

CTAS TRAINING SESSION

Consolidated Treasury Account Structure
01/08/14-01/09/14

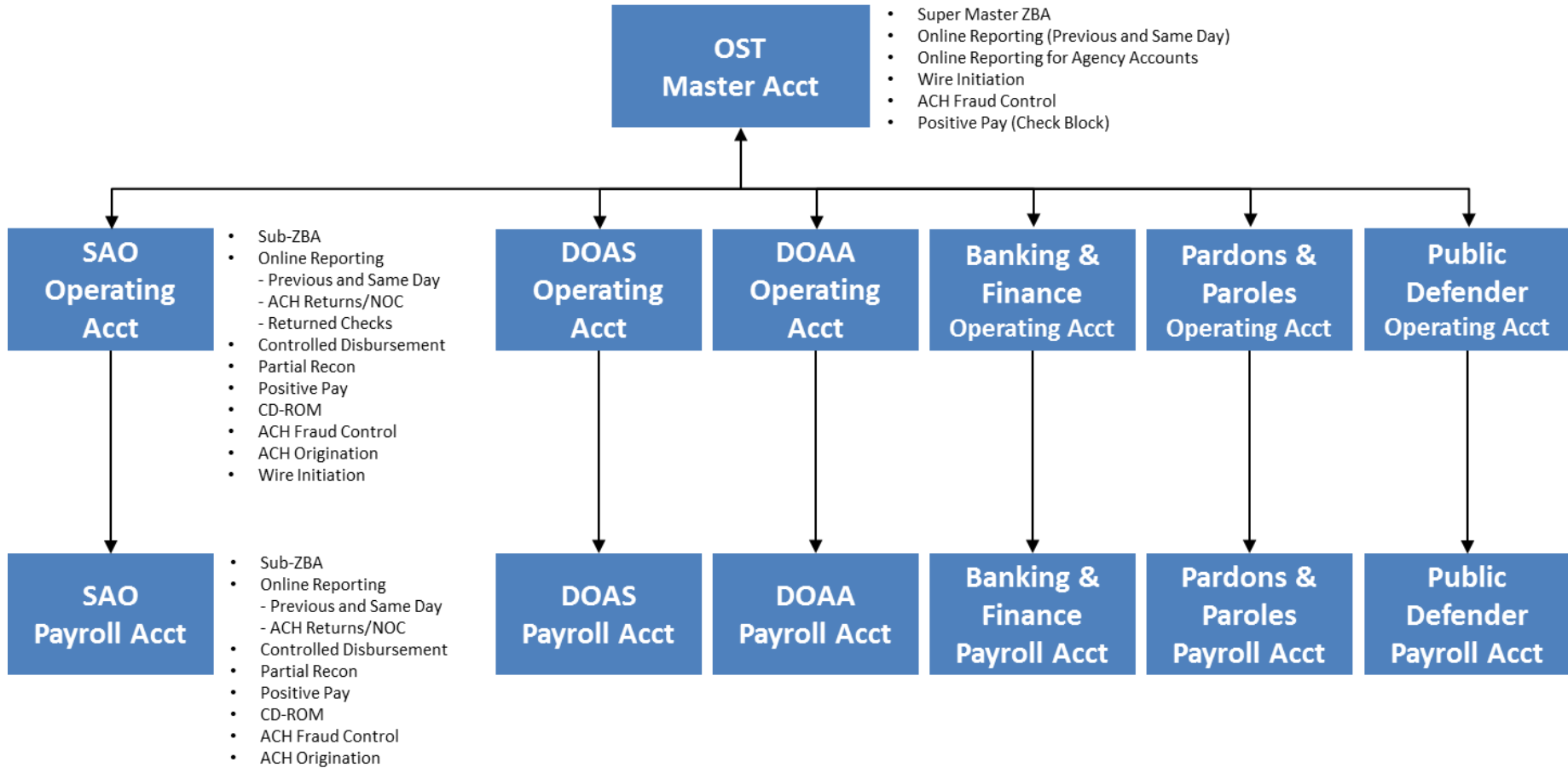
Housekeeping Items

- Please Turn Phones To Vibrate
- 2 Days Scheduled
 - January 8, 2014 – January 9, 2014
- Interactive Training
 - Ask Questions As We Go!

