



2024

Cash Management Admin Guide



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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.

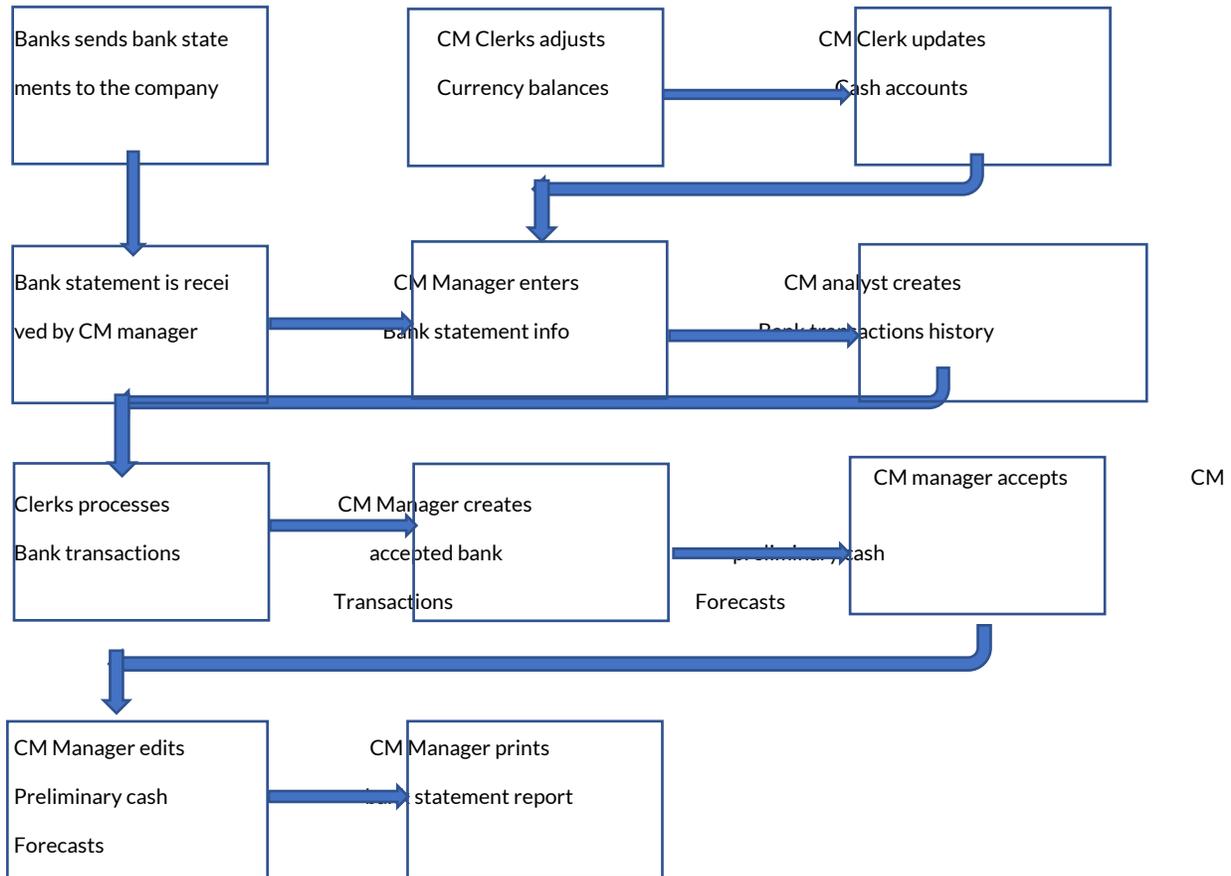
How To Use This Guide

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

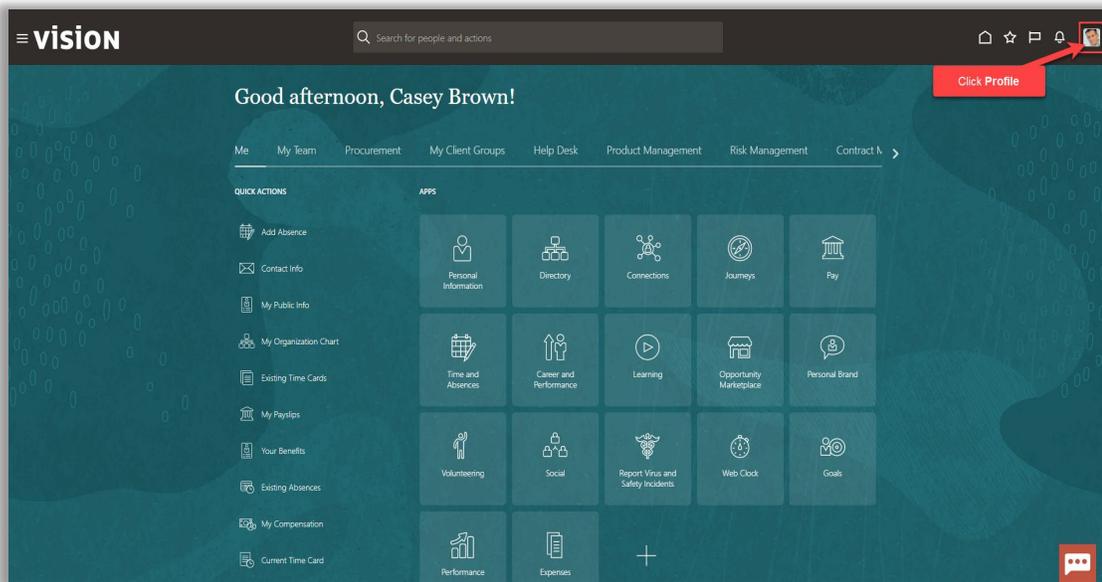
- ❖ If you want to load electronic bank statements or use Cash Management's AutoReconciliation feature, you must define, for each bank account, the transaction codes that your bank uses to identify different types of transactions on its statements. You should define a bank transaction code for each code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

Day to Day Operations Guide

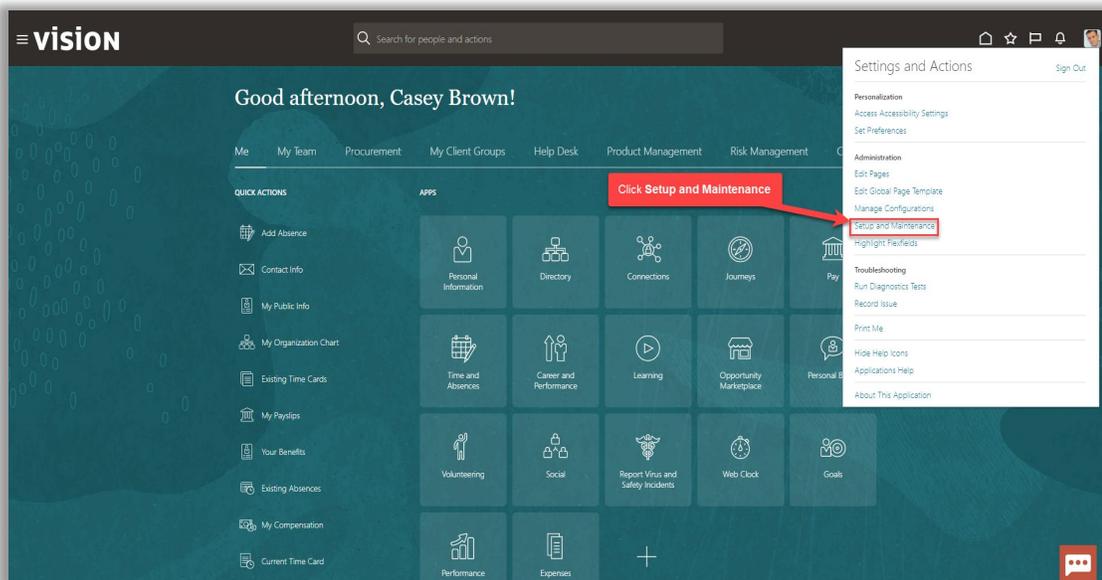
Create A Bank

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

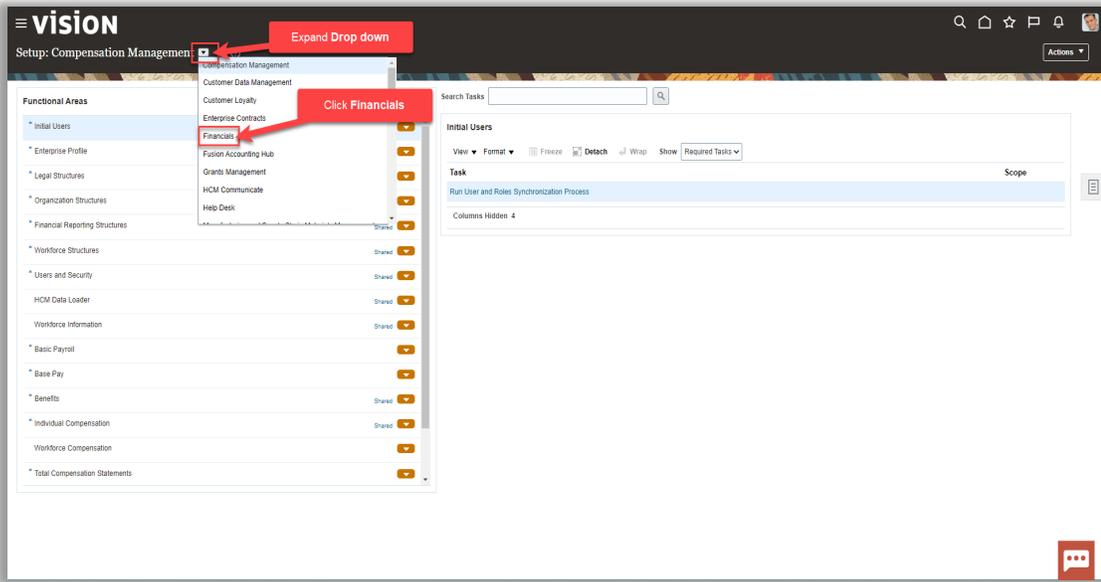
From home screen, Click **Profile**



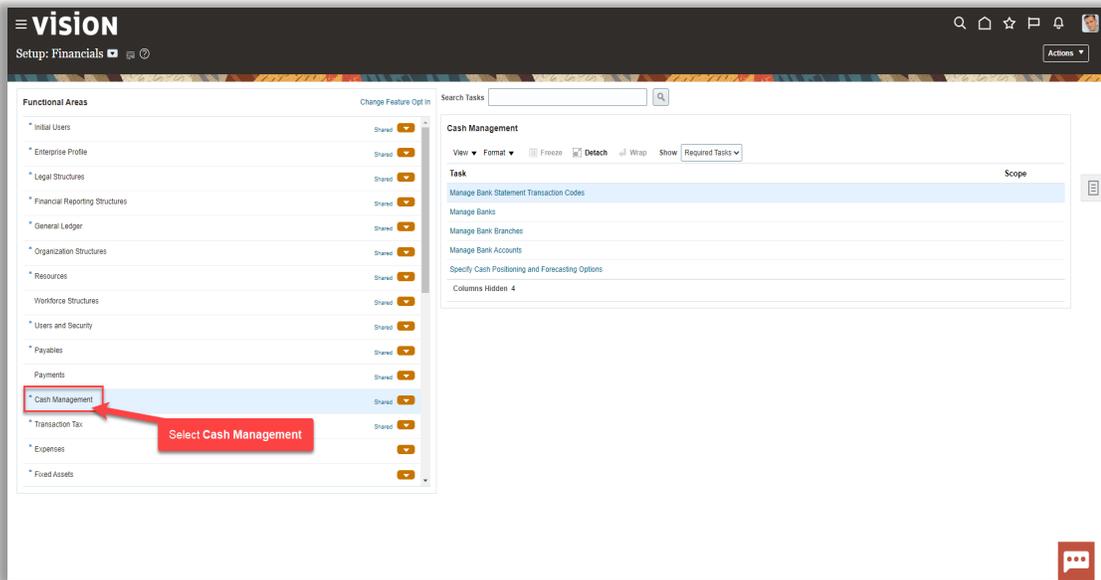
Next, click **Setup and Maintenance**



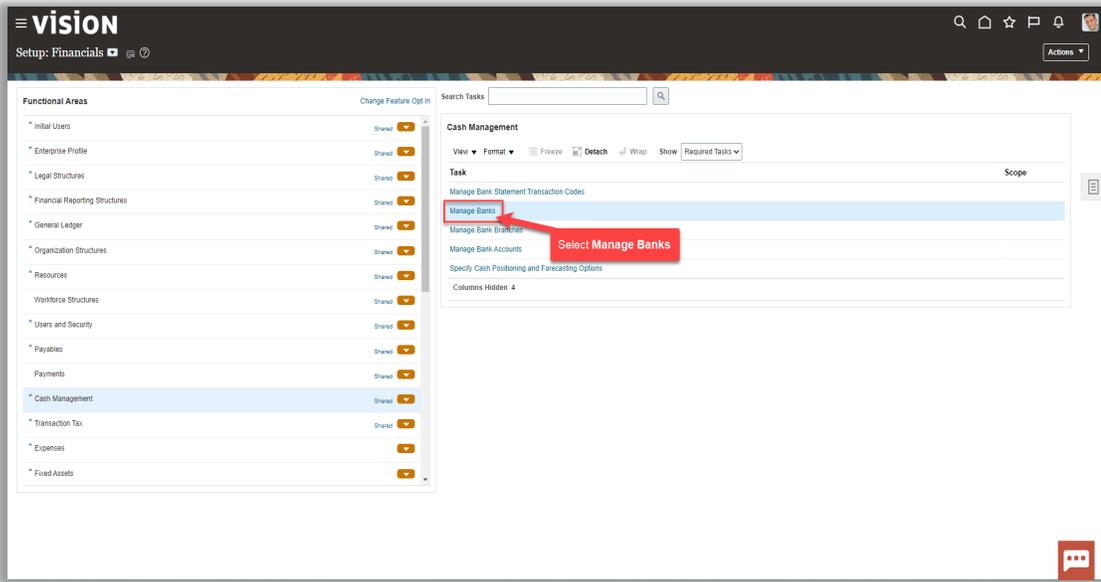
From the Setup dropdown, select **Financials**



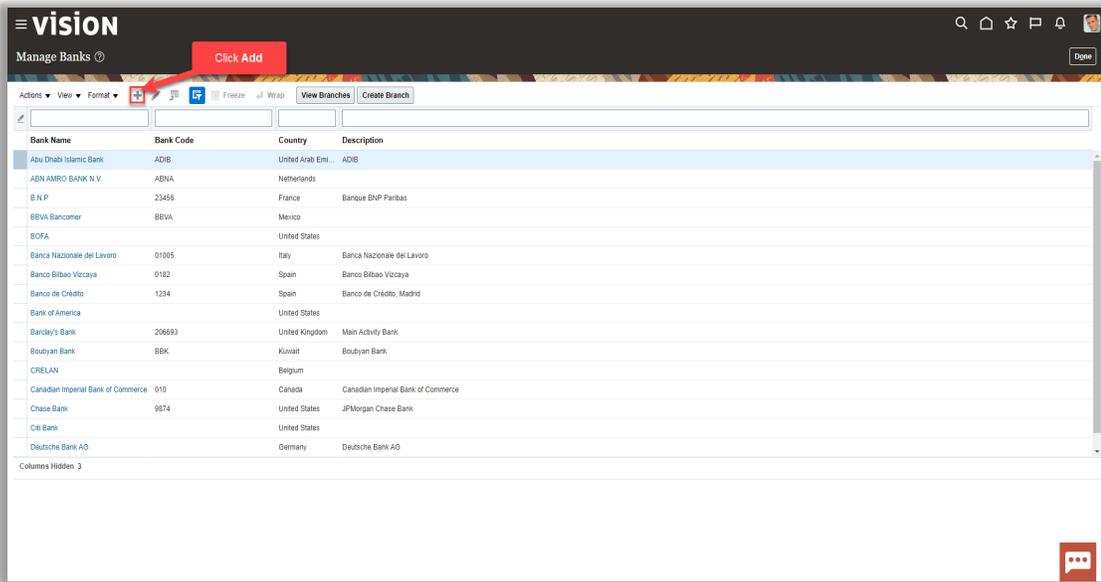
Next, scroll down and select **Cash Management**



