

# Certinia (FinancialForce) Cash Management

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SPEAKER

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## Cash Management

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- Cash management workspace
- Cash entries
- Matching cash entries
- Bank accounts in Certinia (FinancialForce) Accounting
- Bank reconciliation

# Agenda

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# Cash Management Workspace



The Cash Management workspace acts as a starting point for the activities that you conduct in your financial controller role.

The screenshot displays the Cash Management Workspace interface. A navigation pane on the left lists various tasks and accounts. The main area contains several summary cards for alerts and counts, a bar chart for unreconciled transactions, and a table for bank statements in progress.

**Navigation Pane**

- Manage Bank Accounts
- Bank Statements
- Bank Reconciliations
- Bank Accounts
- Manage Accounts
- Customer Accounts
- Vendor Accounts
- Multiple Entry
- New Cash Entry

**Alerts**

- Due Bank Reconciliations: 2 Bank Accounts
- Unmatched Cash Receipts: 2 Accounts
- Unmatched Cash Payments: 2 Accounts
- 1 Bank Reconciliations in Progress
- 2 Payable Invoices on Hold
- 2 Sales Invoices on Hold for Collect...

**Counts**

- USD 1,640.00 Unreconciled Transactions T...
- USD 520.00 Balance of unmatched cash re...
- USD 1,120.00 Balance of unmatched cash p...

**Chart**

Unreconciled Transactions

Sum of Absolute Home Value

Bank Account

- Santander Current Account
- Bristol Checking Account

**List View**

Bank Statements in Progress



	Ban...	Bank Ac...	Company	State...	Refer...	O...	Closin...	Bank...	Status
1	B50000	Bristol D...	Merlin A...	01/09/2...	BCA#1	0.00	4,000.00	BCA#1	In progr...
2	B50001	Bristol D...	Merlin A...	01/09/2...	BCA2	0.00	2,000.00		Imported

# Navigation Pane (Frequent Tasks)






The Navigation Pane provides links to navigate to the most frequently accessed pages that are relevant to your role.

