Wall Street Systems – **Empowering** Treasury Trade and Settlement

Wallstreet Suite
WebSuite
User Guide

Version 7.4.6

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Preface

Introduction

This guide enables users to set up and use WebSuite. Depending on the client site, WebSuite may contain cash management and/or treasury management functions.

Users should have a general knowledge of the following:

- Basic cash management and/or treasury management and accounting

- The Web browser being used to access WebSuite (for example, Microsoft Internet Explorer).

How to use this book

Because you may or may not have both cash management and treasury management installed, this book refers to the cash management features as "CMM" (cash management module), and the treasury management features as "TRMWeb" (the web interface to TRM).

Assumptions

This guide assumes the following:

- You are using the default menu installed with CMM.

- You have enabled JavaScript by setting the JavaScript Enabled configuration parameter to `True`.

- You are using Microsoft Internet Explorer.

Associated documents

Associated documents can be accessed from the Help menu of Wallstreet Suite applications.

All Wallstreet Suite user documentation can be downloaded from the Customer Support site
https://clientextranet.wallstreetsystems.com/Pages/Welcome.aspx

Chapter 1   Overview

1.1 Introduction

This is an overview of the cash management features and the treasury management features of Web-Suite. Depending on your installation, you may have both modules or only one of these modules installed. Cash management is described below, for treasury management see *1.3 Treasury management (TRMWeb)* on page 21.

1.1.1 Dashboard

As well as the cash and treasury management features of WebSuite, there is also a link to the Wallstreet Suite Dashboard (Reporting - Dashboard menu option). The Dashboard application accesses information that comes from the entire Wallstreet Suite and displays a summarized version within a window with multiple views. For more information see the *TRM User Guide*.

1.2 Cash management (CMM)

CMM is a fully web-enabled software application that allows you to deploy optimal centralized or decentralized cash forecasting and management and fully realize the benefits of in-house banking.

1.2.1   CMM components

CMM consists of four layers:
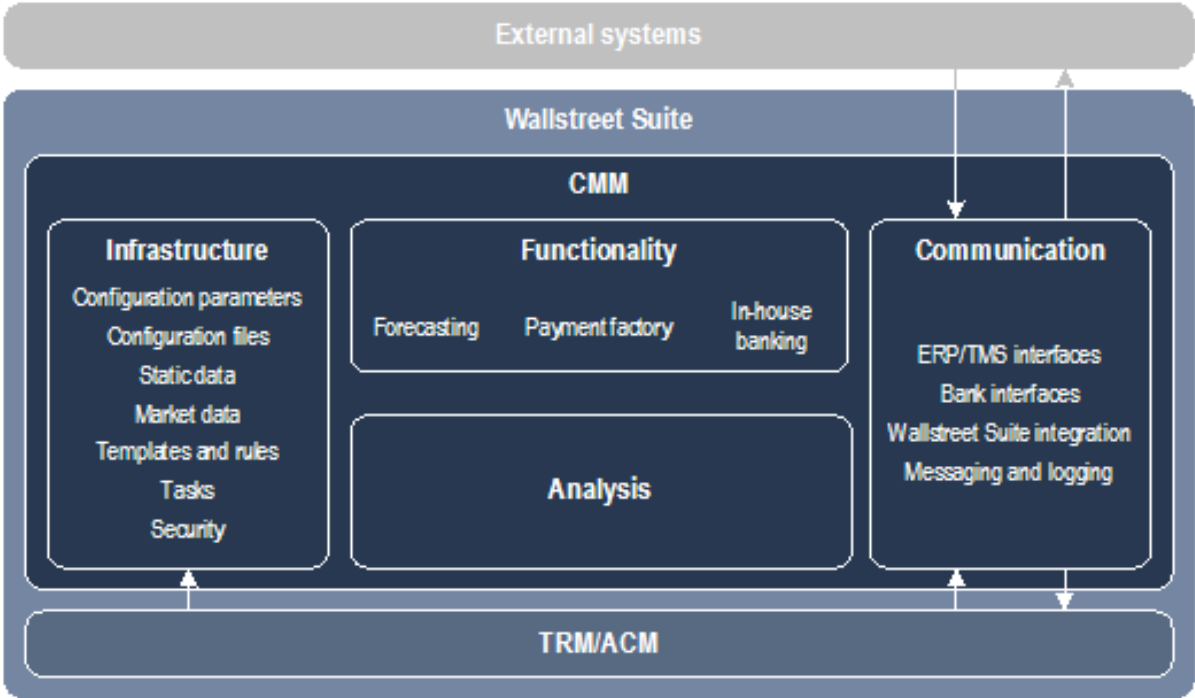
For information on these components, see the *WSS Cash Management Concepts Guide*.

1.2.2   Using CMM

As a user, you are responsible for one or more of the following tasks:

Task	More information
Configure the module	• Managing static data • Managing market data • *WebSuite System Admin Guide*
Capture activity	• Managing forecasted activity • Managing expected and instructed activity • Managing bank-reported activity • Reconciling activity
Complete common business applications	• Monitoring cash position • Netting • Concentrating cash • Calculating interest, fees, and taxes • Reporting to central banks
Export activity events to ACM	• Exporting accounting events to ACM

You complete the first of these tasks after your organization has installed CMM but before it begins to use the module.

You complete the remainder of these tasks on a regular basis after the initial installation and configuration.

1.3 Treasury management (TRMWeb)

 WebSuite includes treasury management functionality for subsidiaries of an organization whose central treasury uses TRM as its treasury management system. With WebSuite, it is possible for:

- The subsidiary to enter deal requests and view its position with the treasury through a web browser

- The corporate treasuries to extend the centrally-located corporate treasury operations to anywhere within reach of the web.

Note: The main instruments traded in TRM can also be traded in WebSuite.

When a subsidiary wants to make a deal with the treasury, the standard workflow without WebSuiteoften starts with a telephone call to the treasury and a request for the latest price or exchange rate. If the rate is accepted, the treasury enters the transaction in TRM, and mails or faxes a confirmation to the subsidiary. The subsidiary has to acknowledge the confirmation, often by fax, and the treasury enters the confirmation in TRM. The transaction can then move on in the transaction flow. This is a time-consuming process. WebSuite makes the interaction between a corporate treasury and its subsidiaries effective and efficient.

Chapter 2   Getting started

WebSuite is the web-based interface of Wallstreet Suite. If you have a user ID and password, you can access WebSuite using a standard web browser, such as Internet Explorer.

Depending on which modules your organization has purchased, WebSuite contains CMM and subsets of TRM and ACM. CMM is intended for users who are responsible for cash management in your organization, while the subsets of TRM and ACM are intended for users who are employed by subsidiaries of your organization (if your organization's corporate treasury uses the Windows-based interface of TRM and ACM).

This section explains how to navigate and use the basic features of WebSuite.

2.1 Navigating WebSuite

Regardless of how your organization has set up WebSuite or your individual role and the particular functionality you use, you must complete a set of basic tasks to navigate the suite, which are documented in this section.

2.1.1 Logging in and out

You can log into and out of WebSuite using a standard web browser.

To start your session, you need to launch your browser, open the login page, and enter your user ID and password. After you have completed your session, the logout function allows you to end it in a secure manner without closing your browser.

Note: WebSuite supports strong authentication with PKI X509. If your organization uses this authentication, registered users can log in automatically without providing a separate user name or password for WebSuite after they have been authenticated by the web server.

2.1.1.1 Logging in

To log in:

1. Launch your browser.

2. In the Address field, enter your organization's URL for WebSuite and press the Enter key.

Your system administrator can provide you with this URL.

When you enter this URL, the application server redirects your browser to the actual URL of the login page. If you want to create a favorite link to the login page, always use the URL you manually type in and not the one the application server redirects your browser to, as this one may change from version to version.

Note: Alternatively, if you access WebSuite using the Apache server, then enter its URL to open the startup screen, then click the WebSuite icon.

3. Enter your user name in the User ID field.

    Your system administrator can provide you with your user name.

4. Enter your user password in the Password field.

    Your system administrator can provide you with your user password.

5. Click Login.
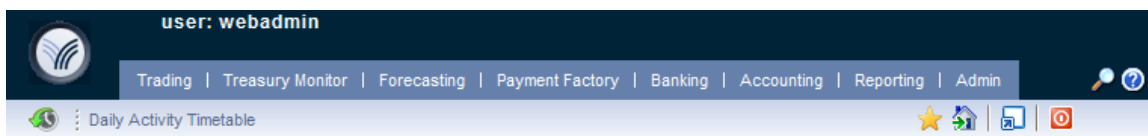
2.1.1.2 Logging out

To log out:

1. Click in the top-right corner of WebSuite.

2.1.2 Navigating the menu

To use a function in WebSuite, you must first navigate to and open that function through the menu.

2.1.2.1 Defining components of the menu

The menu consists of three components:
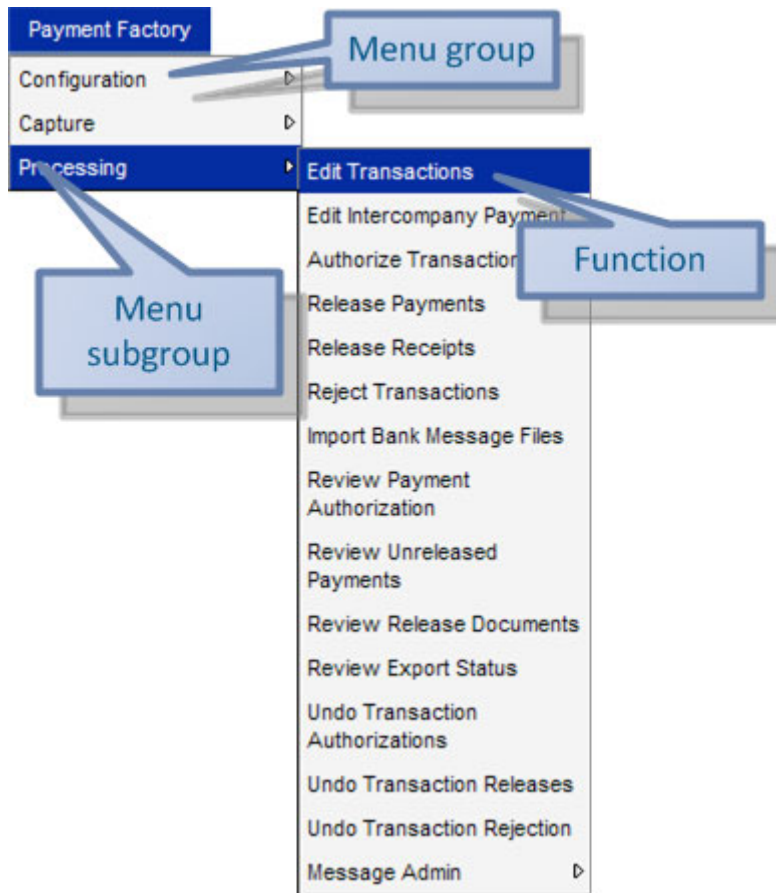
Most functions display in menu subgroups. However, Some commonly used functions display at the top of their menu groups rather than in subgroups.

2.1.2.2 Opening functions

The following example explains how to open a function:

1. Place your cursor over **Payment Factory** to open its menu group.
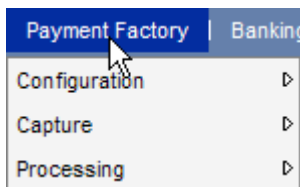
2. Place your cursor over **Processing** to open its menu subgroup.

Payment Factory
Configuration ▷
Capture ▷
Processing ▶

Edit Transactions
Edit Intercompany Payment
Authorize Transactions
Release Payments
Release Receipts
Reject Transactions
Import Bank Message Files
Review Payment Authorization
Review Unreleased Payments
Review Release Documents
Review Export Status
Undo Transaction Authorizations
Undo Transaction Releases
Undo Transaction Rejection
Message Admin ▷

3. Click Edit Transactions.

Edit Transactions - Criteria Selection

Selection Criteria		▲
Transaction Type	All ▾	
Entity	All ▾	
Entity Bank	All ▾	
Counterparty	All ▾	
Actual or Forecast	All ▾	
Intercompany	All ▾	
Cash Flow Type	All ▾	
Payment Method	All ▾	
Customer Reference	Contains ▾	
Currency	All ▾	
Transaction Date From	01/03/2011	To 08/03/2011
Value Date From	01/03/2011	To 08/03/2011
Amount From		To
Source	All ▾	

Cash Record Status
New ☑   Incomplete ☑   Authorized ☑   Released ☑   Reconciled ☑

Search

In Wallstreet Suite documentation, menu selections such as the one above are indicated as follows:

Select Payment Factory - Processing - Edit Transactions.

Note: As you navigate WebSuite, you can return to previously viewed functions by clicking the appropriate links above the page titles.

2.1.3 Searching for functions and managing favorites

You can search for functions containing specified words or phrases. In addition, you can designate commonly used functions as personal favorites.

Note: The procedure for managing favorites depends on whether you are using TRM, ACM, or all three modules or are using only CMM.

2.1.3.1 Searching for functions

To search for a CMM function:

1. Click 🔍.

2. In the Link Search page, enter a word or phrase in the Link Contains field.

   The search feature only displays functions with names that contain the exact word or phrase you enter in the field. For example, if you enter `payment`, the Enter Intercompany Payment and Edit

Intercompany Payment functions appear in the results; however, if you enter `payments`, they do not appear in the results. Also, results are limited to functions that the user is allowed to access.

3. Click Search.

4. Click the function's link to open it.

2.1.3.2 Managing favorites

To add a function to your favorites:

1. Navigate to the function.

2. Click ⭐ .

   The function is now included in your browser's favorites or bookmarks.

Note: For information on managing favorites, see your browser's help.

2.1.4 Accessing secured functionality and data

WebSuite includes extensive security functionality. This functionality allows your organization to secure access to the modules' functionality and data.

2.1.4.1 Accessing secured functionality and data

Your organization can secure WebSuite so that each user can only access functionality and data assigned to him or her. For more information, see the *WebSuite System Admin Guide*.

2.1.4.2 Reauthenticating your identity

Your organization can select specific business processes, such as releasing of payments, to require you to reauthenticate your identity. If you attempt to complete one of these processes, the following window displays:
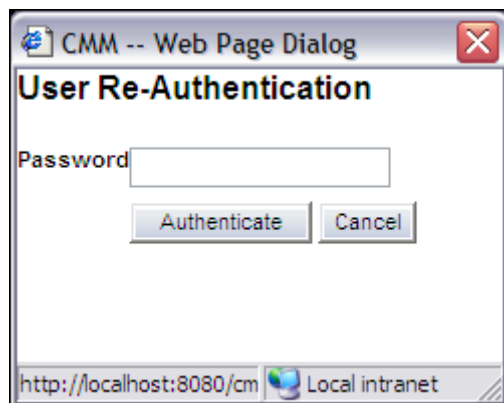
In this window, enter your password and click Authenticate. If you enter your password correctly, the window closes and the process continues. Otherwise, the window remains open and you must enter your password and click Authenticate again. If you do not enter your password correctly within the number of times defined by the Maximum Number of Unsuccessful Login Attempts configuration parameter, your user account is locked and the process is not completed.

If you subscribe to the User Re-authentication Successful or User Re-authentication Failed events, WebSuite notifies you each time you or another user reauthenticates or fails to reauthenticate. In addition, you can audit these events.

For more information, see the *WebSuite System Admin Guide*.

2.1.5 Selecting a startup page

If you select a startup page, that page displays when you first log into WebSuite.

In most functions, you can only use the first page as your selected startup page.

The default startup page is the Daily Activity Report page.

2.1.5.1 Selecting a startup page

To select a startup page:

1. Navigate to the page.

2. Click .

2.1.5.2 Opening the startup page

As previously noted, after you have selected a startup page, that page displays when you first log into WebSuite.

You can also open the startup page at any time during your session by clicking .

2.1.5.3 Clearing the startup page selection

You can clear the startup page selection in the User Options function. For more information, see "Setting your user options" on page 51.

2.1.6 Using HTTPS in Internet Explorer

If your organization is using WebSuite with HTTPS and you are using the horizontal menu format, the Security Information dialog displays at least once each time you open a page in Internet Explorer:
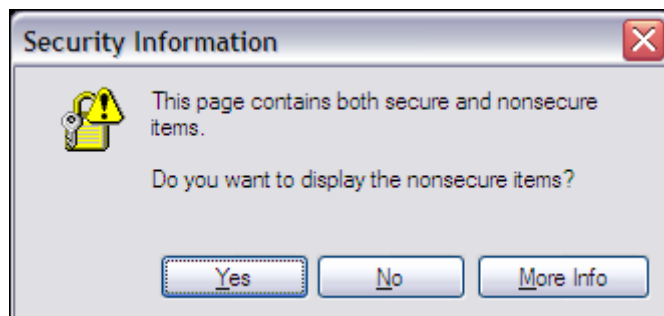
You can do the following:

• To close the dialog each time it displays, you can click Yes or No.

