

CGI Advantage[®] 4

Check Writer User Guide

CGI

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Table of Contents

Business Area Overview	5
Transaction Information	5
Transaction Code Glossary	5
Charge (CH) Transaction Type	6
CH Delivered Transaction Codes	6
Disbursement Reclassification (DC) Transaction Type.....	7
DC Delivered Transaction Codes	7
Internal Exchange Transaction (IET) Transaction Type.....	8
IET Delivered Transaction Codes.....	8
Inquiries.....	9
Check Writer Accounting.....	9
Check Writer ACH Addendum.....	10
Check Writer EFT Returns	10
Check Writer Header	10
Check Writer Payment.....	11
Check Writer Vendor Intercept.....	11
Advanced - Setup.....	12
Application Parameters	12
Check Writer Options	12
Check Writer EFT Reversal.....	16
CW Cancellation Parameters	18
Check Writer Pre-Assigned Check Numbers	18
Advanced - Batch Processing.....	19
Check Writer File Definition.....	19
Header	19
Accounting	22
Payment.....	23
Addendum.....	26

Layout	26
Batch Jobs.....	27
Chain Jobs.....	28
Advanced - Reports	31
CGI Advantage Financial Reports.....	31
CGI infoAdvantage	31
CGI Advantage Insight	31

Business Area Overview

The Check Writer feature is best for high volume payments that originate outside of Advantage Financial where there is a single chart of account distribution or possibly a very small number. The benefit of Check Writer over regular disbursements is that, while getting the same hard copy and electronic payments, there is only a single accounting transaction. This greatly reduces data with just the first run.

All the payment requests for Check Writer are placed in a single input file, that is detailed in the [Advanced - Batch Processing](#) section of this user guide, which is uploaded. Check Writer functionality then ensures that all required information is supplied and validated before any other system information is updated. At that point, one or two of the confirmation points available on the Check Writer Header (CWHDR) page are used for a central and a departmental user to verify the results as uploaded are what is expected from the external system.

Common examples include:

- Payroll payments out of a single net pay liability account and a payroll clearing fund
- Tax revenue refunds
- Child support
- Unemployment insurance
- Medicaid

When credit memos, encumbrances, single check consolidation, discounts, interest, penalties and backup withholding are a part of a disbursement set, Check Writer is not the method. Those types of payments are best interfaced through the General Accounting Expense/Expenditure (GAX) transaction and disbursed through the AD Chain process.

Transaction Information

The following Transaction Types have Transaction Codes that support the Check Writer functionality:

- [Charge \(CH\)](#)
- [Disbursement Reclassification \(DC\)](#)
- [Internal Exchange Transaction \(IET\)](#)

Transaction Code Glossary

All Transactions Codes that can be utilized by the Check Writer area are listed below alphabetically by Transaction Name.

Transaction Name	Transaction Code	Transaction Type
Check Writer Accounting	CWA	CH

Check Writer Check Cancellation	CWC	DC
Check Writer Intercept Transfer	CWI	IET
Check Writer Warrant Reconciliation Auto	CWWRA	CH
Check Writer Warrant Reconciliation Manual	CWWRM	CH

Charge (CH) Transaction Type

The Charge (CH) Transaction Type is a simple transaction type consisting of only a header and accounting lines. The simple structure lends itself to many different uses, including Check Writer. Refer to the "CH Transaction Type" topic in the *CGI Advantage Financial Cost Allocation User Guide* for information that is common for all CH transactions.

CH Delivered Transaction Codes

The CH Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name).

Transaction Name	Transaction Code	Intended Use
Check Writer Accounting	CWA	<p>This transaction posts summarized accounting and budget updates for a Check Writer file. The transaction can only be created via the Check Writer Accounting Transaction Generation process. Draft transactions cannot be discarded. Final transactions cannot be cancelled or modified. Correcting or modifying the accounting effects of a CWA transaction must be performed using a journal voucher.</p> <p>In addition to accounting and budgeting updates, the transaction updates many Check Writer pages: Header (CWHDR), Accounting (CWACTG), Vendor Intercepts (CWVINCT), Pending Intercept Payment, and Intercept Activity (INTA).</p> <p>If a Check Writer payment needs to be cancelled, a Check Writer Cancellation (CWC) transaction with a Reclassification Type of Cancel.</p>
Check Writer Warrant	CWWRA	The Check Writer Warrant Reconciliation Auto (CWWRA) transaction is generated by the CWWR Transaction Generation process to reclassify funds

<p>Reconciliation Auto</p>		<p>to cash for the warranted records (Transaction Code is <i>CW</i> or <i>CE</i>) that were reconciled by the Check Reconciliation process. The CWWRA transaction can only be created by the CWWR Transaction Generation process and is automatically submitted to <i>Final</i> by that process. All fields are protected on the CWWRA transaction, and the CWWRA transaction cannot be modified or cancelled.</p> <p>Once the CWWRA transaction is processed to <i>Final</i>, the CWWRA transaction will update the Status of the associated record on Check Reconciliation (CHREC) to <i>Paid</i> so that the records can be moved to Paid Checks (PDCHK) the next time the Check Reconciliation process is run.</p> <p>Note: The reconciled warrants are not moved to PDCHK during the same run as and when they were reconciled. Instead, the records are moved to PDCHK on the subsequent run.</p>
<p>Check Writer Warrant Reconciliation Manual</p>	<p>CWWRM</p>	<p>The Check Writer Warrant Reconciliation Manual (CWWRM) transaction must be manually created to reclassify funds to cash for the warranted records (Transaction Code is <i>CW</i> or <i>CE</i>) that were reconciled manually on Check Reconciliation (CHREC).</p>

Disbursement Reclassification (DC) Transaction Type

The Disbursement Reclassification (DC) Transaction Type is used in the Accounts Payable / Disbursements areas to update payment tracking records and record accounting events for outstanding disbursements (those not redeemed at the bank), including those from Check Writer. Refer to the "DC Transaction Type" topic in the *CGI Advantage Disbursements User Guide* for information that is common for all DC transactions.

DC Delivered Transaction Codes

The DC Transaction Type has the following Transaction Code which is used as part of the Check Writer functionality.

