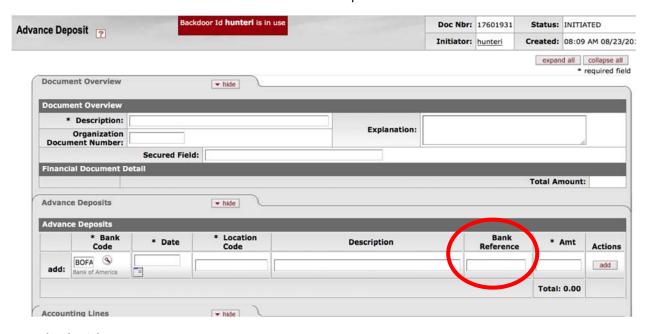
Bank Reference Field

(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 <u>not</u> 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.

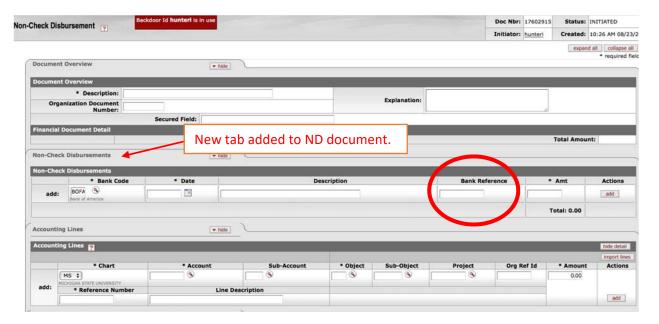
Advance Deposit

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



Non-Check Disbursement

A <u>new Non-Check Disbursement</u> 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.



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.