• To prevent the dialog from displaying, you can modify your security settings as documented in the remainder of this section.

2.1.6.1 Adding WebSuite to your local intranet

In some situations, WebSuite may not be part of your local intranet (for example, you may be logging into WebSuite from a remote location). In these situations, Internet rather than Local intranet displays in the bottom-right corner of the Internet Explorer window when you are logged into WebSuite:
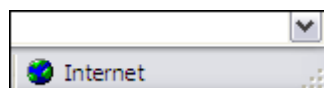
If WebSuite is not part of your local intranet, Wallstreet recommends you add it before completing the procedure in the next section.

To add WebSuite to your local intranet:

1. In the Internet Explorer menu, select Tools - Internet Options….

2. In the Internet Options dialog, open the Security tab.

3. Select the Local intranet icon and click Sites….

4. In the first Local Intranet dialog, click Advanced….

5. In the second Local Intranet dialog, enter WebSuite's URL in the Add this Web site to the zone field.

6. Click Add.

7. Click OK.

8. In the first Local Intranet dialog, click OK.

9. In the Internet Options dialog, click OK.

2.1.6.2 Changing your security settings for WebSuite

To prevent the Security Information dialog from displaying in WebSuite, you need to change your security settings as documented in this section.

To change your security settings for WebSuite:

1. In the Internet Explorer menu, select Tools - Internet Options….

2. In the Internet Options dialog, open the Security tab.

3. Do one of the following:

    – If WebSuite is part of your local intranet, select the Local intranet icon.

    – If WebSuite is not part of your local intranet, select the Internet icon.

    Wallstreet recommends that WebSuite be part of your local intranet. For more information, see the previous section.

4. Click Custom Level….

5. In the Security Settings dialog, scroll to the Display mixed content set of option buttons (under Miscellaneous) in the Settings list.

6. Select the Disable or Enable option button.

7. Click OK.

8. In the Internet Options dialog, click OK.

2.2 Working with data

WebSuite includes an extensive, standardized set of features for searching for, viewing, and entering data.

2.2.1 Searching for data

Your organization's Wallstreet Suite database contains information on parties, bank accounts, transactions, and other critical data. Most functions include features that allow you to search for these data in a methodical fashion.

Search pages allow you to enter criteria and then search the Wallstreet Suite database for all entries that match those criteria.

2.2.1.1 Understanding key features of search

The following are key features of search in WebSuite:

Feature	Description
Intersecting criteria	Unless otherwise noted, the results of a search page are based on intersections of the search page's criteria. For example, if you select an entity of Acme USA and a currency of USD in the Edit Transactions function's criteria, only transactions with entities of Acme USA and currencies of US dollar display in the results. A transaction with an entity of Acme USA and a currency of euro does not display in the results. Similarly, a transaction with an entity of Acme UK and a currency of US dollar does not display in the results.
Wild cards	Wild cards, which are special symbols that stand for one or more characters in searches (for example, * in Microsoft Windows), are not required in WebSuite. Instead, when you enter a term in a search field, WebSuite searches for all records that contain that term. If you enter Acme in an entity field, WebSuite searches for all entities with Acme in their names (for example, Acme United Kingdom, Acme United States, Acme Japan) and not just an entity named Acme.
	The exceptions to this rule are the Enter Bank Transactions, Cash Monitor, and Cash Position functions, which do support use of wild cards in filtering of lists.
Case insensitivity	Search results are case insensitive. Searching for Acme Canada, acme canada, and ACME CANADA generate the same result.
Search field lists	Some fields include a list that allows you to define what entries WebSuite should search for based on the contents of the field:

Entity ID [Contains ▾] [   ]

The options in these lists vary depending on whether the contents of the related field are character, number, or date based. If the input field is character based (for example, Acme Germany), the list contains:

- Contains
- Begins with
- Ends with
- Equal to
- Not equal to.

If the input field is number or date based (for example, 500), the list contains:

- =
- <
- <=
- <>
- >
- >=.

| Multiple clicking of buttons | In most situations, when you double click a button or link, WebSuite ignores the second click. If you click the button or link a third time, a dialog displays stating that the process is in progress and further clicking is not required. The exceptions to this rule are Select All, Deselect All, and Reset, which you may need to click more than once in a single instance. |

2.2.1.2 Searching for data

To search for data (example):

1. Select Payment Factory - Processing - Edit Transactions.

2. In the Edit Transactions - Criteria Selection page, enter wide date ranges in the Transaction Date From and To and Value Date From and To fields, such as a month or a year.

3. Leave the remaining criteria set to their default values.

4. Click Search.

    Because you specified a broad range of criteria in the previous steps, the Transactions List page displays all transactions in the database for the selected transaction and value date ranges. You can specify criteria to narrow this list of results.

5. In the Transactions List page, click Search.

6. In the Edit Transactions - Criteria Selection page, select a specific entity in the Entity list.

7. Click Search.

    If, after you specify criteria, the Transactions List page displays only the table header, no records match your criteria. Before you conclude that no records exist in the category, check or alter your criteria and try the search again.

    Search results display high-level information. To obtain detailed information about an individual entry, click that entry's drilldown link. For more information, see Viewing data using tables and drilldowns.

2.2.2 Viewing data using tables and drilldowns

WebSuite displays records and other such information in tables. In some situations, if there are more entries in a table than WebSuite can reasonably display in a single page, it presents the table across multiple pages.

Most tables in WebSuite include a sort feature. This feature displays as ▲ and ▼ in the table's header if it is available. By changing the sort methods, you may find that certain records are easier to locate in a large table.

Drilling down for further information is a concept used throughout WebSuite. When you are browsing through information, that information is usually presented in a table of items such as entities, bank accounts, or transactions. An individual record in such a table may contain one or more links, which you can use to drill down to more specific information. Links can be either a word or phrase (usually underlined), or a bullet:
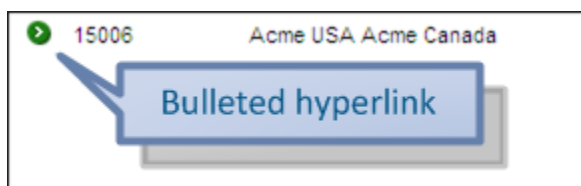
2.2.2.1 Navigating tables across multiple pages

To navigate tables across multiple pages (example):

1. Select Payment Factory - Processing - Edit Transactions.

2. In the Edit Transactions - Criteria Selection page, enter wide date ranges in the Transaction Date From and To and Value Date From and To fields, such as a month or a year.

3. Leave the remaining criteria set to their default values.

4. Click Search.

5. In the Transactions List page, scroll to the bottom of the table and note the pagination links that display below the table.

6. Do one of the following:

   – To open a particular page, click its link.

   – To open the next group of pages, click Next.

   – To open the previous group of pages, click Prev.

   You can define the number of pages that display before and after the current page in the pagination hyperlinks by setting the Scroll Page Count configuration parameter. For more information, see the *WebSuite System Admin Guide*.

2.2.2.2 Sorting tables

To sort tables (example):

1. Select Payment Factory - Processing - Edit Transactions.

2. In the Edit Transactions - Criteria Selection page, enter wide date ranges in the Transaction Date From and To and Value Date From and To fields, such as a month or a year.

3. Leave the remaining criteria set to their default values.

4. Click Search.

5. In the Transactions List page, click in the Actual Amount column.

6. Click ▲ or ▼ in the Actual Txn Date column.

2.2.2.3 Drilling down

To drill down (example):

1. Select Payment Factory - Processing - Edit Transactions.

2. In the Edit Transactions - Criteria Selection page, enter wide date ranges in the Transaction Date From and To and Value Date From and To fields, such as a month or a year.

3. Leave the remaining criteria set to their default values.

4. Click Search.

5. In the Transactions List page, click a new or incomplete transaction's link.

6. In the Edit Transaction page, click on the Additional Attributes section header.

2.2.3 Entering data

In WebSuite, as in other software applications, you enter data using the following set of controls:

• Field: Enter a value manually.

Report Name [ ]

- List: Select a value from a list.

Accessibility [Installation ▾]

- Multiple selection list: Select multiple values from a list.

Available Access Profiles

```
AGR-ALL-CM-REPORT
WS-AGR-ADMIN_PROFILE_FG
WS-AGR-CMM-ADMIN
WS-AGR-JCL ADMIN
```

[Add Selected >>]
[Add All >>]
[<< Remove All]
[<< Remove Selected]

Selected Access Profiles

- Option button: Select one of several options.

( ) List Report

- Checkbox: Enable or disable an option.

View in Spreadsheet [✓]

Controls with blue labels are required; you must enter data in these controls to proceed. If you do not enter data in a required control and then click a button or link to proceed to the next page, the current page remains open and an appropriate message displays beside the control:

Entity ID * [ ] Is a required field.

2.2.3.1 Using text fields

Entering data in a text field involves three steps:

1. Place your cursor over the field and click once.

2. Enter data in the field.

3. Navigate to the next field by placing your cursor over it and clicking it or by pressing the Tab key.

Unless otherwise indicated, text fields in WebSuite can accept all characters that are supported by UTF-8 encoding (see the UTF-8 website).

2.2.3.2 Using number fields

When entering information in number fields, include only the digits themselves and the decimal point where necessary. Do not include, currency symbols ($, £) or percent symbols (%).

You can select one of the following as your default format for numbers in CMM:

Positive numbers	Negative numbers
###,###.00	(###,###.00)
###,###.00	-###,###.00
###,###.00 C	###,###.00 D

###,###.00 CR	###,###.00 DB
###.###,00	(###.###,00)
###.###,00	-###.###,00
###.###,00 C	###.###,00 D
###.###,00 CR	###.###,00 DB

CMM displays numbers in your default format and validates numbers you enter against it. For more information on selecting your default format, see "Setting your user options" on page 51.

Note: When validating numbers, CMM uses all number formats with the same decimal point and thousand separator as your default format. It rejects any numbers that do not use the decimal point and thousand separator. For example, if your preferred number format is ###,###.00, CMM rejects 123.456,78.

Some number fields allow you to truncate large, round numbers with a K for thousand, M for million, or B for billion (one thousand million).

Note: The K, M, and B are not case sensitive; you can also enter k, m, and b.

The following table presents examples:

For this number	Enter
45,000	45K
3,600,000	3.6M
2,000,000,000	2B

If you use one of these truncators in a number field and then navigate to another control on the page, CMM converts the truncator to the number it represents. For example, if you enter 3.6M in a number field then navigate to another control on the page, CMM changes 3.6M to 3,600,000 in the number field.

2.2.3.3 Using date fields

You can define the default display format for dates in CMM. For more information, see "Setting your user options" on page 51.

When you enter a date in a field, CMM first determines if the date matches your default display format. If it does, CMM accepts the date. Otherwise, it checks the date for a match with another standard date format. CMM checks dates against formats in the following order and accepts on first match:

Format	July 1, 2005, in the format
MM/DD/YY	07/01/05

DD/MM/YY	01/07/05
YY/MM/DD	05/07/01
DD/MMM/YY	01/Jul/05
MMM DD, YYYY	Jul 01, 2005
MMM YY	Jul 05
MM-DD-YYYY	07-01-2005
DD-MM-YYYY	01-07-2005
YYYY-MM-DD	2005-07-01

The characters you use to separate the day, month, and year—which are referred to as delimiters—are interchangeable. For example, `2005-07-01`, `2005/07/01`, and `2005.07.01` are acceptable entries for July 1, 2005, in the YYYY-MM-DD format. CMM does not support dates entered without delimiters (for example, `20050701`).

Dates very far in the past, such as January 1, 1901, are considered invalid.

2.2.3.3.1 Using popup calendars

If you have enabled popup calendars, you can also enter dates by clicking the popup calendar icon beside a date field and then searching for and selecting the appropriate date in the resulting calendar window:

Date From * `09/03/2011`
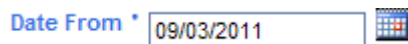
For more information, see "Setting your user options" on page 51.

2.2.3.3.2 Using date abbreviations

In the date fields, you can enter the following basic abbreviations:

For this date	Enter
Today	T
First day of the current week (Sunday)	SW
Last day of the current week (Saturday)	EW
First day of the current month	SM
Last day of the current month	EM
First day of the current year	SY

Last day of the current year		EY	

As the following examples show, you can add or subtract days (`D`), months (`M`), or years (`Y`) to these basic abbreviations:

No.	Abbreviation	Current day	Resulting day
1	+7D	Monday, June 5, 2006	Monday, June 12, 2006
2	-Y	Monday, June 5, 2006	Sunday, June 5, 2005
3	T+7D	Monday, June 5, 2006	Monday, June 12, 2006
4	T-1Y	Monday, June 5, 2006	Sunday, June 5, 2005
5	SW-2D	Monday, June 5, 2006	Friday, June 2, 2006
6	EW+1M	Monday, June 5, 2006	Monday, July 10, 2006
7	SM-2Y	Monday, June 5, 2006	Tuesday, June 1, 2004
8	EM+2M	Monday, June 5, 2006	Wednesday, August 30, 2006
9	SY-3M	Monday, June 5, 2006	Saturday, October 1, 2005
10	EY-7D	Monday, June 5, 2006	Sunday, December 24, 2006

In examples 1 to 2, you can place spaces between the operators, numbers, and units. For example, `+ 7 D`, `+7 D`, and `+ 7D` are acceptable.

In examples 3 to 10, you can place spaces between the base dates, the operators, and the increments. However, you cannot place spaces between the numbers and units in the increments. In addition, the increments must contain both numbers and units. For example, `SW - 2D`, `SW -2D`, and `SW- 2D` are acceptable, but `SW-2 D`, `SW-2`, and `SW-D` are not acceptable.

In most situations, if you add or subtract a month in a date field, the resulting date is exactly one month before or one month after the base date. For example, if you enter `+M` in a date field and the current date is June 5, 2006, the resulting date is July 5, 2006. However, if the current date is the 29th, 30th, or 31st and the previous or next month does not have a 29th, 30th, or 31st, the resulting date is the last date of that month. For example, if you enter `+M` in a date field and the current date is January 31, 2006, the resulting date is February 29, 2006.

If you use one of these abbreviations in a date field and then navigate to another control on the page, CMM converts the abbreviation to the date it represents. For example, if you enter `T+7D` in a date field and then navigate to another control on the page, CMM changes `T+7D` to `10/Jul/06` in the date field (assuming today is July 3, 2006, and your default date format is DD/MMM/YY).

Note: As with the large number truncators, these abbreviations are not case sensitive.

2.2.3.4 Using lists

Wallstreet Suite supports two types of list:

- Standard

- As-you-type.

Note: As of this release, as-you-type lists are only available in the Enter Bank Transactions function.

2.2.3.4.1 Using standard lists

To use standard lists:

1. Click the down arrow beside the list.
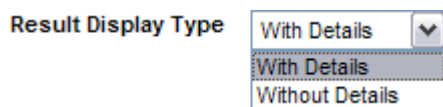
2. Select a value from the list by placing your cursor over that value and clicking it.

   Any values that are in the list but not in the database are prefixed with `Unavailable`.

   If the JavaScript Enabled configuration parameter is set to `True`, you can type the first letters of the value you want to select to scroll to and highlight that value in the list. For more information, see the *WebSuite System Admin Guide*.

3. Should you select the wrong value, repeat the above steps to select the correct one.

   A filtering feature displays after some lists, allowing you to filter the values in the list:

   Depending on how you set the Maximum Number of Rows in Combo Box Before Filtering is Enabled configuration parameter, the list may contain all available values before filtering or only a set number of values (for example, 100). For more information, see the *WebSuite System Admin Guide*.

   In addition, you can select default values for entity and currency lists. For more information, see "Setting your user options" on page 51.

2.2.3.4.2 Using as-you-type lists

Select fields in the Enter Bank Transactions function display a list of possible values as you type. For example, as you type `Acme` in the Party Name field, a list displays that contains all entities starting with Acme:
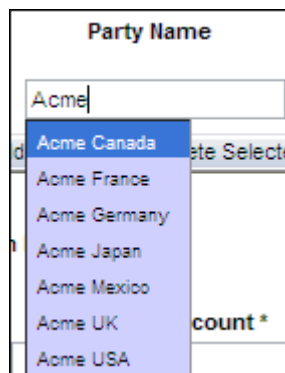
If you select one of these entities, it populates the Party Name field.

To search for values that contain specific characters (instead of starting with the characters), type an asterisk followed by the characters. For example, if you type *ʊ in the Party Name field, a list displays that contains all entities with U in their names:
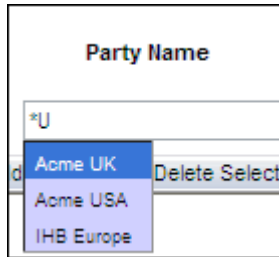
Note: The possible values that can display in as-you-type lists are determined when you first log into WebSuite. Therefore, if you or another user enters or modifies static data while you are logged in, these changes will not be reflected in the as-you-type lists until you log out and back in again.