## Frequent Tasks

- >  Manage Bank Accounts
- >  Manage Accounts

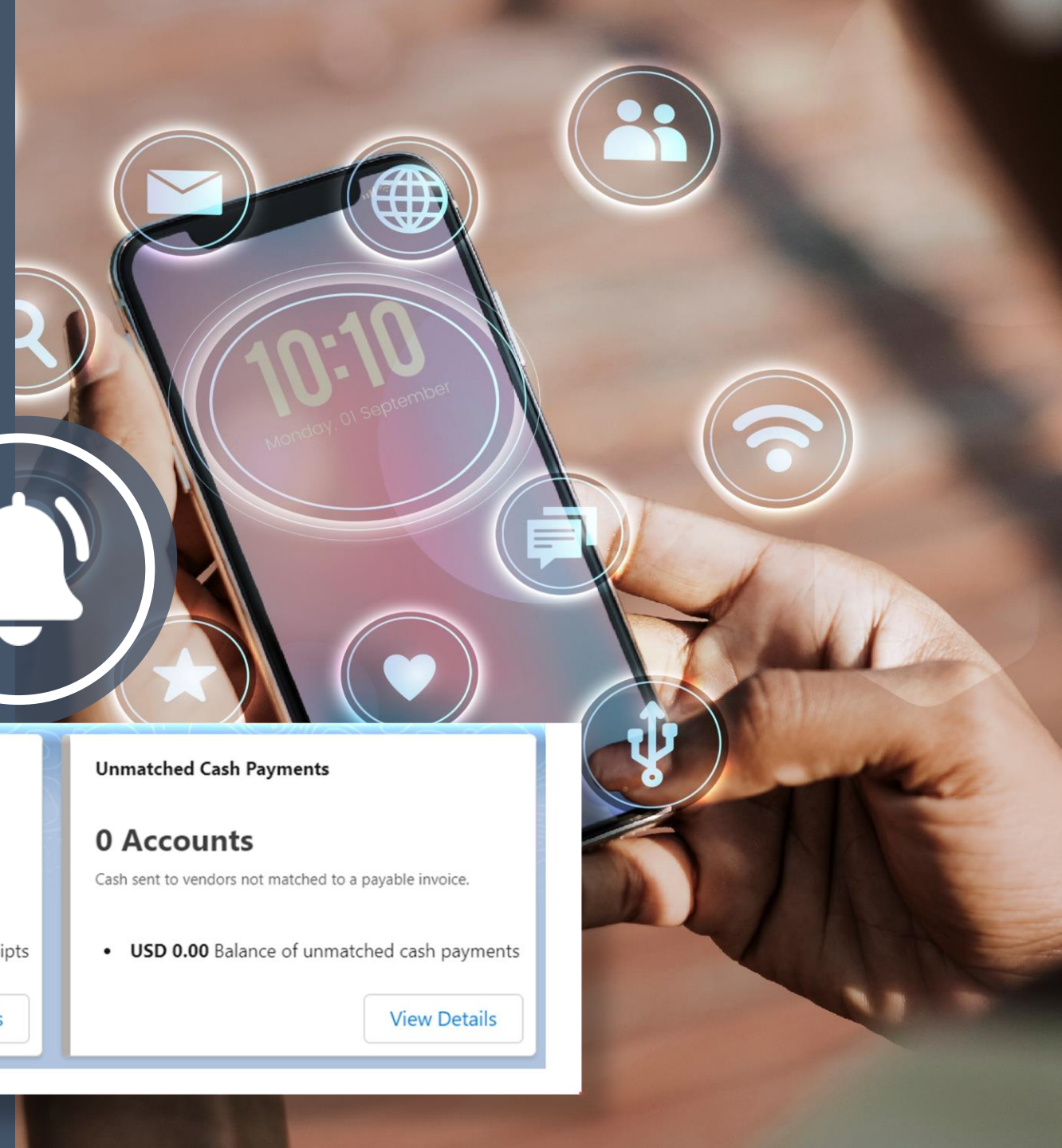
## Cash Management Processes

- >  Cash Management Tasks
- >  Cash Management Reports
- >  Cash Management Setup

# Alerts

Alerts provide you with KPI information to highlight important details about your overdue bank reconciliations, unmatched cash receipts and unmatched cash payments.

To display a list of detailed records specific to each alert, click View Details.



## Due Bank Reconciliations

### 4 Bank Accounts

Bank accounts not reconciled for 30 days (automatic reconciliations).

- **USD 3,029,964,378.60** Unreconciled Transa...

[View Details](#)

## Unmatched Cash Receipts

### 0 Accounts

Cash received from customers not matched to a sales invoice.

- **USD 0.00** Balance of unmatched cash receipts

[View Details](#)

## Unmatched Cash Payments

### 0 Accounts

Cash sent to vendors not matched to a payable invoice.

- **USD 0.00** Balance of unmatched cash payments

[View Details](#)

# Counts



Counts summarize the number of records found on corresponding list views that are relevant to the Cash Management workspace.



Counts enable you to quickly access related content. To display a list of detailed records specific to each count, click the count.



