LABUAN SHIPYARD & ENGINEERING SDN BHD

Oracle Financial Cloud

User Manual

Cash Management

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Date:

02 Dec 2024

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1 GETTING STARTED

This section provides start-up instructions for using the Oracle applications.

1.1 Sign-On to Cloud applications

To log into the application:

1. Open internet browser window.
2. Enter the below URL:

No.	URL Type	URL Link
1.	UAT	https://fa-etei-test-saasfaprod1.fa.ocs.oraclecloud.com/
2.	PROD	https://fa-etei-saasfaprod1.fa.ocs.oraclecloud.com/

Table 1: Direct Login URL

3. The Sign In page appears. Enter your **User ID** and **Password.**

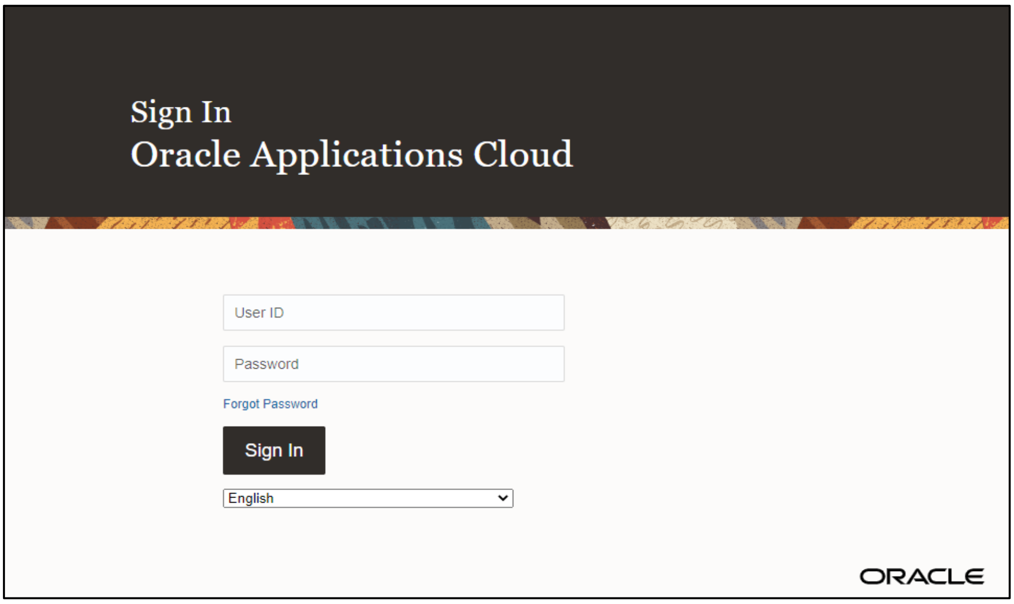


Figure 1: Oracle Cloud Sign-In Page

4. Your user ID and password are case sensitive. Passwords always appear as asterisks in the display as you enter them.
5. Tab to or click the 

button to sign in.
6. Personal Homepage dashboard screen appears with CLOUD privilege access.

1.2 Navigating from Personal Home Page to Applications

After you log in to Oracle Applications, your Oracle Financial Cloud Home page is displayed. All the functionality within the Oracle Cloud applications revolves around homepage which you can personalize. From here you can:

1. Get a quick glance at your work-related conversations and announcements.
2. Use the Application Link icons to navigate to pages and dashboards to perform your day-to-day activities.
3. Access the Navigator to access any additional applications that are not available in the application section on the home page
4. Favourited list of quick actions to quickly perform some key tasks.

Note: The exact appearance of your windows may vary depending on your personalization and roles that is assign to you.

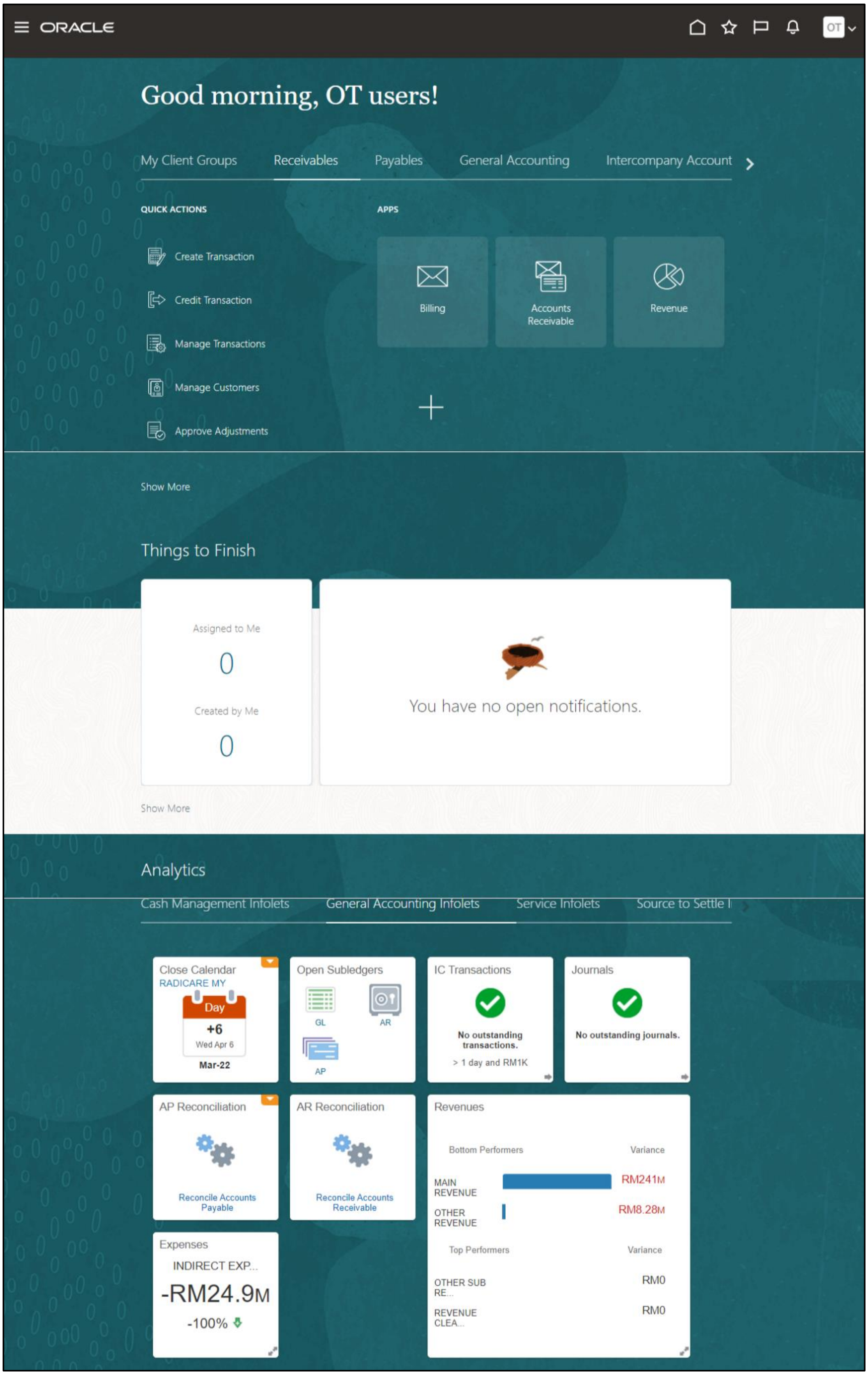


Figure 2: Personal Home Page

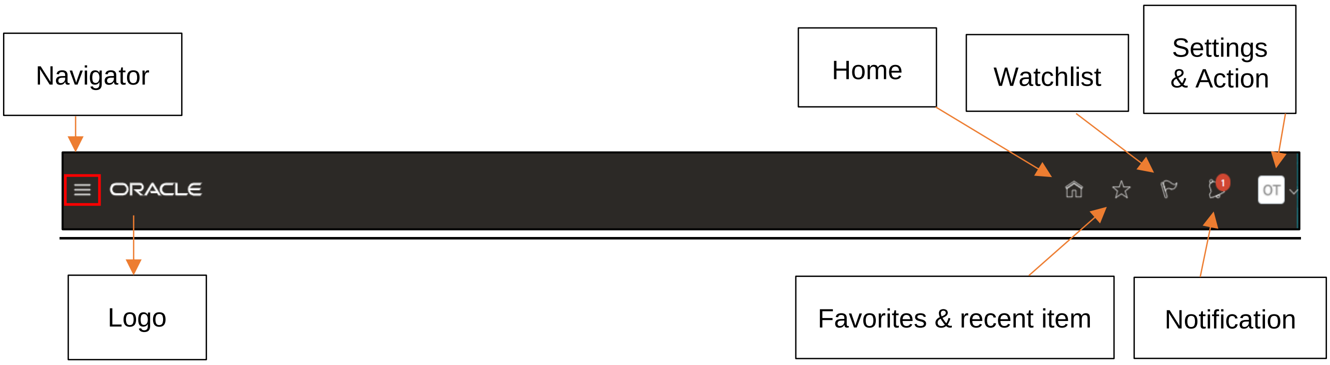


Figure 3: Navigation tools in the global area of the home page

Once you have set your homepage as the Newsfeed Home Page, then it will come with different sections.

1. **Apps Section.**

Figure 4: Apps section

Within the Apps section, you have various icons that can be used to start navigating into the different work areas of an application. For example, if you would like to navigate to the Invoices work area within Payables, you will select your application as Payables. And you will choose Invoices in the Apps section. When you select Invoices, the system takes you to the Invoices work area, where you can perform various activities, such as recording invoices, managing invoices, generating accounting for your invoices, etc. Once your work has been completed, you can go back to the home page by using the home icon.

You can also access the apps via the Navigator. 

Here, the access is granted to various work areas based on the roles that have been given to your user account. You have the flexibility to personalize the App section. You can decide what you want to show within these springboard icons and what you want to hide. If you are an order regular visitor to the Payment work area, you mostly work with Payable's dashboard invoices, you can hide the payments by clicking on this icon. So, it will not be shown in the apps icon but only accessible through the Navigator.

2. Things to Finish section.

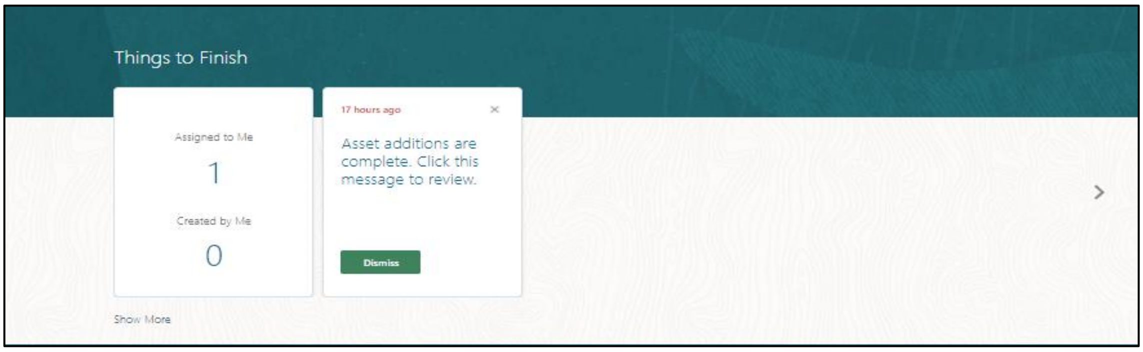


Figure 5: Things to Finish section

The Things to Finish section provides you with a count of any pending notifications that are assigned to you and may require an action from you. Account Link name created by me lists the approval requests that you have created. You can click the link to navigate to a full list of notifications pertaining to that account. Then the items listed in the Things to Finish section are same as the notifications that are listed in the global header.

The same information is available when you click on notifications icon. You can access the same number of notifications from here, as well as from the Things to Finish section. The list displays the latest notification first and allows you to scroll horizontally to view more notifications.

You can clear a notification from the list by clicking the Close icon. When you clear a notification, the count does not change, since no action is taken on that notification. If you click on you will get a listing of all the notifications that are either FYI or the notifications that require an action from you. When you click on the link it opens the notification and you can get the details of the notification. If you are satisfied, you can either approve it or you can either reject it. Once the notification is read then the count will change.

3. Analytics section

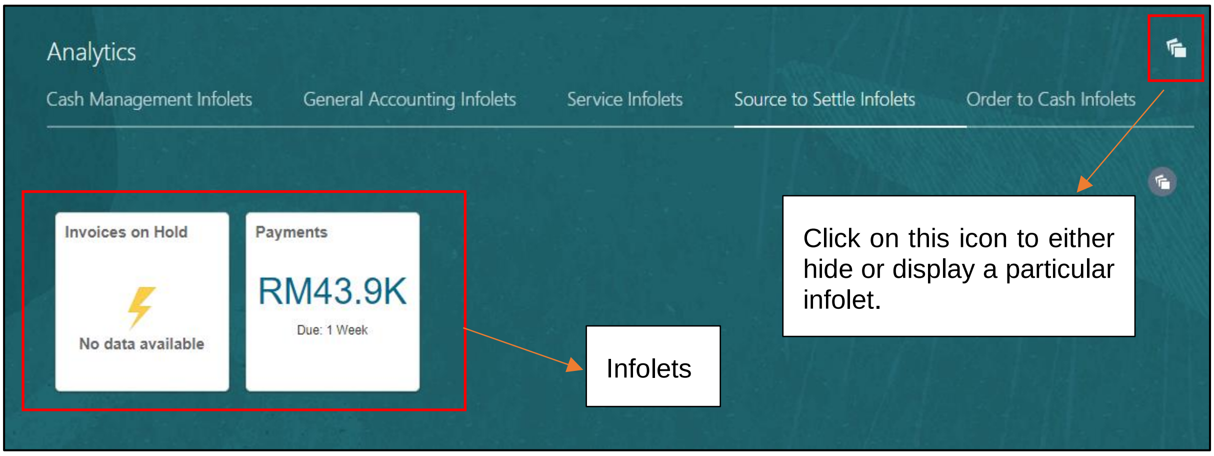


Figure 6: Analytics section

As far as financials is concerned, there are currently 5 choices of analytics display. And they are cash management infolet, general accounting infolet, source to settle infolet, service infolet, and order to cash infolets. You can personalize the Analytics section and decide which infolet should be visible, which should not be visible.

1.3 Creating Favorites and Setting Preferences

Creating Favorites

Each user has their own favorites and adding favorites is easy in cloud: just go to your favorite work area or task page. Click on the favorite icon and click Add to Favorites. By this you get to your favorite pages directly and easily when you click the favorite icon . You can remove unwanted pages by clicking Manage Favorites.

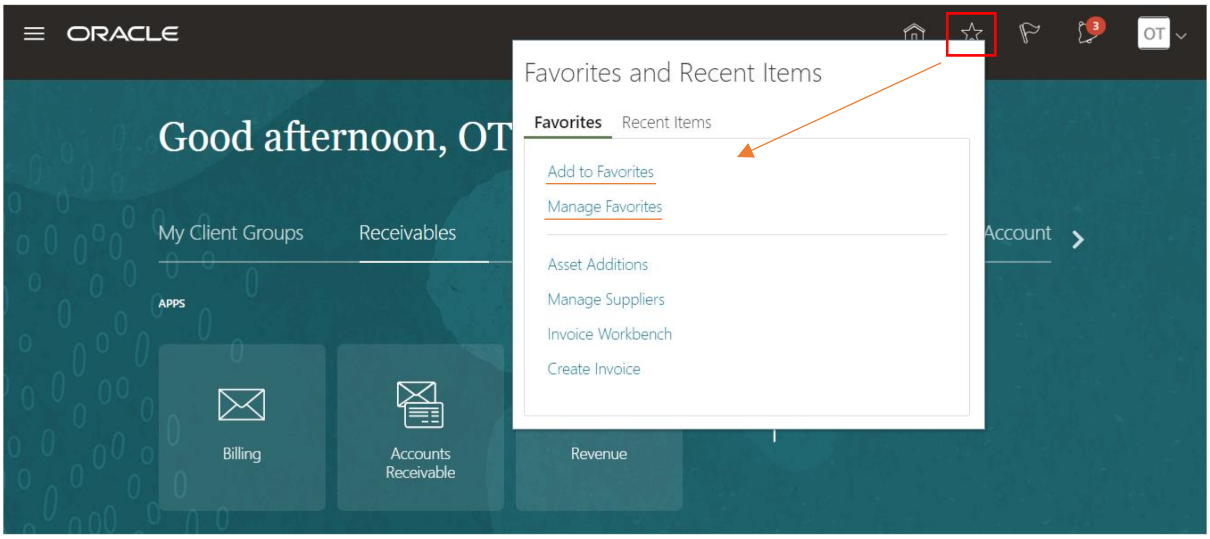


Figure 7: Creating and Managing Favorites

Set Preferences

Select Preferences to set personal options such as regional, language, accessibility setting, watchlist, etc as shown in the list in Figure 8. You can also reset your password from the Preferences page. To get into set preferences, click on setting and action dropdown menu click on Set Preferences.

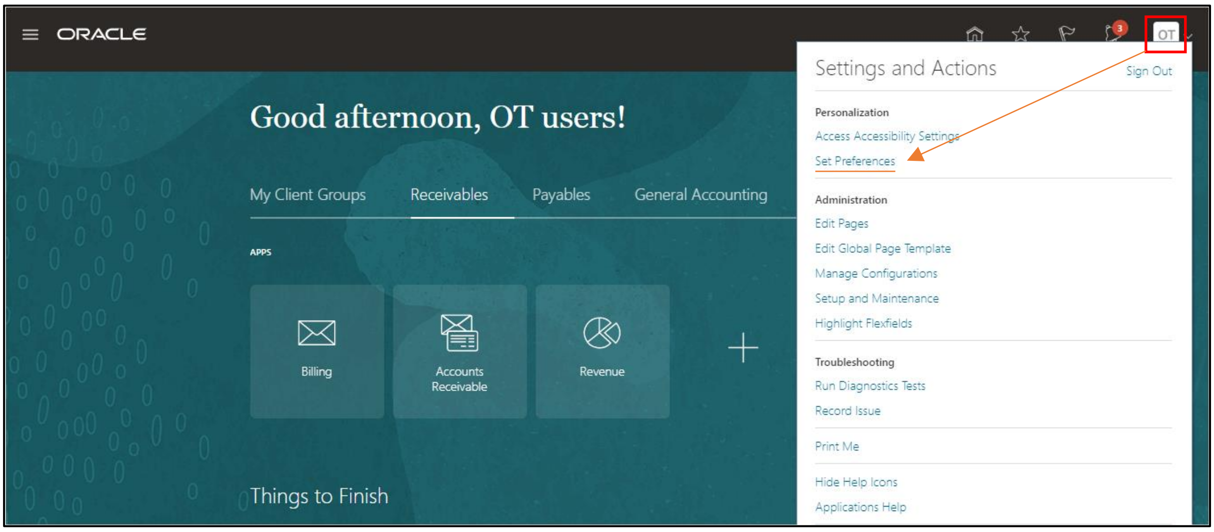


Figure 8: Setting Preferences

1.4 Overview of Using Work Areas to Streamline Business Processes

Use work areas to gain instant insight into your business and identify potential problems with processing transactions.

Work areas can include the following:

- Infotiles
- Content area
- Action toolbar
- Tasks panel tab
- Process Warnings and Errors
- Bank Statement Reconciliation
- Process Monitor

Figure 9: Cash Balances Work Area

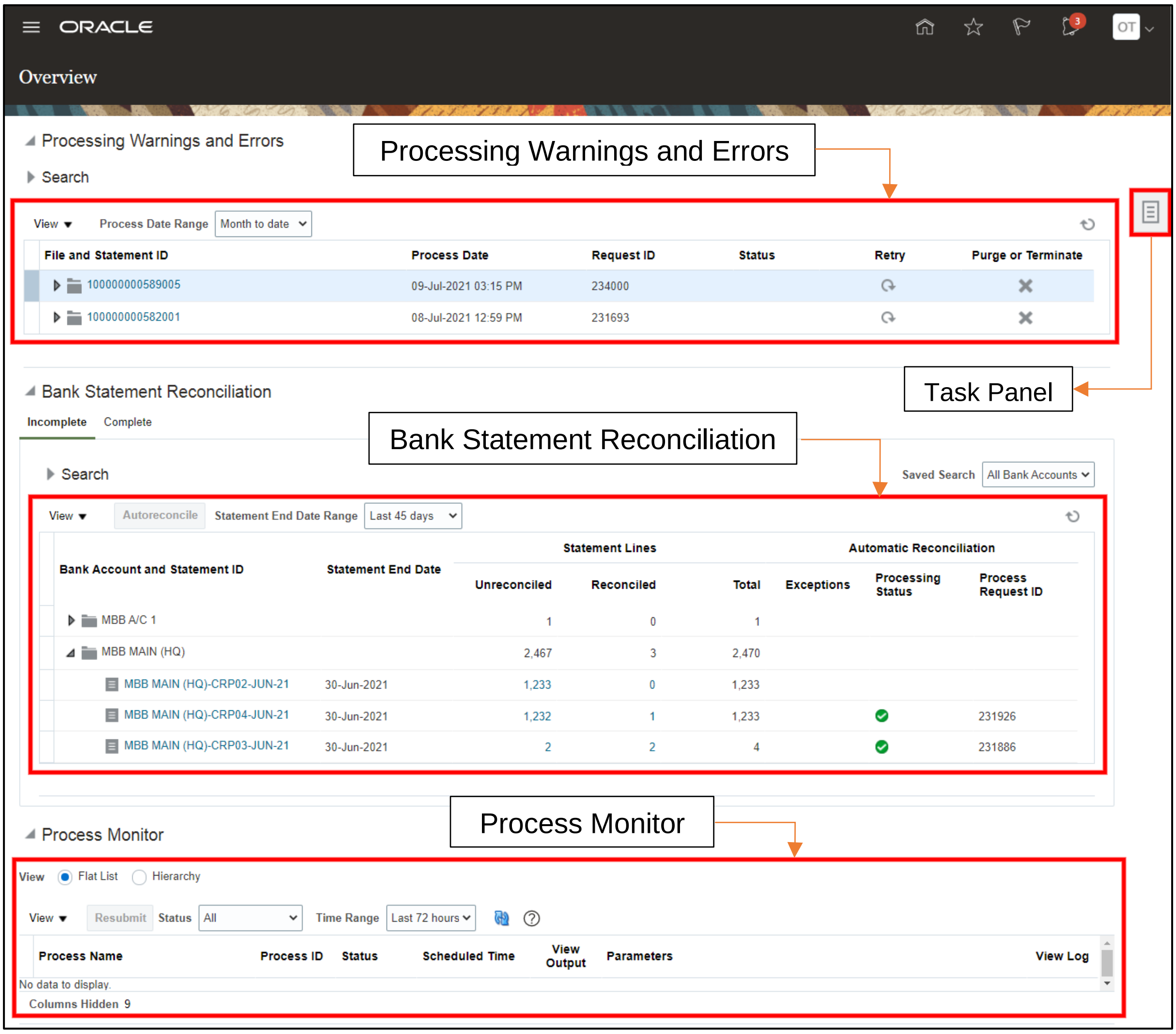


Figure 10: Bank Statements and Reconciliation Work Area

Infotiles

Summarize a high volume of transactional information. You can quickly identify potential problems and prioritize your daily activities by scanning the infotiles and accessing transaction details.

For example, select an infotile to display corresponding transactional information in the content area. You can also click links in the infotile to filter the records in greater detail in the content area.

Content Area

The content area displays transactional information related to the infotile you select. You can review the detailed information and take the necessary action.

For example, click the item link in the table to drill down to transaction-level information. You can perform multiple actions on the transaction, such as editing, approving, or rejecting the transaction, and posting the transaction to the ledger.

Actions Toolbar

Use the actions toolbar to perform a range of activities on one or more rows you select in the content area.

For example, select a transaction row and use the View menu to view the transaction in more detail. You can export the data to an Excel worksheet, detach the pane, approve, or reject one or more transactions, as well as apply additional filters.

Tasks Panel Tab

The Tasks panel includes tasks that are related to the work area and that you have access to perform.

For example, create an invoice, review journal entries, create mass additions, and manage accounting periods within a task panel.

Process Warnings and Errors

The process warnings and errors keep previous processes history that has been run for bank statement loader. This area contains purge function which is available to delete error files.

For example, select on the file then click on ✖ button to purge and completely terminate the files.

Bank Statement Reconciliation

The bank statement reconciliation will provide an information of bank statement and its status on reconciliation. There will be two tabs which are Incomplete and Complete.

For example, Incomplete tab listed all bank statement that consists of statement lines which have not yet to reconcile while Complete tab listed bank statement which have been completed reconciled.

Process Monitor

The Process Monitor is to monitor schedule process.

For example, instead of navigating to Scheduled Processes Task, you may use the refresh button to keep update on the process item. It will provide you the same info as in Scheduled Processes Page.

1.5 Scheduled process

Scheduled processes do tasks that are too complex or time-consuming to do manually, for example importing data or updating many records. You can run scheduled processes on a recurring schedule and send notifications based on how the process ends. Some scheduled processes give you printable output. Those processes might have Report in their name.

Jobs

Each scheduled process that you run is based on a job. The job is the executable that controls what the process can do and what parameters and other options you have for the process. A job set contains multiple jobs.

Job definitions can be set on Oracle Business Intelligence Publisher reports so that people can run the reports as scheduled processes.

Process Sets

A process set is a scheduled process that is based on a job set. So, when you submit a process set, you are running more than one job.

Note: When you submit certain scheduled processes, the job logic causes other processes to automatically run. But in this case, you are not submitting a process set that includes those other processes.

Submission

When you submit a scheduled process, you can use its parameters to control which records are processed and how. Some scheduled processes do not have parameters.

As part of the submission, you can also set up a schedule for the process, for example to run once a week for two months. Every time a process runs, there is a unique process ID.

Output

Some scheduled processes provide output in PDF, HTML, and other formats. For example, a process can import records and produce output with details about those records. There are many types of output, for example a tax document or a list of transactions.

Process Sets

A process set is a type of scheduled process that is based on a job set and contains at least two processes. So, you can run many processes in one go, for a specific purpose. These processes run in a certain order, in serial or parallel, or by some other logic.

Process sets can have any number of individual scheduled processes and even other process sets.

To Submit Scheduled Processes

Click **Navigator** > **Tools** > **Scheduled Processes.**

1. On the **Scheduled Processes Overview** page, click **Schedule New Process.**
2. Leave the type as **Job**, enter the process that you want to submit, and click **OK**.
3. In the **Process Details dialog box**, enter at least the required parameters, if any.

   Some processes have no parameters at all. Some parameters depend on other parameters. For example, date range parameters might appear only after you select By Date for another parameter.

4. Click the **Advanced button** if you want to define the schedule, notifications, or output. Continue to the next steps. Or just skip to the steps for
5. Click **Submit**, to run the process once as soon as possible with the default output.

Define the Schedule

Set up a schedule to run the process on a recurring basis or at a specific time. Use the Process Details dialog box in Advanced mode.

1. Open the Schedule tab and select Using a schedule for the Run option.
2. Select a frequency.
3. Select **User-Defined** if you want to enter the exact dates and times to run the process.
4. You can select Use a Saved Schedule to use an existing schedule if there are any.
5. Depending on the frequency, define when the process should run.

Define the Output

You can choose the layout, format, and destination for your output. Use the Process Details dialog box in Advanced mode.

1. Open the Output tab, if available.
2. Click **Add Output Document.**
3. Change the name if you want. The name identifies this output document when you go to view output later.
4. Select a layout if you have more than one to choose from.
5. Select a format, for example one of these:

PDF: Is the best option if you want to print the output.
Excel: Supports embedded images, such as charts and logos, but can be opened only in Excel 2003 or higher.
Data: Gives you report data in an XML file, which is used mainly for editing the report layout.

6. Click **Add Destination** to send the output somewhere, for example to a printer or email address. You can add many destinations and send the output to all of them at the same time.

   Tip: You can also print the output as part of the steps for finishing the submission, instead of adding a printer destination here.

   To add more output documents, repeat steps 2 to 6.

Set Up Notifications

You can have notifications sent out depending on how the process ends. Use the Process Details dialog box in Advanced mode to set that up.

1. Open the **Notification** tab.
2. Click **Create Notification**.
3. In the Recipient field, enter the **user ID** of the person you want to send the notification to.
4. In the Condition list, select when to send the notification, for example when the process ends in error.
5. Click **OK.**

To send notifications to more people, repeat steps 2 to 5.

Finish the Submission

Follow these steps in the Process Details dialog box:

1. Click the **Process Options** button if you want to define settings that affect the data to be processed.
2. If the process gives you output and you want to print it, select the **Print output** check box and a printer.
3. Select the **Notify me when this process ends** check box if you want to get an email notification.
4. Enter submission notes to capture any information you want to associate with this submission. You can use your notes to find this submission later.
5. Click **Submit**.
6. Click **OK** to confirm.

Tip: Note down the process ID for your submission so you can easily find it later. For example, let's say you set the process to run once a week. If you later want to cancel all runs on this schedule, you need to cancel this original submission with this process ID.

To Submit Process Sets

To submit a process set from the Scheduled Processes Overview page:

1. Proceed with the steps that you would follow to submit any scheduled process, but select Job Set for the Type option.
2. In the Process details dialog box, set parameters for individual processes in the set. A process set itself does not have parameters.
   a. Select a process on the Processes tab.
   b. Enter parameters for that process, if any.
   c. Repeat for other processes in the set.
3. Define the schedule, output, and notifications for the process set, as you would do for any scheduled process.
4. Set any other options and click **Submit.**

To Check Status

1. Click **Navigator** > **Tools** > **Scheduled Processes**.

   The Search Results table shows processes that match the default saved search, **Last 24 hours**.

   - The table might be blank if nothing was submitted.
   - If submission notes were entered when submitting the process, you can use the **Submission Notes** column to help identify the process.
2. If you don't see the process, click the **Refresh** icon or use the Search section.
3. Do any of these tasks to check on the progress of the process:
   - For more details about the status, click the status link. For example, if a process is in the Ready status, you can click the **Ready** link in the **Status** column to see where the process is in the submission queue.
   - Check the **Start Time** column to see if the process has started running yet.
   - In the Search Results table, find the **This Job's Items Processed / Errors / Total** column. For some scheduled processes, this column shows what's getting processed and how things are going.
   - Click the **View Log** button, especially if your process has a blank **This Job's Items Processed / Errors / Total** column. The type of information in the log varies, depending on the process. You can open the log from here only for if the process is currently running. When the process is done, you might want to also take a look at the final log, if any, from the Details section.

To view output from scheduled process

1. Click **Navigator** > **Tools** > **Scheduled Process**.
2. Find your scheduled process and, if you need to, refresh the search results to see the latest status.
3. Select the scheduled process.
4. Go to the Output subsection in the Details section.
5. Click the link in the **Output Name** column to view or download the output, which you can then print.
6. To view or export the output in a different format:
    a. Click the **Republish** button.
    b. Click the **Actions** icon.
    c. Select **Export**, and then select a format.

