

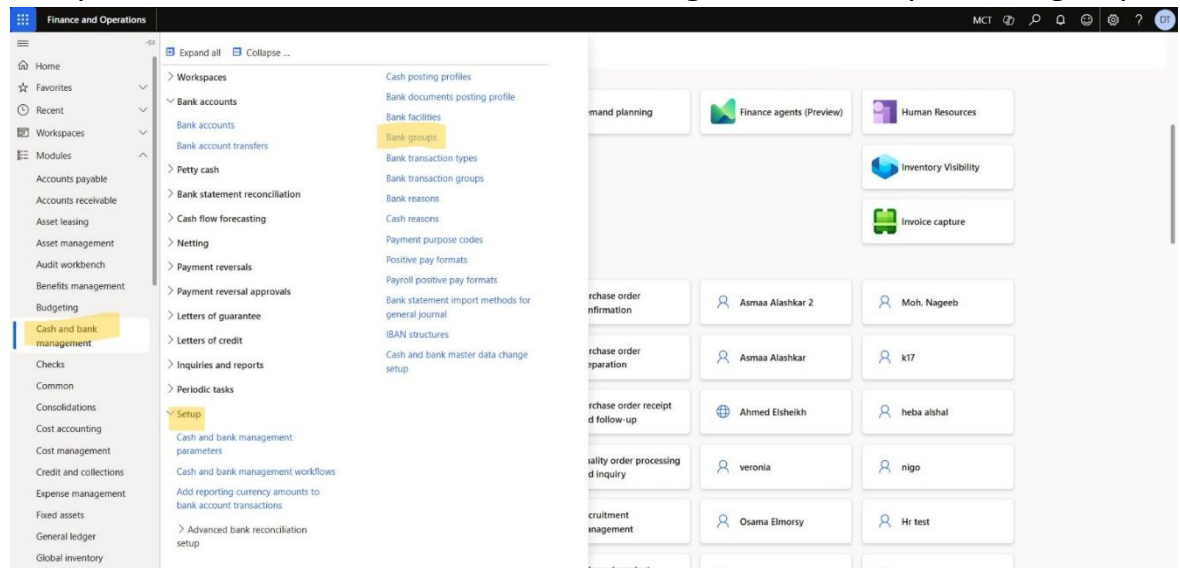
# **Configuration Document for Cash and Bank Management**

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

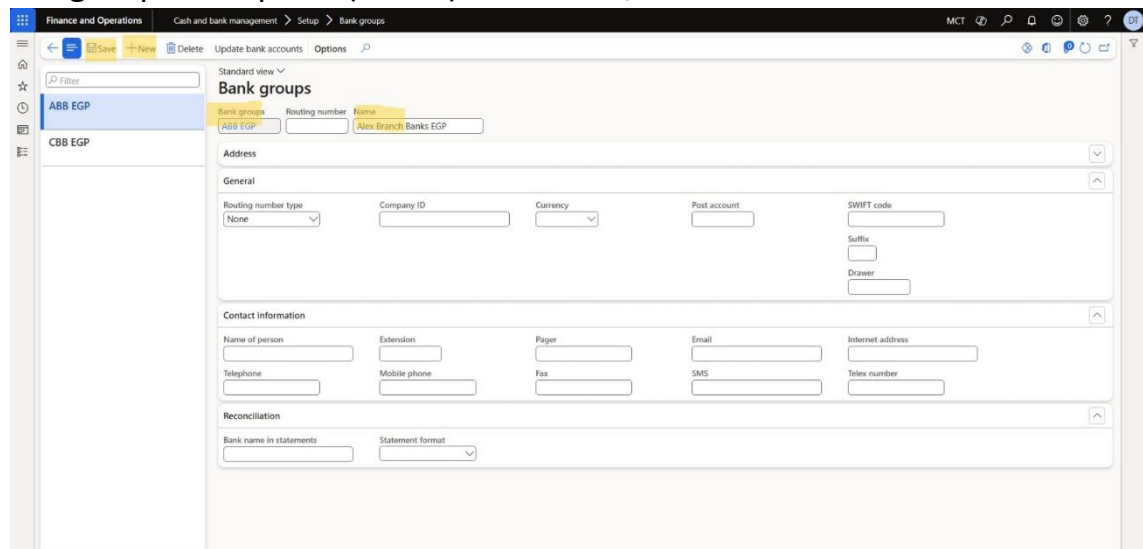
# 1- Set up bank accounts:

