

# FAP R12 Upgrade project



भारतीय खाद्य निगम

FOOD CORPORATION OF INDIA

## R12 Cash Management Training 19 August 2016

# Agenda

## Processes From Cash Management

- Bank Creation
- Bank Branch Creation
- Bank Account Creation
- Managing Payment documents
- Bank Transaction codes
- Reconciliation

## Questions?

## Hands-On



# Bank Related Forms

**Internal Bank/Branch/Accounts creation would be a part of CM in Release R12, it will now have few cosmetic changes which are described below :**

## **11i**

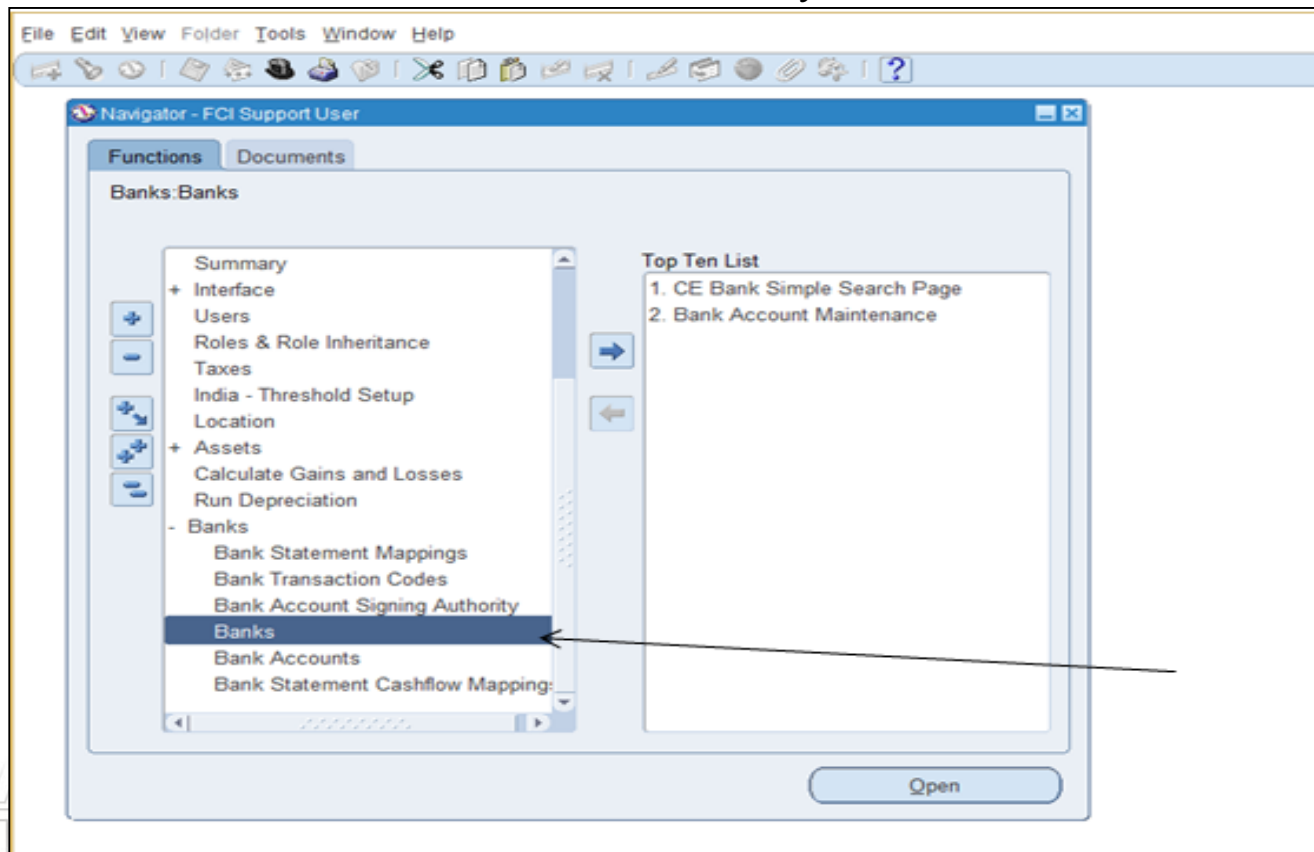
- Banks are being created in AP on oracle forms and are shared by AP, AR, CE, Payroll and Treasury.
- Banks are defined at operating unit level.

## **R12**

- Internal Banks are being created in CM on OAF(Oracle Application framework) page and are shared across application for bank related activities.
- Banks are defined at legal entity level. Legal entity would provide access to its associated operating unit.

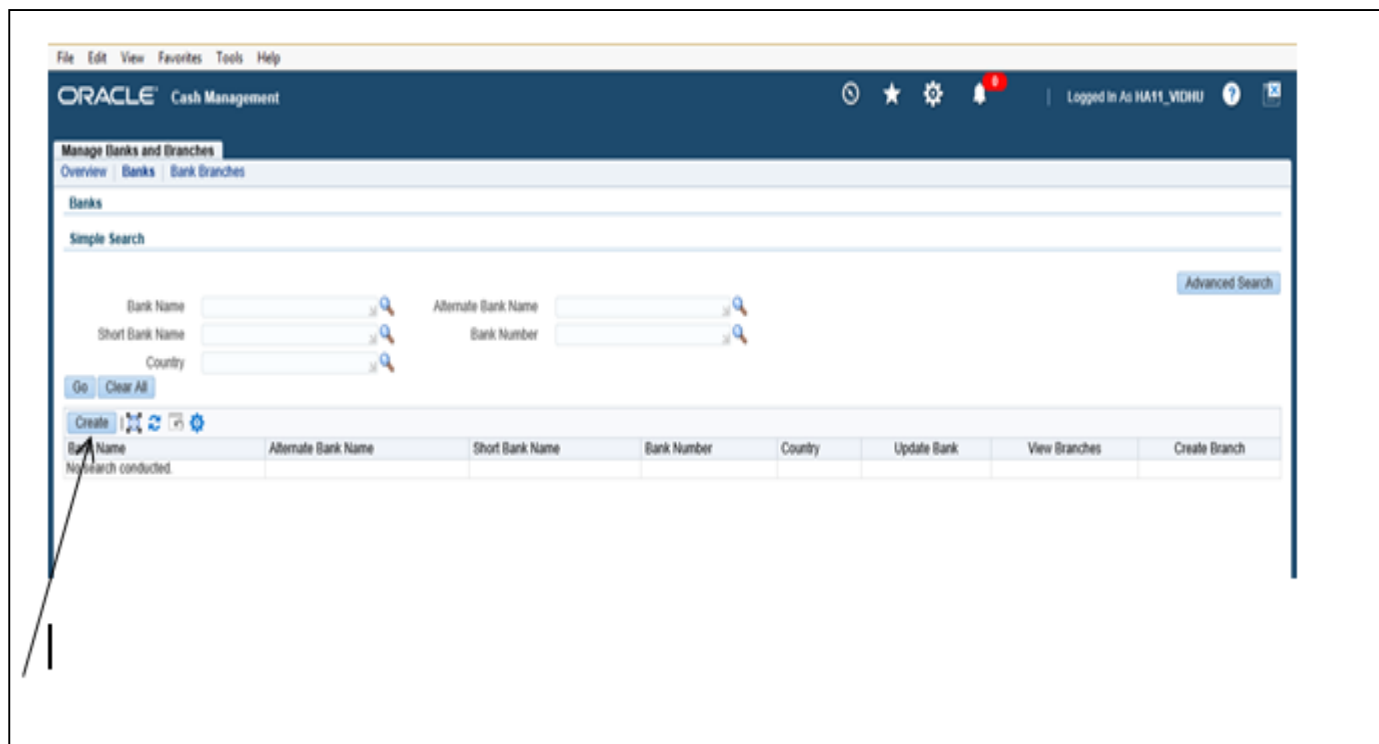
# Internal Bank Creation

- Internal banks creation would be a part of Cash Management in Release 12.
- Access has been given to 'FCI Support User'.
- Supplier banks would still be created in Payables.



# Internal Bank Creation (Continued..)

- Bank creation window to create new internal banks.
- Click on Create Button.



# Internal Bank Creation (Continued..)

- Bank creation window to create new internal banks.
  - Enter Bank Name and click on 'Save and Next' Button.

ORACLE Cash Management

Manage Banks and Branches

Overview Banks Bank Branches

Bank Information

Bank Address

Bank Contact

Manage Banks and Branches: Banks >

Create Bank: Bank Information

Cancel Step 1 of 3 Save and Next Finish

\* Indicates required field

\* Country India

\* Bank Name HA11\_AXIS\_BANK\_TEST

Alternate Bank Name

Short Bank Name

Bank Number

Description

Taxpayer ID

Tax Registration Number

XML Messages Email

Inactive Date

Context Value

Cancel Step 1 of 3 Save and Next Finish

# Internal Bank Creation (Continued..)

- Optionally Enter Bank Address and Contact information.

ORACLE Cash Management

Manage Banks and Branches

Overview | Banks | Bank Branches

Bank Information

Bank Address

Bank Contact

Manage Banks and Branches: Banks: Bank Information >

**Create Bank: Bank Address**

Cancel Back Step 2 of 3 Save and Next Finish

Create Bank: Bank Addresses

Bank Name HA11\_AXIS\_BANK\_TEST Bank Number

Addresses

View Removed Create

Address	Country	Identifying	Update	Remove
No results found.				

Cancel Back Step 2 of 3 Save and Next Finish

ORACLE Cash Management

Manage Banks and Branches

Overview | Banks | Bank Branches

Bank Information

Bank Address

Bank Contact

Manage Banks and Branches: Banks: Bank Address >

**Create Bank: Bank Contact**

Cancel Back Step 3 of 3 Finish

Bank Name HA11\_AXIS\_BANK\_TEST Bank Number

Country India

Contacts

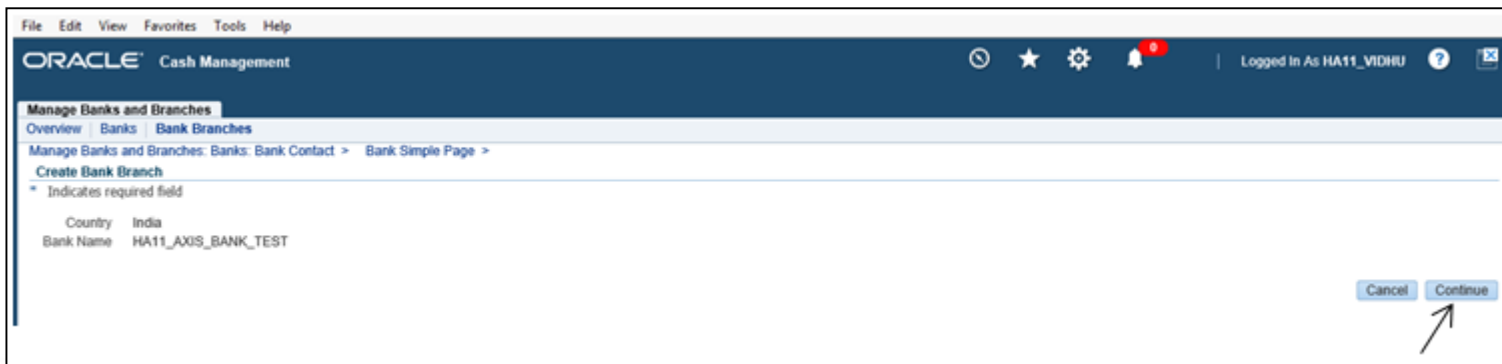
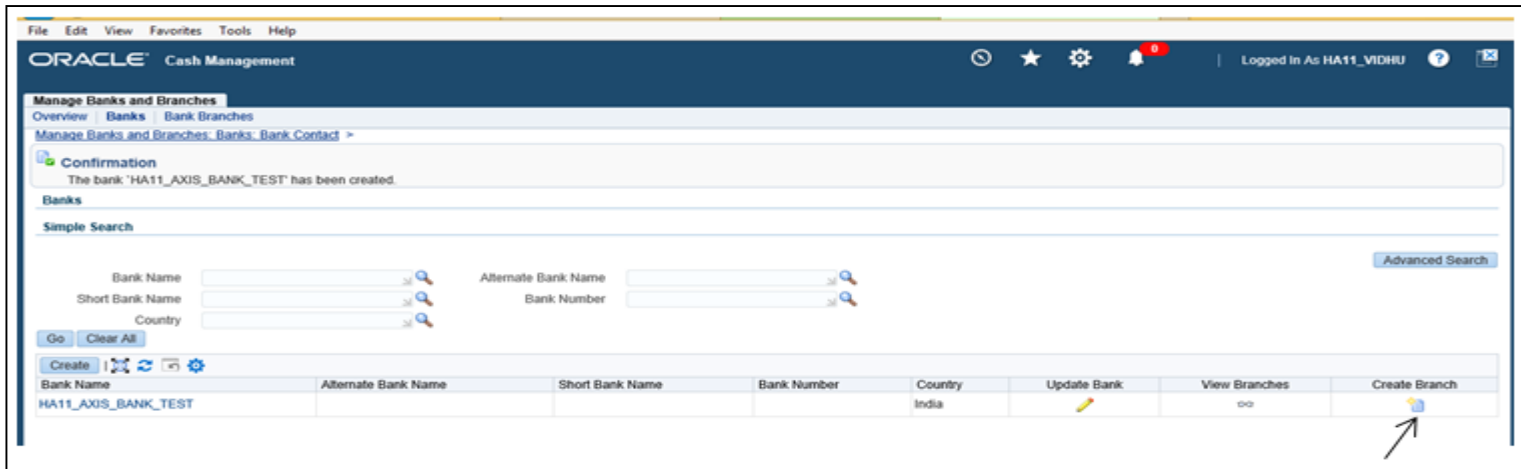
Create Contact

Select Name	Phone	Email	Address	Update
No results found.				

Cancel Back Step 3 of 3 Finish

# Internal Bank Branch Creation

- Click on 'Create Branch' button to create bank branch.