2 BANK STATEMENT AND RECONCILIATION

The bank statement reconciliation task is to perform by using Bank Statement and Reconciliation area in Cash Management module.

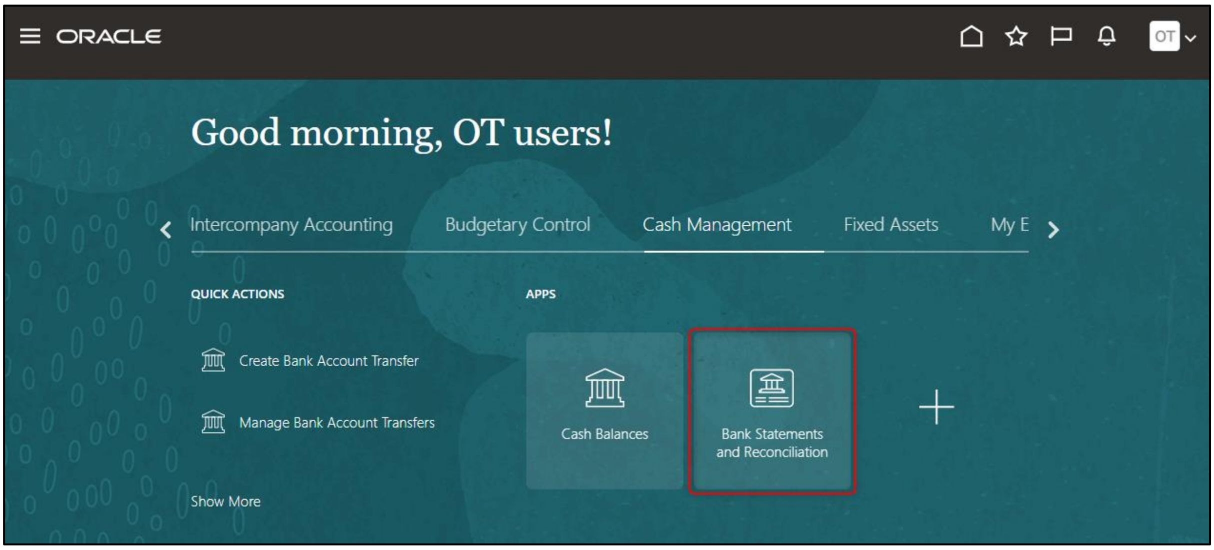


Figure 11: Cash Management Homepage

In Bank Statement and Reconciliation work area, user may find list of Bank Statement functions in the task panel. This function will cover all function for Bank Statement in Cash Management.

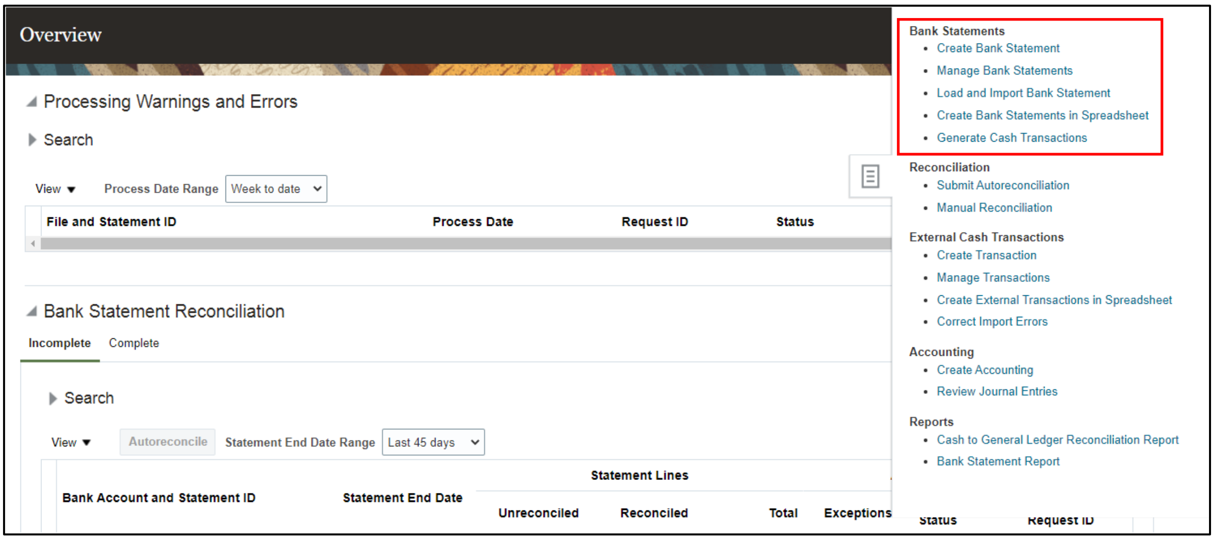


Figure 12: Bank Statement and Reconciliation Work Area

In the next section, will discuss on manual creation of bank statement, load and import bank statement in spreadsheet, auto and manual reconciliation bank statement.

2.1 Manual Creation of Bank Statement

Use these pages to create new bank statement manually.

No.	Page Name	Navigation
1.	Create Bank Statement	Cash Management > Bank Statement and Reconciliation > Create Bank Statement

Table 2: Bank Statement Creation Navigation

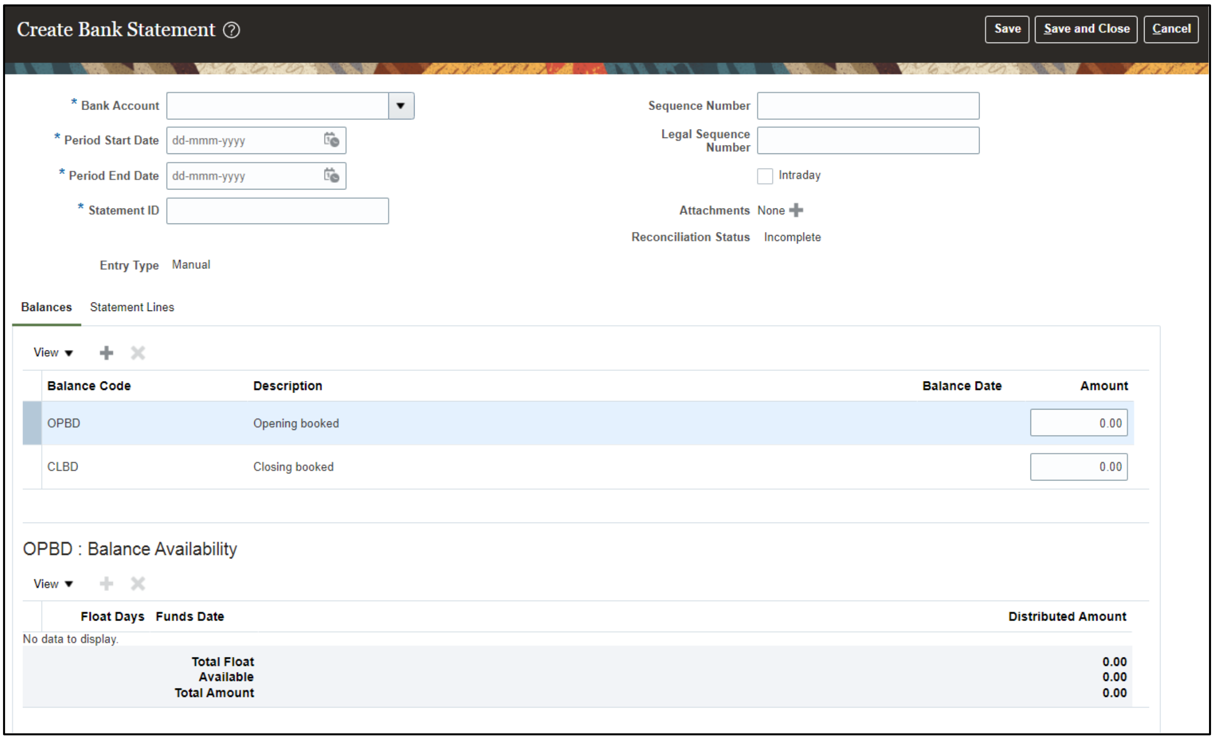


Figure 13: Create Bank Statement Page

1. Fill up the general information of bank statement and (*) mark indicates as a mandatory field:

Step	Field	Description
1.	***Bank Account**	Select bank account
2.	***Period Start Date**	Click on button to select period start date
3.	***Period End Date**	Click on button to select period end date
4.	***Statement ID**	Enter statement ID
5.	**Entry Type**	*System default to 'Manual'*

Step	Field	Description
6.	***Sequence Number**	Enter sequence number
7.	**Legal sequence Number**	Enter legal sequence number
8.	**Intraday**	Click on the Intraday box if this is an intraday bank statement
9.	**Attachments**	Click on button to add attachment if necessary
10.	**Reconciliation Status**	*System default to "Incomplete" until the process is complete*

2. In Balances area, user need to enter opening and closing amount and system will auto calculate in **CLBD**: Balance Availability area.

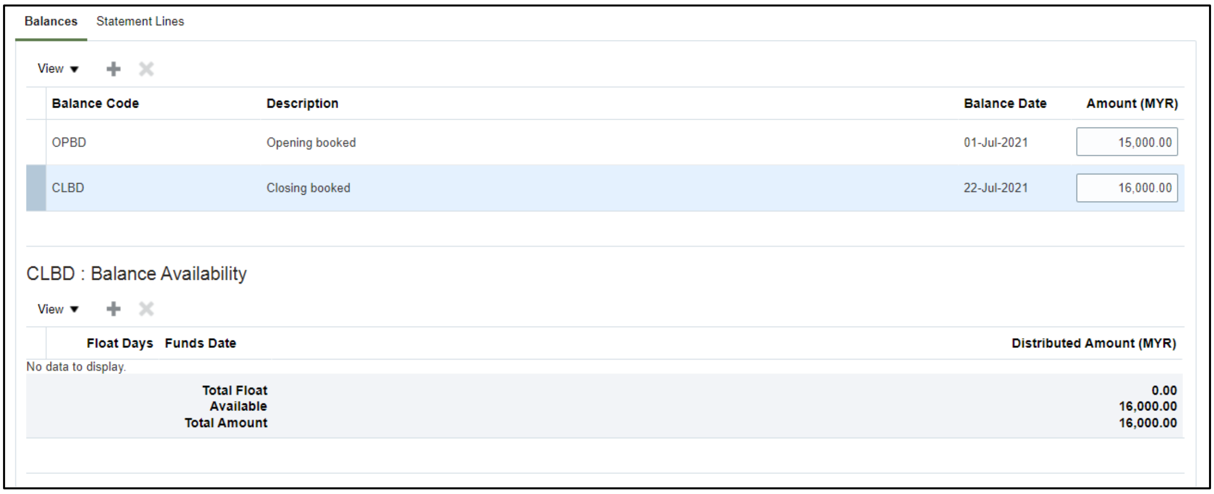


Figure 14: Balances Area

3. In Statement Lines, click on button to add statement lines.
4. System will display Create Bank Statement Line page.

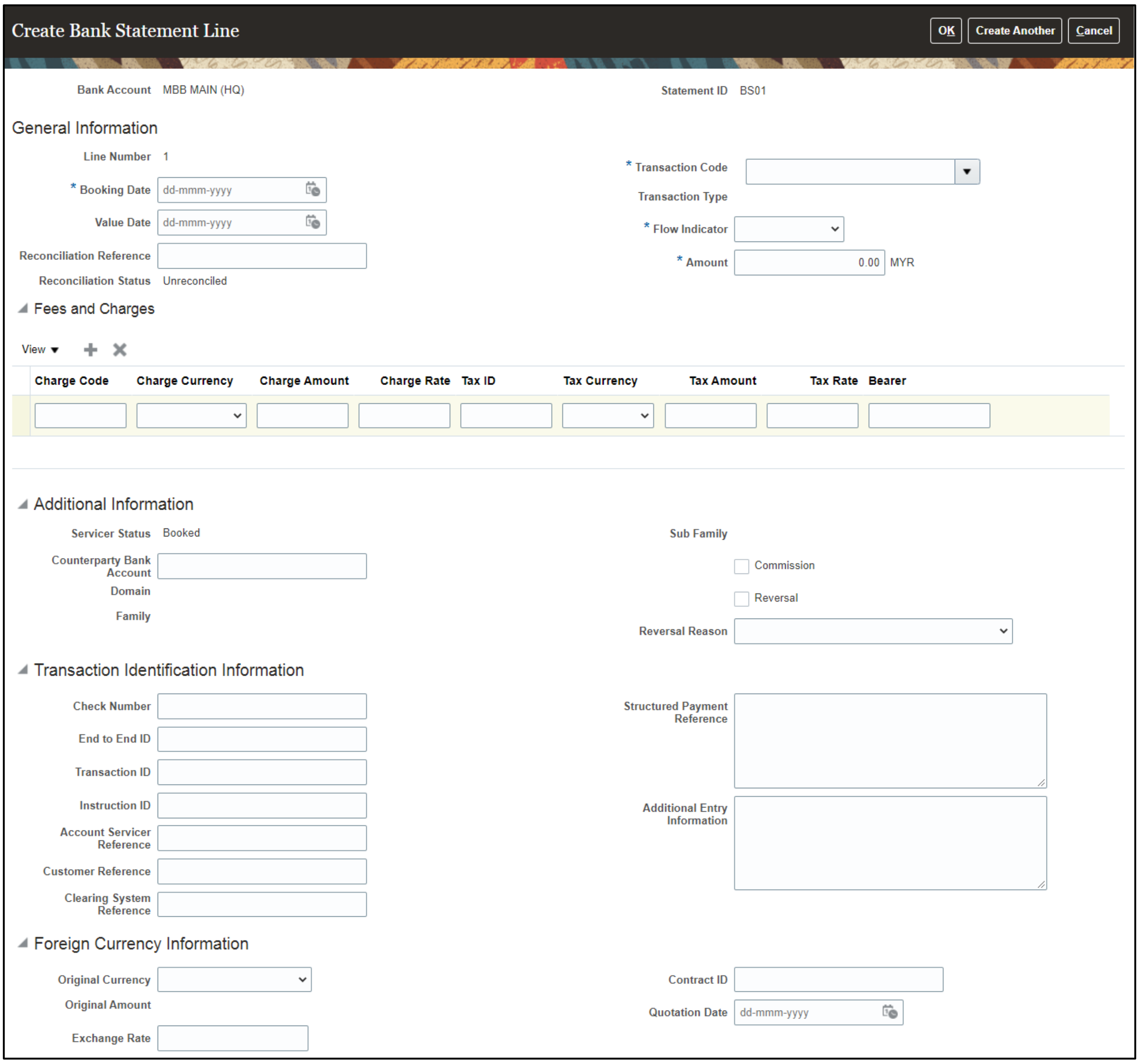


Figure 15: Create Bank Statement Line Page

Step	Field	Description
General Information		
1.	**Line Number**	Select on Actions ▼ button to set as primary
2.	***Booking Date**	Click on button to select booking date
3.	**Value date**	Click on button to select value date
4.	**Reconciliation Reference**	Enter reconciliation reference

Step	Field	Description
5.	**Reconciliation Status**	*System default to "Unreconciled"*
6.	***Transaction Code**	Select transaction code
7.	**Transaction Type**	*System will auto display based on selection in Transaction Code*
8.	***Flow Indicator**	Select flow indicator
9.	***Amount**	Enter amount
Fees and Charges: Click on button to add new row for Fees and Charges		
10.	**Charge Code**	Enter charger code
11.	**Charge Currency**	Select charge currency
12.	**Charge Amount**	Enter charge amount
13.	**Charge Rate**	Enter charge rate
14.	**Tax ID**	Enter tax ID
15.	**Tax Currency**	Select tax currency
16.	**Tax Amount**	Enter tax amount
17.	**Tax Rate**	Enter tax rate
18.	**Bearer**	Enter bearer
Additional Information		
19.	**Servicer Status**	*System default to "Booked"*
20.	**Counterparty Bank Account**	Enter counterparty bank account
21.	**Commission**	Tick commission box if this is commission statement line
22.	**Reversal**	Tick reversal box if this is reversal statement line
23.	**Reversal Reason**	Select reversal reason
Transaction Identification Information		
24.	**Check Number**	Enter check number
25.	**End to End ID**	Enter end to end ID

Step	Field	Description
26.	**Transaction ID**	Enter transaction ID
27.	**Instruction ID**	Enter instruction ID
28.	**Account Servicer Reference**	Enter account servicer reference
29.	**Customer Reference**	Enter customer reference
30.	**Clearing System Reference**	Enter clearing system reference
31.	**Structured Payment Reference**	Enter structured payment reference
32.	**Additional Entry Information**	Enter additional entry information
Foreign Currency Information		
33.	**Original Currency**	Select original currency
34.	**Original Amount**	Enter original amount
35.	**Exchange Rate**	Enter exchange rate
36.	**Contract ID**	Enter contract ID
37.	**Quotation Date**	Click on button to select quotation date
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

5. To create another statement line, click on **Create Another** button.
6. After completing filled up statement line information, click button **OK**.
7. System will redirect to create bank statement page.
8. Click on **Save** button or **Save and Close** button to complete the task.

2.2 Download Bank Statement Template

Use these pages to load and import bank statement.

No.	Page Name	Navigation
1.	Download Bank Statement Template	Cash Management > Bank Statement and Reconciliation > Create Bank Statements in Spreadsheet

Table 3: Download Bank Statement Spreadsheet Navigation

1. To download Bank Statement Template, click on Create Bank Statements in Spreadsheet from the Task Panel.
2. System will download the CashManagementBankStatemenetImport template in xlsm file and save it in your device.
3. Next, we will discuss on the template overview and load and import bank statement in the next sub-section.

2.2.1 Overview of Cash Management Bank Statement Loader Template

In this sub-section, we will discuss on overview of the Bank Statement template.

The template consists of six sheets which are:

1. Instructions worksheet: This sheet will provide the instructions and guideline on how to fill in the template and load into the system.

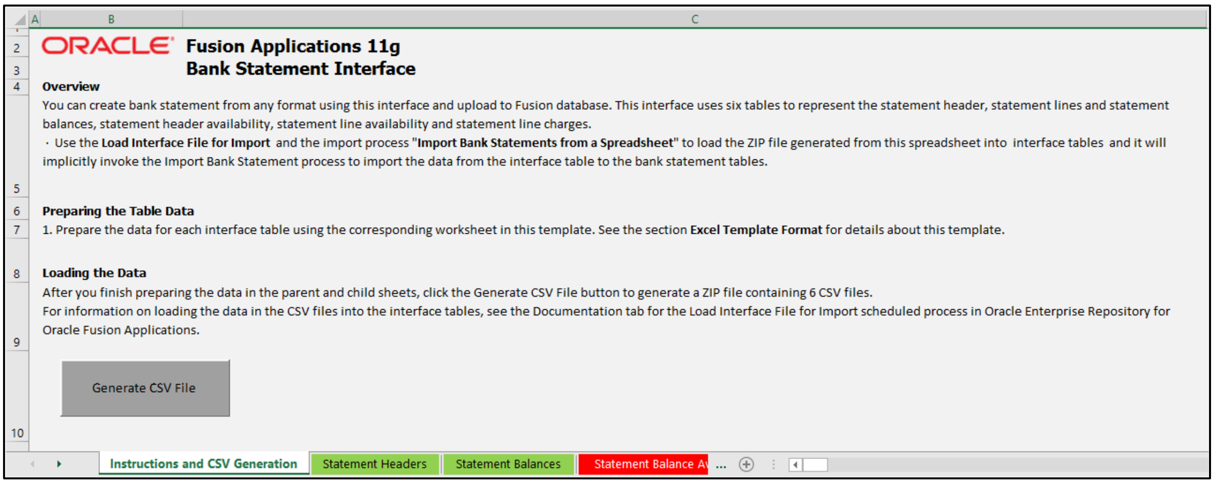


Figure 16: Bank Statement Template (*Instructions*)

2. Statement Header (Mandatory): Column

No	Column Name	Data Elemen Type (size)	Type *Opt/Req*
1	Statement Number	Varchar (50)	Required
2	Bank Account Number	Varchar (30)	Required
3	Intra-Day Statement	Varchar (1)	Required
4	Statement Date	Date (MM/DD/YYY)	Required
5	Currency Code	Varchar (15)	Required
6	Statement From Date	Date (MM/DD/YYY)	Required
7	Statement To Date	Date (MM/DD/YYY)	Required
8	Intra-Day Statement Type	Varchar (40)	Suggested Field
9	Bank Name	Varchar (30)	Suggested Field
10	Branch Name	Varchar (30)	Suggested Field
11	IBAN Number	Varchar (50)	Suggested Field
12	Legal Sequence Number	Number	Suggested Field
13	User DFF Attribute Category	Varchar (150)	Suggested Field
14	User DFF Attribute 1	Varchar (150)	Suggested Field

Bank Statement Header
*Required

*Statement Number	*Bank Account Number	*Intra-Day Statement	*Statement Date	*Currency Code	*Statement From Date	*Statement To Date	Intra-Day Statement Type	Bank Name	Branch Number	IBAN Number
STMT-24-04-18	10222-17621-033	N	4/10/2017	USD	4/10/2017	6/10/2017		Malayan Bank Berhad	12345	12345678
STMT-24-04-18	10222-17621-033	N	4/10/2017	USD	4/10/2017	6/10/2017		Malayan Bank Berhad	12345	12345679
STMT-24-04-18	10222-17621-033	N	4/10/2017	USD	4/10/2017	6/10/2017		Malayan Bank Berhad	12346	12345680
STMT-24-04-18	10222-17621-033	N	4/10/2017	USD	4/10/2017	6/10/2017		Malayan Bank Berhad	12347	12345681
STMT-24-04-18	10222-17621-033	N	4/10/2017	USD	4/10/2017	6/10/2017		Malayan Bank Berhad	12348	12345682
STMT-24-04-18	10222-17621-033	N	4/10/2017	USD	4/10/2017	6/10/2017		Malayan Bank Berhad	12349	12345683
STMT-24-04-18	10222-17621-033	N	4/10/2017	USD	4/10/2017	6/10/2017		Malayan Bank Berhad	12350	12345684
STMT-24-04-18	10222-17621-033	N	4/10/2017	USD	4/10/2017	6/10/2017		Malayan Bank Berhad	12351	12345685
STMT-24-04-18	10222-17621-033	N	4/10/2017	USD	4/10/2017	6/10/2017		Malayan Bank Berhad	12352	12345686
STMT-24-04-18	10222-17621-033	N	4/10/2017	USD	4/10/2017	6/10/2017		Malayan Bank Berhad	12353	12345687
STMT-24-04-18	10222-17621-033	N	4/10/2017	USD	4/10/2017	6/10/2017		Malayan Bank Berhad	12354	12345688
STMT-24-04-18	10222-17621-033	N	4/10/2017	USD	4/10/2017	6/10/2017		Malayan Bank Berhad	12355	12345689

Figure 17: Bank Statement Template (*Statement Header*)

3. Statement Balance (Mandatory):

No	Column Name	Data Elemen Type (size)	Type *Opt/Req*
1	Statement Number	Varchar (50)	Required
2	Bank Account Number	Varchar (30)	Required
3	Balance Code	Varchar (30)	Required
4	Balance Amount	Number	Required
5	Balance Currency	Varchar (30)	Required
6	Credit-Debit Indicator	Varchar (4)	Required
7	Balance Date	Date (MM/DD/YYY)	Required
8	Original Balance Code	Varchar (30)	Suggested Field
9	Credit Line Include Flag	Varchar (1)	Suggested Field
10	Credit Line Currency Code	Varchar (30)	Suggested Field
11	Credit Line Amount	Number	Suggested Field

Statement Balances

* Required

*Statement Number	*Bank Account Number	*Balance Code	*Balance Amount	*Balance Currency	*Credit-Debit Indicator	*Balance Date	Credit Line Include Flag
STMT-24-04-18	10222-17621-033	OPBD	1000.00	USD	CRDT	4/10/2017	
STMT-24-04-18	10222-17621-033	CLBD	2000.00	USD	CRDT	4/10/2017	

Figure 18: Bank Statement Template (*Statement Balance*)

4. Statement Balance Availability (Optional, you may skip this worksheet):

No	Column Name	Data Element Type (size)	Type *Opt/Req*
1	Statement Number	Varchar (50)	Required
2	Bank Account Number	Varchar (30)	Required
3	Balance Code	Varchar (30)	Required
4	Number of Float Days	Number	Required

5	Float Date	Date (MM/DD/YYY)	Required
6	Available Balance Amount	Number	Required
7	Currency	Varchar (30)	Required
8	Credit-Debit Indicator	Varchar (4)	Required

Statement Balance Availability

* Required

*Statement Number	*Bank Account Number	*Balance Code	*Number of Float Days	*Float Date	*Available Balance Amount	*Currency	*Credit-Debit Indicator
STMT-24-04-18	10222-17621-033	OPBD	1	10/4/17	500.00	USD	CRDT
STMT-24-04-18	10222-17621-033	OPBD	2	10/4/17	1000.00	USD	CRDT
STMT-24-04-18	10222-17621-033	CLBD	1	10/4/17	1500.00	USD	CRDT
STMT-24-04-18	10222-17621-033	CLBD	2	10/4/17	2000.00	USD	CRDT

Figure 19: Bank Statement Template (*Statement Balance Availability*)

5. Statement Lines (Mandatory):

No	Column Name	Data Elemen Type (size)	Type *Opt/Req*
1	Statement Number	Varchar (50)	Required
2	Bank Account Number	Varchar (30)	Required
3	Line Number	Number (18)	Required
4	Transaction Code	Varchar (30)	Required
5	Transaction Type	Varchar (30)	Required
6	Amount	Number	Required
7	Bank Account Currency	Varchar (30)	Required
8	Booking Date	Date (MM/DD/YYY)	Required
9	Value Date	Date (MM/DD/YYY)	Required
10	Credit-Debit Indicator	Varchar (4)	Suggested Field
11	Credit-Debit Indicator	Varchar (4)	Suggested Field

Bank Statement Lines

*Required

*Statement Number	*Bank Account Number	*Line Number	*Transaction Code	*Transaction Type	*Amount	*Bank Account Currency	Booking Date	Value Date	Credit Debit Indicator	Transaction Identifier
STMT-24-04-18	10222-17621-033	1	475	EFT	500.00	USD	4/10/2017	4/10/2017	CRDT	123456
STMT-24-04-18	10222-17621-033	2	475	Check	500.00	USD	4/10/2017	4/10/2017	CRDT	123456

Figure 20: Bank Statement Template (*Statement Lines*)

6. Statement Line Availability (Optional, you may skip this worksheet):

No	Column Name	Data Elemen Type (size)	Type *Opt/Req*
1	Statement Number	Varchar (50)	Required
2	Bank Account Number	Varchar (30)	Required
3	Statement Line Number	Number (18)	Required
4	Number of Float Days	Number	Required
5	Available Date	Date (MM/DD/YYY)	Required
6	Available Line Amount	Number	Required
7	Currency	Varchar (30)	Required
8	Credit-Debit Indicator	Varchar (4)	Required

Statement Line Availability

*Required

*Statement Number	*Bank Account Number	*Statement Line Number	*Number of Float Days	*Availability Date	*Available Line Amount	*Currency	*Credit Debit Indicator
STMT-24-04-18	10222-17621-033	1	1	10/4/17	250.00	USD	CRDT
STMT-24-04-18	10222-17621-033	1	2	10/4/17	250.00	USD	CRDT
STMT-24-04-18	10222-17621-033	2	1	10/4/17	250.00	USD	CRDT
STMT-24-04-18	10222-17621-033	2	2	10/4/17	250.00	USD	CRDT

Figure 21: Bank Statement (*Statement Line Availability*)

7. Statement Line Charges (Optional, you may skip this worksheet):

No	Column Name	Data Elemen Type (size)	Type *Opt/Req*
1	Statement Number	Varchar (50)	Required
2	Bank Account Number	Varchar (30)	Required
3	Statement Line Number	Number (18)	Required
4	Charges Service Code	Varchar (15)	Required
5	Charges Currency	Varchar (30)	Required
6	Charges Amount	Number	Required
7	Charges Percent Rate	Amount	Required
8	Bearer Code	Varchar (15)	Suggested Field
9	Tax ID	Number	Suggested Field
10	Tax Rate	Number	Suggested Field
11	Tax Amount	Number	Suggested Field
12	Tax Currency	Varchar (30)	Suggested Field

Statement Line Charges

* Required

*Statement Number	*Bank Account Number	*Statement Line Number	*Charges Service code	*Charges Currency	*Charges Amount	Charges Percent Rate	Bearer Code
STMT-24-04-18	10222-17621-033	1	128	USD	5.00		
STMT-24-04-18	10222-17621-033	1	282	USD	5.00		
STMT-24-04-18	10222-17621-033	2	128	USD	5.00		
STMT-24-04-18	10222-17621-033	2	282	USD	5.00		

Figure 22: Bank Statement Template (*Statement Lines Charges*)

To check the column description, please refer to the bubble text on each column header either for detailed instructions on preparing the data in that column, or for a description of the data and data type that the column requires.

After finish preparing the data in all the worksheets, click the Generate CSV File button to generate a ZIP file containing one or more CSV files. User may find the button is in Instructions worksheet.

Next sub-section, we will discuss on the process to load and import bank statement which consist of the following steps for “Load Interface File for Import”.

2.2.2 Load Interface File for Import Bank Statement

Use these pages to load interface tables and import bank statement zip file into the system.

