

Oracle[®] Cash Management User Guide

RELEASE 11*i*

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ORACLE[®]

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Primary Authors: Dennis Camilleri, Frank Colligan, Janet Coshov, Tracy Drinkwater, Gene Heller, Christina Ravaglia

Major Contributors: Kay Adams, Bidemi Carrol

Contributors: Amy Andrews, Christopher Andrews, Carolyn Jusuf, Chang-Ok Kawamoto, Sally Screven

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Glossary

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Preface

Welcome to Release 11*i* of the *Oracle Cash Management User's Guide*.

This user's guide includes the information you need to work with Cash Management effectively. It contains detailed information about the following:

- Overview and reference information
- Cash Management implementation suggestions
- Specific tasks you can accomplish using Cash Management
- How to use Cash Management windows
- Cash Management programs, reports, and listings
- Cash Management functions and features
- Cash Management system setup

This preface explains how this user's guide is organized and introduces other sources of information that can help you.

Audience for This Guide

Welcome to Release 11*i* of the Oracle Cash Management User Guide user guide.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Cash Management

If you have never used Cash Management, we suggest you attend one or more of the Cash Management training classes available through Oracle University.

- The Oracle Applications graphical user interface.

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User Guide*.

See Other Information Sources for more information about Oracle Applications product information.

How To Use This Guide

This guide contains the information you need to understand and use Cash Management.

This preface explains how this user guide is organized and introduces other sources of information that can help you. This guide contains the following chapters:

- Chapter 1 contains an overview of the Cash Management process. It also describes how Cash Management integrates with Oracle Payables and Oracle Receivables.
- Chapter 2 describes how to set up Cash Management after you have installed it.
- Chapter 3 describes how to load bank statement information into Cash Management.
- Chapter 4 describes how to reconcile banks statements automatically or manually, and how to perform related tasks.
- Chapter 5 explains how to create cash forecast templates and generate cash forecasts.
- Chapter 6 describes how to review your cash management activities, including bank statement reconciliations, details, and

transactions. It also describes how to query available transactions and produce reports.

- Appendices A – C include information about menu paths, profile options, and function security.

Finding Out What's New

From the HTML help window for Cash Management, choose the section that describes new features or what's new from the expandable menu. This section describes:

- New features in 11*i*. This information is updated for each new release of Cash Management.
- Information about any features that were not yet available when this user guide was printed. For example, if your system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Cash Management.

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides unless we specify otherwise.

Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). The technical reference guides are available in paper format only. Note that the HTML documentation is translated into over twenty languages.

The HTML version of this guide is optimized for onscreen reading, and you can use it to follow hypertext links for easy access to other HTML guides in the library. When you have an HTML window open, you can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

- You can use the Search feature to search by words or phrases.

- You can use the expandable menu to search for topics in the menu structure we provide. The Library option on the menu expands to show all Oracle Applications HTML documentation.

You can view HTML help in the following ways:

- From an application window, use the help icon or the help menu to open a new Web browser and display help about that window.
- Use the documentation CD.
- Use a URL provided by your system administrator.

Your HTML help may contain information that was not available when this guide was printed.

Related User Guides

Cash Management shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Cash Management.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at <http://oraclestore.oracle.com>.

User Guides Related to All Products

Oracle Applications User Guide

This guide explains how to navigate the system, enter data, and query information, and introduces other basic features of the GUI available with this release of Cash Management (and any other Oracle Applications product).

You can also access this user guide online by choosing “Getting Started and Using Oracle Applications” from the Oracle Applications help system.

Oracle Alert User Guide

Use this guide to define periodic and event alerts that monitor the status of your Oracle Applications data.

Oracle Applications Implementation Wizard User Guide

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Oracle Developer forms so that they integrate with Oracle Applications.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Cash Management implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

Oracle Applications User Interface Standards

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

User Guides Related to This Product

Oracle General Ledger User Guide

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define

additional rate types, and enter daily rates. This manual also includes complete information on implementing Budgetary Control.

Oracle Purchasing User Guide

If you install Oracle Purchasing, refer to this user guide to read about entering and managing the purchase orders to which you match invoices.

Oracle Receivables User Guide

Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the Suppliers, Banks, Invoices, and Payments windows.

Oracle Projects User Guide

If you install Oracle Projects, use this user guide to learn how to enter expense reports in Projects that you import into Payables to create invoices. You can also use this manual to see how to create Project information in Projects which you can then record for an invoice or invoice distribution.

Oracle Assets User Guide

If you install Oracle Assets, you can use this manual to add assets and cost adjustments directly into Oracle Assets from invoice information in Payables.

Country-Specific Manuals

Use these manuals to meet statutory requirements and common business practices in your country or region. They also describe additional features added to Cash Management to meet those requirements. Look for a User's Guide appropriate to your country; for example, see the *Oracle Financials for the Czech Republic User's Guide* for more information about using this software in the Czech Republic.

Oracle Cash Management Applications Technical Reference Manual

The *Oracle Cash Management Applications Technical Reference Manual* contains database diagrams and a detailed description of Cash Management and related applications database tables, forms, reports, and programs. This information helps you convert data from your

existing applications, integrate Cash Management with non-Oracle applications, and write custom reports for Cash Management.

Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to report and maintain accounting records in more than one currency, use this manual before implementing Oracle Order Entry. The manual details additional steps and setup considerations for implementing Oracle Order Entry with this feature.

Multiple Organizations in Oracle Applications

If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Oracle Order Entry installation, use this guide to learn about setting up and using Oracle Order Entry with this feature.

Oracle Self-Service Web Applications User Guide

This guide describes how Oracle Self-Service Web Applications enable companies to provide a self-service and secure web interface for employees, customers and suppliers. Employees can change their personal status, submit expense reports or request supplies. Customers can check on their orders, and suppliers can share production schedules with their trading partners. This guide is available HTML only.

Oracle Treasury User Guide

This guide describes how to use Oracle Treasury to manage your financial market transactions and exposures. It also describes how to perform in-house banking.

Oracle Business Intelligence System Implementation Guide

This guide provides information about implementing Oracle Business Intelligence (BIS) in your environment.

BIS 11i User Guide Online Help

This guide is provided as online help only from the BIS application and includes information about intelligence reports, Discoverer workbooks, and the Performance Management Framework.

Using Oracle Time Management

This guide provides information about capturing work patterns such as shift hours so that this information can be used by other applications such as General Ledger.

Installation and System Administration Guides

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind, and major issues, for Applications-wide features such as Business Intelligence (BIS), languages and character sets, and self-service applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle One-Hour Install, which minimizes the time it takes to install Oracle Applications and the Oracle 8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle One-Hour Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process in general and lists database upgrade and product-specific upgrade tasks. You must be at either Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0 to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

Using the AD Utilities

Use this guide to help you run the various AD utilities, such as AutoInstall, AutoPatch, AD Administration, AD Controller, Relink, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities.

Oracle Applications Product Update Notes

Use this guide as a reference if you are responsible for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features and enhancements and changes made to database objects, profile options, and seed data for this interval.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage processing.

Oracle Cash Management Applications Technical Reference Manual

This reference guide contains database diagrams and a detailed description of database tables, forms, reports, and programs for Oracle Cash Management, including Cash Management and related applications. This information helps you convert data from your existing applications, integrate Cash Management with non-Oracle applications, and write custom reports for Cash Management.

You can order a technical reference guide for any product you have licensed. Technical reference guides are available in paper format only.

Oracle Workflow Guide

This guide explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

Training and Support

Training

We offer a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. We also offer Net classes, where training is delivered over the Internet, and many multimedia-based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet your needs.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Cash Management working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

Do Not Use Database Tools to Modify Oracle Applications Data

We **STRONGLY RECOMMEND** that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our guides.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything

other than Oracle Applications forms, you might change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support and office automation, as well as Oracle Applications. Oracle Applications provides the E-business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education and support services, in over 145 countries around the world.

Your Feedback

Thank you for using Cash Management and this user guide.

We value your comments and feedback. This guide contains a Reader's Comment Form you can use to explain what you like or dislike about Cash Management or this user guide. Mail your comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Or, send electronic mail to **appsdoc@us.oracle.com**.

CHAPTER

1

Overview

This chapter gives an overview of Cash Management.

About Oracle Cash Management

Oracle Cash Management is an enterprise cash management solution that helps you effectively manage and control your cash cycle. It provides comprehensive bank reconciliation and flexible cash forecasting.

See Also

About Bank Reconciliation: page 1 – 2

About Bank Statements: page 1 – 6

Matching Bank Statement Lines with Transactions: page 1 – 7

Multi-Currency Handling: page 1 – 10

Oracle Payables Reconciliation Accounting: page 1 – 15

Oracle Receivables Reconciliation Accounting: page 1 – 21

Oracle Payroll Reconciliation: page 1 – 26

Using Cash Management with Automatic Clearing: page 1 – 24

About Cash Forecasting: page 1 – 28

About Bank Reconciliation

The diagram in this section provides an overview of the Cash Management process, from entering bank statements to posting transactions to your general ledger. There are two major process steps you need to follow when reconciling bank statements:

1. **Load Bank Statements:** You need to enter the detailed information from each bank statement, including bank account information, deposits received by the bank, and payments cleared. You can enter bank statements manually or load electronic statements that you receive directly from your bank. (See: Entering Bank Statements Manually: page 3 – 18 and Loading Bank Statement Open Interface: page 3 – 2)
2. **Reconcile Bank Statements:** Once you have entered detailed bank statement information into Cash Management, you must reconcile that information with your system transactions. Cash Management provides two methods to do your reconciliations:

- **Automatic**—Bank statement details are automatically matched and reconciled with system transactions. This method is ideally suited for bank accounts that have a high volume of transactions. (See: Reconciling Bank Statements Automatically: page 4 – 2)
- **Manual**—This method requires you to manually match bank statement details with system transactions. The method is ideally suited to reconciling bank accounts that have a small volume of monthly transactions. You can also use the manual reconciliation method to reconcile any bank statement details that could not be reconciled automatically. (See: Reconciling Bank Statements Manually: page 4 – 19)

During the reconciliation process you can create miscellaneous transactions for bank-originated entries, such as bank charges and interest. You can also manually create Payables payments for bank charges and errors or you can manually create Receivables receipts.

The automatic reconciliation process can be set up to create miscellaneous transactions automatically.

Clearing

You can clear receipts in Oracle Receivables prior to reconciliation to maintain more up-to-date cash account balances. When you clear a transaction, you assign a cleared date and status to the transaction, and information that will be used to create accounting entries is recorded in Receivables. When you reconcile a transaction, the transaction is first cleared (if uncleared) and then matched to bank statements.

Review and Summarize Results

Once you have completed the reconciliation process, we recommend that you review your reconciliation results. You can do this by reviewing the reports that are printed automatically from the AutoReconciliation program. You can also print various other standard summary and reconciliation reports.

Create Accounting Entries in Payables

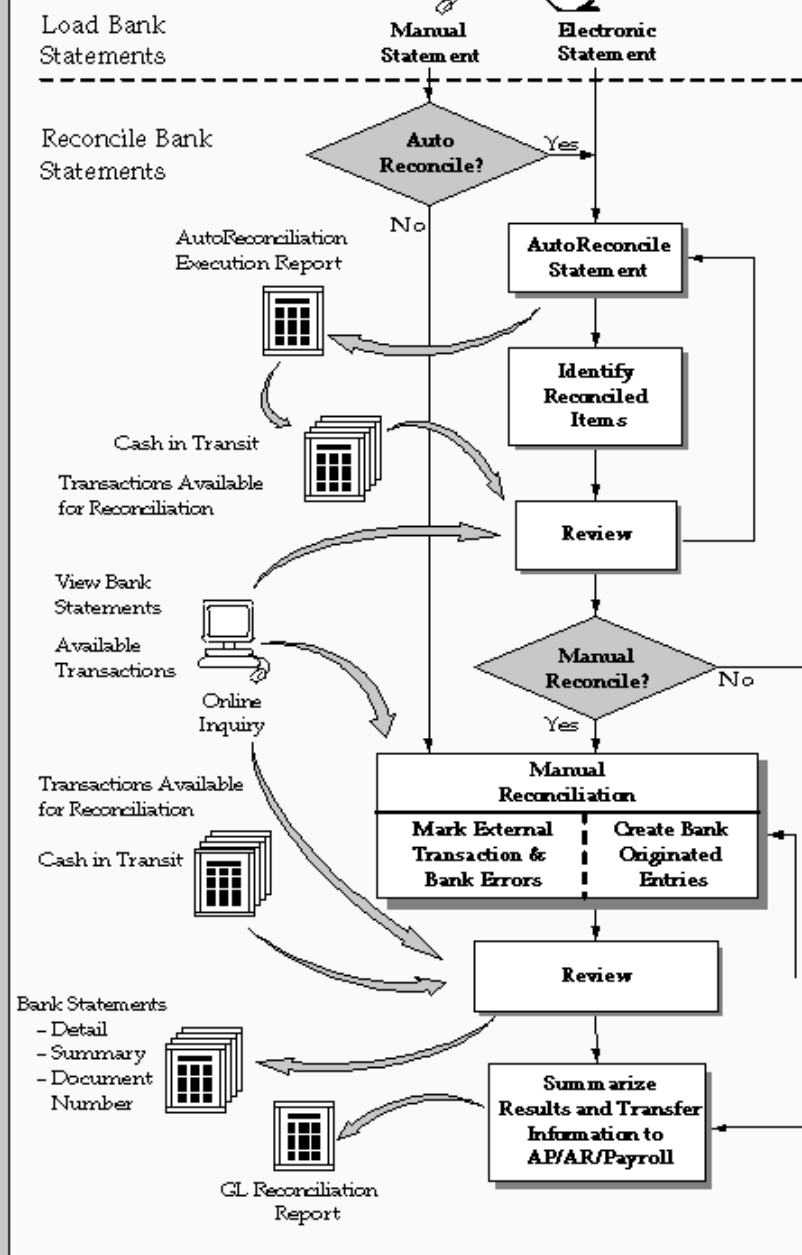
After you clear payments in Cash Management, you can create reconciliation accounting entries for the Payments in Payables. These entries are then ready to be transferred to the General Ledger Interface tables.

Transfer Entries to Your General Ledger

Once you are satisfied that your reconciliation was completed correctly you can create reconciliation accounting entries and post them to your general ledger. In Payables, you create accounting entries, and then submit Transfer to General Ledger program to transfer the accounting entries to the General Ledger Interface. In Receivables, you submit the General Ledger Interface program transfer accounting entries to the General Ledger Interface.

If you have installed Oracle General Ledger, you can then submit Journal Import for either Payables or Receivables to transfer the accounting entries from the General Ledger Interface tables into Oracle General Ledger.

Cash Management Process Overview



Bank Statements

Cash Management maintains information for each bank statement you want to reconcile. You can use the Cash Management Bank Statement Open Interface to load bank statement information supplied by your bank, or you can enter and update bank statements manually. The system retains all bank statement information for audit and reference purposes, until you purge it.

Each Cash Management *bank statement* is composed of one bank statement header and multiple bank statement lines. The bank statement header identifies the statement number, bank account number, and statement date. It also contains optional information including the bank and branch names, bank account currency, and control amounts.

If a bank gives you multiple account information on a single bank statement, you must enter a separate Cash Management bank statement for each bank account, for the specific statement date.

Bank Statement Lines

A bank statement line can refer to one or more payments, receipts, miscellaneous transactions, or journal entry lines. Each line has a line number, transaction type, date cleared (bank transaction date), and amount. Optional line information includes the bank transaction code, number, bank transaction identifier (such as the payment or deposit number), currency information (currency code, amount in original currency, exchange rate), value date, agent (customer or supplier), agent bank account, a comment, and a descriptive flexfield for user-defined additional information.

A bank statement line's status can be one of the following:

- **Reconciled:** Some payments, receipts, or miscellaneous transactions have been matched against this line. The statement line may not be fully reconciled.
- **Unreconciled:** No transactions have been matched.
- **Error:** This status is a warning that the line cannot be reconciled because of a bank error in the statement that cannot be resolved. You must manually mark the statement line as Error. The transaction will remain unreconcilable because there is no corresponding transaction to which the line can be reconciled.

- **External:** The line does not correspond to any transaction in General Ledger, Payables, Receivables, Payroll, or the Reconciliation Open Interface, but corresponds to a transaction in another system. You then manually mark the statement line as External. Cash Management treats it as reconciled.

Bank Statement Error Reconciliation

You can efficiently manage bank errors. You can automatically or manually reconcile correcting statement lines against error statement lines, thereby providing an audit trail you can use to verify correction of bank errors.

For example, if your bank erroneously records a \$50 payment as \$500, your bank statement may show three statement lines for \$500, <\$500>, and \$50. You can reconcile the <\$500> correction against the \$500 error statement line, and the \$50 statement line against the original payment.

Bank Statement Transaction Codes

Bank statement lines are coded to identify the type of transaction the line represents. Since each bank might use a different set of transaction codes, you need to map each code a particular bank uses.

See Also

Oracle Payables Reconciliation Accounting: page 1 – 15

Oracle Receivables Reconciliation Accounting: page 1 – 21

Reconciling Corrections and Adjustments to Bank Errors: page 4 – 61

Bank Transaction Codes: page 2 – 24

Matching Bank Statement Lines with Transactions

Reconciling payments, receipts, and journal entries in Cash Management has two major steps: matching and clearing.

- **Matching:** Match a bank statement line against Receivables, Payables, and Payroll transactions using a transaction number (such as the payment or deposit number), bank account, amount, and currency. You can also match a statement line against a General Ledger journal entry.

If matching criteria are not met, the statement line remains unmatched.

For manual reconciliation, there are no restrictions for matching statement lines and transactions.

- **Clearing:** After matching a bank statement line and a transaction, they can be cleared. Cash Management assigns a cleared date and amount for all receipts and payments that your bank reports as cleared, and transfers accounting information to Payables and Receivables.

You can report on reconciliation exceptions, variances, and items that have been matched.

Matching Criteria for Payables Transactions

The Cash Management AutoReconciliation program fully matches Payables transactions against bank statement lines if the transactions meet the following criteria:

- The transaction currency is the same as the bank statement line currency.
- For payment batches (such as EFT batches), the Reference or Payment Batch Name matches the statement line Transaction Number, and the transaction amount is within the reconciliation tolerance.
- For the detail payment transactions and stopped transactions, the matching sequence searches in the following order:
 - 1. payment number
 - 2. invoice number and supplier bank account
 - 3. invoice number

Also, the transaction amount is within the reconciliation tolerance.

If the bank statement does not provide a check number for a payment, then matching to the invoice number and supplier bank account number is particularly useful.

- For stopped transactions the payment must first be stopped or voided in Payables.

Matching Criteria for Receivables Transactions

The Cash Management AutoReconciliation program fully matches Receivables transactions against bank statement lines if the transactions meet the following criteria:

- The transaction currency is the same as the bank statement line currency.
- For remittance batches (such as Direct Debit batches), the Remittance Batch Deposit Number or Receipt Batch Name matches the statement line Transaction Number and the transaction amount is within the reconciliation tolerance.
- For detail remittance transactions, NSF (Non-Sufficient Funds), and Rejected transactions, the matching sequence is the same: first the program tries to match against the invoice number and customer bank account, then just the invoice number, and finally the receipt number. Also, the transaction amount is within the reconciliation tolerance.
- For NSF (Non-Sufficient Funds) or Rejected transactions the receipt must first be reversed in Oracle Receivables.

If the bank statement does not provide a check number for a receipt, then matching to the invoice number and customer bank account number is particularly useful.

Matching Criteria for Oracle Payroll Transactions

The Cash Management AutoReconciliation program matches Oracle Payroll transactions against bank statement lines if the transactions meet the following criteria:

- The Oracle Payroll payment number matches the statement line payment number.
- The Oracle Payroll payment amount matches the statement line payment amount.

Matching Criteria for Miscellaneous Transactions

The Cash Management AutoReconciliation program matches miscellaneous transactions if the transactions meet the following criteria:

- If the transaction type matches to regular miscellaneous transactions:

- The transaction amount is within the reconciliation tolerance.
 - The Receipt Number matches the statement line Transaction Number.
- If the transaction type matches to correction statement lines:
 - For reversal corrections, the statement line has the same transaction number, same amount, and opposite transaction type (for example, Miscellaneous Receipt and Miscellaneous Payment).
 - For adjustment corrections, the statement line has the same transaction number, and has a transaction type of payment, receipt, miscellaneous payment, or miscellaneous receipt, and the net amount is within the reconciliation tolerance.

Matching Criteria for General Ledger Journals

The Cash Management AutoReconciliation program matches general ledger journal transactions if the transactions meet the following criteria:

- The journal line is posted.
- The journal line Accounting Flexfield matches the bank account's cash Accounting Flexfield.
- The journal line Description matches the statement line Transaction Number.

See Also

About Bank Statement Validation: page 3 – 7

Multi-Currency Handling

Cash Management handles foreign currency transactions during both automatic and manual bank reconciliation.

The following example illustrates the way that Cash Management handles different multi-currency situations. In these examples, the functional currency is euro.

In this scenario...	if the transaction currency is...	and bank account currency is...	then the exchange rate is...
Domestic	EUR	EUR	Not needed.
International	USD	EUR	Calculated by Cash Management if you do not provide it.
Foreign	USD	USD	Required.
Foreign Translated	USD	JPY	Not supported in Payables or Receivables.

Table 1 – 1 Multi-Currency Handling (Page 1 of 1)

For both the International and Foreign scenarios, the bank statement transaction line must include, in addition to Currency, at least one of the following types of exchange rate information:

- Original Amount
- Exchange Rate
- Exchange Rate Type and Exchange Rate Date

Manual Reconciliation

When you are entering bank statement lines for a manual reconciliation, you can also enter the exchange rate information for each transaction. When you reconcile a Foreign scenario statement line, the statement line exchange rate information is the default for clearing the transaction. When you reconcile an International scenario statement line, the statement line exchange rate information is calculated.

Automatic Reconciliation

Cash Management's AutoReconciliation program performs validation checking of exchange rate information during bank statement import and reconciliation. The program also handles transaction matching differently for International and Foreign scenario transactions. See: Multi-Currency Matching: page 4 – 10.

For the International scenario, if you don't provide exchange rates with your statement lines and if the cleared amount (functional currency) matches the paid transaction amount

(after conversion to functional currency), then Cash Management calculates an exchange rate as of the cleared date.

See Also

Oracle Payables Reconciliation Accounting: page 1 – 15

Oracle Receivables Reconciliation Accounting: page 1 – 21

Importing Bank Statements: page 3 – 5

Reconciling Bank Statements Automatically: page 4 – 2

Multi-Currency Matching: page 4 – 10

Reconciling Bank Statements Manually: page 4 – 19

Integration with Oracle Receivables, Payables, and Payroll

Bank Reconciliation is an integrated application that works with Receivables, Payables, and Oracle Payroll.

Integration with Receivables

Cash Management shares functionality with Receivables. Using Cash Management, you can:

- Clear and reconcile receipts.
- Undo the reconciled status of a reconciled receipt.
- Undo the cleared status of a cleared receipt.
- Navigate to Receivables where you can create or reverse receipts.
- Create miscellaneous (non-invoiced) transactions, such as interest, debits, or credits.

Notes:

- If you use Automatic Clearing for receipts in Receivables, keep in mind that receipts are only cleared, not reconciled against a bank statement.
- If you are using Receivables, you must use Cash Management to reconcile your receipts.

Integration with Payables

Cash Management integrates with Payables. If you are using Payables, you must use Cash Management to reconcile your payment transactions. With Cash Management you can:

- Clear and reconcile payments.
- Undo the reconciled status of a reconciled payment.
- Undo the cleared status of a cleared payment.
- Record miscellaneous transactions that are on your bank statements such as bank charges, or bank errors. If you plan to use Cash Management to record miscellaneous transactions, then you must install and set up Receivables, since miscellaneous payments in Cash Management are actually *negative* miscellaneous receipts.
- Open the Payments window to enter Payables payments.

Integration with Payroll

Cash Management integrates with Oracle Payroll. When you use Oracle Payroll you can:

- Reconcile your payroll account with your bank statement.
- Undo the reconciled status of a reconciled payroll payment.

See Also

About Bank Reconciliation: page 1 – 2

About Bank Statements: page 1 – 6

Oracle Payables Reconciliation Accounting: page 1 – 15

Oracle Receivables Reconciliation Accounting: page 1 – 21

Using Oracle Cash Management with Automatic Clearing: page 1 – 24

Overview of Setting Up: page 2 – 9

Automatic Clearing for Receipts (*Oracle Receivables User's Guide*)

Payables Reconciliation Accounting

Cash Management enables you to reconcile payments you created in Payables against your bank statements. When you use Cash Management you can:

- Automatically account for the delay in bank clearing of payments by crediting a cash clearing account when you issue a payment, and clear the balance with a cash account when you reconcile the payment.
- Automatically account for differences between the amount cleared and the original payment amount, whether they are due to exchange rate fluctuations, bank charges, or bank errors.

After you clear or reconcile your payments with Oracle Cash Management, in Payables you can create accounting entries to the Cash, Cash Clearing, realized Gains and Losses, Bank Charges, and Bank Errors accounts that you specified in the Oracle Payables Bank Accounts window and the Payment Documents window. You then transfer the reconciliation accounting entries to your general ledger.

Creating Accounting Entries in Payables

After you clear payments in Cash Management, Payables can create accounting entries for the cleared payments if Payables is set up to account for payments at clearing time. The Account for Payment option in the Payables Options window controls whether Payables can account for payments at clearing (and reconciliation) time. One or both of the following can be enabled for the Account for Payment option.

- When Payment is Issued
- When Payment Clears

To account for payments you have cleared using Oracle Cash Management, the When Payment Clears option must be enabled. Payables creates the following accounting entries, depending on how the Account for Payment option is set. This accounting assumes you use accrual basis accounting. You specify the accounts when you define the payment document.

- **Both (When Payment is Issued, and When Payment Clears):** Payables accounts for each payment you issue twice—once as an unreconciled payment and once again as a reconciled payment. If you select both options you have the same functionality as the Allow Reconciliation Accounting option provided in previous releases.

Payables creates the following accounting entries after payment issue:

- **unreconciled payment:** debit the AP Liability account and credit the Cash Clearing account

For future dated payments, debit the AP Liability account and credit the Future Dated Payment Account. Then, at payment maturity, debit the Future Dated payment Account and credit the Cash Clearing account.

Payables then creates the following accounting entries after payment clearing in Cash Management:

- **reconciled payment:** debit the Cash Clearing account and credit the Cash (asset) account
- **bank charges:** debit the Bank Charges account and credit the Cash account
- **bank errors:** account in Cash account and Bank Errors account. Debits and credits depend on whether the bank error was a positive or negative amount

- **When Payment is Issued:** Payables accounts for each payment once, after payment issue. After you issue the payment, you can create the following accounting entries in Payables:

- **unreconciled payment:** debit the AP Liability account and credit the Cash (asset) account

For future dated payments, debit the AP Liability account and credit the Future Dated Payment Account. Then, at payment maturity, debit the Future Dated payment Account and credit the Cash account.

Although you can reconcile the payment in Cash Management, Payables will not create accounting entries for payment reconciliation, bank charges, or bank errors.

- **When Payment Clears.** Payables accounts for each payment once, after clearing. After you reconcile the payment, you can create the following accounting entries in Payables:

- **reconciled payment:** debit the AP Liability account and credit the Cash (asset) account
- **bank charges:** debit the Bank Charges account and credit the Cash account

- **bank errors:** account in Cash account and Bank Errors account. Debits and credits depend on whether the bank error was a positive or negative amount

In Payables, you can view the accounting entries online. See your *Oracle Payables User's Guide* for more information.

Accounting for Gains and Losses

Any accounting entries for gain and loss are controlled by the Payables Option: Account for Gain/Loss. For this option, you can select When Payment is Issued, When Payment Clears, or both. However, if you account for payments at reconciliation time, you must account for gains and losses at reconciliation time.

If you use future dated payments, and if you choose to account for gains and losses at payment issue, then Payables also accounts for gains and losses between payment issue and payment maturity.

In Payables, you can view the accounting entries online. See your *Oracle Payables User's Guide* for more information.

You must specify exchange rates for foreign currency payments to be reconciled.

Miscellaneous Transactions

When you reconcile a bank line to Payables, you need to match it to a payment. If you reconcile a bank line that has no corresponding payment record in Payables, then you can create a miscellaneous payment in Cash Management, and match the bank line to the miscellaneous payment. However, miscellaneous payments are actually created as *negative* miscellaneous receipts in Receivables. For miscellaneous payments, your general ledger will get appropriate accounting entries from Receivables for the cash account and for either the bank charges or bank errors account. Receivables uses the accounts that you defined for the payment method. For example, if you record a miscellaneous payment for a bank charge, then when the system transfers accounting entries from Receivables, it will transfer a credit to the cash account and a debit to the bank charge account.

Unreconciling or Unclearing a Payment

When you unreconcile or unclear a payment in Cash Management, the payment status reverts to Negotiable and, if you use a cash clearing account, the entry that debited the cash clearing account and credited

cash is reversed. This is called an Unclearing event in Payables, and it is recorded when you account for reconciled payments.

Transferring Payment Accounting Entries to General Ledger

After you create accounting entries in Payables, you can submit the Payables Transfer to General Ledger process to transfer them to the General Ledger Interface tables. You can then transfer the accounting entries to your general ledger.

If you have installed Oracle General Ledger, you can use Journal Import to transfer the accounting entries to Oracle General Ledger.

See Also

Oracle Payables Reconciliation Examples: page 1 – 18

Using Cash Management with Automatic Clearing: page 1 – 24

Banks (*Oracle Payables User's Guide*)

Posting (*Oracle Payables User's Guide*)

Payables Reconciliation Examples

The following examples illustrate the accounting entries generated when you enter and pay an invoice in Payables, then reconcile it through Cash Management.

The first example represents a typical domestic situation where your functional currency, bank account currency, and payment currency are all the same. The second example represents typical foreign and international situations where your bank account currency may be different from your payment currency. In the foreign case, you pay from a bank account denominated in a foreign currency. In the international case, you pay from a multi-currency bank account denominated in your functional currency.

Both examples assume that Payables accounts for payments at issue time and at clearing time. If Payables is set up to account for payments only once—at either issue or clearing time— then the accounting entries will credit the Cash account directly.

Example 1 – Reconciling a Functional Currency Payment

You install General Ledger and Payables, and define US dollars (USD) as the functional currency for your set of books. You use Accrual Basis as your accounting method. You record gains and losses both at payment issue and at payment clearing. You enter an invoice for 100 USD, approve, pay, and create accounting entries for the invoice. Below are the accounting entries created in Payables after each activity. The accounting entries are recorded in your functional currency.

Activity	Accounting Entries
Enter invoice for 100 USD	DR Expense 100 USD CR AP Liability 100 USD
Pay invoice, taking 5 USD discount	DR AP Liability 100 USD CR Discount 5 USD CR Cash Clearing 95 USD
Reconcile payment with bank statement, including bank charges of 2 USD	DR Cash Clearing 95 USD DR Bank Charges 2 USD CR Cash 97 USD

Table 1 – 2 Reconciling a Functional Currency Payment (Page 1 of 1)

Example 2 – Reconciling a Foreign Currency Payment

You install Oracle General Ledger and Oracle Payables, and define US dollars as the functional currency for your set of books. You use Accrual Basis as your accounting method. You enter an invoice for 1,000 Mexican Pesos (MXP) and approve the invoice with a Corporate exchange rate. The Corporate exchange rate on the date you enter the invoice is 9:1. Payables creates accounting entries in both your foreign currency (1,000 MXP) and your functional currency (111.11 USD).

When you pay the invoice, the exchange rate has increased to 10:1, representing a gain in your functional currency of 11.11. Payables creates an accounting entry to record the invoice payment along with the realized gain.

When you reconcile the payment, the exchange rate has increased again, to 11:1, representing an additional gain in your functional currency of 7.27 USD. Payables recalculates and records the gain between invoice and clearing time. In this example, it creates an accounting entry for a gain of 7.27 USD. Payables also creates the accounting entry for the reconciled payment.

This example assumes that you create accounting entries in Payables after each activity.

Activity	Accounting Entries
Enter invoice for 1,000 MXP (exchange rate 9 MXP = 1 USD)	DR Expense 1,000 MXP (111.11 USD) CR AP Liability 1,000 MXP (111.11 USD)
Pay invoice, taking 200 MXP discount (exchange rate 10 MXP = 1 USD)	DR AP Liability 1,000 MXP (111.11 USD) CR Cash Clearing 800 MXP (80 USD) CR Discount 200 MXP (20 USD) CR Exchange Rate Gain 0 MXP (11.11 USD)
Reconcile payment with bank statement, including bank charges of 22 MXP (exchange rate 11 MXP = 1 USD)	DR Cash Clearing 800 (80 USD) DR Bank Charges 22 MXP (2 USD) CR Cash 822 MXP (74.73 USD) CR Exchange Rate Gain 0 MXP (7.27 USD)

Table 1 – 3 Reconciling a Foreign Currency Payment (Page 1 of 1)

Receivables Reconciliation Accounting

Oracle Cash Management enables you to reconcile receipts you entered with Receivables against your bank statements.

When you reconcile receipts with Cash Management, it automatically creates accounting entries to the Cash, Remittance, Short-term Debts, and Interest Earned accounts, as applicable to the reconciliation transaction. Cash Management uses the accounts you defined in the Banks window and the Receipt Classes window (Payment Methods region) in Receivables.

You post the accounting entries resulting from Cash Management receipt reconciliation to General Ledger from Receivables.

Miscellaneous Transactions

You can create miscellaneous transactions directly from Cash Management, to record miscellaneous receipts and miscellaneous payments (negative miscellaneous receipts), such as interest. You can reconcile these receipts at the same time you create them, or later.

Unreconciling a Receipt

When you unreconcile a receipt in Cash Management, it unclears the receipt and returns the amount to the remittance account.

Reversals

If you use Cash Management to reverse reconciled receipts, the system creates reversal entries and reopens the original invoice.

See Also

Oracle Receivables Reconciliation Examples: page 1 – 22

Using Oracle Cash Management with Automatic Clearing: page 1 – 24

Banks (*Oracle Payables User's Guide*)

Payment Methods (*Oracle Receivables User's Guide*)

Receivables Reconciliation Examples

The following examples illustrate the accounting entries generated when you enter a receipt in Oracle Receivables, then reconcile it through Cash Management.

The first example represents a domestic situation where your functional currency, bank account, and receipt currency are the same. The second example represents international and foreign situations where your bank account currency may differ from your receipt currency. In the foreign case, you remit funds into a bank account denominated in a foreign currency. In the international case, you remit into a multi-currency bank account denominated in your functional currency.

Example 1 – Reconciling a Functional Currency Receipt

You install Oracle General Ledger and Oracle Receivables, and define US Dollars as the functional currency for your set of books. You enter Accrual Basis as your accounting method. You enter an invoice for 100 US Dollars (USD) and receive a payment from your customer for 100 USD. You create a receipt for that amount, with a Receipt Class that has the following options:

Creation Method:	Manual
Require Confirmation:	No
Remittance Method:	No Remittance
Clearance Method:	By Matching

When you post the invoice and receipt, Oracle Receivables transfers the accounting entries to Oracle General Ledger, and the Journal Import function creates a journal entry in your functional currency.

Activity	Accounting Entries
Enter invoice for 100 USD	DR Accounts Receivable 100 USD CR Revenue 100 USD
Enter receipt for 100 USD (see note)	DR Remittance account 100 USD CR Accounts Receivable 100 USD
Reconcile receipt with bank statement, including bank charges of 2 USD.	DR Cash 98 USD DR Bank Charges 2 USD CR Remittance account 100 USD

Table 1 – 4 Reconciling a Functional Currency Receipt (Page 1 of 1)

If the Remittance Method had been set to Standard, this entry would have been a debit to the confirmation account and a credit to accounts receivable. When the receipt was remitted to the bank, there would be another entry to debit the remittance account and credit the confirmation account.

Example 2 – Reconciling a Foreign Currency Receipt

You install Oracle General Ledger and Oracle Receivables and define US dollars (USD) as the functional currency for your set of books. You enter Accrual Basis as your accounting method. You enter an invoice for 120 Fiji dollars (FJD), with a corporate exchange rate. The exchange rate on the date you enter the invoice is 2:1. When you post the invoice, Oracle Receivables transfers journal information in both your foreign currency (120 FJD) and your functional currency (60 USD) and Journal Import creates a journal entry in your functional currency.

You receive a payment from your customer for 120 FJD. You create a receipt for that amount, with a Receipt Class that has the following options:

Creation Method:	Manual
Require Confirmation:	No
Remittance Method:	No Remittance
Clearance Method:	By Matching

On the receipt date, the exchange rate has increased to 3:1, representing a loss in your functional currency of 20 USD. You transfer your receipt information to your general ledger and Journal Import creates a journal entry to record the receipt along with the realized loss.

When you reconcile the receipt, the exchange rate has again increased, to 4:1, representing a loss in your functional currency of 10 USD. When you transfer your reconciliation information to your general ledger, the Journal Import function creates a journal entry to record the reconciled receipt along with the realized loss.

This example assumes that you post from Receivables to General Ledger after each activity.

Activity	Accounting Entries
Enter invoice for 120 FJD (exchange rate: 2 FJD = 1 USD)	DR Accounts Receivable 120 FJD (60 USD) CR Revenue 120 FJD (60 USD)
Enter receipt for 120 FJD (exchange rate: 3 FJD = 1 USD)	DR Remittance account 120 FJD (40 USD) DR Exchange Loss 0 FJD (20 USD) CR Accounts Receivable 120 FJD (60 USD)
Reconcile receipt with bank statement, including bank charges of 4 FJD (exchange rate: 4 FJD = 1 USD)	DR Cash 116 FJD (29 USD) DR Bank Charges 4 FJD (1 USD) DR Exchange Loss 0 FJD (10 USD) CR Remittance account 120 FJD (40 USD)

Table 1 – 5 Reconciling a Foreign Currency Receipt (Page 1 of 1)

Using Cash Management with Automatic Clearing

In addition to Cash Management, you can use Automatic Clearing to clear receipts in Oracle Receivables. However, unlike Cash Management, Automatic Clearing in Receivables is date-driven and does no matching to bank statements.

If you use Automatic Clearing within Receivables, you can choose whether to clear remitted receipts after they have matured, and whether you want to clear or eliminate risk for factored receipts. You can match automatically cleared receipts with bank statement lines in Cash Management.

If the amount that was automatically cleared equals the statement line amount, no further accounting takes place. Receivables handles any cases where the automatically cleared amount differs from the amount cleared at reconciliation.

If you use Automatic Clearing only to eliminate risk for factored receipts, there are no special considerations. However, if you use Automatic Clearing to clear receipts rather than using Cash Management, your general ledger balance may not match your Cash Management reports. For example, the GL Reconciliation Report will not show correct results if you clear the receipts with Automatic Clearing in Receivables. For this reason, we recommend that you use Cash Management to clear your receipts.

Example of Reconciliation with Automatic Clearing

You have set up an automatic receipt for 100 FJD, with an exchange rate of 4 FJD to 1 USD. On its clearing date, the Automatic Clearing program clears the receipt for 100 FJD (25 USD). The Receipt Class for this receipt has the following options:

Creation Method:	Automatic
Require Confirmation:	No
Remittance Method:	No Remittance
Clearance Method:	By Automatic Clearing

Your bank statement shows that the receipt cleared for 100 FJD, with an exchange rate of 2 FJD to 1 USD, representing a gain in your functional currency of 25 USD.

When you transfer your receipt information to Oracle General Ledger, Journal Import creates a journal entry to record the reconciled receipt along with the realized gain.

Activity	Accounting Entries
Enter invoice for 100 FJD (exchange rate: 4 FJD = 1 USD)	DR Accounts Receivable 100 FJD (25 USD) CR Revenue 100 FJD (25 USD)
Enter receipt for 100 FJD (exchange rate: 4 FJD = 1 USD)	DR Remittance account 100 FJD (25 USD) CR Accounts Receivable 100 FJD (25 USD)
Clear receipt using Automatic Clearing	DR Cash 100 FJD (25 USD) CR Remittance account 100 FJD (25 USD)
Reconcile receipt with bank statement	DR Cash 0 FJD (25 USD) CR Exchange Gain 0 FJD (25 USD)

Table 1 – 6 Reconciling Automatically Cleared Receipts (Page 1 of 1)

See Also

Oracle Receivables Reconciliation Accounting: page 1 – 21

Oracle Payables Reconciliation Accounting: page 1 – 15

Automatic Clearing for Receipts (*Oracle Receivables User's Guide*)

Oracle Payroll Reconciliation

You can reconcile payments from Oracle Payroll against your bank statements.

Secured Payroll Transactions

Security for payroll bank accounts is established by the Bank Account Security Access profile option. Using this profile option, you can grant access to bank account information at three levels: All, Internal, and Payroll.

Third Party Payments

When payments are made to third parties, for purposes such as wage garnishment or child support payments, you can reconcile them using the same matching criteria as payroll payments.

Tracking Reconciled Payments

You can track payroll and third party payments that have been reconciled. When you access the record of a reconciled payment, the information available to you includes the amount cleared, the clearance date, and the general ledger transaction date.

Voided Payments

Payroll and third party payments that have been voided, but appear on the bank statement as having been paid, will not be automatically reconciled. The bank statement line that refers to these payments will be marked with an error message that identifies the payments as voided.

Discrepancies in Amounts

When payroll or third party payments show amounts that are different from the amounts on the corresponding bank statement line, Cash Management will not automatically reconcile the payments. The bank statement line that refers to these payments will be marked with an error message that shows that the transaction amount is different from the payment amount.

Multiple Views

You can select different views of payroll and third party payments, including:

- Payments that are available for reconciliation
- Payments that have been reconciled.
- Transactions in the bank statement that could not be reconciled. Each of these transaction lines will be marked with an error message.

About Cash Forecasting

Cash forecasting is a planning tool that helps you anticipate the flow of cash in and out of your business, allowing you to project your cash needs and evaluate your company's liquidity position.

Using sources from other Oracle Applications and from external systems, you can generate cash forecasts from previously-defined cash forecast templates. You can choose whether to forecast by days or GL periods, and choose how to organize each template with multiple sources and levels of detail. Automatic integration with Oracle Applications and other spreadsheet applications provides you with enterprise-wide cash information and management.

You create cash forecast templates, from which you can generate periodic cash forecasts projecting your cash flow. Once you have generated a cash forecast, you can modify, query, and report on it, and easily export it to any spreadsheet application.

You can create an unlimited number of cash forecasts. A cash forecast is in a spreadsheet format, including rows (cash inflow or outflow source types) and columns (forecasting periods). At the intersection of each row and column are cells containing forecast amounts.

You can create forecasts using data across organizations, and in any currency. You can also use cash forecasting to help determine your degree of currency exposure.

You have the flexibility to include or exclude overdue transactions for all appropriate source transaction types in your forecasts.

Cash inflow information is immediately accessible to the cash forecast process in Oracle Cash Management from Oracle Receivables, Oracle Order Entry, Oracle Sales, Oracle General Ledger, and Oracle Treasury. Cash outflow information comes from Oracle Payables, Oracle Purchasing, Oracle Payroll, Oracle General Ledger, and Oracle Treasury. In addition, cash flow information from Oracle Projects and other Oracle Applications that store Projects-related information is also immediately accessible to the cash forecast process, enabling you to generate a forecast for a project. Using the Forecasting Open Interface, you can also include cash flows from external systems.

Oracle Applications Integration with Cash Forecasting

Automatic integration with Oracle Applications provides you with enterprise-wide cash information. All source types, except for

User-defined and Open Interface Inflows and Outflows, supply data from other Oracle Applications to a cash forecast.

The following table contains details on various cash forecasting source types. For details on Oracle Projects source types see Oracle Projects Integration with Cash Forecasting: page 1 – 31.