2.2.3.5 Using multiple selection lists

Like a list, a multiple selection list allows you to select values. However, unlike a list, a multiple selection list allows you to select one or more values and—in some situations—define the order of selected values:
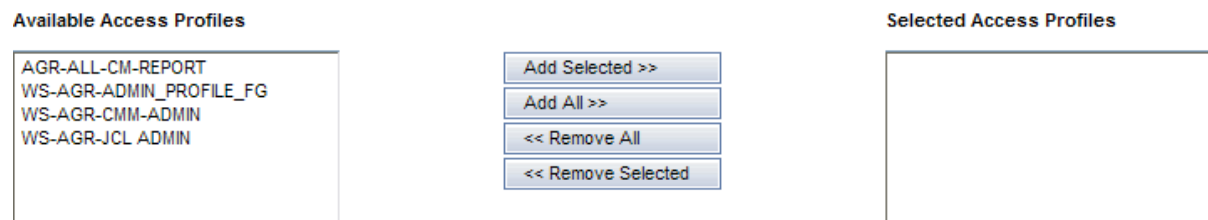
2.2.3.5.1 Selecting values in multiple selection lists

To select values in a multiple selection list:

- To add one or more values to your selection, select them in the list of available values (on the left) and click Add Selected >>.

- To add all values to your selection, click Add All >>.

- To remove one or more values from your selection, select them in the list of assigned values (on the right) and click << Remove Selected.

- To remove all values from your selection, click << Remove All.

To select multiple values in a list, select the first value, press and hold down the Ctrl key on your keyboard, and select the remaining values one at a time.

Some multiple selection lists include filter fields. You can use these fields to filter the list of available values.

2.2.3.5.2 Sorting values in multiple selection lists

In some multiple selection lists, you can change the order of assigned values. The order of assigned values in a multiple selection list is important in several functions, particularly those using the flexible reporting framework. (In flexible reporting framework functions, the order of assigned values in the multiple selection lists of a format determines the order of attributes in the format's reports or worksheets.)

To sort values in a multiple selection list:

1. Ensure the list of assigned values contains all values you want to include in your selection.

2. For each value, do the following:

   – To move the value up in the list, select it and click ▲.

   – To move the value down in the list, select it and click ▼.

2.2.3.6 Using checkboxes

A checkbox indicates an option that can be turned on or off, or set to true or false.

When a checkbox is selected (in other words, there is a checkmark in the box), its option is activated or set to true:

View in Spreadsheet ☑

When a checkbox is cleared (in other words, there is no checkmark in the box), its option is deactivated or set to false:

View in Spreadsheet ☐

To change a checkbox's status, click it.

2.2.3.7 Using option buttons

Option buttons (or "radio buttons") always appear in groups. You can select only one option button in a group at a time.

When a bullet displays in an option button, its option is selected:

◉ List Report

When no bullet displays in an option button, its option is not selected:

○ List Report

To select an option button, click it. All other option buttons in the group are cleared.

To select another option button in the same group, click it. That option button is selected and the other one is cleared.

2.3 Running reports and worksheets

CMM and TRM include a set of reports and worksheets that you can run in WebSuite to analyze your organization's cash and treasury management activities.

2.3.1 Running CMM reports and worksheets

After you or another user have created a report template in a CMM flexible reporting framework function, you can run reports or worksheets based on that report template.

Note: **The following sections** is applicable to all functions based on the flexible reporting framework except Cash Monitor and Cash Position. For information on the Cash Monitor and Cash Position function, see Running CMM Cash Monitor and Cash Position reports.

2.3.1.1 Running reports and worksheets

To run reports or worksheets:

1. Select the appropriate function:

    – If you did not previously select a favorite report template, continue to step 2.

    – If you previously selected a favorite report template but do not want to use the report or worksheet based on your favorite report template, click Return to List and continue to step 2.

    – If you previously selected a favorite report template and want to use the report or worksheet based on your favorite report template, continue to step 3.

2. In the function's report template list page, select Report in the appropriate report template's row.

3. In the report or worksheet based on the report template, make any appropriate changes to the criteria.

4. Click Refresh.

2.3.1.2 Selecting favorite report templates

You can select one report template in each flexible reporting framework function as your favorite. When you open the function, a report or worksheet based on the report template automatically displays.

Note: Your favorite report templates are unique to you and do not impact other users. For example, you can select Acme USA Cash Report as your default report template in the Cash Transaction Report function while another user can select Acme UK Cash Report as his or her default report template in the same function.

To select a favorite report template:

1. Select the appropriate function.

    If you previously selected one of the function's existing report templates as a favorite, click Return to List.

2. In the function's report template list page, select the report template's Favorite option button.

3. Click Save Favorite.

    You can remove your favorite report template selection by clicking Remove Favorite Indicator in the function's report template list page.

2.3.1.3 Hiding report templates

To hide a report template:

1. Select the appropriate function.

    If you previously selected one of the function's existing report templates as a favorite, click Return to List to open the function's report template list page.

2. In the function's report template list page:

    – To hide the report template from other users, select Installation in the Show/Hide list in the report template's row.

    – To show the report template from other users, select Personal in the Show/Hide list in the report template's row.

    The Show/Hide lists only display if you have security access to FG-0393 Report Administrator.

3. Click Hide in the report template's row.

    To show a hidden report template, click Show Hidden Reports and then click Show in the report template's row.

2.3.2 Running CMM Cash Monitor and Cash Position reports

After you or another user have created a report template in the Cash Monitor function, you can run reports based on that report template.

2.3.2.1 Running reports

To run a report:

1. Select the appropriate function:

   – If you did not previously select a favorite report template, continue to step 2.

   – If you previously selected a favorite report template but do not want to use the report based on your favorite report template, click Return to List and continue to step 2.

   – If you previously selected a favorite report template and want to use the report based on your favorite report template, continue to step 3.

2. In the function's report template list page, do one of the following:

   – Drill down on the appropriate report template by clicking its link.

   – Drill down on the appropriate report template by using the menu:

      a. Click ⬇ in the report template's row.

      b. Select Run in the resulting menu.

   – Drill down on the appropriate report template by using the toolbar:

      a. Select the report template's row.

      b. Click .

3. In the report based on the report template, make any appropriate changes to the criteria.

4. Click Refresh.
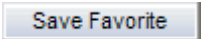
2.3.2.2 Selecting favorite report templates

You can select one report template in the FG-0338 Cash Monitor or Cash Position function as your favorite. When you open the function, a report based on the report template automatically displays.
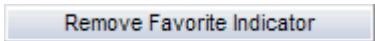
Note: Your favorite report templates are unique to you and do not impact other users. For example, you can select Acme USA Cash Report as your default report template while another user can select Acme UK Cash Report as his or her default report template.

To select a favorite report template:

1. Select the appropriate function.

   If you previously selected one of the function's existing report templates as a favorite, click Return to List.

2. In the function's report template list page, do one of the following:

   – Select the favorite report template by using the menu:

      a. Click ⬇ in the report template's row.

      b. Select Set as Favorite in the resulting menu.

   – Select the favorite report template by using the toolbar:

      a. Select the report template's row.

      b. Click Save Favorite .

To remove a favorite report template selection:

1. Select the appropriate function.

2. In the report template page, click Return to List.

3. In the function's report template list page, do one of the following:

   – Remove the favorite report template selection by using the menu:

      a. Click ▼ in the report template's row.

      b. Select Remove as Favorite in the resulting menu.

   – Remove the favorite report template selection by using the toolbar:

      a. Select the report template's row.

      b. Click [Remove Favorite Indicator].

2.3.2.3 Hiding report templates

The Cash Monitor and Cash Position functions can contain many report templates. To make the functions more manageable, you can hide select report templates (either for you only or for all users).

Note: To use this functionality, you need security access to FG-0393 Report Administrator.

To hide a report template:
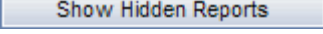
1. Select the appropriate function.

   If you previously selected one of the function's existing report templates as a favorite, click Return to List.

2. In the function's report template list page, do one of the following:

   – Hide the report template by using the menu:

      a. Click ▼ in the report template's row.

      b. In the resulting menu:

         – Select Hide (Personal) to hide the report template for you only

         – Select Hide (Installation) to hide the report template for all users.

   – Hide the report template by using the toolbar:

      a. Select the report template's row.

      b. Click [Hide].

      c. In the resulting dialog:

         – Click Personal to hide the report template for you only

         – Click Installation to hide the report template for all users.

To show a hidden report template:

1. Select the appropriate function.

If you previously selected one of the function's existing report templates as a favorite, click Return to List.

2. In the function's report template list page, click Show Hidden Reports .

3. Do one of the following:

   – Show the report template by using the menu:

      a. Click ⏷ in the report template's row.

      b. Select Unhide in the resulting menu.

   – Show the report template by using the toolbar:

      a. Select the report template's row.

      b. Click Show .

2.4 Using information features

WebSuite's information features allow you to view and analyze critical data.

2.4.1 Working with confirmation and error messages

Confirmation and error messages provide important information about background functionality in WebSuite.

2.4.1.1 Working with confirmation messages

When you complete a task that creates, edits, or deletes an entry in the database or makes a similar change, WebSuite displays a message above the page's title confirming the success or failure of your task:

> [i] Information: The requested change was successfully made
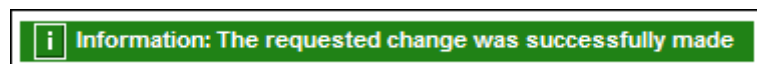
If your task failed, the confirmation message indicates why it failed and, if possible, explains what measures you can take to complete the task successfully.

2.4.1.2 Working with error messages
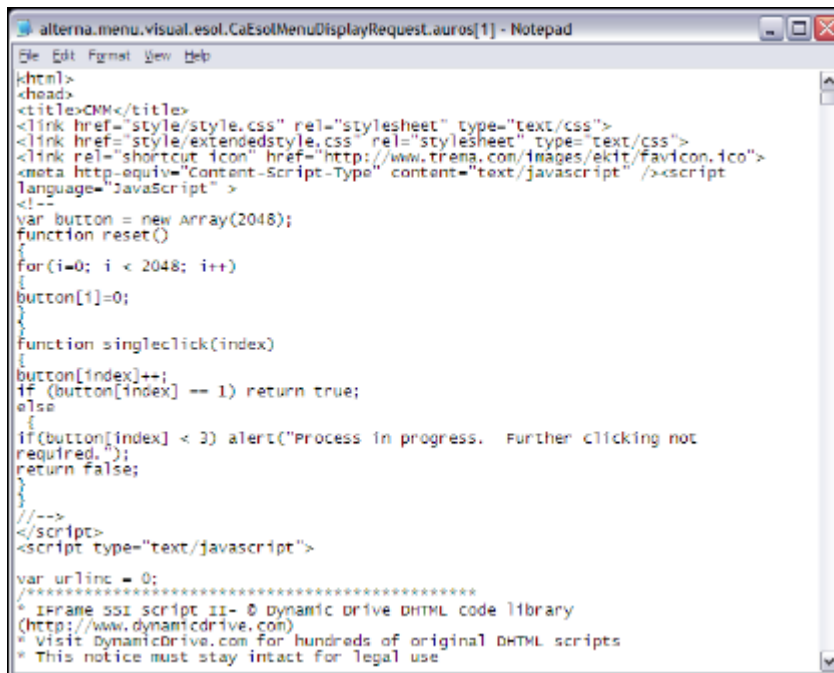
Error messages, which are generated by the application server rather than WebSuite, indicate a bug or other problem:

> An application error occurred - contact your system administrator or Wallstreet Systems customer support.

If you encounter one of these messages while working in WebSuite, submit it to Wallstreet, which will analyze the message and correct the underlying problem.

To submit an error message to Wallstreet:

1. Ensure the page with the error message is open.

2. Select View - Source.

3. In Microsoft Notepad, save the file in text (`.txt`) format with an appropriate name.

4. E-mail the file to Wallstreet.

2.4.2   Working with daily bulletins

Daily bulletins are messages that your organization can post in CMM and that are applicable to all users.

2.4.2.1   Creating daily bulletins

To create a daily bulletin:

1. Select Admin - Utilities - Daily Bulletins - Configuration Checking - Enter Daily Bulletins.

2. In the CMM Bulletin Entry page, enter the daily bulletin's message in the New Bulletin field.

3. Click Save.

2.4.2.2   Deleting daily bulletins

To delete a daily bulletin:

1. Select Admin - Utilities - Daily Bulletins - Configuration Checking - Enter Daily Bulletins.

2. In the CMM Bulletin Entry page, click Clear.

2.4.2.3   Reviewing daily bulletins

To review daily bulletins, select Admin - Utilities - Daily Bulletins - Configuration Checking - View Daily Bulletins.

2.4.3 Viewing CMM environment information

The Session Info. function displays relevant information about the CMM environment, including the following:

- Current version

- Installation (including installed database)

- Your user ID, name, and duration of current session

- Number of cash records and bank transactions in the database

- Number of entities, counterparties, and bank accounts in the database.

To access the Session Info. function, select **Admin - Utilities - Analysis - Session Info.**.

2.5 Using help

This **section** explains how to use the help provided with WebSuite.

2.5.1 Opening help

To open help, click 🔵 . The help opens in a separate browser window or tab, and consists of three components:
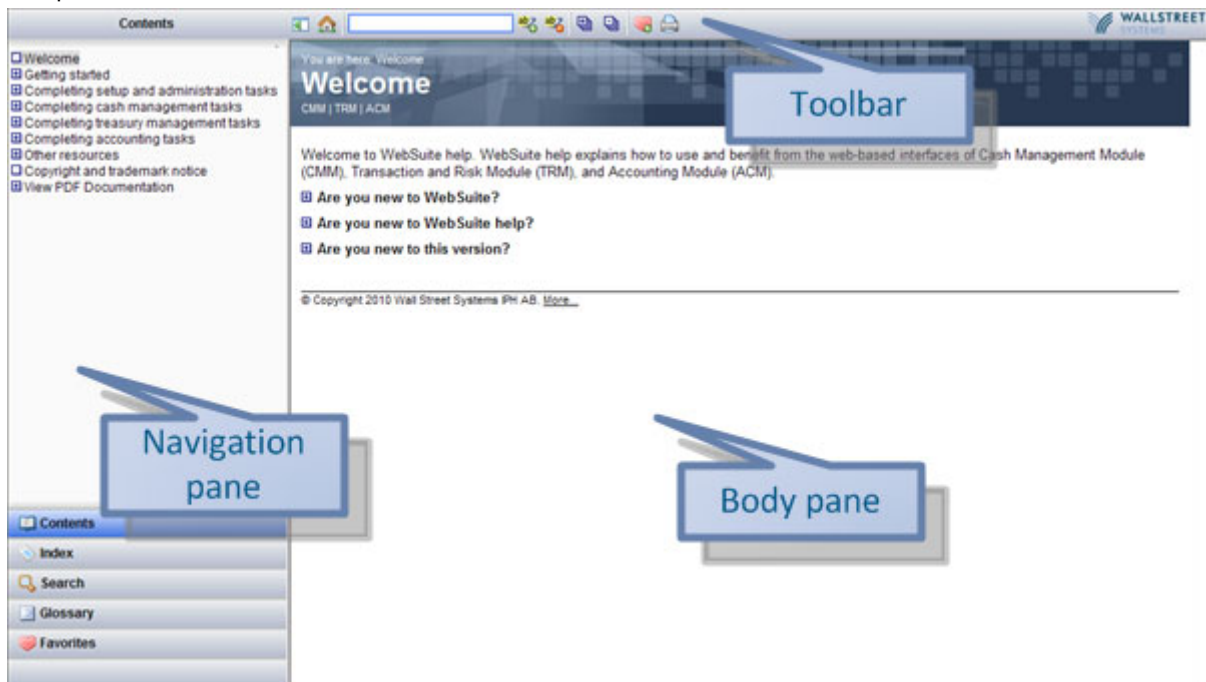
The page that displays in the body pane contains information relevant to your current context in

WebSuite. For example, if you are entering a forecast in CMM and click 🔵, the page in the body pane contains information on entering forecasts.

The navigation panes allow you to navigate and search help. To display a specific pane (for example, Search), click its name in the bottom-left corner of the help.

You can expand or collapse the navigation panes by clicking the following button on the toolbar:

2.5.2 Navigating help

You can navigate help using the table or contents or the index. The table of contents and index are similar in structure and function to the tables of contents and indexes in printed books.

To navigate help using the table of contents:

1. Open the Contents pane.

2. Do one of the following:

    – To open a section (or "book"), click it.

       The section's bullet changes from ⊞ to ⊟, the section's contents (child sections, pages, or both) display below it in the table of contents, and the section's home page displays in the body pane.

    – To open a page, click it.

       The page opens in the body pane.

       There are a set of links at the top of each page that indicate its location in the table of contents:
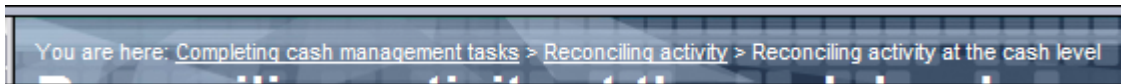
To navigate help using the index:

1. Open the Index pane.

2. In the field at the top of the Index pane, begin entering a word or words.

    The list in the Index pane automatically scrolls to the index term that most closely matches your word or words.

