

Corporate Cash Management User Manual  
Oracle Banking Digital Experience  
Patchset Release 21.1.3.0.0

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**ORACLE®**

Corporate Cash Management User Manual  
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## Table of Contents

<b>1. Preface</b> .....	<b>1-1</b>
1.1 Intended Audience .....	1-1
1.2 Documentation Accessibility .....	1-1
1.3 Access to Oracle Support .....	1-1
1.4 Structure .....	1-1
1.5 Related Information Sources .....	1-1
<b>2. Transaction Host Integration Matrix</b> .....	<b>2-1</b>
<b>3. Introduction</b> .....	<b>3-1</b>
<b>4. Cash Flow</b> .....	<b>4-1</b>
4.1 Cash Flow Forecasting .....	4-1
4.2 Expected Cash Flow .....	4-1
<b>5. Collections</b> .....	<b>5-1</b>
5.1 Cash Deposits .....	5-1
5.2 Cheques .....	5-16
5.3 Cash Withdrawal .....	5-33

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# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## 1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## 1.4 Structure

This manual is organized into the following categories:

*Preface* gives information on the intended audience. It also describes the overall structure of the User Manual.

*Introduction* provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure. If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

## 1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Patchset Release 21.1.3.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

## 2. Transaction Host Integration Matrix

### Legends

<b>NH</b>	No Host Interface Required.
✓	Pre integrated Host interface available.
×	Pre integrated Host interface not available.

<b>SR No</b>	<b>Transaction / Function Name</b>	<b>Oracle Banking Cash Management 14.5.3.0.0</b>
1	<b>Cash Flow Forecasting</b>	
	Cash flow Forecasting	✓
	Cash flow Summary	✓
2	<b>Expected Cash Flow</b>	
	Create Expected Cash Flow	✓
	View/Edit Expected Cash Flow	✓
3	<b>Collections</b>	
	Create Cash Deposits	✓
	View Cash Deposits	✓
	Create Cheque Deposits	✓
	View Cheque Deposits	✓
	Create Cash Withdrawal	✓
	View Cash Withdrawal	✓

[Home](#)

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## 3. Introduction

As the word suggests, Cash Management refers to the optimum utilization of cash to ensure the right amount of liquidity and maximum profitability for an organization.

Money is lifeline for any business and therefore every organization aims to ensure that there is adequate cash to meet the obligations while making sure that there are no idle funds. Cash management functions help businesses in achieving this goal.

On a broad level, Cash management functions include Collections, Receivable/Payable Management, Reconciliation of payments, and Cash Flow Forecasting.

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**Note:** The Cash Management module is currently only supported on **Desktops** and **Landscape** mode of **Tablet** devices.

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Functions of Cash Management:

- **Cash Flow Forecasting**

Cash flow forecast helps corporates in estimating the amount of money that will move in and move out of the business during a specific period like for a month, date, or for a particular week. Based on the forecast, businesses can plan their future investments and ensure that they have enough liquidity to meet their future payables. For more information, refer the [Cash Flow Forecasting](#) section below.

- **Collections**

It is a process of managing collection of physical instruments like cash and cheques along with collection of electronic payments on behalf of the corporate. It not only saves the corporate's time and resources but also provides them a clear and detailed view of their collection status across locations

[Home](#)

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## 4. Cash Flow

### 4.1 Cash Flow Forecasting

Cash flow forecast is a projection of an organization's future financial position based on anticipated payments and receivables. Cash flow forecasting facilitates the management of financial liquidity within an organization and ensures that the business has the necessary cash to meet its future obligations.

While planning investments, the Corporate needs to forecast future contingencies and ensure profitability. For this, they must use efficient cash flow forecasting and management tools. When the cash inflows and outflows are efficiently managed, it gives the firm good liquidity.

**The widgets shown on the Cash Flow Forecasting screen are as follows:**

- **Today's Snapshot**  
This widget provides a quick overview of the current day's forecasted inflows and out flows along with the opening and projected closing balances.
- **Cash Flow Forecast**  
This widget displays the cash flow forecast for the corporate for future and past months. It provides a monthly, quarterly and daily view of the expected inflows, outflows, deficits/surplus on a bar graph.
- **Cash Flow Summary**  
This widget provides the corporate user a daily and monthly view of the aggregated summary of cash flows (inflows and outflows) at a cash flow category level.

**Prerequisites:**

- Transaction access is provided to the corporate user

**How to reach here:**

*Dashboard > Toggle menu > Cash Management > Cash Flow > Cash Flow Forecasting*

## Cash Flow Forecasting

Maker ATM/Branch English

futura bank Search ...
Welcome, Sia Kapoor  
Last login 27 Nov 01:25 PM

### Cash Flow Forecasting

F AND B MANUFACTURING JSC | \*\*\*685

Edit Balances

**Today's Snapshot**

Opening Balance	Inflow	Outflow	Surplus/Deficit	Projected Closing Balance
EUR916,300.36	-	-	-	EUR916,300.36
<a href="#">Hide Virtual Account Balance</a>	-	-	-	EUR0.00

View Cash Flow forecast and summary for the desired period and categories using the filter. The values in the filter will be applicable to the forecast widget as well as summary widget

Quarterly **Monthly** Daily

**Cash Flow Forecast**  
For the period of - 01 Jun 2021 - 31 May 2022

Reconciled for Inflow 
  Inflow 
  Reconciled for Outflow 
  Outflow 
  Surplus/Deficit

**Cash Flow Summary**  
For the period of 01 May 2021 - 30 Apr 2022

Description	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022
<b>Inflow</b>	EUR86,181.73	EUR298,045.16	EUR86,181.73	EUR86,181.73	EUR298,045.16	-
Rent from Property	EUR86,181.73	EUR86,181.73	EUR86,181.73	EUR86,181.73	EUR86,181.73	-
Bills Receivable	-	EUR211,863.42	-	-	EUR211,863.42	-
<b>Outflow</b>	EUR143,636.22	EUR143,636.22	EUR143,636.22	EUR143,636.22	EUR143,636.22	-
Salaries	EUR143,636.22	EUR143,636.22	EUR143,636.22	EUR143,636.22	EUR143,636.22	-
<b>Surplus/Deficit</b>	EUR57,454.49	EUR154,408.94	EUR57,454.49	EUR57,454.49	EUR154,408.94	-

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Cash Flow Summary						
For the period of 01 May 2021 - 30 Apr 2022						
Description	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022
<b>~ Inflow</b>	<b>EUR334,791.89</b>	<b>EUR23,299.98</b>	-	<b>EUR62,481.76</b>	<b>EUR4,077.00</b>	-
Tax Rebate	EUR59,967.21	EUR9,336.35	-	-	EUR777.00	-
Interests	EUR25,287.25	-	-	-	EUR1,050.00	-
Profits	EUR78,587.60	EUR181.82	-	-	EUR1,050.00	-
Sale of Investment Securities	EUR2,521.82	-	-	-	-	-
privatest	EUR1,000.00	-	-	-	-	-
Royalties	EUR77,363.56	EUR15,781.80	-	-	-	-
nehcatnov9in	EUR11,999.99	-	-	-	-	-
Sale of Equipment	EUR63,755.39	-	-	-	EUR1,200.00	-
Sale of Property	EUR2,154.54	-	-	-	-	-
Collections from Accounts Receivables	EUR2,154.54	-	-	-	-	-
nehcategoryinflow	EUR1,000.00	-	-	-	-	-
neh1030cat	EUR8,999.99	-	-	-	-	-
Rent	-	-	-	EUR62,481.76	-	-
<b>☑ Outflow</b>	<b>EUR194,869.09</b>	<b>EUR14,749.27</b>	<b>EUR14,962.90</b>	<b>EUR9,335.64</b>	<b>EUR13,053.81</b>	-
Insurance	EUR9,766.54	EUR9,335.64	EUR9,335.64	EUR9,335.64	EUR9,335.64	-
Training and Deveopment	EUR9,968.17	EUR504.54	-	-	-	-
Travel	EUR12,718.17	EUR2,909.09	EUR2,627.27	-	-	-
nehnov9catout	EUR39,999.96	-	-	-	-	-
Payload Expenses	EUR11,534.53	-	-	-	-	-
Taxes Paid	EUR15,799.98	-	-	-	-	-
Operating Expenses	EUR15,909.08	EUR2,000.00	-	-	-	-
Marketing	EUR61,454.48	-	EUR1,000.00	-	EUR3,000.00	-
Salaries	EUR11,718.17	-	EUR2,000.00	-	EUR718.18	-
Lincenses and Fee	EUR2,000.00	-	-	-	-	-
nehcalcatoutflow	EUR4,000.00	-	-	-	-	-
<b>Surplus/Deficit</b>	<b>EUR139,922.81</b>	<b>EUR8,550.71</b>	<b>EUR14,962.90</b>	<b>EUR53,146.12</b>	<b>EUR8,976.82</b>	-

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## Field Description

Field Name	Description
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### Cash Flow Forecasting

**Party Name & ID** Displays the name and ID of the logged-in corporate party.

**Equivalent to Local Currency - Local currency name** All the values in this widget are displayed in the local currency equivalent. The local currency name is also displayed.

Field Name	Description
<b>Edit Balances</b>	<p>Switch this toggle ON, to edit the balances in the 'Today's Snapshot' widget and the Cash Flow Summary widget. You can input the required value in the Opening Balance field. The Closing Balance field is automatically calculated and updated, based on the opening balance entered.</p> <p>Similarly, you can edit the Opening Balance columns in the Cash Flow Summary widget too. The columns may relate to specific days, or months, or quarters, based on the option selected in the Cash Flow Forecast widget. Post entering the opening balance, the closing balance is automatically calculated and updated. The cascading effect ensures that the balances of all following columns are automatically updated.</p> <hr/> <p><b>Note:</b> To edit the balances:</p> <ol style="list-style-type: none"> <li>1) Switch the <b>Edit Balances</b> toggle ON.</li> <li>2) Click  in the <b>Opening Balance</b> field/column.</li> <li>3) Modify the opening balance value(s).</li> <li>4) Click  to save the values.</li> </ol> <hr/>



Click this icon to filter the cash flow details in the entire Cash Flow Forecasting page, by one of the following:

- **Specific Currency** – If you select this option, a list of currencies appears. You can view records of a particular currency by making a selection from this list. All three widgets on the page - **Today's Snapshot**, **Cash Flow Forecasting**, and **Cash Flow Summary**, will display the records of the selected currency.
- **Real Account** – If you select this option, a list of real account numbers appears. You can view the records belonging to a particular real account by making a selection in this list. All three widgets on the page - **Today's Snapshot**, **Cash Flow Forecasting**, and **Cash Flow Summary**, will display the records of the selected real account.
- **Virtual Account** – If you select this option, a search field to search for the virtual account, appears. You can search for the virtual account to view the records belonging to the selected virtual account. All three widgets on the page - **Today's Snapshot**, **Cash Flow Forecasting**, and **Cash Flow Summary**, will display the records of the selected virtual account.



Once you select the required filter options, click **Apply**. To reset the filter options, click **Reset**.


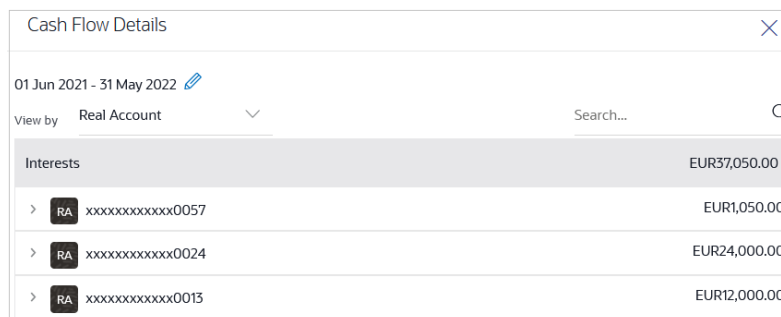
### Today's Snapshot widget

This widget provides a quick overview of the current day's forecasted inflows and out flows along with the opening and projected closing balances. Following are the fields available in this widget:

---

Field Name	Description
<b>Opening Balance</b>	Displays the corporate's current day opening balance in local currency. It is the sum of balance of all the CASA accounts, which are accessible to the user.
<b>Inflow</b>	Displays the corporate's current day expected unreconciled inflow amount in local currency.
<b>Outflow</b>	Displays the corporate's current day expected unreconciled outflow amount in local currency.
<b>Surplus/Deficit</b>	Displays the corporate expected surplus or deficit amount for current day. <hr/> <b>Note:</b> 1) In case of Surplus, system display " <b>Up Arrow</b> " in <b>Green</b> colour (inflow amount is more than outflow for today) 2) In case of Deficit, system display " <b>Down Arrow</b> " in <b>Red</b> colour (outflow amount is more than inflow for today) <hr/>
<b>Projected Closing Balance</b>	Displays the projected closing balance of the corporate for current day.  This value is derived by adding the inflow amount to, and subtracting the outflow amount from the opening balance. If you switch ON the <b>Edit Balances</b> toggle, and enter a specific opening balance amount, then the closing balance is automatically calculated and updated based on the opening balance entered.
<b>Show/Hide Virtual Account Balance</b>	Click the link to show/hide virtual account balance.
<b>Cash Flow Forecast widget</b>	
This widget displays the cash flow forecast for the corporate for past and future months. When you login, this widget displays the forecasting graph for a period of 12 months (today's date plus 6 months and minus 6 months).	
It provides a daily, monthly and quarterly view of the expected inflows, outflows, deficits/surplus, reconciled for inflow, and reconciled for outflow, on a bar graph.	
You can zoom in, zoom out and scroll in this widget to go to a particular date/month/quarter range. You can also use the area graph at the bottom of this widget to set a specific period to view the details. Following are the fields available in this widget:	
<hr/> <b>Note:</b> 1) For the 'Daily' view, this widget displays the data of three months on the graph. For viewing the data of next/previous three months, you can click the buttons available below the graph. 2) For the 'Monthly' view, this widget displays the data for a 12-month period. 3) For the 'Quarterly' view, this widget plots the average values for each quarter. <hr/>	
<b>Quarterly</b>	Click this button to view the quarterly cash flow forecasting for the corporate. Inflows, outflows, surplus/deficit, and reconciled values aggregated for each quarter are displayed.

Field Name	Description
<b>Monthly</b>	Click this button to view the monthly cash flow forecasting for the corporate. Inflows, outflows, surplus/deficit, and reconciled values aggregated for each month are displayed.
<b>Daily</b>	Click this button to view the daily cash flow forecasting for the corporate. Inflows, outflows, surplus/deficit, and reconciled values aggregated for each day are displayed.
	Click this icon to filter the cash flow forecasting details based on the following frequencies: Quarterly, Monthly, or Daily. You can set a date range for the selected frequency. You can also set specific Inflow and/or Outflow categories to view the cash flow forecasting graph.  The selected filter options are applied to the <b>Cash Flow Forecast</b> widget and the <b>Cash Flow Summary</b> widget.
	Click this icon to reset the selected filter options.
<b>Previous 3 Months</b>	Click this button to view cash flow forecasting for the previous 3 months.  <b>Note:</b> Available only for the <b>'Daily'</b> view.
<b>Next 3 Months</b>	Click this button to view cash flow forecasting for the next 3 months.  <b>Note:</b> Available only for the <b>'Daily'</b> view.
The below mentioned fields appear in a tile, on hovering over the bars in the Cash Flow Forecast graph.	
<b>Date or Month or Quarter Details</b>	Displays the date, month, or quarter for which forecasting is being viewed.
<b>Inflow</b>	Displays the inflow amount for the selected period.
<b>Reconciled for Inflow</b>	Displays the amount reconciled for inflow, for the selected period.
<b>Outflow</b>	Displays the outflow amount for the selected period.
<b>Reconciled for Outflow</b>	Displays the amount reconciled for outflow, for the selected period.
<b>Surplus/Deficit</b>	Displays the surplus/deficit amount for the selected period (Inflow-Outflow).

Field Name	Description																					
<b>Area graph</b>	Under the cash flow forecasting widget, system displays an area graph. User can scroll the rectangular box available in the area graph to navigate to a particular date range. Based on the movement of the rectangular box in the area graph, system displays the data in the Cash Flow Forecast graph.																					
<b>Cash Flow Summary widget</b>	This widget enables you to view the aggregated summary of cash flows (inflows and outflows) at a cash flow category level, for the time period selected in the filter above the Cash Flow Forecast graph. Following are the fields available in this widget: <ul style="list-style-type: none"> <li><b>&lt;Previous arrow&gt;</b> Click on this arrow to view previous 6 days or 6 months data depending upon the month or day view selected by user.</li> <li><b>&lt;Next arrow&gt;</b> Click on this arrow to view next 6 days or 6 months data depending upon the month or day view selected by user.</li> <li> Click this icon and select any particular date or month from the given calendar to view the cash flow summary. Available only for the 'Daily' view.</li> </ul>																					
<b>Description</b>	Displays the <b>Inflow</b> and <b>Outflow</b> grouped on the basis of categories. <b>Surplus/Deficit</b> is calculated as Outflow minus Inflow. Expand the Inflow and Outflow lists, to view the categories under each of them. The category names are hyperlinks, which when clicked displays the <b>Cash Flow Details</b> overlay window. <div data-bbox="584 1121 1360 1436" data-label="Table">  <table border="1"> <thead> <tr> <th colspan="2">Cash Flow Details</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="2">01 Jun 2021 - 31 May 2022</td> <td></td> </tr> <tr> <td>View by</td> <td>Real Account</td> <td>Search...</td> </tr> <tr> <td colspan="2">Interests</td> <td>EUR37,050.00</td> </tr> <tr> <td>&gt;</td> <td>RA xxxxxxxxxxxxxx0057</td> <td>EUR1,050.00</td> </tr> <tr> <td>&gt;</td> <td>RA xxxxxxxxxxxxxx0024</td> <td>EUR24,000.00</td> </tr> <tr> <td>&gt;</td> <td>RA xxxxxxxxxxxxxx0013</td> <td>EUR12,000.00</td> </tr> </tbody> </table> </div>	Cash Flow Details			01 Jun 2021 - 31 May 2022			View by	Real Account	Search...	Interests		EUR37,050.00	>	RA xxxxxxxxxxxxxx0057	EUR1,050.00	>	RA xxxxxxxxxxxxxx0024	EUR24,000.00	>	RA xxxxxxxxxxxxxx0013	EUR12,000.00
Cash Flow Details																						
01 Jun 2021 - 31 May 2022																						
View by	Real Account	Search...																				
Interests		EUR37,050.00																				
>	RA xxxxxxxxxxxxxx0057	EUR1,050.00																				
>	RA xxxxxxxxxxxxxx0024	EUR24,000.00																				
>	RA xxxxxxxxxxxxxx0013	EUR12,000.00																				
<b>Quarterly Data</b>	Displays the quarterly data for 4 quarters.																					

