about deposit reports, see the Deposit and Receipt Reports chapter of the reports guide for the program in which you are working.

- Select a parameter file in the grid to print the deposit report automatically using saved parameters.
 - Click **Add New** to create a new parameter file.
3. To create a new parameter file, click **Add New**. The New Deposit Report screen opens to the General tab.

4. To create the deposit report's parameters, make selections and enter information on each report tab. For more information about fields and selections for deposit reports, see the *Reports Guide for Accounts Receivable*, *Reports Guide for Cash Receipts*, or *Reports Guide for Student Billing*.
5. To print the report, click **Print**.
6. To save the new report, click the **Save** button on the toolbar. The Save Report as screen appears.
7. In the **Report name** and **Description** fields, enter a name and description of the report.
8. To save the report and return to the Deposit Report screen, click **Save**.
9. To return to the Select a Parameter File screen, close the Deposit Report screen. The new deposit report parameters appear in the grid, and you can use it again later instead of re-creating parameters.
10. To return to the Banks page, close the Select a Parameter file screen.

Creating EFT Files

Warning: You can create EFT files only if you have the optional module *EFT*.

In *Accounts Receivable* or *Student Billing*, if you have the optional module *EFT*, you can use **Create an EFT file** in *Deposit tasks* to create and process a file for multiple deposits at one time. The program processes deposits using the options defined on the bank account record. For more information about deposit options, see "Defining Default Deposit Options" on page 44.

► Creating an EFT file

Tip: To save your selections on the File Options and Logon Cards tabs of the bank account record, mark **Save these changes to the bank account** at any time while you are creating the EFT file.

1. From *Deposit tasks* on the Banks page, click **Create an EFT file**. The Create Electronic Funds Transfer File screen opens to the Criteria tab.

Create Electronic Funds Transfer File

Step 1: Criteria | 2: Filters | 3: Deposits | 4: File Options | 5: Logon Cards

Financial processing date: 05/13/2006

Include payments from these deposits: ☒ Open deposits ☐ Closed deposits ☐ Both

Deposit dates: Include all dates

Include deposits originating from: ☒ Student Billing

☒ Change deposit status to closed after the file has been created

☐ Create an output query of deposits

☒ Save these changes to the bank account

< Back Next > Cancel Create Now

2. To date the EFT file, in the **Financial processing date** field, enter a date or click the calendar to select a date.

3. To select the payments by status to include in the deposit, mark **Open deposits**, **Closed deposits**, or **Both**.
4. In the **Deposit dates** field, select "Today", "Pay date", "Period end date", or "Specific date" to date the deposits. If you select "Specific date", enter a date in the **Date** field.
5. The **Include deposits originating from** option displays **Accounts Receivable** or **Student Billing** depending on which program you are working in.
6. To change the status of the deposits when the program processes them, mark **Change deposit status to closed after the file has been created**.
7. To create an output query of deposits included in the run, mark **Create an output query of deposits**.
8. Click **Next** or select the Filters tab.

Create Electronic Funds Transfer File

Step 1: Criteria | **2: Filters** | 3: Deposits | 4: File Options | 5: Logon Cards

Open Clear All Filters

Filters	Include	Selected Filters
Deposits	All	<All Deposits>
Banks	All	<All Banks>
Records	All	<All Records>

☒ Save these changes to the bank account

< Back Next > Cancel Create Now

9. To select filters, choose "Selected" in the **Include** column. The Selected <Filters> screen appears so you can select filters for the EFT file. For more information about filtering, see the Program Basics chapter of the *Program Basics Guide*.
10. Click **OK**. You return to the Filters tab and filters you selected appear in the **Selected Filters** column.

15. In the **Output file name** field, enter the name of the file or click the ellipsis to locate the output file. The output file must be in *.ach format.
16. In the **Company ID prefix** field, select “EIN”, “DUNS”, “User Assigned”, or “User Defined” as the type of identification prefix for your company.
17. In the **Company ID number** field, enter information that identifies the deposit.
18. In the **Immediate origin** field, select “Transit/Routing number”, “EIN”, or “Other” as the number to use in creating the prenote authorization file. If you select “Other”, a field appears so you can enter the number.
19. In the **Immediate origin name** field, select “Organization name” or “Other”. If you select “Other”, a field appears so you can enter the name.
20. In the **File Format** frame, enter a reference, up to eight characters, in the **Header record reference** field.
21. To automatically create credit transactions in the EFT file when you run the EFT file, mark **Create credit transaction**.
22. To append a carriage return/line feed to indicate the end of a line in the EFT file, mark **Include carriage return/line feed**.
23. In the **Miscellaneous** frame, to transmit a code to the bank with the EFT file, enter up to 10 characters in the **Entry description** field.
24. To select how to identify records in the EFT file, in the **Identify record using** field, select “Record ID” or “SSN/CFDA#”.
25. To transmit the EFT file directly to the Federal Reserve, mark **Format file for this Federal Reserve Bank** and enter the name of the bank in the field.