Transaction Name	Transaction Code	Intended Use
Check Writer Check Cancellation	CWC	<p>This transaction is used to reclaim funds from checks issued from the Check Writer process with a Reclassification Type of <i>Stale</i>, <i>Escheat</i>, or <i>Cancel</i>, depending on what type of processing is being performed. The transaction can only be created via the Check Writer Stale Escheat batch process or the CW Cancellation process. The transaction cannot be cancelled or modified.</p> <p>In addition to accounting updates, the transaction updates Check Reconciliation (CHREC). If the Reclassification Type is <i>Cancel</i>, the transaction updated Check Writer Payment (CWPYMT).</p> <p>When a reconciled Check Writer payment needs to be cancelled, the payment record must be restored from Paid Checks to Check Reconciliation (CHREC) using the Paid Check Restore functionality. Refer to the "Paid Check Restore" topic in the <i>CGI Advantage Financial – Accounts Payable User Guide</i> for more information.</p> <p>A reconciled EFT payment under the Standard Warrant model, any cancellation of the EFT will reverse the Warrants Payable but not the Cash. Therefore, and additional adjustments is required by a journal voucher.</p>

Internal Exchange Transaction (IET) Transaction Type

The Internal Exchange Transaction (IET) Transaction Type is used to record two-party accounting events, including some from Check Writer. Refer to the "IET Transaction Type" topic in the *CGI Advantage Financial General Accounting User Guide* for information that is common for all IET transactions.

IET Delivered Transaction Codes

The IET Transaction Type has the following Transaction Code, which is used as part of the Check Writer functionality.

Transaction Name	Transaction Code	Intended Use
Check Writer Intercept Transfer	CWI	<p>This transaction performs additional updates and edits over the common Intercept Transfer (IT) transaction. The transaction can only be created via the Check Writer Intercept Transaction Generation process. Final transactions cannot be cancelled or modified. Correcting or</p>

	<p>modifying the accounting effects of a CWI transaction must be performed using a journal voucher.</p> <p>In addition to accounting updates, the transaction updates Check Writer Header (CWHDR), Check Writer Payment (CWPYMT), Intercept Request (INTR), and Intercept Activity (INTA).</p>
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Inquiries

The following pages store payment information supplied by the user, as well as system processing information. The inquiries are listed in alphabetical order.

Name	Page Code	Description
Check Writer Accounting	CWACTG	This page displays the accounting information provided in a Check Writer file.
Check Writer ACH Addendum	CWADNM	This displays the ACH addendum information associated with a payment provided in a Check Writer file.
Check Writer EFT Returns	CWEFTRET	This page stores information on payments that were returned (rejected) by the bank.
Check Writer Header	CWHDR	This page displays the Header information provided in a Check Writer file. It also has a number of fields that are user-maintained for file certifications and setting data that may not have been provided in the file or was incorrect.
Check Writer Payment	CWPYMT	This page displays the payment information provided in a Check Writer file.
Check Writer Vendor Intercept	CWVINCT	This page displays the intercept information determined for a Check Writer file.

Check Writer Accounting

Check Writer Accounting (CWACTG) displays the accounting information provided in a Check Writer file. Entries are loaded from the accounting component records in the file by the Check Writer Table Load process. As many fields on this page are self-evident, their origin and intended use is documented in the [Advanced - Batch Processing](#) section of this user guide.

From the record menu, a user can navigate to other pages loaded from the Check Writer file or where processing data was created from that file. The File ID of the selected record is used to pre-filter records on that second page for research purposes.

Check Writer ACH Addendum

Check Writer ACH Addendum (CWADNM) displays the ACH addendum information associated with a payment provided in a Check Writer file. Entries are loaded from the ACH addendum component records in the file by the Check Writer Table Load process. As many fields on this page are self-evident, their origin and intended use is documented in the [Advanced - Batch Processing](#) section of this user guide.

Check Writer EFT Returns

Check Writer EFT Returns (CWEFTRET) displays information on payments that were returned (rejected) by the bank for any number of reasons, including invalid data or incorrect information about the recipient in the file, the recipient's account is no longer eligible to receive the payments electronically, or the recipient's bank account is closed. Inserts into the page are done by the CW EFT Returns process, with only fields for Return Status and the Comments available for manual update only when the Addenda Type Code is 99 (*Return Entries*).

The CW EFT Return process uses from the Check Writer EFT Unprocessed Returns database table, Check Reconciliation (CHREC), Paid Checks (PDCHK), Check Writer Payment (CWPYMT), and/or Check Writer EFT Reversal (CWEFTREV) under the following scenarios:

- EFT reversal is returned and a corresponding Check Writer EFT Reversal (CWEFTREV) record exists, then a record is inserted with the Return Status of *Reversal Failed by the Bank*.
- EFT payment is returned and the corresponding Check Reconciliation (CHREC) record with Status = *Disbursed* or *Warranted* is found, then a record is inserted with the Return Status of *EFT Returned*.
- EFT payment is returned and the corresponding Check Reconciliation (CHREC) record with Status = *Disbursed* or *Warranted* is not found, then a record is inserted with the Return Status set to *EFT Cancel Request Failed*.
- EFT payment is returned with notification, and the corresponding record is found on Check Reconciliation (CHREC) or Paid Check (PDCHK), then a record is inserted with the Return Status set to *Bank Notified a change*.
- EFT Payment returned is received first and a CW EFT Reversal returned by the bank is received second for the same EFT Number, either via the same file or via a different file, then a record is inserted with the Return Status set to *EFT Cancel Initiated*.

Check Writer Header

Check Writer Header (CWHDR) displays the header information associated with a Check Writer file. The majority of the information is protected. There are a number of fields that are user-maintained for file certifications and setting data that may not have been provided in the file or was incorrect. Updates are dependent on security configuration and the status of the Check Writer file. Other fields display information about the processing of the file.

Entries are loaded from the accounting component records in the file by the Check Writer Table Load process. As many fields on this page are self-evident, their origin and intended use is documented in the [Advanced - Batch Processing](#) section of this user guide.

From the record menu, a user can navigate to other pages loaded from the Check Writer file or where processing data was created from that file. The File ID of the selected record is used to pre-filter records on that second page for research purposes.

Check Writer Payment

Check Writer Payment (CWPYMT) displays the payment information (vendors and disbursement options) provided in a Check Writer file. Most of the fields are protected with only a few that are user-maintained. The payment amount on each payment record is proportionally distributed to each of the accounting lines based on the percentage of the total amount. This amount is distributed to each of the accounting lines.

Entries are loaded from the accounting component records in the file by the Check Writer Table Load process. As many fields on this page are self-evident, their origin and intended use is documented in the [Advanced - Batch Processing](#) section of this user guide.