## A. Set up Bank group:

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

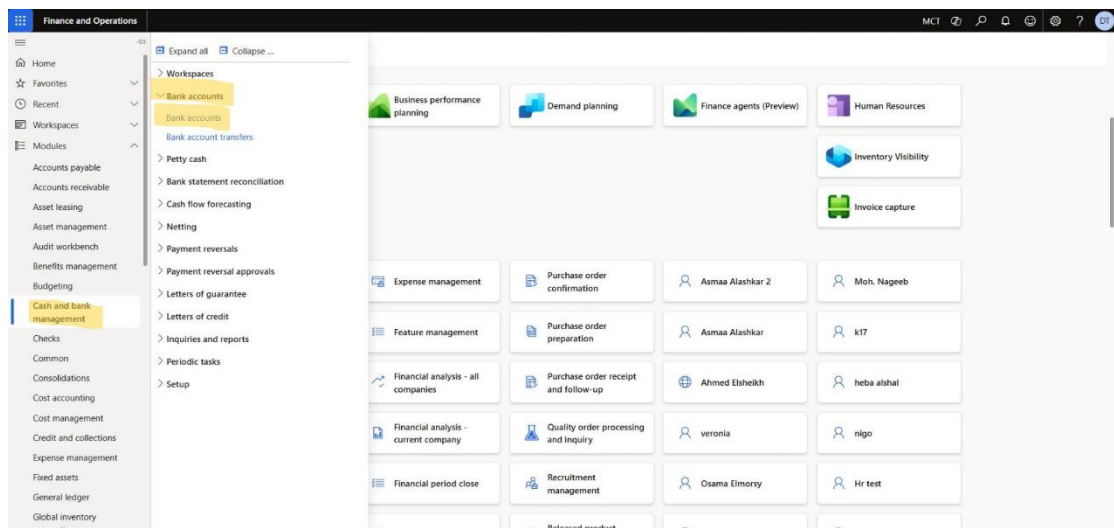


click on **New**, then enter the *Bank groups*, which is the group name, and then the group description (*Name*). After that, click **Save**

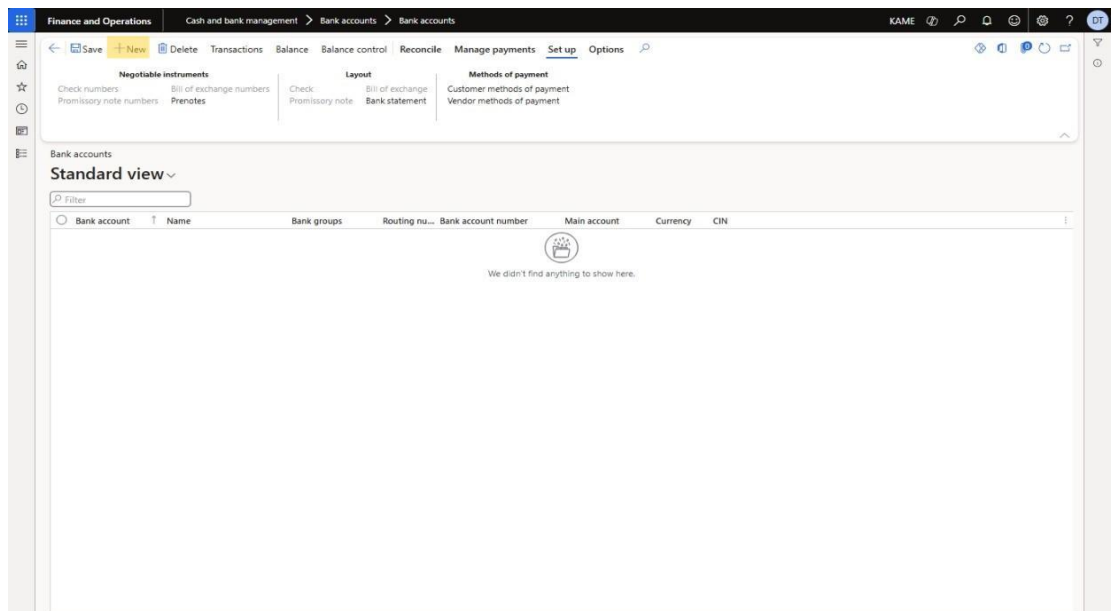


## B. Set up Bank account:

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.

