

**BaanERP 5.0c Finance**  
**Cash Management**

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Module Procedure

UP116A US

**B***aa***IN**



## Document information

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## About this document

Read this document to get an overview of the Cash Management (CMG) module's functionality and to learn more about the functional procedures that are related to CMG.

You need no detailed knowledge of the BaanERP software to read this document. However, you are more likely to understand the contents if you are familiar with:

- The overall structure of packages, modules, and sessions within the BaanERP software
- The general business procedures used in everyday business practice
- The basic concepts of enterprise resource planning

For detailed descriptions of the module's sessions, refer to BaanERP's comprehensive online Help.

### To use this document

Read Chapter 1, "The Cash Management (CMG) module in BaanERP," if you want to know more about:

- The module's functionality
- The relationship of the module with other modules
- The functionality of the module's business objects

Read Chapter 2, "The payment procedure," if you want to know more about:

- The sessions in the procedure
- The results of the procedure
- The variation in the procedure
- Anticipated payments
- Standing orders

Read Chapter 3, "The direct-debit procedure," if you want to know more about:

- The sessions in the procedure
- The results of the procedure
- The variation in the procedure
- Anticipated receipts

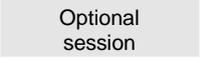
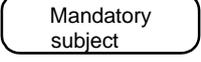
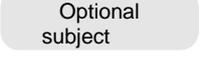
Read Chapter 4, "The electronic bank statements procedure," if you want to know more about:

- The sessions in the procedure
- The results of the procedure

### Acronyms used in this document

ACP	Accounts Payable
ACR	Accounts Receivable
CMG	Cash Management
COM	Common Data
EBS	Electronic Bank Statements
EMM	Enterprise Modeling Management
GLD	General Ledger
IBD	Item Base Data
IRS	Internal Revenue Service
MCS	Tables
SLI	Sales Invoicing
TD	BaanERP Order Management
TI	BaanERP Manufacturing
TP	BaanERP Project
TS	BaanERP Service
WH	BaanERP Warehousing

### Legend

	Indicates a mandatory session
	Indicates an optional session
	Indicates a mandatory subject
	Indicates an optional subject
	Indicates a package
	Indicates a module
	Indicates a module that is described in the module procedure

# 1. **The Cash Management (CMG) module in BaanERP**

This chapter provides information on:

- The CMG concept as applied in BaanERP
- CMG's functional procedures
- The modules related to CMG
- The functionality of CMG's business objects

## 1.1 **The function of CMG in BaanERP**

You can use CMG to process all cash transactions and bank transactions that are related to:

- Payments of purchase invoices
- Receipts of sales invoice amounts
- Stand-alone payments
- Unallocated payments and receipts

Information from cash transactions is used to gather statistical information, which you can use to analyze the payment behavior of customers. You can generate cash-flow forecasts to analyze the liquidity position of the organization. You can use these forecast analyses to determine if you need short-term capital to run the business.

Figure 1 shows how the CMG module is positioned in BaanERP.

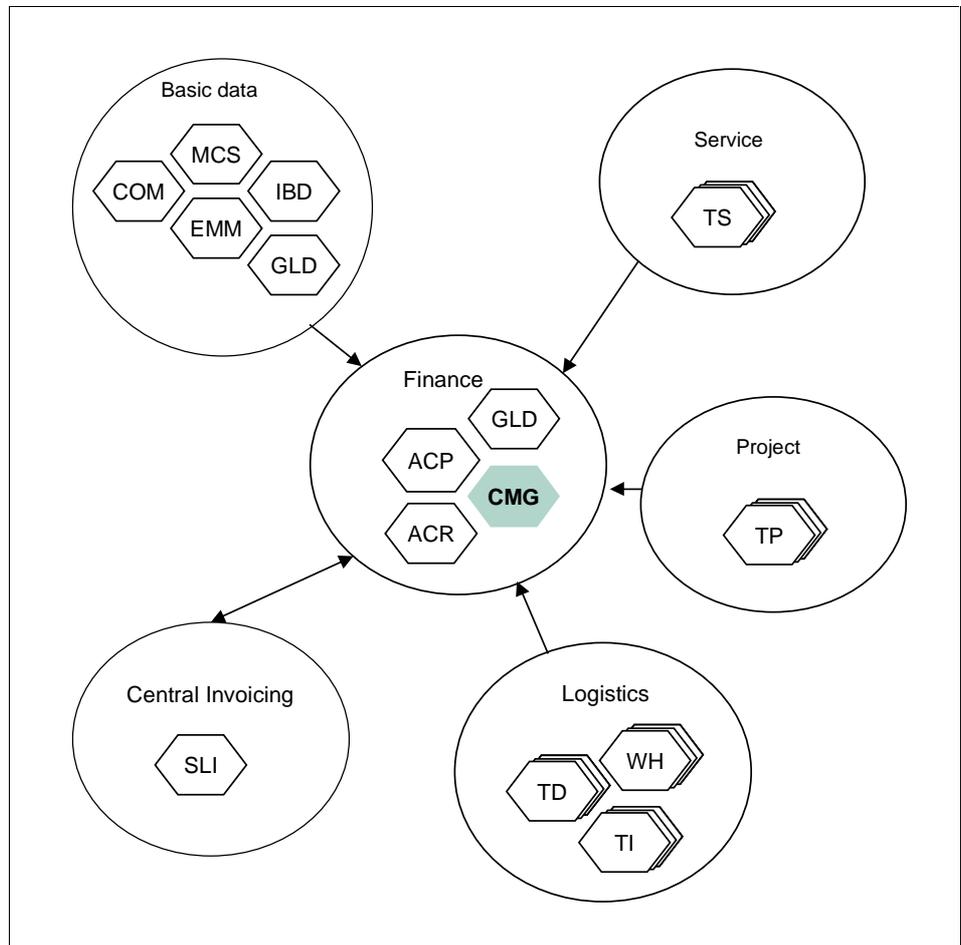


Figure 1, The CMG module in BaanERP

## 1.2

### The modules related to CMG

Figure 2 shows the modules that are related to CMG.

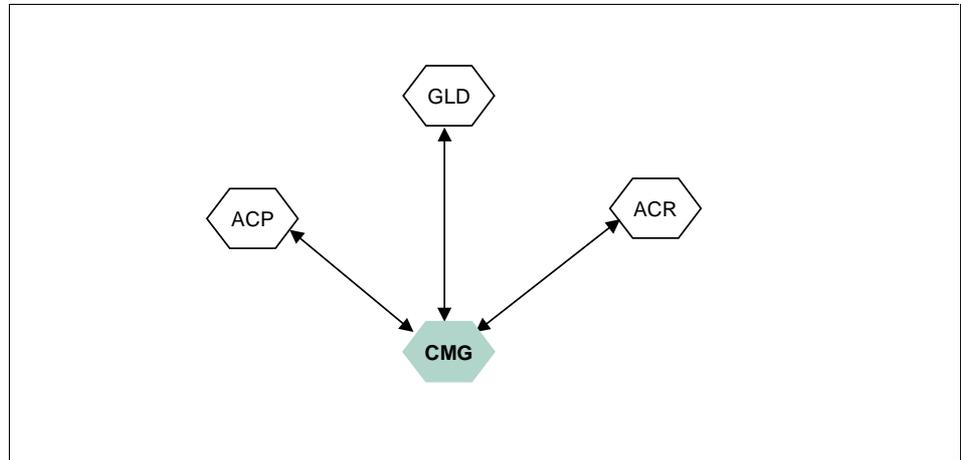


Figure 2, The modules related to CMG

In the Accounts Payable (ACP) module, you can handle the history and the maintenance of purchase invoices. You can process the automatic payment and the manual payment of these purchase invoices in CMG.

In the Accounts Receivable (ACR) module, you can maintain sales invoices from payments that are received in CMG.

You can post the financial transactions, which are processed in CMG, to the General Ledger (GLD) module.

#### **Master data and prerequisites**

Before you can start working with CMG, you must select the **Finance** check box in the Companies (tccom0100s000) session. In addition, you must define the master data and the parameters for group company, company, and so on, in the General Ledger (GLD) module.

You must then set the parameters in the CMG Parameters (tfcmg0100s000) session.

### 1.3 CMG's functionality

This section describes the main subjects of CMG and the way you can use them and explains in detail the functional procedures of CMG.