6 Bank Reconciliations in Progress



7 Payable Invoices on Hold



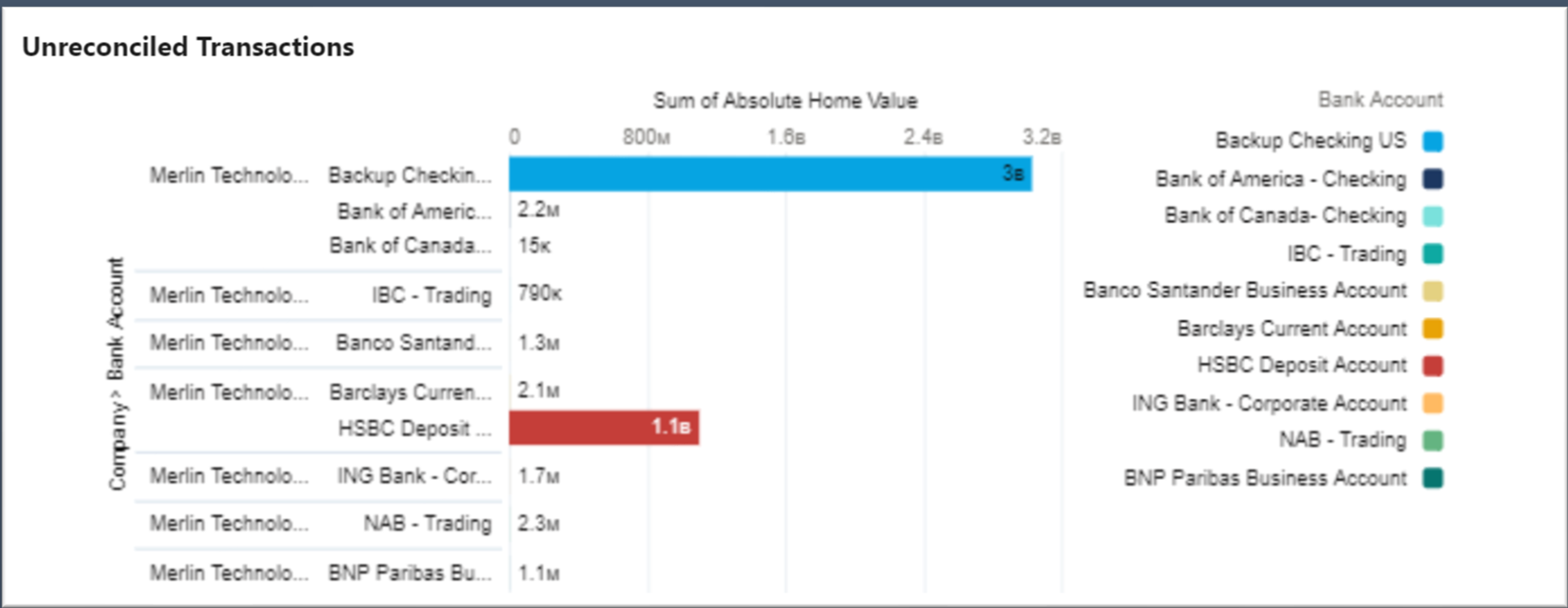
0 Sales Invoices on Hold for Collecti...



# Charts




The Cash Management Workspace Standard Chart displays the Unreconciled Transactions report, summarizing unreconciled transactions by account. The values are displayed in home currency.






# List View



The Bank Statements view displays a list of bank statements with the status "Bank Statements in Progress".

 Bank Statements  
**Bank Statements in Progress**  
6 items • Sorted by Bank Statement Number • Filtered by All bank statements - Status • Updated an hour ago

Search this list...   

	<input type="checkbox"/>	Ba... ↑ ▾	Bank ... ▾	Compa... ▾	Statem... ▾	Refere... ▾	Openi... ▾	Closin... ▾	B... ▾	Status ▾	
1	<input type="checkbox"/>	BS00...	Bank ...	Merlin ...	31/12/...	Dec 20...	87,153,...	87,498,...	D...	In progr...	▾
2	<input type="checkbox"/>	BS00...	Barcla...	Merlin ...	31/12/...	Dec 20...	145,62...	146,08...	D...	In progr...	▾
3	<input type="checkbox"/>	BS00...	NAB -...	Merlin ...	31/12/...	Dec 20...	12,380,...	12,941,...	D...	In progr...	▾
4	<input type="checkbox"/>	BS01...	ING B...	Merlin ...	31/12/...	Dec 20...	890,42...	1,171,6...	D...	In progr...	▾
5	<input type="checkbox"/>	BS01...	Banco...	Merlin ...	31/12/...	Dec 20...	1,719,8...	1,914,8...	D...	In progr...	▾
6	<input type="checkbox"/>	BS01...	BNP P...	Merlin ...	31/12/...	Dec 20...	1,405,5...	1,630,8...	D...	In progr...	▾



# Cash Management Workspace

## (Points to Consider)

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- Requires Lightning Experience (it is designed to be customized using the Lightning App Builder)
- Free but requires installation of separate package "FFA Workspaces"
- Permission Set: "Accounting and Billing - Cash Management Workspace"



# Cash Entries

Cash Entries represent funds received or paid by a customer or vendor. Cash Entries can record bank or processing fees directly related to the Cash Entry record.

