

## **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

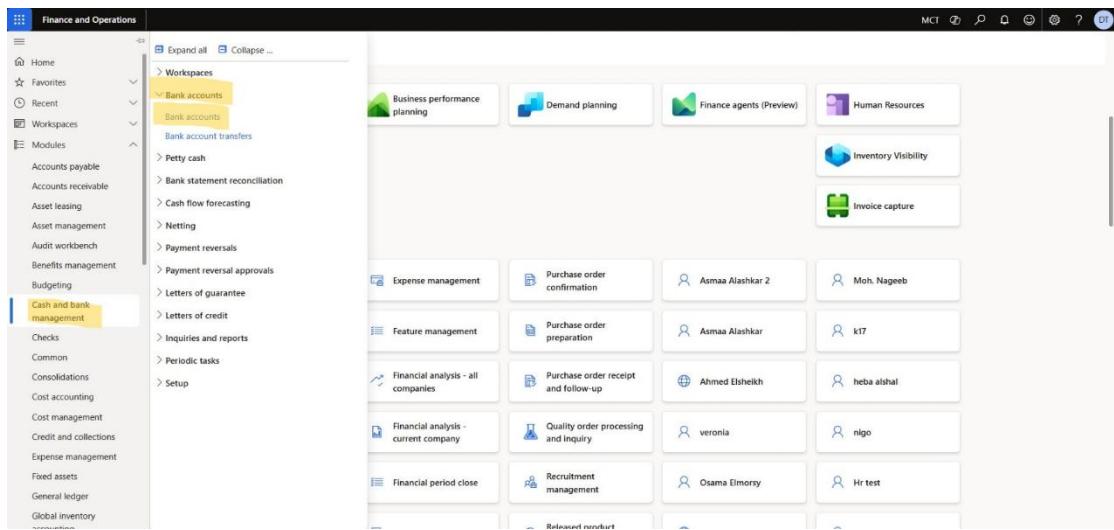
The screenshot shows the 'Finance and Operations' application interface. The left sidebar has 'Modules' expanded, with 'Cash and bank management' selected. Under 'Setup', 'Bank groups' is highlighted. The main area displays a grid of bank groups, each with a name and a description. The columns are labeled: 'Name', 'Description', 'Last modified by', and 'Last modified'. The first row shows 'ABB EGP' with the description 'Alex Branch Banks EGP'.

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

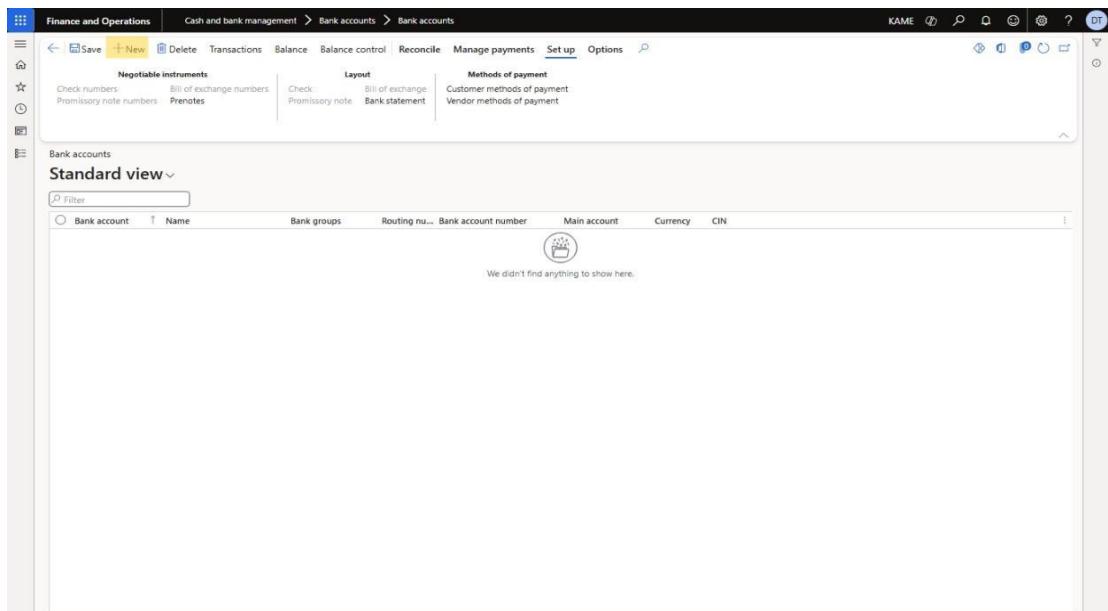
The screenshot shows the 'Bank groups' setup screen. A new bank group named 'ABB EGP' is being created. The 'Name' field contains 'Alex Branch Banks EGP'. The 'General' section includes fields for 'Routing number type' (set to 'None'), 'Company ID', 'Currency', 'Post account', 'SWIFT code', 'Suffix', and 'Drawer'. The 'Contact information' section includes fields for 'Name of person', 'Extension', 'Pager', 'Email', 'Internet address', 'Telephone', 'Mobile phone', 'Fax', 'SMS', and 'Telex number'. The 'Reconciliation' section includes 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.