#### The main subjects of CMG

CMG contains the following business objects:

- Master Data
- Transaction Processing
- Supplier Payments
- Customer Receipts
- Statistics
- Cash Forecast
- Electronic Bank Statements
- IRS 1099 Report

Figure 3 shows the main flow between the business objects.

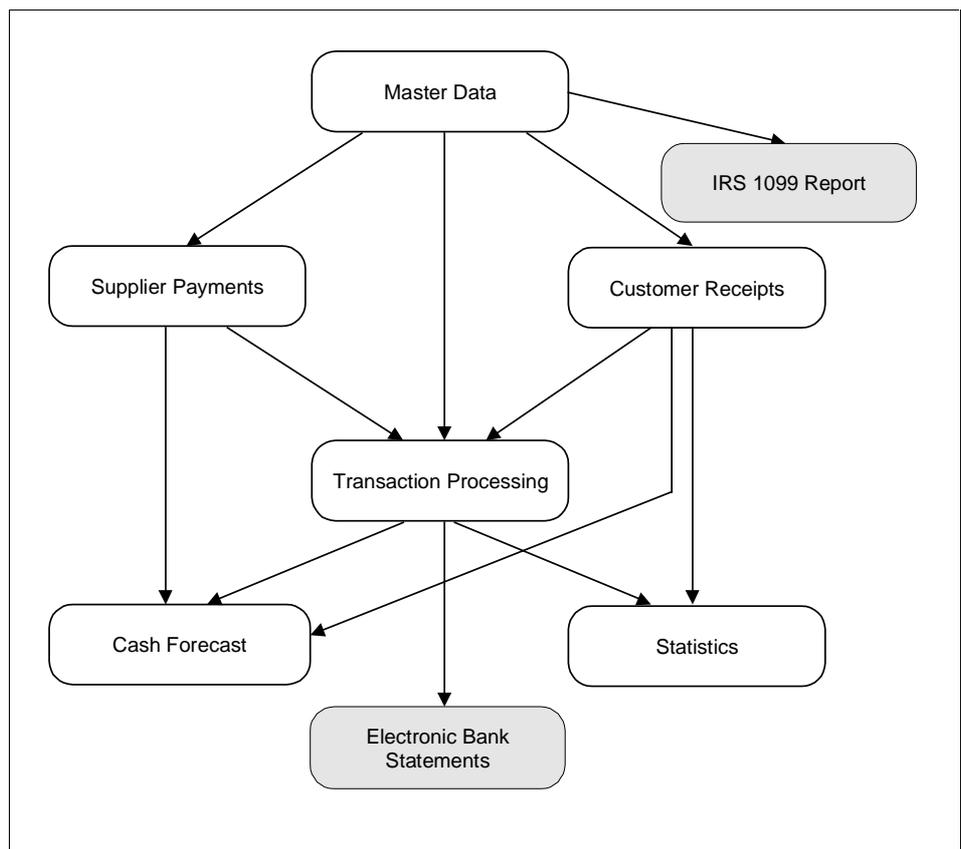


Figure 3, The main flow between the business objects in the CMG module

### **Master Data**

You must define the Master Data before you can use Supplier Payments, Customer Receipts, and Transaction Processing. You need the information in Master Data for:

- The automatic-payment procedure
- The direct-debit procedure
- The definition of forecast periods

The most important components in Master Data include:

- The payment methods
- The bank relations
- The posting steps that are defined in the cash procedures

### **Transaction Processing**

The financial transactions that are created in CMG go through Transaction Processing to the General Ledger (GLD) module. The postings are processed by means of transaction types. The postings that are generated in Supplier Payments and Customer Receipts are processed through Transaction Processing to the General Ledger (GLD) module. These postings consist of financial transactions for:

- Anticipated payments
- Anticipated receipts

In the General Ledger (GLD) module you can finalize and store the financial transactions.

### **Supplier Payments**

Supplier Payments supports the payment process when:

- Purchase invoices are due for payment
- Partial payments must be made

You can carry out the following payment steps:

- 1 Select the payments that you want to process by supplier.
- 2 Assign banks.
- 3 Print or store, bank orders or checks in an electronic file.
- 4 Post the related cash transactions to the General Ledger (GLD) module.

### Customer Receipts

You can use Customer Receipts if sales invoice receipts are processed by the organization. Before you can use these receipts, the customers must authorize the organization to automatically debit their bank accounts.

You can carry out the following receipt steps:

- 1 Select the due sales invoices for customers who allow direct debiting.
- 2 Assign banks.
- 3 Print bank orders or store bank orders in an electronic bank file.
- 4 Post the related cash transactions to the General Ledger (GLD) module.

### Statistics

You can use Statistics to:

- Analyze customers' payment behavior
- Analyze customers' payment terms

The receipt information is obtained from the automatic debits in the Customer Receipts. If these receipts are processed manually, the information is provided by Transaction Processing.

### Cash Forecast

With Cash Forecast you can forecast cash flows, which provide you with an insight into the liquidity position of your company at a certain point in the future.

A cash-flow forecast represents the incoming and outgoing cash flows that result from:

- Purchase invoices and sales invoices
- Purchase orders and sales orders
- Project orders
- Sales quotations
- Financial budgets
- Standing orders

### Electronic Bank Statements

Electronic Bank Statements support the electronic sending of bank statements by banks. The bank statements can be sent by modem or on diskette.

The electronic bank statements are matched against the purchase invoices and against the sales invoices. This information is processed in the financial accounts. If possible, most of the transactions are performed automatically.

### **IRS 1099 Report**

You can use the IRS 1099 Report to report your 1099-MISC income payment information to the Internal Revenue Service (IRS). The output of the 1099-MISC Income payment information (used for filing purposes) is available in either hard-copy versions or soft-copy versions.

### **CMG's functional procedures**

CMG contains these functional procedures:

- 1 The payment procedure (see Section 2.1)  
The payment run covers the entire payment procedure from the time purchase orders are due until the time the invoices are cleared.  
  
The payment procedure consists of a standard payment procedure or an uninterrupted procedure (automatic) with an additional procedure to handle a variation in the standard procedure. You can use the variation in the standard procedure to change the payment status.
- 2 The direct-debit procedure (see Section 3.1)  
The direct-debit run covers the entire direct-debit procedure from the time sales invoices are due for payment until the time the invoices are cleared.  
  
The direct-debit procedure consists of a standard direct-debit procedure with an additional procedure to handle a variation in the standard procedure. You can use the variation in the standard procedure to change the receipt status.
- 3 The electronic bank statements procedure (see Section 4.1)  
This procedure enables you to process the statements that the bank has sent to you in electronic form.



## 2.

# The payment procedure

This chapter describes:

- The manual-payment procedure
- The uninterrupted-payment procedure (automatic)
- The statuses in the payment procedure
- A variation in the standard-payment procedure
- Manual anticipated payments
- Standing-order procedure
- Payments without defined steps

## 2.1

### The payment procedure

The payment run covers the entire payment procedure. This procedure runs from the time purchase orders are due as open entries in the Accounts Payable (ACP) module to the time the invoices are cleared when the bank statement is received and the payments are reconciled. The standard-payment procedure requires you to perform the following steps:

- 1 Set up the payment method and the bank relation.
- 2 Specify the ledger accounts to which anticipated payments must be posted for each payment method and bank relation.
- 3 Link a payment method to each purchase invoice.
- 4 Select the purchase invoices that are due.
- 5 Audit and process the payments.
- 6 Send an electronic file or the printed bank orders to the bank for notification purposes.

#### ***The procedure's results***

The results of the payment procedure are:

- The open entries file in the Accounts Payable (ACP) module is cleared.
- All open amounts of purchase invoices are set to zero.
- The payment document is linked to the purchase invoice.

### 2.1.1 The manual-payment procedure

For this procedure you must select invoices in order to compose and post the payment details. You must frequently intervene in the manual-payment procedure so that you can make overnight payment runs. The payment process stops if an error occurs in a batch.

Figure 4 shows the steps in the manual-payment procedure.