Field Name	Description
<b>Monthly Data</b>	<p>Displays the monthly data for six months.</p> <p>By default, the system shows the current + 5 months data. You can click the arrows available, to view the next/previous 6 months data (depending upon the data available in the backend).</p>
<b>Daily Data</b>	<p>Displays the daily data for six days.</p> <p>By default, the system shows the current + 5 days data. You can click the arrows available, to view the next/previous 6 days data or can use the calendar to view the data for a particular date + 5 days (depending upon the data available in the backend).</p>

## **FAQ**

### **1. Can the user see the past month's inflows and outflows as well?**

On the landing page, the system displays default data for a period of 12 months, which includes today's date plus 6 months and minus 6 months. However, you can search for any desired period range using the filter option available on top of the Cash Flow Forecast graph.

### **2. What is Surplus and Deficit and how does it get calculated?**

A surplus occurs when the inflow of money exceeds the outflows for a particular period. After subtracting the outflows for a particular period from inflows for that period, if a positive amount is obtained, it is called as Surplus. It denotes that corporate will have surplus of cash during that period.

A deficit occurs when the outflow of money exceeds the inflows for a particular period. After subtracting the outflows for a particular period from inflows for that period, if a negative amount is obtained, it is called as Deficit. It denotes that corporate will have a shortfall of cash during that period.

### **3. What does Cash flow categories signifies?**

Cash flow categories are the high-level inflow, out flow heads under which the inflows and out flows are expected. For example, under Outflows Payroll, Marketing, Taxes, Operating Expenses can be some of the examples of categories. Similarly, for Inflows, Collections, Royalties, Interest, Sale of Property can be some of examples. By looking the amount against these categories, user can get to know the aggregated sum of amount expected to receive or pay for each head.

## 4.2 **Expected Cash Flow**

The corporate user can record cash flows that are expected to occur in the future. Both inflow and outflow records can be added. For each cash flow entry, the user can add the expected date of the cash flow, the account number to be debited/credited, the linked reference number (such as, cheque number or invoice number), the amount, and the currency. Expected cash flow records are also considered in the Cash Flow Forecasting functionality.

The following functions are available for managing expected cash flow.

- Create Expected Cash Flow
- View Expected Cash Flow
- Edit Expected Cash Flow
- Delete Expected Cash Flow

### **Pre-requisites:**

- Transaction access is provided to the corporate user.

### 4.2.1 **Create Expected Cash Flow – Onscreen and Bulk File Upload**

Expected cash flow records can be created in one of the following ways:

- By manually entering the details of the cash flow on the screen.
- By uploading a file (in one of .csv, .xls, .xlsx, or .xml format) that contains the cash flow details. This method enables the user to create bulk records.

Both one-time transaction records as well as recurring transaction records can be created.

#### 4.2.1.1 **Creating Single/Recurring Cash Flow Records (manual entry)**

##### **How to reach here:**

*Dashboard > Toggle menu > Cash Management > Cash Flow > Create Expected Cash Flow*

To create expected cash flow record (manual entry):

## Create Expected Cash Flow

The screenshot shows the 'Create Expected Cash Flow' interface. At the top, there is a navigation bar with 'Maker', 'ATM/Branch', and 'English' options. Below this, the 'futura bank' logo is visible. The main heading is 'Create Expected Cash Flow' with the account ID 'OBDX SCFCMS | \*\*\*485'. The central area features an illustration of a man pointing at a large screen displaying a checklist. Below the illustration, there are two columns of options:

- Enter Details:** Create single or multiple expected inflow or outflow records by inputting the details on screen. Below this is an orange button labeled 'Create Expected Cash Flow'.
- File Upload:** Want to setup bulk records at once? Simply upload a file having the details of expected inflow and outflow records. Below this is a blue button labeled 'Bulk File Upload'.

At the bottom of the screen, there is a copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
<b>Create Expected Cash Flow</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Enter Details</b>	Indicates the option to create single or recurring expected cash flow records by manual entry of cash flow details.
<b>File Upload</b>	Indicates the option to create bulk expected cash flow records through file upload. The file formats supported are .xls, .xlsx, .csv, and .xml.

1. In the **Create Expected Cash Flow** screen, click **Create Expected Cash Flow**. The overlay window appears.




## Create Expected Cash Flow (overlay window)

### Field Description

Field Name	Description
<b>Create Expected Cash Flow (overlay window)</b>	
<b>Type</b>	Select whether the cash flow is an inflow or an outflow.
<b>Expected Date</b>	Enter the expected date of expected cash flow transaction.
<b>Category</b>	Select the category of the cash flow transaction. The values in this list depend on the option selected in the <b>Type</b> field (inflow or outflow).
<b>Category Code</b>	Enter the code for the category. This field appears when you select the <b>Others</b> option from the <b>Category</b> list.
<b>Category Name</b>	Enter a description for the category. This field appears when you select the <b>Others</b> option from the <b>Category</b> list.
<b>Customer Reference Number</b>	Enter the customer's own reference number for the cash flow.
<b>Real Account</b>	Select the real account number of the corporate party for the expected cash flow transaction.

Field Name	Description
<b>Virtual Account</b>	Select the virtual account of the corporate party for the expected cash flow transaction. The account number and name of the virtual account are displayed.
<b>Counter Party Id</b>	Enter the ID of the counter party.
<b>Counter Party Name</b>	Enter the name of the counter party.
<b>Currency</b>	Select the currency for the expected cash flow transaction.
<b>Amount</b>	Enter the amount of the expected cash flow transaction.
<b>Revised Expected Date</b>	Enter the revised date when the cash flow is expected to take place, if required.
<b>Narration</b>	Enter the narration of the expected cash flow transaction.
<b>Recurring</b>	Switch the toggle on, if the expected cash flow transaction must recur.  <b>Note:</b> On selecting a recurring transaction, when the user submits the cash flow set up, 'n' number of cash flow records are automatically created, depending on the frequency, start date and end date. Refer the ' <a href="#">Added Cash Flow – Recurring Cash Flow Record</a> ' screenshot below.
<b>Frequency</b>	Select the frequency of recurrence of the expected cash flow transaction. This field appears if the <b>Recurring</b> toggle is switched on.
<b>From Date / To Date</b>	Enter the date range within which the expected cash flow transaction must recur. These fields appear if the <b>Recurring</b> toggle is switched on. Once you save a recurring transaction, those many records are created as are applicable between the <b>From Date</b> and <b>To Date</b> .

2. Once you add the required details, click **Add**. The cash flow transaction record is added to the **Added Cash Flow** list.
  - a. To edit or delete the added entry, click  beside the record, and select Edit or Delete.
  - b. To add further cash flow transaction records, click **Add More**.

### Added Cash Flow – One-time Cash Flow Record

The screenshot shows the 'Setup Expected Cash Flow' interface for user 'ABZ Solutions | \*\*\*462'. The page title is 'Added Cash Flow'. Below the title is a table with one record:

Date	Real Account	Virtual Account	Counter Party Id and Name	Amount	Revised Expected Date	Narration
29 Nov 2020	xxxxxxxxxxxx0013	-	P22 - ABC Company	\$8,000.00	01 Dec 2020	-

Additional details: Record ID 'CF324', Inflow type, and Narration 'Sale of Equipment'. The interface includes 'Submit', 'Cancel', and 'Back' buttons at the bottom.

### Added Cash Flow – Recurring Cash Flow Record

The screenshot shows the 'Setup Expected Cash Flow' interface for user 'RyanB Bohr | \*\*\*422'. The page title is 'Added Cash Flow'. Below the title is a table with one record:

Date	Real Account	Virtual Account	Counter Party Id and Name	Amount	Revised Expected Date	Narration
15 Mar 2021	xxxxxxxxxxxx0022	-	MRF45345 - MRF Tyres	GBP2,300.00	-	Royalties

Additional details: Record ID 'CRN43254987', Inflow type, and Narration 'Royalties'. Frequency is 'Weekly' and Recurring Date Range is '15 Mar 2021 - 26 Apr 2021'. The interface includes 'Submit', 'Cancel', and 'Back' buttons, along with a 'Help' button and a 'Show Recurring Records (7)' link.



## On Clicking Show Recurring Records

The screenshot shows the 'Setup Expected Cash Flow' page in the Futura Bank system. The user is logged in as RyanB Bohr. The page displays a list of recurring cash flow records for 'Royalties' with a frequency of 'Weekly'. The records are sorted by 'Recently Added' and show dates from 15 Mar 2021 to 26 Apr 2021, each with an amount of GBP2,300.00. The interface includes a search bar, a 'Hide Recurring Records (7)' toggle, and buttons for 'Submit', 'Cancel', and 'Back'.

Date	Real Account	Virtual Account	Counter Party Id and Name	Amount	Revised Expected Date	Narration
15 Mar 2021	xxxxxxxxxxxx0022	-	MRF45345 - MRF Tyres	GBP2,300.00	-	Royalties
15 Mar 2021	xxxxxxxxxxxx0022	-	MRF45345 - MRF Tyres	GBP2,300.00	-	Royalties
22 Mar 2021	xxxxxxxxxxxx0022	-	MRF45345 - MRF Tyres	GBP2,300.00	-	Royalties
29 Mar 2021	xxxxxxxxxxxx0022	-	MRF45345 - MRF Tyres	GBP2,300.00	-	Royalties
05 Apr 2021	xxxxxxxxxxxx0022	-	MRF45345 - MRF Tyres	GBP2,300.00	-	Royalties
12 Apr 2021	xxxxxxxxxxxx0022	-	MRF45345 - MRF Tyres	GBP2,300.00	-	Royalties
19 Apr 2021	xxxxxxxxxxxx0022	-	MRF45345 - MRF Tyres	GBP2,300.00	-	Royalties
26 Apr 2021	xxxxxxxxxxxx0022	-	MRF45345 - MRF Tyres	GBP2,300.00	-	Royalties

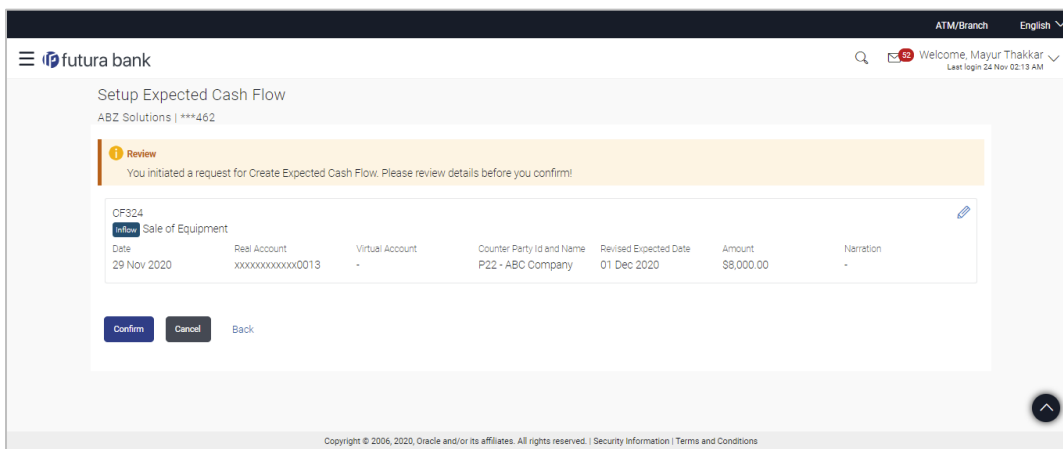
### Field Description

Field Name	Description
<b>Setup Expected Cash Flow</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Added Cash Flow</b>	
<b>Sort By</b>	Indicates a list of options to sort the cash flow entries.

Field Name	Description
<b>Search</b>	Indicates an option to search for a specific cash flow transaction record based on the search text entered.
<b>Customer Reference Number, Type, Category</b>	<p>Displays the customer's reference number for the expected cash flow record, the type of cash flow (Inflow or Outflow), and the category of the cash flow transaction.</p> <p>In case of a recurring cash flow record, the  indicator appears beside the customer reference number.</p>
<b>Date</b>	Displays the date on which the cash flow transaction is expected to occur.
<b>Frequency</b>	Displays the frequency of recurrence of the cash flow record. This field appears only for recurring cash flow records.
<b>Recurring Date Range</b>	Displays the date range within which the cash flow recurrence will happen. This field appears only for recurring cash flow records.
<b>Real Account</b>	Displays the real account number of the corporate party that has been selected for the transaction.
<b>Virtual Account</b>	Displays the virtual account number and name selected for the transaction.
<b>Counterparty Id and Name</b>	Displays the ID and name of the counter party associated with the expected cash flow transaction.
<b>Amount</b>	Displays the currency and amount of the cash flow transaction.
<b>Revised Expected Date</b>	Displays the revised date when the transaction is expected to occur.
<b>Narration</b>	Displays the narration associated with the cash flow transaction.
	Click this icon to edit or delete the added expected cash flow entry.
<b>Show/Hide Recurring Records (number)</b>	Click this link to show/hide all the recurring cash flow transactions for that particular cash flow record.

3. Click **Submit** to submit the record. The Review screen appears.  
OR  
Click **Add More** to add further expected cash flow transactions.  
OR  
Click **Cancel** to cancel the adding of the record.  
OR  
Click **Back** to go to the previous screen.

### Setup Expected Cash Flow – Review Screen

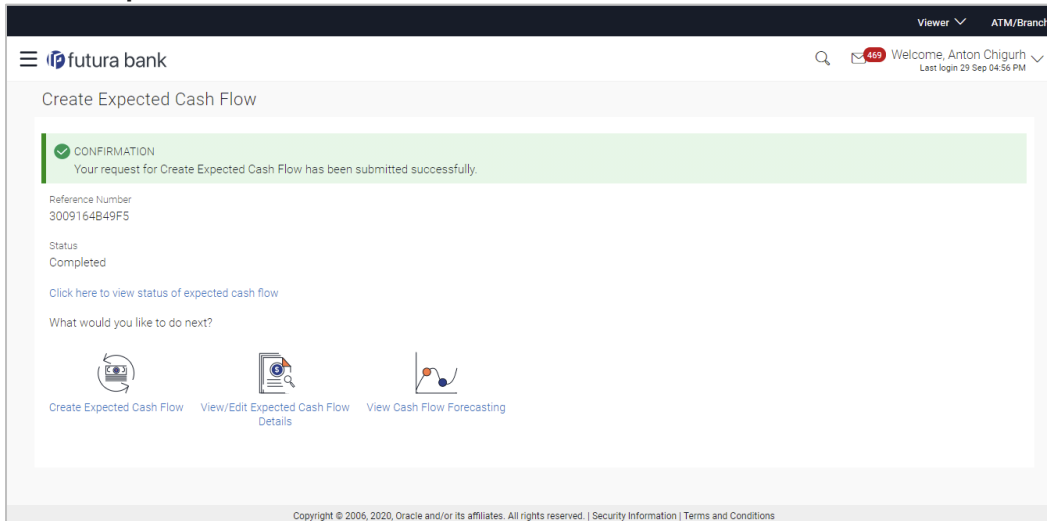


- In the Review screen, verify the details and click **Confirm** to confirm adding the record. A Confirmation message appears with the reference number and status of the transaction.  
OR

Click  to edit the record.

- OR  
Click **Cancel** to cancel the submission.  
OR  
Click **Back** to go to the previous screen.

### Create Expected Cash Flow - Confirmation



5. Click the link provided to view the status of the added expected cash flow records. All expected cash flow records that have been added, appear with their current status in the **Cash Flow Details** overlay window.  
OR  
Click **Create Expected Cash Flow** to create another cash flow transaction record.  
OR  
Click **View/Edit Expected Cash Flow Details** to view a list of expected cash flow transaction records that have been created.  
OR  
Click **View Cash Flow Forecasting** to view the forecasting details.

#### 4.2.1.2 **Bulk File Upload**

##### **How to reach here:**

*Dashboard > Toggle menu > Cash Management > Cash Flow > Create Expected Cash Flow*

##### **To create bulk expected cash flow transaction records:**

##### **Create Expected Cash Flow**

##### **Field Description**

Field Name	Description
<b>Create Expected Cash Flow</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Enter Details</b>	Indicates the option to create single or recurring expected cash flow records by manual entry of cash flow details.

Field Name	Description
<b>File Upload</b>	Indicates the option to create bulk expected cash flow records through file upload.

1. In the **Create Expected Cash Flow** screen, click **Bulk File Upload**. The **File Upload** screen appears.

### File Upload


### Field Description

Field Name	Description
<b>File Upload</b>	
<b>File Identifier</b>	Select the identifier associated with expected cash flow transactions.
<b>Transaction Type</b>	Displays the type of transaction of the bulk expected cash flow records. Information is displayed based on the parameters defined for the file identifier selected.
<b>File Format Type</b>	Displays the file formats that are allowed. Information is displayed based on the parameters defined for the file identifier selected. In general, the file formats supported are .xls, .xlsx, .csv, and .xml.
<b>Approval Type</b>	<p>Displays the approval level of the file.</p> <p>The approval could be:</p> <ul style="list-style-type: none"> <li>• Record Level: In record type approval, the approver can approve some records (in a file), and reject others. Only approved records are processed.</li> <li>• File Level: In a file type approval, the approver accepts or rejects the entire file, and all records are either processed or rejected.</li> </ul> <p>Information is displayed based on the parameters defined for the file identifier selected.</p>



**Field Name      Description**

**File Name**

Click  to select and upload the file with the expected cash flow records data. For information on the file format, refer the [Bulk File Format](#) section below.