# Internal Bank Branch Creation(Continued..)

- Enter Branch name , IFSC code and MICR number to create Bank Branch.

File Edit View Favorites Tools Help

ORACLE Cash Management

Manage Banks and Branches

Overview Banks Bank Branches

Branch Information

Branch Address

Branch Contact

Create Bank Branch: Bank Branch Information

Cancel Step 1 of 3 Save and Next Finish

Bank Name HA11\_AXIS\_BANK\_TEST Bank Number

Country India

\* Indicates required field

\* Branch Name HA11\_AXIS\_BANK\_TEST

Alternate Branch Name

Branch Number

BIC IFSC1234567

Branch Type OTHER

EDI Location

EFT Number MICR99999

Description

Inactive Date

Context Value

Cancel Step 1 of 3 Save and Next Finish

# Internal Bank Branch Creation(Continued..)

- Optionally enter Bank branch address.

The screenshot shows the Oracle Cash Management interface for creating a bank branch. The page title is "Create Bank Branch: Branch Address". The breadcrumb navigation is "Manage Banks and Branches > Bank Branches > Branch Information > Branch Address". The page contains a table for "Addresses" with columns: Address, Country, Identifying, Update, and Remove. The table is currently empty, with the text "No results found." below it. An arrow points to the "Create" button in the table's toolbar. The page also includes a "Branch Information" section with fields for "Bank Name" and "Branch Name", both containing the value "HA11\_AXIS\_BANK\_TEST".

The screenshot shows the "Branch Address Details" screen in Oracle Cash Management. The breadcrumb navigation is "Manage Banks and Branches > Bank Branches > Branch Address Details > Address". The page contains a form for entering address details. The fields are: Country (India), Address Line 1 (AXIS BANK), Address Line 2 (BARAKHAMBA LANE), Address Line 3 (empty), Address Line 4 (empty), City (DELHI), County (empty), State (DELHI), Province (empty), Postal Code (110001), Status (Active), and a checked checkbox for "Identifying Address". An arrow points to the "Apply" button at the bottom right of the form.

# Internal Bank Branch Creation(Continued..)

- Optionally enter Bank branch contact.

ORACLE Cash Management

Manage Banks and Branches

Overview | Banks | Bank Branches

Manage Banks and Branches: Bank Branches: Branch Address >

**Create Bank Branch: Branch Contact**

Cancel Back 3 of 3 Finish

Branch Information

Branch Address

Branch Contact

Bank Name HA11\_AXIS\_BANK\_TEST Bank Number

Branch Name HA11\_AXIS\_BANK\_TEST Branch Number

Contacts

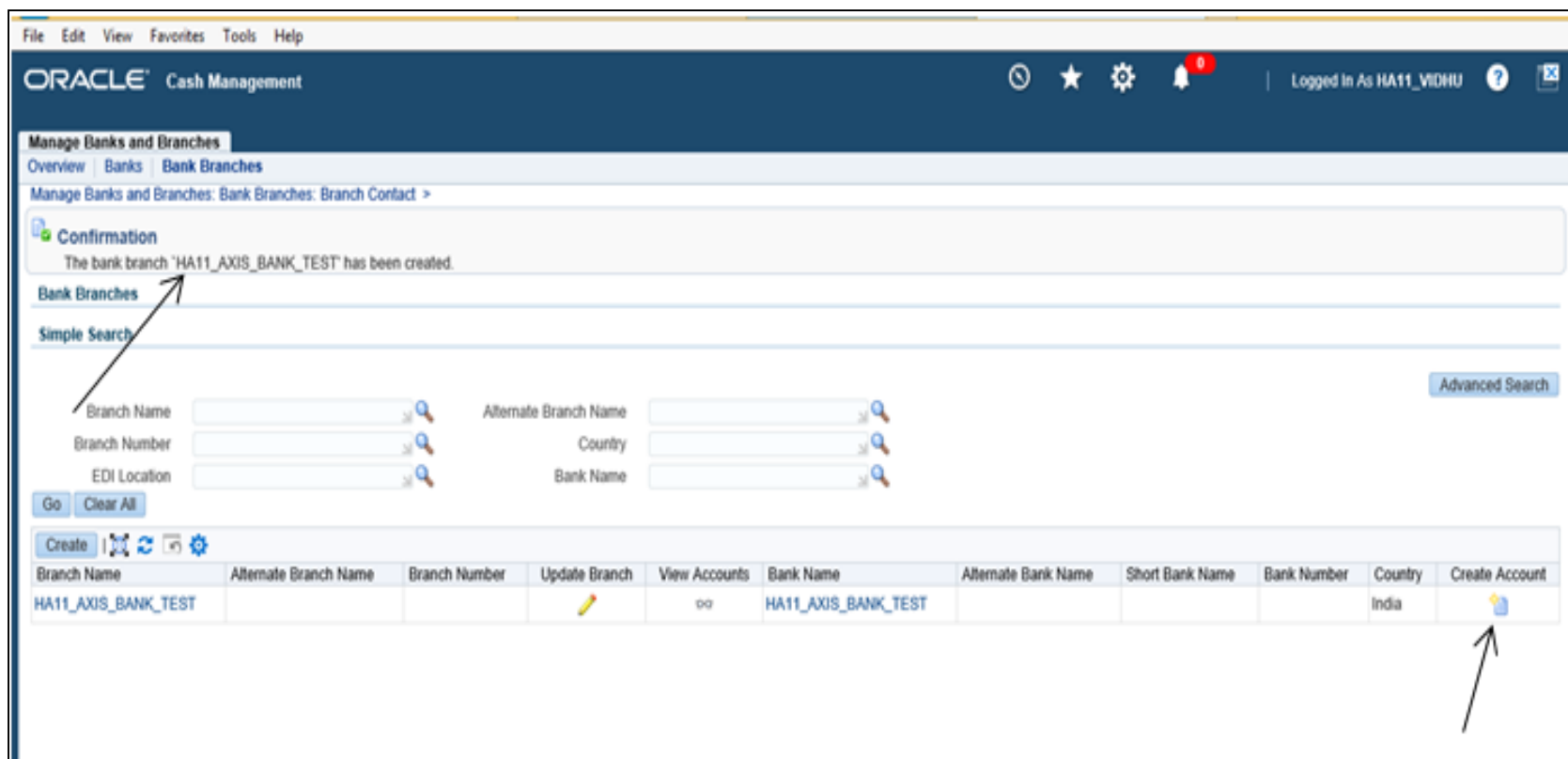
Create Contact

Select	Name	Phone	Email	Address	Update
	No results found.				

Cancel Back 3 of 3 Finish

# Internal Bank Account Creation

- Click on 'Create Account' button link to create internal bank account.



The screenshot displays the Oracle Cash Management interface. At the top, there is a navigation bar with 'ORACLE Cash Management' and a user login 'Logged In As HA11\_VIDHU'. Below this, the 'Manage Banks and Branches' section is active, with sub-tabs for 'Overview', 'Banks', and 'Bank Branches'. A confirmation message states: 'The bank branch 'HA11\_AXIS\_BANK\_TEST' has been created.' Below the message, there is a 'Simple Search' section with input fields for Branch Name, Branch Number, EDI Location, Alternate Branch Name, Country, and Bank Name. A 'Go' button and a 'Clear All' button are also present. At the bottom, there is a table with the following data:

Branch Name	Alternate Branch Name	Branch Number	Update Branch	View Accounts	Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Create Account
HA11_AXIS_BANK_TEST					HA11_AXIS_BANK_TEST				India	

Two arrows point to the 'Create Account' button in the table and the 'Confirmation' message.

# Internal Bank Account Creation(Continued..)

- Click on Continue to add details for account owner and account use.
- Choose legal entity owning this account and its use. Click 'Next'.

The image displays two sequential screenshots of the Oracle Cash Management interface during the 'Create Bank Account' process.

**Top Screenshot: 'Create Bank Account' Step**

- Page Header:** ORACLE Cash Management, Logged In As HA11\_VIDHU
- Navigation:** Manage Bank Accounts > Manage Banks and Branches: Bank Branches: Branch Contact > Branch Simple Search >
- Section:** Create Bank Account
- Fields:**
  - Country: India
  - Bank Name: HA11\_AXIS\_BANK\_TEST
  - Branch Name: HA11\_AXIS\_BANK\_TEST
- Buttons:** Cancel, Continue (indicated by an arrow)

**Bottom Screenshot: 'Create Bank Account: Account Owner and Use' Step**

- Page Header:** ORACLE Cash Management, Logged In As HA11\_VIDHU
- Navigation:** Manage Bank Accounts >
- Section:** Create Bank Account: Account Owner and Use
- Progress:** Step 1 of 5(1)
- Buttons:** Cancel, Next (indicated by an arrow), Finish
- Fields:**
  - Bank Name: HA11\_AXIS\_BANK\_TEST
  - Country: India
  - Branch Name: HA11\_AXIS\_BANK\_TEST
  - Bank Account Owner: FOOD CORPORATION OF INDIA LEGAL ENT... (indicated by an arrow)
  - Account Use:
    - Payables
    - Payroll
    - Receivables
    - Treasury

# Internal Bank Account Creation(Continued..)

- Enter account name and account number for specified internal bank account.
- Click 'Save and Next' button to proceed.

The screenshot displays the Oracle Cash Management interface for creating a bank account. The page title is "ORACLE Cash Management" and the user is logged in as "HA11\_VICM2". The main heading is "Manage Bank Accounts: Account Owner and Use" and the sub-heading is "Create Bank Account: Account Information". The form is at "Step 2 of 5".

Fields shown include:

- Bank Name: HA11\_AUG5\_BANK\_TEST
- Country: India
- Branch Name: HA11\_AUG5\_BANK\_TEST
- \* Account Name: HA11\_1234567890
- Alternate Account Name: (empty)
- Legal Account Name: (empty)
- \* Account Number: 1234567890
- Check Digit: (empty)
- Currency: INR
- Multiple Currencies Allowed
- IBAN: (empty)
- Account Type: (empty)
- Account Suffix: (empty)
- EFT Number: (empty)
- Secondary Account Reference: (empty)
- Account Holder: (empty)
- Alternate Account Holder: (empty)
- Description: (empty)
- Start Date: (empty)
- End Date: (empty)

The "Save and Next" button is highlighted with an arrow, indicating the next step in the process.

# Internal Bank Account Creation(Continued..)

- Enter cash account and click on 'Save and Next' to proceed.

File Edit View Favorites Tools Help

ORACLE Cash Management

Manage Bank Accounts

Account Owner and Use

Account Information

Account Controls

Account Access

Account Contact

Manage Bank Accounts: Account Information >

Update Bank Account: Account Controls

Cancel Back Step 3 of 5 Save and Next Finish

Bank Name: HA11\_AXIS\_BANK\_TEST Bank Number:  
Branch Name: HA11\_AXIS\_BANK\_TEST Branch Number:  
Country: India

\* Indicates required field

General Controls

\* Cash: HA11.HA1100007FB.4501.0000

Bank Charges: UNT DEPT ACCOUNT PRODUCT SCHEME INTERCOMPANY FUTURE

Realized Gain: UNT DEPT ACCOUNT PRODUCT SCHEME INTERCOMPANY FUTURE

Foreign Exchange Charges: UNT DEPT ACCOUNT PRODUCT SCHEME INTERCOMPANY FUTURE

Cash Clearing: UNT DEPT ACCOUNT PRODUCT SCHEME INTERCOMPANY FUTURE

Bank Errors: UNT DEPT ACCOUNT PRODUCT SCHEME INTERCOMPANY FUTURE

Realized Loss: UNT DEPT ACCOUNT PRODUCT SCHEME INTERCOMPANY FUTURE

Netting Account: No

Cash Management Controls

Minimum Target Balance: [ ] Maximum Target Balance: [ ]

Minimum Payment Amount: [ ] Minimum Receipt Amount: [ ]

Rounding Factor: [ ] Rounding Rule: [ ]

Cash Flow Display Order: [ ]

Payables Controls

Multiple Currency Payments  Allow Zero Payments

Pooled Account

Minimum Payment: [ ] Maximum Outlay: [ ]  
Maximum Payment: [ ]

# Internal Bank Account Creation(Continued..)

- Click on 'Add Organization Access' to give access to the appropriate operating unit.
- Select account use for the operating unit and organization name. Click 'Continue'.

The screenshot shows the Oracle Cash Management interface for 'Update Bank Account: Account Access'. The page is titled 'Manage Bank Accounts: Account Controls >'. Below the title, there are navigation buttons: 'Cancel', 'Back', 'Step 4 of 5', 'Save and Next', and 'Finish'. The main content area displays account details: Bank Name: HA11\_AXIS\_BANK\_TEST, Branch Name: HA11\_AXIS\_BANK\_TEST, Country: India, Bank Number, and Branch Number. Below this, there is a section for 'Organizations' with a table showing 'No results found.' and columns for 'Payables', 'Payroll', 'Receivables', 'Treasury', 'End Date', 'Access', and 'Options'. An arrow points to the 'Add Organization Access' button on the right side of the page.

The screenshot shows the Oracle Cash Management interface for 'Grant Access to Organization'. The page is titled 'Manage Bank Accounts: Account Access >'. Below the title, there are navigation buttons: 'Cancel', 'Back', 'Step 4 of 5', 'Save and Next', and 'Finish'. The main content area displays account details: Bank Name: HA11\_AXIS\_BANK\_TEST, Branch Name: HA11\_AXIS\_BANK\_TEST, Country: India, Bank Number, and Branch Number. Below this, there is a section for 'Grant Access to Organization' with the instruction 'Enter the Account Access Options for this organization.' and a note '\* Indicates required field'. The 'Account Use' section has checkboxes for 'Payables' (checked), 'Payroll', 'Receivables' (checked), and 'Treasury'. The 'Organization' dropdown is set to 'FCI OPERATING UNIT'. An arrow points to the 'Continue' button on the right side of the page.