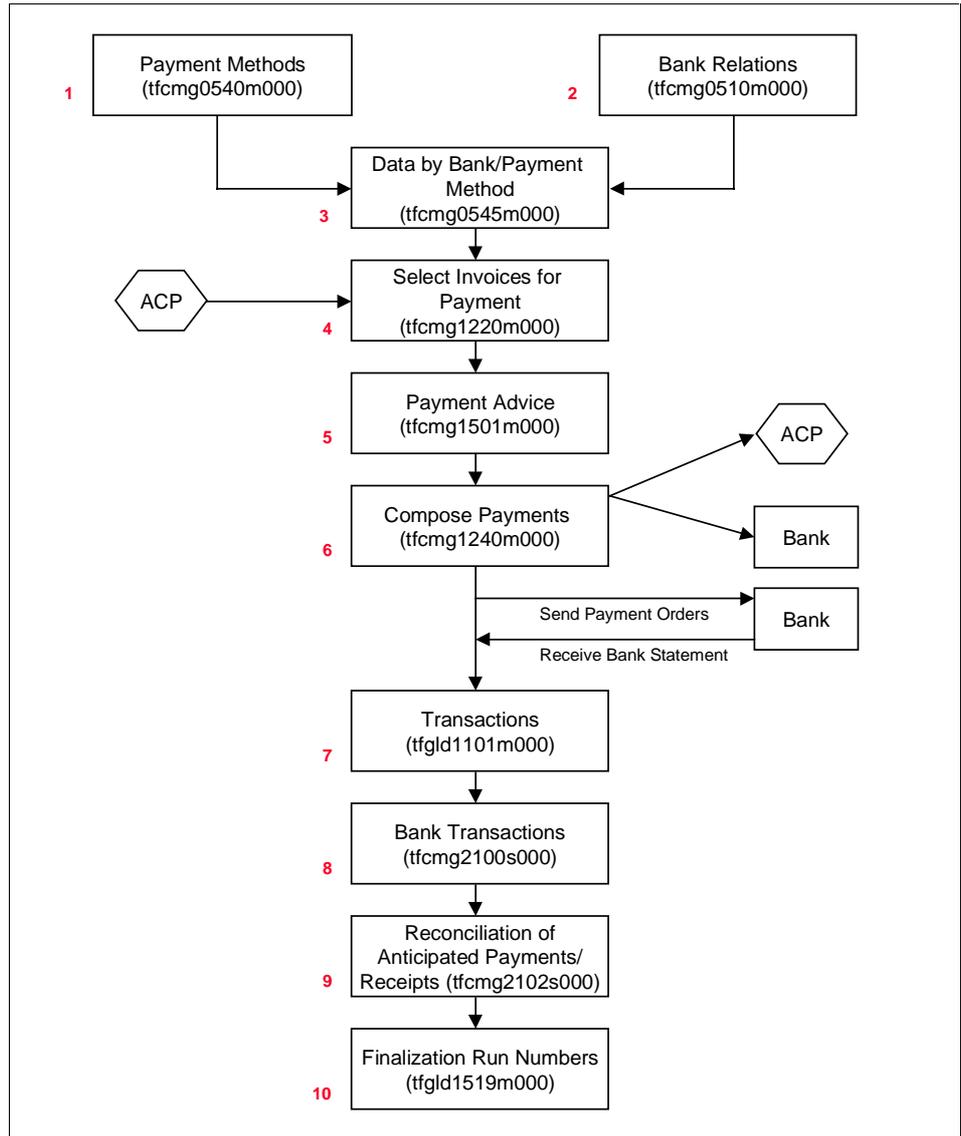


Figure 4, The manual payment procedure

The manual-payment procedure consists of the following steps.

**Step 1 Payment Methods (tfcmg0540m000)**

You must set up payment methods. You can link a payment method to an invoice to determine how the invoice is paid.

**Step 2 Bank Relations (tfcmg0510m000)**

You must set up bank relations. A bank relation is required to process the payments to and from your business partners.

**Step 3 Data by Bank/Payment Method (tfcmg0545m000)**

You can use this session to define the combinations of a payment method and a bank relation. These combinations determine how payments with a certain bank are processed in the financial records. You must also define the ledger accounts. In addition, a payment method is linked to each purchase invoice.

**Step 4 Select Invoices for Payments (tfcmg1220m0000)**

You can use the automatic selection program in this session to select purchase invoices that are due for payment. Several options are available to select purchase invoices that are due from the open entries in the Accounts Payable (ACP) module.

**Step 5 Payment Advice (tfcmg1501m000)**

A payment advice list is generated that must be audited. You can make changes before the final payment procedure is started.

**Step 6 Compose Payments (tfcmg1240m000)**

In the final procedure, separate payment lines are created by supplier and by currency for purchase invoices that are due. Banks from which payments must be deducted are validated, as are supplier codes. In addition, priorities regarding payments are assigned to banks. If any errors occur, BaanERP prints an error list that indicates the action that you must take.

After you have entered all the data, BaanERP either prints bank orders or checks or creates an electronic bank file.

Anticipated payments are posted to the general ledger accounts as specified by the combination of a payment method and a bank relation.

In addition, the open entries in the Accounts Payable (ACP) module are updated.

Anticipated payments are sent to the bank to be deducted. You will receive a bank statement after the payments are processed by the bank.

**Step 7 Transactions (tfgld1101m000)**

You can use this session to update the data in BaanERP with the information on the bank statements in the Reconciliation of Anticipated Payments/Receipts session (tfcmg2102s000).

**Step 8 Bank Transactions (tfcmg2100s000)**

You can use this session to process the bank transactions.

**Step 9 Reconciliation of Anticipated Payments/Receipts (tfcmg2102s000)**

In this session you can reconcile the anticipated documents that are processed by the bank. The reconciliation is processed by means of the Cash transaction type. BaanERP reverses previous postings that were processed when the payments were carried out. The bank balance that appears in a general ledger account is reduced. In addition, the open entries in the Accounts Payable (ACP) module are updated and the invoices are paid. Both the cash document that is linked to purchase invoices and the open balance amounts in the invoices are set to zero.

**Step 10 Finalization Run Numbers (tfgld1519m000)**

You can use this session to finalize the financial transactions. The ledger history and the dimension history are then closed.

2.1.2

The uninterrupted-payment procedure

The payment run covers the entire uninterrupted-payment procedure. The uninterrupted-payment procedure no longer requires frequent intervention by you, so that you can make overnight payment runs. The payment process continues even if it encounters errors in certain invoices or lines. At the end of the process BaanERP generates an exception report of invoices that were not processed. The erroneous invoices are removed from the current batch and entered into a new batch, which can be processed later. The status of the error batch will be the status at which the payment batch encountered the errors.

Figure 5 shows the steps in the uninterrupted payment procedure.