No.	Page Name	Navigation
1.	Scheduled Processes	Tools > Scheduled Processes

Table 4: Scheduled Processes Navigation

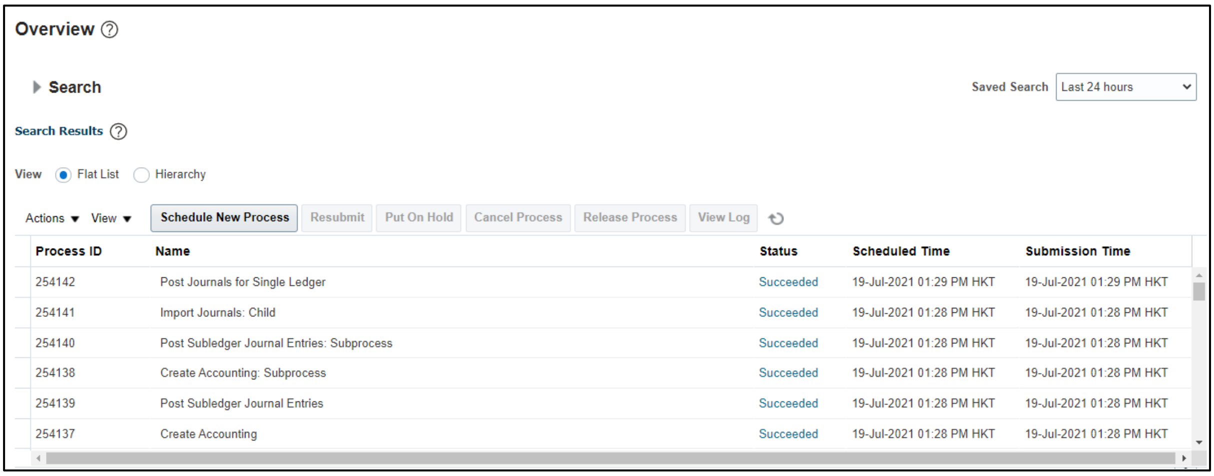


Figure 23: Schedule Processes Page

1. Click on **Schedule New Process** button to load interface before importing the data.
2. System will prompt Schedule New Process screen

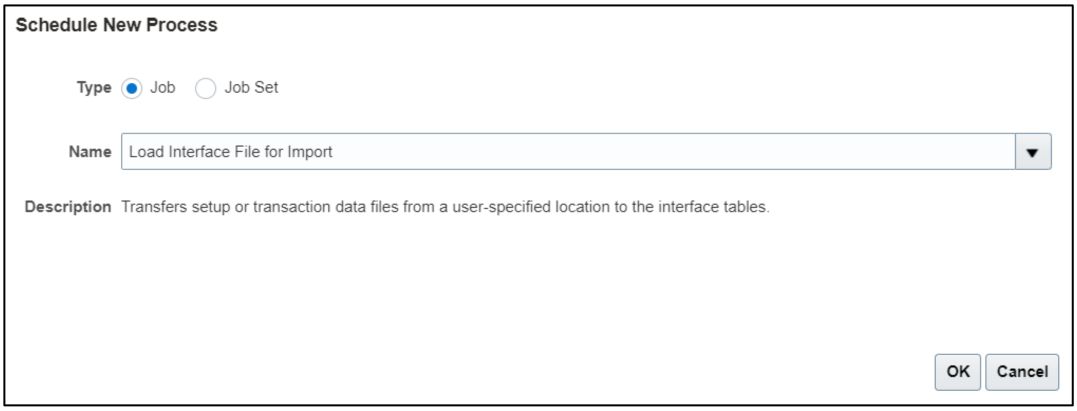


Figure 24: Schedule New Process Screen (*Load Interface*)

3. Search Load Interface File for Import process then click on **OK** button.
4. Next, the system will prompt Process Details Screen for import data.

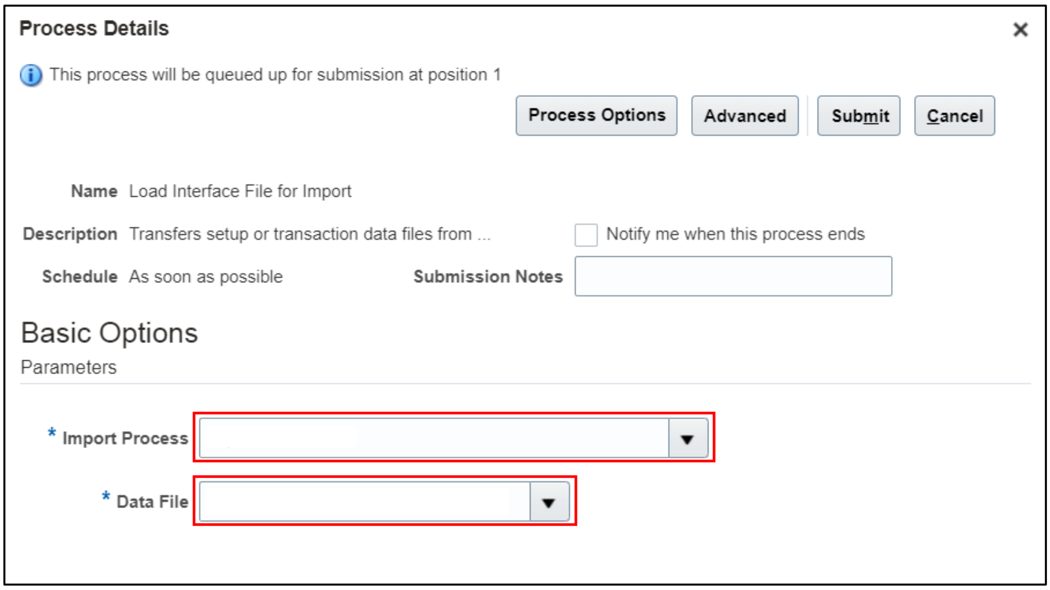


Figure 25: Process Details Screen (*Load Interface*)

5. Select **Import Bank Statements from a Spreadsheet** for Import Process and for Data File, select the name of the ZIP file from your device.
6. Click on 

button to start the process.
7. If you are using **MT940** swift bank statement in txt file format, please select **Process SWIFT MT940 Format Bank Statements** for Import Process and Data File select the MT90 Bank Statement file from your device.
8. The data from the file will be loaded to the interface tables:
    I. CE_STATEMENT_HEADERS_INT
    II. CE_STATEMENT_LINES_INT
    III. CE_STMT_BALANCES_INT
    IV. CE_STMT_BAL_AVALBTY_INT
    V. CE_STMT_LINES_AVALBTY_INT and
    VI. CE_STMT_LINES_CHARGES_INT

9. After the load is completed successfully, the Import process will import the data from interface tables into the corresponding bank statement tables automatically.
10. If the load fails, the system will purge any partially created rows in the interface table.
11. The user can then review and correct the spreadsheet and redo the whole process again.
12. The user will be able to review the statements loaded from the UI and proceed with manual or auto reconciliation.

2.3 Reconciliation Bank Statement Automatically

Use these pages to reconcile bank statement automatically.

No.	Page Name	Navigation
1.	Submit Auto Reconciliation	Cash Management > Bank Statement and Reconciliation > Submit Auto Reconciliation

Table 5: Auto Reconciliation Bank Statement Navigation

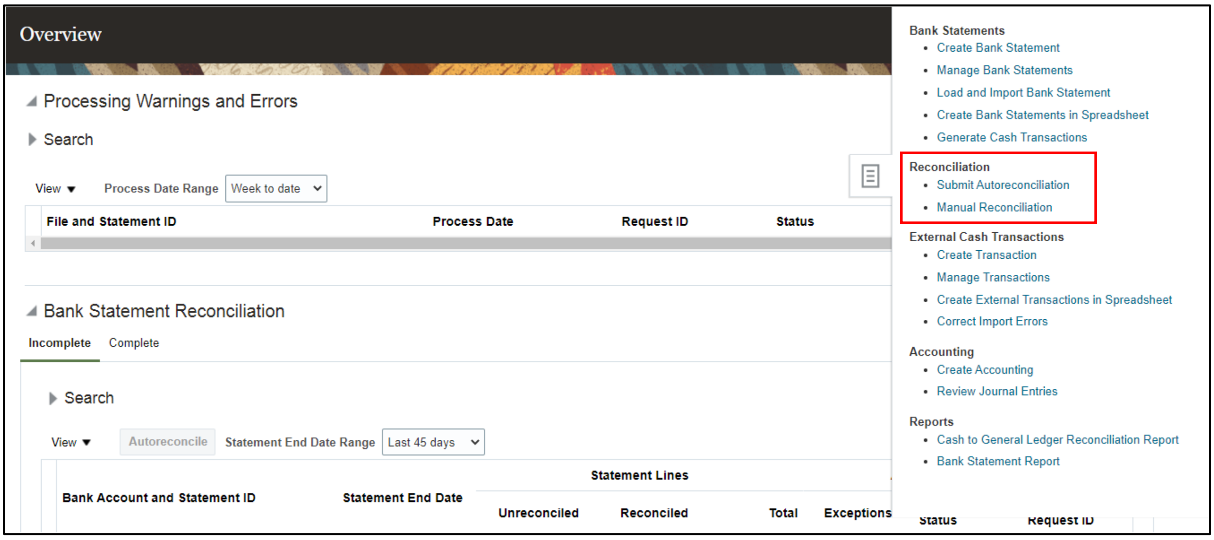


Figure 26: Bank Statement and Reconciliation Work Area

1. Click on Submit Autoreconciliation from the Task Panel to perform reconciliation bank statement automatically.
2. System will display Basic Options page to run the process.

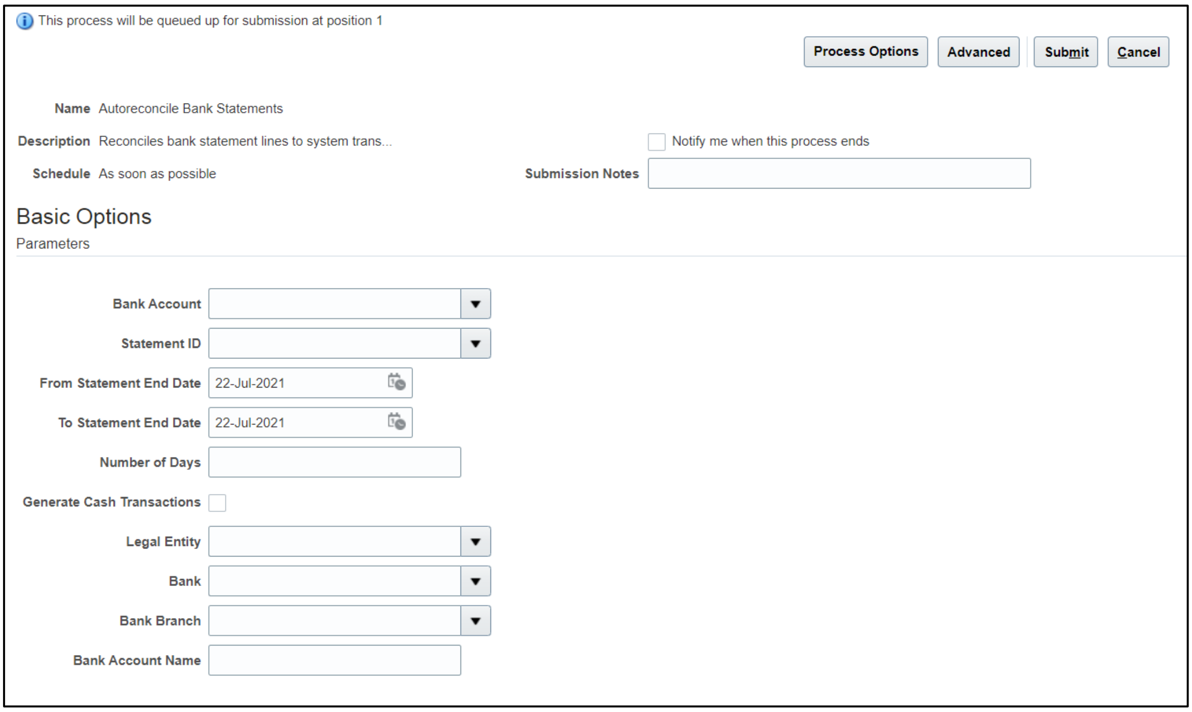
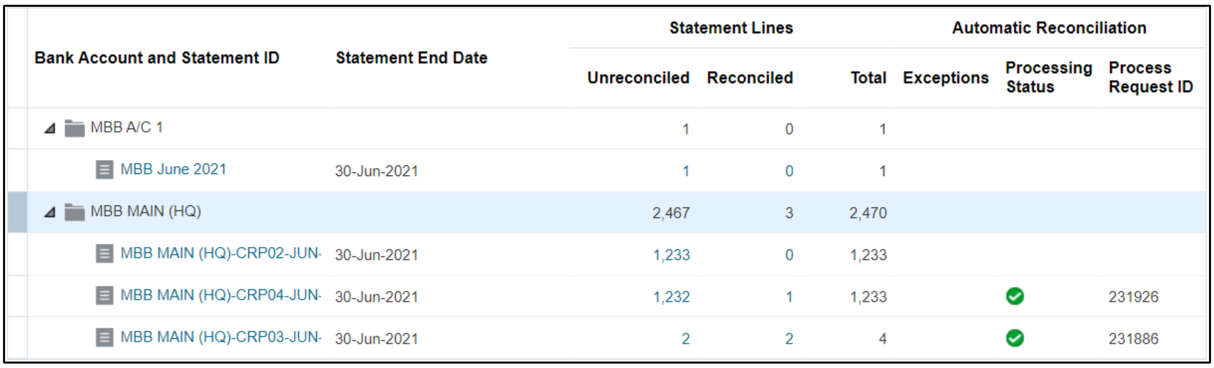


Figure 27:Basic Option Page

3. Fill in the parameters:

Step	Field	Description
1.	**Bank Account**	Select bank account
2.	**Statement ID**	Select statement ID
3.	**From Statement End Date**	Click on button and select from statement end date
4.	**To Statement End Date**	Click on button and select to statement end date
5.	**No of Days**	Enter no of days
6.	**Generate Cash Transaction**	Tick on generate cash transaction box if user would like to generate cash transaction automatically after reconcile process
7.	**Legal Entity**	Select legal entity
8.	**Bank**	Select bank
9.	**Bank Branch**	Select bank branch
10.	**Bank Account Name**	Enter bank account name

4. After filled up the information, click on **Submit** button to start auto reconciliation process.
5. The user will be able to review the reconciliation status from the Bank Statement and Reconciliation work area.
6. In Bank Statement Reconciliation area, you will be able to identify which bank statement lines has been reconciled by click on the number in column Reconciled.



Bank Account and Statement ID	Statement End Date	Statement Lines			Automatic Reconciliation		
		Unreconciled	Reconciled	Total	Exceptions	Processing Status	Process Request ID
MBB A/C 1		1	0	1			
MBB June 2021	30-Jun-2021	1	0	1			
MBB MAIN (HQ)		2,467	3	2,470			
MBB MAIN (HQ)-CRP02-JUN-	30-Jun-2021	1,233	0	1,233			
MBB MAIN (HQ)-CRP04-JUN-	30-Jun-2021	1,232	1	1,233		✔	231926
MBB MAIN (HQ)-CRP03-JUN-	30-Jun-2021	2	2	4		✔	231886

Figure 28: Bank Statement Reconciliation Area

7. In the next section, we will discuss on reconciliation of bank statement manually.

2.4 Reconciliation Bank Statement Manually

Use these pages to reconcile bank statement manually.

No.	Page Name	Navigation
1.	Manual Reconciliation	Cash Management > Bank Statement and Reconciliation > Manual Reconciliation

Table 6: Manual Reconciliation Bank Statement Navigation

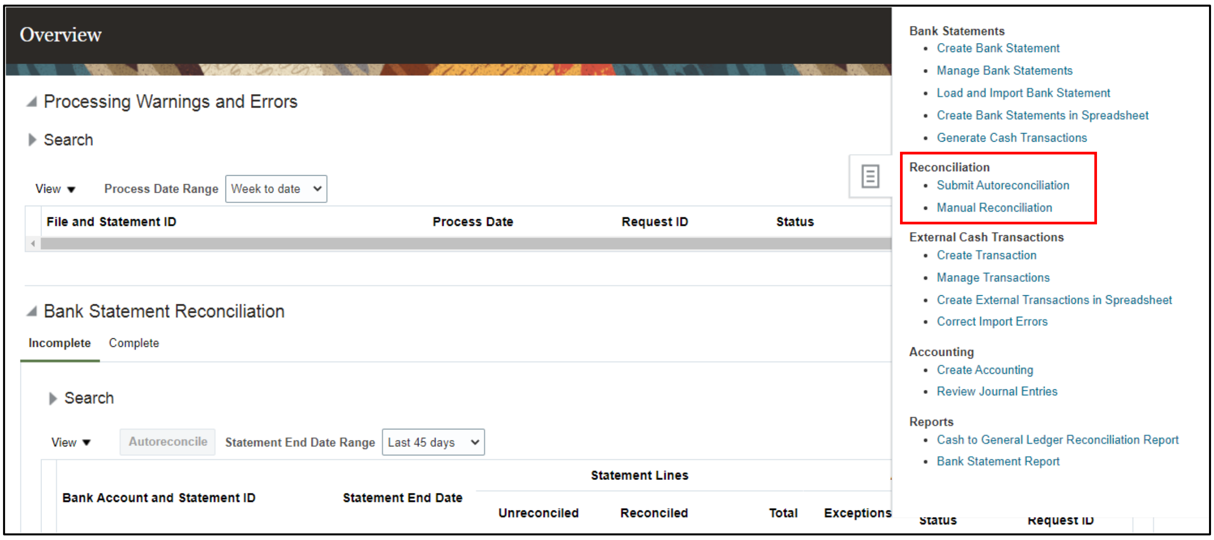


Figure 29: Bank Statement and Reconciliation Work Area

1. Click on Manual Reconciliation from the Task Panel to perform reconciliation bank statement manually.
2. System will display Manual Reconciliation page.

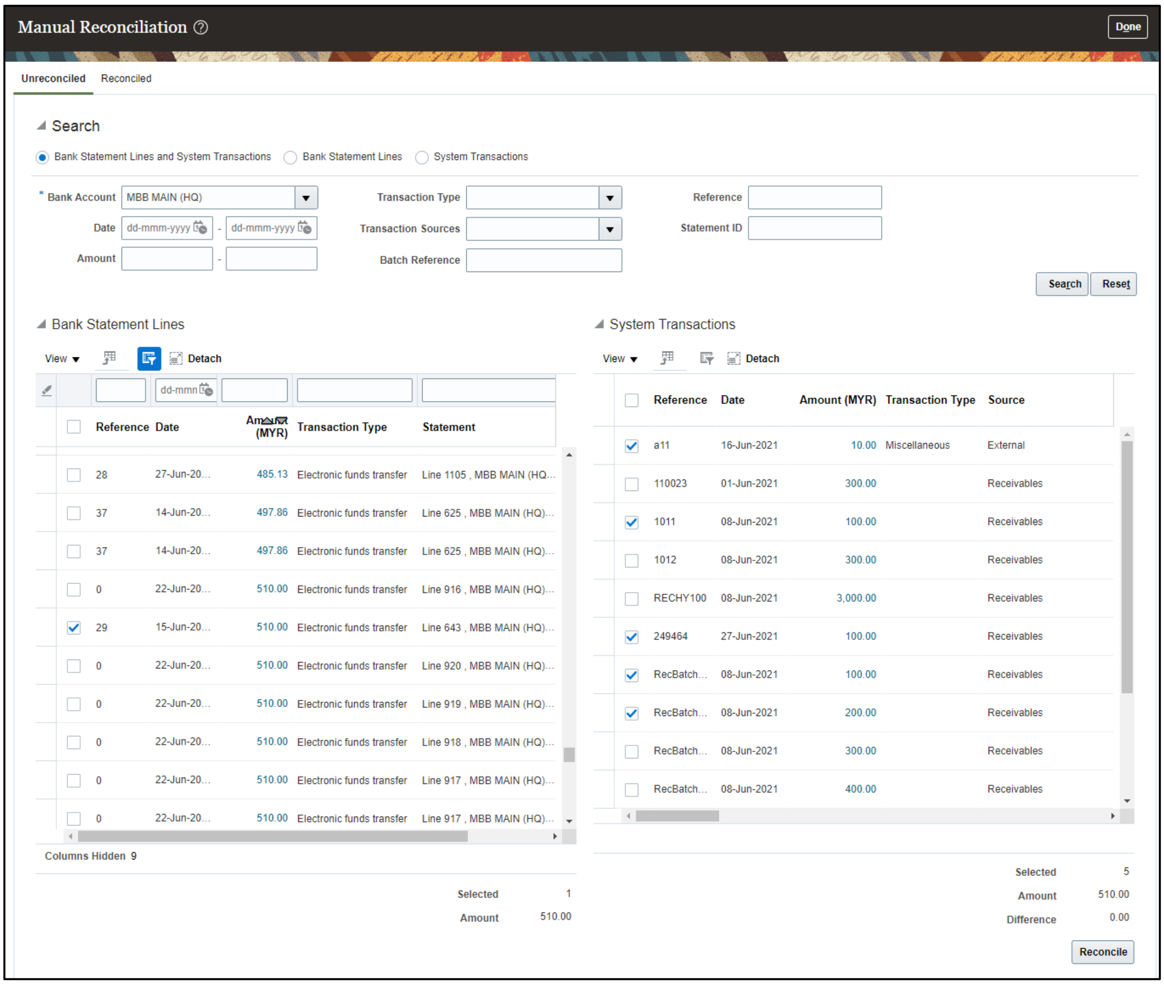


Figure 30: Manual Reconciliation Unreconciled Page

8. In the search area, fill in information in specific field to limit the list in Bank Statement Lines and System Transactions.

Step	Field	Description
1.	**Bank Account**	Select bank account
2.	**Date**	Click on  button and select statement date
3.	**Amount**	Enter amount from and amount to
4.	**Transaction Type**	Select transaction type
5.	**Transaction Source**	Select transaction source
6.	**Batch Reference**	Enter batch reference
7.	**Reference**	Enter reference
8.	**Statement ID**	Select statement ID

9. After filled up the information, click on **Search** button to see the results.
10. Tick on Bank Statement lines and system resource to start to reconcile.
11. Click on **Reconcile** button to reconcile the line.
12. The manual reconcile process is now complete.
13. In the next section, we will discuss on unreconciled process for lines and transactions that has been reconciled previously.

2.5 Unreconciled Bank Statement

Use these pages to unreconciled bank statement.

No.	Page Name	Navigation
1.	Manual Reconciliation	Cash Management > Bank Statement and Reconciliation > Manual Reconciliation

Table 7: Manual Reconciliation Bank Statement Navigation

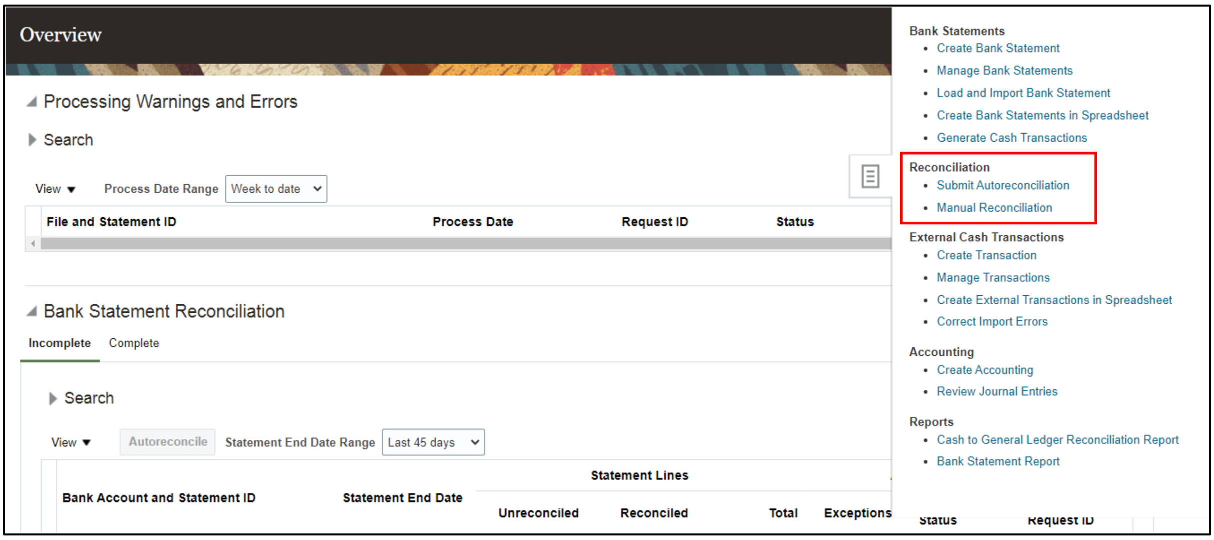


Figure 31: Bank Statement and Reconciliation Work Area

1. Click on Manual Reconciliation from the Task Panel to perform reconciliation bank statement manually.
2. System will display Manual Reconciliation page.

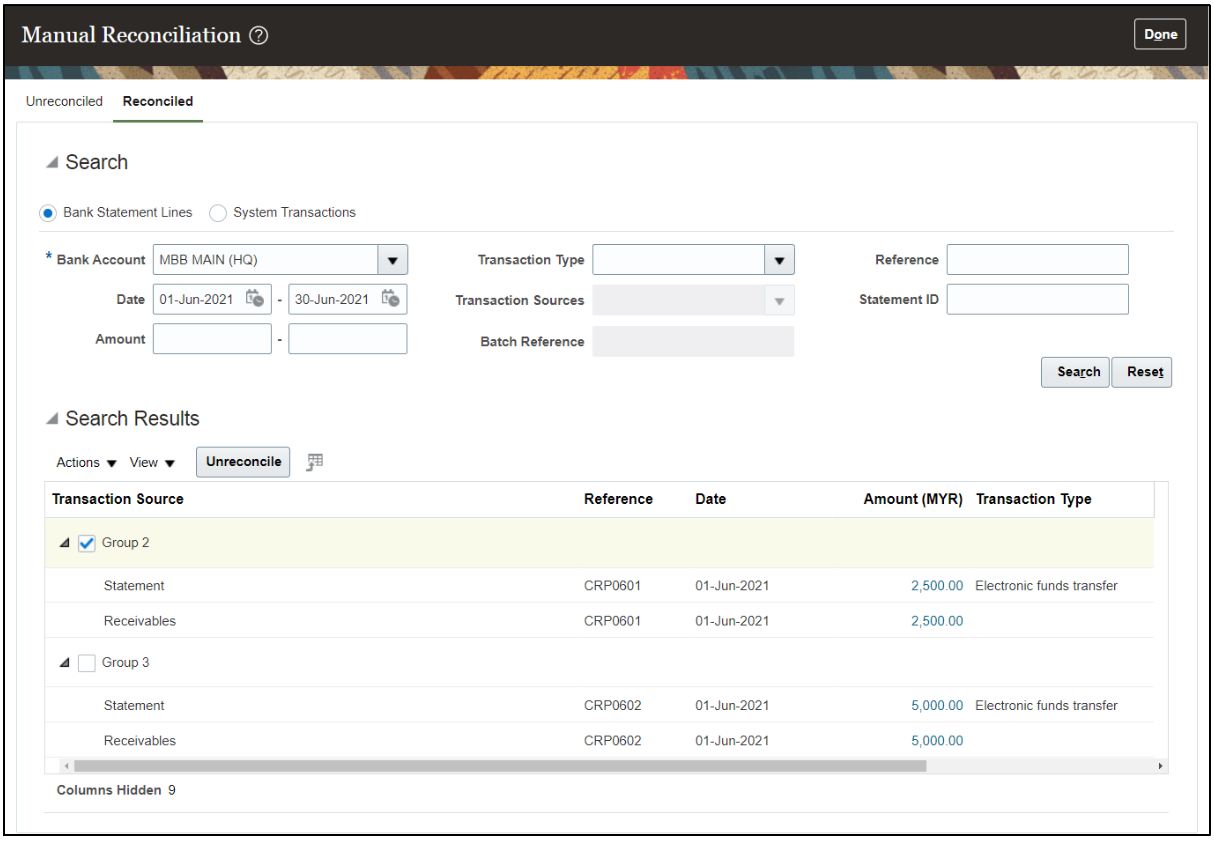


Figure 32: Manual Reconciliation Reconciled Page

3. In the search area, user may fill in information in specific field to limit the transactions sources.
4. Tick on desired Group box and click on **Unreconcile** button to unreconciled the transaction.
5. The manual unreconciled process is now complete.

3 BANK ACCOUNT TRANSFER

The bank transfer task is to perform by using Cash Balances area in Cash Management module.

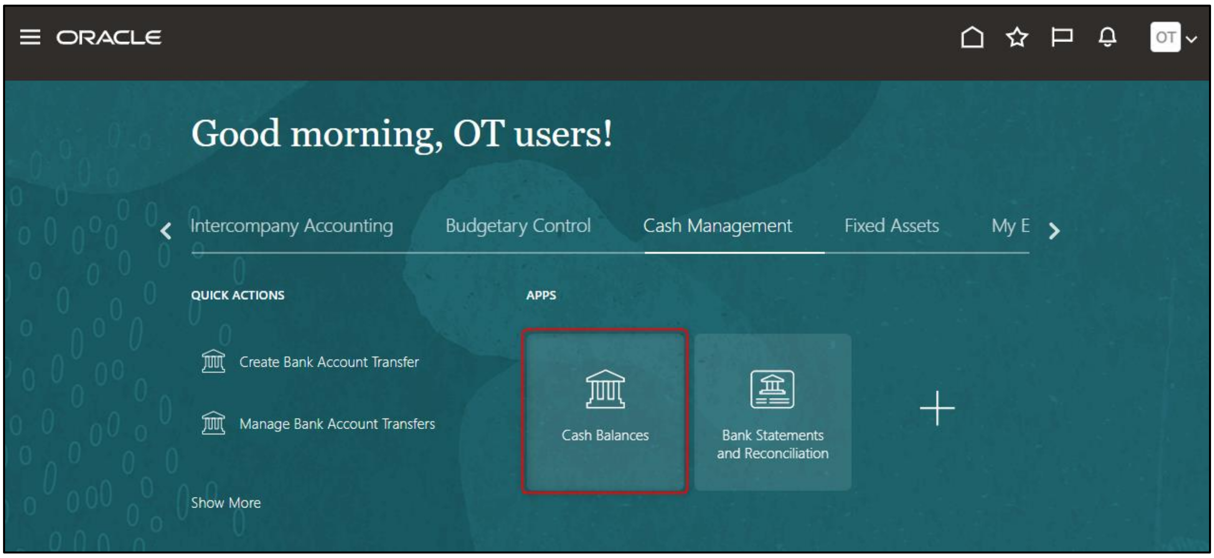


Figure 33: Cash Management Homepage

In Cash Balances work area, there will be a Bank Account Transfer in the task panel. This function is used for bank transfer in Cash Management.

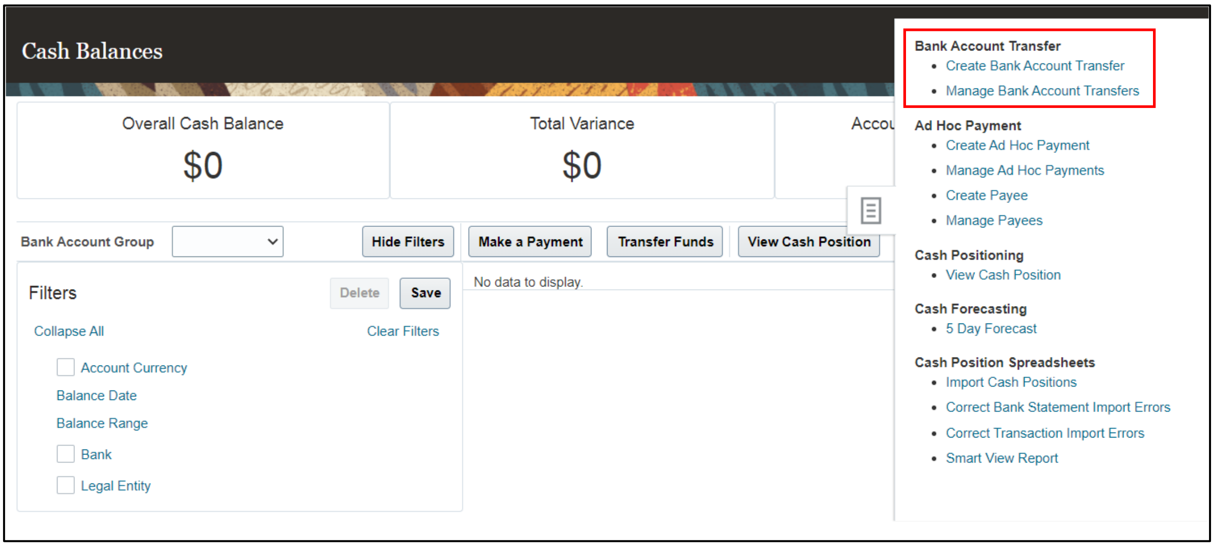


Figure 34: Bank Account Transfer Work Area

In the next section, will discuss on creation of bank transfer from one account to another account.