**Cash Entry CSH00001254**

Buttons: Amend Document, Cancel Cash Entry, Match

Type	Bank Account	Date	Period	Cash Entry Value
Receipt	<a href="#">Bank of America - Checking</a>	5/2/2021	<a href="#">2021/005</a>	7,838.89
Payment Method	Cash Entry Rate	Cash Entry Currency	Reference	Bank Account Value
Electronic		<a href="#">USD</a>	RDOT2021001	7,838.89
Bank Charges GLA	Bank Charges Local GLA	Bank Charge	Line Charges	Total Charges
<a href="#">7020 - Bank charges</a>		0.00	0.00	0.00
Transaction	Status			Net Value
<a href="#">TRN00003383</a>	Complete			7,838.89
				Net Banked
				7,838.89

**CASH ENTRY LINE ITEMS**

LINE NUMBER	ACCOUNT	ACCOUNT REFERENCE	CASH ENTRY VALUE	ACCOUNT PAYMENT METHOD	LINE CHARGES	BANK ACCOUNT VALUE	LINE DESC...	NET VALUE	ACCOUNT ...	ACCOUNT ...	ACCOUNT ...	ACCOUNT ...
1	Red Dot...		7,838.89	Electronic	0.00	7,838.89		7,838.89				

Buttons: Approval History, Files (0), History: Cash Entry (1), Matched Payments, Notes (0), Transactions (1)

# Cash Entries

## Types

### Accounts Receivable

- ❑ Receipt: Money received from a customer
- ❑ Refund: Money refunded to a customer

### Accounts Payable

- ❑ Payment: Money paid to a vendor
- ❑ Payment Refund: Money refunded by a vendor

*These can be in a variety of forms, including cash, check or through some sort of electronic payment system.*

The screenshot displays the AplyPro Accounting software interface. The top navigation bar includes 'Accounting', 'Select Company', 'Payable Invoices', 'Payable Credit Notes', 'Payments', 'Payment Selection', 'Cash Entries', 'Cash Matching', 'Journals', 'Transactions', and 'More'. A search bar is located on the right. The main content area shows a 'Cash Entry CSH00001254' record. The record details include: Type: Receipt; Bank Account: Bank of America - Checking; Date: 5/2/2021; Period: 2021.005; Cash Entry Value: 7,838.89; Payment Method: Electronic; Cash Entry Rate; Cash Entry Currency: USD; Reference: RDOT2021001; Description: Bank Account Value: 7,838.89; Bank Charges GLA: 7020 - Bank charges; Bank Charges Local GLA; Bank Charge: 0.00; Line Charges: 0.00; Total Charges: 0.00; Net Value: 7,838.89; Transaction: TRN00003383; Status: Complete; Net Banked: 7,838.89. Below the record details is a table titled 'CASH ENTRY LINE ITEMS' with columns: LINE NUMBER, ACCOUNT, ACCOUNT REFERENCE, CASH ENTRY VALUE, ACCOUNT PAYMENT METHOD, LINE CHARGES, BANK ACCOUNT VALUE, LINE DESC..., NET VALUE, ACCOUNT ..., ACCOUNT ..., ACCOUNT ..., ACCOUNT ... The table contains one row: 1, Red Dot..., 7,838.89, Electronic, 0.00, 7,838.89, 7,838.89. The bottom of the interface shows a navigation bar with 'Approval History', 'Files', 'History: Cash Entry', 'Matched Payments', 'Notes', and 'Transactions'.

# Matching Cash Entries



Cash Matching allows you to match outstanding transactions for a selected account.



Typically, you might match a cash receipt against one or more sales invoices on the account.

The following rules apply:

- You can only match cash entries of the Receipt or Refund type.
- You must post the cash entry before you can match it.





# Bank Accounts



Bank accounts in Certinia (FinancialForce) Accounting are used to track the actual funds in the company's true bank account.

- ❑ Each company can have their own bank accounts and you can add as many as you need per company.
- ❑ The Certinia (FinancialForce) Accounting bank accounts must be set up before any cash entries or payments are made.



