MSCS BridgeNet
“How To…”

Allocate Funds within Plan Accounts

This document explains the process for allocating funds between the cash and disburse ledger for a Plan.

This process applies only to a customer who has custodial and/or trustee accounts with Matrix and thus, uses the Manage Cash options within BridgeNet.

Table of Contents

Viewing Plan Balances.................................................................................................................................... 2
Allocating Funds to/from Plan Cash to/from Plan Disbursement............................................................... 3
Allocating Funds from a Plan to Billing/Operating ...................................................................................... 6
Allocating Funds from Billing/Operating to a Plan ..................................................................................... 9
Allocation Reversal ....................................................................................................................................... 12
Releasing the Allocations.............................................................................................................................. 13

The MSCS BridgeNet “How To…” guides provide step-by-step instructions for a specific BridgeNet process. For more information on BridgeNet, including a full BridgeNet user guide, please contact your MSCS representative.
Viewing Plan Balances

A user can view the total cash and disbursement balances for the all plan accounts within the View Total Plan Balances screen.

Under the Manage Cash menu, select “View Total Plan Balances.”

To view the current day’s balance, leave the dates as-is and click “Refresh.” Balances for both the disbursement ledger and cash ledger will be displayed for all plan accounts.*

*MG Trust updates account balances nightly at approximately 6pm and 10pm MST.
Allocating Funds to/from Plan Cash to/from Plan Disbursement

From within the Manage Cash menu, select “Manage Cash Deposits.” Current Operating and Billing balances will be displayed at the top of the screen.

Change the Grid Display to “All Accounts.”

Double-click on the appropriate account to open the detail screen.
The balance of each ledger is displayed at the top-right corner of the detail screen.

Key the amount to be allocated into the “Allocation Amt” field.

Next, use the From/To section to specify which ledgers are affected by the allocation.

To move money between the cash and disburse ledgers for the plan account, enter “This Plan” into both the FROM and TO fields. Choose the appropriate ledger (cash or disburse) within both the FROM and TO sections.

Once finished, allocate the funds using the Create Allocation button. After all allocations have been “created,” the user should select Back to revert back to the main Manage Cash Deposits screen to Release all allocations.
In the Manage Cash Deposits screen, the allocation amount should now show in two columns on the grid. One column reflects the credit, the other reflects the debit.

Allocations must be Released to Matrix before they will be processed by MG Trust.
Allocating Funds from a Plan to Billing/Operating

From within the Manage Cash menu, select “Manage Cash Deposits.” Current Operating and Billing balances will be displayed at the top of the screen.

Change the Grid Display to “All Accounts.”

Locate the plan from which the funds will be transferred. Double-click on the appropriate account to open the detail screen.
The balance of each ledger is displayed at the top-right corner of the detail screen.

Key the amount to be allocated into the “Allocation Amt” field.

Next, use the From/To section to specify which ledgers are affected by the allocation:

From: This Plan
To: Operating (07i…) OR Billing (07b…)

Once finished, allocate the funds using the Create Allocation button. After all allocations have been “created,” the user should select Back to revert back to the main Manage Cash Deposits screen to Release all allocations.
In the Manage Cash Deposits screen, the allocation amount should now show in two columns on the grid. One column reflects the credit, the other reflects the debit.

Allocations must be Released to Matrix before they will be processed by MG Trust.
Allocating Funds from Billing/Operating to a Plan

From within the Manage Cash menu, select “Manage Cash Deposits.” Current Operating and Billing balances will be displayed at the top of the screen.

Change the Grid Display to “All Accounts.”

Locate the plan to which the funds will be transferred. Double-click on the appropriate account to open the detail screen.
The balance of each ledger is displayed at the top-right corner of the detail screen.

Key the amount to be allocated into the “Allocation Amt” field.

Next, use the From/To section to specify which ledgers are affected by the allocation.

From: Operating (07i…) or Billing (07b…)
To: This Plan

Enter the appropriate ledger for both the From and To sides of the allocation area. Once finished, allocate the funds using the Create Allocation button. After all allocations have been “created,” the user should select Back to revert back to the main Manage Cash Deposits screen to Release all allocations.
In the Manage Cash Deposits screen, the allocation amount should now show in two columns on the grid. One column reflects the credit, the other reflects the debit.

Allocations must be Released to Matrix before they will be processed by MG Trust.
Allocation Reversal

In the event that money is allocated in error, the allocation can be reversed as long as it has not yet been Released from the Manage Cash Deposits screen.

Method #1 – De-Allocation of a Single Item

From within the Manage Cash Deposits screen, locate and open the account where the reversal is to take place. Next, toggle the radio button on the right side of the screen to show “Allocated” items. The pending allocation will now display in the bottom section of the screen.

To review the item, double-click on it to display the detail. To de-allocate it, highlight it and select the “De-Allocate Selected” button on the bottom right of the screen.

Method #2 – De-Allocation of ALL Pending Items across All Accounts

At the bottom of the Manage Cash Deposits screen, the “>>” button beneath the heading “All Accounts’ Allocations” can be used to clear all pending items across all plans, including Billing and Operating.
Releasing the Allocations

Allocations will not be processed if they are not Released.

When ready to send the allocations to Matrix for processing by MG Trust, click the green “Release Allocations” button at the bottom of the screen.

The “Release Allocations” button releases all allocated deposits and funds. Individual rows cannot be selected for release. If a deposit should not be released, it should be de-allocated.

Upon Releasing the allocations, the user will be provided a summary screen of all allocated deposits that will be Released, allowing one last opportunity to review and cancel, if necessary:

If the user selects “Yes” button, all allocations will be released.

Allocations must be Released by 6:30pm EST nightly.