



Who We Are

At Actualize Consulting, our mission is to be an industry leader in the management and automation of financial functions and corporate financial events. Our consultants have extensive experience and are accustomed to the challenges involved in working in demanding atmospheres. We focus on serving mortgage firms, banks, corporates, insurance companies and other financial institutions, and Federal and State Government. We specialize in leading and implementing Finance Transformation initiatives. As part of these transformations, we focus on Treasury Management System (TMS) technology assessments and implementations and have been implementation partners with Kyriba for over 5 years. Currently, we have 32 consultants certified across all Kyriba modules, including connectivity, and have led over 160 Kyriba engagements.

What We Offer

We are adamant that performing implementations is not simply about getting our clients operational on the TMS; it is also about providing clear guidance on industry best practices, opportunities to maximize the technology's capabilities, and strategies and reporting to leverage the tool to drive key business decisions and provide immediate user proficiency. Leveraging our Treasury and technology expertise, our clients have expanded their TMS utilization and realized significant efficiency gains through the deployed solutions. Our Best Practice Guides are available for purchase and are a culmination of years of industry experience and deep knowledge of Kyriba.

Best Practice Guides

Given our industry expertise, we know the ins and outs of each module and the typical issues that arise during any given implementation. Our consultants created these guides as the product of years of experience to provide insights to consider as you undertake your transition. All guides are housed on our online portal, meaning they are completely dynamic. They will reflect new functional developments and their respective best practices as they become available. Treasury technology is ever-changing and our platform has the capability to expand with it.

Who Can Benefit?

Our guides are great for new Kyriba customers beginning or mid-implementation and existing customers who:

- Have additional scope or modules to implement
- Want to enhance current processes or consolidate functions across teams
- Experienced significant organizational changes or staff turnover
- Desire to optimize new Kyriba functionality

What to Expect

- Industry best practices to enhance your daily operations
- Kyriba specific best practices to fully leverage capabilities of the application
- Tips and tricks to improve operational efficiency and streamline processes

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- Enhanced reporting to manage operational activity and drive strategic decisioning
- Guidance to enhance system proficiency and empower users with knowledge to design the system to best meet their needs

Modules Available

We currently offer guides for the following modules:

- Bank Account Management
- Bank Fee Analysis
- Bank Reporting
- Cash & Forecasting
- Cash Accounting
- Financial Accounting
- Financial Transactions: Debt & Investment
- Financial Transactions: FX, IR, Valuation
- GL Reconciliation
- Hedge Accounting
- Higher Ed
- In-House Banking
- Payments
- Project Planning
- System Administration

Client Testimonial

“Implementations are overwhelming; having thorough reference documents such as these best practice guides are so helpful! There are so many uses for this; not only are they a great resource during implementation, but even after the dust has settled in the new system, it is a good document to review and validate you are employing best practice, train new team members, and ensure the entire team has an understanding of what is going on.”

On the following pages you will find a sample of information found in our Cash Accounting Guide.

Cash Accounting

Industry Best Practices

Example

A number of factors contribute to a smooth Cash Accounting process. Below are three important factors to consider.

I. Data Requirements

Cash accounting's primary source is the prior day bank statements that contain confirmed transactions from the bank. It is not recommended to use Intraday bank statements to generate accounting entries as these transactions are not confirmed by the bank and could require changes once the prior day statement is produced.

II. Ownership

The cash accounting process may be owned by the treasury or accounting department and will depend on the internal finance organizational structure. If a structure for this is not currently in place, then we recommend the Accounting team own the process.

III. Frequency

Cash accounting should be executed daily on the transaction date listed in the bank statement. This will maintain accurate accounting records and facilitate the bank reconciliation process.

Guidance to Enhance System Proficiency

Example

Applying GL String Components to Kyriba Fields

The Chart of Accounts holds the listing of all GL accounts. Best practice is to maintain just one chart of accounts. If there are regional offices using different charts of accounts and it is not simple to filter strictly on an entity, then having a separate Chart of Accounts may be required to differentiate the exports.