**Bulk File Format**

Data Format of an XLS file to upload:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Header row → (Header should be present in the file)	Customer Reference Number	Inflow / Outflow	Cashflow Code	Cashflow Code Description	Real Account	Virtual Account	Expected Amount	Currency	Expected Date	Revised Expected Date	Actual Date	Associated Party Name	Associated Party Id	Narration	Linked Reference Number
2	Data Type →	Alpha numeric	Inflow or Outflow	Category - Alphabet only	Category - Alphabet only	Valid Real Account No.	Valid Virtual Account No.	13 integers, 2 decimals	Valid Currency	DD-MMM-YYYY	DD-MMM-YYYY	DD-MMM-YYYY	Alpha numeric and some special characters %&@!~\ /(){}[]_!@	Alpha numeric	Alpha numeric and some special characters &~\ /(){}[]_!@	Alpha numeric
3	Mandatory / Optional →	Mandatory	Mandatory	Mandatory	Mandatory	Optional no length check	Optional no length check	Mandatory Numeric (28,4)	Mandatory	Yes, it should be mandatory as per host document	Optional	Optional	Optional	Optional	Optional	Optional
4	Length →	20	10	10	20				3	10	10	10	20	10	50	20
5	Validations if any →	Should be unique in the file								Expected date cannot be more than 6 months from the current date.	If revised expected date is mentioned then there should be expected date.	Actual Date should be less than today's date Actual date can be entered only if the expected date is not added.				



BulkExpectedCashFlowUploadTemplate.

**Note:** Refer this file for the sequence:

**Field Description**

**Field Name      Description**

The following fields must be present in the file for bulk upload.

- Customer Reference Number**      Enter the customer’s own reference number for the cash flow.
- Inflow/Outflow**      Enter whether the cash flow is an inflow or an outflow.
- Cash Flow Code**      Enter the code for the cash flow transaction.
- Cash Flow Code Description**      Enter a description for the cash flow transaction.
- Real Account**      Enter the real account number of the corporate party for the expected cash flow transaction.
- Virtual Account**      Enter the virtual account of the corporate party for the expected cash flow transaction.

Field Name	Description
<b>Expected Amount</b>	Enter the amount of the expected cash flow transaction.
<b>Currency</b>	Enter the currency for the expected cash flow transaction.
<b>Expected Date</b>	Enter the expected date of the cash flow transaction.
<b>Revised Expected Date</b>	Enter the revised date of the cash flow transaction.
<b>Actual Date</b>	Enter the actual date of the transaction.
<b>Associated Party Name</b>	Enter the name of the counter party associated with the transaction.
<b>Associated Party ID</b>	Enter the party ID of the counter party associated with the transaction.
<b>Narration</b>	Enter the narration of the expected cash flow transaction.
<b>Linked Reference Number</b>	Enter the linked reference number of the transaction.

### File Upload - post uploading file

The screenshot displays the 'File Upload' screen in the Futura Bank system. The interface includes a header with the bank logo and user details. The main form area contains several dropdown menus and text inputs. The 'File Identifier' is set to 'nehcmsbulk-nehcmsbulk'. The 'Transaction Type' is 'Create And Modify Cash Flow Transaction'. The 'File Format type' is 'CSV,XML,XLS,XLSX'. The 'Approval Type' is 'FileLevel'. The 'File Name' is 'Expocashflowbulkfile.csv'. At the bottom of the form, there are two buttons: 'Upload' and 'Cancel'. The footer of the page contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

- Once you upload the required file, click **Upload**. A Confirmation message appears with the reference number and status of the transaction.  
OR  
Click **Cancel** to cancel the creation of bulk expected cash flow records.
- In the Confirmation screen, click the **File Reference ID** link to view the file upload details. For more information, refer the **Uploaded Files Inquiry** section in **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Supply Chain Finance**.  
OR  
Click **Go To Dashboard** to go to the main dashboard.

## 4.2.2 View Expected Cash Flow

A corporate user can inquire and view the added cash flow records. By default, only future dated records will be displayed. The user is also provided the option to search for records that will occur within a specific date range.

### How to reach here:

*Dashboard > Toggle menu > Cash Management > Cash Flow > View/Edit Expected Cash Flow Details*

### View/Edit Expected Cash Flow Details




Customer Reference Number	Date	Type	Category	Amount	Status
20911082020	21 Nov 2020	Outflow	recnehcategoryname	£23,456.00	Unreconciled
EDGECASE	21 Nov 2020	Inflow	Profits	LAK768.00	Unreconciled
22112020	21 Nov 2020	Inflow	Interests	£3,400.00	Unreconciled
5A5	21 Nov 2020	Inflow	catname5	£5,500.00	Unreconciled
4652778766	21 Nov 2020	Outflow	Payload Expenses	£222.00	Unreconciled
2070265527	21 Nov 2020	Inflow	Sale of Equipment	£333.00	Unreconciled
8A8	22 Nov 2020	Inflow	catname8	£8,800.00	Unreconciled
EDGECASE	22 Nov 2020	Inflow	Profits	LAK768.00	Unreconciled
30112020	22 Nov 2020	Inflow	Profits	\$4,500.00	Unreconciled
2070265527	22 Nov 2020	Inflow	Sale of Equipment	£333.00	Unreconciled

### Field Description

Field Name	Description
------------	-------------

#### View/Edit Expected Cash Flow Details

<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Period from &lt;date&gt; to &lt;date&gt;</b>	Displays the period for which the cash flow records have been fetched.
<b>Search</b>	Indicates an option to search for specific cash flow records, based on the search text entered.

Field Name	Description
	Indicates a set of options to filter the cash flow transaction records. For more details, refer to the fields in the <a href="#">Search (overlay window)</a> section below.
<b>Download</b>	Indicates an option to download the expected cash flow records in PDF and XLS formats.
	This icon indicates that the expected cash flow record is of recurring type. If this icon is not displayed beside a record, then that particular transaction is a one-time transaction.
<b>Customer Reference Number</b>	Displays the customer's own reference number for the expected cash flow record.
<b>Date</b>	Displays the expected date of the cash flow transaction.
<b>Type</b>	Displays whether the cash flow transaction is of inflow type or outflow type.
<b>Category</b>	Displays the category of the cash flow transaction.
<b>Amount</b>	Displays the amount of the cash flow transaction.
<b>Status</b>	Displays the status of the expected cash flow record, whether reconciled, unreconciled, or partially reconciled.
<b>More Options</b>	Click  to edit, delete, or view additional details of the record. This icon is only present beside future dated transaction records. Any transaction records for the present day cannot be edited or deleted.

## Search (overlay window)

This overlay window appears on clicking  in the **View/Edit Expected Cash Flow** screen.

The screenshot shows the 'View/Edit Expected Cash Flow Details' screen for 'futura bank' with account 'ABZ Solutions | \*\*\*462'. The period is from 21 Nov 2020 to 19 May 2021. The table below shows the data:

Customer Reference Number	Date	Type	Category
20911082020	21 Nov 2020	Outflow	recnehcategoryname
EDGECASE	21 Nov 2020	Inflow	Profits
22112020	21 Nov 2020	Inflow	Interests
5A5	21 Nov 2020	Inflow	catname5
4652778766	21 Nov 2020	Outflow	Payload Expenses
2070265527	21 Nov 2020	Inflow	Sale of Equipment


The search overlay window includes the following fields:

- Date Range:** From (21 Nov 2020) and To (19 May 2021)
- Type:** Radio buttons for Inflow, Outflow, and Both (selected).
- Real Account:** Select dropdown.
- Virtual Account:** Search... field.
- Amount Range:** Currency, From, and To fields.
- Buttons:** Apply and Reset.

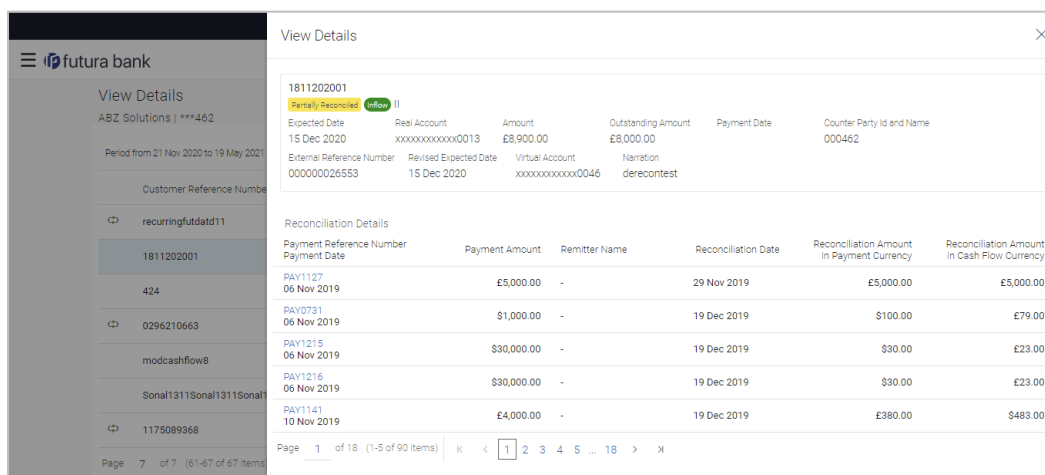
## Field Description

Field Name	Description
<b>Search (overlay window)</b>	
<b>Date Range From/To</b>	Indicates the option to search for expected cash flow transactions using a date range. Click the calendar icon to enter the dates in the <b>From</b> and <b>To</b> fields.
<b>Type</b>	Indicates the option to filter the expected cash flow transactions based on type. The options are: Inflow, Outflow, and Both.
<b>Real Account</b>	Indicates the option to filter the expected cash flow transactions based on the real account to be debited/credited.
<b>Virtual Account</b>	Indicates the option to filter the expected cash flow transactions based on the virtual account selected.
<b>Amount Range Currency From/To</b>	Indicates the option to filter the expected cash flow transactions based on an amount range. Enter the required amounts in the <b>From</b> and <b>To</b> fields.

### 4.2.2.1 View Cash Flow Details (overlay window)

This overlay window appears when you select the **View Details** option after clicking the  icon beside an expected cash flow record in the **View/Edit Expected Cash Flow** screen.

#### View Details



The screenshot shows the 'View Details' overlay window for a cash flow record. The window title is 'View Details' and it includes a close button. The main content area displays the following information:

**1811202001** (Status: Partially Reconciled, Inflow II)

Expected Date	Real Account	Amount	Outstanding Amount	Payment Date	Counter Party Id and Name
15 Dec 2020	xxxxxxxxxxxx0013	£8,900.00	£8,000.00		000462

External Reference Number: 000000026553  
 Revised Expected Date: 15 Dec 2020  
 Virtual Account: xxxxxxxxxxx0046  
 Narration: dereconest

**Reconciliation Details**

Payment Reference Number	Payment Date	Payment Amount	Remitter Name	Reconciliation Date	Reconciliation Amount in Payment Currency	Reconciliation Amount in Cash Flow Currency
PAV1127	06 Nov 2019	£5,000.00	-	29 Nov 2019	£5,000.00	£5,000.00
PAV0731	06 Nov 2019	\$1,000.00	-	19 Dec 2019	\$100.00	£79.00
PAV1215	06 Nov 2019	\$30,000.00	-	19 Dec 2019	\$30.00	£23.00
PAV1216	06 Nov 2019	\$30,000.00	-	19 Dec 2019	\$30.00	£23.00
PAV1141	10 Nov 2019	£4,000.00	-	19 Dec 2019	£380.00	\$483.00

Page 1 of 18 (1-5 of 90 items) | < 1 2 3 4 5 ... 18 > X

#### Field Description


##### Field Name

##### Description

#### View Details

##### Customer Reference Number

Displays the customer's own reference number for the expected cash flow record.

The  icon is displayed in case of a recurring transaction.

##### Status

Displays the status of the expected cash flow record.

##### Cash flow type

Displays the type of cash flow, whether Inflow or Outflow.

##### Expected Date

Displays the date when the cash flow is expected to take place.

##### Real Account

Displays the real account number selected for the cash flow.

##### Amount

Displays the expected cash flow amount.

##### Outstanding Amount

Displays any outstanding amount.

##### Payment Date

Displays the date on which a payment has occurred.

##### Counter Party ID and Name

Displays the name and party ID of the counter party, associated in the payment.

##### External Reference Number

Displays the reference number associated with the payment, outside the application.

<b>Field Name</b>	<b>Description</b>
<b>Revised Expected Date</b>	Displays the revised date when the cash flow is expected to take place.
<b>Virtual Account</b>	Displays the virtual account number involved in the payment.
<b>Narration</b>	Displays any remarks or comments entered while creating the expected cash flow record.
<b>Reconciliation Details</b>	
<b>Payment Reference Number Payment Date</b>	Displays the reference number of the payment that has been reconciled with the expected cash flow record. This is a hyperlink, which when clicked displays the payment details. For more information, refer the <b>View Payments (details)</b> section in <b>User Manual Oracle Banking Digital Experience Receivables Payables Management</b> . Also displays the date of payment.
<b>Payment Amount</b>	Displays the amount of the payment.
<b>Remitter Name/Beneficiary Name</b>	Displays the name of the remitter, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
<b>Reconciliation Date</b>	Displays the date when the reconciliation has been performed.
<b>Reconciliation Amount in Payment Currency</b>	Displays the reconciliation amount in the currency that the payment has been made in.
<b>Reconciliation Amount in Cash Flow Currency</b>	Displays the reconciliation amount in the currency that the cash flow was recorded in.

## 4.2.3 Edit Expected Cash Flow


### How to reach here:

Dashboard > Toggle menu > Cash Management > Cash Flow > View/Edit Expected Cash Flow Details

### To edit an expected cash flow transaction record:

### View/Edit Expected Cash Flow Details

Customer Reference Number	Date	Type	Category	Amount	Status
8A8	24 Nov 2020	Inflow	catname8	£8,800.00	Unreconciled
EDGECASE	24 Nov 2020	Inflow	Profits	LAK768.00	Unreconciled
31723112020	24 Nov 2020	Outflow	sussanity name	\$5,500.00	Unreconciled
31623112020	24 Nov 2020	Inflow	SUSsanity	£7,800.00	Unreconciled
1426472732	24 Nov 2020	Inflow	Sale of Equipment	£333.00	Unreconciled
31122020	24 Nov 2020	Inflow	reccatname	£7,500.00	Unreconciled
424	25 Nov 2020	Outflow	Lincenses and Fee	£23.00	Unreconciled
8A8	25 Nov 2020	Inflow	catname8	£8,800.00	Unreconciled
EDGECASE	25 Nov 2020	Inflow	Profits	LAK768.00	Unreconciled
31623112020	25 Nov 2020	Inflow	SUSsanity	£7,800.00	Unreconciled

1. In the **Expected Cash Flow Details** screen, click  against the cash flow record to be edited.
2. Select the **Edit** option. The **Modify Expected Cash Flow** overlay window appears.




## Modify Expected Cash Flow

### Field Description

Field Name	Description
<b>Modify Expected Cash Flow (overlay window)</b>	
<b>Do you want to apply changes for</b>	Indicates an option to apply the changes to the current record or the current and following records.
<b>Type</b>	Displays whether the cash flow is an inflow or an outflow. This field is not editable.
<b>Expected Date</b>	Indicates the expected date of expected cash flow transaction. This field is editable.
<b>Category</b>	Displays the category of the cash flow transaction. This field is not editable.
<b>Customer Reference Number</b>	Displays the customer's reference number for the transaction. This field is not editable.
<b>Real Account</b>	Indicates the real account number of the corporate party for the expected cash flow transaction. This field is editable.
<b>Virtual Account</b>	Indicates the virtual account of the corporate party for the expected cash flow transaction. The account number and name of the virtual account are displayed. This field is editable.

Field Name	Description
<b>Counter Party ID</b>	Displays the ID of the counter party associated with the transaction. This field is not editable.
<b>Counter Party Name</b>	Displays the name of the counter party associated with the transaction. This field is not editable.
<b>Amount</b>	Indicates the amount of the expected cash flow transaction. This field is editable.
<b>Currency</b>	Indicates the currency for the expected cash flow transaction. This field is editable.
<b>Revised Expected Date</b>	Indicates the revised date when the transaction is expected to occur. This field is editable.
<b>Narration</b>	Indicates the narration of the expected cash flow transaction. This field is editable.
<b>Recurring</b>	Indicates if the expected cash flow transaction is a recurring one or not. This field is editable.

3. Modify the required details.
4. Click **Save**. The record appears in the list with the 'Edited' indicator against it.
  - a. To revert the changes made, click  against the edited record and select **Undo**.

## Edited Cash Flow Record

View/Edit Expected Cash Flow Details  
ABZ Solutions | \*\*\*462

Period from 24 Nov 2020 to 22 May 2021

Customer Reference Number	Date	Type	Category	Amount	Status
8A8	24 Nov 2020	Inflow	catname8	£8,800.00	Unreconciled
<b>Edited</b> EDGECASE	27 Nov 2020	Inflow	Profits	LAK800.00	Unreconciled
31723112020	24 Nov 2020	Outflow	sussanity name	\$5,500.00	Unreconciled
31623112020	24 Nov 2020	Inflow	SUSsanity	£7,800.00	Unreconciled
1426472732	24 Nov 2020	Inflow	Sale of Equipment	£333.00	Unreconciled
31122020	24 Nov 2020	Inflow	reccatname	£7,500.00	Unreconciled
424	25 Nov 2020	Outflow	Lincenses and Fee	£23.00	Unreconciled
8A8	25 Nov 2020	Inflow	catname8	£8,800.00	Unreconciled
EDGECASE	25 Nov 2020	Inflow	Profits	LAK768.00	Unreconciled
31623112020	25 Nov 2020	Inflow	SUSsanity	£7,800.00	Unreconciled

Page 1 of 9 (1-10 of 87 items)

Submit Cancel Back

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5. Click **Submit** to submit all changes made. The Review screen appears.  
OR  
Click **Cancel** to cancel all changes made.  
OR  
Click **Back** to go to the previous screen.
6. In the Review screen, verify the details and click **Confirm** to confirm all changes made. A Confirmation message appears, with the reference number and status of the transaction.  
OR  
Click **Cancel** to cancel the submission.  
OR  
Click **Back** to go to the previous screen.
7. In the Confirmation screen, click the link provided to view the status of the modified expected cash flow records. The cash flow records that have been modified appear with their current status, in the **Cash Flow Details** overlay window.  
OR  
Click **Create Expected Cash Flow** to create another cash flow transaction record.  
OR  
Click **View/Edit Expected Cash Flow Details** to view a list of expected cash flow transaction records that have been created.  
OR  
Click **View Cash Flow Forecasting** to view the forecasting details.

