

9.2 Process Automated Accounting

Purpose: Use this document as a reference for running the automated accounting process in ctcLink. The Automated Accounting Process creates accounting entries and prepares them for the Journal Generator process.

Audience: Settlement Manager, GL Accountant.

 You must have at least one of these local college managed security roles:

- ZZ Treasury Accounting Maint
- ZZ Treasury Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Run the Automated Accounting Process

Navigation: NavBar > Navigator > Cash Management > Treasury Accounting > Automated Accounting

1. Enter an existing Run Control ID or click the **Add a New Value** tab on the **Automated Accounting** page to add a new value.
2. Select the **Add** button.

Automated Accounting

[Find an Existing Value](#)[Add a New Value](#)

Run Control ID

Ad_HOC

Add

[Find an Existing Value](#) | [Add a New Value](#)

3. Use the **General Accounting Options** section to set the processing parameters:
 - a. If Business Unit does not default, enter or select the business unit in the **Business Unit** field. You can also leave the **Business Unit** field blank to set up automated accounting for multiple business units.

Note: If you enter a business unit defined with a calendar ID, the calendar ID appears on the page.

Note: If your business unit has an associated calendar, enter fiscal period details instead of the accounting events end date.

4. Depending on your business unit requirements, enter either a date in the **Acctg Events End Date** field or enter a fiscal year and period in the **Fiscal Year** and **Period** fields.
5. Select the **Run** button.

Automated Accounting

Run Control ID Ad_HOC
Report Manager
Process Monitor
Run

General Accounting Options

Business Unit WA170
Acctg Events End Date
SetID WACTC
Fiscal Year 2020
*Combo Template TREASURY
Calendar ID 01
Period 8

Accounting Sources

☒ All Sources
☐ Bank Statements
☐ Bank Transfers
☐ Deals
☐ EFTs
☐ L/C Fees
☐ Facility Fees
☐ Deal Fees
☐ EFT Fees
☐ Investment Pools
☐ Interest
☐ Hedges

Excluded Accounting Events

☐ All Accruals
☐ Interest Accrual
☐ Discount Accrual
☐ Forward Points Accrual
☐ Fee Accrual
☐ Option Premium Accrual

Deal Accounting Options

Instrument Type
Portfolio
Deal ID
User ID

Save
Notify
Refresh
Add
Update/Display

Note: The process creates accounting entries even if errors occur. Use the **Accounting Entries** page to correct any errors, and then change the status from 'Error' to 'Provisional.' Use the **View/Approve Entries** page to change the status from 'Provisional' to 'Final.' The accounting entries are then ready for General Ledger. You do not have to rerun the Automated Accounting process.

- Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.
- Select the **OK** button.

Process Scheduler Request
x

[Help](#)

User ID CTC_GFULMER
Run Control ID Ad_HOC

Server Name

Recurrence

Time Zone

Run Date

Run Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Treasury Automated Accounting	TR_ACCTG	Application Engine	Web	TXT	Distribution

Note: A Process Instance number appears. This number helps you identify the process you have run when you check its status.

8. Select the **Process Monitor** link.

Automated Accounting

Run Control ID Ad_HOC

Report Manager

Process Monitor

Process Instance: 667491

General Accounting Options

Business Unit

Acctg Events End Date

SetID

Fiscal Year

*Combo Template

Calendar ID

Period

Accounting Sources

☒ All Sources

☐ Bank Statements

☐ Bank Transfers

☐ Deals

☐ EFTs

☐ L/C Fees

☐ Facility Fees

☐ Deal Fees

☐ EFT Fees

☐ Investment Pools

☐ Interest

☐ Hedges

Excluded Accounting Events

☐ All Accruals

☐ Interest Accrual

☐ Discount Accrual

☐ Forward Points Accrual

☐ Fee Accrual

☐ Option Premium Accrual

Deal Accounting Options

Instrument Type

Deal ID

Portfolio

User ID

9. Verify the expected results were received with a **Run Status** of 'Success' and the **Distribution Status** of 'Posted'.

Process List

Server List

View Process Request For

User ID

CTC_GFULMER

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	667491		Application Engine	TR_ACCTG	CTC_GFULMER	02/14/2020 1:41:14PM PST	Success	Posted	Details

Go back to Automated Accounting

Save

Notify

Process List

Server List

10. Process complete.