

GL-260, AP-215, HR-895

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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.

🚥 [AUC] 2517-Maintai	in Bank Codes [the	resa]							_ 8 ×
File Edit Ledgers Pur	chase Orders Acco	unts Payable Fixed Assets	Human Resources Budg	et Collections	Tax Motor Excise	Misc Billing S	ystem Help		
<u> • • •</u>	· • • • 🎇 🦉	1 🔍 💻 🔒							
Qoto	0	2	Maintair	n Bank Coo 3	des	4)		_
Actions	Bank BSDT	Name BOSTON SAFE	DEPOSIT & TRUST	ABA# 1234-5	5678-9	ABA Num ABA Denc	erator 12345 minator 789	6	
1-Add Bank		6							_
	Address 1	1 BOSTON PLACE					rect Deposit Only		
2-Edit List 10	Address 2 Address 3	PO BOX 1234			-		Yes 💽 No ash Book Bank	Imprest Account	
3-Bank Search 11	City	JAMAICA PLAIN	State M	A Zip Code 🖡	2130-0000	7 0	Yes 🖲 No	C Yes 💿 No	
par una		vati L	val 6.P	• E •qur		مر میں الم		and the second second	
1 Δ un	ique co	de must he	assigned	1 to ea	ch		5	The add	ressi

- 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.

1-Add Bank		
The Dank	Address 1 LYNN, MASSACHUSETTS	D
2-Edit List	Addre 🔤 Add Bank	×
3-Bank Search	Addre Bank Code SANT	
	Bank Name SANTANDER BANK	
	4-Acc OK Cancel	

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



<u>1</u>-Add Bank 🔜 Task 2561: Bank Code Table × 2-Edit List **Bank Code Table** Sort By: 3-Bank Search 🖲 Bank Code 🔿 Bank Name Include Banks set as 💿 All O Direct Deposit O Cash Book O Imprest Run as
 Preview
 Print O PDF ⊖ csv O Excel O XML If Printing use Duplex (Yes O No Lookup 0K Cancel Clear All

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.

2561-SYBANK.REP Prin	ted 08-Nov-2016 at 14:00:5	58 by THERESA Town of ADMINS Bank Code Table		Page 12
			-	
Bank Name and Address	I	Accounts Payable	Human Resources	Collections
			-	
DG : DIGITAL FED. CR. UN. ABA# 2113-9182-5	Contact Name: Phone# & Type: Web Address:	(000) 000-0000	 (000) 000-0000 	 (000) 000-0000
, 00000-0000	E-mail Address: Last Check# Used: Check Ver Report:	0000000	 0000000 	 0000000
DirDep: Yes CashBook: No Imprest:	No Recon Report:		i .	1
EAST : EASTERN BANK FOR A/P ABA# 1234-5678-9 LYNN, MASSACHUSETTS	Contact Name: Phonef & Type: Web Address:	10 m - 10 m	 (000) 000-0000 	 (000) 000-0000
, 00000-0000 DirDep: No CashBook: No Imprest:	E-mail Address: Last Check# Used: Check Ver Report: No Recon Report:		 0000000 	 0000000

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

			Ba	nk S	earc	h				
	Keyword	: santa								
Code	Bank Name		Addre	ss1			City	8	ЗΤ	Zip Code
								- 1	1	00000-0000
0001	HR DIRECT DEPOSIT							_		00000-00000
0002	HR DIRECT DEPOSIT									00000-00000
0003	HR DIRECT DEPOSIT									00000-00000
AFCU	AFFINITY FED CR UN									00000-00000
AM	AMERICAN EXPRESS									00000-00000
APCO	APCO EMPLOYEE CREDIT	UNION	1608	7TH A	VENUE	NORTH	BIRMINGH	AM A	ΉL	35203-0000
AUBN	AUBURNDALE CO-OP BK									00000-00000
Αντη	AVIDIA BANK		i a de la de		-	-	A want	and the second		00000-00000

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

	Bank Search								
	Keyword : <mark>BANT</mark>	A							
Code	Bank Name	Address1	City	ST Zip Code					
SANT SO	Santander Bank Santander (Soverign Bank)			00000-0000					

3. BANK TABLE TABS

There are six tabs on the Bank Code table.



	Maintain Bank Codes
<u>G</u> oto	
Actions	Bank ETTZ Name CITIZENS BANK ABA# 2110-7017-5 ABA Numerator ABA AB
1-Add Bank	
<u></u>	Address 1 20 NORTH PARK AVE Direct Deposit Only
2-Edit List	Address 2 C Yes © No
	Address 3 Cash Book Bank Imprest Account
<u>3</u> -Bank Search	City PLYMOUTH State MA Zip Code 02360-0000 C Yes C No C Yes C No
	4-Accounts Payable 5-Accounts Payable-ACH 6-Human Resources Human Resources-ACH 7-Collections 8-Misc Billing

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.

