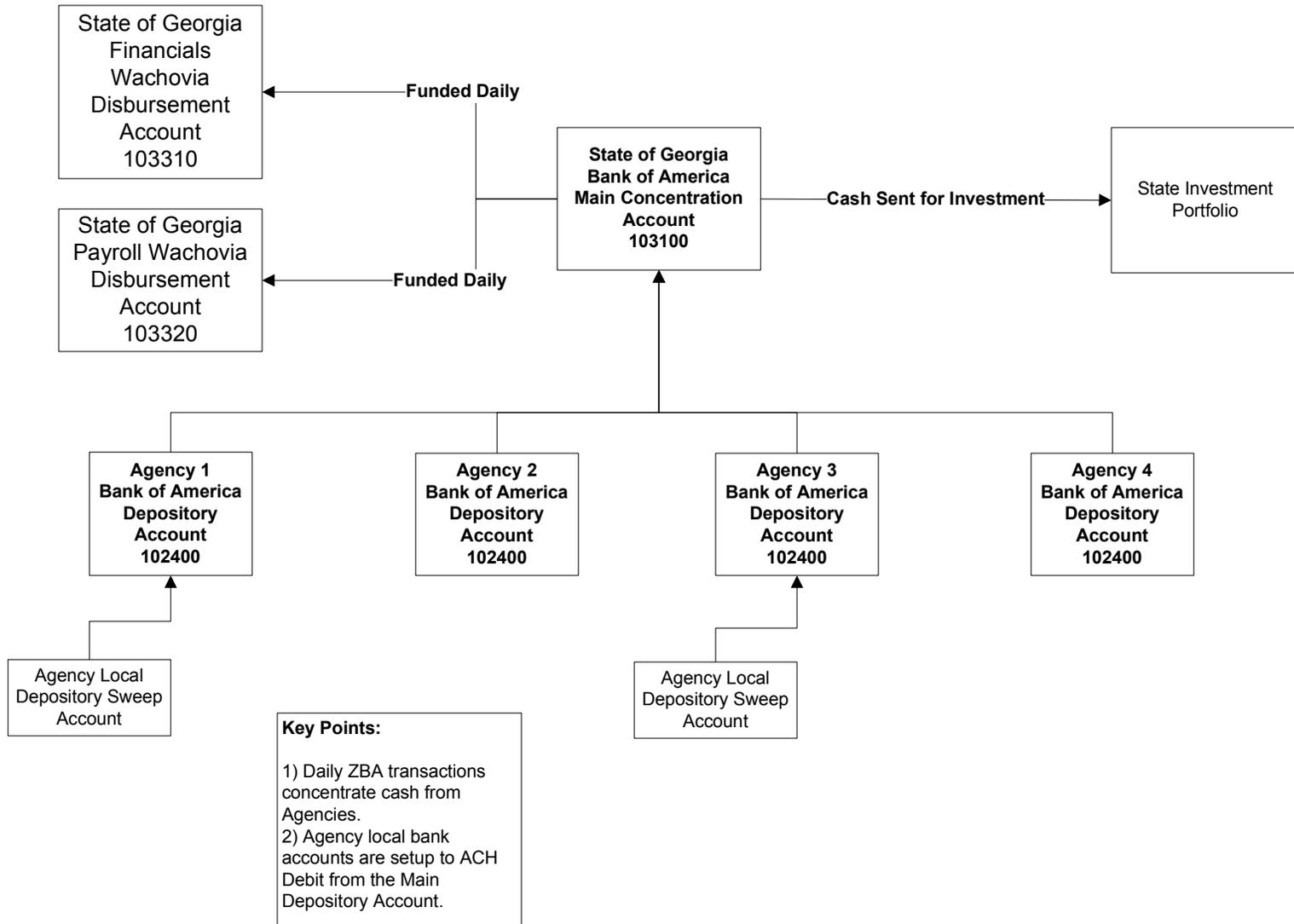


Streamlined Banking Process Flow

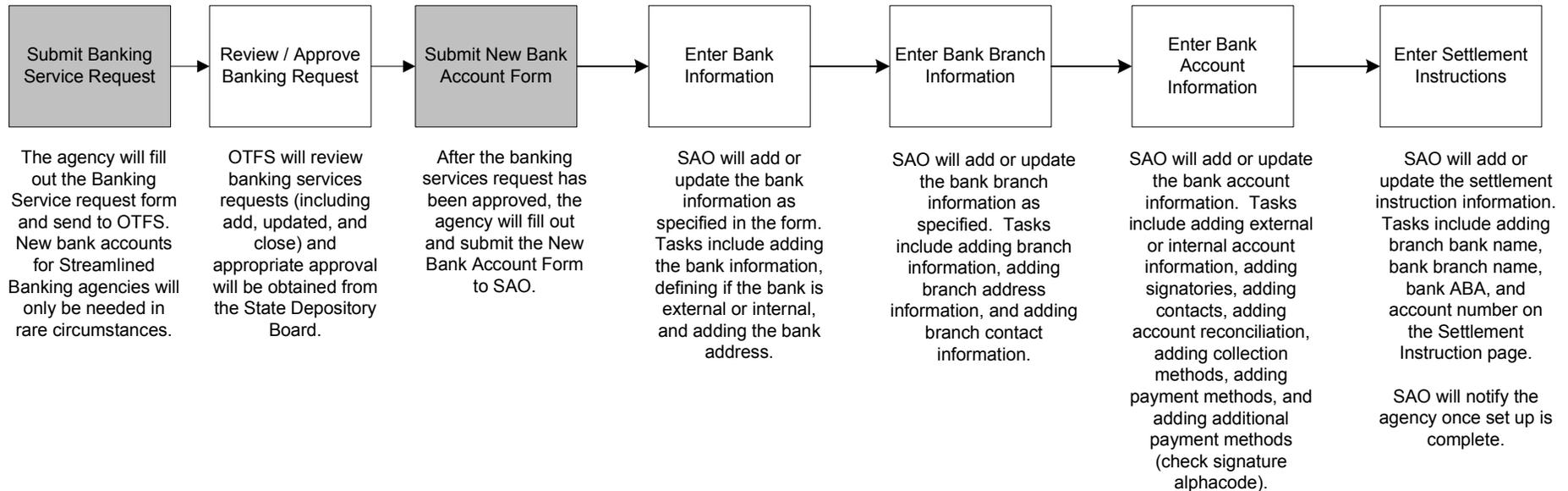
Streamlined Banking Account Structure



Streamlined Banking Process Flow

New Bank Accounts

Note: Streamlined Banking Agencies will only require new local bank accounts to accommodate remote locations or other rare exceptions



The agency will fill out the Banking Service request form and send to OTFS. New bank accounts for Streamlined Banking agencies will only be needed in rare circumstances.

OTFS will review banking services requests (including add, updated, and close) and appropriate approval will be obtained from the State Depository Board.

After the banking services request has been approved, the agency will fill out and submit the New Bank Account Form to SAO.

SAO will add or update the bank information as specified in the form. Tasks include adding the bank information, defining if the bank is external or internal, and adding the bank address.

SAO will add or update the bank branch information as specified. Tasks include adding branch information, adding branch address information, and adding branch contact information.

SAO will add or update the bank account information. Tasks include adding external or internal account information, adding signatories, adding contacts, adding account reconciliation, adding collection methods, adding payment methods, and adding additional payment methods (check signature alphacode).

SAO will add or update the settlement instruction information. Tasks include adding branch bank name, bank branch name, bank ABA, and account number on the Settlement Instruction page.

SAO will notify the agency once set up is complete.

LEGEND: Agencies responsible for all boxes marked in gray.