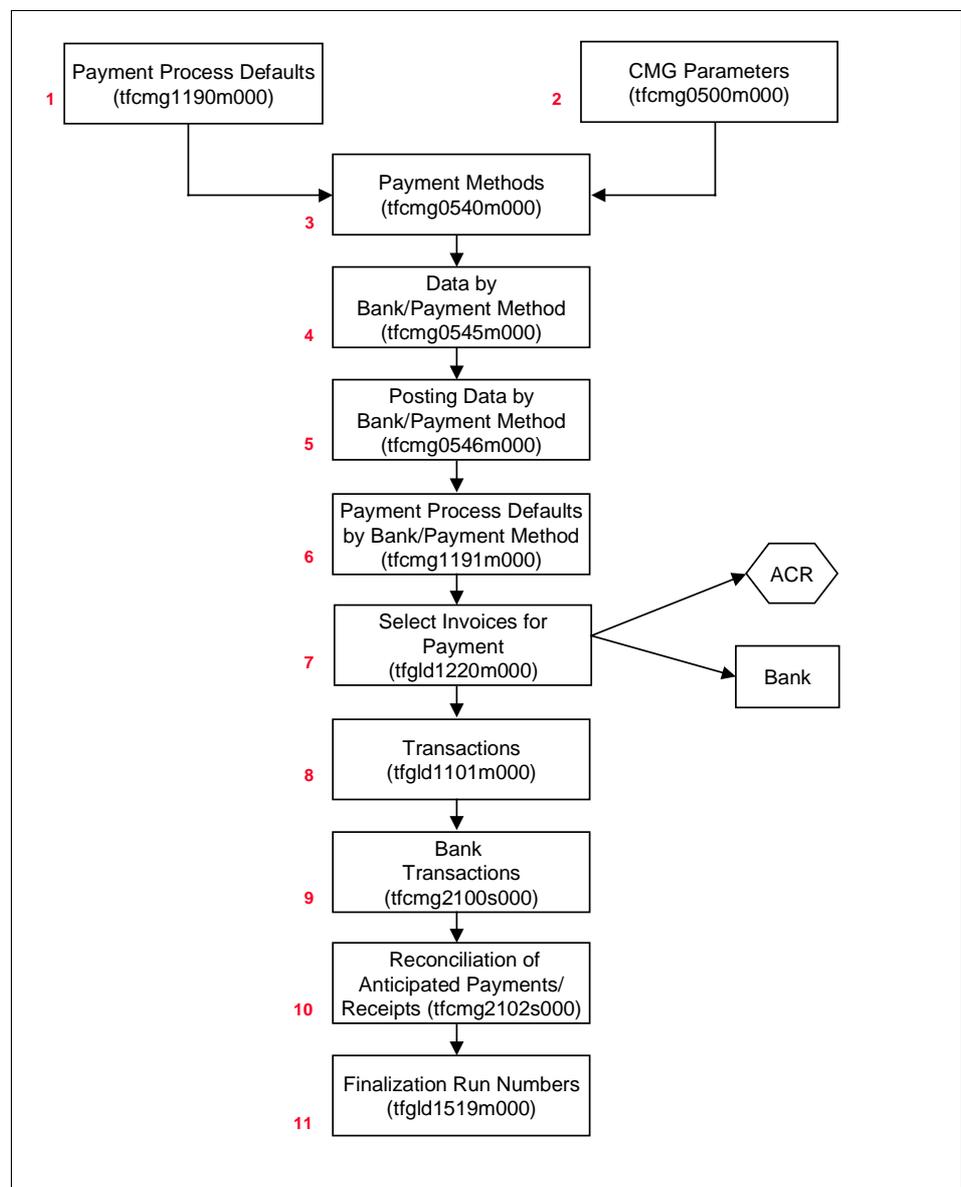


Figure 5, Uninterrupted payment procedure

The uninterrupted-payment procedure contains the following steps:

**Step 1 Payment Process Defaults (tfcmg1190m000)**

Use this session to create payment process default data.

**Step 2 CMG Parameters (tfcmg0500m000)**

This session contains a history list of parameter sets and at the top of the list their effective dates and the current parameter set. You must select the **Invoke Payment Process after Selection** checkbox. The payment process ID here is the default ID.

**Step 3 Payment Methods (tfcmg0540m000)**

You must set up a new payment method of the Payment type.

**Step 4 Data by Bank/Payment Method (tfcmg0545m000)**

You can use this session to define the combination of a payment method and a bank relation. These combinations determine how payments with a certain bank are processed in the financial records. You must enter the transaction type for anticipated payments and the just-defined ledger account. Use the bank that is defined in the CMG parameters and the just-defined payment method.

**Step 5 Posting Data by Bank/Payment Method (tfcmg0546m000)**

In this session you must define posting data for the Document Accepted /Sent step and the Document Paid step.

**Step 6 Payment Process Defaults by Bank/Payment Method (tfcmg1191m000)**

You must enter the just-created payment process ID, the pay-from bank from the CMG parameters, and the just-created payment method.

**Step 7 Select Invoices for Payment (tfcmg1220m000)**

Enter the number of just-created invoice and be sure that the **Invoice Payment Process after Selection** checkbox is selected. Enter the just-created payment process ID and press the **Select** button, which will start the uninterrupted payment process.

**Step 8 Transactions (tfgld1101m000)**

You can use this session to update the data in BaanERP with the information from the bank statements in the Reconciliation of Anticipated Payments/Receipts session (tfcmg2101s000). You must use this session to finalize the batch that you used to record the cost invoice.

**Step 9 Bank Transactions (tfcmg2100s000)**

You can use this session to process the bank transactions.

**Step 10 Reconciliation of Anticipated Payments/Receipts (tfgld1519m000)**

In this session you can reconcile the anticipated documents that are processed by the bank. The reconciliation is processed by means of the Cash transactions type. BaanERP reverses previous postings that were processed when the payments were carried out. The bank balance that appears in a general ledger account is reduced. In addition, the open entries in the Accounts Payable (ACP) module are updated and the invoices are paid. The cash document that is linked to purchase invoices and the open balance amounts in the invoices are set to zero.

**Step 11 Finalization Run Numbers (tfgld1519m000)**

You can use this session to finalize the financial transactions. Finalize the automatically created payment batch.

**2.2****The statuses in the payment procedure**

The standard payment procedure requires you to perform the following two steps:

- 1 Define the steps of the payment procedure.
- 2 Define the general ledger accounts used in the steps of the payment procedure.

A status is assigned to each payment step with each status representing a payment step.

The following steps and the statuses are related to payment documents:

- 1 Document received:  
The payment document is received by the organization and is awaiting approval.
- 2 Document accepted/sent:  
The payment document is approved and is sent to the bank for clearance.
- 3 Document paid:  
The payment document is cleared by the bank and is ready for reconciliation in BaanERP.

Step 1 and step 2 are optional. You can select these steps if you have defined the payment method. Step 3 is mandatory and is processed during the reconciliation of the payments.

## 2.3

### A variation in the standard payment procedure

Additional payment steps are required for some payment methods: for example, the payment of a bill of exchange or a trade note,. A variation of the standard payment procedure can include a subprocedure. This variation is optional. In Figure 6 additional sessions are added to the standard payment procedure between Step 6, the Compose Payments (tfcmg1240m000) session, and Step 8, the Transactions (tfgld1101m000) session.

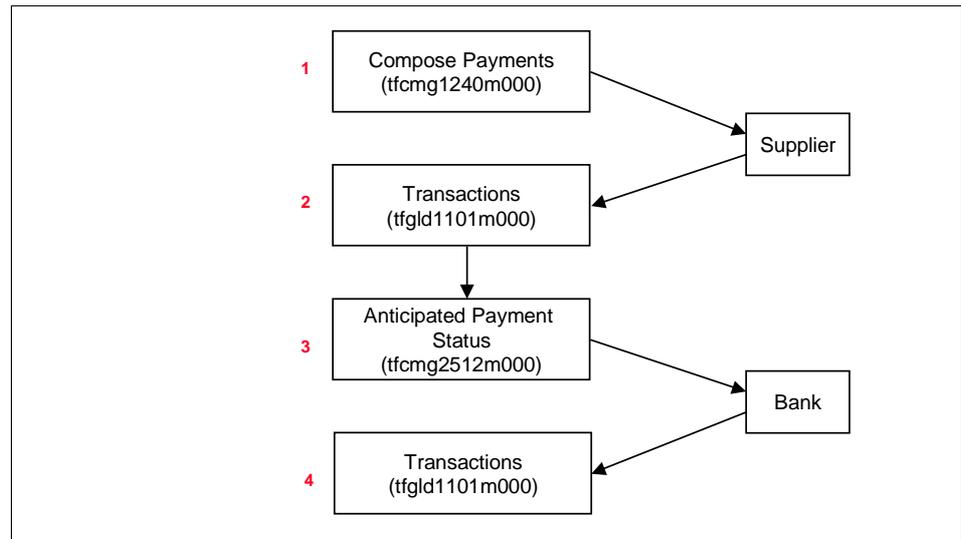


Figure 6, A variation in the standard payment procedure

The variation in the standard payment procedure consists of the following steps:

#### Step 1 Compose Payments (tfcmg1240m000)

If payments are processed by means of the variation in the standard payment procedure, the payments go to the supplier for approval before they go to the bank. You can define additional steps for a payment method to accommodate additional approval steps or to monitor the steps. This action allows an organization to keep track of which payments have or have not been posted to the general ledger.

#### Step 2 Transactions (tfgld1101m000)

You can use this session to update the data in BaanERP with the information on the bank statements, which is found in the Reconciliation of Anticipated Payments/Receipts (tfcmg2102s000) session.

#### Step 3 Anticipated Payment Status (tfcmg2512m000)

You can use this session to change the intermediate status of an anticipated payment. After you change the intermediate status, the payments are sent to the bank.

#### Step 4 Transactions (tfgld1101m000)

This step corresponds with Step 8 in Figure 4. After this step, you can follow the remainder of the standard payment procedure.

## 2.4

### The procedure to manually create anticipated payments

Figure 7 depicts the steps in the procedure to manually create anticipated payments.