# Internal Bank Account Creation(Continued..)

- Click on 'Apply'. Optionally enter Bank account contact and click 'Finish'.

**Manage Bank Accounts**  
Create Bank Account: Account Access Options

Bank Name: HA11\_AXIS\_BANK\_TEST | Bank Number: |  
Branch Name: HA11\_AXIS\_BANK\_TEST | Branch Number: |  
Country: India

**Payables Options**

Cash: HA11.HA11000007FB.4521.0000.0000.0000.0000  
Cash Clearing: |  
Bank Charges: |  
Realized Gain: |  
Future Dated Payment: |  
Payment Document Category: |

**Receivables Options**

GL Accounts

Cash: HA11.HA11000007FB.4521.0000.0000.0000.0000  
Bank Charges: |  
Factored Receipts: |  
AR Short Term Debt: |  
Unidentified Receipts: |

**Receivables Activities**

Unearned Discounts: |  
Claim Investigations: |  
Earned Discounts: |  
Receivable Activity: |

Cancel Apply

ORACLE Cash Management | Logged In As HA11\_VICHRU

**Manage Bank Accounts**  
Update Bank Account: Account Contact

Bank Name: HA11\_AXIS\_BANK\_TEST | Branch Name: HA11\_AXIS\_BANK\_TEST  
Account Number: \*\*\*\*\*7290 | Country: India

Contacts

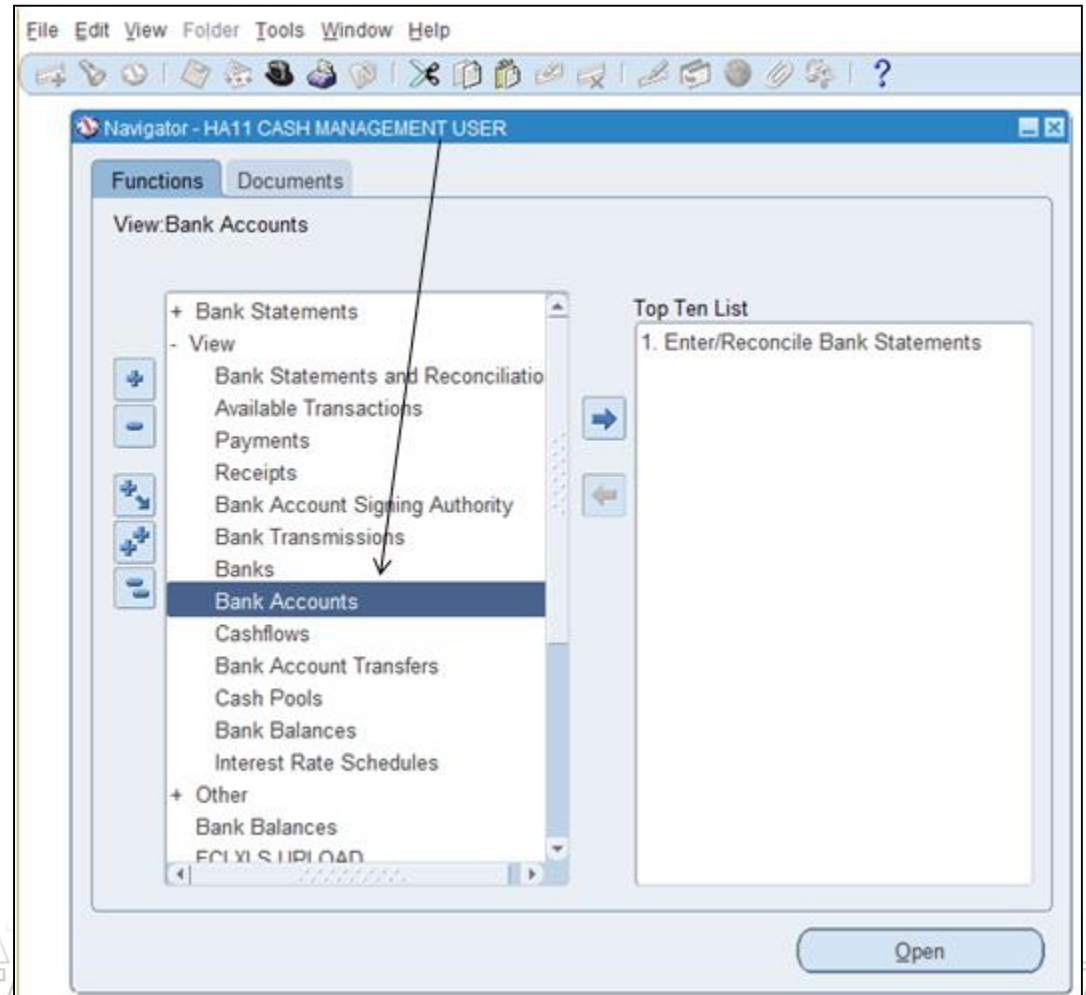
Select	Name	Phone	Email	Address	Update
	No results found.				

Create Contact

Cancel Back Step 5 of 5 Finish

# Entering Payment Documents

- Navigate to Unit Specific cash management user responsibility in which payment document needs to be created.
- Click on 'Bank Accounts'



# Entering Payment Documents(Continued..)

- Enter bank name for which payment document needs to be created in search page Account name field. Click on 'Go' button.

ORACLE Cash Management

Bank Accounts

Simple Search

Account Name: HA11\_1234567890  
Legal Account Name:   
Account Owner:   
Bank Name:   
Alternate Account Name:   
Account Number:   
Currency:   
Branch Name:

Go Clear All

Select	Account Name	Alternate Account Name	Legal Account Name	Account Number	Bank Name	Bank Number	Branch Name	Branch Number
No search conducted								

- Select the radio button for account and click on 'Manage Payment Documents'.

ORACLE Cash Management

Bank Accounts

Simple Search

Account Name: HA11\_1234567890  
Legal Account Name:   
Account Owner:   
Bank Name:   
Alternate Account Name:   
Account Number:   
Currency:   
Branch Name:

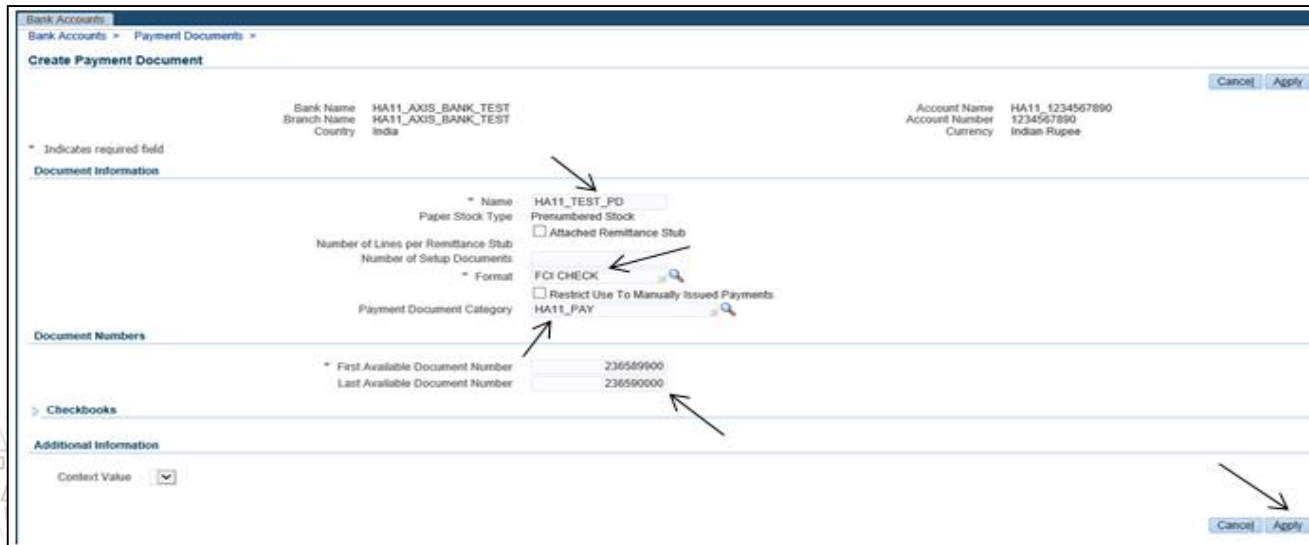
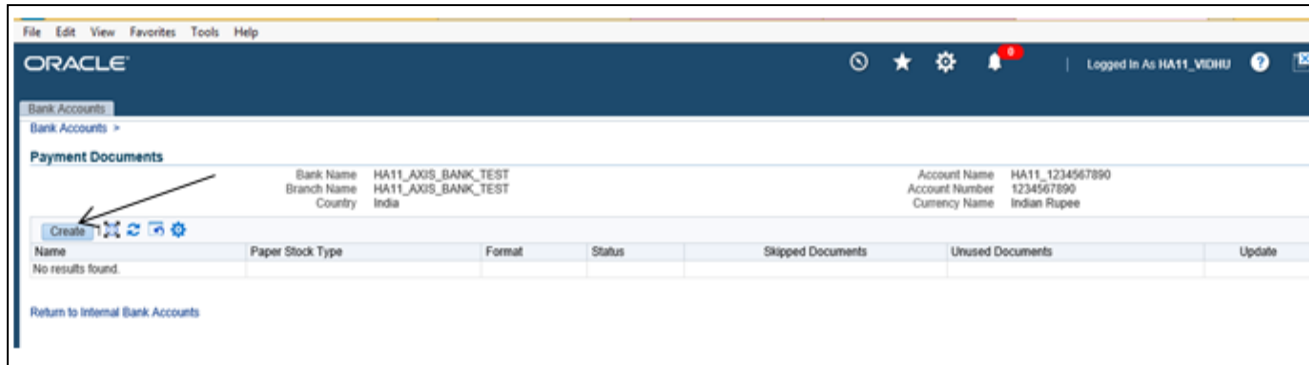
Go Clear All

Select Account **Manage Payment Documents**

Select	Account Name	Alternate Account Name	Legal Account Name	Account Number	Bank Name	Bank Number	Branch Name	Branch Number
<input checked="" type="radio"/>	HA11_1234567890			*****7890	HA11_AXIS_BANK_TEST		HA11_AXIS_BANK_TEST	

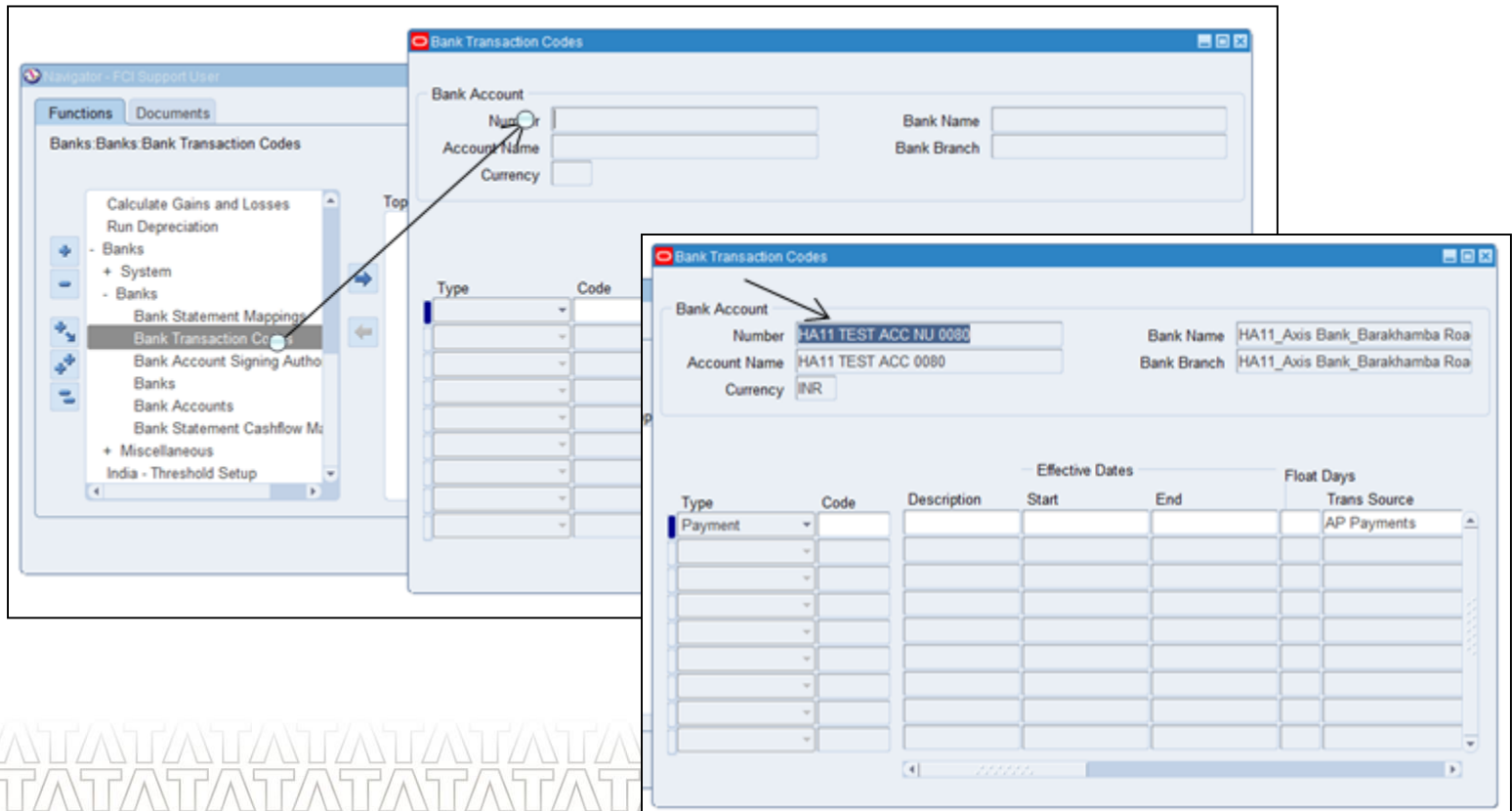
# Entering Payment Documents(Continued..)

