

# CGI Advantage<sup>®</sup> 4

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## Treasury Accounting User Guide



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## Business Area Overview

When the function of *Treasury Accounting* is mentioned, what is included varies from site to site. The *CGI Advantage Treasury Accounting User Guide* contains a group of features beyond those thought to be treasury functions in Accounts Receivable, Accounts Payable, Check Writer, Cost Accounting, Debt Management, Disbursements, General Accounting, and Intercepts. These additional functions are those around bank management, cash pooling, and investment management. If you are unable to locate what you are looking for within this guide please refer to the user guide of one of those areas listed earlier.

Within this section is an overview of the features within this user guide. The most important configuration points, inquiries, and the system processes are briefly called out to describe the main function(s) of each feature. Later sections discuss Inquiries, Advanced - Setup, and Advanced – Batch Processing.

- [Bank Management](#)
- [Fund-Based Local Bank Sweep](#)
- [Department-Based Local Bank Sweep](#)
- [Cash Pooling](#)
- [Investment Management](#)
- [Income Allocation](#)
- [Basic/Advanced Treasury](#)

## Bank Management

Although bank accounts are used throughout Accounts Payable and Receivable, their definition and management are part of the treasury function. Bank accounts are used throughout Advantage whenever a cash balance sheet account is used because that cash has to be associated with a bank account. Bank definition starts with the Bank page. Most bank accounts established there are then associated to a particular fund code on the Fund page as the defaulting value, if another is not selected. Controlling what other bank accounts can be used with a fund or other COA such as department can be done through a Configurable Validation (BORULE) or a COA Combination Validation page.

For sites that have multiple bank accounts used by different funds and departments, there is often the need to move monies between those various accounts to cover spending and make the cash available for investing. While this can be a manual task using wire transfer features available with individual banks, there is often the need to make that process an automated one. There are two methods of automation where one or both can be used.

## Fund-Based Local Bank Sweep

When local bank accounts are primarily associated with individual fund codes, the Master Bank field found on the Fund page is used for consolidation by means of the Automatic Bank Transfer Process. When that process finds cash recorded into or out of a bank account that is not that Master Bank, it builds not only a Bank Transfer Journal Voucher to move cash between Advantage bank accounts but also an ACH file to move the cash between physical bank accounts.

This process allows departments to make deposits and write checks locally and then have that activity transferred to and reimbursed from a central bank. This process works reliably under two scenarios. The first is having a specific fund setup for the activity that defaults that local bank and not a central bank (the fund record has a different Bank and Master Bank). Fund records in this scenario are not shared across departments. The second scenario is where the local bank is interfaced or entered on transactions instead of defaulting from a shared fund that would have a central bank account as the default (the fund record has the same Bank and Master Bank).

## Department-Based Local Bank Sweep

When local bank accounts are associated with individual departments instead of funds, this type of sweep is used. The Bank and Master Bank values on fund records are the same value, essentially making no use of the Master Bank concept. Instead, the bank to which deposits are transferred to and disbursements are reimbursed from is determined by department on the Bank Department Combination (DEPTACCT) page. This method does require the Bank value on transactions to be interfaced or entered to be different than the default from the Fund page. The exception could be a fund that is only used by a single department in a single locality.

That Department Bank Combination data is then used when data is loaded to the Bank Transmission Maintenance (BANKTM) page either manually for banks that do not send a file or automatically by the Local Bank File Load batch process.

## Cash Pooling

To assist treasury staff in maximizing the earning potential of excess cash, an automated process exists to define participants into an investment pool account whereby excess cash in one or more cash balance sheets for a participant are swept into an investment pool account in return for asset balance in that pool. The accounting from this event does not use the standard cash posting code but one that is reporting-only so that payments can still be made as needed. This reporting posting code gives the investment staff of the treasury a daily total of what can be invested as the sweep should occur after all collections and all payments from the previous day have been recorded. That daily total is stored in the Pool History page for inquiry and is used by the Income Allocation process.

Participation can be in two different forms based on the cash account defined with the participant into a pool. If the cash account is one primarily used for the fund for disbursements and receipts then the participation is 'passive' as the sweep process will look to the balance in that account nightly for available cash for investing. If the cash account is not the primary one, then the participating fund has to 'actively' move cash into that account so that it can be swept for investing.

## Investment Management

Although Advantage does not keep detailed investment details, it is a central repository for summary accounting for investments, primarily through interfaced accounting activity from a 3<sup>rd</sup> part investment tool or that activity is uploaded or manually entered by treasury users.

## Income Allocation

With a recording of what cash is swept from participants into pools by day, the allocation of income and other events from investing can be allocated to the participants based on their average daily balance as a share of the entire pool over the period of the investment earnings or event. These investment events are

recorded into their respective pool by the Pool Fund Investment Earnings transaction that will trigger the allocation.

The updates from those transactions are stored in the Cash Collection Inquiry page for review and use by the Income Allocation Process that will create Journal Voucher Income Allocation transactions to allocate the investment event to participants in the pool. Only the Pool Fund Investment Earnings (PFIE) transaction of the basic treasury version updates Cash Collection. The Investment (INVEST) does not update the inquiry when selling investments nor does the Investment Earnings (INVEARN) when recording income.