## 4.2.4 Delete Expected Cash Flow

### How to reach here:

Dashboard > Toggle menu > Cash Management > Cash Flow > View/Edit Expected Cash Flow Details



### To delete an expected cash flow transaction record:

#### View/Edit Expected Cash Flow Details

The screenshot displays the 'View/Edit Expected Cash Flow Details' interface. At the top, it shows the user's name 'Mayur Thakkar' and the date '24 Nov 03:34 PM'. Below the header, there is a search bar and a 'Download' button. The main table lists transactions with the following columns: Customer Reference Number, Date, Type, Category, Amount, and Status. The second row is selected, and a context menu is visible with the 'Delete' option highlighted. The table data is as follows:

Customer Reference Number	Date	Type	Category	Amount	Status
8A8	24 Nov 2020	Inflow	catname8	£8,800.00	Unreconciled
EDGECASE	24 Nov 2020	Inflow	Profits	LAK768.00	Unreconciled
31723112020	24 Nov 2020	Outflow	sussanity name	\$5,500.00	Unreconciled
31623112020	24 Nov 2020	Inflow	SUSsanity	£7,800.00	Unreconciled
1426472732	24 Nov 2020	Inflow	Sale of Equipment	£333.00	Unreconciled
31122020	24 Nov 2020	Inflow	reccatname	£7,500.00	Unreconciled
424	25 Nov 2020	Outflow	Lincenses and Fee	£23.00	Unreconciled
8A8	25 Nov 2020	Inflow	catname8	£8,800.00	Unreconciled
EDGECASE	25 Nov 2020	Inflow	Profits	LAK768.00	Unreconciled
31623112020	25 Nov 2020	Inflow	SUSsanity	£7,800.00	Unreconciled

At the bottom of the table, there is a pagination control showing 'Page 1 of 9 (1-10 of 87 items)' and a 'Cancel' button.

- In the **Expected Cash Flow Details** screen, click  against the cash flow record to be deleted.
- Select the **Delete** option. The **Delete** pop-up window appears.
  - For a recurring cash flow transaction record, select whether the deletion is only for the 'Current record' or for 'Current and following record'.
- Click **Yes**. The record appears in the list with the 'Deleted' indicator against it.  
OR  
Click **No** to cancel the deletion.
  - To undo the deletion, click  against the deleted record and select **Undo**.
- Click **Submit** to submit all changes made. The Review screen appears.  
OR  
Click **Cancel** to cancel all changes made.  
OR  
Click **Back** to go to the previous screen.

5. In the Review screen, verify the details and click **Confirm** to confirm all changes made. A Confirmation message appears, with the reference number and status of the transaction.  
OR  
Click **Cancel** to cancel the submission.  
OR  
Click **Back** to go to the previous screen.
6. In the Confirmation screen, click the link provided to view the status of the modified expected cash flow records. The cash flow records that have been modified appear with their current status, in the **Cash Flow Details** overlay window.  
OR  
Click **Create Expected Cash Flow** to create another cash flow transaction record.  
OR  
Click **View/Edit Expected Cash Flow Details** to view a list of expected cash flow transaction records that have been created.  
OR  
Click **View Cash Flow Forecasting** to view the forecasting details.

[Home](#)

## 5. Collections

Several corporates, such as retail stores, have a huge inflow of physical cash/cheques on a daily basis. This has to be deposited in the corporate's bank account(s) on a regular basis. The corporate can either arrange for the cash/cheques to be deposited at a branch or opt for the pick-up service, where a bank representative collects the cash/cheques and makes the deposit on behalf of the corporate.

The Collections services offered by the bank enable the corporate user to enter the details of the cash/cheque being deposited.

### Pre-Requisites:

- Transaction access is provided to the corporate user.

## 5.1 Cash Deposits

### 5.1.1 Create Cash Deposit

Using this screen, you can enter the details of the physical cash being deposited into the corporate's account. Once you enter the cash details, you can also save the entry as a draft, to resume later.

### How to reach here:

*Dashboard > Toggle menu > Cash Management > Collections > Cash Deposit*

### To create a deposit slip:

The screenshot displays the 'Create Cash Deposit' interface for 'ABZ Solutions | \*\*\*462'. It features a table of drafts and a 'Draft' modal.

Draft Name	Creation Date	Number of Deposit Slips	Last Updated
Draft	25 Aug 2021	2	25 Aug 2021
nullcheck	10 Aug 2021	1	13 Aug 2021
check	10 Aug 2021	1	10 Aug 2021
Tax1	10 Aug 2021	2	10 Aug 2021
nehsendtomod	09 Aug 2021	4	10 Aug 2021
branchTest	09 Aug 2021	1	09 Aug 2021
nehbranchdraft	09 Aug 2021	1	09 Aug 2021
nehdes	06 Aug 2021	2	06 Aug 2021
nehsearch	05 Aug 2021	3	05 Aug 2021
nehuserstory	05 Aug 2021	1	05 Aug 2021


The 'Draft' modal contains the following text:

**Draft**

You can save the data entered while creating a deposit slip for cash deposit in a draft.

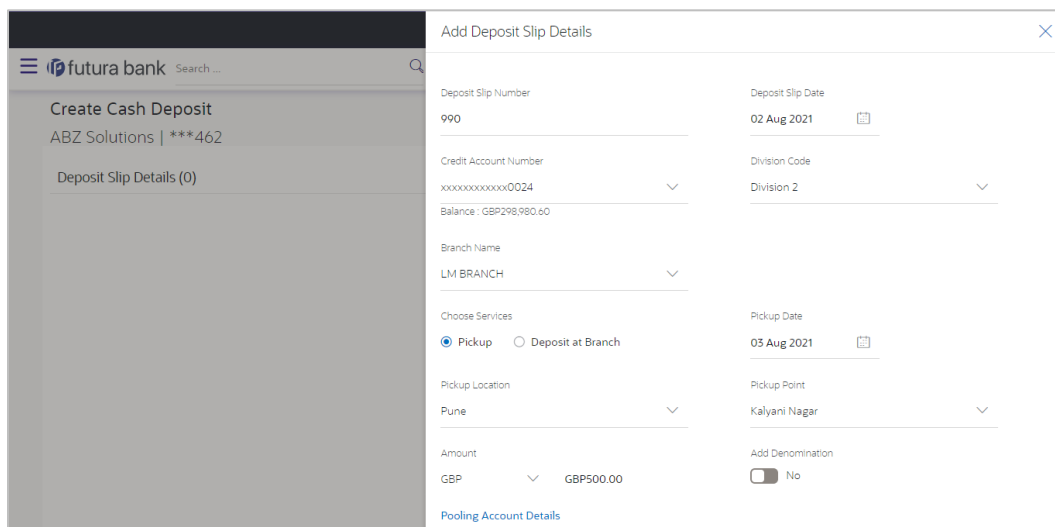
On saving the data in draft user can resume the submission of cash deposit where the user had left it. Simply select the draft which needs to be submitted from the given list. It will open the details in Deposit Slip page and user can update the data as required and submit the same. Once successfully submitted to host it will no longer appear in the draft list.

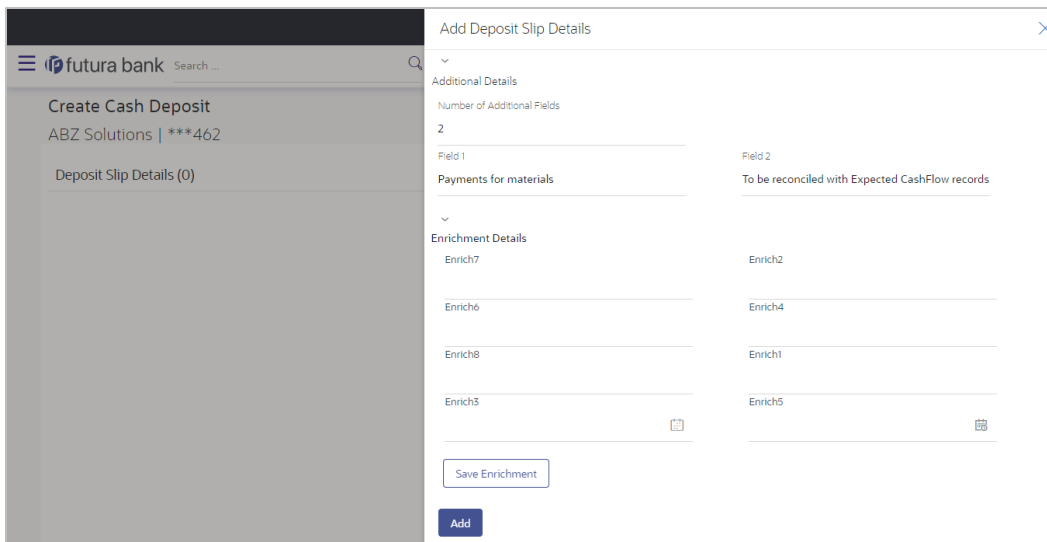
## Field Description

Field Name	Description
<b>Create Cash Deposit</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Draft</b>	
A list of cash deposit entries saved as drafts is displayed, with the following fields.	
<b>Search</b>	Indicates an option to search for specific cash deposit draft record. Enter the partial or complete draft name, or reference number, or creation date, or last updated date, to view matching records.
<b>Draft Name</b>	Displays the name that has been used to save the cash deposit draft. This is a hyperlink which when clicked enables you to edit the draft.
<b>Creation Date</b>	Displays the date of creation of the cash deposit draft record.
<b>Number of Deposit Slips</b>	Displays the number of deposit slips present in the cash deposit draft record.
<b>Last Updated</b>	Displays the date when the cash deposit draft record was last updated.
	Indicates an option to delete the cash deposit draft record. On clicking this icon, a pop-up window appears requiring you to confirm the deletion.

1. In the **Create Cash Deposit** screen, click **Create Deposit Slip** to create a new deposit slip. The **Add Deposit Slip Details** overlay window appears.

**Note:** If you have previously saved the deposit slip as a draft, then click the required link under **Draft Name**, to continue the creation process.





**Field Description**

Field Name	Description
<b>Add Deposit Slip Details (overlay window)</b>	
<b>Deposit Slip Number</b>	Enter a unique number for the cash deposit slip.
<b>Deposit Slip Date</b>	Select the date of creation of the cash deposit slip. This date must be greater than or equal to the current date.
<b>Credit Account Number</b>	<p>Select the account number for crediting the cash. Once you select an account number, the currency and balance of that specific account automatically appear below the account number.</p> <p>If an account number is not provided in this field, then the same is picked up from the pooling details maintained. Click the <b>Pooling Account Details</b> link in the overlay window, to view these. However, if pooling details are not maintained, then it is mandatory to provide an account number here.</p>
<b>Division Code</b>	Select the relevant division code.
<b>Branch Name</b>	Select the branch where the cash needs to be deposited.
<b>Choose Services</b>	<p>Select the service to be used for depositing the cash. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Pickup</b> – This option is available for selection only if the corporate is registered for the pick-up service.</li> <li>• <b>Deposit at Branch</b> – The corporate must make their own arrangements to deliver the cash at the branch for depositing.</li> </ul>
<b>Pickup Date</b>	Select a date for the bank to pick up the cash. This field appears when you select the <b>Pickup</b> option in the <b>Choose Services</b> field.



Field Name	Description
<b>Pickup Location</b>	Select the location from where the bank must pick-up the cash. This field appears when you select the <b>Pickup</b> option in the <b>Choose Services</b> field.
<b>Pickup Point</b>	Select the required pick-up point. This field appears when you select the <b>Pickup</b> option in the <b>Choose Services</b> field.
<b>Deposit Date</b>	Select the date on which the cash will be deposited at the selected branch. This field appears when you select the <b>Deposit at Branch</b> option in the <b>Choose Services</b> field.
<b>Depositor Name</b>	Enter the name of the depositor who will be depositing the cash at the selected branch. This field appears when you select the <b>Deposit at Branch</b> option in the <b>Choose Services</b> field.
<b>Contact Number</b>	Enter the contact number of the depositor. This field appears when you select the <b>Deposit at Branch</b> option in the <b>Choose Services</b> field.
<b>Id Proof Type</b>	Enter the type of ID proof that the depositor will be carrying along when depositing the cash at the selected branch. This field appears when you select the <b>Deposit at Branch</b> option in the <b>Choose Services</b> field.
<b>Id Proof Detail</b>	Enter the unique ID/number of the ID proof of the depositor. This field appears when you select the <b>Deposit at Branch</b> option in the <b>Choose Services</b> field.
<b>Amount</b>	Select the currency and enter the amount to be deposited.
<b>Add Denomination</b>	Switch this toggle ON to enter the denomination of the cash to be deposited. The <b>Denomination Details</b> section appears. The denominations appear based on the selected currency.

### Denomination Details

This section appears when you switch on the **Add Denomination** toggle.

The screenshot shows the 'Add Deposit Slip Details' form. At the top, the amount is set to GBP500.00 and the 'Add Denomination' toggle is turned on. Below this, the 'Denomination Details' section is visible, containing a table with the following data:

Denomination	Count	Amount
50	8	GBP400.00
20	2	GBP40.00
10	2	GBP20.00
5	5	GBP25.00
2 (Coin)	5	GBP10.00
1 (Coin)	5	GBP5.00

Field Name	Description
<b>Denomination</b>	Displays the various denominations available for the selected currency.
<b>Count</b>	Enter the number of leaves for each denomination.
<b>Amount</b>	Displays the total amount for each denomination, based on the value entered in the <b>Count</b> column. The total amount of all denominations should be equal to the total cash being deposited under the specific deposit slip.
<b>Pooling Account Details</b>	This is a hyperlink which when clicked displays a pop-up window with the pooling level details fetched from the host.

Pooling Level	Basis of Amount Credit	Percentage Pooling
Account	Deposit Slip Level	Yes
Pooling Account Number		Percentage
4567		25%
3009901		25%
A1		25%
A1		25%

<b>Pooling Level</b>	Displays the pooling level set at the host.
<b>Basis of Amount Credit</b>	Displays the level at which pooling will be applied to the cash being deposited.
<b>Percentage Pooling</b>	Displays whether or not percentage pooling is applicable.
<b>Pooling Account Number</b>	Displays the account numbers that the cash must be credited to.
<b>Percentage</b>	Displays the percentage of cash being deposited in each account.




#### Additional Details

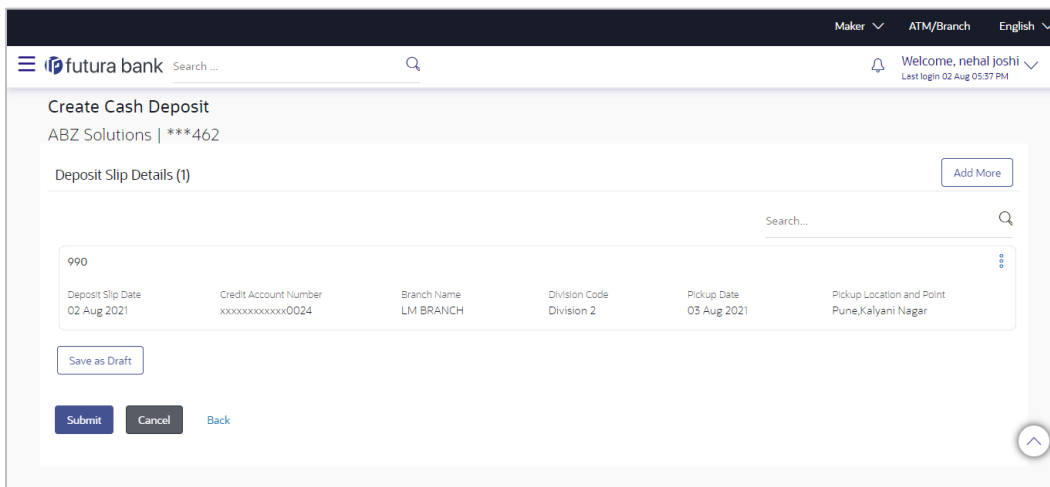
This section is provided to enable you to capture additional data regarding the cash deposit record, if required. You can decide the number of fields required and enter the information in the fields accordingly.

Field Name	Description
<b>Number of Additional Fields</b>	Enter the number of fields required for adding details. Once you add a number, those many data entry fields appear. The maximum value that is allowed in this field is 10.
<b>Field 1 – Field 10</b>	Enter the additional details in the data entry fields. A maximum of 10 fields can be present.

### Enrichment Details

You can use this section to add enrichment information that must be associated with the cash deposit record, for easy identification in future. The number of fields, their types, and whether they should be mandatory or optional during entry, are configured in the enrichment set up by the bank.

- Once you enter the required details, click **Save Enrichment**.  
A record entry with the enrichment details appears, with options to edit or delete it.
  - To edit the enrichment details, click  .
  - To delete the enrichment details, click  .
- Click **Add**.  
The record appears in the **Deposit Slip Details** list in the **Create Cash Deposit** screen. In this screen, you can take one of the following actions on the record:
  - Click  to edit or delete the record.
  - Click **Save as Draft** to save the record.