3.1 Creation of Bank Account Transfer

Use these pages to create new bank account transfer.

No.	Page Name	Navigation
1.	Create Bank Account Transfer	Cash Management > Cash Balances > Create Bank Account Transfer

Table 8: Bank Account Transfer Creation Navigation

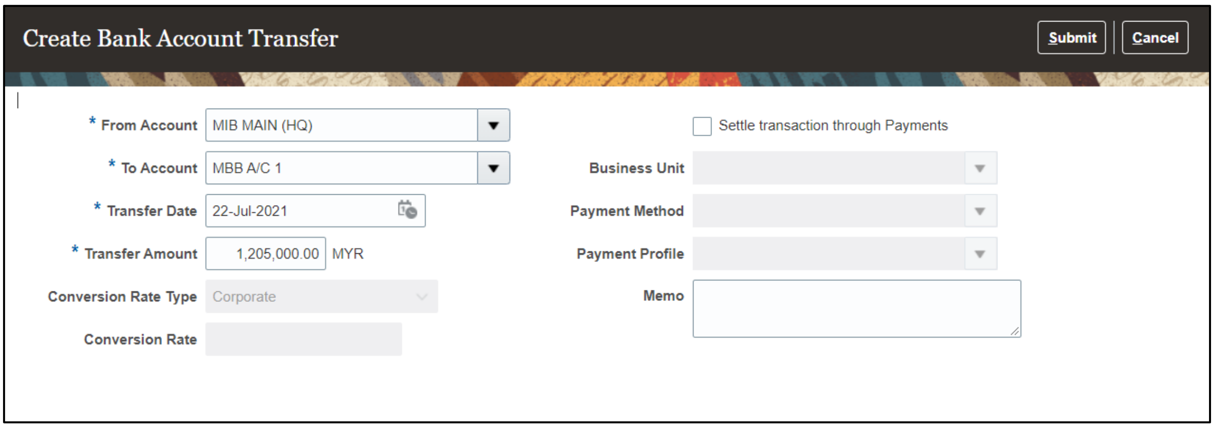


Figure 35: Create Bank Account Transfer Page

1. Fill up the following information and (*) mark indicates as a mandatory field:

Step	Field	Description
1.	***From Account**	Select from account bank for creation of invoice
2.	***To Account**	Select to account bank for creation of invoice
3.	***Transfer Date**	Click on button and select transfer date (*System default to current date*)
4.	***Transfer Amount**	Enter transfer amount
5.	**Conversion Rate Type**	*This field is enabled if you are creating fund transfer between different currency*
6.	**Conversion Rate**	*This field is enabled if you are creating fund transfer between different currency*
7.	**Settle transaction through Payments**	Ensure this checkbox is tick for settle transaction through payments, if the Bank Account Transfer is used to record transaction in the system after payment has been made physically, you may create the Bank Transfer and untick the checkbox.
8.	***Business Unit**	Select Business Unit

Step	Field	Description
9.	***Payment Method**	Select Payment Method
10.	***Payment Profile**	Select Payment Profile
11.	**Memo**	Enter memo as a note
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

2. After completing filled up all information click on **Submit** button to submit bank account transfer.
3. System will pop-out confirmation notification, click on **Yes** button to proceed.

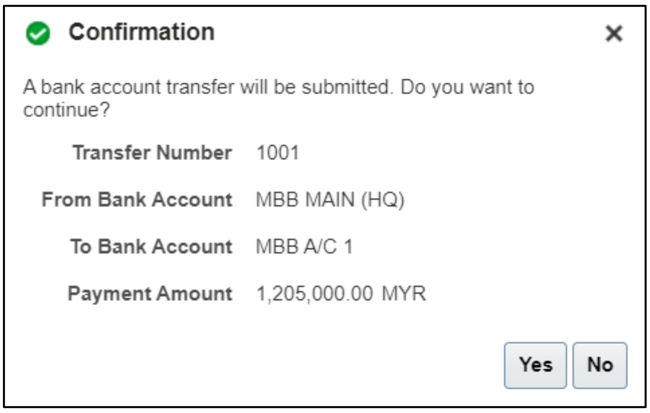


Figure 36: Confirmation Notification (*Bank Account Transfer*)

4. The task for bank account transfer is now complete.
5. Next, go to Manage Bank Account Transfers to check the transfer status.

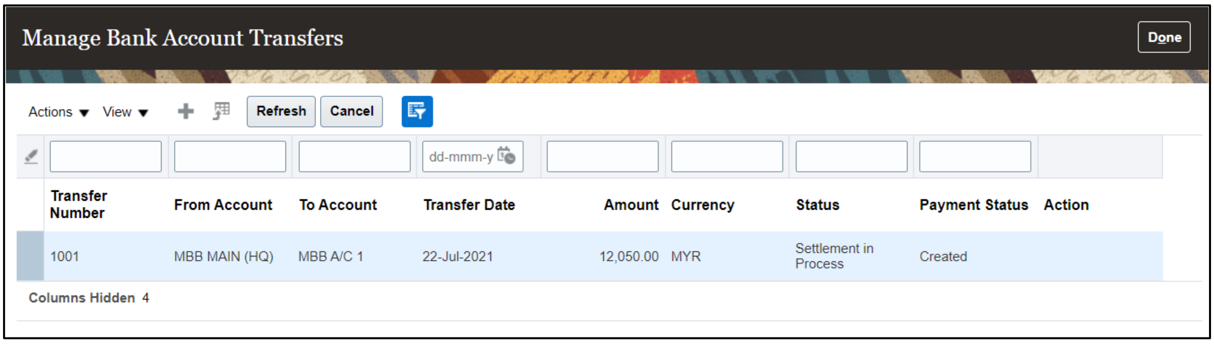


Figure 37: Manage Bank Account Transfers Page

6. System will display manage bank account transfers page with the transfer status.
7. The Bank Transfer must be reconciled with the bank statement before it can be posted to the ledger.
8. In this page, user would be able to see all transfers that have been made.

3.2 Creation of Ad-Hoc Payee and Payment (Additional Feature)

Use these pages to create new payee for Ad-Hoc Payment. The Manage Ad Hoc Payments page is used to transfer ad hoc funds from an internal bank account to an external payee bank account. The payment is processed without having any invoice transaction.

No.	Page Name	Navigation
1.	Create Payee	Cash Management > Cash Balances > Create Payee

Table 9: Payee Creation Navigation

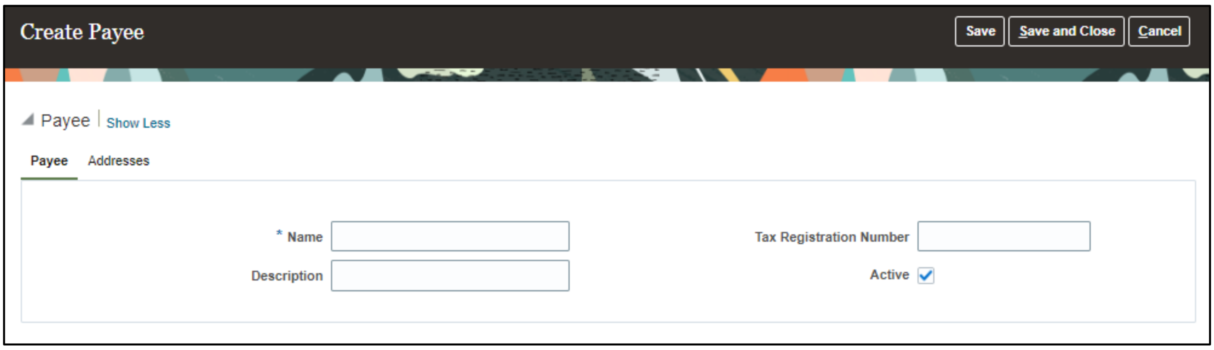


Figure 38: Create Payee Page

1. Fill up the following information and (*) mark indicates as a mandatory field:

Step	Field	Description
1.	***Name**	Enter name of the Payee (Person or Organization name)
2.	**Description**	Enter description for the payee
3.	**Tax Registration Number**	Enter tax registration number if the organization is tax registered company.
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

2. Go to tab Addresses to filled on the payee address.

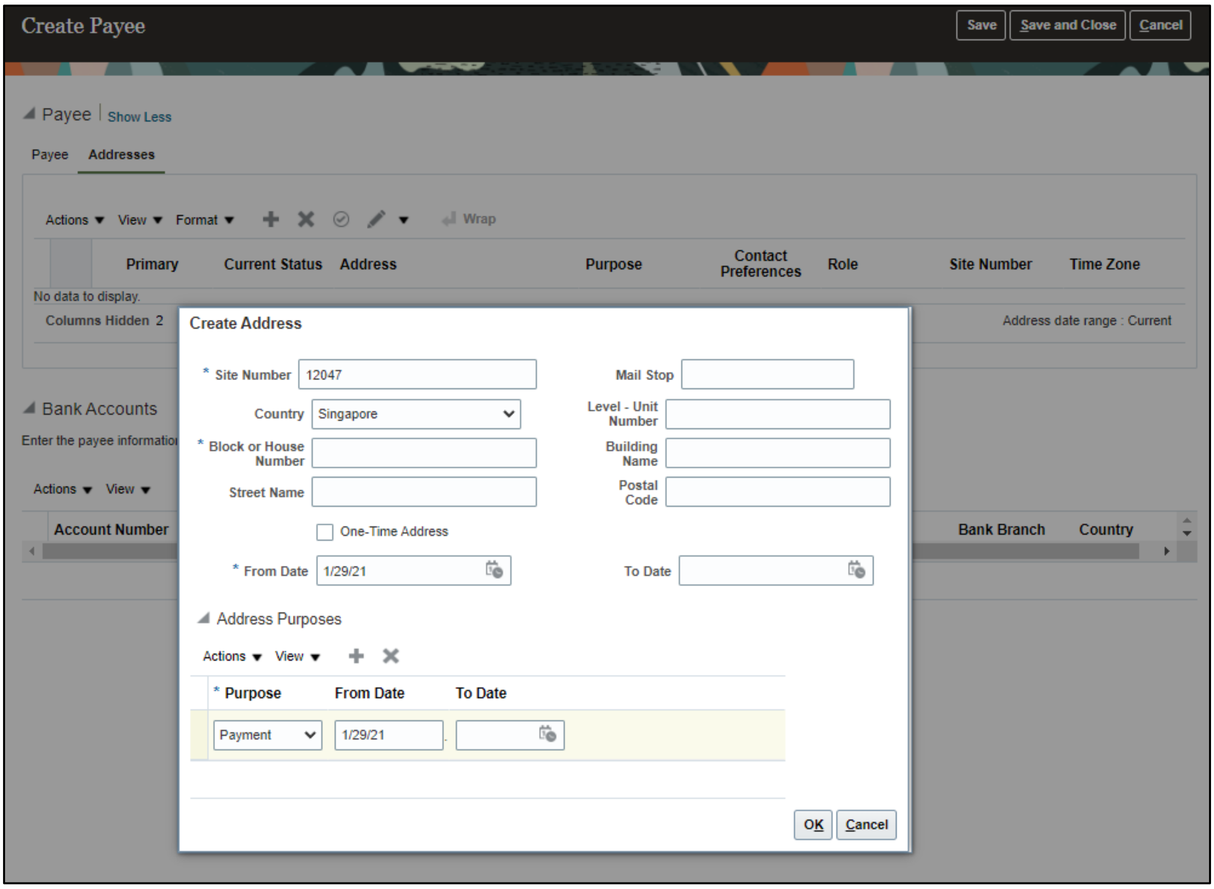


Figure 39: Create Payee Address Page

3. After completing filled up all information click on OK button and Save.
4. Go back to tab Payee to enter the payee bank account by clicking on the Add button.

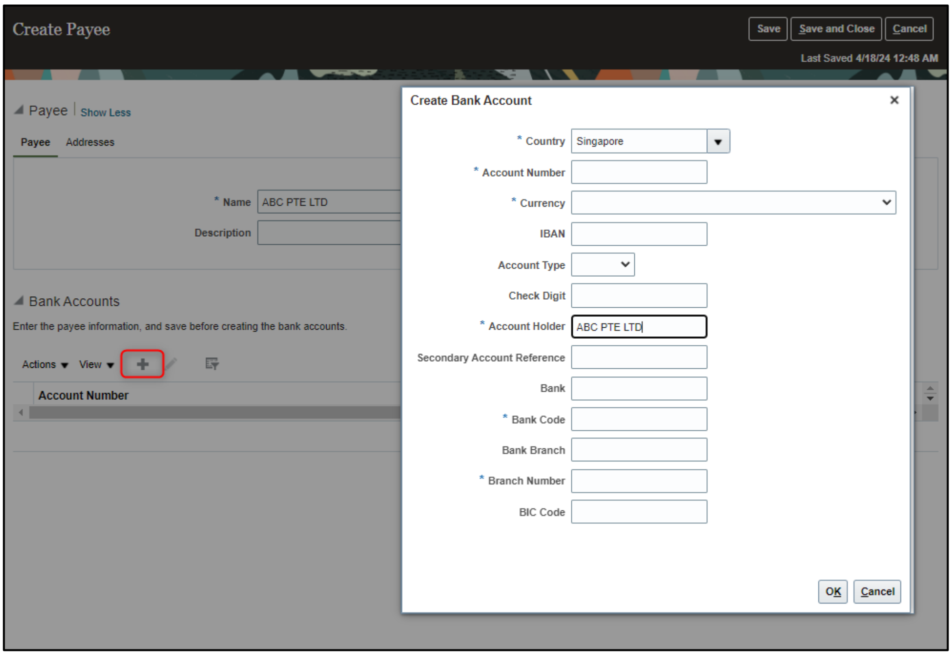
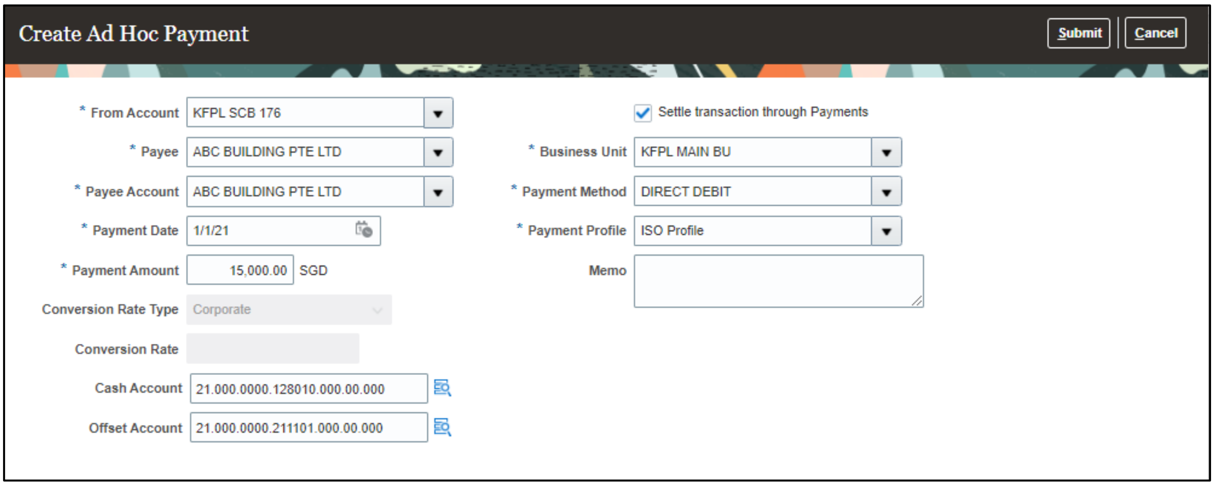


Figure 40: Create Payee Bank Account Page

5. After completing filled up all information click on Save and Close button to save the information.
6. Now navigate to Create Ad-hoc Payment.

No.	Page Name	Navigation
2.	Create Ad-hoc Payment	Cash Management > Cash Balances > Create Ad-Hoc Payment

Table 10: Ad-hoc Payment Creation Navigation



9. Fill up the following information and (*) mark indicates as a mandatory field:

Step	Field	Description
1.	***From Account**	Select from account bank for creation of ad-hoc payment
2.	***Payee**	Select to account bank for creation of ad-hoc payment
3.	***Payee Account**	Enter the payee bank account info.
4.	***Payment Date**	Click on button and select payment date (*System default to current date*)
5.	***Payment Amount**	Enter Payment Amount for the ad-hoc funds.
6.	**Conversion Type**	*This field is disable. It only enables if the bank account used is a different currency*
7.	**Conversion Rate**	*This field is disable. It only enables if the bank account used is a different currency*
8.	**Settle transaction through Payments**	Ensure this checkbox is tick for settle transaction through payments, if the ad-hoc payment is used to record transaction in the system after payment has been made

Step	Field	Description
		physically, you may create the payment and untick the checkbox.
9.	***Business Unit**	Enter Business Unit
10.	***Payment Method**	Enter Payment Method
11.	***Payment Profile**	Enter Payment Profile
12.	**Memo**	Enter memo as a note
13.	**Cash Account**	System defaulted to your selected bank account code combination
14.	**Offset Account**	Enter the offset account. This should be your entry for the expense charge code on the ad-hoc payment.
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

10. After completing filled up all information click on **Submit** button to submit bank account transfer.
11. System will pop-out confirmation notification, click on **Yes** button to proceed.
12. The task for Ad-hoc Payment is now complete.
13. Next, go to Manage Ad Hoc Payments to check the status.

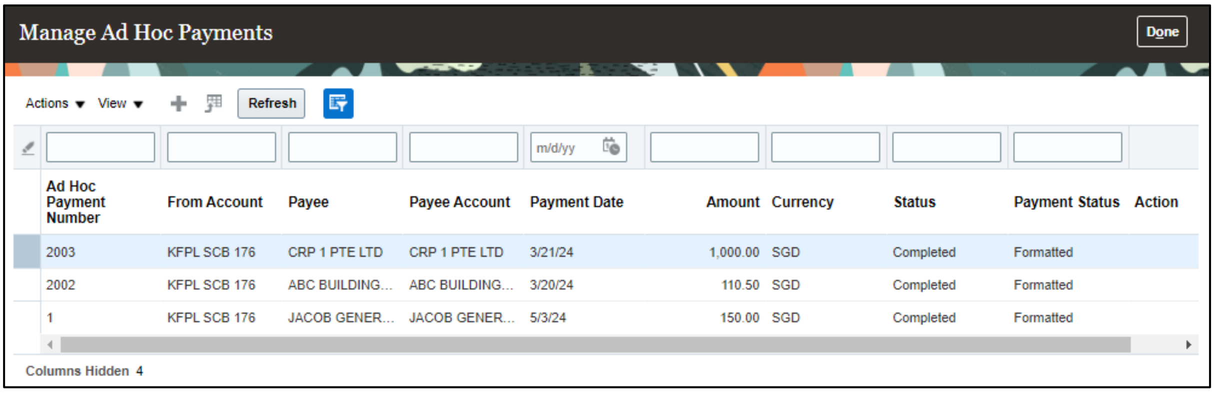


Figure 41: Manage Ad Hoc Payments Page

14. System will display manage Ad Hoc Payments page with the status.
15. The Ad hoc payment must be reconciled with the bank statement before it can be posted to the ledger.
16. In this page, user would be able to see all ad hoc payments that have been made with the respective status.

4 CREATE ACCOUNTING

In Cash Management module, there will be no Period Closing activity to be perform every month. Cash Management will only require running Create Accounting process whenever there are Bank Account Transfer transaction created in that period of month. The Create Accounting process task can be performed by using Bank Statement and Reconciliation work area.

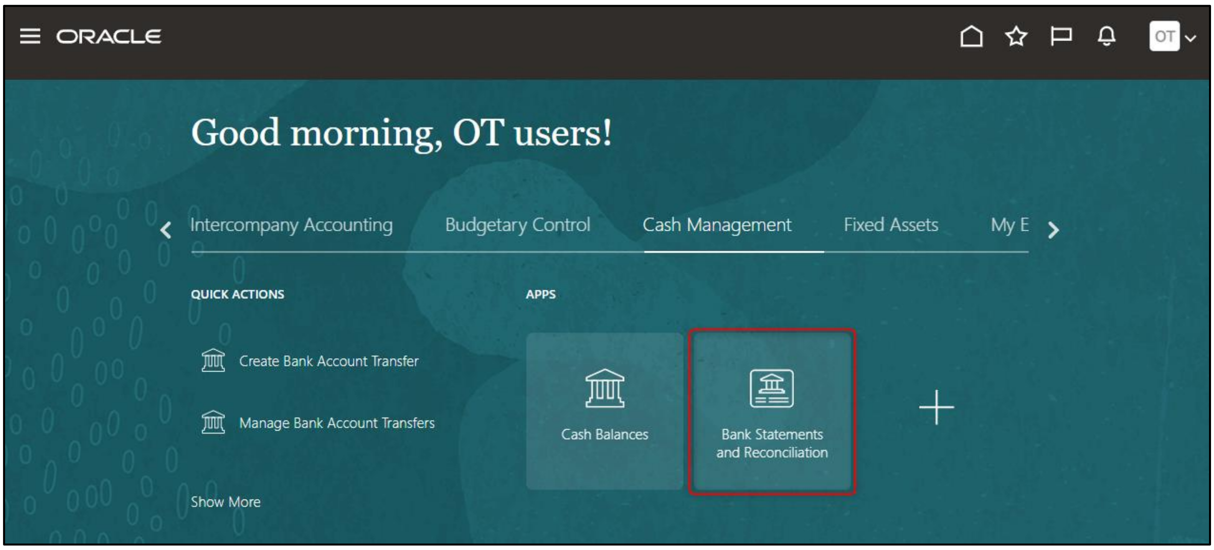


Figure 42: Cash Management Homepage

In Bank Statements and Reconciliation work area, there will be an Accounting task for accounting process.

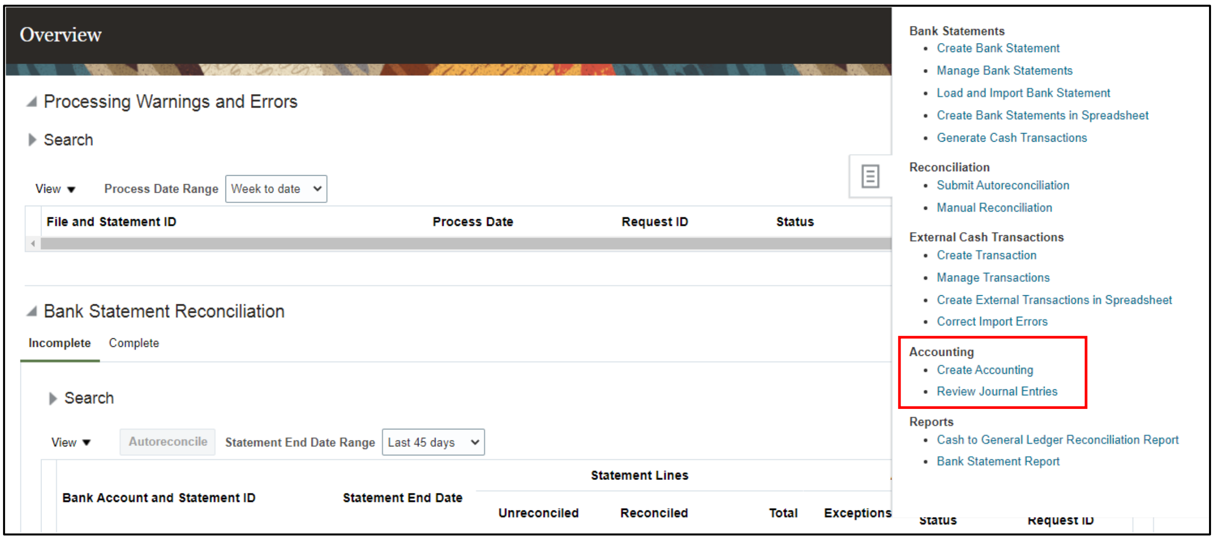


Figure 43: Accounting Task

In the next section, we will discuss on the create accounting process in Cash Management.

4.1 Create Accounting Process

Use these pages to create accounting process. We will use Bank Statements and Reconciliation work area to create accounting process for Cash Management.

No.	Page Name	Navigation
1.	Create Accounting	Cash Management > Bank Statements and Reconciliation > Create Accounting

Table 11: Accounting Process Navigation

1. Select Create Accounting in the task panel.
2. System will direct to Basic Option Page.

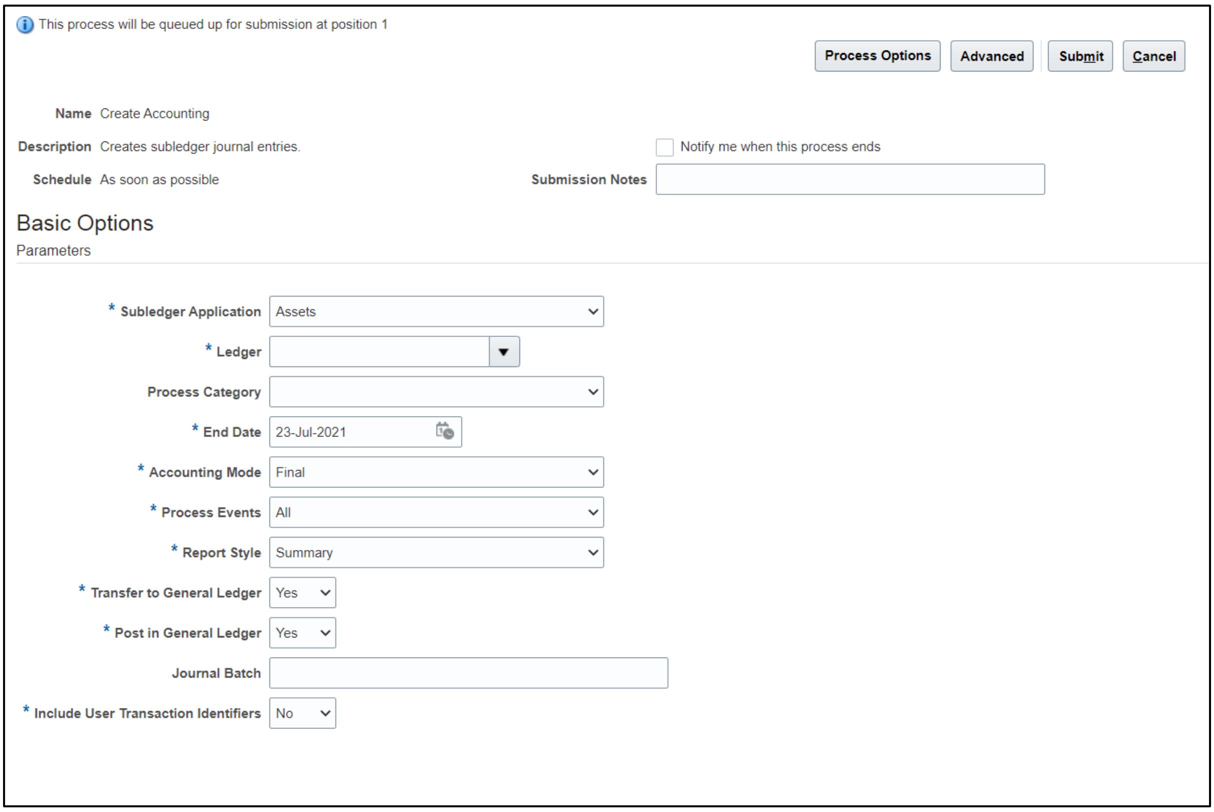


Figure 44: Basic Option Page (*Create Accounting*)

3. Fill up the following parameter and (*) mark indicates as a mandatory parameter:

Step	Field	Description
1.	***Subledger Application**	Select Cash Management subledger application
2.	***Ledger**	Select Ledger from list of values

Step	Field	Description
3.	**Process Category**	Select process category if user would like to specify the category
4.	***End Date**	Select on  button to choose end date for accounting period date. (*System will default to last day of current period month*)
5.	***Create Accounting**	Select Yes to Create Accounting
6.	***Accounting Mode**	Select accounting mode
7.	***Process Events**	Select process events
8.	***Report Style**	Select report style (*System default to Summary*)
9.	***Transfer to General Ledger**	Select “Yes” for transfer to GL to transfer sub-ledgers journals to GL applications
10.	***Post in General Ledger**	Select “Yes” for post to GL to trigger posting process after the sub-ledgers journals have been transferred to GL.
11.	**Journal Batch**	Enter Journal Batch Name
12.	**Include User Transaction Identifiers**	Select “Yes” to display additional information in the accounting report
Note: Accounting report will be generated based on what have been entered in the parameters.		

4. After completing with the parameters, click on 

button.
5. System will start to process accounting name as Create Cash Management Accounting and pop-out message box for process confirmation.

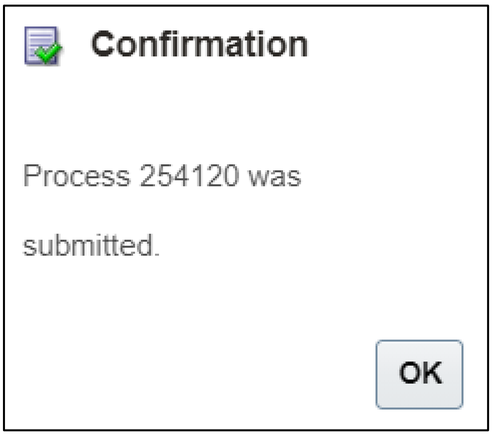


Figure 45: Message Box (*Confirmation of Submitting Accounting Process*)

6. In the message box, there will be a process ID which we will use to observe the status in Scheduled Processes Navigation.
13. Next, navigate to Tools and choose Scheduled Processes.