The screenshot shows the 'Bank accounts' screen in the 'Finance and Operations' module. The main title is 'BMC\_EGP : Bank Misr Cairo Branch EGP'. The 'General' tab is selected. Key fields highlighted in yellow include:

- INTERNAL INFORMATION:** Main account (1021), Destination name (Bank Misr Cairo Branch EGP), Bank groups (CBB EGP), Currency (EGP).
- CURRENCY:** Accounting currency exchange rate, Reporting currency exchange rate.
- ACCOUNT ACTIVE STATUS:** Active from, Active to, Credit limit.
- POSITIVE PAY FORMAT:** Format, Positive pay start date.
- Additional identification:** CIN, QR-IBAN, Post account, Fee ESR account number, Post fee, Direct debit ID, Interbank clearing code.
- Payment management:** Discounting maximum (0.00), Drawer, PRENOTES, GIRO, NOT SUFFICIENT FUNDS, BANK INTEGRATION.

**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.

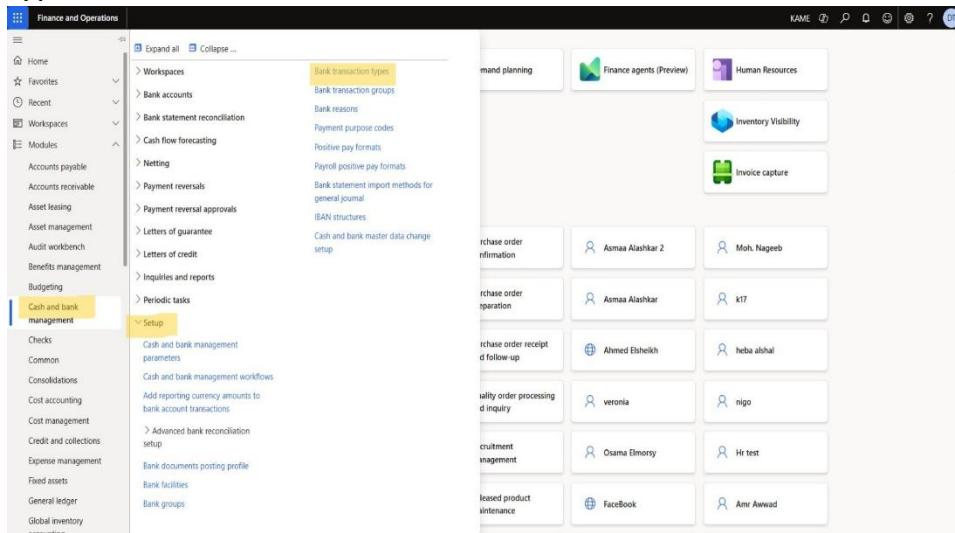
This method helps prevent discrepancies between the **Subledger** and the **Ledger** balances.

The screenshot shows the 'Chart of accounts' screen in the 'Finance and Operations' module. The main title is 'Main accounts - chart of accounts: MCT Chart of Account'. The account '1021. Bank Misr Cairo Branch EGP' is selected. Key fields highlighted in yellow include:

- GENERAL:** Main account (1021), Name (Bank Misr Cairo Branch EGP), Identification (1021), Reporting type (Not applicable), Nature code (Do not allow manual entry checked).
- LEDGER:** Main account type (Asset), Reporting type (Offset account), Balance control (Suspended), Close type (Not applicable).
- CURRENCY:** Default currency (Optional), Validate currency code (Optional), Foreign currency revaluation (No), Exchange rate type (Reporting currency exchange rate).
- ADMINISTRATION:** Default consolidation account.
- LEGAL ENTITY OVERRIDES:** We didn't find anything to show here.