- Click on 'Create' button to enter Payment documents details. Enter details like Name , format , document category and Document numbers.
- Click Apply to save changes.



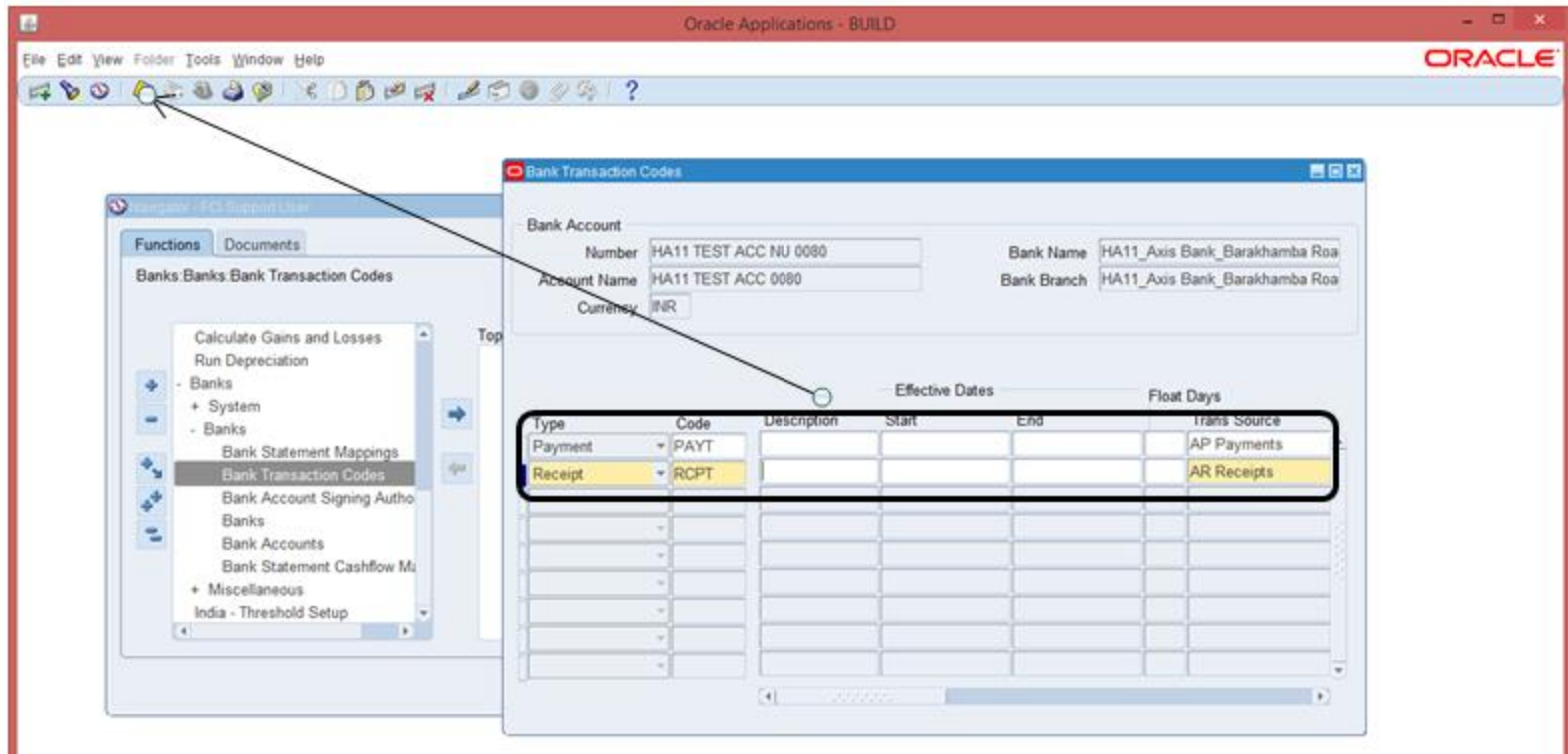
# Configuring Bank Transaction Codes

- Bank transaction codes are used to recognize the type of transaction in a bank statement which are usually AP Payments , AR Receipts , IORs in FCI.
- Configuration of Bank transaction codes can be done using 'Bank Transaction Codes' window.



# Configuring Bank Transaction Codes(Continued..)

- Enter required bank transaction codes related to payment , receipts , journal entries etc.
- Click on 'Save' button to save the information.



# Agenda

## Processes From Cash Management

- Bank , Branch , Account Creation and Managing Payment documents
- Entering Bank Statement Manually and uploading through Excel
- <Process 3>
- ---
- <Process 10>

Questions?

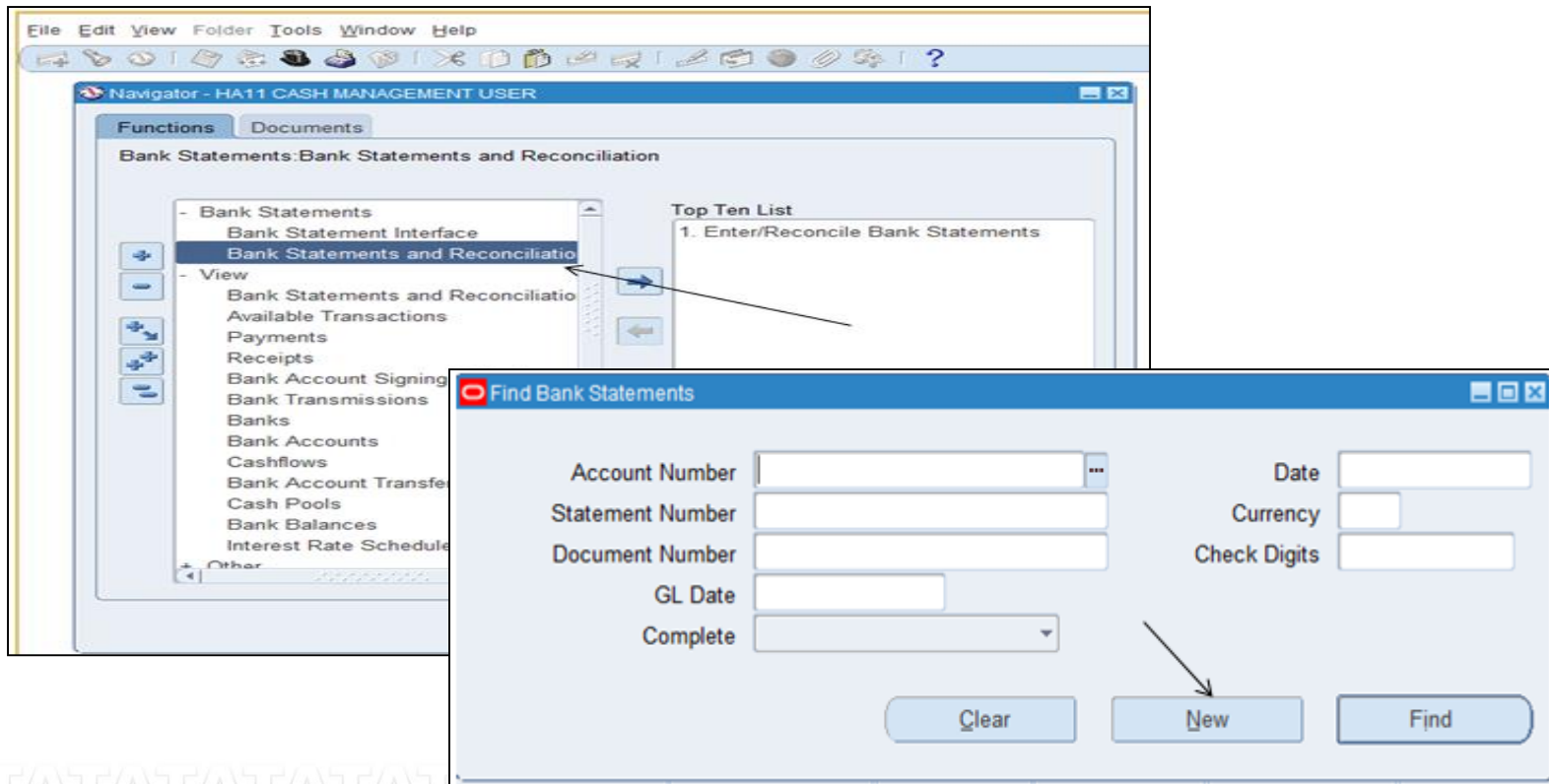
Hands-On





# Entering Bank Statement Manually

- Navigate to unit specific user responsibility and click on 'Bank Statements and Reconciliation' function. Click on 'New'.





# Entering Bank Statement Manually(Continued..)

- Enter Account number and other required details and click on 'Lines'.

The screenshot displays the 'Bank Statement' window with the following details:

Account Number	30009447399	Account Name	HA11_30009447399
Bank Name	HA11_State Bank of India_IFB, N. De	Bank Branch	HA11_State Bank of India_IFB, New I
Date	22-JUL-2016	Currency	INR
Document Number		Statement Number	22-JUL-2016
GL Date	22-JUL-2016	Check Digits	

Control Totals		Amount	Lines
Opening Balance		-99800.00	
Receipts			
Payments			
Closing Balance		-99800.00	
Available Balance			
Value Dated Balance			
1 Day Float			
2 Day Float			

Line Totals		Amount	Lines
Opening Balance		-99800.00	
Receipts			
Payments			
Closing Balance		-99800.00	

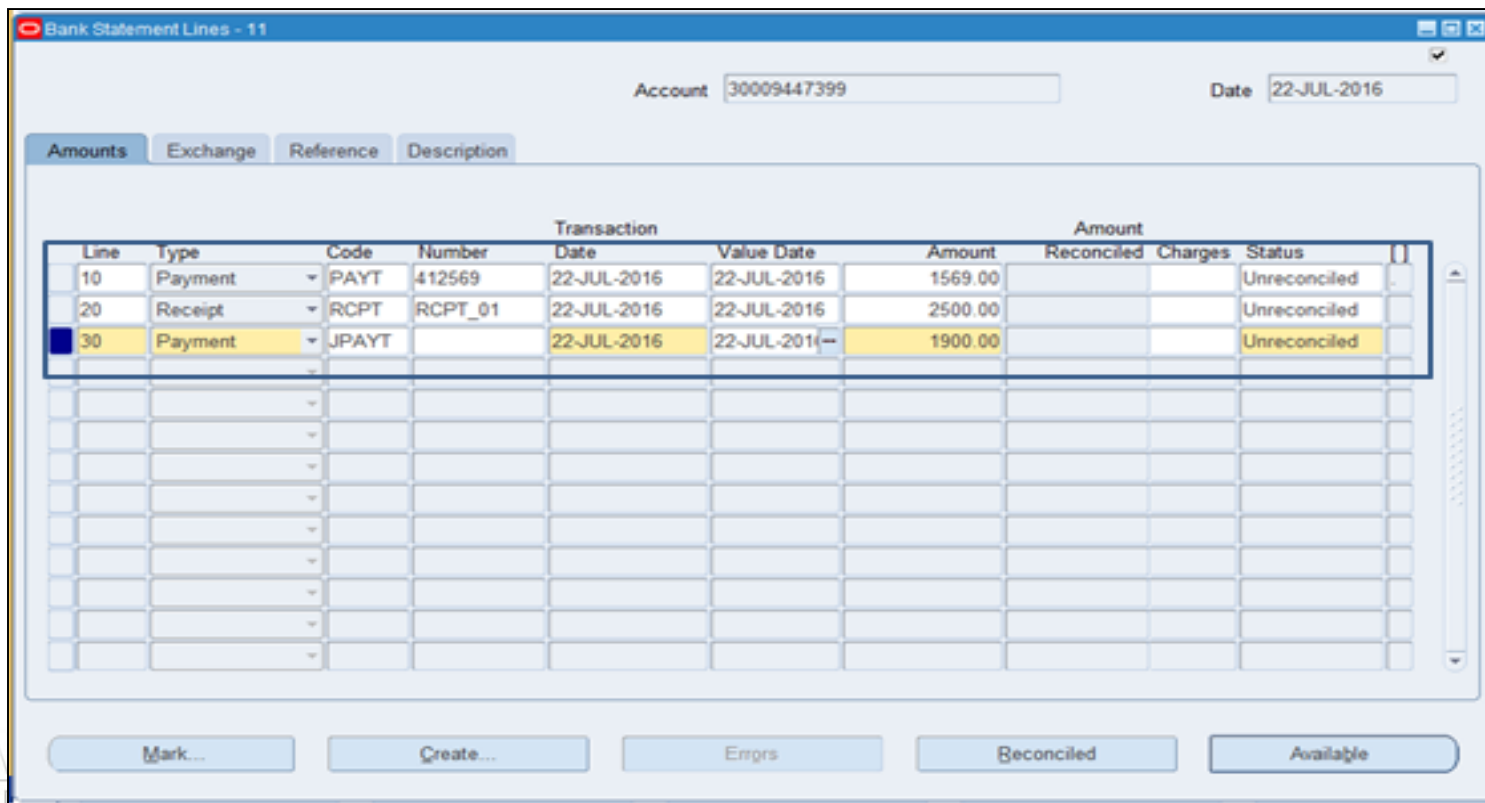
Unreconciled:

Complete

Buttons: Errors, Reversals, Reconciled, Available, Lines

## Entering Bank Statement Manually(Continued..)

- Enter bank statement lines as per received information. Refer screenshot for sample data. Click on 'Save' to save Bank statement lines details.



The screenshot shows a software window titled "Bank Statement Lines - 11". At the top, there are input fields for "Account" (30009447399) and "Date" (22-JUL-2016). Below these are tabs for "Amounts", "Exchange", "Reference", and "Description". The main area contains a table with the following columns: Line, Type, Code, Number, Transaction Date, Value Date, Amount, Reconciled, Charges, and Status. Three rows are visible: Line 10 (Payment, PAYT, 412569, 22-JUL-2016, 1569.00), Line 20 (Receipt, RCPT, RCPT\_01, 22-JUL-2016, 2500.00), and Line 30 (Payment, JPAYT, 22-JUL-2016, 1900.00). The table is currently empty except for these three rows. At the bottom, there are buttons for "Mark...", "Create...", "Errors", "Reconciled", and "Available".

