

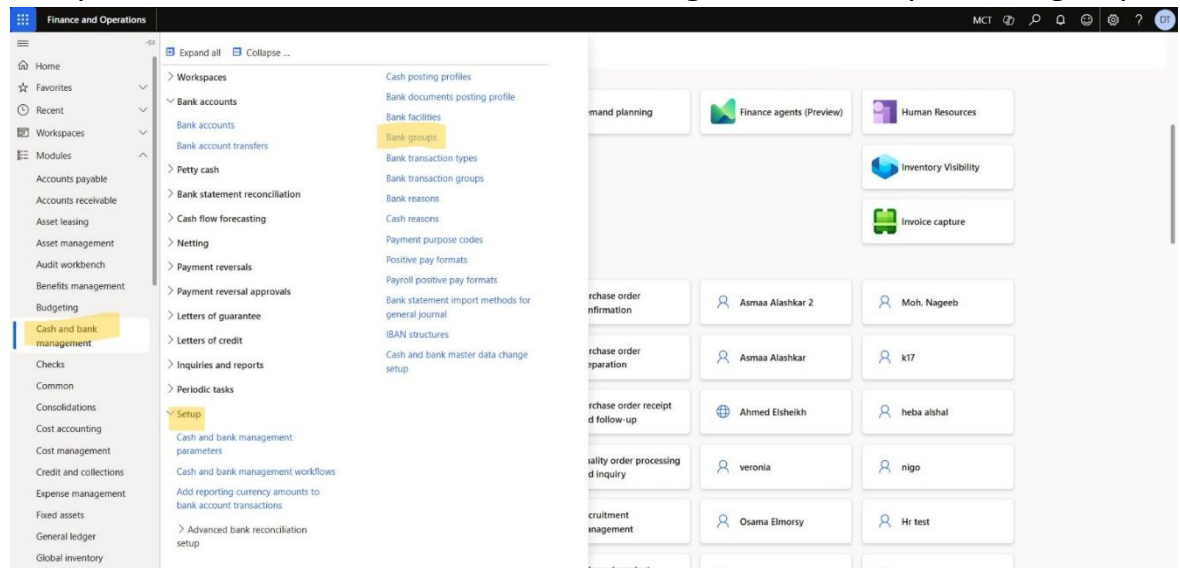
Configuration Document for Cash and Bank Management

- 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

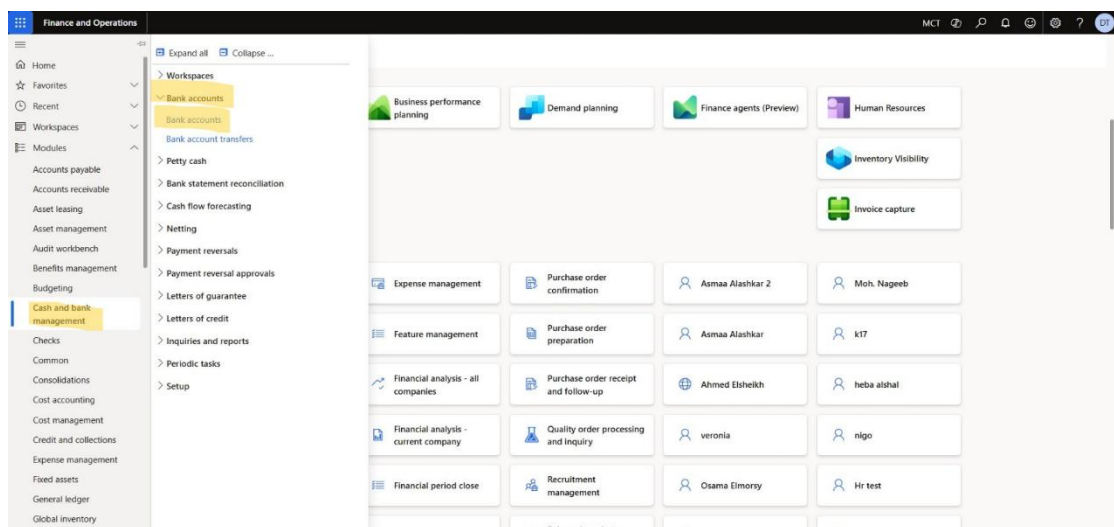


click on **New**, then enter the *Bank groups*, which is the group name, and then the group description (*Name*). After that, click **Save**