In the **Federal Reserve Bank routing code** field, enter the routing code for the bank.

Warning: The information for logon cards is specific for each bank. Contact your bank for its specific requirements for EFTs.

26. Click **Next** or select the Logon Cards tab. The information to complete logon cards is specific for each bank. Contact your bank for its specific requirements for EFTs.

Create Electronic Funds Transfer File

Step 1: Criteria | 2: Filters | 3: Deposits | 4: File Options | 5: Logon Cards

You can add up to five logon cards. Your bank can give you details about the logon card(s) it requires.

Insert Delete...

Number	Length	Control String

☒ Save these changes to the bank account

< Back Next > Cancel Create Now

27. To create the first logon card, click **Insert** on the action bar. “1” appears in the **Number** column.
28. To set the maximum length of the control string, enter the length in the **Length** column.

To allow an infinite length, leave it blank.

29. To identify the first logon card, in the **Control string** column, enter information for the logon card.

Note: You can have a maximum of five logon cards.

To create additional logon cards, click **Insert** on the action bar. "2" appears in the **Number** column on the second row. You can have a maximum of five logon cards.

30. To process the deposits, click **Create Now**.

The program validates the deposits and creates the EFT file. It saves the file in the location you entered in the **Output file name** field. You return to the Banks page.

EFT/ACH File Formats



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ACH Transactions

The following is the file layout for ACH file transfers to a financial institution participating in the National Automated Clearing House Association.

The file contains a file header record, followed by a company/batch header record, detail and addenda records, a company/batch control record, and a file control record. All alphanumeric and alphabetic fields must be left justified and space filled. All numeric fields must be right justified, unsigned, and zero filled. Characters used in ACH records are restricted to 0-9, A-Z, space, and those special characters which have an EBCDIC value greater than hexadecimal "3F" or an ASCII value greater than hexadecimal "1F".

File Header Record

Field Name	Position	Contents
Record Type Code	1	1
Priority Code	2-3	01
Immediate Destination	4-13	Transit\Routing # from Bank Account Information.
Immediate Origin	14-23	Defined in EFT Parameters on the Bank Information. This may be either the Transit\Routing # or Other. (If you select other, you can get this # from your bank.
File Creation Date	24-29	System Date YYMMDD
File Creation Time	30-33	System Time
File ID Modifier	34-34	For multiple files to be created on the same day - A
Record Size	35-37	094
Blocking Factor	38-39	10 (If the file contains less than a multiple of 10 lines (a full block) it will be padded with 9's until the block is filled.)
Format Code	40-40	1
Immediate Destination Name	41-63	Bank Name from Bank Account Information.
Immediate Origin Name	64-86	Optional - Left blank.
Reference Code	87-94	Optional - Left blank.

Company/Batch Header Record

Field Name	Position	Contents
Record Type Code	1	5
Service Class Code	2-4	200 - Credits and Debits 220 - Credits only 225 - Debits only

Field Name	Position	Contents
Company Name	5-20	Short Name from Configuration
Company Discretionary Data	21-40	
Company Identification	41-50	Federal Tax ID defined on General Tab of Configuration.
Standard Entry Class Code	51-53	CCD
Company Entry Description	54-63	Miscellaneous Field on EFT Parameters.
Company Descriptive Date	64-69	Optional Date displayed to payee/payer
Effective Entry Date	70-75	Financial Processing Date from Generate TS Form
Settlement Date	76-78	Inserted by Receiving ACH operator
Originator Status Code	79-79	1
Originating DFI ID	80-87	Transit Routing # from Bank Account Information.
Batch #	88-94	Sequentially assigned

