

## Contents

Managing Treasury Accounting Templates .....	1
Accounting Events .....	1
Accounting Templates .....	2
I. Creating Accounting Templates .....	2
Bank Statement Accounting Template .....	4
II. Creating Bank Statement Accounting Template (BSA) .....	4
Automated Accounting .....	6
III. Create Accounting Entries .....	6
IV. Generate Journals .....	8
View Accounting Summary .....	10

## Managing Treasury Accounting Templates

You use accounting templates to define the ChartFields to use for various kinds of accounting activities, called *accounting events*. By associating accounting templates with accounting events, you can automate most of the accounting processes. In addition, you can also manually adjust accounting entries and create ad hoc entries.

### Accounting Events

1. An accounting event describes the treasury business process activity that triggers the construction of a pending accounting build.
2. The PeopleSoft Cash Management system delivers the following treasury accounting event types, but UW System will be implementing only Bank Statement Processing Transactions:
  - Bank Statement processing transactions
  - Deal transactions
  - Facility, deal, wire and letter of credit fees
  - Bank Transfers
  - Hedges
  - Electronic File Transfer (EFT) requests
  - Internal account interest
  - Investment pool transactions
3. To automate accounting entries, you assign each accounting event type to a corresponding accounting template for all accounting events except bank transfers. Bank transfers do not have accounting templates because the accounting is derived from the bank and business unit of the bank. The template controls which Chart Fields and monetary amounts to use in each accounting entry.

## Accounting Templates

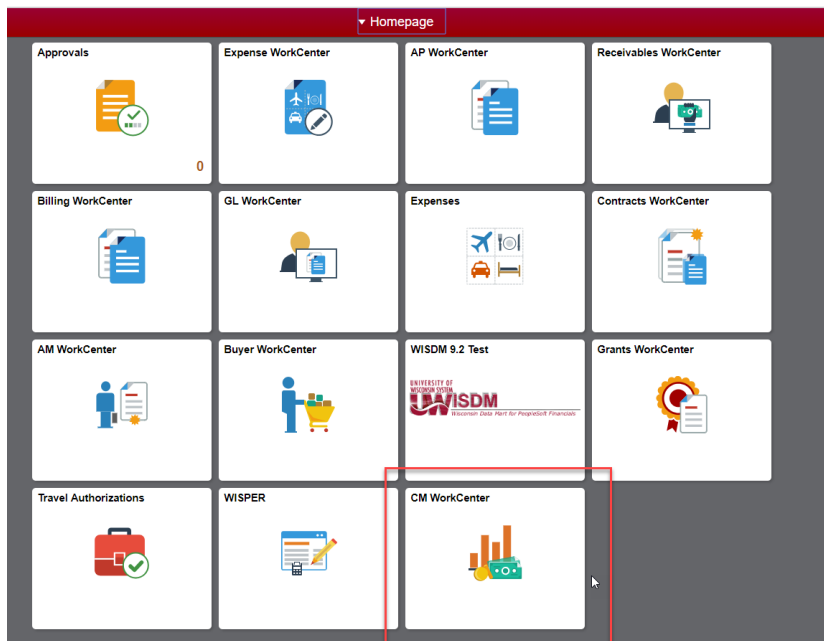
### I. Creating Accounting Templates

The accounting template depicts the correct accounting and debit and credit configuration for a given treasury transaction and business event. For example, the purchase of a U.S. Treasury bond may involve the construction of two debit lines, Bonds Receivable and Unamortized Bond Discount, as well as one credit line, Cash. The accounting template for this type of transaction would include three predefined records to depict this particular debit or credit configuration.

The accounting template contains the following characteristics:

- A unique template ID.
- Options that determine how the correct ChartField Combination is selected.
- An attribute (calculation type) that describes how the accounting monetary amount is calculated or derived.
- An attribute that designates whether the accounting build requires review.

#### 1. Select *CM WorkCenter*



#### 2. Select *Accounting Templates* Links

3. Click **Add a New Value** tab.

4. Select SetID

5. Enter Accounting Template ID

6. Select Source type *BSP*

7. Click Add

8. **Enter** Description
9. **Check** the Checkbox *Requires Review*
10. **Select** Status *Active*
11. **Select** Journal Template Field *TR\_ENTRIES*

### Accounting Templates

SetID UWSYS Accounting Template ID MISC\_TMPL

Source Type BSP

Description Misc Template  Requires Review

Status Active \*Journal Template TR\_ENTRIES

### Under the Template Lines bottom portion.

12. Line 1 **Enter** 01 for Calc Type
13. **Enter** Trans Line 1
14. **Select** Sign type *Credit*
15. **Select** Determined By as *Explicit Chartfield*

Template Lines ? Personalize | Find | View All | First | 1-2 of 2 | Last

Line Detail Chartfields

Line	Calc Type	Description	Trans Line	Leg	IU Anchor	*Sign	*Determined By	Acct Type	Substitution Rule
1	01	Cashflow Amount	1	1		Credit	Explicit Chartfield		Substitution Rule

### Under Chartfields Tab

16. **Enter** Account, Fund, Dept, Program and Etc....