From the record menu, a user can navigate to other pages loaded from the Check Writer file or where processing data was created from that file. The File ID of the selected record is used to pre-filter records on that second page for research purposes.

Check Writer Vendor Intercept

Check Writer Vendor Intercept (CWVINCT) displays payment intercept information for a Check Writer file. All details related to an individual claim against a payee such as claim reference information; claim control information and claim recipient information are provided.

From the record menu, a user can navigate to other pages loaded from the Check Writer file or where processing data was created from that file. The File ID of the selected record is used to pre-filter records on that second page for research purposes.

Advanced - Setup

The following reference pages must be set up prior to using the Check Writer functionality:

- [Application Parameters \(APPCTRL\)](#)
- [Check Writer Options \(CWOPT\)](#)
- [Check Writer EFT Reversal \(CWEFTREV\)](#)
- [CW Cancellation Parameters \(CWCPA\)](#)
- [Check Writer Pre-Assigned Check Numbers \(CWCHK\)](#)

Application Parameters

The Application Parameter (APPCTRL) page has the following controls that directly relate to the Check Writer area when creating EFT payments. The controls also apply to EFT payments from the AD Chain. Each is discussed in more detail in other topics of this guide where functionality is detailed that uses the application parameter. Note: Any changes to records here should be followed by a bounce of all servers used for CGI Advantage Financial.

Parameter	Description
Cancel EFT Reversal Lag Days (CAN_EFT_REV_LAG_DAYS)	This parameter specifies the number of business days (that is, not holidays or weekends) to wait before a reversal or reclamation request can be automatically confirmed. The delivered value for this parameter is 5.
EFT Reversal Request Lag Days (EFT_REV_RQST_LAG_DAYS)	This parameter specifies the number of business days from the EFT settlement date within which a reversal request must be initiated.
EFT Reclamation Request Lag Days (EFT_RECLAIM_RQST_LAG_DAYS)	This parameter specifies the number of business days from the Date Death Notice Received within which a reclamation request must be initiated.

Check Writer Options

Check Writer Options (CWOPT) establishes system wide controls and automatic default options for a specified fiscal year to determine how a given file should be processed. The page is the primary setup point for Check Writer beyond Advantage Financial configurations for the transactions used by the process. The page functions in a manner similar to the Disbursement Parameter (DISPA) page with the AD Chain.

Setup on this page is often done for the first fiscal year and then only adjusted infrequently in the current fiscal year, as controls are set to match legal statutes, policies, and procedures.

The primary fields are as follows with several common ones omitted.

Field Name	Field Description
Number of Cut Off Payment Days	The required maximum number of calendar days between the Payment Date on a Check Writer file and Application Control Date for processing Check Writer files. If the CW Accounting Transaction Generation process is not run in this number of days, the file will have to be backed out and reloaded, perhaps with updates. The number of days also starts the clock on both levels of certification.
Accounting Line Presence	An indication, most always selected, that requires at least one accounting line exist on the file when there are \$0 payments. The situation where it is not selected would be in the creation of a prenote file where all vendor payments are \$0, as the accounting line is not needed in that scenario.
Allow Check and EFT Payments on File	Selecting this option allows the combining of check and EFT payments on Check Writer files. The Check Writer Pre-Edit process then performs validations for all information associated with the Check Writer file to ensure compliance. This indication is selected when check and EFT payments come from a single bank.
Bypass Vendor Intercept	<p>Indicates the default value of whether to bypass a debt from being intercepted. Valid values are:</p> <ul style="list-style-type: none"> • <i>Bypass</i> – The CW Accounting Transaction Generation process will skip processing that does a TIN and TIN Type match between vendors and the Intercept Request (INTR) page. Using this setting simplifies skipping intercepts in lieu of relying on Intercept Disbursement Exceptions (INTDBEX). • <i>Do Not Bypass</i> – The CW Accounting Transaction Generation process will attempt to match TIN and TIN Types between vendors and the Intercept Request (INTR) page. • <i>No Value Selected</i> – When each individual Check Writer file loaded should have the choice for bypassing vendor intercepts set by the Central Certification user, this is the default setting. Central approval will not be allowed until <i>Bypass</i> or <i>Do Not Bypass</i> is chosen. <p>Check Writer Header (CWHDR) always has the option to change the setting that defaulted or set in the Check Writer file.</p>
Event Type for Intercept Posting	When not bypassing vendor intercepts, the CW Accounting Transaction Generation process needs this event type to record the amount intercepted on the Check Writer Accounting (CWA) transaction.

Field Name	Field Description
Allow Intercept Fees on CW Payments	An indication that when selected will look to the Intercept Options page for a standard fee and to and the Intercept Fee page for supplemental fees.
Allow Intercept Disbursement Exclusion	A flag to control whether intercept of Check Writer payments may be excluded based on accounting level, vendor level or disbursement request level, as defined on the Intercept Disbursement Exclusion (INTDBEX) table.
Allow for Miscellaneous Vendors	When selected, payments will be allowed to miscellaneous vendor codes supplied. The CW Pre-Edit process will issue a rejection error if a miscellaneous vendor is used and this option is not selected.
Allow Intercept for Miscellaneous Vendors	When selected, miscellaneous vendors can be intercepted in the event that a given Check Writer file is subject to vendor intercepts and there is a TIN and TIN Type match. Otherwise, miscellaneous vendors are not evaluated for intercepts.
TIN & TIN Type for Miscellaneous Vendors	<p>When a miscellaneous vendor is used on a Check Writer payment, this field controls the need for a Taxpayer Identification Number (TIN) information with each miscellaneous record. Valid values are:</p> <ul style="list-style-type: none"> • <i>Optional</i> – Information can be supplied or not without error. This option is used when the source data for the payment requests does not have or does not reliably have TIN information for those vendors that are not established in Advantage and reportable COA are being used. It is also the best option when reportable COA are not being used, and it is assured that COA setup will not change later in the year. • <i>Always Required</i> – Information must be supplied with each miscellaneous vendor or the CW Pre-Edit process will issue a rejection error for each missing the information. This is the most restrictive setting and should only be used when the source data for the payments consistently has TIN information. However, it is the safest option for reliable data in the 1099 Journal for reporting if COA setup changes during the year. • <i>Conditionally Required</i> – Similar to <i>Always Required</i> except the edit will only occur only when the object, sub object, balance sheet, or sub balance sheet specified on the Accounting record(s) are flagged as 1099 reportable in the Fiscal Year of the Check Writer file. As a Check Writer file commonly has just one COA string or a very small number, it can be determined up front if the payments are reportable or not, so the other options are preferred.
Posting Code for 1099 Postings	As there is only a single Check Writer Accounting (CWA) transaction posted for a file and it contains no vendor information, it cannot post to the 1099 Journal in any effective manner for 1099 reporting. This required posting