When multiple ERPs are used, finding available fields to accommodate different GL strings can be a challenge. In this case, it may require loading the entire GL string to the Chart of Accounts. This provides additional effort from a data maintenance perspective, however, and may be required because each combination of string components in use must be stored.

Example: If the entire GL string is stored in the chart of accounts, and one entity's ID changes, all relevant GL string combinations must be updated.

Kyriba Configuration Best Practices

Although implementing Kyriba will help you streamline processes and enhance daily operations overall, there are some configurations available to help you further improve its capabilities beyond face value.

Example

GL Posting and User Zones

If referential data options are exhausted, and more than 10 fields are needed across User Zones and Free Text fields to represent GL string components individually, there are 2 potential approaches to explore:

- I. Setting default values in the export template for values that are constant (if any) so as not to use up a user zone or free text field.
- II. Concatenating fields together – When there are not enough individual fields available, concatenating GL string components can allow the user to record appropriate values for 2 or more pieces of the GL string into one field in Kyriba using the following method:
 - a. ‘Breakdown the GL account’ in the export template - You can merge multiple strings (that are next to each other in the export file) with a delimiter that is originally determined within your GL Account. This method only works with the GL account and strings next to each other on the export file. For example, if the export process has GL Account and Cost Center next to each other, the GL account can be set up as 1000.201 which will allow for the “Breakdown the GL account” functionality to work. If the export’s delimiter is semi-colon separated, then it would get broken down into 1000;201 in the export file.

Export GL entries (GL posting) - Export GL entries (GL posting)

Entities | Period | GL account | Charts of accounts | Company | Flow code | User zones | Presentation | Options

☒ From a financial transaction

☒ From a financial transaction but then modified in module GL

Export batch Id

Export batch Id:

Identifiers

Debit identifier alias:

Credit identifier alias:

☒ Breakdown the GL account

Breakdown separator:

- b. Alternatively, use a post-process to parse after export. You can merge strings on the user zone level and keep a mapping table for the fields. This is useful if there are restrictions on which GL string components can be used together.

Market data | Entities and accounts | Processing codes | Templates

User zone - Define list values

Menu Filter: none

	Code	Description
<input type="button" value="edit"/>	10-267433	Sample Expense and BU
<input type="button" value="edit"/>	11-267433	Sample Expense and BU
<input type="button" value="edit"/>	10-267437	Sample Expense and BU

Tips and Tricks

Example

GL Mapping Rules Import

You can copy and paste straight into the mapping rules screen; no need to import.

- I. Columns must align, including a column for rank. However, rank number is not considered in the copy/paste process.

Leverage the “Print” function to export rules in a format that can be pasted into the list of mapping rules.

Enhanced Reporting

Kyriba offers many reporting options to support validation throughout the cash accounting process and maintenance of record for audit purposes. We describe frequently used reports and how they typically apply to clients’ workflows.

Example

Do Not Post Summary (GL Entry Ledger)

This report leverages the same base report as the GL Entry Summary but is filtered to include only items marked as DNP.

- I. Requirement: “DNP” is included in the COA as a GL account, and this GL account is mapped to DNP transactions

This report can be useful for review by exception to confirm if an entry was tagged errantly as DNP.

The screenshot shows a web application interface for configuring a report. At the top is a blue header bar with the text "Home Page - Copy - DNP Summary". Below the header is a navigation bar with several tabs: "Entities", "Company", "GL account", "Period", "Presentation", "Options", "Range", and "Flow code". The "GL account" tab is currently selected. Below the navigation bar, there are three rows of configuration options, each with a label, a value, and a dropdown menu icon (three dots). The first row is "Chart of accounts: GL_COA" with a dropdown menu showing "GL CHART OF ACCOUNTS". The second row is "GL account: DNP" with a dropdown menu. The third row is "Selection type: Only include the data of this account and the linked entries" with a dropdown menu showing a downward arrow and an asterisk. The interface is clean and professional, with a light blue and white color scheme.