

# TR UNIDENTIFIED TRANSACTION QUICKSTART GUIDE

HOW TO ACCESS AND USE THE UNIDENTIFIED TRANSACTION DASHBOARD TO CLAIM AND RECONCILE UNCLAIMED BANK TRANSACTIONS

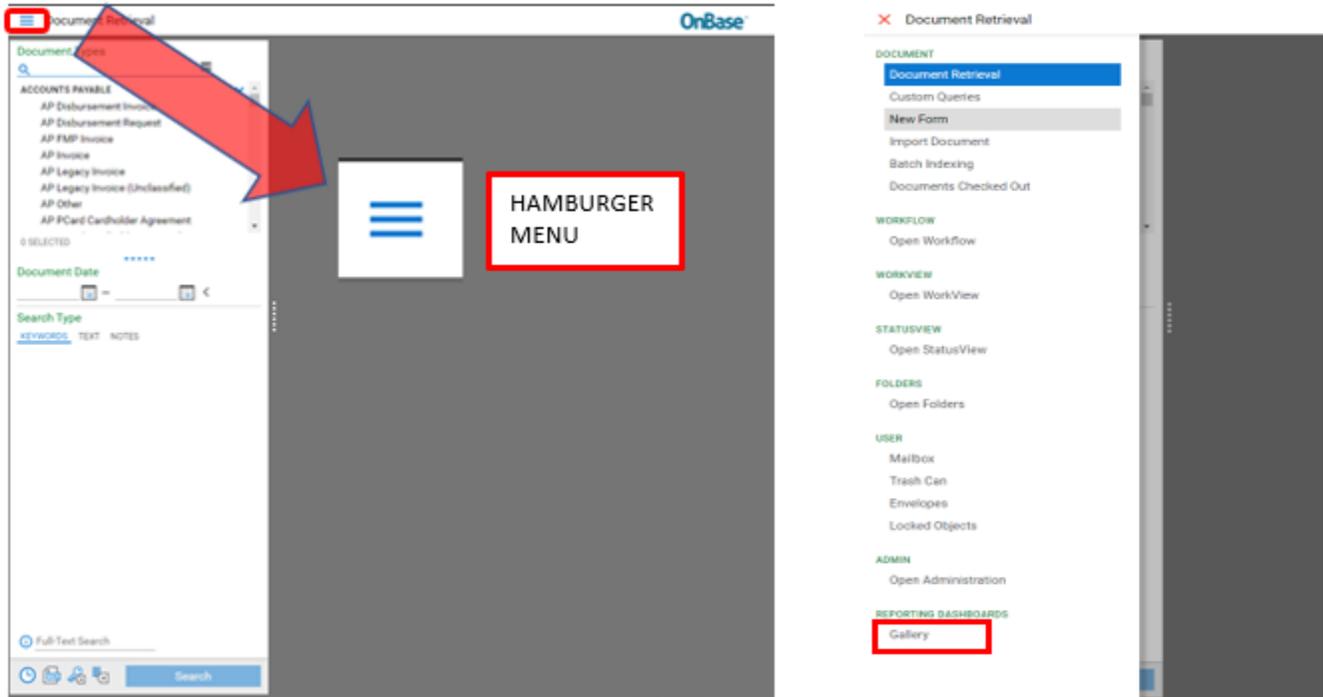
## OVERVIEW

The Treasury Review process includes matching BU bank transactions to Inbound or Outbound Request forms that are submitted by approved users. In most cases, the bank transactions will be matched to the submitted Inbound or Outbound forms and posted, but sometimes a bank transaction will arrive from the bank that cannot easily be matched to one of those submitted Inbound documents. In this case, the TR Analyst will send the Bank Transaction to the Unidentified Queue of the Treasury process within OnBase. This will mark the transaction for review by the submitting departments at the University and a monthly reminder will be sent to members of this group to review transactions marked as Unidentified and claim any that belong to them.

## GETTING TO THE DASHBOARD

Open the OnBase Web Client by navigating to <https://bu.onbaseonline.com> and sign in using your BU credentials. If you do not have access to OnBase, please submit a request to [treasury@bu.edu](mailto:treasury@bu.edu).

From the OnBase home screen, click the hamburger menu in the top left corner to expand the menu options, then click the Gallery option under the Reporting Dashboards header at the bottom of the list.



In the search bar of the Gallery, type “Treasury” and when the list populates, click the TR – Unidentified Transaction Report to open the Unidentified Dashboard. If you are having issues with vertical screen real estate, right click on the report and select “Open in New Window” to maximize the available screen space.

- ▼  Treasury (TR)
-  TR - Departmental View
-  **TR - Unidentified Transactions**

## NAVIGATING THE DASHBOARD

TR - Unidentified Transactions Export Data 

Treasury Unidentified Transactions 

Unidentified Transactions 								
Transaction Date	Bank Trans Status	Payer-Payee	Company Code Name	Total Dollar ...	Currency Code	Bank Trans Num	BAI Code Desc	BAI Code Type
10/8/2021	UNMATCHED		TUFTS	\$60.55		2802924196TC	EFT CREDIT / A...	INCOMING
12/1/2021	UNMATCHED			\$100.10		CASE 18	EFT CREDIT / A...	INCOMING
12/3/2021	UNMATCHED		SINGING TELEGRAM ...	\$100.30		CASE 20	EFT CREDIT / A...	INCOMING
12/4/2021	UNMATCHED		CHIEF	\$100.40		CASE 21A	EFT CREDIT / A...	INCOMING
12/9/2021	UNMATCHED		BALLROOM	-\$190.00		CASE 12	EFT DEBIT	OUTGOING
12/14/2021	UNMATCHED		LOUNGE	-\$250.00		CASE 22	EFT DEBIT	OUTGOING