Oracle Applications Integration with Cash Forecasting			
Cash	Source	Source Type	Description
I N F L O W	Receivables	Customer Invoices	Unpaid invoices
		Customer Receipts (Historical)	Cleared cash receipts, excluding reversed receipts
		Customer Receipts (Future)	Uncleared cash receipts, excluding reversed receipts
	Order Entry	Sales Orders	Uninvoiced sales orders that are projected to be paid by customer excluding commitments
	Sales	Sales Opportunities	Sales opportunities that have not yet been ordered/invoiced
	General Ledger	GL Cash Position	Cash balance to be used as the starting point of the projection
		GL Budgets	Revenue account budget amounts
	Treasury	Treasury Transactions	Money market, foreign exchange, and exposure transactions.
	External Source	Open Interface Inflow	External forecast source inflow transactions
	User	User-defined Inflow	Manually entered forecast amounts

Table 1 – 7 Applications Integration with Cash Forecasting (Page 1 of 2)

Oracle Applications Integration with Cash Forecasting			
Cash	Source	Source Type	Description
O U T F L O W	Payables	Supplier Invoices	Unpaid invoices, excluding pre-payments
		Supplier Payments (Historical)	Cleared disbursements, excluding void payments
		Supplier Payments (Future)	Uncleared disbursements, excluding void payments
		Expense Reports	Expense reports that have not been invoiced
	Payroll	Payroll Expenses (Historical)	Paid payroll
	Purchasing	Purchase Orders	Uninvoiced purchase orders
		Purchase Requisitions	Unordered requisitions
	General Ledger	GL Encumbrances	Unused portion of encumbered amounts for expenses and assets
		GL Budgets	Expense account budget amounts
	Treasury	Treasury Transactions	Money market, foreign exchange, and exposure transactions
	External Source	Open Interface Outflow	Outflow transactions from external sources
	User	User-defined Outflow	Manually entered forecast amounts

Table 1 – 7 Applications Integration with Cash Forecasting (Page 2 of 2)

Oracle Projects Integration With Cash Forecasting

Cash Management’s Cash Forecasting captures cash flow information from Oracle Projects. It also captures cash flow information from these other Oracle applications that store Projects–related information: Oracle Purchasing, Oracle Receivables, Oracle Order Entry, and Oracle Payables.

By integrating Oracle Projects with Cash Forecasting, you can define and generate a cash forecast for a specific project. You can do the following:

- Project cash flows from Oracle Projects sources throughout your enterprise, and across organizations as needed.
- Forecast in any currency, and analyze your project’s currency exposure by forecasting transactions that are entered in a particular currency.

The following table contains details on source types to use for Oracle Projects.

Oracle Projects Integration with Cash Forecasting			
Cash	Source	Source Type	Description
I N F L O W	Receivables and Projects	Customer Invoices	Unpaid customer invoices for a project, and customer invoices in Projects that have been released but have not been transferred to Receivables.
	Projects	Project Billing Events	Events with invoicing impact that have not been released
		Project Inflow Budgets	Inflow budgets that you enter
	Order Entry	Sales Orders	Uninvoiced sales orders for a project

Table 1 – 8 Projects Integration with Cash Forecasting (Page 1 of 2)

Oracle Projects Integration with Cash Forecasting			
Cash	Source	Source Type	Description
O U T F L O W	Payables	Supplier Invoices	Unpaid Projects-related supplier invoices projected to be paid (supplier and expense reports invoices)
	Payables and Projects	Expense Reports	Uninvoiced expense reports entered in Projects that have been transferred to Payables, and released expense reports in Projects that have not been transferred to Payables
	Projects	Project Transactions	Usages, labor, and miscellaneous transactions
		Project Outflow Budgets	Outflow budgets that you enter
	Purchasing	Purchase Orders	Projects-related uninvoiced purchase orders
		Requisitions	Projects-related unordered requisitions

Table 1 – 8 Projects Integration with Cash Forecasting (Page 2 of 2)

Forecasting Open Interface and Distributed Database Integration

Cash Forecasting allows you to utilize external sources of data as cash inflow and outflow data for the Cash Forecasting feature, providing you an enterprise-wide cash forecasting solution on a distributed database environment.

You can generate a cash forecast that automatically includes cash flows from local and remote databases.

Cash Forecast Reporting and Spreadsheet Integration

Cash Management lets you view cash forecast information online in a spreadsheet format, with the forecast periods in columns and the sources in rows. The Cash Forecast Report uses Oracle Report eXchange to allow you to export your cash forecast data to the

spreadsheet application of your choice. You can also print the Cash Forecast Report to review your forecasts.

See Also

Cash Forecasting: page 5 – 2

Forecasting Open Interface: page 1 – 32

Setting Up

This chapter tells you how to set up Cash Management after you have installed it. It includes an overview with list of setup steps, and includes detailed instructions on completing each step.

Note: Refer to the first document, Setting Up Oracle Cash Management, to see if a setup step is documented outside of this user's guide. We suggest that you use this document in online help during setup. You can then quickly access any specific setup documentation located in other application user's guides by using hypertext links.

Setting Up Oracle Payables for Oracle Cash Management Integration

The following setup steps are necessary for Oracle Cash Management to integrate with Oracle Payables. Confirm that these steps are completed before proceeding with your Cash Management implementation.



Attention: Even if you do not have Oracle Payables fully installed, you must have a shared install of Oracle Payables to be able to use Oracle Cash Management. However, in this case you do not need to perform the Payables-specific steps listed here.

Prerequisite:

- ☐ Define sets of books in the Set of Books window. See: *Defining Sets of Books (Oracle General Ledger User's Guide)*.

► To set up Oracle Payables for Cash Management integration:

1. Choose a primary set of books for each responsibility when you set up your Payables application. You set this primary set of books in the Choose Set of Books window in Oracle Payables.

Payables requires you to choose a set of books for your operating unit (in a multi-organization environment) or for your installation (in a single organization environment).

See: *Choosing a Set of Books (Oracle Payables User's Guide)*

2. The Account for Payment option in the Payables Options window has the following two check boxes:

- When Payment is Issued
- When Payment Clears

You can select one or both options. To account for payments that you reconcile in Oracle Cash Management, you must select at least When Payment Clears. If you select both options then this also allows you to use a cash clearing account and create accounting entries for bank charges, errors, and gains/losses. If you do not enable this option, you can still reconcile payments in Cash Management, but you cannot create reconciliation accounting entries.

See: *Payment Accounting Region of the Payables Options Window (Oracle Payables User's Guide)*

3. The Account for Gain/Loss option in the Payables Options window has the following two check boxes:
 - When Payment is Issued
 - When Payment Clears

You can select one or both options. Payables will automatically enable When Payment Clears when you select Account for Payment When Payment Clears. This option must be enabled to account for the gain or loss between the estimated functional currency payment amount and the actual functional payment currency amount that was recorded when the bank disbursed funds for the payment.

See: Payment Accounting Region of the Payables Options Window (*Oracle Payables User's Guide*)

4. Open your Payables accounting periods. See: Controlling the Status of Payables Periods (*Oracle Payables User's Guide*).

See Also

Multiple Organizations in Oracle Applications

Setting Up Oracle Payables or Oracle Receivables for Oracle Cash Management Integration

The following setup steps are necessary for Oracle Cash Management to integrate with *both* Oracle Payables and Oracle Receivables, and can be performed using *either* of these products. Confirm that these steps are completed before proceeding with your Cash Management implementation.

► **To set up Oracle Payables or Oracle Receivables for Cash Management Integration:**

1. In the Banks and Bank Accounts windows, define each bank account that you will be reconciling. In the Account Use field select Internal.
2. For each bank account, in the GL Accounts tabbed region of the Bank Accounts window, enter the GL accounts you want to use to account for transactions that you reconcile.
 - Cash
 - Cash Clearing
 - Bank Charges
 - Bank Errors (Payables only)
 - Confirmed Receipts (Receivables only)
3. The accounts you defined for the bank account default to any Payables payment documents and Receivables payment methods you define. You can override these default accounts in the Payment Documents window when you define payment documents for the bank account.
4. For each remittance bank account, assign a Remittance Account.

See Also

Banks (*Oracle Payables User's Guide*)

Payment Documents Window Reference (GL Accounts Region) (*Oracle Payables User's Guide*)

Oracle Payables Reconciliation Accounting: page 1 – 15

Setting Up Oracle Receivables for Oracle Cash Management Integration

The following setup steps are necessary for Oracle Cash Management to integrate with Oracle Receivables. Confirm that these steps are completed before proceeding with your Cash Management implementation.



Attention: If you do not have Oracle Receivables fully installed, you must have a shared install of Oracle Receivables to be able to use Oracle Cash Management. However, in this case you do not need to perform the Receivables-specific steps listed here, unless you want to be able to create miscellaneous transactions.

Prerequisite:

- ☐ Define sets of books.

► To set up Oracle Receivables for Cash Management Integration:

1. Choose a set of books for each responsibility when you set up your Receivables application. You indicate this set of books in the Name field in the Accounting tabbed region of the System Options window.

Receivables requires you to choose a set of books for your operating unit (in a multi-organization environment) or for your installation (in a single organization environment).

2. Define a receipt class for miscellaneous transactions with a Creation Method of Manual and Require Remittance set to No.

This receipt class is optional, but is required if you plan to create miscellaneous receipts (or payments) from Cash Management.

3. Define receivable activities for miscellaneous transactions if you want to create miscellaneous transactions from Cash Management. For example, define receivables activities with a type of Miscellaneous Cash or Bank Error.

When you define a receivables activity with the type Miscellaneous Cash, you must also assign either an account or a Distribution Set to use for the miscellaneous transaction accounting entries.

Miscellaneous transactions include both miscellaneous receipts and miscellaneous payments. Miscellaneous payments are

handled as *negative* miscellaneous receipts in Receivables, rather than as payments in Payables.

4. Define receipt sources that you assign to receipts. When you define a receipt source, you can enter a default receipt class and payment method. Receipt sources assign numbers to batches and determine where deposits get remitted.

See Also

Accounting System Options (*Oracle Receivables User's Guide*)

Multiple Organizations in Oracle Applications

Receipt Classes (*Oracle Receivables User's Guide*)

Receivables Activity (*Oracle Receivables User's Guide*)

Receipt Sources (*Oracle Receivables User's Guide*)

Tax Codes and Rates (*Oracle Receivables User's Guide*)

Payment Methods (*Oracle Receivables User's Guide*)

Oracle Receivables Reconciliation Accounting: page 1 – 21

Setting Up Oracle Payroll for Oracle Cash Management Integration

The following setup steps are necessary for Oracle Cash Management to integrate with Oracle Payroll. Confirm that these steps are completed before proceeding with your Cash Management implementation.

► **To set up Oracle Payroll for Cash Management integration:**

1. In the Define Organization window, define an organization and classify it as one of the following: business group, legal entity, HR organization, or operating unit.
2. Assign the business group to the HR: Security profile option for your Payroll responsibility. (The organization defined in step 1 creates the same unique identity for all the four classifications).



Attention: If you are using Oracle Payroll, the Organization should have already been classified as a Business Group & HR Organization. You need to classify the same Organization as a Legal Entity and Operating Unit also. However, step 2 can be skipped because the necessary assignment should have been made during initial setup.

3. In the Organizational Payment Method window, create payment methods. Bank accounts you assign to your payment methods are used for Payroll reconciliation in your Cash Management responsibility. To use the bank accounts in Cash Management provide the following:
 - Name
 - Type
 - Currency
 - Source Bank
 - Bank Details
 - Set of books (optional)
 - GL Cash Account (optional)

If you upgraded your applications: Cash Management and Payroll's pre-upgrade step generates bank accounts for Cash Management based on the existing payment methods. If bank accounts are missing from your Cash Management responsibility, make sure that the post upgrade step ran successfully, and correct any problems with the bank account information in the Payment Method window.

4. To use the Journal Entry Line reconciliation feature from your Payroll bank accounts in Cash Management, specify a cash account and set of books. The set of books you specify here should be the same set of books you assign to the GL: Set of Books Name profile option for your Cash Management responsibility.
5. You can view the Bank Account set up in Payroll in Cash Management only if you set the CE: Bank Account Security Access profile option accordingly.
6. Set up the following Bank Transactions Codes in Cash Management for the Bank Account defined in Payroll: Payments, Stopped Payments.

Setting Up Oracle Cash Management

This section includes the checklist of steps to implement your Cash Management system. The checklist shows you where to read in detail about each setup step. The Window Name(s) column shows you in which window(s) you perform the step, and the specific responsibility or product where the window is available. The Required column shows whether the step is required, optional, or conditionally required.

Before you set up Cash Management, you should:

- Set up Oracle Application responsibilities and users for the implementation. See: *Defining a Responsibility Oracle Applications System Administrator's Guide*.

Cash Management provides three responsibilities: Cash Management, Bank Reconciliation, and Cash Forecasting. Refer to the Cash Management Window Navigation Paths Appendix: page A – 2 for the default window navigation paths available for these responsibilities.

Cash Management uses information from Oracle General Ledger, Oracle Payables, Oracle Payroll, and Oracle Receivables for bank statements reconciliation; and from Oracle General Ledger, Oracle Order Entry, Oracle Payables, Oracle Payroll, Oracle Purchasing, Oracle Projects, Oracle Sales, Oracle Treasury, and Oracle Receivables for cash forecasting. You must perform certain setup steps in these applications before you can use Cash Management with them.



Attention: The following tasks describe only those setup actions that you need to perform to integrate Cash Management with other Oracle Applications. There are additional setup steps for these applications that are unrelated to Cash Management. See the user's guide for the product for detailed information on setting up each Oracle Applications product. Users guides are available in online format on your Oracle Applications CD.

Oracle Applications Implementation Wizard

If you are implementing more than one Oracle Applications product, you may want to use the Oracle Applications Implementation Wizard to coordinate your setup activities. The Implementation Wizard guides you through the setup steps for the applications you have installed, suggesting a logical sequence that satisfies cross-product implementation dependencies and reduces redundant setup steps. The Wizard also identifies steps that can be completed independently—by several teams working in parallel—to help you manage your implementation process most efficiently.

You can use the Implementation Wizard as a resource center to see a graphical overview of setup steps, read online help for a setup activity, and open the appropriate setup window. You can also document your implementation, for further reference and review, by using the Wizard to record comments for each step.

For more information, see: *Oracle Applications Implementation Wizard User's Guide*

Related Product Setup Steps

The following steps may need to be performed to implement Oracle Cash Management. These steps are discussed in detail in the Setting Up sections of other Oracle product user's guides. The following table lists steps and a reference to their location within the Applications Implementation Wizard (AIW).

You must set up underlying Oracle Applications Technology

The setup steps in this chapter tell you how to implement the parts of Oracle Applications specific to Oracle Cash Management.

The Implementation Wizard guides you through the entire Oracle Applications setup, including system administration. However, if you do not use the Wizard, you need to complete several other setup steps, including:

- performing systemwide setup tasks such as configuring concurrent managers and printers
- managing data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities

For more information, see: *Oracle Applications System Administrator's Guide*

Also, if your product uses Oracle Workflow to, for example, manage the approval of business documents or to derive Accounting Flexfield values via the Account Generator, you need to set up Oracle Workflow.

General Ledger Setup Steps

Use the Setting Up General Ledger section in the *General Ledger User's Guide* for help in completing the following setup steps.

Step	AIW Reference
Define your chart of accounts. See: Defining Your Chart of Accounts (<i>Oracle General Ledger User's Guide</i>).	Common Applications
Define your accounting period types and accounting calendar periods. See: Defining Period Types (<i>Oracle General Ledger User's Guide</i>), and Defining Calendars (<i>Oracle General Ledger User's Guide</i>).	Common Applications
Enable currencies that you plan to use. See: Currencies Window (<i>Oracle Applications System Administrator's Guide</i>).	Common Applications
Define a set of books. Specify a set of books name and assign it a calendar, functional currency, and a chart of accounts structure. See: Defining Sets of Books (<i>Oracle General Ledger User's Guide</i>).	Common Applications
Define a transaction calendar to determine which days are business days to be used in cash forecasting. See: Defining Transaction Calendars (<i>Oracle General Ledger User's Guide</i>).	Common Applications

Payables Setup Steps

Use the Setting Up Oracle Payables section in the *Oracle Payables User's Guide* for help in completing the following setup steps.

Step	AIW Reference
Choose a primary set of books for Oracle Payables. See: Choosing a Set of Books (<i>Oracle Payables User's Guide</i>)	Common Financial
Set the Payables Option: Account for Payment. See: Payment Accounting Region of the Payables Options Window (<i>Oracle Payables User's Guide</i>)	Cash Management

Step	AIW Reference
Open your Payables accounting periods. See: Controlling the Status of AP Accounting Periods (<i>Oracle Payables User's Guide</i>).	Cash Management
Define your bank accounts, and assign GL accounts. Do this if you haven't already performed this step as a Receivables Setup step. See: Setting Up Cash Management to Use with Oracle Payables: page 2 – 2 or Setting Up Cash Management to Use with Oracle Receivables: page 2 – 5. If you use Payables, assign accounts for Payables payment documents.	Common Financial

Receivables Setup Steps

Use the Setting Up Oracle Receivables section in the *Oracle Receivables User's Guide* for help in completing the following setup steps.

Step	AIW Reference
Choose a set of books for Oracle Receivables. See: Setting Up Cash Management to Use with Oracle Receivables: page 2 – 5.	Common Financial
Open your Receivables accounting periods. See: Opening and Closing Accounting Periods (<i>Oracle Receivables User's Guide</i>).	Cash Management
Define a receipt class for miscellaneous receipts. See: Setting Up Cash Management to Use with Oracle Receivables: page 2 – 5.	Common Financial
Define receivables activities for miscellaneous transactions. See: Setting Up Cash Management to Use with Oracle Receivables: page 2 – 5.	Cash Management
Set up receipt sources. See: Setting Up Cash Management to Use with Oracle Receivables: page 2 – 5	Cash Management
Define your bank accounts, and assign GL accounts. Do this if you haven't already performed this step as a Payables Setup step. See: Setting Up Cash Management to Use with Oracle Payables: page 2 – 2 or Setting Up Cash Management to Use with Oracle Receivables: page 2 – 5. If you use Payables, assign accounts for Payables payment documents.	Common Financial

Using the Multiple Organization Support Feature

You can use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Cash Management installation. You can then assign a set of books (with its unique calendar, chart of accounts, and functional currency) to each operating unit you define. With the Multiple Organization Support feature you can segregate transactions by operating unit but you can still choose to share certain information.

Multiple Organization Support affects bank reconciliation in Oracle Cash Management. Each responsibility is tied to a set of books and an operating unit. Use the MO: Operating Unit profile option to tie a responsibility to an operating unit organization. In a multiple organization environment, you set up System Parameters (of which set of books is one) for each operating unit. You assign bank statements to your current operating unit, and reconcile payments and receipts in that operating unit.

Multiple Organization Support does not affect cash forecasting in Oracle Cash Management, since cash forecasting is designed to allow you to collect data across organizations if you have a multi-organization environment. You can choose whether to specify an organization, and therefore a set of books, for each forecast source row.

For more information read the *Multiple Organizations in Oracle Applications* manual before proceeding.

Cash Management Setup Checklist

This checklist summarizes each of the steps you follow to implement Cash Management. It includes setup steps for data that may be shared with other Oracle Applications, which Cash Management requires. If you have already defined this information when setting up other Oracle Applications, you can skip those steps. This shared data includes:

- Currencies
- Exchange Rates
- Organizations
- Sets of Books
- Bank Accounts

Since some setup steps build upon information you define in other steps, you should perform them in the order listed.

After you complete some setup steps, you can submit reports to review your work and confirm that you have successfully completed the step. For example, after you complete entering bank transaction codes, you can submit the Bank Transaction Codes Listing. See: Bank Transaction Codes Listing: page 6 – 29.

Step No.	Required	Step	AIW Reference
Oracle General Ledger Steps			
Step 1	Required	Define your chart of accounts. If you use Multiple Organization Support, perform this step for each organization. See: Defining Your Chart of Accounts (<i>Oracle General Ledger User's Guide</i>).	Common Applications
Step 2	Required	Define your accounting period types and accounting calendar periods. If you use Multiple Organization Support, perform this step for each organization. See: Defining Period Types (<i>Oracle General Ledger User's Guide</i>), and Defining Calendars (<i>Oracle General Ledger User's Guide</i>).	Common Applications
Step 3	Optional	Enable currencies that you plan to use. See: Currencies Window (<i>Oracle Applications System Administrator's Guide</i>).	Common Applications
Step 4	Required	Define a set of books. Specify a set of books name and assign it a calendar, functional currency, and a chart of accounts structure. If you use Multiple Organization Support, perform this step for each organization. See: Defining Sets of Books (<i>Oracle General Ledger User's Guide</i>).	Common Applications
Step 5	Optional	Define a transaction calendar to determine which days are business days to be used in cash forecasting. If you use Multiple Organization Support, perform this step for each organization. See: Defining Transaction Calendars (<i>Oracle General Ledger User's Guide</i>).	Common Applications
Oracle Payables Steps			
Step 6	Required	Choose a primary set of books for Oracle Payables. If you use Multiple Organization Support, perform this step for each organization. See: Choosing a Set of Books (<i>Oracle Payables User's Guide</i>).	Common Financial

	Step 7	Required	Set the Payables Option: Account for Payment. The options are When Payment is Issued, and When Payment Clears. Select at least the When Payment Clears option. If you use Multiple Organization Support, perform this step for each organization. See: Payment Accounting Region of the Payables Options Window (<i>Oracle Payables User's Guide</i>).	Cash Management
	Step 8	Required	Open your Payables accounting periods. If you use Multiple Organization Support, perform this step for each organization. See: Controlling the Status of AP Accounting Periods (<i>Oracle Payables User's Guide</i>).	Cash Management
	Step 9	Required	Define your bank accounts, and assign GL accounts. Do this if you haven't already completed this step as a Receivables setup step. If you use Multiple Organization Support, perform this step for each organization. See: Setting Up Cash Management to Use with Oracle Payables: page 2 – 2 or Setting Up Cash Management to Use with Oracle Receivables: page 2 – 5. If you use Payables, assign accounts for Payables payment documents.	Common Financial
Oracle Receivables Steps				
	Step 10	Required	Choose a set of books for Oracle Receivables. If you use Multiple Organization Support, perform this step for each organization. See: Setting Up Cash Management to Use with Oracle Receivables: page 2 – 5.	Common Financial
	Step 11	Required	Open your Receivables accounting periods. If you use Multiple Organization Support, perform this step for each organization. See: Opening and Closing Accounting Periods (<i>Oracle Receivables User's Guide</i>).	Cash Management
7	Step 12	Required	Define a receipt class for miscellaneous receipts. If you use Multiple Organization Support, perform this step for each organization. See: Setting Up Cash Management to Use with Oracle Receivables: page 2 – 5.	Common Financial
	Step 13	Required	Define Receivables activities for miscellaneous transactions. If you use Multiple Organization Support, perform this step for each organization. See: Setting Up Cash Management to Use with Oracle Receivables: page 2 – 5.	Cash Management
	Step 14	Required	Set up receipt sources. If you use Multiple Organization Support, perform this step for each organization. See: Setting Up Cash Management to Use with Oracle Receivables: page 2 – 5	Cash Management

	Step 14	Required	Define your bank accounts, and assign GL accounts. Do this if you haven't already performed this step as a Payables setup step. If you use Multiple Organization Support, perform this step for each organization. See: Setting Up Cash Management to Use with Oracle Payables: page 2 – 2 or Setting Up Cash Management to Use with Oracle Receivables: page 2 – 5. If you use Payables, assign accounts for Payables payment documents.	Common Financial
Oracle Payroll Steps				
	Step 15	Required	Set profile options. See: Setting Up Oracle Payroll for Oracle Cash Management: page 2 – 7.	Common Applications
	Step 16	Required	Create Payment methods. If you use Multiple Organization Support, perform this step for each organization. See: Setting Up Oracle Payroll for Oracle Cash Management: page 2 – 7.	Common Applications
Oracle Cash Management Steps				
	Step 17	Required	Set profile options. If you use Multiple Organization Support, perform this step for each organization. See: Profile Options in Cash Management: page B – 2.	Cash Management
	Step 18	Required	Define system parameters. If you use Multiple Organization Support, perform this step for each organization. See: System Parameters: page 2 – 18.	Cash Management
	Step 19	Optional	Define bank transaction codes. If you use Multiple Organization Support, perform this step for each organization. See: Bank Transaction Codes: page 2 – 24.	Cash Management
	Step 20	Optional	Set up the Bank Statement Open Interface. If you use Multiple Organization Support, perform this step for each organization. See: Bank Statement Open Interface: page 2 – 28.	Cash Management
	Step 21	Optional	Set up the Reconciliation Open Interface. If you use Multiple Organization Support, perform this step for each organization. See: Reconciliation Open Interface: page 2 – 34.	Cash Management
	Step 22	Optional	Set up the Forecasting Open Interface, including the Forecast Selection Criteria Descriptive Flexfield. See: Forecasting Open Interface: page 2 – 44 and Associate External Forecast Source Types with Views: page 2 – 48.	Cash Management
	Step 23	Optionally Required	Define cash forecasting templates. See: Creating Cash Forecast Templates: page 5 – 3.	Cash Management

	Step 24	Optional	Set up sequential document numbering for bank statements. If you use Multiple Organization Support, perform this step for each organization. See: Sequential Document Numbering: page 2 – 50.	Common Financial
	Step 25	Optional	Define request sets. See: Defining Request Sets (<i>Oracle Applications User's Guide</i>).	Cash Management
	Step 26	Optional	Define descriptive flexfields. See: Defining Descriptive Flexfields (<i>Oracle Applications Flexfields Guide</i>).	Common Applications

See Also

Cash Management Window Navigation Paths: page A – 2

Setting Up Oracle Payables for Cash Management Integration: page 2 – 2

Setting Up Oracle Receivables for Cash Management Integration: page 2 – 5

Setting Up Oracle Payroll for Cash Management Integration: page 2 – 7

System Parameters

Use the System Parameters window to configure your Cash Management system to meet your business needs. System parameters determine, for example, the default options for manual reconciliation windows, and the control settings for the AutoReconciliation program.

Prerequisites

- ☐ Define sets of books in General Ledger.
- ☐ Your system administrator has selected a value for the GL Set of Books Name profile option: page B – 2.

► **To set Cash Management system parameters:**

1. Navigate to the System Parameters window.
2. Select your basic system parameters. For details on any field, see: System Parameters Window Reference: page 2 – 19.

All options, except for Set of Books, are updatable.

3. Select the General tabbed region, then choose your general system parameters.
4. Select the Automatic Reconciliation tabbed region, then choose your automatic reconciliation parameters.
5. Save your work.

See Also

About Oracle Cash Management: page 1 – 2

Overview of Setting Up: page 2 – 9

Setting Up Oracle Cash Management to Use with Oracle Payables or Oracle Receivables: page 2 – 4

Reconciling Bank Statements Automatically: page 4 – 2

Matching Bank Statement Lines with Transactions: page 1 – 7

Reconciliation Tolerances: page 4 – 8

Importing Bank Statements: page 3 – 5

Creating Miscellaneous Transactions: page 4 – 48

Archiving and Purging Imported Bank Statements: page 4 – 76

System Parameters Window Reference

You can set the following Cash Management options from the System Parameters window:

All options, except for Set of Books, are updatable.

Basic System Parameters

Set of Books: The name of the set of books for Cash Management accounting transactions. This value defaults from the GL Set of Books Name profile option.

Cash Management supports multiple sets of books. Each responsibility is tied to a set of books and an operating unit. In a multiple organization environment, you set up System Parameters for each operating unit. You assign bank statements to your current operating unit, and reconcile payments and receipts in that operating unit.

Begin Date: Cash Management will not display transactions dated earlier than the Begin Date.

Show Cleared Transactions: If you check this check box, cleared transactions remain available for reconciliation. Otherwise, only uncleared transactions will appear for reconciliation.

Add Lines to Automatic Statements: If you do not check this check box, you cannot add lines to automatically loaded bank statements.

Use Reconciliation Open Interface: You must check this check box if you want to use the Reconciliation Open Interface to reconcile bank statement lines to transactions external to Oracle Applications.

Show Void Payments: You must check this check box if you want voided payments available for reconciliation.

General Parameters

The general parameters control various aspects of AutoReconciliation. The options are also used as default settings on many of the manual reconciliation windows. The defaults can be overridden when you are doing manual reconciliations.

The screenshot shows the 'System Parameters (Vision Operations: USD)' dialog box with the 'AutoReconciliation' tab selected. The 'Set of Books' is 'Vision Operations (USA)' and the 'Begin Date' is '01/DEC/1995'. On the right, there are four unchecked checkboxes: 'Show Cleared Transactions', 'Add Lines to Automatic Statements', 'Use Reconciliation Open Interface', and 'Show Void Payments'. The 'AutoReconciliation' section contains two main groups: 'Matching Order' and 'Open Interface'. Under 'Matching Order', 'AP' and 'AR' are both set to 'Transaction' via dropdown menus. Under 'Open Interface', 'Float Status' and 'Clear Status' are empty text boxes, and 'Float Handling' is set to 'Ignore' via a dropdown menu. A 'Receivable Activity' text box is also present. At the bottom right, there is a small icon in brackets.

Clear Status: Status of open interface transactions that have cleared.

Float Status: Status of open interface transactions that are available for reconciliation.

Matching Order: Setting these options for Payables and Receivables controls how the AutoReconciliation program searches for transactions to match bank statement lines. You can choose to have Cash Management match Transactions or Batches first.

Carefully choosing these options can lead to better performance during the AutoReconciliation process.

Receivable Activity: This parameter is the default for the Miscellaneous Receipts window, and the default Receivable Activity to which AutoReconciliation charges differences between the amount cleared and the original amount for Remittance Batches (within the specified tolerance). You can change the chosen default value when you run AutoReconciliation.

Float Handling: This parameter specifies how to handle reconciliation of bank statement lines where the value date is later than the current

date. The value date may have been provided by the bank, user-entered, or it may have been derived. Cash Management derives the value date by adding the value in the Float Days field in the Bank Transaction Codes window to the statement line date.

Select how you want the system to handle floats:

- **Ignore:** Disregard the float and reconcile such transactions.
- **Error:** For automatic reconciliation, generate a reconciliation error. For manual reconciliation, issue a warning and allow the user to choose whether to either ignore the warning and reconcile the statement line, or to leave the statement line unreconciled.

Show Void Payments: Check this check box if you want voided payments available for reconciliation.

Automatic Reconciliation Parameters

The automatic reconciliation parameters control various aspects of AutoReconciliation. The options have no effect on manual reconciliation.

System Parameters (Vision Operations: USD)

Set of Books: **Vision Operations (USA)**
 Begin Date: **01/DEC/1995**

☐ Show Cleared Transactions
☐ Add Lines to Automatic Statements
☐ Use Reconciliation Open Interface
☐ Show Void Payments

General | **AutoReconciliation**

— **Tolerances** —
 Amount: **5** Percent: **1**

— **Tolerance Differences** —
 AP: **Errors** Foreign: **Gain/Loss**

— **Archive/Purge** —
☐ Purge ☐ Archive
 Lines Per Commit: **1**

Tolerances: Reconciliation Tolerances include a variance Amount and a variance Percent. (See: Reconciliation Tolerances: page 4 – 8).

Tolerance Differences: There are two Tolerance Differences you can set:

- **AP:** Use this option to control whether the AutoReconciliation program charges differences (between the amount cleared by the bank and the transaction amount) to the bank Charges or bank Errors account.

This option applies only to Payables transactions and batches. Receivables transaction amount differences are booked only to the bank Charges account.

- **Foreign:** Use this option to control how AutoReconciliation handles bank discrepancies caused by exchange rate fluctuations resulting from foreign currency transactions in a multi-currency bank account. There are three options:
 - **Gain/Loss:** Handle the difference as an exchange rate gain/loss.

- Charges/Errors: Handle the difference as a bank Charge or a bank Error.

Receivables transaction differences are booked only to the bank Charges account.

- No Action: Do not reconcile. You can view the error condition in the Reconciliation Errors window.

Archive/Purge: There are two Archive/Purge check boxes you can set:

- **Purge:** If you check this check box, the AutoReconciliation program will automatically purge all information from the bank statement open interface tables once the information has been successfully transferred to the bank statement tables.
- **Archive:** If you check this check box, the AutoReconciliation program will automatically archive all information from the bank statement interface tables once the information has been successfully transferred to the bank statement tables.

You cannot archive transactions without also purging them. However, you can purge transactions without archiving. Also note, the purge and archive check boxes on the System Parameters window affect only the bank statement *interface* tables. To purge or archive/purge bank statement tables, you must run the Archive/Purge program.

Lines Per Commit: This is the number of lines that AutoReconciliation will save at a time, and controls the number of transaction rows that AutoReconciliation locks at any given time. The greater the number of lines, the faster AutoReconciliation processes. However, the number of lines you can specify is limited by the amount of memory your system has available.

Bank Transaction Codes

If you want to load electronic bank statements or use Cash Management's AutoReconciliation feature, you must define, for each bank account, the transaction codes that your bank uses to identify different types of transactions on its statements. You should define a bank transaction code for each code that you expect to receive from your bank.

You can enter effective date range fields, Start Date and End Date, so that you can make a bank transaction code inactive. You can also delete codes that have not been used, in case you make a mistake in creating one.

You can easily view the bank transaction codes you have created here by submitting the Bank Transaction Codes Listing: page 6 – 29.

Bank Transaction Codes (Vision Operations: USD)

Bank Account

Number10271-17621-619

Bank NameBofA

CurrencyUSD

NameBank of America

Bank BranchNew York

Effective Dates

Float Days

Type	Code	Description	Start	End	Trans Source
Stopped	1	Stopped			
Payment	100	Regular Paymen			2AP Payments
Misc Payment	110	Misc Payment			3
Misc Payment	115	Correct			
Payment	120	Special Paymer			Journal
Payment	130	EFT/Wire Payme			AP Payments
Receipt	200	Regular Receipt			4AR Receipts
Misc Receipt	210	Misc Receipt			5
Misc Receipt	215	Correct			

- To define a bank transaction code:
1. Navigate to the Bank Transaction Codes window.

2. Select the bank, whose codes you are defining, from the Find Bank window. Alternatively, you can query the bank Account Number. The system displays the Bank Transaction Codes window, which includes Bank Account and Bank information, as well as a region for entering transaction codes.
3. For each transaction code you are defining, select a transaction Type from the poplist. The transaction type determines how Cash Management will match and account for transactions with that code.

Bank statement lines are coded to identify the type of transaction the line represents. Since each bank might use a different set of transaction codes, you need to map each code a particular bank uses to one of the following Cash Management transaction types.

You can select from the following list of values:

- **Payment:** Payments such as generated or recorded checks, payment batches, wire transfers, electronic funds transfers, or payroll checks.
 - **Receipt:** Receipts such as received checks, remittance batches, direct debits, and bills of exchange.
 - **Miscellaneous payment:** Payments not associated with supplier invoices, such as petty cash transactions directly posted to cost accounts, or bank charges.
 - **Miscellaneous receipt:** Receipts not associated with customer invoices, such as petty cash transactions directly posted to revenue accounts, such as interest received.
 - **Stopped:** Stopped payments previously entered, generated, or cleared, such as callback of check. A stopped transaction type matches only to Voided or Stopped payments in Payables or Oracle Payroll.
 - **Rejected:** Receipts rejected for reasons other than non-sufficient funds, such as an invalid bank account. A rejected transaction type matches only to reversed receipts in Receivables.
 - **NSF (Non-Sufficient Funds):** Receipts rejected by the bank because the accounts on which they were drawn had non-sufficient funds. You can reverse these receipts by creating a standard reversal. Cash Management reopens the invoices you closed with the original receipt. When you match bank statement lines with transactions, an NSF transaction type only matches to reversed receipts in Receivables.
4. Enter the Code used by your bank.

5. Enter an optional description of the transaction.
6. Enter Start and End Dates to determine when the bank transaction code is considered active.
7. Enter the number of Float Days that you want Cash Management to add to or subtract from the statement date to create an anticipated value date for automatic lockbox receipts.
8. Enter a Transaction Source for payment and receipt transactions. Choose Journal from the list of values to reconcile statement items with the assigned transaction code to General Ledger journals. Choose Open Interface to reconcile statement items to transactions in the Reconciliation Open Interface. Choose Payables Payments or Receivables Receipts to reconcile statement items to transactions in Oracle Payables or Oracle Receivables.
9. If the transaction Type is Miscellaneous Receipt or Miscellaneous Payment, enter the Matching Against field to determine the order of matching and the type of transactions to match.

Since the same transaction code may be used for matching against both miscellaneous transactions and/or correcting statement errors, you need to indicate, for miscellaneous payments and miscellaneous receipts, the type of transactions to match. If you use a transaction code for both miscellaneous transactions and correcting statement errors, you can also specify the sequence of matching. You can choose from the following values to indicate how to use this bank transaction code:

- **Misc:** Only match against miscellaneous transactions.
 - **Stmt:** Identify the statement line as a correcting entry. The statement line will match against existing statement lines. The netted amount of these lines is used to match to subledger transactions.
 - **Misc, Stmt:** First try to match against miscellaneous transactions, if there is no match, then try to match against statement lines (corrections).
 - **Stmt, Misc:** First try to match against statement lines (corrections), if there is no match, then try to match against miscellaneous transactions.
10. Choose the Correction Method your bank uses when correcting bank errors: Reversal, Adjustment, or Both.

This field is only applicable for those Miscellaneous Receipt or Miscellaneous Payment transaction codes that may be used to match to correction statement lines.

11. Choose whether to Create transactions for any Miscellaneous Payments and Miscellaneous Receipts reported on the bank statement when no transaction number is provided.
12. If you chose the Create option in the previous field, specify the Receivables Activity type and Payment Method for any miscellaneous transactions (receipts or payments) you create from within Cash Management.
13. Define each additional bank transaction code, following the previous steps.
14. Save your work.

See Also

About Bank Statements: page 1 – 6

Overview of Setting Up: page 2 – 9

Reconciling Bank Statements Automatically: page 4 – 2

Bank Transaction Codes Listing: page 6 – 29

Bank Statement Open Interface

Before you can reconcile transactions against a bank statement, you need to enter the bank statement information into Cash Management. If your bank provides account statements in a flat file, using a defined format like BAI or SWIFT940, you can use the Bank Statement Open Interface to load this information into Cash Management.

► **To use Bank Statement Open Interface:**

1. Create an import program to map the structure of the bank statement file to the Cash Management bank statement open interface tables.
 - You must develop a separate import program for each unique bank statement file structure.
 - Import programs are generally developed by your System Administrator or an Oracle consultant.
 - Import programs are usually written in SQL*Loader. However, depending on the complexity of a bank file, you might choose to use one of a variety of other programming languages.

Cash Management documentation refers to the import program as a SQL*Loader script.

2. Use your SQL*Loader scripts whenever needed to populate the bank statement open interface tables (see below).

Bank Statement Open Interface Tables

The Bank Statement Open Interface consists of two bank statement open interface tables:

- **Bank Statement Headers Interface Table**—contains the bank statement header information.³ The table is named `CE_STATEMENT_HEADERS_INT_ALL`.
- **Bank Statement Lines Interface Table**—contains the bank statement transaction lines. The table is named `CE_STATEMENT_LINES_INTERFACE`.

Once you run your SQL*Loader script to populate the open interface tables, you can use Cash Management's AutoReconciliation Import program to validate and transfer the bank statement information into the Cash Management bank statement tables for reconciliation. The bank statement tables are named `CE_STATEMENT_HEADERS_ALL` and

CE_STATEMENT_LINES. Once the information in the interface tables has been successfully transferred to the bank statement tables, you can purge the interface tables.

Bank Statement Headers Interface Table

The CE_STATEMENT_HEADERS_INT_ALL table must contain exactly one record for each bank account within a bank statement. If a bank statement contains more than one account, define a header record for each of the accounts on the statement.

The CE_STATEMENT_HEADERS_INT_ALL table contains the following columns:

Column Name	Null?	Type
STATEMENT_NUMBER	N	CHAR
BANK_NAME	Y	CHAR
BANK_BRANCH_NAME	Y	CHAR
BANK_ACCOUNT_NUM	N	CHAR
STATEMENT_DATE	N	DATE
CONTROL_BEGIN_BALANCE	Y	NUM
CONTROL_END_BALANCE	Y	NUM
CONTROL_TOTAL_DR	Y	NUM
CONTROL_TOTAL_CR	Y	NUM
CONTROL_DR_LINE_COUNT	Y	NUM
CONTROL_CR_LINE_COUNT	Y	NUM
CONTROL_LINE_COUNT	Y	NUM
RECORD_STATUS_FLAG	Y	CHAR
CURRENCY_CODE	Y	CHAR
ORG_ID	Y	NUM
CHECK_DIGITS	Y	CHAR

Required Columns

You must provide values for all of the not-null columns in the CE_STATEMENT_HEADERS_INT_ALL table. Enter values in the following required columns:

STATEMENT_NUMBER: The identifier for the statement, as provided by the bank. If the bank does not assign a statement number, you may use the statement date, or any value that will be unique within the bank account.

BANK_ACCOUNT_NUM: The bank account number, as defined in Oracle Receivables, Oracle Payables, or Oracle Payroll.

STATEMENT_DATE: The closing date for the statement.

ORG_ID: The organization ID, required only for multiple organization environments.

Optional Columns

You may enter values in the following optional columns of the CE_STATEMENT_HEADERS_INT_ALL table:

BANK_NAME: The name of the bank, as defined in Oracle Receivables, Oracle Payables, or Oracle Payroll.

BANK_BRANCH_NAME: The name of the bank branch, as defined in Receivables and/or Payables.

CONTROL_BEGIN_BALANCE: The beginning balance for the statement, as provided by the bank.

CONTROL_END_BALANCE: The ending balance for the statement, as provided by the bank.

CONTROL_TOTAL_DR: Total Debits for the statement.

CONTROL_TOTAL_CR: Total Credits for the statement.

CONTROL_DR_LINE_COUNT: Number of debit lines for the statement.

CONTROL_CR_LINE_COUNT: Number of credit lines for the statement.

CONTROL_LINE_COUNT: Total number of lines for the statement.

RECORD_STATUS_FLAG: Set to E if there is an error in the record. Set to N if the record is new.

CURRENCY_CODE: The currency code for the bank account.

CHECK_DIGITS: Numbers used to validate the authenticity of a bank account number.

Bank Statement Lines Interface Table

The CE_STATEMENT_LINES_INTERFACE table contains the transactions from the bank statement. It contains the following columns:

Column Name	Null?	Type
BANK_ACCOUNT_NUM	N	CHAR
STATEMENT_NUMBER	N	CHAR
LINE_NUMBER	N	NUMBER
TRX_DATE	N	DATE
TRX_CODE	Y	CHAR
EFFECTIVE_DATE	Y	DATE
TRX_TEXT	Y	CHAR
INVOICE_TEXT	Y	CHAR
AMOUNT	Y	NUMBER
CURRENCY_CODE	Y	CHAR
EXCHANGE_RATE	Y	NUMBER
EXCHANGE_RATE_DATE	Y	DATE
USER_EXCHANGE_RATE_TYPE	Y	CHAR
ORIGINAL_AMOUNT	Y	NUMBER
BANK_TRX_NUMBER	Y	CHAR
CUSTOMER_TEXT	Y	CHAR
BANK_ACCT_TEXT	Y	CHAR

Required Columns

You must provide values for all of the not-null columns in the CE_STATEMENT_LINES_INTERFACE table. Enter values in the following required columns:

BANK_ACCOUNT_NUM: For each statement line, enter the bank account number, as defined in the header record in CE_STATEMENT_HEADERS_INT_ALL.

STATEMENT_NUMBER: For each statement line, enter the bank statement number, as defined in the header record in CE_STATEMENT_HEADERS_INT_ALL.

LINE_NUMBER: For each statement line, enter the line number, as provided by the bank. If the bank does not provide line numbers, you may use a sequence to assign line numbers. The line numbers must be unique within the bank statement.

TRX_DATE: The date of the bank transaction.

Optional Columns

You may enter values in the following optional columns of the CE_STATEMENT_LINES_INTERFACE table:

TRX_CODE: The Bank Transaction Code that the bank uses to identify the type of banking transaction.

EFFECTIVE_DATE: The value date for the transaction.

TRX_TEXT: Any transaction-related text provided by the bank.

INVOICE_TEXT: This is the statement line invoice number, which is used to match statement lines to invoice numbers for payments in Payables and receipts in Receivables.

AMOUNT: The amount of the transaction, in the bank account currency.

CURRENCY_CODE: The currency code for the transaction.

EXCHANGE_RATE: The exchange rate specified by the bank for the transaction.

EXCHANGE_RATE_DATE: The date associated with the exchange rate used.

USER_EXCHANGE_RATE_TYPE: The exchange rate type (defined in Oracle General Ledger) used for this transaction.

ORIGINAL_AMOUNT: The amount of the transaction, expressed in its original currency.

