

Bank Reference Field

(Last updated: 9/12/2018)

To enhance internal controls and efficiency in matching deposits/payments reported at the bank to the respective general ledger transaction, the *Bank Reference* field will be added to the Advance Deposit (AD) and Non-check Disbursement (ND) documents. It is not a required field, but will be used to populate with an 11-digit numeric value provided by the bank. Please see below for more information.

Advance Deposit

The Bank Reference field will be added to the *Advance Deposits* tab.

Advance Deposit ? Backdoor Id hunter1 is in use

Doc Nbr: 17601931 Status: INITIATED
Initiator: hunter1 Created: 08:09 AM 08/23/20

expand all collapse all
* required field

Document Overview hide

Document Overview

* Description: Explanation:
Organization Document Number:
Secured Field:

Financial Document Detail

Total Amount:

Advance Deposits hide

Advance Deposits

	* Bank Code	* Date	* Location Code	Description	Bank Reference	* Amt	Actions
add:	BOFA Bank of America	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
						Total: 0.00	

Accounting Lines hide

Non-Check Disbursement

A new *Non-Check Disbursement* tab will be added to the ND document (mirroring the AD document). Certain data elements of this tab are required for submission of the document. The Bank Reference field will be included on this new tab.

Non-Check Disbursement ? Backdoor Id hunter1 is in use

Doc Nbr: 17602915 Status: INITIATED
Initiator: hunter1 Created: 10:26 AM 08/23/20

expand all collapse all
* required field

Document Overview hide

Document Overview

* Description: Explanation:
Organization Document Number:
Secured Field:

Financial Document Detail

Total Amount:

Non-Check Disbursements hide

Non-Check Disbursements

	* Bank Code	* Date	Description	Bank Reference	* Amt	Actions
add:	BOFA Bank of America	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
						Total: 0.00

Accounting Lines hide

Accounting Lines hide detail

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	MS MICHIGAN STATE UNIVERSITY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
		* Reference Number	Line Description						

The use of this field will be rolled out in a phased approach by department/user through coordination by the Office of Financial Analysis & Reporting (FA). Please leave this field blank unless contacted and trained by FA.