Agenda

- CTAS Bank Structure
- Business Process Changes/Responsibility Changes
 - Pay Cycle
 - Payment Cancellation
 - State Allotment Process
 - ARIS
 - Cash Management
 - Escheatment Process
- Banking Administration
- Agency Cut-Over List
- Important Information and Reminders
- Next Steps

CTAS Bank Structure



Pay Cycle Process

- Pay Cycle Established Daily
 - Includes Checks and ACH Payments
 - Each Agency Responsible For Setting Up Own Pay Cycle
- TeamWorks Process
 - Navigation: Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria
 - Type In Pay Cycle Name (B014XX) and Click Search
 - “Pay From” Date Defaults To 01/01/1900
 - Agency Adjusts:
 - Pay Through Date (Current Date)
 - Payment Date (Next Business Day)
 - Next Pay Through Date (Next Business Day)
 - Next Payment Date (2 Business Days From Current Date)
 - Click “Save”
 - Future Dated Pay Cycles Should Not Be Scheduled
 - Adjust Scheduled Due Dates On The Appropriate Voucher, If Necessary

Payment Cancellation Process

- Payment Cancellation Should Be Used When:
 - Agency Has Uncashed System Check In Hand
 - Agency Has Written Request/Notification That A System Check Has Been Lost, Stolen, Destroyed, Etc.
 - Confirm System Check As Uncashed In Banking System
 - Initiate Stop Payment In Banking System (Prior To Payment Cancellation)
 - Agency Has Written Request/Notification That An ACH Was Not Received
 - Research ACH Status
 - Initiate ACH Reversal In Banking System (Prior To Payment Cancellation)
 - Confirm ACH Funds Returned To Agency (Prior To Payment Cancellation)
 - Agency Determines That A Wire Transfer (WIR) Was Posted Incorrectly

Payment Cancellation – System Check

- TeamWorks Process:
 - Navigation: Accounts Payable > Payments > Cancel/Void Payments> Payment Cancellation
 - Bank SetId: = Agency Business Unit (40700)
 - Bank Code: Begins With 3300
 - Bank Account: Begins With 1000
 - Payment Reference: Begins With 0000010XXX (This Is The Actual System Check Number)
 - Payment Method: = System Check (Select From Dropdown Box)
 - Click “Search”
 - Date Cancelled: Use Current Date
 - Payment Status: Void
 - Cancel Action – 3 Options
 - Re-Open Voucher(s)/Re-Issue
 - Re-Open Voucher(s)/Put On Hold (Select Hold Reason From Dropdown Box)
 - Do Not Reissue/Close Liability
 - Description
 - Provide Reason For Cancellation
 - Click “Save”

Payment Cancellation – ACH

- TeamWorks Process:
 - Navigation: Accounts Payable > Payments > Cancel/Void Payments> Payment Cancellation
 - Bank SetId: = Agency Business Unit (40700)
 - Bank Code: Begins With 3300
 - Bank Account: Begins With 1000
 - Payment Reference: Begins With 00000XXXXX (This Is The Actual ACH Number)
 - Payment Method: = Automated Clearing House (Select From Dropdown Box)
 - Click “Search”
 - Date Cancelled: Use Current Date
 - Payment Status: Stopped
 - Cancel Action – 3 Options
 - Re-Open Voucher(s)/Re-Issue
 - Re-Open Voucher(s)/Put On Hold (Select Hold Reason From Dropdown Box)
 - Do Not Reissue/Close Liability
 - Description
 - Provide Reason For Cancellation
 - Click “Save”

Payment Cancellation – Wire Transfer

- TeamWorks Process:
 - Navigation: Accounts Payable > Payments > Cancel/Void Payments> Payment Cancellation
 - Bank SetId: = Agency Business Unit (40700)
 - Bank Code: Begins With 9999 Or 3300
 - Bank Account: Begins With 2040 Or 1000
 - Payment Reference: Begins With XXXXXXXXXX (This Is The Actual Wire Transfer Number)
 - Payment Method: = Wire Transfer(Select From Dropdown Box)
 - Click “Search”
 - Date Cancelled: Use Current Date
 - Payment Status: Void
 - Cancel Action – 3 Options
 - Re-Open Voucher(s)/Re-Issue
 - Re-Open Voucher(s)/Put On Hold (Select Hold Reason From Dropdown Box)
 - Do Not Reissue/Close Liability
 - Description
 - Provide Reason For Cancellation
 - Click “Save”