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Reconciled	Charges	Status
10	Payment	PAYT	412569	22-JUL-2016	22-JUL-2016	1569.00			Unreconciled
20	Receipt	RCPT	RCPT_01	22-JUL-2016	22-JUL-2016	2500.00			Unreconciled
30	Payment	JPAYT		22-JUL-2016	22-JUL-2016	1900.00			Unreconciled

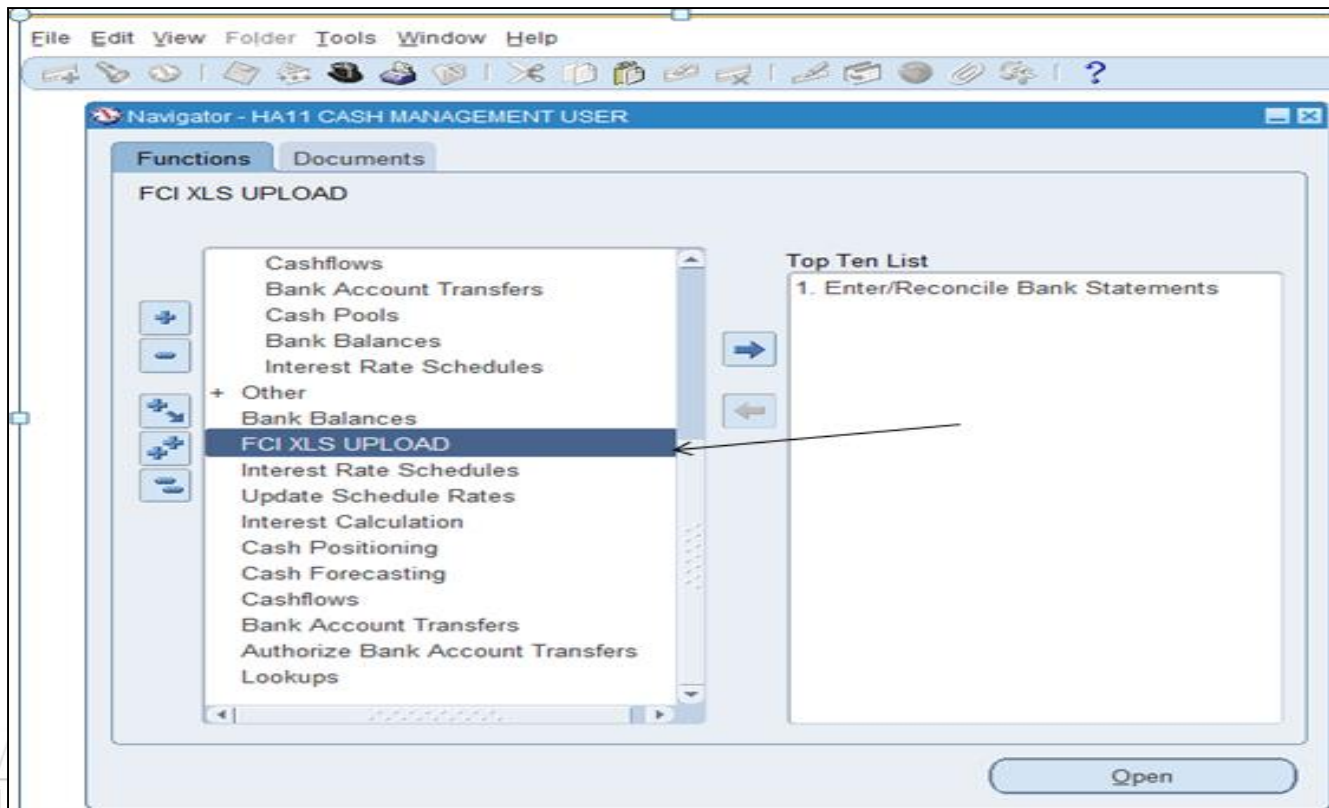
# Uploading Bank Statement using Excel

- Enter data in required format in excel sheet to upload the same in bank statement window.

	A	B	C	D	E	F	G
1	Date :	14-Oct-11					
2	Account Number :	10640630597					
3	Account Description:	C C Food (C&I)					
4	Branch :	SA11_STATE BANK OF INDIA_THOUSAND LIGHTS					
5	Balance on 1 Apr 2011 :	-1220003764.05					
6	Start Date :	01-Apr-11					
7	End Date :	30-Apr-11					
8	Txn Date	Value Date	Description	CHEQUE	Debit	Credit	BRCD
9	02-Apr-11	02-Apr-11	TO TRANSFER-TR-TRANSFER TO 10605347602		440297.00		SB27000156F
10	05-Apr-11	05-Apr-11	BY TRANSFER-TR-TRANSFER FROM 10605347602			264760.00	SB27000156F
11	06-Apr-11	06-Apr-11	TO TRANSFER-TR-TRANSFER TO 10605347602		69584.00		SB27000156F
12	08-Apr-11	08-Apr-11	TO TRANSFER-TR-TRANSFER TO 10605347602		470480.00		SB27000156F
13	11-Apr-11	11-Apr-11	TO TRANSFER-TR-TRANSFER TO 10605347602		24615.00		SB27000156F
14	12-Apr-11	12-Apr-11	TO TRANSFER-TR-TRANSFER TO 10605347602		258803.00		SB27000156F
15	16-Apr-11	16-Apr-11	TO TRANSFER-TR-TRANSFER TO 10605347602		1300.00		SB27000156F
16	19-Apr-11	19-Apr-11	TO TRANSFER-TR-TRANSFER TO 10605347602		26282.00		SB27000156F
17	25-Apr-11	25-Apr-11	TO TRANSFER-TR-TRANSFER TO 10605347602		342096.00		SB27000156F
18	29-Apr-11	29-Apr-11	TO TRANSFER-TR-TRANSFER TO 10605347602		394169.00		SB27000156F
19	05-Apr-11	05-Apr-11	TO TRANSFER-DAY END BAL REVERSED AS PER SI-TRANSFER TO 10344647124		5182048.00		SB14000578F
20	06-Apr-11	06-Apr-11	TO TRANSFER-DAY END BAL ON 6/4/2011-TRANSFER TO 10344647124		13278562.00		SB14000578F
21	07-Apr-11	07-Apr-11	TO TRANSFER--TRANSFER TO 10344647124		1689149.00		SB14000578F
22	08-Apr-11	08-Apr-11	TO TRANSFER-DAY END BAL ON 8/4/11 AS PER SI-TRANSFER TO 10344647124		9786458.00		SB14000578F
23	09-Apr-11	09-Apr-11	TO TRANSFER-DAY END BAL ON 9/4/11 AS PER SI-TRANSFER TO 10344647124		1689096.00		SB14000578F
24	11-Apr-11	11-Apr-11	TO TRANSFER-DAY END BAL ON 11/4/11 AS PER SI-TRANSFER TO 10344647124		9773985.00		SB14000578F
25	12-Apr-11	12-Apr-11	TO TRANSFER-AS PER SI DT 12/4/11-TRANSFER TO 10344647124		3367154.00		SB14000578F

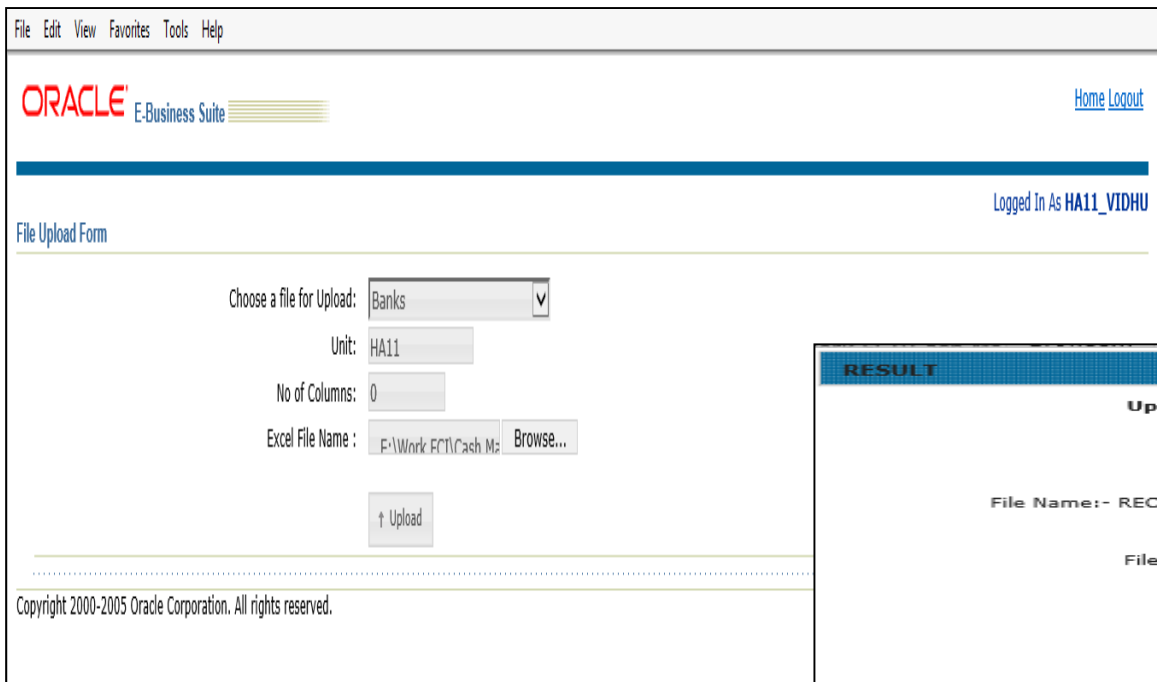
# Uploading Bank Statement using Excel

- Click on FCI XLS UPLOAD function to upload the bank statement file.
- This click will redirect the screen to a web page where user would be asked to select the file using Browse button.



# Uploading Bank Statement using Excel

- Choose option for file upload. For bank statement upload, it would be 'Banks'
- Select 'Unit'.
- Browse the excel file name and click on Upload. Confirmation message would appear on webpage providing the status of upload.



File Edit View Favorites Tools Help

ORACLE E-Business Suite [Home Logout](#)

Logged In As HA11\_VIDHU

File Upload Form

Choose a file for Upload: Banks

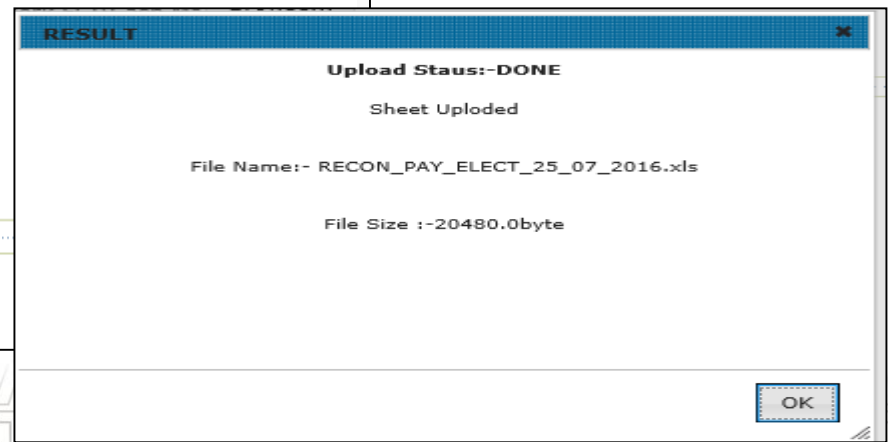
Unit: HA11

No of Columns: 0

Excel File Name : E:\Work ECT\Cash M: Browse...

Upload

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# Uploading Bank Statement using Excel(Continued..)

- Submit Request set FCI Bank Statement master to upload the data from excel to oracle application.

Submit Request Set

Run this Request...

Request Set: FCI BANK STATEMENT MASTER

Program	Operating Unit	Stage	Parameters
FCI EFT Bank Statement Update		FCI EFT Bank Statement	RECON_PAY_ELECT_25_07
FCI_BANK_STATEMENT_MASTER		FCI_BANK_STATEMENT	RECON_PAY_ELECT_25_07
Bank Statement Import		Bank Statement Import (2	HA11_State Bank of India_IFB
FCI_LOG		FCI_LOG	RECON_PAY_ELECT_25_07

At these Times... As Soon As Possible

Options... Delivery Opts

Schedule... Notifications

Help (A) Submit Cancel

# Agenda

## Processes From Cash Management

- Bank , Branch , Account Creation and Managing payment documents
- Entering Bank Statement Manually and uploading through Excel
- **Reconciliation**
- ---
- <Process 10>

Questions?