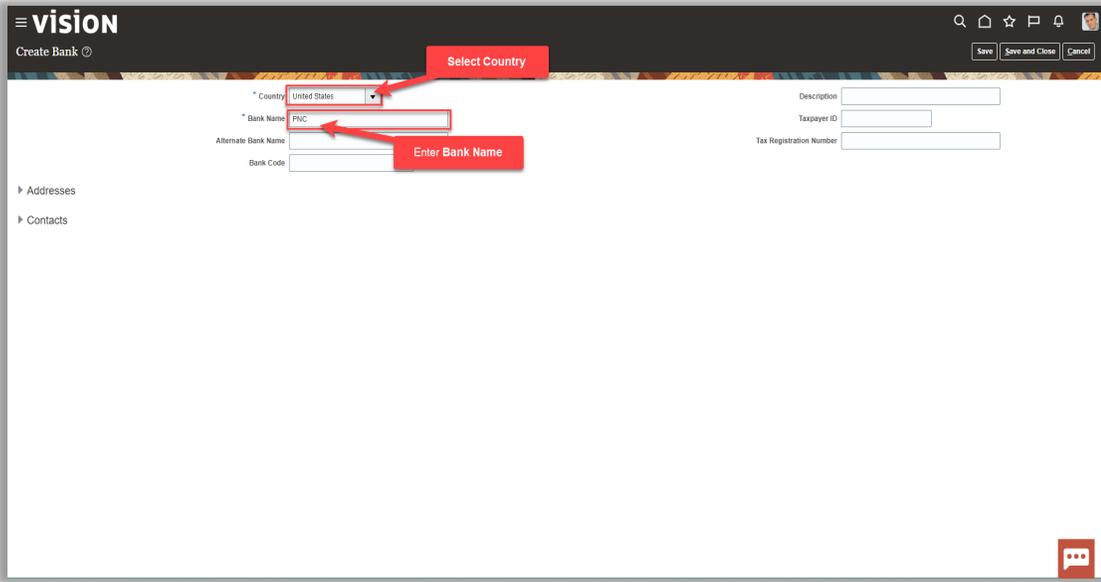
Select **Manage Banks**



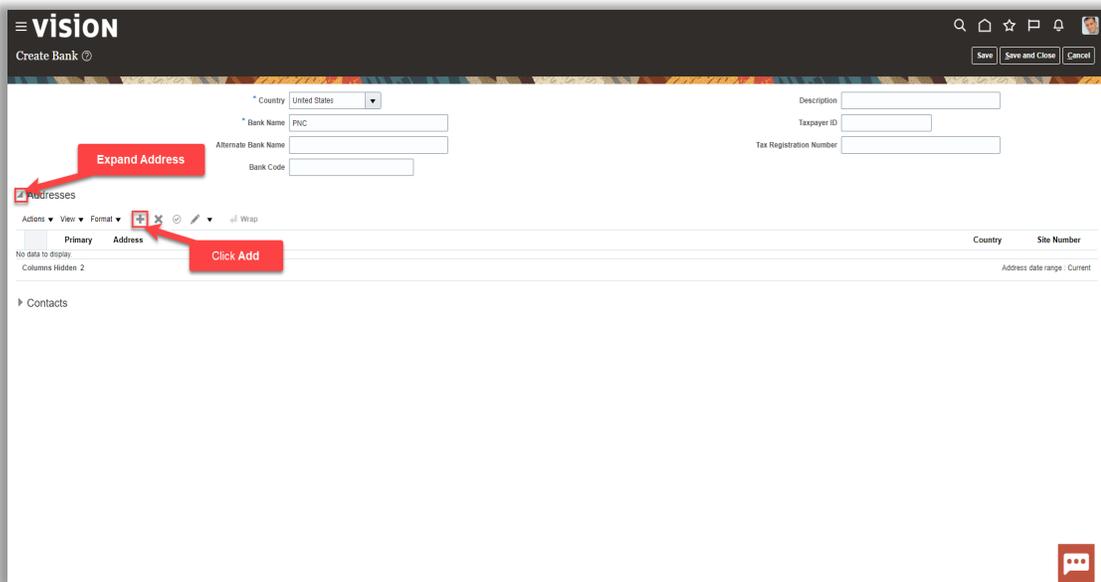
Click Add (+) to Create A Bank



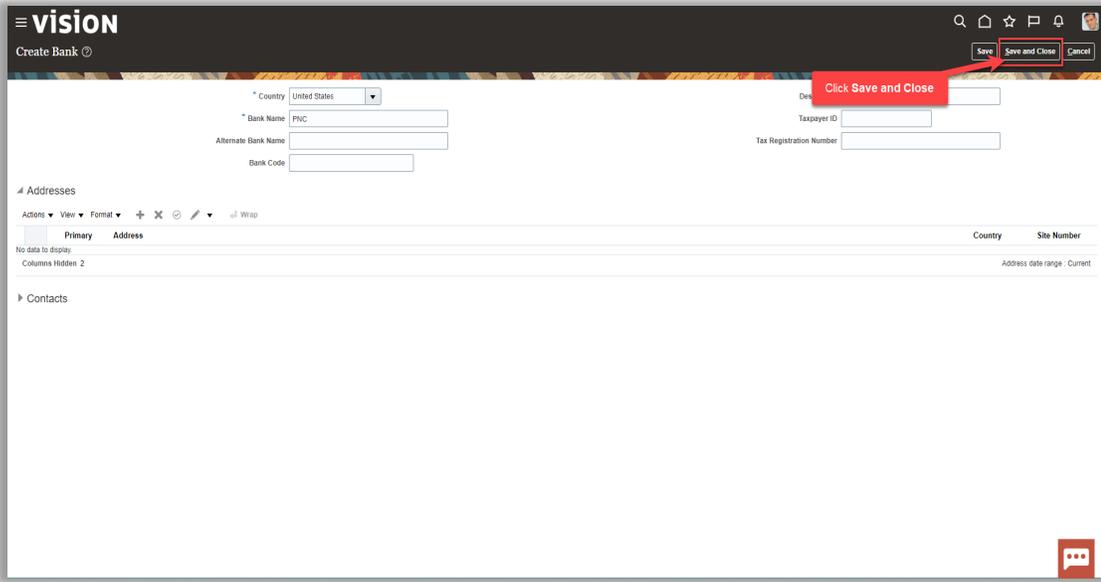
Enter Country and Bank Name



Optionally, we can expand the **Address** field, click **Add (+)** and provide the Address details



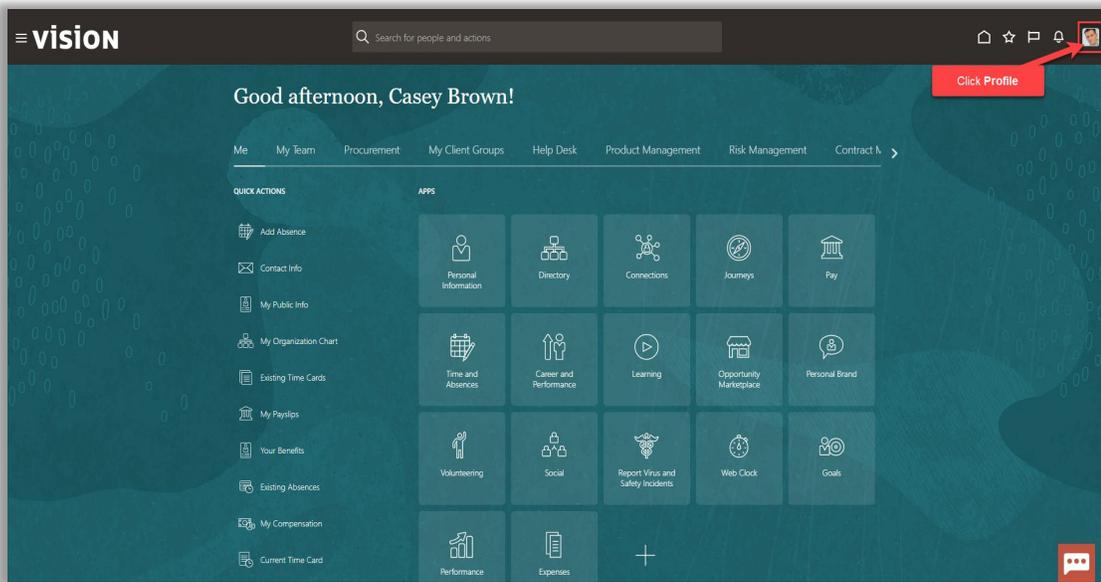
Click **Save and Close**



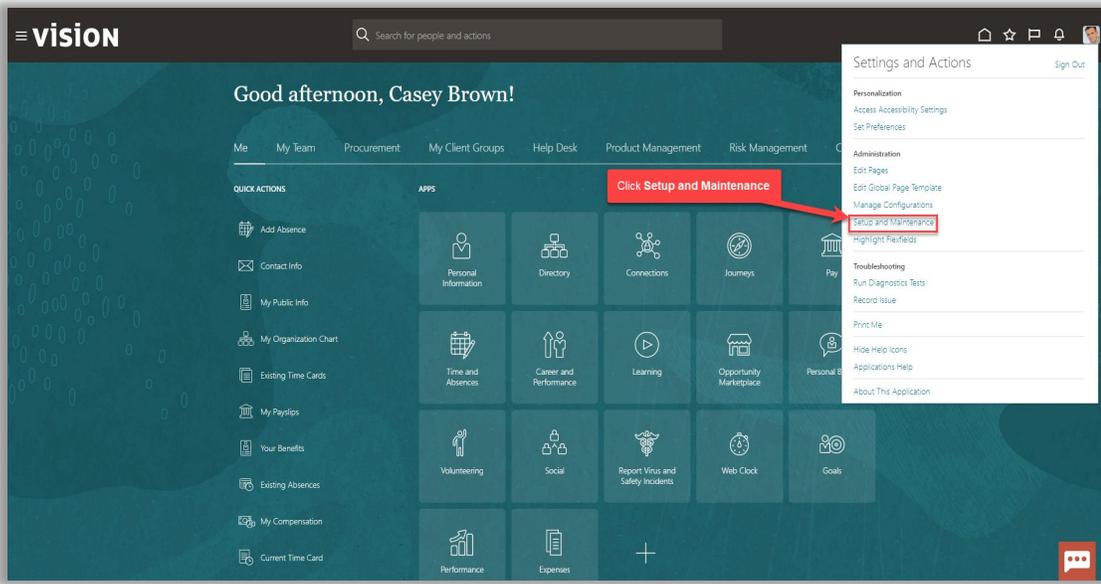
Creating A Branch

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

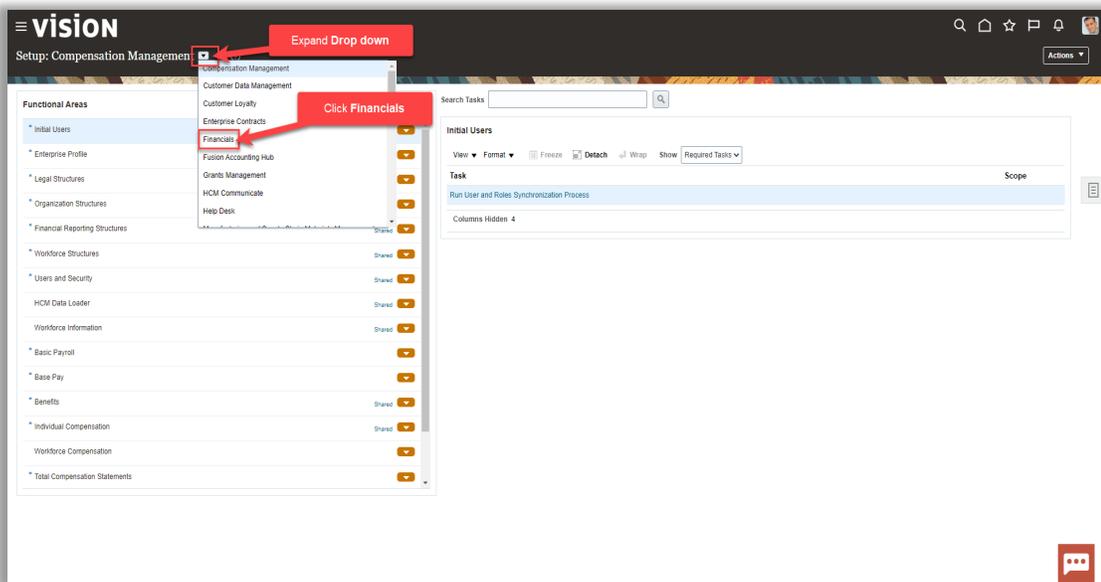
From home screen, Click **Profile**



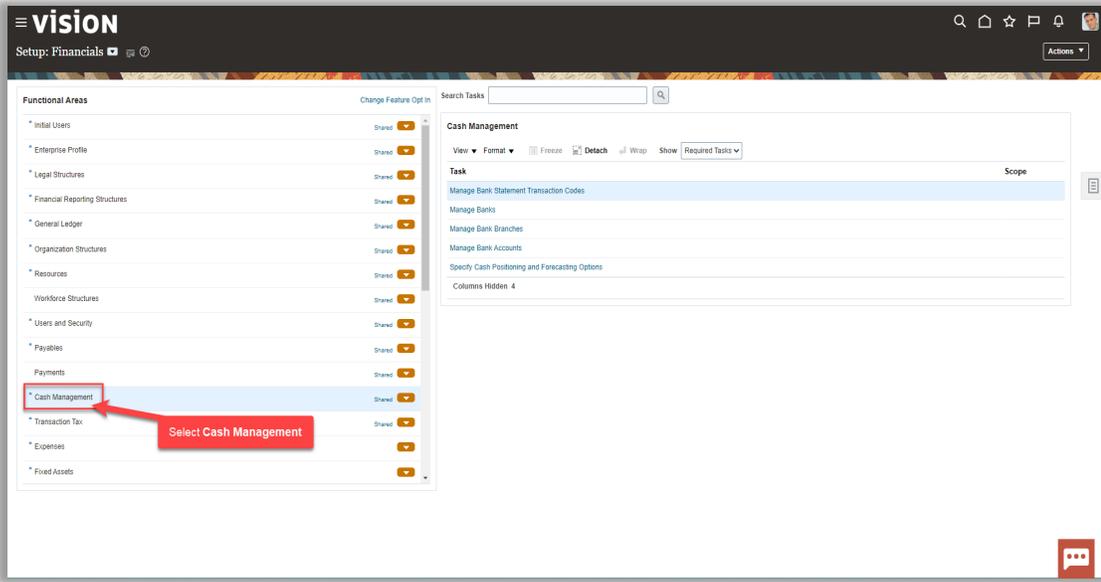
Next, click **Setup and Maintenance**



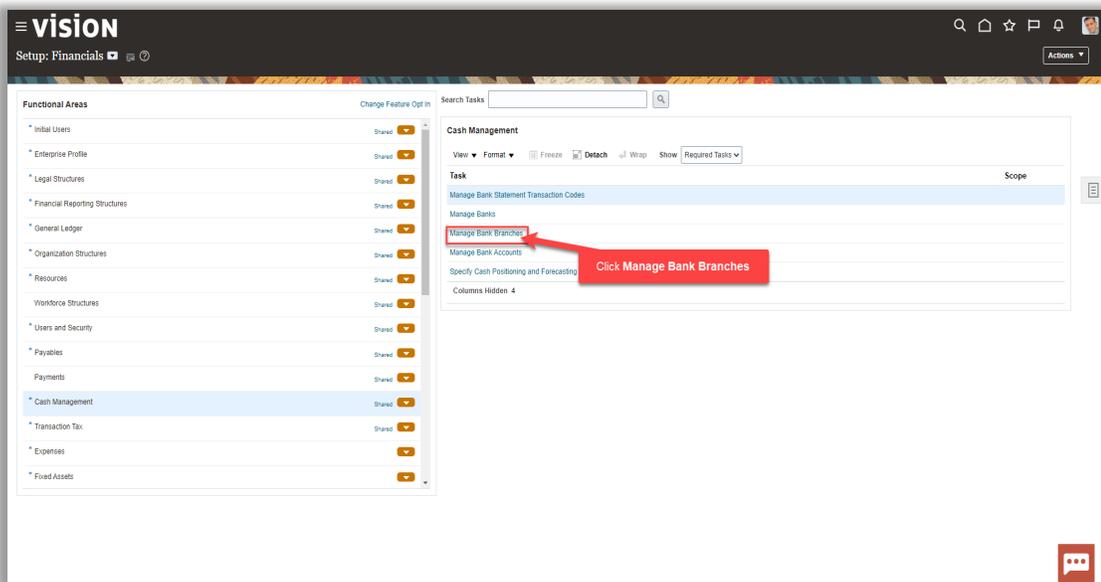
From the Setup dropdown, select **Financials**



Next, scroll down and select **Cash Management**



Next, select **Manage Bank Branches**



Click **Create (+)** to Create A Bank Branch

VISION
Manage Bank Branches

Click Add

Branch Name	Branch Number	BIC Code	Description	Bank	Bank Code	Country
ABN AMRO BANK, AMS.	ABNANL2A	ABNANL2A		ABN AMRO BANK N.V.	ABNA	Netherlands
Akazaia	609			Tokyo-Mitsubishi UFJ	0005	Japan
Aoyama	258			Sumitomo Mitsui	0009	Japan
B.N.P. de Ternes	02082	NORDFRPP		B.N.P.	23456	France
BBVA Bilbao	2234	BBVAESMM	Bilbao	Banco Bilbao Vizcaya	0182	Spain
BOFA - New York - 02100	021000322			BOFA		United States
Banco de Crédito, Madrid	2223	ECLEESM00XX	Banco de Crédito, Madrid	Banco de Crédito	1234	Spain
Bancomer Montes Urales	0031	BCMRMX00N	Sucursal Montes Urales	BBVA Bancomer	BBVA	Mexico
Bay and Bloor	48132			Scotiabank	002	Canada
Blomley	401505			HSBC	547891	United Kingdom
CRELAN BRANCHE		NICABEBB		CRELAN		Belgium
Chelmsford	090135			Santander	438912	United Kingdom
Chicago	121000358			Insurance US Bank		United States
Chicago	567896428			Fin Svcs US Bank		United States
Commerce Court	00002			Canadian Imperial Bank of Comm...	010	Canada
Denver	123103716			Bank of America		United States

Columns Hidden: 5

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.

VISION
Create Bank Branch

Enter the below information

Save Save and Close Cancel

* Bank: Chase Bank (Select Bank)

Country: United States

* Branch Name: 123456789 - Chase Bank (Enter Branch Name)

* Routing Number: 123456789 (Enter Routing Number)

Description: [Empty]

BIC Code: [Empty]

Branch Number Type: [Dropdown]

Bank Branch Type: [Dropdown]

EDI ID Number: [Text]

EFT Number: [Text]

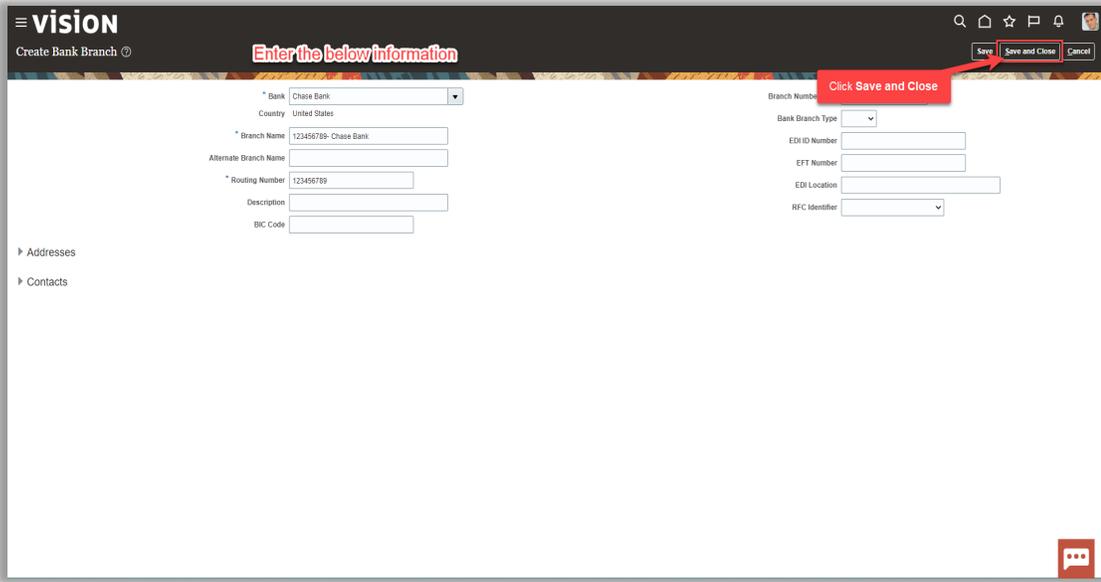
EDI Location: [Text]

RFC Identifier: [Dropdown]