3. Click an index term:

    – If there is one page associated with the index term, the page opens in the body pane.

    – If there is more than one page associated with the index term, a popup menu displays:
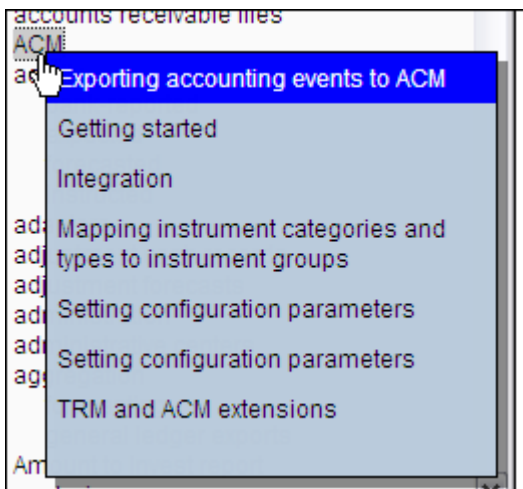
    In the popup menu, select a page to open it in the body pane.

2.5.3 Searching help

You can search all pages or the currently open page for a specific word or phrase. This is useful when you need information but cannot find it in the table of contents or index.

To search all pages:

1. Open the Search pane.

2. In the field at the top of the Search pane, enter the word or words for which you want to search.

    When searching for two or more words, use one of the following forms:

Example	Description
central bank	Displays all pages containing "central", "bank", or both "central" and "bank".
central+bank	Displays all pages containing both "central" and "bank".
"central bank"	Displays all pages containing "central bank".

3. Click Search.

    The resulting list displays all pages that contain the word or words you entered in step 2. By default, the page with the most occurrences of the word or words displays first in the list and the page with the fewest occurrences of the word or words displays last in the list. However, you can change the sort order of the list by clicking the Rank and Title column headers.

    When you click a page in the list, the page opens in the body pane.

To search the current open page:

1. In the field in the toolbar, enter the word or words for which you want to search.

2. Click the following button on the toolbar:

Search is not case sensitive. When searching for two or more words, use one of the following forms:

Example	Description
central bank	Displays all pages containing "central", "bank", or both "central" and "bank".
central+bank	Displays all pages containing both "central" and "bank".
"central bank"	Displays all pages containing "central bank".

All occurrences of the word or words for which you are searching are highlighted in the pages. You can remove this highlighting by clicking the following button in the toolbar:

2.5.4 Marking and viewing favorites

If you view a specific page in the help on a regular basis, you can mark this page as a favorite. To do this, navigate to the page and click the following button in the toolbar:

Similarly, you can mark a search query as a favorite. To do this, search for a word or words in all pages following the procedure in the preceding section and then click the following button in the Search pane:

To view your favorites, open the Favorites pane.

Note: In addition to viewing favorites, you can delete them in this pane by selection their checkboxes and clicking the appropriate 🗙.

When you mark a page or search query as a favorite, it is saved as a cookie. Therefore:

* If you disable support for cookies in your browser, you cannot mark or view favorites.
* If you delete cookies, you lose your favorites.
* If you log into WebSuite from another browser, you cannot view your favorites.

2.5.5 Using other help features

The help includes features in addition to those documented in the preceding sections:

Feature	Description
Glossary terms	Green, underlined words in pages are linked to the help's glossary. To view the definition of a marked term, click it. A popup window displays:
	When you are done reading the definition, click anywhere outside of the popup window to close it.
	Open the Glossary pane to view definitions of all terms in the help's glossary.

See also links	Most pages include a *See also* link. When you click this link, a popup menu of related pages displays:
	Select a related page to view it.
Expandable/collaps ible sections	Most pages include expandable/collapsible sections. These sections allow you to display only information of interest on a particular page.
	To expand or collapse an individual section, click it.
	To expand all sections in a page, click the following button in the toolbar:
	To collapse all sections in a page, click the following button in the toolbar:
Page printing	To print the currently open page, click the following button in the toolbar:
	Note: Ensure the expandable/collapsible sections that you want to print or expanded before click the button.
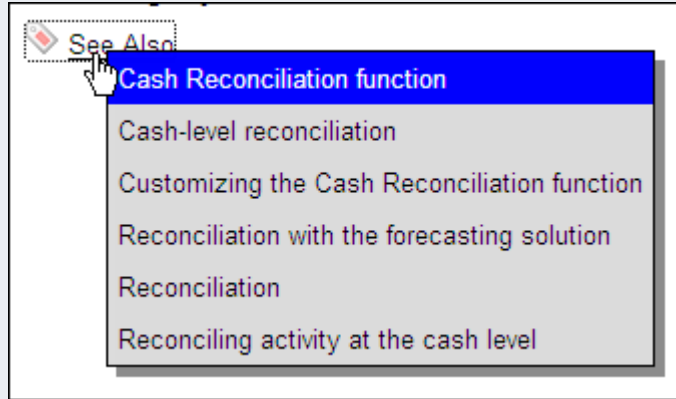
2.6   Setting your user options

You can set your user options for CMM following the instructions in this **section**. Specifically, you can set the following:

- Currency lists

- Entity lists

- Cashflow types

- Date fields

- Number fields

- Style sheets (available for standalone mode only)

- Menu formats

- Scrollable tables

- Language.

You can also can set which attributes display in bank account and currency labels throughout CMM.

The defaults you select are only applicable to you and do not impact other users. For example, you can select the US dollar as your default currency, while another user can select the euro as his or her default currency.

The default value normally applies to all screens where the related attribute is present or required, or to specific functions (for example, Cash Flow Type default value can apply to manual reconciliation only).

2.6.1   Setting your defaults

To set your defaults:

1.   Select **Admin - User Options**.

2.   In the User Options page, click **Set Defaults**.

3.   In the Define Default Values page, set your defaults.

4.   Click **Save**.

2.6.2   Setting your bank account label format

To set your bank account label format:

1.   Select **Admin - User Options**.

2.   In the User Options page, click **Change Bank Account Label Format**.

3.   In the Bank Account Label Format page, select the appropriate attributes.

4.   Click **Save**.

2.6.3   Setting your currency label format

To set your currency label format:

1.   Select **Admin - User Options**.

2.   In the User Options page, click **Change Currency Label Format**.

3.   In the Currency Label Format page, select the appropriate attributes.

4.   Click **Save**.

Chapter 3   Managing market data

Activity in Wallstreet Suite depends on two sets of market data:

* Interest rates

* Foreign exchange rates.

3.1 Understanding market data

Market data, like static data, are data that are central to your organization's work in Wallstreet Suite. However, unlike static data, market data change frequently.

For the purposes of WebSuite, there are two sets of market data:

* Interest rates

* Foreign exchange rates.

3.2 Managing interest rates (and related data)

Wallstreet Suite uses interest rates in deals as well as interest, fee, and tax calculations.

Foreign exchange rates are directly available from the TRM FX Pricing serviced process.

3.2.1 Managing interest rate categories

Interest rate categories provide a way to group a collection of interest rate types together to form a curve. For example, a Canadian T-bill curve may be composed of the following points:

* T-bill 30-day rate

* T-bill 60-day rate

* T-bill 90-day rate.

The above three points on the curve are stored as interest rate types. The interest rate curve is made up of the interest rates contained in the interest rate types that are currently in effect.

This curve can then be used to price (or "mark to market") the portfolio of T-bill purchases held by your organization. Use the curve to compare the current forward market rate for T-bills to the rate at which the T-bills were originally purchased. You can then determine whether or not the investment was a money-maker.

Note: If your organization is using CMM as a separate application, manage interest rate categories in CMM's Interest Rate Categories and Yield Curves functions. Otherwise, manage interest rate categories in TRM's Yield Curve Editor.

3.2.1.1 Prerequisites

The following are prerequisites for managing interest rate categories:

Category	Tasks
Security	If you are managing interest rate categories in TRM, ensure you have access to the Yield Curve Editor.
	For more information, see the *TRM System Admin Guide*.
	If you are managing interest rate categories in CMM, ensure you have access to the following functions:
	• FG-0044 Interest Rate Categories
	• FG-0296 Yield Curve Maintenance.
	For more information, see the *WebSuite System Admin Guide*.

3.2.1.2 Managing interest rate categories in TRM

You can manage interest rate categories in TRM using the Yield Curve Editor. If your organization is using CMM, select fields in the Yield Curve Editor are mapped to fields in CMM's INTERESTRATECATEGORIES table.

Note: You can only specify interest rate categories' names and descriptions in TRM. To specify other attributes, you must use CMM's FG-0044 Interest Rate Categories function as documented in the following sections.

For information on the Yield Curve Editor and TRM-CMM market data mappings, see the *TRM User Guide*.

3.2.1.3 Creating interest rate categories in CMM

To create an interest rate category in CMM:

1. Select Admin - Market Data - Interest - Interest Rate Categories.

2. In the Interest Rate Categories List page, click New Entry.

3. In the Interest Rate Categories Maintenance page, create the interest rate category.

4. Click Save.

Alternatively, you can create an interest rate category using the Yield Curves function:

1. Select Admin - Market Data - Interest - Yield Curves.

2. In the Yield Curve List page, create the interest rate category using the controls in the New Entry row.

3. Click Save.

3.2.1.4 Editing interest rate categories in CMM

To edit an interest rate category in CMM:

1. Select Admin - Market Data - Interest - Interest Rate Categories.

2. In the Interest Rate Categories List page, drill down on the interest rate category.

3. In the Interest Rate Categories Maintenance page, edit the interest rate category.

4. Click Save.

Alternatively, you can edit an interest rate category using the Yield Curves function:

1. Select Admin - Market Data - Interest - Yield Curves.

2. In the Yield Curve List page, edit the interest rate category using the controls in the appropriate row.

3. Click Save.

3.2.1.5 Deleting interest rate categories in CMM

To delete an interest rate category in CMM:

1. Select Admin - Market Data - Interest - Interest Rate Categories.

2. In the Interest Rate Categories List page, drill down on the interest rate category.

3. In the Interest Rate Categories Maintenance page, click Delete.

4. In the resulting dialog, click OK.

Alternatively, you can delete an interest rate category using the Yield Curves function:

1. Select Admin - Market Data - Interest - Yield Curves.

2. In the Yield Curve List page, select the interest rate category's Delete checkbox.

3. Click Delete.

4. In the resulting dialog, click OK.

3.2.2 Managing interest rate types

Interest rate types are used to define points on an interest rate curve. They are used to build interest rate curves in CMM in conjunction with interest rate categories and interest rates, which can then be used to price interest-bearing deals.

Note: If your organization is using CMM as a separate application, manage interest rate types in CMM's Interest Rate Types and Yield Curves functions. Otherwise, manage interest rate types in TRM's Gap Editor.

3.2.2.1 Prerequisites

The following are prerequisites for managing interest rate types:

Category	Tasks
Market data	Ensure the following market data are available: • Interest rate categories (see Managing interest rate categories).
Security	If you are managing interest rate types in TRM, ensure you have access to the Gap Editor. For more information, see the *TRM System Admin Guide*. If you are managing interest rate types in CMM, ensure you have access to the following functions: • FG-0046 Interest Rate Types • FG-0296 Yield Curve Maintenance. For more information, see the *WebSuite System Admin Guide*.

3.2.2.2 Managing interest rate types in TRM

You can manage interest rate types in TRM using the Gap Editor. If your organization is using CMM, select fields in the Gap Editor are mapped to fields in CMM's INTERESTRATETYPES table.

For information on the Gap Editor and TRM-CMM market data mappings, see the *TRM User Guide*.

3.2.2.3 Creating interest rate types in CMM

To create an interest rate type in CMM:

1. Select Admin - Market Data - Interest - Interest Rate Types.

2. In the Interest Rate Type Maintenance [list] page, click New Entry.

3. In the Interest Rate Type Maintenance [editor] page, create the interest rate type.

4. Click Save.

Alternatively, you can create an interest rate type using the Yield Curves function:

1. Select Admin - Market Data - Interest - Yield Curves.

2. In the Yield Curve List page, drill down on the appropriate interest rate category.

3. In the Yield Curve Maintenance page, create the interest rate type using the controls in the New Entry row.

4. Click Save.

3.2.2.4 Editing interest rate types in CMM

To edit an interest rate type in CMM:

1. Select Admin - Market Data - Interest - Interest Rate Types.

2. In the Interest Rate Type Maintenance [list] page, drill down on the interest rate type.

3. In the Interest Rate Type Maintenance [editor] page, edit the interest rate type.

4. Click Save.

Alternatively, you can edit an interest rate type using the Yield Curves function:

1. Select Admin - Market Data - Interest - Yield Curves.

2. In the Yield Curve List page, drill down on the appropriate interest rate category.

3. In the Yield Curve Maintenance page, edit the interest rate type using the controls in the appropriate row.

4. Click Save.

3.2.2.5 Deleting interest rate types in CMM

To delete an interest rate type in CMM:

1. Select Admin - Market Data - Interest - Interest Rate Types.

2. In the Interest Rate Type Maintenance [list] page, drill down on the interest rate type.

3. In the Interest Rate Type Maintenance [editor] page, click Delete.

4. In the resulting dialog, click OK.

Alternatively, you can delete an interest rate type using the Yield Curves function:

1. Select Admin - Market Data - Interest - Yield Curves.

2. In the Yield Curve List page, drill down on the appropriate interest rate category.

3. In the Yield Curve Maintenance page, select the interest rate type's Delete checkbox.

4. Click Delete.

5. In the resulting dialog, click OK.

3.2.3 Capturing and maintaining interest rates

Importing interest rate files from an external source such as Reuters, Bloomberg, or an external financial system allows you to use the most up-to-date information.

Alternatively, you can manually enter and maintain interest rates.

3.2.3.1 Prerequisites

The following are prerequisites for capturing and maintaining interest rates:

Category	Tasks
Configuration parameters	Ensure the following configuration parameter has been set: • Default File Import Directory. For more information, see the *WebSuite System Admin Guide*.
Market data	Ensure the following market data are available: • Interest rate types (see Managing interest rate types).
Interfaces	Ensure the appropriate interchanges are available. For more information, see the *WebSuite Cash Management Connectivity Guide*.
Security	If you are capturing and maintaining interest rates in TRM, ensure you have access to the appropriate editors. For more information, see the *TRM System Admin Guide*. If you are capturing and maintaining interest rates in CMM, ensure you have access to the following functions: • FG-0045 Interest Rates • FG-0276 Import Interest Rates • Task Scheduler • FG-0297 Yield Curve Interest Rate Maintenance. For more information, see the *WebSuite System Admin Guide*.

3.2.3.2 Capturing and maintaining interest rates in TRM

For information on capturing and maintaining interest rates in TRM, see the *TRM User Guide*.

If you are using CMM, you capture interest rates in TRM and then import them into CMM on a regular basis by scheduling the Interest Rate File Import task or on a one-time basis by using the Import Interest Rates function. (See the following section for instructions.)

3.2.3.3 Importing interest rate files in CMM

The <u>static and market data import template</u> includes a worksheet for creating interest rate imports in CMM's standard format.

You can import interest rate files regularly by scheduling the Interest Rate File Import task in the Task Scheduler function. For more information, see the *WebSuite System Admin Guide*.

You can also import interest rate files on a one-time basis using the Import Interest Rates function:

1. Select Admin - Market Data - Interest - Import Interest Rates.

2. In the Interest Rate File Import page:

    – Select the range of dates that correspond to the interest rates that you need.

    – Select the particular interest rate you require in the Rate Categories drop-down, or select All.

    – Click Import Interest Rates.

After importing interest rate files, CMM appends the files' names with the date and time of import and moves the files from their original location to one of the following child folders:

Folder	Reason
Archive	The file is formatted correctly and imported successfully. However, the file may still contain content errors.
Error	The file contains a syntax error or is a duplicate.
UFO	The file's format is not recognizable.

If CMM moves a file to the `Archive` or `Error` folder, it changes the file's extension to `.old`.

CMM displays the number of files it attempted to import, the number it imported successfully, and the number it did not import successfully:

```
    Total number of files to import:   2
Number of files successfully imported:   1
    Number of files failed to import:   1
```

You can drill down on the numbers to view related records in the job log. (This is useful when you want to determine why CMM did not import a file successfully.)

3.2.4 Capturing and maintaining tiered interest rates

Using the Tiered Interest Rates function, you can capture a scenario in which CMM applies multiple interest rates to a bank account or deal using one of two types of rules:

*   Single-rate

*   Multiple-rate.

