

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**