Addresses

Contacts

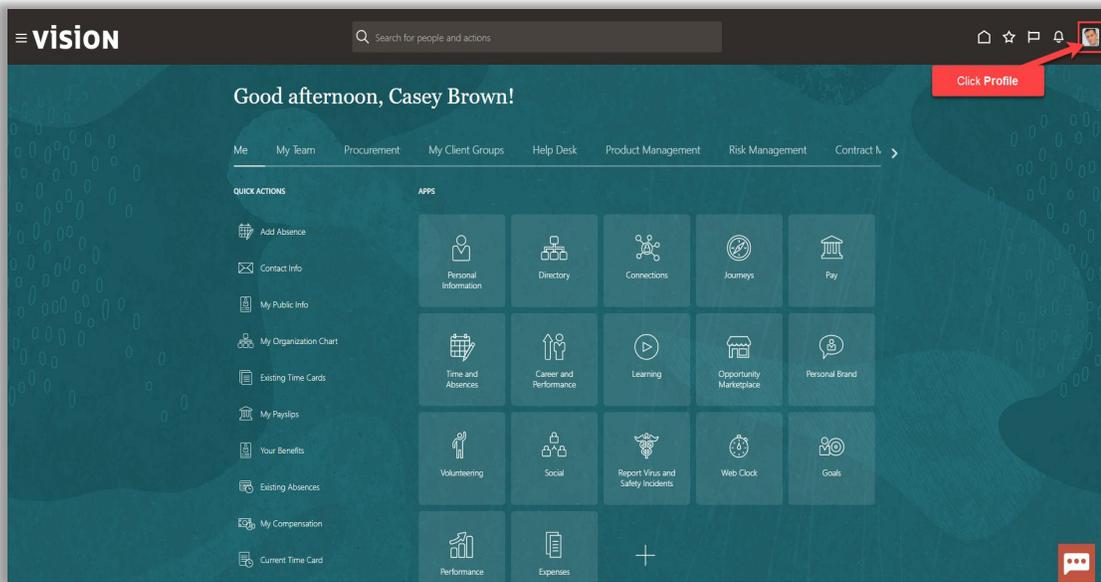
Click **Save and Close**



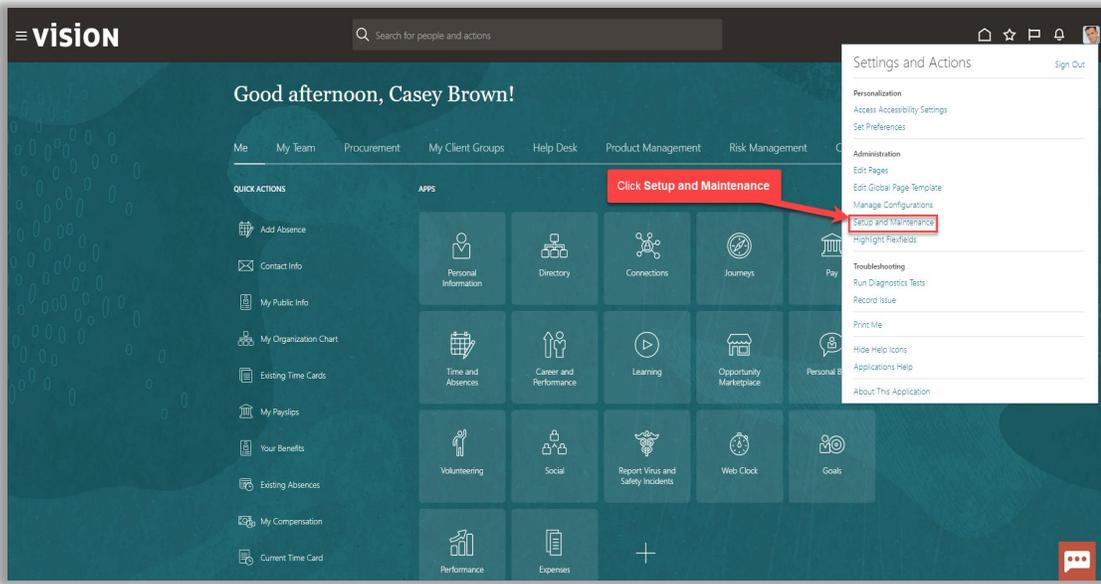
Create Bank Account

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

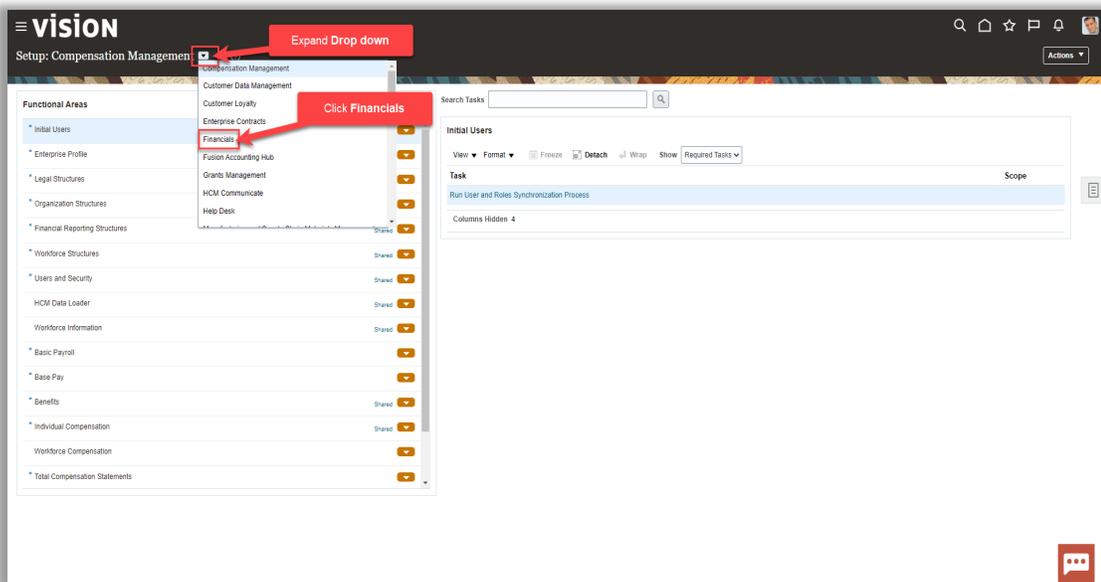
From home screen, Click **Profile**



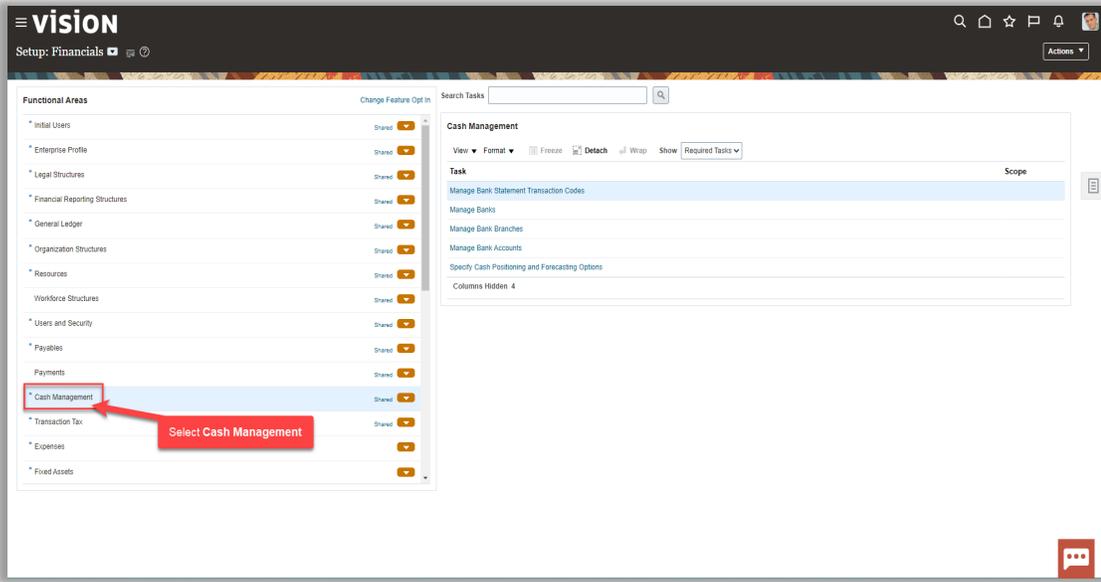
Next, click **Setup and Maintenance**



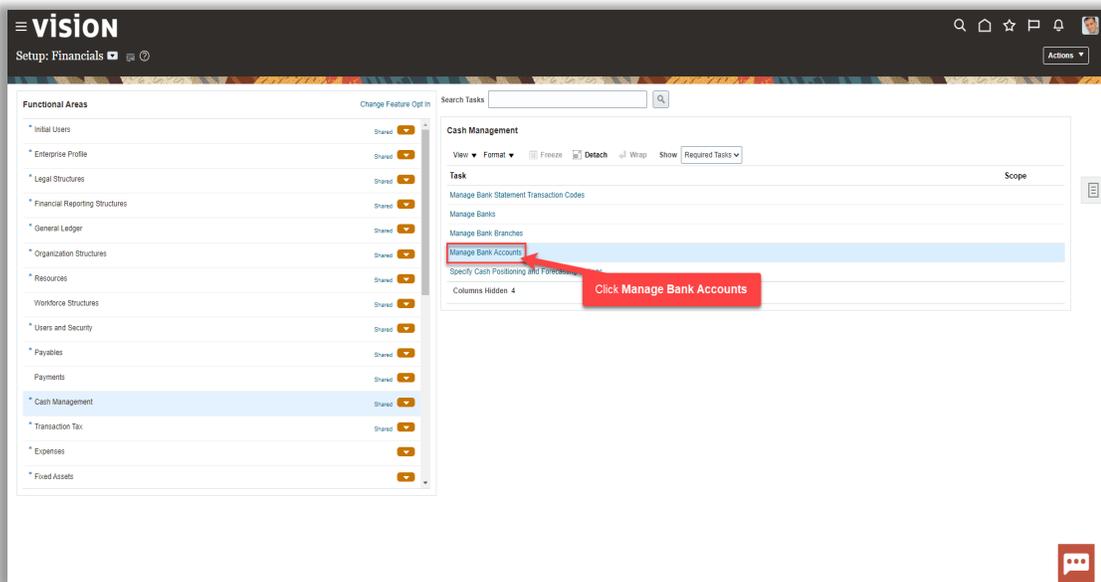
From the Setup dropdown, select **Financials**



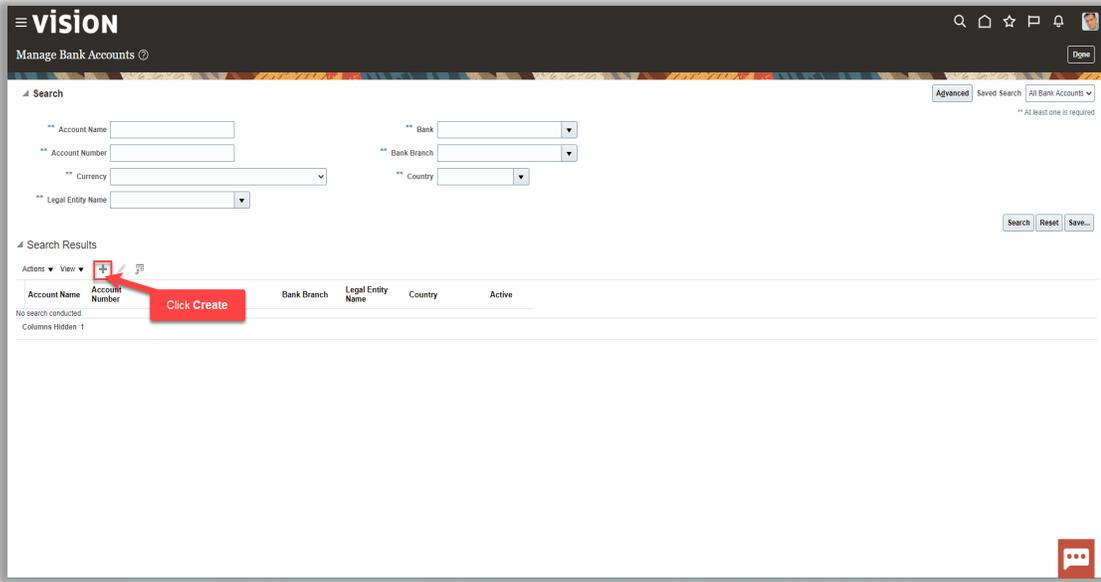
Next, scroll down and select **Cash Management**



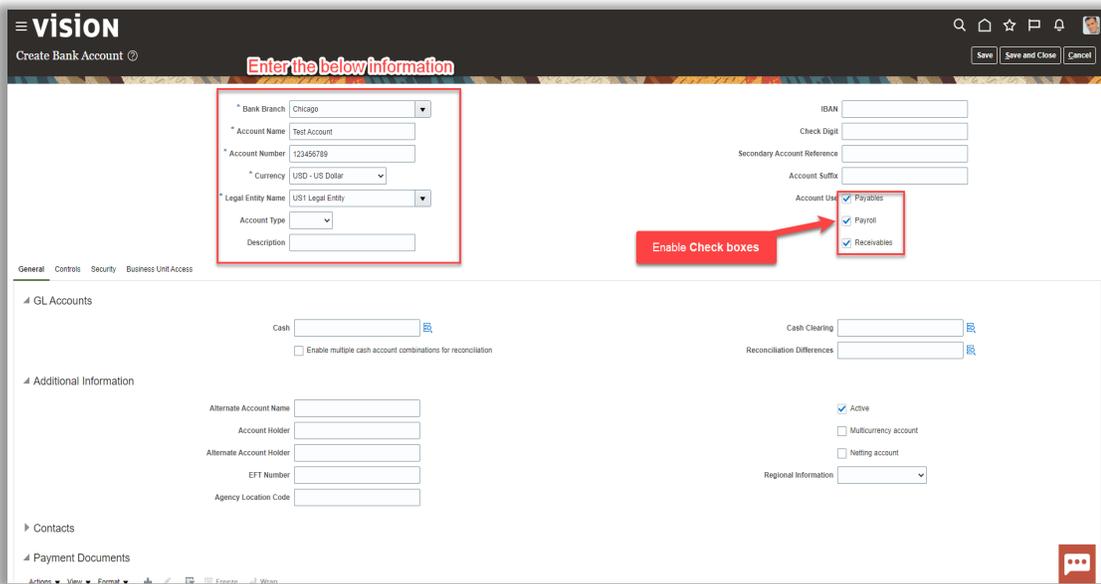
Next, select **Manage Bank Accounts**



Click **Create (+)** to Create a Bank Account



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



Next, enter the **Cash** by selecting the  icon beside the field

vision
Create Bank Account

Bank Branch: Chicago
 Account Name: Test Account
 Account Number: 123456789
 Currency: USD - US Dollar
 Legal Entity Name: US1 Legal Entity

IBAN: _____
 Check Digit: _____
 Secondary Account Reference: _____
 Account Suffix: _____

Account Use: Payables
 Payroll
 Receivables

GL Accounts
 Cash: _____
 Enable multiple cash account combinations for reconciliation

Additional Information
 Alternate Account Name: _____
 Account Holder: _____
 Alternate Account Holder: _____
 EFT Number: _____
 Agency Location Code: _____

Cash Clearing: _____
 Reconciliation Differences: _____

Active:
 Multicurrency account:
 Netting account:
 Regional Information: _____

Click Search

Next, enter the account details and click OK

vision
Create Bank Account

Bank Branch: Chicago
 Account Name: Test Account
 Account Number: 123456789
 Currency: USD - US Dollar
 Legal Entity Name: US1 Legal Entity

IBAN: _____
 Check Digit: _____
 Secondary Account Reference: _____
 Account Suffix: _____

Account Use: Payables
 Payroll
 Receivables

GL Accounts
 Cash: _____
 Enable multiple cash account combinations for reconciliation

Additional Information
 Alternate Account Name: _____
 Account Holder: _____
 Alternate Account Holder: _____
 EFT Number: _____
 Agency Location Code: _____

Cash Clearing: _____
 Reconciliation Differences: _____

Active:
 Multicurrency account:
 Netting account:
 Regional Information: _____

Cash Dialog Box:
 Enter the below information
 Hide Segments
 Alias: _____
 Company: 101 US 1 LE 1 BU 1
 Line of Business: 10 LeB 1 US1
 Account: 11101 USBANK Checking Account
 Cost Center: 000 Balance Sheet
 Product: 000 None
 Intercompany: 000 None
 Search | Reset | **OK** | Cancel

Click OK

Next, enter the **Cash Clearing** by following the same process and by selecting the  icon beside the field

VISION
Create Bank Account

Bank Branch: Chicago
 Account Name: Test Account
 Account Number: 123456789
 Currency: USD - US Dollar
 Legal Entity Name: US1 Legal Entity
 Account Type: [dropdown]
 Description: [input]

IBAN: [input]
 Check Digit: [input]
 Secondary Account Reference: [input]
 Account Suffix: [input]

Account Use: Payables
 Payroll
 Receivables

GL Accounts
 Cash: 101.10.11101.000.000.000
 Enable multiple cash account combinations for reconciliation

Additional Information
 Alternate Account Name: [input]
 Account Holder: [input]
 Alternate Account Holder: [input]
 EFT Number: [input]
 Agency Location Code: [input]

Payment Documents

Buttons: Save, Save and Close, Cancel

Next, enter the account details and click **OK**. Follow this same process to enter the **Reconciliation Differences** account

VISION
Create Bank Account

Bank Branch: Chicago
 Account Name: Test Account
 Account Number: 123456789
 Currency: USD - US Dollar
 Legal Entity Name: US1 Legal Entity
 Account Type: [dropdown]
 Description: [input]

IBAN: [input]
 Check Digit: [input]
 Secondary Account Reference: [input]
 Account Suffix: [input]

Account Use: Payables
 Payroll
 Receivables

GL Accounts
 Cash: 101.10.11101.000.000.000
 Enable multiple cash account combinations for reconciliation

Additional Information
 Alternate Account Name: [input]
 Account Holder: [input]
 Alternate Account Holder: [input]
 EFT Number: [input]
 Agency Location Code: [input]

Payment Documents

Cash Clearing Dialog:
 Hide Segments: [dropdown]
 Company: 101 | US 1 LE 1 BU 1
 Line of Business: 10 | US 1 US1
 Account: 11101 | USBK Checking Account
 Cost Center: 000 | Balance Sheet
 Product: 000 | None
 Intercompany: 000 | None
 Buttons: Search, Reset, OK, Cancel

Buttons: Save, Save and Close, Cancel

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

Create Bank Account

Account Name: Test Account
 Account Number: 123456789
 Currency: USD - US Dollar
 Legal Entity Name: US1 Legal Entity
 Account Type: [Dropdown]
 Description: [Text]

Check Digit: [Text]
 Secondary Account Reference: [Text]
 Account Suffix: [Text]
 Account Use: Payables
 Payroll
 Receivables

GL Accounts
 Cash: 101.10.11101.000.000.000
 Enable multiple cash account combinations for reconciliation
 Cash Clearing: 101.10.11101.000.000.000
 Reconciliation Differences: 101.10.11101.000.000.000

Additional Information
 Alternate Account Name: [Text]
 Account Holder: [Text]
 Alternate Account Holder: [Text]
 EFT Number: [Text]
 Agency Location Code: [Text]
 Active
 Multicurrency account
 Netting account
 Regional Information: [Dropdown]

Contacts

Payment Documents
 Actions: View, Format, **+**, Freeze, Wrap
 Payment Document: No data to display.
 Paper Stock Type: [Text] Format: [Text] Status: [Text]

Click Create

Enter Create Payment Documents information and click OK

Create Bank Account

Account Name: Test Account
 Account Number: 123456789
 Currency: USD - US Dollar
 Legal Entity Name: US1 Legal Entity
 Account Type: [Dropdown]
 Description: [Text]

GL Accounts
 Cash: 101.10.11101.000.000.000
 Enable multiple cash account combinations for reconciliation
 Cash Clearing: 101.10.11101.000.000.000
 Reconciliation Differences: 101.10.11101.000.000.000

Additional Information
 Alternate Account Name: [Text]
 Account Holder: [Text]
 Alternate Account Holder: [Text]
 EFT Number: [Text]
 Agency Location Code: [Text]
 Active
 Multicurrency account
 Netting account
 Regional Information: [Dropdown]

Contacts

Payment Documents
 Actions: View, Format, +, Freeze, Wrap
 Payment Document: No data to display.
 Paper Stock Type: [Text] Format: [Text] Status: [Text]

Create Payment Document
 Document Information
 * Payment Document: SPS-ACH
 * Paper Stock Type: Blank Stock
 * Format: US Federal SPS ACH Format
 * Payment Document Category: [Dropdown]
 Attached remittance stub
 Number of Lines per Remittance Stub: [Text]
 Number of Setup Documents: [Text]
 * First Available Document Number: 10,001
 Last Available Document Number: 10,000
 Checkbooks
 Actions: View, Format, +, Freeze, Wrap

Checkbook	Prefix	* Start Number	* End Number	Received Date	Number of Documents
No data to display.					