Entry Detail Record

Field Name	Position	Contents
Record Type Code	1	6
Transaction Code	2-3	Payer Information: 27 for payment and 28 for prenote (checking) 37 for payment and 38 for prenote (savings) Payee Information: 22 for deposit and 23 for prenote (Checking) 32 for deposit and 33 for prenote (Savings)
Receiving DFI ID	4-11	Transit/Routing # from EFT tab of payee/payer record.
Check Digit	12-12	The ninth digit of the receiving bank's routing number.
DFI Acct. #	13-29	Bank Account # from EFT tab of payee/payer record.
Amount	30-39	\$
Identification #	40-54	Alphameric
Receiving Company Name	55-76	Payee/payer name.
Discretionary Data	77-78	Discretionary Code defined on the EFT tab of the Employee. Defined by Organizations bank.
Addenda Record Indicator	79-79	0
Trace Number	80-94	Generated

Company/Batch Control Record

Field Name	Position	Contents
Record Type Code	1	8
Service Class Code	2-4	200 - Credits and Debits 220 - Credits only 225 - Debits only
Entry Addenda Count	5-10	Total number of transactions

Field Name	Position	Contents
Entry Hash	11-20	Control total of bank routing numbers
Total Debit Entry Dollar Amount	21-32	Generated
Total Credit Entry Dollar Amount	33-44	Generated
Company Identification	45-54	Same as in Company Batch Header Record positions 41-50.
Message Authentication	55-73	N/A
Reserved	74-79	N/A
Originating DFI ID	80-87	Transit Routing # from the Bank Account Information.
Batch Number	88-94	Sequentially assigned

File Control Record

Field Name	Position	Contents
Record Type Code	1	9
Batch Count	2-7	Count of all Batch Header Records
Block Count	8-13	Number of blocks (groups of 10 records (or 940 characters))
Entry Addenda Count	14-21	Tally of detail and addenda records
Entry Hash	22-31	Control total of entry hashes from the batch control records.
Total Debit Entry Dollar Amount	32-43	Sum of all debit transactions.
Total Credit Entry Dollar Amount	44-55	Sum of all credit transactions.
Reserved	56-94	Blank

International ACH Transactions

When IAT transactions are included in your EFT, there will be an IAT Company/Batch Header Record for each group of vendor payments, by destination country. If there is only one IAT transaction, there will be a single IAT Company/Batch Header Record, one entry detail and its seven addenda records.

If there are multiple IAT transactions, there will be an IAT Company/Batch Header Record for each distinct country that can hold one or more entry detail records (and addenda records) destined for that country.

File Header Record

Field Name	Position	Contents
Record Type Code	1	1
Priority Code	2-3	01
Immediate Destination	4-13	Transit\Routing # from Bank Account Information.
Immediate Origin	14-23	Defined in EFT Parameters on the Bank Information. This may be either the Transit\Routing # or Other. (If you select other, you can get this # from your bank.
File Creation Date	24-29	System Date YYMMDD
File Creation Time	30-33	System Time
File ID Modifier	34-34	For multiple files to be created on the same day - A
Record Size	35-37	094
Blocking Factor	38-39	10 (If the file contains less than a multiple of 10 lines (a full block) it will be padded with 9's until the block is filled.)
Format Code	40-40	1
Immediate Destination Name	41-63	Bank Name from Bank Account Information.
Immediate Origin Name	64-86	Name of organization from Configuration.
Reference Code	87-94	Pulls from File Format section of EFT Parameters in Bank Account.

IAT Company/Batch Header Record

Field Name	Position	Contents
Record Type Code	01-01	5

Field Name	Position	Contents
Service Class Code	02-04	200 - Credits and Debits 220 - Credits only 225 - Debits only
IAT indicator	05-20	left blank
Foreign exchange indicator	21-22	FF
Foreign exchange reference indicator	23-23	3
Foreign exchange reference	24-38	left blank
ISO destination country code	39-40	2-digit ISO country code from payee/payer bank
Originator identification	41-50	Alphanumeric
Standard entry class code	51-53	IAT
Company entry description	54-63	Contents of EFT General Entry description.
ISO originating currency code	64-66	USD
ISO destination currency code	67-69	USD
Effective entry date	70-75	YYMMDD
Settlement date	76-78	numeric
Originator status code	79-79	1
Go identification/ originating DFI identification	80-87	TTTTAAAA
Batch number	88-94	Numeric

