

TREASURY INBOUND/OUTBOUND TRANSACTION REQUEST USER GUIDE

COMPLETING AND SUBMITTING AN ONBASE INBOUND OR OUTBOUND TRANSACTION REQUEST FORM

CONTENTS

Overview	1
Getting to the Forms.....	2
Submitting an Inbound payment Form.....	2
Requestor Information	2
Payment Information.....	3
posting information	3
Supporting Documents	4
Submit Button.....	4
Submitting an Outbound payment Form.....	4
Requestor Information	4
Payment Information.....	5
posting information	6
Supporting Documents	6
Submit Button.....	7
APPENDIX A: Forms Menu	8

OVERVIEW

The Treasury Review process begins with one of two forms, either the Inbound Payment Form or the Outbound Payment Form. Both the Inbound Payment Form and the Outbound Payment Form are submitted by the end-user in the requesting department.

An Inbound Payment Form is submitted to inform Treasury that a department is expecting to receive an incoming electronic funds transfer (EFT) through Treasury, and to provide Treasury with the GL posting instructions for the deposit. Inbound documents are ideally submitted ahead of time in anticipation of the refund or deposit arriving as a bank transaction. Deposits expected to be received by departments other than Treasury may not require the submission of an Inbound Payment Form.

An Outbound Payment Form is submitted to request that Treasury initiate a bank transaction to remit electronic payment. The Outbound Payment Form is routed through the Accounts Payable workflow for review and approval, prior to being submitted to the Treasury workflow.

After a deposit is received by the bank, or a payment is remitted by the bank, these OnBase payment forms are matched to corresponding debits and credits and processed as bank transactions.

GETTING TO THE FORMS

To submit a new Inbound or Outbound submission form, navigate to the Treasury page at <https://www.bu.edu/cfo/treasury-management/treasury-payment-request-resources/>.

SUBMITTING AN INBOUND PAYMENT FORM

The Inbound Payment Form has four sections that are to be completed by the department submitter:

1. Requestor Information
2. Payment Information
3. Posting Information
4. Supporting Documents

REQUESTOR INFORMATION

Predefined Automated Transaction – This is a required drop-down field that contains a list of Predefined Automated Transactions. If you need to manually enter a transaction that is not pre-defined, find and select the transaction that is just the department name from the list and then edit other fields on the form as necessary. If your department is not listed in the drop-down menu, use the “Other Department” predefined transaction.

Most Predefined Automated Transactions are recurring transactions and OnBase will pre-fill many of the values on the form to save time. These transactions are mapped to departments and posting groups to eliminate additional administrative steps during submission. If you don’t know if your transaction is predefined, choose the applicable department from the dropdown instead.

If you need a new Predefined Transaction created, contact the Treasury Department at treasury@bu.edu.

Requesting Department – This is a required field that will auto populate depending on the selection made in the Predefined Automated Transaction drop down. This field cannot be edited. If the department is not correct, choose a different Predefined transaction.

Do you want a confirmation? – This yes/no choice will determine if the OnBase system generated email confirmation of posting at the end of the Treasury process is sent to the list of users in the following field, in addition to the submitter. This field is only visible after a Predefined Automated Transaction is selected.

For a “Yes” selection, the form provides the option to add email addresses to receive confirmations in addition to the submitter. In this text box, enter the email addresses with a semicolon (;) separating each email to prevent errors. Do not include any spaces. (e.g., emailA@bu.edu;emailB@bu.edu;emailC@bu.edu)

Submitter Name - This field **auto populates** with the name of the person who logged into the form. This field is not editable.

Submitter Email - This field **auto populates** with the email address of the person who logged into the form. This field is not editable.

PAYMENT INFORMATION

Payer Name – This drop-down list is populated with existing Payer Names from previously completed transactions. If the Payer Name you need is not in the existing list, you can type into the field directly. This field is required.

Payment Invoice/Reference – An optional text field to add notes and/or identifying information to the payment form. This information could include an invoice number, a billing period or other documentation information.