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

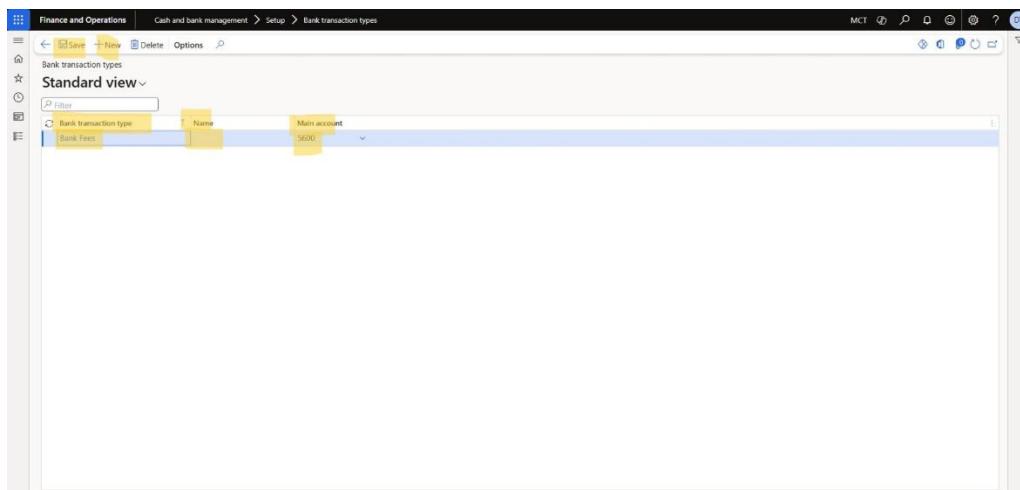
Left panel-> Modules-> Cash and bank management-> Setup-> Bank transaction types



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

The screenshot shows the Microsoft Dynamics 365 interface. The left sidebar has 'Finance and Operations' selected. Under 'Modules', 'Cash and bank management' is highlighted. In the center, 'Cash flow forecasting' is expanded, and 'Cash flow forecast setup' is selected. To the right, there are several workspace tiles: Business performance planning, Copilot for Finance (Preview), Demand planning, Human Resources, Invoice capture, and Stock Visibility. Below these are user cards for employees like 'Employee development', 'Product variant model definition', 'Employee self service', etc.

**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.

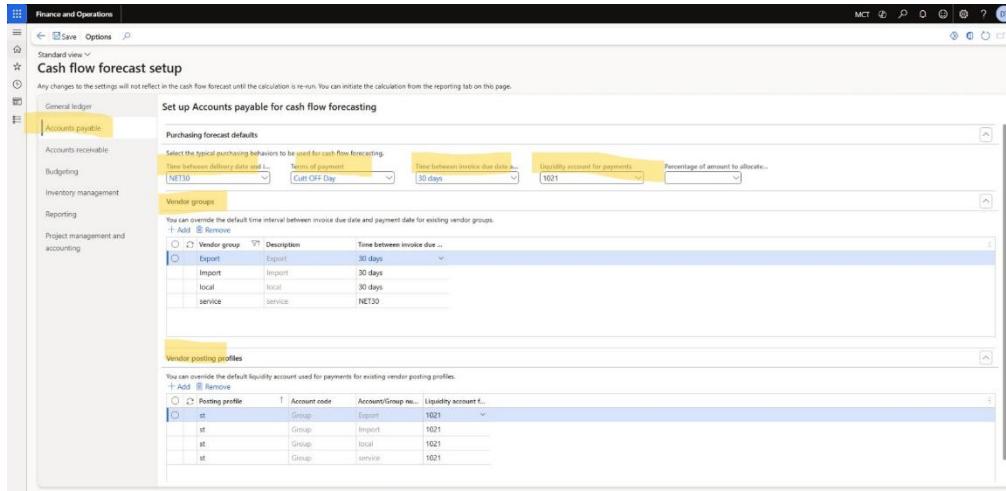
In the **Dependent accounts** section, we add the related liquidity accounts and specify the usage percentage for each one.

This screenshot shows the 'Set up General ledger for cash flow forecasting' page. It has two main sections: 'Liquidity accounts' and 'Dependent accounts'. The 'Liquidity accounts' section lists various accounts, including Main account, Account name, and Bank account. The 'Dependent accounts' section shows dependencies between accounts, listing Main account, Period, Terms of payment, Posting type, Dependent account, and Transactions.