Template Lines ? Personalize | Find | View All | First | 1-2 of 2 | Last

Line Detail Chartfields

Line	Account	Description	Fund	Dept	Program	Class	Project	Affiliate	Stat	VAT Line
1	9300	Services	990	967000	1					

17. **Click** Line Detail Tab and add Line 2.

### Accounting Templates

SetID UWSYS Accounting Template ID MISC\_TMPL

Source Type BSP

Description Misc Template  Requires Review

Status Active \*Journal Template TR\_ENTRIES

VAT Defaults

Last Changed By 00880806 Last Dtm 05/18/2018 1:49:04PM

Template Lines ? Personalize | Find | View All | First | 1-2 of 2 | Last

Line Detail Chartfields

Line	Calc Type	Description	Trans Line	Leg	IU Anchor	*Sign	*Determined By	Acct Type	Substitution Rule
1	01	Cashflow Amount	1	1		Credit	Explicit Chartfield		Substitution Rule
2	01	Cashflow Amount	1	1		Debit	Explicit Chartfield		Substitution Rule

Save Return to Search Previous in List Next in List Notify Add Update/Display

18. Line 2 **Enter** 01 for Calc Type
19. **Enter** Trans Line 1
20. **Select** Sign type *Debit*
21. **Select** Determined By as *Explicit Chartfield*
22. **Select** Acct Type *If Applicable*
23. Under Chartfields Tab **Enter** Account, Fund, Dept, Program and etc.

Line	Account	Description	Fund	Dept	Program	Class	Project	Affiliate	Stat	VAT Line
1	9300	Services	990	967000	1					<input type="checkbox"/>
2	9182	Miscellaneous Fees	990	967000	1					<input type="checkbox"/>

24. **Click** Save

## Bank Statement Accounting Template

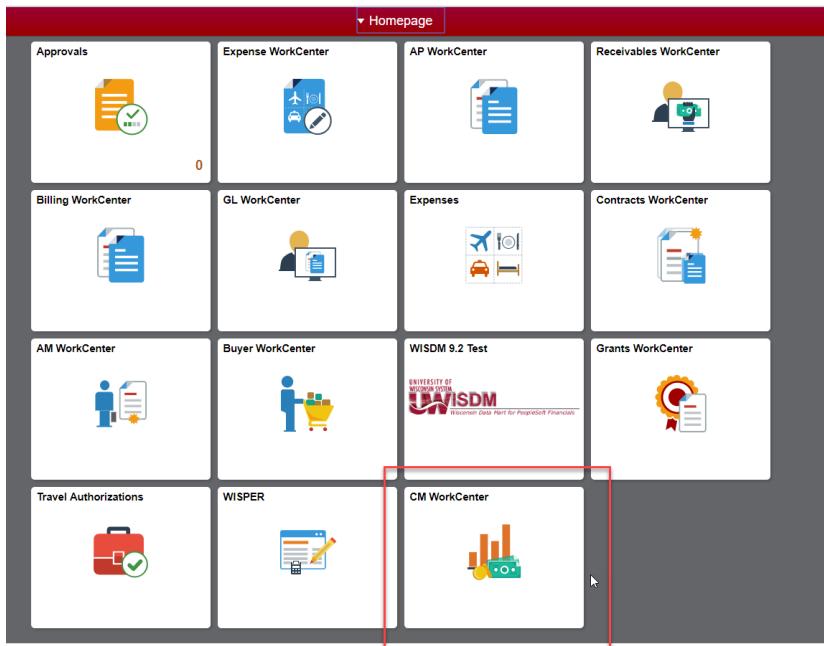
The Cash Management Bank Statement Accounting (BSA) functionality integrates with the PeopleSoft banks reconciliation functionality. BSA functionality uses information from the imported bank statement addenda text field. When the system encounters a match, processing automatically reconciles the exception by creating a system-side transaction that is assigned to an accounting template and changes the exception's reconciliation status flag to REC (reconciled).

The BSA process greatly streamlines the reconciliation process, but reconciliation can not be fully automated. There will always be reconciliation exceptions that you must manually research and resolve.

This process becomes increasingly efficient as the number of bank statements that you process increases. When you first implement the process, you must develop the rule structure researching exceptions, editing rules, and adding new rules, until this structure is sufficiently constructed to handle your organization's exceptions.