 OK Cancel
Click OK

Next, click Controls Tab

Create Bank Account Save Save and Close Cancel

Currency: USD - US Dollar
 Legal Entity Name: US1 Legal Entity
 Account Type:
 Description:
 Account Suffix:
 Account Use: Payables
 Payroll
 Receivables

General **Controls** Security Business Unit Access

GL Accounts
 Cash: 101.10.11101.000.000.000
 Cash Clearing: 101.10.11101.000.000.000
 Reconciliation Differences: 101.10.11101.000.000.000
 Enable multiple cash account combinations for reconciliation

Additional Information
 Alternate Account Name:
 Account Holder:
 Alternate Account Holder:
 EFT Number:
 Agency Location Code:
 Active
 Multicurrency account
 Netting account
 Regional Information:
 Contacts:
 Payment Documents

Actions View Format + - Freeze Wrap

Payment Document	Paper Stock Type	Format	Status
SPS-ACH	Blank Stock	US Federal SP	Active

Next, enter the **Cash Management Controls** information

Create Bank Account Save Save and Close Cancel

Currency: USD - US Dollar
 Legal Entity Name: US1 Legal Entity
 Account Type:
 Description:
 Account Suffix:
 Account Use: Payables
 Payroll
 Receivables

General **Controls** Security Business Unit Access

Cash Management Controls

Reconciliation
 Manual Reconciliation Tolerance Rule: Amount Date
 Bank Exchange Rate Type: Corporate
 Reversal Processing Method:
 Automatic Reconciliation Rule Set: RS-03
 Reconciliation Start Date: m/d/yyyy
 Journal Reconciliation Start Date: m/d/yyyy

Bank Statement Processing
 Parsing Rule Set: Farsx_Rule_Set_FX

Bank Statement Transaction Creation Rules

Actions View Format + - Freeze Wrap

Sequence	Rule	Description
No data to display.		

Cash Positioning and Forecasting
 Target Balance:
 Transaction Calendar:
 Payables and Receivables Controls
 Pooled account
 Allow zero payments

Next, click **Business Unit Access** Tab

Create Bank Account

Currency: USD - US Dollar
 Legal Entity Name: US1 Legal Entity
 Account Type: [Dropdown]
 Description: [Text Field]

Account Suffix: [Text Field]
 Account Use: Payables
 Payroll
 Receivables

General Controls Security **Business Unit Access**

Click Business Unit Access

Manual Reconciliation Tolerance Rule: Amount Date
 Bank Exchange Rate Type: Corporate
 Reversal Processing Method: [Dropdown]

Automatic Reconciliation Rule Set: RS-03
 Reconciliation Start Date: [Calendar]
 Journal Reconciliation Start Date: [Calendar]

Bank Statement Processing
 Parsing Rule Set: Parse_Rule_Set_FX

Bank Statement Transaction Creation Rules

Actions View Format [Icons] Freeze Wrap

Sequence	Rule	Description
No data to display.		

Cash Positioning and Forecasting
 Target Balance: [Text Field]
 Transaction Calendar: [Dropdown]

Payables and Receivables Controls
 Pooled account
 Allow zero payments

Next, click **Create (+)**

VISION

Create Bank Account

Bank Branch: Chicago
 Account Name: Test Account
 Account Number: 123456789
 Currency: USD - US Dollar
 Legal Entity Name: US1 Legal Entity
 Account Type: [Dropdown]
 Description: [Text Field]

IBAN: [Text Field]
 Check Digit: [Text Field]
 Secondary Account Reference: [Text Field]
 Account Suffix: [Text Field]

Account Use: Payables
 Payroll
 Receivables

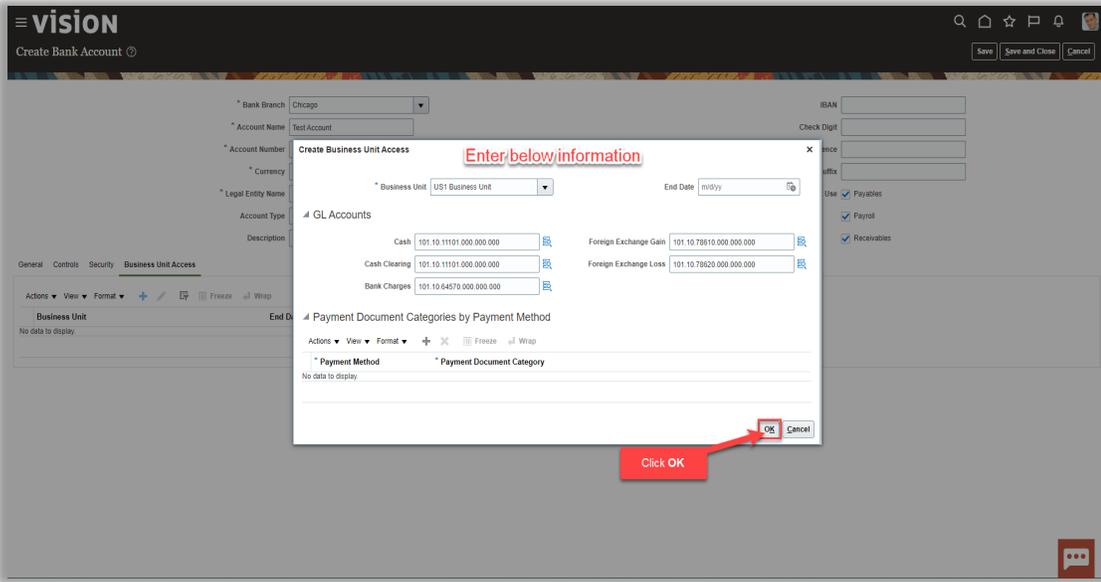
General Controls Security **Business Unit Access**

Actions View Format [Icons] Freeze Wrap

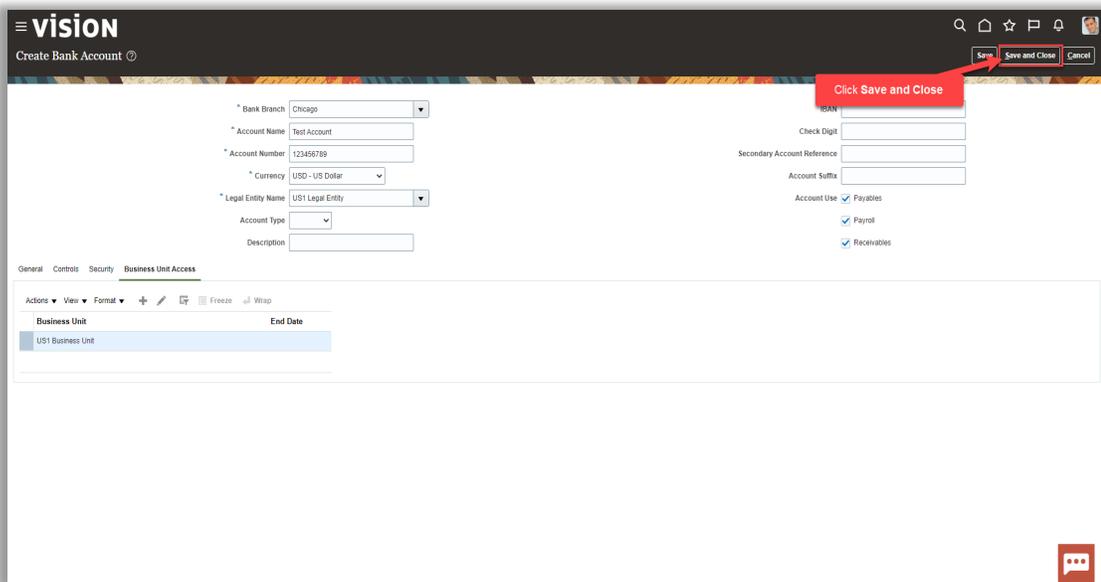
Business Unit
 No data to display.

Click Create

Enter **Create Business Unite Access** information and click **OK**



Once complete, click **Save and Close**

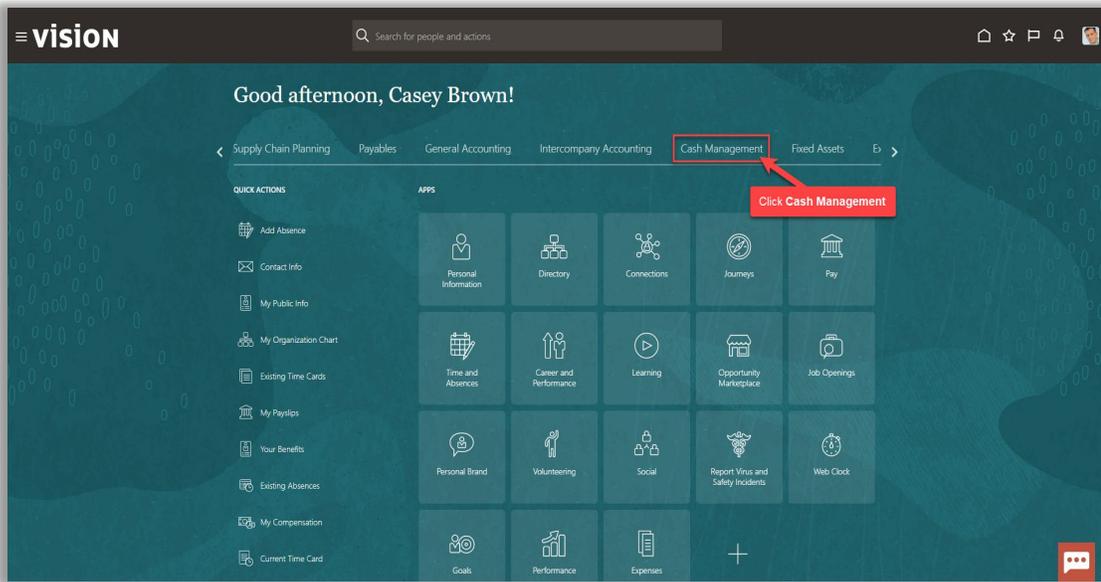


Auto Reconcile Banks Statements

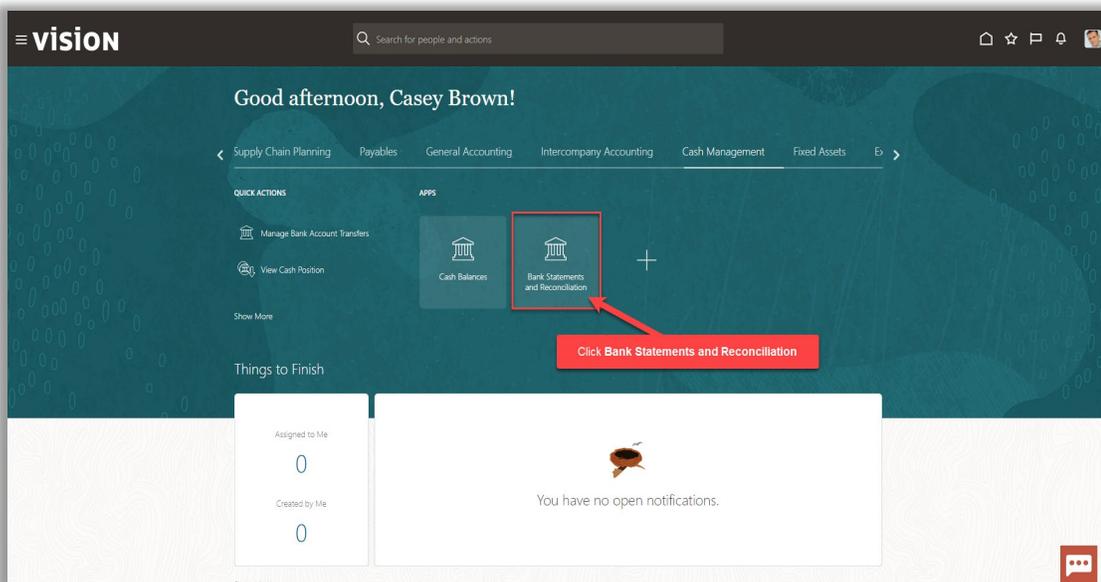
Bank statements can be uploaded manually or automatically in the system. Some of the transactions may not be accounted in the system such as interest and miscellaneous fees. These transactions we will review once we receive the bank statements. These transactions can be mapped into system based on their 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

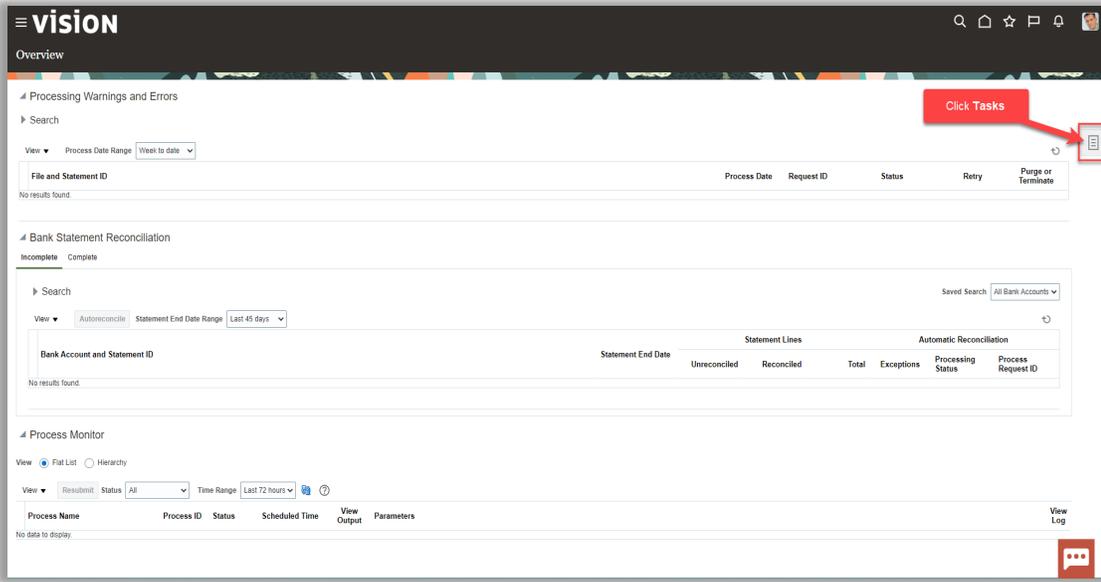
From the home screen, click **Cash Management**



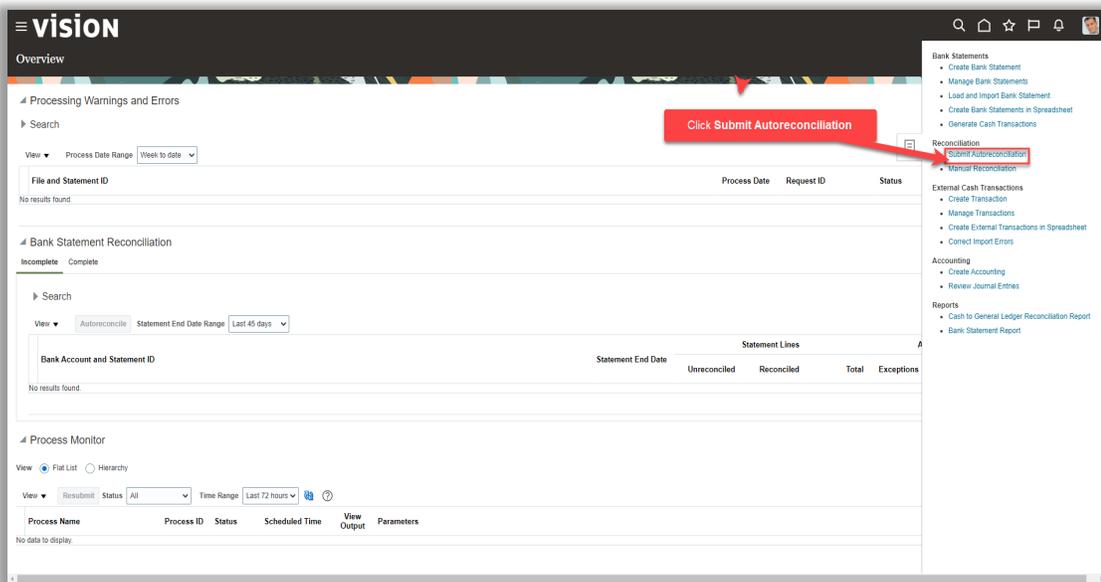
Next, click **Bank Statements and Reconciliation**



