GENERAL LEDGER – TABLES

BANK TABLE

CONTENTS

1. OVERVIEW

This document describes the AUC Bank Table, used to establish information such as account numbers, bank names, reconciliation and so forth for the banks with which the municipality conducts their day-to-day operations. There can be many banks in the bank code table. Sites will typically have a primary bank for paying bills, with perhaps a second bank for high value bills, and another bank may be used for payroll, and another for receipts. The Bank Table provides flexibility to allow sites to manage their banking according to their specific business practices.
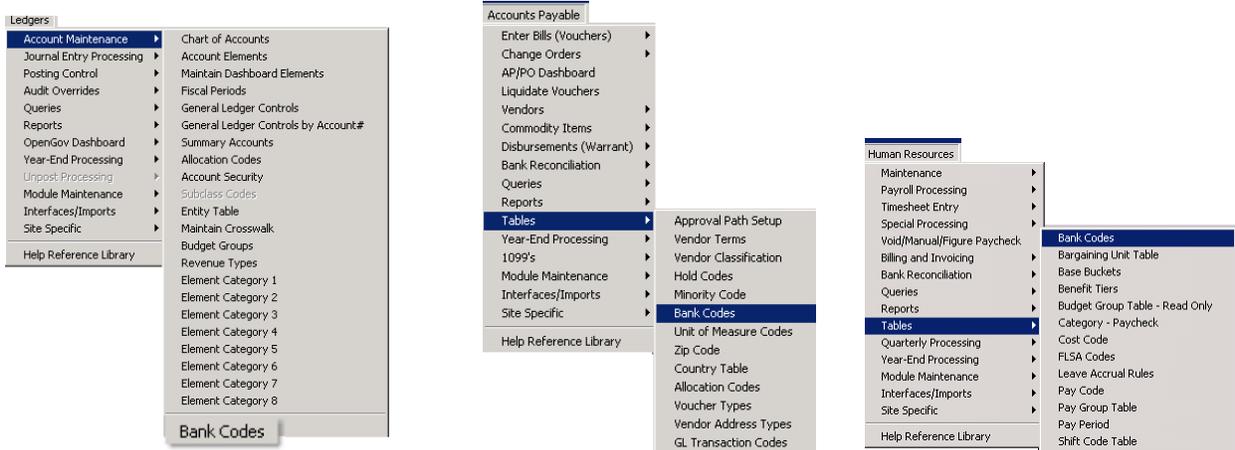
2. BANK TABLE ACCESS

There are multiple points of entry to the Bank Table depending on the module to which a user has access.

Ledgers ▶ Account Maintenance ▶ Bank Codes.
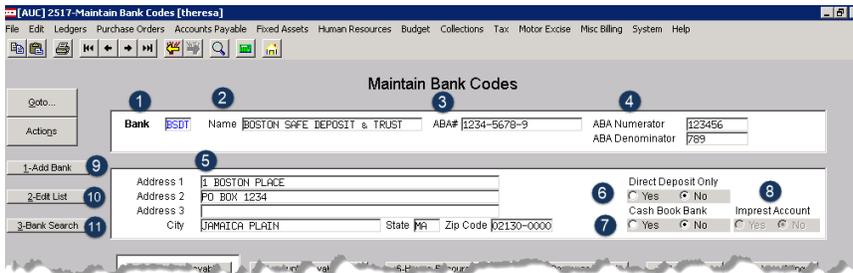**Accounts Payable ▶ Tables ▶ Bank Codes**.
Human Resources ▶ Tables ▶ Bank Codes.

Whatever access method is used, the table is the same.

2.1. Bank Information

The top third of the bank codes table contains the following information common to this bank.

1. A unique code must be assigned to each bank
2. The bank name as it will appear on checks
3. The ABA number used in the MICR encoding on the checks
4. The fractional code printed on the checks
5. The address to be printed on the checks
6. Is this bank only for Direct Deposits and not for checks?
7. Is this a cash book bank?
8. Is this an imprest account (for use with cash book banks)?

In addition, there are three buttons used on the top third of the screen. These buttons or the equivalent accelerator keys are used as follows:

9. **[1 Add Bank]** or **{Alt|1}** to add a bank to the table.

10. **[2 Edit List]** or **[Alt|2]** to review the information about this bank

Running the Edit List results in a report of banks in the bank table. The report may be filtered to show all banks, just Direct Deposit banks, just Cash Book banks, or just Imprest banks.

11. **[3 Bank Search] or {Alt|3}** is used to find a bank in the database.

Typing in the string "SANTA" will display any bank name with those letters.

3.   BANK TABLE TABS

There are six tabs on the Bank Code table.

3.1.   Accounts Payable Tab

The first,**[Accounts Payable] {Alt|4},** is used for data entry and editing information about the bank(s) used for Accounts payable vouchers.

3.1.1.   Module Control 2010–Default Bank for Voucher Batches

Module Control #2010 sets the default bank used for voucher batches. This value may be set on the user profile tab, which will supersede the default set in module control 2010.

3.1.2.   Bank Information

The Accounts Payable information pertains to the bank used to pay bills. Some fields are required and some are optional.

Required fields include:
1. A GL account number – this may use **** for some account elements if the cash account used will always be the same fund as the expense account on the vouchers, for example.
2. A No/Yes radio button that controls if posting is summarized or done in detail. If summarized, a single dollar amount composed of the total of the dollars in a disbursement warrant will be posted. If "No", then the amounts will be posted in detail.
3. The bank account number as it would appear on the MICR encoding on the check (your financial institution should provide this information)
4. The type of Bank Account. Valid types are "C" for checking and "S" for savings. For accounts payable banks this value is typically "C".
5. The last check # used. This value is updated via the system and may not be changed by the user.

