Configuration Document for Cash and Bank Management
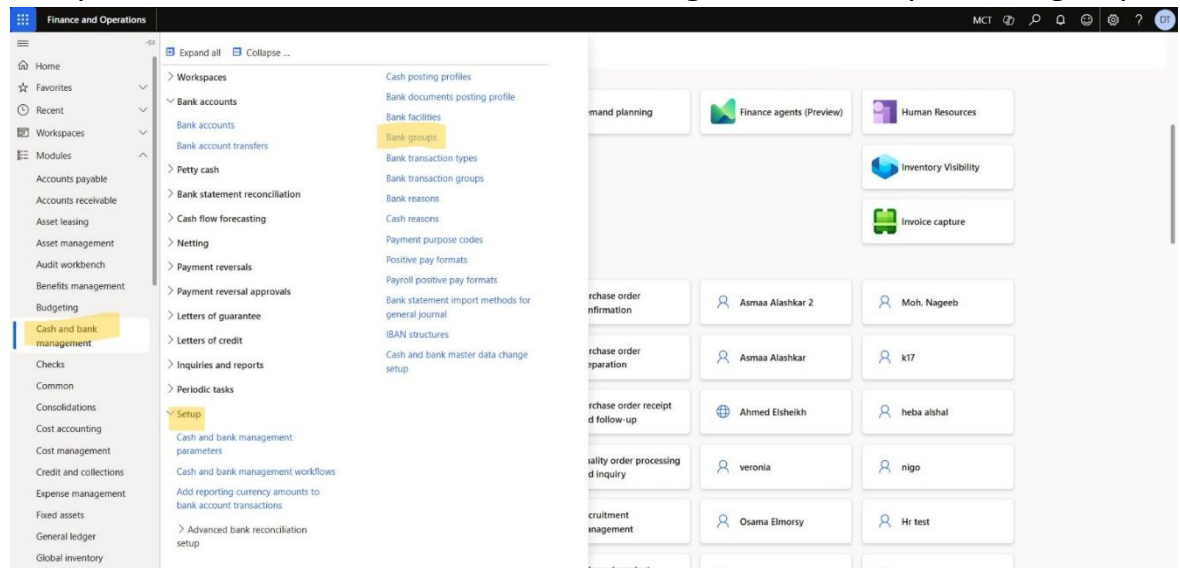
1- Set up bank accounts
2- How to create Bank Transaction Types for use in the reconciliation process
3- Configure cash flow forecasting