## Basic/Advanced Treasury

When using the basic version of treasury, investment purchases and sales are recorded with an Investment Journal Voucher (JVIN) transaction whether entered manually, uploaded, or interfaced from an external investment system. It is up to your implementation how many different balance sheet accounts, and possibly sub balance sheet accounts, will be used to break out the type of investment for reporting purposes. Individual investments are tracked outside of CGI Advantage for information such as the number of shares and the stock symbol, but all stock purchases are likely to be recorded in a single balance sheet account (or sub).

As earnings and amortizations of discounts, premiums, and accrued interest occur, the Pool Fund Investment Earnings (PFIE) is used to record those events. These events are then recorded on the Cash Collection Inquiry (CCOL) for a later allocation done with the Income Allocation system process or outside of Advantage.

The advanced version of treasury has purchases and sales/redemptions recorded with an Investment (INVEST) transaction. Earnings and amortizations are recorded with an Investment Earnings (INVEARN) transaction. Unlike the PFIE, this transaction does not update CCOL. Allocations are done externally to Advantage. When the INVEST and INVEARN transactions are submitted, each accounting line is recorded on the Investment Activity Journal (INVACTV) page. Additionally, an Investment Activity report is available to validate activity and current balances on the Investment Activity Journal. For investments that have reached maturity, the Matured Investment Process chain can be utilized to automatically generate INVEST transactions to record the sale or redemption of the matured investments.

## Common Terminology

This section contains an alphabetical list of terms that are common in Treasury Accounting, and a definition for each one.

> **Pool Fund**

An investment fund established for the sole purpose of accounting for all activities related the investments purchased by the fund. To use CGI Advantage Treasury Accounting there must be at least one pool fund but multiple pool funds are allowed and supported. The pool funds are indicated on the Fund reference page by the "Pool Fund indication".

As part of the definition of a pool, the Sub Fund element can also be used.

> **Participant Fund**

A participant fund is an operation fund that is defined on the Sweep configuration page as a participant in an investment pool.

As part of the definition of a participant, the Sub Fund element can also be used. In return for allowing the investment fund to invest unused cash, the participant fund shares in the income earned by those investments.

> **Participant Account**

A participant account is the term given to the combination of fund and balance sheet account for a participant. Either or both sub fund and sub balance sheet account can be part of that definition. If not, the sub element is defined with 'BLNK'.



## Transaction Information

This section includes detailed information regarding the transactions used in the Basic and Advanced Treasury/Investment Accounting area. The Basic Treasury Accounting area contains three Transaction Codes (JVIA, JVSU, and JVIN) that belong to the Journal Voucher (JV) Transaction Type. Refer to the *CGI Advantage Financial - General Accounting User Guide* for more information on the basic journal voucher features and fields.

- The Advanced Treasury/Investment area contains two Transaction Codes (INVEST and INVEARN) that belong to the Investment (IV) Transaction Type. These transactions are discussed in the sections below.

The following sections contain information on the transactions used for both Basic Treasury Accounting and Advanced Treasury/Investment. Both areas use the IV Transaction Type:

- [Investments \(IV\) Transaction Type – Basic Investments](#)
- [Investments Transactions – Advanced Treasury/Investments](#)

## Transaction Code Glossary

All Transactions Codes that can be utilized by the Treasury Accounting area are listed below by Transaction Name.

Transaction Name	Transaction Code	Transaction Type	Transaction Sub Type
Pool Fund Investment Earnings (Basic)	PFIE	<a href="#">Investments (IV)</a>	
Investment (Advanced)	INVEST	Investment (IV)	INVEST
Investment Earnings (Advanced)	INVEARN	Investment (IV)	INVEARN

## Investments (IV) Transaction Type - Basic Investments

The Basic Investments Transaction Type has only one delivered transaction code - Pool Fund Investment Earnings transaction.

The Pool Fund Investment Earnings transaction is used to record investment income and amortizations. The [Cash Collection Inquiry \(CCOL\)](#) page is updated as a result of processing the transaction. The accounting entries recorded can be found in the “Treasury Accounting Model” topic in the *CGI Advantage*

*Financial Administration User Guide* along with the accounting entries created from the three distinct journal voucher transaction codes.

The Pool Fund Investment Earnings (PFIE) transaction has two tabs:

- [Header](#) (only 1)
- [Accounting](#) (1 to n)

## Tasks

The "[Common Business Tasks](#)" topic contains instructions on completing the following tasks.

- [Record Investment Earnings](#)
- [Amortize Accrued Interest Receivable](#)
- [Amortize Discount or Premium](#)

## IV Delivered Transaction Codes - Basic Investments

The Investments (IV) Transaction type has one Transaction Code delivered for Basic Investments (see below).

Transaction Name	Transaction Code	Intended Use
Pool Fund Investment Earnings	PFIE	Record Treasury Accounting Income receipts and amortizations.

## Header

The transaction has no header fields other than those common to all accounting transactions. Refer to the Header topic in the *Transactions User Guide*, for information on the common fields found on the Header of transactions.

## Accounting

The Accounting tab has several fields that are not common fields found on all accounting transactions. Those common fields can be found in the Accounting topic in the *Transactions User Guide*. The transaction does display only a subset of the many common chart of account fields and of those displayed, many do not allow direct data entry.