The following are two sets of tiered interest calculation rules. The first is a single-rate rule, and the second is a multiple-rate rule:

Lower limit (in USD)	Upper limit (in USD)	Rule A (single-rate)	Rule B (multiple-rate)
0	10,000 (inclusive)	2.0%	2.0%

| 10,000 (exclusive) | 100,000 (inclusive) | 4.0% | 4.0% |
| 100,000 (exclusive) | Infinity | 6.0% | 6.0% |

The following table shows how these two rules apply interest to a set of example balances:

Balance (in USD)	Rule A (single-rate)	Rule B (multiple-rate)
5,000	Apply 2.0% interest.	Apply 2.0% interest.
50,000	Apply 4.0% interest.	Apply 2.0% interest to the portion of the balance between USD 0 and 10,000 (inclusive). Apply 4.0% interest to the remainder.
150,000	Apply 6.0% interest	Apply 2.0% interest to the portion of the balance between USD 0 and 10,000 (inclusive). Apply 4.0% interest to the portion of the balance between USD 10,000 (exclusive) and 100,000 (inclusive). Apply 6.0% interest to the remainder.

3.2.4.1 Prerequisites

The following are prerequisites for capturing and maintaining tiered interest rates:

Category	Tasks
Market data	Ensure the following market data are available: • Tiered interest rate categories (see Managing interest rate categories) • Tiered interest rate types (see Managing interest rate types) • Interest rates (see Capturing and maintaining interest rates).
Security	Ensure you have access to the following functions: • FG-0268 Tiered Interest Rates. For more information, see the *WebSuite System Admin Guide*.

3.2.4.2 Capturing and maintaining tiered interest rates

To capture and maintain tiered interest rates:

1. Select Admin - Market Data - Interest - Tiered Interest Rates.

2. In the Tiered Interest Rate Type Amount Range - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Tiered Interest Rate Type Amount Range [list] page, click Rate Type in the first interest rate type's row.

5. In the Tiered Interest Rate Type Amount Range [editor] page:

    a. Do one of the following:

        –   Enter the starting amount for the tier in the From field.

        –   Set the starting amount to negative infinity by selecting the Minimum checkbox.

    b. Do one of the following:

        –   Enter the ending amount for the tier in the To field.

        –   Set the ending amount to positive infinity by selecting the Maximum checkbox.

6. Click Save.

7. Repeat steps 4 to 6 for each of the remaining types.

8. In the Tiered Interest Rate Type Amount Range [list] page, click Save.

    You can delete the tier information for a particular interest rate type by clicking Delete in its row.

3.3   Managing foreign exchange rates (and related data)

Wallstreet Suite uses foreign exchange rates to convert amounts from one currency to another.

Foreign exchange rates in Websuite are directly available from the TRM FX Pricing serviced process.

Note: In CMM, foreign exchange rates are expressed in relation to a base currency defined by the Foreign Exchange Base Currency configuration parameter (see the *WebSuite System Admin Guide*). In other words, a foreign exchange rate in CMM is an amount of currency required to purchase one unit of the base currency.

3.3.1   Reviewing foreign exchange rate sources

Wallstreet Suite shares FX Rate scenarios between the various applications. For information on capturing and maintaining Scenarios in TRM, see the *TRM User Guide*.

Foreign exchange rate source mapping is available from Admin - Market Data - Foreign Exchange - FX Rate Scenario Mapping. You can map foreign exchange rate sources to the following processes in the FX Rate Scenario Mapping function:

*   Generate Internal Bank Transaction

*   External On Behalf Of Record

*   Simple External Record

*   Simple Internal Record

*   Internal On Behalf Of Record

Note: For all other processes (including the generation of cross-currency transactions), CMM uses the foreign exchange rate scenario with the ID of 1, which is usually the FREEZE scenario.

Generate Internal Bank Transaction

It is possible to control the FX rate scenario to be used during generating Internal Bank Transactions for cross currency records.

When no conversion is done on the internal cash record, the amount in original currency and amount in Bank Account Currency is kept. Whether or not there is a conversion is controlled by the Intercompany Transaction Foreign Exchange Conversion Required configuration parameter. The Generate Internal Bank Transaction (GIBT) process creates a Bank Transaction with an FX conversion as the currency of the transaction is different from the bank account currency. You can use this to select the scenario used to get the FX rate used for converting the record amount into bank account currency amount.

For more information on running the GIBT process, see *7.2.4.3 Generating internal bank transactions* on page 145.

Cash Record Creation

In Cash Record Creation, there are the following types of scenarios:

- External On Behalf Of Record

  A payment is made from an internal account in a currency different from the account currency to an external counterparty. As the payment originating account is internal, there is an executor selection to execute the payment on behalf of the original entity.

  Example: Entity 1 Pays USD to External Counterparty from an internal Account in EUR:
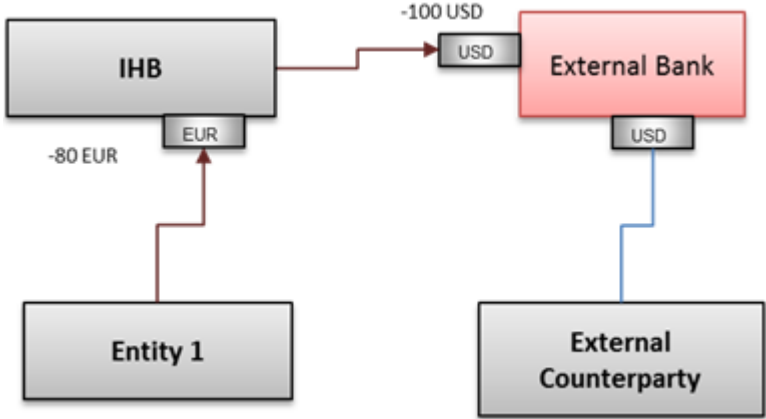
  Records:

	Party	Party Bank	Party Acct	Bank Account CCY	Amount	CCY	Amount in Bank Account Ccy	P/R	Cpty	Cpty Bank	IS OBO	IC
1	Entity 1	IHB	EUR@ IHB	EUR	100	USD	80	P	Ext Cpty	EXT Bank	0	0

2	IHB	Ext Bank	USD@ EXT BANK	USD	100	USD	100	P	Ext Cpty	EXT Bank	1	0

This parameter controls the conversion on the cash record between Entity 1 and the external counterparty, that is the conversion on the first record.

From a technical stand point, in the Cash Record table:

- Intercompany=0 and
- OBOID != null (ISOBO could be equal to 1 or 0)

• Simple External Record:

In this scenario, the counterparty is external, bank accounts are external and the record is in a currency different from the bank account currency.

From a technical stand point, in the Cash Record table:

- Intercompany=0 and
- OBOID=null (ISOBO will always be 0)

Note: This is only possible if the Allow Cross Currency Transactions configuration parameter is set to True.

• Simple Internal Record

This scenario applies to records between internal entities settled either on external or internal accounts. The currency of the cash record is different from the bank account currency.

- On External Accounts:
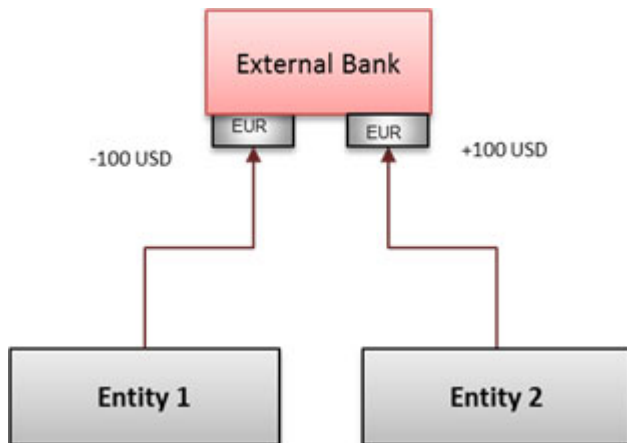
- On Internal Accounts only one level of in House Bank is involved:
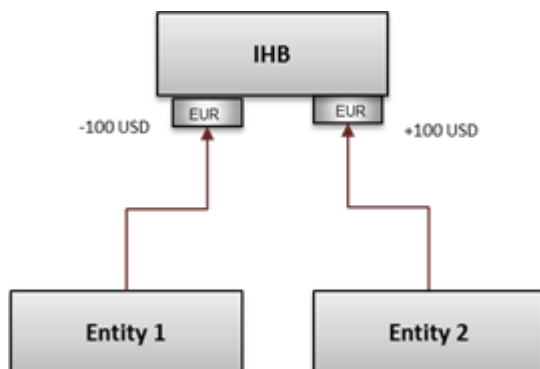
From a technical stand point, in the Cash Record table:

- Intercompany=1 and
- ISOBO=0 (OBOID may or may NOT exist)

Note: The cash record structure (whether there is a conversion or not) is controlled by the Intercompany Transaction Foreign Exchange Conversion Required configuration parameter.

- Internal On Behalf Of Record

On a complex intercompany involving several IHBs, records at IHB level are marked as on behalf of (OBO). In the example below, Entity EU pays 100 USD from an internal account in EUR to ENTITY in US.
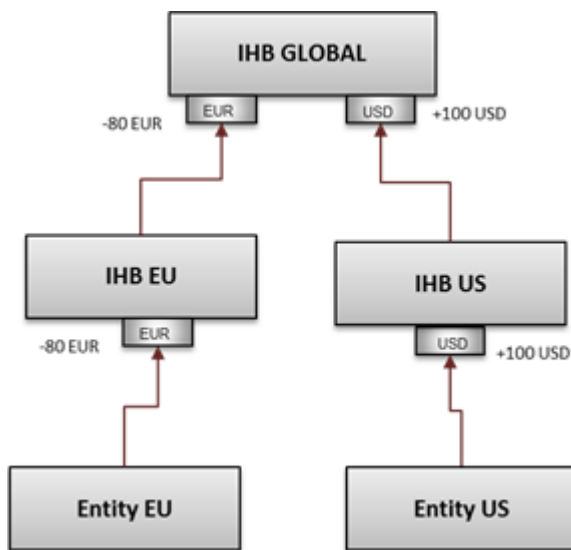
	Party	Party Bank	Party Acct	Bank Account CCY	Amount	CCY	Amount in Bank Account Ccy	P/R	Cpty	Cpty Bank	ISO BO	IC
1	Entity 1	IHB	EUR@ IHB	EUR	100	USD	80	P	Ext Cpty	EXT Bank	0	0
2	IHB	Ext Bank	USD@ EXT BANK	USD	100	USD	100	P	Ext Cpty	EXT Bank	1	0

This parameter controls the OBO records at IHB level: record 3 and 4.

Note: The cash record structure (conversion or not) is controlled by configuration parameter 'Intercompany Transaction Foreign Exchange Conversion Required'

From a technical stand point, in the Cash Record table

- Intercompany=1 and

- ISOBO=1 (OBOID always exists in this case)

More complex cases:

There could also be combinations of an external OBO process with two IHBs (or more) involved, meaning that there would be records for which conversion is controlled by the Internal On Behalf Of Record parameter and for others by the External On Behalf Of Record parameter.

3.3.1.1 Prerequisites

The following are prerequisites for reviewing foreign exchange rate scenarios:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0078 Foreign Exchange Rate Scenario Mapping. For more information, see the *WebSuite System Admin Guide*.

3.3.1.2 Mapping foreign exchange rate scenarios to processes

To map a foreign exchange rate scenario to a processes:

1. Select Admin - Market Data - Foreign Exchange - FX Rate Scenario Mapping.

2. In the FX Rate Scenario Mapping List page, drill down on the process.

3. In the FX Rate Scenario Mapping Maintenance page, select the foreign exchange rate scenario in the Rate Scenario list.

4. Click Save.

3.3.2 Reviewing market data

After you have created interest rates and foreign exchange rates in Wallstreet Suite, you can review these market data using the following functions in CMM:

- Review Interest Rates

- Review FX Rates.

These functions are also beneficial for users who are not responsible for market data management but who do require information on interest rates and foreign exchange rates as part of their work in CMM.

3.3.3 Prerequisites

The following are prerequisites for reviewing market data:

Category	Tasks
Market data	Ensure the following market data are available: • Interest rates (see Capturing and maintaining interest rates) • Foreign exchange rates.

Security	Ensure you have access to the following functions:
	• FG-0234 Browse Exchange Rates
	• FG-0235 Browse Interest Rates.
	For more information, see the *WebSuite System Admin Guide*.

3.3.4 Reviewing interest rates

To review interest rates:

1. Select **Admin - Market Data - Review - Review Interest Rates**.

2. In the Interest Rates - Criteria Selection page, enter search criteria.

3. Click **Search**.

3.3.5 Reviewing foreign exchange rates

To review foreign exchange rates:

1. Select **Admin - Market Data - Review - Review FX Rates**.

2. In the Foreign Exchange Rates - Criteria Selection page, enter search criteria.

3. Click **Search**.

Chapter 4   Managing forecasted activity

Forecasting is an important component of monitoring and managing the liquidity position of your organization. Forecasts provide your organization with an initial view of future liquidity, long before any expected, instructed, or bank-reported values are captured. Often, forecasts are closely related to the operations of your organization. Operational forecasts, such as expected sales, are turned into expected cash flows and the timing of these cash flows is critical to your organization. Shortfalls in cash need to be covered by borrowings and the timing and size of the borrowings directly impact the rates that your organization must pay for the use of the capital. For excess cash flows, the longer and more stable the term of the investment, the higher the rate of return on the invested capital. However, your organization must ensure that when it needs cash, funds are available to cover operating and capital development costs. Forecasts gathered from dispersed operating units are captured efficiently in CMM and combined to provide an overall picture of the near term and long term liquidity of the organization to ensure that there is enough cash on hand to cover required outflows without leaving too much cash in low yielding short-term investments or without borrowing too much expensive cash from external lenders.

CMM allows you to import or manually enter forecasts in user-defined worksheets using a customizable workflow that includes up to two levels of authorization as well as release and reopen states. Short-term and medium- and long-term forecast horizons are user definable as are the automated allocation actions when a forecast moves from the medium- or long-term to the short-term time horizon. Recurrence allow you to replicate manually entered forecasts for multiple future periods. Finally, you can compare versions of forecasts to highlight changes between a current working version of the forecast and the last approved version or between two versions saved on different days.

 The result is a powerful mechanism for viewing the forecasted cash liquidity of your organization.

4.1   Capturing forecasts

You can capture forecasts in CMM by doing one of the following:

- Import the forecasts from an external system

- Enter the forecasts in CMM

- Capture the forecasts in TRM and then transfer them to CMM.

In addition, you can cancel forecasts if you captured them in error.

4.1.1   Importing forecast files

You can import files from external forecasting systems using two methods:

- Standard

- Quick.

The standard method is similar to that used to import other information in CMM (including transactions from accounts payable systems, accounts receivable systems, and banks) and should suffice in most situations.

The quick method is an alternative to the standard one and allows you to import forecast files by copying and pasting their contents directly into CMM.

4.1.1.1 Importing forecast files using the standard method

As noted **above**, The standard method is similar to that used to import other information in CMM and should suffice in most situations.

4.1.1.1.1 Prerequisites

The following are prerequisites for importing forecast files using the standard method:

Category	Tasks
Static data	Ensure the following static data are available: • Currencies (see Managing currencies) • Regions (see Managing regions) • Attribute parameters (see Managing custom parameters) • Payment methods (see Managing payment methods) • Entities (see Managing entities) • Counterparties (see Managing entities and Managing counterparties) • Banks (see Managing in-house banks and Managing counterparties) • Bank accounts (see Managing entity bank accounts and Managing counterparty bank accounts) • Business segments (see Managing business segments) • Instrument types (see Managing CMM instrument types).
Interfaces	Ensure the following interface data are available: • Interchanges. For more information, see the *CMM Interfaces Guide*.
Security	Ensure you have access to the following function: • FG-0373 Import Forecasts. In addition, ensure you have access to the entities, counterparties, and bank accounts of the forecasts you want to import. For more information, see the *WebSuite System Admin Guide*.

4.1.1.1.2 Importing forecast files using the standard method

To import forecast files using the standard method:

1. Select Forecasting - Capture - Import Forecasts.

2. In the Forecast File Import page:

   – If the files are in the location designated by the appropriate interchange or the Default File Import Directory configuration parameter, click Import Forecast Files.

– If the files are in another location:

   a. Click Upload Files….

   b. In the Upload Forecast Import Files page, click Find Files.

   c. In the resulting dialog, navigate to and select the first file you want to import.

   d. Click Open.

   e. Repeat steps b to d for each file you want to import.

   f. In the Upload Forecast Import Files page, select the location to which you want to upload the files in the Upload to Location list.

   g. Do one of the following:

      – To upload the selected files to the selected location, click Upload Selected File(s). (You can later import the files using the Forecast File Import page.)

      – To import the selected files, click Import Selected File(s).

After importing forecast files, CMM appends the files' names with the date and time of import and moves the files from their original location to one of the following child folders:

Child folder	Reason
Archive	The file is formatted correctly and imported successfully. However, the file may still contain content errors.
Error	The file contains a syntax error or is a duplicate.
UFO	The file's format is not recognizable.

If CMM moves a file to the `Archive` or `Error` child folder, it changes the file's extension to `.old`.