		System	Modu	ile Co	ntrol				
Seq#	Description				Ans	swer			
2010	Default Bank for Voucher Batches				EAST				<u>1</u> Edit
	System M	lodule Con	trol						
Seq#	Description		Answer						
2010 2020 2025 2028 2030	Default Bank for Voucher Batches Indate EXPECTED AMOUNT when adding POs to Voucher In (c. C] 51-System Module Control (theresa) Default Conk for Voucher Batches	∙ CY/N]	EAST N	-		Þ	×		
2035 2040 2050 2080 2080 2101 2102 2102 2103 2108 2109 2110 2120 2122 2123 2124 2125 2127 2125 2127 2125 2127 2125 2127 2125 2127 2125 2129	Enter Code EAST Lookup OK The Check Stock EDITATE OF UT THE PT NEEDE Total # Item Description lines to Dialay on Check Number of Lines for Non-Check File Copy (I-50) Print Multiple Pages per Non-Check File Unpies (' Site Prints File Copy Checks during Disburstments AP Check: Name of Community AP Check: Raddress Line 1 AP Check: Address Line 1 AP Check: Address Line 2 AP Check: State AP Check: State AP Check: State AP Check: City AP Check: Tale for Contact Name AP Check: Tel# for Contact Name	Default Bank BANK NAME CRED CHARLES CRCU CRESCEI CSB CAMBRII CSB CAMBRII CSB CHARLES CT CITIZEI DFCU DIRECT DG DIGITAL DN DEAN CL DOM BOMEST: DS DEDHAM EAST EASTER ECU ENERGY ESTR EASTER FB FLEET-F FF FIRSTER	K for Youche S RIVER B TO CREDIT OGE SAVIN S SCHWAB J S-SAVING S-SAVING S-SAVING FEDERAL I FEDERAL I FEDERAL I FEDERAL I DOPERATIV C BANK SAVING SAVING SAVING N BANK HASS ED	er Batches ANK UN GS BANK BANK S CU . UN. E R A/P NION		<u>т</u>			
2132	AP Check: Path and filename for Town Seal	ОК	Find	Search	Cancel	Help E	of		

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.



ADMINS Unified Community

Accounts Payable, Human Resources, Collections, Miscellaneous Billing

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.

Γ	4-Accounts Payable	<u>5</u> -Accounts Payable-ACH <u>6</u> -Human Resources Human Resources-ACH <u>7</u> -Collections <u>8</u> -Misc Billing
	GL Account# 1	****-000-0000-000-00-00-10400 2 Summarize Posting C No © Yes
3	Bank Account# Last Check Used	123456789 Type C Checking 4 0288682 5
0	Verification Report AP Recon Report Check Form	APCHECKS Accounts Payable Checks
9	Contact Name E-mail Address Website Address	F Phone Contact Type B In@easternbank
		<u>9</u> Reconciliation Layout

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.



<u>G</u> oto	B	sank:	EAST		F	B File Down	ank Recon Ioad Layout	ciliation Setup for Accounts Pa	yable			
Actions	E	EASTERN BANK FOR A/P LYNN, MASSACHUSETTS			00000-0000			Record Length Cancel Date if Void Full File Path & Nam	57 File Type © ASCII © CSV © Yes © No Orig Ck Amt if Void © Yes © No bit \suuc_development \subhome \transfer \Xd%, da			
<u>1</u> Bank Table	1	1			Date Format 🛛 🔿 M	IMDDYY © MMDDYYYY O YYMMDD O YYYYMMDD						
2 Add Bank								Processing File	Check Summary File Check Detail File			
<u>3</u> Add Item												
4 Remove Item		Heade	er Line 1	Г								
<u>5</u> Copy			Line 2	Г								
<u>6</u> Edit List			Line 3	Ē								
7 Download File	, _											
ltem		Start	End	0 Fill	Just		Detail or To	tal?	Literal Value			
Bank Account		1	11			Oetail	🔘 Bank To	tal 🛛 🔘 Grand Total				
Check Number		12	22	Ń	R	Oetail	C Bank To	tal 🛛 🔘 Grand Total				
Check Amount		23	32	ÍY -	R	Oetail	C Bank To	tal ု 🔘 Grand Total				
Check Date		33	40	Γ.		Oetail	C Bank To	tal ု 🔘 Grand Total				
Void=V/Issued	d=I	41	41	- <u> </u>		Oetail	C Bank To	tal 🔿 Grand Total				
Name		42	57			Oetail	C Bank To	tal 🔿 Grand Total				
			,		,				,			

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.