1- **Set up bank accounts:**

A. **Set up Bank group:**

Left panel-> Modules-> Cash and bank management-> Setup-> Bank groups

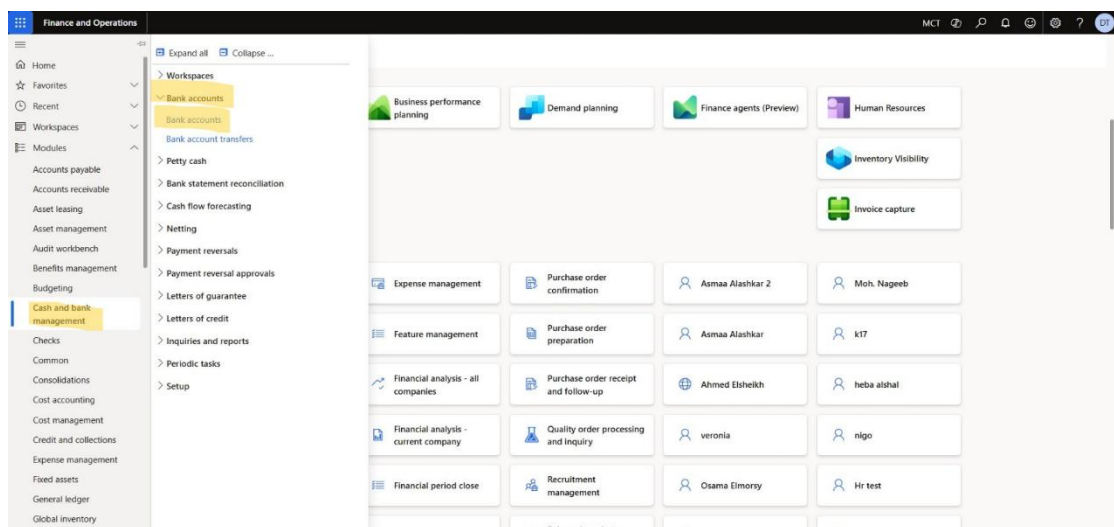click on *New*, then enter the *Bank groups*, which is the group name, and then the group description (*Name*). After that, click *Save*
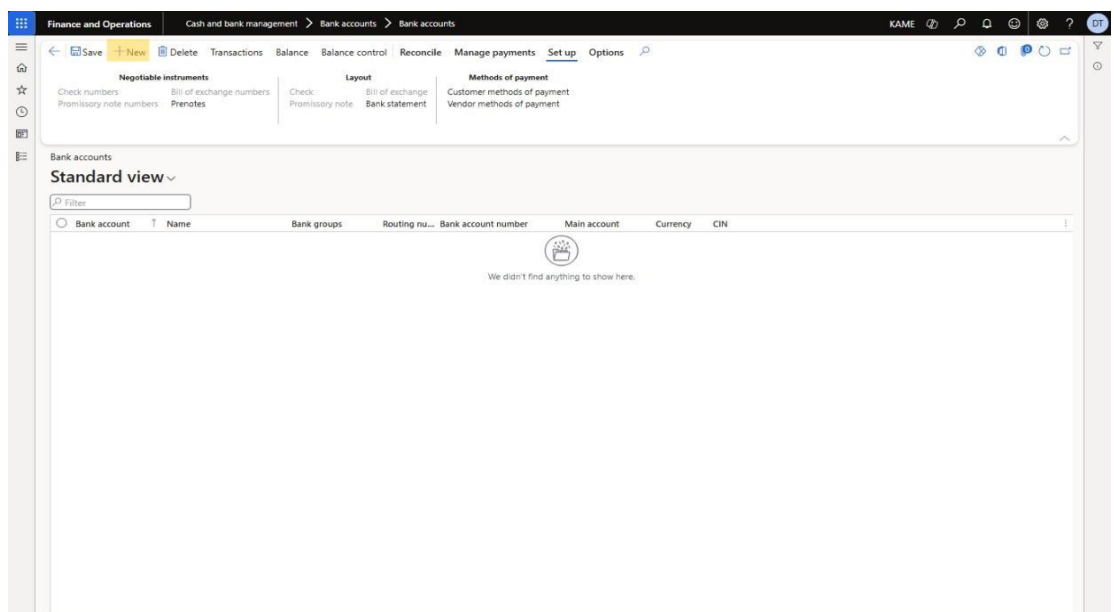
B. Set up Bank account:

Left panel-> Modules-> Cash and bank management-> Bank accounts-> Bank accounts

click on New to create a new bank account.

We fill in the following information:

● Bank account: Enter the name of the bank account.

● Bank account number: Enter the bank account number.

● In the Internal information section:

  – Enter the Main account, which is the general ledger account from the chart of accounts that will be linked to this bank account.

  – Bank groups: Select the bank group that was created in step 1.

● Currency: Enter the currency of this account.

● Additional identification: Enter any additional bank account information, if available.

Finally, click Save.

Note: The **Do not allow manual entry** option must be enabled on the bank account in the chart of accounts. This ensures that users cannot post journal entries directly to the bank account from the Ledger.

Instead, they must use the bank accounts by selecting **Bank** as the **Account type**, and then choosing the bank account.

This method helps prevent discrepancies between the **Subledger** and the **Ledger** balances.

2- **How to create Bank Transaction Types for use in the reconciliation process:**