- › [General Information](#)

Field Name	Required/Optional	Field Description
Cash Amount	Optional	The amount of investment earning received is recorded in this amount and then used by the system in the creation of a posting line for Posting Pair A, which is a debit to cash and a credit to investment revenue as delivered.
Accrued Interest Receivable Amount	Optional	The amount of accrued interest receivable to be reduced. The system will create a posting line for Posting Pair D with this amount, which is a debit to investment revenue and a credit to accrued interest receivable as delivered. Those accounts are being reduced after being recorded initially at the time the investment was purchased.
Discount Amount	Optional	The amount of discount to be reduced. The system will create a posting line for Posting Pair B with this amount, which is a debit to investment discounts and a credit to investment revenue as delivered. Those accounts are being reduced after being recorded initially at the time the investment was purchased.  Discount and Premium cannot be entered on the same accounting line.
Premium Amount	Optional	The amount of premium to be reduced. The system will create a posting line for Posting Pair C with this amount, which is a debit to investment revenue and a credit to investment premium as delivered. Those accounts are being reduced after being recorded initially at the time the investment was purchased.  Discount and Premium cannot be entered on the same accounting line.
Investment ID	Required	This field is the common Description found on other accounting lines with a different label. On the IV transaction type, this description is always required and the Transaction Control (DCTRL) edit for a Required AL Description is not used. Through the constant entry of an investment ID that ties to a defined point in your investment tool(s), the accounting entries in CGI Advantage can be tied back to that tool as this field is written to the Accounting Journal.
Collect Date	Required	The date on which investment earnings were collected. If left blank, the current application date will default to the

Field Name	Required/Optional	Field Description
		accounting line. This date is recorded for informational purposes.
From Date	Required	The start date for a period of investment earnings. When those earnings are allocated to the participants of the pool, this From Date defines the starting date for which each participant's average daily balance is calculated. For accrue interest, discount, or premium this date is the start of the amortization period. If left blank the current application date will default.
To Date	Required	The end date for a period of investment earnings. When those earnings are allocated to the participants of the pool, this To Date defines the ending date for which each participant's average daily balance is calculated. For accrue interest, discount, or premium this date is the end of the amortization period. If left blank the current application date will default.
Bank	Required	As investment earnings are always recorded with a cash account, the transaction completes the Bank account field with the Pool Fund's Pool Fund Bank Account from the Investment tab of the Special Fund Accounts (SPECFUND) page.

> COA

This tab contains a limited number of editable fields for the specification of the pool. If the pool does not use a sub fund, then leave that Sub Fund field blank. There is no need to enter BLNK as with Treasury Accounting setup pages. Other COA may infer from various inference pages, with the Infer Department Unit and Special Fund Accounts being the two primary inference pages.

## Investments Transactions - Advanced Treasury/Investments

The Advanced Treasury/Investment area uses transaction codes Investment (INVEST) and Investment Earnings (INVEARN). Investment (INVEST) transactions are used to record investment purchases and investment sales/redemptions. Investment Earnings (INVEARN) transactions are used for amortizing discounts and premiums, interest income, and the repayment of accrued interest. When these transactions are submitted, each accounting line is recorded on the Investment Activity Journal (INVACTV) page. The accounting entries recorded can be found in the "Treasury Accounting Model" topic in the *CGI Advantage Financial Administration User Guide*.

The Investment (INVEST) and Investment Earnings (INVEARN) transactions have two tabs:

- [Header](#)
  - General Information
  - General Option
  - Investment Information
- [Accounting](#)
  - General Information
  - Reference Information
  - COA Information

## IV Delivered Transaction Codes – Advanced Treasury/Investments

The Investments (IV) Transaction type has two Transaction Codes delivered for Advanced Treasury/Investments (see below). Modifications that create new versions of these transactions are tightly controlled with system edits. For example, when a purchase has been recorded incorrectly, a modification version cannot make that correction. Instead, the original Investment transaction must be cancelled to remove Investment Activity Journal information and another transaction must be entered with the correct information.

Transaction Name	Transaction Code/Sub Type	Intended Use
Investment	INVEST	Record the purchase or sale/redemption of an investment.
Investment Earnings	INVEARN	Record the amortization of discounts and premiums, interest income, and the repayment of accrued interest.

### Header

The Header tab has several fields that are not common fields found on all accounting transactions. Refer to the Header topic in the *Transactions User Guide*, for information on the common fields found on the Header of transactions.

> General Options

Field Name	Required/Optional	Field Description
BAI Type Code	Optional	The BAI (Bank Administration Institute) Type Code, defined on the BAI Deposit Configuration

Field Name	Required/Optional	Field Description
		(BAIC) page is used for performing electronic cash management balance reporting.
Deposit Ticket	Optional	Deposit Ticket information used for recording investment cash.
Deposit Date	Optional	Deposit Date information used for recording investment cash.
Transaction Cash Amount	Inferred from Cash Amount on accounting line	Principal/Actual Amount of the purchase as of the last modified version of transaction. Transaction Cash Amount is inferred from the Cash Amount on the accounting line.