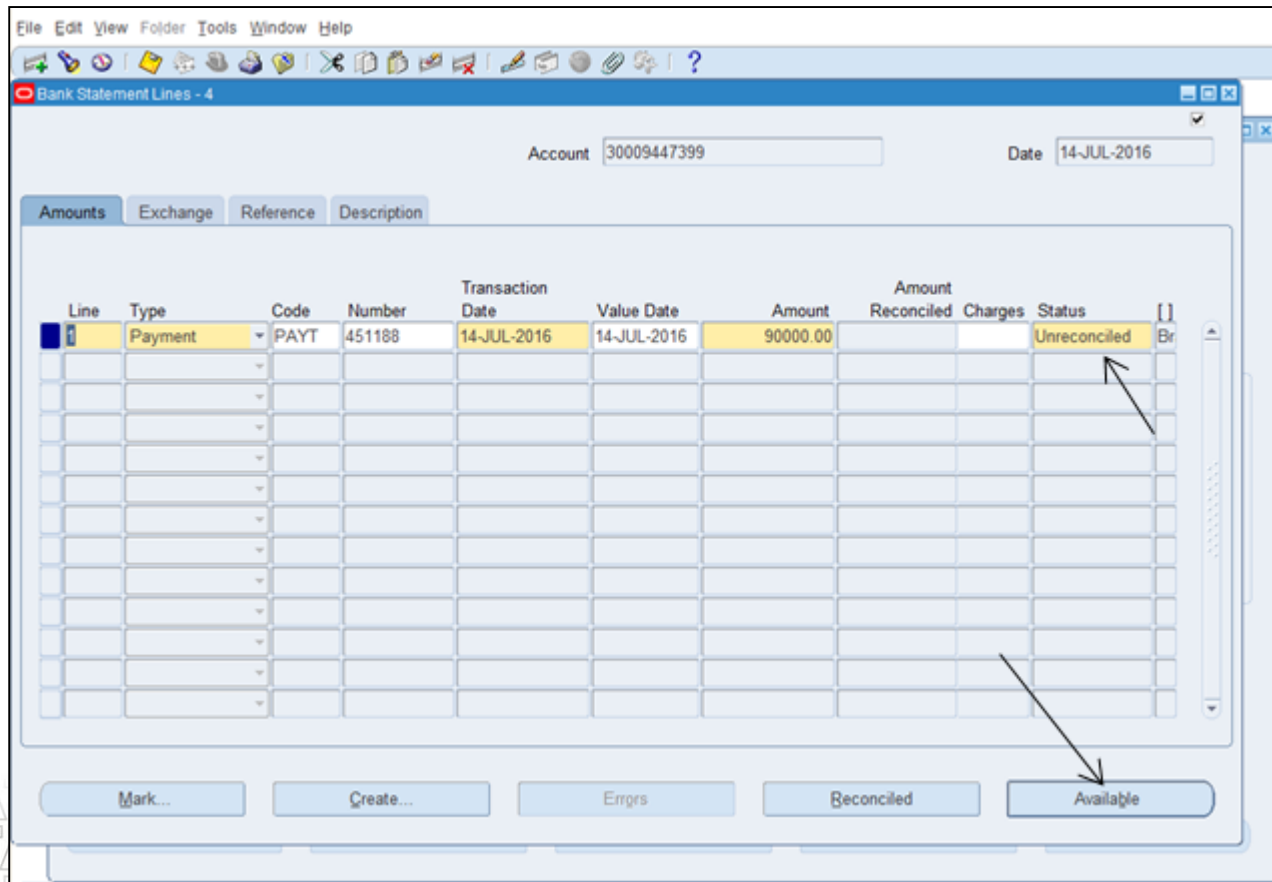
Hands-On





# Reconciling Statement lines(Manual)

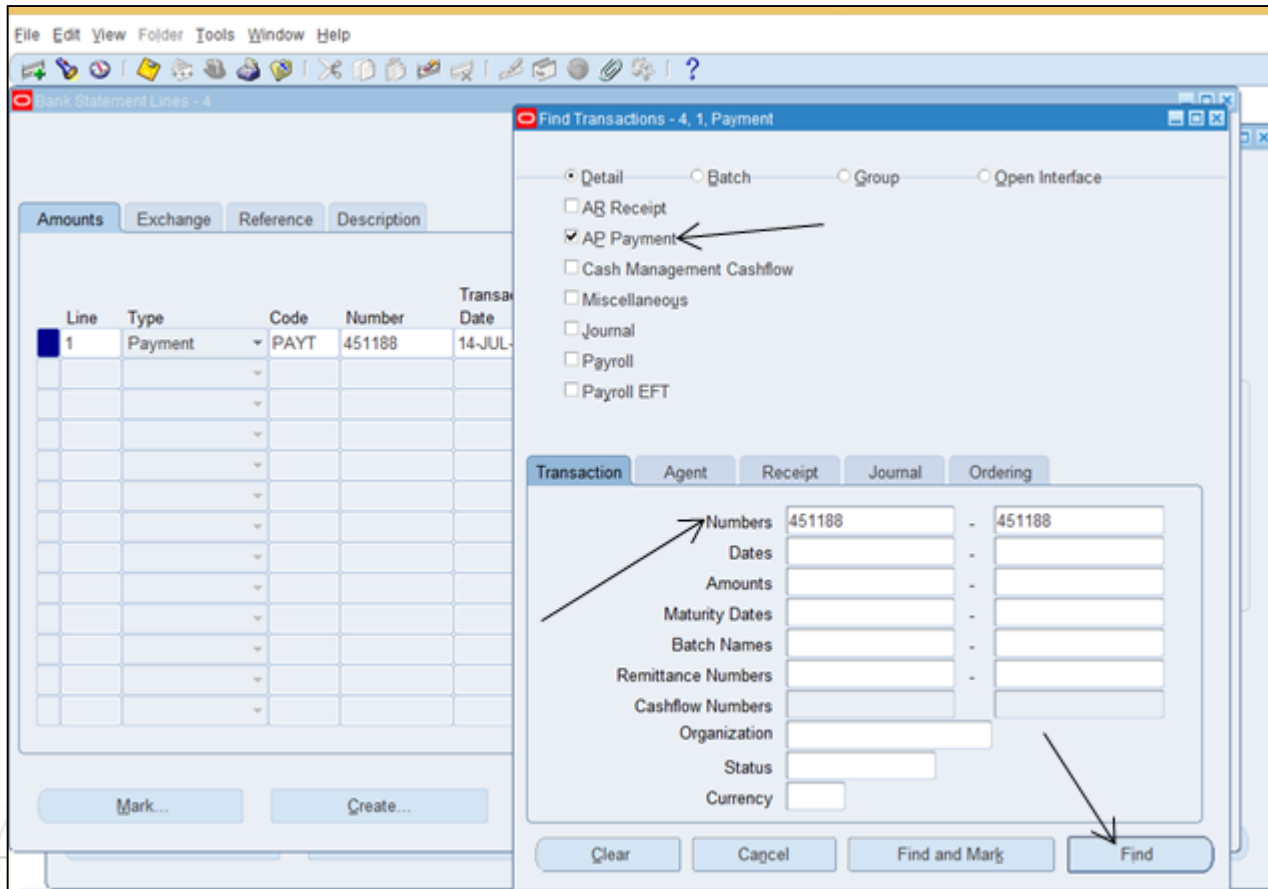
- ✓ Navigate to Bank Statements >> Bank Statements and Reconciliation
- ✓ Search Statement number and click on Lines. Subsequently click on 'Available' button.





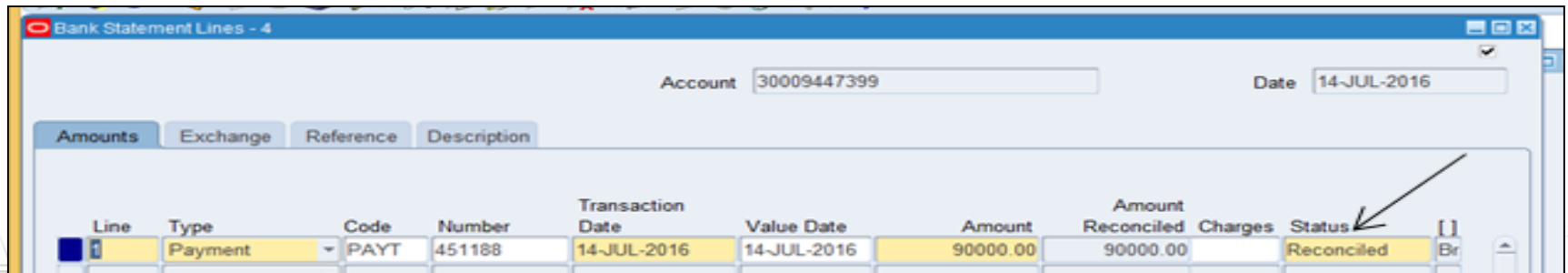
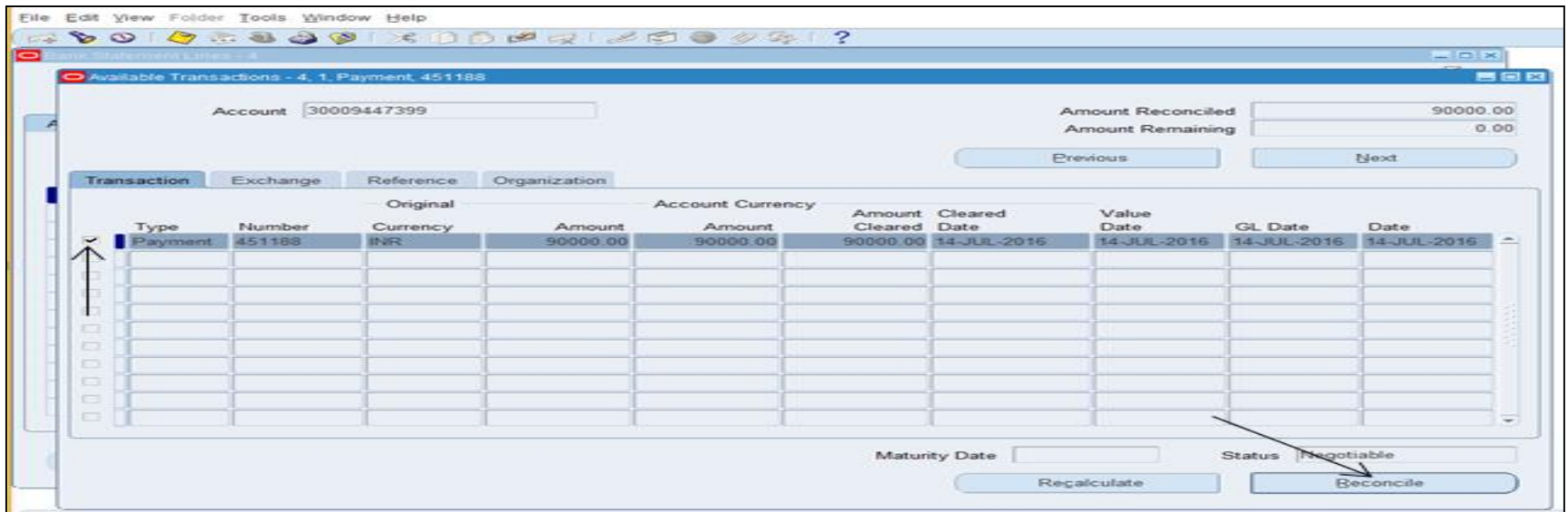
# Reconciling Statement lines(Manual)(Continued..)

- ✓ System would automatically populate the criteria to find the transaction which is available for reconciliation. Click on 'Find' to reconcile it.



# Reconciling Statement lines(Manual)(Continued..)

- ✓ Select the transaction which needs to be reconciled and click on 'Reconcile' button to reconcile the transaction and verify the status.



# Unreconciling Statement lines(Manual)

- ✓ Navigate to Bank Statements >> Bank Statements and Reconciliation
- ✓ Search Statement number and click on Lines.

Account Number: 30009447399  
Bank Name: HA11\_State Bank of India\_IFB, N. De  
Date: 14-JUL-2016  
Document Number: 60  
GL Date: 14-JUL-2016

Account Name: HA11\_30009447399  
Bank Branch: HA11\_State Bank of India\_IFB, New I  
Currency: INR  
Statement Number: 4  
Check Digits:

Control Totals	
	Amount
Opening Balance	-9800.00
Receipts	
Payments	
Closing Balance	
Available Balance	
Value Dated Balance	
1 Day Float	
2 Day Float	

Line Totals		
	Amount	Lines
Opening Balance	-9800.00	
Receipts		
Payments	90000.00	1
Closing Balance	-99800.00	

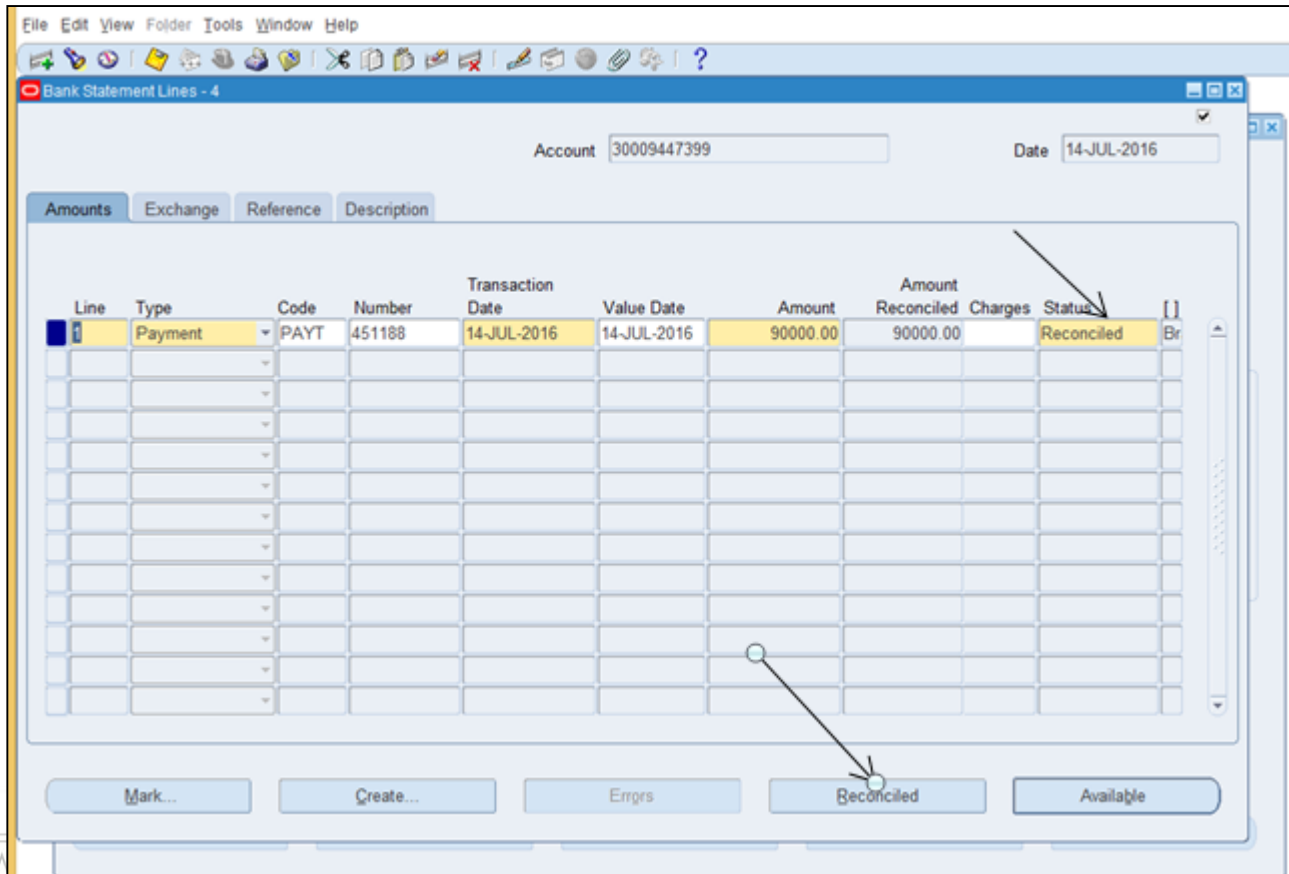
Unreconciled: [ ] [ ]

Complete [ ]

Buttons: Errrs, Reversals, Reconciled, Available, Lines

# Unreconciling Statement lines(Manual)(Continued..)

- ✓ Select the transaction which needs to be unreconciled and click on 'Reconciled' button to view the transaction.