BANK_TRX_NUMBER: The Bank Transaction Number. This is the payment document number or deposit number, which AutoReconciliation uses to match the bank transaction with a transaction or batch. If you do not provide a transaction number AutoReconciliation may import the record, but cannot reconcile it.

CUSTOMER_TEXT: Any customer-related text provided by the bank. AutoReconciliation does not use this information; it is for reference use only.

BANK_ACCT_TEXT: Agent's bank account. AutoReconciliation uses this information to match transactions along with INVOICE_TEXT.

See Also

Loading Bank Statement Open Interface: page 3 – 2

Bank Statement Validation: page 3 – 7

Importing Bank Statements: page 3 – 5

Correcting Bank Statement Interface Errors: page 3 – 16

Reconciling Bank Statements Automatically: page 4 – 2

System Parameters: page 2 – 18

Archiving and Purging Imported Bank Statements: page 4 – 76

Defining Conversion Rate Types (*Oracle General Ledger User's Guide*)

Reconciliation Open Interface

Cash Management can reconcile receipts and payments that originate in applications other than Oracle Applications. For example, if you use a proprietary accounts receivable system with, General Ledger, and Cash Management, you can reconcile and clear your receipts by using the Cash Management Reconciliation Open Interface.

The Cash Management Reconciliation Open Interface allows you to:

- Manually or automatically reconcile open interface transactions to bank statement lines in Cash Management
- Find open interface transactions that are available for reconciliation
- Find reconciled open interface transactions

Program Submission

After following the setup steps in this document, you can run the AutoReconciliation program, or reconcile transactions manually. Cash Management automatically retrieves the necessary information from the open interface view (CE_999_INTERFACE_V) for matching statement lines. (You do not run the Reconciliation Open Interface as a separate program.)

See Also

Reconciling Bank Statements Automatically: page 4 – 2

Reconciling Bank Statements Manually: page 4 – 19

Finding Available Transactions, Batches, and Journal Entries for Reconciliation: page 4 – 27

Preparing to Use Reconciliation Open Interface

Prerequisites to Using the Reconciliation Open Interface

- ☐ Check the Use Reconciliation Open Interface check box in the System Parameters window.

- ❑ Define Open Interface Float Status and Open Interface Cleared Status in system parameters.
- ❑ Customize the Reconciliation Open Interface package and view.

The Reconciliation Open Interface objects include the following view and package, which you would have customized to work in your environment:

- CE_999_INTERFACE_V (view) – cev999in.sql (physical file)
- CE_999_PKG (package) – ceab999s.pls (physical file)
– ceab999b.pls (physical file)

When you upgrade Oracle Cash Management, AutoInstall replaces the objects in the \$CE_TOP/admin/sql directory with the default ones provided by Oracle Cash Management. If you have customized versions of the view and packages located in the \$CE_TOP/admin/sql directory with the same physical file names, you must make backup copies of these objects or move them to another directory before upgrading.

If any of the above objects are patched, the patched objects will be located in \$CE_TOP/patch/115/sql. When the patch is applied, it will override your customized files if they are located in that directory with the same names.

Customizing the Reconciliation Open Interface Package and View

To use Cash Management's Reconciliation Open Interface, you must modify certain components of the Oracle database, which are provided when Cash Management is installed.



Warning: We strongly recommend that any modifications to your Oracle database or to your proprietary application's database and programs be made only by qualified individuals. If you are not sure whether you are qualified to make such modifications, contact an Oracle consultant.

When you install Cash Management, one template view and one package are added to your Oracle database:

- **CE_999_INTERFACE_V** — a view you define to map to your proprietary application's database, which shows all open interface transactions and their status.
- **CE_999_PKG** — a package that contains one function and two procedures. To enable the related functionality in Cash

Management, you must write the necessary routines to carry out the described package function and procedures.

The view and package are described in detail below.

CE_999_INTERFACE_V Description

Generally, you define CE_999_INTERFACE_V as a view to your proprietary application's database, and implement it to show all open interface transactions and their status. The CE_999_INTERFACE_V view should include available transactions as well as reconciled transactions to bank statements that have not been purged or archived.

Cash Management provides a template of this view in your Oracle database, to allow you to define your view more easily. Note that many elements of this table or view must join to other Oracle Financials reference tables. For example, you need to indicate a particular bank account, which must be defined in AP_BANK_ACCOUNTS.

Alternatively, if your proprietary system does not support real-time access from an Oracle database, you can create a table named CE_999_INTERFACE_V, then use SQL*Loader or another batch mechanism to populate the table with information about your open interface transactions.

Column specifications for CE_999_INTERFACE_V are as follows:

View: CE_999_INTERFACE_V					
	Column Name	Type	Req.	Cat.	Description/Value
2	ROW_ID	ROWID	Yes	S	Transaction row ID.
4	TRX_ID	NUMBER	Yes	U	Transaction internal identifier (see note 2).
6	BANK_ACCOUNT_ID	NUMBER	Yes	M	AP_BANK_ACCOUNTS.BANK_ACCOUNT_ID.
8	TRX_TYPE	VARCHAR2	Yes	C	Transaction type of PAYMENT or CASH (see note 3).
10	TRX_TYPE_DSP	VARCHAR2	Yes	U	Displayed, translated transaction type.
12	TRX_NUMBER	VARCHAR2	Yes	U	Transaction number (see note 4).
14	TRX_DATE	DATE	Yes	U	Date of the transaction.
16	CURRENCY_CODE	VARCHAR2	Yes	D	Transaction currency code.
18	STATUS	VARCHAR2	Yes	U	Status of the transaction.
20	STATUS_DSP	VARCHAR2	Yes	U	Displayed, translated transaction status.

Table 2 – 1 (Page 1 of 2)

View: CE_999_INTERFACE_V					
Column Name	Type	Req.	Cat.	Description/Value	
22	EXCHANGE_RATE_TYPE	VARCHAR2	No	O	NULL or GL_DAILY_CONVERSION_TYPES. CONVERSION_TYPE Required if transaction is foreign.
24	EXCHANGE_RATE_DATE	DATE	No	U	Date of exchange rate. Required if transaction is foreign.
26	EXCHANGE_RATE	NUMBER	No	U	Exchange rate. Required if transaction is foreign.
28	AMOUNT	NUMBER	Yes	U	Transaction amount (transaction currency).
30	CLEARED_AMOUNT	NUMBER	No	U	Transaction cleared amount (transaction currency).
32	CHARGES_AMOUNT	NUMBER	No	U	Transaction charges amount (transaction currency).
34	ERRORS_AMOUNT	NUMBER	No	U	Transaction errors amount (transaction currency).
36	ACCTD_AMOUNT	NUMBER	No	U	Transaction amount (functional currency).
38	ACCTD_CLEARED_AMOUNT	NUMBER	No	U	Transaction cleared amount (functional currency).
40	ACCTD_CHARGES_AMOUNT	NUMBER	No	U	Transaction charges amount (functional currency).
42	ACCTD_ERRORS_AMOUNT	NUMBER	No	U	Transaction errors amount (functional currency).
44	GL_DATE	DATE	Yes	U	GL date.
46	CLEARED_DATE	DATE	No	U	Date the transaction is cleared.
48	CREATION_DATE	DATE	Yes	S	Standard Who Column.
50	CREATED_BY	NUMBER	Yes	S	Standard Who Column.
52	LAST_UPDATE_DATE	DATE	Yes	S	Standard Who Column.
54	LAST_UPDATED_BY	NUMBER	Yes	S	Standard Who Column.

Table 2 – 1 (Page 2 of 2)

Key to Table Abbreviations

Req. Required

Cat. Category

C = Constant value

D = Defined in required tables

U = User definable

M = Mandatory join to defined tables

O = Optional join to defined tables

S = System Required

Notes:

1. Notes for specific columns:

Column Number	Note
6	The bank account must be defined in AP_BANK_ACCOUNTS view.
16	The currency code must be defined in FND_CURRENCIES table.
18	The STATUS must be defined in one of the following fields in CE_SYSTEM_PARAMETERS table: OPEN_INTERFACE_FLOAT_STATUS, or OPEN_INTERFACE_CLEAR_STATUS.
22	If used, the exchange rate type must be defined in GL_DAILY_CONVERSION_TYPES table.

Table 2 – 2 (Page 1 of 1)

2. Transaction identifiers (TRX_ID) must be unique within the view. You cannot use duplicate transaction identifiers at any time.

3. Transaction types:

Type (TRX_TYPE)	Suggested Description (TRX_TYPE_DSP)
PAYMENT	Payment
CASH	Receipt

Table 2 – 3 (Page 1 of 1)

4. Transaction numbers (TRX_NUMBER), used for matching in the automatic reconciliation program, should be:

- For payments, a payment number.
- For receipts, a receipt number.

The transaction number, whether a payment or receipt number, appears throughout Cash Management — on inquiry windows, reconciliation windows, and reports.

5. Available versus reconciled transactions: Cash Management uses the open-interface float and clear status (as defined in the system parameters table) to determine whether a transaction is available for reconciliation. Cash Management maintains information of transactions that were reconciled by the Cash Management program.

You must customize the CE_999_PKG to update the status of transactions that have been reconciled in your proprietary

application's database. The transaction status will be displayed in Cash Management's forms and reports. You should also customize the package if you want to implement reconciliation accounting.

To find available transactions for reconciliation, the system selects transactions in the CE_999_INTERFACE_V with the open-interface float status that have not been previously reconciled to a bank statement line. If you have checked the Show Cleared Transactions check box, then in the System Parameters window, Cash Management will also find transactions with the open interface clear status that have not been reconciled.

Package CE_999_PKG Description and Modifications

Package CE_999_PKG consists of a function and two procedures:

- **Locking function:** a routine to lock transactions in your proprietary application's database before reconciliation in Cash Management. You might want to lock transactions so that users cannot change the amounts while the reconciliation process is taking place.
- **Clearing procedure:** procedural logic to clear transactions in your proprietary application's database.

Cash Management does not update information in your proprietary application's database. Therefore, you should implement this routine to update data in your proprietary database application.

- **Unclearing procedure:** procedural logic to unclear transactions in your proprietary application's database. You need to implement this routine to update data in your proprietary application or to generate reconciliation accounting entries.

Additional Information: Cash Management does not generate accounting entries when reconciling open interface transactions. Therefore, to meet your specific needs you may want to enhance the above described functionality of the CE_999_PKG function and procedures. For example, you can use the information passed to the clearing procedure to create journal entries for the differences between recorded and cleared transaction amounts.

Cash Management provides an empty version of CE_999_PKG in your Oracle database. You must modify this package and write the above

described routines if you want to update data in your proprietary application or generate reconciliation accounting entries.

We have included examples of functions in the CE_999 package that you can use or customize.

The remainder of this section describes information you will need before you can write the function and procedures.

Additional Information: CE_999_PKG is called by Cash Management after each transaction is processed, rather than in batch mode. Accordingly, your function and procedures should be written to handle transactional processing.

Locking Function

The locking function is named CE_999_PKG.LOCK_ROW. The function must be passed the following parameters when it is called:

Parameter Name	Data Type	Description
X_CALL_MODE	VARCHAR2	'U' if calling from reconcile. 'M' if calling from unreconcile.
X_TRX_TYPE	VARCHAR2	The transaction type (TRX_TYPE)
X_TRX_ROWID	ROWID	ROWID of the transaction

Table 2 – 4 (Page 1 of 1)

- Uncomment (remove the slashes and asterisks from) the code enclosed by `/*----- -----*/`

Clearing Procedure

The clearing procedure is named CE_999_PKG.CLEAR. It requires the following parameters be passed to it from Cash Management. Note that all of the parameters, except for X_BANK_CURRENCY, come from CE_999_INTERFACE_V:

Parameter Name	Data Type	Column in CE_999_INTERFACE_V
X_TRX_ID	NUMBER	TRX_ID
X_TRX_TYPE	VARCHAR2	TRX_TYPE (value is PAYMENT or CASH)

Table 2 – 5 (Page 1 of 2)

Parameter Name	Data Type	Column in CE_999_INTERFACE_V
X_STATUS	VARCHAR2	STATUS (value comes from ce_system_parameter.open_interfac e_clear_status)
X_TRX_NUMBER	VARCHAR2	TRX_NUMBER
X_TRX_DATE	DATE	TRX_DATE
X_TRX_CURRENCY	VARCHAR2	CURRENCY_CODE
X_GL_DATE	DATE	GL_DATE
X_BANK_CURRENCY	VARCHAR2	AP_BANK_ACCOUNTS. BANK_CURRENCY_CODE
X_CLEARED_AMOUNT	NUMBER	CLEARED_AMOUNT
X_CHARGES_AMOUNT	NUMBER	CHARGES_AMOUNT
X_ERRORS_AMOUNT	NUMBER	ERROR_AMOUNT
X_EXCHANGE_DATE	DATE	EXCHANGE_RATE_DATE
X_EXCHANGE_TYPE	VARCHAR2	EXCHANGE_RATE_TYPE
X_EXCHANGE_RATE	NUMBER	EXCHANGE_RATE

Table 2 – 5 (Page 2 of 2)

Use the passed parameters to code the procedural logic needed to clear transactions in your proprietary application's database. You need to implement this routine to generate reconciliation accounting entries or update data in the open interface transactions source application.

Unclearing Procedure

The unclearing procedure is named CE_999_PKG.UNCLEAR. It requires the following parameters be passed to it from the CE_999_INTERFACE_V table:

Parameter Name	Data Type	Column in CE_999_INTERFACE_V
X_trx_id	NUMBER	trx_id
X_trx_type	VARCHAR2	trx_type
X_STATUS	VARCHAR2	STATUS (ce_system_parameter.open_interfa ce_float_status)

Table 2 – 6 (Page 1 of 2)

Parameter Name	Data Type	Column in CE_999_INTERFACE_V
X_trx_date	DATE	trx_date
X_gl_date	DATE	gl_date

Table 2 – 6 (Page 2 of 2)

Use the passed parameters to code the procedural logic needed to unclear transactions in your proprietary application's database. You need to implement this routine to generate reconciliation accounting entries or update data in the open interface transactions source application.

Installing Cash Forecasting Open Interface Objects in Remote Databases

This step is required only if you are upgrading and planning to use Cash Forecasting Open Interface in a distributed database environment. You must install the necessary Cash Forecasting objects in each remote database with your Cash Forecasting sources in your APPS schema.

Type the following commands:

```
$cd $CE_TOP/sql
```

```
$sqlplus <APPS username>/<APPS password>@remote database  
@cefextmp.sql
```

```
$ cd $CE_TOP/admin/sql
```

```
$ sqlplus <APPS username>/<APPS password>@remote database  
@cefremts.pls
```

```
$sqlplus <APPS username>/<APPS password>@remote database  
@cefremtb.pls
```

Forecasting Open Interface

The Cash Management Forecasting Open Interface allows you to utilize the following external sources of data as cash inflow and outflow data for flexible cash forecasting:

- Non-Oracle applications on a local database
- Non-Oracle Applications on a remote database
- Oracle Applications on a remote database

Providing an Open Interface to Forecast from External Applications

Two cash forecast source transaction types, Open Interface Inflow and Open Interface Outflow, allow you to include external application transaction sources for cash forecasting. Having two separate source transaction types for external source transactions gives you an easy way to indicate whether the transaction source consists of cash receipts (inflow) or disbursements (outflow).

The Forecasting Open Interface collects cash flow amounts from your external systems, and the Cash Forecasting module summarizes and calculates the data to include in your cash forecasts along with other Oracle Applications data.

See: Preparing to use the Forecasting Open Interface: page 2 – 45.

Forecasting in a Distributed Environment

You can include transactions located on a remote database in your cash forecasts. For each Oracle Application or non-Oracle application source type on a distributed database, you need to specify a database link.

See Also

About Cash Forecasting: page 1 – 28

Cash Forecasting: page 5 – 2

Creating Cash Forecast Templates: page 5 – 3

Generating Cash Forecasts from Templates: page 5 – 20

Program Submission

After following the setup steps in this document, you can generate a cash forecast and automatically retrieve information available from the external forecast sources you have defined. (You do not run the Forecasting Open Interface as a separate program.)

Preparing to Use the Forecasting Open Interface

To use the Forecasting Open Interface effectively, you need to perform these steps in the following sequence. Each step has substeps that are explained in the referenced section.

1. For each external source transaction type, you define its name, such as External Payments, or External Receipts. Then identify the valid selection criteria. See: Define External Source Types and Selection Criteria: page 2 – 45.
2. Define value sets to be used for the selection criteria segments. See: Define Value Sets for Selection Criteria: page 2 – 46.
3. Define the Forecast Selection Criteria Descriptive Flexfield segments for each selection criteria. See: Define Forecast Selection Criteria Descriptive Flexfield Segments: page 2 – 46.
4. Define the external forecast source transaction database views. See: Define External Source Views: page 2 – 47.
5. Associate the external source types with the views, and if necessary, the name of the database link. See: Associate External Forecast Source Types with Views: page 2 – 48.

Define External Source Types and Selection Criteria

1. Determine the external source types that you want to include in your cash forecasts.
2. Determine appropriate selection criteria for each type.
3. Identify the selection criteria common to all external source types.
4. Identify the selection criteria appropriate only for specific external source types.
5. Design the use of criteria segments.

Use the Descriptive Flexfields worksheets located in the appendix of the *Oracle Applications Flexfields Guide* to help you with your design.

See Also

Planning Your Descriptive Flexfields (*Oracle Applications Flexfields Guide*)

Defining Descriptive Flexfield Structures (*Oracle Applications Flexfields Guide*)

Descriptive Flexfield Segments Window (*Oracle Applications Flexfields Guide*)

Context Field Values (*Oracle Applications Flexfields Guide*)

Define Value Sets for Selection Criteria

You need to define value sets that determine the values users can enter for selection criteria for open interface inflow and outflow source types when defining forecast templates.

1. Navigate to the Value Sets window (Descriptive Flexfield Segments window > Segments button > Value Sets button).
2. Define your value set and give it a validation type, and enter the appropriate validation information to suit your selection criteria.

See Also

Defining Value Sets (*Oracle Applications Flexfields Guide*)

Define Forecast Selection Criteria Descriptive Flexfield Segments

1. Navigate to the Descriptive Flexfield Segments window.
2. Enter Oracle Cash Management in the Application field, and Forecast Selection Criteria in the Title field.
3. Uncheck the Freeze Flexfield Definition check box.
4. Refer to the worksheet you filled out in designing your descriptive flexfield.
 - Include the common selection criteria that are applicable to all external source types.
 - Specify external source types in the Context Field region.
 - For each external source type defined as a context field value, define the criteria segments that are used by the specific external source type as the context-sensitive segments. These are the selection criteria that depend on the external source types.

- All segments must be enabled and non-required.
 - Choose the value sets that you predefined in the Value Set field.
 - Do not update any existing default entries.
5. Check the Freeze Flexfield Definition check box and save your work.

Define External Source Views

Define the External Source Transaction View as a view that will access your proprietary application's database to include all open interface transactions that you want to select for cash forecasting.

Alternatively, if your proprietary application system does not support real-time access from an Oracle database, you can create a table for the External Source Transaction View, and use SQL*Loader or another batch mechanism to populate the table with information from the non-Oracle system transactions.

Column specifications for the External Source Transaction View are outlined in the following table:

Column Name	Type	Required?	Description/Value
ROW_ID	ROWID	Yes	Row ID
TRANSACTION_AMOUNT	NUMBER	Yes	Amount in transaction currency
FUNCTIONAL_AMOUNT	NUMBER	Yes	Amount in functional currency
CURRENCY_CODE	VARCHAR2(15)	Yes	Transaction currency code, must be valid currency code defined in FND_CURRENCIES
FUNCTIONAL_CURRENCY	VARCHAR2(15)	Yes	Functional currency code, must be valid currency code defined in FND_CURRENCIES
CASH_ACTIVITY_DATE	DATE	Yes	Projected cash transaction date, date when the transaction has become or will become a cash transaction (e.g. check date)
CRITERIA1...15	VARCHAR2(150)	No	Selection criteria

Table 2 – 7 (Page 1 of 1)

Organization ID is not included as a default criterion. However, if you want to select transactions for a specific organization, you

can define it as a common selection criterion for all external source types.

If your environment includes a distributed source transaction type, either you must import remote data to the local database, or you must establish a database link from the local database to the remote database. See: Associate External Forecast Source Types with Views: page 2 – 48

Using Remote Databases

If you are planning to use Cash Forecasting Open Interface in a distributed database environment, your database administrator must install the necessary Cash Forecasting objects to each of the remote databases with your Cash Forecasting sources in your APPS account.

These objects are located in the \$CE_TOP/sql directory:

- CE_FORECAST_EXT_TEMP (table) – cefextmp.sql (physical file)
- CE_FORECAST_EXT_TEMP_N1 (index) – cefextmp.sql (physical file)

These objects are located in the \$CE_TOP/admin/sql directory:

- CE_FORECAST_REMOTE_SOURCES (package) – cefremts.pls and cefremtb.pls (physical files)

If any of the above objects are patched for Release 11, the patched objects will be located in \$CE_TOP/patch/110/sql. Therefore, apply the objects from the \$CE_TOP/patch/110/sql directory instead of from the \$CE_TOP/admin/sql and \$CE_TOP/sql directories.

Use of Indexes on Views

To maximize performance when generating cash forecasts that collect data using the Forecasting Open Interface, we recommend that you create appropriate indexes on the tables accessed by the views you create. The columns that are frequently used as selection criteria, such as cash activity date, should be defined as indexes.

Associate External Forecast Source Types with Views

You need to associate your external source types with an external source transaction view, and if that view is on a remote database, then you need to specify the database link as well.

- **To associate external forecast source types and views:**
1. Navigate to the External Forecast Sources window.
 2. Choose an external forecast source Type. The list of values is the context field of the Forecast Selection Criteria Descriptive Flexfield.
 3. Enter an external forecast source View. This field is not validated until you submit a forecast that uses the associated external forecast source type.
 4. (Optional) Enter a Database Link Name if the source type is on a remote database. The list of values includes currently available links, but you can enter others as this field is not validated until you submit a forecast that uses the associated external forecast source type.

See Also

Creating Cash Forecast Templates: page 5 – 3

Sequential Document Numbering

Cash Management supports Oracle Application's Document Sequences feature. With this feature enabled, you can have Cash Management assign sequential document numbers to your bank statements.

► **To set up sequential document numbering:**

1. Choose the System Administrator responsibility.
2. **Define Document Flexfield:** You define and enable the Document Flexfield, which may consist of two, three or four segments. Possible segments include Application, Category, Set of Books and Method.
3. **Define Document Sequences:** You enter a sequence Name and enter Oracle Cash Management as the Application that "owns" the sequence. You can also specify Effective From and To dates and the sequence numbering Type (Automatic, Gapless, or Manual).
4. **Define Document Categories:** You define one document category for each bank account for which you want to use sequential numbering. In the Code field you enter the bank account name. In the Table Name field you enter CE_STATEMENT_HEADERS.
5. **Assign Document Sequences to Documents:** In the Sequence Assignments window you must map your Document Categories to a Document Sequence. You can also specify a Start and End Date for the assignment.
6. **Set the Sequential Numbering System Profile Option:** You or your System Administrator must enable sequential numbering for Cash Management. Use the System Profile Values window to set the Sequential Numbering profile option at the Application level. Choose Cash Management as the Application. Query the Sequential Numbering profile name. You can select from Always Used, Partially Used, or Not Used.

If you select Always Used, then to have miscellaneous receipts automatically created during the Autoreconciliation process, you must create and assign a sequence to the payment method for the receipt. The sequence numbering type must be Automatic.

See Also

Sequence Assignments Window (*Oracle Applications System Administrator's Guide*)

Document Sequences (*Oracle Applications System Administrator's Guide*)

Entering Bank Statements Manually: page 3 – 18

Reconciling Bank Statements Automatically: page 4 – 2

CHAPTER

3

Loading Bank Statements

Loading Bank Statement Open Interface

Before you can reconcile transactions against a bank statement, you need to enter the bank statement information into Cash Management. If your bank provides account statements in a flat file, using a defined format like BAI or SWIFT940, you can use the Bank Statement Open Interface to load this information into Cash Management.

Prerequisites

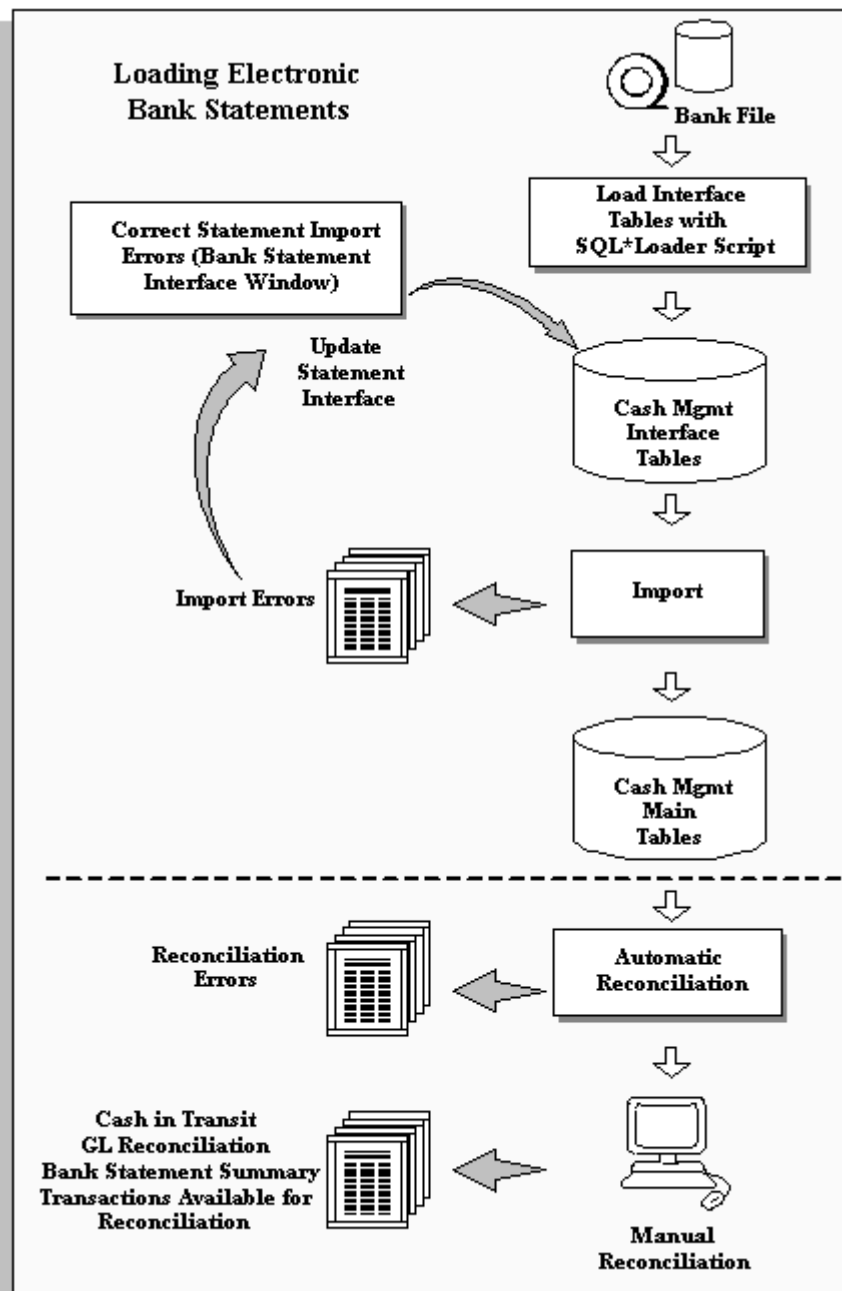
- ☐ Create a SQL*Loader script.

► **To load a bank statement into the bank statement open interface:**

1. Run the SQL*Loader script against the bank file. This populates the bank statement open interface tables.
2. Verify that the bank statement information was loaded into the open interface tables correctly.
 - You can use the Bank Statement Interface window to ensure that bank statement header information is correctly mapped to the CE_STATEMENT_HEADERS_INT_ALL table.
 - You can use the Bank Statement Lines Interface window to ensure that bank statement transaction lines are correctly mapped to the CE_STATEMENT_LINES_INTERFACE table.

The Bank Statement Interface and Bank Statement Lines Interface windows show you the statement header and lines information that populates the open interface tables. You can correct the information using these windows, or you can correct the original bank file and reload it using your SQL*Loader script.

3. Import the bank statement information using the Bank Statement Import program. This transfers the bank information from the open interface tables to the bank statement tables.



See Also

Bank Statement Open Interface: page 2 – 28

Importing Bank Statements: page 3 – 5

About Bank Statement Validation: page 3 – 7

Reviewing Bank Statement Interface Errors: page 3 – 10

Correcting Bank Statement Interface Errors: page 3 – 16

Reconciling Bank Statements Automatically: page 4 – 2

Archiving and Purging Imported Bank Statements: page 4 – 76

Importing Bank Statements

If you load electronic bank statements using SQL*Loader scripts, you must import the bank statement information to the Cash Management Bank Statement tables before you can reconcile the statement detail lines. You can use Cash Management's Reconciliation programs to:

- Validate the information in the bank statement open interface tables.
- Import the validated bank statement information.
- Perform an automatic reconciliation after the import process completes.

► **To import a bank statement with no AutoReconciliation:**

1. Load your electronic bank statement into the bank statement open interface tables.
2. Navigate to the Submit Request window.

Alternatively, you may submit the request directly from the Bank Statement Interface window by selecting AutoReconciliation from the Oracle Applications Tools menu.

3. Select the Bank Statement Import program.
4. Enter the Bank Account Number for the statement you want to import.
5. Specify the range of statement numbers in the Statement Number From and Statement Number To fields.
6. Specify dates for the Statement Date From, Statement Date To, and GL Date fields.

The GL Date is the default date for all General Ledger journal entries generated by AutoReconciliation. The date must be in an open or future-enterable Payables or Receivables period.

7. Submit your request. The Bank Statement Import program validates the data in the bank statement interface files, imports the validated information, and prints an AutoReconciliation Execution Report.
8. Review and correct any import validation errors, then repeat the steps above.

► **To import a bank statement and perform an automatic reconciliation in the same request:**

1. Navigate to the Submit Request window.
2. Select the Bank Statement Import and AutoReconciliation program.

Alternatively, you may submit the request directly from the Reconcile Bank Statements window or Bank Statement Interface window by selecting AutoReconciliation from the Oracle Applications Tools menu.

3. Enter the Bank Account Number for the statement you want to import.
4. Specify the range of statement numbers in the Statement Number From and Statement Number To fields.
5. Specify dates for the Statement Date From, Statement Date To, and GL Date fields.
6. Select a Receivable Activity and a payment method to create Miscellaneous Receipts for differences that AutoReconciliation encounters when matching remittance batches within tolerances.
7. Specify how to handle any NSF transactions that are in your bank statement. Choose:
 - **No Action:** to handle manually
 - **Reverse:** to reverse receipt and reopen the invoices
 - **Debit Memo Reverse:** to create debit memo that replaces the item closed by the original receipt.
8. Submit your request. The AutoReconciliation program validates the data in the bank statement interface files, imports the validated information, reconciles the bank statement, and prints an AutoReconciliation Execution Report.

Additional Information: You can get an AutoReconciliation Execution Report at any time by submitting a request using the Submit Request window.

9. Review and correct any import validation errors, then repeat steps above. Once any import validation errors have been corrected, the AutoReconciliation program submits a request to reconcile the bank statement.

About Bank Statement Validation

The AutoReconciliation program validates the information you load into the bank statement open interface tables. If the data passes validation, AutoReconciliation imports it into the main Cash Management tables. If any records in a statement fail validation, Automatic Reconciliation does not import the statement and assigns it an Error status.

You can use the AutoReconciliation Execution Report or the View Reconciliation Errors window to review any import validation errors. You can use the Bank Statement Interface window to correct any import validation errors.

Bank Statement Header Validation

Import validation requires that the imported bank statement header information pass the following checks:

- The bank account must be a currently defined bank account.
- If the bank account number is not unique within the system, you must provide a bank and branch name, in the interface table.
- If you provide a currency code in the header, it must be the same as the currency code defined for the bank account.

Control Total Validation

Many bank statements provide control totals in the statement or account header for error-checking purposes. The bank statement header interface table has seven control total columns. If you enter values into any of these, AutoReconciliation uses those values for validation, except for CONTROL_BEGIN_BALANCE.

The control totals are as follows:

CONTROL_BEGIN_BALANCE: The statement opening balance. No validation is done for this entry.

CONTROL_END_BALANCE: The statement closing balance.

CONTROL_TOTAL_DR: Payment control total in the statement header must match the total payment amount on the statement lines. Payments are statement lines that have a bank transaction code with a type of Payment, Misc. Payment, NSF or Rejected.

CONTROL_TOTAL_CR: Receipt control total in the statement header must match the total receipt amount on the statement lines.

Receipts are statement lines that have a bank transaction code with a type of Receipt, Misc Receipt, or Stop.

CONTROL_DR_LINE_COUNT: Number of payment lines in the statement must match the payment line control total in the statement header. Payments are statement lines that have a bank transaction code with a type of Payment, Misc. Payment, NSF or Rejected.

CONTROL_CR_LINE_COUNT: Number of receipt lines in the statement must match the receipt line control total in the statement header. Credits are statement lines that have a bank transaction code with a type of Receipt, Misc. Receipt, or Stop.

CONTROL_LINE_COUNT: Number of lines in the statement must match the line control total in the statement header.

Statement Line Validation

Currency Code: If you enter a currency code on the statement line, it must be a currency that is defined in the system. The currency code does not affect the matching or calculations.

Bank Transactions Codes: Bank Transaction Codes, if entered, must be defined in Cash Management.

Exchange Rate Type: The Exchange Rate Type must be a valid type as defined in Oracle General Ledger.

Amount: An amount must be entered for the statement line.

Multi-Currency Validation

AutoReconciliation checks each bank statement line for a valid currency and exchange rate type. During reconciliation, the program checks the following once a matching transaction is found:

- For transactions:
 - Bank statement line currency must be the same as the transaction currency. (Your bank statement currency may be different.)
- For batches:
 - All transactions in the batch must use the same currency.
 - Statement line currency is the same as the batch currency.

- For both transactions and batches:
 - For user exchange rates, each transaction must include the Exchange Rate, and the Rate Type must be User.
 - For predefined rates (such as Corporate or Spot), each transaction must include the Rate Type and Exchange Rate Date.

See Also

Bank Statement Open Interface: page 2 – 28

Loading Bank Statement Open Interface: page 3 – 2

Reviewing Bank Statement Interface Errors: page 3 – 10

Correcting Bank Statement Interface Errors: page 3 – 16

Reconciling Bank Statements Automatically: page 4 – 2

Multi-Currency Handling: page 1 – 10

Archiving and Purging Imported Bank Statements: page 4 – 76

Reviewing Bank Statement Interface Errors

You can use the Statement Interface window to review online, import validation errors that resulted when you ran the Bank Statement Import program, or the Bank Statement Import and AutoReconciliation program. In addition, you can review the AutoReconciliation Execution Report that is printed automatically when you run the program.

You can review all import and validation errors for a statement, or you can review only those errors that occurred for a specific statement line.

Note: Only import validation errors are available from the Bank Statement Interface window. To review reconciliation-related errors, use the Reconcile Bank Statements window.

If you encounter import errors, you can correct the data one of three ways:

- Use the Bank Statement Interface window.
- Repair, then reload the original file.
- Repair the statement interface table manually.

Prerequisite

- ☐ Run the Bank Statement Import and AutoReconciliation program, or Bank Statement Import program, to import data from the bank statement open interface tables.

► **To review bank statement interface errors online:**

1. Navigate to the Bank Statement Interface window.

Bank Statement Interface (Vision Operations: USD)

Account Number	<input type="text" value="55-9878.26"/>	Statement Number	<input type="text" value="3"/>
Bank Name	<input type="text" value="Citibank"/>	Date	<input type="text" value="28/MAR/1998"/>
Bank Branch	<input type="text" value="Citibank NY"/>	Status	<input type="text" value="New"/>
Currency	<input type="text" value="USD"/>	Check Digits	<input type="text"/>

Control Balances

	Amount	Lines
Opening	<input type="text" value="47,372.80"/>	
Receipts	<input type="text" value="29,500.00"/>	<input type="text"/>
Payments	<input type="text" value="<10,509.51>"/>	<input type="text"/>
Closing	<input type="text" value="66,363.29"/>	
Lines		<input type="text"/>

2. Query the statement whose interface errors you want to review.
3. Choose Errors. You see the Bank Statement Interface Errors window containing the list of interface errors.
4. Choose Done to exit.



Suggestion: If you prefer to review the errors in a printed report, the AutoReconciliation Execution Report is run automatically when you run either of the programs that include Bank Statement Import.

Statement Interface Window Reference

Account Number: The bank account number as defined in Oracle Payables, Oracle Receivables, or Oracle Payroll.

Bank Name: The name of the bank.

Bank Branch: The name of the bank branch.

Currency: The currency of the bank account.

Statement Number: The number of the bank statement. If you do not use sequential numbering, the default statement number is the statement date.

Date: The closing date of the bank statement.

Status: The status of the bank statement:

- **Corrected:** Errors corrected after input.
- **Error:** Errors detected during input.
- **New:** New statement, not imported.
- **Transferred:** Successfully imported.
- **Check Digits:** Field for bank account validation.

Opening Amount: The beginning balance for the statement, as provided by the bank.

Receipts Amount: The total amount of receipts on the statement.

Receipts Lines: The total number of receipt lines on the statement.

Payments Amount: The total amount of payments on the statement.

Payments Lines: The total number of payment lines on the statement.

Closing: The closing balance on the bank statement.

Lines: The total number of lines on the statement.

Reviewing Interface Errors Online for a Specific Statement Line

- **To review interface errors online for a specific statement line:**
 1. Navigate to the Bank Statement Interface window.
 2. Query the statement whose interface errors you want to review.
 3. Choose Lines to see the Bank Statement Line Interface window.

Bank Statement Interface Lines (Vision Operations: USD) - 3

Account **55-9878-26** Date **28/MAR/1998**

Amounts Exchange Reference Description

Line Number	Code	Number	Date	Amount	Charges	Original Amount
10	100	36	01/MAR/1998	100.00		
20	400		03/MAR/1998	25,000.00		
30	100	38	14/MAR/1998	125.00		
40	100	39	14/MAR/1998	5,000.00		
50	100	40	14/MAR/1998	89.56		
60	100	41	14/MAR/1998	250.00		
70	100	42	14/MAR/1998	19.95		
80	100	46	14/MAR/1998	250.00		
90	200	lp8989	15/MAR/1998	4,500.00		

Errors

4. Select the line whose errors you want to review.

5. Choose Errors.

You see the Bank Statement Interface Line Errors window containing the list of interface errors for the selected line.

6. Choose Done to exit.

Statement Line Interface Window Reference

Account: The bank account number, as defined in Oracle Receivables, Oracle Payables, or Oracle Payroll.

Date: The closing date of the bank statement.

Line Number: The line number provided by the bank. If the bank does not provide line numbers, you can enter line numbers in a sequence.

Code: The code that the bank uses to identify a transaction.

Number: The transaction number, such as the receipt number, check number, or payment batch name. Automatic Reconciliation uses this number to identify transactions when matching the bank transaction to a transaction or batch.

Date: The date that the transaction cleared the bank. The default is the statement date.

Amounts Tabbed Region

Amount: The amount of the transaction, in the bank account currency. This amount must be within tolerance for autoreconciliation to occur (even if the netted value of the Amount and Charges column equals the subledger transaction amount).

Charges: The amount of any bank charges associated with the transaction. This field is not required.

Original Amount: The statement line amount, in its original currency. This amount is used in foreign exchange transactions when the currency of the transaction is different from the currency of the bank account.

Exchange Tabbed Region

Curr: The currency of the transaction.

Date: The date associated with the exchange rate that was used.

Type: The exchange rate type (as defined in Oracle General Ledger) used for this transaction.

Rate: The exchange rate specified by the bank for this transaction.

Reference Tabbed Region

Agent: The customer or supplier associated with the transaction.

Agent Bank Account: The bank account number of the customer or supplier associated with the transaction.

Invoice: The invoice number associated with the transaction.

Description Tabbed Region

Effective Date: The value date for the transaction.

Description: Any other information provided by the bank.

See Also

Importing Bank Statements: page 3 – 5

Reconciling Bank Statements Automatically: page 4 – 2

Correcting Bank Statement Interface Errors: page 3 – 16

About Bank Statement Open Interface: page 3 – 2

Archiving and Purging Imported Bank Statements: page 4 – 76

Correcting Bank Statement Interface Errors

If any records in a statement fail validation, the Bank Statement Import program does not import the statement, and assign it an Error status. You can review validation errors from the Bank Statement Interface window, or by running the AutoReconciliation Execution Report.

Interface errors may occur for a variety of reasons. The following is a list of the most common causes of bank statement interface errors:

- Incorrect Cash Management setup information, such as bank transaction codes, currencies, or bank account information.

Solution: Update the Cash Management setup information and rerun the Bank Statement Import program.

- Errors in the bank's transmission file.

Solution: Obtain a corrected transmission file from your bank, or update the statement using the Bank Statement Interface window.

- Problem in the SQL*Loader control file.

Solution: Modify the SQL*Loader file and rerun the Bank Statement Import program.

In some cases you may need to modify the information in the bank statement interface tables before you can import the bank statement. You can modify this information using the Bank Statement Interface window. You can update all bank statement and line information including any optional descriptive flexfield content.

► **To correct the bank statement interface header information:**

1. Navigate to the Bank Statement Interface window.
2. Query the Statement you want to correct.
3. Edit the bank statement header information as necessary, including the Control Balances.
4. Save your work.
5. Run the Bank Statement Import program to import the corrected bank statement information from the interface tables.

Additional Information: You can submit the Bank Statement Import program directly from the Bank Statement Interface window. Choose AutoReconciliation from the Oracle Application's Tools menu.

► **To correct the bank statement interface lines:**

1. Navigate to the Bank Statement Interface window.
2. Query the Statement you want to correct.
3. Choose the Lines button.
4. Edit the bank statement transaction information. You can edit the Line Number, transaction Code, transaction Number, and Date.
5. In the Amounts tabbed region, edit the transaction Amount, bank Charges, and Original Amount.

Additional Information: The poplist appears on the right side of the window, directly under the Date field. The default value is Amounts.

6. In the Exchange tabbed region, edit exchange rate information, including Currency code, exchange rate Type, Date, and exchange Rate.
7. In the Reference tabbed region, edit the Agent (customer or supplier), Invoice number, and Agent Bank Account associated with each line.
8. In the Description tabbed region, edit the Value Date and Description for each line.
9. Save your work.
10. Run the Bank Statement Import program to import the corrected bank statement information from the interface tables.

See Also

Loading Bank Statement Open Interface: page 3 – 2

Importing Bank Statements: page 3 – 5

About Bank Statement Validation: page 3 – 7

Reviewing Bank Statement Interface Errors: page 3 – 10

Reconciling Bank Statements Automatically: page 4 – 2

Archiving and Purging Imported Bank Statements: page 4 – 76

Entering Bank Statements Manually

In addition to loading bank statement information automatically with the Bank Statement Open Interface, you can enter bank statement information manually. You can enable users to update information on a statement that was previously entered manually or loaded automatically, even if the statement is already reconciled.

When you enter a bank statement manually, you enter the bank statement header and the transaction lines. You can reconcile transaction lines as you enter them, or you can reconcile the bank statement (manually or automatically) after you enter all the transaction lines and save your work.

Cash Management assumes that you enter statements in chronological order, and uses this order to calculate cumulative bank account balances.

Prerequisites

- ☐ Define your banks.
- ☐ If you plan to use the Bank Statement Import program, you need to define bank transaction codes for the bank account.
- ☐ Set up Receivables activities and payment methods for miscellaneous transactions.
- ☐ If you want to use document sequences, you or your System Administrator must set up sequential document numbering for Cash Management.

For document sequencing, the effective date is the statement date.

- ☐ If you have enabled the Add Lines to Automatic Statements feature in the System Parameters window, you can add lines to automatically-loaded statements.

► **To enter a bank statement manually:**

1. Navigate to the Find Bank Statements window. Choose New.
2. Choose the New button to display the Bank Statement window.
3. Enter the following bank header information: Account Number, Account Name, Bank Name, Bank Branch, and Currency.
4. Enter the new statement Date.