Date of Expected Payment – There are three options for expected payment date selection with different rules for each. You must select one:

- Specific Date opens a single input field for a single exact date the transaction occurred on.
- Date Range opens a From Date field and a To Date field that allows a date range input for the transaction.
- Unknown does not open a date field option at all

A **Date Range** is the preferred entry for this field.

Total Payment Amount (USD) – Required field that does not allow for negative dollar amounts. All Inbound transactions must be a positive dollar amount because they will be deposits in the account. You must also note if the Payment Amount is exact or estimated.

Currency Code – Three-character field for the monetary currency of the transaction. If a Currency Code other than USD is entered, an additional field for the Total Payment Amount (Foreign) is displayed where the dollar amount in the foreign currency must be entered.

Predefined Transaction Notes – Optional text field to add information to the transaction. This is filled in from the selected pre-defined transaction. Default Pre-defined transaction notes can be updated by the Treasury OnBase Administrator, with a request emailed to treasury@bu.edu. Not all Predefined Transaction have default notes.

POSTING INFORMATION

GL Account Num – GL Account that is to receive the payment on the Incoming Payment form. The deposit can be allocated to more than one GL account. Use the “Add” button to create a new blank row and the “Remove” button to delete a particular row. At least one row must be entered.

Dollar Amount – Dollar amount to be posted to the GL Account Number input in the previous field. If there is more than one GL Account receiving payment, this dollar amount will define how much of the total payment goes to the provided GL Account.

Cost Object – The cost center or internal cost object that is receiving the deposit. GL Account Numbers from the income statement that begin with “4” or “5” will require a cost center.

Fund Account – Fund account field from SAP. GL Account Numbers from the balance sheet that begin with “1” or “2” will require a fund account.

Business Area – Business Area field from SAP. This field may be required depending on the specified GL Account.

Journal Entry Total – This calculated field is read only. It will sum all the Dollar Amounts in the Journal Entries rows. The Journal Entry Total field and the Total Payment Amount (USD) field must balance to 0.00 before the form can be submitted (Total Payment Amount (USD) + Journal Entry Total = 0).

SUPPORTING DOCUMENTS

Payment Support – A document upload button for supporting documentation for the transaction. More than one document can be uploaded here, but at least one is required. An invoice is an example of support document to attach.

SUBMIT BUTTON

The “Submit” button submits the completed form to the Treasury workflow. The Submitter receives an OnBase system generated email confirmation when the submission is confirmed. The submit button may not be visible until all required fields are completed.

SUBMITTING AN OUTBOUND PAYMENT FORM

The Outbound Payment Form has four sections that are to be completed by the department submitter:

1. Requestor Information
2. Payment Information
3. Posting Information
4. Supporting Documents

REQUESTOR INFORMATION

Predefined Automated Transaction – This is a required drop-down field that contains a list of Predefined Automated Transactions. If you need to manually enter a transaction that is not pre-defined, find and select the transaction that is just the department name from the list and then edit other fields on the form as necessary.

Most Predefined Automated Transactions are recurring transactions and OnBase will pre-fill many of the values on the form to save you time. These transactions are mapped to departments and posting groups to eliminate additional administrative

steps during submission. If you don't know if your transaction is predefined, choose the applicable department from the dropdown instead.

If you need a new Predefined Transaction created, contact the Treasury Department at treasury@bu.edu.

Requesting Department – This is a required field that will auto populate depending on the selection made in the Predefined Automated Transaction drop down. This field cannot be edited. If the department is not correct, choose a different Predefined transaction.

Do you want a confirmation? – This yes/no choice will determine if the OnBase system generated email confirmation of posting at the end of the Treasury process is sent to the list of users in the following field in addition to the Submitter. This field is only visible after a Predefined Automated Transaction is selected.

For a "Yes" selection, the form provides the option to add email addresses to receive confirmations in addition to the submitter. In this text box, enter the email addresses with a semicolon (;) separating each one to prevent errors. Do not include any spaces. (e.g., emailA@bu.edu;emailB@bu.edu;emailC@bu.edu)

Submitter Name - This field **auto populates** with the name of the person who logged into the form. This field is not editable.