> Investment Information

Field Name	Required/Optional	Field Description
Security Type	Required	The type of security, as defined on the Investment Security Type (INVST) page, being recorded through the investment transaction. While essential for reporting, this transaction field can be used for associated Configurable Validations and system processing with the Matured Investment Process.
Investment Account	Required	The investment account and associated institution, as defined on the Investment Account (INVACCT) page, for which the investment is being recorded.
Investment Account Number	N/A	This field is derived from the Investment Account record selected.
Investment Account Name	N/A	This field is derived from the Investment Account record selected.
Investment ID	Optional	The identification number assigned by investment institutions for a financial instrument. Typically used for investments such as a

Field Name	Required/Optional	Field Description
		Certificate of Deposit. This field cannot be changed on a modification.
CUSIP ID	Optional	The identification number assigned by investment institutions for a financial instrument. Typically used for investments such as a Bond or Commercial Paper. This field cannot be changed on a modification.
Investment Purchase Date	Conditionally Required/Prohibited	The date of purchase for the investment being recorded. Investment Purchase Date is required on an Investment transaction but is prohibited on an Investment Earnings transaction.
Investment Maturity Date	Conditionally Prohibited	The date when the principal amount of an investment, such as a Bond or Certificate of Deposit becomes due and is repaid to the investor. Investment Maturity Date is prohibited when entering an Investment Earnings transaction.
Interest Rate	Optional	Interest Rate on investment at the date of purchase.
Interest Type (CVL)	Optional	Interest Type of a given investment: <i>Simple</i> or <i>Compound</i> . There are no application edits around this field.
Basis (CVL)	Optional	Basis used in the interest accrual of investment. Delivered options are 360 Days and 365 Days. This field would typically be used when recording Certificate of Deposit or Bond investments. There are no application edits around this field.
Collateral (CVL)	Optional	Collateral designation for investment. Delivered options are DIF (Depositors Insurance Fund), SIF (Co-Operative Central Bank), and Collateral. There are no application edits around this field. Should different values be required, the CVL can be updated and any necessary edits put into place with configurable validations.

Field Name	Required/Optional	Field Description
Miscellaneous Field 1	Optional	A free-form text field; delivered as tertiary. Can be made visible via Configure Page (DESIGNER).
Miscellaneous Field 2	Optional	A free-form text field; delivered as tertiary. Can be made visible via Configure Page (DESIGNER).
Miscellaneous Field 3	Optional	A free-form text field; delivered as tertiary. Can be made visible via Configure Page (DESIGNER).

## Accounting

The Accounting tab has several fields that are not common fields found on all accounting transactions. Those common fields can be found in the Accounting topic in the *Transactions User Guide*.

### > General Information

Field Name	Required/Optional	Field Description
Cash Amount	Optional	The amount of investment earnings received is recorded in this field and then used by the system in the creation of a posting line for Posting Pair A, which is a debit to cash and a credit to investment revenue as delivered.
Accrued Interest Receivable Amount	Optional	The amount of accrued interest receivable reduced. The system will create a posting line for Posting Pair D with this amount, which is a debit to investment revenue and a credit to accrued interest receivable as delivered.
Discount Amount	Optional	The amount of discount reduced. The system will create a posting line for Posting Pair B with this amount, which is a debit to investment discounts and a credit to investment revenue as delivered. Discount and Premium cannot be entered on the same accounting line.
Premium Amount	Optional	The amount of premium reduced. The system will create a posting line for Posting Pair C with this amount, which is a debit to investment revenue



Field Name	Required/Optional	Field Description
		and a credit to investment premium as delivered. Discount and Premium cannot be entered on the same accounting line.
Actual Amount	System Calculated	This amount is calculated as the Cash Amount – Accrued Interest Receivable + Discount – Premium.
Collected	Required	Indicates the date investment earnings were collected. If left blank, the current application date will default to the accounting line.
From Date	Required	The start date for an investment period of investment earnings. For accrued interest, discount, or premium this date is the start of the amortization period. If left blank the current application date will default.
To Date	Required	The end date for a period of investment earnings. For accrued interest, discount, or premium this date is the end of the amortization period. If left blank the current application date will default.
Investment Account	Required	This field is derived from the Investment Account value on the Header.
Investment ID	Optional	This field is derived from the Investment ID value on the Header.
Source Fund	Optional	<p>The provided fund will be used in addition to Investment Account to search for a matching record on the Investment Chart of Accounts (INVCOA) inference page. If a match is found, the following fields will be inferred:</p> <ul style="list-style-type: none"> <li>• Investment: Principal Fund, Principal Sub Fund, Principal Bank Account, Principal Department, and Principal Accounting Template</li> <li>• Investment Earning: Earnings Fund, Earnings Sub Fund, Earnings Bank Account, Earnings Department, Revenue Source, and Earnings Accounting Template</li> </ul>

Field Name	Required/Optional	Field Description
Source Sub Fund	Optional	The provided sub fund will be used in addition to Investment Account and Source Fund to find a matching record on the Investment Chart of Account (INVCOA) inference page.

> Reference

Field Name	Required/Optional	Field Description
Sale Type	Required	Indicates whether the investment is a purchase (N/A) or a redemption/sale (Partial/Final) for an Investment transaction. The only allowable value for an Investment Earnings transaction is N/A.

## Common Business Tasks – Basic Investments

This section includes step-by-step instructions to complete common investment tasks.

- [Record Investment Earnings](#)
- [Amortize Accrued Interest Receivable](#)
- [Amortize Discount or Premium](#)

### Record Investment Earnings

To complete a Pool Fund Investment Earnings transaction for recording investment earnings, perform these steps:

1. Complete the Header tab.
  1. No particular Header field is mandatory nor is any required for this task. However, Transaction Name or Transaction Description can be conditionally required with the Transaction Control (DCTRL) reference page.
  2. If the current Application Date should not be used, then manually enter the correct date in the Record Date field.
  3. If the default Fiscal Year should not be used, then manually enter the correct year,
  4. If the default Accounting Period should not be used, then manually enter the correct accounting period.
2. Complete the Accounting tab.
  1. Leave the Event Type blank to default.