5. If you use manual document sequence numbers, enter the bank statement Document Number.
Additional Information: If you use automatic document sequence numbers, Cash Management creates the Document Number for the statement automatically. You cannot edit an automatically assigned Document Number.
6. Enter the Statement number. If you do not use sequential numbering, the default Statement Number is the statement date.
7. Enter the GL Date—the default is the Statement Date. The GL Date must be in an open or a future–enterable period in Receivables or Payables.
8. Optionally, enter bank statement Control Totals:
Enter the opening and closing balances as needed. Enter control totals for Receipts and Payments, as well as the number of statement lines for each.
Additional Information: You can compare the Control Total amounts to those displayed by Cash Management in the Line Totals tabbed region of the Statements window, to ensure the completeness and correctness of your entered bank statement.
9. Choose Lines to begin entering your statement lines. Optionally, you can save the header information now and enter the statement lines later.
10. Save your work.

Bank Statement Window Reference

Account Number: The bank account number. Note that you can update this value but if you have already reconciled bank statement lines, it will not update them.

Account Name: The bank account name.

Bank Name: The name of the bank.

Bank Branch: The name of the bank branch.

Date: The closing date of the statement.

Currency: The currency of the bank account.

Document Number: The document number that appears on the bank statement. If you use automatic document sequence numbers, Cash

Management creates the document number for the statement automatically. You cannot edit a document number that is assigned automatically.

Statement Number: The statement number. If you do not use sequential numbering, the default statement number is the statement date.

GL Date: The date that the transaction posts to the General Ledger. The default is the statement date. The GL Date must be in an open or future-enterable period in Oracle Receivables or Oracle Payables.

Check Digits: Enter Check Digits for bank account validation.

Control Totals and Line Totals: The Control Totals and Line Totals tabbed regions of the window contain the same fields. You can compare these fields to ensure that the bank statement that you entered is complete and correct.

Opening Amount: The beginning balance for the statement, as provided by the bank. The default is the closing balance of the previous statement.

Receipts Amount: The total amount of receipts on the statement.

Receipts Lines: The total number of receipt lines on the statement.

Payments Amount: The total amount of payments on the statement.

Payments Lines: The total number of payment lines on the statement.

Closing: The closing balance on the statement.

Complete: Check this field to indicate that the bank statement is complete and to prevent any changes to it. You may want to freeze a bank statement after completing the reconciliation process. However, you can mark or unmark the statement as complete at any time.

Unreconciled Amount: The total amount on the statement that is unreconciled.

Unreconciled Lines: The number of unreconciled lines on the statement.

See Also

Bank Statements: page 1 – 6

Sequential Document Numbering: page 2 – 50

Entering Bank Statement Lines: page 3 – 21

Reconciling Bank Statements Automatically: page 4 – 2

Reconciling Bank Statements Manually: page 4 – 19

Creating Reconciled Bank Statement Lines: page 4 – 25

Entering Bank Statement Lines

Bank Statement Lines (Vision Operations: USD) - 22-JAN-2001

Account: 12345678 Date: 22/JAN/2001

Amounts Exchange Reference Description

Line Number	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled []
50	Payment			22/JAN/2001		500.00	

Mark... Create... Errors Reconciled Available

► **To enter bank statement lines:**

1. Navigate to the Find Bank Statements window.
2. Choose Find to see a list of all statements you have already entered.

3. Select the statement whose header information you've already entered, then choose Review to see the Bank Statement window.

If you have not already entered the bank statement header information, see *Entering Bank Statements Manually*: page 3 – 18.

4. Choose Lines to enter the bank statement lines.
5. Enter the Line Number.
6. Enter the transaction Type for the line, or select a type from the poplist.
7. Optionally, if you plan to automatically reconcile the bank statement once you finish entering it, for each transaction line enter the Bank Transaction Code and:
 - Transaction Number, or
 - Invoice Number (see step 11 below) and Agent Bank Account
8. In the Amounts tabbed region, enter transaction amount details.
 - Enter the Transaction Date. The default is the statement date.
 - Enter the Value Date.
 - Enter the transaction Amount. The transaction type determines whether the amount is a payment or receipt.
9. In the Exchange tabbed region, enter exchange information for foreign currency transactions.
 - Enter the Original Currency Code and Exchange Date.
 - Enter an exchange rate Type or select one from the available list of values.
 - If you select exchange rate type of User, enter the exchange Rate. If you use a predefined rate type, Cash Management picks up the exchange rate automatically if you do not enter one.
10. In the Reference tabbed region, enter the Agent (customer or supplier), Invoice number, and Agent Bank Account associated with the transaction.
11. In the Description tabbed region, enter a description of the transaction and any Bank Charges related to the transaction.
12. Enter each additional transaction line.
13. Save your work.

Bank Statement Lines Window Reference

Account: The number of the bank account associated with the transaction.

Date: The closing date of the bank statement.

Line Number: The line number provided by the bank. If the bank does not provide line numbers, you can enter line numbers in a sequence.

Type: The transaction type:

- **Payment:** Payments, such as generated or recorded checks, wire transfers, and electronic funds transfers.
- **Receipt:** Receipts, such as received checks, direct debits, and bills of exchange.
- **Miscellaneous Payment:** Payments not associated with supplier invoices, such as petty cash transactions posted directly to cash accounts.
- **Miscellaneous Receipt:** Receipts not associated with customer invoices, such as petty cash transactions posted directly to revenue accounts.
- **Stopped:** Stopped payments previously entered, generated, or cleared, such as callback of a check. A stopped transaction type matches only to voided or stopped payments in Oracle Payables and Oracle Payroll.
- **Rejected:** Receipts rejected for reasons other than nonsufficient funds, such as an invalid bank account. A rejected transaction type matches only to reversed receipts in Oracle Receivables.
- **NSF:** Receipts rejected by the bank because the accounts on which they were drawn had nonsufficient funds.

Code: The code that the bank uses to identify a transaction.

Number: The transaction number.

Amounts Tabbed Region

Transaction Date: The date the transaction cleared the bank. The default is the statement date.

Value Date (formerly Effective Date): The date when cash activity (payments or receipts) is recognized in a bank account. This date is important for interest calculations on a bank account. The statement line Value Date can be provided by the bank or entered manually. It is

used to populate the Actual Value Date in Oracle Payables and Oracle Receivables.

Amount: The amount of the transaction, in the bank account currency. This amount must be within tolerance for autoreconciliation to occur (even if the netted value of the Amount and Charges column equals the subledger transaction amount).

Amount Reconciled: The amount of the transaction that was reconciled.

Exchange Tabbed Region

Curr: The currency of the transaction.

Date: The date associated with the exchange rate that was used.

Type: The exchange rate type (as defined in Oracle General Ledger) used for this transaction.

Rate: The exchange rate specified by the bank for this transaction.

Original Amount: The statement line amount, in its original currency. This amount is used in foreign exchange transactions when the currency of the transaction is different from the currency of the bank account.

Reference Region

Agent: The name of the customer or supplier associated with the transaction.

Agent Bank Account: The bank account of the customer or supplier associated with this transaction.

Invoice: The invoice number associated with the transaction.

Description Tabbed Region

Status: The status of the transaction, reconciled or unreconciled.

Description: The customer-related text provided by the bank.

Charges: The amount of any bank charges associated with the transaction. This field is not required. Cash Management derives the amount reconciled by adding the Charges and Amount columns.

Original Amount: The statement line amount, in its original currency. This amount is used in foreign exchange transactions when the currency of the transaction is different from the currency of the bank account.

See Also

Bank Statements: page 1 – 6

Entering Bank Statements Manually: page 3 – 18

Reconciling Bank Statements Manually: page 4 – 19

Creating Reconciled Bank Statement Lines: page 4 – 25

Reconciling Bank Statements Automatically: page 4 – 2

Updating Bank Statements

You can update any bank statement, whether imported or entered manually in Cash Management.

Prerequisites

- ☐ Import or enter a bank statement.
- ☐ Make sure the bank statement is not marked as Complete. See: Marking a Bank Statement as Complete: page 4 – 72.

► **To update a bank statement:**

1. Navigate to the Find Bank Statements window.
2. Enter the query criteria for the statement you want to update, or leave the criteria blank to query all existing statements.
3. Choose Find to see the Reconcile Bank Statements folder window containing the statements that meet your query criteria.

You can modify the Reconcile Bank Statements folder window to customize your query capabilities on statements you have entered. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folders.

4. Select the statement you want to update, and choose Review.
5. Update bank statement header and line information as necessary. You can change any bank statement information. You can also add information, such as transaction lines.
6. Save your work.

See Also

Entering Bank Statements Manually: page 3 – 18

Reconciling Bank Statements Automatically: page 4 – 2

Reconciling Bank Statements Manually: page 4 – 19

Changing the Reconciliation Status: page 4 – 43

Marking a Bank Statement as Complete: page 4 – 72

CHAPTER

4

Reconciling Bank Statements

Reconciling Bank Statements Automatically

You can use the AutoReconciliation program to automatically reconcile any bank statement in Oracle Cash Management. There are three versions of the program:

- **AutoReconciliation:** Use this program to reconcile any bank statement that has already been entered in Cash Management.
- **Bank Statement Import:** Use this program to import an electronic bank statement after loading the bank file with a SQL*Loader script. See: Importing Bank Statements: page 3 – 5.
- **Bank Statement Import and AutoReconciliation:** Use this program to import and reconcile a bank statement in the same run.

After you run the program, you can review the AutoReconciliation Execution Report to identify any reconciliation errors that need to be corrected. This report is produced automatically, or you can run it whenever needed. You can also review reconciliation errors online.

After you automatically reconcile a bank statement and correct any reconciliation errors, you can run the Bank Statement Detail Report or use the View Bank Statements window to review reconciled and unreconciled statement lines. If lines remained unreconciled, you can:

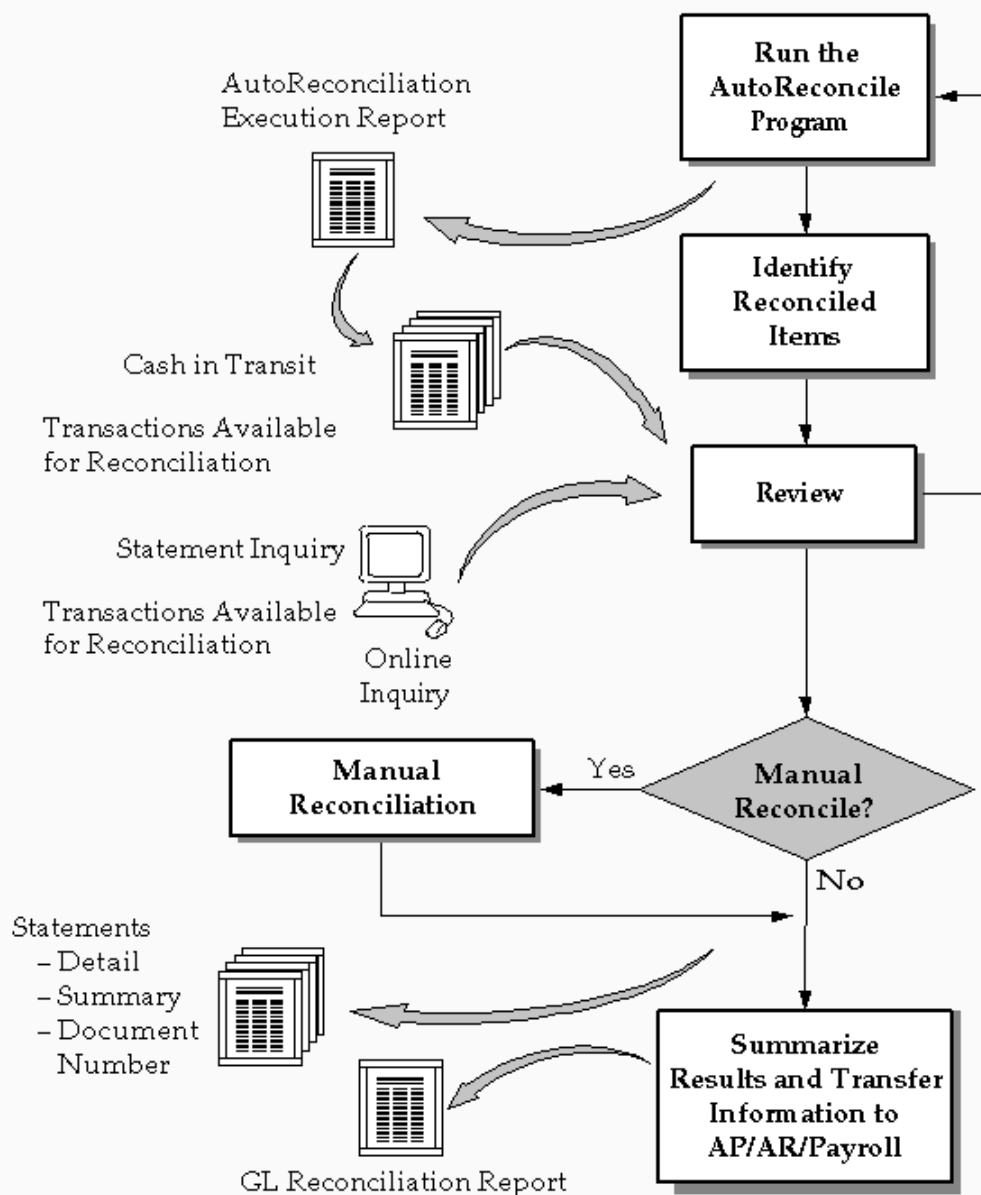
- Update the bank statement and rerun the Automatic Reconciliation.
- Reconcile the statement lines manually.

Once you have finished reviewing and reconciling, you can transfer any Cash Management generated journal transactions to General Ledger from Receivables and Payables.

For foreign currency bank accounts:

- you can reconcile transactions only if they are in the same currency as the bank account.
- you can create a miscellaneous receipt only if the related transaction is in the same currency as the bank account.

AutoReconciliation



► **To reconcile a bank statement automatically:**

1. Define your AutoReconciliation options. See: System Parameters: page 2 – 18.

If you do not use Oracle Receivables AutoLockbox, and your bank statement includes direct deposits or bank transfers, you must create the related receipts manually in Receivables before you can reconcile them automatically in Cash Management. For more information on Automatic Lockbox, see your *Oracle Receivables User's Guide*.

2. Navigate to the Submit Request window.

Alternatively, you may submit the request directly from the Reconcile Bank Statements or Bank Statement Interface windows by selecting AutoReconciliation from the Oracle Applications Tools menu.

3. Select the AutoReconciliation program.
4. Enter the Bank Branch for the statements that you want to reconcile. This field is required.
5. Enter the Bank Account Number for the statement that you want to reconcile. If you do not enter a bank account number, you reconcile statements for the entire bank branch.
6. In the following fields, enter a statement number or select one from the list of values:
 - **Statement Number From:** the beginning statement number in the range of statements to be reconciled.
 - **Statement Number To:** the ending statement number in the range.
7. Enter dates in the following fields:
 - **Statement Date From:** the opening day of the bank statement period.
 - **Statement Date To:** the closing day of the bank statement period.
 - **GL Date:** (Required). The default date for all General Ledger journal entries generated by AutoReconciliation. The date must be in an open or future-enterable Payables or Receivables period.
8. Select a Receivable Activity and Payment Method to create Miscellaneous Receipts for differences that AutoReconciliation encounters when matching remittance batches within tolerances.

9. Specify how to handle any NSF or rejected receipts that are in your bank statement. Choose:
 - **No Action:** to resubmit the check or request for transfer later
 - **Reverse:** to reopen the invoice
 - **Debit Memo Reverse:** to create a debit memo that replaces the item closed by the original receipt.
10. Submit your request.
11. When the concurrent request is finished, review the AutoReconciliation Execution Report for reconciliation errors. Also review the Bank Statement Detail Report, which shows reconciled and unreconciled statement lines.
12. If any statement lines remained unreconciled, or you need to correct a reconciled line, use the Reconcile Bank Statement Lines window to manually reconcile those lines.

► **To submit the programs from the Reconcile Bank Statements window or the Bank Statement Interface window:**

1. Select AutoReconciliation from the Oracle Applications Tools menu. The Submit Automatic Reconciliation window appears.

th

Submit Automatic Reconciliation

?

Options

☐ Import

☒ Reconcile Only

☐ Import and Reconcile

Receivable Activity

Payment Method

NSF Handling **No Action**

Submit...1 Cancel

When you submit from the Reconcile Bank Statements window, then the Bank Account Number, Statement Number From, Statement Number To, Statement Date From, and Statement Date To fields do not appear on the Submit Automatic Reconciliation window. Also, the only available option from this window is to Reconcile Only. When you submit from the Bank Statement Interface window the only available options are to Import or Import and Reconcile.

2. Select your Options. You may choose to Import, Reconcile Only, or Import and Reconcile.
3. Optionally, change the default entries for Bank Account Number, Statement Number From, Statement Number To, Statement Date From, and Statement Date To fields.
4. Select the GL Date, Receivable Activity, Payment Method, and NSF Handling.
5. Submit your request.

6. When the concurrent request is finished, review the AutoReconciliation Execution Report for reconciliation errors. Also review the Bank Statement Detail Report, which shows reconciled and unreconciled statement lines.
7. If any statement lines remained unreconciled, or you need to correct a reconciled line, use the Bank Statement Lines window to manually reconcile those lines.

Submit Automatic Reconciliation Window Reference

Options: When you access this window from the Reconcile Bank Statements window, the only available option is Reconcile Only. If you access this window from the Bank Statement Interface window, the only available options are: Import, and Import and Reconcile.

GL Date: The date that the transaction is posted to General Ledger. The default is the date that you run reconciliation.

Receivable Activity: The Receivables activity type for any miscellaneous transactions that you created. It accounts for differences encountered when matching remittance batches.

Payment Method: The payment method for any miscellaneous transactions that you created. It accounts for differences encountered when matching remittance batches.

NSF Handling: Indicates how to handle any NSF or rejected receipts that are on your bank statement:

- **No Action:** Resubmit the check or request for transfer later.
- **Reverse:** Open the invoice.
- **Debit Memo Reverse:** Create a debit memo that replaces the item closed by the original receipt.

See Also

Reviewing Reconciliation Errors: page 4 – 14

Reviewing Reconciled Transactions: page 4 – 38

Reconciling Bank Statements Manually: page 4 – 19

About Bank Statement Validation: page 3 – 7

Multi-Currency Handling: page 1 – 10

Multi-Currency Matching: page 4 – 10

Importing Bank Statements: page 3 – 5

Recording Exceptions: page 4 – 53

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Cash Management Reports: page 6 – 12

Setting Up Oracle Cash Management: page 2 – 9

Defining System Parameters: page 2 – 18

Matching Bank Statement Lines with Transactions: page 1 – 7

Entering Bank Statements Manually: page 3 – 18

Reconciliation Tolerances

You can define reconciliation tolerances for the AutoReconciliation program. You enter reconciliation tolerances as percentages and/or amounts.

For example, assume you've defined the following tolerances in the System Parameters window:

- Amount = 70
- Percent = 10%

Now assume the program encounters a statement line with an amount of \$1,000. It first computes the tolerance percentage amount (10% of \$1,000 = \$100). The program then selects the smaller of the computed amount or the defined tolerance amount—in this case, the program selects \$70. The program then attempts to match the statement line against a transaction in the range \$930 to \$1,070 (\$1,000, plus or minus \$70).

Posting Amount Differences Within Tolerances

If the difference between a payment amount and the statement line amount is within defined tolerances, the system will post the difference to either the Payables Bank Charges account or the Bank Errors account, depending on how you defined the Cash Management AP Tolerance Differences system parameter.

If the difference between a receipt amount and the statement line amount is within defined tolerances, the system will post the difference to the Receivables Bank Charges account.

For matching remittance batches using reconciliation tolerances, you can choose to create a miscellaneous transaction for the difference between the remittance batch amount and the bank statement line. To select this option, you make an entry in the Cash Management Receivables Activity system parameter.

As a security feature, tolerances are not applied to payments and stopped payments that are generated by Oracle Payroll.

Document	Matched against:	If within Tolerances:
Payment Batch	1. Reference 2. Payment Batch Name	Difference posted to Bank Charges or Bank Errors account.
Payment	1. Payment Number 2. Invoice Number and Agent Bank Account 3. Invoice Number and Agent Name	
Remittance Batch	1. Remittance Batch Deposit Number 2. Remittance Batch Name	Miscellaneous transaction created for amount of difference.
Receipt	1. Receipt Number 2. Invoice Number and Agent Bank Account 3. Invoice Number	Difference posted to Bank Charges account.

Table 4 – 1 Posting Differences for Payments and Receipts

See Also

Setting Up Oracle Cash Management: page 2 – 9

Matching Bank Statement Lines with Transactions: page 1 – 7

Multi-Currency Matching

Bank statement lines must include an exchange rate when the transaction currency is foreign and the same as the bank account currency, and you are using automatic reconciliation. The AutoReconciliation program handles statement line matching to transactions differently, depending on the bank account currency.

Notes:

- The transaction amount is the amount recorded in the system.
- The tolerance amount in the system parameters is always in the functional currency.
- The minimum of the percent and amount tolerance is used as the actual tolerance.

Bank Account Currency is Functional (International Scenario)

Cash Management compares the transaction functional amount to the bank statement line amount. They must be equal or within the tolerance range.

The following table shows how Cash Management validates tolerances in the international scenario:

Receipt in Oracle System	In Bank Statement
Bank account currency = USD	
Functional currency = USD Transaction amount = CAD 200 Transaction exchange rate = 0.75 Transaction base amount = USD 150 Tolerance = USD 10	Statement line amount = USD 145
Is this a match? Tolerance amount = USD 10 Statement line amount = USD 145 Yes, since $ (145-150) < 10$	

Table 4 – 2 Tolerance Validation for International Scenario (Page 1 of 1)

Bank Account Currency is Foreign (Foreign Scenario)

Tolerance validation is in two steps.

1. Cash Management converts the tolerance into the bank account currency using the bank statement exchange rate provided, and

verifies that the difference between the statement line amount and the transaction amount is within the tolerance range.

2. Cash Management then uses the original tolerance amount to compare the bank statement line amount with the transaction amount (in the functional currency), checking again to see if the difference is within the tolerance range.

The bank statement line amount must match the transaction line amount within the tolerance limit for automatic validation to succeed. If the difference in either case exceeds the tolerance amount, Cash Management gives an error message and you must manually reconcile the bank statement line.

The following table shows how foreign scenario tolerances are validated, and demonstrates one match failing.

Receipt in Oracle System		In Bank Statement	
Bank account currency = CAD			
Functional currency = USD Transaction amount = CAD 100 Transaction exchange rate = 0.75 Transaction base amount = USD 75 Tolerance = USD 10		Statement line amount = CAD 120 Exchange rate = 0.6	
Is this a match in bank account currency? Tolerance amount in CAD = $10/0.6 = 16.67$ No, since $ (120-100) > 16.67$			
Is this a match in functional currency? Tolerance amount = USD 10 Statement line amount = $(120*0.6) = \text{USD } 72$ Yes, since $ (72-75) < 10$			

Table 4 – 3 Tolerance Validation for Foreign Scenario (Page 1 of 1)

If matching fails, you need to manually reconcile the bank statement line using the Reconcile Bank Statements window.

Multi-Currency Clearing

Clearing takes place after matching, so any difference between the statement line amount and the original transaction amount is already verified to be within the specified tolerance limit.

Cash Management determines clearing amounts for the charges, errors, and foreign gain/loss accounts as necessary to clear the transaction.

Bank Account Currency is Functional (International Scenario)

Cash Management checks the Foreign system parameter (in the Tolerance Differences region of the System Parameters window) to determine what to do with the difference between the cleared amount and the transaction amount. The options are as follows:

- **Gain/Loss**

The unaccounted difference is due to changes in foreign currency gain or loss. Lines are cleared using the calculated bank statement line exchange rate. The *calculated rate* is the bank statement line amount (less any bank charges) divided by the transaction amount.

- **Charges/Errors**

The unaccounted difference is due to charges or errors.

- **Receivables**

Differences are always bank charges.

- **Payables**

Cash Management checks the system parameter AP Tolerance Differences to determine whether the difference is due to charges or errors.

- **No Action**

The unaccounted difference indicates an error. The statement line must be reconciled manually.

Bank Account Currency is Foreign (Foreign Scenario)

How differences are handled in this case depends on the transaction source:

- **Receivables**

Differences are always bank charges.

- **Payables**

Cash Management checks the system parameter AP Tolerance Differences to determine whether the difference is due to charges or errors.

Example of Multi-Currency Clearing for International Scenario

The following tables show how Cash Management clears discrepancies:

Oracle Cash Management Clearing Example (International Scenario)					
Functional Currency USD		AP Tolerance Difference Errors		Tolerance Percent 50	
Bank Account Transaction Information in Oracle Receivables and Oracle Payables					
Date	Source	Ref	Description	Expenditure	Deposit
22-Jan	A/R	bid2002	Halifax Printworks		5,000.00
25-Jan	A/P	bid1015	CAD 10,000 (Rate = 0.5) Sutcliff International, Ltd. GBP 10,000 (Rate = 1.5)	15,000.00	
Bank Statement Received From Bank, Sorted by User					
Date	Type	Ref	Description	Expenditure	Deposit
26-Jan	Receipt	bid2002	Halifax Printworks		3,960.00
28-Jan	Payment	bid1015	CAD 10,000 (Rate = 0.4) Charge USD 40 Sutcliff International, Ltd. GBP 10,000 (Rate = 1.6) Charge USD 40	16,040.00	

Table 4 – 4 (Page 1 of 1)

After Reconciliation

The following table displays how Cash Management would resolve the transaction and bank statement line differences for the above example (International Scenario):

After Reconciliation						
	Ref	Amount Reconciled	Charges	Errors	Curr	Rate
Gain/Loss	bid1015	16,040.00	40.00	0.00	GBP	1.6
Charges/Errors	bid1015	16,040.00	40.00	1,000.00	GBP	1.5
No Action (unreconciled)						
Gain/Loss	bid2002	3,960.00	40.00		CAD	0.6
Charges/Errors	bid2002	3,960.00	1,040.00		CAD	0.5
No Action (unreconciled)						

Table 4 – 5 (Page 1 of 1)

About Value Dates

The *value date* of a payment or receipt is the date when the cash activity is realized in a bank account. Oracle Payables and Oracle Receivables maintain an Anticipated Value Date and an Actual Value Date. The Anticipated Value Date can be entered when the subledger transaction is created. The Actual Value Date is populated from the bank statement line value date during the reconciliation or clearing processes. The bank statement line value date is provided by the bank or entered manually.

The following example illustrates the difference between the transaction date and the value date on a bank statement line: A receipt is deposited into your account on December 1. The receipt clears (funds become available) on December 3. The transaction date is December 1 and the value date is December 3.

The relationship between certain bank statement and subledger dates is as follows:

- The Transaction Date in the Bank Statement Lines window updates the Cleared Date in Payables and the Transaction Date in Receivables (History).
- The Value Date in the Bank Statement Lines window updates the Actual Value Date in Payables and Receivables.

For release 11.5 and subsequent releases, Value Date replaces Effective Date on the Bank Statement Line window.

Reviewing Reconciliation Errors

After you run the AutoReconciliation program, you can review any reconciliation errors online from the Bank Statement or Bank Statement Line window. You can review all reconciliation errors for a statement, or just those errors that occurred for a specific statement line.

The Bank Statement window shows errors for both statements and individual lines. To review import validation errors, use the Bank Statement Interface window.

Prerequisite

- ☐ Run the AutoReconciliation program to reconcile a bank statement.

► **To review reconciliation and validation errors:**

1. Navigate to the Find Bank Statements window.
2. Enter your query criteria, or leave the criteria blank to query all existing statements.
3. Choose Find to see the Reconcile Bank Statements folder window containing the statements that meet your query criteria.
4. Select the statement whose errors you want to review, and choose Review.
5. If you want to review statement line errors, choose Lines.
6. Choose Errors. You see the Reconciliation Errors window, showing a list of all reconciliation errors for all statement lines, or the selected statement line if you are reviewing statement line errors. See the following chart for further explanation of any error.
7. Choose Done to exit.

You can correct any reconciliation errors in the bank statement and rerun AutoReconciliation, or reconcile the statement lines manually.

Bank Reconciliation Errors

Error Code	Explanation
AP period not open or future	The GL date is not in an open or future period in Oracle Payables.
AR period not open or future	The GL date is not in an open or future period in Oracle Receivables.
Cannot find transactions to lock	
Charge amount exceeds tolerance	The charge amount cannot be greater than the tolerance amount.
Currencies don't match	The statement line currency is not the same as the Foreign currency bank account. Reconciliation is not allowed.
Duplicate journal entries	Oracle General Ledger has more than one matching journal entry line.
Duplicate Open Interface transactions	More than one Open Interface transaction number matches the bank statement transaction number.
Duplicate payment batches	Oracle Payables has more than one matching payment batch.
Duplicate payments	There is more than one matching payment in Oracle Payables. Please reconcile manually.

Error Code	Explanation
Duplicate payroll payments	There is more than one matching payroll payment in Oracle Payroll.
Duplicate receipts	Oracle Receivables has more than one matching receipt.
Duplicate remittance batches	Oracle Receivables has more than one matching remittance batch in.
Duplicate statement lines	There is more than one matching statement line.
Exchange rate date missing	The statement line does not have an exchange rate type.
Exchange rate type missing	The statement line does not have an exchange rate type.
Future payment not yet negotiable	This future dated payment's status is "Issued". You can reconcile future dated payments only if the payment status is "Negotiable". The payment status can be updated to "Negotiable" in Payables after the maturity date.
Future value date	You cannot reconcile a statement line that has a future value date.
Inconsistent currencies	The statement line and the transaction currency are different.
Inconsistent exchange rates	The statement line exchange rate and the GL daily rate for the exchange type and exchange rate date do not match.
Inconsistent transaction currencies within batch	All transactions within a batch must be in same currency.
Line amount functional currency not within the tolerance range	The statement line amount in the functional currency is not within the tolerance range.
Miscellaneous receipt currency doesn't match bank currency	Miscellaneous receipts must have the same currency as the foreign bank account currency.
Missing exchange rate information	This message appears for one of the following reasons: 1) The exchange type is User, and you have not provided both the exchange rate and the exchange rate date; 2) The bank currency differs from your functional currency and you are creating a miscellaneous receipt; 3) You are creating a foreign currency miscellaneous receipt.
Missing matching criteria	The statement line needs at least one of the following criteria to match, and all are missing: 1) transaction number; 2) invoice number and agent name; 3) invoice number and agent bank account.
No document sequence defined	Document sequence is not set up for the receipt/payment method.
No matching journal entries	Oracle General Ledger has no journal entry line that matches the bank statement transaction number.

Error Code	Explanation
No matching Open Interface transactions	The Open Interface has no transaction number that matches the bank statement transaction number.
No matching payment	Oracle Payables has no payment number that matches the bank transaction number.
No matching payment batch	Oracle Payables has no payment batch number that matches the bank statement transaction number.
No matching payment for the invoice number and the agent bank account	Oracle Payables has no matching payment for the invoice number and the agent bank account.
No matching payment for the invoice number and the agent name	Oracle Payables has no matching payment for the invoice number and the agent name.
No matching payroll payments	Oracle payroll has no payroll payment number that matches the bank statement transaction number and amount.
No matching receipt	Oracle Receivables has no receipt number that matches the bank transaction number.
No matching receipt for the invoice number and the agent bank account	Oracle Receivables has no receipts that match the invoice number and the agent bank account number.
No matching receipt for the invoice number and the agent name	Oracles Receivables has no receipts that match the invoice number and the agent name.
No matching remittance batch	Oracle Receivables has no remittance batch number that matches the bank statement transaction number.
No matching statement line	A matching statement line cannot be found.
No receivables activity or payment method for tolerance receipt	Autoreconciliation could not create a miscellaneous receipt for the tolerance amount for this NSF line because at least one of the following parameters were not entered at program submission: receivables activity, payment method.
Note: AP reconciliation accounting not enabled	You can reconcile this payment, and Payables will update the payment status to Reconciled but Unaccounted. However, note that the Oracle Payables option "Account for Payment When Payment Clears" is not enabled. Therefore Payables accounts for the payments and gain/loss only at payment issue time, and does not account for bank charges, bank errors, or gain/loss at payment clearing time.
Payment method for the bank account is invalid	The payment method for the bank account is invalid.
Receipt already reconciled	The receipt has already been reconciled to statement line.

Error Code	Explanation
Receipt is not reversed	The receipt history shows that this receipt has not been reversed. The statement line has a transaction code identifying it as NSF.
Receipt not remitted	The receipt history shows that this receipt has not been remitted to the bank.
Receipt reversed	The receipt history shows that this receipt has been reversed. The statement line has a transaction code identifying it as a receipt.
Reconciliation Open Interface not enabled	Please enable "Use Reconciliation Open Interface" in the System Parameters window.
Statement line amount is not within the tolerance range	The statement line amount is not within the tolerance range.
Stop initiated	You have initiated a stop on the payment in Oracle Payables. You can match to a stop initiated payment only if the transaction code is "Stopped". However, this transaction line code is "Payment".
Stopped statement line	The payment has not been voided or stop initiated. However, the statement line is "Stopped". The statement line can be matched to a payment only if the payment has been voided or stop initiated.
The statement line is currently in use. Please try again later.	The statement line is currently in use. Please try again later.
The transaction is currently in use. Please try again later.	The transaction is currently in use. Please try again later.
Undefined exchange rate	No exchange rate is defined in General Ledger for this combination of exchange date and exchange type.
Voided	The payment is voided in Oracle Payables. You can match to a voided payment only if the transaction code is "Stopped". However, this transaction line code is "Payment".
Voided (Payroll)	The payroll payment is voided in Oracle Payroll. You can match a statement line to this payment only if the transactions code is "Stopped". However, the transaction code is "Payment".

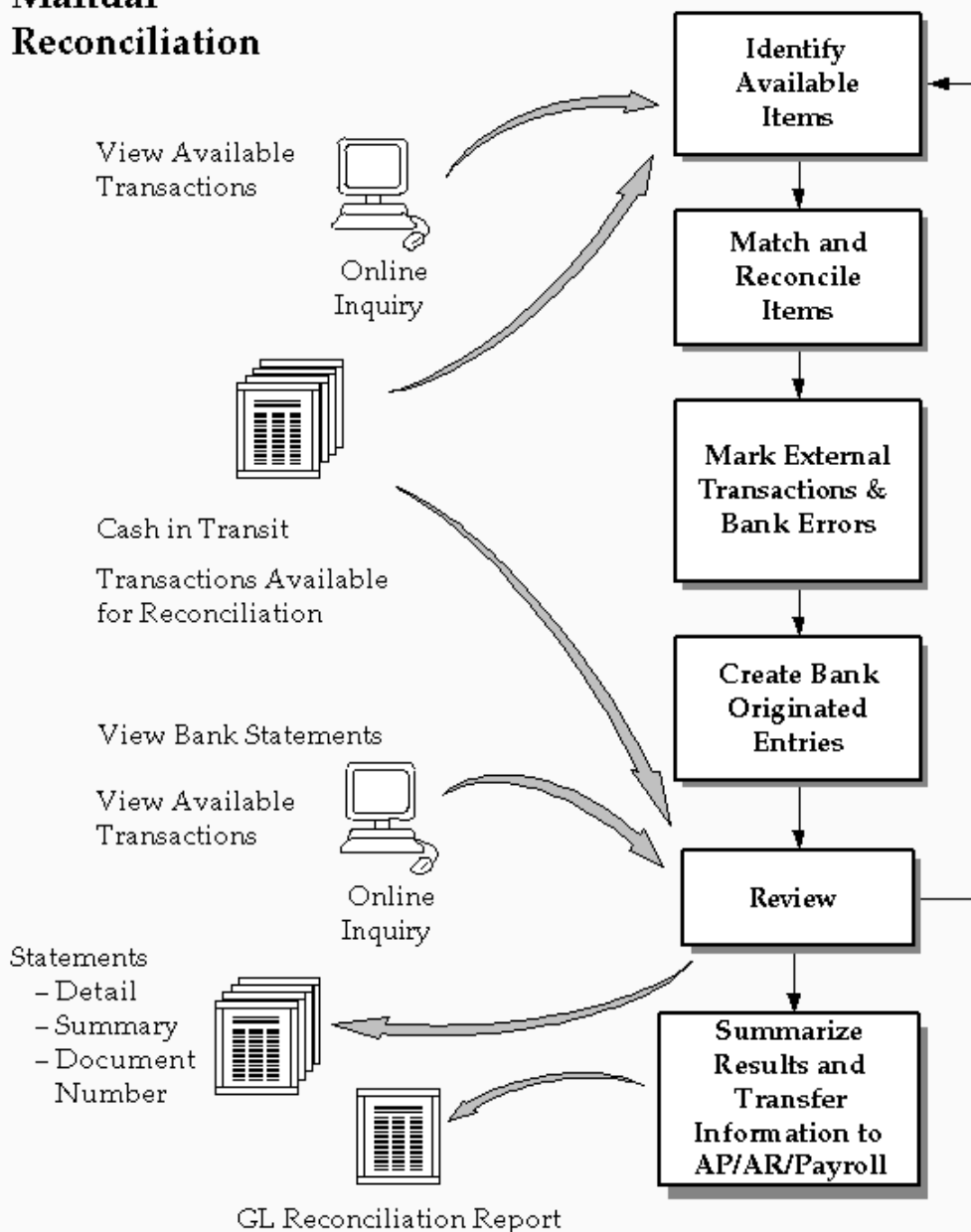
Reconciling Bank Statements Manually

In Cash Management you can reconcile a bank statement manually as well as automatically. You can use the manual method to reconcile any bank statement, whether imported or entered manually. In addition, you can create new bank statement lines as you reconcile transactions, as well as update the reconciliation information for a previously manually–or automatically–reconciled statement.

When you use manual reconciliation, you reconcile each line with available transactions. If you are using Oracle General Ledger, you can also reconcile statement lines to journal entries. Cash Management lets you search for receipts, payments, journal entries, and statement lines that meet specific criteria, and reconcile the statement line against them. You can search for transactions based on customer or supplier, batch name, or remittance number, as well as ranges for transaction numbers, transaction date, transaction amount, and maturity date. You can search for journal entries based on Period Name, Journal Entry Name, Document Number, or Line Number.

As you reconcile a statement manually, you may need to create transactions to account for differences between the sum of the reconciled transaction and the line amount. For example, you can create a miscellaneous transaction to account for bank charges or interest. You can also create Payables payments and Receivables receipts from Cash Management.

Manual Reconciliation

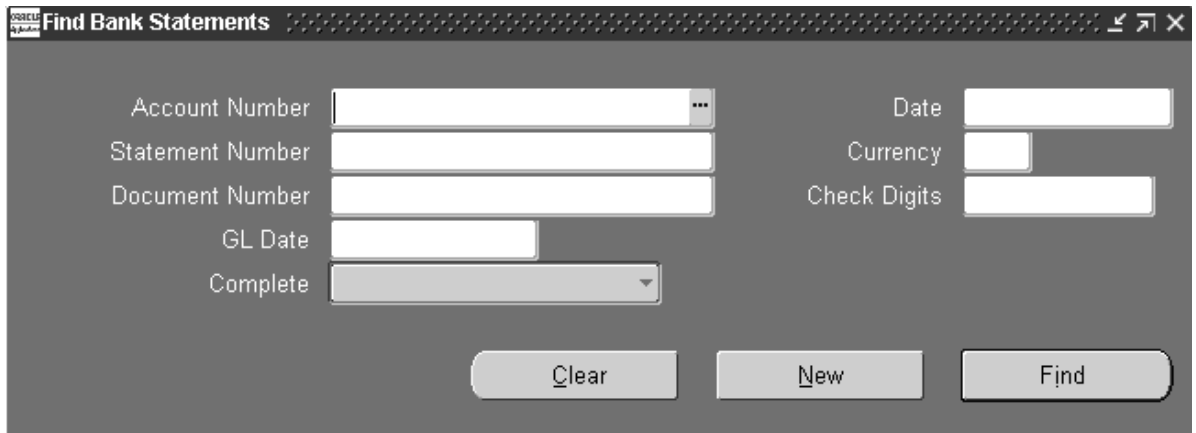


► **To manually reconcile a previously-entered bank statement:**

1. Import or manually enter the statement information.

If you don't use Oracle Receivables Automatic Lockbox, and your bank statement includes direct deposits or bank transfers, you must create the related receipts manually in Receivables before you can reconcile them in Cash Management. For more information on Automatic Lockbox, see your *Oracle Receivables User's Guide*.

2. Navigate to the Find Bank Statements window.



The screenshot shows the 'Find Bank Statements' window with the following fields and controls:

- Account Number: Text input field with a mask '***' at the end.
- Statement Number: Text input field.
- Document Number: Text input field.
- GL Date: Text input field.
- Complete: Dropdown menu.
- Date: Text input field.
- Currency: Text input field.
- Check Digits: Text input field.
- Buttons: 'Clear', 'New', and 'Find' buttons at the bottom right.

3. Enter the query criteria for the statement you want to reconcile, or leave the criteria blank to query all existing statements.
4. Choose Find to see the Reconcile Bank Statements window containing the statements that meet your query criteria.

Bank Statement (Vision Operations: USD)

Account Number	10271-17621-619	Account Name	BofA
Bank Name	Bank of America	Bank Branch	New York
Date	30/AUG/2000	Currency	USD
Document Number		Statement Number	30-AUG-2000
GL Date	04/DEC/2000	Check Digits	

Control Totals		Line Totals	
	Amount	Amount	Lines
Opening			
Receipts		200.00	2
Payments			
Closing	200.00	200.00	

☐ Complete
 [☐]
 Unreconciled **100.00** **1**

[Errors](#)
[Reversals](#)
[Reconciled](#)
[Available](#)
[Lines](#)

6. Choose Lines to see the Bank Statement Lines window.

13. (Optional) Create payments or receipts for bank statement transactions with no matching Payables or Receivables activity.
14. Reverse any NSF or rejected bank transactions.
15. Optionally, when you have reconciled all the bank statement lines, mark your bank statement as complete.
16. Save your work.

See Also

Creating Reconciled Bank Statement Lines: page 4 – 25

Finding Available Detail and Batch Transactions for Reconciliation:
page 4 – 27

Reconciling Available Transactions and Batches: page 4 – 31

Changing the Reconciliation Status: page 4 – 43

Using Attachments: page 4 – 45

Creating Payments and Receipts Transactions: page 4 – 46

Creating Miscellaneous Transactions: page 4 – 48

Recording Exceptions: page 4 – 53

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Manually Clearing and Unclearing Receipts and Payments: page 4 – 65

Marking a Bank Statement as Complete: page 4 – 72

Entering Bank Statements Manually: page 3 – 18

Overview of Setting Up: page 2 – 9

About Value Dates: page 4 – 14

Customizing the Presentation of Data in a Folder (*Oracle Applications User's Guide*)

Creating Reconciled Bank Statement Lines

Cash Management lets you create new bank statement lines when reconciling available transactions. This is useful if you want to reconcile without entering statement line information first.

Additional Information: For imported statements, this feature is only available if the Add Lines to Automatic

Statements option has been set in the System Parameters window.

Prerequisites

- ☐ Define your banks.
- ☐ Set up Receivables activities and payment methods for miscellaneous transactions.

► **To create a new bank statement line from reconciled transactions:**

1. Navigate to the Find Bank Statements window.
2. Enter the query criteria for the statement you want to reconcile, or leave the criteria blank to query all existing statements.
3. Choose Find to see the Reconcile Bank Statements window containing the statements that meet your query criteria.

You can open custom folders that display statement information in a custom format if you or your organization has defined any. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folders.

4. Select the statement you want to reconcile, and choose Review. Optionally, choose New to enter a new bank statement.
5. If you are entering a new bank statement, enter the bank statement header information. If you select an existing bank statement, Cash Management displays the corresponding bank information.
6. Choose Available to search for detail or batch transactions that are available for reconciliation.
7. Enter your search criteria in the Find Transactions window, or leave the criteria blank to search for all available transactions.
8. Choose Find.
9. Select the detail or batch transactions that apply to the bank statement line you want to create.
10. Choose reconcile. Cash Management creates a new bank statement line with an Amount and Type that match the reconciled transaction(s) for that line.

See Also

Reconciling Bank Statements Manually: page 4 – 19

Finding Available Detail and Batch Transactions for Reconciliation:
page 4 – 27

Reconciling Available Transactions and Batches: page 4 – 31

Using Attachments: page 4 – 45

Creating Payments and Receipts Transactions: page 4 – 46

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Setting Up Oracle Cash Management: page 2 – 9

Customizing the Presentation of Data in a Folder (*Oracle Applications
User's Guide*)

Finding Available Detail and Batch Transactions for Reconciliation

Use the Find Transactions window to locate detail or batch transactions that are available for reconciliation. If you have General Ledger installed, you can also search for journal entries.