CMM displays the number of files it attempted to import, the number it imported successfully, and the number it did not import successfully:

Total number of files to import:	2
Number of files successfully imported:	1
Number of files failed to import:	1

You can drill down on the numbers to view related records in the job log. (This is useful when you want to determine why CMM did not import a file successfully.)

4.1.1.2 Importing forecast files using the quick method

The Enter (Cut & Paste) Forecasts function allows you to import forecast files by copying and pasting their contents directly into CMM.

The files you import using the Enter (Cut & Paste) Forecasts function must comply with the selected forecast import format. You create forecast import formats in the Forecast Import Formats function.

4.1.1.2.1 Prerequisites

The following are prerequisites for importing forecast files using the quick method:

Category	Tasks

Static data	Ensure the following static data are available:
	• Currencies (see Managing currencies)
	• Regions (see Managing regions)
	• Attribute parameters (see Managing custom parameters)
	• Payment methods (see Managing payment methods)
	• Entities (see Managing entities)
	• Counterparties (see Managing entities and Managing counterparties)
	• Banks (see Managing in-house banks and Managing counterparties)
	• Bank accounts (see Managing entity bank accounts and Managing counterparty bank accounts)
	• Business segments (see Managing business segments)
	• Instrument types (see Managing CMM instrument types).
Security	Ensure you have access to the following functions:
	• FG-0398 Forecast Import Formats
	• FG-0399 Enter (Cut & Paste) Forecasts.
	In addition, ensure you have access to the entities, counterparties, and bank accounts of the forecasts you want to import.
	For more information, see the *WebSuite System Admin Guide*.

4.1.1.2.2 Creating forecast import formats

To create a forecast import format:

1. Select **Forecasting - Configuration - Forecast Import Formats**.

2. In the Forecast Import Formats page, click **New Entry**.

3. In the Forecast Import Format Maintenance page, create the forecast import format.

4. Select the attributes you want to include in the forecast import format by moving them to the **Selected Attributes** list. These attributes are described in "Forecast import attributes" on page71.

    Blue attributes are required, and black attributes are not required.

5. Define the order of the selected attributes in the forecast import format by using ▲ and ▼ to move individual attributes up or down in the **Selected Attributes** list.

6. Click **Save**.

4.1.1.2.3 Editing forecast import formats

To edit a forecast import format:

1. Select **Forecasting - Configuration - Forecast Import Formats**.

2. In the Forecast Import Formats page, drill down on the forecast import format.

3. In the Forecast Import Format Maintenance page, edit the forecast import format.

4. Select the attributes you want to include in the forecast import format by moving them to the **Selected Attributes** list. These attributes are described in "Forecast import attributes" on page71

    Blue attributes are required, and black attributes are not required.

5. Define the order of the selected attributes in the forecast import format by using ▲ and ▼ to move individual attributes up or down in the **Selected Attributes** list.

6. Click **Save**.

4.1.1.2.4 Deleting forecast import formats

To delete forecast import formats:

1. Select Forecasting - Configuration - Forecast Import Formats.

2. In the Forecast Import Formats page, drill down on the forecast import format.

3. In the Forecast Import Format Maintenance page, click Delete.

4. In the resulting dialog, click OK.

4.1.1.2.5 Importing forecast files

To import a forecast file:

1. Select Forecasting - Capture - Enter (Cut & Paste) Forecasts.

2. In the Enter (Cut & Paste) Forecasts page, enter the forecast.

3. Do one of the following:

   – To ensure the data you entered in the Data Input Area field complies with the forecast import format you selected in the Import Format list, click Validate.

   – To import the data you entered in the Data Input Area field, click Import.

4.1.1.2.6 Forecast import attributes

The following table presents common forecast import attributes supported by CMM:

Attribute	Description	Value	Constraints	Req.	Source	Map type
Basic						
currency_code	The forecast's currency.	Currency ID	None	Yes	User	CMM No Map
amount	The forecast's amount (in the forecast's currency).	Floating point number	None	Yes	User	CMM No Map
bucket	The forecast's time bucket, which indicates whether the forecast is short-term or long-term.	One of the following values: • day • month	None	Yes	User	CMM No Map
cash_flow_direction	A value that indicates whether the forecast is a payment or a receipt.	One of the following values: • P if the forecast is a payment • R if the forecast is a receipt	None	Yes	User	CMM No Map

Attribute	Description	Value	Constraints	Req.	Source	Map type
instrument_type	The forecast's cash flow type. By assigning cash flow types to forecasts and other activity in CMM, you can categorize this activity for a variety of purposes. In particular, you can run several reports in the module that display activity by cash flow type. Note: In CMM, a cash flow type is an instrument type with the **Status** attribute set to Enabled.	Instrument type ID	None	No	User	CMM No Map
payment_method	The forecast's payment method. A forecast's payment method defines how the forecast is to be paid (for example, by EFT or by check) if it becomes a releasable transaction.	Payment method ID	None	No	User	CMM No Map
value_date	The forecast's starting value date. Note: Medium- and long-term forecasts can span a range of value dates (for example, a medium-term forecast can span a month), while short-term forecasts usually only span one value date.	Date	None	Yes	User	CMM No Map
invoice_date	The forecast's invoice date.	Date	None	No	User	CMM No Map

Attribute	Description	Value	Constraints	Req.	Source	Map type
work_flow_action	The action CMM should take upon importing the forecast. Note: If you do not specify a value in this column, CMM creates a new record for the forecast upon importing it.	One of the following values: • edit • cancel	None	No	User	CMM No Map
description	A relevant description of or other information pertaining to the forecast.	Text (2,000 characters maximum)	None	No	User	CMM No Map
Party						
party_id	The forecast's party.	Entity ID	None	Yes	User	CMM No Map
Party bank						
party_bank_id	The bank where the forecast's party bank account is held.	In-house bank ID External bank ID	Must be provided if the party bank account number is also provided	No	User	CMM No Map
Party bank account						
party_bank_accou nt_number	The forecast's party bank account. It is not usually necessary to define a party bank account for a forecast. However, this attribute is provided for situations in which you need to define a party bank account for a short-term forecast (or "cash position"). Note: Do not include format characters (_, -, and so on) in this column.	Entity bank account number	None	No	System	CMM No Map

Attribute	Description	Value	Constraints	Req.	Source	Map type
`party_bank_account_currency_code`	The currency of the forecast's party bank account.	Currency ID	Must be provided if the party bank account number is also provided	No	User	CMM No Map
Counterparty						
`cpty_id`	The forecast's counterparty. It is not usually necessary to define a counterparty for a forecast. However, this attribute is provided for situations in which you need to define a counterparty for a short-term forecast (or "cash position").	Entity ID Counterparty ID	None	CMM No Map		
Counterparty bank						
`cpty_bank_id`	The ID of the bank where the forecast's counterparty bank account is held.	In-house bank ID External bank ID	Must be provided if the counterparty bank account number is also provided	No	User	CMM No Map
Counterparty bank account						
`cpty_bank_account_number`	The bank account number of the forecast's counterparty bank account. Note: Do not include format characters (_, -, and so on) in this column.	Entity bank account number Counterparty bank account number	None	No	User	CMM No Map
`cpty_bank_account_currency_code`	The ISO currency code of the forecast's counterparty bank account.	Currency ID	Must be provided if the counterparty bank account number is also provided	No	User	CMM No Map
Other						

Attribute	Description	Value	Constraints	Req.	Source	Map type
`customer_referen ce_id`	The forecast's source reference text ID.	<u>Text</u> (50 characters maximum)	None	No	User	CMM No Map
`customer_attribu te_0` `customer_attribu te_1` `customer_attribu te_2` `customer_attribu te_3` `customer_attribu te_4` `customer_attribu te_5` `customer_attribu te_6` `customer_attribu te_7` `customer_attribu te_8` `customer_attribu te_9`	The forecast's custom attributes. Note: You or another user in your organization can define custom attributes (or "parameters") for forecasts in the Parameter Editor function.	<u>Text</u> (50 characters maximum per field)	None	No	User	CMM No Map

4.1.2 Entering forecasts

You can enter forecasts using the Enter Short-Term Forecasts and Enter Medium- to Long-Term Forecasts functions. Depending on the setting of the Forecast General Item Input Method configuration parameter, you can enter forecasts at one of two levels:

- If the configuration parameter is set to `Drilldown`, you can enter forecasts at a detailed (or "big ticket") level.

- If the configuration parameter is set to `Textbox`, you can enter forecasts at an aggregated level.

In addition to entering short-term forecasts, you can initialize them from medium- and long-term forecasts through the Enter Short-Term Forecasts function. How CMM allocates a medium- or long-term forecast's amounts depends on your organization's forecast allocation model. The model can facilitate several types of allocations, including weekly percentages that can be prorated by the number of days in the week and daily percentages that apply to each week.

Note: CMM only allocates forecasts at the aggregated level, not the detailed level.

4.1.2.1 Prerequisites

The following are prerequisites for entering forecasts:

Category	Tasks
Configuration parameters	Ensure the following configuration parameter is set: • Forecast General Item Input Method. For more information, see the *WebSuite System Admin Guide.*

Static data	Ensure the following static data are available:
	• Currencies (see Managing currencies)
	• Regions (see Managing regions)
	• Attribute parameters (see Managing custom parameters)
	• Payment methods (see Managing payment methods)
	• Entities (see Managing entities)
	• Counterparties (see Managing entities and Managing counterparties)
	• Banks (see Managing in-house banks and Managing counterparties)
	• Bank accounts (see Managing entity bank accounts and Managing counterparty bank accounts)
	• Business segments (see Managing business segments)
	• Instrument types (see Managing CMM instrument types).
Security	Ensure you have access to the following functions: • FG-0336 Enter Short-Term Cash Forecasts • FG-0337 Enter Medium-Long Term Cash Forecasts. In addition, ensure you have access to the entities, counterparties, and bank accounts of the forecasts you want to enter. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following functions: • Enter Short-Term Forecasts • Enter Medium- to Long-Term Forecasts. For more information, see the *WebSuite System Admin Guide*.
Forecasted activity setup	Ensure the following tasks have been completed: • Configuring the forecast allocation model • Customizing the Enter... functions • Customizing drilldown pages • Customizing forecast allocation pages. For more information, see the *WebSuite System Admin Guide*.

4.1.2.2 Entering short-term forecasts

To enter a short-term forecast:

1. Select **Forecasting - Capture - Enter Short-Term Forecasts**:

   – If you did not previously select a favorite report template, continue to step 2.

   – If you previously selected a favorite report template, continue to step 3.

2. In the Short Term Cash Forecasts page, drill down on the appropriate report template.

3. In the report template's page:

   – If amounts in the report display as links (because the Forecast General Item Input Method configuration parameter is set to `Drilldown`):

   a. Drill down on the appropriate amount.

   b. In the Edit Cash Flow Forecasts page, click **Add Forecast**.

   c. In the resulting row, enter the short-term forecast.

   d. Click **Save**.

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– If amounts in the report display as editable fields (because the Forecast General Item Input Method configuration parameter is set to `Textbox`):

   a. Enter the aggregate short-term forecast in one of the fields.

   b. Click Update.

You can also enter short-term forecasts in the Enter Medium- to Long-Term Forecasts function (assuming you have security access to FG-0336 Enter Short-Term Cash Forecasts).

4.1.2.3 Entering medium- and long-term forecasts

To enter a medium- or long-term forecast:

1. Select Forecasting - Capture - Enter Medium- to Long-Term Forecasts:

   – If you did not previously select a favorite report template, continue to step 2.

   – If you previously selected a favorite report template, continue to step 3.

2. In the Medium-Long Term Cash Forecasts page, drill down on the appropriate report template.

3. In the report template's page:

   – If amounts in the report display as links (because the Forecast General Item Input Method configuration parameter is set to `Drilldown`):

      a. Drill down on the appropriate amount.

      b. In the Edit Cash Flow Forecasts page, click Add Forecast.

      c. In the resulting row, enter the medium- or long-term forecast.

      d. Click Save.

   – If amounts in the report display as editable fields (because the Forecast General Item Input Method configuration parameter is set to `Textbox`):

      a. Enter the aggregate medium- or long-term forecast in one of the fields.

      b. Click Update.

If the report displays amounts in the short-term range, you can drill down on these amounts to enter short-term forecasts (assuming you have security access to FG-0336 Enter Short-Term Cash Forecasts).

4.1.2.4 Entering recurring forecasts

After you've entered a short-, medium, or long-term forecast, you can create a set of recurring forecasts using the short-, medium, or long-term forecast as a template. Before you can do this:

- Set the Forecast General Item Input Method configuration parameter to `Drill Down`.

   For more information, see the *WebSuite System Admin Guide*.

- In the Enter Short-Term Forecasts or Enter Medium- to Long-Term Forecasts function, create two formats:

   – A pivot table format

   – A list format containing the Recurrence Ref ID attribute.

   Set the drilldown target of the pivot table format to the list format.

- Create a report template that uses the pivot table format and an appropriate criteria set.

   For more information, see the *WebSuite System Admin Guide*.

To enter recurring forecasts:

1. Select Forecasting - Capture - Enter Short-Term Forecasts or Forecasting - Capture - Enter Medium- to Long-Term Forecasts:

- If you did not previously select a favorite report template, continue to step 2.

- If you previously selected a favorite report template, continue to step 3.

2. In the Short Term Cash Forecasts or Medium-Long Term Cash Forecasts page, drill down on the appropriate report template.

3. In the report template's page, drill down on the appropriate amount.

4. In the Edit Cash Flow Forecasts page, click Recurrence.

5. In the Create Recurring Forecasts section of the Recurring Forecast Management page:

   - To create recurring forecasts on a daily basis:

     a. Select the Daily option button.

     b. Enter how frequently you want to create the recurring forecasts (in days) in the Every...Days field.

   - To create recurring forecasts on a weekly basis:

     a. Select the Weekly option button.

     b. Enter how frequently you want to create the recurring forecasts (in weeks) in the Every...Weeks field.

     c. Select the checkboxes of the days of the week on which you want to create recurring forecasts.

   - To create recurring forecasts on a monthly basis:

     a. Select the Monthly option button.

     b. Do one of the following:

        - To create the recurring forecasts on a specific date of the month (for example, the 1st, the 2nd, the 3rd, and so on):

          a. Select the first option button of the Monthly subsection.

          b. Enter the date in the first field to the right of the first option button.

          c. Enter how frequently you want to create the recurring forecasts (in months) in the second field to the right of the first option button.

        - To create the recurring forecasts on a day of a specific week in the month (for example, the third Tuesday):

          a. Select the second option button of the Monthly subsection.

          b. Select the week in the first list to the right of the second option button.

          c. Select the day in the second list to the right of the second option button.

          d. Enter how frequently you want to create the recurring forecasts (in months) in the field to the right of the second option button.

6. In the Range of Recurrence section of the Recurring Forecast Management page:

   - To enter a specific number of recurring forecasts:

     a. Select the first option button.

     b. Enter the frequency in days in the For...occurrences field.

   - To enter recurring forecasts to a specific date:

     a. Select the section option button.

     b. Enter the date in the Until field.

7. Click Continue.

4.1.2.5 Allocating medium- and long-term forecasts to short-term forecasts

To allocate a medium- or long- term forecast to short-term forecasts:

1. Select Forecasting - Capture - Enter Short-Term Forecasts:

    – If you did not previously select a favorite report template, continue to step 2.

    – If you previously selected a favorite report template, continue to step 3.

2. In the Short Term Cash Forecasts page, drill down on the appropriate report template.

3. In the report template's page, click Initialize ST forecasts from MLT forecasts.

4. In the Allocatable Items page, select the medium- or long-term forecast's ID checkbox.

5. Enter an appropriate date in the Allocate amounts to date field if you want to allocate the medium- or long-term forecast to a single date.

6. Click Allocate Selected.

7. In the Preview Allocations page, click Save Allocations.

4.1.3 Entering forecasts in TRM

You can transfer a forecast (or "cash flow") entered in TRM to CMM. Before you can do this, however, your organization's system administrators must configure TRM and CMMas documented in the *WSS Suite System Admin Guide*.

4.1.4 Canceling forecasts

If you captured a forecast in error, you can cancel it:

* Canceling a forecast with no workflow history (in other words, a forecast that has not been approved, released, an so on), deletes the forecast.

* Canceling a forecast with a workflow history changes the forecast's secondary status to Canceled and removes it from the forecasting functionality.

Warning: Use this functionality carefully, as you cannot undo the canceling of a forecast.

4.1.4.1 Prerequisites

The following are prerequisites for canceling forecasts:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0390 Cancel Forecasts. In addition, ensure you have access to the entities, counterparties, and bank accounts of the forecasts you want to cancel. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Cancel Forecasts. For more information, see the *WebSuite System Admin Guide*.

Forecasted activity setup	Ensure the following task has been completed: • Customizing the Cancel Forecasts function. For more information, see the *WebSuite System Admin Guide*.
Forecasted activity workflow	Ensure the following task has been completed: • Capturing forecasts.