**BMC\_EGP : Bank Misr Cairo Branch EGP**

**General**

Routing number type: None

Bank account: BMC\_EGP

Routing number:

Bank account number:

**INTERNAL INFORMATION**

Main account: 1021

Bridging account:

Company statement name:

Destination name:

Name: Bank Misr Cairo Branch EGP

Accounting currency exchange ra...:

Reporting currency exchange rat...:

**ACCOUNT ACTIVE STATUS**

Active from:

Active to:

Bank account status: Active for all transactions

**POSITIVE PAY FORMAT**

Format:

Positive pay start date:

**Additional identification**

CIN:

QR-IBAN:

Post account:

Fee ESR account number:

Post fee: No

Interbank clearing code: None

SWIFT code:

Company ID:

Sort code:

BESR ID number:

Direct debit ID:

IBAN:

Division:

ESR:

Fee account:

Clearing:

**Payment management**

Discounting maximum: 0.00

Drawer:

**PRENOTES**

Prenote required: No

Prenote response days: 0

**GIRO**

Giro: No

Bank bar code: No

**NOT SUFFICIENT FUNDS**

Charges group:

NSF payment journal:

**BANK INTEGRATION**

Does the NACHA file need addit...: No

**ADMINISTRATION**

Do not allow manual entry: ☒

**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.

**Main accounts - chart of accounts: MCT Chart of Account**

**General**

IDENTIFICATION

Main account: 1021

Name: Bank Misr Cairo Branch EGP

**LEDGER**

Main account type: Asset

Reporting type:

Main account category:

Nature code:

**RELATED ACCOUNTS**

Other account:

Opening account:

**ADMINISTRATION**

Do not allow manual entry: ☒

**Legal entity overrides**

Legal entity:

Name:

Suspended:

Active from:

Active to:

Allocation:

Exchange rate type:

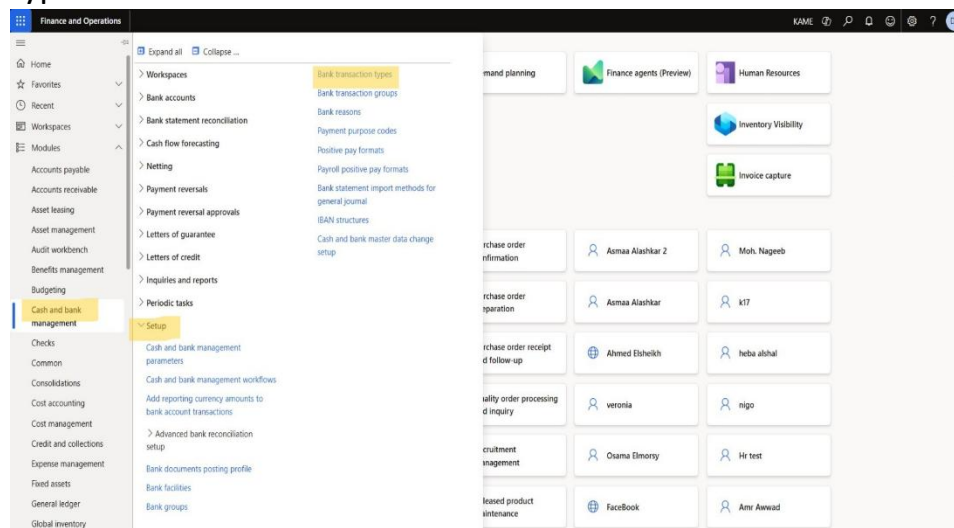
Reporting currency:

Do not allow manual entry:

## 2- How to create Bank Transaction Types for use in the reconciliation

### process:

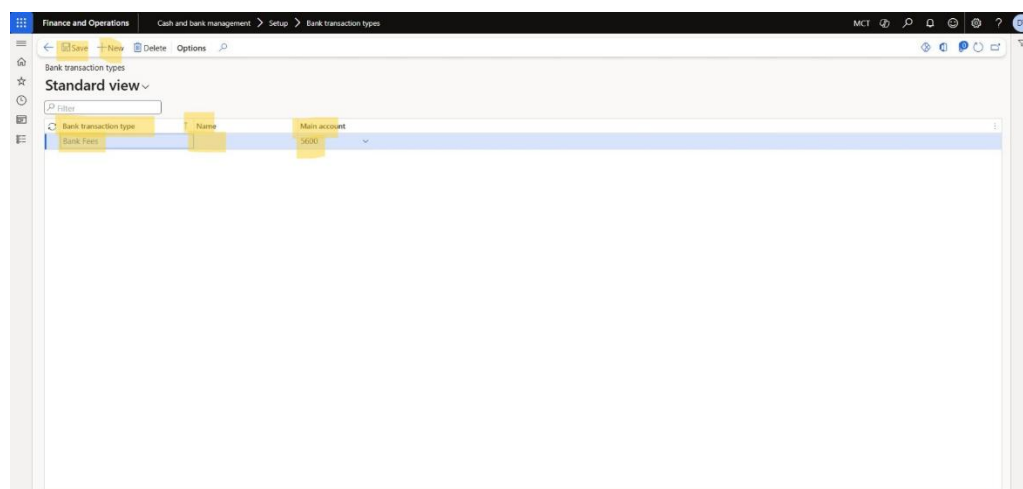
Left panel-> Modules-> Cash and bank management-> Setup-> Bank transaction types



we click on **New**:

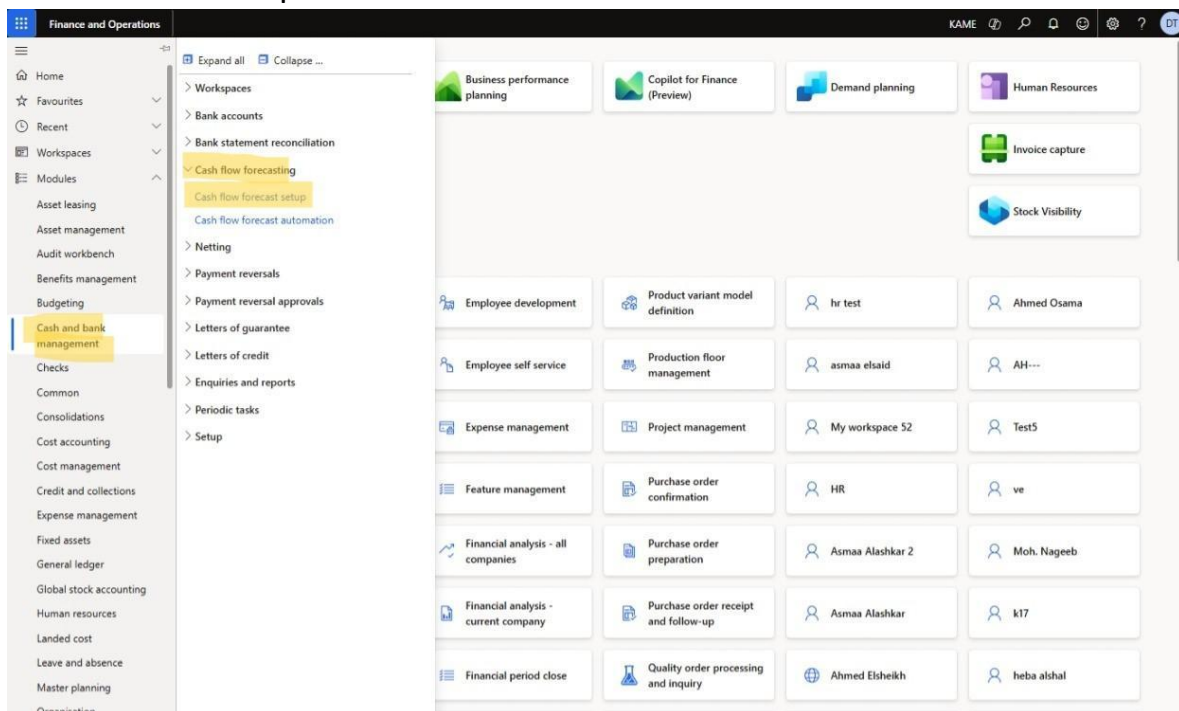
- **Bank transaction type**: Enter the code of the transaction type.
- **Name**: Enter the name of the transaction.
- **Main account**: Link the transaction to a main account from the chart of accounts.