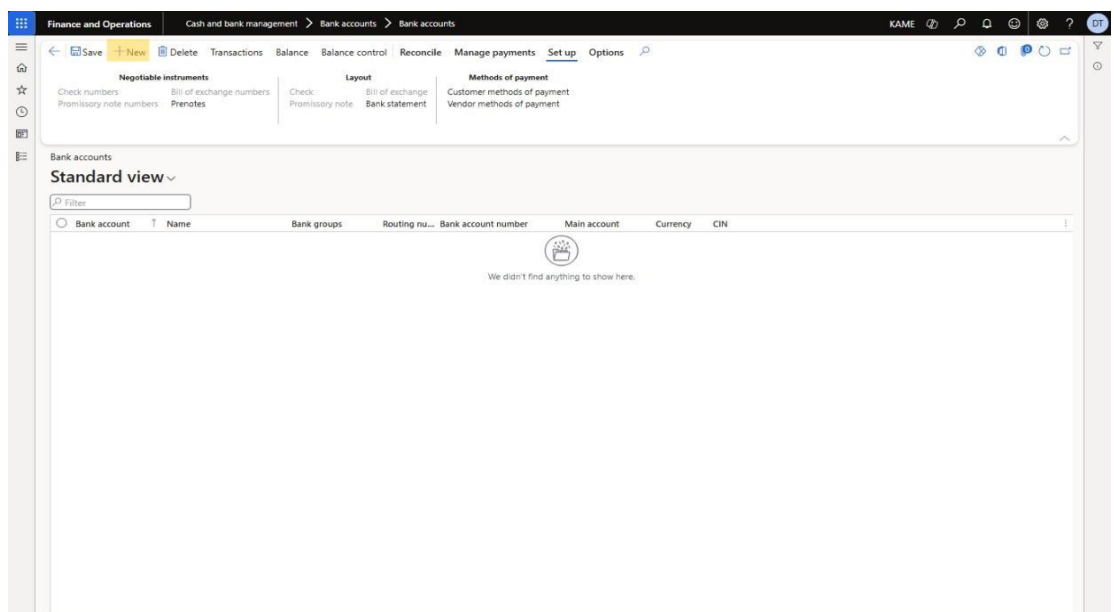
This screenshot shows the 'Bank groups' setup form. At the top, there are buttons for 'New', 'Save', 'Delete', and 'Update bank accounts'. Below these, a list of existing bank groups is shown, including 'ABB EGP' and 'CBB EGP'. The main form area is divided into sections: 'General' (with fields for Routing number type, Company ID, Currency, Post account, SWIFT code, Suffix, and Drawer), 'Contact information' (with fields for Name of person, Extension, Pager, Email, Internet address, Telephone, Mobile phone, Fax, SMS, and Telex number), and 'Reconciliation' (with fields for Bank name in statements and Statement format).

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.

Finance and Operations > Cash and bank management > Bank accounts > Bank accounts

Bank accounts | Standard view

BMC_EGP : Bank Misr Cairo Branch EGP

None | EGP | Active for all transactions

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...: 	CURRENCY Currency: EGP Allow transactions in additional c...: No 	ACCOUNT ACTIVE STATUS Active from: Active to: Bank account status: Active for all transactions 	CREDIT LIMIT Credit limit: 	POSITIVE PAY FORMAT Format: Positive pay start date:
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Additional identification CIN: QR-IBAN: SWIFT code: IBAN: 	Post account: Company ID: Division: 	Sort code: ESR: 	Fee ESR account number: BESR ID number: Fee account: 	Post fee: No Direct debit ID: Clearing: 	Interbank clearing code: None
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Payment management Discounting maximum: 0.00 Suffix: 	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
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Signer

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.

Finance and Operations > General ledger > Chart of accounts > Accounts > Main accounts

Main accounts - chart of accounts: MCT Chart of Account

Standard view

General Main account: 1021 Name: Bank Misr Cairo Branch EGP 	IDENTIFICATION DIB/CR default: Debit DIB/CR requirement: 	Active from: Active to: Balance control: Field to transfer balance on close: 	CURRENCY Default Currency: Validate currency code: Optional Foreign currency revaluation: No Exchange rate type: Reporting currency exchange rat...:
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LEDGER Main account type: Asset Reporting type: Main account category: 	RELATED ACCOUNTS Other account: Opening account: 	CONSOLIDATION Default consolidation account:
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ADMINISTRATION Do not allow manual entry: <input checked="" type="checkbox"/>