Streamlined Banking Process Flow

New Bank Account Forms



Office of Treasury and Fiscal Services

Banking Service Form
200 Piedmont Ave, Suite 1202, West Tower
Atlanta, Georgia 30334-5527

Don Ebersole
Director

(404) 656-2168
Fax: (404) 657-9066

To be completed by the requesting Agency

Action: () Initial Authorization () Modification () Account Closed

Agency Name/Address:

Requestor Name:

Tel. No.:

I certify that this bank account is in compliance with the Bank Fee Program and has prior approval from OTFS. Yes No

Funding Information: To be completed by the requesting Agency

Reason for request account:

Bank services being provided for this account:

State Reference:

Bank Information: To be completed by the requesting Agency

Proposed Bank Name and Branch:

Address:

Account Title:

Estimated account balance:

Send completed form to the OTFS

Date Received:

Recommended Action and Date:



STATE OF GEORGIA

New Bank Account Form
200 Piedmont Avenue, Suite 1604 West Tower, Atlanta, GA 30334
Phone (404) 463-1993, Fax (404) 463-5089

Is your agency on: Streamline Banking (Answer 1-12) Non-streamline Banking (All)

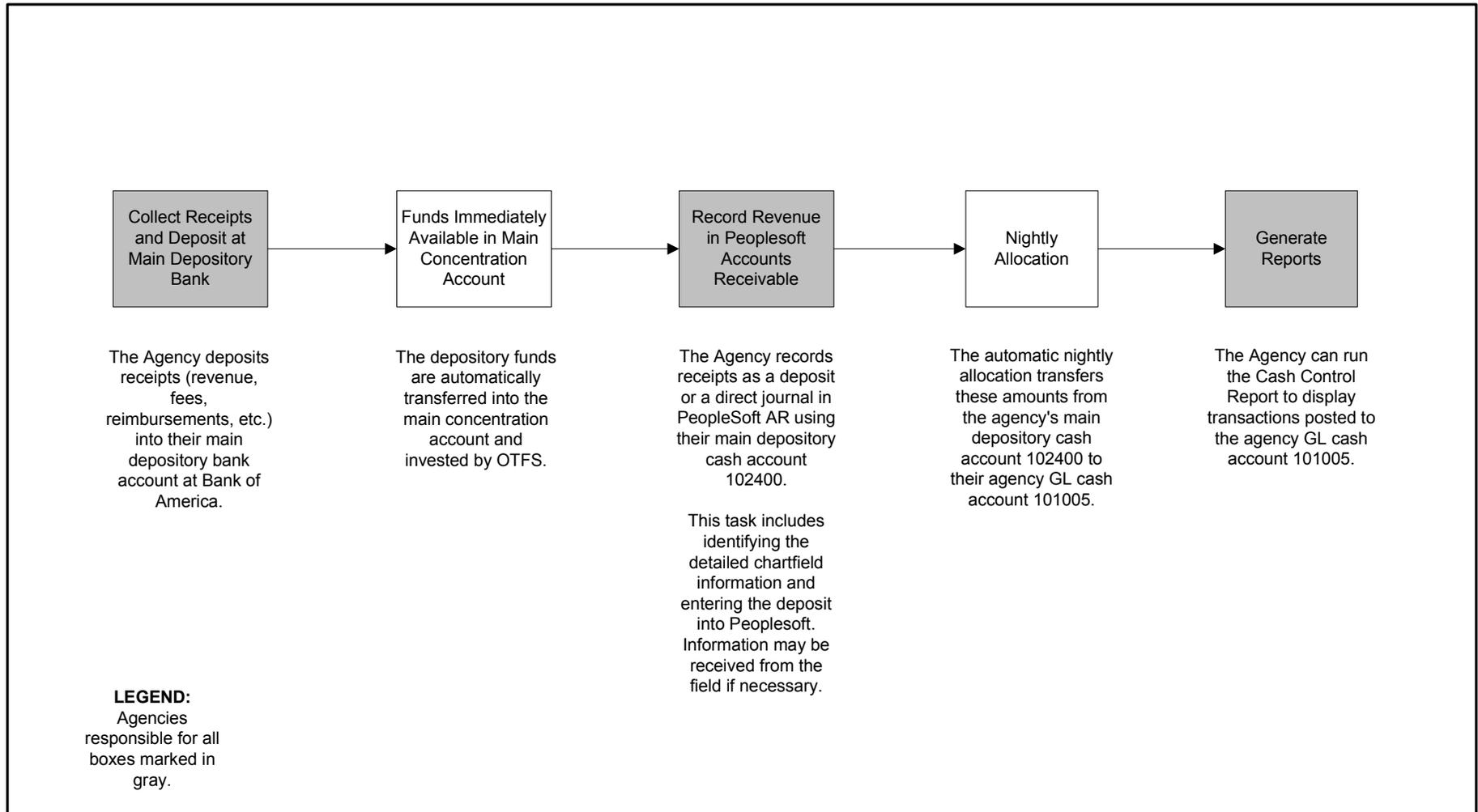
For what function is the Bank Account used:

