

Daily Bank Data

How To Guide

1. Go to the Treasury Operations website to obtain the form to establish access to this folder.
2. Fill the form out and return it to the Treasury Office in FREH.
3. We will notify you by email when your access is ready.
4. For those of you that are not supported by the HR/Fin Zone and do not have visibility to the S drive, you will need to work with your IT representative to get the drive mapped appropriately.
5. To view the bank reports, you will need to go to :\\BS\\Limited\\Trea\\Bank Reports. To get into the Trea folder, your access will have to have been granted with your career account. The reports are saved in Adobe pdf format and will be available after 9:00 am each day. It is important to view these reports routinely, if not every day.
6. Once in the Bank Reports folder, you will see ten folders:
 - Accounting Services & ECCO
 - Calumet
 - Fort Wayne
 - Incoming ACH & Wire payments
 - North Central
 - Outgoing Wires
 - School As Lender Account
 - SSACI detail
 - Unclaimed Incoming Payments
 - Voc Rehab Warrant detail
7. The Incoming ACH & Wire payments folder is the folder that you need to be sure to look in routinely. When you open this folder, you will see a folder for each day. (Previous month reports are condensed into separate folders for each month.) Inside the folder for the day you will see two reports:

Actual Bank Activity for (date):

- This report shows all of the incoming money we have received credit for on the previous day.
- The documents will need to be dated according to the date on the actual report. This is not the day that you are seeing the report because it takes a day for us to see everything that came into the bank account.

Anticipated Bank Deposits for (date):

- This report shows all of the incoming money that we expect to receive credit for at the end of the current day.
 - Be careful here because these transactions will also show up on the Actual Bank Activity Report the next day and you don't want to do the transfer paperwork twice.
 - This report also has more detail about each transaction than the Actual Bank Activity Report does.
8. In the Outgoing Wires folder, you will find confirmations for any wire sent. There is a subfolder for USD wires and foreign currency wires. To find your wire confirmation, select the appropriate wire folder and proceed to select the date the wire was sent. There are several different layouts of confirmations depending upon the system the payment was initiated from.
 9. The Accounting Services and ECCO folder contains information for these departments.
 10. There are folders for each of the regional campuses. These folders will contain the transaction detail and balance information for their transfer accounts. The regional campus reps will need to look in their individual folder as well as the Incoming ACH & Wire folder to make sure they see everything pertaining to them.
 11. The School as Lender folder contains information on the School as Lender bank account activity for the Bursar's area.
 12. The State Student Assistance Commission of Indiana (SSACI) detail folder contains information related to the state grant money that comes in.
 13. The Voc Rehab (a/k/a Indiana Family & Social Services Administration) folder contains the warrant summary detail for invoiced payments. These payments are different than other incoming funds because Accounts Receivable prepares the OBC to put each total in pending and clearing. Each campus or department is responsible for moving their payments out of pending and clearing with a JV.
 14. Once you have access to the folder you should check to make sure you can see everything. If there are any problems or concerns, please contact Denise Bollock at 47443 or dbollock@purdue.edu. The bank data will no longer be emailed to you and it will be your responsibility to check for your incoming funds on these reports.
 15. Periodically, we will add a file to the Unclaimed Incoming Payments folder that contains the unclaimed incoming payments. Please review this folder to make sure you don't need any of these items. Funds may be returned within 45 days if they have not been claimed.
 16. If you have any questions about the report or individual items please contact Barb Meihls at 49453 or bameihls@purdue.edu, Donna Smith at 63761 or dss@purdue.edu, or Denise Bollock at 47443 or dbollock@purdue.edu.