For foreign currency bank accounts, only transactions in the bank account currency are available for reconciliation.

From the Find Transactions window, you can use the Clear button to erase the current search criteria, or Cancel to exit the window.

► **To find available detail transactions:**

1. Navigate to the Find Bank Statements window.
2. Select a bank statement, then choose Review. Optionally, choose New and enter a new bank statement header.
3. Choose Available from the Bank Statement window, or from the Bank Statement Lines window. The Find Transactions window appears.
4. Choose Detail from the Detail/Batch/Open region, then select one or more types to find detail transactions that match your criteria. You may select to view Payroll for valid payroll accounts, Receipt, Payment, Miscellaneous transactions, Journal, and Statement Line. The Statement Line option is applicable only to statement lines

with Miscellaneous Payment or Miscellaneous Receipt transaction types that can match against statement lines.

5. (Optional) Refine or focus your search further by selecting one of the following tabbed regions:
 - **Transaction:** Cash Management displays some additional fields where you can enter ranges of transaction Numbers, Dates, Amounts, Maturity Dates, Batch Names, and Remittance Numbers to find only transactions within those ranges. You can also choose to find only those transactions with a specific Currency Code.
 - **Agent:** Cash Management displays some additional fields where you can enter a Customer Name and Customer Number to use when finding Receivables transactions. You can also enter a Supplier Name and Supplier Number to use when finding Payables transactions.
 - **Receipt:** Cash Management displays some additional fields where you can enter a Reference Type, Reference Number, Receipt Class, Payment Method, or Deposit Dates to use when finding miscellaneous transactions. Certain fields only appear if you select Receipts or Miscellaneous in step 4 above.
 - **Journal:** Cash Management displays some additional fields where you can enter a Period Name, Journal Entry Name, Document Number, or Line Number to use when finding journal entries.
 - **Ordering:** The sort criteria you select determines how the resulting transactions are displayed in the Available Transactions window:
 - Use the Primary poplist to select your primary sort category and the Secondary poplist to select your secondary sort category. The sort categories are transaction Type, transaction (Trx) Number, Date, and Amount.
 - Use the primary Order poplist to select a sort order for the primary sort category. Use the secondary Order poplist to select a sort order for the secondary category. The options are Ascending or Descending.
6. Choose Find to find all transactions that match your search criteria, or choose Find and Mark to find and automatically mark any matching transactions for reconciliation.

► **To find available batches:**

1. Navigate to the Find Bank Statements window.
2. Select a bank statement, then choose Review. Optionally, choose New and enter a new bank statement header.
3. Choose Available from the Bank Statement window, or from the Bank Statement Lines window. The Find Transactions window appears.
4. Choose Batch from the Detail/Batch/Open region, then select Remittance and/or Payment to find batches that match your criteria.
5. (Optional) Refine or focus your search further by selecting the Transaction tabbed region. You can enter transaction Dates, Amounts, Batch Names, Remittance Numbers, or the Currency Code to search for. You can also enter sort criteria, which determines how the resulting transactions are displayed in the Available Transactions window.

You cannot enter search criteria for the Agent, Receipt, or Journal tabbed regions.

6. Choose Find to find all batches that match your search criteria, or choose Find and Mark to find and automatically mark, for reconciliation, the transactions within any matching batches.

► **To find available Reconciliation Open Interface transactions:**

1. Navigate to the Find Bank Statements window.
2. Select a bank statement, then choose Review. Optionally, choose New and enter a new bank statement header.
3. Choose Available from the Bank Statement window, or from the Bank Statement Lines window. The Find Transactions window appears.
4. Choose Open Interface from the Detail/Batch/Open region, then select Receipts and/or Payments to find open interface transactions that match your criteria.

The Open Interface option appears only if you have checked the Use Reconciliation Open Interface check box in the System Parameters window.

5. (Optional) Refine or focus your search further by selecting the Transaction tabbed region. You can enter transaction Dates, Amounts, Batch Names, Remittance Numbers, or the Currency

Code to search for. You can also enter sort criteria, which determines how the resulting transactions are displayed in the Available Transactions window.

You cannot enter search criteria for the Miscellaneous or Journal tabbed regions.

6. Choose Find to find all open interface transactions that match your search criteria, or choose Find and Mark to find and automatically mark matching transactions for reconciliation.

See Also

Reconciling Available Transactions and Batches: page 4 – 31

Entering Bank Statements Manually: page 3 – 18

Reconciling Bank Statements Manually: page 4 – 19

Creating Reconciled Bank Statement Lines: page 4 – 25

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Changing the Reconciliation Status: page 4 – 43

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Reconciling Corrections and Adjustments to Bank Errors: page 4 – 61

Manually Clearing and Unclearing Receipts and Payments: page 4 – 65

Reconciling Available Transactions and Batches

After you locate detail or batch transactions that are available for reconciliation, you must mark the specific items you want to reconcile.

Available Transactions (Vision Operations: USD) - 30-AUG-2000

Account **10271-17621-619**

Previous Next

Transaction Exchange Reference

Type	Number	Curr	Amount	Amount	Amount	Transaction	Value	GL Date
			Original	Account	Currency	Cleared	Date	
<input type="checkbox"/> Credit	Account	USD	8.60	8.60				28/JUN/2000
<input type="checkbox"/> Credit	Adjustment J	USD	1,001.00	1,001.00				11/DEC/1997
<input type="checkbox"/> Credit	Adjustment f	USD	478,000.00	478,000.00				31/JAN/1998
<input type="checkbox"/> Credit	Give balance	USD	10,000.00	10,000.00				28/FEB/1997
<input type="checkbox"/> Credit	Journal Adju	USD	10,001.00	10,001.00				12/JAN/1998
<input type="checkbox"/> Credit	Journal Exar	USD	200.00	200.00				21/AUG/1997

Status **Posted** Date **28/JUN/2000** Maturity Date

Reconcile

► **To reconcile an available detail transaction:**

1. Find the available detail transaction you want to reconcile.

See: Finding Available Detail and Batch Transactions for Reconciliation: page 4 – 27.

2. Review the transaction information shown on the Available Transactions window:
 - In the Transaction tabbed region, review the transactions and journal entries shown. You can review:
 - Original Currency and Amount
 - Bank Account Currency Amount and Amount Cleared
 - GL Date
 - In the Exchange tabbed region, review the exchange rate information about the transactions.

- In the Reference tabbed region, review additional descriptive information about the transactions and journal entries.
3. Mark the transaction or journal entry you want to reconcile by checking the box to the left of the item's information.
 4. Choose Reconcile to reconcile the selected items against the current statement line.

Note: If you navigated to the Find Transactions window from the Bank Statement window, and did not select a statement line, choosing Reconcile creates a new, reconciled bank statement line.

Cash Management shows the Amount Reconciled and the Amount Remaining to be reconciled for the current bank statement line.

5. Choose Previous or Next to move to another statement line without returning to the Bank Statement Lines window. Cash Management updates the Amount Reconciled and the Amount Remaining as you change statement lines.
6. When you are finished, navigate to the Bank Statement Lines window to review the bank statement lines with the reconciliation information.

After reconciliation, the amount reconciled for the bank statement line should be the same as the entered amount, and the line Amount Reconciled Status will be Reconciled.

Available Transactions Window Reference

Account: Bank account associated with the batch.

Type: The type of transaction, such as a payment or receipt.

Number: The transaction number.

Transaction Region

Original – Curr: The transaction currency.

Original Curr – Amount: The amount of the transaction, in the entered currency.

Account Currency – Amount: The amount of the transaction, in the bank account currency.

Account Currency – Amount Cleared: The amount cleared, in the bank account currency.

Cleared Date: The date the transaction cleared the bank.

GL Date: The date that the transaction posts to the General Ledger. The default is the statement date.

Exchange Region

Date: The date associated with the exchange rate that was used.

Type: The exchange rate type (as defined in Oracle General Ledger) used for this transaction. If the exchange rate type is User, then you can update the exchange rate.

Rate: The exchange rate specified by the bank for this transaction. If the bank account currency and the transaction currency are related fixed-rate currencies (such as euro and a National Currency Unit), then the system will display EMU Fixed, and you cannot update this value. You can enter a value here only if the rate type is User.

Account Currency – Charges: The amount of any bank charges associated with the transaction, in the bank account currency.

Account Currency – Errors: The amount of any bank errors associated with the transaction, in the bank account currency.

Reference Region

Batch Name: The name of the batch for the transaction.

Agent Name: The customer or supplier associated with the transaction.

Deposit Number: The bank deposit or remittance number.

Type: For miscellaneous transactions only, the reference type (receipt, payment, remittance batch, or payment batch).

Number: For miscellaneous transactions only, the reference number.

Status: The status of the transaction.

Date: The transaction date.

Maturity Date: The maturity or due date of the transaction.

Available Batches (Vision Operations: USD) - 18-AUG-2000

Account **10271-17621-619**

Previous Next

Transaction Exchange

	Batch Name	Curr	Original Total	Account Currency Total	Amount Transaction Cleared	Transaction Date	Value Date	GL Date
<input type="checkbox"/>	1076449-batch	USD	100.00	100.00				
<input type="checkbox"/>	1076449-batch	USD	12.00	12.00				
<input type="checkbox"/>	1039	USD	1,000.00	1,000.00				23/JUN/1999
<input type="checkbox"/>	1044	USD	1,000.00	1,000.00				23/JUN/1999
<input type="checkbox"/>	1052	USD	1,000.00	1,000.00				24/AUG/2000
<input type="checkbox"/>	1065	USD	200.00	200.00				19/OCT/2000

Type **Payment Batc** Date **15/JAN/2001** Deposit Number

Reconcile

Reconciling an Available Remittance or Payment Batch

- **To reconcile an available remittance or payment batch:**
 1. Find the available remittance or payment batch you want to reconcile.
See Finding Available Detail and Batch Transactions for Reconciliation: page 4 – 27.
Note: For remittance batches, Cash Management excludes reversed receipts from the batch total, and these receipts are not reconciled when you reconcile the batch.
 2. Review the batch information.
 - In the Transaction tabbed region, review information about the Batch Name, Original Currency and Total, bank Account Currency batch Total and Amount Cleared, and GL Date.

- In the Exchange tabbed region, review exchange rate information about the batch.
3. Mark the batch you want to reconcile by checking the box to the left of the batch information.
 4. Choose Reconcile to reconcile the selected batches against the current statement line.

If you navigated to the Find Transactions window from the Bank Statement window, and did not select a statement line, choosing Reconcile creates a new, reconciled bank statement line.

Cash Management shows the Amount Reconciled and the Amount Remaining to be reconciled for the current bank statement line.

5. Choose Previous or Next to move to another statement line without returning to the Bank Statement Lines window. Cash Management updates the Amount Reconciled and the Amount Remaining as you change statement lines.
6. When you are finished, navigate to the Bank Statement Lines window to review the bank statement lines with the reconciliation information.

After reconciliation, the amount reconciled for the bank statement line should be the same as the entered amount, and the line Amount Reconciled Status is updated to Reconciled.

Cash Management handles differences in batch amounts as follows:

Receivables: A miscellaneous receipt is created for the batch amount difference and booked using the account defined in the Receivable Activity field of the System Parameters window. You will be prompted to enter a payment method.

Payables: The batch amount difference is included with the first payment in a batch.

Available Batches Window Reference

Account: The bank account associated with the payment/remittance batch.

Batch Name: The name of the payment/remittance batch.

Transaction Region

Original – Curr: The transaction currency.

Original – Total: The total amount, in the original currency of the transaction.

Account Currency – Total: The total amount, in the bank account currency.

Account Currency – Amount Cleared: The amount cleared, in the currency of the bank account.

Cleared Date: The date that the transaction cleared the bank. The default is the statement line date / statement date.

GL Date: The date that the transaction posts to the General Ledger. The default is the statement date.

Exchange Region

Date: The date associated with the exchange rate that was used.

Type: The exchange rate type (as defined in Oracle General Ledger) used for this transaction.

Rate: The exchange rate specified by the bank for this transaction. If the bank account currency and the transaction currency are related fixed-rate currencies (such as euro and a National Currency Unit), then the system will display EMU Fixed.

Account Currency – Charges: The amount of any bank charges associated with the transaction, in the bank account currency.

Account Currency – Errors: The amount of any bank errors associated with the transaction, in the bank account currency.

Type: The type of transactions in the batch, either payments or remittances.

Date: The date of the payment/remittance batch.

Deposit Number: The bank deposit or remittance number.

See Also

Finding Available Detail and Batch Transactions for Reconciliation:
page 4 – 27

Reconciling Bank Statements Manually: page 4 – 19

Creating Reconciled Bank Statement Lines: page 4 – 25

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Reviewing Reconciled Transactions

After reconciling transactions, you can review your work in the Reconciled Transactions window. For each transaction you see information about the transaction Type (receipt, payment or miscellaneous), Number, Status, Date, and Maturity Date.

Reconciled Transactions (Vision Operations: USD) - 15-FEB-2001

Account: 10271-17621-619

Previous Next

Transaction Exchange Reference

Type	Number	Curr	Amount	Amount	Amount	Transaction	Value	GL Date
			Original	Account	Currency	Cleared	Date	
<input type="checkbox"/> Debit	Journal Reqt	USD	1,002.00	1,002.00	1,002.00	13/DEC/1997		13/DEC/1997
<input type="checkbox"/> Payme	130003	USD	308.70	308.70	308.70	25/DEC/2000	25/DEC/2000	25/DEC/2000
<input type="checkbox"/> Miscell	MISC1	CAD	10,401.32	7,800.99	7,800.99	15/FEB/2001		15/FEB/2001
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Status: Posted Date: 13/DEC/1997 Maturity Date:

Unreconcile

► **To review reconciled transactions for a bank statement:**

1. Navigate to the Reconcile Bank Statements folder window.

You can open custom folders that display statement information in a custom format if you or your organization has defined any. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folders.

2. Select a bank statement, then choose Review.
3. Choose Reconciled.

You see the Reconciled Transactions window with the reconciled transactions for the first statement line.

4. In the Transaction tabbed region, review the Original Currency and Amount, the bank Account Currency Amount and Amount cleared, and the GL Date.

5. In the Exchange tabbed region, review the Exchange Date, Type, and Rate. The window also shows the bank Account Currency Charges and Errors amounts.
6. In the Reference tabbed region, review additional descriptive information, including the remittance or payment Batch Name, Agent Name (customer or supplier), Deposit Number (receipts), and, for miscellaneous transactions, the Reference Type (receipt, payment, remittance batch, payment batch) and Number.
7. Choose Previous or Next to review reconciled transactions for other statement lines.

► **To review reconciled transactions for a specific line:**

1. Navigate to the Reconcile Bank Statements window.
2. Select a bank statement, then choose Review.
3. Choose Lines.
4. Select the statement line that you want to review.
5. Choose Reconciled.

You see the Reconciled Transactions window with the reconciled transactions for the selected statement line.

6. Choose Previous or Next to review reconciled transactions for other statement lines.

Reconciliation Status, Receipt Status, and Payment Status

Cash Management maintains a Reconciled or Unreconciled status indicator displayed at various times, such as in the Bank Statement Lines and Reconciled Transactions windows. This status indicator applies to the bank statement line, not the underlying transaction.

In certain other windows, such as Available Transactions, Cash Management displays the status of the system transaction. These are different from the Reconciled/Unreconciled status indicator.

- **Receipt Status:** When you use the Reconcile Receipts feature to clear receipts in Receivables, the system displays the current status of your receipts. The statuses include Approved, Cleared, Confirmed, Remitted, Reversed, or Risk Eliminated. If you clear a receipt in Cash Management, the status is updated to Cleared.
- **Payables Payment Status:** Payables payments can have any of the following statuses: Cleared, Cleared but Unaccounted, Issued, Negotiable, Overflow, Reconciled, Set Up, Spoiled, Stop

Initiated, Unconfirmed Set Up, Voided, Reconciled but Unaccounted.

You can reconcile a Payables payment only if its status is either Negotiable or Voided. When you reconcile a payment in Cash Management, the status is changed to Reconciled.

You can reconcile future dated payments only if they are mature. To reconcile a future dated payment, you must update the payment status in Payables from Issued to Negotiable. You can change the payment status in one of the following ways:

- Manually update the status in the Status field of the Payments window
- In Payables, you can submit the Update Matured Future Payment Status program.
- **Payroll Payment Status:** Payroll payments have the following three statuses:
 - **Complete.** Payments are ready for reconciliation.
 - **Void.** Checks that have been voided will be available for reconciliation only if the Show Voided Payments option in the System parameters window is checked.
 - **Reconciled.** Reconciled with Cash Management.

Reconciled Transactions Window Reference

Account: The account number.

Type: The type of transaction.

Number: The transaction number.

Transaction Region

Original – Curr: The transaction currency.

Original – Amount: The transaction amount, in the transaction currency.

Account Currency – Amount: The transaction amount, in the bank account currency.

Account Currency – Amount Cleared: The amount cleared, in the bank account currency.

Cleared Date: The date the transaction cleared the bank.

GL Date: The date that the transaction is posted to the General Ledger. The default is the bank statement date.

Exchange Region

Exchange Date: The date associated with the exchange rate that was used.

Type: The exchange rate type (as defined in Oracle General Ledger) that was used for the transaction.

Rate: The exchange rate specified by the bank for this transaction.

Account Currency – Charges: The amount of any bank charges associated with the transaction.

Account Currency – Errors: The amount of any bank errors associated with the transaction.

Reference Region

Batch Name: The remittance or payment batch name.

Agent Name: The customer or supplier name.

Deposit Number: The bank deposit or remittance number.

Reference Type: For miscellaneous transactions only, the reference type (receipt, payment, remittance batch, or payment batch).

Number: For miscellaneous transactions only, the reference number.

Status: The status of the bank statement line, not the status of the underlying Receivables or Payables transaction.

Date: The transaction date.

Maturity Date: The maturity date for future-dated transactions.

See Also

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Reviewing Reconciliation Errors: page 4 – 14

Customizing the Presentation of Data in a Folder (*Oracle Applications User's Guide*)

Changing the Reconciliation Status

You can unreconcile any transaction that you have previously reconciled. You can unreconcile a specific transaction that applies to a bank statement line, or you can unreconcile all transactions that you have reconciled against a statement.

When you unreconcile transactions, Cash Management changes the Reconciled Status of the statement line. The unreconciled transactions are once again available for reconciliation.

Prerequisites

- ☐ Import or manually enter a bank statement.
- ☐ Reconcile transactions or batches against a statement line.

► To unreconcile transactions for statement lines:

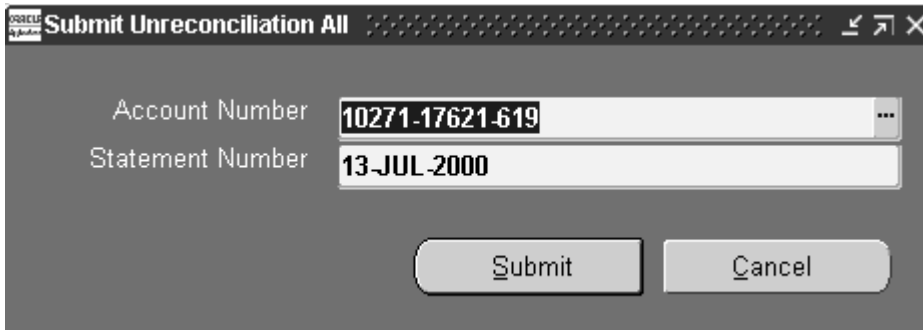
1. Navigate to the Reconcile Bank Statements window.
2. Select a bank statement, then choose Review.
3. Choose Lines.
4. Select the statement line whose transactions you want to unreconcile, then choose Reconciled.
5. Select the transactions you want to unreconcile, by checking the box to the left of each transaction.
6. Choose Unreconcile.

► To unreconcile transactions for a statement:

1. Navigate to the Reconcile Bank Statements window.
2. Select a bank statement, then choose Review.

3. Choose Reconcile.
4. Select the transactions you want to unreconcile.
5. Choose Unreconcile.

► **To unreconcile all transactions for a bank statement:**



Submit Unreconciliation All

Account Number 10271-17621-619

Statement Number 13-JUL-2000

Submit Cancel

1. Navigate to the Reconcile Bank Statements window.
2. Select Unreconcile All from the Tools menu.
3. Choose the Submit button in the window that opens.

► **To submit the Unreconcile Bank Statement program:**

Submit the Unreconcile Bank Statement Program in the Submit Request window. The program has two parameters: Bank Account and Statement Number. See: Submitting Requests: page 6 – 12.

See Also

Manually Clearing and Unclearing Receipts and Payments: page 4 – 65

Reconciling Bank Statements Manually: page 4 – 19

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Using Attachments

You can attach text, images, or OLE objects, such as spreadsheets and word-processing documents, to your bank statements and statement lines. This feature is useful for illustrating or clarifying information about your bank statements and the related reconciliations.

You can attach, delete, modify, or review attachments for:

Bank Statements: from the Bank Statement window. From the View Bank Statements window you can only review bank statement attachments.

Bank Statement Lines: from the Bank Statement Lines window. From the View Statement Lines window, you can only review bank statement line attachments.

Additional Information: There is a system profile option, Indicate Attachments, which must be set to Yes to view the attachments indicator.

See Also

Oracle Applications System Administrator's Guide

Creating Payments and Receipts Transactions

You can create Payables payments or Receivables receipts while you are manually reconciling a bank statement in Cash Management. This feature makes it easy to add new payments or receipts that were not entered previously in Payables or Receivables, but which have cleared the bank. You can then reconcile the transactions immediately after you create them.

Prerequisites

- ☐ Install Payables if you want to create payments.
- ☐ Install Receivables if you want to create receipts.
- ☐ Your login responsibility must be authorized to create payments in Payables or receipts in Receivables.

► **To create payments or receipts:**

1. Navigate to the Bank Statement Lines window.
2. Select the statement line for which you want to create a payment or receipt.
3. Choose Create.
4. From the list of values, choose:
 - **AP Payments:** to create payments. The Payables Payments window will appear. Create a payment as described in Oracle Payables Online Help.
 - **AR Receipts:** to create receipts. The Receivables Receipts window will appear. Complete the window as described in Oracle Receivables Online Help.
5. Reconcile the transaction you have just created.

See Also

Payments (*Oracle Payables User's Guide*)

Receipts (*Oracle Receivables User's Guide*)

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Finding Available Transactions, Batches, and Journal Entries for
Reconciliation: page 4 – 27

Reconciling Available Transactions, Batches, and Journal Entries: page
4 – 31

Creating Miscellaneous Transactions

Create miscellaneous transactions to reflect banking activity, such as bank charges.

Prerequisites

- ☐ Define receivables activities and payment methods for miscellaneous transactions.

When you define a receivables activity with the type Miscellaneous Cash, you must also assign either an account or a Distribution Set to use for the miscellaneous transaction accounting entries.

- ☐ In the Receivables Activities window in Receivables, enter values for Asset tax Code and Liability Tax Code, if required.
- ☐ Set the AR:Allow Tax Code Override profile option. This, with your accounting method, controls whether you can override the default for the Tax Code field.
- ☐ Perform any additional setup required by Receivables to handle miscellaneous receipts, including defining receipt sources and distribution sets.
- ☐ Set up Sequential Numbering.

► To create a miscellaneous transaction for a previously-entered line:

1. Navigate to the Find Bank Statements window.
2. Enter the query criteria, or leave the criteria blank to query all existing statements.
3. Choose Find to see the Reconcile Bank Statements folder window containing the statements that meet your query criteria.

You can modify the Reconcile Bank Statements folder window to customize your query capabilities on statements you have entered. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folders.

4. Select the statement you want to update, then choose Review.
5. Choose Lines.
6. Select the bank statement line to which the miscellaneous transaction applies.
7. Choose Create.

8. Choose Miscellaneous for the transaction you want to create. The Miscellaneous window appears.

Miscellaneous Receipts (Vision Operations: USD) - 18-AUG-2000, 1, Payment

Account **10271-17621-619** Bank Name **New York**
Currency **USD** Statement Date **18/AUG/2000**

Transaction Bank Reference Comment

— Receipt —

Activity	Receipt Number	Date	Curr	Method	Amount	GL Date	Tax Code
{Bank Char	18-AUG-2000/1	18/AUG/2000	USD	Check - Bof	125,000.00	27/DEC/2000	...

Create

9. Choose the Receivables Activity that describes the transaction you are creating.
10. Enter the Receipt Number and Date, Currency, and payment Method. The default value for Activity is specified in the System Parameters window. The default value for the date is the bank statement date. The default currency is the bank account statement currency. The default for the receipt number is the bank statement line transaction number. If the bank statement line transaction number isn't available, then the default for the receipt number will be a combination of the statement number and the line number.
11. Enter the transaction Amount. The amount defaults to the statement line's remaining amount.

For a receipt, enter a positive amount. For a payment enter a negative amount. If your receipt includes tax, enter the pretax amount.
12. Enter the GL Date. The default date is the bank statement date.

13. The value for Tax Code defaults from the Receivable Activities window. Your accounting method and the AR:Allow Tax Code Override profile option control whether or not you can update the defaulted tax code.
14. Choose Reference from the poplist and enter the reference Type and Deposit Date. You can also enter a reference Number.
15. Choose Comment from the tabbed region to enter optional Paid From information and Comment text.

The miscellaneous transaction's Actual Value Date is populated from the bank statement line Value Date. You can override this date.

Note: If you post this transaction to General Ledger, the Comment is the default journal line description.

16. If the statement line is a foreign currency transaction, choose Exchange from the poplist to enter the Exchange Date, Type, and Rate. The Bank Currency Amount is calculated from the rate and amount.
17. Choose Create to create the miscellaneous transaction. Cash Management will ask you if you want the receipt to be automatically reconciled against the current statement line. Select Yes to do so.

If you select No, you will need to reconcile the new transaction to a bank statement line later. See Reconciling Bank Statements Manually: page 4 – 19.

Miscellaneous Receipts Window Reference

Account: The name of the account associated with the receipt.

Bank Name: The name of the bank.

Currency: The currency of the bank account.

Statement Date: The date on the bank statement.

Activity: The Oracle Receivables activity that describes the transaction that you are creating. The default is specified on the System Parameters window.

Receipt Number: The receipt number.

Transaction Tabbed Region

Date: The date of the receipt. The default is the bank statement line date.

Curr: The currency of the receipt. The default is the bank account currency.

Method: The payment method.

Amount: The amount of the receipt. The default is the remaining amount of the statement line. For a receipt, enter a positive amount. For a payment, enter a negative amount. If your receipt includes tax, enter the pretax amount.

GL Date: The date that the receipt posts to General Ledger. The default is the bank statement date.

Tax Code: The value for Tax Code defaults from the Receivable Activities window. Your accounting method and the AR:Allow Tax Code Override profile option control whether or not you can update the defaulted tax code.

Exchange Tabbed Region

Date: The date associated with the exchange rate that was used.

Type: The exchange rate type (as defined in Oracle general Ledger) that was used for the transaction.

Rate: The exchange rate specified by the bank for this transaction.

Bank Currency Amount: The amount of the receipt in the currency of the bank account.

Reference Tabbed Region

Type: For miscellaneous transactions only, the reference type (receipt, payment, remittance batch, or payment batch).

Number: For miscellaneous transactions only, the reference number.

Document Number: The document number used for sequential numbering.

Deposit Date: User-defined date.

Comment Tabbed Region

Value Date: The value date.

Paid From: The source of miscellaneous transactions.

Comments: Enter any comments for your reference.

See Also

Reconciling Bank Statements Automatically: page 4 – 2

Reconciling Bank Statements Manually: page 4 – 19

Finding Available Transactions and Batches for Reconciliation: page 4 – 27

Reconciling Available Transactions and Batches: page 4 – 31

Oracle Receivables Reconciliation Accounting: page 1 – 21

Creating Payments and Receipts Transactions: page 4 – 46

Customizing the Presentation of Data in a Folder (*Oracle Applications User's Guide*)

Setting Up Oracle Cash Management: page 2 – 9

System Parameters: page 2 – 18

Recording Exceptions

A bank statement can contain information about NSF (non-sufficient funds) and rejected receipts, stopped payments, direct deposits or debits, and transactions created outside Oracle Applications. The bank statement may also contain errors that cannot be reconciled against any transactions.

► **To record NSF or rejected receipts when using AutoReconciliation:**

When you run the AutoReconciliation program, you define the NSF Handling method:

- **No Action:** NSF or rejected receipts will be handled manually (see below).
- **Reverse:** AutoReconciliation unmatched and uncovers the receipt, and reopens the invoice.
- **Debit Memo Reverse:** Creates a debit memo that replaces the item closed by the original receipt.

► **To handle NSF or rejected receipts manually:**

1. Reverse the receipt manually. See: Entering Reversals: page 4 – 56.
2. Reconcile the reversed receipt to the NSF or rejected receipt statement line.

If you have two statement lines for an NSF or rejected receipt (one for the original receipt and one for the reversal), you can reconcile the original receipt and the reversal in the order that you prefer.

► **To record a stopped payment:**

1. Void the payment in Payables or Oracle Payroll.
2. Reconcile the "stopped" payment statement line to the voided payment.

► **To record a direct debit from a supplier:**

If the bank statement contains information about a direct debit that you have not entered:

1. Create a payment in Payables for the appropriate invoices.
2. Match the payment against the bank statement line.

► **To record a direct deposit or wire transfer:**

If you enter your bank statements into Cash Management manually, enter the receipts for direct deposits and wire transfers in Receivables manually. After saving the receipt, you can then match it against the related Cash Management statement line.

If you import your bank statement information to Cash Management from an electronic bank file, you can use the same bank file with the Receivables AutoLockbox program to automatically create receipts for direct deposits and wire transfers. See your *Oracle Receivables User's Guide* for more information about using AutoLockbox.

► **To record a bank error:**

1. Navigate to the Find Bank Statements window.
2. Enter the query criteria, or leave the criteria blank to query all existing statements.
3. Choose Find to see the Reconcile Bank Statements folder window containing the statements that meet your query criteria.
4. Select a statement and choose Review.
5. Choose Lines.
6. Select the bank error line.
7. Choose Mark.
8. Select Error to mark the line as a bank error.

You do not need to reconcile lines marked as Error, and you can continue to reconcile payments or receipts for the remaining lines. To reconcile error lines to correcting statement lines, see *Reconciling Corrections and Adjustments to Bank Errors*: page 4 – 61.

9. Save your work.

► **To record transactions from external documents:**

1. Navigate to the Find Bank Statements window.
2. Enter the query criteria, or leave the criteria blank to query all existing statements.
3. Choose Find to see the Reconcile Bank Statements folder window containing the statements that meet your query criteria.
4. Select a statement and choose Review.

5. Choose Lines.
6. Select the external document line.
7. Choose Mark.
8. Select External to mark the line as originating outside Oracle Applications. A line marked as External is considered reconciled. To reconcile lines with external sources, see Reconciliation Open Interface: page 2 – 34.
9. Save your work.

See Also

Reconciling Bank Statements Manually: page 4 – 19

Reviewing Reconciled Transactions: page 4 – 38

Creating Payments and Receipts Transactions: page 4 – 46

Creating Miscellaneous Transactions: page 4 – 48

Entering Reversals: page 4 – 56

Reconciling Corrections and Adjustments to Bank Errors: page 4 – 61

Manually Clearing and Unclearing Receipts and Payments: page 4 – 65

Cash Management Reports: page 6 – 12

Setting Up Oracle Cash Management: page 2 – 9

Bank Statements: page 1 – 6

Oracle Payables Reconciliation Accounting: page 1 – 15

Oracle Receivables Reconciliation Accounting: page 1 – 21

Reconciliation Open Interface: page 2 – 34

Using AutoLockbox (*Oracle Receivables User's Guide*)

Entering Reversals

In Cash Management you can reverse receipt transactions to account for NSF and rejected receipts. There are two ways to reverse receipts. You can create a Standard reversal or you can create a debit memo reversal for the full amount of the receipt.

For detailed information on receipt reversals see: Reversing Receipts (*Oracle Receivables User's Guide*)

► **To reverse a receipt:**

1. Navigate to the Bank Statement window.
2. Choose Reversals. The Find Reversals window appears.

The screenshot shows the 'Find Reversals (Vision Operations: USD)' window. It features a title bar with the window name and standard OS controls. The main content area is organized into several sections. At the top, there's a 'Transaction Type' section with a radio button selected for 'Receipt'. Below this, there are input fields for 'Number', 'Amount', 'Currency', and 'Date'. Further down, there are fields for 'Payment Method', 'Status', 'Account Number', and 'Batch Name'. To the right of these, there's an 'Account Currency Amount' field. At the bottom, there's an 'Agent' section with 'Name' and 'Number' fields. The window concludes with three buttons: 'Clear', 'Cancel', and 'Find'.

3. Select Receipt from the Transaction Type region.
4. Query a receipt or leave the window blank to query all receipts. The Find Reversals window contains many options for querying a receipt. You can enter values for receipt Number, Amount, Currency, and Date. You can also search for receipts based on the Payment Method, Status, Account Number, and Account Currency Amount. Finally, you can also enter Agent information to further narrow your search for a specific customer Name and Number.



Suggestion: Many of the query fields also have associated lists from which you can select a value. Choose the List of Values button from the Oracle Applications toolbar to see the list.

5. Choose Find. The Reversals window appears.

Type	Number	Curr	Amount	Amount	Amount Transaction Cleared Date	Value Date	GL Date
<input checked="" type="checkbox"/> Receipt	0598	USD	100,000.00	100,000.00	100,000.00	06/FEB/1998	06/FEB/1998
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Status: **Cleared** Date: **06/FEB/1998** Maturity Date: **06/FEB/1998**

Reverse Receipt

6. Review the transaction information shown in the window.
 - In the Transaction tabbed region, see information about the transaction Original Currency and Amount, the amount in the bank Account Currency, as well as the Amount Cleared in the bank account currency. The bank Account Currency Amount is the receipt or payment amount in the bank account currency (the accounted amount for functional currency bank accounts, and the entered amount for foreign currency bank accounts).
 - In the Reference tabbed region, see additional descriptive information about the transactions.
 - In the Bank tabbed region, see the original bank statement information for the transaction you are reversing, including the Bank Account Number, Bank Currency, Bank Name, and Statement Number.

7. Mark the receipt to be reversed, by checking the box to the left of the receipt information.
8. In the Comment tabbed region, you can:
 - Select the Reversal Category
 - Select the Reason for reversal
 - Optionally, enter any Comments
9. Choose Reverse Receipt to generate the reversing transaction.
10. Reconcile the reversed receipt to the NSF or rejected receipt statement line.

► **To create a debit memo reversal:**

1. Navigate to the Reversals window.
2. In the Debit Memo tabbed region, select the check box to the left of the receipt you want to reverse.
3. Select the Debit Memo check box.
4. Choose the transaction type from the list of values. Cash Management automatically enters the account number after you select the transaction type.
5. If you are using manual document numbering, enter a unique Document Number for this reversal. Otherwise, the system assigns a number when you choose the Reverse Receipt button.
6. Choose the Reverse Receipt button.

Reversals Window Reference

Type: The type of transaction.

Number: The transaction number.

Transaction Region

Original – Curr: The transaction currency.

Original – Amount: The transaction amount, in the transaction currency.

Account Currency – Amount: The transaction amount, in the bank account currency.

Account Currency – Amount Cleared: The amount cleared, in the bank account currency.

Cleared Date: The date the transaction cleared the bank.

GL Date: The date that the receipt was posted to General Ledger. The default is the bank statement date.

Reference Region

Batch Name: The name of the batch associated with the transaction.

Agent Name: The name of the customer or supplier associated with the transaction.

Deposit Number: The bank deposit or remittance number.

Payment Method: The method of payment.

Comment Region

Category: The reversal category.

Reason: The reason for the reversal.

Comments: Comments.

Bank Region

Account Number: The number of the bank account that is associated with the transaction.

Curr: The currency of the bank account that is associated with the transaction.

Name: The bank branch name.

Statement Number: The statement number.

Status: The status of the receipt.

Date: The transaction date.

Maturity Date: The maturity date for future-dated transactions.

Debit Memo

Type: The type is always receipt: You cannot reverse miscellaneous receipts.

Number: Receipt number

Debit Memo Reversal: Select when you want to create a debit memo reversal.

Type: Debit transaction type for this reversal. You can only enter a debit memo transaction type whose Tax Calculation is set to No.

Account: Account associated with debit memo transaction type.

Document Number: Document number assigned when you choose Reverse, unless you are using manual numbering. If you are using manual numbering, then enter a unique number. Otherwise, the system assigns a number.

See Also

Manually Clearing and Unclearing Receipts and Payments: page 4 – 65

Reconciling Bank Statements Manually: page 4 – 19

Reviewing Reconciled Transactions: page 4 – 38

Recording Exceptions: page 4 – 53

Oracle Payables Reconciliation Accounting: page 1 – 15

Oracle Receivables Reconciliation Accounting: page 1 – 21

Reconciling Corrections and Adjustments to Bank Errors

Banks sometimes make mistakes by depositing or withdrawing incorrect amounts to bank accounts. These bank errors show up on bank statements, along with the corrections and adjustments to those errors. The errors, corrections, and adjustments need to be reconciled correctly to give you an audit trail of reconciliation steps, and to effectively support the Oracle Payables' Positive Pay feature by allowing reconciliation of the error and correction statement lines.

Banks resolve errors using two methods: Reversal and Adjustment. Typically, the bank enters error corrections and adjustments as miscellaneous transactions, and often, they use the same bank transaction codes you set up for miscellaneous receipts or payments to identify the statement lines that are generated for error corrections. These two cases are described in this section, using the following example:

A check was generated for \$100.00, but the bank recorded this payment as \$10.00 by mistake. On your bank statement, you will see an entry of \$10.00 payment

Trx Number	Line Number	Amount	Remarks
27	10	\$10.00	Error (should be \$100.00)

Table 4 – 6 Error (Page 1 of 1)

Reversal Method: The bank reverses the whole error transaction amount so that the error entry and the reversal entry net out to zero. Then, the bank makes another transaction entry for the correct transaction amount. In this example, a reversal entry of \$10.00– is created to offset the original error entry, and a new correction entry is created of \$100.00.

Trx Number	Line Number	Amount	Remarks
27	10	\$10.00	Error
27	20	\$10.00–	Reversal Entry
27	30	\$100.00	New Correction Entry

Table 4 – 7 Reversal Method (Page 1 of 1)

With the reversal method, the error and correction statement lines are match to one another. The correct transaction entry (line 30 above) is then matched to the actual transaction.

Adjustment Method: The bank simply creates a new transaction entry to make up for the difference between the original transaction amount and the error entry. In this example, the bank generates a new adjustment entry of \$90.00, which is the difference between the original error amount of \$10.00 and the correct amount of \$100.00.

Trx Number	Line Number	Amount	Remarks
27	10	\$10.00	Error
27	20	\$90.00	Adjustment Entry

Table 4 – 8 Adjustment Method (Page 1 of 1)

Regardless of which method the bank and you choose to use, and of whether you reconcile automatically or manually, Cash Management allows you to match these statement lines correctly and to provide the information on how the statement lines are reconciled to give you a good audit trail.

AutoReconciliation Matching

The AutoReconciliation program can match to a payment, receipt, miscellaneous payment, or miscellaneous receipt line. The program handles both reversal and adjustment methods in the following ways:

If you don't have the transaction number, then Cash Management will use the invoice and the agent bank account number to match.

- **Reversal Method:** Tries to match the reversal entry to a statement line that contains the same transaction number and opposite transaction type. For example, if the reversal entry is a miscellaneous receipt, then the program matches to a payment or miscellaneous payment. If the amounts net out to zero, then the program assumes there is a match and reconciles the statement lines.
- **Adjustment Method:** Tries to find both a statement line and a transaction to match to the adjustment entry. The statement line

must contain the same transaction number as the adjustment line. However, the statement line can be a payment, receipt, miscellaneous payment, or miscellaneous receipt, as long as the amount netted out is within the tolerance of the original transaction.

If the error statement line is already reconciled to a transaction due to the amount difference between the transaction and statement line falling within the tolerance amount, you must first unreconcile the error statement line before the AutoReconciliation program will reconcile it with the correction statement line.

Manual Reconciliation Matching

If you are reconciling bank statements manually, the Reconcile Bank Statements window retrieves all available statement lines and transactions that match your selection criteria. Then you can decide how you want to reconcile the correction entry.

In the reversal method example above, you reconcile line 20 with line 10. In the adjustment method example, you reconcile line 20 with the original transaction and line 10.

If you have already reconciled the error statement line to a transaction, you must first unreconcile the error statement line before attempting to reconcile it with the correction entry.

Sometimes, a bank uses one correction entry to correct multiple error statement lines. You can manually reconcile between multiple statement lines. Consider the following example:

Trx Number	Line Number	Transaction Type	Amount	Remarks
27	10	Payment	\$100.00	Error
27	20	Misc. Receipt	\$10.00	First Correction Entry (Error)
27	30	Misc. Receipt	\$90.00	Second Correction Entry

Table 4 – 9 Reversal Method (Page 1 of 1)

In this example, line 30 uses the reversal method to correct errors made in lines 10 and 20. It may be that line 20 was supposed to correct line 10, but it turns out to be another error. In this case, you should go to

either line 20 or line 30 and reconcile the other two statement lines to the miscellaneous receipt line selected.

See Also

Reconciling Bank Statements Automatically: page 4 – 2

Reconciliation Tolerances: page 4 – 8

Reconciling Bank Statements Manually: page 4 – 19

Overview of Setting Up: page 2 – 9

Bank Transaction Codes: page 2 – 24

Manually Clearing and Unclearing

You can choose to manually clear receipts, payments, and miscellaneous transactions without first reconciling them. You can also undo the cleared status of a cleared payment or receipt.

Additional Information: You cannot clear the status of a journal entry in Oracle General Ledger or a Reconciliation Open Interface transaction. You cannot clear a payment from Oracle Payroll.

To manually clear a payment or receipt:

1. Navigate to the Find Transactions window.
2. Select whether to find receipts, payments, or miscellaneous transactions that are available for clearing.
3. Select a bank account.
4. (Optional) Enter any additional search criteria for finding available transactions.
5. Choose Find. The Clear Transactions window appears.

Clear Transactions (Vision Operations: USD) - 10271-17621-619

Account Name **BofA** Bank Name **Bank of America**
 Account Number **10271-17621-619** Branch Name **New York**
 Currency Code **USD**

Transaction Exchange Reference

Type	Number	Curr	Amount	Amount	Amount	Transaction	Value	GL Date
			Original	Account		Cleared	Date	
<input type="checkbox"/> Receip	remit3	USD	100.00	100.00				12/OCT/2000
<input type="checkbox"/> Receip	remit4	USD	338.00	338.00				12/OCT/2000
<input type="checkbox"/> Receip	remit5	USD	100.00	100.00				12/OCT/2000
<input type="checkbox"/> Receip	remit6	USD	338.00	338.00				12/OCT/2000
<input type="checkbox"/> Receip	sl10	USD	1,000.00	1,000.00				23/AUG/2000
<input type="checkbox"/> Receip	sl13	USD	1,000.00	1,000.00				24/AUG/2000

Status **Remitted** Date **12/OCT/2000** Maturity Date **12/OCT/2000**

Clear Transaction

- Review the available transactions.
- Mark each transaction that you want to clear by checking the box to the left of the transaction line.
- (Optional) Update the Amount Cleared, Cleared Date, and Value Date. Enter any additional information, such as charges.
- Choose the Clear Transaction button to clear the selected transactions.

Clear Transactions Window Reference

Account Name: The name of the bank account.

Account Number: The bank account number.

Bank Name: The name of the bank.

Branch Name: The name of the bank branch.

Currency Code: The currency of the bank account.

Type: The type of the transaction, such as payment or receipt.

Number: The transaction number.

Transaction Region

Original – Curr: The transaction currency.

Original – Amount: The transaction amount, in the transaction currency.

Account Currency – Amount: The transaction amount, in the bank account currency.

Account Currency – Amount Cleared: The amount cleared, in the bank account currency.

Cleared Date: The date the transaction cleared the bank.

Value Date: The date when cash activity (payments or receipts) is recognized in a bank account. This date is important for interest calculations on a bank account. The statement line value date can be provided by the bank or entered manually. It is used to populate the Actual Value Date in Oracle Payables and Oracle Receivables.