- Accounts Receivable Only.** Please complete questions #1-12.
- Accounts Payable Only.** Please complete questions #1-22
- Accounts Payable and Accounts Receivable.** Please complete questions #1-22.

1	Agency Name	<input type="text"/>
2	Agency PeopleSoft ID Business Unit	<input type="text"/>
3	Agency Contact Person	<input type="text"/>
4	Agency Contact Phone Number	<input type="text"/>
5	Bank Name	<input type="text"/>
6	Bank Location	<input type="text"/>
7	Bank Contact Person	<input type="text"/>
8	Bank Contact Phone Number	<input type="text"/>
9	What Type of Bank Account?	<input type="text"/>
10	Bank Account Number	<input type="text"/>
11	Bank's ABA	<input type="text"/>
12	Cash Account Number from Chart of Account	<input type="text"/>
13	Reconciliation Method	Select One
14	How shall the Bank Account number appear on the check? Please indicate any space with an X	<input type="text"/>
15	How should the Bank Address appear on the check?	<input type="text"/>
16	How should the Bank Name appear on the check?	<input type="text"/>
17	What is the fractal routing number (to right corner of check)	<input type="text"/>
18	Who is the primary person authorized to sign checks?	<input type="text"/>
19	Is this signature on file with SAO?	Select One

