

## Running Daily Numbers to Hartford

1. Print the attachment in the email from [SA\\_Production\\_Serves@uconn.edu](mailto:SA_Production_Serves@uconn.edu)
  - a. Print just the page that says UConn on the top
  - b. Print landscape

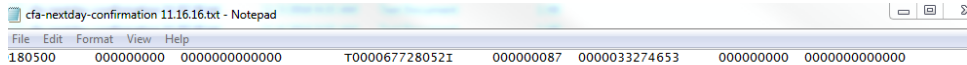
```
Run Date: 16-NOV-2016                               Bank of America ACK Receipt Results
                                                    UCONN

File Information
Date Received:    11-16-16
Time Received:    16:41
Creation Date:    11-16-16
Creation Time:    16:30
File Status:      FILE RECEIVED

File Totals
Total Debit Amount:    $ .00
Total Credit Amount:   $3088050.20
Total Items:           102

Reject Totals
Reject Debit Amount:   $ .00
Reject Credit Amount:  $ .00
Reject Items:
```

2. Open the Bank of America CFA Next-Day Confirmation email from [uconn\\_accounts\\_payable@uconn.edu](mailto:uconn_accounts_payable@uconn.edu)
  - a. Scroll all the way to the right to view the total dollar amount for previous day's checks
  - b. Print this document



```
cfa-nextday-confirmation 11.16.16.txt - Notepad
File Edit Format View Help
180500 000000000 00000000000000 T000067728052I 000000087 0000033274653 000000000 000000000000000
```

3. Open CashPro (uni45881)
  - a. Click Reporting/Previous Day Reporting
  - b. Choose the report named Summary and Detail Report Copy
  - c. Click run
  - d. Print the report

**Summary and Detail Report Copy**



Company: University of Connecticut  
 Requestor: Li He  
 Run Date: 11/17/2016 09:10:24 EST  
 As of: 11/16/2016

Bank of America, Connecticut | 011900571  
 000067728052 | Disbursements | USD | As of: 11/16/2016

**Summary Balances**

Transaction	Amount
Closing Ledger Balance (015)	0,00
Opening Avail Balance (040)	0,00
Collected/Closing Avail Bal (045)	0,00
Average Collected Balance MTD (050)	0,00
1 Day Float (072)	0,00
2 or More Days Float (074)	0,00

**Summary Totals**

Transaction	0 Day	1 Day Float	2+ Day Float	Count	Amount
Total Credits (100)				2	1,801,921,17
Total Debits (400)				101	1,801,921,17
Total Checks Paid Debit (470)				96	656,749,82

**Detail Credits**

Transaction	0 Day	1 Day Float	2+ Day Float	Bank Ref	Cust Ref	Amount
Individual ACH Return Item CR (237)				902321014259901	000000000000	375,00
ZBA Credit (275)				081311162000000	000001130477	1,801,546,17

**Detail Debits**

Transaction	Bank Ref	Cust Ref	Amount
Preauthorized ACH Debit (455)	902320015868207	000000000000	26,50
ACH Settlement Debit (466)	902321008443645	000000000000	594,375,91
ACH Settlement Debit (466)	902321020156351	000000000000	326,214,84
Debit Adjustment (631)	921511160000158		21,00,00
Debit Adjustment (631)	921511160000111		3,554,00

4. Open previous day's daily disbursement report at Q:/AP/AP-Disbursements/AP-Daily Check Run Reports/Daily Disb Reports and verify that ACH and check totals match SA\_Production and cfa next day confirmation reports
5. On the Q: drive
  - a. Open/AP/Daily Disb to Hartford/the Excel sheet for the correct month "Daily Disb to Hartford mm-yyyy"
  - b. Make a copy of the prior day's sheet and rename it "mm.dd", using the appropriate date
  - c. Change Today's Date to the current date
  - d. Change Disbursement Date to the *previous business day*
  - e. Delete the amounts and item counts entered from the previous day
    - i. Do **NOT** delete the total amounts and counts in **Bold**
    - ii. Using the reports you printed and the Daily disbursement Excel fine, update with the following information
      1. Total dollar amount of ACH (Cell C7)
      2. # of ACH transactions (Cell D7)
      3. Total Check total (Cell C8)
      4. Total # of checks (Cell D8)
      5. Total dollar amount of all 5-digit check numbers (Bank 20 wires, prepaid cards) (Cell C9). Enter as a negative number
      6. Total # of 5-digit check transactions (Cell D9). Enter as a negative number.

From previous day Bank of America report:

7. Enter dollar amount if applicable in fields (C13 – C16)
8. Enter # of applicable transactions (D13 – D16)
9. Enter dollar amount if applicable in fields (C20 – C25). Enter as a negative number
10. Enter # of applicable transactions (D20 – D25)

If any returned ACH (257) these must be researched. Sign up to receive BOA notifications for ACH returns or ask Li He or Amanda Baron for a copy of report. This will provide details on who the returned ACH was for and what the problem was. Verify all amounts entered are correct

Today's Date (Rptd to Htfd)	1-Nov-2016		
Disbursement Date	31-Oct-2016		
<b>Disbursement Type</b>	<b>Report Type</b>	<b>Amount</b>	
ACH Total	KFDM Disbursement Report	\$ 7,370,864.30	139
Check Total	KFDM Disbursement Report	\$ 537,706.98	93
5-Digit Check Numbers (All Bank 20-Wires, Prepaid Cards & CORE Payments) Enter as a negative	KFDM Disbursement Report	(2,645.00)	-2
Enter as a negative	Zero Dollar Checks		
	<b>Total Disbursements</b>	\$ 7,905,926.28	230
Wires Process Previous Day	BOA Previous Day Report (495 & 508 & 491)		
Prepaid Card Disb (Loading Card)	BOA Previous Day Report (631)	2,661.50	2
Pre-Authorized Debits (IRS/DRS/DEPT OF ED)	BOA Previous Day Report (455)	18.00	1
Transfer To other Accounts	BOA Previous Day Report (501)		
	<b>Total Debits</b>	\$ 2,679.50	
	<b>Total Reported To Hartford</b>	\$ 7,908,605.78	
ACH Settlement Credit	BOA Previous Day Report (166 & 165)		
Returned ACH or Return Credit	BOA Previous Day Report (257 & 255)	\$ 9,515.00	1
Returned Wire	BOA Previous Day Report (208)		
Prepaid Card Return	BOA Previous Day Report (399)	5,007.91	1
Credit Check Adjustments	BOA Previous Day Report (357)		
Transfer From ther Accounts	BOA Previous Day Report (201)		
		\$ 14,522.91	
	<b>Total "NO FLOAT"</b>	\$ 7,373,543.80	

- f. Save the Excel sheet to it's current location.
- g. Save sheet you just updated as a PDF file to Q:/AP/AP-Disbursements/AP-Daily Check run reports/Daily Disbursements to Hartford PDF
- h. Email PDF report to:
  - i. Debbie Voyer, Gail Hallett and Yinling Lun in Hartford
  - ii. CC AP staff: Dan Warren, Amanda Baron, Christine Nobile Li He, Chris Chhoeun and Kimberly Murphy
  - iii. Subject line should say: Daily Disb to Hartford & date