GL Date: The date that the receipt or payment posts to General Ledger. It defaults to the current date if the Payables/Receivables period is open. If the period is closed and in the future, the date defaults to the first date of the latest open period. If the period is closed and not in the future, it defaults to the last date of the latest open period.

Exchange Region

Date: The date used to determine the currency exchange rate.

Type: The exchange rate type (as defined in Oracle General Ledger) used for this transaction.

Rate: The exchange rate specified by the bank for this transaction.

Account Currency – Charges: The amount of any bank charges associated with the transaction.

Account Currency – Errors: The amount of any bank errors associated with the transaction.

Reference Region

Batch Name: The name of the batch.

Agent Name: The customer or supplier associated with the transaction.

Deposit Number: The bank deposit or remittance number.

Type: For miscellaneous transactions only, the reference type (receipt, payment, remittance batch, or payment batch).

Number: For miscellaneous transactions only, the reference number.

Status: The status of the transaction document.

Date: The transaction date.

Maturity Date: The maturity date for future-dated transactions.

Unclearing Payments and Receipts

► To undo clearing on a payment or receipt:

1. Navigate to the Find Unclear Transactions window.
2. Select Receipt or Payment from the Transaction Type region, depending on the transaction whose cleared status you want to undo.
3. (Optional) Enter any search criteria for receipt or payment Number, Amount, Currency, and Date. You can also search for receipts and payments based on the Payment Method, Status, Account Number, and Account Currency Amount. Finally, you can also enter Agent information to further narrow your search for a specific customer or supplier Name and Number.
4. Choose Find. The Unclear Transactions window appears, displaying a list of all transactions that match your search criteria.

Unclear Transactions (Vision Operations: USD)

Transaction Reference Bank

Type — Original — Account Currency

Type	Number	Curr	Amount	Amount	Amount	Transaction Cleared Date	Value Date	GL Date
<input type="checkbox"/> Payme	130001	USD	350.00	350.00	350.00	13/MAY/1999	13/MAY/1999	22/JAN/2001
<input type="checkbox"/> Payme	19881	USD	100.00	100.00	100.00	25/DEC/2000	25/DEC/2000	22/JAN/2001
<input type="checkbox"/> Payme	19883	USD	400.00	400.00	400.00	25/DEC/2000	25/DEC/2000	22/JAN/2001
<input type="checkbox"/> Payme	19884	USD	294.00	294.00	294.00	25/DEC/2000	25/DEC/2000	22/JAN/2001
<input type="checkbox"/> Payme	19885	USD	170.00	170.00	170.00	25/DEC/2000	25/DEC/2000	22/JAN/2001
<input type="checkbox"/> Payme	200001	USD	10,090.99	10,090.99	10,090.99	11/JAN/2001	11/JAN/2001	22/JAN/2001

Status **Cleared** Date **20/JUN/2000** Maturity Date

Unclear Transaction

- Review the transaction information.
- Mark each transaction you want to unclear by checking the box to the left of the transaction information.
- Choose the Unclear Transaction button to unclear the selected transactions.

Unclear Transactions Window Reference

Type: The transaction type.

Number: The transaction number.

Transaction Region

Original – Curr: The transaction currency.

Original – Amount: The transaction amount, in the transaction currency.

Account Currency – Amount: The transaction amount, in the bank account currency.

Account Currency – Amount Cleared: The amount cleared, in the bank account currency.

Cleared Date: The date the transaction cleared the bank.

Value Date: The date when cash activity (payments or receipts) is recognized in a bank account. This date is important for interest calculations on a bank account. The statement line value date can be provided by the bank or entered manually. It is used to populate the Actual Value Date in Oracle Payables and Oracle Receivables.

GL Date: The date that the receipt is posted to the general ledger. The default is the bank statement date. This date is entered for the payment or receipt and then defaults to the GL date used in the Clear Transactions window.

Reference Tabbed Region

Batch Name: The name of the batch.

Agent Name: The name of the customer or supplier associated with the transaction.

Deposit Number: The bank deposit or remittance number.

Payment Method: The payment method.

Bank Tabbed Region

Account Number: The number of the bank account.

Curr: The currency of the bank account.

Name: The bank branch name.

Statement Number: The statement number.

Status: The status of the transaction.

Date: The transaction date.

Maturity Date: The maturity date for future-dated transactions.

See Also

Entering Reversals: page 4 – 56

Reconciling Bank Statements Manually: page 4 – 19

Reviewing Reconciled Transactions: page 4 – 38

Recording Exceptions: page 4 – 53

Oracle Payables Reconciliation Accounting: page 1 – 15

Oracle Receivables Reconciliation Accounting: page 1 – 21

Marking a Bank Statement as Complete

You can *freeze* a bank statement in Cash Management by marking it as complete. Marking a bank statement as complete disables certain Cash Management features and prevents you from making any changes to the statement or statement lines until you specifically unmark the completed bank statement.

You can view a statement from the View Bank Statements window to see that the statement is complete.



Suggestion: You might want to freeze a bank statement after completing the reconciliation process. However, you can mark or unmark the statement as complete at any time.

► **To mark a bank statement as complete:**

1. Navigate to the Find Bank Statements window.
2. Enter the query criteria for the statement you want to mark as complete, or leave the criteria blank to query all existing statements.
3. Choose Find to see the Reconcile Bank Statements folder window.
4. Select the statement you want to complete, then choose Review.
5. In the Bank Statement window, check the Complete check box.
6. Save your work.

► **To unmark a completed bank statement:**

1. Navigate to the Bank Statement window, as above.
2. Uncheck the Complete check box.
3. Save your work.

See Also

Reconciling Bank Statements Manually: page 4 – 19

Entering Bank Statements Manually: page 3 – 18

Reconciling Bank Statements Automatically: page 4 – 2

Viewing Bank Statements: page 6 – 3

Viewing Available Transactions: page 6 – 6

Transferring Bank Reconciliation Transactions to Your General Ledger

You need to transfer the accounting transactions you created during reconciliation for Payables and Receivables to your general ledger interface tables. You cannot transfer these transactions directly from Cash Management. Instead, transfer them from Payables and/or Receivables, depending on the transaction type. For example, use Receivables to transfer any miscellaneous receipts entries generated during your Cash Management reconciliation. Then, follow your normal posting procedure.

When you reconcile bank statement lines to journal entries in General Ledger, no reconciliation accounting entries are created. Transferring to General Ledger is only required for entries created in Payables and Receivables.

Cash Management does not provide reconciliation accounting information to Payroll.

Oracle General Ledger

If you use General Ledger, you need to submit the Journal Import program after you transfer your reconciliation accounting transactions from Payables or Receivables. This creates journal entries based on the reconciliation transactions. Once you run Journal Import, you need to post your journals in General Ledger.

See Also

Oracle Payables Reconciliation Accounting: page 1 – 15

Oracle Receivables Reconciliation Accounting: page 1 – 21

Cash Management Reports: page 6 – 12

Setting Up Oracle Cash Management: page 2 – 9

Posting Journals (*Oracle General Ledger User's Guide*)

How Using Cash Management Affects Your Closing Process

If you use Cash Management with your other Oracle applications, you should consider changing your closing processes to ensure that:

- Any reconciliation transactions created by Cash Management are properly entered.
- Account balances are updated.
- Reports include accurate information.

Specifically, we recommend the steps below.

► **If you use Oracle General Ledger:**

1. Reconcile all your bank statements.
2. Transfer all transactions from Payables and Receivables to your General Ledger interface tables.
3. Run Journal Import in General Ledger.
4. Post journals in General Ledger.
5. Run the GL Reconciliation Report from Cash Management for each bank account. This report compares the statement balance you specify to the General Ledger ending balances.
6. Review the report for errors.
7. If there are errors in the report, correct them in Cash Management, as needed. Repeat the above steps until there are no more errors.

► **If you do not use Oracle General Ledger:**

1. Reconcile all your bank statements.
2. Transfer all transactions from Payables and Receivables to your general ledger interface tables.
3. Post journals in your general ledger.
4. Complete your closing process as you would normally.

See Also

GL Reconciliation Report: page 6 – 22

Posting (*Oracle Payables User's Guide*)

Unposted Invoice Sweep Program (*Oracle Payables User's Guide*)

Running GL Interface (*Oracle Receivables User's Guide*)

Archiving and Purging Imported Bank Statements

After you import a bank statement into Cash Management, you can purge its information from the bank statement open interface tables. You can also archive the information before you purge it. Purge and archive can also be run against the bank statement tables.

Purging

The purge process deletes all header and statement line information from either the open interface tables or the bank statement tables—nothing is retained.

When you purge a bank statement, you must also purge the relevant transaction data.

We recommend that you periodically archive and purge your bank statement interface and bank statement tables. If you do not periodically purge your bank statement interface and bank statement tables, the retained information will continue to occupy valuable disk space.

You can purge bank statement information without archiving it first.



Warning: If you use Cash Management to reconcile journal entries in General Ledger, you should run the Cash Management Purge program before you purge journals in General Ledger. See: *Archiving and Purging (Oracle General Ledger User's Guide)*.

Archiving

With archiving, you can save copies of your bank statement information.

- You cannot archive without also purging.
- When you archive, Cash Management copies all header and statement line information from either the open interface tables or the bank statement tables into special archive tables the system maintains.
- To save your archived information to a file you must use the ORACLE RDBMS Export utility. Contact your Database Administrator or System Administrator for further information.
- To restore information from a saved archive file, you must first use the ORACLE RDBMS Import utility to populate the special

archive tables. Then, you must run a custom SQL*Loader script to transfer the information from the archive tables to the bank statement or open interface tables. Contact your Database Administrator or System Administrator for further information.

AutoReconciliation

You can choose to have Cash Management automatically archive and purge the bank statement open interface tables during the bank statement import process. To do this you must set the Archive and Purge Automatic Reconciliation options on the System Parameters window. See: System Parameters: page 2 – 18.

- Automatic archive and purge applies only to the open interface tables, not to the bank statement tables.
- Information is only archived and purged following the successful transfer of the bank statement information from the open interface tables to the bank statement tables. This occurs before any automatic reconciling takes place.

Prerequisites

- ☐ Load your bank statement file into the bank statement interface tables.
- ☐ Use the Bank Statement Import program to import the bank statement information into Cash Management.

► To archive and/or purge imported bank statements:

1. Navigate to the Submit Request window.
2. Select the List of Values button to see a list of available programs and reports.
3. Select Archive/Purge Bank Statements program. The Parameters window appears.
4. Select the Archive/Purge Objects. You can choose Statement tables, Interface tables, or Both.
5. Select the Archive/Purge Option. You can choose Archive/Purge or Purge.
6. Select the Archive Option that you want the program to perform:
 - **Delete:** delete existing data in interface before saving new archive data
 - **Append:** append archive data to any existing archive data

7. Choose the Bank Branch Name whose statements tables will be archived and/or purged.
8. Optionally, choose a Bank Account Number. If you do not choose a bank account number, all statements for the bank branch name are processed.
9. Choose a Statement Date. All statements with this date or an earlier date will be archived and/or purged.
10. Choose OK to save your work. The Submit Request window appears again.
11. Complete the Print Options and Run Options regions of the window, then choose Submit to begin running the program.
12. Review the Archive/Purge Bank Statements Execution Report. If there were errors, investigate and correct them, then rerun the Archive/Purge Bank Statements program.

► **To archive and/or purge imported bank statements automatically:**

1. Set the Archive and Purge options on the System Parameters window.
2. Run the Bank Statement Import program.

See Also

System Parameters: page 2 – 18

Importing Bank Statements: page 3 – 5

Reconciling Bank Statements Automatically: page 4 – 2

Overview of Setting Up: page 2 – 9

About Bank Statement Open Interface: page 3 – 2

Archiving and Purging (*Oracle General Ledger User's Guide*).

ORACLE RDBMS Utilities User's Guide

CHAPTER

5

Cash Forecasting

This chapter tells you how to use Cash Forecasting. It explains how to create cash forecast templates, how to generate cash forecasts from those templates, and how to make changes to templates and forecasts.

Cash Forecasting

Cash forecasting is a planning tool that helps you anticipate the flow of cash in and out of your business, allowing you to project your cash needs and evaluate your company's liquidity position.

Refer to the following sections in this chapter for details on how to accomplish various cash forecasting tasks:

- Creating Cash Forecast Templates: page 5 – 3
- Generating Cash Forecasts from Templates: page 5 – 20
- Modifying Cash Forecast Templates and Cash Forecasts: page 5 – 29
- Exporting Cash Forecasts to your Spreadsheet Application: page 5 – 42
- Viewing Cash Forecasts: page 6 – 10
- Cash Forecasting Reports: page 6 – 15

See Also

About Cash Forecasting: page 1 – 28

Creating Cash Forecast Templates

A template contains cash forecast specifications. You can specify the number and type of rows and columns to create custom forecast templates. Templates determine the presentation of sources (rows) and forecast periods (columns) for your cash forecasts. Templates also include the following types of general information:

- Name and description
- Forecast period types, either GL periods or days

Each row contains a source type, such as Supplier Invoices, and selection criteria, for example:

- Organization
- Set of books
- Pay group
- Bank account

You can specify how to organize cash forecast information, including which sources supply forecast data (rows), and for which forecast periods (columns) you are generating data. For more information on source type specifications, refer to Forecast Template Rows Window Reference: page 5 – 11.

Once a template definition is complete, you can submit a request to produce timely cash forecasts. This process gathers current source information from the selected Oracle Applications.

Forecasting Open Interface and Distributed Database Integration

The Forecasting Open Interface allows you to utilize external sources of cash inflow and outflow data for the Cash Forecasting feature, providing you an enterprise-wide cash forecasting solution on a distributed database environment.

You define your templates to include the Open Interface Inflow and Open Interface Outflow source types. You can then generate a cash forecast and Cash Management automatically retrieves information available from the external forecast sources you have defined.

See Also

Forecast Template Rows Window Reference: page 5 – 11

Generating Cash Forecasts from Templates: page 5 – 20

Forecasting Open Interface: page 5 – 3

► **To create a cash forecast template:**

1. Navigate to the Forecast Templates window.
2. Choose New in the Find Forecast Templates window, or close or minimize the Find Forecast Templates window. (The Forecast Templates window is behind the Find Forecast Templates window.)

The screenshot shows the 'Forecast Templates' window. It contains a table with the following data:

Name	Forecast By	Description	Overdue Transaction
100 Day Forecast - Vision Svcs	Days	Ten 10 Day Buckets for Vision Services	Exclude
100 Day Forecast - Worldwide	Days	Ten 10 Day Buckets for Vision Enterprise	Include

At the bottom of the window, there are two buttons: 'Columns' and 'Rows'.

3. Enter a unique name for your template.
4. Enter a forecast period type of Days or GL Periods in the Forecast By field.
5. (Optional) Enter a description for your template.
6. Choose Include or Exclude in the Overdue Transactions field to determine whether to include or exclude open transactions that have a cash activity date before the forecast start date. Overdue transactions are collected into one forecast period, displayed as the

Overdue column in the Cash Forecast Amounts window and the Cash Forecast Report.

7. If you chose to include overdue transactions, you must enter a value in the Cutoff Period field. The cutoff period determines how far back to include overdue transactions.

Transaction volume increases with an increase in the cutoff period. If you choose a cutoff period that is very long and you are including many historical transactions, then the forecasts may take longer to generate.

8. Choose a transaction calendar in the Business Calendar field. If you do not choose a calendar in this field, then cash activity dates used in forecasting can be non-business days.
9. (Optional) To generate a forecast for a project, enter a starting and ending project number. Cash Management generates a forecast for each project in the range.
10. Choose the Columns button. The Forecast Template Columns window appears, where you enter forecast period ranges.
11. Enter a Column Number to specify the sequence of the columns (forecast periods). Values must be integers between 1 and 999. The Column Number indicates the sequence of the columns in the forecast.

You can define up to 80 columns in a forecast template.

Column Number	From	To
1		
2		
3		
4		
5		

12. Enter the From and To specifications as periods or days, depending on what you entered in the Forecast by Field. The values must be integers between 1 and 999. The From value must be less than or equal to the To value.

These numbers define the forecast periods by indicating the specific date or period ranges for each column. For example, in the above window, the template is defined by GL periods, where each column represents one GL period. When submitting a forecast you specify GL Periods or Days, depending on the forecast template. If you submit by GL period you specify a start period; if you submit by Days, you specify a start date. See: Submit Forecast Window Reference: page 5 – 23.

13. Close, move, or minimize the Forecast Template Columns window.
14. Choose the Rows button on the Forecast Templates window. The Forecast Template Rows window appears.

Row Number	Source	Description	Organization / Company	Set Of Books
10	Supplier Invoices			
20	Payroll Expenses			
30	Purchase Orders			
40	Treasury Transactions			

15. Enter Rows. For each row enter the following:

- Enter a Row Number to specify the sequence of the source types. Values must be unique integers between 1 and 999. The Row Number indicates the sequence of the rows (source types) in the forecast.
- Select the Source type. Enter relevant selection criteria for the source type chosen. See Forecast Template Rows Window Reference: page 5 – 11, for information on the applicable and required fields for each source type.

16. Save your work. Cash Management validates required fields now.



Attention: You can add or delete rows and columns in a template, but your action will affect all cash forecasts previously generated using that template. Adding rows and columns to a previously-defined template generates forecast amounts of zero for the new cells in existing forecasts. Deleting rows and columns eliminates forecast amounts for the deleted cells.

See Also

Defining Transaction Calendars (*Oracle General Ledger User's Guide*)

Cash Forecasting Source Transaction Dates

When Cash Management collects the source data for a forecast, it includes source transactions whose cash activity date falls within the days or period ranges you defined. The following table explains which date is used as the expected cash activity date.

Cash Forecasting Source Transaction Dates	
Type	Expected Cash Activity Date or Time <i>If date sources are numbered, Cash Management searches for a valid date in the sequence indicated, using the first date it finds. Cash Management adds the lead time to dates, except for GL Budgets, GL Cash Position and GL Encumbrance.</i>
Supplier Payments (Future)	1. Value Date (Actual then Anticipated), 2. Maturity Date, or 3. Payment Date
Expense Reports	1. Period Ending Date
Customer Receipts (Future)	1. Value Date (Actual then Anticipated), 2. Maturity Date, or 3. Latest Receipt Transaction Date
Supplier Invoices	Discount Deadline if Discount field is Maximum or Minimum; or Due Date if Discount field is None
Supplier Payments (Historical)	Cleared Date or Value Date (your choice), rolled forward by amount specified on cash forecast template
Customer Invoices	Due Date
Customer Receipts (Historical)	Cleared Date or Value Date (your choice), rolled forward by amount specified on cash forecast template
GL Budgets	Forecast period type must be GL Period; corresponding periods included
GL Cash Position	Start Date or beginning of Start Period
GL Encumbrances	Forecast period type must be GL Period; corresponding periods included
Payroll Expenses (Historical)	Payment Date, rolled forward by amount specified on cash forecast template
Project Billing Events	Event Completion Date
Project Inflow Budgets	Calculated based on Start Date and End Date of budget period
Project Outflow Budgets	Calculated based on Start Date and End Date of budget period
Project Transactions	Expenditure Item Date
Purchase Orders	Releases: 1. Shipment Promised Date, 2. Shipment Need By Date, 3. Release Due Date, or 4. Release Created Date Standard POs: 1. Shipment Promised Date, 2. Shipment Need By Date, or 3. Shipment Created Date

Cash Forecasting Source Transaction Dates	
Purchase Requisitions	1. Requisition Line Need By Date, or 2. Requisition Line Created Date
Sales Opportunities	1. Line Decision Date, 2. Header Decision Date
Sales Orders	Ordered Date or Requested Date (1. line level, 2. header level)
Treasury	Settlement (Due) Date.

Forecasting Overdue Transactions

You have the flexibility to include or exclude overdue transactions for all appropriate source transaction types in your cash forecasts. Including overdue transactions gives you an accurate representation of potential cash inflows and outflows. Overdue transactions are open transactions with a cash activity date before the forecast start date.

Overdue transactions are collected into one forecast period, displayed as the Overdue column in the Cash Forecast Amounts window and the Cash Forecast Report.

Overdue transactions apply to the source types described below. You can specify on each forecast template whether to include overdue transactions. If you choose to do so, you can also specify the Cutoff Period, which determines how far back in time to include overdue transactions.

Cash Forecasting Overdue Transaction Sources	
Type	Definition
Supplier Payments (Future)	Payments scheduled to have been cleared before the forecast start date or period, but that are still uncleared.
Expense Reports	Uninvoiced expense reports with a cash activity date before the forecast start date or period.
Customer Receipts (Future)	Receipts scheduled to have been cleared before the forecast start date or period, but that are still uncleared.
Supplier Invoices	Invoices that were scheduled to be paid before the forecast start date or period, but are still unpaid.
Customer Invoices	Invoices that were scheduled to have been paid before the forecast start date or period, but are still not paid.
Purchase Orders	Uninvoiced purchase orders with a cash activity date before the forecast start date or period.
Purchase Requisitions	Unordered requisitions with a cash activity date before the forecast start date or period.
Sales Orders	Uninvoiced sales orders with a cash activity date before the forecast start date or period.
Open Interface	User-defined.

Table 5 – 1 Cash Forecasting Transaction Dates (Page 1 of 1)

Forecast Template Rows Window Reference



Forecast Template Rows Window – Inflow Source Type Characteristics

The following table displays characteristics, such as required or optional, of the applicable fields for each source type you can enter in the Forecast Template Rows window.

Cash Inflow Source Types											
	ARI	ARR	ASF	GLB	GLC	OEO	PAB	PAI	XTR	UDI	OII
Row Number	●	●	●	●	●	●	●	●	●	●	●
Source	●	●	●	●	●	●	●	●	●	●	●
Description	○	○	○	○	○	○	○	○	○	○	○
Organization/ Company	○	○	○			○	○		○		
Set of Books	○	○	○	●	●	○	○		○		
Payroll Name											
Discount	●										
Pay Group											
Payment Priority											
Supplier Type											
Payment Method											
Bank Account		○							○		
Method		●									
Roll Forward Type		◆									
Roll Forward Period		◆									
Receipt Method		○									
Profile Class	○					○					
Include Dispute?	○										
Budget Name				●							
GL Account				●	●						
Encumbrance Type											
Include Transactions on Hold?											
Lead Time	●	●	●			●	●	●		●	●

Cash Inflow Source Types											
	ARI	ARR	ASF	GLB	GLC	OEO	PAB	PAI	XTR	UDI	OII
Sales Stage			○								
Channel			○								
Win Probability			○								
Status			○			●					
Date Type						●					
Transaction Type									○		
Exclude Indicative Exposure?									○		
Budget Type								●			
Budget Version								●			
Include in Net Cash Flow?								○			
External Source Type											●
Forecast Selection Criteria Descriptive Flexfield									○		○
Descriptive Flexfield	○	○	○	○	○	○	○	○	○	○	○

Legend



	Not applicable	API=Supplier Invoices	PAB=Project Billing Events
	Display only	APP=Supplier Payments	PAI=Project Inflow Budgets
●	Required	APX=Expense Reports	PAO=Project Outflow Budgets
○	Optional	ARI=Customer Invoices	PAT=Project Transactions
◆	Required if Method is Historical	ARR=Customer Receipts	PAY=Payroll Expenses
		ASF=Sales Opportunities	POP=Purchase Orders
		GLB=GL Budgets	POR=Purchase Requisitions
		GLC=GL Cash Position	XTR=Treasury Transactions
		GLE=GL Encumbrances	UDI=User-defined Inflow
		OEO=Sales Orders	UDO=User-defined Outflow
			OII=Open Interface Inflow
			OIO=Open Interface Outflow

Forecast Template Rows Window – Outflow Source Type Characteristics

The following table displays characteristics, such as required or optional, of the applicable fields for each source type you can enter in the Forecast Template Rows window.

Cash Outflow Source Types													
	API	APP	APX	GLB	GLC	GLE	PAO	PAT	PAY	POP	POR	UDO	OIO
Row Number	●	●	●	●	●	●	●	●	●	●	●	●	●
Source	●	●	●	●	●	●	●	●	●	●	●	●	●
Description	○	○	○	○	○	○	○	○	○	○	○	○	○
Organization	○	○	○					○	○	○	○		
Set of Books	○	○	○	●	●	●		○	○	○	○		
Payroll Name									○				
Discount													
Pay Group	○									○			
Payment Priority	○									○			
Supplier Type	○									○			
Payment Method		○							○				
Bank Account		○							○				
Method		●							▨				
Roll Forward Type		◆							●				
Roll Forward Period		◆							●				
Receipt Method													
Profile Class													
Include Dispute?													
Budget Name				●									
GL Account				●	●	●							
Encumbrance Type						●							
Include Transactions on Hold?	○		○										
Lead Time	●	●	●				●	●		●	●		
Sales Stage													
Channel													
Win Probability													

Cash Outflow Source Types													
	API	APP	APX	GLB	GLC	GLE	PAO	PAT	PAY	POP	POR	UDO	OIO
Status										○	○		
Date Type													
Franchise Type								○					
Budget Type							●						
Budget Version							●						
Include in Net Cash Flow?							○						
External Source Type													●
Forecast Selection Criteria Descriptive Flexfield													○
Descriptive Flexfield	○	○	○	○	○	○	○	○	○	○	○	○	○

Legend		
	Not applicable	API=Supplier Invoices
	Display only	APP=Supplier Payments
●	Required	APX=Expense Reports
○	Optional	ARI=Customer Invoices
◆	Required if Method is Historical	ARR=Customer Receipts
		ASF=Sales Opportunities
		GLB=GL Budgets
		GLC=GL Cash Position
		GLE=GL Encumbrances
		OEO=Sales Orders
		PAB=Project Billing Events
		PAI=Project Inflow Budgets
		PAO=Project Outflow Budgets
		PAT=Project Transactions
		PAY=Payroll Expenses
		POP=Purchase Orders
		POR=Purchase Requisitions
		XTR=Treasury Transactions
		UDI=User-defined Inflow
		UDO=User-defined Outflow
		OII=Open Interface Inflow
		OIO=Open Interface Outflow

Forecast Template Rows Window Reference

Use this section along with the Defining Source Types table on the previous page as references when you create forecast templates. You can create multiple forecast templates with a wide variety and combination of source types. The fields described below allow you to control the search for data by entering source type information, or by leaving a field blank.

Description. (Optional) A description of the source type. The information you enter here may be useful when you have multiple rows with the same source type, but different criteria. You can choose to display or hide this field in the Cash Forecast Amounts window when you are updating or viewing a cash forecast.

Organization/Company. (Optional) An organization that you want to forecast on for the chosen source type. You can have multiple instances of a source type in your forecast, each for a different organization, or one instance to represent all organizations. Leave this field blank to collect source data for all organizations.

When the source type is Payroll Expense, the Organization field is actually the Business Group, and the list of values displays appropriate Business Groups for Oracle Payroll. When the source type is Treasury, the Organization field is Company. For all other source types, this field is the Operating Unit.

Set of Books. The name of the set of books is required for the GL Budgets, GL Cash Position, and GL Encumbrances source types. The set of books name defaults, and is not updatable, if you entered an organization in the previous field.

If you are creating a forecast by GL periods across multiple organizations or sets of books, all organizations' sets of books must use the same accounting calendar. You select the accounting calendar when you submit a forecast by GL Period.

Payroll Name. (Optional) Indicates the name of the Payroll to include in the cash forecast. Leave this field blank to forecast cash flow from all payrolls.

Discount. Indicates whether to include discounts, and how to calculate the expected cash activity date for the Supplier Invoices source type. Choose from the following:

- **Maximum.** Always take the maximum discount available, subtract the discount from the gross invoice amount, and use the discount deadline as the expected cash activity date.

- **Minimum.** Always take the minimum discount available, subtract the discount from the gross invoice amount, and use the discount deadline as the expected cash activity date.
- **None.** Pay the entire invoice amount by the due date, and use the due date as the expected cash activity date.

Pay Group. (Optional) A user-defined Payables lookup that allows grouping of suppliers for payment. You can limit Supplier Invoices and Purchase Orders to those belonging to a certain pay group.

Payment Priority. (Optional) A number, between 1 (high) and 99 (low). Only supplier invoices or purchase orders with a payment priority the same as or smaller than the number you enter in this field are included in the cash forecast. For example, if you enter 15, Cash Management includes all invoices or purchase orders with a payment priority between 1 and 15.

Supplier Type. (Optional) A user-defined Payables lookup that allows supplier classification for Supplier Invoices and Purchase Orders.

Payment Method. (Optional) The method of payment for the source type. The list of values depends on the source type:

- *For Supplier Payments:* payment methods predefined in Oracle Payables for how suppliers' invoices can be paid for Supplier Payments. Choices include: Check, Electronic, Wire, and Clearing.
- *For Payroll Name:* predefined and user-defined payment methods in Oracle Payroll for how employees' payroll can be paid. Predefined choices include: Cash, Check, and NACHA (National Automated Clearing House Association).

Bank Account. (Optional) The bank account whose transactions you want to include in the cash forecast. The list of values depends on the source type:

- *For Supplier Payments and Customer Receipts:* bank accounts defined in the Banks window in Oracle Payables (also accessible by Receivables).
- *For Payroll Name:* bank accounts defined in the Organizational Payment Method window in Oracle Payroll.
- *For Treasury:* bank accounts defined in the Company Profiles window in Oracle Treasury.

Method. Specifies cash-flow transactions as forward- or backward-looking for Supplier Payments, Customer Receipts, and Payroll Expenses. For the Payroll Expenses source type, this field

defaults to Historical since Payroll Expenses forecasts are based solely on historical payments.

- **Future.** Include uncleared transactions.
- **Historical.** Include cleared transactions based on the cleared date or value date. You choose either Cleared or Value Date from the Date Type column on the Forecast Template Rows window.

Roll Forward Type and Roll Forward Period. (Required only when you choose Historical in the Method field) The combination of these fields determines the number of days, months, or accounting periods to roll forward to calculate the expected cash activity date for Supplier Payments, Customer Receipts, and Payroll Expenses. Roll Forward Type choices include: Day, Month, and Period.

For example, the Roll Forward Type of *Month* with the Roll Forward Period of 2 rolls forward all past transactions for 2 months. So, the transaction date of July 19, 1997 yields an expected cash activity date of September 19, 1997.

Receipt Method. (Optional) The user-defined Receivables choices for how customers' invoices can be paid for Customer Receipts.

Profile Class. (Optional) The Order Entry and Receivables customer category based on credit information, payment terms, currency limits, and correspondence types. You can use it as forecast selection criteria for Customer Invoices and sales orders.

Include Dispute? (Optional) A check box to indicate inclusion of disputed amounts for Customer Invoices. Items or amounts may be marked as 'in dispute' when a customer disagrees about the outstanding balance for an item.

Budget Name. The name of a budget for the GL Budgets source type. A budget represents a collection of estimated amounts for a range of accounting periods.

GL Account. The appropriate General Ledger Account for GL Budgets, GL Cash Position, and GL Encumbrances.

Encumbrance Type. An encumbrance category, for the GL Encumbrances source type, allowing you to track anticipated expenditures according to your purchase approval process and to more accurately control planned expenditures.

Include Transactions On Hold? Indicates if you want to include transactions (invoices, expense reports, etc.) that are on hold.

Lead Time. The number of days that need to be added to the transaction date to calculate the projected cash transaction date. The value must be a positive whole number, or zero.

Sales Stage. The sales stage code for Sales Opportunities.

Channel. The lead channel code for Sales Opportunities.

Win Probability. The win probability, as a percentage, for Sales Opportunities. For example, if you enter 10, you select all sales opportunities with 10% or more of win probabilities.

Status. (Optional) Indicates the status of Transactions to include in the cash forecast.

Date Type. The expected cash activity date to use when calculating forecast amounts.

Transaction Type. The type of transaction.

Exclude Indicative Exposure?

For Treasury, if you enable this check box, you can include transactions in the forecast as follows:

- **Enabled.** Firm: Include only transactions that definitely have occurred or will occur.
- **Not Enabled.** Indicative. Include all transactions including those that may or may not occur.

These options are available in the Exclude Indicative check box in the Forecast Template Rows window.

Budget Type. Required for the Project Inflow Budget and Project Outflow Budget source types. The type of budget.

Budget Version. Required for the Project Inflow Budget and Project Outflow Budget. The version of the budget type that you selected. You can have many versions of the same budget for a project and budget type, but Cash Management only considers baselined budgets that are identified as the current budget or original budget.

Include in Net Cash? Required for the Project Inflow Budget and Project Outflow Budget source types. A check box to indicate if you want to include budget amounts in the net cash calculation. Cash Management includes outflow budgets in the net outflow calculation, and inflow budgets in the net inflow calculation.

External Source Type. Indicates the user-defined external forecast source type if the Source is Open Interface Inflow or Open Interface

Outflow. The list of values is from the Context field of the Forecast Selection Criteria Descriptive Flexfield.

Forecast Selection Criteria. The descriptive flexfield that indicates the external forecast source type criteria based on the External Source Type you entered in the previous field for Open Interface Inflow or Open Interface Outflow sources. The list of values is from the Forecast Selection Criteria Descriptive Flexfield you created during setup of the Forecasting Open Interface.

See Also

Discounts (*Oracle Payables User's Guide*)

Payment Region of the Suppliers and Supplier Sites Windows
(*Oracle Payables User's Guide*)

Defining Bank Accounts (*Oracle Payables User's Guide*)

Payment Methods (*Oracle Receivables User's Guide*)

Defining Customer Profile Classes (*Oracle Receivables User's Guide*)

Placing an Item in Dispute (*Oracle Receivables User's Guide*)

Defining Accounts (*Oracle General Ledger User's Guide*)

Defining Budgets (*Oracle General Ledger User's Guide*)

Defining Encumbrance Types (*Oracle General Ledger User's Guide*)

Defining a Payroll (*Oracle Payroll User's Guide*)

Defining Payment Methods for the Enterprise (*Oracle Payroll User's Guide*)

Pay Processing for Payrolls and Individuals (*Oracle Payroll User's Guide*)

Labor Costs in Oracle HRMS (*Oracle Payroll User's Guide*)

Representing the Employer: The Business Group (*Oracle Payroll User's Guide*)

Overview of Setting Up: page 2 – 9

Forecasting Open Interface: page 5 – 3

Generating Cash Forecasts from Templates

You can define reusable cash forecast templates for use in generating cash forecasts. A cash forecast template is a matrix, similar to a spreadsheet, with each row defining the source of the cashflow, and each column defining the forecast period in GL periods or in days. When you submit a forecast, you generate exactly the forecast that you need by entering submission parameters, such as start date and forecast currency.

When you submit a cash forecast, Cash Management collects the necessary source data and summarizes the information as cash forecast amounts, based on the forecast period specifications. The forecast data is then available for update, inquiry or reporting purposes, or for export to any spreadsheet application.

Cash Management determines projected cash activity dates based on your specifications. For example, if the source type is Supplier Invoices, the expected cash activity date is based on either the discount date or the due date depending on your selection in the template. Refer to the Cash Forecasting Source Transaction Dates table: page 5 – 8.

If you have created a forecast template that includes a user-defined source type, Cash Management creates a blank row for that source type when you generate a cash forecast. You can then enter amounts manually in the forecast amount cells using the Cash Forecasts window, or using a spreadsheet application on an exported cash forecast.

You might generate a new cash forecast because you have created a new template, or because you want to recalculate a forecast with different submission parameters.

You can generate forecasts in the following ways:

- Generate a new cash forecast from a template, with forecast amounts calculated automatically.
 - Using the Submit Forecast window
 - Using the Submit Request window
- Quickly create a manually entered cash forecast, with the rows and columns defined by a template.

Generating Cash Forecasts for a Project

You can generate a forecast for a specific project or for a range of projects. If you generate a forecast for a range of projects, Cash Management produces a separate forecast for each project.

To specify projects for your forecast that are different from those on the template, you must complete the starting and ending project numbers on the Submit Forecast window.

If you submit a forecast for a project based on a template that includes some sources types that are related to Projects and others that are not related to Projects, Cash Management produces a forecast that reflects information from only the source types related to Projects.

Forecasting Open Interface and Distributed Database Integration

The Forecasting Open Interface allows you to utilize external sources of data as cash inflow and outflow data for the Cash Forecasting feature, providing you an enterprise-wide cash forecasting solution on a distributed database environment.

You can generate a cash forecast and the Forecasting Open Interface automatically retrieves information available from the external forecast sources you have defined.

See Also

Generating a Cash Forecast with Amounts Calculated Automatically:
page 5 – 22

Creating a Manually Entered Cash Forecast: page 5 – 26

Exporting Cash Forecasts to Microsoft Excel Spreadsheets: page 5 – 42

Viewing Cash Forecasts: page 6 – 10

Cash Forecasting Reports: page 6 – 15

Forecasting Open Interface: page 5 – 3

Prerequisites for All Methods of Generating Cash Forecasts

- ☐ Set up the Forecasting Open Interface if you plan to include external sources in your cash forecasts.
- ☐ Define at least one cash forecast template.

Generating a Cash Forecast with Amounts Calculated Automatically

► To create a cash forecast using the Submit Forecast window:

1. Navigate to the Forecast Templates window or the Cash Forecasts window.
2. (Optional) Select the record of an existing cash forecast.
3. Choose Submit Forecast from the Oracle Applications Tools menu. The Submit Forecast window appears.
4. Enter the appropriate parameters and press Submit to generate a new cash forecast. See: Submit Forecast Window Reference: page 5 – 23.

If you are generating a cash forecast for a project, you can generate a forecast for a specific project or for a range of projects by entering a starting and ending project number.

Cash Management automatically generates the Cash Forecast Execution Report, which indicates if the Submit Forecast program produced any errors. You can also print this report later using the Submit Request window. Cash Management also generates the Cash Forecast report if the Submit Forecast program produced no errors.

► To create a cash forecast using the Submit Request window:

1. Navigate to the Submit Request window.
2. Choose Request in the Type field.
3. Choose Cash Forecasting by GL Periods or Cash Forecasting by Days in the Name field, depending on the template you want to use. The Parameters window appears.
4. Enter the parameters and press OK. See: Submit Forecast Parameters: page 5 – 23.

Parameters

Template Name **60 Day Forecast**

Forecast Name

Start Project Number

End Project Number

Start Date **22/JAN/2001**

Forecast Currency **GBP** Pound Sterling

Source Currency Type **All** All

Source Currency

Exchange Date

Exchange Type

Exchange Rate

Amount Threshold

Row Number From

Row Number To

Request By Row **No**

OK Cancel Combinations Clear Help

5. Select any print or run options.
6. Choose Submit.

Cash Management automatically generates the Cash Forecast Execution Report, which indicates if the Submit Forecast program produced any errors. You can also print this report later using the Submit Request window. Cash Management also generates the Cash Forecast report if the Submit Forecast program produced no errors.



Suggestion: Consider using report sets if you routinely generate a given set of cash forecasts.

Submit Forecast Parameters

Enter values for the following parameters when you generate forecasts using either the Submit Forecast window or the Submit Request window.

Forecast By. (Submit Forecast window only) The forecast period type used to run the cash forecast.

- **GL Periods.** Run a forecast with GL Periods as the forecast period type.
- **Days.** Run a forecast with Days as the forecast period type.

When you define a forecast template, you specify the forecast period type as GL Periods or Days.

Template Name. The forecast template used to create a new forecast. The choices in the list of values depend on the forecast period type you chose above.

Forecast Name. The unique forecast name for this cash forecast. If you do not enter a forecast name, Cash Management automatically generates a unique name for you by attaching the system date and time to the template name.

Calendar Name. The name of the GL accounting calendar, used only when submitting a forecast by GL Period.



Attention: All GL sources for a forecast by GL periods must use sets of books with the same accounting calendar. If you are creating a forecast across *multiple organizations*, all organizations' sets of books must use the same accounting calendar.

Start Period and Start Date. The accounting period to begin the forecast, or the day to begin the forecast. Cash Management restricts you to using Start Period when submitting a forecast by GL Period, and Start Date when submitting a forecast by Days.

The Start Date or Period should be as of today or in the future. If you enter a start date in the past, or a start period in the past (or that is in progress), the forecast only includes transactions as of today. For example, if an invoice is paid today, but you enter a forecast start date of two days ago to try to include it as an open invoice, Cash Management still considers it paid and therefore does not include the invoice (as open) in the forecast.

Start Project. The beginning number for the range of projects that you want to include in the forecast. Cash Management creates a forecast for every project number in the range that you specify. The default is the project number defined in the template.

End Project. The ending number for the range of projects that you want to include in the forecast. Cash Management creates a forecast for every project number in the range that you specify. The default is the project number defined in the template.

Forecast Currency. The currency in which the forecast amounts are to be displayed.

Source Currency Type. The currency type for the sources in the cash forecast:

- **All.** Include all source transactions, regardless of currency, and translate them to the Forecast Currency.
- **Entered.** Include only source transactions with the same Source Currency as the transaction currency.
- **Functional.** Include only source transactions with the Source Currency as the functional currency. (This choice is useful for multiple sets of books environments.)

Source Currency. The currency for the source transactions. The transactions included in your forecast calculations are determined by the combination of your entries for this field and the Source Currency Type field, as explained in the following table. If the Source Currency Type is All, you do not enter a Source Currency.

For any document without a source currency (such as a requisition or purchase order), Cash Management assumes that the functional currency is the currency of the transaction.

Source Currency Type	Which Transactions Are Included
All	All transactions, all sets of books, all operating units
Entered	All transactions entered in the Source Currency for all sets of books
Functional	All transactions for all sets of books where the Source Currency is the functional currency

Table 5 – 2 Source Currency and Source Currency Type (Page 1 of 1)

Exchange Date and Exchange Type. The exchange rate date, and the exchange rate type, which is defined in Oracle General Ledger. These fields are required if the Forecast Currency and the Source Currency are not the same.



Attention: Cash Management automatically converts transaction currency amounts to the forecast currency according to the daily rates for the specified exchange rate type and date.

However, if daily rate information for the exchange date and type does not exist in the Oracle General Ledger daily rates table, the forecast will be inaccurate because Cash Management ignores transactions amounts that it cannot convert to the forecast currency.

Exchange Rate. The user-defined currency exchange rate when the Exchange (Rate) Type is User. The User rate only applies when the

Source Currency Type is Entered, as no one rate will apply to converting various currencies to the forecast currency. This field is required if the Forecast Currency and the Source Currency are not the same.

Amount Threshold. The minimum value of individual transactions to be included in the forecast, allowing you to omit insignificant transaction amounts from the forecast calculations. Cash Management compares this amount to transaction amounts if the Source Currency Type is Entered, and functional amounts of transaction if the Source Currency Type is Functional. The program then only selects transactions that are greater than this amount threshold.

If you leave this field blank, then the program selects all valid transactions that meet the selection criteria. This field is not applicable when the Source Currency Type is All.

Row Number From/To. A list of values provides you with a choice to run a partial forecast for sequential rows of the template you entered.

Request by Row. Check this check box to submit a separate concurrent request for each row, so that the rows for the forecast are generated concurrently. (This method is useful for testing or for very large forecasts, that is, forecasts with a large amount of data.)

Creating a Manually Entered Cash Forecast

You can create a new cash forecast using an existing template without running the forecast program, with no values calculated. You can then manually fill in forecast amounts to the new forecast.

► To create an empty cash forecast from a template:

1. Navigate to the Cash Forecasts window.
2. Choose New. The Cash Forecast window appears with no data.
3. Select a Template Name. Cash Management uses this template to create columns and rows for your forecast.
4. Enter a unique Name for your forecast. Cash Management automatically generates a unique name for you by attaching the system date and time to the template name.
5. (Optional) Enter a description for your cash forecast.
6. Enter a Start Date, or Calendar Name and Start Period, depending on the template. Enter a Forecast Currency, Source Currency Type, Source Currency, Exchange Type, Exchange Date, Exchange Rate, and Amount Threshold. For Projects, enter a Project Name and

Project Number. See Submit Forecast Window Reference: page 5 – 23.

7. Choose the Review button. The Cash Forecast Amounts window appears with the rows and columns from the template you used, and all amounts filled with zero.
8. Enter forecast amounts for the new forecast.
9. Save your work.



Attention: When you add or delete columns and rows on a forecast template, the changes affect manually created forecasts based on that template as well as those automatically generated.