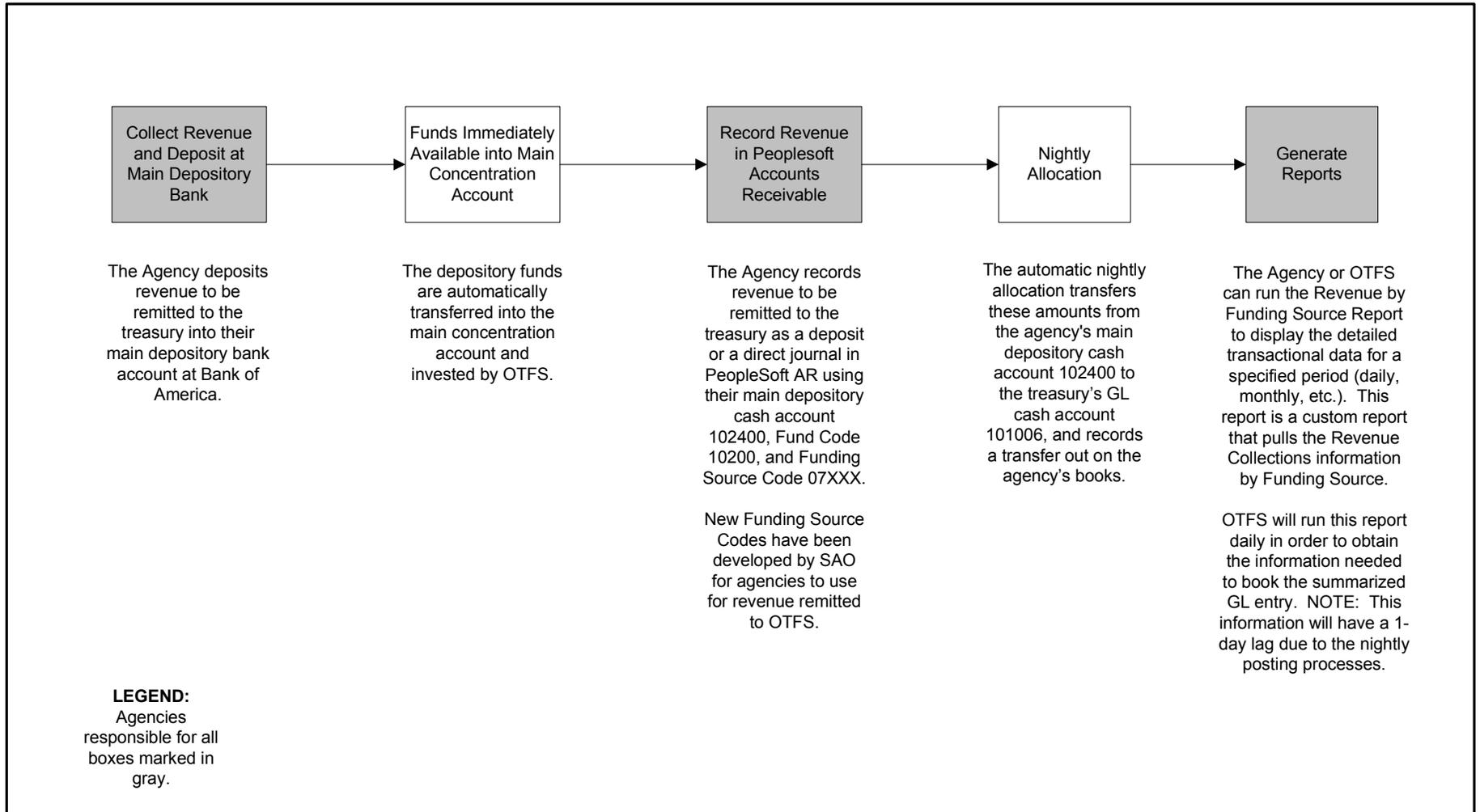
Streamlined Banking Process Flow

Accounts Receivable Regular Deposits (Non Revenue Remittance Collections)



Streamlined Banking Process Flow

Accounts Receivable Deposits For Revenue Remittance Collections



Streamlined Banking Process Flow

Agency Main Depository Account Daily Bank Reconciliation



The prior day BAI file is automatically loaded in PeopleSoft nightly by SAO.

Exception reports are produced in the nightly batch and are distributed to the agencies.

These reports provide information on deposits and notification of returned items to the agency's main depository account at Bank of America.

The Agency receives information on deposits and notification of a returned item. The Agency records the return information in Peoplesoft. (The bank will run the transaction through again).

The Agency reconciles the main depository account 102400 with Semi-Manual or Automated reconciliation.

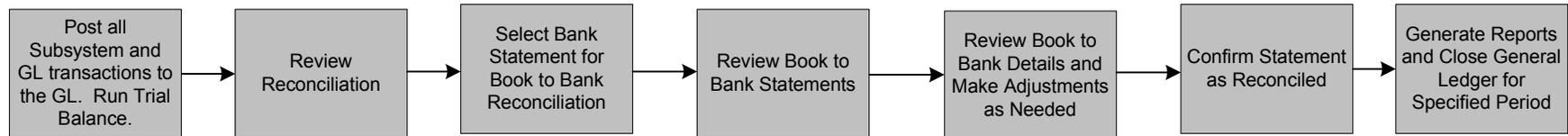
This task includes matching the Peoplesoft transaction to the bank statement transaction (BAI file) and reconciling them. The Agency may review the All Deposits page to review Peoplesoft deposit information.