			Bank Recon	ciliation Setup
Goto	Bank:	EAST	File Download Layout	t for Accounts Payat
Actions	EASTERN LYNN, MA	BANK FOR A/P ISSACHUSETTS	00000-0000	Record Length 5 Cancel Date if Void 6 Full File Path & Name a Date Format C MMDC
2 Add Bank 3 Add Item			💵 items Available	X Tet
4 Remove item 5 Copy 6 Edit List 7 Download File	Heade	er Line 1 Line 2 Line 3	23 24 25 Statement Date 26 Void Warrant	A
Item Bank Account Check Number Check Amount Check Date Void=V/Issued=I Name	Start 1 12 23 33 41 42	End 0 11 [22 fr 32 fr 40 [41 [57 [27 Entry Usermane 28 Entry Tate 29 Entry Time 30 Change Usermane 31 Chg Date 32 Chg Time 33 Status 34 Bank Account 35 Address Line 1	
			36 Address Line 2 37 Address Line 2 38 City OK Find Search Ca	ancel Help Eof

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.



4-Accounts Payable	counts Payable-ACH <u>6</u> -Human Resources Human Resources-ACH <u>7</u> -Collections	8-Misc Billing
Optional		
Signon Line 1		
Signon Line 2 🛛 💦		
Signon Line 3 🛛 🖤		
Signon Line 4		
Signon Line 5		
Full File Path & Name Service Class Code	d:\auc_development\admhome\transfer\foo%d%t.txt 010	
Company Name	who	
Company Identification	when	
Immediate Origin Name	What	
Immediate Origin Route	where	
infinediate origin redate		
Immediate Destination Name	how	
Immediate Destination Name Immediate Destination Route	how	

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.

	System Module Control			
Seq#	Description	Answer		
6002	Default HR Bank	PAYR	1 Edit	

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

4-Accounts Payable 5-Accounts Payable-ACH 6-Human Resources Human Resources-ACH 7-Collections 8-Misc Billing		
GL Account# 1 +****-000-0000-000-000-00-10400 2 Summarize Posting © No © Yes		
Bank Account# 98765432110 Type Checking 5 Last Check Used 0080731 Last Direct Deposit Used 0953594 10		
6 Verification Report 7 HR Recon Report Check Form 8 HRCHECK Human Resources Check		
Contact Name Phone (000) 000-0000 Contact Type 9 E-mail Address Website Address		
<u>9</u> Reconciliation Layout		

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.

Ontional		
Signon Line 1 Signon Line 2 Signon Line 3 Signon Line 4		
Signon Line 5 Required Full File Path & Name Sentice Class Code	hrwrk:deposit_%b_%d_%t.txt	
Company Name Company Identification Immediate Origin Name Immediate Origin Route	TOWN OF ANYTOWN 046001011 TOWN OF ANYTOWN 046001011	
Immediate Destination Name Immediate Destination Route Originating DFI Route	CITIZENS BANK 211070211 21107011	

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.



				Employee I	Maintenance
<u>G</u> oto	Employee Number	000003 KE	ITH W BROO	KS	
Actions	Position T65	51ARTCNCL-01 AR	TS COUNCIL		1 Of 2
<u>1</u> Contact <u>2</u> Perso	nal <u>3</u> Ded/Ben	4 Add Wages	<u>5</u> Payroll	6 Accounting	<u>7</u> Salary <u>8</u> Dat
		Table			Additional
CostCode Effective	Stop Date	Amount	Message		Amount
DEF-0B 01-Sep-20:	16	7,5000%			
DIRDEP 01-Sep-20:	16	999,999,99			
EEBOND 01-Sep-20: MEDI 01-Sep-20:	16 16	1,4500%			
Direct Deposit f	or DIRDEP				Life Insurance
Bank BANB T	HE BANCORP	BANK			Calendar Year A
ABA 0311-01	16-9 Accou	unt 1234567	'89		Employee Amou
Type 💿 Check	king O Sav	/ing	Pre-No	te 1	Employer Amour

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.

	System Module Control			
Seq#	Description	Answer		
4003	Default Bank Code	BOA	<u>1</u> Edit	

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

4-Accounts Payable 5-Accounts Payable-ACH 6-Human Resources Human Resources-ACH 7-Collections 8-Misc Billing
2 Bank Account# 99489480 3 Type C Checking
Last Check Used 0000000 (4)
LockBox Import File
Lockbox Export File 6
· ·
Contact Name Phone (000) 000-0000 Contact Type
7 E-mail Address
Website Address
Treasury Receipt Override Account

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.

System Module Control			
Seq#	Description	Answer	
11002	Default Bank Code	BOA	1 Edit

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

Maintain Bank Codes			
Bank <mark>BOA</mark>	Name BANK OF AMERICA 1 ABA# 0631-0027-7 ABA Numerator ABA Denominator		
Address 1 Address 2 Address 3 City	PO BDX 830175 Direct Deposit Only Ves No Direct Deposit Only Ves No Datter TX Zip Code 75283-0000 Ves No Ves No		
4-Accounts P Misc Billing C Bank Accoun Last Check U	Payable <u>5-Accounts Payable-ACH <u>6-Human Resources</u> Human Resources-ACH <u>7-Collections</u> Category Account Used Category Account Used Type C Checking Jsed 0000000 4</u>		

- 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.