Left panel-> Modules-> Cash and bank management-> Setup-> Bank transaction types
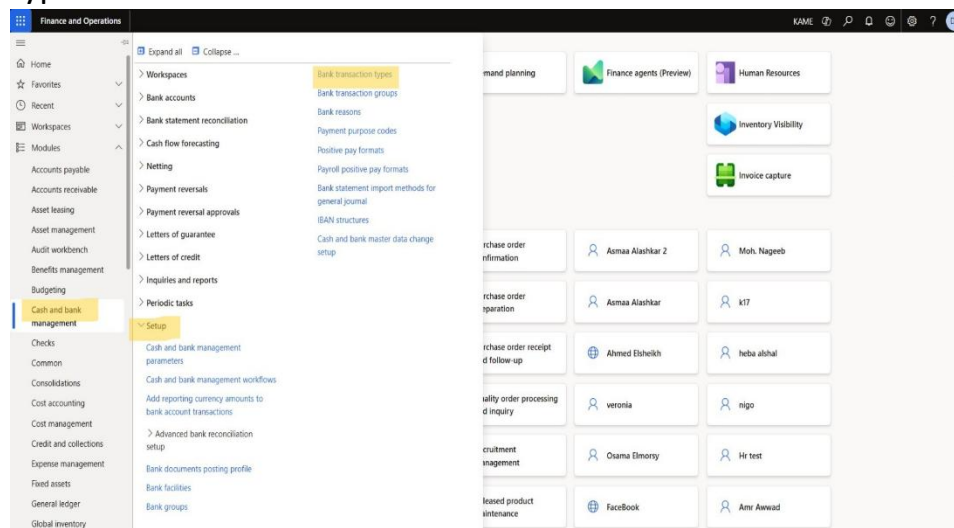
we click on **New**:

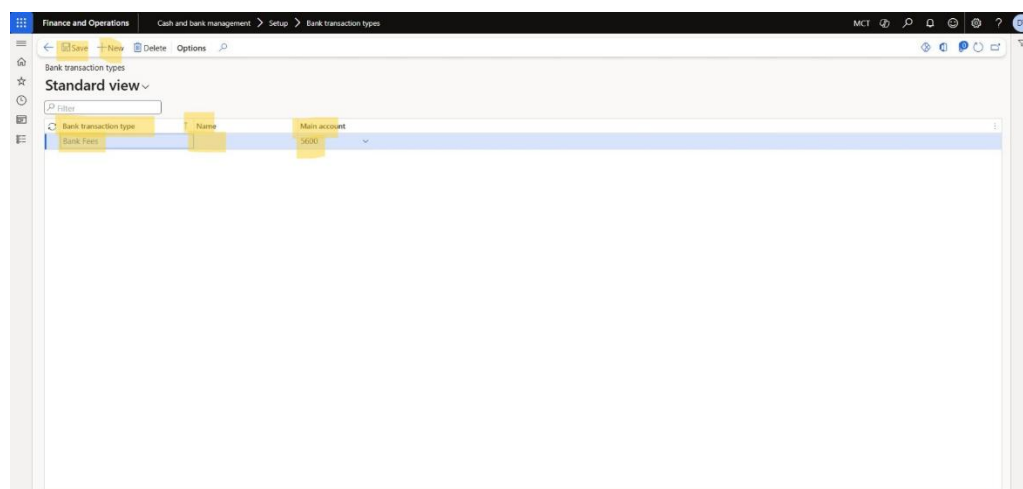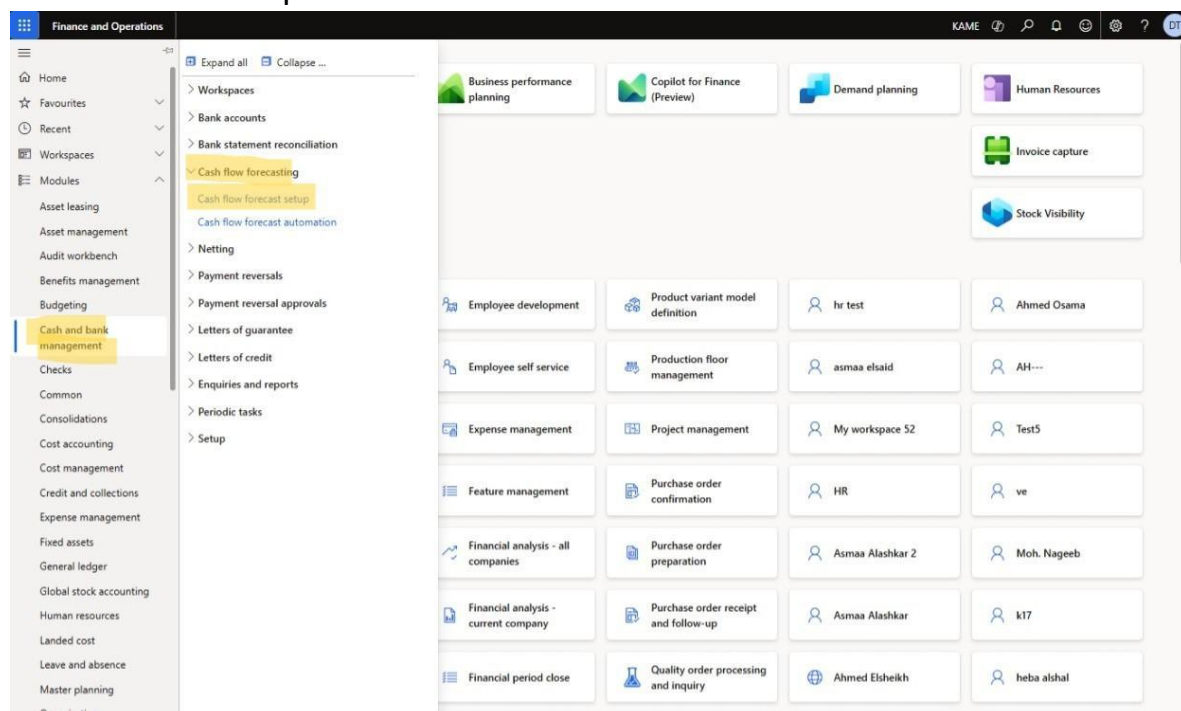● **Bank transaction type**: Enter the code of the transaction type.