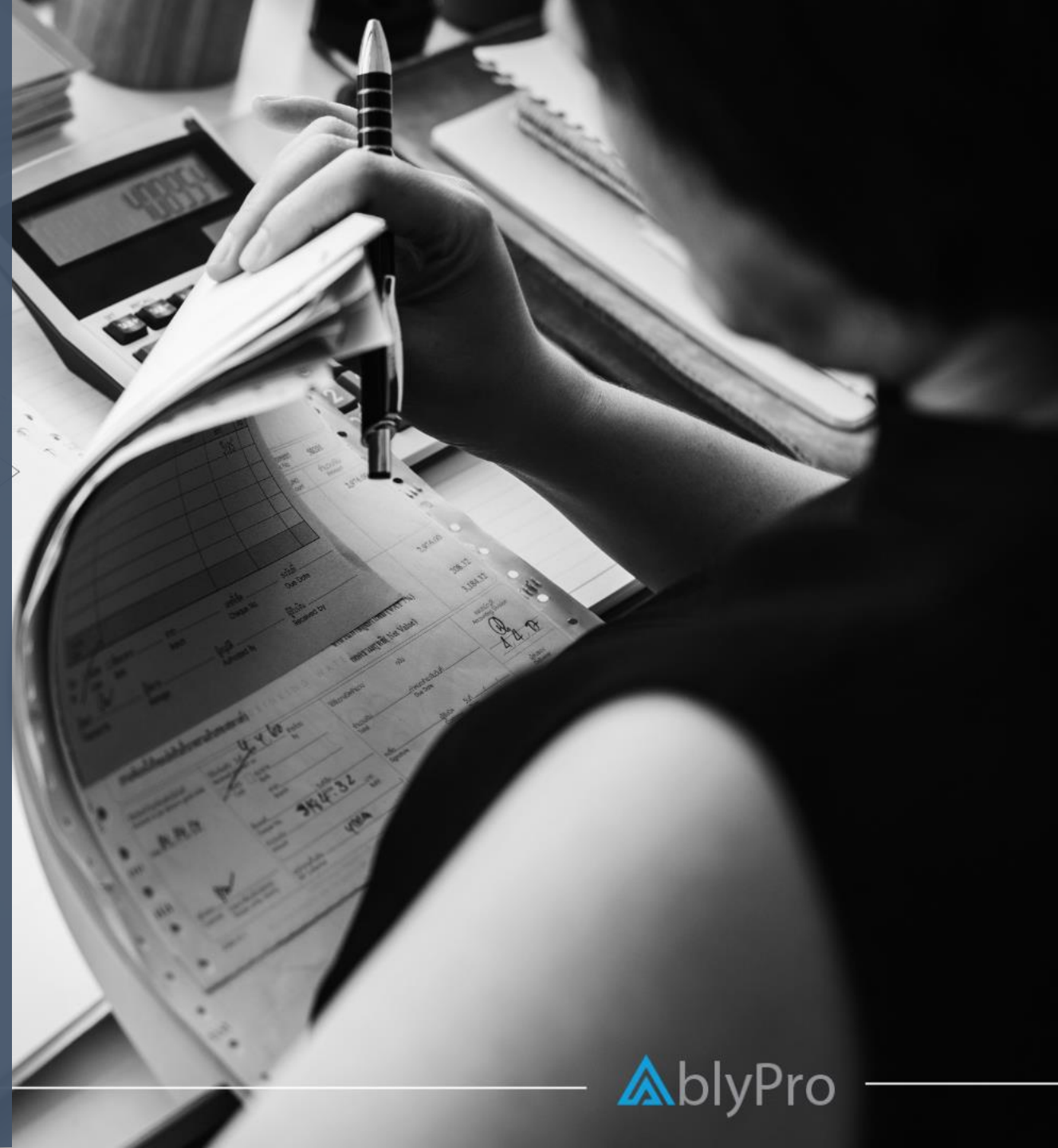
# Check Range Features

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Some best practices when it comes to working with checks and FFA:

- ✓ Ensure checks recorded in FFA match actual check numbers from bank.
- ✓ Establish check ranges with any new bank account.

*Note that while you can set up multiple check ranges, only one can be active at a time.*





# Check Range Features

Each bank account can have one or more check ranges associated with it. These normally relate to either a physical checkbook or a box of printed check stationery, but you can extend the range beyond this if you want.

- If a bank account has more than one check range associated with it, only one can be active at a time.
- Check numbers in deactivated check ranges are not voided, you can use them in future payment runs.
- You can delete a check range, but only if all its numbers are still available.
- The only fields that you can edit in a partly-used check range are its name and the last check number.
- Individual check numbers must be six numeric digits and be unique across all check ranges for a bank account.

