



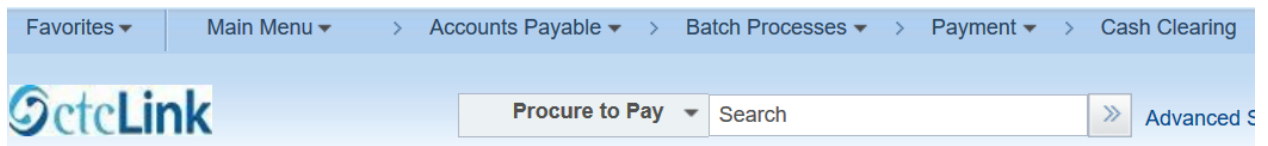
Memo 19-35-23

TO: BAR
FROM: John Ginther, Accounting & Business Services
SUBJECT: FY19-20 Internal Cash Account - ctLink

Changes in Cash in ctLink in new Chart of Accounts

Several changes have been made to cash accounts with the new COA.

- 1) **Cash Clearing Account.** The use of 'Cash Clearing' account 101150 has been eliminated. Though the intent of this account and functionality seemed reasonable when it was first implemented we learned that it does not function for any Campus Solution transactions, Travel & Expense nor part of the Accounts Receivable module. As part of the year-end closing, all cash clearing (101150) and legacy cash accounts (101110) will be converted to cash in bank.
- 2) **Cash Clearing Request.** This also eliminates the need to run the Cash Clearing in Accounts Payable:



Cash Clearing Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

- 3) **Banking/Reconciliation** processes that used the Cash Clearing account will continue to function in the same manner (no changes necessary). However, this process will no longer use 101150. It will only use 'cash in bank' as the offset.
- 4) **Internal Cash.** A new account (1000199) was created to account for cash transactions that never show up in bank records.

- a. Primarily used in Student Financials to for financial aid/scholarship activity, second journal set transactions and third party transactions.
- b. Manual journal entries the include cash like expenditures or revenue transfers, inter-fund or intra-fund loans. Any transactions that include cash but will not show in the bank statement should use new Internal Cash account.

Internal Cash **MUST NEVER** have a balance of any kind!

- 5) **Conversion.** As part of the COA conversion, all Item Types and templates that previously used 101160 should have been updated to 1000199. However, we strongly encourage each college to review all financial aid and third party item types, second journal set and templates in FY19-20 to ensure all necessary changes were made.