



Cash Management Admin Guide



Camptra Technologies

1309 W 15th Street Suite 240 Plano, TX 75075



info@camptratech.com

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Guide Usage and Disclosures	2
Guide Information	2
How To Use This Guide	2
Overall Cash Process Flow	3
Glossary of Terms	3
Day to Day Operations Guide	5
Create A Bank	5
Creating A Branch	9
Create Bank Account	13
Auto Reconcile Banks Statements	22
Manually Reconcile Transactions	27
External Cash Transactions	31
Manual Cash Transaction	31
Automatic Cash Transactions	34
Create Accounting Cash Management	36
Loading Bank Statements into Oracle	39

Guide Usage and Disclosures

Guide Information

This guide is designed based on the Oracle Cloud HCM delivered setups; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact our Training team at learn@camptratech.com.

How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

- Any fields with an asterisk are required fields.
- Based on your configurations, approval workflows may in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.
- You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

Overall Cash Process Flow

Before we begin with the training content, it is important to understand the overall process flow of information in Oracle Cloud for the ERP module.



Glossary of Terms

Here we've included common terms associated to the ERP module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

Manual & Auto Reconciliations

- This operation allows you to manually reconcile a merchant's payments from an account statement. From the Captured transactions tab, look for the relevant transaction.
- Automatic bank reconciliation, or auto-reconciliation, is a new feature that can speed up the accounting process by aligning your financial data with your bank statement and accounting software information and recognize matching transactions for reconciliation.

Ad Hoc Payments

Application provides an option to users to initiate Ad Hoc Payments. Using an Adhoc payment transaction, users can initiate payments without maintaining payees. User is expected to enter the payee details manually along with the payment details to initiate a payment.

Reconciliation Matching Rules

- Matching rules allow you to determine how to match bank statement lines and system transactions and help to achieve a higher match rate in automatic reconciliation, minimizing the need for manual intervention.
 - 1. One to One
 - 2. One to Many
 - 3. Many to One
 - 4. Many to Many

Cash Positioning

Cash positioning is a planning tool that helps you view your daily cash position by currency or bank account. Cash positioning allows you to project your cash needs and evaluate your company's liquidity position. The daily cash positions are based on actual cash flows from various Oracle Applications.

Transaction codes

If you want to load electronic bank statements or use Cash Management's AutoReconciliation feature, you must define, for each bank account, the transaction codes that your bank uses to identify different types of transactions on its statements. You should define a bank transaction code for each code that you expect to receive from your bank.

Day to Day Operations Guide

Create A Bank

Navigation: Profile>Setup and Maintenance>Financials>Cash Management>Manage Banks>Create>Enter Details>Save and Close

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ABN AMRO BANK N.V.	ABNA	Netherlands	
B.N.P	23456	France	Banque BNP Paribas
BBVA Bancomer	BBVA	Mexico	
BOFA		United States	
Banca Nazionale del Lavoro	01005	Italy	Banca Nazionale del Lavoro
Banco Bilbao Vizcaya	0182	Spain	Banco Bitaso Vizcaya
Banco de Crédito	1234	Spain	Banco de Criedito, Madrid
Bank of America		United States	
Barclay's Bank	206693	United Kingdom	Main Activity Bank
Boubyan Bank	BBK	Kuwait	Boutyan Bank
CRELAN		Belgium	
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Citi Bank		United States	
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Optionally, we can expand the Address field, click Add (+) and provide the Address details

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Creating A Branch

Navigations: Profile>Setup and Maintenance>Financials>Cash Management>Manage Bank Branches>Create>Details>Save and Close

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Akasaka	609			Tokyo-Mitsubishi UFJ	0005	Japan
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.N.P de Ternes	02082	NORDERPP		B.N.P	23456	France
BVA Bilbao	2234	BBVAESMM	Bibao	Banco Bilbao Vizcaya	0182	Spain
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heimsford	090135			Santander	438912	United Kingdom
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Enter **Create Bank Branch** information. First, select the **Bank** from the dropdown. Next, enter the **Branch Name** and the **Routing Number**. As a note, for the Branch Name, enter the Routing Number and the Bank Name, as shown below.