Field Name	Field Description
	code, CW99 as delivered, is used by the CW 1099 Posting process to create posting lines that are posted by the Journal Engine to the 1099 Journal for Advantage vendors and Miscellaneous vendors. Whether using reportable COA or not, a value is required in this parameter.
1099 Reportable Funding Validation	This indication serves to limit the amount of data written to the 1099 Journal by the CW 1099 Posting process. When selected, only records where the Object, Sub Object, BSA, or Sub BSA is 1099 reportable will update the journal. If not selected, records will be written irrespective of reportability, which is the safer option if reportability settings have a chance of changing.
Default Check Format	<p>A required check format that will be used unless overridden in a Check Writer file or on Check Writer Header. The format used will control check printing. Please see Disbursement Format (DISF) for valid values to ensure the proper choice.</p> <p>Check Writer Header (CWHDR) always has the option to change the setting that defaulted or set in the Check Writer file.</p>
Allow Pre-Assigned Check Numbers	An indication that triggers Check Writer processing to use the Check Writer Pre-Assigned Check Numbers (CWCHK) numbers page to obtain the range of check numbers used for processing.
\$0 Amount Check Payment	An indication that is selected when a Check Writer file can have \$0 payment records. If not selected, the CW Pre-Edit process will report the error. The indication does not apply to check payments that are fully intercepted. If check payments with \$0 amounts are allowed, then those payments can be printed. In this instance, a check number is assigned if it was not pre-assigned prior to loading.
Default EFT Format	<p>A required EFT format that will be used unless overridden in a Check Writer file or on Check Writer Header. The format used will control EFT generation. Please see Disbursement Format (DISF) for valid values to ensure the proper choice.</p> <p>Check Writer Header (CWHDR) always has the option to change the setting that defaulted or set in the Check Writer file.</p>
Number of EFT Lag Days	<p>A required number of business days after which EFT payments will become effective. While 0 is the default, it is more common to have 1 or 2 days. This setting is typically in sync with what is on Disbursement Parameters (DISPA).</p> <p>Check Writer Header (CWHDR) always has the option to change the setting that defaulted or set in the Check Writer file.</p>

Field Name	Field Description
CW EFT Status	The required status with which EFT records will be added with to the Check Reconciliation (CHREC) page. The valid values are <i>Disbursed</i> , <i>Warranted</i> , or <i>Paid</i> for Check Writer EFT payments. This field is typically set to match what is chosen on the AP Event Type Crosswalk (APEVXW) page.
EFT to Hard Copy	An indication, that when selected, will force all EFT payments to a hard copy payment unless overridden in the Check Writer file or changed on Check Writer Header.
EFT to Hard Copy for Intercept	This indication, that when selected, will result in any payment intercepted to be a hard copy payment even if the vendor was EFT eligible. The primary reason for a hard copy payment is that text from Intercept Options can be placed on the check stub to fully explain the intercept to the vendor. Check Writer Header (CWHDR) always has the option to change the setting that defaulted or set in the Check Writer file.
Allow Remittance Advice for EFT Payments	An indication that when not selected will suppress remittance advice from being created for EFT payments.
\$0 Amount EFT Payment	An indication that will allow \$0 amounts for EFT payments, typically done when creating a prenote file. This indication does not apply to EFT payments that are fully intercepted.

Check Writer EFT Reversal

The Check Writer EFT Reversal (CWEFTREV) page is used to manually request the reversal or reclamation of Check Writer EFT payment that has already been sent to the bank for processing, as well as to request the cancellation of a Check Writer EFT payment that was reversed successfully by the bank. About half the fields are editable while the other half infer or are updated through system processing. Most fields are self-evident with many discussed later in this section.

An EFT reclamation is a procedure used to recover funds when a death or legal incapacity terminates the rights of the recipient or a beneficiary of the recipient to receive certain payments such as pension, annuity, or other benefit payments. This is a special case of an EFT reversal where reclamation may not happen in the same year as when the CW payment was made, the cancellation of the CW payment may occur in a different year.

Note: If an EFT for CW payment was processed under the Warrant model and a Check Writer Warrant Reclassification (CWWR) has already reclassified the Warrants Payable into Cash, any subsequent cancellation of the CW payment will reverse the Warrants Payable but not the Cash. Therefore, additional manual accounting adjustments will be needed.

The major steps to add a record are as follows:

1. Manually insert records and set the Reversal Status to *Request Reversal*.
2. The Build XML File job in the CW EFT Reversal process select the record and builds corresponding ACH file to be sent to the bank. The Reversal Status of the record is set to *Reversal Sent to the Bank*.
3. Once the Reversal or Reclamation of the ACH transactions has been processed successfully by the bank, the Reversal Status can be updated to *Reversal Confirmed* manually. However, if the bank returns the reversal or reclamation, the CW EFT Return process updates the Reversal Status to *Reversal Returned by the Bank*.
4. The CW EFT Reversal process selects records with the Reversal Status of *Reversal Confirmed*. If unreconciled, the record exists on Check Reconciliation (CHREC) with the Status of *Disbursed* or *Warranted*, the system updates the Cancellation Status on the corresponding CW Payment record to *Cancellation Requested* and updates the Reversal Status on the CW EFT Reversal record to *EFT Cancel Initiated*. If reconciled, moved from Check Reconciliation to Paid Check, then the system sets the Reversal Status to *EFT Cancel Request Failed*.
5. When a credit transaction (Rejected EFT) is received first and a debit transaction (Returned EFT Reversal) is received second for the same EFT Number, either via the same or different ACH return file, the system keeps the Reversal Status as unchanged (that is, *Reversal sent to the Bank*).