### II. Creating Bank Statement Accounting Template (BSA)

1. **Select** *CM WorkCenter*



2. **Select** *Bank Statement Accounting* Links
3. **Click** **Add a New Value** tab.
4. **Enter/Select** External Bank ID
5. **Enter/Select** Bank Account #
6. **Enter** Statement Activity Type

**Bank Statement Accounting**

---

External Bank ID

Bank Account #

Statement Activity Type

[Find an Existing Value](#) | [Add a New Value](#)

7. **Click** Add
8. **Enter** Description
9. **Select** Active Status
10. **Select** Activity Default Template

Bank Statement Accounting

Bank ID 075000022 Account # 000754869824 Activity Type 108  
 GL Business Unit UWSYS  
 \*Description Customer Deposits  
 \*Active Status Active \*Activity Default Template MISC\_TMPL

11. Enter Rule ID
12. Select Rule Default Template
13. Select Active Status *Active*
14. Enter Description
15. Select *Value Match*
16. Enter Match Values (This value comes from the BAI2 Addendum)
17. Select Match Template
18. Click Save

Rule ID Definition Find | View All First 1 of 1 Last  
 \*Rule ID DEPOSIT Rule Default Template MISC\_TMPL  
 \*Active Status Active  
 \*Description Customer Deposits  
 Positional Match  Pattern Match  Value Match  
 From To  
 Pattern  
 Match Values Personalize | Find | View All | First 1 of 1 Last  

*Match Value	*Match Template	Description
1 IMAGE CHECK DE	CSTMR_DEPOSIT	ELECTRONIC DEPOSIT

 Save Return to Search Previous in List Next in List Notify Add Update/Display

## Automated Accounting

Use the Automated Accounting page to run the Automated Accounting process, which creates accounting entries and prepares them for the Journal Generator process.

### III. Create Accounting Entries

1. Select *CM WorkCenter*



2. **Select** *Automated Accounting Links*
3. **Click** [Add a New Value](#)
4. **Enter** *Run Control ID*
5. **Click** *Search*
6. **Select** *Business Unit*
7. **Select** *Combo Template 'Treasury'*
8. **Enter** *Fiscal Year*
9. **Select** *Period*
10. Under Accounting Sources **Check** box *'Bank Statements'*
11. **Click** *Save*
12. **Click** *Run*
13. **Click** *Okay*

Automated Accounting

Run Control ID AUTOMATED\_ACCOUNTING      Report Manager      Process Monitor      **Run**

---

**General Accounting Options**

Business Unit       \*Combo Template

Acctg Events End Date

SetID       Calendar ID

Fiscal Year       Period

---

**Accounting Sources**

All Sources     
  Bank Statements     
  Bank Transfers     
  Deals     
  EFTs  
 L/C Fees     
 Facility Fees     
 Deal Fees     
 EFT Fees  
 Investment Pools     
 Interest     
 Hedges

---

**Excluded Accounting Events**

All Accruals     
 Interest Accrual     
 Discount Accrual     
 Forward Points Accrual  
 Fee Accrual     
 Option Premium Accrual

---

**Deal Accounting Options**

Instrument Type       Portfolio

Deal ID       User ID

**IV. Generate Journals**

Selecting journals for Journal Generator processing is the final step required to process accounting entries. After the system runs the Preprocesses, Journal Generator extracts accounting entries (for transactions that pass the Precheck process) from the accounting entry tables. These accounting entries are used to generate the actual journal entries for editing and posting.

Each time you run Journal Generator, it creates journals for all (or one) application business unit as well as all (or one) ledger group, and all (or one) Journal Generator template set up for those business units, depending on the options that you define on the Journal Generator Request page.

1. **Select CM WorkCenter**





2. **Select** *Generate Journals*
3. **Click** [Add a New Value](#)
4. **Enter** *Run Control ID*
5. **Enter** *Search*
6. **Select** *Journal Processing Options 'Post'*
7. **Select** *Process Frequency 'Always'*
8. **Select** *SetID*
9. **Select** *Accounting Definition Name 'TRDEFN'*
10. **Select** *Application Business Unit*
11. **Select** *Ledger Group 'Actuals'*
12. **Select** *Template 'TR\_ENTRIES'*
13. **Select** *From Date Option 'Begin Date – From Period'*
14. **Select** *To Date Option 'End Date – To Period'*
15. **Click** *Save*

Generate Journals Request

Run Control ID GENERATE\_JOURNALS

[Report Manager](#) [Process Monitor](#)

[Run](#)

**Journal Processing Options**

Edit       Budget Check       Post

---

**Process Request Parameters** Find | View All    First 1 of 1 Last

**Process Frequency**

Once  
 Always  
 Don't Run

Request Number 1

\*SetID

\*Accounting Definition Name

Application Business Unit

Ledger Group

Template

\*From Date Option

From Date

\*To Date Option

To Date

Leave a field blank to select all its values.

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

## View Accounting Summary

Use the Accounting Summary page to view line-by-line accounting events.

You can retrieve information according to ad hoc search criteria and navigate to all functional areas of accounting.

### 1. Select CM WorkCenter