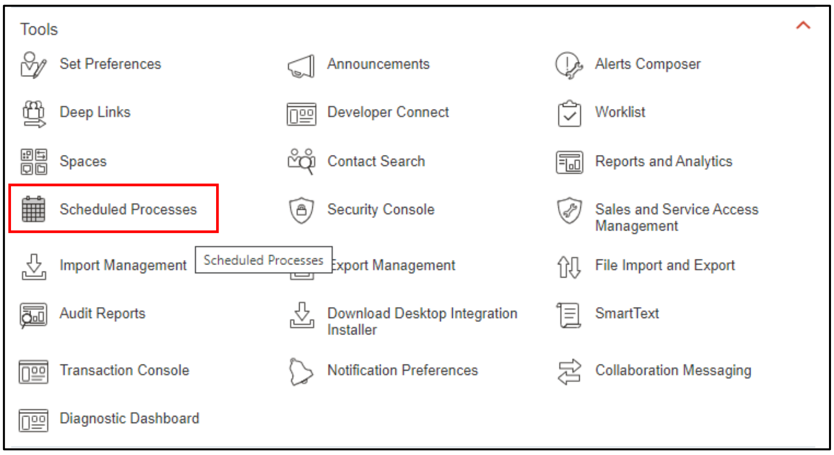


Figure 46: Schedules Processes Navigator

14. System will direct to Scheduled Processes page.

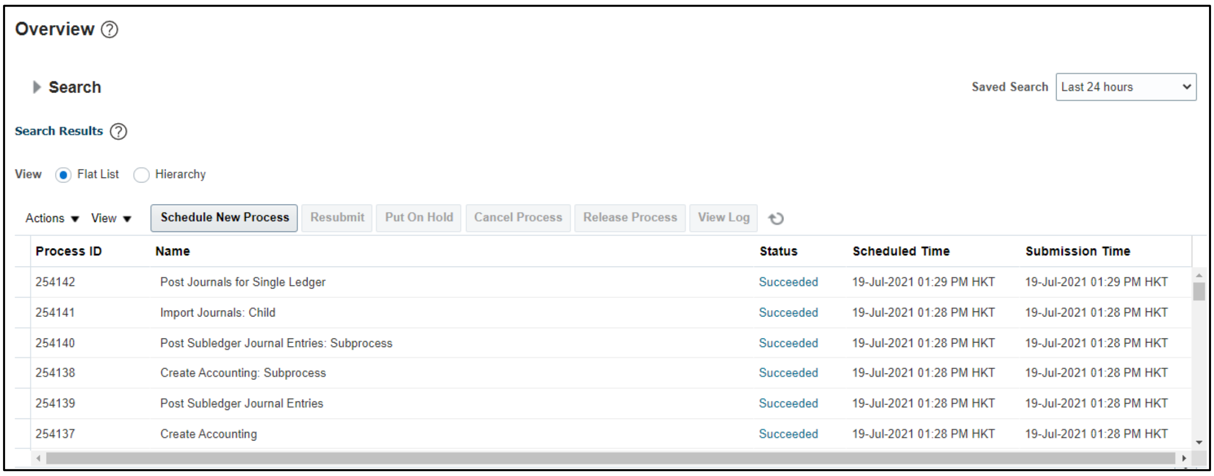


Figure 47: Schedule Processes (*Create Accounting*)

15. In schedule process, there will have few processes running for create accounting.
16. Create Cash Management Accounting process will be succeeded if and only if all other processes are completed and succeeded.
17. In the search area, user may search Create Cash Management Accounting process by using process id to check the status.

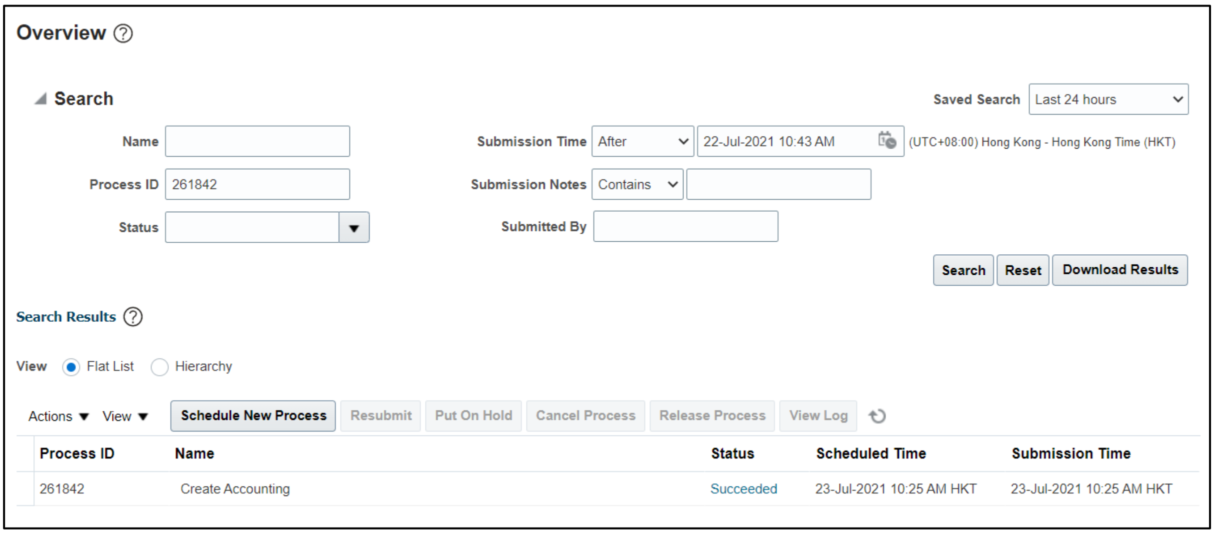


Figure 48: Search for Create Cash Management Accounting Process

18. User may user  button to refresh.
19. This task is complete once the status update into Succeeded.

Notes: The accounting process must be done after the reconciliation process related to Bank Transfer or Ad-hoc payment is completed. Otherwise, the accounting entries may not be transferred into General Ledger. This is an intended behavior since the Bank Transfer can still be canceled if it is not reconciled.

5 REPORT SUBMISSION

This chapter is to discuss on standard reporting for Cash Management Module.

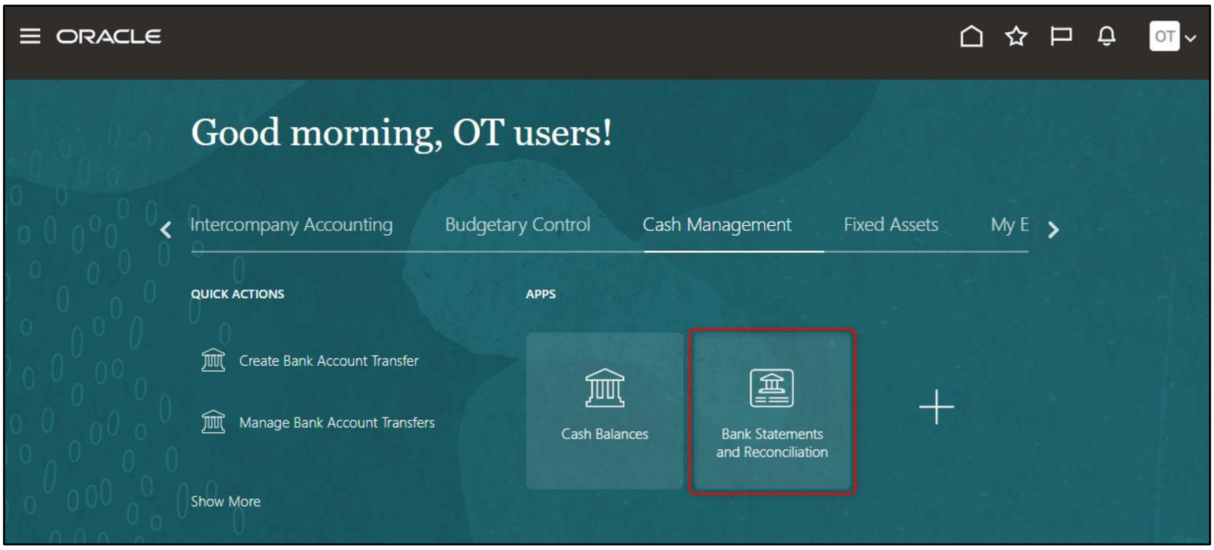


Figure 49: Cash Management Homepage

In Bank Statements and Reconciliation work area, user may find Report from task panel. In Cash Management there will be Cash to General Ledger Reconciliation Report and Bank Statement Report.

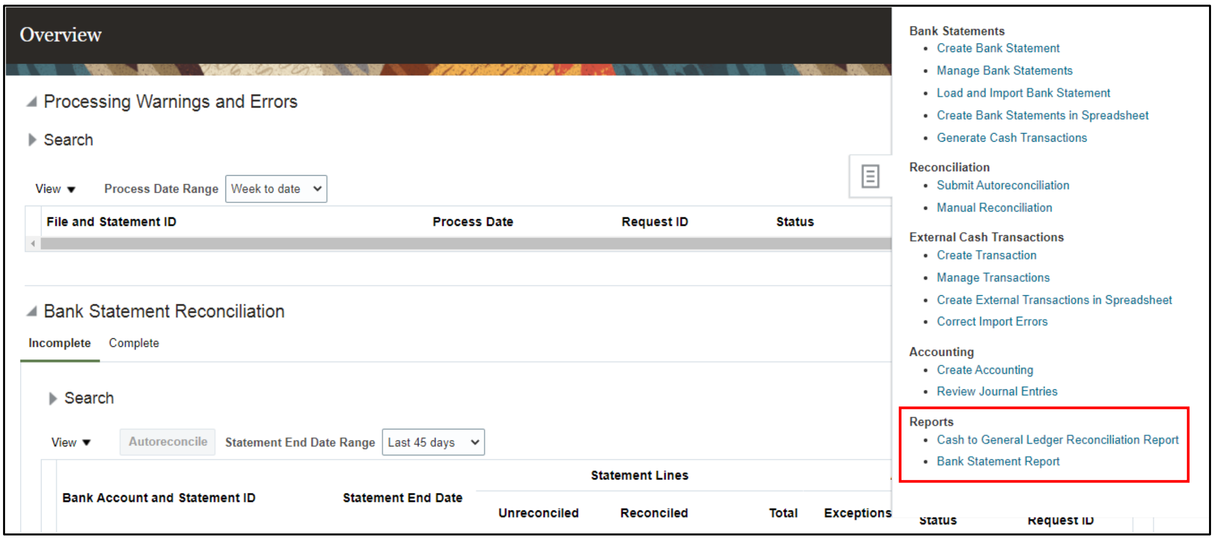


Figure 50: Report Task

In the next section, we will discuss on report submission and schedule process.

5.1 Standard Report Submission

Use this page for standard report submission.

No.	Page Name	Navigation
1.	Bank Statement and Reconciliation	Cash Management > Bank Statement and Reconciliation > Report

Table 12: Standard Report Navigation

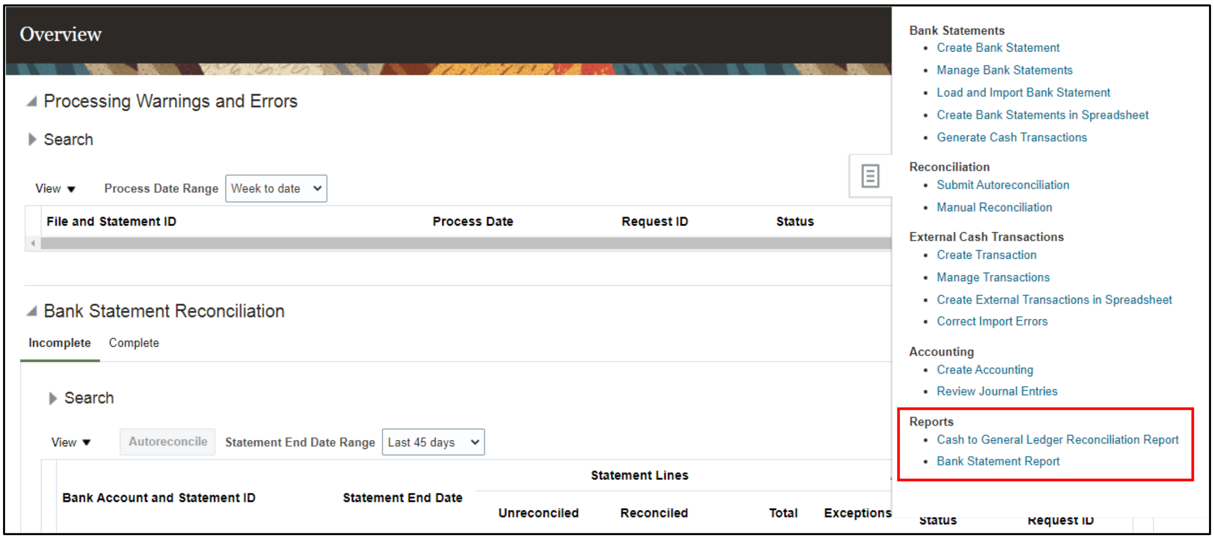


Figure 51: Report Task

1. Click on Cash to General Ledger Reconciliation Report and the system will display Basic Option page for report submission.

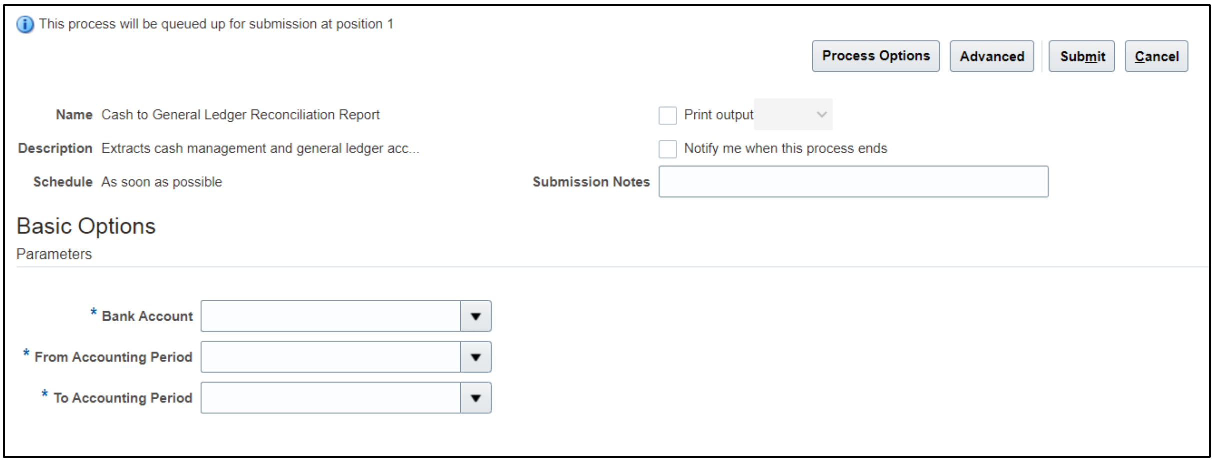


Figure 52: Basic Option (Report Submission)

2. Users need to fill up all parameters because it is mandatory field before submitting the report.

Step	Field	Description
1.	***Business Unit**	Select business unit
2.	***From Account Period**	Enter from account period
3.	***To Account Period**	Enter to account period
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

3. Click 

button and system will schedule new process for Cash to General Ledger Reconciliation Report.
4. To check report status, the user will have to navigate to Tools and choose Scheduled Processes.

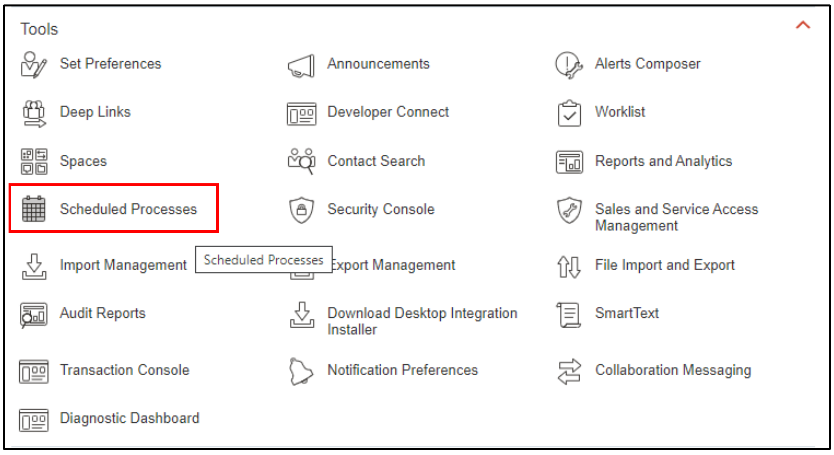


Figure 53: Schedules Processes Navigator

5. System will direct to Scheduled Processes page.

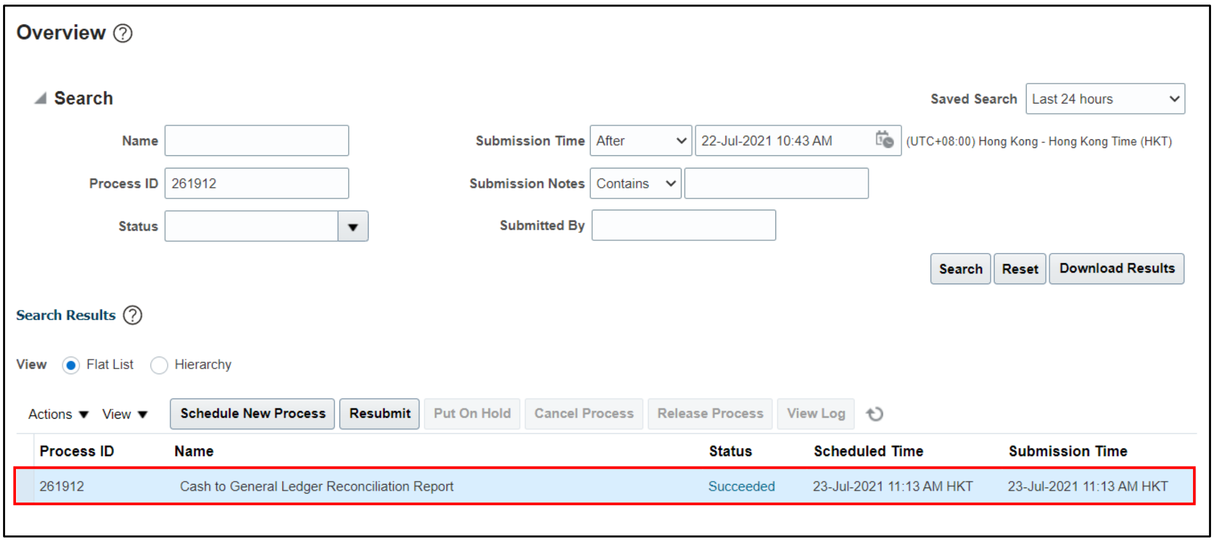


Figure 54: Scheduled Processes Page

6. Next click on Succeeded and the system will run the job and pop-out message box.

Figure 55: Message Box (*Information for Job Status*)

7. Click on 

button then system will display report details.

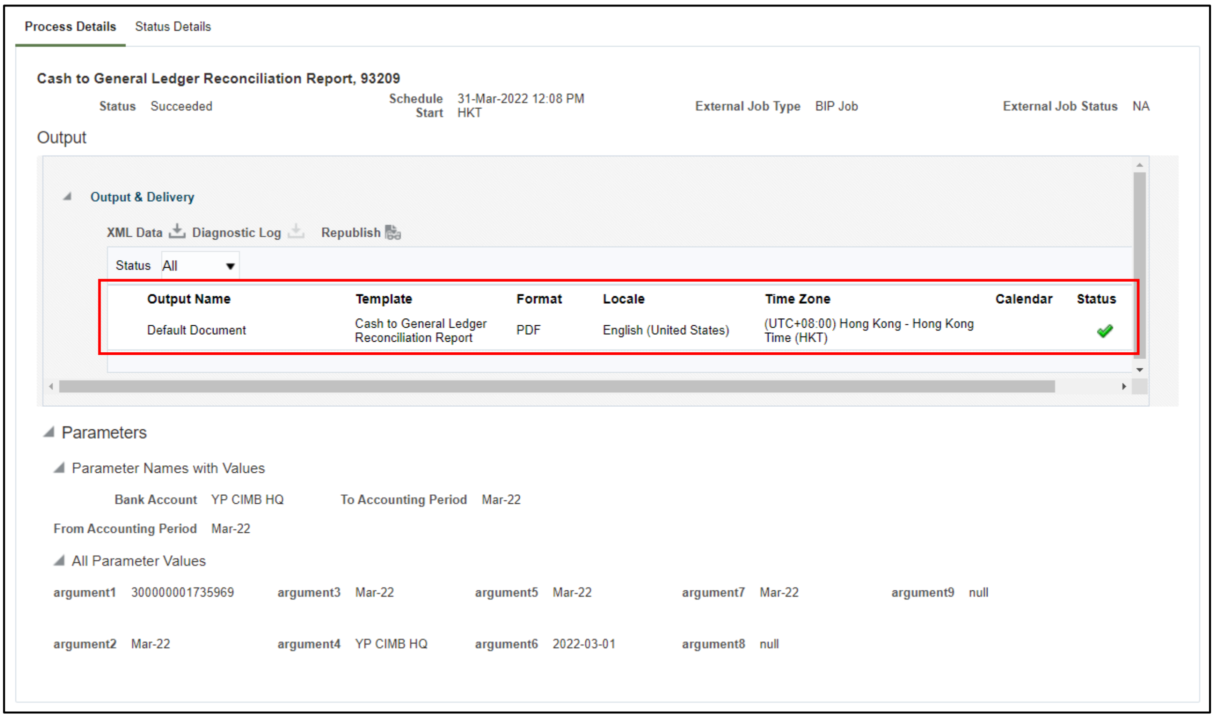


Figure 56: Cash to General Ledger Reconciliation Report Details

8. Click on Default Document to display the output and click button to download report.

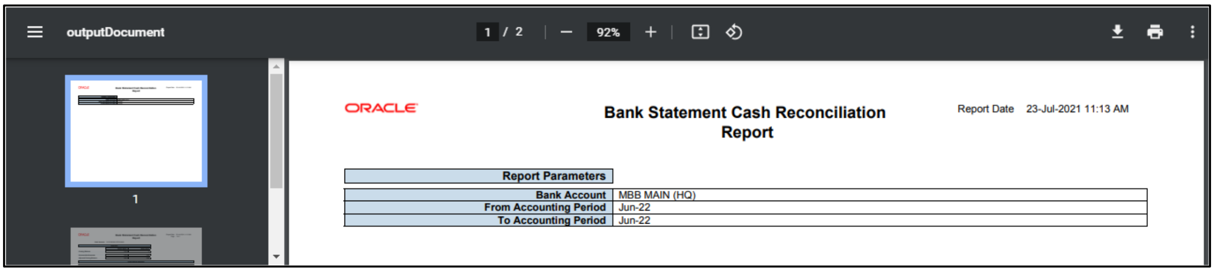


Figure 57: Report Output

9. User may click on republish icon button to export report in many other options such as XML, HTML, PDF, RFT, Power Point, Excel, and CSV.
10. Repeat the same step for other reports.

6 CASH MANAGEMENT MAINTENANCE SETUP

The maintenance setup can be performed by using Setup and Maintenance. In this Chapter, we will be discussing on setup and maintenance for receivable activity, bank, bank branch, bank account and bank transaction code.

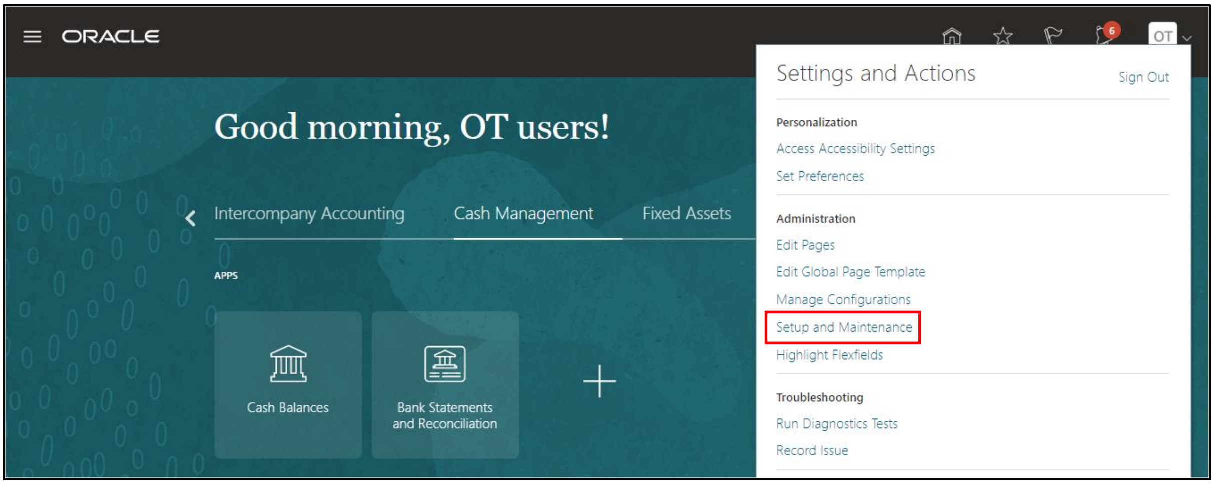


Figure 58: Setting and Actions

Setup and maintenance work area can be accessed from Settings and Actions. It can also be accessed by using Others from navigator.

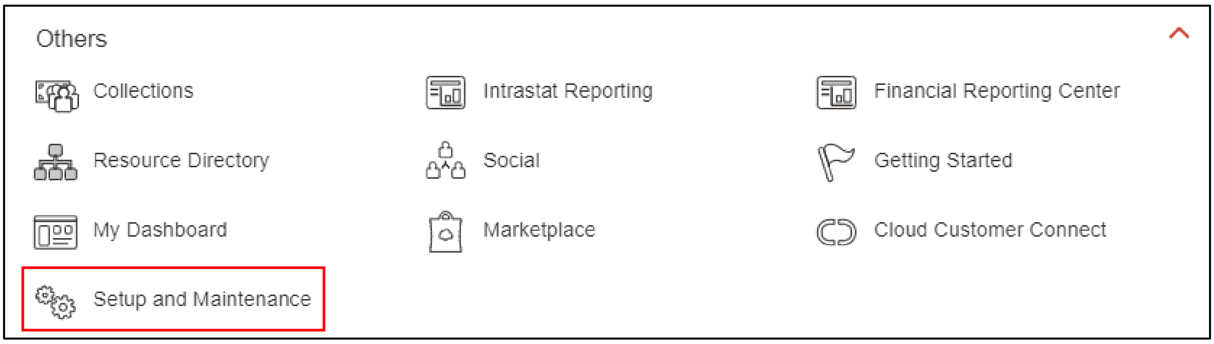


Figure 59: Setup and Maintenance Navigator

6.1 Maintain Bank

Uses this page to setup and maintain bank.

No.	Page Name	Navigation
1.	Manage Bank	Setting and Actions > Setup and Maintenance > Manage Bank

Table 13: Manage Bank Navigation

1. Navigate to setup and maintenance work area.

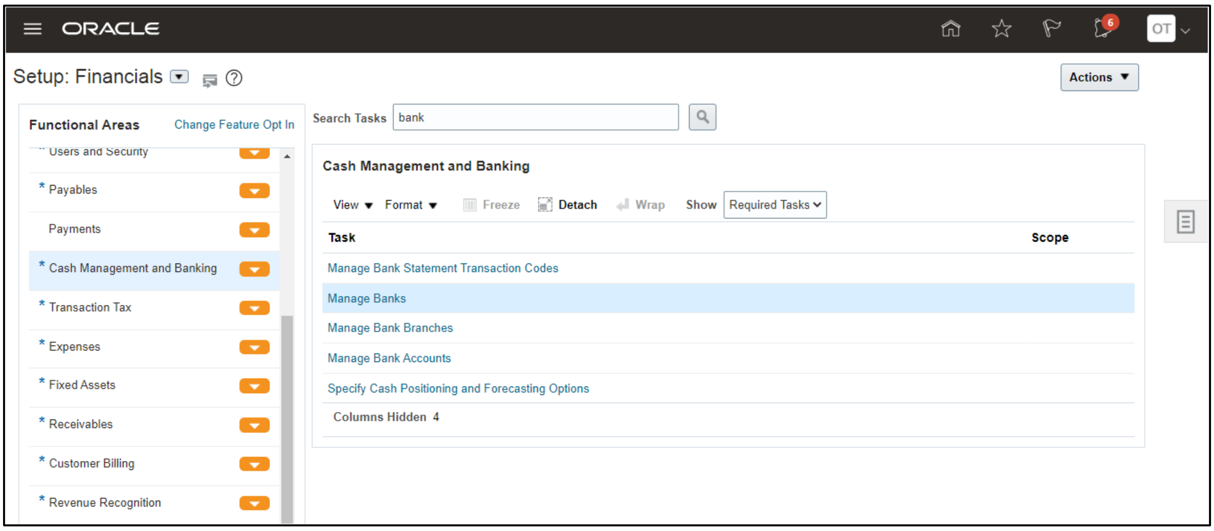


Figure 60: Financial Setup and Maintenance Work Area

2. In Cash Management and Banking functional area, search Manage Bank Tasks.
3. System will direct to Manage Bank page.

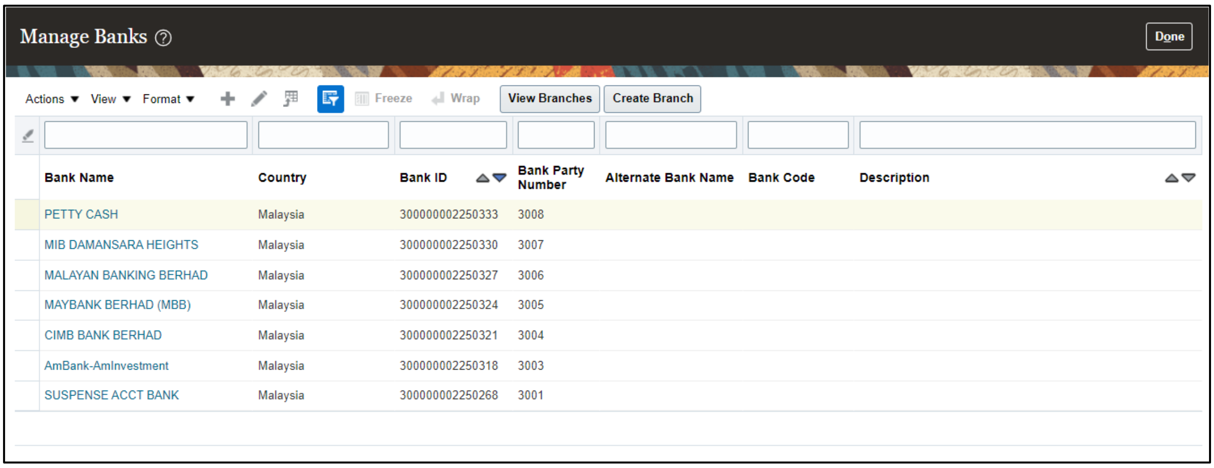


Figure 61: Manage Bank Page

Next section, we will discuss on new creation of bank, and edit bank.