2. Enter the amount of cash received as investment income in the Cash Amount field.
  3. Complete the Investment ID field with information your site has decided that will track investments.
  4. If today was not the day the cash was received, enter the date it was received in the Collect Date. If today was the day it was received, you can skip the field as it will default.
  5. Enter the From Date the investment earning period started. This information is commonly found on the statement from the financial institution.
  6. Enter the To Date the investment earning period ended. This information is commonly found on the statement from the financial institution.
  7. Leave the Bank field to default.
  8. Enter/select the pool fund that owns the investment in the Fund field and Sub Fund field if necessary.
3. Take the Validate action to infer information while also validating for errors.
  4. Take the Submit action to submit the transaction.

## Amortize Accrued Interest Receivable

This step could be done alone or combined with the Record Investment Earnings task. When the amortization should reoccur on a regular basis for a consistent amount, the Future Transaction Triggering functionality can be used so that the application will do the amortization automatically.

To complete a Pool Fund Investment Earnings transaction for amortizing accrued interest receivable, perform these steps:

1. Complete the Header tab just as with the Record Investment Earnings task.
2. Complete the Accounting tab just as with the Record Investment Earnings task with the following differences:
  1. Enter the amount of accrued interest receivable being amortized in the Accrued Interest Receivable Amount field.
  2. Let the following dates default to the current date: Collect Date, From Date, and To Date.
  3. Leave the Bank field to default.
3. Take the Validate action to infer information while also validating for errors.
4. Take the Submit action to submit the transaction.

## Amortize Discount or Premium

This step could be done alone or combined with the Record Investment Earnings task. When the amortization should reoccur on a regular basis for a consistent amount, the Future Transaction Triggering functionality can be used so that the application will do the amortization automatically.

To complete a Pool Fund Investment Earnings transaction for amortizing discount or premium, perform these steps:

1. Complete the Header tab just as with the Record Investment Earnings task.
2. Complete the Accounting tab just as with the Record Investment Earnings task with the following differences:
  1. As an investment cannot be purchased at a discount and at a premium, enter the amount to be amortized in the Discount Amount or Premium Amount.
  2. Complete the **Investment ID** field with information your site has decided that will track investments. That could be a description of the investment, an ID that ties to an investment tracking tool, etc.
  3. Let the following dates default to the current date: Collect Date, From Date, and To Date.
  4. Leave the Bank field to default.
3. Take the Validate action to infer information while also validating for errors.
4. Take the Submit action to submit the transaction.

## Inquiries

### Inquiries - Basic Investments

The following are the Inquiries used by the Basic Treasury Investment area:

Name	Page Code	Description
Bank File Management	BANKFM	The page allows a user to see on a given Transmission Date the status of the Local Bank File Load process, the Local Bank Sweep, and the daily transaction processing. Please see the same entry in " <a href="#">Advanced - Setup</a> " for more information.
Bank Transition Maintenance	BANKTM	This page stores the detailed individual transmission records. Records are added by the Local Bank File Load job for those banks that send a file or they are inserted manually on this page in the case where the local bank does not provide BAI files electronically. Please see the same entry in " <a href="#">Advanced - Setup</a> " for more information.
Cash Collection Inquiry	CCOL	<p>Records are created on this inquiry page by only the Pool Fund Investment Earnings transaction to record the amount of investment income recorded by the pool for distribution to the participants.</p> <p>The page is read by and updated by the Income Allocation system process to reflect the allocation of the income amount to the participants through one or more Journal Voucher Income Allocation transactions. If the participant was defined as an external one on the Sweep reference page, the system process also records the General Accounting Expense/Expenditure that was created to disbursement the earnings to that participant.</p> <p>Although most fields are self-explanatory, the following one deserves special mention.</p> <p><b>Allocated Date</b> - This is the run date of the Income Allocation system process which selected and processed the record.</p>
Pool History	PHIS	Records are created on this inquiry page by the Cash Sweep system process to reflect the amount of accumulated cash a participant account has in the pool on a daily basis. If there was a sweep of cash for a participant, the Cash Sweep Journal Voucher is listed. If there was no cash to be swept, a special value of <i>N/A, N/A, N/A</i> is listed.

Name	Page Code	Description
		<p>The page is the source of input into the Income Allocation Process from which the allocation percentages are determined.</p> <p>Although most fields are self-explanatory, the following two deserve special mention:</p> <p><b>History Date</b> – This is the run date of the Cash Sweep system process that created the record.</p> <p><b>Accumulated Amount</b> – Upon the first sweep for a participant, this is the amount swept. On all subsequent records it is the amount swept for the History Date added to the Accumulated Amount of the prior History date.</p>

## Inquiries - Advanced Treasury/Investments

The following is the inquiry used by the Advantage Treasury/Investments area:

Name	Page Code	Description
Investment Activity Journal	INVACTV	The Investment Activity Journal (INVACTV) captures all investment activity from the accounting lines of processed investment transactions.

## Advanced - Setup

Each of the various features discussed in the Overview section requires some level of setup to occur. While most features use specific pages for setup, some pages are used by more than one treasury feature. Beneath each setup page is a listing of the features that use at least one field on the page.