● **Name**: Enter the name of the transaction.

● **Main account**: Link the transaction to a main account from the chart of accounts.

Then click **Save**.

3- **Configure cash flow forecasting:**

Left panel-> Modules-> Cash and bank management-> Cash flow forecasting-> Cash flow forecast setup

**General ledger**: This section is used to enter liquidity accounts

● **Purchase ledger**: This section is used to enter supplier accounts.

● **Sales ledger**: This section is used to enter customer accounts.

● **Reporting**: Click this tab to navigate to the **Cash flow forecast** page.

First: General ledger

In this section, we enter the liquidity-related accounts such as cash accounts and bank accounts.

In the **Liquidity accounts** field, we enter the liquidity accounts.

In the **Dependent accounts** section, we add the related liquidity accounts and specify the usage percentage for each one.
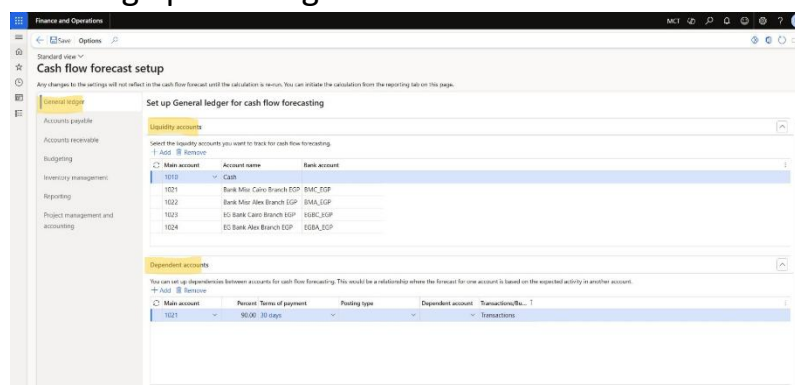
Second: Accounts payable

In this section, we enter the supplier or purchase-related accounts in **Supplier groups**, as well as the **Supplier posting profiles**.

We also specify the **Terms of payment**, the **Time between delivery date and invoice date**, and the **Liquidity account for payments**, which is the account where the payment discount is posted.

Third: Accounts receivable

In this section, we enter sales and customer-related accounts, as well as the **Time between shipping date and invoice date**, the customer **Terms of payment**, and the **Liquidity account for payments**, which is the account where customer payments are recorded.

We also add the **Customer groups** and the **Customer posting profiles**.

Fourth: Click on **Reporting**. A page will appear, and then click on **Cash flow forecast automation** to start creating and running the **Cash flow forecast**

Click on **Create new process automation**.

In the **Schedule type** field, select **Cash flow forecast automation,** and in the **Company** field, select the company.

