

# CTAS PROJECT

Consolidated Treasury Account Structure

12/11/2013

# UPDATES/REMINDERS

- Outstanding Checks
- Paper Check vs. ACH
  - Pay via ACH Where Possible
  - Convert Vendors to ACH
  - Spreadsheet for November Sent
- CTAS Webpage
  - Critical Dates Posted
- Vendor Communication – Banking Change
- TeamWorks Security
- Account 262001
- Cash Management Policy and Funding Process

# PROCESS CHANGES

- A/P Handling Codes
  - AG Code No Longer Available
  - A/P Paper Checks
- Offline Interfaces
- “Other” Bank Accounts
- State Allotments
  - A/R Distribution Codes
  - Template
- Revenue Collections
  - ARIS
  - Voucher Creation

# CTAS ACCOUNT INFORMATION

- General Ledger Account
  - One G/L Account
  - Account 101200 – Cash In Banks Operating Account JPM
- TeamWorks
  - Bank 3300
  - Account 1000
- J.P. Morgan Chase Account Information
  - Project Charter

# TRAINING/TIMELINE

- **Business Process Training – January 8th - 9th**
  - Pay Cycles
  - Payment Cancellation
  - State Allotment Process
  - Revenue Collections Process
  - Cash Management Report/Funding
- **Business Process Training – February (TBD)**
  - Bank Reconciliation
- **User Acceptance Testing (UAT)—January 15th - 17th**
- **J.P. Morgan Chase**
  - Online Access Training
  - Image Deposit Direct Training
- **Go-Live—February 3, 2014**

# CURRENT ACTION ITEMS

- Process Changes
  - Setup A/R Distribution Codes for State Allotments by January 3, 2014
- J.P. Morgan Chase
  - Schedule Online Access Training by January 24, 2014
  - Schedule Image Deposit Direct Training by February 7, 2014
- Security
  - TeamWorks Online Security Forms due by January 24, 2014