# Plaid Integration



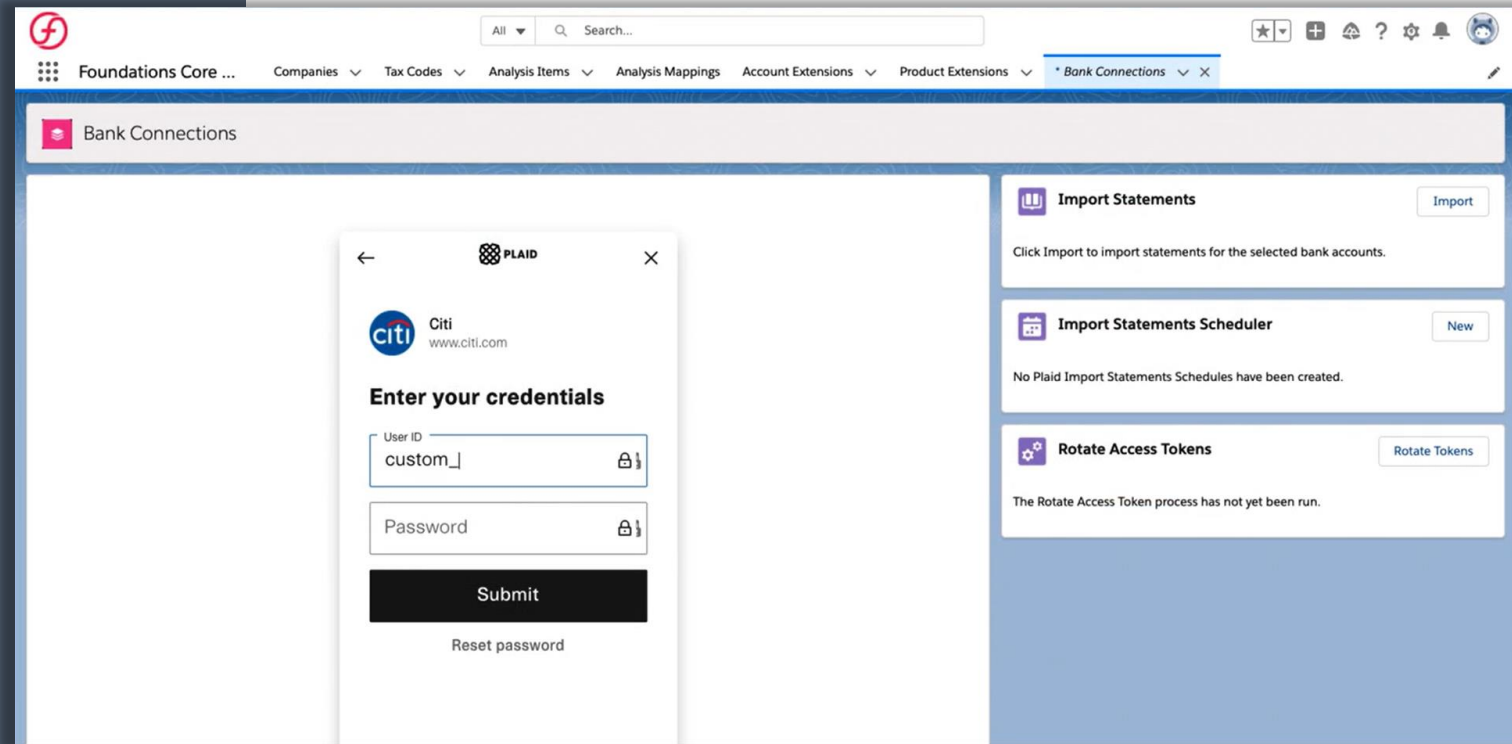
The Plaid bank integration process enables Certinia (FinancialForce) to import bank account transactions from your bank or other financial institution on demand, using permission-based, secure authentication.