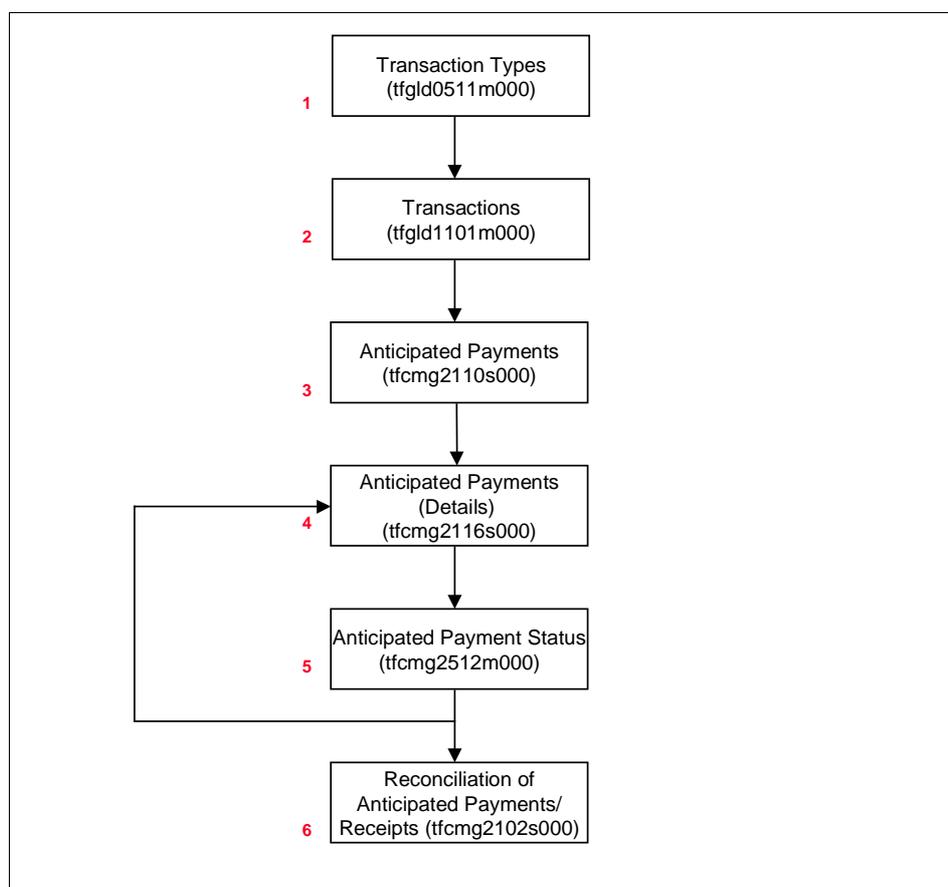


Figure 7, Procedure to manually create anticipated payments

#### Step 1 Transaction Types (tfgld0511m000)

You can use this session to define the transaction types. You must enter the Anticipated Payments (tfcmg2110s000) session as the main session and the Anticipated Payment details (tfcmg2116s000) session as the second session.

#### Step 2 Transactions (tfgld1101m000)

You can use this session to enter the transaction type for anticipated payments. You must use the Cash transaction type.

**Step 3 Anticipated Payments (tfcmg2110s000)**

You can use this session to manually select and pay purchase invoices. You must enter the bank relation and payment method that are appropriate for the anticipated payment. You must also enter the amount that must be paid.

**Step 4 Anticipated Payment (details) (tfcmg2116s000)**

In this session you can enter details of the anticipated payment amount that must be paid. This payment is sent to the customer so that the customer can pay it.

**Step 5 Anticipated Payment Status (tfcmg2512m000)**

You can use this session to track the status of the anticipated payment if several posting steps were defined in the payment method. You can create new postings by switching a payment status to a payment status associated with a later step in the payment procedure. These new postings must be posted to the general ledger.

**Step 6 Reconciliation of Anticipated Payments/Receipts (tfcmg2102s000)**

In this session you can reconcile the anticipated payments that are processed by the bank. You must use the transaction type that is attached to the bank relation that you defined in the Anticipated Payments (tfcmg2110s000) session.

## 2.5

**Standing-order procedure**

You can make payments even if you did not receive an invoice from your business partner. Such payments are called standing orders. The processing of standing orders is explained in Figure 8.

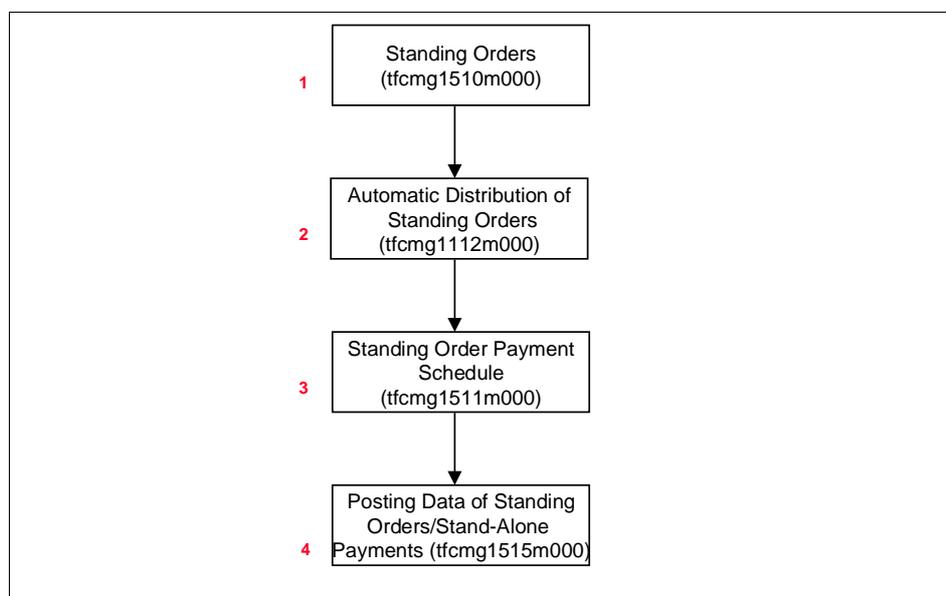


Figure 8, Standing-orders procedure

**Step 1 Standing Orders (tfcmg1510m000)**

You can use this session to create a standing order for a payment that has no link to a purchase invoice. A standing-order cost transaction differs from a standing-order advance payment. For example, a cost transaction can be for rent that is paid every month. Although no purchase is received for this cost, you must define the general ledger accounts so that you can post the cost. You can define ledger accounts in the Posting data for Standing Orders/Stand-Alone Payments (tfcmg1515m000). If you create an advance payment, the transaction is posted to the open entries in the Account Payable (ACP) module.

**Step 2 Automatic Distribution of Standing Orders (tfcmg1112m000)**

In this session you can distribute the total order-to-be-paid amount into equal amounts that are paid over periods: for example, the total annual rent cost. You can define the distribution of these amounts by specifying the periods, length of period, or the amounts by period.

**Step 3 Standing-Order Payment Schedule (tfcmg1511m000)**

You can use this session to define a payment schedule. This payment schedule indicates which installments of the total order amount are due on the planned payment days. Standing orders are due on the planned dates, which can be taken into account when you perform an automatic payment run.

**Step 4 Posting Data of Standing Orders/Stand-Alone Payments (tfcmg1515m000)**

You can use this session to enter posting data, such as general ledger accounts and dimensions for each cost transaction. For example, the cost rent must be paid and posted to a cost account in the general ledger.

**2.6 Payments without defined steps**

You can also make payments without defined steps. In countries where checks are often used, a payment procedure with reconciliation causes too many operations and postings. If such a case occurs, you do not define payments steps when you define a payment method in the Payment Methods (tfcmg0540m000) session. If you use this type of payment method, the payment transaction is posted directly after processing the payment procedure. In other words the ledger account for the used bank relation and the control ledger account related to the Accounts Payable (ACP) module are modified directly after the checks are printed.

## 3.

# The direct-debit procedure

This chapter describes:

- The standard direct-debit procedure
- The statuses in the direct-debit procedure
- A variation in the standard direct-debit procedure
- Manual anticipated payments

### 3.1

## The direct-debit procedure

The direct-debit run covers the entire direct-debit procedure from the time sales orders are due as open entries in the Accounts Receivable (ACR) module until the time the sales invoices are cleared. The sales invoices are clear after the bank statement is received and the receipts are reconciled. The standard direct-debit procedure requires you to perform the following steps:

- 1 Set up the payment method and the bank relation.
- 2 Specify the ledger accounts to which the anticipated receipts must be posted for each payment method and bank relation.
- 3 Link a payment method to each sales invoice.
- 4 Select the sales invoices that are due.
- 5 Audit and process the direct debits.
- 6 Send an electronic file or the printed bank orders to the bank for notification purposes.

#### ***The procedure's results***

The results of the direct-debit procedure are:

- The open entries file in the Accounts Receivable (ACR) module is cleared.
- All open amounts of sales invoices are set to zero.
- The cash document is linked to the sales invoice.