#### **Second: Accounts payable**

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

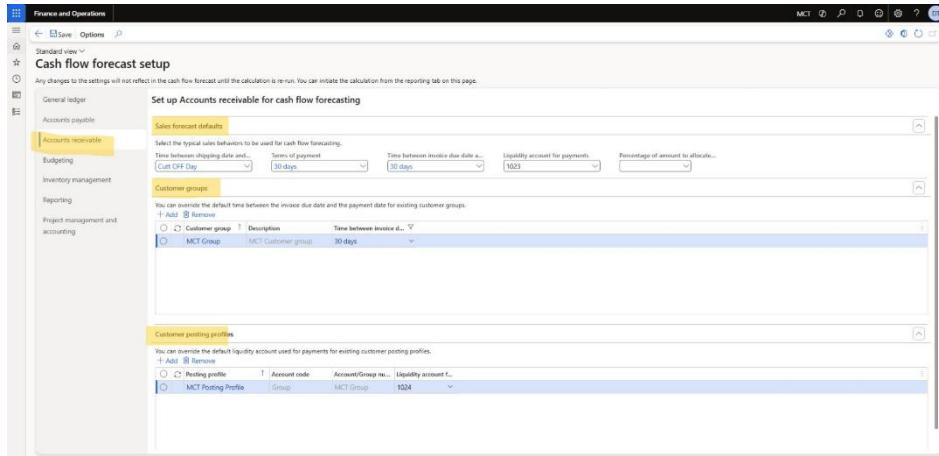
We also specify the **Terms of payment**, the **Time between delivery date and invoice date**, and the **Liquidity account for payments**, which is the account where the payment discount is posted.



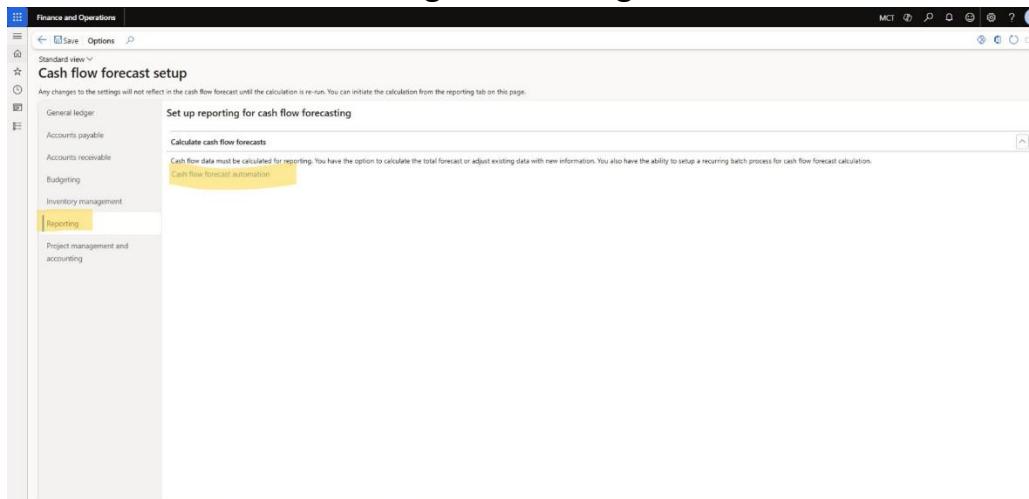
### Third: Accounts receivable

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**.

The screenshot shows the 'Create new process automation' screen in the Finance and Operations module. The 'Schedule type' dropdown is set to 'Cash flow forecast automation'. The 'Company' dropdown is set to 'usmf'. The 'Create series' button is highlighted in yellow. The main table lists several existing scheduled series, including '123' (Completed), 'Daily', 'g', 'Hussein', 'MCT CASH F', 'MCT cash flow', 'SG CI', 'Weekly Cash Flow Forecast', and 'usmf'. The 'Series status' column indicates the completion status of each 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**.

The screenshot shows the 'Create new process automation' configuration screen. The 'General' tab is selected. In the 'SERIES' section, the 'Schedule type' is set to 'Cash flow forecast automation' and the 'Name' is set to 'usmf'. In the 'SCHEDULING' section, the 'Schedule time' is set to '12:00:00 AM' and the 'Start date' is set to '8/4/2025'. In the 'OCCURRENCE PATTERN' section, the 'Repeats' dropdown is set to 'Daily' and the 'Daily repeat interval' is set to '1'. In the 'ALERTS' section, the 'Ended' and 'Error' checkboxes are set to 'No'. In the 'OTHER ALERTS' section, the 'Email' checkbox is set to 'No' and the 'Show pop-ups' checkbox is set to 'No'. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons.

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**.