State Allotment Process

- Agency Requests Monthly Allotments
- Warrant and Allocation Of Funds Confirmation Report (BudgetNet)
- Establish Receivable By Program
 - Customer Number 40300000
 - A/R Distribution Codes (Dr. Account 121001 – Allotment Receivable)
 - Reason Code 01001 (Cr. Account 401001 – Appropriation Allotment Revenue)
- Reduce Receivable Daily Based On Cash Management Report
 - Account 101200 (Cash) Versus Account 196119 (GFT)
- Reconcile Outstanding Receivable Monthly
 - GLXXX044M or Equivalent
 - Allotment Statement From OST
 - Statements Are Available Daily and Monthly

ARIS

- **ARIS - Allotment Request Intranet System**
 - Interagency Payments (FLEX, GBA, GTA, and State Tax**)
 - Revenue Collections
 - Request CTAS Emergency State Draw
 - Notifications To Office of the State Treasurer (OST)
 - CTAS Funding Reallocation Draw
 - CTAS Funding Reallocation Deposit
- **ARIS Change Request Form**
 - Add/Modify/Delete Users Or Access

ARIS – Interagency Payments

- Four (4) Step End-To-End Process For Using ARIS For Interagency Payments
 - Request Payment Using ARIS (Receive Confirmation Number)
 - Create Voucher In A/P (Voucher Posts Overnight During Batch Processing)
 - Record Payment – Use Confirmation Number As Payment Reference
 - Record As “WIR”
 - Bank 9999, Account 2040
 - Credit To Account 196119
 - Reduce State Allotment Receivable For State Funds Portion Only Based On Cash Management Report
 - Debit To Account 196119
- Reconcile Account 196119 Monthly
 - Account 196119 MUST Be Zero At Fiscal Year-End

ARIS – Revenue Collections

- Four (4) Step End-To-End Process For Using ARIS For Revenue Collections
 - Enter Direct Journal In A/R
 - Dr. Account 101200 (Bank 3300, Account 1000)
 - Cr. Revenue
 - Fund 10200; Funding Source 07XXX
 - Submit Revenue Collections Amount Using ARIS (Receive Confirmation Number)
 - Must Be Submitted By The 15th Of The Following Month
 - Create Voucher In A/P (Voucher Posts Overnight During Batch Processing)
 - Vendor 0000377564 (State Treasurer)
 - Dr. Account 750001, Class 314
 - Fund 10200; Funding Source 07XXX
 - Record Payment – Use Confirmation Number As Payment Reference
 - Record As “WIR”
 - Bank 3300, Account 1000
 - Credit To Account 101200
- Revenue Should Equal Expense

ARIS – Other

- Request CTAS Emergency State Draw
 - Used To “Cover” Shortfalls In Fiduciary Account
 - Can Only Be Requested For Allotted State Funds
 - Should Be Used On A Limited Basis
- Notifications To OST
 - CTAS Funding Reallocation Draw
 - Manual Journal Entries For Payroll Reallocation
 - State Funds Impacted Only
 - CTAS Funding Reallocation Deposit
 - Reallocation Of Mis-Coded Deposits
 - Use Of This Should Be Rare

Cash Management – Account Structure

- Two Accounts At OST
 - State Allotment Account
 - Fiduciary Account (Federal and Other Funds)
 - Beginning Balances To Be Determined On 02/03/14
 - SAO Will Provide Balances To Each Agency and OST
 - Each Agency Will Prepare a Manual Journal Entry To Move Cash From Account 101005 To Account 101200 (By Funding Source)
 - OST Will Establish Starting Balances In Each Account
- Funding To J.P. Morgan Chase Will Occur From Fiduciary Account
 - Funding Occurs Upon Presentment (Items Clearing)
 - OST Will Use Cash Management Report To Move State Funds From State Allotment Account To Fiduciary Account
 - Agency Required To Ensure Sufficient Funds In Fiduciary Account
 - Penalty Assessed For Overdraft Situation