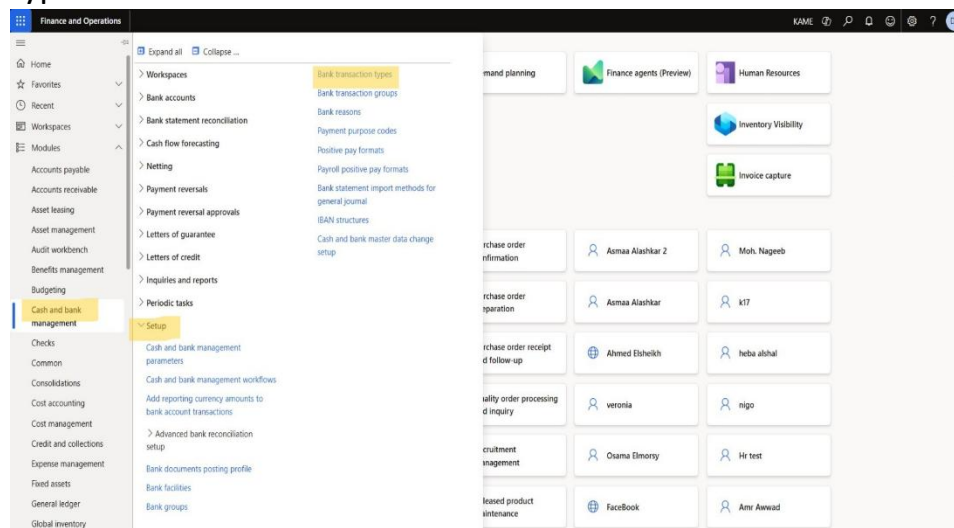
Legal entity overrides

Legal entity	Name	Suspended	Active from	Active to	Allocation	Exchange rate type	Reporting currency	Do not allow...
We didn't find anything to show here.								

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

process:

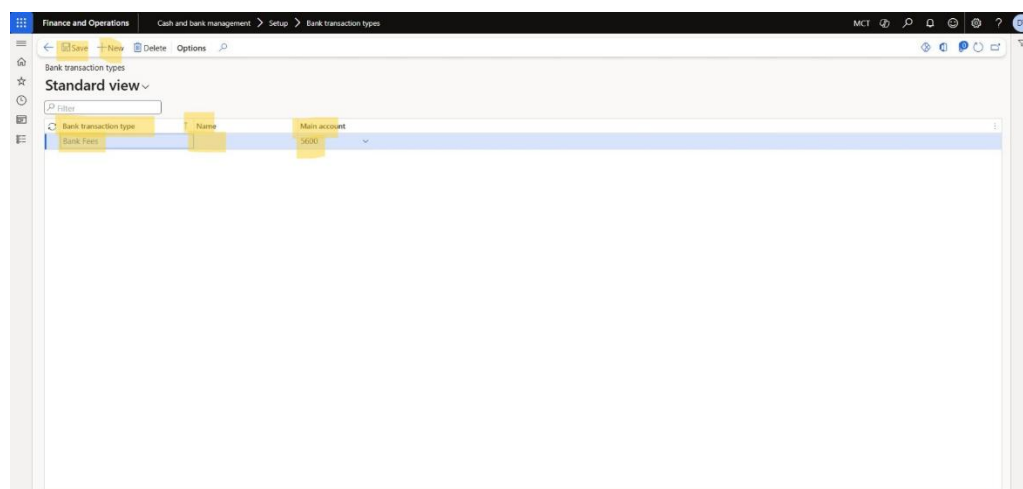
Left panel-> Modules-> Cash and bank management-> Setup-> Bank transaction types



we click on **New**:

