Cash Demo Profile Set-up

This document will outline the specifications needed to set up a successful cash demo profile. This mainly will allow you to run auto-categorization and successfully categorize most of the transactions.

Video Walkthrough:
https://debtbook.zoom.us/rec/share/kzeR2oRKfbh99ZLIl6nJgbgHdCAIbcklXHVctGjAQRENqBqCQFIBjEq71ZDKjGJ5.C6cbTx4XADUgwX33

Step 1: Grabbing Needed Documents

- Go to getdailybaifiles.com and pull down today's BAI File
- Head to your profile on within the cash management application

Step 2: Setting up your account

- Select "add account" under your profile and drop in the download BAI file
- Add Account details after dropping in the file. Fields can be whatever you want but some recommendations
    - Account name: Cityville Main
    - Bank: Wells Fargo
    - Account type: Non-interest bearing (**required**)
    - ECR: Between 1.0% - 2.5%
    - Description: *optional*
    - Threshold Balance: between $15m-$20m

Step 3a: Adding Categories

Follow this process if your org does not have categories set up
- Once your account is set up, navigate to the categories page
- Once you are in this page, select "Edit Categories"
- From here, add the following categories, and follow the nested relationship shown here:
    - ◆ **Expenses**
        - Capital Projects:
            - Airport Terminal
            - Conference Center
            - Hospital
            - New High School
            - Other (Capital Projects) *(Created automatically)*
        - Debt Service

- ● Payroll
- ● Other (Expenses) *(Created automatically)*
- ● Investment Transfer
- ◆ **Revenues**:
  - ● Highway Taxes
  - ● Property Taxes:
    - ○ Debtbook County
    - ○ Emergency Services
    - ○ Other (Property Taxes) *(Created automatically)*
  - ● Sales Taxes
  - ● Other (Revenues) *(Created automatically)*
- Once you have successfully added your categories, go through and add your account to each individual category

Step 3b: Adding Categories

Follow this process if your org already has categories set up

- If your org has categories already established, navigate to categories and select "edit categories"
- From here, add your account to the categories already created.

Step 4: Creating rules

In order for autocategorization to run effectively, we need to create rules for each category. These rules will mainly be identifying text in the descriptions of the transactions.
- Navigate to transactions and select the first category.
- Navigate to the auto-categorization tab and add a new rule.
- Below I will list out all the rules that need to be created for each category:
  - Airport Terminal
    - Contains text: "airport"
  - Conference Center
    - Contains text: "conference"
  - Hospital
    - Contains text: "hospital"
  - New High School
    - Contains text: "new high"
  - Debt Service
    - Contains text: "debt service"
  - Payroll
    - Contains text: "payroll"
  - Other (expenses)
    - Contains text: "other"

- Inflow/outflow: Outflow
- Investment Transfer
  - Contains text: "investment"
  - Contains text: "stagecoach"
- Highway Taxes
  - Contains text: "highway"
- Debtbook County
  - Contains text: "debtbook county"
- Emergency Services
  - Contains text: "emergency"
  - Contains text: "fire"
- Sales Taxes
  - Contains text: "sales"
- Other (revenues)
  - Contains text: "other"
  - Inflow/outflow: Inflow
- Once these rules are created, click the auto-categorize button and this should bring the # of transactions from 74 to 7. There will be 2 with conflicts and 7 that did not match any rules.

Step 5: Clearing Transactions:
- Once you have auto-categorized the transactions, it is important to clear the remaining transactions.
- Navigate to conflict categories:
  - For the transaction labeled Hospital Sales Tax, select "hospital" as the category.
  - For the transaction labeled Hospital Payroll, select "payroll" as the category
- In the other uncategorized transactions, label the inflows as Other (revenues) and label the outflows as Other (expenses)

Any questions regarding this process, please contact Tom Lombardozzi, Luke Otto, Or David Edwards.