# Unreconciling Statement lines(Manual)(Continued..)

- ✓ Select the transaction and click on 'Unreconcile' button. Verify the status.

The screenshot displays two windows from the TATA CONSULTANCY SERVICES software. The top window, titled 'Reconciled Transactions - 4, 1, Payment', shows a list of transactions for account 30009447399. The 'Status' column for the selected transaction is 'Reconciled'. An arrow points to the 'Unreconcile' button at the bottom right of this window. The bottom window, titled 'Bank Statement Lines - 4', shows the details of the selected transaction. The 'Status' column is now 'Unreconciled', and an arrow points to this cell.

Type	Number	Currency	Amount	Amount	Amount Cleared	Cleared Date	Value Date	GL Date	Date
Payment	451188	INR	90000.00	90000.00	90000.00	14-JUL-2016	14-JUL-2016	14-JUL-2016	14-JUL-2016

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	Charges	Status	Br
1	Payment	PAYT	451188	14-JUL-2016	14-JUL-2016	90000.00			Unreconciled	Br

# Auto Reconciliation

✓ Auto Reconciliation program is used to reconcile bank statement in Oracle Cash Management automatically. FCI uses request set 'FCI AutoReconciliation' for reconciling transactions.

✓ Use Navigation

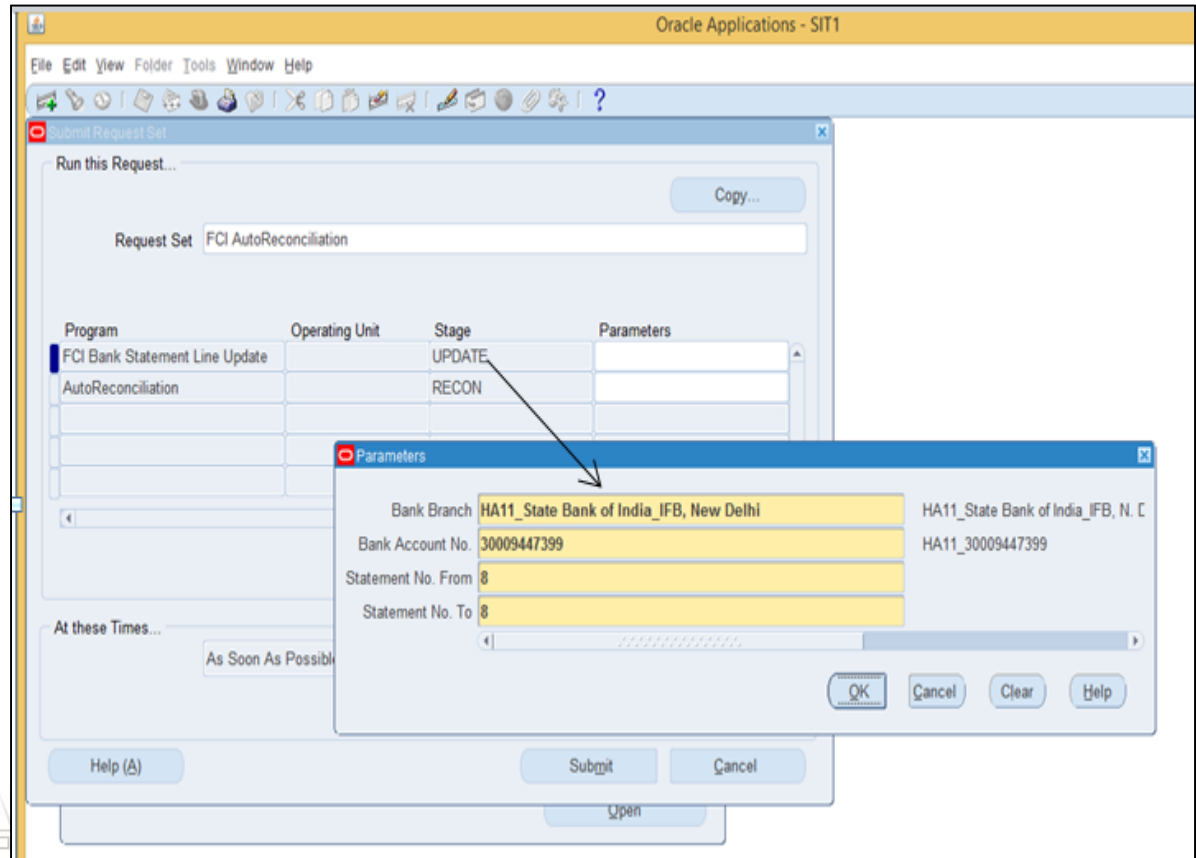
View >> Request >>

Request set and select

'FCI AutoReconciliation'

and provide all the

required parameters.





# Auto Reconciliation

- ✓ Input all the required parameters for which statement needs to be reconciled. FCI uses mostly transactions to reconcile entries like : AP Payments , AR Receipts and IOR.

The screenshot shows the 'Parameters' dialog box for FCI AutoReconciliation. The dialog is titled 'Parameters' and contains the following fields:

Field	Value
Bank Branch Name	HA11_State Bank of India_IFB, New Delhi
Bank Account Number	30009447399
Statement Number From	8
Statement Number To	8
Statement Date From	
Statement Date To	
GL Date	30-JUN-2016
Organization	
Receivable Activity	HA11 Miscellaneous Receipts
Payment Method	
NSF Handling	Reverse

The dialog also includes buttons for 'OK', 'Cancel', 'Clear', and 'Help'. In the background, a 'Submit Request Set' dialog is visible, showing a table with columns 'Stage' and 'Parameters'. The 'RECON' stage is selected, and an arrow points from this stage to the 'Parameters' dialog box.

# Creating Bank initiated Transaction in FAP

- ✓ As per process of Bank, sometimes banks create transaction related to bank charges or bank interest and these transactions cannot be captured in business financial system in advance as these entries are initiated by Bank.
- ✓ To reconcile these entries , we require the same transactions in our system against which bank statement lines can be reconciled.

The screenshot shows a 'Bank Statement' window with the following details:

Field	Value
Account Number	30009447399
Bank Name	HA11_State Bank of India_IFB, N. De
Date	30-JUN-2016
Document Number	
GL Date	30-JUN-2016
Account Name	HA11_30009447399
Bank Branch	HA11_State Bank of India_IFB, New
Currency	INR
Statement Number	12
Check Digits	

**Control Totals**

	Amount	Lines
Opening Balance		
Receipts		
Payments		
Closing Balance		
Available Balance		
Value Dated Balance		
1 Day Float		
2 Day Float		

**Line Totals**

	Amount	Lines
Opening Balance		
Receipts	0.00	
Payments	0.00	
Closing Balance	0.00	

Unreconciled: 0.00

Complete [ ]

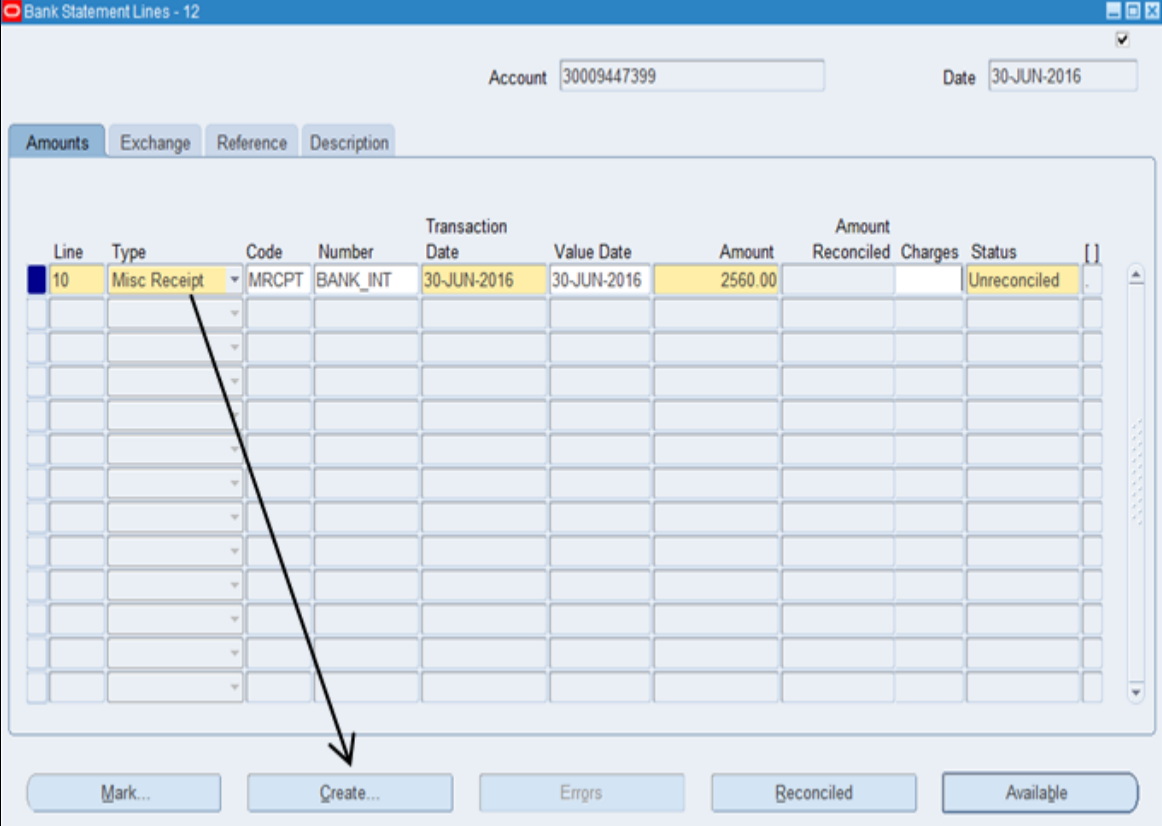
Buttons: Errors, Reversals, Reconciled, Available, Lines



# Creating Bank initiated Transaction in FAP(Continued..)

✓ As soon as statement is ready for reconciliation , you can create miscellaneous receipts (Positive amount) for activities like Bank Interest or miscellaneous receipts(negative amount) for payment activity like bank charges.

Click on Create button.

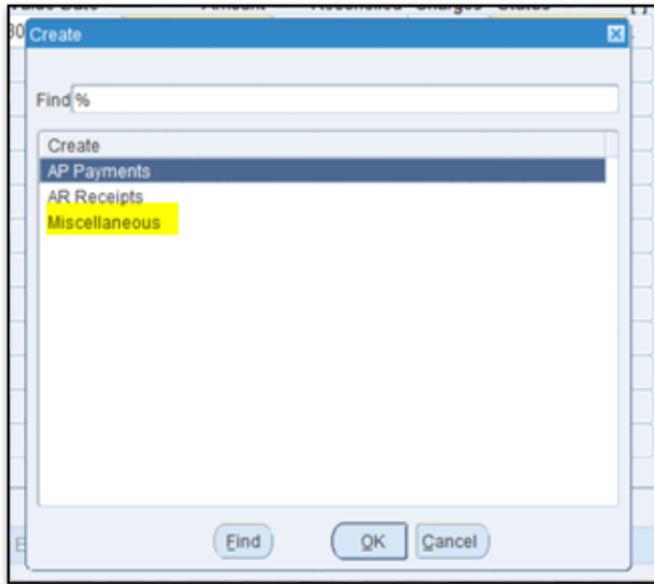


The screenshot shows a software window titled "Bank Statement Lines - 12". At the top, there are input fields for "Account" (30009447399) and "Date" (30-JUN-2016). Below these are tabs for "Amounts", "Exchange", "Reference", and "Description". The main area contains a table with the following columns: Line, Type, Code, Number, Transaction Date, Value Date, Amount, Amount Reconciled, Charges, and Status. The first row is highlighted in yellow and contains the following data: Line 10, Type Misc Receipt, Code MRCPT, Number BANK\_INT, Transaction Date 30-JUN-2016, Value Date 30-JUN-2016, Amount 2560.00, Amount Reconciled (blank), Charges (blank), and Status Unreconciled. At the bottom of the window, there are five buttons: "Mark...", "Create...", "Errors", "Reconciled", and "Available". An arrow points from the "Create..." button to the "Misc Receipt" type in the table.