The following are special considerations when adding records page:

- The combination of Bank and EFT Number must match exactly one record on Check Reconciliation (CHREC) where the EFT Status is *Disbursed* or *Warranted*, and the Net EFT Amount must match the CHREC Amount. The CW Department and Check Writer File ID must match the Transaction Dept and Transaction ID respectively on CHREC.
- A reversal cannot be requested if the ACH File Generation Status on Check Writer Header (CWHDR) is not *Generated* or *Re-generated*.
- Requests to reverse EFT transactions with a net amount less than or equal to \$0 are not allowed.
- Requests are only allowed for CW EFT transactions, where Transaction Code is CE.
- The combination of CW Department, Check Writer File ID, and EFT Number must exist on Check Writer Payment (CWPYMT) and the Cancellation Status on CW Payment must be *N/A*.
- Only unprocessed records, where the Reversal Status is *Request Reversal*, can be deleted.
- In the event a confirmed reversal cannot be processed due to exceptions, the Reversal Status will remain as *Reversal Confirmed*. If the exception cannot be resolved, the record may be deleted manually or the Reversal Status can be set to *EFT Cancel Request Failed* by temporarily downgrading the corresponding error(s).
- Reversal Status can be manually changed to *Reversal Confirmed* from *Reversal*. In this situation, an explanation can be entered in the Comment field.
- A reversal or reclamation must be initiated within the applicable timeframe specified by the EFT Reversal Request Lag Days (EFT_REV_RQST_LAG_DAYS) and EFT Reclamation Request Lag Days (EFT_RECLAIM_RQST_LAG_DAYS) on Application Parameters (APPCTRL).
- International payments cannot be reversed (Disbursement Format is *IAT*).

CW Cancellation Parameters

When Check Writer checks have been created in error, which can happen even with two levels of authorization, the CW Cancellation Parameters (CWCPA) page is used to establish one or more ranges of checks that need to be cancelled. A range can even be a single check by having the same check number in the start and end fields. The check range (Start Check Number and End Check Number) must exist on Check Reconciliation (CHREC) along with the Bank and the Status is *Disbursed* or *Warranted*. The check range (Start Check Number and End Check Number) must exist on Check Writer Payment (CWPYMT) too with a Cancellation Status of *N/A* and a Net Payment greater than \$0.

The Initiate CW Mass Cancellation process selects records from this CWCPA that are Active, then updates the corresponding CW Payment (CWPYMT) record with a Cancellation Status of *Cancellation Requested*. On CWCPA, the Processed Date is set to the Application Date and the Active indication is set to *false* to indicate processing has been initiated. The CW Cancellation process can then be run to cancel the CW Payment (CWPYMT) records.

Refer to the *CGI Advantage Financial – Accounts Payable Run Sheet* guide for more information about the Initiate CW Mass Cancellation job and the CW Cancellation chain.

Check Writer Pre-Assigned Check Numbers

Check Writer Pre-Assigned Check Numbers (CWCHK) defines pre-assigned or reserved check numbers by Check Writer file and bank. Pre-assigning check numbers within a file is done outside of Advantage in the process that builds the file and updates the external system with those check numbers. This method is chosen when the alternative – updating the external system after running a file – is no desired or possible.

The Allow Pre-Assigned Check Numbers field on Check Writer Options (CWOPT) page for the current fiscal year must be selected before any records can be added to this page. This setting only makes it possible to use the pre-assignment feature but does not require it. Requiring it is typically done by bank, which is likely to correspond to a single external system. As part of the certification process, the use of CWCHK is verified.

The system utilizes the Number of Checks Requested and the Check Bank Account values to determine the Starting Check Number and the Ending Check Number from the next check number on the Bank (BANK) page. Upon successful insertion, the next check number on BANK is updated to reflect the number of checks used. Once the check numbers are reserved, the user can use these check numbers to prepare the Check Writer File used as the input to the Table Load Chain process.

CWCHK record updates are made by the CW Check/EFT Generation process so that a record used is updated with information about that usage: All Checks Used, All Checks Used Date/Time Stamp, and All Checks Used User ID.

Advanced - Batch Processing

Batch Processing for Accounts Payable include the following categories:

- [Check Writer File Definition](#)
- [Batch Jobs](#)
- [Chain Jobs](#)

Check Writer File Definition

After initial configuration, each instance of the Check Writer process starts with the loading of a Check Writer file by the CW Table Load process. The file has three required components, with an additional fourth component that is conditionally required when making EFT payments to generate addendum records. These components of the file are documented below and are loaded to the four pages covered in the Inquiries section: Check Writer Header, Payment, Accounting and ACH Addendum.

Fields not specified in the file will default based on the corresponding Check Writer Options setting or will default as defined on the table loaded.

Header

Attribute	Description
Department (CW_DEPT_CD)	A required attribute used for security and transaction creation.
File ID (CW_FILE_ID)	A required attribute that is the primary key to all data loaded from the file and must be a length of 20 or less.
Unit (CW_UNIT_CD)	An optional attribute used for security and transaction creation.
Bank (BANK_ACCT_CD)	An attribute for accounting, check printing, and ACH file creation. If not specified in the file, one must be entered online before the process can begin.
Payment Date (PYMT_DT)	An optional date to force a specific Check/EFT Issue Date rather than let it default.

Attribute	Description
Payment Description (PYMT_DSCR)	An optional description to give clarity to the CW Header record created as the File ID is not often enough. Keep the description to a length of 60 or less.
Contact (CNTAC_CD)	An optional Contact code to provide a point of contact if a certification user or other user consuming the CW data.
Budget Fiscal Year (BFY)	An optional budget year to be used on transactions if the default from the application date when the transactions are submitted is not desired. This attribute is used when a file is loaded after the start of a new year but the accounting should be recorded in the prior year.
Fiscal Year (FY)	An optional fiscal year to be used on transactions if the default from the application date when the transactions are submitted is not desired. This attribute is used when a file is loaded after the start of a new year but the accounting should be recorded in the prior year.
Period (PER)	An optional budget year to be used on transactions if the default from the application date when the transactions are submitted is not desired. This attribute is used when a file is loaded after the start of a new accounting period but the accounting should be recorded in the prior period.
EFT Format (EFT_FRMT)	An optional attribute to provide an override to the Default EFT Format from CW Options (CWOPT). An alternative is to set the value on the Check Writer Header record manually and leave this parameter out of the file.
Check Format (CHK_FRMT)	An optional attribute to provide an override to the Default Check Format from CW Options (CWOPT) is not used. An alternative is to set the value on the Check Writer Header record manually and leave this parameter out of the file.
Disbursement Category (DISB_CAT)	An optional attribute to supply a category to check and EFT records for tracking. An alternative is to set the value on the Check Writer Header record manually and leave this parameter out of the file.
Disbursement Handling (DISB_HDLG_CD)	An optional attribute to supply a handling code to checks for tracking or sorting. An alternative is to set the value on the Check Writer Header record manually and leave this parameter out of the file.