- [Fund](#)
- [Special Fund Accounts - Investment](#)
- [Bank](#)
- [Bank Department Combination](#)
- [Bank Transmission Maintenance](#)
- [Bank File Management](#)
- [Inference Department and Unit](#)
- [Cash Sweep](#)
- [Investment Account \(INVACCT\)](#)
- [Investment Chart of Accounts Reference \(INVCOA\)](#)
- [Investment Security Type \(INVST\)](#)
- [Posting Code](#)

## Fund

The Fund (FUND) reference page has the following Treasury Function fields:

- **Pool Fund** – An indication that identifies one or more fund codes that are investment pool funds. Later setup on the Investments tab of the Special Fund Accounts (SPECFUND) and the Sweep (SWEEP) page edit for this indication.
- **Allow Negative Investment Balance** – An indication that allows a participant to borrow back from the pool when that participant's cash balance on ITD Balance Sheet Details has fallen below the Required Balance defined on the Sweep reference page for that participant. This is often referred to as a reverse sweep
- **Master Bank** – A required indication of the 'official' bank of a fund. This bank value only differs from the Bank field when using the Fund Based Local Bank Sweep and the fund does not use a central bank account as the default. If not using that feature, it is suggested you establish a Business Formula (BOFRMLA) to set the field to equal the Bank field while also using Configure Page (DESIGNER) to hide the field.

Features: Fund Based Local Bank Sweep, Cash Pooling, Income Allocation

## Special Fund Accounts - Investment

The [Investments](#) tab on the Special Fund Accounts (SPECFUND) page contains only fields used by Treasury/Investments Functions. Please use the link to see how each is used.

Features: Cash Pooling, Income Allocation of basic treasury.

## Bank

All Treasury Functions inherently use one or more bank accounts that have to first be established on the Bank (BANK) reference page.

- **Bank Account Type** – A required indication of the type of bank for what can be just reporting information but more likely used to define departmental local bank accounts and the central concentration accounts by type – deposit or disbursement.
- **ACH Immediate Origin** – A required data value that is placed on the outbound ACH file created by the DTC Transmission process. A bank with a Local Department Bank Account Type needs to have this data before it can be designated as a Local Department Bank Account on Bank Department Combination setup.
- **Sweep ACH Company Discretionary Data** – A required data value that is placed on the outbound ACH file created by the DTC Transmission process. A bank with a Local Department Bank Account Type needs to have this data before it can be designated as a Local Department Bank Account on Bank Department Combination setup.
- **Sweep ACH Company ID** – A required data value that is placed on the outbound ACH file created by the DTC Transmission process. A bank with a Local Department Bank Account Type needs to have this data before it can be designated as a Local Department Bank Account on Bank Department Combination setup.

Features: Department-Based Local Bank Sweep

## Bank Department Combination

The Bank Department Combination (DEPTACCT) page is used to associate depository and disbursement bank accounts with the department that is the owner. The Depository Information section allows the definition of local department bank accounts where deposits are made and the corresponding central concentration bank account where the deposits will be moved to during the Local Bank Sweep Process. The Payment Information section allows the definition of the local bank account where payments are made and the corresponding central concentration bank where the payments are reimbursed. The COA section of the page allows users to define the Chart of Accounts (COA's) that will be used to generate accounting transactions to record book entries.

A department can have two local bank accounts active during the same period of time in the case where a site is transitioning from one bank to another, which is why there are two sets of bank account information. Procedurally, the same local department bank cannot be used by multiple departments on this page, but a department can have multiple local department bank accounts defined.

Features: Department-Based Local Bank Sweep

## Bank Transmission Maintenance

The Bank Transmission Maintenance (BANKTM) page stores detailed individual transmission records. Records are added by the Local Bank File Load job for those banks that send a file or they are inserted



manually on this page in the case where the local bank does not provide BAI files electronically. Users can also make corrections to transmission records, but only if the Local Bank Sweep Status is *Open*. An adjustment can also be made to adjust an entry already processed by a previously generated transaction created by a prior transmission (i.e. the Local Bank Sweep Status field for the respective Transmission Date is Closed).

Features: Department-Based Local Bank Sweep

## Bank File Management

The individual transmission records from the Bank Transmission Maintenance page that are for the same Bank and Transmission Date are summarized on the Bank File Management (BANKFM) page. The page allows a user to see on a given Transmission Date the status of the Local Bank File Load process, the Local Bank Sweep, and the daily transaction processing. This page also provides links to enable the user to navigate to the BANKTM page, to generate the Bank Transmission Listing by scheduling the Bank Transmission Listing Report, or to Generate Daily Treasury Collection Transmission by scheduling the Daily Treasury Transmission Chain job.

Features: Department-Based Local Bank Sweep

## Inference Department and Unit

The Inference Department and Unit (INFDU) page associates the Department and Unit codes with the appropriate Pool Fund and Pool Sub Fund for certain transactions. Entries should exist for the Pool Fund Investment Earnings, Cash Sweep Journal Voucher, Income Allocation Journal Voucher, and General Accounting Expense/Expenditure transaction codes to not only provide COA for the pool when necessary, but also the transaction department and transaction unit codes when creating transactions by the Cash Sweep and Income Allocation system processes.

Features: Cash Pooling, Income Allocation

## Cash Sweep

Cash Sweep (SWEEP) is the page where participant accounts within an investment pool are associated with that pool along with a number of settings about their participation. If a field is self-explanatory (e.g. Fiscal Year) or was covered in a previous section, it is not covered in the table below.

