

MEMBER BUSINESS
SOLUTIONS



Bank Account Overview

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Purpose of this document

This document explains how to setup a Bank Account in Ceres.

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Purpose

Food banks can establish many different bank accounts that they use to make payments, place deposits, and need to do reconciliations on. In Ceres, a bank account is a sub-ledger that is linked to the General ledger. The Bank Account master record stores information about the account that is required for positive pay and for the bank reconciliation features to work. This procedure reviews how to set up a new Bank Account in Ceres.

Ceres object release 4.00.00 is required for the functionality documented in this procedure.

Setting-up a Bank Account

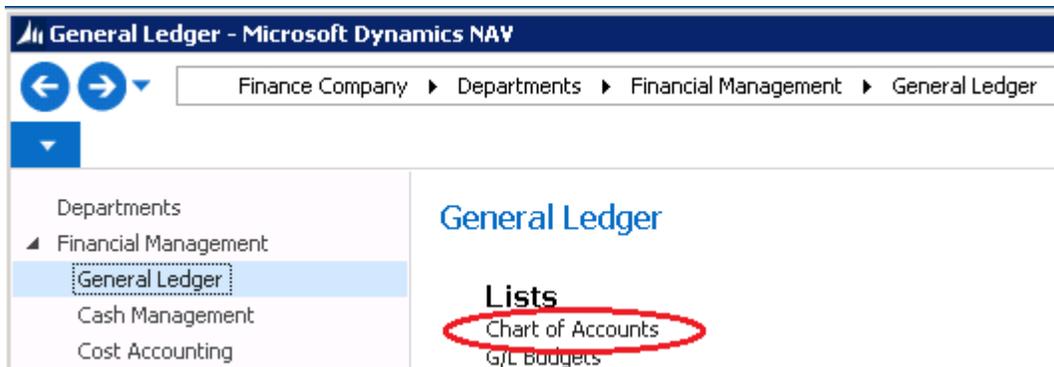
There are some pre-requisites you need to do before you create a Bank Account.

Create a G/L Account

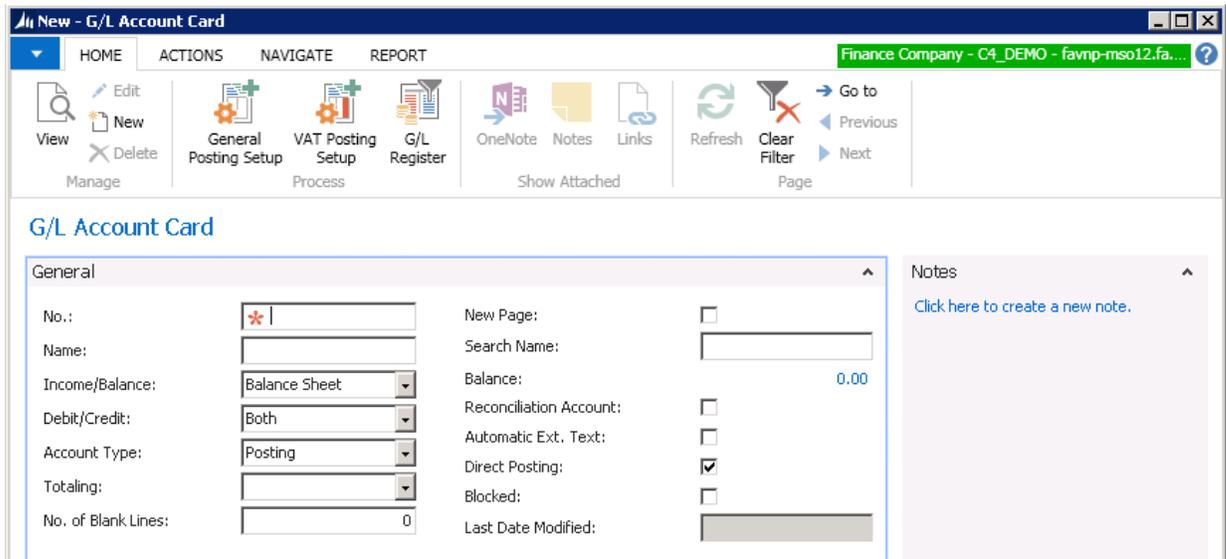
Your new Bank Account must be associated with a G/L Account to show the current balance etc.

G/L Accounts can be accessed from Departments → Financial Management → General Ledger → Lists → Chart of Accounts.