Attribute	Description
Number of EFT Lag Days (NO_EFT_LAG_DY)	An optional attribute to provide an override to the Number of EFT Lag Days from CW Options (CWOPT). An alternative is to set the value on the Check Writer Header record manually and leave this parameter out of the file.
EFT to Hard Copy (EFT_HARD_CPY_FL)	An optional attribute to provide an override to the EFT to Hard Copy setting from CW Options (CWOPT). An alternative is to set the value on the Check Writer Header record manually and leave this parameter out of the file.
EFT to Hard Copy for Intercept (INT_EFT_HCPY_FL)	An optional attribute to provide an override to the EFT to Hard Copy for Intercept setting from CW Options (CWOPT). An alternative is to set the value on the Check Writer Header record manually and leave this parameter out of the file.
Check Writer Includes EFT (CW_INCL_EFT_FL)	A field that indicates that one or more CW Payment lines will be an EFT payment. This must be set to <i>true (1)</i> if that is the case. It is not a flag set by the application. If not, all payments will be hard copy.
Bypass Vendor Intercept (BYPS_VEND_INCT)	<p>A required attribute to control whether the system should bypass debt from being intercepted. Valid values are:</p> <ul style="list-style-type: none"> • 1 – Bypass Vendor Intercept • 2 – Do not bypass Vendor Intercept • 3 – No value selected <p>If loaded as <i>No Value Selected</i>, this option must be provided by an authorized user after loading the Check Writer files and before certifying them centrally.</p>
Hold (HLD_FL)	An optional indication that a CW File should be held from certification and processing until the reason indicated is satisfied.
Hold Reason (HLD_REAS_CD)	A conditionally required field when the Hold indication is <i>true</i> to provide information to the departmental or central approver.
Check Printing Status (CHK_PRN_STA)	An indication that should be left blank or set to the default – <i>Not Ready for Printing (1)</i> .

Attribute	Description
ACH File Generation Status (ACH_FILE_GEN_STA)	An indication that should be left blank or set to the default – <i>Not Ready for Generation (1)</i> .
Permit Number (PERMIT_NO)	An optional field to capture any type of information to tie a CW File to the external payment system. The field has a length of 10.

Accounting

Attribute	Description
Line Number (LN_NO)	A required line number that will identify each different COA distribution that will result in a separate accounting line in the Check Writer Accounting transaction.
Event Type (EVNT_TYP)	An optional attribute to override the default event type for the Check Writer Accounting transaction.
Accounting Template (ACTG_TMPL_ID)	<p>An optional accounting template ID that can be supplied in lieu of any other chart of account values so that the system creating the CW File only needs to track this one attribute and not multiple COA. If there is ever a COA change, only the Accounting Template record needs to be updated and not the system creating the CW file.</p> <p>Use of a template does not preclude the use of one or more COA fields as those can supplement the template or override the template.</p>
Line Amount (LN_AM)	The required dollar amount that will be placed on each accounting line created for this record in the Accounting section of the file. Please ensure that this equals the Payment Amount on each Payment record if there is only 1 Accounting record. Otherwise, the sum of this Line Amount for all Accounting records must equal the Payment Amount on all Payment records.
COA	<p>Each field is optional, but values required by the Event Type above or a COA required element page must be supplied here, in the Accounting Template, or infer from COA inference pages during the pre-edit process.</p> <p>COA include: FUND_CD, SFUND_CD, OBJ_CD, SOBJ_CD, RSRC_CD, SRSRC_CD, DEPT_CD, UNIT_CD, SUNIT_CD, APPR_CD, BSA_CD, SBSA_CD, DOBJ_CD, DRSRC_CD, LOC_CD, SLOC_CD, ACTV_CD,</p>

Attribute	Description
	SACTV_CD, FUNC_CD, SFUNC_CD, RPT_CD, SRPT_CD, TASK_CD, STASK_CD, TASK_ORD_CD, PROG_CD, PHASE_CD, PPC_CD
1099 Reportable Funding Validation (RPT_FN_VAL_1099_FL)	An optional attribute to provide an override to the 1099 Reportable Funding Validation setting from CW Options (CWOPT). An alternative is to set the value on the Check Writer Accounting record manually and leave this parameter out of the file.

Payment

Attribute	Description
Line Number (LN_NO)	A required line number that will identify each different vendor that will have a check or EFT.
Vendor Code (VEND_CUST_CD)	The required vendor code, as defined on the Vendor Customer (VCUST) page, which identifies the vendor being paid. This may or may not be a vendor code identified as a miscellaneous account.
Legal Name (LGL_NM)	A conditionally required attribute based on whether or not the Vendor Code is a miscellaneous account or not. When miscellaneous, this attribute is required. If not, then this will default from the Vendor/Customer record.
Alias / Doing Business As (ALIAS_DBA)	An optional attribute to record an alternate name of a miscellaneous vendor account.
Taxpayer Identification (TIN)	A conditionally required attribute to record the TIN for a miscellaneous vendor if required by the TIN & TIN Type for Miscellaneous Vendor is set to <i>Always Required</i> and possibly <i>Conditionally Required</i> .
Taxpayer Type (TIN_TYP)	An attribute that must be supplied when TIN is supplied. A value of 1 is for EIN and 2 is for SSN/ITIN/ATIN.
Address ID (AD_ID)	An optional attribute based on whether or not the Vendor Code is a miscellaneous account or not. When miscellaneous, this attribute is not used and Address Line 1, City, State, and Zip must be specified. If non-miscellaneous, this attribute must be used if there is not a default Payment-type address for the vendor.