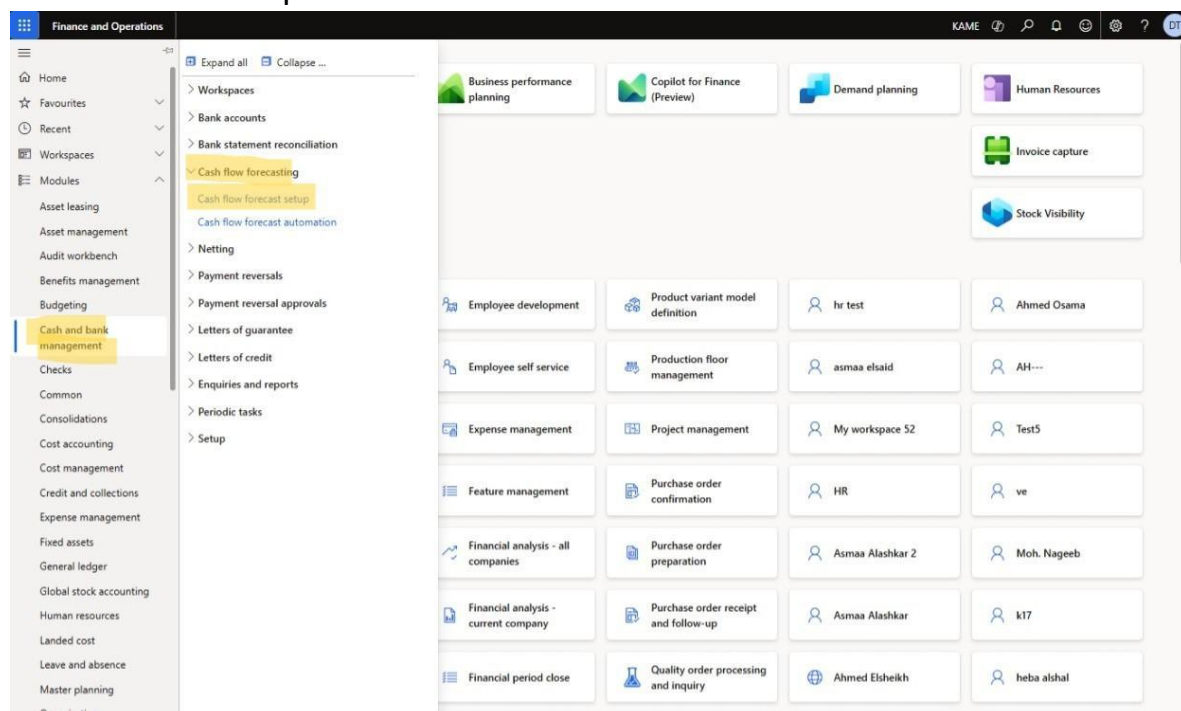
- **Bank transaction type**: Enter the code of the transaction type.
- **Name**: Enter the name of the transaction.
- **Main account**: Link the transaction to a main account from the chart of accounts.

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

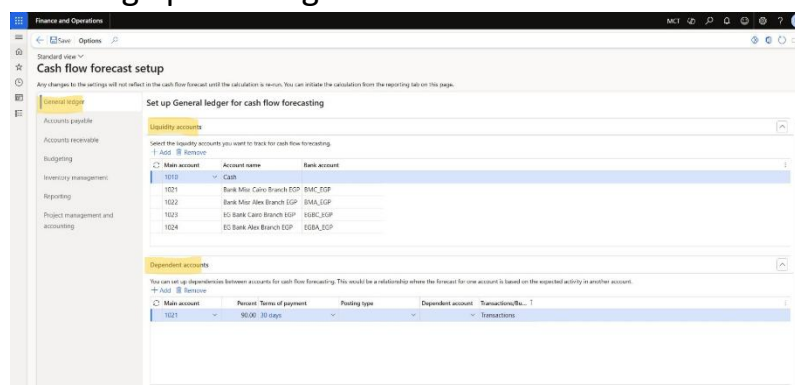
- **Purchase ledger:** This section is used to enter supplier accounts.
- **Sales ledger:** This section is used to enter customer accounts.
- **Reporting:** Click this tab to navigate to the **Cash flow forecast** page.

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.

Cash flow forecast setup

Any changes to the settings will not reflect in the cash flow forecast until the calculation is re-run. You can initiate the calculation from the reporting tab on this page.

Set up Accounts payable for cash flow forecasting

Purchasing forecast defaults

Select the typical purchasing behaviors to be used for cash flow forecasting.

Time between delivery date and...: NET30
 Terms of payment: Cash On Day
 Time between invoice due date and...: 30 days
 Liquidity account for payments: 1021
 Percentage of amount to allocate: %

Vendor groups

You can override the default time interval between invoice due date and payment date for existing vendor groups.

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

Vendor posting profiles

You can override the default liquidity account used for payments for existing vendor posting profiles.

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**.

Cash flow forecast setup

Any changes to the settings will not reflect in the cash flow forecast until the calculation is re-run. You can initiate the calculation from the reporting tab on this page.

Set up Accounts receivable for cash flow forecasting

Sales forecast defaults

Select the typical sales behaviors to be used for cash flow forecasting.

Time between shipping date and...: Cash On Day
 Terms of payment: 30 days
 Time between invoice due date and...: 30 days
 Liquidity account for payments: 1023
 Percentage of amount to allocate: %

Customer groups

You can override the default time between the invoice due date and the payment date for existing customer groups.

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

Customer posting profiles

You can override the default liquidity account used for payments for existing customer posting profiles.

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

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**

Cash flow forecast setup

Any changes to the settings will not reflect in the cash flow forecast until the calculation is re-run. You can initiate the calculation from the reporting tab on this page.