For more information on how to setup a G/L Account see the instructions Chart of Accounts Overview, GL Dimensions and Dimension Values, and GL Self-Balancing Overview



1. To create a new G/L Account, click on New from the Chart of Accounts list.
2. Enter the unique G/L number in **No.** Field and the account Description in the **Name** field.
3. Select the options as displayed in the example on the next page.



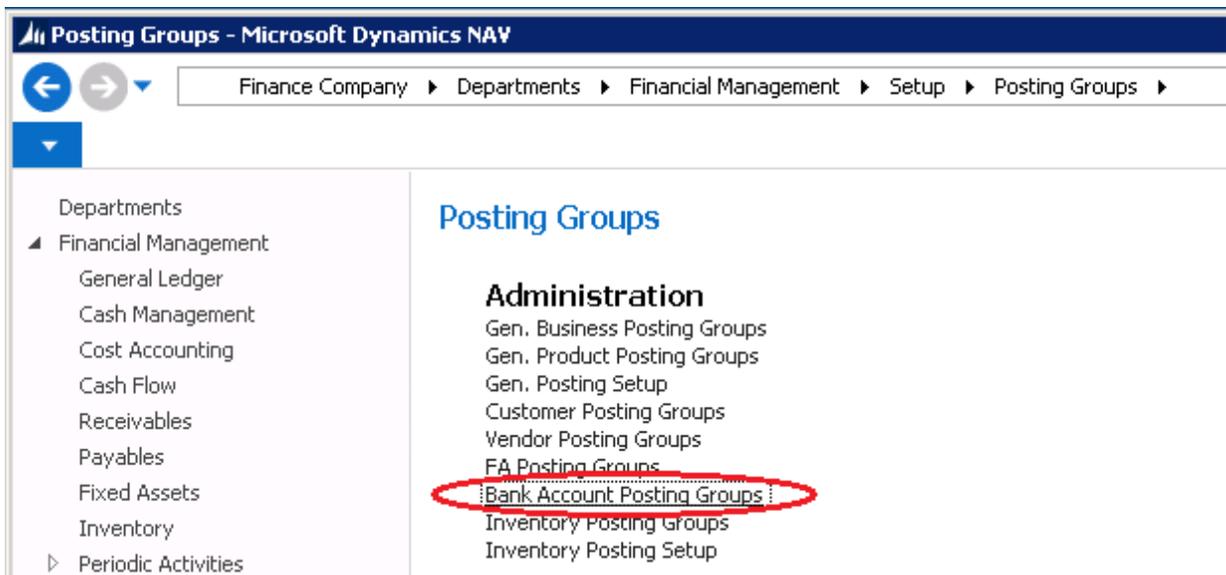
4. Click on Actions → Indent Chart of Accounts

Note: Once you establish that the GL account and the Bank Account have the same beginning balance, you will want to make sure Direct Posting field is unchecked.

Create a Bank Account Posting Group

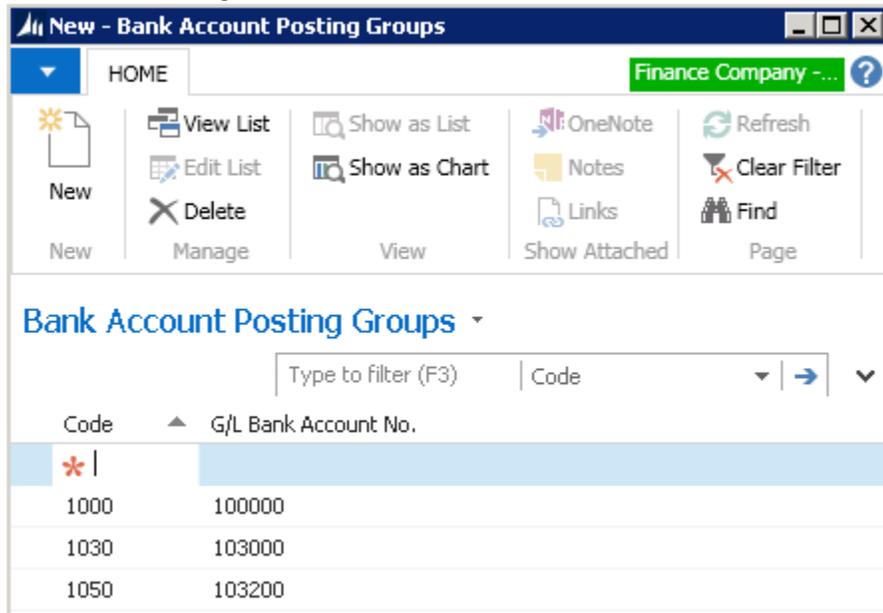
This step aligns the Bank Account Transactions, when posted, to the new G/L Account. For more information on Posting Groups, you may wish to connect with your Ceres VAR.