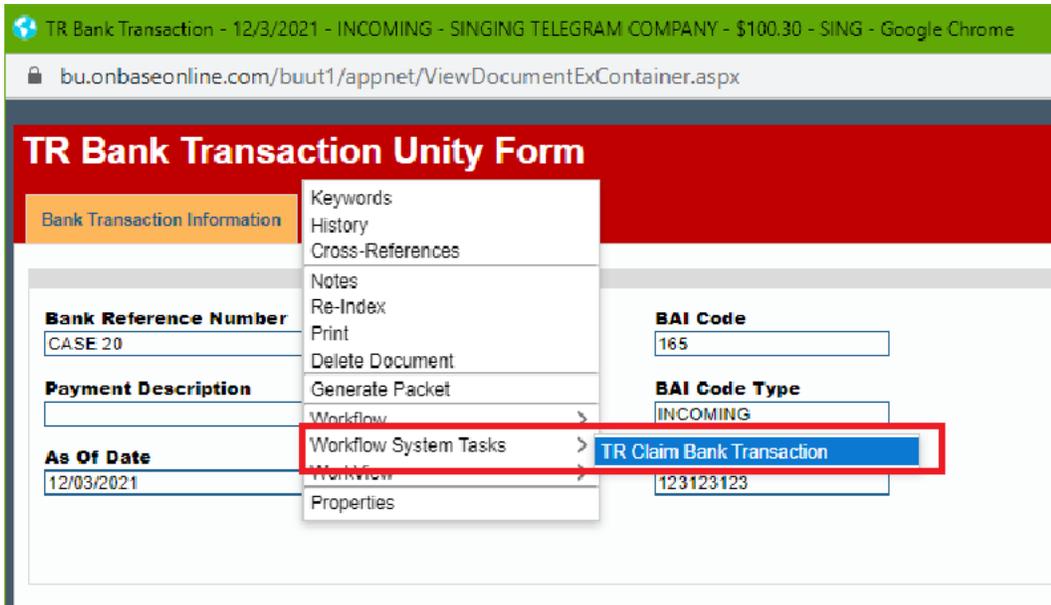
1 Displayed data is made up for testing purposes.

This is the Unidentified Dashboard. The dashboard is a list of all the Bank Transactions marked as Unidentified by the Treasury Department. Some of the columns that may be the most helpful in identifying payments are:

- **Transaction Date**
  - Date the transaction was received
- **Company Name**
  - Based on the information provided via the bank transaction this is who is believed to have sent the payment
- **Total Dollar Amount**
  - The total amount of the deposit

## USING THE DASHBOARD IN WEB CLIENT

When you recognize one of the transactions in the Unidentified Dashboard, double click it to open the document in a window viewer and inspect it more closely. If there is any additional information or details regarding a deposit, the Treasury team will add it to the “Notes” tab at the top of the respective transaction in the hopes of helping the intended recipient identify the funds. If this transaction does belong to you, right click on the face of the document and select “Workflow System Tasks” → “Claim Bank Transaction”.



Clicking Claim Bank Transaction will open a new window displaying the claimed Bank Transaction on the left and a new Inbound form. Complete the Inbound form with the correct information; if unsure how to complete the Inbound transaction form, see *"Inbound / Outbound Payment Request Help"* at <https://www.bu.edu/cfo/treasury-management/treasury-payment-request-resources/> for assistance.

Once the Inbound document is complete, click Submit at the bottom of the form. This will match the Inbound document the Bank transaction and remove it from the Unclaimed Dashboard. Return to the dashboard and click the Refresh button to ensure the bank transaction is no longer listed there.

## USING THE DASHBOARD IN UNITY CLIENT

When you potentially recognize one of the transactions in the Unidentified Dashboard, double click it to open the document in a window viewer and inspect it more closely. If there is any additional information or details regarding a deposit, the Treasury team will add it to the "Notes" tab at the top of the respective transaction in the hopes of helping the intended recipient identify the funds. If this transaction does belong to you, navigate to the Tasks tab at the top left of the window and select the Execute Task drop down; select the option "Claim Bank Transaction". A new window will open with an Incoming/Outgoing Unity Form to complete. This document will be automatically linked to the Bank Transaction once you have completed it and the matched pair of documents will move to be reviewed by the Treasury team.

The screenshot displays the OnBase user interface. At the top, a navigation bar includes 'File', 'Document', and 'Tasks Tools' (highlighted with a red box). Below this, a toolbar contains icons for 'Workflow Queues', 'Related Items', 'Match', and 'Surrender Transaction'. The 'Execute Task' icon (a green square with a white checkmark and a document icon) is also highlighted with a red box. A dropdown menu is open from this icon, showing options like 'Claim Bank Transaction' and 'Configure...'. A red arrow points from the 'Execute Task' icon down to the 'TR Bank Transaction Unity Form'.

**TR Bank Transaction Unity Form**

Bank Transaction Information | Notes/Comments | Hidden

**Bank Reference Number**  
1234

**Payment Description**  
123

**As Of Date**  
01/26/2022

Return to the dashboard and click the Refresh button to ensure the bank transaction is no longer listed there.

If you have any additional questions, please contact the Treasury team at [Treasury@bu.edu](mailto:Treasury@bu.edu)