Field	Description
Participatory Fund Department Account	Each participatory account must have a department specified that is used by the Income Allocation system process when creating accounting lines to record the allocated share of investment income to the participant.
Participatory Fund Unit Account	Each participatory account must have a unit specified that is used by the Income Allocation system process when creating accounting lines to record the allocated share of investment income to the participant.
Required Balance	In the evaluation of whether or not there is cash to sweep, the Required Balance is used to define a minimum balance that should not be swept. This

Field	Description
	<p>balance defaults as \$0.00, which will cause the application to sweep all available cash. If some reserve cash is to be maintained, then that amount should be entered as the Required Balance.</p>
Sweep Status	<p>The Sweep Status controls how the Sweep and Income Allocation system processes will handle the participatory account.</p> <ul style="list-style-type: none"> <li>• <b>Active</b> – Records with this status are considered for both processes in a 'normal' fashion.</li> <li>• <b>Closed by User</b> - This status will result in a "reverse" cash sweep during the Cash Sweep Process for positive account balances on Pool History. The Income Allocation system process will continue to allocate interest to a record with this status if the income is recorded for a period of time where the participant has cash in the pool. This option is used when a participant continues to be considered for allocation for days the participant invested in the pool. However, the participant no longer contributes to the pool until the status is changed back to 'Active'.</li> <li>• <b>Inactivated</b> – This status is set by the application on records found with a Status of 'Closed by User' by the Cash Sweep system process. The Income Allocation system process will continue to allocate interest to a record with this status if the income is recorded for a period of time where the participant has cash in the pool. The participant no longer contributes to the pool until the status is changed back to 'Active'.</li> <li>• <b>Deactivated by User</b> - This status will result in a "reverse" cash sweep during the Cash Sweep system process for positive account balances on Pool History. The Income Allocation system process will not allocate interest income to a participant account with this status. This option is used when a participant is considered closed and should not be considered by anymore processing activity. The participant no longer contributes to the pool until the Status is changed back to 'Active'.</li> <li>• <b>No Updates Allowed</b> - This status is set by the application on records found with the status of 'Deactivated by User' by the Cash Sweep system process. The Income Allocation system process will not allocate interest income to a participant account with this Status. The participant no longer contributes to the pool until the status is changed back to 'Active'.</li> </ul>
External Participant Vendor Code	<p>For those participants that are external parties to the CGI Advantage application, the participant account needs a valid vendor code if the participant is to be paid their share of investment earnings instead of having them reinvested.</p> <p>If disbursing income, the Participant Cash BSA and Sub BSA should be the default cash account for the default Bank of that Participant Fund (as defined on the Fund reference page) so that the disbursement of investment income</p>

Field	Description
	is made from the same Bank and balance sheet account to where money is deposited for the participant.
External Participant Address ID	For those participants that are external parties and disbursements of income earned are to be recorded with each income allocation, a valid payment address for the Vendor is required.
Participatory Fund Department Account	Each participatory account must have a department specified that is used by the Income Allocation process when creating accounting lines to record the allocated share of investment income to the participant. This field can be configured for row-level security and row filtering.

Features: Cash Pooling, Income Allocation

## Investment Account (INVACCT)

The Investment Account (INVACCT) page allows for the definition of investment institutions and investment account information. Accounts established can be used on advanced investment transactions to allow for the recording of investment purchases, sales/redemptions, and earnings. All investment activity tied to an Investment Account can be tracked through the Investment Activity Journal (INVACTV).

Features: Advanced treasury

## Investment Chart of Accounts Reference (INVCOA)

The Investment Chart of Accounts Reference (INVCOA) page is designed to set rules for automatically determining various Chart of Account (COA) elements during principal (purchase/sale) and earnings investment transactions for each investment account.

- When a transaction is entered with an Investment Account, Source Fund, and Source Sub Fund that match those listed in the General Information section of a record on the INVCOA page, the system will automatically infer the appropriate COA elements for the transaction from that matching record.
- For an Investment (INVEST) transaction, that records purchases or sales, COA elements under the 'Principal' section will be inferred.
- For an Investment Earnings (INVEARN) transaction, COA elements under the 'Earnings' section will be inferred.

This process ensures that the correct COA elements are applied based on the specific type of investment transaction being processed.

### > General Information

Field Name	Required/Optional	Field Description
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Fiscal Year	Required	Fiscal Year associated with the Date of Purchase for the specific investment.
Investment Account	Required	Investment Account defined on the Investment Account (INVACCT) page used for the specific investment.
Source Fund	Required	This field represents the Source Fund designated on the investment transaction's accounting line. Alongside the Investment Account, it is used to identify a corresponding record on the Investment Chart of Accounts Reference (INVCOA) page. When a matching record is found, the system automatically infers relevant details based on the transaction's sub type.
Source Sub Fund	Optional	This field represents the Source Sub Fund designated on the investment transaction's accounting line. Alongside the Investment Account, it is used to identify a corresponding record on the Investment Chart of Accounts Reference (INVCOA) page. When a matching record is found, the system automatically infers relevant details based on the transaction's sub type.  If left blank, then on save 'BLNK' will be inferred.

- > Principal Section

Field Name	Required/Optional	Field Description
Principal Fund	Required	Fund to be inferred onto Investment (INVEST) transactions when recording a purchase or sale/redemption.
Principal Sub Fund	Optional	Sub Fund to be inferred onto Investment (INVEST) transactions when recording a purchase or sale/redemption.
Principal Bank Account	Required	Bank Account to be inferred onto Investment (INVEST) transactions when recording a purchase or sale/redemption.
Principal Department	Required	Department to be inferred onto Investment (INVEST) transactions when recording a purchase or sale/redemption.
Principal Accounting Template	Optional	Accounting Template to be inferred onto Investment (INVEST) transactions when recording a purchase or sale/redemption with other COA than just Fund, Sub Fund, and Department.