Then click **Save**.



### 3- Configure cash flow forecasting:

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



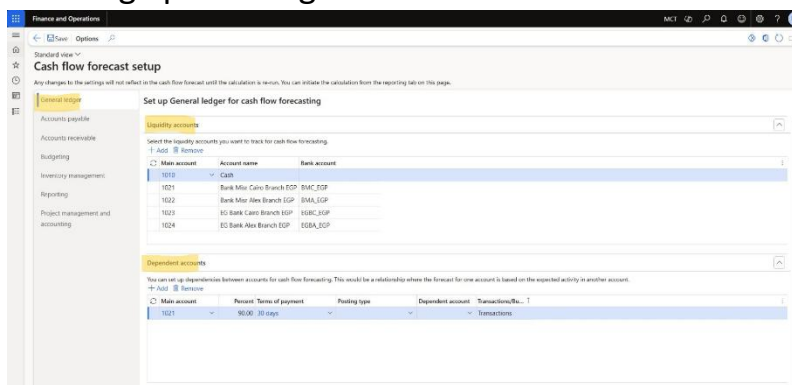
- **General ledger:** This section is used to enter liquidity accounts
- **Accounts payable:** This section is used to enter supplier accounts.
- **Accounts receivable:** This section is used to enter customer accounts.
- **Reporting:** Click this tab to navigate to the **Cash flow forecast** page.

#### 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.

The screenshot shows the 'Cash flow forecast setup' window for Accounts payable. The left sidebar lists navigation options: General ledger, Accounts payable (selected), Accounts receivable, Budgeting, Inventory management, Reporting, Project management and accounting. The main area is titled 'Set up Accounts payable for cash flow forecasting'. It contains three sections: 'Purchasing forecast defaults' with dropdowns for 'Time between delivery date and invoice date' (NET30), 'Terms of payment' (Cash Off Day), 'Time between invoice due date and payment date' (30 days), 'Liquidity account for payments' (1021), and 'Percentage of amount to allocate' (0); 'Vendor groups' with a table listing groups like Export, Import, local, and service with their respective 'Time between invoice due date and payment date'; and 'Vendor posting profiles' with a table listing profiles for different groups and their 'Liquidity account'.

Vendor group	Description	Time between invoice due date and payment date
Export	Export	30 days
Import	Import	30 days
local	local	30 days
service	service	NET30

Posting profile	Account code	Account/Group no.	Liquidity account
st	Group	Export	1021
st	Group	Import	1021
st	Group	local	1021
st	Group	service	1021

## 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**.

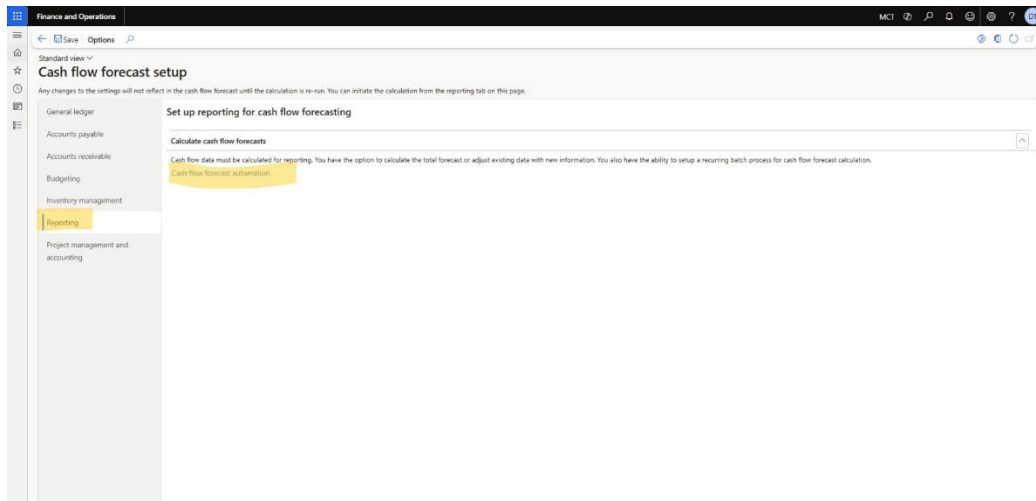
The screenshot shows the 'Cash flow forecast setup' window for Accounts receivable. The left sidebar lists navigation options: General ledger, Accounts payable, Accounts receivable (selected), Budgeting, Inventory management, Reporting, Project management and accounting. The main area is titled 'Set up Accounts receivable for cash flow forecasting'. It contains three sections: 'Sales forecast defaults' with dropdowns for 'Time between shipping date and invoice date' (Cash Off Day), 'Terms of payment' (30 days), 'Time between invoice due date and payment date' (30 days), 'Liquidity account for payments' (1023), and 'Percentage of amount to allocate' (0); 'Customer groups' with a table listing groups like MCT Group with their respective 'Time between invoice due date and payment date'; and 'Customer posting profiles' with a table listing profiles for different groups and their 'Liquidity account'.