Cash Forecast Amounts Window Reference

Factor. Indicates the way amounts are displayed:

- **Units.** Displays amounts as calculated.
- **Thousands.** Displays forecast amounts as multiples of a thousand (1,000 = 1.00).
- **Millions.** Displays forecast amounts as multiples of a million (1,000,000 = 1.00).
- **Billions.** Displays forecast amounts as multiples of a billion (1,000,000,000 = 1.00).

Forecast By. Indicates if you are producing a forecast by days or by periods.

Row Number. Determines the sequence of the rows.

Source. The source transaction type.

Forecast Cell Fields. These fields contain the forecast amounts. You can override any forecast amounts except the forecast summary amounts, which automatically reflect forecast amount changes.

Cash Inflow. The total amount of cash received during the forecast period.

Cash Outflow. The total amount of cash spent during the forecast period.

Net Cash. The difference between the cash inflow and cash outflow for the forecast period.

GL Cash Position. The GL Position beginning balance is the sum of the account balances for all the GL Cash Position rows. Cash Management adds the net cash flow amount for the first forecast period to the beginning balance to produce the first period's GL Position. For subsequent periods, Cash Management rolls the cash position forward by adding the net cash to the GL position of the previous period.

Modifying Cash Forecast Templates and Cash Forecasts

You can modify cash forecast templates and forecasts, with some limitations. The following table addresses what you can change and when.

Changes Allowed on Cash Forecast Templates and Cash Forecasts				
	Change Descriptive Information?	Add Rows and Columns	Delete Rows and Columns	Change Forecast Amounts
New Templates	Yes	Yes	Yes	N/A
Templates Used to Generate Forecasts	Yes	Yes, but also modifies all existing forecasts based on this template.		N/A
Forecasts	Yes	Yes, with an option to modify original template and all existing forecasts based on that template; or to create new template.	No	Yes, modify values directly in fields, or use the Tools menu, see page: 5 – 36. Forecast summary amounts and GL Cash Position cannot be modified, but are automatically updated to reflect forecast amount changes.

Table 5 – 3 (Page 1 of 1) Cash Forecasting Changes Allowed Table

Modifying Templates

- **To query existing cash forecast templates:**
 1. Navigate to the Forecast Templates window. The Find Forecast Templates window appears first for you to enter search criteria.
 2. (Optional) Enter a partial or full Template Name.
 3. (Optional) Select a forecast period type in the Forecast By field.
 4. Choose Find. The Forecast Templates window appears. Cash Management displays all cash forecast templates that match your search criteria.
- **To modify a cash forecast template:**
 1. Query an existing cash forecast template (see above).

2. If no cash forecasts exist based on a template, you can modify any of the information for the cash forecast template.
3. Add or delete columns or rows. See *Creating Cash Forecast Templates*: page 5 – 3.
4. Save your work.



Attention: Adding columns and rows generates forecast amounts of zero for the new cells.

See Also

To modify forecast amounts on an existing cash forecast: page 5 – 36

To add a column to an existing cash forecast: page 5 – 38

To modify a row on an existing cash forecast: page 5 – 39

Modifying Forecasts

► To query existing cash forecasts:

1. Navigate to the Cash Forecasts window. The Find Cash Forecasts window appears first for you to enter search criteria.
2. (Optional) Enter a partial or full Template Name, or a partial or full Forecast Name. Enter a forecast period type in the Forecast By field. If you enter a forecast period type, you can then select From and To values for a Start Period or Start Date. For forecasts for Projects, enter a beginning and ending project number.
3. Choose Find to find all cash forecasts that match your search criteria. The Cash Forecasts window appears, with a row showing each forecast and its Forecast Name, Template Name, Start Date, Forecast By, and Description.

Within the Cash Forecasts window, you can show, hide, and move fields, and make them wider, narrower, or change their prompt. You can save your changes as folders for yourself or others to use. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folders.

Choose the Requery button to find all existing cash forecasts without using any search criteria. (Choose the Find button on the tool bar to bring up the Find Cash Forecasts window again.)

Cash Forecasts Window Reference

Template Name. The template used to generate the forecast.

Forecast Name. The name of the forecast.

Start Date. For forecasts by days, the day when you want to begin the forecast.

Calendar Name. For forecasts by GL Period, this field contains the name of the GL accounting calendar.

Note: All GL sources for a forecast by GL periods must use a set of books with the same accounting calendar. If you create a forecast across multiple organizations, the set of books for all the organizations must use the same accounting calendar.

Start Period. For forecasts by GL period, the period when you want to begin the forecast.

Forecast By. Indicates if your forecast periods are by days or by GL periods.

Project Name. The name of the project associated with the forecast.

Project Number. The project number associated with the forecast.

Status. Indicates if the forecast generation was successful.

Forecast Currency. The forecast amounts are reported in this currency.

Currency Type. The currency type for the sources in the cash forecast:

- **All.** Include all source transactions, regardless of currency, and translate them to the forecast currency.
- **Entered.** Include only source transactions with the same source currency as the transaction currency.
- **Functional.** Include only source transactions with the source currency as the functional currency. (Useful when working with multiple sets of books).

Source Currency. The currency for the source transactions. You determine the transactions to include in the cash forecast based on the combination of the contents of the Source Currency Type field and the Source Currency field. Depending on the value in the Source Currency Type field, transactions appear in the forecast as follows:

- **All.** All transactions, all sets of books, and all operating units.
- **Entered.** All transactions entered in the Source Currency field for all sets of books.

- **Functional.** All transactions for all sets of books where the source currency is the functional currency.

Exchange Date. The exchange date, as defined in Oracle General Ledger.

Exchange Type. The exchange rate type, as defined in Oracle General Ledger.

Note: Cash Management automatically converts transaction currency amounts to the forecast currency according to the daily rates for the specified exchange rate type and date.

Exchange Rate. Required if the Forecast Currency and Source Currency are not the same.

If the Exchange Type is User, the Exchange Rate field is the user-defined exchange rate. The user rate only applies when the Source Currency Type is Entered, as no one rate will apply to converting various currencies to the forecast currency.

Amount Threshold. The minimum value of individual transactions to include in the forecast. You can use this field to omit insignificant transaction amounts from the forecast calculations.

Cash Management compares this amount to transaction amounts if the Source Currency Type is Entered, and the functional amounts of the transaction if the Source Currency Type is Functional. In this case, only transactions greater than the amount threshold appear in the forecast.

Description. The description of the forecast.

Modifying Header Level Information on an Existing Cash Forecast

- **To modify header level information on an existing cash forecast:**
 1. Query an existing cash forecast (see above).
 2. Choose Open to view cash forecast definition information. The Cash Forecast window appears.

Cash Forecast

Template

Name: **100 Day Forecast - Worldwide** Forecast By: **Days**

Description: **Ten 10 Day Buckets for Vision Enterprises**

Forecast

Name: **100 Day Forecast - Worldwide1999/12/30** Status: **Complete**

Description:

Calendar Name: Start Period:

Start Date: **30/DEC/1999** Forecast Currency: **USD**

Source Currency Type: **All** Source Currency:

Exchange Date: **30/DEC/1999** Exchange Type: **{Corporate}**

Exchange Rate: Amount Threshold:

Project:

Criteria

Factor

☐ Units
 ☐ Thousands
 ☒ Millions
 ☐ Billions

☒ Display Forecast Summary

Error **Review**

3. You can change the name and description of the cash forecast. All other cash forecast definition information at this level is restricted from update.
4. If you are proceeding to the Cash Forecast Amounts window, choose how you want to view amounts by making a selection in the Factor field:
 - **Units.** Displays amounts as calculated.
 - **Thousands.** Displays forecast amounts as multiples of a thousand (1,000 = 1.00).
 - **Millions.** Displays forecast amounts as multiples of a million (1,000,000 = 1.00).
 - **Billions.** Displays forecast amounts as multiples of a billion (1,000,000,000 = 1.00).
5. If you are proceeding to the Cash Forecast Amounts window, you may choose to check the Display Forecast Summary check box to

show the Cash Inflow, Cash Outflow, Net Cash summary, and GL Cash Position fields in the Cash Forecast Amounts window. (Keeping these fields hidden helps speed navigation performance for very large forecasts.)

6. Save your work.

Cash Forecast Window Reference

Template Region

Name. The template used for the forecast.

Forecast By. The forecast period type of Days or GL Periods.

Description. A description of the template.

Forecast Region

Name. The name of the forecast.

Status. The status of the forecast: new, error, complete, or warning.

Description. A description of the forecast.

Calendar Name. For forecasts by GL Period, this field contains the name of the GL accounting calendar.

Project Name. The name of the project associated with the forecast.

Project Number. The project number associated with the forecast.

Start Period. For forecasts by GL period, this field contains the accounting period that begins the forecast.

Start Date. For forecasts by days, this field contains the day that begins the forecast.

Forecast Currency. The forecast amounts are reported in this currency.

Source Currency Type. The currency type for the sources in the cash forecast:

- **All.** Includes all source transactions, regardless of currency, and translates them to the forecast currency.
- **Entered.** Includes only source transactions with the same source currency as the transaction currency.

- **Functional.** Includes only source transactions with the source currency as the functional currency.

Source Currency. The currency for the source transactions. You determine the transactions to include in the cash forecast based on the combination of the contents of the Source Currency Type field and the Source Currency field. Depending on the value in the Source Currency Type field, transactions appear in the forecast as follows:

- **All.** All transactions, all sets of books, and all operating units.
- **Entered.** All transactions entered in the Source Currency field for all sets of books.
- **Functional.** All transactions for all sets of books where the source currency is the functional currency.

Exchange Date. The exchange date, as defined in Oracle General Ledger.

Exchange Type. The exchange rate type, as defined in Oracle General Ledger.

Note: Cash Management automatically converts transaction currency amounts to the forecast currency according to the daily rates for the specified exchange rate type and date.

Exchange Rate. If the Exchange Type is User, the Exchange Rate field is the user-defined exchange rate. The user rate only applies when the Source Currency Type is Entered, as no one rate will apply to converting various currencies to the forecast currency.

Amount Threshold. The minimum value of individual transactions to include in the forecast. You can use this field to omit insignificant transaction amounts from the forecast calculations.

Cash Management compares this amount to transaction amounts if the Source Currency Type is Entered, and the functional amounts of the transaction if the Source Currency Type is Functional. In this case, only transactions greater than the amount threshold appear in the forecast.

Factor. Indicates the way you want to view amounts in your forecast:

- **Units.** Displays amounts as calculated.
- **Thousands.** Displays forecast amounts as multiples of a thousand (1,000 = 1.00).
- **Millions.** Displays forecast amounts as multiples of a million (1,000,000 = 1.00).
- **Billions.** Displays forecast amounts as multiples of a billion (1,000,000,000 = 1.00).

Display Forecast Summary. Check this box to view the cash inflow, cash outflow, net cash summary, and GL cash position on the Cash Forecast Amounts window.

See Also

Customizing the Presentation of Data in a Folder (*Oracle Applications User's Guide*)

Modifying Forecast Amounts on an Existing Cash Forecast

► **To modify forecast amounts on an existing cash forecast:**

1. Complete the task to query an existing cash forecast (see above).
2. Choose the Review button to update or view cash forecast data. The Cash Forecast Amounts window appears.

Within the Cash Forecast Amounts window, you have limited folder capabilities; you can show, hide, and move fields, and make them wider, narrower, or change their prompt. You cannot, however, save folder information. Refer to the *Oracle Applications User's Guide* for more information on modifying folders.

[illegible]

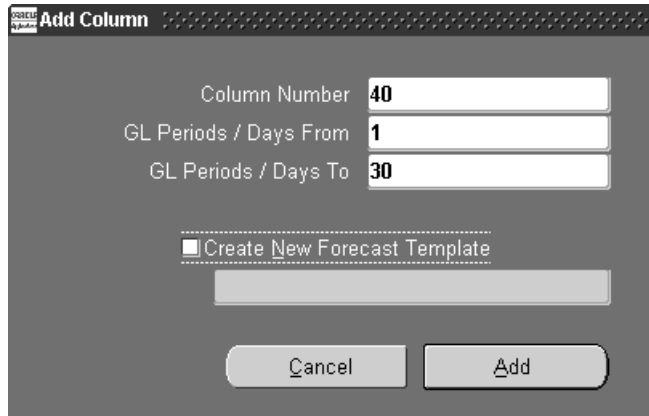
3. Make any changes to the forecast cell amounts. You can override any forecast amounts from the cash forecast, except the forecast summary amounts. The forecast summary amounts automatically reflect forecast amount changes.

The GL Position starting balance is the sum of all the GL Cash Position rows' account balances. Cash Management adds the net cash flow amount for the first forecast period to the beginning balance to show as the first period's GL Position. From the second forecast period, Cash Management calculates the current period's GL Position amount from the net cash flow amount by adding the previous period's GL Position.

4. You can make amount or percentage changes to column ranges in a cash forecast. Choose Update Amount from the Tools menu. The Update Amount window appears.
5. Save your work.
6. Close the windows when you are finished updating the forecast amounts, or proceed to the following tasks.

► **To add a column (forecast period) to an existing cash forecast:**

1. Complete the task to query an existing cash forecast and to modify forecast amounts on an existing forecast (see above).
2. Choose the Add Column button. The Add Column window appears.



3. Enter a unique Column Number and GL Periods/Days From and To values.

Values must be integers between 1 and 999. The Column Number indicates the sequence of the columns in the forecast.

4. Check the Create New Forecast Template check box if you do not want the new column to be added to all existing forecasts that are based on the original template for the forecast. Checking this box creates a new template with the same rows and columns as this forecast, including the column you are adding.



Attention: When you add a column or row to an existing forecast, you have the option to modify all forecasts using the template, including the template itself; or to create a new template with the additional column or row.

5. If you checked the check box in the previous step, enter a Template Name for a new template.
6. Choose Add to save the column and the new or modified template.

If you have created a new forecast template, further changes that you make from this point are made on the new template. You can make further changes to the new template now, or query it later.

Add Column Window Reference

Column Number. Indicates the sequence of columns in the forecast. Enter a unique integer between 1 and 999 for the column you are adding.

GL Periods / Days From. Use this field, along with the GL Periods/Days To field, to indicate the time range for this forecasting period.

GL Periods / Days To. Use this field, along with the GL Periods/Days From field, to indicate the time range for this forecasting period.

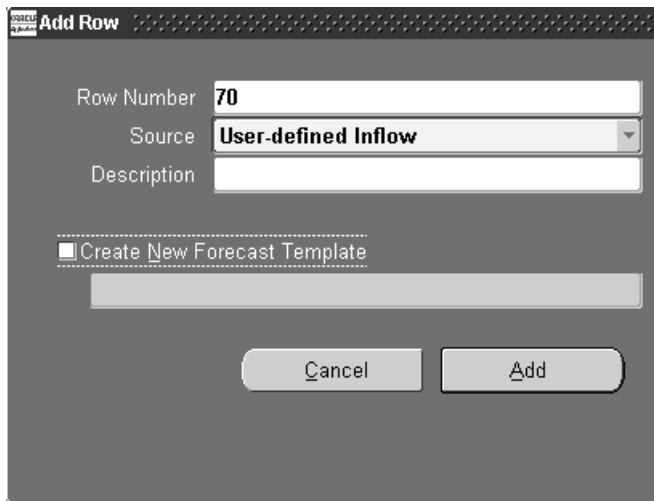
Create New Forecast Template. Check this box to create a new template that contains the same rows and columns as this forecast, plus the column you are adding.

If you do not check this box, Cash Management adds the new column to all existing forecasts based on this template.

Modifying a Row on An Existing Cash Forecast

► **To modify a row on an existing cash forecast:**

1. Complete the task to query an existing cash forecast and to modify forecast amounts on an existing forecast (above).
2. Choose the Add Row button. The Add Row window appears.



3. Enter a Row Number. Values must be integers between 1 and 999. The Row Number indicates the sequence of the rows in the forecast.
4. Choose a Source of either User-defined Inflow or User-defined Outflow. This creates a new row, filled with zeros, in the forecast for you to manually enter a definition and forecast amounts.

If you want to add standard sources that are not yet a part of your template, use the Forecast Templates window. See *Modifying Templates: page 5 – 29*.

5. Check the Create New Forecast Template check box if you do not want your new row to be added to all forecasts using the original template for your forecast. Checking this box creates a new template with the same rows and columns as this forecast, plus the row you are adding.



Attention: When you add a column or row to an existing forecast, you have the option to modify all forecasts using the template, including the template itself; or to create a new template with the additional column or row.

6. If you checked the check box in the previous step, enter a Template Name for a new template.
7. Choose Add to save the row and the new or modified template.

If you have created a new forecast template, further changes that you make from this point are made on the new template. You can make further changes to the new template now, or query it later.

Add Row Window Reference

Row Number. Indicates the sequence of rows in the forecast. Enter a unique integer between 1 and 999 for the row you are adding.

Source. Indicates if the source is User-Defined Inflow or User-Defined Outflow. Cash Management creates a new row that contains zeros so you can manually enter a definition and forecast amounts.

Create New Forecast Template. Check this box to create a new template that contains the same rows and columns as this forecast, plus the row you are adding.

If you do not check this box, Cash Management adds the new row to all existing forecasts based on this template.

See Also

Customizing the Presentation of Data in a Folder (*Oracle Applications User's Guide*)

Exporting Cash Forecasts to Your Spreadsheet Application

You can transfer cash forecast spreadsheets to your spreadsheet application. Excel can be very useful to manipulate information for analysis and graphical representation.

Use the Export feature in Oracle Applications to export cash forecasts from Cash Management to Microsoft Excel.

This option is available only on the Windows platform, and only if Excel is installed.

► **To export cash forecasts to Excel:**

1. Navigate to the Cash Forecasts window.
2. Query the cash forecast you want to export. See *Modifying Forecasts*: page 5 – 30.
3. Choose the Review button. The Cash Forecast Amounts window appears.
4. Choose Export... from the Action menu. The Export Data window appears.
5. Select the To Microsoft Excel option to export your cash forecast to an Excel Spreadsheet.
6. Choose whether to check the **Autosize all columns** check box. Checking this check box ensures that Excel will display all records in correctly sized columns. If you do not autosize all columns Excel may display "#####" when the record for a cell exceeds the default column size. However, if you do autosize all columns and your data contains very large entries, the columns created in Excel may be excessively wide and difficult to read.
7. Choose the Export button. Cash Management exports all selected records, excluding summary rows, and opens Excel. Excel automatically displays your forecast.
8. You can make any modifications to your spreadsheet in your spreadsheet application. You should name and save your spreadsheet to a directory on your PC or network.

Saving in your spreadsheet application does not save an updated spreadsheet in your Oracle database.

See Also

- Cash Forecast Report: page 6 – 15

CHAPTER

6

Inquiry and Reports

Inquiry

With Oracle Cash Management you can perform online inquiries as a way to review bank account information and monitor reconciliation status, and to review cash forecasting amounts. There are several inquiry windows in Cash Management:

- **View Bank Statement Reconciliation window:** Use this window to review statement reconciliations, details, and status. You can also access these other inquiry windows from View Bank Statement Reconciliation window:
 - View Bank Statement Lines window: page 6 – 4
 - View Available Batches window: page 6 – 8
 - View Available Transactions window: page 6 – 6
 - View Reconciled Transactions window: page 6 – 4
 - View Reversals window: page 6 – 5
 - View Reconciliation Errors window: page 6 – 5
- **View Available Transactions window:** Use this window to find and view transactions that are available to be reconciled with bank statement lines.
- **View Cash Forecasts window:** Use this window to find and view cash forecasts.

See Also

Viewing Bank Statement Reconciliation: page 6 – 3

Viewing Available Transactions: page 6 – 6

Viewing Cash Forecasts: page 6 – 10

Using Attachments: page 4 – 45

Viewing Bank Statement Reconciliation

You can use View Bank Statement Reconciliation window to review statement reconciliations, details, and status. You can also access other inquiry windows from View Bank Statement Reconciliation window. You cannot change the information in a bank statement or reconciliation.

Prerequisite

- ☐ Have bank statements entered and/or reconciled in Cash Management.

► **To query a bank statement:**

1. Navigate to the Find Bank Statements window. From the Navigator, choose View>Bank Statements.
2. Enter the criteria for the statement you want to query, or leave the criteria blank to see a list of all existing statements.
3. Choose Find to see the View Bank Statement Reconciliation window containing the statements that meet your query criteria.
4. Select the statement you want to review, then choose Review. The View Bank Statement window appears.

Cash Management displays the header information for the statement you queried. You can view Bank Name, Bank Branch, statement Date, bank Currency, Document Number, Statement Number, and GL Date. You also see Control and Line Totals for the statement and the corresponding reconciliation. Also, the number of lines and total amount are displayed for any statement lines that remain unreconciled. Finally, there is a Complete check box indicating whether the statement reconciliation has been completed.

5. Navigate to other inquiry windows, as needed, by selecting one of the buttons at the bottom of the View Bank Statement window. You may choose the Errors, Reversals, Reconciled, Available, and Lines buttons.
 - **Errors button:** The View Reconciliation Errors window appears.
 - **Reversals button:** The Find Reversals window appears.
 - **Reconciled button:** The View Reconciled Transactions window appears.

- **Available button:** The Find Available Transactions window appears, or the View Available Batches window appears, depending on your selection criteria.
- **Lines button:** The View Bank Statement Lines window appears, from which you can also choose Errors, Reconciled, and Available buttons.

► **To query bank statement lines:**

1. Query the bank statement you want to review.
2. Choose Lines from the View Bank Statement window. The View Bank Statement Lines window appears, showing the statement lines, transaction Type, bank transaction Code, transaction Number, Date Cleared, Amount, Amount Reconciled, and Status.
3. In the Exchange tabbed region, view exchange rate information for foreign currency transactions.
4. In the Reference tabbed region, view the Agent (supplier or customer), Agent Bank Account and Invoice number associated with each transaction.
5. In the Description tabbed region, see the Effective Date and Description of the transaction, as well as any associated Bank Charges.
6. Navigate to other inquiry windows, as needed, by selecting one of the buttons at the bottom of the View Bank Statement Lines window. You may choose Errors, Reconciled, and Available.

► **To query reconciled transactions:**

1. Query the bank statement you want to review.
2. Choose Reconciled from the View Bank Statement window or the View Bank Statement Lines window. The View Reconciled Transactions window appears, showing the reconciled transaction lines. For each line you can view transaction Type and Number, Original Currency and Amount, bank Account Currency Amount and Amount Cleared, Cleared Date, and GL Date.

At the bottom of the window, you can see three fields showing the Status, Date, and Maturity Date for the selected transaction line.

3. In the Exchange tabbed region, view the Exchange Date, Type, and Rate, as well as the bank Account Currency Charges and Errors.

4. In the Reference tabbed region, view the Batch Name, Agent Name, Deposit Number, and Reference Type and Number.
5. Choose the Next button to move to the next record, if any, or choose the Previous button to move to the previous record, if any.

► **To query reversals:**

1. Query the bank statement you want to review.
2. Choose Reversals from the View Bank Statement window. The Find Reversals window appears.
3. Enter any query values for receipt or check Number, Amount, Currency, and Date. You can also search for receipts and payments based on the Payment Method, Status, Account Number, and Account Currency Amount. Finally, you can enter Agent information to further narrow your search for a specific customer or supplier Name and Number.



Suggestion: Many of the query fields also have associated lists from which you can select a value. Choose the List of Values button from the Oracle Applications toolbar to see the list.

4. Choose Find. The View Reversals window appears, showing the transactions that meet your search criteria. For each line you can view transaction Type and Number, Original Currency and Amount, bank Account Currency Amount and Amount Cleared, Cleared Date, and GL Date.

At the bottom of the window, you can see three fields showing the Status, transaction Date, and Maturity Date for the selected transaction line.

5. In the Reference tabbed region, view the Batch Name, Agent Name, Deposit Number, and Payment Method.
6. In the Comment tabbed region, view the Reversal Category, Reason, and Comments.
7. In the Bank tabbed region, view the Bank Account Number, Currency, and Name, as well as the Statement Number.

► **To review reconciliation errors:**

1. Query the bank statement you want to review. (See above).
2. Choose Errors from the View Bank Statement window or View Bank Statement Lines window. The View Reconciliation Errors

window appears, showing the Account, Bank Name, Currency, and Statement Date. The window also shows the Line Number and Message for each reconciliation error.

See Also

Entering Bank Statements Manually: page 3 – 18

Entering Bank Statement Lines: page 3 – 21

Reconciling Bank Statements Manually: page 4 – 19

Reviewing Reconciled Transactions: page 4 – 38

Reviewing Reconciliation Errors: page 4 – 14

Entering Reversals: page 4 – 56

Using Attachments: page 4 – 45

Viewing Available Transactions

You can use View Available Transactions window to review those Payables and Receivables transactions that are available for reconciliation. You can also review any Oracle General Ledger journal entries that are available for reconciliation.

The window only lists void payments if the Show Void Payments option on the Systems Parameters window is checked. It does not list reversed receipts due to user error nor does it list the associated original receipts that were not reconciled.

You can access the View Available Transactions window from the Navigator, the View Bank Statement window, or the View Bank Statement Lines window.

You cannot reconcile available transactions or journal entries from the View Available Transactions window.

Prerequisite

- ☐ Have bank statements entered and/or reconciled in Cash Management.

► **To query available detail transactions from the Navigator:**

1. Navigate to the Find Available window.

2. Choose Detail from the Detail/Batch/Open region, then select one or more transaction types to find detail transactions that match your criteria. You may select to view Receipt, Payment, Miscellaneous transactions, Journal, and Statement Line.
3. Edit the default sort criteria in the Ordering tabbed region of the window. The sort criteria you select determines how the resulting transactions are displayed in the View Available Transactions window.

- Use the Primary poplist to select your primary sort category and the Secondary poplist to select your secondary sort category. The sort categories are transaction Type, Trx (transaction) Number, Date, and Amount.
- Use the primary Order poplist to select a sort order for the primary sort category. Use the secondary Order poplist to select a sort order for the secondary category. The options are Ascending or Descending.

4. Select the Bank tabbed region.

Cash Management displays some additional fields where you can enter the bank Account Number, Account Name, and Bank Name. The Branch Name and Currency Code fields are display only.

5. (Optional) Refine or focus your search further by selecting the following tabbed regions:
 - **Transaction:** Cash Management displays some additional fields where you can enter ranges of transaction Numbers, Dates, Amounts, Maturity Dates, Batch Names, and Remittance Numbers to find only transactions within those ranges. You can also choose to find only those transactions with a specific Currency Code.
 - **Agent:** Cash Management displays some additional fields where you can enter a Customer Name and Customer Number to use when finding Receivables transactions. You can also enter a Supplier Name and Supplier Number to use when finding Payables transactions.
 - **Receipt:** Cash Management displays some additional fields where you can enter a Reference Type, Reference Number, Receipt Class, Payment Method, and Deposit Dates to use when finding miscellaneous transactions. Some fields are only available if you select Receipts or Miscellaneous in step 2 above.
 - **Journal:** Cash Management displays some additional fields where you can enter a Period Name, Journal Entry Name,

Document Number, or Line Number to use when finding journal entries.

6. Choose Find to find all transactions that match your search criteria. The View Available Transactions window appears, showing the available transaction lines. For each transaction you can view the transaction Type and Number, Original Currency and Amount, bank Account Currency Amount and Amount Cleared, Cleared Date, and GL Date.

At the bottom of the window, you can see three fields showing the Status, Date, and Maturity Date for the selected transaction line.

7. In the Exchange tabbed region, view the Exchange Date, Type, and Rate, as well as the bank Account Currency Charges and Errors.
8. In the Reference tabbed region, view the Batch Name, Agent Name, Deposit Number, and Reference Type and Number.

► **To find available batches from the Navigator:**

1. Navigate to the Find Available window.
2. Choose Batch from the Detail/Batch/Open region, then select Remittance and/or Payment to find batches that match your criteria.
3. Edit the default sort criteria in the Ordering tabbed region of the window. The sort criteria you select determines how the resulting transactions are displayed in the View Available Transactions window.
4. Select the Bank tabbed region.
5. Enter your Bank Account information or select one from the available list of values.
6. (Optional) Refine or focus your search further by selecting the Transaction tabbed region. You can enter transaction Dates, Amounts, Batch Names, Remittance Numbers, or the Currency Code to search for.

You cannot enter search criteria for the Agent, Miscellaneous, or Journal tabbed regions.

7. Choose Find to find all batches that match your search criteria. The View Available Batches window appears, showing the available batch lines. For each line you can view Batch Name, Original Currency and Total, bank Account Currency Total, Amount Cleared, Cleared Date, and GL Date.

At the bottom of the window, you can see three fields showing the batch Type, Date, and Remittance Number for the selected batch line.

8. In the Exchange tabbed region, view the Exchange Date, Type, and Rate, as well as the bank Account Currency Charges and Errors.

► **To query available transactions and batches from the View Bank Statement window or View Bank Statement Lines windows:**

1. Select Available from the related window. The Find Available window appears.
2. Complete your search criteria for transactions or batches as described in the previous two tasks.

You do not need to select a bank since you will have already done this from the View Bank Statement Reconciliation window.

3. Choose Find to perform your search. Refer to the previous two tasks for the steps to follow when reviewing the results of your search.

► **To find available Reconciliation Open Interface transactions:**

1. Navigate to the Find Available window.
2. Choose Open Interface from the Detail/Batch/Open region, then select Receipts and/or Payments to find open interface transactions that match your criteria.

The Open Interface option appears only if you have checked the Use Reconciliation Open Interface check box in the System Parameters window.

3. (Optional) Refine or focus your search further by selecting the Transaction tabbed region. You can enter transaction Dates, Amounts, Batch Names, Remittance Numbers, or the Currency Code to search for. You can also enter sort criteria, which determines how the resulting transactions are displayed in the Available Transactions window.
4. Choose Find to perform your search.

See Also

Reconciling Bank Statements Manually: page 4 – 19

Finding Available Transactions, Batches, and Journal Entries for Reconciliation: page 4 – 27

Reconciling Available Transactions, Batches, and Journal Entries: page 4 – 31

Creating Miscellaneous Transactions: page 4 – 48

Recording Exceptions: page 4 – 53

Entering Reversals: page 4 – 56

Viewing Cash Forecasts

Cash Management lets you view cash forecast information online in a spreadsheet format, with the forecast periods in columns and the sources in rows.

You can use either the View Cash Forecasts window or Cash Forecast window to view cash forecasts. The View Cash Forecast window does not allow you to modify the forecast, whereas the Cash Forecast window lets you view and modify it.

► **To inquire on a cash forecast without ability to make modifications:**

1. Navigate to the View Cash Forecasts window. The Find Cash Forecasts window appears first for you to enter search criteria.
2. (Optional) Enter a partial or full Template Name, or a partial or full Forecast Name. Enter a forecast period type in the Forecast By field. If you enter a forecast period type, you can then select From and To values for a Start Period or Start Date.
3. Choose Find to find all cash forecasts that match your search criteria. The View Cash Forecasts window appears.

Within the View Cash Forecasts window, you can show, hide, and move fields, and make them wider, narrower, or change their prompt. You can save your changes as folders for yourself or others to use. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folders.

Choose the Requery button to find all existing cash forecasts without using any search criteria. (Choose the Find button on the tool bar to bring up the Find Cash Forecasts window again.)

4. Choose Open from the View Cash Forecasts window to view cash forecast definition information. The View Cash Forecast window appears.
5. If you are proceeding to the View Cash Forecast Amounts window, choose how you want to view the amounts by selecting a Factoring format:
 - **Units.** Displays amounts as calculated.
 - **Thousands.** Displays forecast amounts as multiples of a thousand (1,000 = 1.00).
 - **Millions.** Displays forecast amounts as multiples of a million (1,000,000 = 1.00).
 - **Billions.** Displays forecast amounts as multiples of a billion (1,000,000,000 = 1.00).
6. If you are proceeding to the View Cash Forecast Amounts window, you may choose to check the Display Forecast Summary check box to show the Cash Inflow, Cash Outflow, Net Cash summary, and GL Cash Position fields in the Forecast Amounts window. (Keeping these fields hidden helps speed navigation performance for very large forecasts.)
7. Choose the Review button from the View Cash Forecasts window to view cash forecast data. The View Cash Forecast Amounts window appears.

Within the View Cash Forecast Amounts window, you have limited folder capabilities; you can show, hide, and move fields, and make them wider, narrower, or change their prompt. You cannot, however, save folder information. Refer to the *Oracle Applications User's Guide* for more information on modifying folders.

See Also

Modifying Cash Forecast Templates and Cash Forecasts: page 5 – 29
Customizing the Presentation of Data in a Folder (*Oracle Applications User's Guide*)

Cash Management Reports

Cash Management provides several reports to help you review and analyze your cash management activities.

You can run the following Cash Management reports from the Submit Request window:

- Archive/Purge Bank Statements: page 6 – 19
- AutoReconciliation Execution Report: page 6 – 19
- Bank Statement Detail Report: page 6 – 20
- Bank Statement Summary Report: page 6 – 21
- Bank Statements by Document Number Report: page 6 – 21
- Bank Transaction Codes Listing: page 6 – 29
- Cash Forecast Report: page 6 – 15
- Cash Forecast Execution Report: page 6 – 17
- Cash in Transit Report: page 6 – 24
- Cleared Transactions Report: page 6 – 25
- GL Reconciliation Report: page 6 – 22
- Transactions Available for Reconciliation Report: page 6 – 27

Submitting Requests

► **To submit a standard request or request set from the Submit Request window:**

1. Navigate to the Submit a New Request window.
2. Choose either Request or Request Set. Choose OK to open the Submit Requests window.
3. Enter the name of the request or request set that you want to submit.
4. If the request or request set has parameters, enter the parameters in the Parameters window. Choose OK to save the parameters.

If your request has parameters, you can see detailed information on the parameters in the Selected Report Parameters section of the request description, or in Common Report Parameters. See: Common Report Parameters: page 6 – 14

5. Choose Submit to submit your request. You can review the status of your request in the Concurrent Requests Summary or the Requests window.

If your request has output, you can see detailed information on it in the Selected Report Headings section of the request description, or in the Common Report Headings help document. See: Common Report Headings: page 6 – 14.

Cancelling Requests

- **To cancel a concurrent request:**
 - In the Concurrent Requests Summary, query the concurrent request number for your request. Select your request. Choose Cancel Request. See also: Cancelling Requests (*Oracle Applications User's Guide*).

Monitoring Requests

- **To monitor the status of a concurrent request:**
 - You can view the status of your request in the Requests window by choosing View My Requests from the Help Menu. See Also: Monitoring Requests (*Oracle Applications User's Guide*).

Defining Request Sets

From the Submit Request window, you can submit a single request, or you can submit a request set to run several reports as a group. See Also: Defining Request Sets (*Oracle Applications User's Guide*).

See Also

Using the Concurrent Requests Windows (*Oracle Applications User's Guide*)

Overview of Reports and Programs (*Oracle Applications User's Guide*)

Changing Request Options (*Oracle Applications User's Guide*)

Common Report Parameters

These report parameters are common to many Cash Management reports:

Bank Account Number: Select an account or leave blank to run the report for all accounts at the bank branch.

Bank Branch Name: Select the bank branch name for which the report will be produced.

Statement Date. Enter the date of the statement lines that you want to include in the report.

Statement Date From/To: Enter a range of dates to see information only for statement lines that fall within those dates.

Statement Number From/To: Enter a range of statement numbers to include in the report.

Common Report Headings

Report headings at the top of each page provide you with general information about the contents of your report or listing, such as your set of books name, report title, date and time Cash Management runs your report, and page number.

In addition, Cash Management prints the parameters you specified when you submitted the report request.

The following are report headings common to many Cash Management reports:

Bank Account Currency: Currency for a bank account.

Bank Account Name: Name of the bank account.

Bank Account Number: Bank account identification number.

Bank Branch Name: Name of the bank branch.

Bank Name: Name of the bank.

Cash Forecasting Reports

When you generate a cash forecast, Cash Management automatically produces the Cash Forecast Execution Report. If the cash forecast completes successfully, Cash Management also automatically produces the Cash Forecast report.

You can review the Cash Forecast Execution Report to determine if any errors occurred when you ran the Submit Forecast program.

Cash Management provides the following cash forecasting reports:

- Cash Forecast Report: page 6 – 15
- Cash Forecast Execution Report: page 6 – 17

Cash Forecast Report

The Cash Forecast Report lets you view the cash forecast data that you can see in the Cash Forecast Amounts window online.

If you submit this report using Oracle Report eXchange you can export your cash forecast data to the spreadsheet application of your choice. You can also print the Cash Forecast Report to review your forecasts instead of viewing them online.

Report Submission

Cash Management automatically produces this report when you generate a cash forecast using the Submit Forecast window or the Submit Request window, and that forecast completes successfully. You can also print this report at a later time using the Submit Request window. See: Submitting Requests: page 6 – 12.

Selected Report Parameters

Template Name. Enter the template name of the cash forecast that you want to produce.

Forecast Name. Enter the name of the cash forecast that you want to produce.

Selected Report Headings

Status. The status of the forecast execution, such as success, warning, or error.

Calendar Name. The name of the General Ledger accounting calendar. Applicable only for forecasts by General Ledger period.

Start Date. For forecasts by days, the earliest date of information that is included in the forecast.

Start Period. For forecasts by General Ledger period, the earliest period of information that is included in the forecast.

Project Number. For forecasts of projects, the project number associated with the forecast.

Project Name. For forecasts of projects, the project name associated with the forecast.

Forecast Currency. The currency of the amounts that appear in the forecast.

Source Currency Type. Determines if source transactions are selected by currency:

- All – All transactions are included.
- Entered – Transactions entered in the source currency are included.
- Functional – Transactions where the source currency is the same as the functional currency are included.

Source Currency. The currency of the source transactions included in the forecast.

Exchange Type. The exchange rate type, as defined in Oracle General Ledger.

Exchange Date. The exchange date, as defined in Oracle General Ledger.

Amount Threshold. The minimum amount of an individual transaction in order for it to be included in the forecast.

Cash Inflow. The total amount of cash received during the forecast period.

Cash Outflow. The total amount of cash spent during the forecast period.

Net Cash. The difference between the cash inflow and cash outflow for the forecast period.

Cash Forecast Execution Report

This report includes information on any errors that the Submit Forecast program produced when you submitted a cash forecast to be generated.

Report Submission

Cash Management automatically generates this report when you submit a forecast using the Submit Forecast window or the Submit Request window. You can also print this report at a later time using the Submit Request window. See: *Generating a Cash Forecast with Amounts Calculated Automatically*: page 5 – 22, and *Submitting Requests*: page 6 – 12.

Selected Report Parameters

Forecast Name. Enter the name of the forecast that you submitted.

Selected Report Headings

Forecast Name. The name of the cash forecast.

Template Name. The name of the template for the cash forecast.

Forecast By. The forecast period type (GL Period or Days).

Start Date. The earliest date of information that is included in the forecast.

Forecast Currency. The currency of the amounts that appear in the forecast.

Source Currency Type. Determines if source transactions are selected by currency:

- All – All transactions are included.
- Entered – Transactions entered in the source currency are included.
- Functional – Transactions where the source currency is the same as the functional currency are included.

Source Currency. The currency for the source transactions included in the forecast.

Exchange Date. The exchange date, as defined in Oracle General Ledger.

Exchange Type. The exchange rate type, as defined in Oracle General Ledger.

Error Message. Description of any errors that occurred for the cash forecast.

Statements Reports

Cash Management provides the following statements reports.

- Archive/Purge Bank Statements Report: page 6 – 19
- AutoReconciliation Execution Report: page 6 – 19
- Bank Statement Detail Report: page 6 – 20
- Bank Statement Summary Report: page 6 – 21
- Bank Statements by Document Number Report: page 6 – 21
- GL Reconciliation Report: page 6 – 22

Archive/Purge Bank Statements Report

Use this report to view a list of bank statements that were archived or purged from Cash Management.

Selected Report Parameters

Archive/Purge Objects. Choose to archive/purge either interface or statement objects, or both.

Archive/Purge Option. Choose to either purge the statement information, or to archive and purge it.

AutoReconciliation Execution Report

This report shows import and reconciliation errors that occurred when running the AutoReconciliation program. Cash Management automatically produces this report during the automatic reconciliation process. You may also request it as needed from the Submit Request window.

This report includes either statement import errors, which prevented the automatic loading of your bank statement, or your reconciliation exceptions found during the automatic reconciliation process.

This report lists receipts created in Receivables during the automatic reconciliation process.

Report Submission

You submit this report from the Submit Request window. See:
Submitting Requests: page 6 – 12.

Selected Report Parameters

Statement Number. Enter the number of the bank statement.

Bank Statement Detail Report

This report shows statement and transaction information for a specific bank account statement, including bank statement header information, statement line detail, and reconciled transaction detail. This report lists any unreconciled transactions separately with their current status, and the statement totals for each type of transaction, including the amount entered, reconciled, unreconciled, over-reconciled and under-reconciled, and gives you the option to only select unreconciled statement lines.

Report Submission

You submit this report from the Submit Request window. See:
Submitting Requests: page 6 – 12.

Selected Report Parameters

Break Level. Indicate if you want the report to have a page break for every bank account or for every bank statement.

Statement Line Status. Indicate if you want to include reconciled, unreconciled, or all transactions in the report.

Bank Statement Summary Report

This report shows summary bank statement information for a bank account.

Report Submission

You submit this report from the Submit Request window. See: Submitting Requests: page 6 – 12.

Selected Report Parameters

Balances By. Indicate if you want to sort the balances on the report by statement date or effective date.

As Of Date. Only statement information entered before this date is included on the report.

Bank Statements by Document Number Report

This report lists bank statements in document number order, to help you identify missing and deleted statements.

If you or your System Administrator sets up the Document Sequences feature for Cash Management, then you can print a report to list all bank statements in document number order.

Report Submission

You submit this report from the Submit Request window. See: Submitting Requests: page 6 – 12.

Selected Report Parameters

Sequence Name. Enter the name of the document sequence that you want to use to produce the report.

Document Number From/To. Enter the range of document numbers for statements that you want to include in the report.

GL Reconciliation Report

Use this report to reconcile the General Ledger cash account to a bank statement balance.

This report lists a balance and an adjusted balance for the bank statement. It also lists a separate adjustment amount for unreconciled receipts, payments, and journal entries, as well as bank errors.



Warning: To ensure that this report is accurate, you must first perform these tasks:

- Reconcile all statements in Cash Management.
- Transfer journal entry transactions from Oracle Payables and Oracle Receivables to your General Ledger.
- Post journals in General Ledger.

Report Submission

You submit this report from the Submit Request window. See: Submitting Requests: page 6 – 12.

Selected Report Parameters

Period Name: Enter the name of the period for which you want to reconcile to the General Ledger.

Bank Statement Balance: Enter the bank account closing balance for the period that you entered.

Selected Report Headings

General Ledger Cash Account Balance. The balance in the General Ledger cash account after all relevant postings have occurred for the reconciliation period.

Bank Statement Balance. The balance as shown on the bank statement.

Unreconciled Receipts. Any receipts that were recorded in the General Ledger cash account for the reconciliation period, but were not reconciled as of the statement cutoff date.

Unreconciled Payments. Any payments that were recorded in the General Ledger cash account for the reconciliation period, but were not reconciled as of the statement cutoff date.

Unreconciled Journal Entries. Journals that were posted to the General Ledger cash account and were not reconciled for the reconciliation period. Depending on the transactions, these are added to or subtracted from the General Ledger cash account balance. For example, a credit is added and a debit is subtracted.

Lines Marked as Errors. The transactions that are in dispute with the bank and are considered to be outstanding as of the end of the reconciliation period.

Adjusted Bank Statement Balance. The sum of the Bank Statement Balance, Unreconciled Receipts, Unreconciled Payments, Unreconciled Journal Entries, and Lines Marked as Errors.

Difference. The net difference between the General Ledger Cash Account Balance and the Adjusted Bank Statement Balance. You investigate this balance to identify items that comprise it. You can start by investigating the corresponding items for the lines marked as error in the bank statement.

Transactions Reports

Cash Management provides the following transactions reports.

- Cash in Transit Report: page 6 – 24
- Transactions Available for Reconciliation Report: page 6 – 27

Cash in Transit Report

This report lists, for a specific bank account, receipts and payments that have not been remitted to the bank. This report excludes all void and reversed transactions.

Report Submission

You submit this report from the Submit Request window. See: Submitting Requests: page 6 – 12.

Selected Report Parameters

As Of Date. Only receipts or payments that were entered before this date are included on the report.

Sort By. Indicate if you want to sort the uncleared receipts and payments by Maturity Date, Payment Method, or Payment/Receipt Number.