6.1.1 Create New Bank

Uses this page to create new bank.

No.	Page Name	Navigation
1.	Create Bank	Setting and Actions > Setup and Maintenance > Manage Bank > Create Bank

Table 14: Create Bank Navigation

1. Navigate to Manage Bank, then click on button ➕ to add new.
2. In the same page, system will add new row for creation of bank.

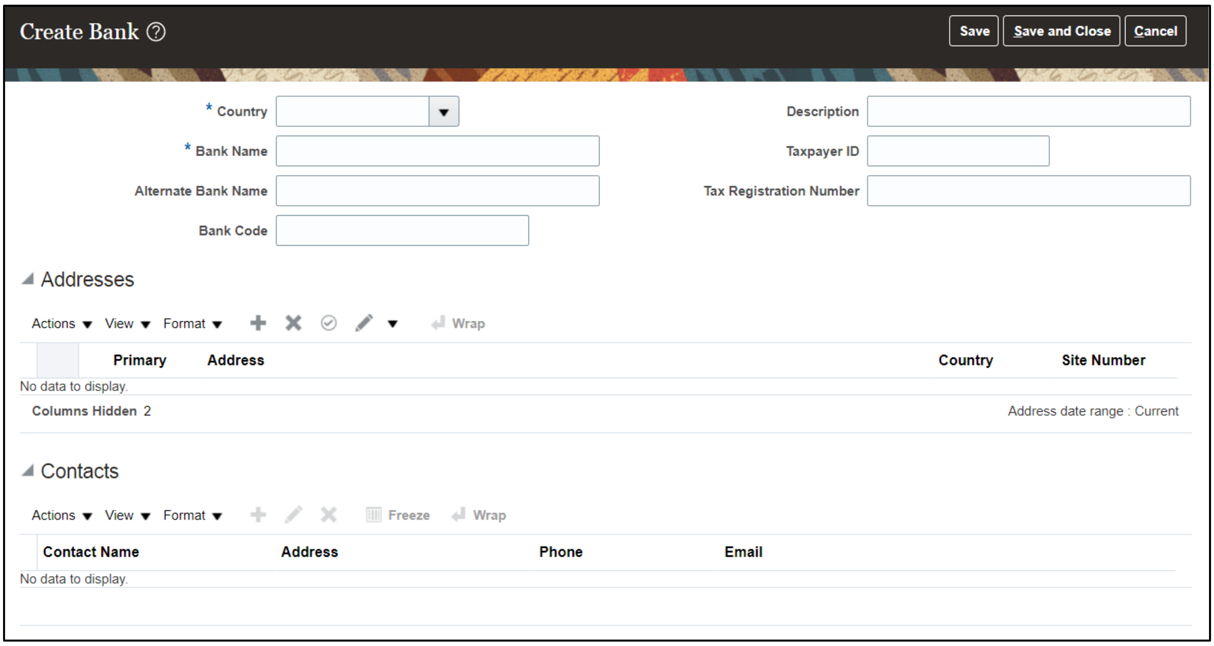


Figure 62: Create Bank Page

3. Fill in information and (*) mark indicate as mandatory field:

Step	Field	Description
1.	***Country**	Select Malaysia, MY country
2.	***Bank Name**	Enter Bank Name
3.	**Alternate Bank Name**	Enter alternate bank name
4.	**Bank Code**	Enter bank code
5.	**Description**	Enter description
6.	**Taxpayer ID**	Enter taxpayer ID
7.	**Registration Number**	Enter registration number
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

4. In Addresses area, click on ➕ button to add address for this bank.
5. System will prompt create address screen.

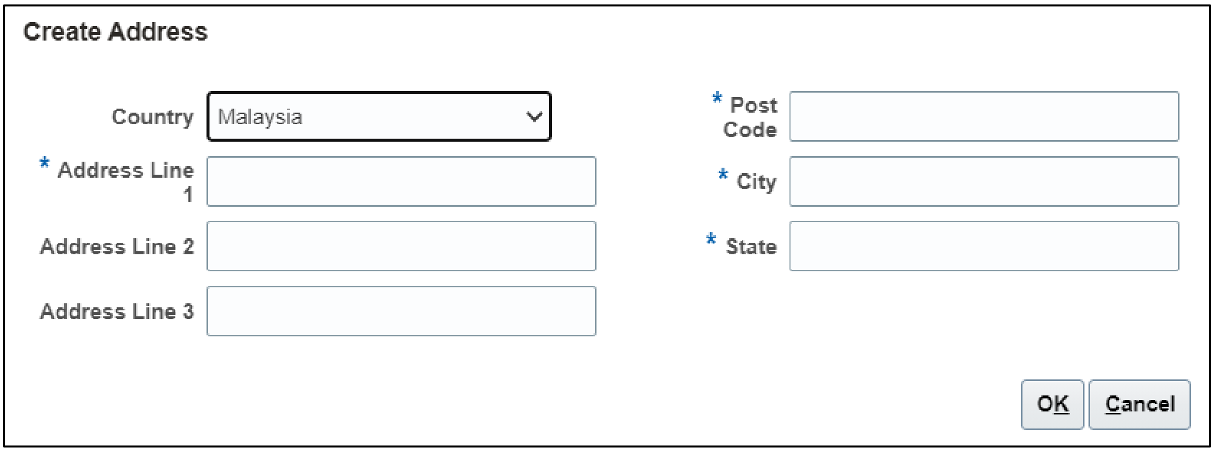


Figure 63: Create Address Screen

6. Fill in information and (*) mark indicate as mandatory field:

Step	Field	Description
1.	***Country**	*System default to Malaysia based on previous selection*
2.	***Address Line 1**	Enter address line 1
3.	**Address Line 2**	Enter address line 2
4.	**Address Line 3**	Enter address line 3
5.	***Post Code**	Enter post code
6.	***City**	Enter city
7.	***State**	Enter state
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

7. Next, click on 

button to add the bank address.

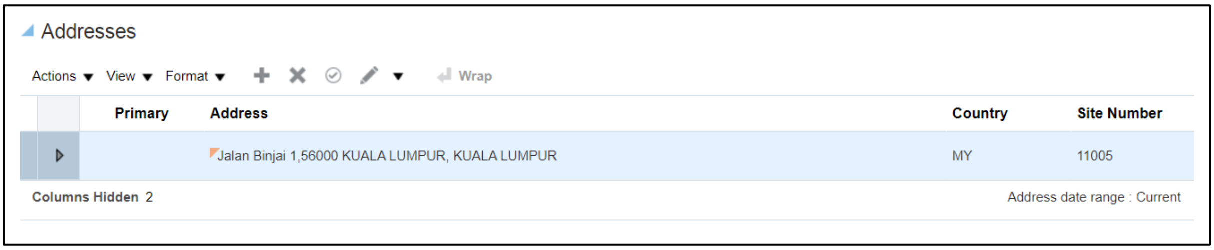


Figure 64: Addresses Area

8. Click on icon to set this address as primary.
9. To edit the address, click on button or button to deleted.
10. In Contact's area, click on button to add contact person information for the bank.
11. System will direct to Create Bank Contact page.

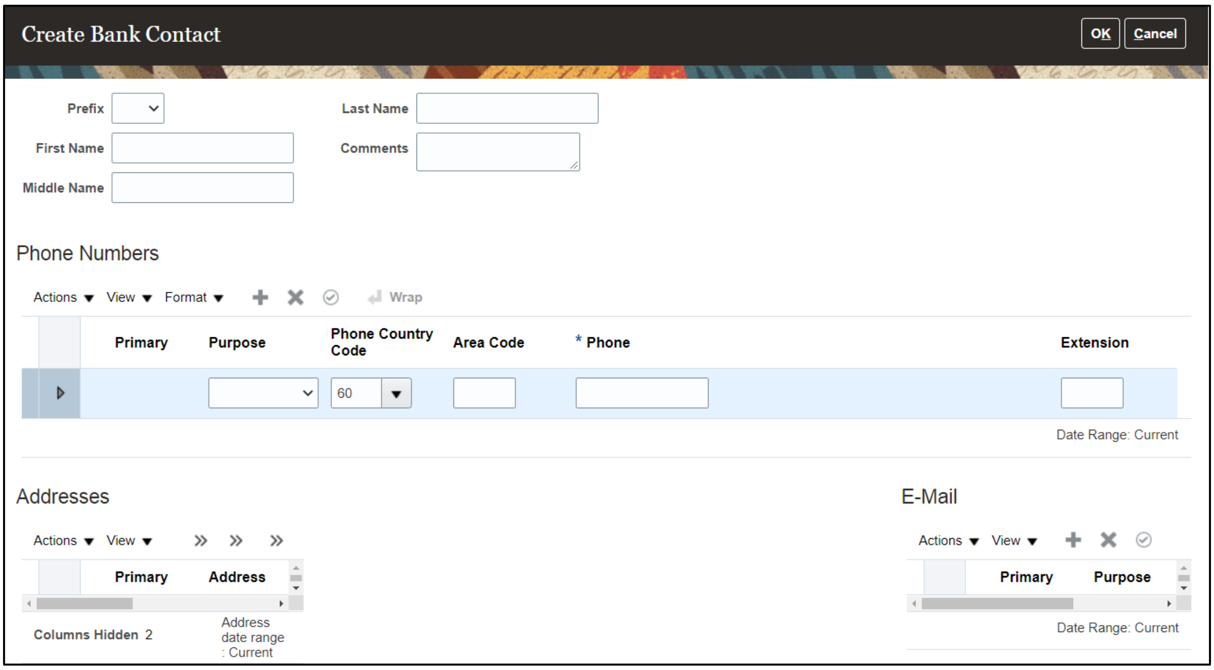


Figure 65: Create Bank Contact Page

12. Fill in information and (*) mark indicate as mandatory field:

Step	Field	Description
1.	**Prefix**	Select prefix
2.	**First name**	Enter first name of the contact person
3.	**Middle Name**	Enter middle name of the contact person
4.	**Last Name**	Enter last name of the contact person
5.	**Comments**	Enter comments if necessary
Phone Numbers		
6.	**Primary**	Select on Actions ▼ button to set this phone number as primary
7.	**Purpose**	Select purpose of this phone number

Step	Field	Description
8.	**Phone Country Code**	Select phone country code
9.	**Area Code**	Enter area code
10.	**Phone**	Enter the phone number
11.	**Extension**	Enter the extension phone number
12.	**Addresses**	Click on + button to add address for this contact person
13.	**E-mail**	Click on + button to add e-mail for this contact person

13. Next, click on OK button and system will redirect to Create Bank Page with contact information added.

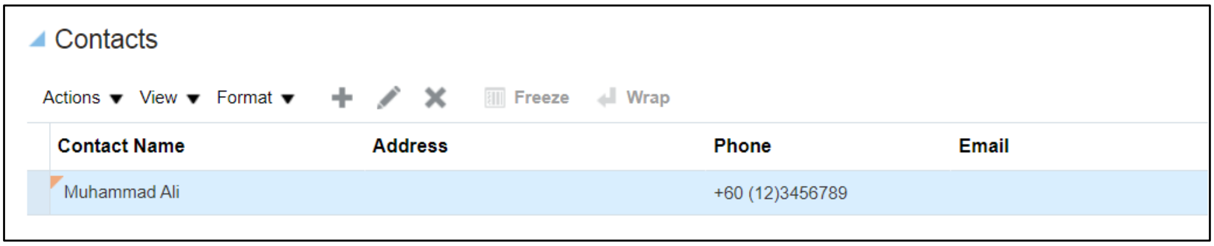


Figure 66: Contacts Area

14. After filled up the details, click on Save or Save and Close button to save.
15. The creation of bank is now complete.

6.1.2 Edit Bank

Uses this page to edit bank.

No.	Page Name	Navigation
1.	Edit Bank	Settings and Actions > Setup and Maintenance > Manage Bank > Edit Bank

Table 15: Edit Bank Navigation

1. Navigate to Manage Bank, then search for specific bank to edit.

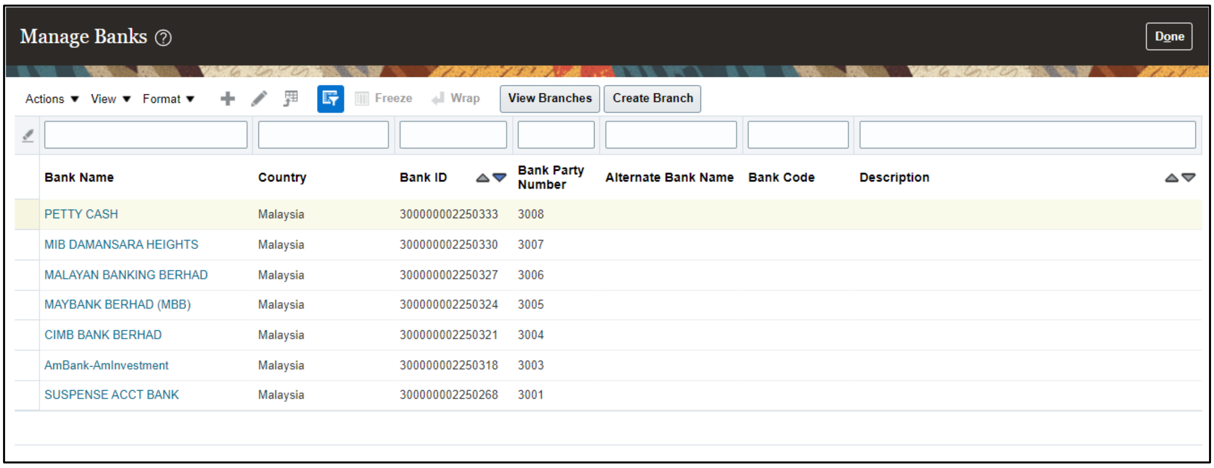


Figure 67: Manage Bank Page

2. Select on Bank and click on button to edit.
3. System will direct to Edit Bank page.

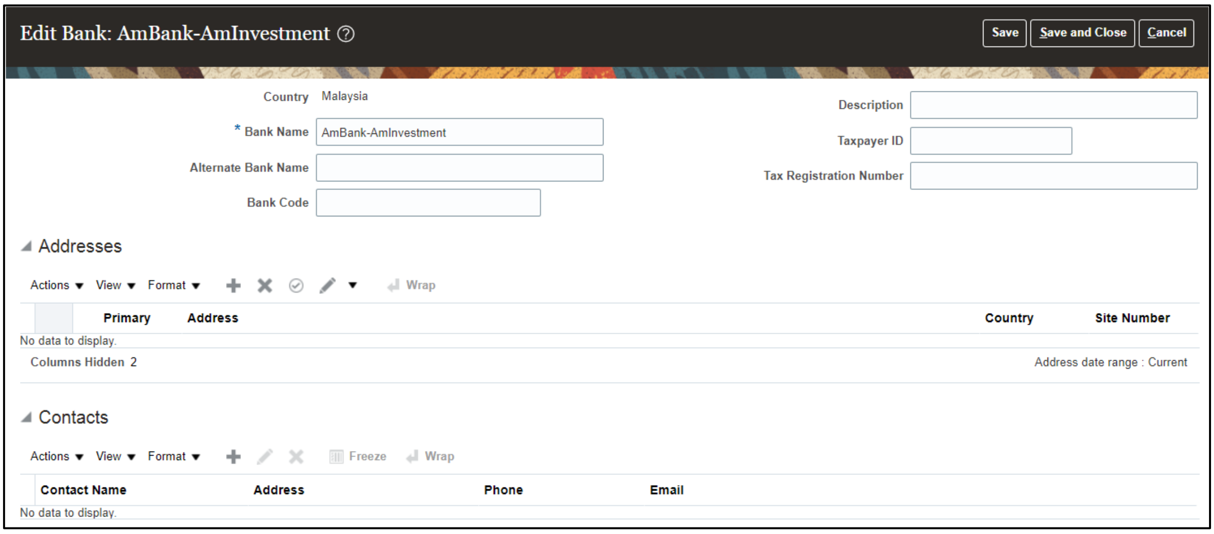


Figure 68: Edit Bank Page

4. Edit information for related field:

Step	Field	Description
1.	***Country**	Reselect Malaysia, MY country
2.	***Bank Name**	Edit Bank Name
3.	**Alternate Bank Name**	Edit alternate bank name
4.	**Bank Code**	Edit bank code

Step	Field	Description
5.	**Description**	Edit description
6.	**Taxpayer ID**	Edit taxpayer ID
7.	**Registration Number**	Edit registration number
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

5. In Addresses area, click on button to add or button to edit address for this bank.
6. System will prompt Edit address screen.

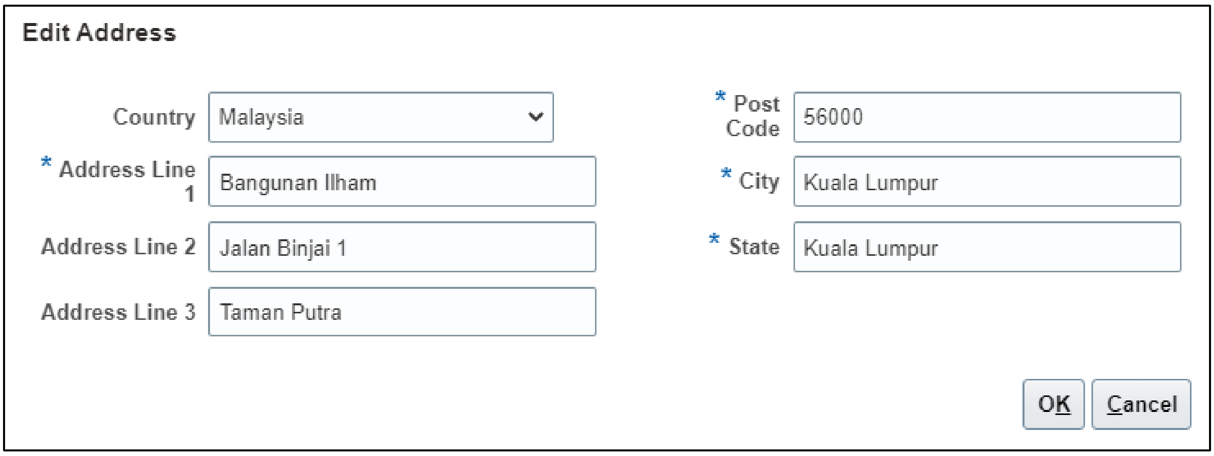


Figure 69: Edit Address Screen

7. Fill in information and (*) mark indicate as mandatory field:

Step	Field	Description
1.	***Country**	*System default to Malaysia based on previous selection*
2.	***Address Line 1**	Edit address line 1
3.	**Address Line 2**	Edit address line 2
4.	**Address Line 3**	Edit address line 3
5.	***Post Code**	Edit post code
6.	***City**	Edit city
7.	***State**	Edit state

Step	Field	Description
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

8. Next, click on OK button to save the bank address.
9. Click on button to deleted.
10. In Contact are, click on button to edit contact person information for the bank.
11. System will direct to edit bank contact page.

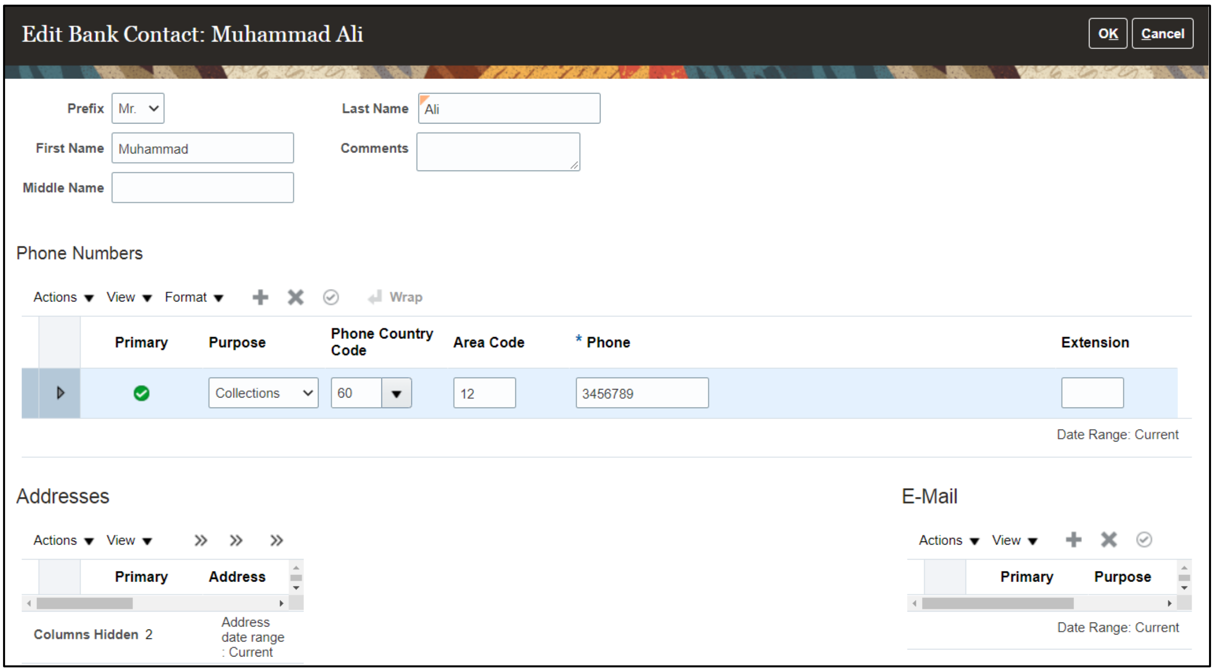


Figure 70: Edit Bank Contact Page

12. Fill in information and (*) mark indicate as mandatory field:

Step	Field	Description
1.	**Prefix**	Reselect prefix
2.	**First name**	Edit first name of the contact person
3.	**Middle Name**	Edit middle name of the contact person
4.	**Last Name**	Edit last name of the contact person
5.	**Comments**	Edit comments if necessary

Step	Field	Description
Phone Numbers		
6.	**Primary**	Select on Actions ▼ button to set this phone number as primary
7.	**Purpose**	Reselect purpose of this phone number
8.	**Phone Country Code**	Reselect phone country code
9.	**Area Code**	Edit area code
10.	**Phone**	Edit the phone number
11.	**Extension**	Edit the extension phone number
12.	**Addresses**	Click on ➕ button to add address for this contact person
13.	**E-mail**	Click on ➕ button to add e-mail for this contact person

13. Next, click on **OK** button and system will redirect to edit bank page with contact information added.

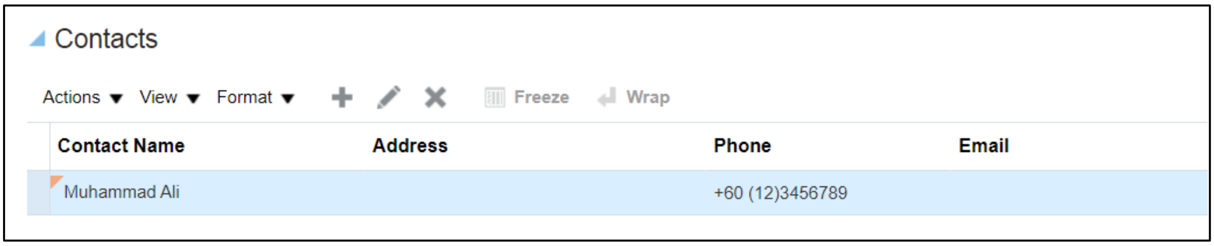


Figure 71: Contacts Area

14. After filled up the details, click on **Save** or **Save and Close** button to save.
15. Bank information is now updated.

6.2 Maintain Bank Branches

Uses this page to setup and maintain bank branches.

No.	Page Name	Navigation
1.	Manage Bank Branches	Setting and Actions > Setup and Maintenance > Manage Bank Branches

Table 16: Manage Bank Branch Navigation

4. Navigate to setup and maintenance work area.

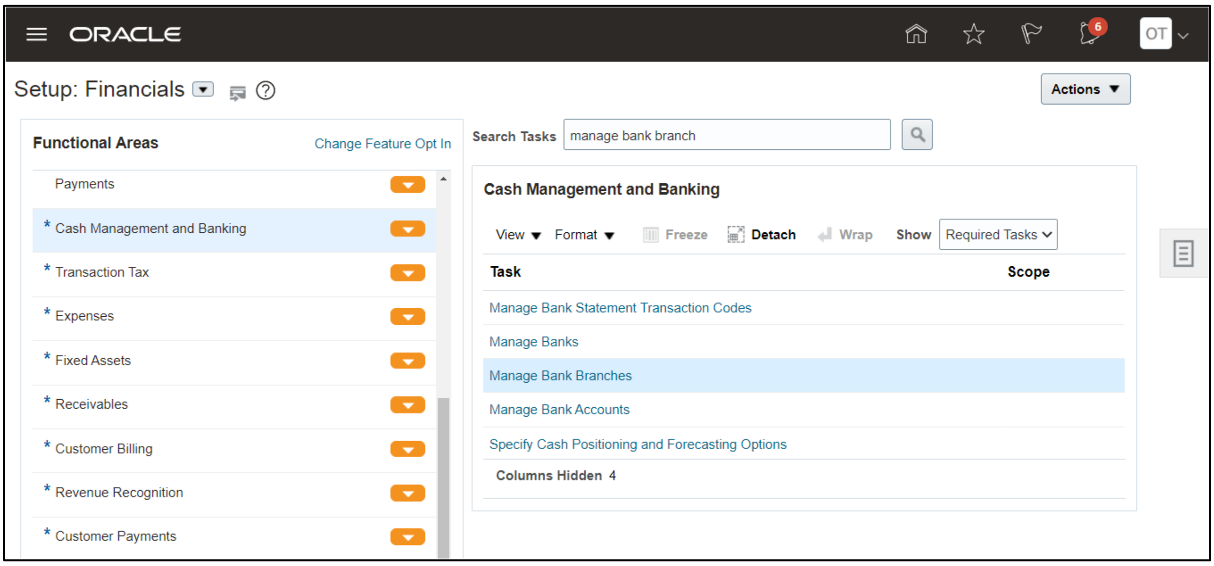


Figure 72: Financial Setup and Maintenance Work Area

5. In Cash Management and Banking functional area, search Manage Bank Branches Tasks.
6. System will direct to Manage Bank Branches page.

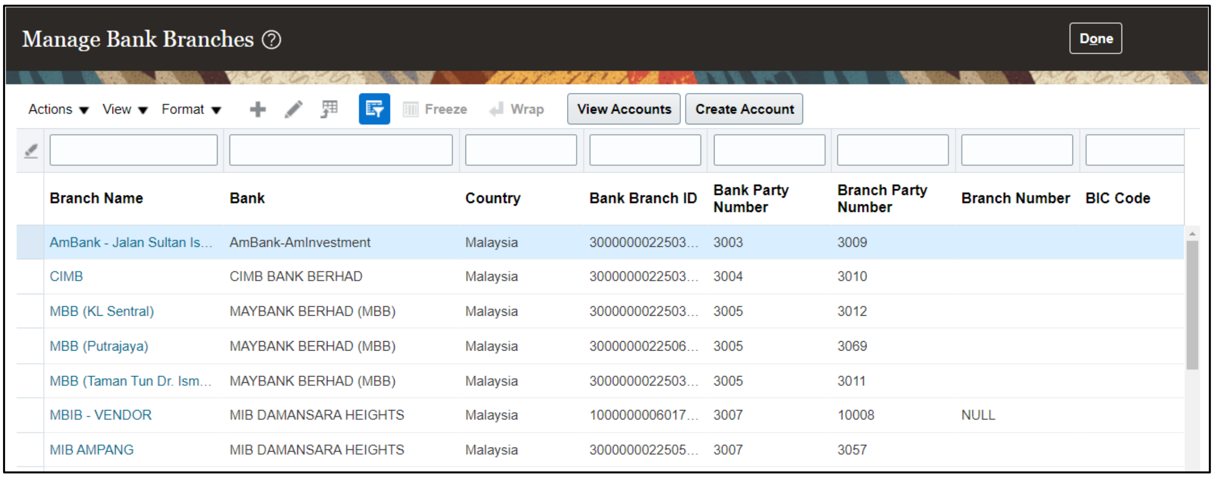


Figure 73: Manage Bank Branches Page

Next section, we will discuss on new creation of bank branches, and edit bank branches.

6.2.1 Create New Bank Branches

Uses this page to create new bank branches.

No.	Page Name	Navigation
1.	Create Bank Branch	Setting and Actions > Setup and Maintenance > Manage Bank Branches > Create Bank Branch

Table 17: Create Bank Branch Navigation

1. Navigate to Manage Bank branches, then click on button ➕ to add new.
2. In the same page, system will add new row for creation of bank branch.