Cash Management – New Report

- New Cash Management Report In A/P
 - Report ID APXXX0435
 - A/P Report Generated Daily (Not Available Adhoc)
 - A/P Information For Account 101200 and Account 196119
 - A/P Payments, Payment Cancellations (Voids), and A/P Adjustment Vouchers
 - State Funds Separate From All Other Fund Source Types
 - Funding Source and Program Provided
 - OST Receives Same Report For All Agencies

Using The Cash Management Report

- Cash Management Report Available On Document Direct Daily
- Agency Reviews Individual Report Each Morning
 - Account Separated By General Ledger Account (101200 and 196119)
 - State Funds
 - Agency Reduces State Allotment Receivable Based On State Funds (By Program)
 - All Other Funds (Federal and Other)
 - Agency Requests Federal Draws From Appropriate Federal Cognizant Entity (Recommended Daily; Required Every Three (3) Business Days)
 - Agency Ensures That Other Funds Expenditures Have Secured Funding
- OST Reviews Consolidated Report Each Morning
 - Account Separated By Agency and General Ledger Account (101200 and 196119)
 - OST To Move Funds From State Allotment Account To Fiduciary Account Daily

Cash Management – Payroll Funding

- **OST Responsibilities**
 - Reviewing Payroll Confirmed Report – PYXXX018H
 - Reviewing Labor Distribution Journal
 - Query Will Be Run Two (2) Days After Payroll Confirm
 - Sorted By Account 101200 and Funding Source
 - OST To Move Funds From State Allotment Account To Fiduciary Account Based On Query
- **Agency Responsibilities**
 - Labor Distribution Release The Day After Payroll Confirms
 - Reviewing Labor Distribution Journal
 - Agency Requests Federal Draws From Appropriate Federal Cognizant Entity (Recommended Daily; Required Every Three (3) Business Days)
 - Agency Ensures That Other Funds Expenditures Have Secured Funding
- **Off-Cycle Payments**
 - No Special Process For Funding Off-Cycle Payments
 - Off-Cycle Payments Attached To Next Payroll

Escheatment Policy and Procedure

- Current Policy Exists
 - CM-100006 To Be Revised
 - Policy On SAO Website

Banking Administration

- **Positive Pay**
 - Exceptions Must Be Checked (And Cleared) Daily
- **Wire Transfers**
 - Daily Cut-Off Time Is 10:30AM
- **User Administration**
 - Each Agency Should Have 2-3 Administrators
 - This Allows For Dual Approval For Adding Users Or Initiating Transactions (Wires, ACH/Check Transactions Outside of TeamWorks-On An Exception Basis Only)
 - Administrators Should Entitle Themselves To All Online Functions
 - If The Need Arises For A Function To Be Performed Outside Of TeamWorks, The Entitlement Already Exists

Agency Cut-Over List

- See Attachment

Important Information and Reminders

- **Accounts Payable**
 - All Remaining Outstanding Checks Will Be Voided The Week Of **01/27/14**
 - Vouchers Will Be Placed On Hold
 - Interagency Payments Will Be Processed Via ACH On **02/03/14**
- **ALLOT Ledger**
 - ALLOT Ledger Will Be Changed To TRACK From CONTROL On **02/03/14**
- **Allocations**
 - Allocations Will Be Turned Off **01/29/14**
 - Final Cleanup Of 102400 Account To Occur
- **Vendor Management**
 - SAO Will Update Each CTAS Agency's Vendor Master File With Their New Bank Account Information On **02/03/14**
- **Reminders**
 - Online Security Forms Due To SAO On **01/24/14**
 - J.P. Morgan Online Access Training Completed By **01/24/14**
 - Scanners Should Be Set Up and Training Should Be Received By **02/07/14**
 - Check Deposits Should Not Be Made Until Scanner Is Set Up

Next Steps

- User Acceptance Testing (UAT)
- Stabilization Calls
 - Daily Calls During Week Of Go-Live
 - Weekly Calls After First Week
- Bank Reconciliation Training
 - February 19, 2014