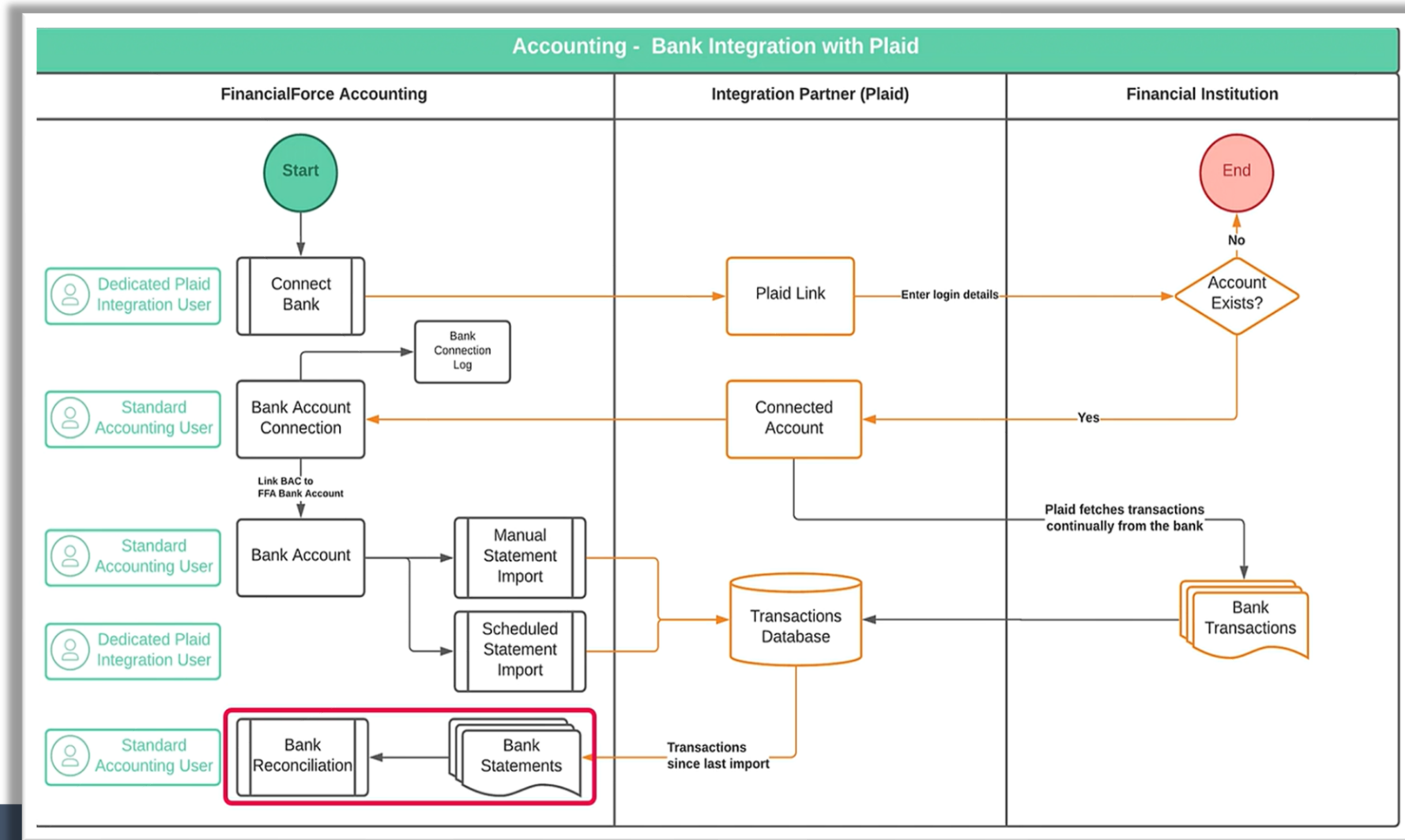
This enables you to import bank statements for reconciliation, directly from your bank account without having to extract, store and upload a CSV file.

## Supported Countries:

*USA, Canada, Germany, UK, Ireland, France, Spain, Netherlands*



# How Data Flows Between Accounting, Plaid & Financial Institution



# Terminologies: Plaid

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- »» **Plaid Link:** Client-side user interface that's provided by Plaid.
- »» **Plaid Transaction:** Plaid product that provides access to bank account transactions.
- »» **Item:** Plaid term for a login at a financial institution.

# Bank Reconciliation

Bank reconciliation is the process of comparing Certinia (FinancialForce) transaction values against those shown on a bank statement in order to uncover any possible discrepancies.

## Discrepancies could include:

- A check issued to a vendor, but not yet presented to the bank.
- A deposit paid in at the bank, but not yet shown on the statement.
- A payment taken directly from the bank account, such as a bank charge.

**Note:** A bank reconciliation done regularly can reduce the number of errors and make it easier to find missing payments and deposits.





# Reconciliation Methods



There are two ways to reconcile in Certinia (FinancialForce) Accounting:

1. **Plaid (Automatic):** Auto bank reconciliation is a process in which a business automatically compares its internal financial records with its bank accounts to ensure accuracy and detect any discrepancies.
2. **Bank Reconciliation (Manual)** process is used to manually reconcile transactions recorded in bank accounts.



HAVE ANY

**QUESTIONS?**



# Contact Us

FinancialForce Success Consultant

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