The Agency enters an External Transaction for the transfer of funds to the main concentration account. The external transaction does not create any accounting entries as these are created from the nightly allocation process.

LEGEND: Agencies responsible for all boxes marked in gray.

Streamlined Banking Process Flow

Monthly Book to Bank Reconciliation--Reconcile Bank Transactions to the General Ledger



All subsystem and general ledger transactions must be posted in the General Ledger before the Book to Bank reconciliation can be performed. The Trial Balance is run to verify all reconciled and unreconciled transactions are reflected.

The agency reviews bank statements from the Reconciliation Manager to ensure all transactions are reconciled for the month.

The Agency will select the bank statement for book to bank reconciliation. This is completed on the Book to Bank Statements page. This process is completed monthly.

SAO will select the bank statement for the centralized disbursement account. The Agencies will select the bank statement for the depository accounts.

In this step, the Agency will review the statement for book to bank reconciliation. This is completed on the Book to Bank Reconciliation page. This page is used to recalculate the statement or access the Book to Bank Details page.

The Agency will review the book to bank reconciliation details and make adjustments as necessary. This step is repeated until the bank statement and General Ledger are reconciled.

This is completed on the Book to Bank Reconciliation Details page.

The Agency will confirm the statement as reconciled on the Book to Bank Reconciliation Details page. This step should only be performed when the bank statement and General Ledger are reconciled.

Once the statement is confirmed, it is final and cannot be reversed.

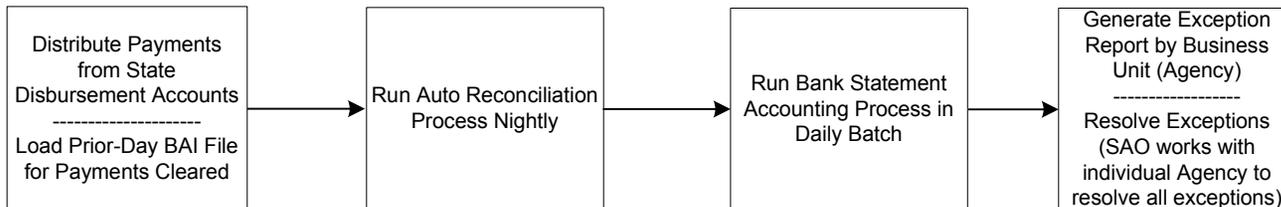
The Agency will generate reports on the Book to Bank Reconciliation page. Once the book to bank statement reconciliation is completed, OTFS, SAO, or the Agency will complete the General Ledger close process for the specified period.

LEGEND: Agencies responsible for all boxes marked in gray.

Streamlined Banking Process Flow

Main Disbursement Accounts Bank Reconciliation

LEGEND: Agencies responsible for all boxes marked in gray.



In this step, payments are generated from the Financials system (Accounts Payable and Cash Management transactions) and from the HCM system (Payroll transactions) and distributed. See SAO Disbursement Process Flow and Settlements Process Flow.

The Prior-Day BAI file is received and loaded into the Financials system and HCM system for payments cleared. This includes all check, ACH, and EFT disbursements. See Bank Communications Process Flow.

In this step, SAO schedules the Auto Reconciliation Process to run once a day. For the Financials System, this process is FSPRECON.

This process is scheduled using Control M.

In this step, SAO schedules the Bank Statement Accounting Process to run once a day. For the Financials System, this process is TR_STMTACCTG.

This process is scheduled using Control M.

In this step, an Exception Report is generated by business unit in Financials systems. This report is used to identify any exceptions from the auto reconciliation process.

SAO will work with the Agency on exceptions, however SAO will be responsible for clearing the exceptions in Exceptions will be cleared using manual or semi-manual reconciliation. In Peoplesoft Financials, the Payment Inquiry page may be used to view payment information.

This report is scheduled using Control M.