Selected Report Headings

Payments in Transit

Vendor Name. The supplier associated with the transaction.

Payment Date. The check or payment date.

Maturity Date. The maturity date of the payment.

Curr. The code for the currency of the payment.

Amount. The amount of the payment.

Bank Account Amount. The payment amount in the currency of the bank account.

Receipts in Transit

Customer Name. The customer associated with the transaction.

Remit Date. The receipt transaction date.

Maturity Date. The receipt maturity/due date.

Curr. The code for the currency of the receipt.

Amount. The amount of the receipt.

Account Amount. The receipt amount in the currency of the bank account.

Cleared Transactions Report

This report shows transactions that were cleared, both manually and automatically.

The cleared receipts section shows the customer name, remittance date, maturity date, payment method, receipt number, currency, amount, account amount, cleared date, and cleared amount.

The cleared payments section shows the supplier name, payment date, payroll payments, maturity date, payment method, payment number, currency, amount, account amount, cleared date, and cleared amount.

You can submit the report for Payables payments only, receipts only, payroll payments, or all three.

Report Submission

You submit this report from the Submit Request window. See: Submitting Requests: page 6 – 12.

Selected Report Parameters

Bank Branch Bank branch for which you want to submit the report.

Bank Account Number. If you want to submit the report for a particular bank account, enter the bank account number.

Transaction/Batch. Select the level at which you want to run the report:

- Batch.
- Transaction.

Transaction Type. Transaction type for which you want to run the report. Select All to run the report for both payments and receipts.

- All.
- Payments.
- Receipts.
- Payroll Payments.

Cleared Date From/To. Enter a value in one or both fields if you want to limit the report to transactions with cleared dates during a particular time period.

Order By. Order in which report output will be displayed.

- Amount.
- Date.

Selected Report Headings

Remittance Date. The receipt transaction date.

Maturity Date. Date the issuing bank dispersed funds.

Amount. Amount of payment in the currency it was issued.

Account Amount. Payment amount in the currency of the bank account.

Cleared Date. Date the payment or receipt cleared in Cash Management.

Payment Date. Date payment is issued.

Cleared Amount. Amount cleared in Cash Management.

Transactions Available for Reconciliation Report

This report shows all transactions available for reconciliation for a specific bank account. It lists detailed transaction information for your Available Receipts, Available Payment, and Available Journal Entries for reconciliation. Detailed information includes the Customer, Supplier or Batch Name, Transaction Date, Payment Method, Transaction Number, Currency, and Amount.

This report only lists void payments if the Show Void Payments option on the Systems Parameters window is checked. It does not list reversed receipts due to user error nor does it list the associated original receipts that were not reconciled. This report groups transactions by status so that void or reversed transactions are separate from regular transactions.

Report Submission

You submit this report from the Submit Request window. See: Submitting Requests: page 6 – 12.

Selected Report Parameters

Transaction/Batch. Indicate if you want the report to include transactions, batches, or both.

Transaction Type. Indicate the types of transactions, such as payments, that you want to include on the report.

Order By. Choose to sort the report by amount or date.

Selected Report Headings

Available Receipts

Customer Name. The customer associated with the transaction.

Remit Date. The receipt transaction date.

Maturity Date. The receipt maturity/due date.

Curr. The code for the currency of the receipt.

Amount. The amount of the receipt.

Account Amount. The receipt amount in the currency of the bank account.

Available Payments

Supplier Name. The supplier associated with the transaction.

Payment Date. The check or payment date.

Maturity Date. The maturity date of the payment.

Curr. The code for the currency of the payment.

Amount. The amount of the payment.

Account Amount. The payment amount in the currency of the bank account.

Journal Entry Lines

Effective Date. The date the journal entry line affects balances in the general ledger.

Maturity Date. The maturity date of the journal entry line.

Journal Entry Description. Matching is performed against the journal entry description.

Curr. The code for the currency of the journal entry line.

Amount. The amount of the journal entry line.

Account Amount. The amount of the journal entry line in the currency of the bank account.

Cash Management Listings

Cash Management provides the following listings.

- Bank Transaction Codes Listing: page 6 – 29
- Cash Forecast Template Listing: page 6 – 30

Bank Transaction Codes Listing

Use this listing to review the transaction codes that you defined for a specific bank account.

Report Submission

You submit this listing from the Submit Request window. See: Submitting Requests: page 6 – 12.

Selected Report Headings

Code. The code that the bank uses to identify this type of transaction.

Desc. A description of the transaction associated with this code.

Start Date. The first date, in a range of dates, that the transaction code is active.

End Date. The last date, in a range of dates, that the transaction code is active.

Trans Source. The source for transactions that Cash Management uses to reconcile statement lines for this transaction code.

- Journal – General Ledger journals
- Open Interface – Reconciliation Open Interface
- Supplier Payments – Oracle Payables
- Customer Receipts – Oracle Receivables

Matching Against. The identifier for the order and type of transactions to match for the transaction code if the transaction type is Miscellaneous Receipt or Miscellaneous Payment:

- Misc – Only matches against miscellaneous transactions.
- Stmt – Only matches against statement lines (corrections).

- **Misc, Stmt – Cash Management** first tries to match against miscellaneous transactions. If there is no match, then it tries to match against statement lines (corrections).
- **Stmt, Misc – Cash Management** first tries to match against statement lines (corrections). If there is no match, then it tries to match against miscellaneous transactions.

Correction Method. The method the bank uses to correct bank errors: reversal, adjustment, or both. The correction method only applies to Miscellaneous Receipt or Miscellaneous Payment transaction codes that may be used to match to correction statement lines.

Create. Indicates if Cash Management creates transactions for any miscellaneous payments or miscellaneous receipts that are reported on a bank statement without a transaction number.

Activity. The Receivables activity type for any miscellaneous transactions (receipts) that were created within Cash Management.

Payment Method. The payment method for any miscellaneous transactions (payments) that were created within Cash Management.

Cash Forecast Template Listing

Use this report to see details for a cash forecast template.

Report Submission

You submit this listing from the Submit Request window. See: Submitting Requests: page 6 – 12.

Report Parameter

Template Name. The template for which you want to run the report. Leave this parameter blank to create a listing for all templates.

Selected Report Headings

For details on any heading, see the Forecast Template Rows Window Reference: page 5 – 11.

Cash Management Programs

Cash Management provides the following programs:

Archive/Purge Bank Statements: page 4 – 76

Bank Statement Import and AutoReconciliation: page 4 – 2

Bank Statement Import: page 3 – 5

AutoReconciliation: page 4 – 2

Cash Forecasting by GL Periods: page 5 – 20

Cash Forecasting by Days: page 5 – 20

Program Submission

You submit these programs from the Submit Request window. See: Submitting Requests: page 6 – 12.

APPENDIX

A

Navigation Paths

This appendix describes the default navigation paths for each window in Cash Management.

Cash Management Window Navigation Paths

Although your system administrator may have customized your navigator, typical navigation paths for each predefined responsibility in Cash Management are described in the following tables:

Window Name	Navigation Path
Account Generation Process	Setup > Flexfields > Key > Accounts
Accounting Calendar	Setup > Calendars > Accounting
Add Column	Cash Forecasting > Forecasts. Find button or New button from the Find Cash Forecasts window. Review button from the Cash Forecasts window or the Cash Forecast window. Add Column button from the Cash Forecast Amounts window.
Add Row	Cash Forecasting > Forecasts. Find button or New button from the Find Cash Forecasts window. Review button from the Cash Forecasts window or the Cash Forecast window. Add Row button from the Cash Forecast Amounts window.
	Bank Reconciliation > Bank Statements. Find button from the Find Bank Statements window. Review or New button from the Reconcile Bank Statements window. Available button from the Bank Statement window or the Bank Statement Lines window. Select Batch option and then the Find button from the Find Available window; or View > Bank Statements. Review button from the Find Bank Statements window. Available button from the View Bank Statement window or the View Bank Statement Lines window. Select Batch option and then the Find button from the Find Available window.
	Bank Reconciliation > Bank Statements. Find button from the Find Bank Statements window. Review or New button from the Reconcile Bank Statements window. Available button from the Bank Statement window or the Bank Statement Lines window. Select Detail option and then the Find button from the Find Available window; or View > Bank Statements. Review button from the Find Bank Statements window. Available button from the View Bank Statement window or the View Bank Statement Lines window. Select Detail option and then the Find button from the Find Available window.
	Bank Reconciliation > Bank Statements. Find button from the Find Bank Statements window. Review or New button from the Reconcile Bank Statements window.

Window Name	Navigation Path
	Bank Reconciliation > Bank Statement Interface
Bank Statement Lines	Bank Reconciliation > Bank Statements. Find button from the Find Bank Statements window. Review or New button from the Reconcile Bank Statements window. Lines button from the Bank Statement window.
Bank Statement Lines Interface	Bank Reconciliation > Bank Statement Interface. Lines button from the Bank Statement Interface window.
Bank Transaction Codes	Setup > Bank Transaction Codes
Banks	Setup > Banks
Cash Forecast Amounts	Cash Forecasting > Forecasts. Find button or New button from the Find Cash Forecasts window. Review button from the Cash Forecasts window or the Cash Forecast window.
Cash Forecast	Cash Forecasting > Forecasts. Open button or New button from the Cash Forecasts window.
Cash Forecasts	Cash Forecasting > Forecasts. Find button or New button from the Find Cash Forecasts window.
Clear Transactions	Bank Reconciliation > Manual Clearing > Clear Transactions. Find button from the Find Transactions window.
Completed Requests	Other > Programs > View
Concurrent Requests Summary	Other > Concurrent
Conversion Rate Types	Setup > Currencies > Rate Types
Cross-Validation Rules	Setup > Flexfields > Key > Cross Validation
Currencies	Setup > Currencies > Codes
Descriptive Flexfields	Setup > Flexfields > Descriptive > Register
	Setup > Flexfields > Descriptive > Segments
Daily Rates	Setup > Currencies > Daily Rates
External Forecast Sources	Setup > External Forecast Sources. Find or New button from the Find External Forecast Sources window.
Find Available	View > Bank Statements. Find button from the Find Bank Statements window. Review button from the View Bank Statement Reconciliation window. Available button from the View Bank Statement window or the View Bank Statement Lines window.

Window Name	Navigation Path
	Bank Reconciliation > Bank Statements or View > Bank Statements.
Find Cash Forecasts	Cash Forecasting > Forecasts.
Find External Forecast Sources	Setup > External Forecast Sources.
Find Forecast Templates	Cash Forecasting > Forecast Templates.
Find Reversals	Bank Reconciliation > Bank Statements. Find button from the Find Bank Statements window. Review or New button from the Reconcile Bank Statements window. Reversal button from the Bank Statement window or View > Bank Statements. Review button from the Find Bank Statements window. Reversals button from the View Bank Statement window.
Find Transactions	Bank Reconciliation > Bank Statements. Find button from the Find Bank Statements window. Review or New button from the Reconcile Bank Statements window. Available button from the Bank Statement window or the Bank Statement Lines window. or Bank Reconciliation > Manual Clearing > Clear Transactions. or Bank Reconciliation > Manual Clearing > Unclear Transactions.
Forecast Template Columns	Cash Forecasting > Forecast Templates. Find or New button from the Find Forecast Templates window. Columns button from the Forecast Templates window.
Forecast Template Rows	Cash Forecasting > Forecast Templates. Find or New button from the Find Forecast Templates window. Rows button from the Forecast Templates window.
Forecast Templates	Cash Forecasting > Forecast Templates. Find or New button from the Find Forecast Templates window.
GL Accounts	Setup > Combinations
Key Flexfields	Setup > Flexfields > Key > Register
Key Flexfield Segments	Setup > Flexfields > Key > Segments
	Bank Reconciliation > Bank Statements. Find button from the Find Bank Statements window. Review or New button from the Reconcile Bank Statements window. Create button from the Bank Statement window.
Period Types	Setup > Calendars > Types

Window Name	Navigation Path
	Other > Profile
Reconcile Bank Statements	Bank Reconciliation > Bank Statements. Find button from the Find Bank Statements window.
Reconciled Transactions	Bank Reconciliation > Bank Statements. Find button from the Find Bank Statements window. Review or New button from the Reconcile Bank Statements window. Reconciled button from the Bank Statement window or the Bank Statement Lines window.
Reconciliation Errors (AutoReconciliation)	Bank Reconciliation > Bank Statements. Find button from the Find Bank Statements window. Review or New button from the Reconcile Bank Statements window. Errors button from the Bank Statement window or the Bank Statement Lines window.
Reconciliation Errors (Bank Statement Import)	Bank Reconciliation > Bank Statement Interface. Errors button from the Bank Statement Interface window.
Request Set	Other > Programs > Set
Requests	Other > Programs > View
Reversals	Bank Reconciliation > Bank Statements. Find button from the Find Bank Statements window. Review or New button from the Reconcile Bank Statements window. Reversal button from the Bank Statement window. Find button from the Find Reversals window.
Rollup Groups	Setup > Flexfields > Key > Groups
Segment Values	Setup > Flexfields > Key > Values or Setup > Flexfields > Descriptive > Values
Set of Books	Setup > Books
Shorthand Aliases	Setup > Flexfields > Key > Aliases
Submit Automatic Reconciliation	Bank Reconciliation > Bank Statements. Find button from the Find Bank Statements window. From the Reconcile Bank Statements window, AutoReconciliation from the Oracle Applications Tools menu. or Bank Reconciliation > Bank Statement Interface. From the Bank Statement Interface window, AutoReconciliation from the Oracle Applications Tools menu.

Window Name	Navigation Path
Submit Forecast	Cash Forecasting > Forecasts. Find button or New button from the Find Cash Forecasts window. From the Cash Forecasts window, Submit Forecast from Oracle Applications Tools menu. or Cash Forecasting > Forecast Templates. Find or New button from the Find Forecast Templates window. From the Forecast Templates window, Submit Forecast from Oracle Applications Tools menu.
Submit Request	Other > Programs > Run
System Parameters	Setup > System Parameters
Transaction Calendar	Setup > Calendars > Transaction
Unclear Transactions	Bank Reconciliation > Manual Clearing > Unclear Transactions. Find button from the Find Transactions window.
Update Amounts	Cash Forecasting > Forecasts. Find button or New button from the Find Cash Forecasts window. Review button from the Cash Forecasts window or the Cash Forecast window. Update Amounts from Oracle Applications Tools menu.
View Available Batches	View > Bank Statements. Review button from the Find Bank Statements window. Available button from the View Bank Statement window or the View Bank Statement Lines window. Select the Batch option and then the Find button from Find Available window.
View Available Transactions	View > Available Transactions
View Bank Statement Lines	View > Bank Statements. Find button from the Find Bank Statements window. Review button from the View Bank Statement Reconciliation window. Lines button from the View Bank Statement window.
View Bank Statement Reconciliation	View > Bank Statements. Find button from the Find Bank Statements window.
View Bank Statement	View > Bank Statements. Find button from the Find Bank Statements window. Review button from the View Bank Statement Reconciliation window.
View Cash Forecast	View > Cash Forecasts. Open button from the View Cash Forecasts window.

Window Name	Navigation Path
View Cash Forecast Amounts	View > Cash Forecasts. Open button from the View Cash Forecasts window. Review button from the View Cash Forecast window. or View > Cash Forecasts. Review button from the View Cash Forecasts window.
View Cash Forecasts	View > Cash Forecasts
View Reconciliation Errors	View > Bank Statements. Find button from the Find Bank Statements window. Review button from the View Bank Statement Reconciliation window. Errors button from the View Bank Statement window or the Bank Statement Lines window.
View Reconciled Transactions	View > Bank Statements. Find button from the Find Bank Statements window. Review button from the View Bank Statement Reconciliation window. Reconciled button from the View Bank Statement window or the View Bank Statement Lines window.
View Reversals	View > Bank Statements. Find button from the Find Bank Statements window. Review button from the View Bank Statement Reconciliation window. Reversals button from the View Bank Statement window. Find button from the Find Reversals window.

APPENDIX

B

Profile Options

This appendix lists profile options that affect the operation of Cash Management.

Setting Profile Options for Cash Management

During your implementation, you set a value for selected profile options to specify how your Cash Management application controls access to and processes data.

Generally, the system administrator sets and updates profile values. The system administrator may set profile options during setup of other applications before your Cash Management implementation. Refer to the other product user's guides for more details on how other products use these profile options.

Profile Options Summary

You (the "user") can view and update certain profile options. The following table shows whether you or the system administrator can view or update profile option values at each level: Site, Application, Responsibility, and User. Use the Personal Profile Options window to view or set your profile options at the user level. You can consult your *Oracle Applications System Administrator's Guide* for a list of profile options common to all Oracle Applications.

Profile Option	User	System Administrator				Requirements	
	User	User	Resp	App	Site	Required?	Default Value
GL Set of Books Name	0	0	✓	✓	✓	Required	No default
Journals: Display Inverse Rate	✓	✓	✓	✓	✓	Optional	No default
Indicate Attachments	✓	✓	✓	✓	✓	No	No default
Sequential Numbering	–	0	✓	✓	✓	No	No default
MO:Operating Unit	0	0	✓	0	✓	No	No default
CE: Bank Account Security	–	✓	✓	✓	✓	Yes	Internal
–	You can view the profile option but you cannot change it						
✓	You can update the profile option						
0	You cannot view or change the profile option value						

Table 6 – 1 (Page 1 of 1)

Profile Options in Cash Management

CE: Bank Account Security — This profile option specifies the bank accounts you can access in Cash Management.

- **Internal:** See only the internal bank accounts.
- **Payroll:** See only the payroll bank accounts.
- **All:** See both the internal and the payroll bank accounts.

Profile Options Affecting, But Not Owned By, Cash Management

Because some Oracle Applications products have overlapping functions, many profile options affect more than one product's operation.

The following General Ledger profile options affect the operation of Cash Management, even if you have not installed General Ledger.

- **GL Set of Books Name** — This profile option specifies your set of books, associating a set of books with a responsibility. Use the System Administrator responsibility to set this profile option. If you are performing a single set of books installation, set the option for the Oracle Cash Management application. If you are performing a multiple set of books installation, set the option for each unique combination of organization and responsibility. For more information, please see your *Oracle General Ledger User's Guide*.
- **Journals: Display Inverse Rate** — This profile option specifies how you enter and display conversion rates in the Enter Journals window. For more information, please see your *Oracle General Ledger User's Guide*.

The following Application Object Library profile options also affect the operation of Cash Management:

- **Indicate Attachments** — This profile option allows you to turn off indication of attachments when querying records (for performance reasons) in Oracle Applications. It is set at the site level. For more information, please see your *Oracle Applications System Administrator's Guide*.
- **MO: Operating Unit** — This profile option controls which operating unit a particular responsibility corresponds to, and is used only if you have installed multiple organization support.

For more information, please see *Multiple Organizations in Oracle Applications*.

- **Sequential Numbering** — This profile option enables sequential numbering for Cash Management. For more information, please see your *Oracle Applications System Administrator's Guide*.

See Also

Setting General Ledger Profile Options (*Oracle General Ledger User's Guide*)

Profile Options in Oracle Application Object Library (*Oracle Applications System Administrator's Guide*)

APPENDIX

C

Function Security in Oracle Cash Management

This appendix describes which Cash Management transactions and features are controlled by function security.

Function Security in Cash Management

Use function security to control user access to selected Cash Management functions. By default, access to Cash Management functionality is *not* restricted; you must ask your system administrator to customize your responsibilities to restrict access. Your system administrator customizes each responsibility at your site by including or excluding registered functions and menus of functions for a responsibility in the Responsibilities window.

The following examples are common results that enforcing function security may produce:

- A window (form) or menu does not appear in the Navigator window.

Some forms and menus, when excluded from a responsibility, may affect more than one window or function. For example, your system administrator could create a responsibility that allows a user to view cash forecasts, but not update them by including the View Cash Forecasts window, but not the Cash Forecasts window.

- A button is hidden.

Some buttons access more than one window or function. For example, in the Reconcile Bank Statements window, the Create button allows users to create cash receipts, regular payments, and miscellaneous receipts and payments by displaying a list of values (Supplier Payments, Customer Receipts, Miscellaneous) to choose from after the button is selected. The create button is disabled only if all Create functions are disabled.

- A field is not updatable.

Use function security to control use of the following Cash Management functions.

User Function Name	Restrictable Actions	Effect
Payments	Enter regular payments	Disables the Payments option when you choose the Create button in the Reconcile Bank Statements window
Receipts	Enter cash receipts	Disables the Receipts option when you choose the Create button in the Reconcile Bank Statements window

User Function Name	Restrictable Actions	Effect
Misc: Enter	Enter miscellaneous transactions (receipts and payments)	Disables the Miscellaneous option when you choose the Create button in the Reconcile Bank Statements window
Reverse: Std	Allow standard reversal	Disables the Reversals button in the Reconcile Bank Statements window

Table C – 1 (Page 2 of 2) Function Security in Oracle Cash Management

See Also

Overview of Function Security (*Oracle Applications System Administrator's Guide*)

How Function Security Works (*Oracle Applications System Administrator's Guide*)

Implementing Function Security (*Oracle Applications System Administrator's Guide*)

Defining a New Menu Structure (*Oracle Applications System Administrator's Guide*)

Glossary

Note: Some terms appear more than once because they are shared by more than one Oracle Financial Applications product. These alternate definitions are provided so you can see how the same term or feature name is used in other applications.

Account segment One of up to 30 different sections of your Accounting Flexfield, which together make up your general ledger account code. Each segment is separated from the other segments by a symbol you choose (such as -, /, or \). Each segment typically represents an element of your business structure, such as Company, Cost Center or Account. One of the sections of an Accounting Flexfield, separated from the other sections by a symbol you choose (such as -, /, or \). You can have up to 30 different Accounting Flexfield segments. Each segment can be up to 25 characters long. Each Accounting Flexfield segment typically captures one element of your agency's structure, such as Fund, Division, Department, or Program.

Account segment value A series of characters and a description that define a unique value for a particular value set.

Accounting Flexfield The code you use to identify a general ledger account in an Oracle Financials application. Each Accounting Flexfield segment value corresponds to a summary or rollup account within your chart of accounts.

Accounting Flexfield structure The account structure you define to fit the specific needs of your organization. You choose the number of segments, as well as the length, name, and order of each segment in your Accounting Flexfield structure.

Accounting Flexfield value set A group of values and attributes of the values. For example, the value length and value type that you assign to your account segment to identify a particular element of your business, such as Company, Division, Region, or Product. A group of values and attributes of the values. For example, the value length and value type that you assign to your Accounting Flexfield segment to identify a particular element of your business, such as Company, Division, Region, or Product.

accounting period In Oracle Assets, the periods that make up your fiscal year. You depreciate assets each period.

accounting period In Oracle Cash

Management, a time period making up your fiscal year, used on financial statements. They can be of any length, but are usually a month, quarter, or year. Periods are defined in Oracle General Ledger.

ad hoc Concerned with or formed for a particular purpose. For example, ad hoc tax codes or an ad hoc database query.

agent The customer name or supplier name on a bank statement line.

aging buckets In Oracle Receivables and Oracle Payables, time periods you define to age your debit items. Aging buckets are used in the Aging reports to see both current and outstanding debit items. For example, you can define an aging bucket that includes all debit items that are 1 to 30 days past due. GL Desktop Integrator uses the aging buckets you define for its Invoice Aging Report.

aging buckets In Oracle Cash Management, aging buckets are used to define time periods represented in the forecast. Examples of aging buckets are date ranges or accounting periods.

AutoClear Formerly an Oracle Payables feature, this was replaced by Oracle Cash Management features in Release 10SC.

AutoReconciliation An Oracle Cash Management feature that allows you to reconcile bank statements automatically. This process automatically reconciles bank statement details with the appropriate batch, journal entry, or transaction, based on user-defined system parameters and setup. Oracle Cash Management generates all necessary accounting entries. See also *reconciliation tolerance*.

available transactions Receivables and payables transactions that are available to be reconciled by Cash Management.

AutoLockbox See *lockbox*.

automatic reconciliation See *AutoReconciliation*.

AutoReduction An Oracle Applications feature in the list window that allows you to shorten a list so that you must scan only a subset of values before choosing a final value. Just as AutoReduction incrementally reduces a list of values as you enter additional character(s), pressing [Backspace] incrementally expands a list.

AutoSelection A feature in the list window that allows you to choose a valid value from the list with a single keystroke. When you display the list window, you can type the first character of the choice you want in the window. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

BAI An acronym for the Banking Administration Institute. This organization has recommended a common format that is widely accepted for sending lockbox data. If your bank provides you with this type of statement, you can use Bank Statement Open Interface to load your bank statement information into Oracle Cash Management. See also *Bank Statement Open Interface*, .

bank file In Oracle Cash Management, the electronic statement file you receive from your bank (for example, BAI format or SWIFT940). It contains all transaction information that the bank has processed through your bank account.

bank statement A report sent from a bank to a customer showing all transaction activity for a bank account for a specific period of time. Bank statements report beginning balance, deposits made, checks cleared, bank charges, credits, and ending balance. Enclosed with the bank statement are cancelled checks, debit memos, and credit memos. Large institutional banking customers usually receive electronic bank statements as well as the paper versions.

bank statement tables The primary database tables Oracle Cash Management works with for each bank statement. Bank statement tables are populated manually or by importing data from Bank Statement Open Interface. There are two tables for each bank statement—a bank statement headers table and a bank statement lines table. See also *bank statement*.

Bank Statement Open Interface The database interface tables that must be populated when you automatically load an electronic bank file into Oracle Cash Management. The Bank Statement Open Interface consists of one header and multiple detail lines for each bank statement.

bank transaction code The transaction code used by a bank to identify types of transactions on a bank statement, such as debits, credits, bank charges, and interest. You define these codes for each bank account using the Cash Management Bank Transaction Codes window.

Bankers Automated Clearing System (BACS) The standard format of electronic funds transfer used in the United Kingdom. You can refer to the BACS User Manual, Part III: Input Media Specifications, published by the Bankers Automated Clearing System, for the exact specifications for BACS electronic payments.

Bill of Exchange In Oracle Cash Management, a method of payment involving the transfer of funds between bank accounts, where one party promises to pay another a specified amount on a specified date.

business group The highest level of organization and the largest grouping of employees across which a company can report. A business group can correspond to an entire company, or to a specific division within the company.

Cash Clearing Account The cash clearing account you associate with a payment document. You use this account if you account for payments at clearing time. Oracle Payables credits this account instead of your Asset (Cash) account and debits your Liability account when you create accounting entries for uncleared payments. Oracle Payables debits this account and credits your Asset (Cash) account once you clear your payments in Oracle Cash Management.

cash flow Cash receipts minus cash disbursements from a given operation or asset for a given period.

cash forecast Projection or estimate of cash position based on estimated future sales, revenue, earnings, or costs.

chart of accounts structure A classification of account segment values that assigns a particular range of values a common characteristic. For example, 1000 to 1999 might be the range of segment values for assets in the account segment of your accounting flexfield.

check A bill of exchange drawn on a bank and payable on demand. Or, a written order on a bank to pay on demand a specified sum of money to a named person, to his or her order, or to the bearer out of money on deposit to the credit of the maker.

A check differs from a warrant in that a warrant is not necessarily payable on demand and may not be negotiable. It differs from a voucher in that a voucher is not an order to pay.

clearing A process that assigns a cleared date and status to a transaction and creates accounting entries for the cash clearing account. See also *manual clearing reconciliation*

clearing account An account used to ensure that both sides of an accounting transaction are recorded. For example, when you purchase an asset, your payables group creates a journal entry to the asset clearing account. When your fixed assets group records the asset, they create another journal entry to the asset clearing account to balance the entry from the payables group.

concurrent manager A unique facility that manages many time-consuming, non-interactive tasks within Oracle Applications for you, so you do not have to wait for their completion. When you submit a request in Oracle Applications that does not require your interaction, such as releasing shipments or running a report, the Concurrent Manager does the work for you, enabling you to complete multiple tasks simultaneously.

concurrent process A non-interactive task that you request Oracle Applications to complete. Each time you submit a non-interactive task, you create a new concurrent process. A concurrent process runs simultaneously with other concurrent processes (and other interactive activities on your computer) to help you complete multiple tasks at once.

concurrent queue A list of concurrent requests awaiting completion by a concurrent manager. Each concurrent manager has a queue of requests waiting to be run. If your system administrator sets up your Oracle Application to have simultaneous queuing, your request can wait to run in more than one queue.

concurrent request A request to Oracle Applications to complete a non-interactive task for you. You issue a request whenever you submit a non-interactive task, such as releasing a shipment, posting a journal entry, or running a report. Once you submit a request, Oracle Applications automatically takes over for you, completing your request without further involvement from you or interruption of your work.

conversion A process that converts foreign currency transactions to your functional currency.

corporate exchange rate An exchange rate you can optionally use to perform foreign currency conversion. The corporate exchange rate is usually a standard market rate determined by senior financial management for use throughout the organization. You define this rate in Oracle General Ledger.

database table A basic data storage structure in a relational database management system. A table consists of one or more units of information (rows), each of which contains the same kind of values (columns). Your application's programs and windows access the information in the tables for you.

descriptive flexfield A field that your organization can extend to capture extra information not otherwise tracked by Oracle Applications. A descriptive flexfield appears in your window as a single character, unnamed field. Your organization can customize this field to capture additional information unique to your business.

document sequence Used to uniquely number documents, such as bank statements in Oracle Cash Management and invoices in Oracle Receivables. A Document Sequence has a sequence name, an initial value, and a type of either Automatic or Manual.

document sequence number A number that is manually or automatically assigned to your documents to provide an audit trail. For example, you can choose to sequentially number invoices in Receivables or journal entries in General Ledger. See also *voucher number*.

EFT See *Electronic Funds Transfer (EFT)*.

Electronic Funds Transfer (EFT) A method of payment in which your bank transfers funds electronically from your bank account into another bank account. In Payables, your bank transfers funds from your bank account into the bank account of a supplier you pay with the Electronic payment method.

exchange rate In Oracle Cash Management and Oracle General Ledger, a rate that represents the amount of one currency that you can exchange for another at a particular point in time. Oracle Applications use the daily, periodic, and historical exchange rates you maintain to perform foreign currency conversion, revaluation, and translation.

exchange rate In Oracle Receivables and Oracle Payables, a rate that represents the amount in one currency that you can exchange for another at a particular point in time. You can enter and maintain daily exchange rates for Cash Management to use to perform foreign currency conversion. Cash Management multiplies the exchange rate by the foreign currency to calculate the functional currency.

exchange rate type A specification of the source of an exchange rate. For example, a user exchange rate or a corporate exchange rate. See also *corporate exchange rate*, *spot exchange rate*.

exchange rate variance The difference between the exchange rate for a foreign-currency invoice and its matched purchase order. Payables tracks any exchange rate variances for your foreign-currency invoices.

folder A flexible entry and display window in which you can choose the fields you want to see and where each appears in the window.

foreign currency In Oracle Cash Management, Payables, Receivables, Projects currency that you define for your set of books for recording and conducting accounting transactions in a currency other than your functional currency. See also *exchange rate*, *functional currency*.

foreign currency In Oracle Assets, a currency that you define for your set of books to record and conduct accounting transactions in a currency other than your functional currency.

foreign currency exchange gain or loss The difference in your functional currency between the invoiced amount and the payment amount when applying a receipt to an invoice. A realized gain exists if the receipt amount in your functional currency exceeds the invoice amount; a loss exists if the invoice amount in your functional currency exceeds the amount of the payment. Such gains and losses arise from fluctuations in exchange rates of the receipt currency between the invoice date and the payment date. See also *realized gain or loss*, *unrealized gain or loss*.

function security An Oracle Applications feature that lets you control user access to certain functions and windows. By default, access to functionality is *not* restricted; your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

functional currency In Oracle Assets, General Ledger, and Cash Management, the principal currency you use to record transactions and maintain accounting data within Cash Management. The functional currency is usually the currency in which you perform most of your business transactions. You specify the functional currency for each set of books in the Set of Books window.

functional currency In Oracle Payables and Receivables, the principal currency you use to record transactions and maintain your accounting data for your set of books. You define the functional currency for each set of books within your organization. When you enter and pay an invoice in a foreign currency, Cash Management automatically converts the foreign currency into your functional currency based on the exchange rate you define. Cash Management creates journal entries for your multiple currency invoices and payments in both your foreign and functional currencies.

functional currency In Oracle Projects, the principal currency you use to maintain accounting data in your General Ledger.

gain See *realized gain or loss*, *unrealized gain or loss*.

general ledger The accounting system that tracks the journal entries that affect each account.

GL Date In Oracle Payables and Oracle Receivables, the date used to determine the correct accounting period for your invoice and payment transactions. You assign a GL Date to your invoices during invoice entry and your payments during payment creation.

GL Date In Oracle Cash Management, the date used to determine the correct accounting period for your accounting transactions.

GL Date In Oracle Projects, the end date of the GL Period in which costs or revenue are transferred to Oracle General Ledger. This date is determined from the open or future GL Period on or after the PA Date of a cost distribution line or revenue. For invoices, the GL Date is the date within the GL Period on which an invoice is transferred to Oracle Receivables, and is based on the invoice date.

import journal entry A journal entry from a non-Oracle application, such as accounts payable, accounts receivable, and fixed assets. You use Journal Import to import these journal entries from your feeder systems.

inflation start date The inflation start date for an asset specifies when inflation begins to impact an asset. The asset is adjusted for inflation from this date onward. The inflation start date is generally the same date as the date placed in service. You can, however, define an inflation start date that is different than the date placed in service. For example, if you enter an asset that is already in service and that has already been adjusted for inflation, you can set the inflation start date to an appropriate date to begin calculating new inflation adjustments in Oracle Assets.

interface table A temporary database table used for transferring data between applications or from an external application. See also *database table*.

invoice In Oracle Receivables and Oracle Cash Management, a document that you create in Receivables that lists amounts owed for the purchases of goods or services. This document also lists any tax, freight charges, and payment terms.

invoice In Oracle Payables and Oracle Assets, a document you receive from a supplier that lists amounts owed to the supplier for purchased goods or services. In Payables, you create an invoice online using the information your supplier provides on the document. Payments, inquiries, adjustments and any other transactions relating to a supplier's invoice are based upon the invoice information you enter.

invoice In Oracle Projects, a summarized list of charges, including payment terms, invoice item information, and other information that is sent to a customer for payment.

invoice number A number or combination of numbers and characters that uniquely identifies an invoice within your system. Usually generated automatically by your receivables system to avoid assigning duplicate numbers.

journal entry A debit or credit to a general ledger account. See also *manual journal entry*.

Journal Import A General Ledger program that creates journal entries from transaction data stored in the General Ledger GL_INTERFACE table. Journal entries are created and stored in GL_JE_BATCHES, GL_JE_HEADERS, and GL_JE_LINES.

lamp A one-word message that Oracle Applications displays in the message line of any window to notify you that a particular feature is available for a particular field.

lockbox A service that commercial banks offer corporate customers to enable them to outsource their accounts receivable payment processing. Lockbox processors set up special postal codes to receive payments, deposit funds and provide electronic account receivable input to corporate customers.

manual clearing The process in which, prior to receiving their bank statement, users mark transactions that are known to be cleared through the bank, which creates an up-to-date cash position. These cleared transactions are still available for the actual reconciliation process. Once the bank statement is received, Oracle Cash Management can automatically perform all appropriate reconciliation steps. See also *clearing*.

manual reconciliation The process where you manually reconcile bank statement details with the appropriate batch or detail transaction. Oracle Cash Management generates all necessary accounting entries. See also *AutoReconciliation*, *reconciliation*.

manual journal entry A journal entry you enter at a computer terminal. Manual journal entries can include regular, statistical, intercompany and foreign currency entries. A journal entry you create online using the Enter Journals window. Manual journal entries include regular, statistical, interfund, and foreign currency journal entries.

matching In Oracle Cash Management, the process where batches or detailed transactions are associated with a statement line based on the transaction number, amount, currency and other variables, taking Cash Management system parameters into consideration. In Cash Management, matching can be done manually or automatically. See also *clearing*, *reconciliation*.

matching In Oracle Payables and Oracle Assets, the process of comparing purchase order, invoice, and receiving information to verify that ordering, billing, and receiving information is consistent within accepted tolerance levels. Cash Management uses matching to control payments to suppliers. You can use the matching feature in Cash Management if you have Purchasing or another purchasing system. Cash Management supports two-, three-, and four-way matching.

maturity date In Oracle Receivables, a date that determines when funds for an automatic receipt can be transferred from your customer's bank account to your bank account.

maturity date In Oracle Payables and Oracle Cash Management, the date your bank disburses funds to a supplier for a future dated payment. Cash Management displays the maturity date on the future dated payment document to inform your supplier and bank when the bank should transfer funds to the supplier's bank. You can update the payment status from Issued to Negotiable on or after the maturity date.

message line A line on the bottom of a window that displays helpful hints or warning messages when you encounter an error.

miscellaneous receipts A feature that lets you record payments that you do not apply to debit items, such as refunds and interest income.

multi-org See *multiple organizations*.

multiple organizations The ability to define multiple organizations and the relationships among them within a single installation of Oracle Applications. These organizations can be sets of books, business groups, legal entities, operating units, or inventory organizations.

Multiple Reporting Currencies An Oracle General Ledger feature that allows you to report in your functional currency and in one or more foreign currencies.

NACHA National Automated Clearing House Association. This is the US system for making direct deposit payments to employees.

open interface transaction Any transaction not created by an Oracle Financial Applications system. See also *Reconciliation Open Interface*.

organization A business unit such as a company, division, or department. Organization can refer to a complete company, or to divisions within a company. Typically, you define an organization or a similar term as part of your account when you implement Oracle Financials. See also *business group*.

other receipts See *miscellaneous receipts*.

payment Any form of remittance, including checks, cash, money orders, credit cards, and Electronic Funds Transfer.

payment date The date on which the status of an invoice is updated to 'Paid.' Cash Management uses the payment date as the GL Date for each payment.

payment method In Oracle Payables, a feature that allows you to make invoice payments using a variety of methods. You can disburse funds using checks, electronic funds transfers, and wire transfers. Cash Management updates your payment schedules the same way regardless of which payment method you use. You can assign a payment method to suppliers, supplier sites, invoice payment schedule lines, and payment formats. You can then assign one or more payment formats to a bank account. You can have multiple payment formats for each payment method.

payment method In Oracle Receivables, an attribute that associates receipt class, remittance bank and receipt account information with your receipts. You can define payment methods for both manual and automatic receipts.

payment method In Oracle Cash Management, you can assign a payment method to suppliers, supplier sites, invoice payment schedule lines, and payment formats. You can then assign one or more payment formats to a bank account. You can have multiple payment formats for each payment method. Receivables payment methods let you associate receipt class, remittance bank and receipt account information with your receipt entries. You can define payment methods for both manual and automatic receipts. In Payroll, there are three standard payment types for paying employees: check, cash and direct deposit. You can also define your own payment methods corresponding to these types.

payroll A group of employees that Oracle Payroll processes together with the same processing frequency, for example, weekly, monthly or bimonthly. Within a Business Group, you can set up as many payrolls as you need. See also *payroll run*.

payroll run The process that performs all of the payroll calculations. You can set payrolls to run at any interval you want. See also *payroll*.

Positive Pay Program Third party or custom software that formats the output file of the Payables Positive Pay Report into the format required by your bank, and transmits it electronically to your bank. This prevents check fraud by informing the bank which checks are negotiable or non-negotiable and for what amount.

posting The process of updating account balances in your general ledger from journal entries. You can initiate posting in Oracle Payables and Oracle Receivables. You must use your general ledger to create journal entries and post the journal entries to update your account balances. Note that Oracle Applications sometimes use the term posting to describe the process of transferring posting information to your general ledger. See also *Journal Import*.

profile option A set of changeable options that affect the way your applications run. In general, profile options can be set at one or more of the following levels: site, application, responsibility, and user. Refer to the Cash Management Profile Option appendix for more information.

realized gain or loss The actual gain or loss in value that results from holding an asset or liability over time. Realized gains and losses are shown separately on the Income Statement. See also *unrealized gain or loss*, *foreign currency exchange gain or loss*.

receipt class Automatic receipt processing steps that you relate to your payment methods. You can choose whether to confirm, remit, and clear automatic receipts.

receipts Payment received in exchange for goods or services. These include applied and unapplied receipts entered within the GL date range that you specified.

receivable activities Predefined Receivables activities used to define the general ledger accounts with which you associate your receivables activities.

reconciliation The process of matching bank statement lines to appropriate batches and detail transactions and creating all necessary accounting entries. See also *reconciliation tolerance*, *AutoReconciliation*.

Reconciliation Open Interface This interface lets you reconcile with payments and receipts from external systems.

reconciliation tolerance A variance amount used by Cash Management's AutoReconciliation program to match bank statement lines with receivables and payables transactions. If a transaction amount falls within the range of amounts defined by a bank statement line amount, plus/minus the reconciliation tolerance, a match is made. See also *AutoReconciliation*.

remittance bank The bank in which you deposit your receipts.

report set A group of reports that you submit at the same time to run as one transaction. A report set allows you to submit the same set of reports regularly without having to specify each report individually. For example, you can define a report set that prints all of your regular month-end management reports.

set of books A financial reporting entity that uses a particular chart of accounts, functional currency and accounting calendar. You must define at least one set of books for each business location.

set of books In Oracle Assets and Oracle General Ledger, an organization or group of organizations within Cash Management that shares a common account structure, calendar, and functional currency.

set of books In Oracle Payables and Oracle Receivables, an organization or group of organizations within Oracle Applications that shares a common Accounting Flexfield structure, calendar, and functional currency. You must define at least one set of books for each business location.

shorthand flexfield entry A quick way to enter key flexfield data using shorthand aliases (names) that represent valid flexfield combinations or patterns of valid segment values. Your organization can specify flexfields that will use shorthand flexfield entry and define shorthand aliases for these flexfields that represent complete or partial sets of key flexfield segment values.

spot exchange rate A daily exchange rate you use to perform foreign currency conversions. The spot exchange rate is usually a quoted market rate that applies to the immediate delivery of one currency for another.

status line A status line appearing below the message line of a root window that displays status information about the current window or field. A status line can contain the following: ^ or v symbols indicate previous records before or additional records following the current record in the current block; **Enter Query** indicates that the current block is in Enter Query mode, so you can specify search criteria for a query; **Count** indicates how many records were retrieved or displayed by a query (this number increases with each new record you access but does not decrease when you return to a prior record); the <**Insert**> indicator or *lamp* informs you that the current window is in insert character mode; and the <**List**> lamp appears when a list of values is available for the current field.

supplier A business or individual that provides goods or services or both in return for payment.

SWIFT940 A common format used by many banks to provide institutional customers with electronic bank statements. If your bank provides you with this type of statement, you can use Bank Statement Open Interface to load your bank statement information into Oracle Cash Management. See also *Bank Statement Open Interface, bank statement*.

tablespace The area in which an Oracle database is divided to hold tables.

tolerance See *reconciliation tolerance*.

transaction code In Oracle Payables, a feature you use to describe bank transactions prior to initiating automatic reconciliation from a bank tape. You define transaction codes based on those your bank provides, and Cash Management uses them to load information from your bank tape. For example, your bank may use transaction codes T01, T02, and T03 to represent debit, credit, and stop payment.

transaction code In Oracle Cash Management, you define transaction codes that your bank uses to identify different types of transactions on its statements. For example, your bank may use transaction codes T01, T02, and T03 to represent debit, credit, and stop payment.

transaction type In Oracle Receivables, an invoice control feature that lets you specify default values for invoice printing, posting to the general ledger, and updating open receivable balances.

transaction type In Oracle Assets, the kind of action performed on an asset. Transaction types include addition, adjustment, transfer, and retirement.

transaction type In Oracle Cash Management, transaction types determine how Cash Management matches and accounts for transactions. Cash Management transaction types include Miscellaneous Receipt, Miscellaneous Payment, Non-Sufficient Funds (NSF), Payment, Receipt, Rejected, and Stopped.

unrealized gain or loss The change in value, in functional currency units, of a foreign currency-denominated account, measured over an accounting period. See also *realized gain or loss*.

value Data you enter in a parameter. A value can be a date, a name, or a code, depending on the parameter.

value set A group of values and related attributes you assign to an account segment or to a descriptive flexfield segment. Values in each value set have the same maximum length, validation type, alphanumeric option, and so on.

vendor See *supplier*.

voucher number A number used as a record of a business transaction. A voucher number may be used to review invoice information, in which case it serves as a unique reference to a single invoice.

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