Attribute	Description
Address Line 1 (AD_LN_1)	A conditionally required attribute based on whether or not the Vendor Code is a miscellaneous account or not. When miscellaneous, this attribute is required. If not, then this will default from the Address ID.
Address Line 2 (AD_LN_2)	An optional attribute used for miscellaneous accounts when the full address does not fit into one line.
City (CITY)	A conditionally required attribute based on whether or not the Vendor Code is a miscellaneous account or not. When miscellaneous, this attribute is required. If not, then this will default from the Address ID.
State / Province (ST)	A conditionally required attribute based on whether or not the Vendor Code is a miscellaneous account or not. When miscellaneous, this attribute is required. If not, then this will default from the Address ID.
Zip / Postal Code (ZIP)	A conditionally required attribute based on whether or not the Vendor Code is a miscellaneous account or not. When miscellaneous, this attribute is required. If not, then this will default from the Address ID.
Country (CTRY)	A conditionally required attribute based on whether or not the Vendor Code is a miscellaneous account or not. When miscellaneous, this attribute is required. If not, then this will default from the Address ID.
Contact ID (CNTAC_ID)	An optional attribute for non-miscellaneous vendor accounts when the Address ID being used has multiple contacts, otherwise the default contact will be used.
Email Address (EMAIL_AD)	An optional attribute used to send EFT remittance advance to a vendor when the one defined for a vendor is not desired or not available. An email must be supplied if creating an EFT for a miscellaneous vendor in order to receive the remittance advice my email.
Payment Amount (PYMT_AM)	The required dollar amount that will be the check/EFT amount for each disbursement. Please ensure that this equals the Line Amount on the Accounting record if there is only 1 Accounting record. Otherwise, the sum of this Line Amount for all Accounting records must equal this Payment Amount.
Comment (CMNT)	An optional comment to give clarify the Payment with respect for what it represents (for example, Income Tax Refund). Keep the comment to a length of 60 or less.

Attribute	Description
Payment Code (PYMT_CD)	A required attribute to direct the CW process to create a hard copy disbursement (CW) or create an electronic funds transfer (CE).
Check / EFT Number (CHK_EFT_NO)	An optional attribute to specify a check or EFT number rather than letting Advantage determine the number.
Payment Reference Number (PYMT_REF_NO)	An optional attribute to tie a payment to a record in another system that has a length of 20.
Delivery Point (DLVR_PT)	An optional attribute with a length of 10 that can be used to capture where a hard copy payment should be delivered for pickup or delivery. However, the field can be used for any purpose.
Discretionary Data (DSCRE_DATA)	A required attribute when making EFT payments with the PPD or CCD format that populates position 77-78 for record type 6 records.
ACH Transaction CD (ACH_TRAN_CD)	A required attribute when making an EFT payment to a miscellaneous vendor. It must be 27 in that case.
ACH Receiving ID (ACH_RECV_ID)	A required attribute when making an EFT payment to a miscellaneous vendor. It should include the first eight digits of the nine-digit bank routing number plus the check digit.
ACH Bank Account Number (ACH_ACCT_NO_VIEW)	A required attribute when making an EFT payment to a miscellaneous vendor. It is the vendor's bank account. When loaded, this field is encrypted in the database.
ACH Receiving Company or Individual Name (ACH_RECV_NM)	A required attribute when making and EFT payment to a miscellaneous vendor. It is the vendor name being passed to the bank.
Total Number of ACH Addendum Lines (TOT_ADMN_LN)	An optional attribute that improves the reviewing of payment records.

Attribute	Description
Payment Remittance Advice (PYMT_REMT_ADV)	An optional attribute that is 1500 in length for defining information to be printed on the remittance advice.
Payment Department (PYMT_DEPT_CD)	An optional attribute that is used to capture a department code as the 'payer' when the department of the header record should not be used.
Payment Unit (PYMT_UNIT_CD)	An optional attribute that is used to capture a unit code as the 'payer' when the unit of the header record should not be used.

Addendum

Attribute	Description
Payment Line Number (LN_NO)	A required attribute to reference a Payment record to tie the Addendum to that EFT payment.
ACH Addendum Sequence Number (ACH_ADD_SEQ_NO)	A required Addendum line number for creation of the remittance advice.
ACH Payment Information (ACH_PYMT_INFO)	The information that will go under the record type 7 on the generated remittance advice.

Layout

Below are the file components in an abbreviated version of the file:

```
<?xml version="1.0" encoding="UTF-8"?>
<AMS_DATAOBJECT_XML_IMPORT_FILE>
<R_AP_CW_HDR AMSDataObject="Y">
  <CW_DEPT_CD Attribute="Y"><![CDATA[605]]></CW_DEPT_CD>
  <CW_FILE_ID Attribute="Y"><![CDATA[15398_2]]></CW_FILE_ID>
</R_AP_CW_HDR>
<R_AP_CW_ACTG AMSDataObject="Y">
  <LN_NO Attribute="Y"><![CDATA[00001]]></LN_NO>
</R_AP_CW_ACTG>
```

```
<R_AP_CW_PYMT AMSDataObject="Y">
  <LN_NO Attribute="Y"><![CDATA[000001]]></LN_NO>
</R_AP_CW_PYMT>
</AMS_DATAOBJECT_XML_IMPORT_FILE>
```

Batch Jobs

The Check Writer area includes Batch Jobs that are listed alphabetically in the below table. For detailed information on the reports, refer to the associated run sheet in the *CGI Advantage Accounts Payable Run Sheets* guide.

Job Name	Description	Batch Catalog Section
Automatic CW EFT Reversal Confirmation	<p>This process is run frequently to automatically confirm Check Writer EFT reversals sent to the bank.</p> <p>Note: The CW EFT Reversal Chain can be configured to run the Automatic CW EFT Reversal Confirmation job between the Build Flat File job and the Initiate CW Payment Cancellation job. You can also run the Automatic CW EFT Reversal Confirmation job as a standalone process before the CW EFT Reversal Chain.</p>	Check Writer
CW Check/EFT Generation	<p>The CW Check/EFT Generation is run after each successful CW file processed to assigns check numbers for CW check payments <u>without</u> pre-assigned check numbers (using Check Writer Pre-Assigned Check Numbers) and EFT tracking numbers for CW EFT payments.</p>	Check Writer
CW Stale Escheat	<p>This process is run on demand periodically to update outstanding CW checks after they have been outstanding longer than the Stale Days or Escheat Days on the Expense tab of System Options (SOPT). A Check Writer Cancellation (CWC) transaction is processed to record the stale or the escheat event.</p>	Check Writer
CW Clean Up	<p>This process is run on demand to delete records from CW Header, Payment, Accounting, and Addendum records created from a CW file before reloading the file after corrections.</p>	Check Writer
CW Restore	<p>This process is run on demand to restore data previously archived on the Check Writer Vendor Intercept (CWVINCT), Check Writer ACH Addendum (CWADMN), Check Writer Payment (CWPYMT), Check Writer Accounting (CWACTIONG), Check Writer Header (CWHDR), and Check Writer Pre-Assigned Check Number (CWCHK) pages.</p>	Check Writer