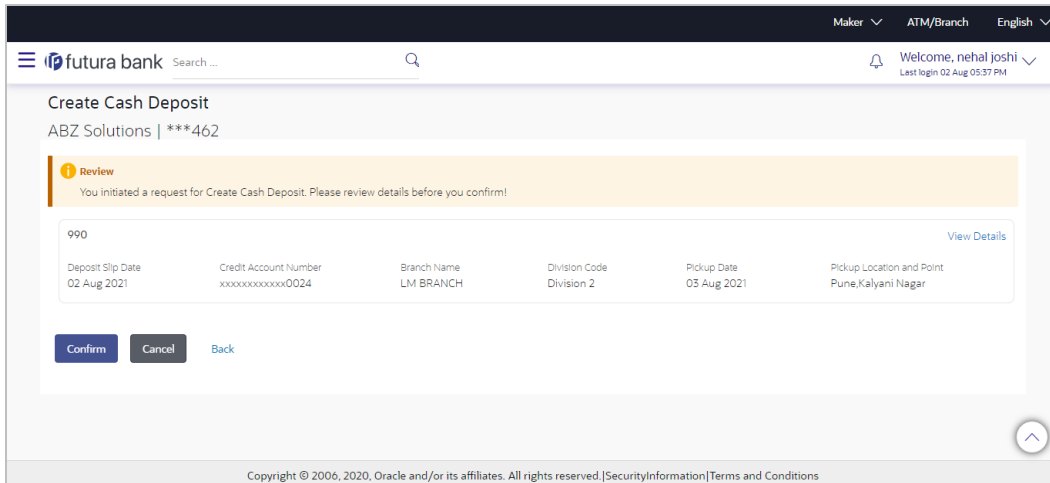


The screenshot displays the 'Create Cash Deposit' interface. At the top, it shows the user's name 'nehal joshi' and the last login time '02 Aug 05:37 PM'. The main section is titled 'Create Cash Deposit' and shows the account name 'ABZ Solutions | \*\*\*462'. Below this, there is a section for 'Deposit Slip Details (1)' with an 'Add More' button. A table lists the details of the deposit slip:

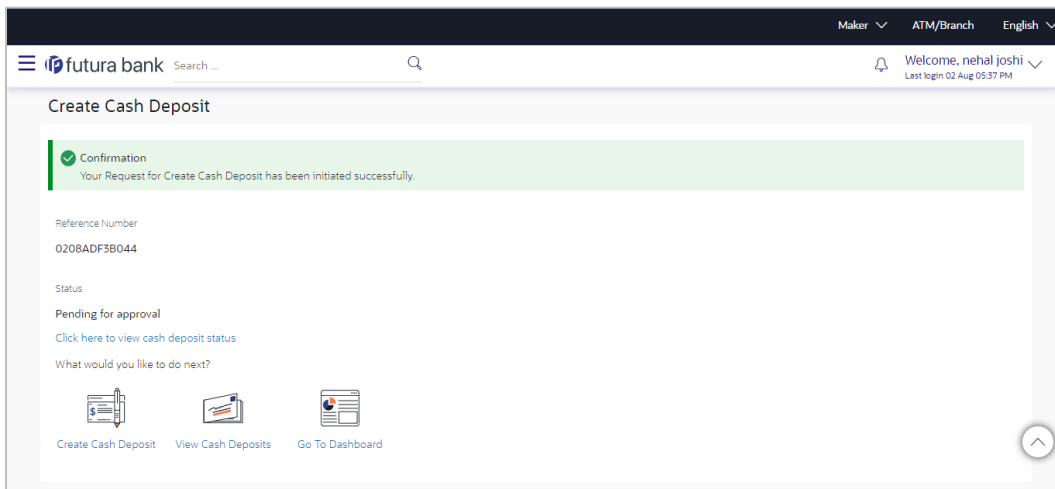
990	Search...
Deposit Slip Date 02 Aug 2021	Credit Account Number xxxxxxxxxxxx0024
Branch Name LM BRANCH	Division Code Division 2
Pickup Date 03 Aug 2021	Pickup Location and Point Pune,Kalyani Nagar

Below the table, there is a 'Save as Draft' button and a row of buttons: 'Submit', 'Cancel', and 'Back'. A search bar is also present above the table.

- Click **Submit** to submit the record. The Review screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to go to the previous screen.  
OR  
Click **Add More** to add another cash deposit slip for submission.



5. In the Review screen, click the **View Details** link beside each record, verify the details, and click **Confirm**. A confirmation screen appears with the reference ID and status of the transaction.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Back** to go to the previous screen.



6. Click the **Click here to view cash deposit details** link to view the details of the cash deposit record that has been created.  
 OR  
 Click the **Create Cash Deposit** link to create further cash deposit records.  
 OR  
 Click the **View Cash Deposits** link to view the existing cash deposit records.  
 OR  
 Click the **Go To Dashboard** link to go to the dashboard.

## 5.1.2 View Cash Deposit

Using this screen, you can view the details of the cash deposit records that have been created.

### How to reach here:

Dashboard > Toggle menu > Cash Management > Collections > View Cash Deposits

### To view the details of cash deposit slips:

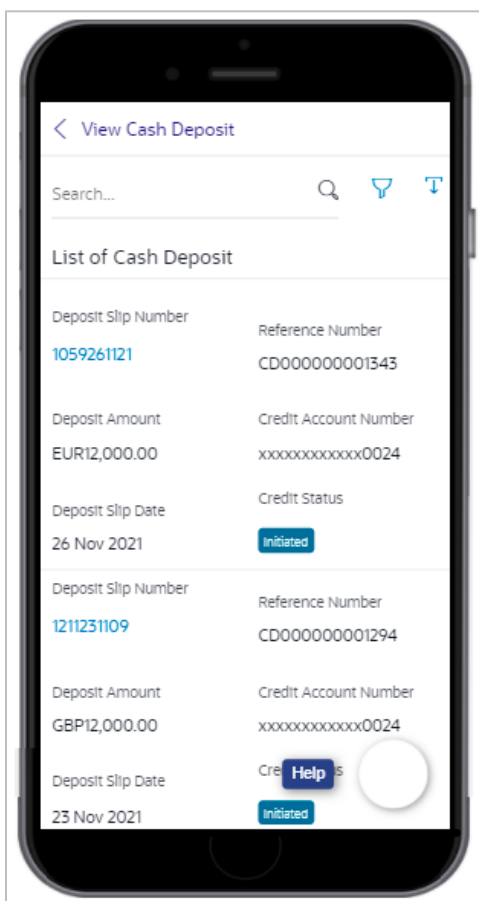
The screenshot displays the 'View Cash Deposit' page for 'ABZ Solutions | \*\*\*462'. It features a table with the following data:

Deposit Slip Number	Reference Number	Deposit Amount	Credit Account Number	Deposit Slip Date	Credit Status
1238141121	CD000000001099	USD10,000.00	xxxxxxxxxxxx0024	14 Nov 2021	Initiated
12493005	CD000000001100	USD10,000.00	xxxxxxxxxxxx0024	14 Nov 2021	In Progress
12523005	CD000000001101	USD20,000.00	xxxxxxxxxxxx0024	14 Nov 2021	In Progress
1101131121	CD000000001097	USD15,000.00	xxxxxxxxxxxx0024	15 Nov 2021	In Progress
88771	CD000000001096	BGN100.00	xxxxxxxxxxxx0015	15 Nov 2021	Initiated
111121	CD000000001093	GBP10,000.00	xxxxxxxxxxxx0024	11 Nov 2021	Credited
8811	CD000000001052	BGN100.00	xxxxxxxxxxxx0024	05 Nov 2021	Initiated
2910202190	CD000000000993	GBP20,000.00	xxxxxxxxxxxx0015	29 Oct 2021	Initiated
261020399	CD000000000945	GBP23,000.00	xxxxxxxxxxxx0024	26 Oct 2021	Initiated
123232	CD000000001193	GBP10,000.00	xxxxxxxxxxxx0024	21 Oct 2021	Initiated

At the bottom of the table, there is a pagination control: 'Page 1 of 21 (1-10 of 201 Items)' with navigation arrows and a 'Cancel' button. A 'Help' button is located in the bottom right corner of the interface.

## View Cash Deposit (on mobile devices)

You can view the list of cash deposit records on mobile devices as well.




### Field Description

Field Name	Description
------------	-------------

#### View Cash Collections (as seen on desktop computer)

**Party Name & ID** Displays the name and ID of the logged-in corporate party.

#### List of Cash Deposits



This section displays a list of existing cash deposit records. You can search for specific records using the search field, and narrow the results down using the filter (  ) options. You can also download the list in CSV format.

**Deposit Slip Number** Displays the reference number of the deposit slip assigned during creation. This is a hyperlink which when clicked displays the details of the cash deposit slip record. For more information on the details displayed, refer the [View Cash Deposit Details](#) section below.

**Reference Number** Displays the reference number of the deposit slip fetched from the host.

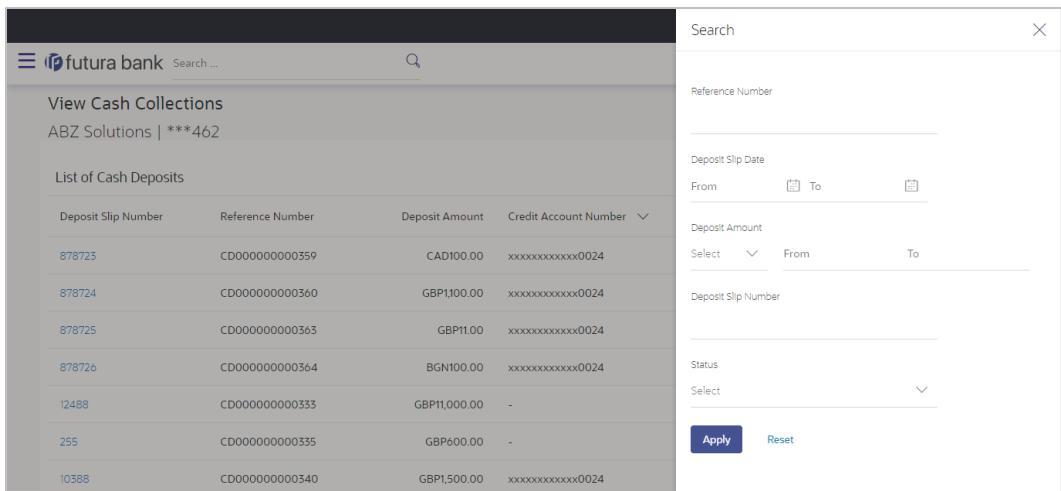
Field Name	Description
<b>Deposit Amount</b>	Displays the currency and amount of the deposit.
<b>Credit Account Number</b>	Displays the account number in masked format, which has been credited by the cash deposit.
<b>Deposit Slip Date</b>	Displays the date on the deposit slip.
<b>Credit Status</b>	Displays the status of the credit.

1. In the **View Cash Collections** screen, you can do one of the following:

- To search for specific cash deposits, in the **Search** field, enter the partial or complete deposit slip number / reference number / currency / credit account number. The matching results are dynamically displayed.
- To filter the search results:
  - Click . The **Search** overlay window appears. For more information on the fields in this overlay window, refer the [Search \(overlay window\)](#) section below.
  - Enter the search criteria in the overlay window.
  - Click **Apply** to filter the cash deposit records.  
OR  
Click **Reset** to clear the entered search criteria.
- Click **Download** to download the list of cash deposits in CSV format. In case you are viewing the cash deposit records on a mobile device, then click  to download the list.
- Click the link under **Deposit Slip Number** to view the details of a specific cash deposit record. The **View Cash Deposit Details** screen appears. For more information, refer the [View Cash Deposit Details](#) section below.
- Click **Cancel** to go to the dashboard.

**Search (overlay window)**

This window appears when you click  in the **View Cash Collections** screen.



**Field Description**

Field Name	Description
<b>Search (overlay window)</b>	
<b>Reference Number</b>	Indicates an option to search for a cash deposit record based on the reference number.
<b>Deposit Slip Date From - To</b>	Indicates an option to search for cash deposit records based on a date range.
<b>Deposit Amount Currency From - To</b>	Indicates an option to search for cash deposit records based on an amount range for a particular currency.
<b>Deposit Slip Number</b>	Indicates an option to search for a cash deposit record based on the deposit slip number.
<b>Status</b>	Indicates an option to search for cash deposit records based on status. The options available are: <ul style="list-style-type: none"> <li>• Credited Failure</li> <li>• Credited Success</li> </ul>



**5.1.2.1 View Cash Deposit Details**

This screen appears when you click the **Deposit Slip Number** link of a particular cash deposit record in the **View Cash Collections** screen.

**View Cash Deposit Details**  
 ABZ Solutions | \*\*\*462

Deposit Amount	Deposit Date	Credit Account Number
GBP3,123.00 <span>inProgress</span>	26 Jul 2021	xxxxxxxxxxxx0015

**Denomination Details**

Denomination	Count	Amount
50	50	GBP2,500.00
2	1	GBP2.00
1	1	GBP1.00
5	100	GBP500.00
20	5	GBP100.00
10	2	GBP20.00

[Less Information](#)

**Deposit Slip Details**

Deposit Slip Number	Division Code
1001	Division 2
Branch Name	
LM BRANCH	
Pickup Location	Pickup Point
Pune	KalyaniNagar
Pickup Date	
14 Jan 2020	

**Pooling Details**

Pooling Level	Amount Credit Level
Account	Deposit Slip Level
Percentage Pooling	
Yes	
Pooling Account Number	Percentage
4567	25%
3000901	25%
A1	25%
A1	25%

**Enrichment Details**

---

**Record 1**

nehenrich2 ENRNUpdate	nehenrich1 1123
--------------------------	--------------------

**Additional Details**

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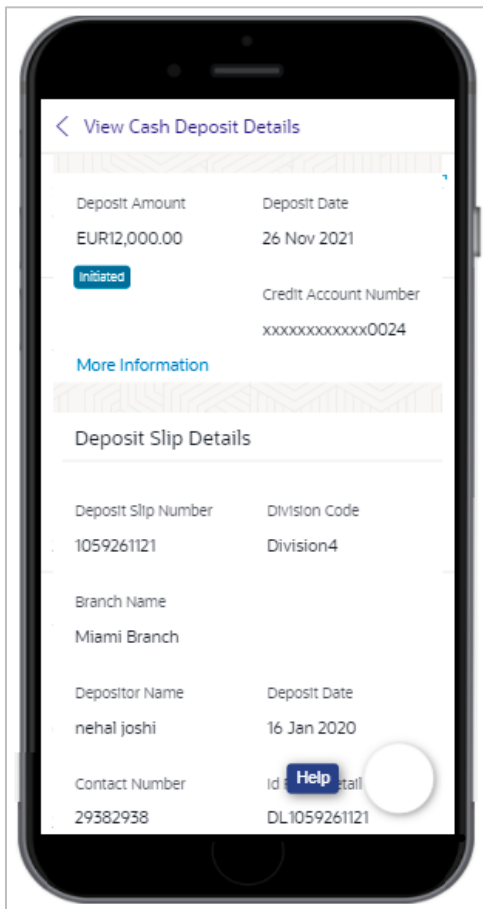
Number of Additional Fields  
2

Field 1 Payments for materials	Field 2 Reconcile with Cashflow Records
-----------------------------------	--

[Cancel](#) [Back](#)

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**View Cash Deposit Details (on mobile devices)**



**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>View Cash Deposit Details</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Deposit Amount</b>	Displays the deposit currency and amount.
<b>Deposit Status</b>	The color-coded status of the deposit is displayed.
<b>Deposit Date</b>	Displays the date of creation of the cash deposit slip.
<b>Credit Account Number</b>	Displays the number of the account in masked format, into which the cash has been deposited.
<b>Denomination Details</b>	
You can view these details (if entered during deposit slip creation) on clicking the <b><u>More Information</u></b> link.	
<b>Denomination</b>	Displays the various denominations available for the selected currency.
<b>Count</b>	Displays the number of leaves for each denomination that has been deposited.
<b>Amount</b>	Displays the total amount for each denomination. The total amount of all denominations is the total cash that has been deposited under the specific deposit slip.
<b>Deposit Slip Details</b>	
<b>Deposit Slip Number</b>	Displays the unique number of the cash deposit slip.
<b>Division Code</b>	Displays the assigned division code.
<b>Branch Name</b>	Displays the branch where the cash has been deposited.
<b>Pickup Location</b>	Displays the location of the cash pick-up. This field appears when the pick-up option has been selected for the cash deposit.
<b>Pickup Point</b>	Displays the point of the pick-up. This field appears when the pick-up option has been selected for the cash deposit.
<b>Pickup Date</b>	Displays the date of the pick-up. This field appears when the pick-up option has been selected for the cash deposit.
<b>Depositor Name</b>	Displays the name of the depositor. This field appears when the deposit at branch option has been selected for the cash deposit.
<b>Contact Number</b>	Displays the contact number of the depositor. This field appears when the deposit at branch option has been selected for the cash deposit.

<b>Field Name</b>	<b>Description</b>
<b>Id Proof Type</b>	Displays the type of ID proof of the depositor. This field appears when the deposit at branch option has been selected for the cash deposit.
<b>Id Proof Detail</b>	Displays the unique ID/number of the ID proof of the depositor. This field appears when the deposit at branch option has been selected for the cash deposit.
<b>Pooling Details</b>	
<b>Pooling Level</b>	Displays the pooling level set at the host.
<b>Amount Credit Level</b>	Displays the level at which pooling has been applied to the deposited cash.
<b>Percentage Pooling</b>	Displays whether or not percentage pooling is applicable.
If percentage pooling is applicable, then a table is displayed with details of the percentage allotted to each pooling account.	
<b>Pooling Account Number</b>	Displays the account number that the cash has been credited to.
<b>Percentage</b>	Displays the percentage of cash credited to the account.
<b>Enrichment Details</b>	
This section displays the additional information added as part of enrichment of data, for each deposit slip record.	
<b>Additional Details</b>	
This section displays the details entered for easy identification and reconciliation of the cash deposited.	
<b>Number of Additional Fields</b>	Displays the number of fields of additional details.
<b>Field 1 – Field 10</b>	Displays the additional details entered during cash deposit creation. The number of fields can range from 1 to 10.

## 5.2 Cheques

### 5.2.1 Create Cheque Deposit

Using this screen, you can enter the details of the cheques being deposited into the corporate's account. Once you enter the cheque details, you can also save the entry as a draft, to resume later.

For creating a cheque deposit slip, there are two separate entries to be made:

- Add Deposit Slip Details – It is mandatory to create a deposit slip for every deposit being made.
- Add Cheque Details – You can link one or more cheques to a single deposit slip.