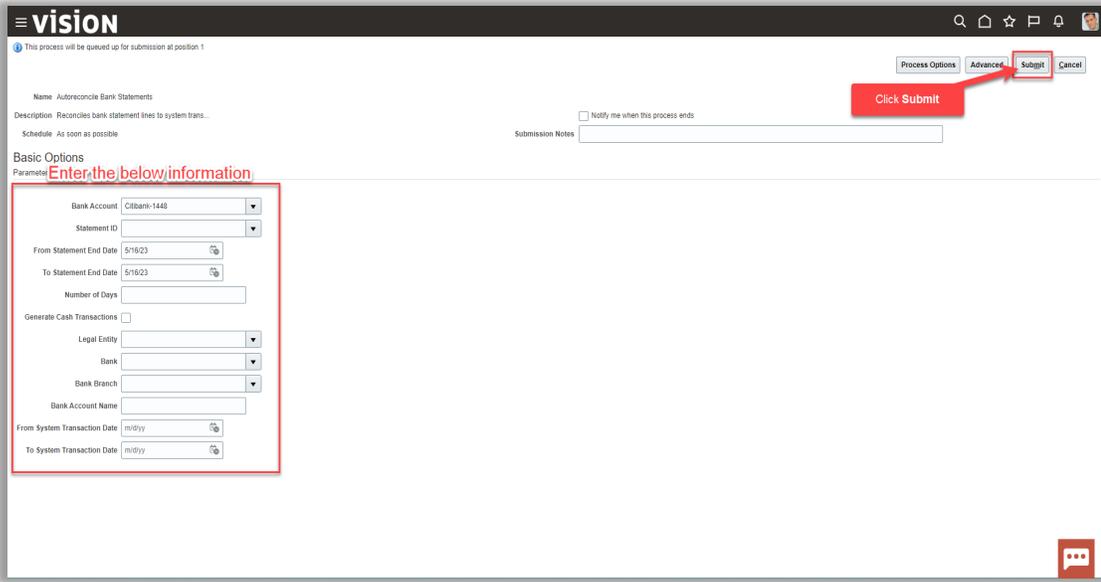
Click **Tasks**



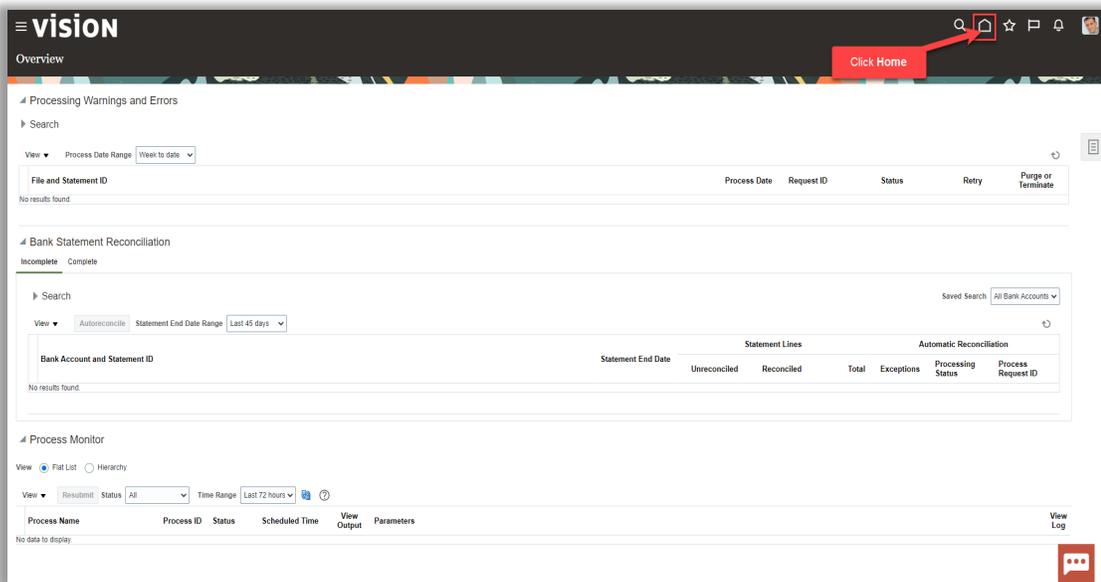
Next, click **Submit Autoreconciliation**



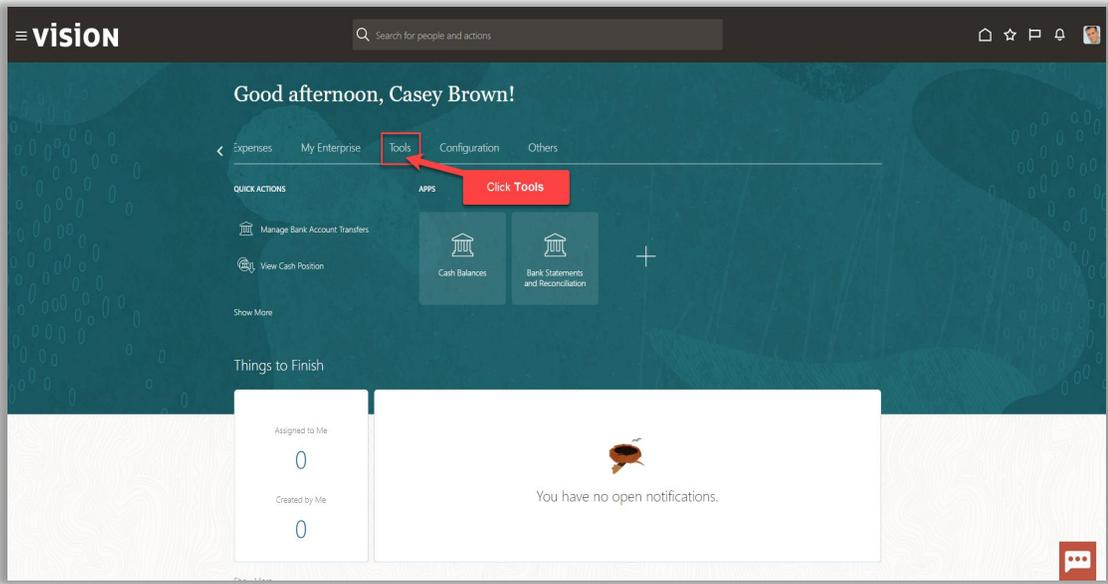
Enter **Basic Options** information and Click **Submit**



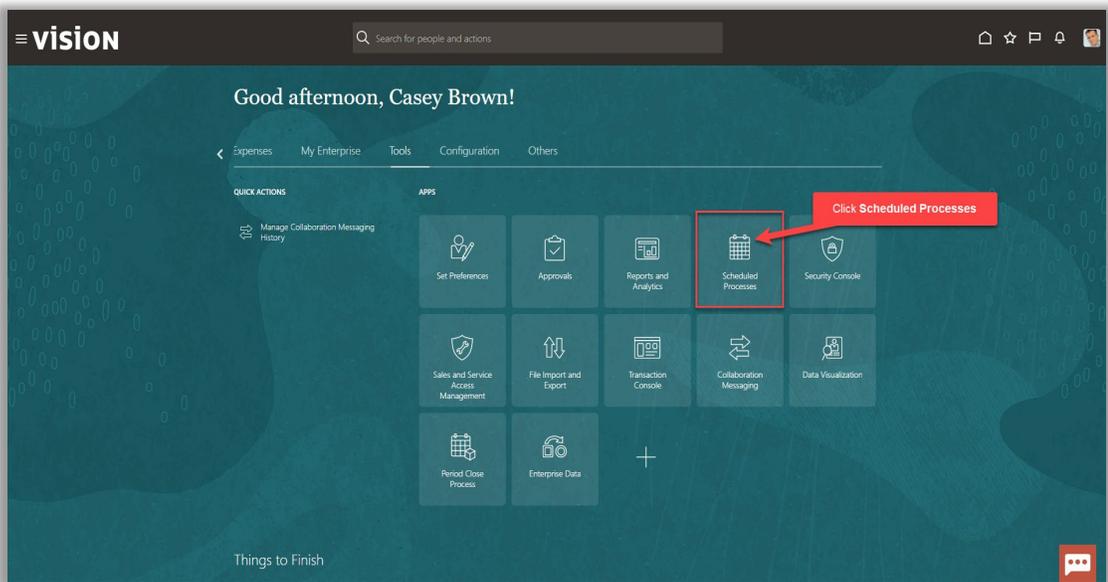
Once we click **Submit**, click **OK** and a Process ID will generate. Next, click **Home**



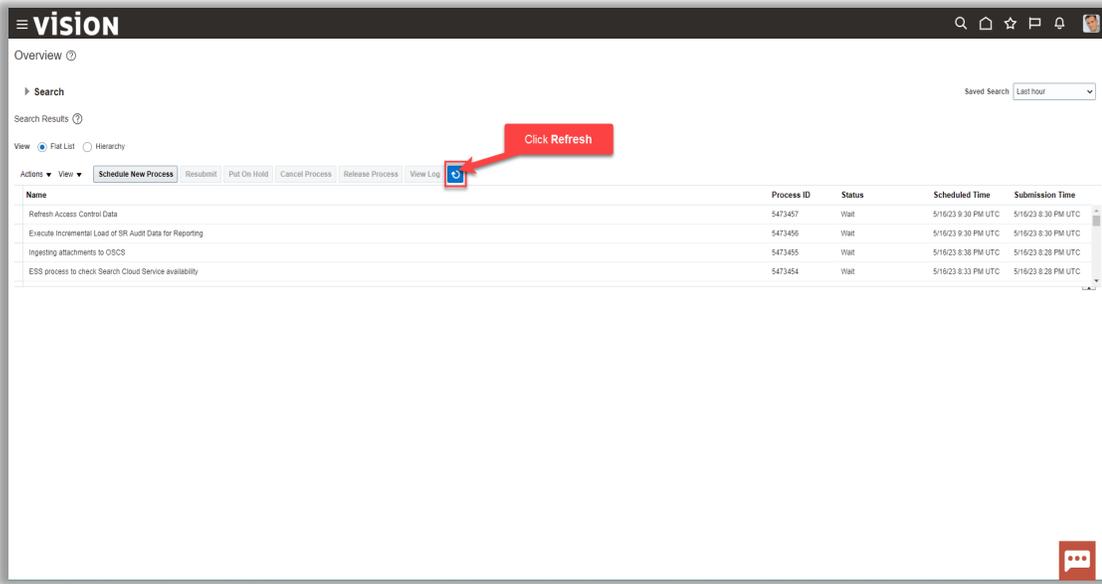
From the home screen, click **Tools**



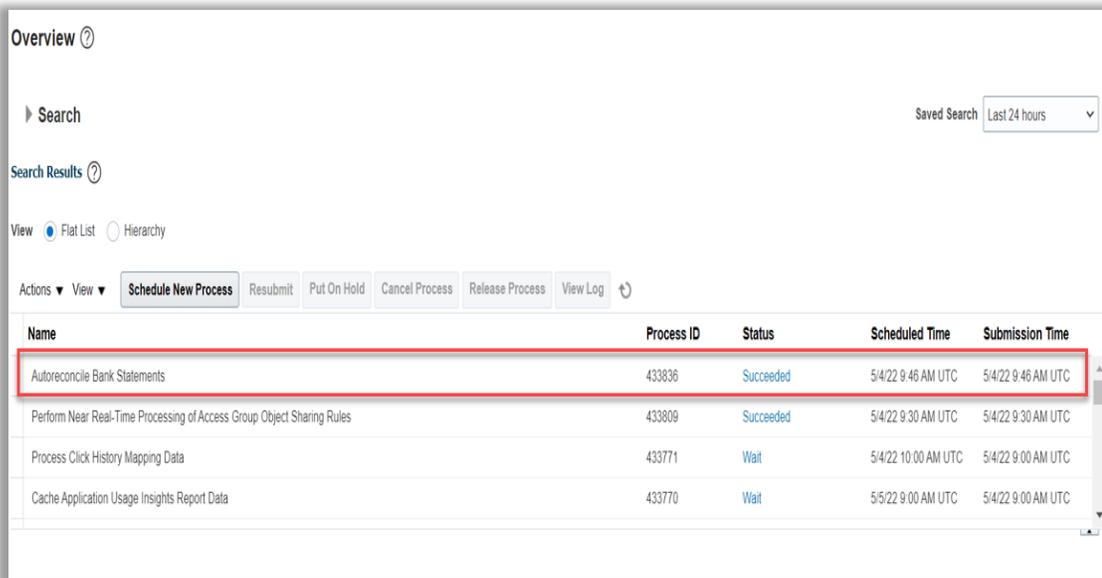
Next, click **Scheduled Processes**



Click **Refresh**



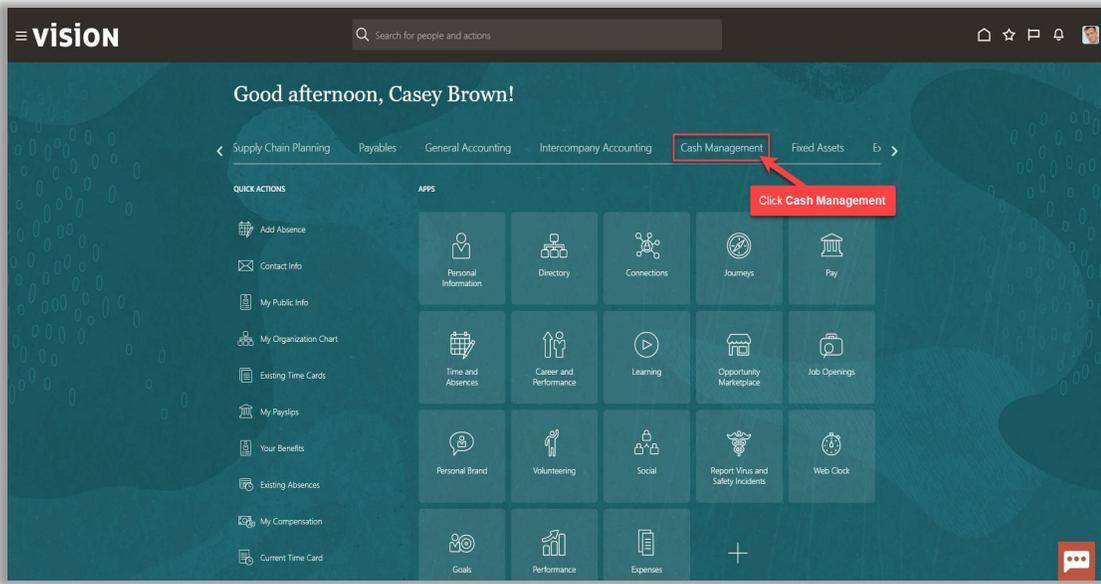
Here we can view the **Process** and the **Status**



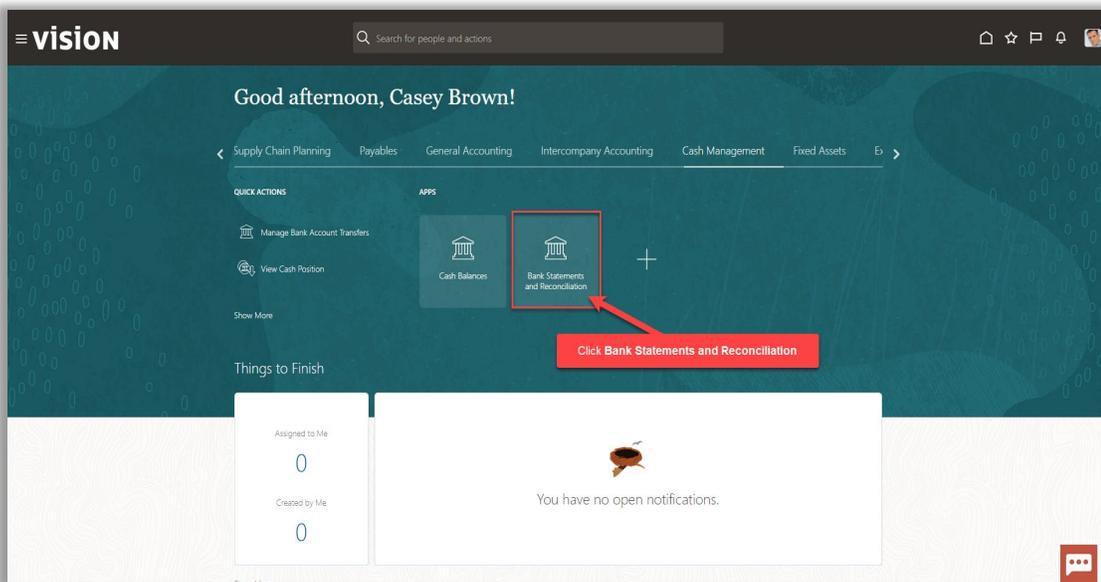
Manually Reconcile Transactions

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

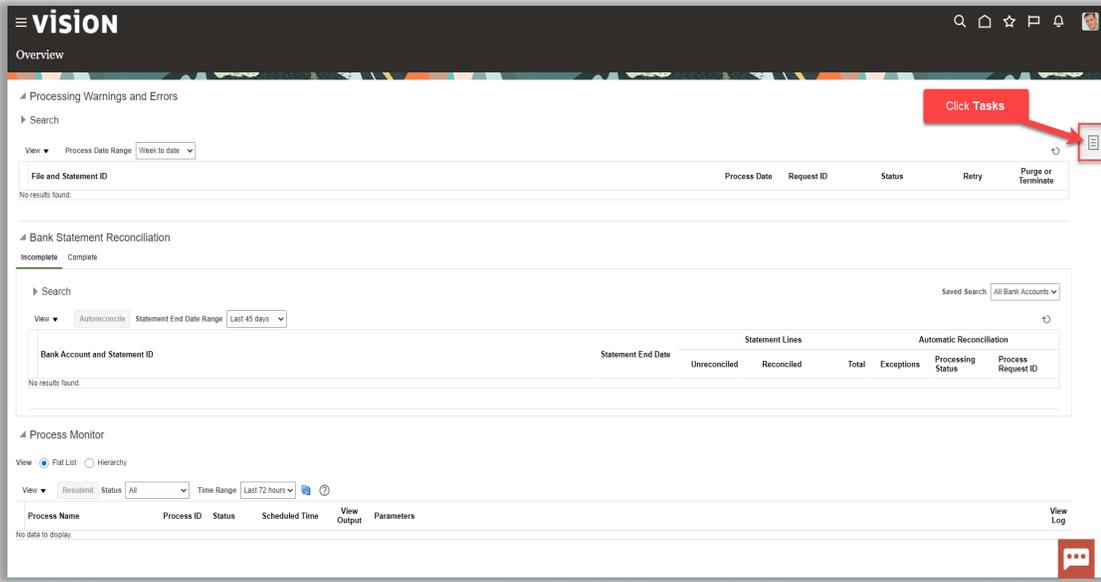
From the home screen, click **Cash Management**



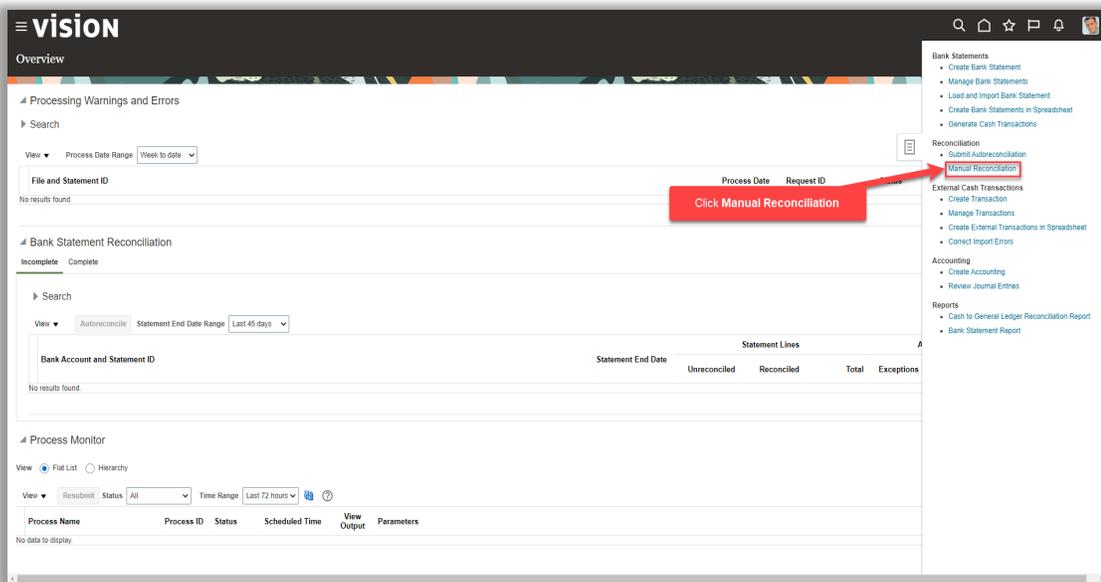
Next, click **Bank Statements and Reconciliation**