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	Charges	Status
10	Misc Receipt	MRCPT	BANK_INT	30-JUN-2016	30-JUN-2016	2560.00			Unreconciled

# Creating Bank initiated Transaction in FAP(Continued..)

- ✓ Select Miscellaneous.
- ✓ Enter all the details required for entry and click on 'Create' button.



Miscellaneous Receipts - 12, 10, Misc Receipt

Account: 30009447399 Bank Name: HA11\_State Bank of India\_IFB, N. Delhi  
Currency: INR Statement Date: 30-JUN-2016

Transaction Bank Reference Comment

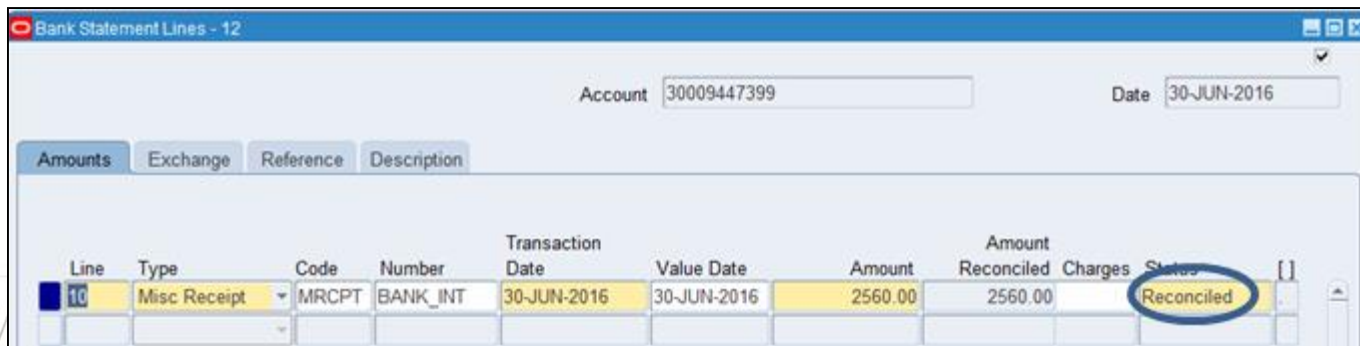
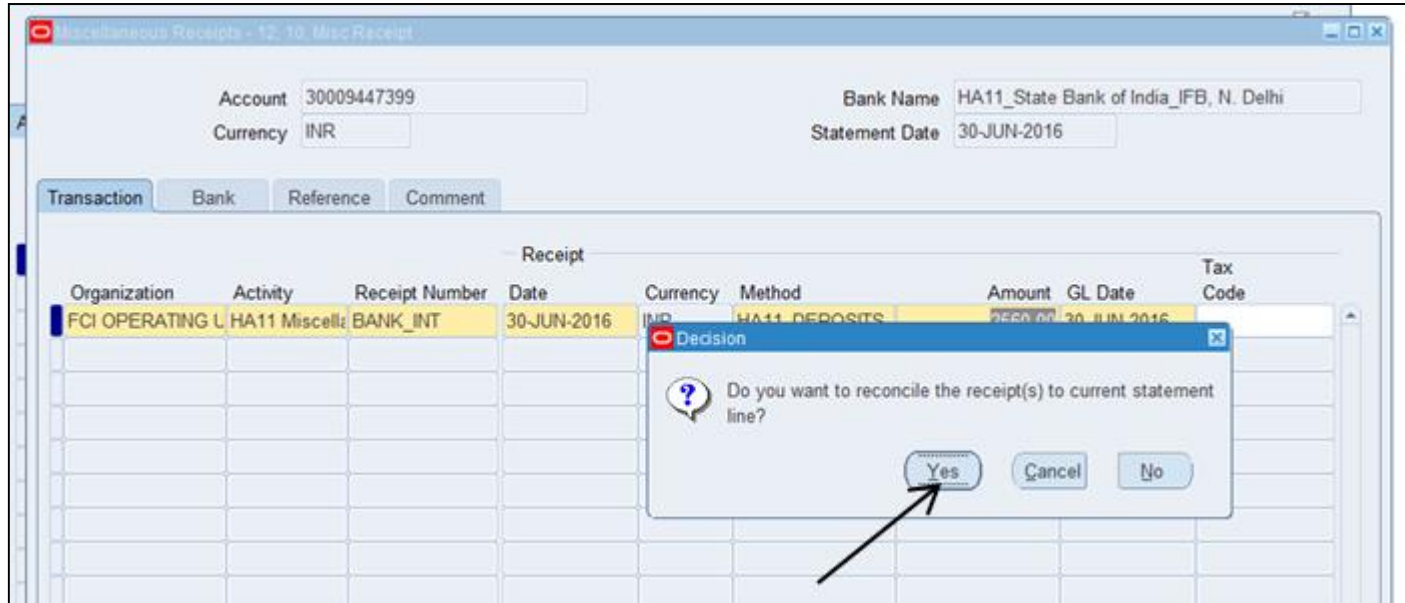
Receipt

Organization	Activity	Receipt Number	Date	Currency	Method	Amount	GL Date	Tax Code
FCI OPERATING L	HA11 Miscell	BANK_INT	30-JUN-2016	INR	HA11_DEPOSITS	2560.00	30-JUN-2016	

Create

# Creating Bank initiated Transaction in FAP(Continued..)

- ✓ Click on 'Yes' to reconcile the transaction spontaneously and verify the status.



# Reconciling Contra entries

- ✓ This reconciliation works in a situation where the Bank has given an entry in the Bank Statement and then reversed the entry. For these entries to be reconciled, make sure that the number field in both the transaction (Miscellaneous Payment and Miscellaneous Receipt) should be same.

Bank Statement Lines - 6

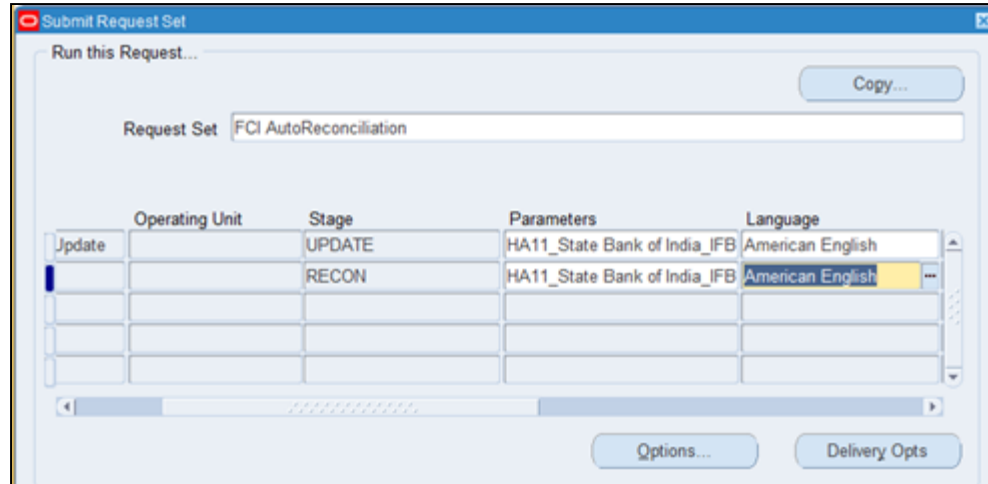
Account: 30009447399 Date: 14-JUL-2016

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	Charges	Status
10	Misc Payment		XYZ	14-JUL-2016		1000.00			Unreconciled
20	Misc Receipt		XYZ	14-JUL-2016		1000.00			Unreconciled

Buttons: Mark... Create... Errors Reconciled Available

# Reconciling Contra entries (Continued..)

- ✓ Run request set 'FCI AutoReconciliation' to reconcile these entries automatically and verify the statement lines status.



The screenshot shows a 'Bank Statement Lines - 6' window. The 'Account' field is '30009447399' and the 'Date' is '14-JUL-2016'. There are tabs for 'Amounts', 'Exchange', 'Reference', and 'Description'. Below is a table with columns: Line, Type, Code, Number, Transaction Date, Value Date, Amount, Amount Reconciled, Charges, Status, and a checkbox. Two rows are visible: Line 10 (Misc Payment) and Line 20 (Misc Receipt), both with a status of 'Reconciled'.

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	Charges	Status	[ ]
10	Misc Payment	MPAYT	XYZ	14-JUL-2016	14-JUL-2016	1000.00	1000.00		Reconciled	.
20	Misc Receipt	MRCPT	XYZ	14-JUL-2016	14-JUL-2016	1000.00	1000.00		Reconciled	.

# Reconciling electronic payments and batches

✓ FCI uses electronic as well as check payment to pay suppliers.

Bank Statement window showing account details and reconciliation controls. The window is titled "Bank Statement" and contains the following fields:

- Account Number: 30009447399
- Account Name: HA11\_30009447399
- Bank Name: HA11\_State Bank of India\_IFB, N. De
- Bank Branch: HA11\_State Bank of India\_IFB, New I
- Date: 25-JUL-2016
- Currency: INR
- Document Number: 69
- Statement Number: 13
- GL Date: 25-JUL-2016
- Check Digits: [ ]

Control Totals:

	Amount	Lines
Opening Balance	-99800.00	
Receipts		
Payments		
Closing Balance	-99800.00	

Line Totals:

	Amount	Lines
Opening Balance	-99800.00	
Receipts	0.00	
Payments	4000.00	1
Closing Balance	-103800.00	

Available Balance: [ ]  
Value Dated Balance: [ ]  
1 Day Float: [ ]  
2 Day Float: [ ]

Unreconciled: -4000.00 1

Complete [ ]

Buttons: Errors, Reversals, Reconciled, Available, Lines

Bank Statement Lines - 13 window showing a table of transactions. The window is titled "Bank Statement Lines - 13" and contains the following fields:

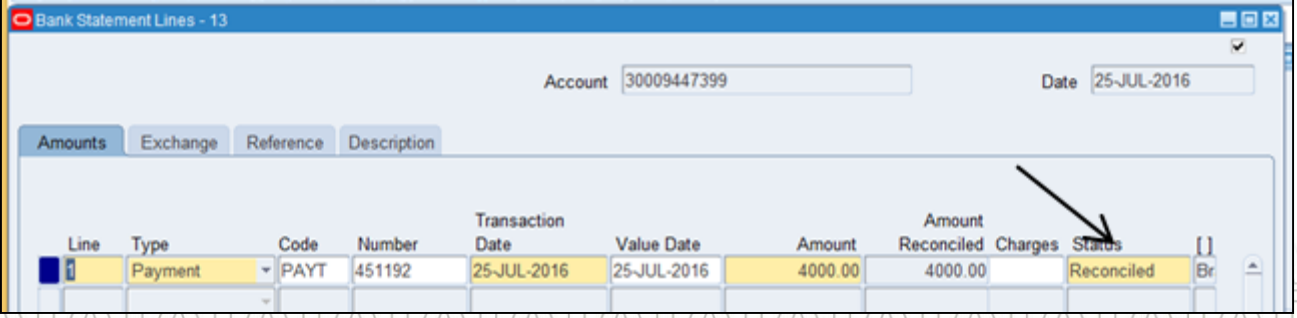
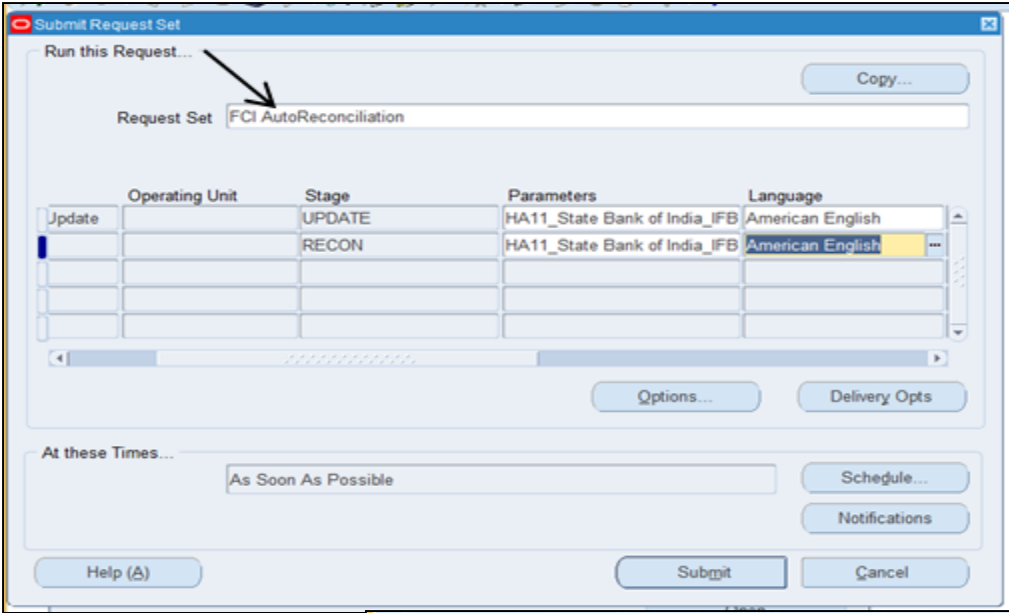
- Account: 30009447399
- Date: 25-JUL-2016

Table with columns: Amounts, Exchange, Reference, Description

Line	Type	Code	Number	Transaction Date	Value Date	Amount	Amount Reconciled	Charges	Status	[ ]
1	Payment	PAYT	451192	25-JUL-2016	25-JUL-2016	4000.00			Unreconciled	Br

# Reconciling electronic payments and batches(Continued..)

✓ Electronic type payment or batch can be reconciled as a part of FCI AutoReconciliation request set.





## Reports in R12

- ✓ All the Standard and custom reports are available for reconciliation purpose to ensure business needs.
- ✓ Major Standard reports which are being used by FCI are as follows :
  - ✓ GL Reconciliation Report
- ✓ Major Custom reports which are being used by FCI are as follows :
  - ✓ FCI Transactions Available for Reconciliation
  - ✓ FCI Bank Reconciliation Statement





# Questions?



# Hands-On

Thank You!