CW Check Printing Generation	This process generates Check and Remittance Advice XML files. An alternative to this process to the CW Check Printing process for when CW checks are printed internally with Advantage.	Check Writer
CWWR Transaction Generation	This process is run frequently to generate Check Writer Warrant Reconciliation Auto (CWWRA) transactions to reclassify funds to cash for the warranted records that were reconciled by the Check Reconciliation batch process.	Check Writer
Initiate CW Mass Cancellation	This process is run on demand to initiate the cancellation of Check Writer payments. This job selects records from CW Cancellation Parameters (CWCPA) when one, a subset or all payments were created in error. Note: This job is delivered as a standalone batch process. Your site can make configuration changes to run this job as part of the CW Cancellation process.	Check Writer

Chain Jobs

The Check Writer area includes Chain Jobs that are listed alphabetically in the below table. For detailed information on the jobs, refer to the associated run sheet in the *CGI Advantage Financial - Accounts Payable Run Sheets* guide or in the *CGI Advantage Financial - Intercept Run Sheets* guide.

Job Name	Description	Batch Catalog Section
CW 1099 Posting	This process is run after CW Check Printing Generation when using the 1099 Journal of Advantage for 1099 processing. The process builds 1099 journal records as the Check Writer Accounting transaction posted without any vendor and TIN information.	Check Writer
CW Accounting Transaction Generation	This process is run after file certification and the Check Writer Pre-Edit process to create Check Writer Accounting (CWA) transactions to record the accounting event of one or more CW files.	Check Writer
CW ACH File Generation	This process is run after the CW Check/EFT Generation process to build the XML output that will be the source for creating the four ACH flat files in the ACH Formatting process.	Check Writer

CW Archive	This optional process is run on demand when the time has come to archive completed CW data after it has aged beyond a data retention policy.	Check Writer
CW Cancellation	This process runs after the Initiate CW Mass Cancellation process to cancel the Check Writer Payment (CWPYMT) records that are marked for cancellation.	Check Writer
CW Check Printing Process	This process runs after CW ACH File Generation as an alternate process to the CW Check Printing Generation process to create output files in a different layout for external printing.	Check Writer
CW EFT Return	This process runs frequently to processes the CW EFT returns from the bank and initiates the cancellation for returned CW EFT payments. The process also marks the vendors as ineligible for EFT at the location level and address level, if applicable.	Check Writer
CW EFT Reversal	This process runs frequently to perform two main functions: <ul style="list-style-type: none"> Reverse or reclaim a CW EFT payment recorded on CWEFTREV before running the CW EFT Reversal Process to generate the ACH file with the requested CW EFT payment reversal information to send to the bank. After a reversal sent is not returned (rejected) by the bank, the associated CWEFTREV record can be marked as Reversal Confirmed before running the CW EFT Reversal Process again, which initiates the cancellation for the successfully reversed or reclaimed CW EFT payment by setting the corresponding Check Writer Payment (CWPYMT) record's Cancellation Status to <i>Cancellation Requested</i>. 	Check Writer
CW Intercept Transaction Generation	This process is run after the CW Accounting Transaction Generation process to create a single CW Intercept Transfer transaction for each payment that was intercepted.	Check Writer
CW Pre-Edit	This process is run after CW Table Load to verify the data loaded from the file and infer additional data in order to find errors before processing the file. Certification happens after the pre-edit.	Check Writer
CW Table Load	This process is run when each CW file is received to load data to the CH Header, Payment, Accounting and ACH Addendum pages.	Check Writer
EFT ACH Archive Process	This process runs on demand to archive data from the Check Writer EFT Reversal (CWEFTREV), Check Writer EFT Returns	Accounts Payable

	(CWEFTRET), EFT Reversal, EFT Return, CTX EDI Addenda, and AD Stubs Details (STUBDET) pages.	
EFT Payment and Prenote NOC	<p>This process is run to support the interface needs required for an external payroll system and the use of Check Writer functionality within Advantage. As Advantage Financial is the system of record for payment and other bank interactions (that is, EFT status), information must be interfaced back to the external payroll system to keep EFT information there up-to-date.</p> <p>This job reads an input bank file and Check Writer Payment data to create a sequential text file for transmission to the external payroll system.</p>	Check Writer
Federal CW Vendor Extract Chain	This process is only run when using the intercept function of Federal Reciprocity in Advantage. It is run to identify unique Taxpayer ID Numbers (TINs) for Check Writer (CW) payments on Check Writer Payment (CWPYMT) scheduled for disbursement as checks or EFTs to miscellaneous or non- miscellaneous vendors and are subject to intercept on Check Writer Header (CWHDR).	Intercept
Federal CW Vendor Match Chain	This process is only run when using the intercept function of Federal Reciprocity in Advantage. It is run to load the federal debts received from the U.S. Treasury Department's Financial Management Service (FMS) on the Non-Offset SADO Vendor Match File for taxpayers with scheduled Check Writer (CW) payments into Federal Vendor Intercept Header (FEDHDR) and Federal Vendor Intercept Match (FEDMTCH).	Intercept

Advanced - Reports

Reports can be created from CGI Advantage Financial or they can be created from CGI infoAdvantage or CGI Advantage Insight, if installed at your site. Refer to one of the following topics for more information.

- [CGI Advantage Financial Reports](#)
- [CGI infoAdvantage](#)
- [CGI Advantage Insight](#)

CGI Advantage Financial Reports

The Check Writer area includes the following Advantage Financial report in the below table. For detailed information on the reports, refer to the associated run sheet in the *CGI Advantage Accounts Payable Run Sheets* guide.

Report Name	Description	Batch Catalog Section
Check Writer Register Report	This report is to produce a register report for disbursed CW check and EFT payments.	Check Writer

CGI infoAdvantage

For sites that have implemented infoAdvantage, please refer to the below for the universe and report information specific to this functional area.

- Universes - Please refer to the *CGI_infoAdvantage_4_Financial_Universes_Guide* for more information on the universe that exists for this functional area.
- Reports - The sample reports and templates can be found under the CGI Resource Library link: <https://sdc.cgi.com/aal/>

CGI Advantage Insight

For sites that have implemented Insight, please refer to the below for the semantic model information specific to this functional area.

- Semantic Model - Please refer to the *CGI_Advantage_Insight_4_Semantic_Model_Guide* for more information on the model that exists for this functional area.