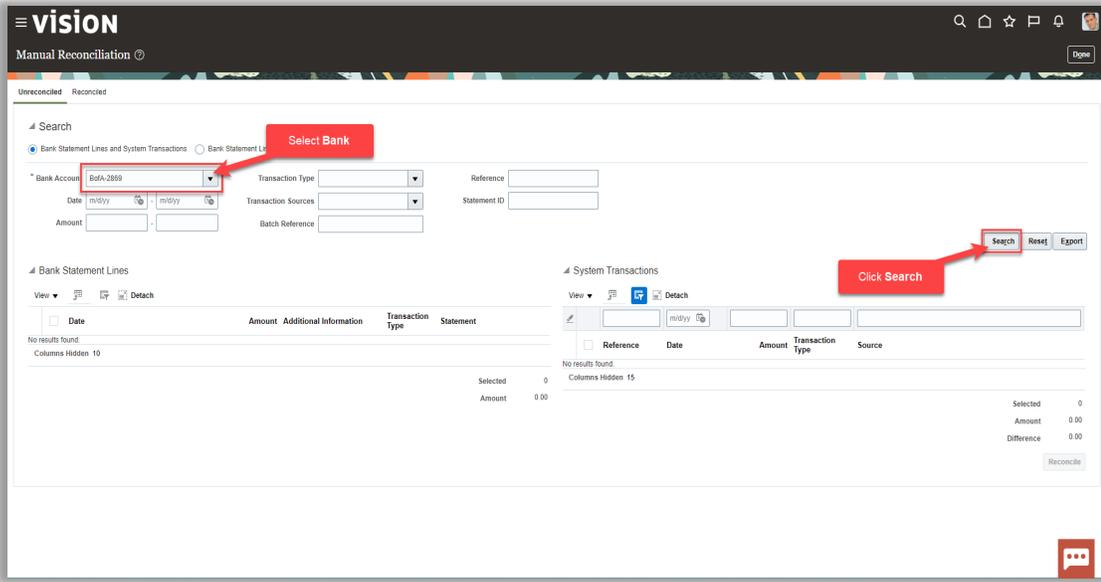
Click Tasks



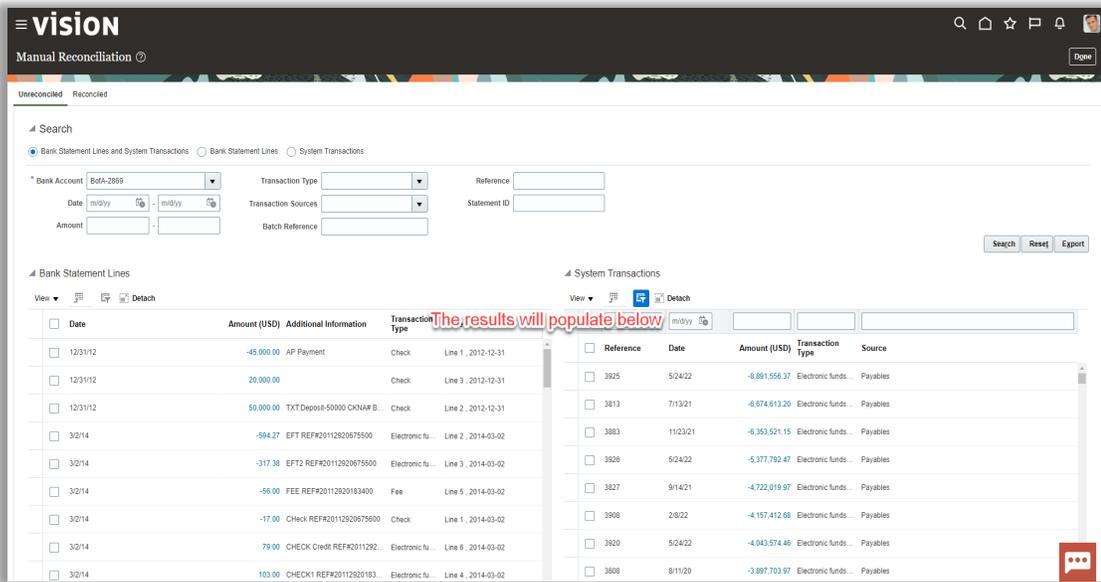
Click Manual Reconciliation



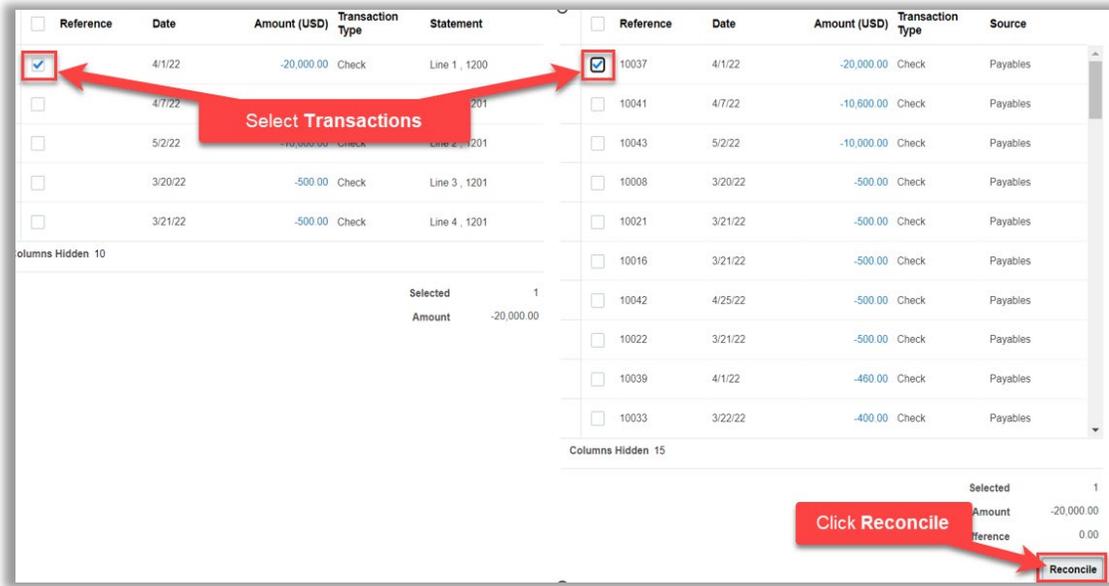
Select your bank from drop down and click Search



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



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

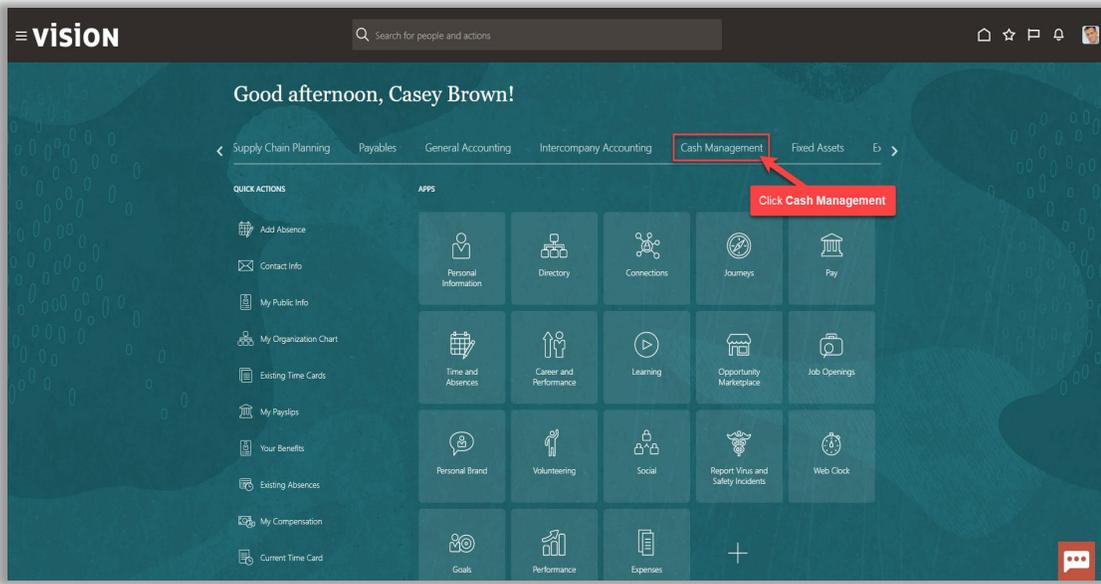
These transactions we can view as soon as we receive the bank statements. Such transactions can be mapped in the system by their transaction codes. Once these codes appear on the statement, the system will automatically generate a corresponding system transaction. We should enter these into system with through manual or automatic reconciliation.

Ex: Cash transaction creating for bank Fee/charges.

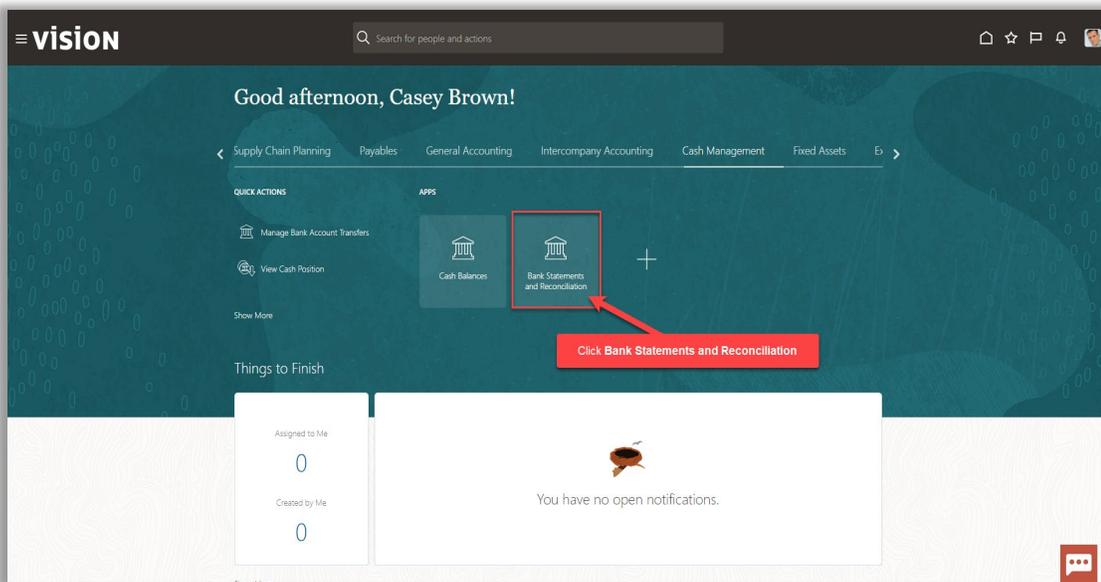
Manual Cash Transaction

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

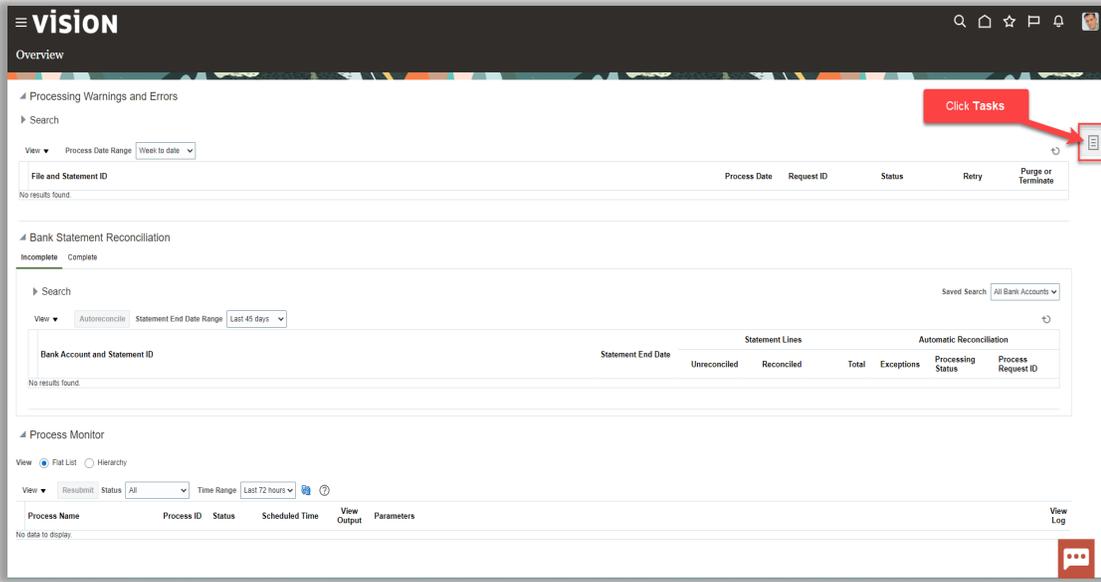
From the home screen, click **Cash Management**



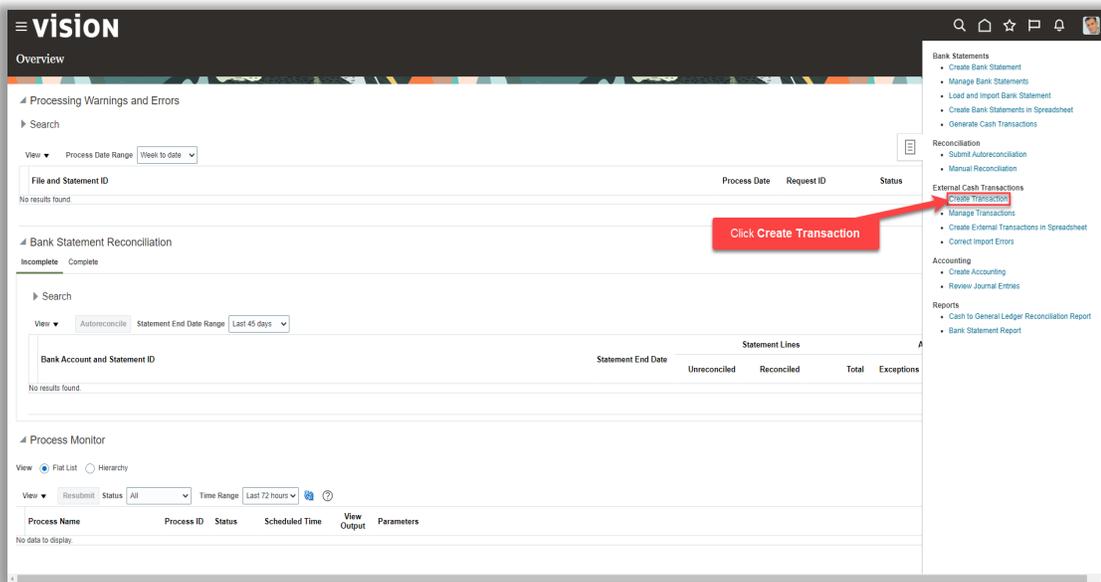
Next, click **Bank Statements and Reconciliation**



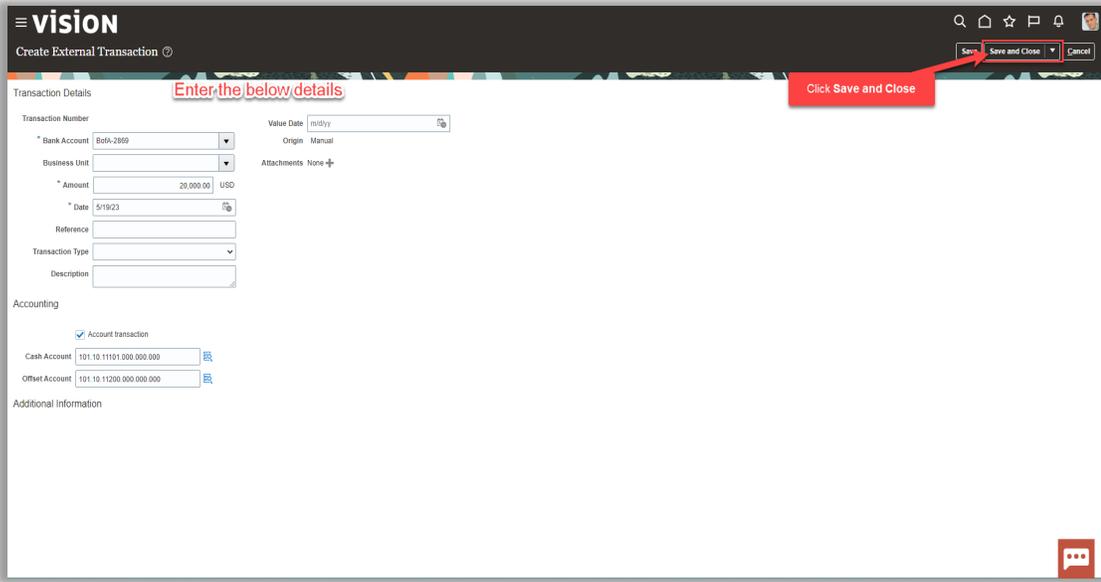
Click Tasks



Click Create Transaction



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

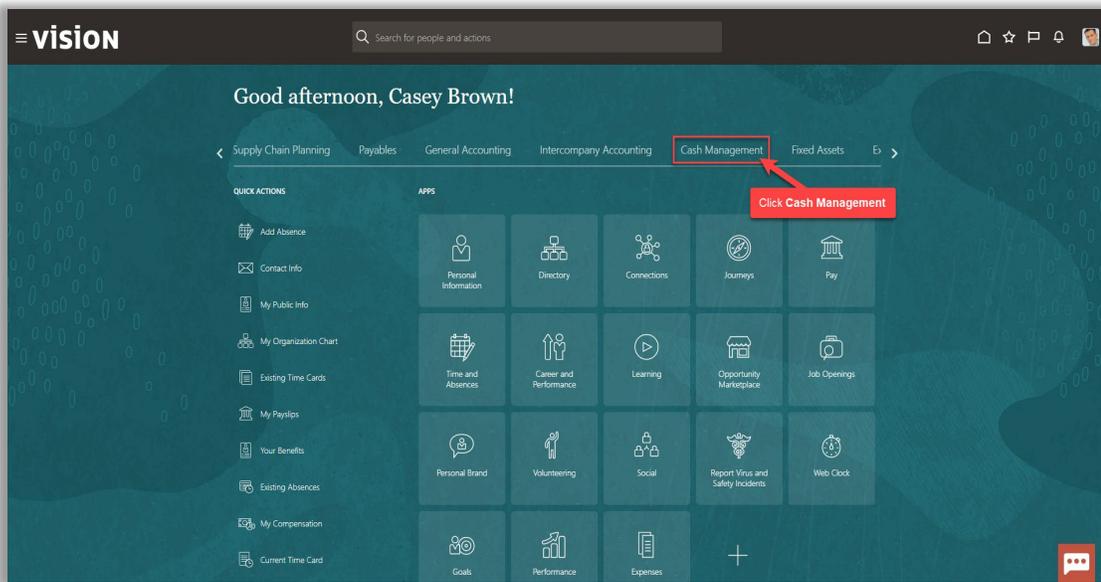


Automatic Cash Transactions

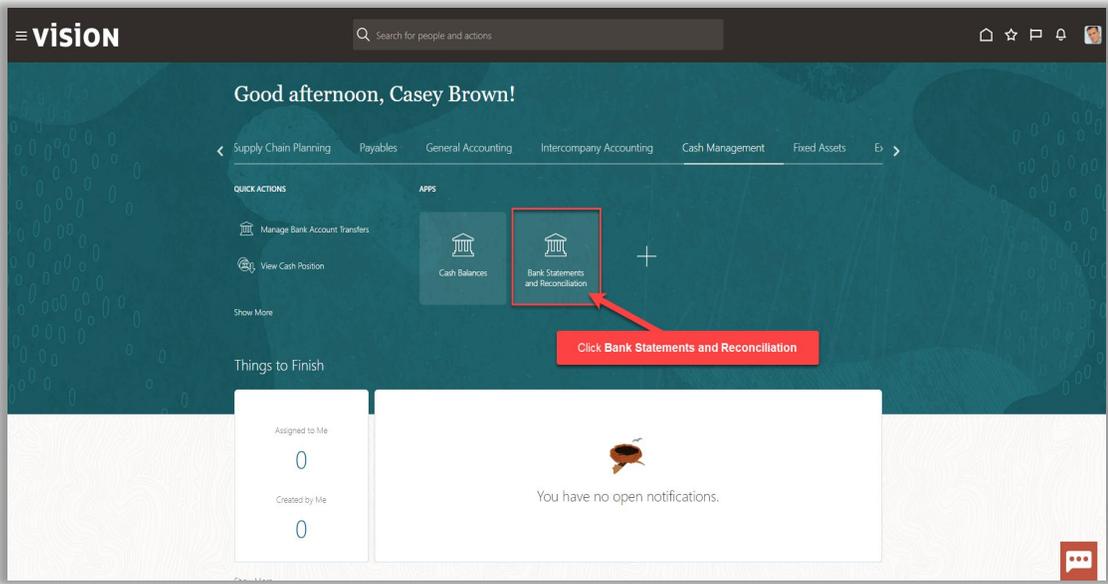
Once the code appear in the statement, the system will automatically generate a corresponding system transaction and perform the reconciliations automatically once we run the below program.