Figure 9 shows the steps in the standard direct-debit procedure.

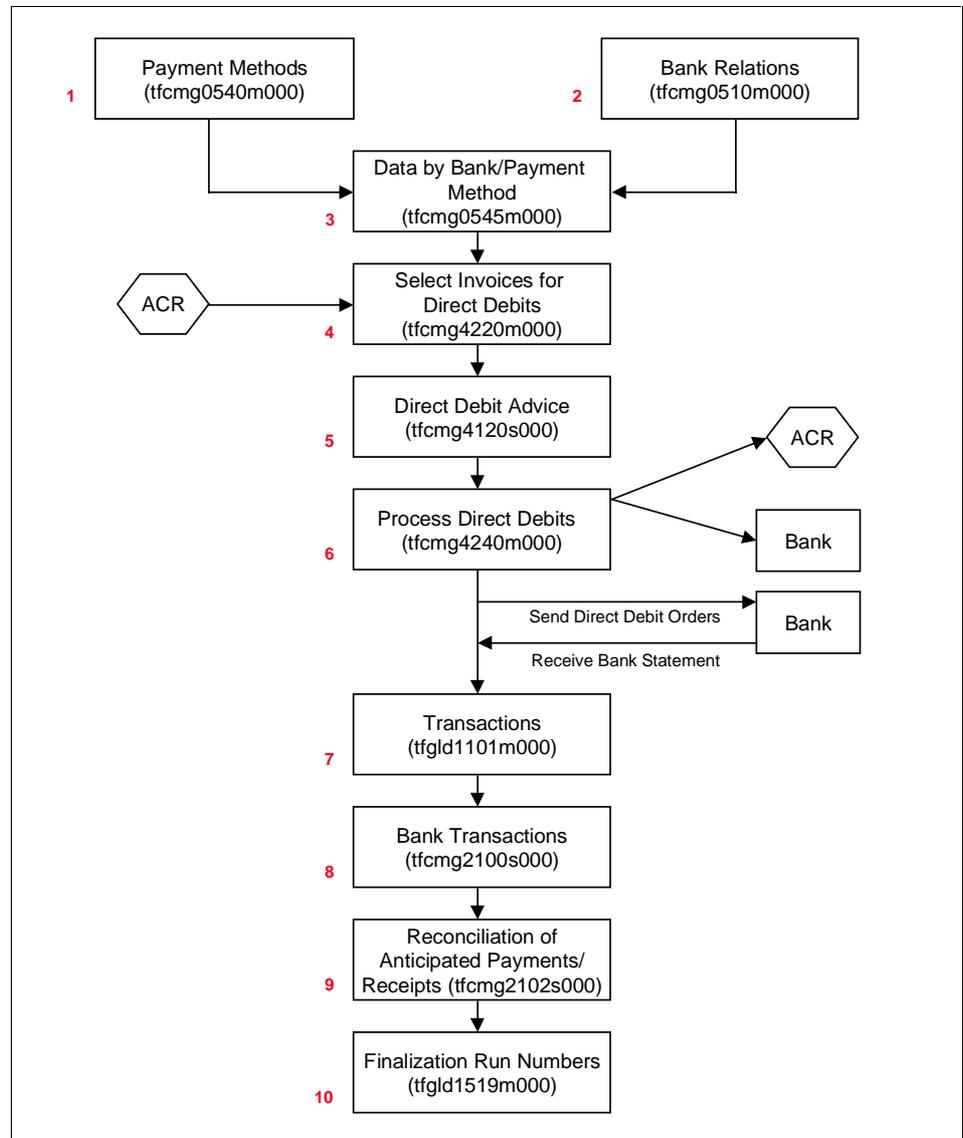


Figure 9, The standard direct-debit procedure

The standard direct-debit procedure consists of the following steps.

**Step 1 Payment Methods (tfcmg0540m000)**

You must set up payment methods. You can link a payment method to an invoice to determine how the invoice is paid.

**Step 2 Bank Relations (tfcmg0510m000)**

You must set up bank relations. A bank relation is required to process the payments to and from your business partners.

**Step 3 Data by Bank/Payment Method (tfcmg0545m000)**

You can use this session to define the combinations of a payment method and a bank relation. These combinations determine how payments with a certain bank are processed in the financial records. You must also define the ledger accounts. In addition, a payment method is linked to each sales invoice.

**Step 4 Select Invoices for Direct Debits (tfcmg4220m000)**

You can use this session to select sales invoices for payment by means of the automatic selection program. In the Accounts Receivable (ACR) module, you can choose one of several options to select sales invoices that are due from the open entries.

**Step 5 Direct Debit Advice (tfcmg4120s000)**

You can use this session to create a direct-debit advice that you must audit. You can make changes before the final direct-debit procedure starts.

**Step 6 Process Direct Debits (tfcmg4240m000)**

In this session separate receipt lines are created by customer and currency for sales invoices that are due. Customer codes and Banks from which receipt amounts must be deducted are validated. In addition, you can assign priorities to deposits to banks. If any errors occur, an error list is printed that indicates the action that you must take.

After you have entered all the data, BaanERP either prints bank orders or checks or creates an electronic bank file.

Anticipated receipts are posted to the general ledger accounts, as specified by the combination of a payment method and a bank relation.

In addition, the open entries in the Accounts Receivable (ACR) module are updated.

Anticipated receipts are sent to the bank to be deposited. You will receive a bank statement after the direct debits are processed by the bank.

**Step 7 Transactions (tfgld1101m000)**

You can use this session to update the data in BaanERP with the information on the bank statements held in the Reconciliation of Anticipated Payments/Receipts (tfcmg2102s000) session.

**Step 8 Bank Transactions (tfcmg2100s000)**

You can use this session to process the bank transactions.

**Step 9 Reconciliation of Anticipated Payments/Receipts (tfcmg2102s000)**

In this session you can reconcile the anticipated documents that are processed by the bank. The reconciliation is processed by means of the transaction type Cash. BaanERP reverses previous postings that were processed when the direct debits were processed. The bank balance that appears in a general ledger account is credited accordingly. In addition, the open entries in the Accounts Receivable (ACR) module are updated and the invoices are paid. The cash document that is linked to sales invoices and the open balance amounts in the invoices are set to zero.

**Step 10 Finalization Run Numbers (tfgld1519m000)**

You can use this session to finalize the financial transactions. The ledger history and the dimension history are then finally closed.

## 3.2 The statuses in the direct-debit procedure

The standard direct-debit procedure requires you to perform the following two steps:

- 1 Define the steps of the direct debit procedure.
- 2 Define the general ledger accounts used in the steps of the direct-debit procedure.

A status is assigned to and represents each receipt step.

The following steps and statuses are related to documents:

- 1 Document sent to customer:  
The bill of exchange is sent to the customer who requests approval to deduct the total amount from the customer's bank account.
- 2 Document accepted by customer:  
The bill of exchange is accepted and approved by the customer and is ready to be sent to the bank.
- 3 Document sent to the bank:  
The bill of exchange is sent to the bank to be cleared for the sales amount due.
- 4 Document paid:  
The bill of exchange is cashed in and the document is ready for reconciliation in BaanERP.

Step 1, Step 2, and Step 3 are optional. You can select these steps when you have defined the payment method. Step 4 is mandatory and is processed during the reconciliation of the receipts.

## 3.3

**A variation in the standard direct-debit procedure**

For some payment methods (for example the payment of a bill of exchange or a trade note), you must perform additional receipt steps. An optional variation of the standard direct-debit procedure can include a subprocedure. In Figure 10, additional sessions are added between Step 6, the Process Direct Debits (tfcmg4240m000) session, and Step 8, the Transactions (tfgld1101m000) session, of the standard direct-debit procedure.