**How to reach here:**

*Dashboard > Toggle menu > Cash Management > Collections > Cheque Deposit*

**To create a deposit slip and add cheques to it:**

The screenshot displays the 'Create Cheque Deposit' interface for 'futura bank'. The user is logged in as 'Welcome, nehal joshi' with a last login time of '29 Nov 07:46 PM'. The page title is 'Create Cheque Deposit' and the account is 'ABZ Solutions | \*\*\*462'. A 'Draft' section contains a table of draft entries and a 'Create Deposit Slip' button.

Draft Name	Creation Date	Number of Deposit Slips	Last Updated
fine	29 Oct 2021	1	29 Oct 2021
new draft	13 Oct 2021	1	13 Oct 2021
nehdraftstory	13 Sep 2021	3	13 Sep 2021
nehnewdraft	13 Sep 2021	1	13 Sep 2021
nehdraft1	10 Sep 2021	1	10 Sep 2021

**Draft**

You can save the data entered while creating a deposit slip for cheque deposit in a draft.


On saving the data in draft, user can resume the submission of cheque deposit where the user had left it.

Simply select the draft which needs to be submitted from the given list. It will open the details in Deposit Slip page and user can update the data as required and submit the same. Once successfully submitted to host it will no longer appear in the draft list.

Page 1 of 1 (1-5 of 5 items)

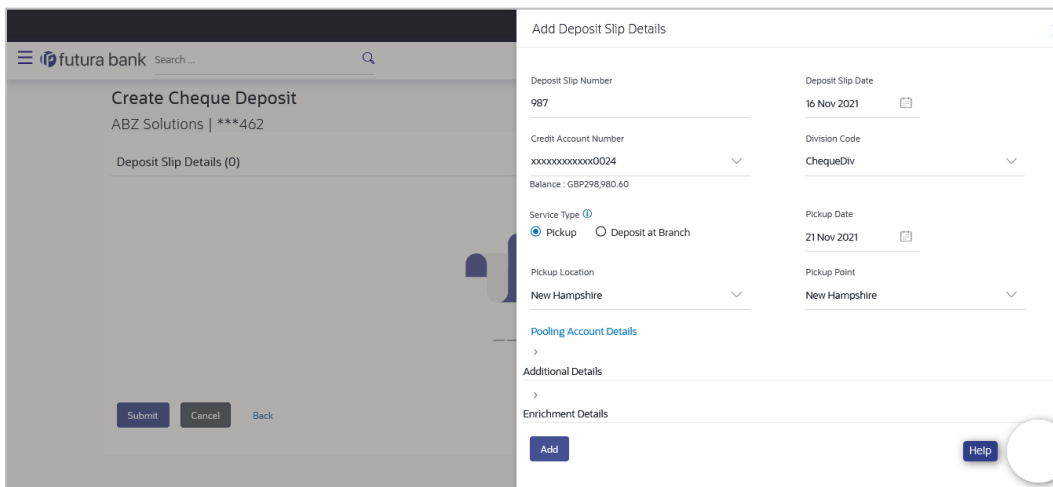
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**Field Description**

Field Name	Description
<b>Create Cheque Deposit</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Draft</b>	
A list of cheque deposit entries saved as drafts is displayed, with the following fields.	
<b>Search</b>	Indicates an option to search for specific cheque deposit drafts. Enter the partial or complete draft name, or reference number, or creation date, or last updated date, to view matching records.
<b>Draft Name</b>	Displays the name that has been used to save the cheque deposit draft. This is a hyperlink which when clicked enables you to edit the draft.
<b>Creation Date</b>	Displays the date of creation of the cheque deposit draft record.
<b>Number of Deposit Slips</b>	Displays the number of deposit slips present in the cheque deposit draft record.
<b>Last Updated</b>	Displays the date when the cheque deposit draft record was last updated.
	Indicates an option to delete the cheque deposit draft record. On clicking this icon, a pop-up window appears requiring you to confirm the deletion.

1. In the **Create Cheque Deposit** screen, click **Create Deposit Slip** to create a new deposit slip. The **Add Deposit Slip Details** overlay window appears.

**Note:** If you have previously saved the deposit slip as a draft, then click the required link under **Draft Name**, to continue the creation process.



## Field Description

Field Name	Description
<b>Add Deposit Slip Details (overlay window)</b>	
<b>Deposit Slip Number</b>	Enter a unique number for the cheque deposit slip.
<b>Deposit Slip Date</b>	Select the date of creation of the cheque deposit slip. This date must be greater than or equal to the current date.
<b>Credit Account Number</b>	Select the account number for crediting the cheque amount. Once you select an account number, the currency and balance of that specific account automatically appear below the account number.  If an account number is not provided in this field, then the same is picked up from the pooling details maintained. Click the <b>Pooling Account Details</b> link in the overlay window, to view these. However, if pooling details are not maintained, then it is mandatory to provide an account number here.
<b>Division Code</b>	Select the relevant division code.
<b>Service Type</b>	Select the service to be used for depositing the cheque. The options are: <ul style="list-style-type: none"> <li>• <b>Pickup</b> – This option is available for selection only if the corporate is registered for the pick-up service.</li> <li>• <b>Deposit at Branch</b> – The corporate must make their own arrangements to deliver the cheque at the branch for depositing.</li> </ul>
<b>Pickup Date</b>	Select a date for the bank to pick up the cheque. This field appears when you select the <b>Pickup</b> option in the <b>Service Type</b> field.
<b>Pickup Location</b>	Select the location from where the bank must pick-up the cheque. This field appears when you select the <b>Pickup</b> option in the <b>Service Type</b> field.

Field Name	Description
<b>Pickup Point</b>	Select the required pick-up point. This field appears when you select the <b>Pickup</b> option in the <b>Service Type</b> field.
<b>Pooling Account Details</b>	This is a hyperlink which when clicked displays a pop-up window with the pooling level details fetched from the host.

Pooling Level	Basis of Amount Credit	Percentage Pooling
Account	Deposit Slip Level	Yes
Pooling Account Number		Percentage
4567		25%
3009901		25%
A1		25%
A1		25%

<b>Pooling Level</b>	Displays the pooling level set at the host.
<b>Basis of Amount Credit</b>	Displays the level at which pooling will be applied to the cheque amount.
<b>Percentage Pooling</b>	Displays whether or not percentage pooling is applicable.
<b>Pooling Account Number</b>	Displays the account numbers that the cheque amount must be credited to.
<b>Percentage</b>	Displays the percentage of cash being deposited in each account.

#### Additional Details

This section is provided to enable you to capture additional data regarding the cheque deposit record, if required. You can decide the number of fields required and enter the information in the fields accordingly.




<b>Number of Additional Fields</b>	Enter the number of fields required for adding details. Once you add a number, those many data entry fields appear. The maximum value that is allowed in this field is 10.
<b>Field 1 – Field 10</b>	Enter the additional details in the data entry fields. A maximum of 10 fields can be present.



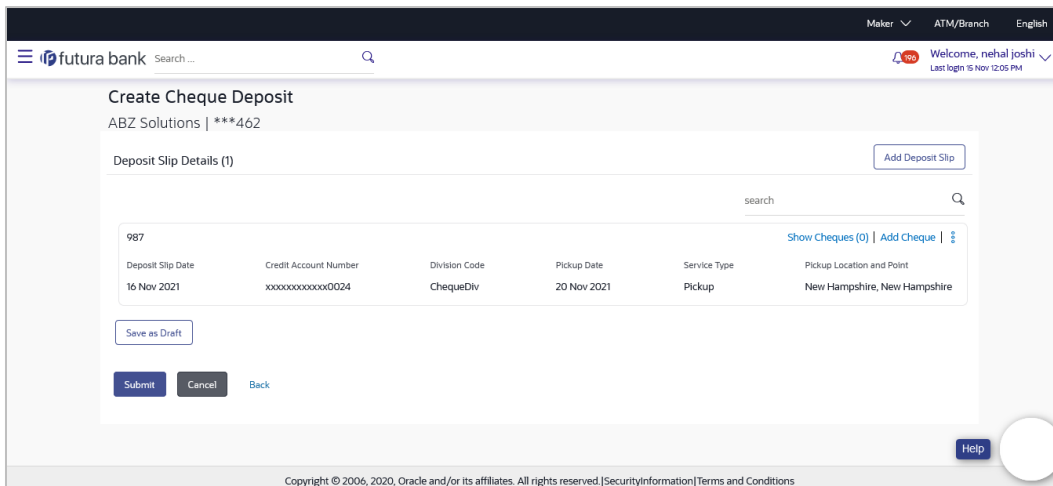
Field Name	Description
------------	-------------

### Enrichment Details

You can use this section to add enrichment information that must be associated with the cheque being deposited. The number and types of fields available in this section depend on what has been set up for the corporate, by the bank.

- Once you enter the required details, click **Save Enrichment**.  
A record entry with the enrichment details appears, with options to edit or delete it.
  - To edit the enrichment details, click  .
  - To delete the enrichment details, click  .
- Click **Add**. The record appears in the **Deposit Slip Details** list in the **Create Cheque Deposit** screen.
  - To edit or delete the deposit slip record, you can click  and select the relevant option.
  - Click **Save as Draft** to save the entered values and resume at a later point in time.

### On Adding the Deposit Slip



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- Click the **Add Cheque** link in the deposit slip record, to add cheques details to it. The **Add Cheque Details** overlay window appears.

## Add Cheque Details (overlay window)

**Add Cheque Details**

Cheque Date: 12 Nov 2021  
Cheque Number: 87678

Cheque Amount: USD USD5,000.00  
Cheque Type: Saving Bank Cheque

Division Code: ChequeDiv  
Credit Account Number: xxxxxxxxxxxx0024

**Drawer Details**

Drawer Name: ABC Pvt Ltd  
Drawer Account Number: 9876543210

Drawer Account Name: ABC Pvt Ltd

**Drawn On Bank Details**

Search by Bank Name and Branch or Routing Number

Bank Name Branch Routing Number

Help

**Add Cheque Details**

**Drawn On Bank Details**

Search by Bank Name and Branch or Routing Number

Bank Name	Branch	Routing Number
LM BANK	Atlanta	10989034

**Additional Details**

Number of Additional Fields: 1

Field 1: Payments for Raw Materials

**Enrichment Details**

nehinstexactlength

Save Enrichment

Add

Help

## Field Description

Field Name	Description
------------	-------------

### Add Cheque Details (overlay window)

<b>Cheque Date</b>	Enter the date of the cheque.
<b>Cheque Number</b>	Enter the unique number of the cheque.
<b>Cheque Amount</b>	Select the cheque currency and enter the amount.
<b>Cheque Type</b>	Select the type of cheque being deposited.
<b>Division Code</b>	Select the relevant division code.
<b>Credit Account Number</b>	Select the account where the cheque needs to be deposited.

Field Name	Description
------------	-------------



### Drawer Details

**Drawer Name** Select the name of the drawer of the cheque.

**Drawer Account Number** Enter the account number of the drawer of the cheque.

**Drawer Account Name** Enter the name on the account of the drawer of the cheque.


### Drawn on Bank Details

This section enables you to search and select the drawn on bank details, by entering the partial or full bank and branch names or the routing number, and clicking . To reset the values entered, click .




#### Drawn On Bank Details

Search by Bank Name and Branch or Routing Number

Bank Name	Branch	Routing Number
LM	At	

Bank Name	Branch	Routing Number	
LM BANK	Atlanta	10989034	<a href="#">Select</a>

Page 1 of 1 (1 of 1 items) |   

**Bank Name** Enter the partial or full bank name, on which the cheque has been drawn. This field should be used in conjunction with the branch field for the search.

**Branch** Enter the partial or full branch name, on which the cheque has been drawn. This field should be used in conjunction with the bank field for the search.

**Routing Number** Enter the partial or full routing number to search for the bank on which the cheque has been drawn.



Click this icon to search for the bank on which the cheque has been drawn, after entering the search string(s). A list of matching bank names with their details appears. Click the **Select** link beside the required bank record. The selected bank record appears in the **Drawn on Bank Details** section.



Click this icon to reset the search string(s) entered.


### Additional Details

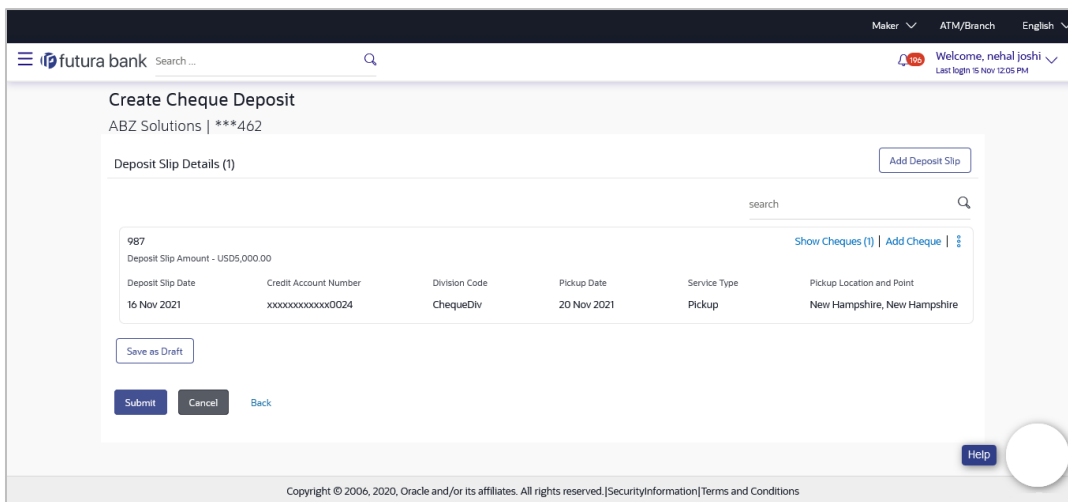
This section is provided to enable you to capture additional data regarding the cheque, if required. For example, you can enter details for easy identification and reconciliation of the cheque being deposited.

Field Name	Description
<b>Number of Additional Fields</b>	Enter the number of fields required for adding details. Once you add a number, those many data entry fields appear. The maximum value that is allowed in this field is 10.
<b>Field 1 – Field 10</b>	Enter the additional details in the data entry fields. A maximum of 10 fields can be present.

**Enrichment Details**

You can use this section to add enrichment information that must be associated with the cheque deposit record, for easy identification in future. The number of fields, their types, and whether they should be mandatory or optional during entry, are configured in the enrichment set up by the bank.

5. Once you enter the required details, click **Save Enrichment**.
6. Click **Add**. The cheque details are added to the deposit slip.
  - To add another cheque record, click the **Add Cheque** link.
  - To view the details of the cheques added, click the **Show Cheques** link. The number beside the link denotes the number of cheques added to the deposit slip.
  - To edit or delete the deposit slip, click .
  - To add another deposit slip to the transaction, click **Add Deposit Slip**.
  - Click **Save as Draft** to save the entered details and resume at a later point in time.

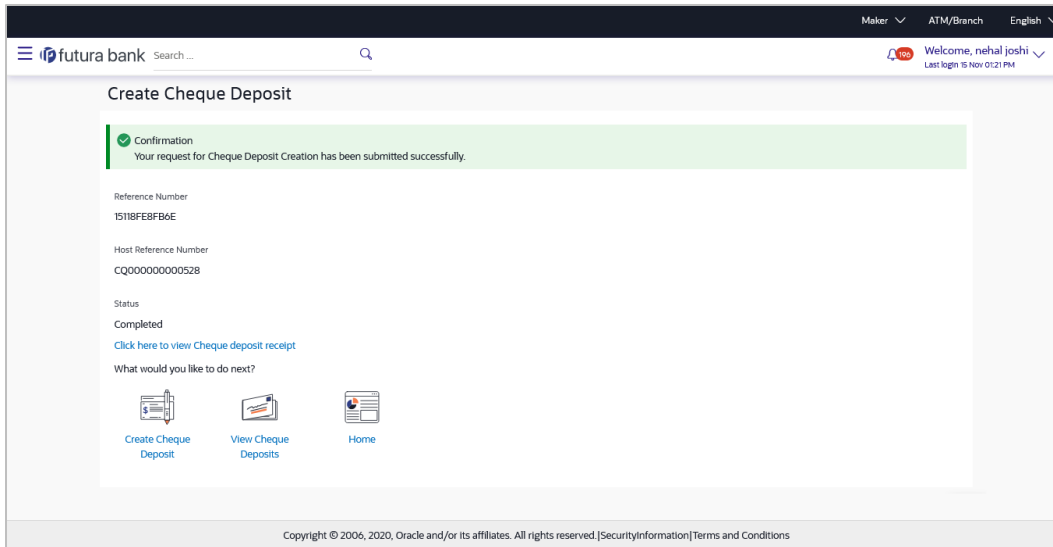


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7. Click **Submit** to submit the record. The Review screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to go to the previous screen.

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8. In the Review screen, click the **View Details** link beside each record, verify the details, and click **Confirm**. A confirmation screen appears with the reference ID and status of the transaction.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to go to the previous screen.



9. Click the **Click here to view Cheque deposit receipt** link to view the receipt of the cheque deposit.  
OR  
Click the **Create Cheque Deposit** link to create further cheque deposit records.  
OR  
Click the **View Cheque Deposits** link to view the existing cheque deposit records.  
OR  
Click the **Home** link to go to the dashboard.

## 5.2.2 View Cheque Deposit

Using this screen, you can view the details of existing cheques collection records.

### How to reach here:

*Dashboard > Toggle menu > Cash Management > Collections > View Cheque Deposits*

### To view the details of cheque collection:

The screenshot displays the 'View Cheque Collections' page for 'ABZ Solutions | \*\*\*462'. The page features a search bar and a 'Download' button. The main content is a table with the following data:

Cheque Number Date	Cheque Amount	Realization Amount	Drawer Name	Deposit Slip Number	Deposit Slip Date	Cheque Status	Credit Status
787655 14 Jan 2020	USD100.00	-	NEHALVASANI	787654321	14 Jan 2020	InProgress	InProgress
7876551 14 Jan 2020	USD100.00	-	NEHALVASANI	787654529	14 Jan 2020	InProgress	InProgress
787657 14 Jan 2020	USD1,000.00	-	NEHALVASANI	787654323	14 Jan 2020	InProgress	InProgress
5590 10 Jan 2020	GBP2,000.00	-	NEHALJOSHI	559	14 Jan 2020	Realized	
6030 05 Jan 2020	GBP2,000.00	-	NEHALVASANI	603	14 Jan 2020		
8421123 06 Jan 2020	GBP2,000.00	-	nehajl	842112	14 Jan 2020	Booked	InProgress
8421121 06 Jan 2020	GBP2,000.00	-	nehajl	842112	14 Jan 2020	Booked	InProgress

Page 1 of 7 (1-10 of 68 items)

### Field Description

Field Name	Description
------------	-------------

#### View Cheque Collections

<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
----------------------------	--

#### List of Cheques

This section displays a list of existing cheque deposit records. You can search for specific records using the search field, and narrow the results down using the filter ( ) options. You can also download the list in CSV format.


