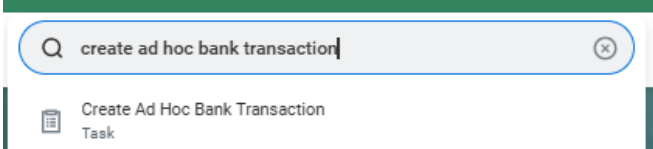


Banking and Settlement: Create Ad Hoc Bank Transaction

Audience / Role	Bank Reconciliation Specialist Cash Specialist
Description	This job aid provides instructions to create ad hoc bank transactions including cash receipts and cash disbursements.
Before You Start	Create ad hoc bank transactions should only be used if you do not need a level of detail provided by Supplier Invoice, Expense Report, Miscellaneous Payments, Ad Hoc Payments, Customer (or Grant) Invoices, or Cash Sale.

Create Ad Hoc Bank Transaction

1	In the Search bar, enter Create Ad Hoc Bank Transaction. In the Search results, select the Create Ad Hoc Bank Transaction task. 
2	Under Create Ad Hoc Bank Transaction, complete the fields for this task. Under Ad Hoc Bank Transaction Information, enter the following into the fields: • Date – The date to use for the ad hoc transaction. • Memo – Enter a description of the transaction. • Company – this indicates which entity will be responsible for the transaction and dictate what bank accounts are available for selection. • Display Account Set – N/A • Bank Account – the bank that is receiving or sending out cash. • Currency – auto-populated as USD. • Currency Rate Type – N/A • Currency Conversion Rate – N/A • Deposit / Withdrawal – select the appropriate option depending on if the transaction is a deposit or withdrawal from the bank account.
3	Under Ad Hoc Bank Transaction Details, enter the following into the fields: • Transaction Amount – enter the total amount of the transaction. • Transaction Line Total – auto summed from lines. • Difference – must be 0 to be able to proceed. • Tax Amount – N/A • Purpose – this indicates the type of cash transaction you are doing (Other Receipts, etc.). • Reference – enter an applicable reference if available. • External Reference – Not required. • Journal Source – Default to Ad Hoc Bank Transaction

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4	Under Accounting Options, enter the following into the fields: • Exclude Bank Account Worktag on Lines – select to exclude the bank account work tag from noncash accounting lines and add it to only cash lines for ad hoc bank transactions. Generally, this option should be left selected. • Eliminate Foreign Exchange Gain or Loss – Leave blank.
5	Under the Ad Hoc Bank Transaction Lines tab, consider the following to complete the fields: • Revenue/Spend Category – The revenue or spend category links transaction line amounts to corresponding account posting rules to post to ledger accounts. • Ledger Account – Auto-populates based on Revenue/Spend Category. If Revenue/Spend Category not applicable, enter ledger account directly. • Amount • Tax Applicability – N/A • Tax Recoverability – N/A • Memo – enter a description per line describing the transaction • Cost Center – Required if Revenue/Spend Category in use. Once Cost Center is filled, it will default in Fund and Activity Worktag. • Project Task – select the necessary Project Task Worktag if applicable. • Grant – select the necessary Grant Worktag if applicable. • Additional Worktags – Select appropriate additional Worktags if needed.
6	Under the attachments tab add the required attachments.
7	Select Submit.

What Happens Next?

- Workday routes the completed ad hoc bank transaction for approval. The ad hoc bank transaction displays in the specified ledger account.
- Review ad hoc bank transactions for Kern using the Find Ad Hoc Bank Transactions report. From the related actions menu of an ad hoc bank transaction, you can:
 - Add or remove attachments for ad hoc bank transactions in any status without additional actions or business process approvals.
 - Cancel the ad hoc bank transaction.
 - You can only cancel unreconciled ad hoc bank transactions.
 - Change the ad hoc bank transaction.
 - If you created the ad hoc bank transaction from a template, Workday disassociates the template from a changed transaction. The ad hoc bank transaction retains the information applied from the template.
 - If you enabled the option to prevent changes to operational transactions in closed periods on the Edit Company Accounting Details task, you can't change ad hoc bank transactions processed in a closed period.
 - Copy the ad hoc bank transaction to create other ad hoc transactions that you can modify.
 - View the accounting.



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Related Reports

- Find Ad Hoc Bank Transactions report