Customer group	Description	Time between invoice due date and payment date
MCT Group	MCT Customer group	30 days

Posting profile	Account code	Account/Group no.	Liquidity account
MCT Posting Profile	Group	MCT Group	1024

## Fourth: Reporting

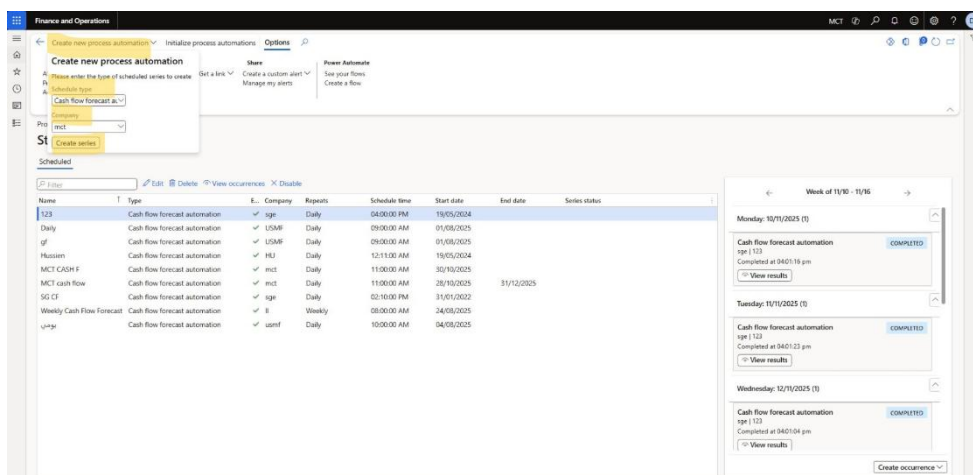
Click on **Reporting**, and then click on **Cash flow forecast automation** to start creating and running the **Cash flow forecast**



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**.

Standard view

Finance and Operations | Cash and bank management > Cash flow forecasting > Cash flow forecast setup | USMF | ?

Create new process automation

General

Cash flow forecast automation

**SERIES**

Schedule type: Cash flow forecast automation

Name: Cash flow forecast automation

Description:

Owner: d365trainee

Company: usmf

Set Batch Log Level: Errors only

Log retention length (months): 12

**SCHEDULING**

Schedule time: 12:00:00 AM

Start date: 8/4/2025

End date:

Time zone: (GMT+02:00) Cairo

**OCCURRENCE PATTERN**

Repeats: Daily

Daily repeat interval: 1

**ALERTS**

Alerts: Cancelled, No

Error: No

**OTHER ALERTS**

Show pop-ups: No

Back Next Cancel

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**.

Standard view

Finance and Operations | Cash and bank management > Cash flow forecasting > Cash flow forecast setup | USMF | ?

Create new process automation

General

Cash flow forecast automati...

Define the criteria used to run the cash flow forecast for the automation series/occurrence.

Cash flow forecast calculation method:

New

Back Finish Cancel