Bank Account Posting Groups can be accessed from Departments → Financial Management → Setup → Posting Groups → Administration → Bank Account Posting Groups.



1. To create a new Posting group, click on New from the Bank Account Posting Groups List.

2. Enter the following fields:



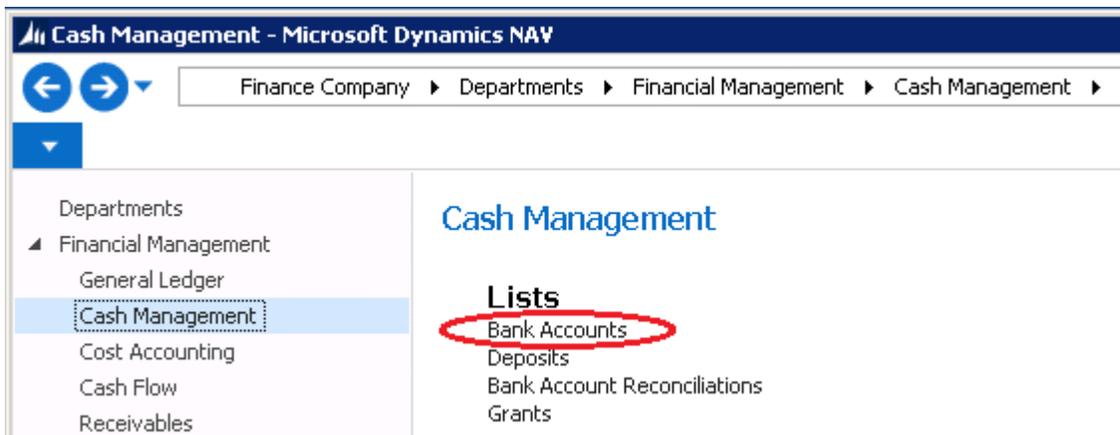
Code: The unique number to define the Posting group

G/L Bank Account No.: The appropriate G/L Account that you want all posting from this bank account to go. Typically this is the GL Account you established above.

Creating a Bank Accounts

Once the Pre-requisites are complete, you can create your new Bank Account.

Bank Accounts can be accessed from Departments → Financial Management → Cash Management → Lists → Bank Accounts.



1. To create a new Bank Account, click on New from the bank account List.

2. Update the fields on the General FastTab:

Bank Account Card

General

No.: ...

Name:

Address:

Address 2:

City:

State:

ZIP Code:

Country/Region Code:

Phone No.:

Contact:

Bank Institution No.:

Bank Account No.:

Search Name:

Balance: 0.00

Balance (\$): 0.00

Min. Balance: 0.00

Our Contact Code:

Blocked:

Last Date Modified:

Notes

[Click here to create a new note.](#)

No.: Enter the bank account number. If a Bank Account number series has been assigned hit Tab and this will be entered for you. Typically this has been established during the initial implementation of Ceres – either as Auto Assigned or Manually entered.

Name: Enter a name that describes the account.

Address, City, State, Zip, Phone No., Contact: Enter the information about the bank that holds the bank account.

Bank Institution No.: This field is used for Positive Pay export. This is typically the bank's branch number. This will default to the Transfer FastTab. Check with your financial institution for this value.

Bank Account No.: This field is used for Positive Pay export. Enter the bank account number used by the bank. This will default to the Transfer FastTab. Check with your financial institution for this value.

Min. Balance: The minimum balance required the bank account can have.

Our Contact Code: Enter the user that is responsible for this bank account.

Blocked: If checked, you will not be able to choose the bank account on a journal line in the Account No. field or on an invoice in the Bal. Account No. field.

3. Update the fields on the Communication FastTab:

Communication

Phone No.:

Fax No.:

E-Mail:

Home Page:

Phone No.: This is will populate from the Phone No. in the General FastTab.

Fax No.: Enter the fax number for the bank that holds the bank account.

E-Mail: Enter the email address of the contact at the bank that holds the bank account.

Home Page: Enter the website address of the bank if they offer online banking.

4. Update the fields on the Posting FastTab.

Last Check No.: Enter the last check written on this bank account, if you have been writing checks already. Ceres will update this number every time a new check is created.

Last Remittance Advice No.: This is used for electronic payments. Talk with your Ceres VAR for assistance with electronic payment.