Set up reporting for cash flow forecasting

Calculate cash flow forecasts

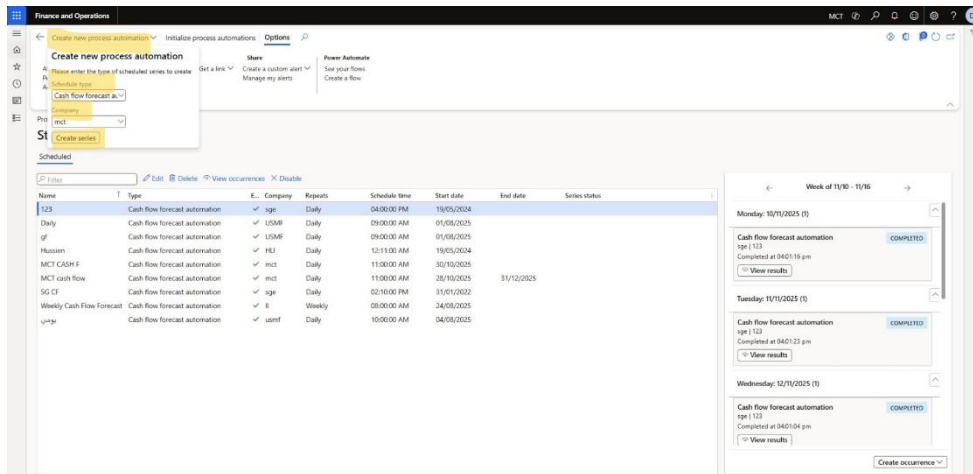
Cash flow data must be calculated for reporting. You have the option to calculate the total forecast or adjust existing data with new information. You also have the ability to setup a recurring batch process for cash flow forecast calculation.

Cash flow forecast automation

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**.



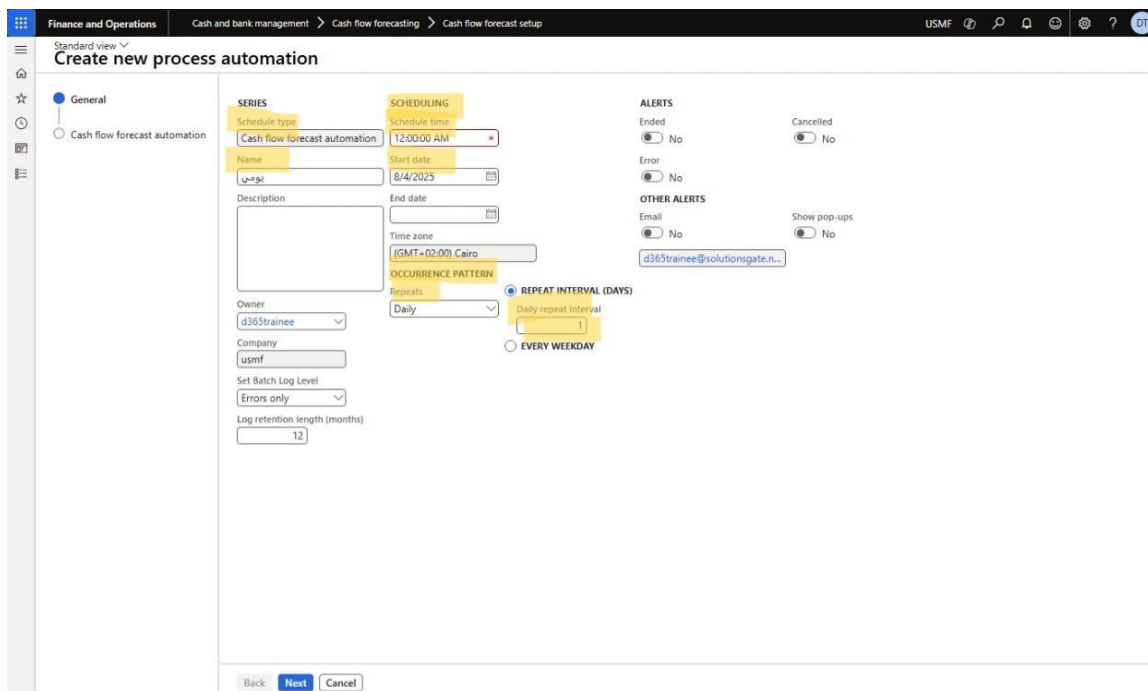
Enter a name for the **Cash flow forecast automation** in the **Name** field.

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**.

Finance and Operations

Cash and bank management > Cash flow forecasting > Cash flow forecast setup

USMF

Standard view

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 m...

New

Back

Finish

Cancel