4.1.4.2 Canceling forecasts

To cancel forecasts:

1. Select Forecasting - Processing - Cancel Forecasts:

    –   If you did not previously select a favorite report template, continue to step 2

    –   If you previously selected a favorite report template, continue to step 3.

2. In the Cancel Forecasts page, drill down on the appropriate report template.

3. In the report template's page, modify the report's criteria to display the forecasts you want to cancel (if necessary).

4. Do one of the following:

    –   To cancel select forecasts:

        a. Select the forecasts' checkboxes.

        b. Click Cancel Selected Forecasts.

    –   To cancel all forecasts in the report that are cancelable:

        a. Click Cancel All Forecasts.

        b. In the resulting dialog, click OK.

5. In the Release Short-Term Forecasts or Release Medium- to Long-Term Forecasts function, release the forecasts you selected in step 4 to change their primary workflow statuses to `Released` and their secondary workflow statuses to `Canceled`.

    For more information on the Release Short-Term Forecasts and Release Medium- to Long-Term Forecasts functions, see Releasing forecasts.

4.2 Approving forecasts

After a user enters a forecast, one or two other users (depending on your organization's setup) must review and approve it.

The following is the process when your organization requires one user to approve a forecast:

1. In the Approve Short-Term Forecasts or Approve Medium- to Long-Term Forecasts function, the user approves the forecast.

CMM2. changes the forecast's workflow status from Entered to Authorized.

3. The forecast is available for release.

The following is the process when your organization requires two users to approve a forecast:

1. In the Approve Short-Term Forecasts or Approve Medium- to Long-Term Forecasts function, the first user approves the forecast.

CMM2. changes the forecast's workflow status from Entered to Incomplete.

3. In the 2nd Approve Short-Term Forecasts or 2nd Approve Medium- to Long-Term Forecasts function, the second user approves the forecast.

CMM4. changes the forecast's workflow status from Incomplete to Authorized.

5. The forecast is available for release.

Note: By default, CMM requires one user to approve forecasts. However, you can change the workflow to require two users to approve forecasts. For more information, see the *WebSuite System Admin Guide*.

4.2.1 Prerequisites

The following are prerequisites for approving forecasts:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0342 Approve Short-Term Cash Forecasts • FG-0343 Approve Medium-Long Term Cash Forecasts • FG-0361 Second Approve Short Term Cash Forecasts • FG-0362 Second Approve Medium-Long Term Cash Forecasts. In addition, ensure you have access to the entities, counterparties, and bank accounts of the forecasts you want to approve. For more information, see the *WebSuite System Admin Guide.*
Reports and worksheets	Ensure templates have been created for the following functions: • Approve Short-Term Forecasts • Approve Medium- to Long-Term Forecasts • 2nd Approve Short-Term Forecasts • 2nd Approve Medium- to Long-Term Forecasts. For more information, see the *WebSuite System Admin Guide.*
Forecasted activity setup	Ensure the following tasks have been completed: • Configuring forecast workflow • Customizing the Approve... functions • Customizing the 2nd Approve... functions • Customizing drilldown pages. For more information, see the *WebSuite System Admin Guide.*
Forecasted activity workflow	Ensure the following task has been completed: • Capturing forecasts.

4.2.2 Approving short-term forecasts

To approve a short-term forecast:

1. Select **Forecasting - Processing - Approve Short-Term Forecasts**:

   - If you did not previously select a favorite report template, continue to step 2.

   - If you previously selected a favorite report template, continue to step 3.

2. In the Short Term Cash Forecast Approval page, drill down on the appropriate report template.

3. In the report template's page:

   - To approve an aggregate short-term forecast:

     a. Select the aggregate short-term forecast's checkbox.

     b. Click **Approve Selected**.

   - To approve a short-term forecast:

     a. Drill down on the appropriate aggregate short-term forecast.

     b. In the Approve Cash Flow Forecasts page, select `Approve` in the short-term forecast's **Action** list.

     c. Enter any appropriate comments in the short-term forecast's **Workflow Comments** field.

     d. Click **Approve Selected**.

4.2.3   Approving medium- and long-term forecasts

To approve a medium- or long-term forecast:

1. Select **Forecasting - Processing - Approve Medium- to Long-Term Forecasts**:

   - If you did not previously select a favorite report template, continue to step 2.

   - If you previously selected a favorite report template, continue to step 3.

2. In the Medium-Long Term Cash Forecast Approval page, drill down on the appropriate report template.

3. In the report template's page:

   - To approve an aggregate medium- or long-term forecast:

     a. Select the aggregate medium- or long-term forecast's checkbox.

     b. Click **Approve Selected**.

   - To approve a medium- or long-term forecast:

     a. Drill down on the appropriate aggregate medium- or long-term forecast.

     b. In the Approve Cash Flow Forecasts page, select `Approve` in the medium- or long-term forecast's **Action** list.

     c. Enter any appropriate comments in the medium- or long-term forecast's **Workflow Comments** field.

     d. Click **Approve Selected**.

4.2.4   Completing the second approval of forecasts

If your organization requires two approvals of forecasts, you can complete second approvals using the 2nd Approve Short-Term Forecasts and 2nd Approve Medium- to Long-Term Forecasts functions. These functions are similar to the Approve Short-Term Forecasts and Approve Medium- to Long-Term Forecasts functions, in structure and features.

4.3 Releasing forecasts

When a forecast is fully approved (in other words its workflow status is Authorized), you can release it through the Release Short-Term Forecasts or Release Medium- to Long-Term Forecasts function.

Released forecasts are available for exposure management and hedge accounting in TRM. Once released, a forecast can no longer be edited in CMM. However, a new version of the forecast is created, which you can edit, re-approve, and re-release.

Note: You can modify CMM so that the creation of the new version of the forecast is completed separately in the Re-Open Short-Term Forecasts or Re-Open Medium- to Long-Term Forecasts function. For more information, see the *WebSuite System Admin Guide*.

4.3.1 Prerequisites

The following are prerequisites for releasing forecasts:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0344 Release Short Term Cash Forecasts • FG-0345 Release Medium-Long Term Cash Forecasts • FG-0365 Re-open Short Term Cash Forecasts • FG-0366 Re-open Medium-Long Term Cash Forecasts. In addition, ensure you have access to the entities, counterparties, and bank accounts of the forecasts you want to approve. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following functions: • Release Short-Term Forecasts • Release Medium- to Long-Term Forecasts • Re-Open Short-Term Forecasts • Re-Open Medium- to Long-Term Forecasts. For more information, see the *WebSuite System Admin Guide*.
Forecasted activity setup	Ensure the following tasks have been completed: • Configuring forecast workflow • Customizing the Release... functions • Customizing the Re-Open... functions • Customizing drilldown pages. For more information, see the *WebSuite System Admin Guide*.
Forecasted activity workflow	Ensure the following tasks have been completed: • Capturing forecasts • Approving forecasts.

4.3.2 Releasing short-term forecasts

To release a short-term forecast:

1. Select Forecasting - Processing - Re-Open Short-Term Forecasts:

- If you did not previously select a favorite report template, continue to step 2.

- If you previously selected a favorite report template, continue to step 3.

2. In the Short Term Cash Forecast Release page, drill down on the appropriate report template.

3. In the report template's page:

- To release an aggregate short-term forecast:

  a. Select the aggregate short-term forecast's checkbox.

  b. Click Release Selected.

- To release a short-term forecast:

  a. Drill down on the appropriate aggregate short-term forecast.

  b. In the Cash Forecast Details page, enter any appropriate comments in the short-term forecast's Workflow Comments field.

  c. Click Release Selected.

4.3.3 Releasing medium- and long-term forecasts

To release a medium- or long-term forecast:

1. Select Forecasting - Processing - Re-Open Medium- to Long-Term Forecasts:

- If you did not previously select a favorite report template, continue to step 2.

- If you previously selected a favorite report template, continue to step 3.

2. In the Medium-Long Term Cash Forecast Release page, drill down on the appropriate report template.

3. In the report template's page:

- To release an aggregate medium- or long-term forecast:

  a. Select the aggregate medium- or long-term forecast's checkbox.

  b. Click Release Selected.

- To release a medium- or long-term forecast:

  a. Drill down on the appropriate aggregate medium- or long-term forecast.

  b. In the Cash Forecast Details page, enter any appropriate comments in the medium- or long-term forecast's Workflow Comments field.

  c. Click Release Selected.

4.4 Analyzing forecasts

You can analyze forecasts by running the following report:

- Forecast.

4.4.1 Running the Forecast report

Like the forecasted activity workflow functions, the Forecast report is based on the flexible reporting framework. Therefore, you can create custom report templates containing only the necessary attributes and criteria in a format of your choosing.

You can include expected, instructed, and bank-reported activity in addition to forecasted activity in the Forecast report so that you can compare the different types of activity side-by-side for cash forecasting and positioning purposes.

4.4.1.1 Prerequisites

The following are prerequisites for entering forecasts:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0013 Custom Forecast Reports. In addition, ensure you have access to the entities, counterparties, and bank accounts of the activity you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Forecast Reports. For more information, see the *WebSuite System Admin Guide*.

4.4.1.2 Running the Forecast report

To run the Forecast report:

1. Select Reporting - Forecasting - Forecast Reports:

    – If you did not previously select a favorite report template, continue to step 2.

    – If you previously selected a favorite report template, continue to step 3.

2. In the Cash Forecast Reporting page, drill down on the appropriate report template.

3. Make any appropriate changes to the report criteria.

4. Click Refresh.

Chapter 5   Managing expected and instructed activity

Expected activity is activity that is anticipated to occur and can be initiated by either party in a transaction. Instructed activity, on the other hand, is activity that is ultimately sent to a bank as an instruction and is initiated by an entity in your organization. In CMM, you use the same set of functionality to capture and process expected activity and instructed activity. A single unit of this activity is called a transaction.

5.1 Capturing transactions

You can capture transactions in CMM by importing them from accounts payable and receivable systems or entering them using one of the following functions:

- Enter Single Transaction

- Enter Repetitive Transactions

- Enter Intercompany Payment

- Enter Deposits.

If your organization is using CMM as part of Wallstreet Suite, you can also enter transactions in TRM and process them in CMM.

5.1.1 Importing accounts payable and direct debit files

Importing an accounts payable or direct debit file brings the file's transactions into CMM.

Undoing an accounts payable or direct debit file import deletes the file from CMM. You can unimport an accounts payable or direct debit file if its transactions are New or Incomplete. If a transaction has been authorized, released, or reconciled, you cannot unimport its file. You must first unauthorize, unrelease, or unreconcile the transaction.

5.1.1.1 Prerequisites

The following are prerequisites for importing accounts payable and direct debit files:

Category	Tasks

Static data	Ensure the following static data are available:
	• Currencies (see Managing currencies)
	• Countries (see Managing countries)
	• States (see Managing states)
	• Payment methods (see Managing payment methods)
	• Entities (see Managing entities)
	• Counterparties (see Managing entities and Managing counterparties)
	• Banks (see Managing in-house banks and Managing counterparties)
	• Bank accounts (see Managing entity bank accounts and Managing counterparty bank accounts)
	• Instrument types (see Managing CMM instrument types).
Interfaces	Ensure the following interface data are available:
	• Interchanges.
	For more information, see the *CMM Interfaces Guide*.
Security	Ensure you have access to the following functions:
	• FG-0203 Import Transaction Files
	• FG-0203.01 Browse Transaction Files
	• FG-0203.02 Edit Transaction Files
	• FG-0204 Undo Transaction File Imports
	• FG-0279 Task Scheduler.
	In addition, ensure you have access to the entities, counterparties, and bank accounts of the transactions you want to import.
	For more information, see the *WebSuite System Admin Guide*.

5.1.1.2 Importing accounts payable and direct debit files

You can import accounts payable and direct debit files on a regular basis by scheduling the Transaction File Import task in the Task Scheduler function. For more information, see the *WebSuite System Admin Guide*.

You can also import accounts payable and direct debit files on a one-time basis using the Import Transaction Files function:

1. Select **Payment Factory - Capture - Import Transaction Files**.

2. In the Accounts Payable/Direct Debit File Import page:

   – To import accounts payable files for all interchanges, select `AP File Import` in the **File Import Type** list.

   – To import direct debit files for all interchanges, select `Direct Debit` in the **File Import Type** list.

   – To import files for a specific interchange, select the interchange in the **Interchange Name** list.

3. Do one of the following:

   – If the files are in the location designated by the appropriate interchange or the Default File Import Directory configuration parameter, click **Import Files**.

   – If the files are in another location:

      a. Click **Upload Files...**.

      b. In the Upload AP File Import Files or Upload Direct Debit Import Files page, click **Find Files**.

      c. In the resulting dialog, navigate to and select the first file you want to import.

      d. Click **Open**.

      e. Repeat steps b to d for each file you want to import.

      f. In the Upload AP File Import Files or Upload Direct Debit Import Files page, select the location to which you want to upload the file in the **Upload to Location** list.

      g. Do one of the following:

         – To upload the selected files to the selected location, click **Upload Selected File(s)**. (You can later import the files using the Accounts Payable/Direct Debit File Import page or the Task Scheduler function.)

         – To import the selected files, click **Import Selected File(s)**.

If you have access to FG-0203.01 Browse Transaction Files or FG-0203.02 Edit Transaction Files, click **Browse Files** in the Accounts Payable/Direct Debit File Import page before import to do the following:

- View accounts payable or direct debit files if you have access to FG-0203.01 Browse Transaction Files

- Edit accounts payable or direct debit files if you have access to FG-0203.02 Edit Transaction Files.

After importing accounts payable or direct debit files, CMM appends the files' names with the date and time of import and moves the files from their original location to one of the following child folders:

Child folder	Reason
Archive	The file is formatted correctly and imported successfully. However, the file may still contain content errors.
Error	The file contains a syntax error or is a duplicate.
UFO	The file's format is not recognizable.

If CMM moves a file to the `Archive` or `Error` child folder, it changes the file's extension to `.old`.

> **Note:** If there are more than 200 transactions in a file with validation, routing, duplicate record, or other problems, CMM changes the file's import status from load error to file error. CMM also removes any successfully imported transactions from the file.

CMM displays the number of files it attempted to import, the number it imported successfully, and the number it did not import successfully:

Total number of files to import:	2
Number of files successfully imported:	1
Number of files failed to import:	1

You can drill down on the numbers to view related records in the job log. (This is useful when you want to determine why CMM did not import a file successfully.)

5.1.1.3 Undoing accounts payable and direct debit file imports

To undo an accounts payable or direct debit file import:

1. Select Payment Factory - Capture - Undo Transaction File Imports.

2. In the Undo Transaction Imports - Criteria Selection page:

    –   To undo an accounts payable file import, select `AP File Import` in the Transaction Type list.

    –   To undo a direct debit file import, select `Direct Debits` in the Transaction Type list.

3. Click Continue.

4. In the Accounts Payable Imports - Criteria Selection or Direct Debit Imports - Criteria Selection page, enter search criteria.

5. Click Search.

6. In the Accounts Payable Imports Report or Direct Debit Imports Report page, click Undo in the accounts payable or direct debit file import's row.

7. In the Undo Accounts Payable Import Confirmation or Undo Direct Debits Import Confirmation page, click Undo Above Transaction Import.

5.1.1.4 Undoing individual transactions in imports

To undo individual transactions in an import:

1. Select Payment Factory - Capture - Undo Transaction File Imports.

2. In the Undo Transaction Imports - Criteria Selection page:

    –   To undo transactions in an accounts payable file import, select `AP File Import` in the Transaction Type list.

    –   To undo transactions in a direct debit file import, select `Direct Debits` in the Transaction Type list.

3. Click Continue.

4. In the Accounts Payable Imports - Criteria Selection or Direct Debit Imports - Criteria Selection page, enter search criteria.

5. Click Search.

6. In the Accounts Payable Imports Report or Direct Debit Imports Report page, click Details in the accounts payable or direct debit file import's row.

7. In the Accounts Payable Import Details or Direct Debit Import Details page, select the transactions' Undo checkboxes.

8. Click Undo.

5.1.2 Entering transactions

Enter Single Transaction and Enter Repetitive Transactions are the main functions you can use to enter transactions in CMM.

The Enter Single Transaction function allows you to enter single payments or receipts. In this function, you can either enter a transaction from scratch or use a template. In addition, this function allows you to use an existing counterparty or create a new one-off counterparty.

The Enter Repetitive Transactions function allows you to enter multiple transactions in a single screen. You can assign a template or repetitive code to each transaction to define its details.