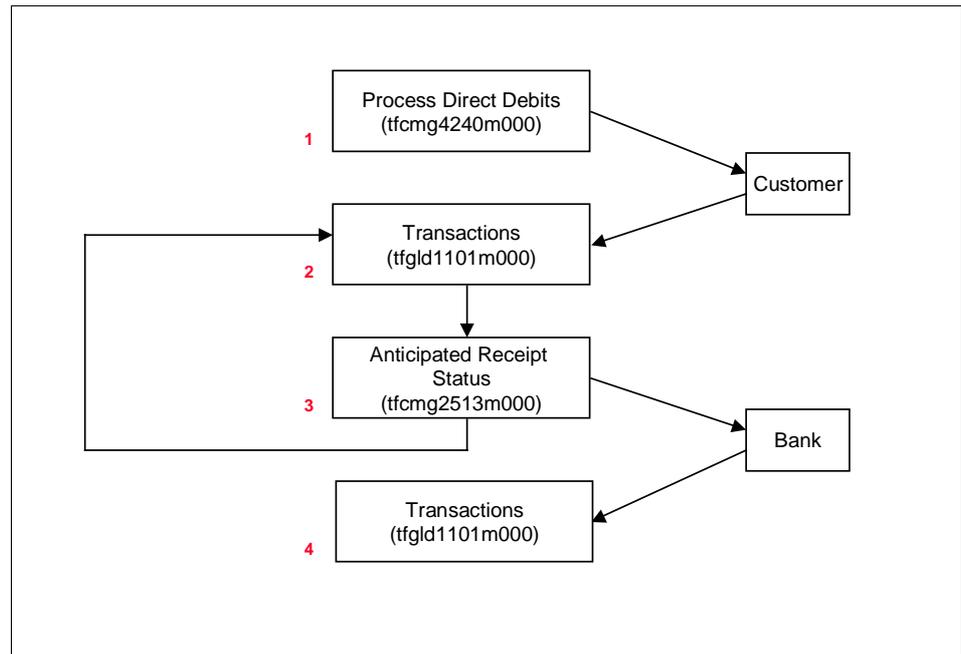


Figure 10, A variation in the standard direct-debit procedure

The variation in the standard direct-debit procedure consists of the following steps:

**Step 1 Process Direct Debits (tfcmg4240m000)**

If direct debits are processed by means of the variation in the standard direct-debit procedure, the direct debits go to the customer for approval. The receipt document is then returned to the office. The anticipated receipt document is first entered in BaanERP as accepted by the customer and is then sent to the bank that will have the sales invoice amounts charged against it. You can define additional steps for a payment method to accommodate additional approval steps or to monitor the steps. This process allows an organization to keep track of which receipts have and have not yet been posted to the general ledger.

**Step 2 Transactions (tfgld1101m000)**

You can use this session to update the data in BaanERP with the information on the bank statements, which is found in the Reconciliation of Anticipated Payments/Receipts (tfcmg2102s000) session.

**Step 3 Anticipated Receipt Status (tfcmg2513m000)**

You can use this session to change the intermediate status of an anticipated receipt. In the largest subprocedure (which comprises four receipt steps), you must change the receipt status of the anticipated document at least twice. As a result, you must use the transaction type twice until the status is set to Document Sent to Bank. After this action, the receipt documents are sent to the bank.

**Step 4 Transactions (tfgld1101m000)**

This step corresponds with Step 7 in Figure 6, after which you can follow the remainder of the standard direct-debit procedure.

**3.4 Manual anticipated receipts**

You can also manually carry out anticipated receipts.

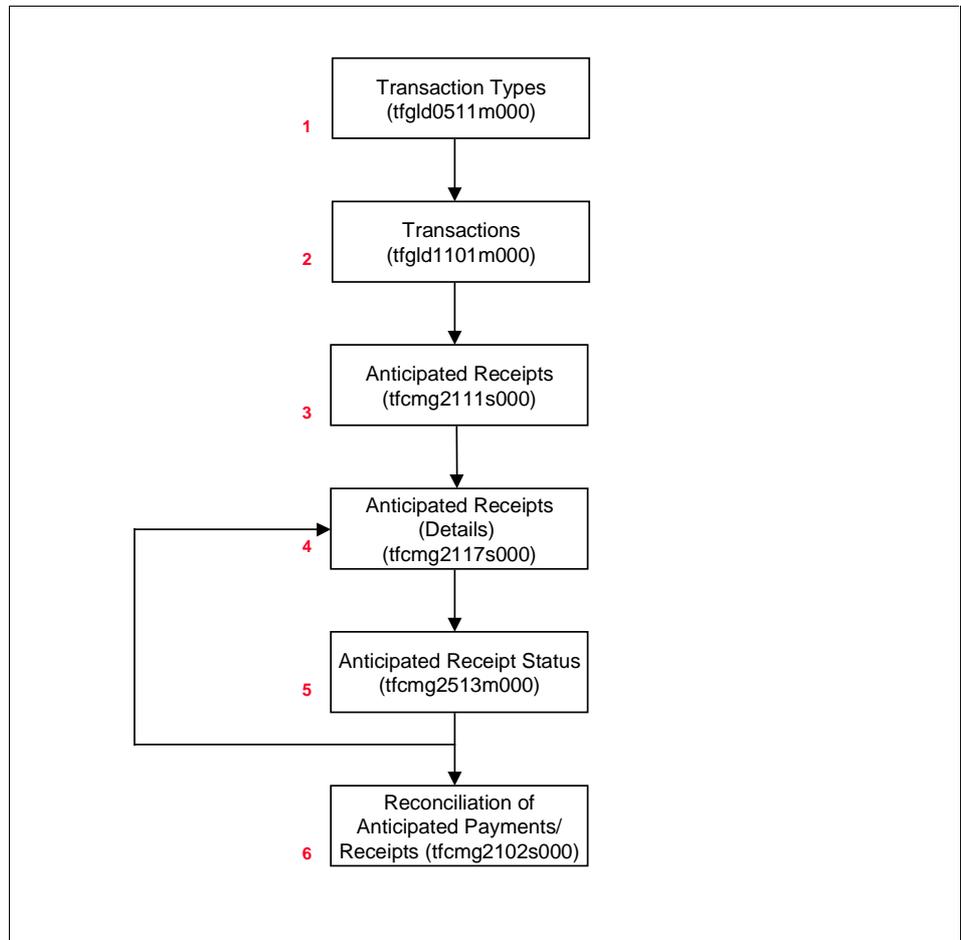


Figure 11, Manual anticipated receipts

**Step 1 Transaction Types (tfgld0511m000)**

You can use this session to define the transaction types. You must enter the Anticipated Receipts (tfcmg2111s000) session as the main session and the Anticipated receipts details (tfcmg2117s000) session as the second session.

**Step 2 Transactions (tfgld1101m000)**

You can use this session to enter the transaction type for anticipated receipts. You must use the Cash transaction type.

**Step 3 Anticipated Receipts (tfcmg2111s000)**

You can use this session to manually select sales invoices to obtain cash receipts. You must enter the bank relation and payment method that are appropriate for the anticipated receipt. You must also enter the total amount for the receipt transaction.

**Step 4 Anticipated Receipt (details) (tfcmg2117s000)**

In this session you can enter the details of the anticipated receipt amount.

**Step 5 Anticipated Receipt Status (tfcmg2512m000)**

You can use this session to track the status of the anticipated receipts when several posting steps were defined in the payment method. By switching a receipt status to a receipt status associated with a later step in the direct-debit procedure, new postings are created that must be posted to the general ledger.

**Step 6 Reconciliation of Anticipated Payments/Receipts (tfcmg2102s000)**

In this session you can reconcile the anticipated receipts that are processed by the bank. You must use the transaction type that is attached to the bank relation that you defined in the Anticipated Receipts (tfcmg2111s000) session.



## 4.

# The electronic bank statements procedure

This chapter describes the electronic bank statements procedure and its results.

### 4.1

## The electronic bank statements procedure

After the payments/receipts have been processed, the bank sends out statements with processed transactions. In BaanERP, these bank transactions are posted to the General ledger (GLD) module. Certain banks send the bank statements in electronic form, either by diskette or by modem. The procedure to process the electronic bank statements requires you to perform the following steps:

- Modify the CMG parameters and the bank relation data.
- Define the structure of the electronic bank statements file by adding record types and the position of the conversion data.
- Convert the electronic bank statements and the remittance advice messages from customers.
- Adapt the converted electronic bank statements file and the remittance advice messages, if necessary.
- Match the electronic bank statements file and the remittance advice message against the open sales invoices or purchase invoices.
- Change the data when automatic matching is not possible.
- Post (after auditing) the transaction to the General Ledger (GLD) module.
- Update (after posting the bank transactions) the data of the bank relation. You can perform this function by creating bank accounts of supplier or customers who have not yet registered.
- Remove posted data.

#### *The procedure's result*

As a result of the electronic bank statements procedure, the open entries file in the Accounts Payable (ACP) module and the Accounts Receivable (ACR) module is cleared and all open purchase and sales invoices amounts are set to zero. In addition, all bank transactions are posted to the General ledger (GLD) module.