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Country	United States	Bank Branch Type	
* Branch Name	123456789- Chase Bank	EDI ID Number	
Alternate Branch Name		EFT Number	
* Routing Number	123456789	EDI Location	
Description		RFC Identifier	~
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Create Bank Account

Navigation: Profile>Setup and Maintenance>Financials>Cash Management>Manage Bank Accounts>Create>Enter Details>Save and Close

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** Bank	
** Account Number ** Bank Branch	
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▲ Search Results	
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Enter the **Create Bank Account** information. First, select the Bank Branch. For **Account Use**, enable Payables, Payroll, Receivables

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Create Bank Account ⑦	the below information		Save Save and Close Cancel
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* Level Entity	1021 - Go Dollari	Account Suma	Deveblas
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Next, enter the account details and click **OK**

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* Account Number 123456789		Secondary Account Reference	
* Currency USD - US Dollar 🗸	Cash Enter the below information	Account Suffix	
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Description	Anas V	Receivables	
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	Line of Business 10 V LoB 1 US1		
▲ GL Accounts	Account 11101 USBNK Checking Account		
Cash	Cost Center 000 V Balance Sheet	Cash Clearing	
Enable multiple cash account combina	Product 000 Vone	Reconciliation Differences	
4 Additional Information	Intercompany 000 Vone		
	Search Report OK Cancel		
Alternate Account Name	Josephin Reset	Active	
Account Holder	Click OK	Multicurrency account	
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⊿ GL Accounts	Click	Search
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Next, enter the account details and click **OK.** Follow this same process to enter the **Reconciliation Differences** account

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Next, scroll down under Payment Documents and click Create (+)

Create Bank Account ②		Save Save and Close Cancel
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* Account Number	123456789 Secondary Account Reference	8
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Enter Create Payment Documents information and click OK

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Next, click Controls Tab

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Next, enter the Cash Management Controls information

Create Bank Account ②	Save Save and Close Cancel
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General Controls Security Business Unit Access	
✓ Cash Management Controls ✓ Reconciliation	Enter, the, below, Information
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A Bank Statement Processing	
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Next, click Business Unit Access Tab

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	OK Cancel

Once complete, click **Save and Close**

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		Click Save and Close
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* Account Number	123456789 Secondary Account Reference	ce
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Auto Reconcile Banks Statements

Bank statements can be uploaded manually or automatically in the system. Some of the transactions may not be accounted in the system such as interest and miscellaneous fees. These transactions we will review once we receive the bank statements. These transactions can be mapped into system based on their transactions code. Once those codes appear in bank statements, the system will automatically generate a corresponding transaction.

Navigation: Home Page>Cash Management>Click Bank Statements and Reconciliation>Click Task list>Click Submit Auto Reconciliation>Enter Information>Submit



From the home screen, click Cash Management

Next, click Bank Statements and Reconciliation

Q Search fo		0 & 뇬 ㅎ 🧕
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Things to Finish	Click Bank Statements and Reconciliation	
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Click Tasks

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Process Name Process ID Status Scheduled Time View Output Parameters						View Log
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Next, click Submit Autoreconciliation

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4 Process Monitor			
Vew (a) FatLat (Hennerby			
Process Name Process ID Status Scheduled Time View Output Parameters			
4			· · · · · · · · · · · · · · · · · · ·

Enter Basic Options information and Click Submit

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(i) This process will be queued up for submission at position 1			Process Options Advanced Submit Gancel
Name Autoreconcile Bank Statements			Click Submit
Schedule As soon as possible	Submission Notes	Noury me witen and process ends	
Basic Options Parameter Enter, the below information			
Bank Account Citibank-1448			
Statement ID			
From Statement End Date 5/16/23			
To Statement End Date 5/16/23			
Number of Days			
Generate Cash Transactions			
Legar Enuty			
Bank Branch			
Bank Account Name			
From System Transaction Date midby			
To System Transaction Date m/d/yy			
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Once we click **Submit**, click **OK** and a Process ID will generate. Next, click **Home**

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Processing Warnings and Errors						
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From the home screen, click **Tools**

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Next, click Scheduled Processes