#### Cheque Number Date

Displays the unique number of the cheque. This is a hyperlink which when clicked displays the details of the cheque. For more information on the details displayed, refer the [View Cheque Collection Details](#) section below.

Also displays the date of issue of the cheque.

Field Name	Description
<b>Cheque Amount</b>	Displays the amount for which the cheque has been drawn.
<b>Realization Amount</b>	Displays the cheque amount that has been realized.
<b>Drawer Name</b>	Displays the name of the party that has issued the cheque.
<b>Deposit Slip Number</b>	Displays the reference number of the deposit slip created when depositing the cheque.
<b>Deposit Slip Date</b>	Displays the date on the deposit slip.
<b>Cheque Status</b>	Displays the status of the cheque.
<b>Credit Status</b>	Displays the status of the cheque amount credit.

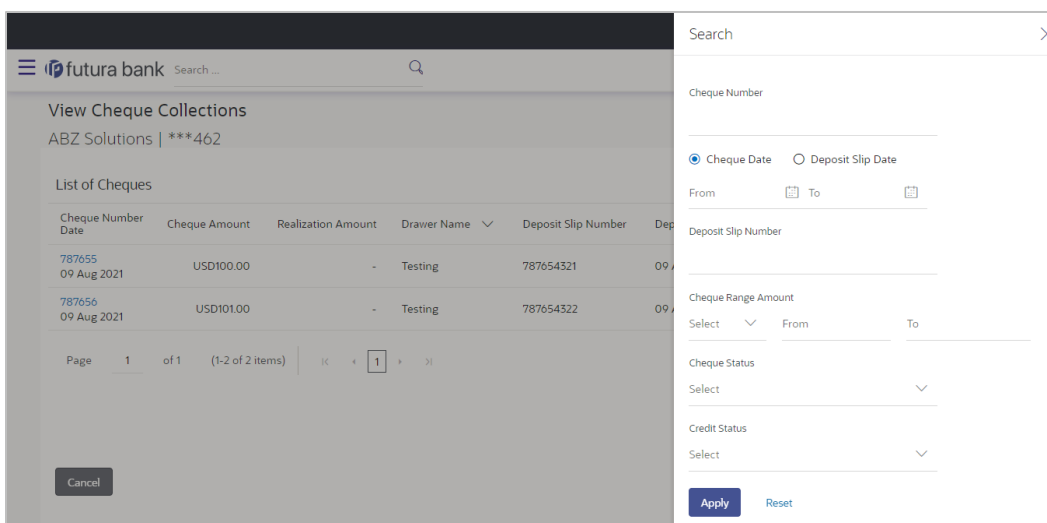
2. In the **View Cheque Collections** screen, you can do one of the following:

- To search for specific cheque deposits, in the **Search** field, enter the partial or complete cheque number / cheque amount / drawer name / deposit slip number. The matching results are dynamically displayed.
- To filter the search results:
  - Click . The **Search** overlay window appears. For more information on the fields in this overlay window, refer the [Search \(overlay window\)](#) section below.
  - Enter the search criteria in the overlay window.
  - Click **Apply** to filter the cheque deposit records.  
OR  
Click **Reset** to clear the entered search criteria.
- Click **Download** to download the list of cheque deposits in CSV format.
- Click the link under **Cheque Number** to view the details of a specific cheque deposit record. The **View Cheque Collection Details** screen appears. For more information, refer the [View Cheque Collection Details](#) section below.
- Click **Cancel** to go to the dashboard.



### Search (overlay window)

This window appears when you click  in the **View Cheque Collections** screen.



### Field Description

Field Name	Description
<b>Search (overlay window)</b>	
<b>Cheque Number</b>	Indicates an option to search for a cheque deposit record based on the cheque number.
<b>Cheque Date From - To</b>	Indicates an option to search for cheque deposit records based on a date range, within which the cheques were issued.
<b>Deposit Slip Date From - To</b>	Indicates an option to search for cheque deposit records based on a date range, within which the deposit slips were created.
<b>Deposit Slip Number</b>	Indicates an option to search for a cheque deposit record based on the deposit slip number.
<b>Cheque Range Amount Currency From - To</b>	Indicates an option to search for cheque deposit records based on an amount range for a particular currency.
<b>Cheque Status</b>	Indicates an option to search for cheques in a particular status.
<b>Credit Status</b>	Indicates an option to search for cheque deposit records based on the credit status.

### 5.2.2.1 View Cheque Collection Details

This screen appears when you click the **Cheque Number** link of a particular cheque deposit record in the **View Cheque Collections** screen.

**View Cheque Collection Details**  
ABZ Solutions | \*\*\*462

Cheque Number	<b>Booked</b>	Cheque Date	Cheque Amount	Credit Account Number
787657		09 Aug 2021	USD1,000.00	xxxxxxxxxxxx0580
Division Code		Credit Arrangement Days		
Division 2		0		
<b>Drawer Details</b>				
Drawer Account Number		Drawer Name		
1234500		Testing		
<b>Drawn On Bank Details</b>				
Drawn on Bank and Branch		Routing Number		
VP3-New Hampshire, New Hampshire		109890123		

[Less Information](#)

**Additional Details** | Enrichment Details | Deposit Slip Details

Number of Additional Fields  
1

Field 1  
test3

[Cancel](#) [Back](#)

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#### Field Description

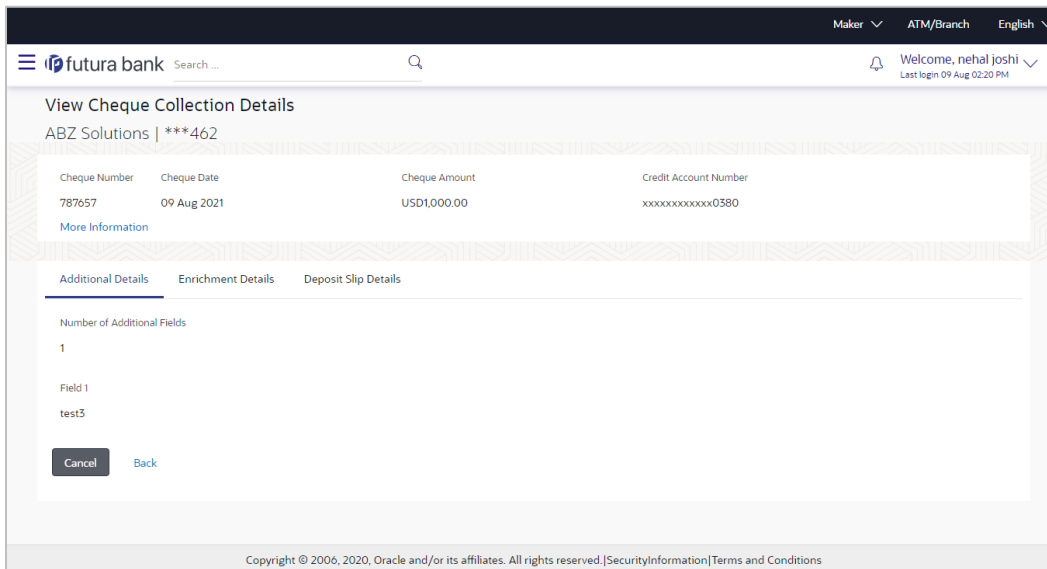
Field Name	Description
<b>View Cheque Collection Details</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Cheque Number</b>	Displays the unique cheque number.
<b>&lt;Cheque Status&gt;</b>	Displays the status of the cheque.
<b>Cheque Date</b>	Displays the date when the cheque has been drawn.
<b>Cheque Amount</b>	Displays the amount for which the cheque has been drawn.
<b>Credit Account Number</b>	Displays the account number to credit the cheque amount to.
The following fields are displayed when you click the <b>More Information</b> link.	
<b>Division Code</b>	Displays the division code.

Field Name	Description
<b>Credit Arrangement Days</b>	Displays the number of days after depositing the cheque when the funds will be credited to the customer's account, even if the cheque has not yet been cleared.
<b>Drawer Details</b>	
<b>Drawer Account Number</b>	Displays the account number of the drawer (issuing party) of the cheque.
<b>Drawer Name</b>	Displays the name of the drawer of the cheque.
<b>Drawn On Bank Details</b>	
<b>Drawn on Bank and Branch</b>	Displays the name of the bank and branch from where the cheque has been drawn.
<b>Routing Number</b>	Displays the unique identification code of the bank that the cheque has been drawn on.

The following tabs are present in the **View Cheque Collection Details** screen:

- Additional Details
- Enrichment Details
- Deposit Slip Details

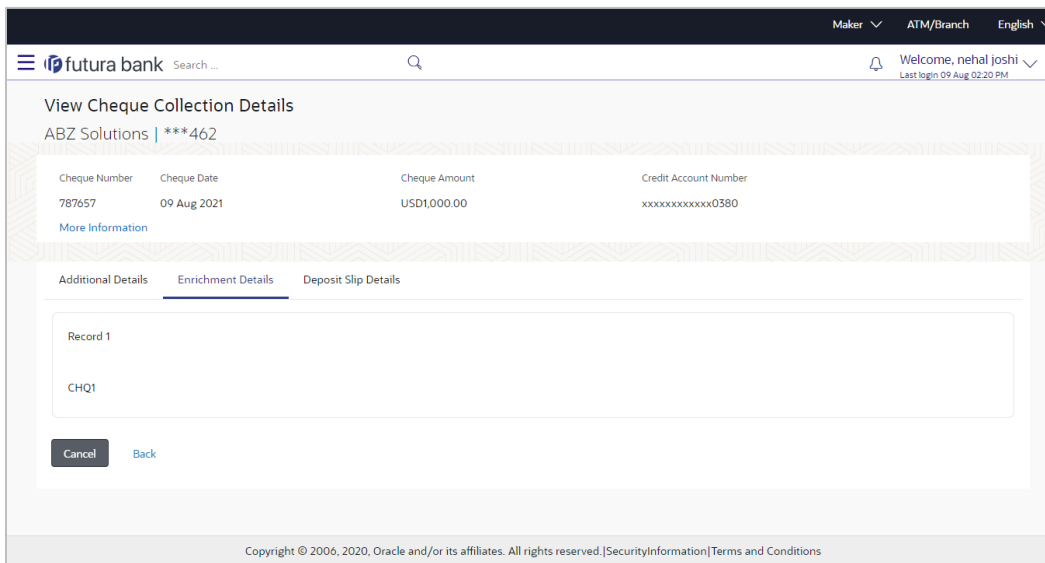
**Additional Details tab**



**Field Description**

Field Name	Description
<b>Additional Details</b>	
This tab displays information that can be useful for the identification and/or reconciliation of the cheques payment.	
<b>Number of Additional Fields</b>	Displays the number of additional fields entered.
<b>Field 1 – Field 10</b>	Displays that many number of additional fields, along with their respective values, as indicated by the number above.

**Enrichment Details tab**



**Field Description**

Field Name	Description
<b>Enrichment Details</b>	
This section displays the enrichment details associated with the cheque deposited. The number and types of fields available in this section depend on the settings maintained by the bank.	

## Deposit Slip Details tab

View Cheque Collection Details  
ABZ Solutions | \*\*\*462

Cheque Number	Cheque Date	Cheque Amount	Credit Account Number
787657	09 Aug 2021	USD1,000.00	xxxxxxxxxxxx0380

[More Information](#)

Additional Details    Enrichment Details    **Deposit Slip Details**

Deposit Slip Number: 787654323    Deposit Slip Date: 09 Aug 2021

**Pooling Details**

Pooling Level	Amount Credit Level
Division	Pooling Level

Percentage Pooling: Yes

Division Description	Pooling Account Number	Percentage
RELIANCE	989898989	100%

**Additional Details**

Number of Additional Fields: 1

Field 1: test1

**Enrichment Details**

Record 1  
Enrich7  
UDF1

[Cancel](#)    [Back](#)

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## Field Description

Field Name	Description
<b>Deposit Slip Details</b>	
<b>Deposit Slip Number</b>	Displays the number of additional fields entered.
<b>Deposit Slip Date</b>	Displays that many number of additional fields, along with their respective values, as indicated by the number above.
<b>Pooling Details</b>	
<b>Pooling Level</b>	Displays the pooling level set at the host.

Field Name	Description
<b>Amount Credit Level</b>	Displays the level at which pooling has been applied to the deposited cheque.
<b>Percentage Pooling</b>	Displays whether or not percentage pooling is applicable.  If percentage pooling is applicable, then a table is displayed with details of the percentage allotted to each pooling account.
<b>Division Description</b>	Displays the description of the pooling level.
<b>Pooling Account Number</b>	Displays the account number that the cheque amount has been credited to.
<b>Percentage</b>	Displays the percentage of the cheque amount allotted to the pooling account.
<b>Additional Details</b>	
This section displays the details entered for easy identification and reconciliation of the cheque deposited.	
<b>Enrichment Details</b>	
This section displays the additional information added as part of enrichment of data, for the cheque deposited.	

## 5.3 Cash Withdrawal

A corporate user, based on their access rights, can create cash withdrawal requests. The cash can either be collected from the branch or delivered to the address maintained for the party. Specific denominations can also be requested.

### 5.3.1 Create Cash Withdrawal

**How to reach here:**

*Dashboard > Toggle menu > Cash Management > Collections > Create Cash Withdrawal*

To create a cash withdrawal request:

## Cash Withdrawal Details step

**Cash Withdrawal**  
ABZ Solutions | \*\*\*462

1 Cash Withdrawal Details 2 Additional Details

Slip Number  
788

Branch Name  
LM BRANCH

Debit Account Number  
xxxxxxxx0024

Balance :GBP298,980.60

Cheque Number  
87899

Cheque Date  
01 Nov 2021

Withdrawal Amount  
USD 7,000

Debit Amount  
GBP8,890.00@1.27

Withdrawal Date  
16 Nov 2021

Services  
 Collect Cash  Deliver

Recipient Name  
Johnathan Cole

ID Proof Type  
Passport

ID Proof Details  
ABC789876

Contact Number  
999999998

Next Cancel Back

**Note**  
You can withdraw cash from your corporate account by creating a simple request from the portal. Just fill in the form, you may also choose to deliver cash or deposit the same in the branch as per the set up defined.  
User can also state specific denominations if required in the cash withdrawal request so that desired denomination can be received from the bank.

Help

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## Field Description

Field Name	Description
<b>Cash Withdrawal</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Cash Withdrawal Details step</b>	
<b>Slip Number</b>	Enter the withdrawal slip number.
<b>Branch Name</b>	Select the branch to withdraw cash from.

Field Name	Description
<b>Debit Account Number</b>	Select the account to withdraw the cash from. Once you select an account number, the <b>Balance</b> field appears along with the currency and the balance amount.
<b>Cheque Number</b>	Enter the cheque number if a cheque is being issued to withdraw cash.
<b>Cheque Date</b>	Click the calendar icon and select the date of issue of the cheque.
<b>Withdrawal Amount</b>	Select the currency and enter the amount to withdraw.
<b>Debit Amount</b>	Displays the currency and amount that is being debited from the account selected in the <b>Debit Account Number</b> field. It also displays the exchange rate between the withdrawal amount currency and debit account currency.
<b>Withdrawal Date</b>	Click the calendar icon and select the date of cash withdrawal.
<b>Services</b>	Select whether the cash is to be collected from the branch or delivered to the party. If you select the <b>Collect Cash</b> option then you must enter the recipient's details in the fields that follow. If you select the <b>Deliver</b> option, then you must select the delivery location in the field that follows.
<b>Recipient Name</b>	Enter the name of the recipient who is to collect the cash from the branch. This field appears if you select the <b>Collect Cash</b> option from the <b>Services</b> field.
<b>ID Proof Type</b>	Select the type of ID proof document that the recipient is to produce when collecting the cash from the branch. This field appears if you select the <b>Collect Cash</b> option from the <b>Services</b> field.
<b>ID Proof Details</b>	Enter the unique identifier number of the selected ID proof document. This field appears if you select the <b>Collect Cash</b> option from the <b>Services</b> field.
<b>Contact Number</b>	Enter the contact number of the recipient. This field appears if you select the <b>Collect Cash</b> option from the <b>Services</b> field.
<b>Delivery Point</b>	Select the location to deliver the cash. This field appears if you select the <b>Deliver</b> option from the <b>Services</b> field.

1. In the **Cash Withdrawal** screen, enter the required withdrawal details in the **Cash Withdrawal Details** step.
2. Click **Next** to go to the **Additional Details** step.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to go to the dashboard.



## Additional Details step

### Field Description

Field Name	Description
<b>Cash Withdrawal</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Additional Details step</b>	
<b>Denomination</b>	Displays the available denomination for withdrawal.
<b>Count</b>	Enter the number of leaves of the denomination that are required.
<b>Amount</b>	Displays the total amount for each denomination. This field is automatically updated when you enter the count.
<b>Additional Details</b>	
<b>Number of Additional Fields</b>	Enter the number of fields required for adding details. Once you add a number, those many data entry fields appear. The maximum value that is allowed in this field is 10.
<b>Field 1 – Field 10</b>	Enter the additional details in the data entry fields. A maximum of 10 fields can be present.

- Once you enter the required details in the **Additional Details** step, click **Submit** to submit the transaction. The Review screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to go to the dashboard.