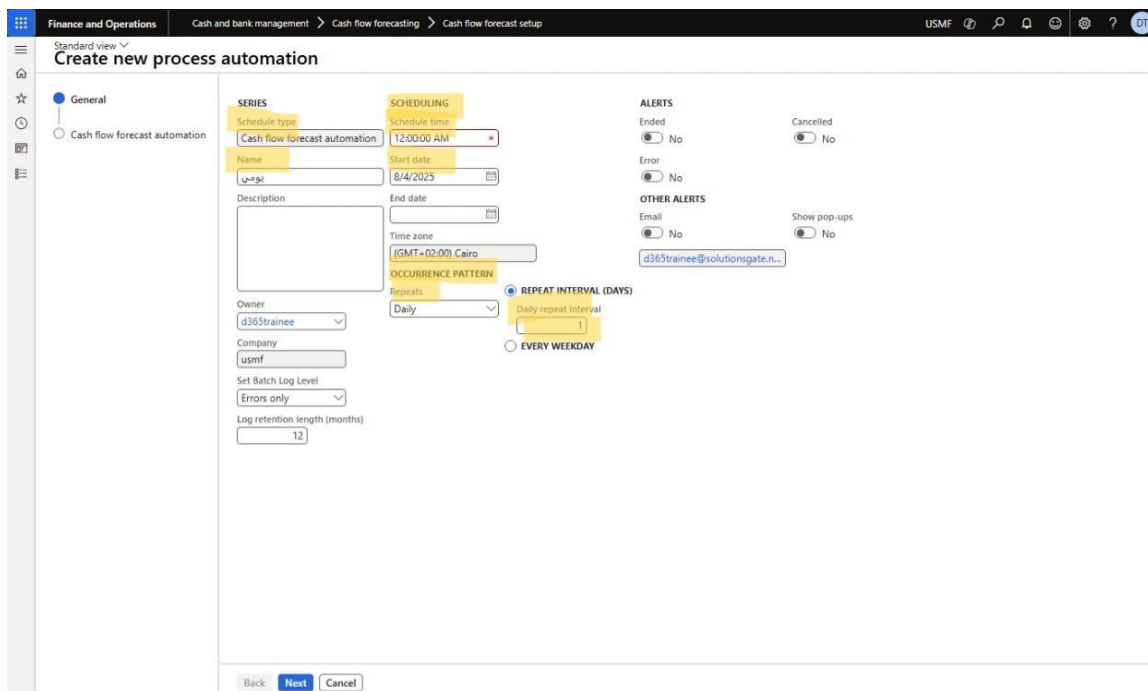Then click **Create series**.
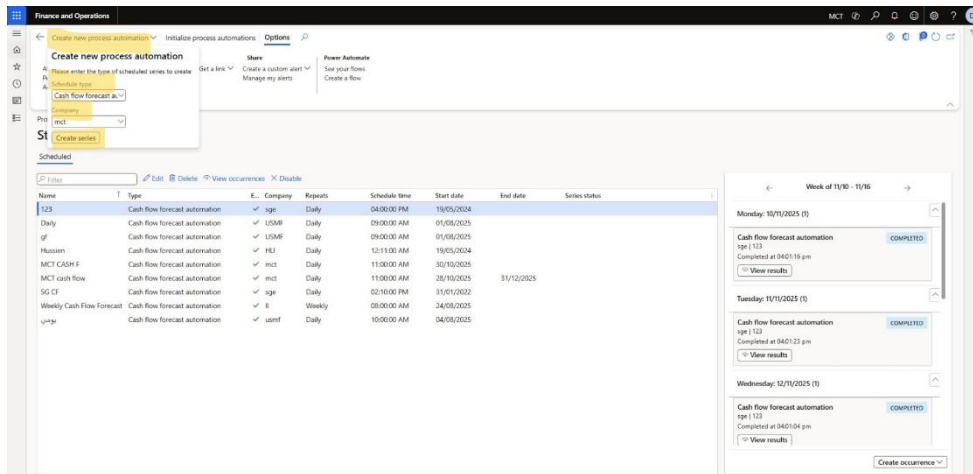
Enter a name for the **Cash flow forecast automation** in the **Name** field.

Set the **Schedule time** and the **Start date**.

In the **Occurrence pattern** section, choose whether to run the report **daily**, **weekly**, **monthly**, or **one-time**.

Specify the number of repetitions in the **Daily repeat interval** field.

Then click **Next**.

In the **Cash flow forecast calculation method**, choose either **New** if you want to create a new forecast, or **Total** if you want to add it to the previous forecast. Then click **Finish**.