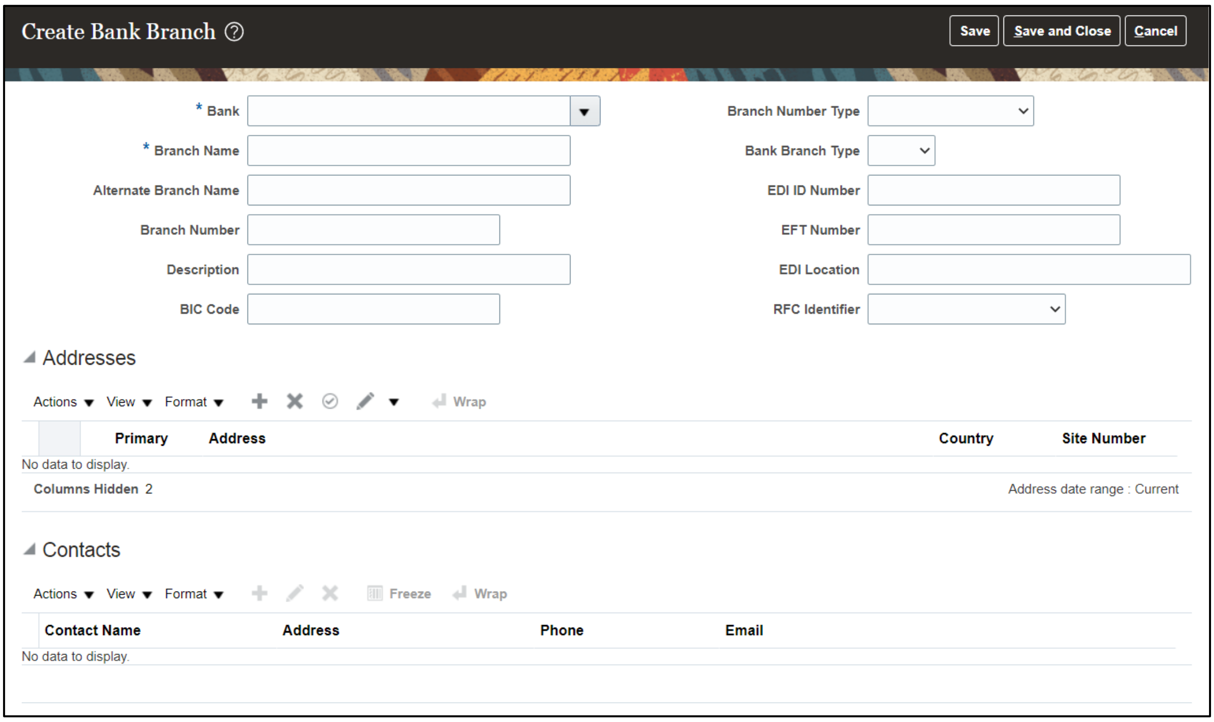


Figure 74: Create Bank Branch Page

3. Fill in information and (*) mark indicate as mandatory field:

Step	Field	Description
1.	***Bank**	Select bank for bank branch
2.	***Branch Name**	Enter Branch Name
3.	**Alternate Branch Name**	Enter alternate Branch name

Step	Field	Description
4.	**Branch Number**	Enter branch number
5.	**Description**	Enter description
6.	**BIC Code**	Enter BIC code
7.	**Branch Number Type**	Select branch number type
8.	**Bank Branch Type**	Select bank branch type
9.	**EDI ID Number**	Enter EDI ID Number
10.	**EDI Location**	Enter EDI location
11.	**RFC Identifier**	Select RFC identifier
12.	**Registration Number**	Enter registration number
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

4. In Addresses area, click on ➕ button to add address for this branch.
5. System will prompt create address screen.

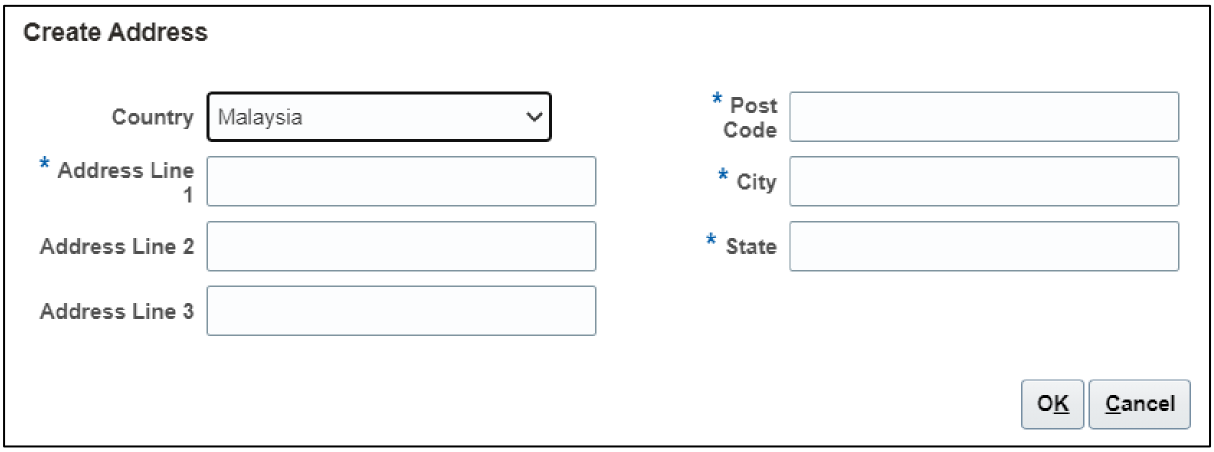


Figure 75: Create Address Screen

6. Fill in information and (*) mark indicate as mandatory field:

Step	Field	Description
1.	***Country**	*System default to Malaysia based on previous selection*
2.	***Address Line 1**	Enter address line 1

Step	Field	Description
3.	**Address Line 2**	Enter address line 2
4.	**Address Line 3**	Enter address line 3
5.	***Post Code**	Enter post code
6.	***City**	Enter city
7.	***State**	Enter state
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

7. Next, click on OK button to add the branch address.

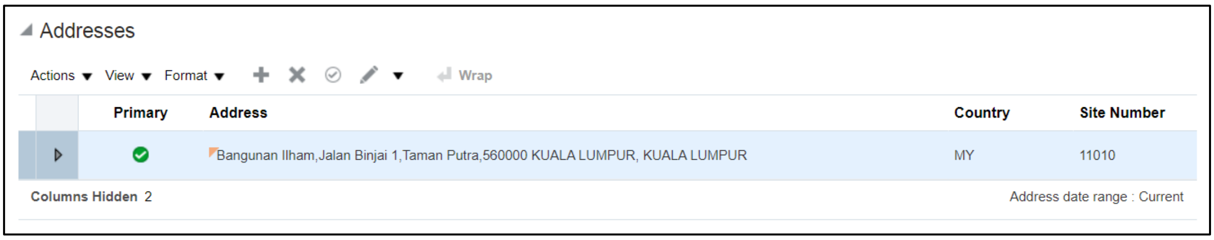


Figure 76: Addresses Area

8. Click on icon to set this address as primary.
9. System will auto generate for the site number.
10. To edit the address, click on button or button to deleted.
11. In Contact are, click on button to add contact person information for the branch.
12. System will direct to create branch contact page.

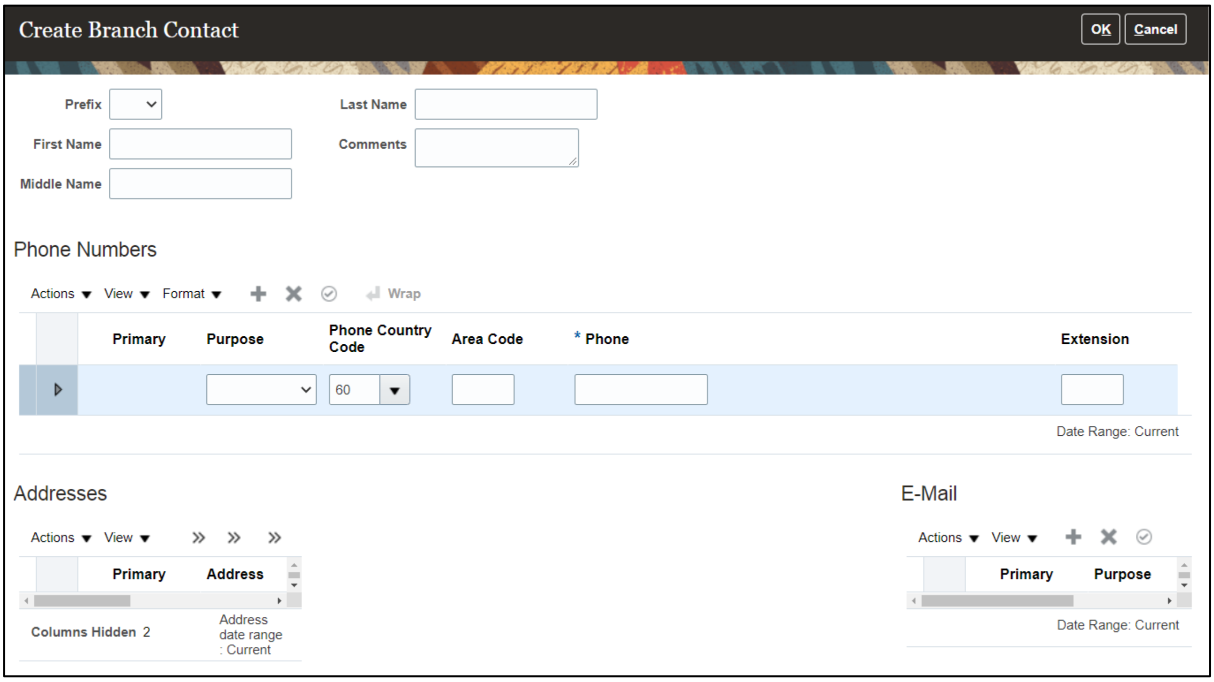


Figure 77: Create Branch Contact Page

13. Fill in information and (*) mark indicate as mandatory field:

Step	Field	Description
1.	**Prefix**	Select prefix
2.	**First name**	Enter first name of the contact person
3.	**Middle Name**	Enter middle name of the contact person
4.	**Last Name**	Enter last name of the contact person
5.	**Comments**	Enter comments if necessary
Phone Numbers		
6.	**Primary**	Select on Actions ▼ button to set this phone number as primary
7.	**Purpose**	Select purpose of this phone number
8.	**Phone Country Code**	Select phone country code
9.	**Area Code**	Enter area code
10.	**Phone**	Enter the phone number
11.	**Extension**	Enter the extension phone number

Step	Field	Description
12.	**Addresses**	Click on ➕ button to add address for this contact person
13.	**E-mail**	Click on ➕ button to add e-mail for this contact person

14. Next, click on **OK** button and system will redirect to create bank branch page with contact information added.

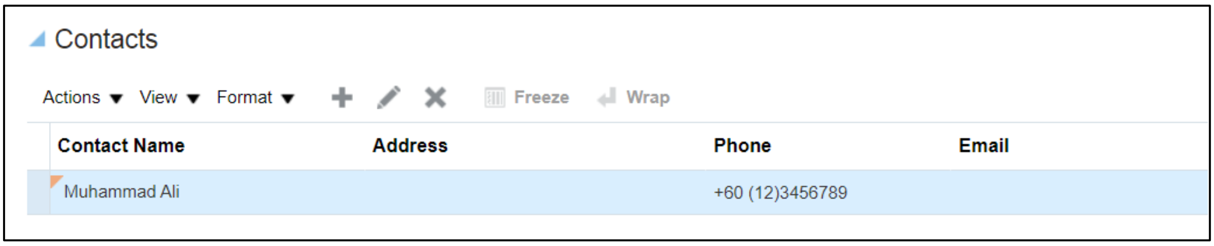


Figure 78: Contacts Area

15. After filled up the details, click on **Save** or **Save and Close** button to save.
16. The creation of bank branch is now complete.

6.2.2 Edit Bank Branch

Uses this page to edit bank branch.

No.	Page Name	Navigation
1.	Edit Bank Branch	Settings and Actions > Setup and Maintenance > Manage Bank Branches > Edit Bank Branch

Table 18: Edit Bank Branch Navigation

1. Navigate to Manage Bank Branches, then search for specific bank branch to edit.

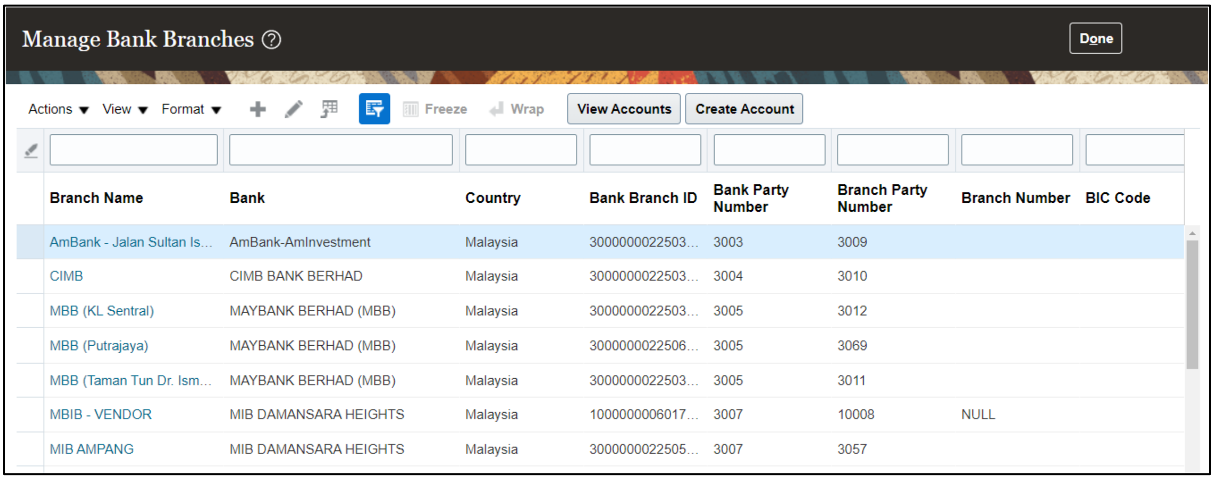


Figure 79: Manage Bank Branch Page

2. Select on Bank and click on button to edit.
3. System will direct to Edit Bank Branch page.

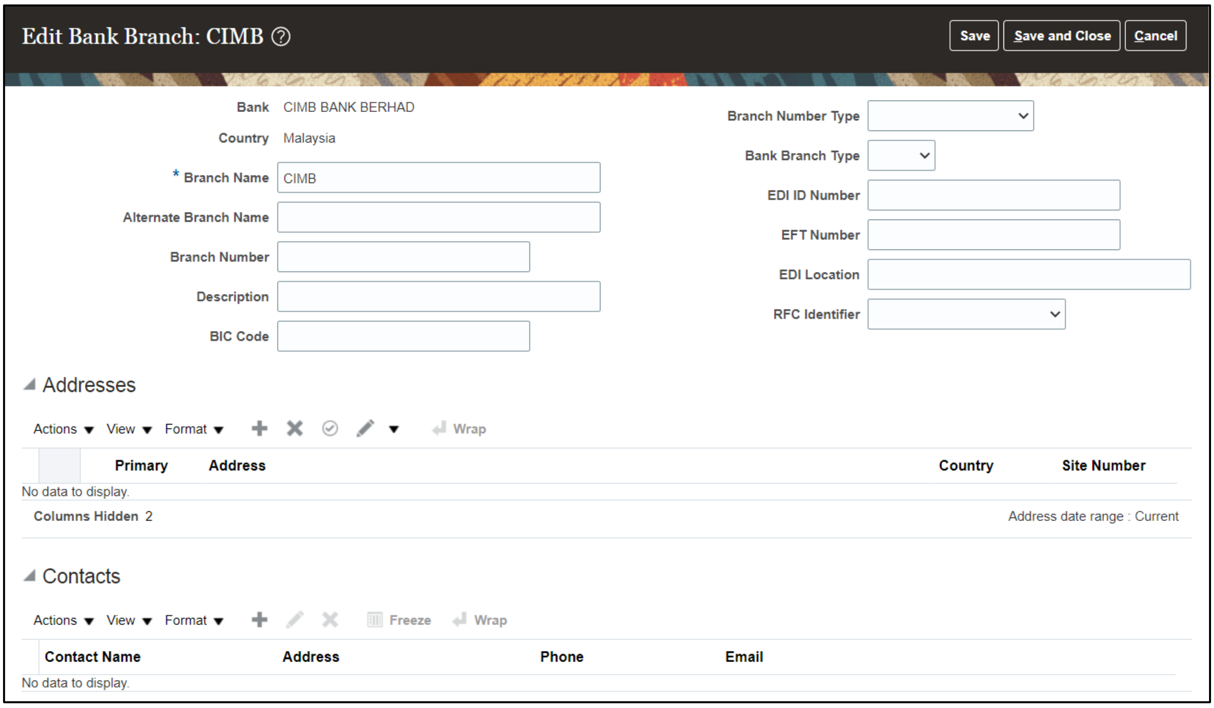


Figure 80: Edit Bank Branch Page

4. Edit information for related field:

Step	Field	Description
1.	**Bank**	*This field is disabled and not applicable to edit*

Step	Field	Description
2.	**Country**	*This field is disabled and not applicable to edit*
3.	***Branch Name**	Edit Branch Name
4.	**Alternate Branch Name**	Edit alternate Branch name
5.	**Branch Number**	Edit branch number
6.	**Description**	Edit description
7.	**BIC Code**	Edit BIC code
8.	**Branch Number Type**	Reselect branch number type
9.	**Bank Branch Type**	Reselect bank branch type
10.	**EDI ID Number**	Edit EDI ID Number
11.	**EDI Location**	Edit EDI location
12.	**RFC Identifier**	Reselect RFC identifier
13.	**Registration Number**	Edit registration number
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

5. In Addresses area, click on button to add or button to edit address for this branch.
6. System will prompt Edit address screen.

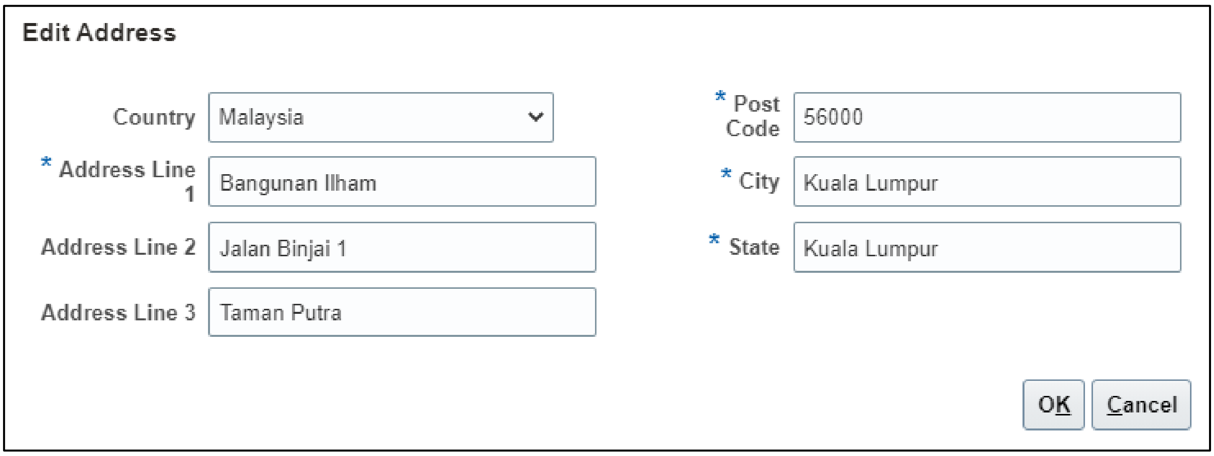


Figure 81: Edit Address Screen

7. Fill in information and (*) mark indicate as mandatory field:

Step	Field	Description
1.	***Country**	*System default to Malaysia based on previous selection*
2.	***Address Line 1**	Edit address line 1
3.	**Address Line 2**	Edit address line 2
4.	**Address Line 3**	Edit address line 3
5.	***Post Code**	Edit post code
6.	***City**	Edit city
7.	***State**	Edit state
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

8. Next, click on OK button to save the branch address.
9. Click on button to deleted.
10. In Contact are, click on button to edit contact person information for the branch.
11. System will direct to edit branch contact page.

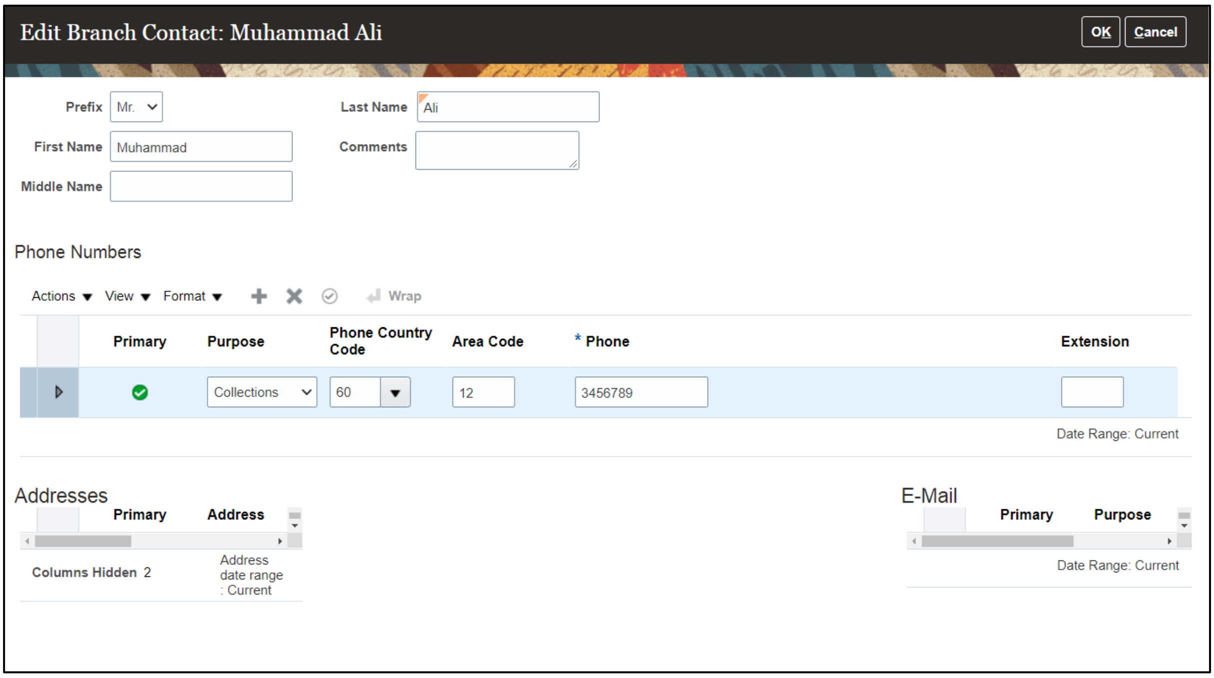


Figure 82: Edit Branch Contact Page

12. Fill in information and (*) mark indicate as mandatory field:

Step	Field	Description
1.	**Prefix**	Reselect prefix
2.	**First name**	Edit first name of the contact person
3.	**Middle Name**	Edit middle name of the contact person
4.	**Last Name**	Edit last name of the contact person
5.	**Comments**	Edit comments if necessary
Phone Numbers		
6.	**Primary**	Select on Actions ▼ button to set this phone number as primary
7.	**Purpose**	Reselect purpose of this phone number
8.	**Phone Country Code**	Reselect phone country code
9.	**Area Code**	Edit area code
10.	**Phone**	Edit the phone number
11.	**Extension**	Edit the extension phone number
12.	**Addresses**	Click on ➕ button to add address for this contact person
13.	**E-mail**	Click on ➕ button to add e-mail for this contact person

13. Next, click on OK button and system will redirect to edit bank branch page with contact information added.

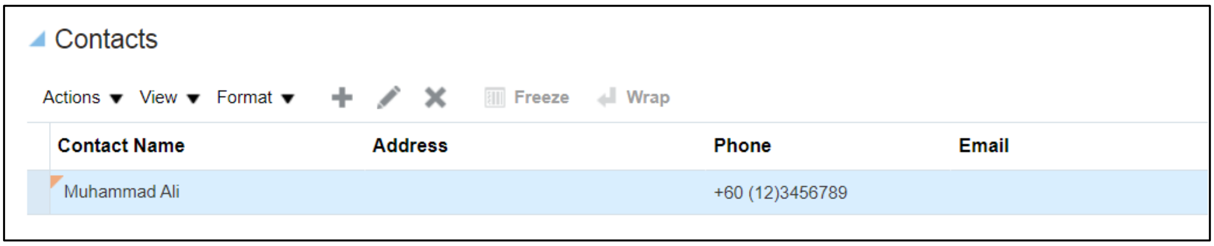


Figure 83: Contacts Area

14. After filled up the details, click on **Save** or **Save and Close** button to save.
15. Branch information is now updated.

6.3 Maintain Bank Account

Uses this page to setup and maintain bank account.

No.	Page Name	Navigation
1.	Manage Bank Account	Setting and Actions > Setup and Maintenance > Manage Bank Account

Table 19: Manage Bank Account Navigation

1. Navigate to setup and maintenance work area.

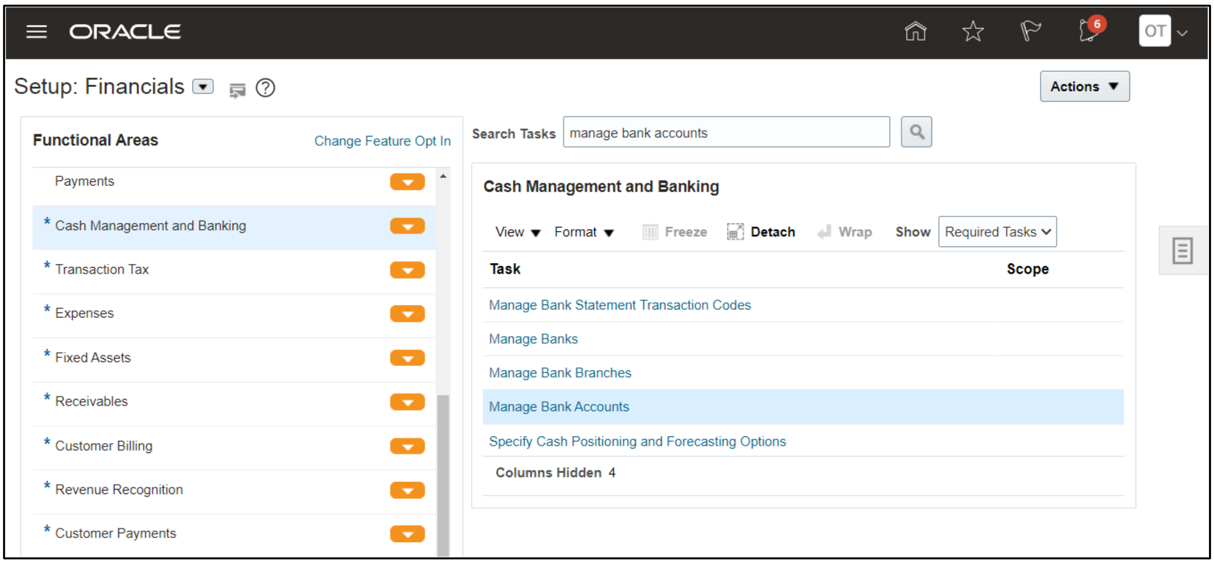


Figure 84: Financial Setup and Maintenance Work Area

2. In Cash Management and Banking functional area, search Manage Bank Account Tasks.
3. System will direct to Manage Bank Account page.

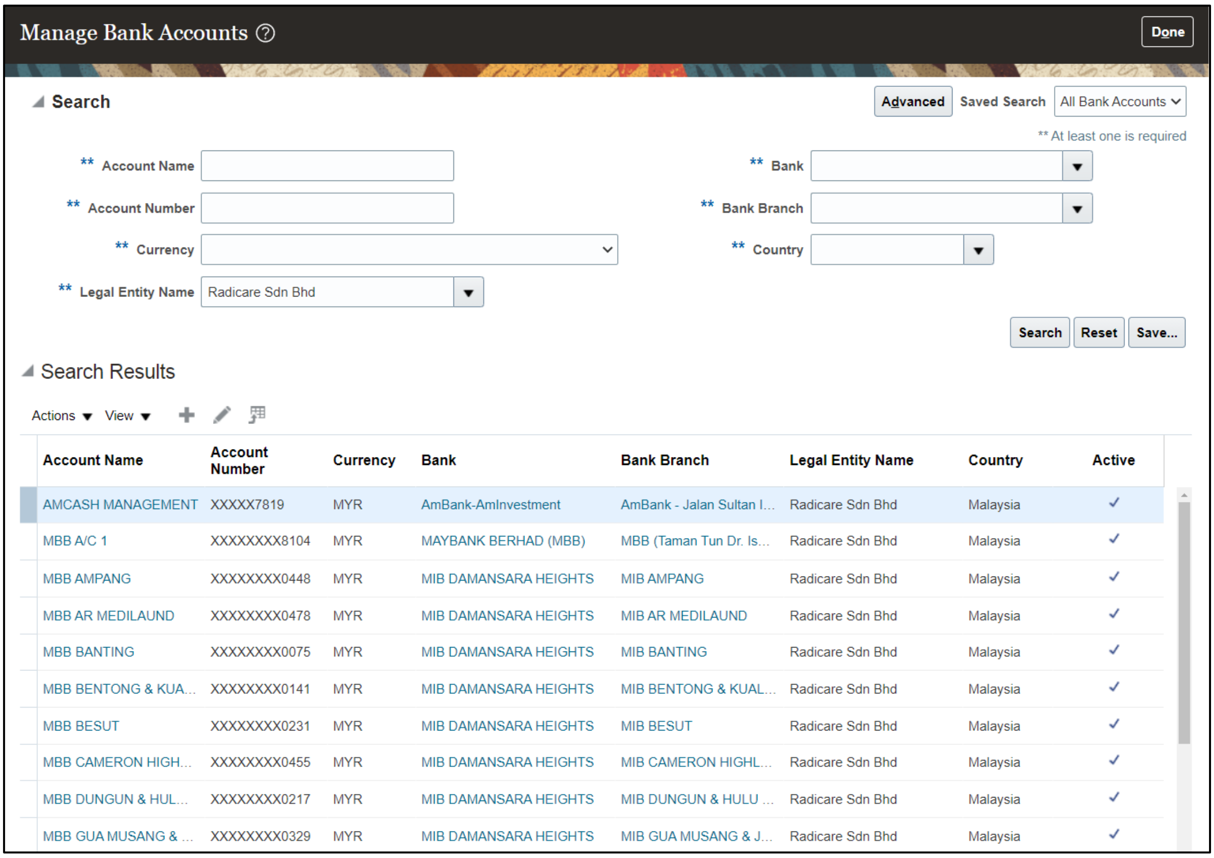


Figure 85: Manage Bank Account Page

Next section, we will discuss on new creation of bank account.

6.3.1 Create New Bank Account

Uses this page to create new bank branches.

No.	Page Name	Navigation
1.	Create Bank Account	Setting and Actions > Setup and Maintenance > Manage Bank Account > Create Bank Account

Table 20: Create Bank Account Navigation

1. Navigate to Manage Bank Account, then click on button ➕ to add new.
2. In the same page, system will add new row for creation of bank account.

Notes: This manual guide is mainly general. It is advisable and much more convenient for you to refer and follow based on existed Bank Account created during implementation.