Figure 12 and 13 show the steps in the electronic bank statements procedure.

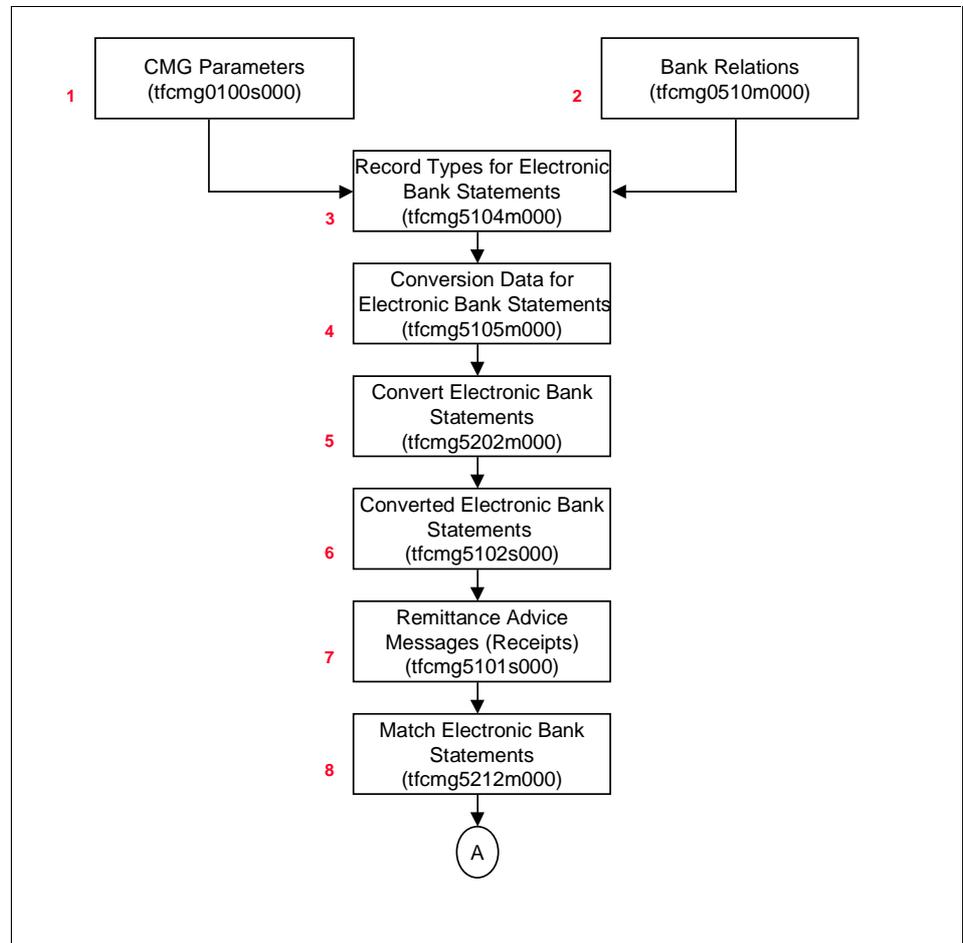


Figure 12, The EBS procedure

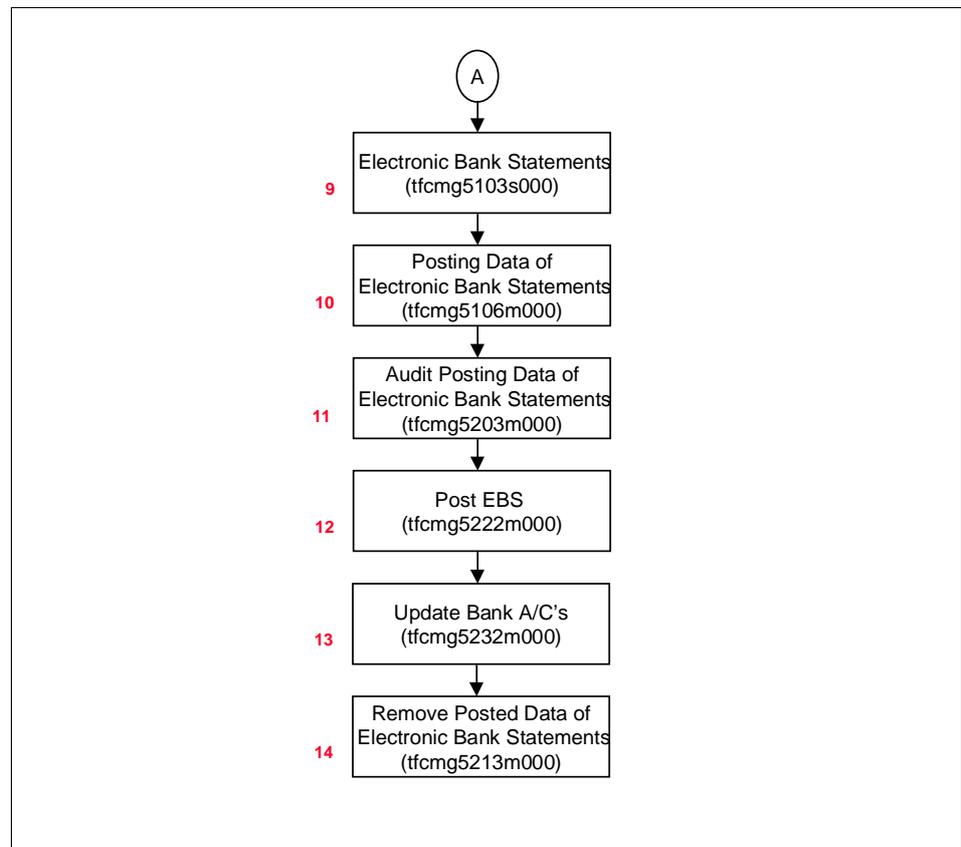


Figure 13, The EBS procedure (continued)

**Step 1 CMG Parameters (tfcmg0100s000)**

Before you can start the procedure to process electronic bank statements, you must specify the Transaction Date in Case of Telebanking parameter.

**Step 2 Bank Relations (tfcmg0510m000)**

You can use this session to define a path in which the electronic bank statements file is stored and a path that is used to archive the electronic bank statements file.

**Step 3 Record Types for Electronic Bank Statements (tfcmg5104m000)**

Banks deliver electronic bank statement files in different ways. Consequently, you must define the structure of the electronic bank statement file for each bank. In this session you must define the record types. Record types refer to the definitions of a record part in electronic bank statements and consist of the conversion data.

**Step 4 Conversion Data for Electronic Bank Statements (tfcmg5105m000)**

In this session you can define the conversion data by record type.

**Step 5 Convert Electronic Bank Statements (tfcmg5202m000)**

You can use this session to convert the electronic bank statements file. If a remittance advice message is received through EDI, it is also converted in this session.

**Step 6 Converted Electronic Bank Statements (tfcmg5102s000)**

You can use this session to modify the data of the converted electronic bank statements after the conversion.

**Step 7 Remittance Advice Messages (Receipts) (tfcmg5101s000)**

You can use this session to modify the data of the remittance advice message after the conversion.

**Step 8 Match Electronic Bank Statements (tfcmg5212m00)**

In this session the converted electronic bank statement file and the remittance advice messages are matched automatically against the open sales invoices and purchase invoices in BaanERP.

**Step 9 Electronic Bank Statements (tfcmg5103s000)**

In this session the bank statements with the Matched and Converted status are displayed. This information can be important because sometimes automatic matching is not possible due to insufficient data in the electronic bank statement files.

**Step 10 Posting Data of Electronic Bank Statements (tfcmg5106m000)**

You can use this session to modify the electronic bank statements with the Converted status. In this session you can enter the data that is required for matching and you can change the status of the bank statements to Matched.

**Step 11 Audit Posting Data of Electronic Bank Statements (tfcmg5203m000)**

Use this session to audit the electronic bank statements after they have been matched.

**Step 12 Post EBS (tfcmg5222m000)**

Use this session to post the electronic bank statements to the General Ledger (GLD) module after they have been matched.

**Step 13 Update Bank A/C's (tfcmg5232m000)**

After the transaction data is posted to the General ledger (GLD) module, you can update the registration of customers and suppliers bank accounts. If customers or suppliers exist who do not yet have bank accounts, you can create these bank accounts with this session.

**Step 14 Remove Posted Data of Electronic Bank Statements (tfcmg5213m000)**

You can use this session to remove the posted data for electronic bank statements.