**Cash Withdrawal**  
ABZ Solutions | \*\*\*462

**Review**  
You initiated a request for Cash Withdrawal. Please review details before you confirm!

Slip Number 788	Branch Name LM BRANCH
Cheque Number 87899	Cheque Date 01 Nov 2021
Withdrawal Amount USD7,000.00	Withdrawal Date 16 Nov 2021
Debit Account Number xxxxxxxxxxxx0024	

**Cash Collection Details**

Recipient Name Johnathan Cole	ID Proof Type Passport
ID Proof Details ABC789876	Contact Number 9999999998

**Denomination Details**

Denomination		
10	700	7000

**Additional Details**

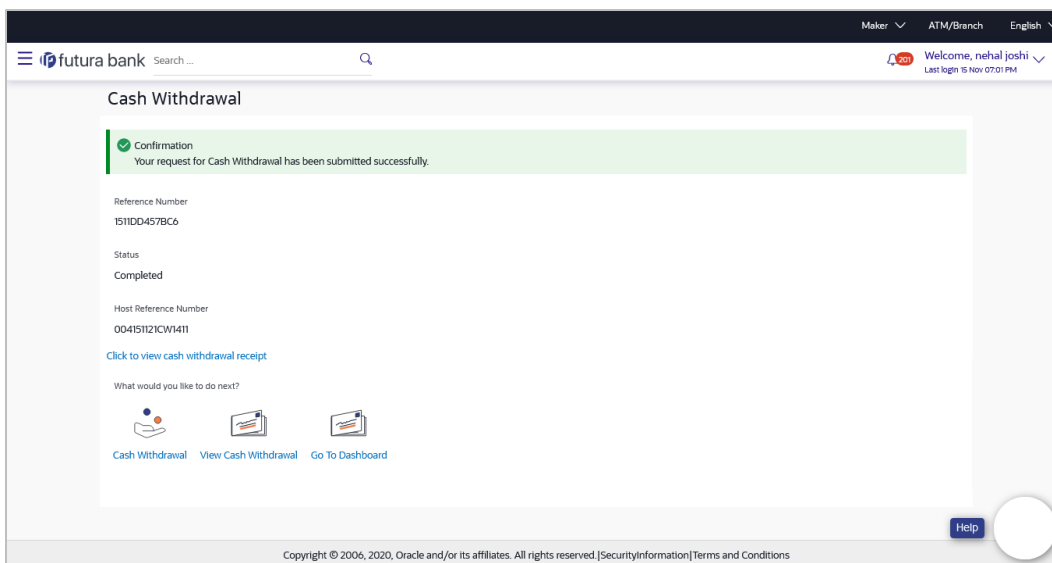
Number of Additional Fields  
1

Field 1  
ContinuousSerialNums

[Confirm](#) [Cancel](#) [Back](#)

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- Review the details in the Review screen and click **Confirm**. A confirmation message appears with the transaction reference number and status.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to go to the dashboard.



5. In the Confirmation screen, click the **Click to view cash withdrawal receipt** link to view the transaction details.  
OR  
Click **Cash Withdrawal** to create another cash withdrawal request.  
OR  
Click **View Cash Withdrawal** to view the existing cash withdrawal requests.  
OR  
Click **Go To Dashboard** to go to the main dashboard.

### 5.3.2 View Cash Withdrawal

How to reach here:

Dashboard > Toggle menu > Cash Management > Collections > View Cash Withdrawal

To view the cash withdrawal records:

The screenshot displays the 'View Cash Withdrawal' page for 'ABZ Solutions | \*\*\*462'. The page features a search bar and a 'Download' button. Below is a table with the following data:

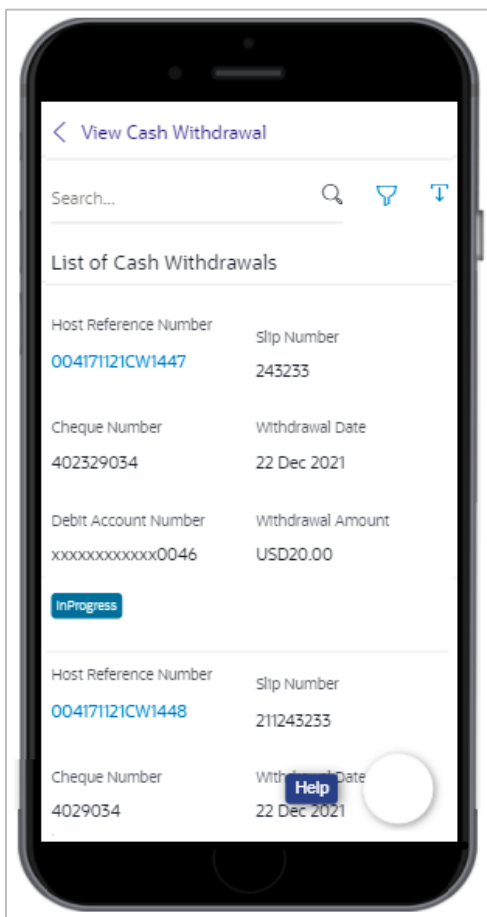
Host Reference Number	Slip Number	Cheque Number	Withdrawal Date	Debit Account Number	Withdrawal Amount	Status
00402121CW1263	3044	444	26 Nov 2021	xxxxxxxxxxxx0046	GBP600.00	InProgress
00411121CW1859	3411111	-	23 Nov 2021	xxxxxxxxxxxx0015	USD20.00	InProgress
00408121CW1281	-	9988111	17 Nov 2021	xxxxxxxxxxxx0035	USD20.00	InProgress
00410121CW1304	1232333	-	17 Nov 2021	xxxxxxxxxxxx0035	USD20.00	InProgress
00415121CW1411	8766	67899	16 Nov 2021	xxxxxxxxxxxx0024	GBP8,000.00	InProgress
00415121CW1401	493945	-	15 Nov 2021	xxxxxxxxxxxx0013	GBP1,000.00	InProgress
00415121CW1403	435243324	-	15 Nov 2021	xxxxxxxxxxxx0013	EUR1,000.00	InProgress
00415121CW1405	45435666	-	15 Nov 2021	xxxxxxxxxxxx0013	EUR1,000.00	InProgress
00415121CW1406	1111111	-	15 Nov 2021	xxxxxxxxxxxx0035	USD20.00	InProgress
00415121CW1408	1321111	-	15 Nov 2021	xxxxxxxxxxxx0035	USD20.00	InProgress

Page 1 of 33 (1-10 of 322 items) | 1 2 3 4 5 ... 33

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## View Cash Withdrawal (on mobile devices)

You can view the list of cash withdrawal records on mobile devices as well.




### Field Description

Field Name	Description
------------	-------------

#### View Cash Withdrawal (as seen on desktop computer)

<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
----------------------------	--

#### List of Cash Withdrawal



This section displays a list of existing cash withdrawal requests. You can search for specific records using the search field, and narrow the results down using the filter (  ) options. You can also download the list in CSV format.

<b>Host Reference Number</b>	Displays the unique reference number of the cash withdrawal request as a hyperlink. Click this link to view the details of the cash withdrawal request. For more information, refer the <a href="#">View Cash Withdrawal Details</a> section below.
------------------------------	---

<b>Slip Number</b>	Displays the withdrawal slip number.
--------------------	--------------------------------------

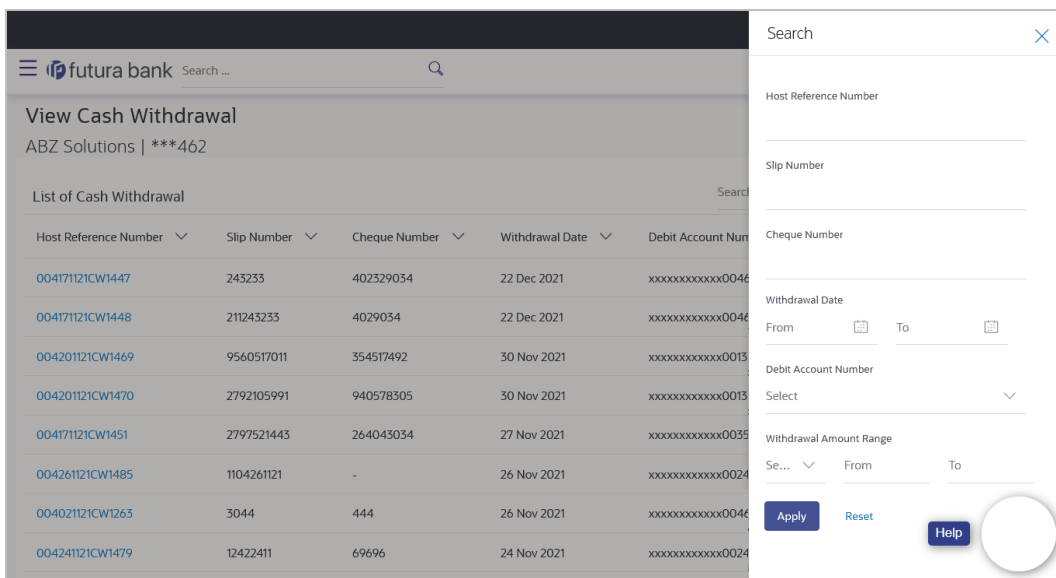
Field Name	Description
<b>Cheque Number</b>	Displays the number of the cheque issued for withdrawal, if applicable.
<b>Withdrawal Date</b>	Displays the date of cash withdrawal.
<b>Debit Account Number</b>	Displays the number of the account being debited during the cash withdrawal.
<b>Withdrawal Amount</b>	Displays the withdrawal currency and amount.
<b>Status</b>	Displays the status of the cash withdrawal request.

1. In the **View Cash Withdrawal** screen, you can do one of the following:

- To search for specific cash deposits, in the **Search** field, enter the partial or complete withdrawal slip number / host reference number / cheques number / debit account number / withdrawal amount. The matching results are dynamically displayed.
- To filter the search results:
  - Click . The **Search** overlay window appears. For more information on the fields in this overlay window, refer the [Search \(overlay window\)](#) section below.
  - Enter the search criteria in the overlay window.
  - Click **Apply** to filter the cash withdrawal requests.  
OR  
Click **Reset** to clear the entered search criteria.
- Click **Download** to download the list of cash withdrawal requests in CSV format. In case you are viewing the cash withdrawal records on a mobile device, then click  to download the list.
- Click the link under **Host Reference Number** to view the details of a specific cash withdrawal request. The **View Cash Withdrawal Details** screen appears. For more information, refer the [View Cash Withdrawal Details](#) section below.
- Click **Cancel** to go to the dashboard.

**Search (overlay window)**

This window appears when you click  in the **View Cash Withdrawal** screen.

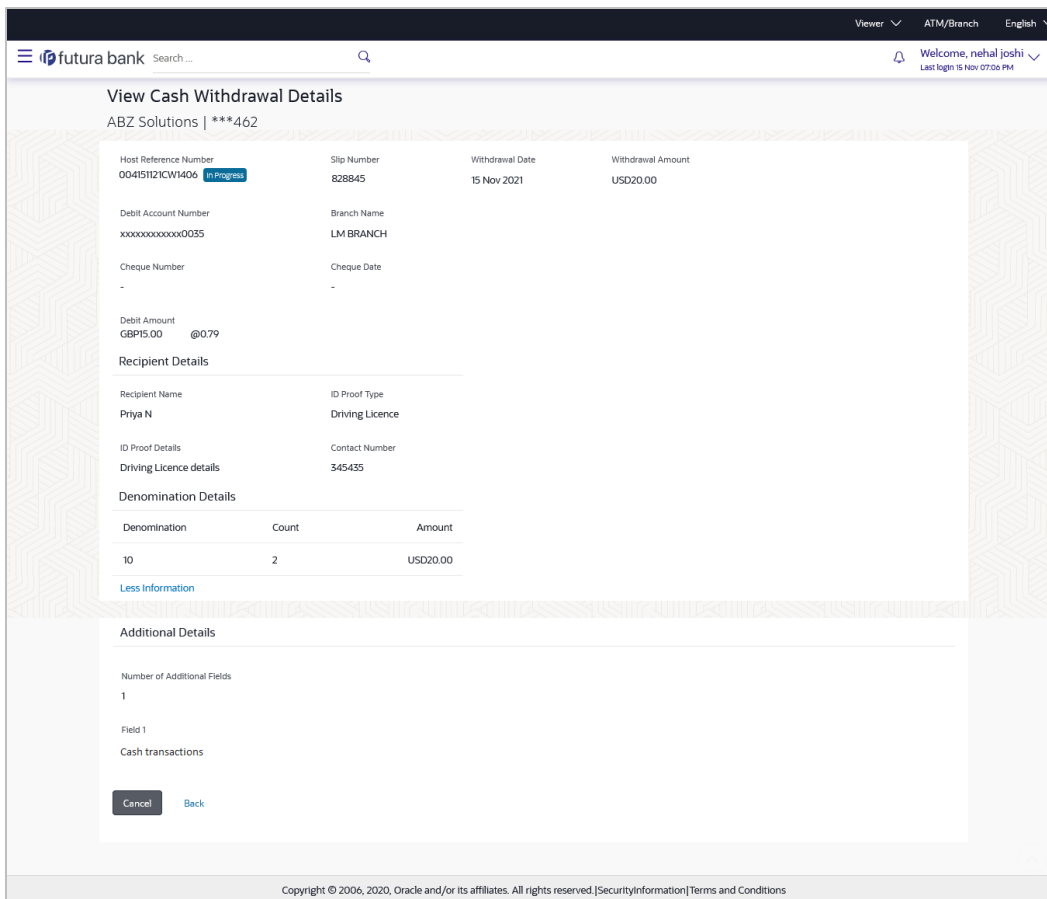


**Field Description**

Field Name	Description
<b>Search (overlay window)</b>	
<b>Host Reference Number</b>	Indicates an option to search for a cash withdrawal record based on the host reference number.
<b>Slip Number</b>	Indicates an option to search for a cash withdrawal record based on the withdrawal slip number.
<b>Cheque Number</b>	Indicates an option to search for a cash withdrawal record based on the cheque number.
<b>Withdrawal Date From - To</b>	Indicates an option to search for cash withdrawal records based on a date range.
<b>Debit Account Number</b>	Indicates an option to search for cash withdrawal records based on the account number that has been debited.
<b>Withdrawal Amount Range Currency From - To</b>	Indicates an option to search for cash withdrawal records based on an amount range for a particular currency.

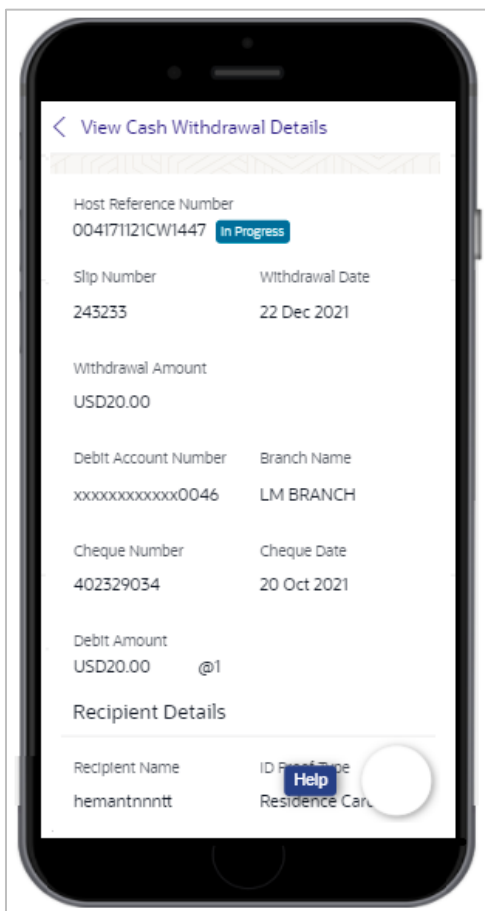
### 5.3.2.1 View Cash Withdrawal Details

This screen appears when you click the **Host Reference Number** link of a particular cash withdrawal request in the **View Cash Withdrawal** screen.





## View Cash Withdrawal Details (on mobile devices)



### Field Description

Field Name	Description
<b>View Cash Withdrawal Details (as seen on desktop computer)</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Host Reference Number</b>	Displays the unique reference number of the cash withdrawal request, fetched from the host.
<b>Status</b>	The status of the cash withdrawal request is also displayed.
<b>Slip Number</b>	Displays the withdrawal slip number.
<b>Withdrawal Date</b>	Displays the date of cash withdrawal.
<b>Withdrawal Amount</b>	Displays the withdrawal amount.
The following fields are displayed when you click the <b><u>More Information</u></b> link.	
<b>Debit Account Number</b>	Displays the number of the account being debited during the cash withdrawal.

Field Name	Description
<b>Branch Name</b>	Displays the name of the branch where the cash is being withdrawn.
<b>Cheque Number</b>	Displays the number of the cheque issued for the cash withdrawal.
<b>Cheque Date</b>	Displays the date of issue of the cheque.
<b>Debit Amount</b>	Displays the currency and amount that is being debited from the account selected in the <b>Debit Account Number</b> field. It also displays the exchange rate between the withdrawal amount currency and debit account currency.
<b>Recipient Details</b>	
This section is displayed if the cash collection from branch option is selected during creation of the cash withdrawal request.	
<b>Recipient Name</b>	Displays the name of the recipient who is to collect the cash from the branch.
<b>ID Proof Type</b>	Displays the type of ID proof document that the recipient is to produce when collecting the cash from the branch.
<b>ID Proof Details</b>	Displays the unique identifier number of the ID proof document.
<b>Contact Number</b>	Displays the contact number of the recipient.
<b>Denomination Details</b>	
<b>Denomination</b>	Displays the denomination in which the cash is being withdrawn.
<b>Count</b>	Displays the number of leaves of the denomination that have been requested.
<b>Amount</b>	Displays the total amount for each denomination.
<b>Additional Details</b>	
This tab displays information that can be useful for the identification and/or reconciliation of the cheques payment.	
<b>Number of Additional Fields</b>	Displays the number of additional fields added during cash withdrawal request. This value can range from 0 to 10.
<b>Field 1 – Field 10</b>	Displays the additional details recorded during cash withdrawal request. A maximum of 10 fields can be present.

- In the **View Cash Withdrawal Details** screen, click **Cancel** to cancel viewing the cash withdrawal details.  
OR  
Click **Back** to go to the previous screen.

[Home](#)