Submitter Email - This field **auto populates** with the email address of the person who logged into the form. This field is not editable.

PAYMENT INFORMATION

Payee Name – This drop-down list has existing Payer Names from previously completed transactions. If the Payer Name you need is not in the existing list, you can type into the field directly. This field is required.

Payment Invoice/Reference – An optional text field to add notes and/or identifying information to the payment form. This information could include an invoice number or other documentation information.

Date Payment Due – A required field indicating the date the payment for this transaction must be paid by. The form defaults to the date that form is being created. The submitter can select either the current date or a future date.

Payment Type – There are four options for Payment Type.

- Standard - The most common Payment Type. It has no additional required information. Application Quarter, Social Security Amount and Withholding Amount are not available options.
- MA Tax – This field requires entry of an Application Quarter, Social Security Amount, and Withholding Amount. The sum of Social Security Amount and Withholding Amount is the Total Payment Amount (USD)
- FED 941 – The field requires entry of an Application Quarter, Social Security Amount, and Withholding Amount. The sum of Social Security Amount and Withholding Amount is the Total Payment Amount (USD)
- Fed 1042 – This field requires entry of an Application Quarter. Social Security Amount and Withholding Amount are not available options.

Special Payment - There are four options under the Special Payment.

- None - There is no special payment.

- Zelle Payment - The payment needs to be sent out via Zelle.
- Annuity Monthly – This payment option is routed through Accounts Payable and General Accounting
- Annuity Quarterly - This payment option is routed through Accounts Payable and General Accounting
-

Total Payment Amount (USD) – Required field that only accepts negative dollar amounts.

Currency Code – Three-character field for the monetary currency of the transaction. If a Currency Code other than USD is entered, an additional field for the Total Payment Amount (Foreign) is displayed where the dollar amount in the foreign currency must be entered.

Treasury to Process – This yes/no selection determines if this document is routed through Treasury before being posted. Selecting Yes will put it through the Treasury workflow and No will send the document straight to the matching process without Treasury workflow.

Predefined Transaction Notes – Optional text field to add information to the transaction. This field is populated based on the selected pre-defined transaction. Default Pre-defined transaction notes can be updated by the Treasury OnBase Administrator with a request emailed to treasury@bu.edu. Not all Predefined Transaction have default notes.

POSTING INFORMATION

GL Account Num – GL Account that is to receive the payment on the Incoming Payment form. The deposit can be allocated to more than one GL account. Use the “Add” button to create a new blank row and the “Remove” button to delete a particular row. At least one row must be entered.

Dollar Amount – Dollar amount to be posted to the GL Account Number input in the previous field. If there is more than one GL Account receiving payment, this dollar amount will define how much of the total payment goes to the provided GL Account.

Cost Object – The cost center or internal cost object that is receiving the deposit. GL Account Numbers from the income statement that begin with “4” or “5” will require a cost center.

Fund Account – Fund account field from SAP. GL Account Numbers from the balance sheet that begin with “1” or “2” will require a fund account.

Business Area – Business Area field from SAP. This field may be required depending on the specified GL Account.

Journal Entry Total – This calculated field is read only. It will sum all the Dollar Amounts in the Journal Entries rows. The Journal Entry Total field and the Total Payment Amount (USD) field must balance to 0.00 before the form can be submitted (Total Payment Amount (USD) + Journal Entry Total = 0).

SUPPORTING DOCUMENTS

A Bank Letter and an Approval Document are required to be attached to each Outbound Payment Request Form

Bank Letter – A letter from the beneficiary bank, on bank letterhead, that provides beneficiary information such as IBAN/Account Number and SWIFT ID/BIC/ABA Routing Number. Beneficiary bank information may be included in the vendor invoice, which would be acceptable to submit as a bank letter. A redacted bank statement that includes beneficiary bank information is also acceptable. Include the details of an intermediary bank, if required.