Last Statement No.: Enter the statement number of the last Bank Account Statement reconciled. Ceres will update this number every time a new bank reconciliation is created.

Balance Last Statement: Enter the ending balance of the last Bank Account statement reconciled. Ceres will update this number every time a new bank reconciliation is posted.

Check Date Format: This field determines how the date will appear on the printed check image from Ceres. Select from the list.

- Blank - This is the default. The Date format will come from the current Windows regional settings
- MM DD YYYY - Month, Day, 4 digit Year
- DD MM YYYY - Day, Month, 4 digit Year
- YYYY MM DD - 4 digit Year, Month, Day

Check Date Separator: This field determines the character that separates the Month, Day, and Year of the date that prints on the check image. Select from the list.

- Blank - MM DD YYYY, for example. This is the default.
- - MM-DD-YYYY, for example

- . - MM.DD.YYYY, for example
- / - MM/DD/YYYY, for example

Bank Acc. Posting Group: Enter the Bank Account Posting Group for this Bank Account. This defines the related G/L account for entries to post. Likely this will be the Bank Account Posting group that was established earlier in this procedure.

Fund No.: If applicable, enter the Fund No. or select it from the lookup list, for the default Fund from which transactions to this Bank Account will be associated.

Utilize for Self-balancing Inf: Select the checkbox to utilize the Fund and/or Dimensions attached to a Bank Account to control if Due-from and Due-to entries are created for this Bank Account.

5. Update the fields on the Transfer FastTab.

Transfer ^			
Export Format:	<input type="text"/>	Last Pos. Pay Export File Na...	<input type="text"/>
E-Pay Export File Path:	<input type="text"/>	Transit No.:	<input type="text" value="12345"/>
Last E-Pay Export File Na...	<input type="text"/>	Bank Account No.:	<input type="text" value="123456"/>
Last E-Pay File Creation N...	<input type="text" value="0"/>	Bank Institution No.:	<input type="text" value="12321245"/>
E-Pay Trans. Program Path:	<input type="text"/>	SWIFT Code:	<input type="text" value="12312"/>
Client No.:	<input type="text"/>	IBAN:	<input type="text"/>
Client Name:	<input type="text"/>	Payment Export Format:	<input type="text"/>
Input Qualifier:	<input type="text"/>	SEPA Direct Debit Exp. Format:	<input type="text"/>
Pos. Pay File Format Name:	<input type="text"/>	SEPA CT Msg. ID No. Series:	<input type="text"/>
Pos. Pay Export File Path:	<input type="text"/>	SEPA DD Msg. ID No. Series:	<input type="text"/>

Export Format: This is used for electronic payments. Talk with your Ceres VAR for assistance with electronic payment.

E-Pay Export File Path: This is used for electronic payments. Talk with your Ceres VAR for assistance with electronic payment.

Last E-Pay Export File Name: This is used for electronic payments. Talk with your Ceres VAR for assistance with electronic payment.

Last E-Pay Trans. Program Path: This is used for electronic payments. Talk with your Ceres VAR for assistance with electronic payment.

Pos. pay File Format Name: This field is used for Positive Pay export. This field can be selected from a drop-down list of available formats. The format specification is the parameter driven capability that allows Ceres to create files in various formats. See Related Documents section for more information.

Pos. Pay Export File Path: This field is used for Positive Pay export. This field designates the file path on the local computer where the export files will be placed when created. It is suggested that you use a different export file path for each bank account you intend to create positive pay export files for. See Related Documents section for more information.

Last Pos. Pay Export File Name: This field is used for Positive Pay export. This field should be started with a valid file name to begin the process. After the initial setup value entered, Ceres will automatically increment the file name as each subsequent file is created. It is important to include a number as part of the file name for Ceres to increment. See Related Documents section for more information.

Transit No.: This field is used for Positive Pay export. This is typically the banks ABA routing transit number. Check with your financial institution for this value. See Related Documents section for more information on Positive Pay.

Bank Account No.: This field is used for Positive Pay export. Enter the bank account number used by the bank. This will default from the General FastTab. Check with your financial institution for this value.

Bank Institution No.: This field is used for Positive Pay export. This is typically the bank's branch number. This will default from the General FastTab. Check with your financial institution for this value.

Payment Export Format: This is used for electronic payments. Talk with your Ceres VAR for assistance with electronic payment.

Related Topics:

1. AP Positive Pay
2. AP Check Processing
3. Bank Reconciliation
4. Bank Deposits
5. Chart of Accounts Overview