> Earnings Section

Field Name	Required/Optional	Field Description
Earnings Fund	Required	Fund to be inferred onto Investment Earnings (INVEARN) transactions when recording earnings.
Earnings Sub Fund	Optional	Sub Fund to be inferred onto Investment Earnings (INVEARN) transactions when recording earnings.
Earnings Bank Account	Required	Bank Account to be inferred onto Investment Earnings (INVEARN) transactions when recording earnings.
Earnings Department	Required	Department to be inferred onto Investment Earnings (INVEARN) transactions when recording earnings.
Revenue Source	Required	Revenue Source to be inferred onto Investment Earnings (INVEARN) transactions when recording earnings.

Earnings Accounting Template	Optional	Accounting Template to be inferred onto Investment Earnings (INVEARN) transactions when recording earnings with other COA than just Fund, Sub Fund, Department, and Revenue Source.
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Features: Advanced treasury

## Investment Security Type (INVST)

The Investment Security Type (INVST) page facilitates the customization and definition of investment security types for use in advanced investment transactions. Alongside pre-defined values, new security types can be added as needed. To address unique requirements related to specific security types, Configurable Validations can be used.

Features: Advanced treasury

## Posting Code

The two investment posting codes below require the following changes to utilize the Advanced Investment functionality. These changes are necessary as the Investment (INVEST) and Investment Earnings (INVEARN) transactions allow for dual entry accounting and do not require that a Pool Fund be used, unlike the Pool Fund Investment Earnings (PFIE).

- For Investment Cash (I001): Change the Default BSA value from *Cash Acct for Pooled Fund* to *Cash*. For First Inference, change the value from *System Wide Special Accounts* to *Bank*.
- For Investments (I002): In the Basic Investment feature, this value had to be supplied manually or through an interface to a journal voucher. With Advanced Investments, it can come directly from the posting code (Default BSA = *Use PSCD Value* along with the Default BSA Code completed with the desired account) or it can come from one of the miscellaneous fields (Default BSA = *Miscellaneous Asset 1* and First Inference = *System Wide Special Accounts*).

Features: Advanced Treasury

## Advanced Batch Processing

Batch Processing for Treasury Accounting includes the following categories:

- [Chain Jobs](#)

### Chain Jobs

The chain jobs are listed alphabetically in the below table and the last column indicates the location in the Batch Catalog. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guide: *CGI Advantage Treasury Accounting Run Sheets*.

Job Name	Description	Batch Catalog Section
Automated Bank Account Transfer Process	<p>The Automated Bank Account Transfer Process facilitates the movement of bank account balances between various bank accounts in both CGI Advantage Financial and in the actual banks.</p> <p>The process is used in the Fund Based Local Bank Sweep feature.</p>	General Accounting
Cash Sweep	<p>The Cash Sweep process moves cash from participatory funds to pool funds, and updates the Pool History inquiry page.</p> <p>The process is used in the Cash Pooling feature.</p>	Investment
Cash Sweep Transaction Resubmit	<p>An optional process is run after Cash Sweep to resubmit any failed transactions given the Transaction Prefix and Transaction Record Date as was supplied to the Cash Sweep.</p> <p>The process is used in the Cash Pooling feature.</p>	Investment
DTC Transmission	<p>This optional process generates the Daily Treasury Collection report from the data load into Bank File Management (BANKFM).</p>	Investment

Income Allocation	<p>This process moves investment income and amortized amounts from a pool to the participatory accounts.</p> <p>The process is used in the Income Allocation feature.</p>	Investment
Income Allocation Transaction Resubmit	<p>This optional process is run after Income Allocation to resubmit any failed transactions given the Transaction Prefix and Transaction Record Date as was supplied to the Income Allocation.</p> <p>The process is used in the Income Allocation feature.</p>	Investment
Local Bank File Load	<p>This optional process imports banking activity information from input BAI files, loads the information to Bank Transmission Maintenance (BANKTM), and uses the data to produce Bank Transmission Listing reports.</p>	Investment
Matured Investment Process	<p>The Matured Investment Process chain selects records from the Investment Activity Journal (INVACTV) that have a Maturity Date less than or equal to the current date and generates an Investment (INVEST) transaction to record the sale or redemption of the investment.</p>	Investment

## 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 Basic Investments Accounting area is not delivered with any report jobs at this time.

The Advanced Investments area is delivered with the following report job. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guide: *CGI Advantage Treasury Accounting Run Sheets*.

Report Name	Description
Investment Activity Report	The Investment Activity Report provides a means to validate activity and current balances on the Investment Activity Journal (INVACTV), ensuring they match with those at investment institutions.

## 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.

## Frequently Asked Questions

This topic contains a list of frequently asked questions and answers for the Treasury Accounting area.

- How does the Pool fund get allocated among different participating funds?

Please refer to the "[Cash Collection Inquiry](#)" topic in this user guide for how the Participating Share of Pool Income is calculated.

- What are the different Sweep Statuses available to the user on the Cash Sweep (SWEEP) page?

Please refer to the "[Cash Sweep](#)" topic in this user guide for the different Sweep Statuses available to the user.