Approval Document – Approval document from the department manager, or the submitter, supporting approval of the payment

Payment Support – A document upload button for supporting documentation for the transaction. This field is mandatory when available

Invoice – A copy of the Invoice being paid

SUBMIT BUTTON

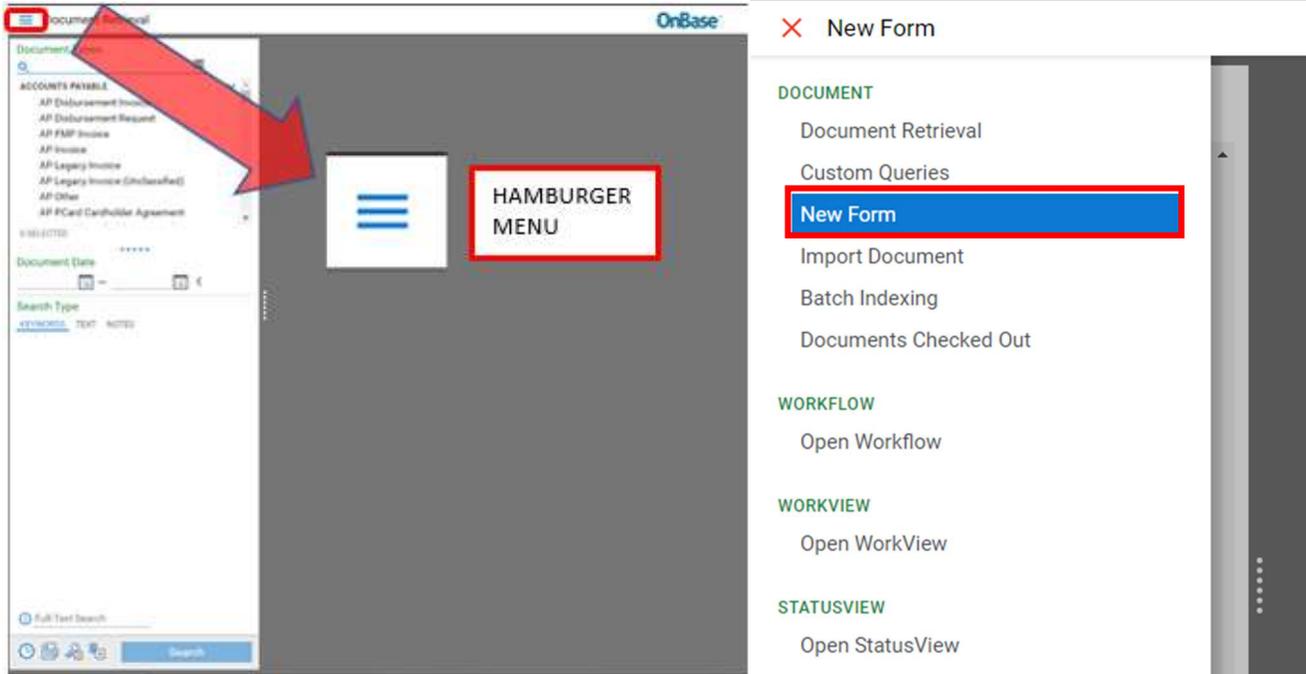
The “Submit” button submits the completed form to the Treasury workflow. The Submitter receives an OnBase system generated email confirmation when the submission is confirmed. The submit button may not be visible until required fields are completed.

APPENDIX A: FORMS MENU

Select users in Accounts Payable and Treasury have access to create / submit Inbound and Outbound forms using the OnBase web client. If you have those rights here is how to access the forms. In this case they will have to complete the submitter name and email information on the form manually.

ONBASE ONLINE

Go to www.bu.onbaseonline.com when asked, enter valid credentials. Once signed into OnBase, click the hamburger menu button and click New Forms to open a list of available forms for submission.



In the list of available forms that appears, find the list of TR forms under TR Posting. Opening either TR Inbound Payment form or Outbound Payment form will open the respective forms for submission.