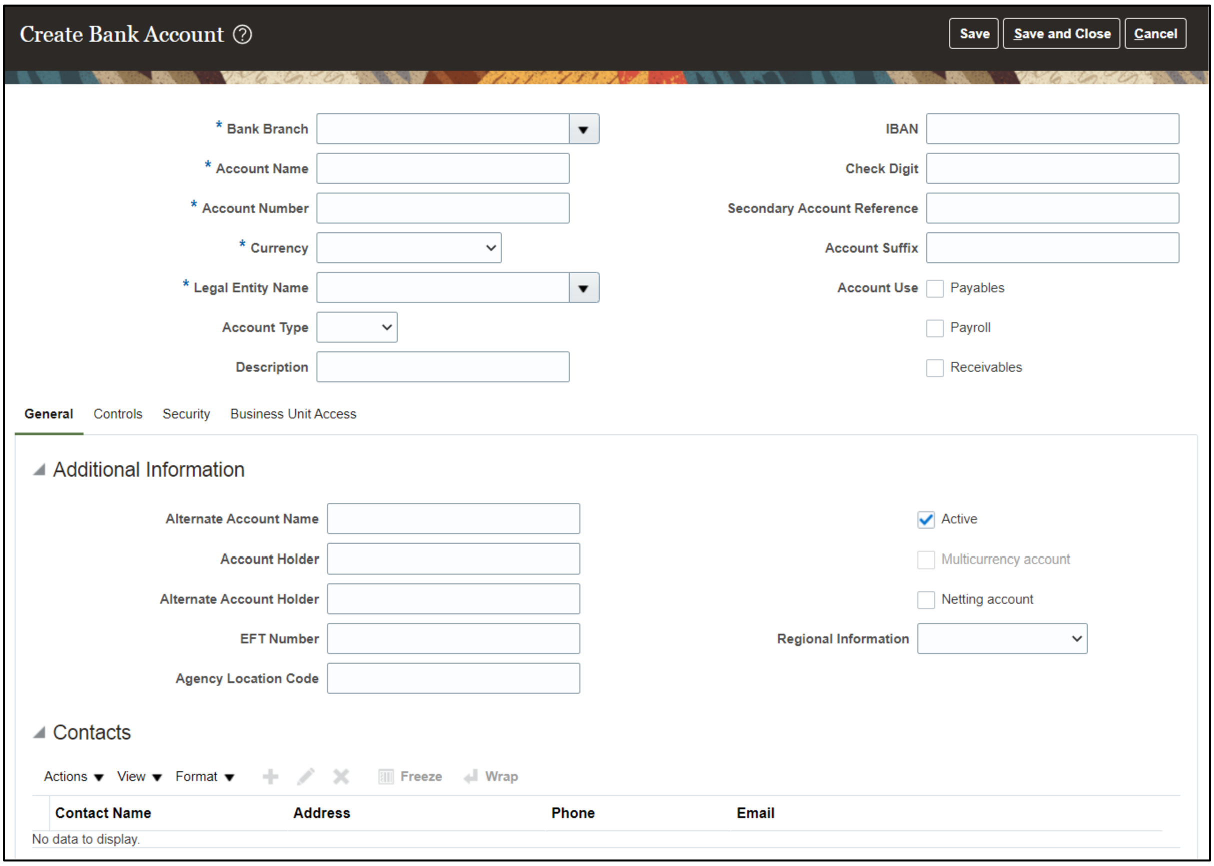


Figure 86: Create Bank Account Page

3. Fill in information and (*) mark indicate as mandatory field:

Step	Field	Description
1.	***Bank Branch**	Select bank branch
2.	***Account Name**	Enter account name
3.	***Account Number**	Enter account number
4.	***Currency**	Select currency
5.	***Legal Entity Name**	Select legal entity name
6.	**Account Type**	Select account type
7.	**Description**	Select the description
8.	**IBAN**	Select IBAN
9.	**Check Digit**	Enter check digit
10.	**Secondary Account Reference**	Enter secondary account reference

Step	Field	Description
11.	**Account Suffix**	Enter account suffix
12.	**Account Use**	Payables: Tick on the box if this account use for payables
		Payroll: Tick on the box if this account use for payroll
		Receivables: Tick on the box if this account use for receivables
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

General Tab

1. Click on the General tab and system will display the sub-screen.

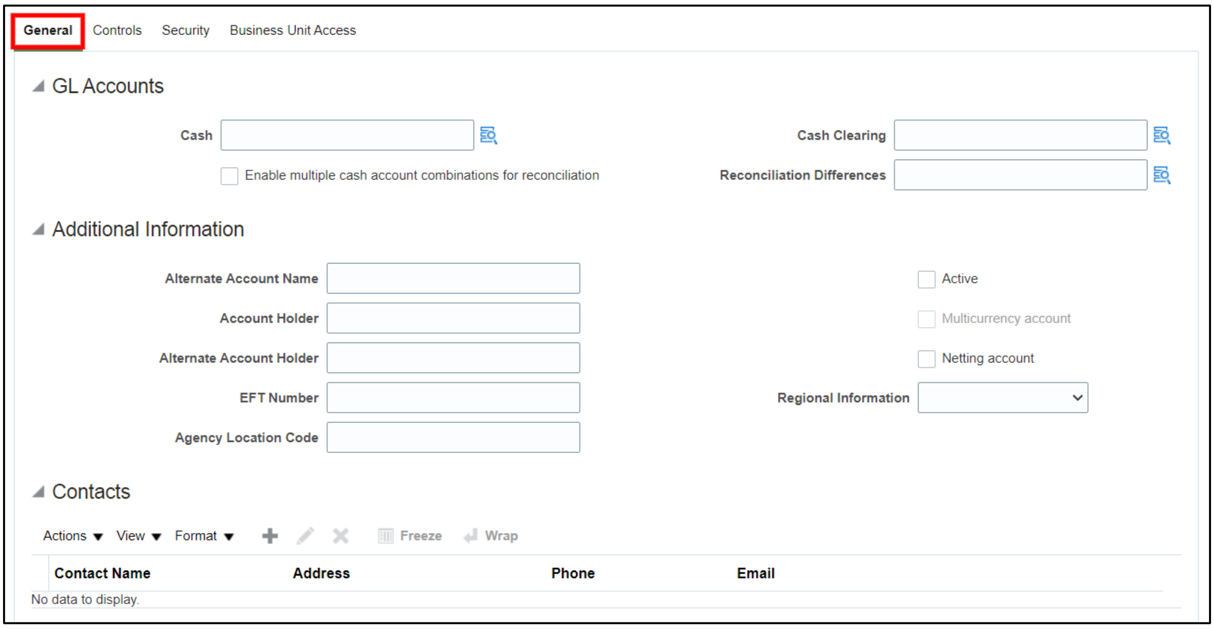


Figure 87: General Tab Sub-Screen

2. Fill up an additional information and contact if needed in the general tab.

Step	Field	Description
GL Accounts		
1.	***Cash**	Click on for cash distribution
2.	***Cash Clearing**	Click on for cash clearing distribution

Step	Field	Description
3.	**Reconciliation Differences**	Click on for reconciliation differences distribution
Additional Information		
4.	**Alternate Account Name**	Enter alternate account name
5.	**Account Holder**	Enter account holder
6.	**Alternate Account Holder**	Enter alternate account holder
7.	**EFT Number**	Enter EFT number
8.	**Agency Location Code**	Enter agency location code
9.	**Active**	Tick on active box to activate the bank account
10.	**Multicurrency account**	The box is not applicable since the system was set as single currency
11.	**Netting account**	Tick on netting account box if necessary
12.	**Regional Information**	Select regional information
Contacts		
13.	**Prefix**	Reselect prefix
14.	**First name**	Edit first name of the contact person
15.	**Middle Name**	Edit middle name of the contact person
16.	**Last Name**	Edit last name of the contact person
17.	**Comments**	Edit comments if necessary
a) Phone Numbers		
18.	**Primary**	Select on Actions ▼ button to set this phone number as primary
19.	**Purpose**	Reselect purpose of this phone number
20.	**Phone Country Code**	Reselect phone country code
21.	**Area Code**	Edit area code

Step	Field	Description
22.	**Phone**	Edit the phone number
23.	**Extension**	Edit the extension phone number
24.	**Addresses**	Click on button to add address for this contact person
25.	**E-mail**	Click on button to add e-mail for this contact person
Note: Use this tab to insert GL accounts distributions and additional information .		

<u>Control Tab</u>

1. Click on the Control tab and system will display the sub-screen.

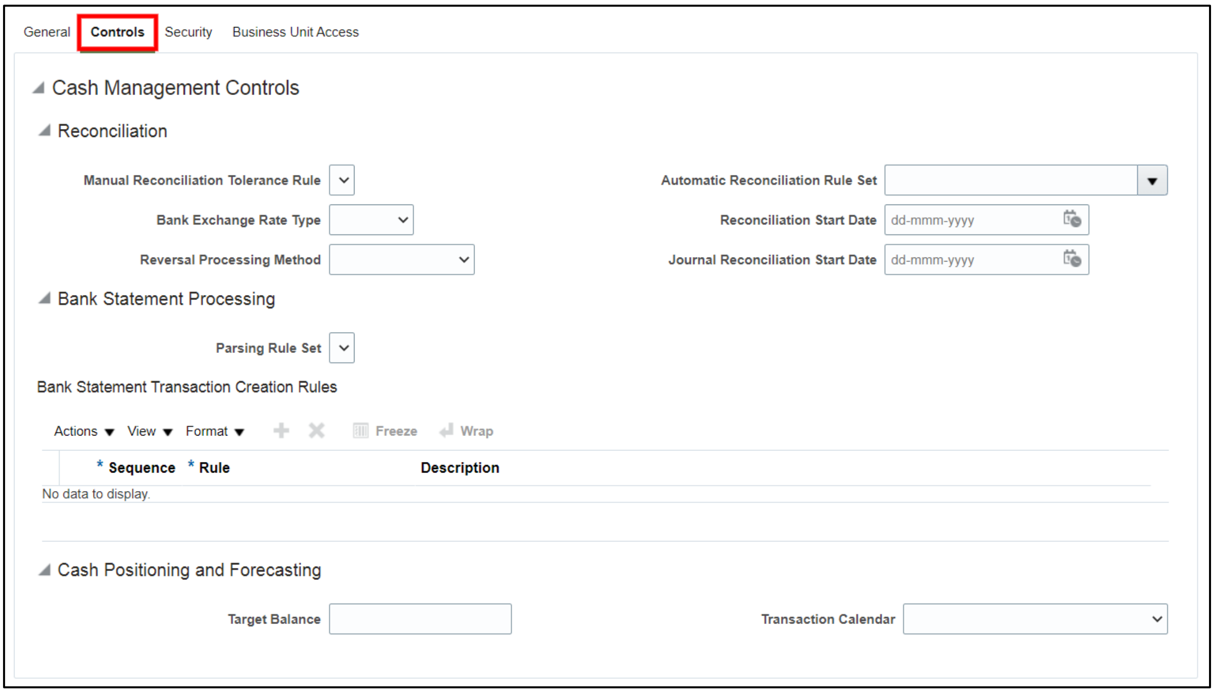


Figure 88: Control Tab Sub-Screen

1. Fill up an additional information and contact if needed in the general tab.

Step	Field	Description
Cash Management Control		
a) Reconciliation		

Step	Field	Description
1.	**Manual Reconciliation Tolerance Rule**	Select manual reconciliation tolerance rule
2.	**Accounting Conversion Rate Type**	Select accounting conversion rate type
3.	**Reversal Processing Method**	Select reversal processing method
4.	***Automatic Reconciliation Rule Set**	Select automatic reconciliation rule set
5.	**Reconciliation Start Date**	Click on button to select reconciliation start date
6.	**Journal Reconciliation Start Date**	Click on button to select journal reconciliation start date
b) Bank Statement Processing (This portion is no required for YPG)		
7.	**Parsing Rule Set**	Reselect prefix
8.	***Sequence**	Enter Sequence
9.	***Rule**	Enter bank statement transaction creation rule
10.	**Description**	Enter the description
c) Cash Positioning and Forecasting (This portion is no required for YPG)		
11.	**Target Balance**	Enter target balance
12.	**Transaction Calendar**	Select transaction calendar
Note: This tab is use for cash management controls on reconciliation process, bank statement transaction creation and cash positioning and forecasting.		

Security Tab

1. Click on the Security tab and system will display the sub-screen.
2. Use this tab to secure bank account by specific users and roles.

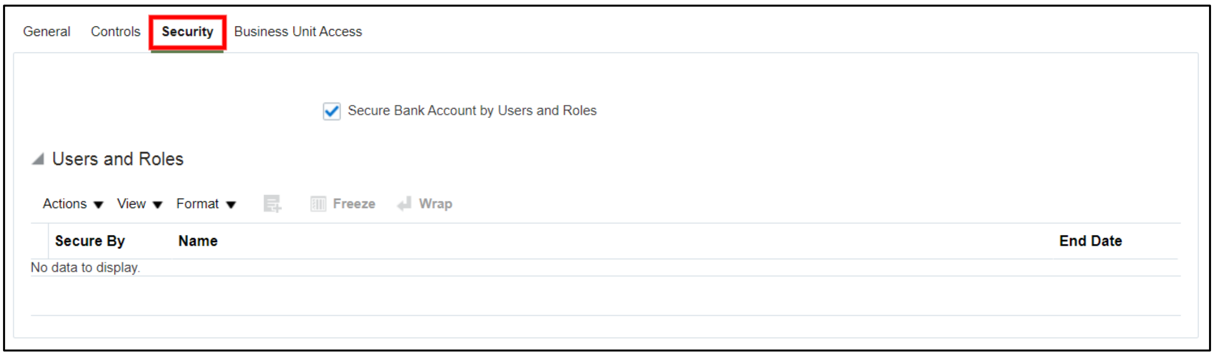


Figure 89: Security Tab Sub-Screen

2. Tick on the box to secure bank account by users and roles and “Users and Roles” area will be available to select and add user and role.
3. Click on Actions ▼ button to select and add users and roles, then system will prompt select and add users and roles screen.

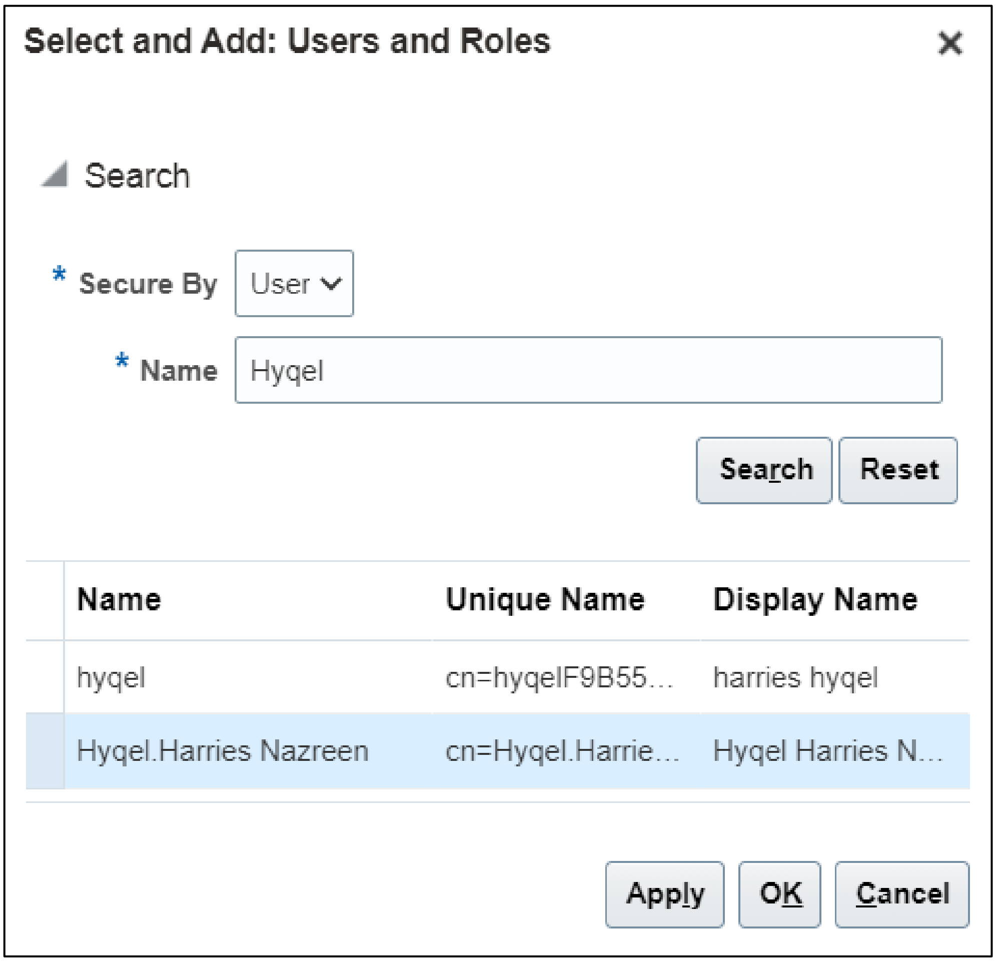


Figure 90: Select and Add Users and Roles Screen

4. Search the desired user by using user's or role's name, then click on Apply and OK button.

Business Unit Access Tab

1. Click on the Business Unit Access tab and system will display the sub-screen.

Figure 91: Business Unit Access Tab Sub-Screen

2. Use this tab to add or create business unit access for the bank account.
3. Click on Actions ▼ button and select Create or click on ➕ button to create new Business Unit access.
4. System will prompt create business unit access screen.

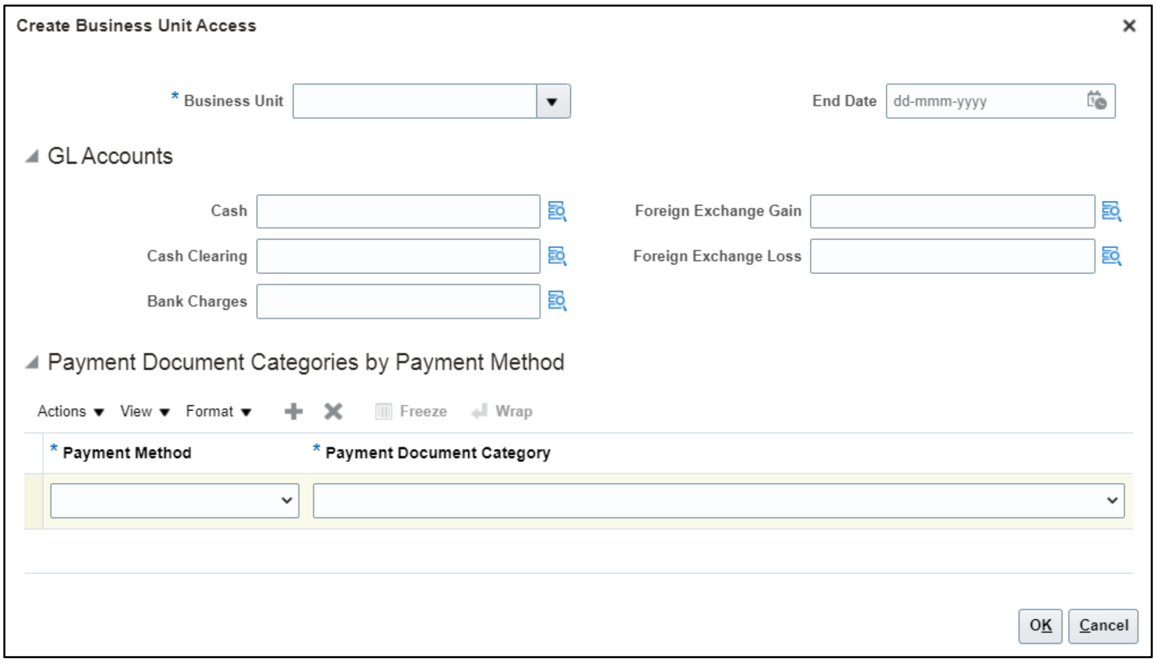


Figure 92: Create Business Unit Access Screen

5. Fill up the information needed to create Business Unit Access.

Step	Field	Description
1.	***Business Unit**	Select business unit
2.	**End date**	Click on button to select end date
GL Accounts		
3.	**Cash**	Click on for cash distribution
4.	**Cash Clearing**	Click on for cash clearing distribution
5.	**Bank Charges**	Click on for bank charges distribution
6.	**Foreign Exchange Gain**	Click on for foreign exchange gain distribution
7.	**Foreign Exchange Loss**	Click on for foreign exchange loss distribution
Payment Document Categories by Payment Method (This is used for Payment at Payables)		
8.	***Payment Method**	Select payment method
9.	***Payment Document Category**	Select payment document category

6. After completing filled up the information, click on OK button.
7. The Business Unit access is now created.

After going through all tabs, General, Control, Security, and Business Unit Access, click on Save button or Save and Close button to complete the task to create new bank account.

6.4 Maintain Bank Statement Transaction Codes

Uses this page to setup and maintain Bank Statement Transaction Code that was assign in the statement line during upload Bank Statement into Oracle Fusion.

No.	Page Name	Navigation
1.	Manage Bank Statement Transaction Code	Settings and Actions > Setup and Maintenance > Manage Bank Statement Transaction Code

Table 21: Manage Bank Statement Transaction Code Navigation

1. Navigate to setup and maintenance work area.

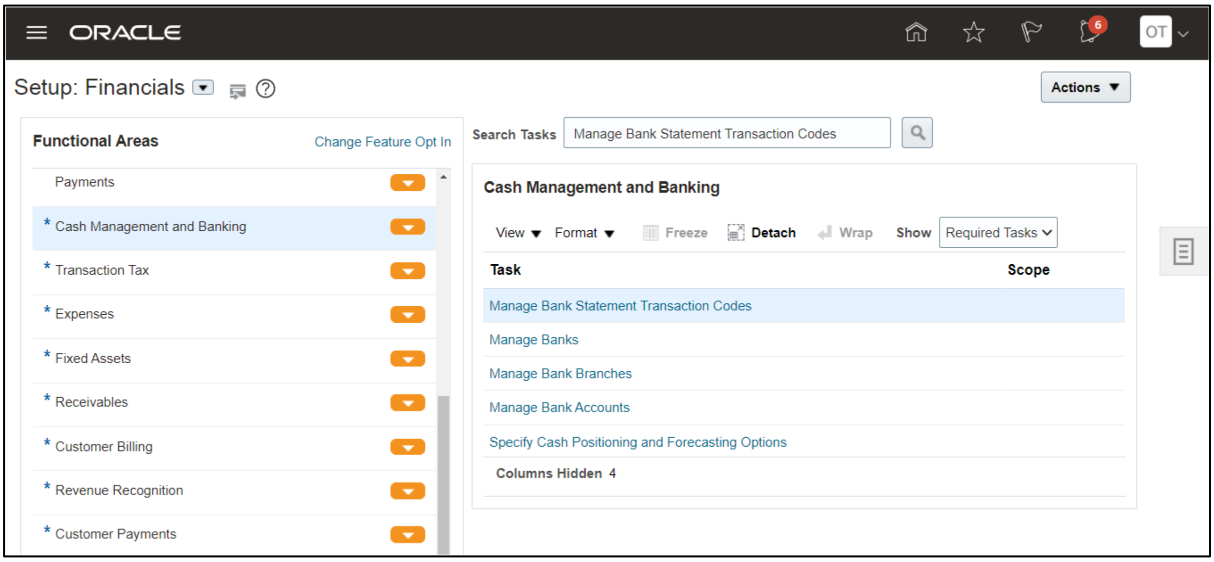


Figure 93: Financial Setup and Maintenance Work Area

2. In Cash Management and Banking functional area, search Manage Bank Statement Transaction Code Tasks.
3. System will direct to Manage Bank Statement Transaction Code page.

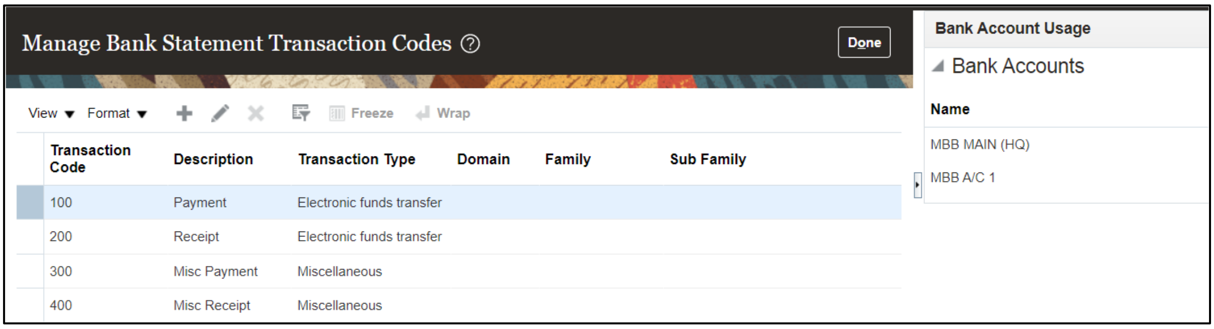


Figure 94: Manage Bank Statement Transaction Code Lines

Next section, we will discuss on new creation of Bank Statement Transaction Code and edit Bank Statement Transaction Code.

6.4.1 Create New Bank Statement Transaction Code

Uses this page to create new Bank Statement Transaction Code.

No.	Page Name	Navigation
1.	Create Bank Statement Transaction Code	Settings and Actions > Setup and Maintenance > Manage Bank Statement Transaction Code > Create Bank Statement Transaction Code

Table 22: Create Bank Statement Transaction Code Navigation

1. Navigate to Manage Bank Statement Transaction Code page, then click on button to add new transaction code.
2. System will prompt Create Transaction Code screen.

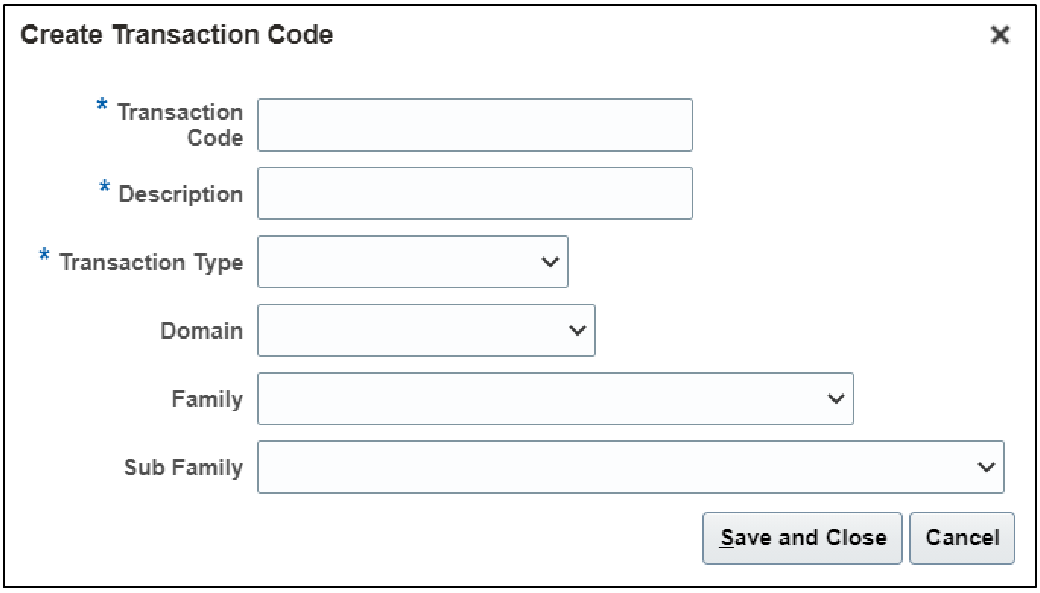


Figure 95: Create Transaction Code Screen

3. Fill in information and (*) mark indicate as mandatory field:

Step	Field	Description
1.	***Transaction Code**	Enter transaction code
2.	***Description**	Enter the description

Step	Field	Description
3.	***Transaction Type**	Select transaction type
4.	**Domain**	Select domain
5.	**Family**	Select family
6.	**Sub Family**	Select sub family
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

4. Next, click on **Save and Close** button and the transaction code are created successfully.

6.4.2 Edit Bank Statement Transaction Code

Uses this page to edit Bank Statement Transaction Code.

No.	Page Name	Navigation
1.	Edit Bank Statement Transaction Code	Settings and Actions > Setup and Maintenance > Manage Bank Statement Transaction Code > Edit Bank Statement Transaction Code

Table 23: Edit Bank Statement Transaction Code Navigation

1. Navigate to Manage Bank Statement Transaction Code, then search for specific Bank Statement Transaction Code to edit.

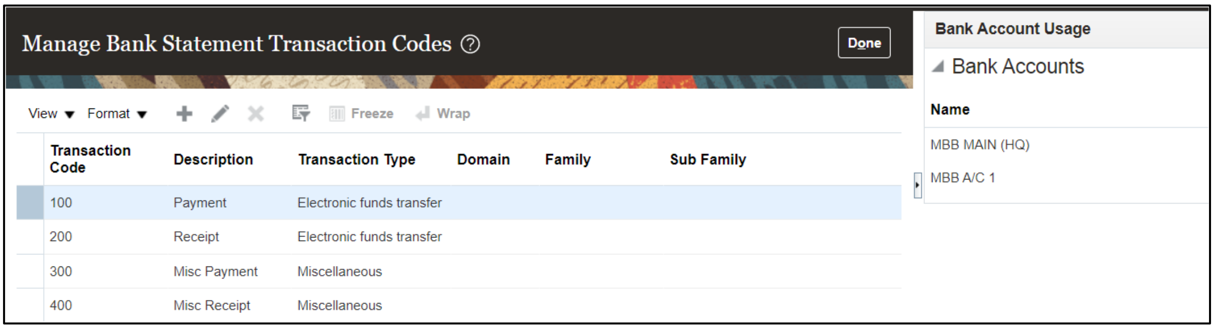


Figure 96: Manage Bank Statement Transaction Code Page

2. Select on Bank Statement Transaction Code and click on button  to edit.
3. System will direct to Edit Transaction Code Screen.

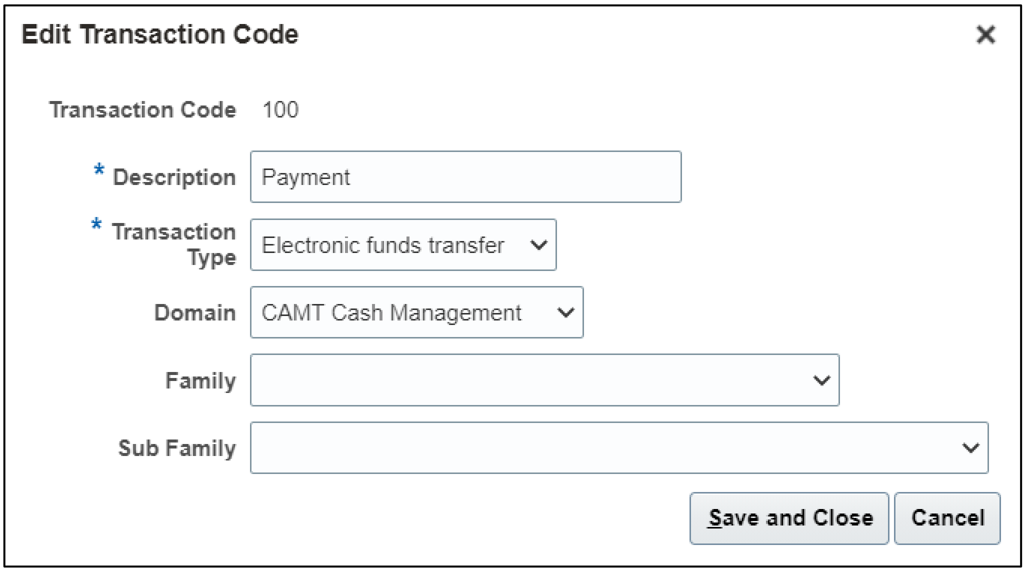


Figure 97: Edit Transaction Code Screen

4. Edit information for related field:

Step	Field	Description
1.	***Transaction Code**	*This field is disabled and not applicable to edit*
2.	***Description**	Edit the description
3.	***Transaction Type**	Reselect transaction type
4.	**Domain**	Reselect domain
5.	**Family**	Reselect family
6.	**Sub Family**	Reselect sub family
Note: Insert information accordingly follow the step's number and please make sure all mandatory fields have been filled up.		

5. Next, click on 

button and the transaction code are updated successfully.

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