IAT Entry Detail Record

Field Name	Position	Contents
Record Type Code	01-01	6
Transaction Code	02-03	Numeric
GO identification/ receiving DFI identification	04-11	TTTTAAAA
Check Digit	12-12	Numeric
Number of addenda records	13-16	Numeric
Reserved	17-29	Blank
Amount	30-39	\$ (payment amount in US dollars)
Foreign receiver's account number/ DFI account number	40-74	Alphanumeric
Reserved	75-76	Blank
Gateway operator OFAC screening indicator	77-77	Alphanumeric - Added later by the Gateway operator.
Secondary OFAC screening indicator	78-78	Alphanumeric - Added later by the Gateway operator.
Addenda record indicator	79-79	Numeric
Trace Number	80-94	Numeric

First IAT Addenda Record

Field Name	Position	Contents
Record Type Code	01-01	7
Addenda Type Code	02-03	10
Transaction Type Code	04-06	Alphanumeric
Foreign Payment Amount	07-24	\$ (Amount of payment in US dollars)
Foreign trace number	25-46	Alphanumeric
Receiving company name/ individual name	47-81	Payee/payer name.
Reserved	82-87	Blank

Field Name	Position	Contents
Entry detail sequence number	88-94	Numeric

Second IAT Addenda Record

Field Name	Position	Contents
Record Type Code	01-01	7
Addenda Type Code	02-03	11
Originator name	04-38	Configuration organization name.
Originator street address	39-73	Configuration organization address.
Reserved	74-87	Blank
Entry detail sequence number	88-94	Numeric

Third IAT Addenda Record

Field Name	Position	Contents
Record Type Code	01-01	7
Addenda Type Code	02-03	12
Originator city and state/province	04-38	Alphanumeric
Originator country and postal code	39-73	Alphanumeric
Reserved	74-87	Blank
Entry detail sequence number	88-94	Numeric

Fourth IAT Addenda Record

Field Name	Position	Contents
Record Type Code	01-01	7
Transaction Code	02-03	13
Originating DFI name	04-38	Bank
Originating DFI identification number qualifier	39-40	Bank
Originating DFI identification	41-74	Bank

Field Name	Position	Contents
Originating DFI branch country code	75-77	Bank
Reserved	78-87	Blank
Entry detail sequence number	88-94	Numeric

Fifth IAT Addenda Record

Field Name	Position	Contents
Record Type Code	01-01	7
Addenda Type Code	02-03	14
Receiving DFI name	04-38	Payee/payer bank information
Receiving DFI identification number qualifier	39-40	Payee/payer bank information
Receiving DFI identification	41-74	Payee/payer bank information
Receiving DFI branch country code	75-77	Payee/payer bank information
Reserved	78-87	Blank
Entry detail sequence number	88-94	Numeric

Sixth IAT Addenda Record

Field Name	Position	Contents
Record Type Code	01-01	7
Addenda Type Code	02-03	15
Receiver identification number	04-18	Payee/payer address information
Receiver street address	19-53	Payee/payer address information
Reserved	54-87	Blank
Entry detail sequence number	88-94	Numeric

Seventh IAT Addenda Record

Field Name	Position	Contents
Record Type Code	01-01	7
Addenda Type Code	02-03	16
Receiver city and state/ province	04-38	Payee/payer address information
Receiver country and postal code	39-73	Payee/payer address information
Reserved	74-87	Blank
Entry detail sequence number	88-94	Numeric

Company/Batch Control Record

Field Name	Position	Contents
Record Type Code	1	8
Service Class Code	2-4	200 - Credits and Debits 220 - Credits only 225 - Debits only
Entry Addenda Count	5-10	Total of all entries/addenda

Field Name	Position	Contents
Control total of all bank routing numbers in batch entries	11-20	Generated
Total Debit Entry Dollar Amount	21-32	
Total Credit Entry Dollar Amount	33-44	
Company Identification	45-54	Same as in Company Batch Header Record positions 41-50.
Message Authentication	55-73	N/A
Reserved	74-79	N/A
Originating DFI ID	80-87	Transit Routing # from the Bank Account Information.
Batch Number	88-94	Generated

File Control Record

Field Name	Position	Contents
Record Type Code	1	9
Batch Count	2-7	Count of all Batch Header Records
Block Count	8-13	Number of blocks (groups of 10 records (or 940 characters))
Entry Addenda Count	14-21	Tally of detail and addenda records
Control total of all batch entry hashes	22-31	Receiving DFI ID
Total Debit Entry Dollar Amount	32-43	Sum of all debit transactions
Total Credit Entry Dollar Amount	44-55	Sum of all credit transactions
Reserved	56-94	Blank

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