



UConn

UNIVERSITY OF CONNECTICUT



Bank 15 Cash Flow and Monitoring Accounts Payable

2017

06/20/17

Bank 15 Cash Flow and Monitoring – Request \$4-m each month

1. Open Bank 15 cash flow worksheet(Bank 15 New_Cash Balance FY16(Revised 05132016).xlsx):
Q:\AP\AP-Disbursements\AP-Daily Check Run Reports\Daily Disb to Hartford

2. Update worksheet per daily disbursement report for column A to D and BOA report for column E to S.

3. Disbursement report: Q:\AP\AP-Disbursements\AP-Daily Check Run Reports\Daily Disb Reports\FY 2017\May 2017
Update the excel sheet with the following information: Date, ACH Total, Check total.

ACH	195944	38409-0	Luthringer, Julia Elizabeth	1		348.55	.00	348.55
Total ACH				658		3,129,754.89	(351.35)	3,129,403.54
Number of ACH Payments:	179							
CHCK	13134	41839-0	Imran, Farrukh	1		230.00	.00	230.00
CHCK	13135	33302-4	Student Activities	1		110.00	.00	110.00
CHCK	13136	33302-4	Student Activities	1		60.00	.00	60.00
CHCK	1094033	20102-0	Apple inc	1		49.00	.00	49.00
Total CHCK				400		864,960.21	(904.02)	864,056.19
Number of CHCK Payments:	179							
Total 05/26/2017				1058		3,994,715.10	(1,255.37)	3,993,459.73
Number of Total Payments:	358							

4. 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 and save the report: Q:\AP\AP-Disbursements\AP-Daily Check Run Reports\BOA Next Day Report
 - e. Using the report to update:
 - a. Wires Process Previous Day #'s 495, 508, 491
 - b. Prepaid Card Disb #631
 - c. Add pre-authorized Debits IRS/DRS/Dept of Ed(455)
 - d. Returned ACH & Wire (257&208)
 - e. Prepaid Card Return # 399
 - f. Credit Check Adjustments #357&255
 - g. ACH Settlement Credit(166, 165)
 - h. Transfer from other Accts
 - i. Check paid(470)
 - j. ACH Settlement(466)

5. If the bank balance is down to 20m, send email to Amanda for 40m transfer.