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

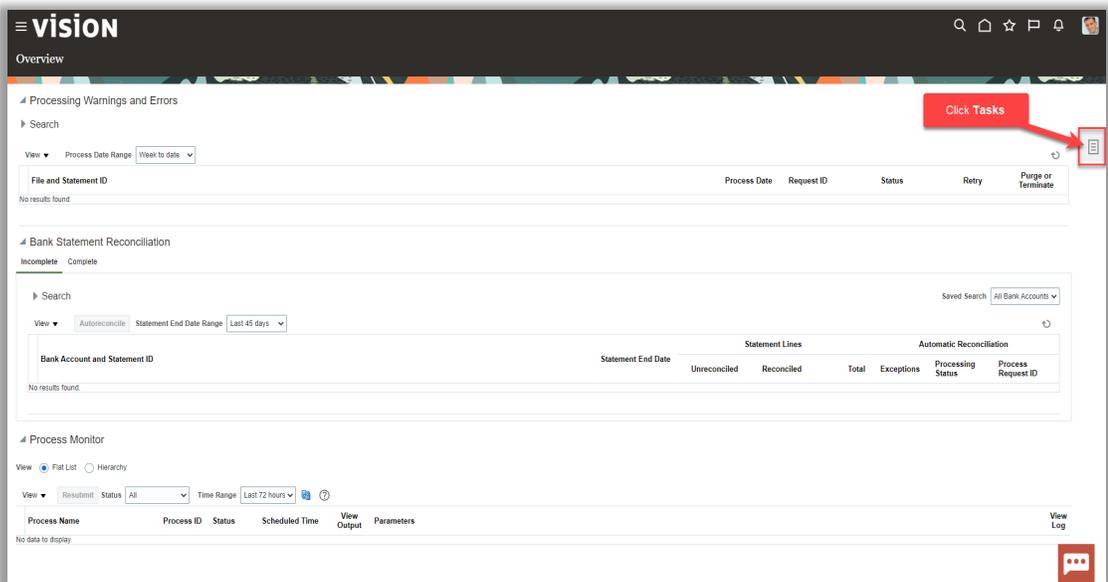
From the home screen, click **Cash Management**



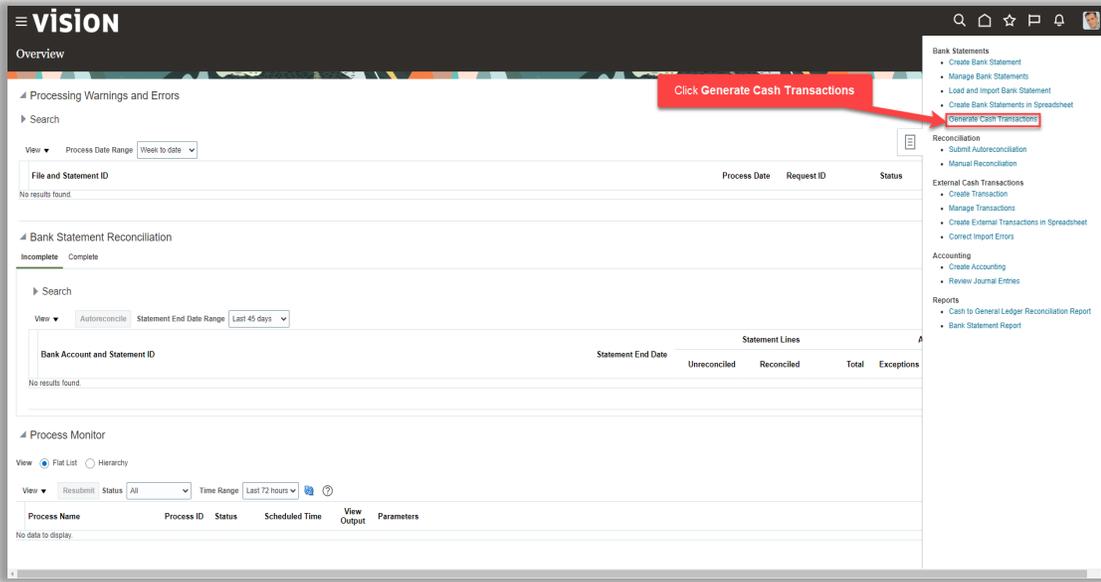
Next, click **Bank Statements and Reconciliation**



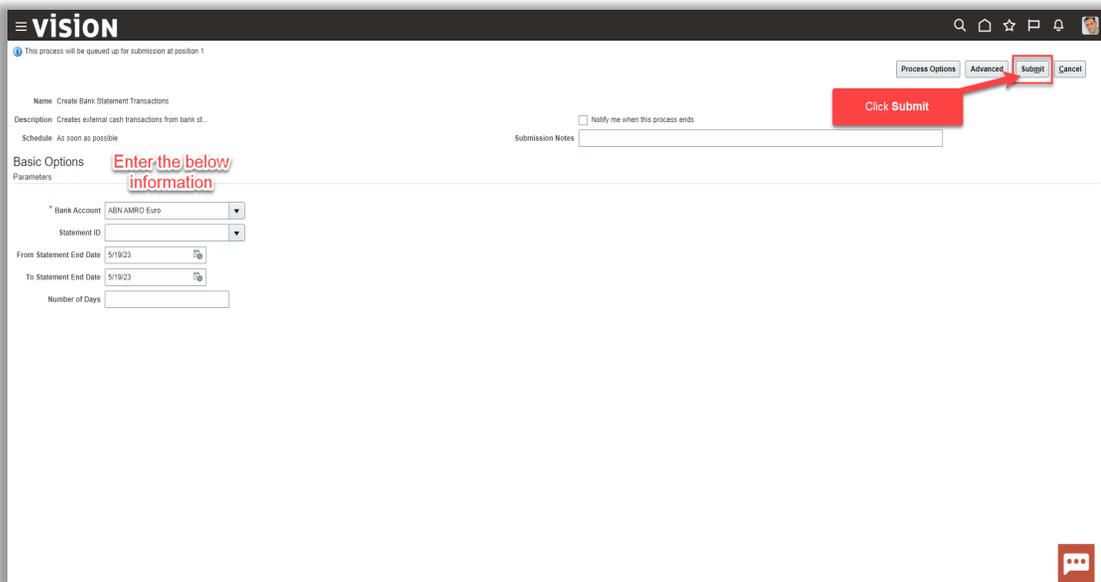
Click Tasks



Click Generate Cash Transactions



Enter the **Basic Options** and click **Submit**

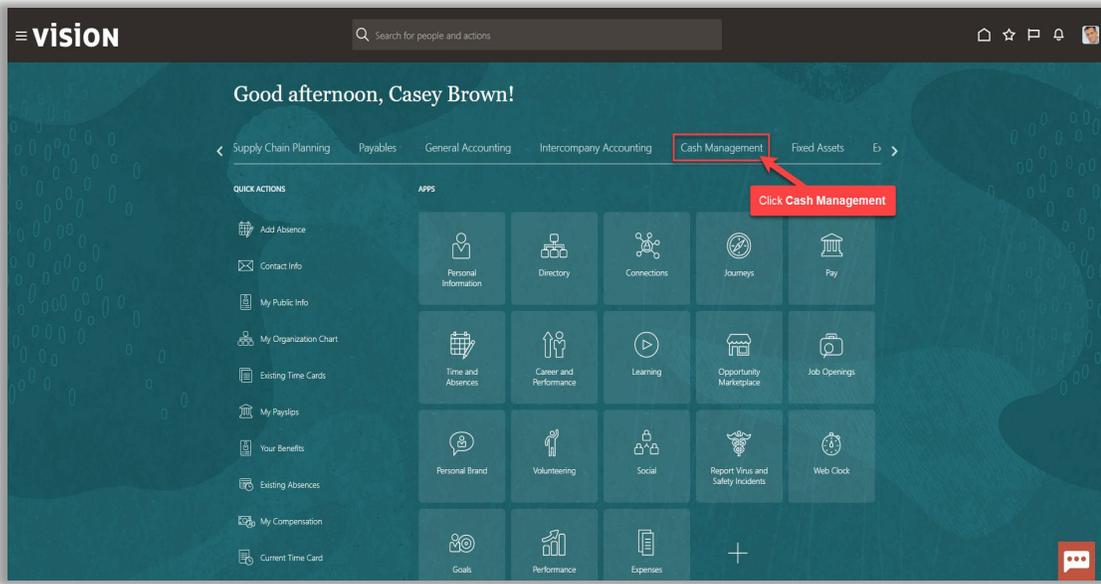


Create Accounting Cash Management

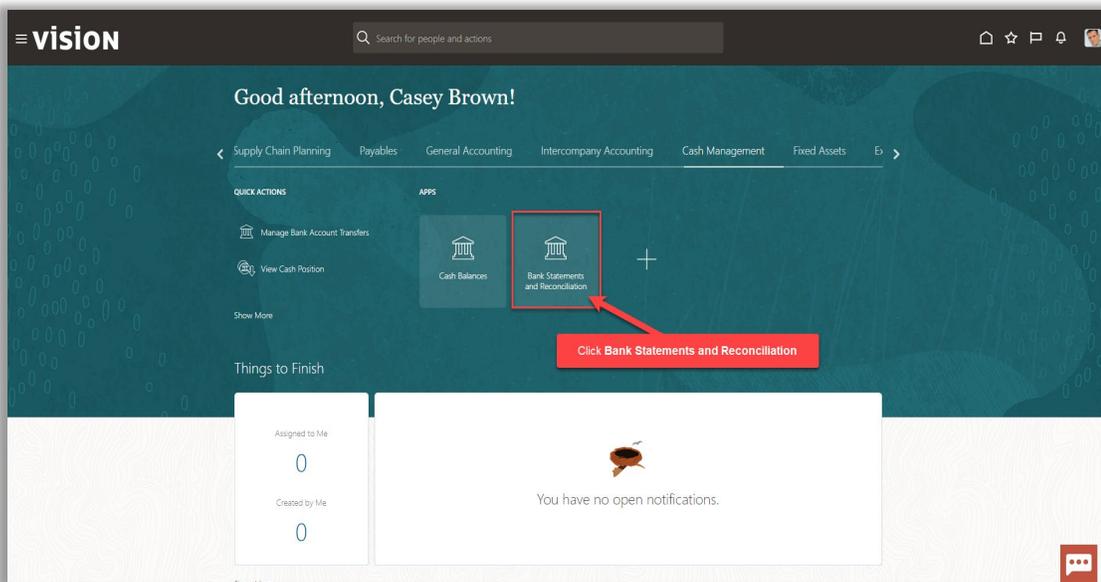
If we are performing external transactions in the cash management module, we have to Create Accounting in the General Ledger.

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

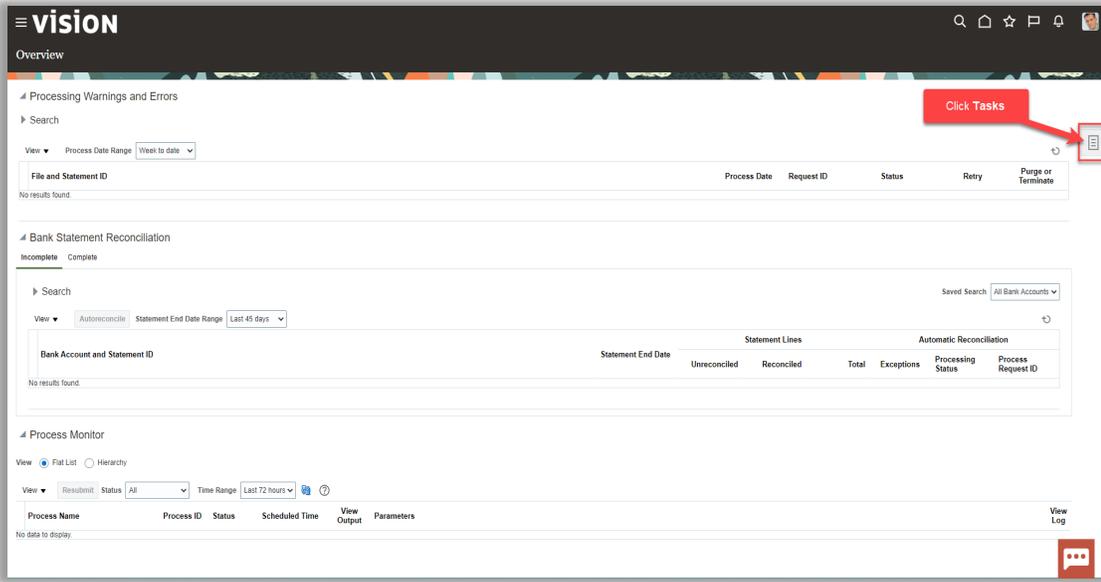
From the home screen, click **Cash Management**



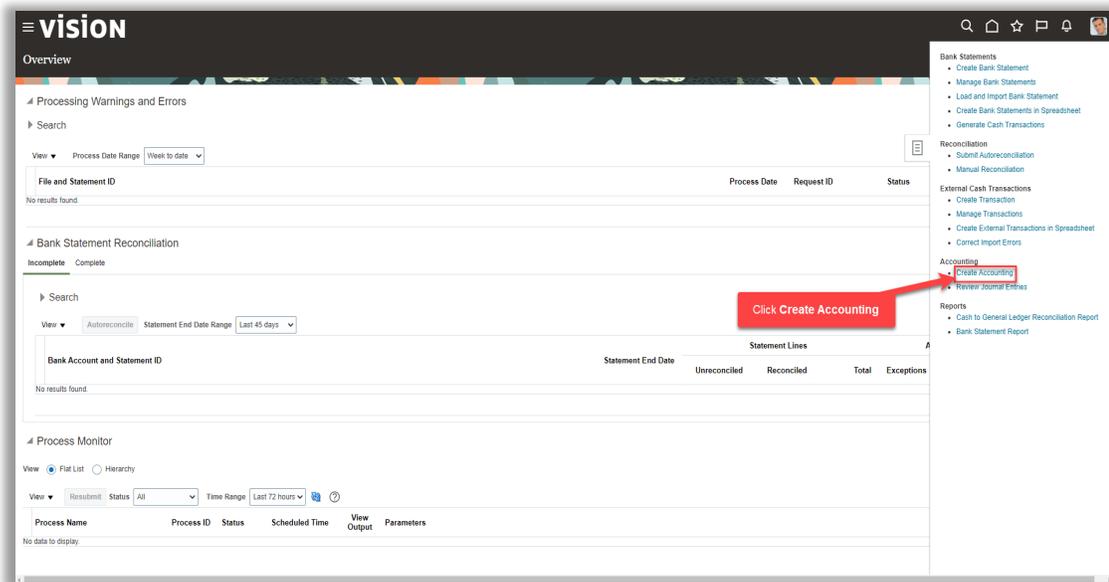
Next, click **Bank Statements and Reconciliation**