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Click Refresh

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Execute Incremental Load of SR Audt Data for Reporting	5473456	Wait	5/16/23 9:30 PM UTC	5/16/23 8:30 PM UTC
Ingetting attachments to OSCS	5473455	Wait	5/16/23 8:38 PM UTC	5/16/23 8:28 PM UTC
ESS process to check Search Cloud Service availability	5473454	Wait	5/16/23 8:33 PM UTC	5/16/23 8:28 PM UTC
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Here we can view the **Process** and the **Status**

Overview 🕐					٦
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Search Results (?)					
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Name	Process ID	Status	Scheduled Time	Submission Time	
Autoreconcile Bank Statements	433836	Succeeded	5/4/22 9:46 AM UTC	5/4/22 9:46 AM UTC	
Perform Near Real-Time Processing of Access Group Object Sharing Rules	433809	Succeeded	5/4/22 9:30 AM UTC	5/4/22 9:30 AM UTC	1
Process Click History Mapping Data	433771	Wait	5/4/22 10:00 AM UTC	5/4/22 9:00 AM UTC	
Cache Application Usage Insights Report Data	433770	Wait	5/5/22 9:00 AM UTC	5/4/22 9:00 AM UTC	
					-

Manually Reconcile Transactions

Navigation: Home Page>Cash Management >Click Bank Statements and Reconciliation>Click Task list>Click Manual Reconciliation>Select bank from drop down>Click Search>Select Transactions> Click Reconcile

From the home screen, click Cash Management

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Next, click Bank Statements and Reconciliation

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Click Tasks

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Click Manual Reconciliaiton

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A Bank Statement Reconciliation Incomplete B Search Ver Automorphic Statement Full Date Rance List 45 date V	Create External Transactions in Synaphiest Correct Import Enrors Accounting Create Accounting Review Journal Entines Reports Cash to General Ledger Reconcilation Report
Bank Account and Statement ID Statement I and	Bank Statement Report
A Process Monitor Vew File Lat Hersony Vew Resulted Status At The Range Lat 12 hours Resulted Status At The Range Lat 12 hours Resulted Status At	
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Select your bank from drop down and click Search

VISION				く し な 日 む の の の
# Search (e) Bank Statement Lines and System Transactions (f) * Bank Account (Edx/300) (f) Date (midy) (f) Amount - (f)	Back Statement Select Bank Tranaction Type Tranaction Source Batch Reference	Reference Statement ID		Souch Renet Esport
✓ Bank Statement Lines	Amount Additional Information T	ransaction Etetement	▲ System Transactions Click Sear	ch
No results found. Columns Hidden 10	Amount Additional Information T	ype Statement	Reference Date Amount Transaction Source	
		Selected 0 Amount 0.00	Columns Hidden 15	Selected 0 Amount 0.00 Difference 0.00 Reconcile

The results will populate below for the Bank Statement Lines & the System Transactions

■ VISION Manual Reconciliation ©										۹ <u>۵</u>	公口	Ç 🧐
Unreconciled Reconciled				_			1					
⊿ Search												
Bank Statement Lines and System Transactions	Bank Statement Lines O System Transactions											
* Bank Account BofA-2869	Transaction Type	•	Reference									
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Date	Amount (USD) Additional Information	Transaction Type	The results will	ρορι	late belov	M/d/yy 🔓						
12/31/12	-45,000.00 AP Payment	Check	Line 1 , 2012-12-31	^	Reference	Date	Amount (USD)	Transaction Type	Source			
12/31/12	20,000.00	Check	Line 3 , 2012-12-31		3925	5/24/22	-8,891,556.37	Electronic funds	Payables			<u>^</u>
12/31/12	50,000.00 TXT:Deposit-50000 CKNA# B	Check	Line 2 , 2012-12-31		3813	7/13/21	-6,674,613.20	Electronic funds	Payables			
3/2/14	-594.27 EFT REF#20112920675500	Electronic fu	Line 2 , 2014-03-02		3883	11/23/21	-6,353,521.15	Electronic funds	Payables			
3/2/14	-317.38 EFT2 REF#20112920675500	Electronic fu	Line 3 , 2014-03-02		3926	5/24/22	-5,377,792.47	Electronic funds	Payables			
3/2/14	-56.00 FEE REF#20112820183400	Fee	Line 5 , 2014-03-02		3827	9/14/21	-4,722,019.97	Electronic funds	Payables			
3/2/14	-17.00 CHeck REF#20112920675600	Check	Line 1 , 2014-03-02		3908	2/8/22	-4,157,412.68	Electronic funds	Payables			
3/2/14	79.00 CHECK Credit REF#2011292	Electronic fu	Line 6 , 2014-03-02		3920	5/24/22	-4,043,574.46	Electronic funds	Payables			et l
3/2/14	103.00 CHECK1 REF#20112920183	Electronic fu	Line 4 , 2014-03-02		3608	8/11/20	-3,897,703.97	Electronic funds	Payables			•••