Optional fields include:
6. The Verification Report file location and name may be entered here for reference
7. The Reconciliation Report file name may be entered here for reference
8. The Check form used when printing checks for this bank (this field is required if checks are to be printed from this bank)
9. Contact information for your financial institution.

3.1.3. Reconciliation File (Positive Pay File) Layout

The best way to secure your checks is with a positive pay file (a reconciliation file) provided to your bank for each disbursement warrant. At the bottom of the screen is the button for **[Reconciliation Layout]/{Alt|9}**. Your ADMINS installer will set this up based on the layout provided by your financial institution.

Changing this table without testing the result with your bank can result in unintended consequences.

While Literals are allowed, the preferred method is to add items from the list of available items. This minimizes the chance of data entry errors.

3.2.   Accounts Payable –ACH

Automated Clearing House (also referred to as ACH) is the network that processes electronic financial transactions in the United States. ACH credit transfers include direct deposit, payroll and vendor payments. ACH payments for Accounts Payable Vendors are available in the AUC system. Banks closely regulate ACH payments and as such, you will have to coordinate with your bank. Your financial institution will provide you with the file layout. Your ADMINS installer will populate the table based on the file layout. The optional fields are shown at the top of the screen and the required fields are below.

3.3. Human Resources

3.3.1. Module Control 6002–Default HR Bank

To see which bank is the default bank for your location, look at the value of Module Control 6002. In this example, the code is PAYR.

Find the PAYR code in the Bank table and click on **[Human Resources] / [Alt|6}** to enter information about the Human Resources bank.

Required fields include:
1. A GL account number – this may use **** for some account elements if the cash account used will always be the same fund as the expense account on the timesheets, for example.
2. A No/Yes radio button that controls if posting is summarized or done in detail. If summarized, a single dollar amount composed of the total of the dollars in a payroll warrant will be posted. If "No", then the amounts will be posted in detail. Larger municipalities with hundreds of employees typically choose to post in summary to minimize the number of transactions in the general ledger
3. The bank account number as it would appear on the MICR encoding on the check (your financial institution should provide this information)

4. The type of Bank Account. Valid types are "C" for checking and "S" for savings. For payroll banks this value is typically "C" as checks are issue to employees.
5. The last check # used. This value is for display only and is updated via the system and may not be changed by the user. ADMINS staff will assist you with setting this value.

Optional fields include:
6. The Verification Report file name
7. The Reconciliation Report file location and name
8. The **Check form** used when printing checks for this bank (this field is **required** if checks are to be printed from this bank)
9. Contact information for your financial institution.
10. The last direct deposit number used. This value is for display only and is updated via the system and may not be changed by the user. ADMINS staff will assist you with setting this value.

See section 3.1.3 for information on the Reconciliation (Positive Pay) file layout.

3.4.   Human Resources–ACH

Automated Clearing House (also referred to as ACH) is the network that processes electronic financial transactions in the United States. ACH credit transfers include direct deposit, payroll and vendor payments. ACH payments for payroll are available in the AUC system. Your financial institution will provide you with the file layout. Your ADMINS installer will populate the table based on the file layout. The optional fields are shown at the top of the screen and the required fields are below.

3.4.1.   Payroll Direct Deposit Advice Banks

The payroll supervisor will establish records in the Bank Table for each bank used for direct deposit by the employees. If several employees use Bancorp Bank, only one record is needed in the bank table, and individual account information will be found on the **Employee Maintenance ▶ 3 DedBen** tab.

3.5. Collections Tab

3.5.1. Module Control 4003–Default Bank for Collections

Look for the default bank for Collections under Module Control 4003. In this example, the code is BOA.

Select BOA or enter it in the bank code field, then click on **[Collections] / {Alt|7}**.

Required fields include:
1. The GL account number for collections is not found on this screen. Instead, go to the Bill Category table for the account number.
2. The bank account number (your financial institution should provide this information)
3. The type of Bank Account–valid types are "C" for checking and "S" for savings. For collections banks this value is typically "C".

4. The last check # used. This value is for display only and is updated via the system and may not be changed by the user. ADMINS staff will assist you with setting this value–this is not commonly used for collections bank accounts.

Optional fields include:
5. The LockBox Import file name may be entered here for reference. The file name is entered when processing a lockbox file and the default folder is specified in Module Control 4250.
6. The LockBox Export file name may be entered here for reference.
7. Contact information for your financial institution.
8. The Treasury Receipt Override account may be specified here.

For more information about Treasury receipts and collections, see **Collections ▶ Help Reference Library ▶ RC–1320–Treasury Receipts**.

3.6.   Miscellaneous Billing Tab

3.6.1.   Module Control 11002–Default Bank for Miscellaneous Billing

Check module control 11002 for the default bank code for Miscellaneous Billing. In this example, the code is BOA.

Enter the BOA code in the bank code field and click on **[Miscellaneous Billing] / {Alt|8}** to enter data for the Miscellaneous Billing bank.

1. Similar to the Collections tab, the General Ledger Account is found in the Billing Category table.
2. The Bank Account number
3. The Bank Account type is specified here – either "C" for Checking or "S" for Savings.
4. The last check # used. This value is for display only and is updated via the system and may not be changed by the user. ADMINS staff will assist you with setting this value–this is not commonly used for Miscellaneous Billing bank accounts.