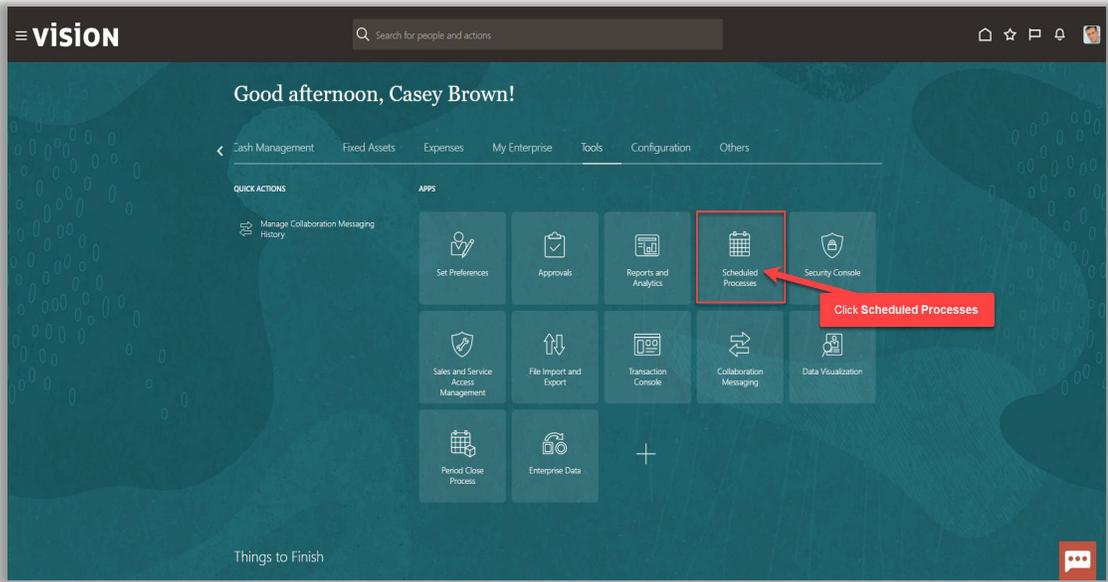
Click **Tasks**



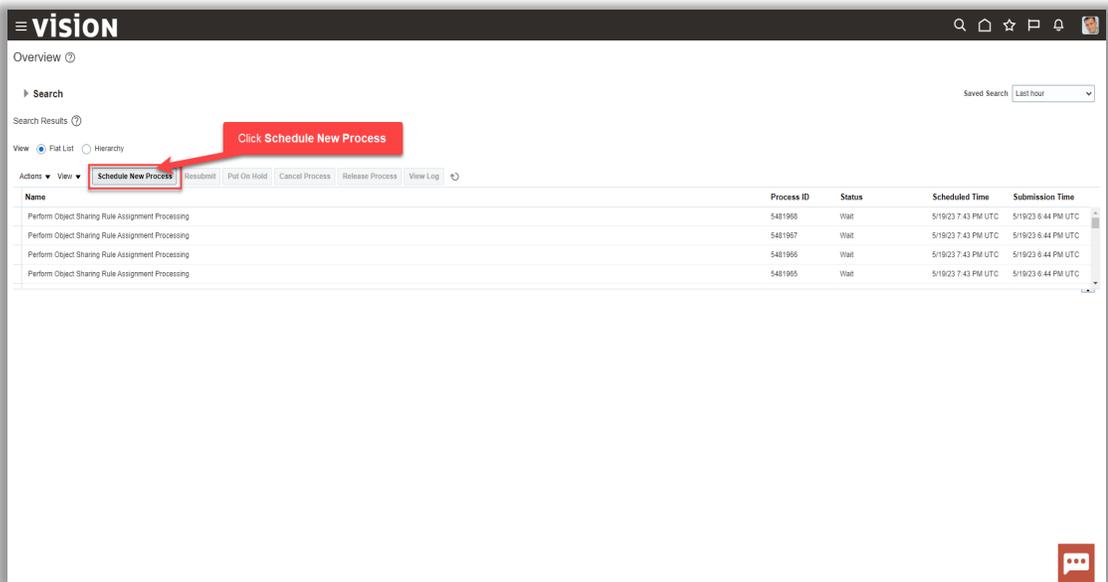
Click **Create Accounting**



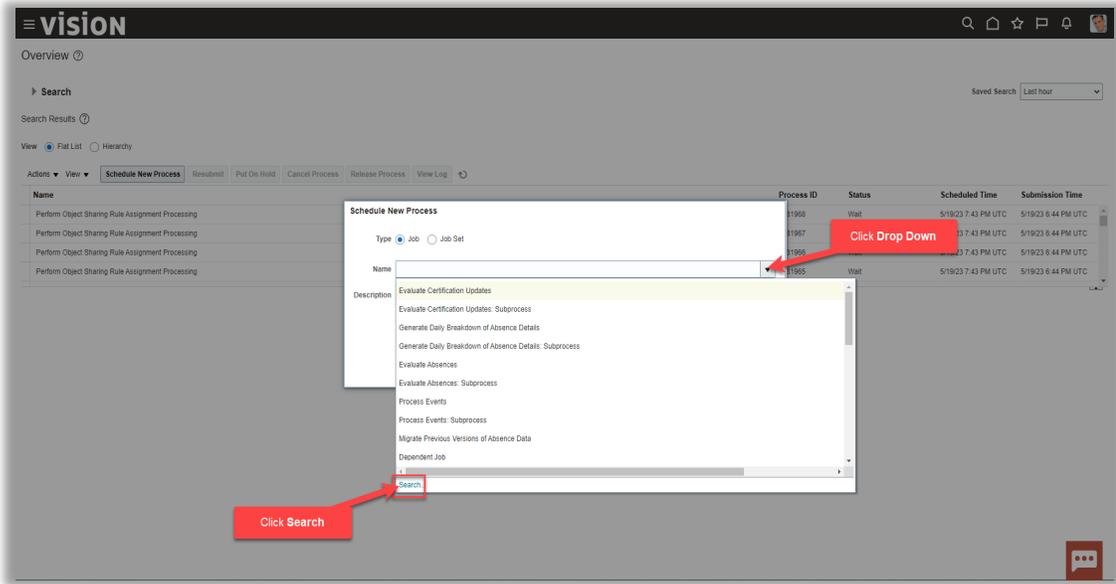
Enter the **Basic Options** and click **Submit**



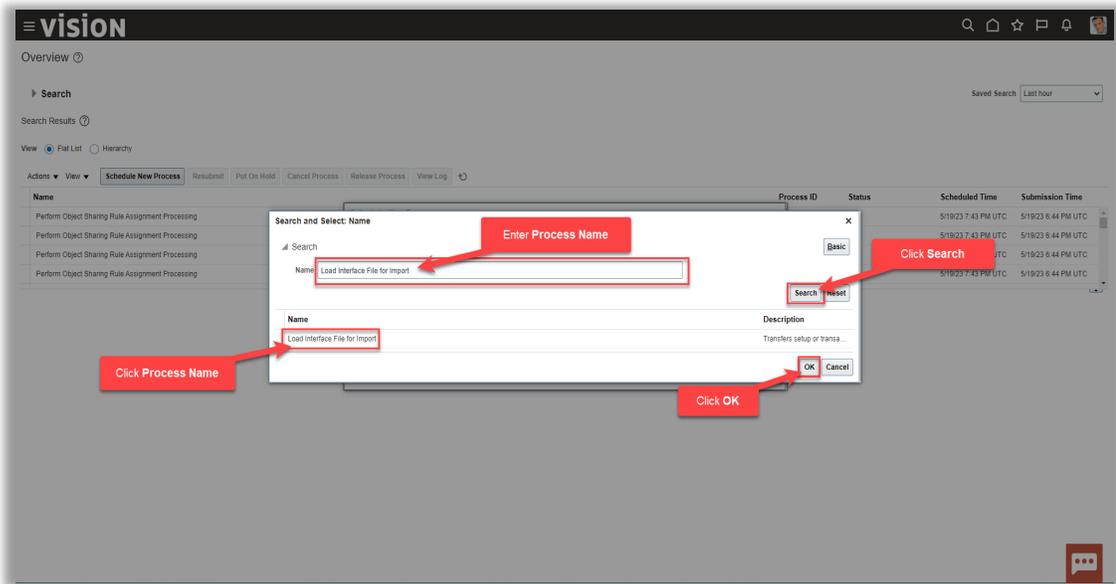
Click Schedule New Process



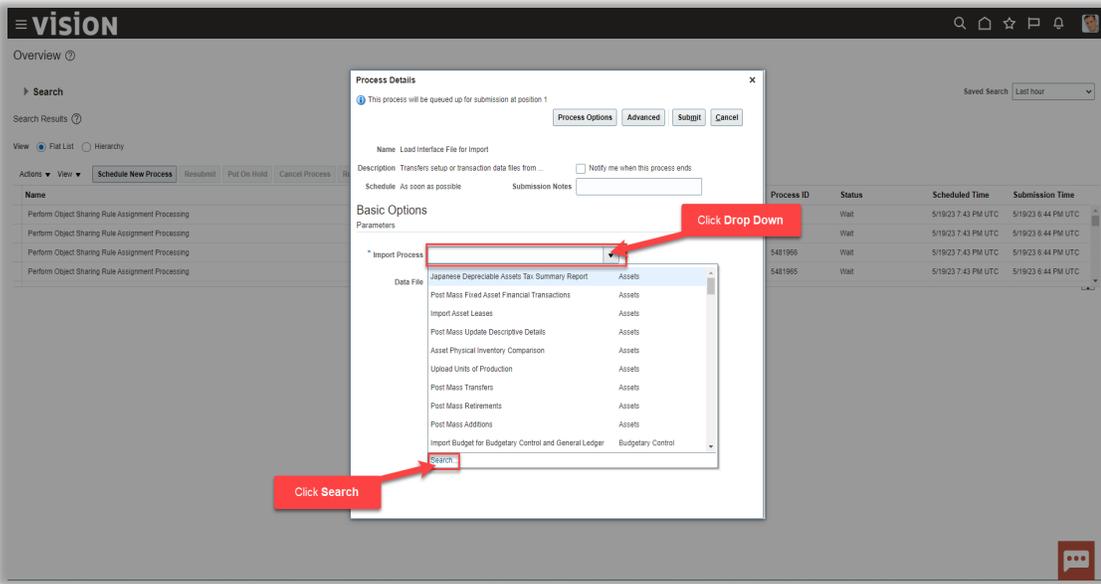
Next, click the drop down and click Search



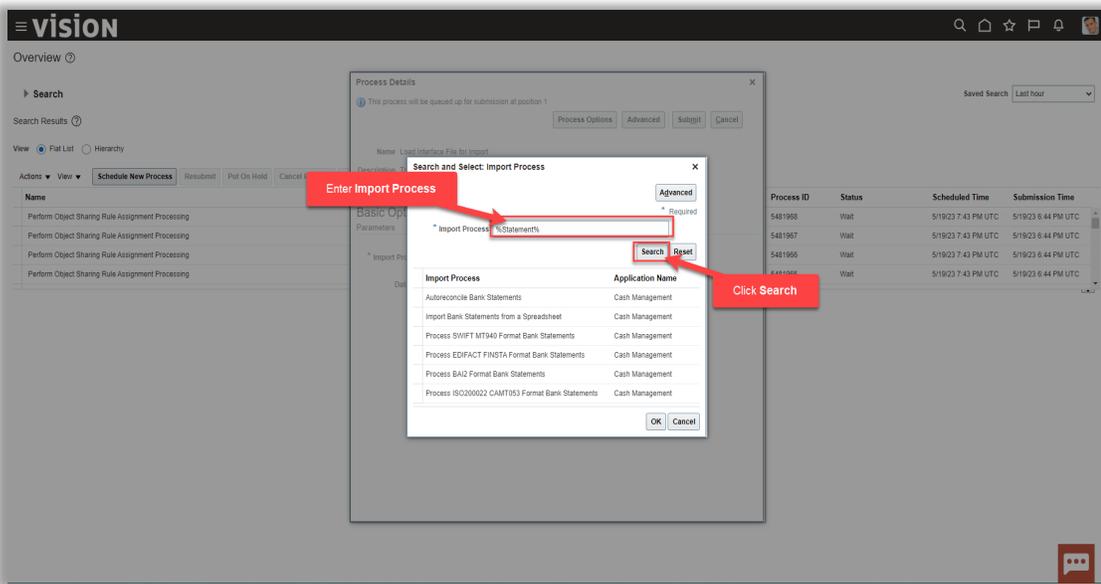
Search **Load Interface File for Import** then click **Search**. Select the **Process** name and click **OK**



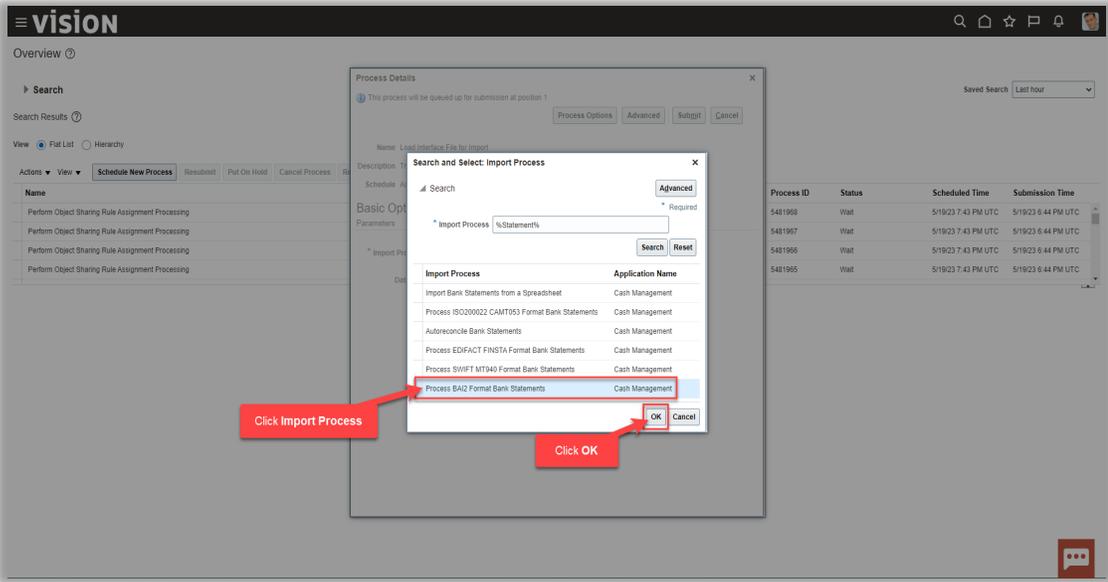
From the drop down, click **Search**



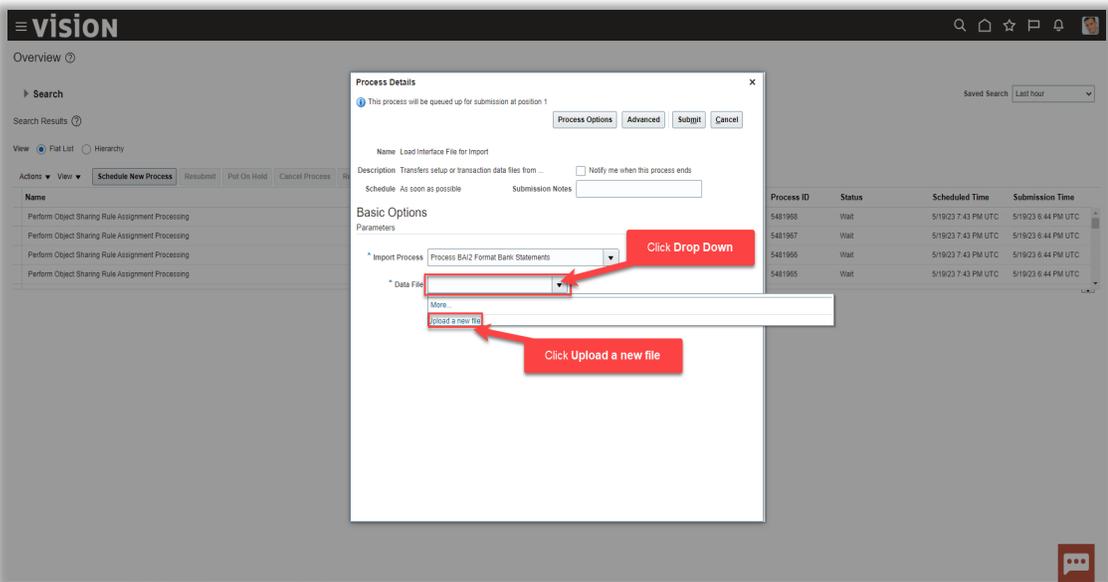
In the **Import Process** field, enter **%Statement%** and click **Search**



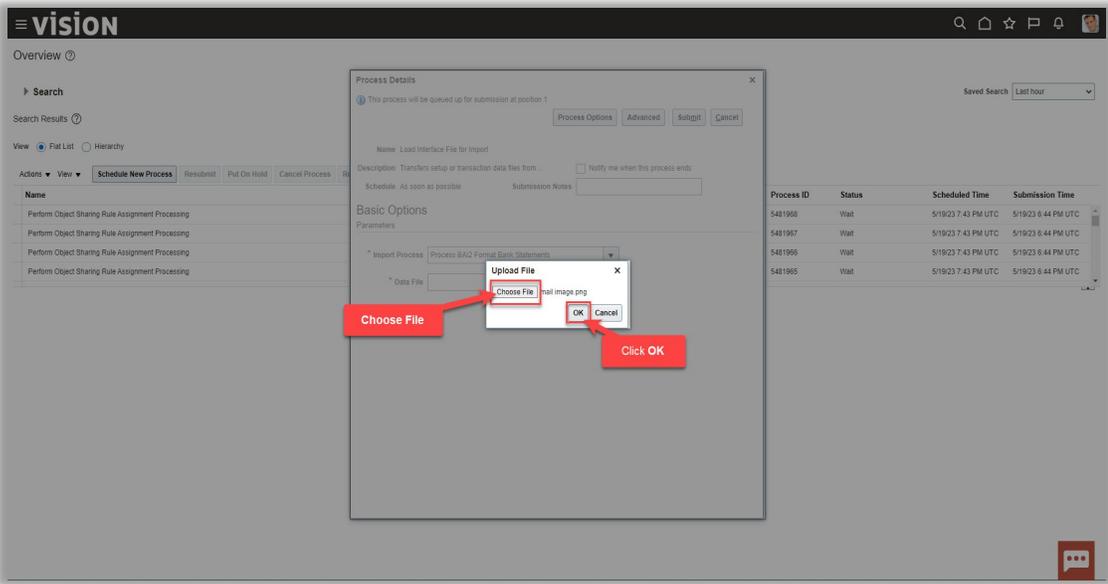
Select the **Import Process**, for example **Process BAI2 Format Bank Statements**, and click **OK**



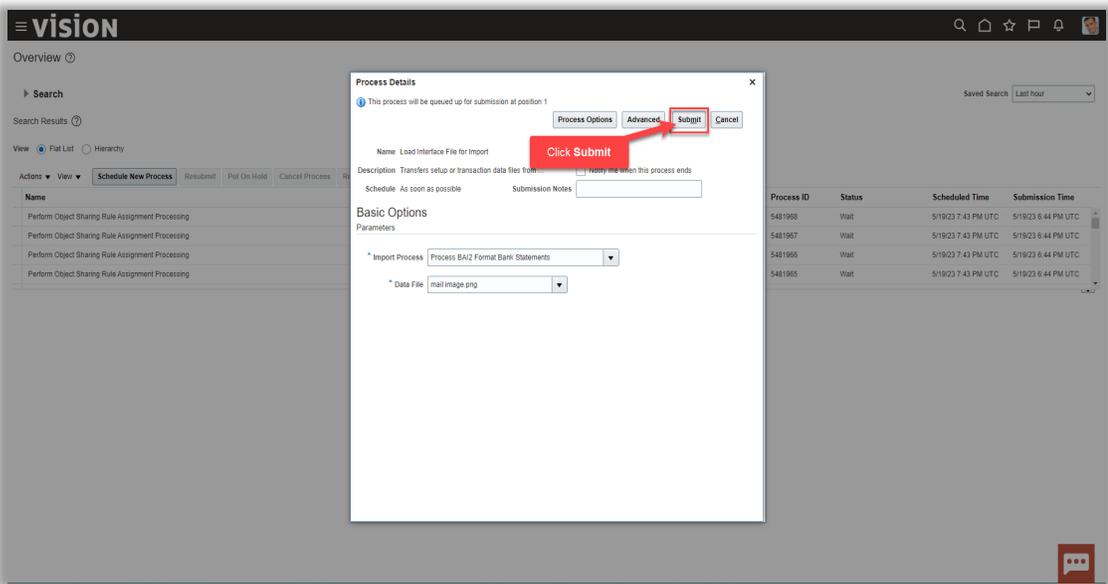
Next, click the drop down for the **Data File** and click **Upload a new File**



Choose file and click **Ok**



Lastly, click **Submit**



Thank you for reviewing and using our guide; we hope you have found it helpful. If you have any questions on the content included in this guide, please contact our Training & Learning team at learn@campratech.com