Select the bank statement line with the corresponding system transaction line check box and click **Reconcile**

Reference	Date	Amount (USD)	Transaction Type	Statement		Reference	Date	Amount (USD)	Transaction Type	Source	
2	4/1/22	-20,000.00	Check	Line 1 , 1200		10037	4/1/22	-20,000.00	Check	Payables	*
	4/7/22	Select Tra	nsactio	ns 201		10041	4/7/22	-10,600.00	Check	Payables	
	5/2/22	-10,000.00	UNCA	LINE 2 , 1201		10043	5/2/22	-10,000.00	Check	Payables	
	3/20/22	-500.00	Check	Line 3 , 1201		10008	3/20/22	-500.00	Check	Payables	
	3/21/22	-500.00	Check	Line 4 , 1201		10021	3/21/22	-500.00	Check	Payables	
olumns Hidden 10						10016	3/21/22	-500.00	Check	Payables	
				Selected 1 Amount -20,000.00		10042	4/25/22	-500.00	Check	Payables	
						10022	3/21/22	-500.00	Check	Payables	
						10039	4/1/22	-460.00	Check	Payables	
						10033	3/22/22	-400.00	Check	Payables	
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								Click Red	oncile	Amount	-20,000.00
											Reconcile

External Cash Transactions

Any transactions reflected in the bank statement but not in system, we treat as an external transaction if the bank charges on the bank statement are not reflected in the system. These transactions we can view as soon as we receive the bank statements. Such transactions can be mapped in the system by their transaction codes. Once these codes appear on the statement, the system will automatically generate a corresponding system transaction. We should enter these into system with through manual or automatic reconcillation.

Ex: Cash transaction creating for bank Fee/charges.

Manual Cash Transaction

Navigation: Home Page>Cash Management>Click Bank Statements and Reconciliation>Click Tasks>Click Create Transaction>Provide Infromation>Save & Close

From the home screen, click **Cash Management**

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Enter the **Transaction Details** and click **Save and Close.** As a note, when we create this transaction system, we will generate an accounting entry for the Bank charges account as a Debit and for the Cash account as a credit. We need to provide an offset account for the cash account system to directly debit from the bank details

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Automatic Cash Transactions

Once the code appear in the statement, the system will automatically generate a corresponding system transaction and perfom the reconciliations automatically once we run the below program.

Navigation: Home Page>Cash Management>Click Bank Statements and Reconciliation>Click Tasks>Click Generate Cash Transaction>Provide Infromation>Submit

From the home screen, click Cash Management

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To Statement End Date 5/19/23		
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Create Accounting Cash Management

If we are performing external transactions in the cash management module, we have to Create Accounting in the General Ledger.

Navigation: Home Page>Cash Management>Click Bank Statements and Reconciliation>Click Tasks>Click Create Accounting>Provide Infromation>Submit

From the home screen, click Cash Management

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Loading Bank Statements into Oracle

Navigation: Home Page>Tools>Scheduled Processes>Click Schedule New Process>Search Load Interface file for Import>Import Process Process BAI2 Format Bank Statements>Upload File

From home screen, click **Tools**

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Next, click Scheduled Processes



Click Schedule New Process

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Select the **Import Process**, for example Process BAI2 Format Bank Statements, and click **OK**

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