5.1.2.1 Prerequisites

The following are prerequisites for entering transactions:

Category	Tasks
Static data	Ensure the following static data are available: • Currencies (see Managing currencies) • Countries (see Managing countries) • States (see Managing states) • Payment methods (see Managing payment methods) • Entities (see Managing entities) • Counterparties (see Managing entities and Managing counterparties) • Banks (see Managing in-house banks and Managing counterparties) • Bank accounts (see Managing entity bank accounts and Managing counterparty bank accounts) • Instrument types (see Managing CMM instrument types).
Security	Ensure you have access to the following functions: • FG-0017 Enter Deposits • FG-0070 Enter Repetitive Transactions • FG-0188 Single Transaction Entry • FG-0320 Enter Intercompany Payment • TMP-0002 Single Transaction Entry - Complete Access. Note: If you have access to FG-0188 Single Transaction Entry but not TMP-0002 Single Transaction Entry - Complete Access, you can only create a transaction based on an existing template. In addition, ensure you have access to the entities, counterparties, and bank accounts of the transactions you want to enter. For more information, see the *WebSuite System Admin Guide*.
Expected and instructed activity setup	Ensure the following setup tasks have been completed: • Configuring transaction templates and repetitive codes. For more information, see the *WebSuite System Admin Guide*.

5.1.2.2 Entering basic single transactions

To enter a basic single transaction:

1. Select Payment Factory - Capture - Enter Single Transaction.

2. In the Single Transaction Entry page, enter the transaction.

You can use the **Entity Bank Account Group** and **Counterparty Bank Account Group** drop-downs to filter the available bank accounts for Entity and counterparty bank accounts.

3. Do the following:

   – To add remittance details to the transaction:

     a. Display the Remittance Details section's controls.

     b. Enter data.

     c. Click **Add Line**.

     d. Repeat steps b to c for each remittance detail you want to enter.

   – To assign additional attributes to the transaction:

     a. Display the Additional Attributes section's controls.

     b. Enter data.

     c. Click **Add Line**.

     d. Repeat steps b to c for each additional attribute you want to enter.

     By default, a single cash record can have up to 10 custom attributes. These attributes are defined in the `CASHRECORDCONTENTTYPE` table, and can be edited. For more information, see the *WebSuite System Admin Guide* and search for Cash record Additional Attributes.

Note: There is no restriction on the number of attributes configured but only the first 20 can be passed to accounting entries in ACM.

   – To assign an intermediary or correspondent to the transaction:

     a. Display the Intermediary/Correspondent section's controls.

       b. Enter data.

4. Click Save.

The resulting confirmation message includes a table listing the cash records CMM created when you saved the transaction:

You can drill down on cash records in the table to view their details.

5.1.2.3 Entering one-off single transactions

To enter a one-off single transaction:

1. Select Payment Factory - Capture - Enter Single Transaction.

2. In the Single Transaction Entry page, select `One Off Payment` in the Counterparty list.

When you select `One Off Payment` in the **Counterparty** list, a new set of controls displays in the Counterparty and Counterparty Bank Account sections:

3. In the Counterparty and Counterparty Bank Account sections of the Single Transaction Entry page, enter a one-off counterparty and counterparty bank account for the transaction.

4. In the remaining sections of the Single Transaction Entry page, enter the transaction.

5. Do the following:

   – To add remittance details to the transaction:

   a. Display the Remittance Details section's controls.

   b. Enter data.

   c. Click **Add Line**.

   d. Repeat steps b to c for each remittance detail you want to enter.

   – To assign additional attributes to the transaction:

   a. Display the Additional Attributes section's controls.

Additional Attributes

	Attribute ID	Attribute Value
❌	Retrieval Location ID ▾	

Add Line

b. Enter data.

c. Click **Add Line**.

d. Repeat steps b to c for each additional attribute you want to enter.

– To assign an intermediary or correspondent to the transaction:

a. Display the Intermediary/Correspondent section's controls.

Intermediary/Correspondent ▲

Intermediary ▲

First Intermediary Information

Bank	None Selected ▾
Bank Account	None Selected ▾

Bank Account Number		Bank ABA/Branch Code	
Bank SWIFT Code		Bank Name	
Bank City		Bank Address	
Bank State	None Selected ▾		
Bank Country	None Selected ▾		
Bank Postal/Zip Code			

Second Intermediary Information

Bank	None Selected ▾
Bank Account	None Selected ▾

Bank Account Number		Bank ABA/Branch Code	
Bank SWIFT Code		Bank Name	
Bank City		Bank Address	
Bank State	None Selected ▾		
Bank Country	None Selected ▾		
Bank Postal/Zip Code			

Correspondent ▲

Entity Correspondent

Entity Correspondent	None Selected ▾
Entity Correspondent Bank Account	None Selected ▾

Counterparty Correspondent

Counterparty Correspondent	None Selected ▾
Counterparty Correspondent Bank Account	None Selected ▾

b. Enter data.

6. Click **Save**.

The resulting confirmation message includes a table listing the cash records CMM created when you saved the transaction:

You can drill down on cash records in the table to view their details.

5.1.2.4 Entering template-based single transactions

To enter a template-based single transaction:

1. Select **Payment Factory - Capture - Enter Single Transaction**.

2. In the Single Transaction Entry page, select the template you want to apply to the transaction in the **Template Name** list.

3. Enter the transaction.

   The controls that you can modify depend on the type of template you selected in step 2:

   – Default templates allow you to modify controls with default values defined by the templates.

   – Limited templates do not allow you to modify controls with default values defined by the templates.

   – Repetitive templates only allow you to modify the **Amount**, **Value Date**, and **Transaction Date** fields.

4. Do the following:

   – To add remittance details to the transaction:

   a. Display the Remittance Details section's controls.

   b. Enter data.

   c. Click **Add Line**.

   d. Repeat steps b to c for each remittance detail you want to enter.

   – To assign additional attributes to the transaction:

   a. Display the Additional Attributes section's controls.

   b. Enter data.

   c. Click **Add Line**.

   d. Repeat steps b to c for each additional attribute you want to enter.

   – To assign an intermediary or correspondent to the transaction:

   a. Display the Intermediary/Correspondent section's controls.

      b. Enter data.

5. Click Save.

    The resulting confirmation message includes a table listing the cash records CMM created when you saved the transaction:

    You can drill down on cash records in the table to view their details.

5.1.2.5 Entering repetitive transactions

To enter a repetitive transaction:

1. Select Payment Factory - Capture - Enter Repetitive Transactions.

2. In the Repetitive Transaction Entry - Criteria Selection page, enter the transaction's header data.

3. Click Continue.

4. In the Repetitive Transaction Entry page, enter the transaction's detail data.

   To view a transaction's template, click the transaction's View Template link.

5. Specify the transaction's holiday schedule using the Include Weekends and Holidays and Use bank holiday schedule for controls.

6. Click Generate Totals.

7. Click Save Transactions.

5.1.2.6 Using other functions

You can enter specific types of transactions using functions other than Enter Single Transaction and Enter Repetitive Transactions:

Function	Purpose
Enter Intercompany Payment	Enter an intercompany payment and its remittance details in a single screen.
Enter Deposits	Enter deposits for a defined bank, bank account, and value date in a single screen.

5.1.3 Entering transactions in TRM

You can import transactions from TRM to CMM. Before you can do this, however, your organization's system administrators must configure TRM and CMM as documented in the *WSS Suite System Admin Guide*.

5.2 Editing and deleting transactions

After capturing a transaction, you can edit it. The function you use to edit a transaction depends on how you captured the transaction:

To edit a transaction…	Use…
Entered in the Enter Single Transaction function.	The Edit Transactions function.
Entered in the Enter Repetitive Transactions function.	The Edit Transactions function.
Entered in the Enter Intercompany Payment function.	The Edit Intercompany Payment function.
Entered in the Enter Deposits function.	The Enter Deposits function.

Imported from an accounts payable or receivable system.	The Edit Transactions function.
Entered in TRM and transferred to CMM.	The Edit Transactions function.

The Edit Transactions function is secured by attribute. Therefore, if you are editing transactions in this function, you can only modify the attributes to which you have security access.

If you have captured a transaction in error and the transaction is not yet authorized, you can delete it in the Edit Transactions function. Deleting a transaction removes its cash records from the CMM database.

5.2.1 Prerequisites

There are two levels of controls on Transaction Edition.

1. Access to the edit function:

    You need access to the following functions:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0036 Edit Transactions • FG-0232 Edit Intercompany Payment. By assigning the subfunctions of FG-0036 Edit Transactions to different profiles, you can restrict access to editing of manual transactions, accounts payable and receivable transactions, and direct debit transactions. For a user to have access to view and edit manual transactions, he or she needs access to FG-0036.01 Edit Manual Transactions. By default, CMM assigns FG-0036.01 Edit Manual Transactions to any function security profile that has FG-0036 Edit Transactions. You need to assign the following functions to a user's profiles before he or she can edit transactions imported from accounts payable, accounts receivable, direct debit, or letter of credit files: • FG-0036.02 Edit AP Transactions • FG-0036.03 Edit DD Transactions • FG-0036.04 Edit AR Transactions. The ability to edit specific attributes for accounts payable and direct debit transactions has also been introduced through security by attribute profiles. In addition, ensure you have access to the entities, counterparties, and bank accounts of the transactions you want to edit and delete. This is defined in Security Center which is described in the *Wallstreet Suite System Admin Guide*. For more information, see the *WebSuite System Admin Guide*.
Expected and instructed activity workflow	Ensure the following task has been completed: • Capturing transactions.

2. Access to the individual attributes of the cash record:

    You can control, at two levels, what attributes of the records are editable or not editable:

    –   Default Level per State (Modes)

        Modes allow you to define the default configuration of what attributes are editable per state. For example, you can block the editing of Party Account in all states regardless of other

setup for the users. This allows you to create a certain setup of some default configuration parameters. For example, once fully authorized, only the comment field is editable.

You can set up a mode where everything is editable except for some exceptions, or nothing is editable except for some exceptions. Details of mode configuration can be found in the *Managing security* chapter of the *WebSuite System Administration Guide*.

Note: Modes can control field editing for authorizable states, for state Authorized and for NA (receipts). The behavior is hard coded for RELEASED and reconciled cash records and only comment-related fields are editable (Bank Instruction, Counterparty Message, Comment)

– Per user and Originating code (Manual, AP, AR, DD)

You can configure the Security by Attributes profile to control what users can edit. You can do this in the security and per cash record originating code: WS-ATTRIBUTE-AR, WS-ATTRIBUTE-DD, WS-ATTRIBUTE-AP.

The following example assumes that the user has access to the edit function:

To edit an attribute on a cashrecord that was imported from an AP file and is in NEW state:

– The field must be defined as editable in NEW state (Mode set up)

– The user needs access to the corresponding Security by Attributes for AP records.

Note: For cash records entered using a template, the fields that are locked at the template level cannot be edited in the cash record, regardless of the mode and the attribute profile setup.

5.2.2 Editing transactions

For complex payments, payments involving several cash records, only the main cash record is editable. Edited cash records are flagged as edited. It is possible to use this as a condition in the cash record authorization workflow through an XML agent.

To edit a transaction:

1. Select Payment Factory - Processing - Edit Transactions.

2. In the Edit Transactions - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Transactions List page, drill down on the transaction.

5. In the Edit Transaction page, edit the transaction.

6. Click Save.

5.2.3 Deleting transactions

To delete a transaction:

1. Select Payment Factory - Processing - Edit Transactions.

2. In the Edit Transactions - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Transactions List page, drill down on the transaction.

5. In the Edit Transaction page, click Delete.

6. In the resulting dialog, click OK.

5.3 Authorizing transactions

The number of Authorization for a Cash record depends on the Payment Flow set up (see the *WebSuite System Admin Guide*).

Transactions that a user may authorize is controlled by Transaction Processing rules.

For more information, see the *WebSuite System Admin Guide*.

Before authorizing payments, you can review them in the Review Payment Authorization function to ensure they are accurate and correct.

If you authorize a transaction in error, you can unauthorize it using the Undo Transaction Authorization function. When you unauthorize a transaction, its status changes from Authorized to its last previous status (either New or Incomplete). In addition, the transaction is no longer available for release and CMM reverses any related accounting.

5.3.1 Prerequisites

The following are prerequisites for authorizing transactions:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0062 Browse Payments Requiring Authorization • FG-0123 Transaction Authorization Report • FG-0210 Undo Transaction Authorization. In addition, ensure you have access to the entities, counterparties, and bank accounts of the transactions you want to authorize. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Authorize Transactions. For more information, see the *WebSuite System Admin Guide*.
Expected and instructed activity setup	Ensure the following tasks have been completed: • Configuring transaction authorization rules • Configuring transaction processing rules. For more information, see the *WebSuite System Admin Guide*.
Expected and instructed activity workflow	Ensure the following task has been completed: • Capturing transactions.

5.3.2 Reviewing payments before authorization

To review payments before authorization:

1. Select Payment Factory - Processing - Review Payment Authorization.

2. In the Browse Payments Requiring Authorization - Criteria Selection page, enter search criteria.

3. Click Search.

5.3.3 Authorizing transactions

To authorize a transaction:

1. Select Payment Factory - Processing - Authorize Transactions.

    – If you did not previously select a favorite report template, continue to step 2.

    – If you previously selected a favorite report template, continue to step 3.

2. In the Transaction Authorization page, drill down on the appropriate report template.

3. In the report template's page, select the transaction's checkbox.

4. Click Authorize Selected Transactions.

5. In the resulting dialog, click OK.

    If the Transaction Authorization Logging Enabled configuration parameter is set to `True`, CMM tracks the following processes in the job log:

    – Payment authorization

    – Confirmation message generation

    – Remittance advice generation

    – Bank balance update.

    If there are any errors, the logs note them accordingly.

    The logs' initial statuses are Started and then Complete. If any of the selected transactions fail during authorization, the logs' statuses are Errors. Drilling down displays a list of the failed transactions with detailed descriptions as to why they failed.

5.3.4 Undoing transaction authorizations

To undo a transaction authorization:

1. Select Payment Factory - Processing - Undo Transaction Authorization.

2. In the Undo Transaction Authorization - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Authorized Payments Report or Authorized Direct Debits Report page, select the transaction authorization's checkbox.

5. Click Unauthorize Selected Transactions.

5.4 Releasing transactions

After fully authorizing a transaction, you can release it to a bank.

Before releasing a payment, you can review it in the Review Unreleased Payments function to ensure it is accurate and correct.

Releasing a receipt involves sending a pre-advice to a receiving bank to notify it of incoming funds. This allows the bank's treasury to optimize its aggregate funding requirements, maximizing its returns.

When you release a transaction, CMM does the following:

- Changes the transaction's status from `Authorized` to `Releasing`

- Creates a payment file or message

- Places the payment file or message in a folder or queue for release to the bank

- Updates the database.

When you first release a transaction, CMM stores the generated file or message in a location hidden from other processes until all work on the related database records is completed. CMM then makes the file or message available to the other processes. This ensures the other processes do not negatively impact the release process.

If the database update is successful, CMM changes the transaction's status from `Releasing` to `Released`. However, if the database update is not successful, CMM does not change the transaction's status. You can then change the transaction's status to `Released` or undo the transaction release.

Note: This ensures you do not accidentally re-release a transaction if its message was placed in a queue but the database was not updated. (It is not possible to rerelease transactions in `Releasing` status.)

If you release a transaction in error, you can unrelease it using the Undo Transaction Releases function. When you undo a release, the status of the related cash records changes from `Released` to `Authorized`. However, accounting is not reversed. You must reverse the accounting manually.

Note: You cannot unrelease transactions that have been reconciled.

5.4.1 Aggregating payments at release

One of the most common forms of aggregation is when organizations aggregate a group of payment transactions that are to be sent to a bank by batching those transactions together. This allows internal operational processes to generate single transactions, and also provides the ability to group them into a single batch before sending them to the bank, thus reducing costs. When setting up an interchange in WebSuite to manage the communications with a bank for payments, users can select

an aggregation method. This aggregates payments into a block for release to the bank in various ways according to the aggregation method chosen. WebSuite provides various types of aggregation:

Community Aggregation

When the release payments functionality is run, payments that can be aggregated together are joined and released as a single payment. The payments are grouped by:

- Payor Account
- Currency
- Payment Method
- Value Date
- Priority
- Cross Border Status.

Multi Credit Aggregation

When the release payments functionality is run, payments that can be aggregated together are joined and released as a single payment on the organization's statement. They appear as aggregate values in the release list. However, the credit or CPTY accounts are paid in non-aggregate payments (one to many) along with any detailed remittance information. The payments are grouped by:

- Originator
- Payor Account
- Currency
- Payment Method
- Value Date
- Priority
- Cross Border Status.

Single Credit Aggregation

This creates a single payment from a group of similar payments, and creates a single corresponding credit transaction for these payments. This can be used to combine payments for a single party, or for a bulk payment that will then use a bank dispersement mechanism. Payments are grouped for the same:

- Originator
- Payor Account
- Cpty Account
- Txn Currency
- Pay Method
- Value Date
- Priority.

Netting Aggregation	This provides the ability to net intercompany payments and receipts at payment release. The payments are grouped by:
	• Entity
	• Counterparty
	• Value date
	• Entity bank
	• Entity bank account
	• Counterparty bank
	• Counterparty bank account
	• Payment method.
	When this aggregation is activated at payment release, it applies only to inter-company activity (i.e. within your organization) on external bank accounts.
	If the net is a receipt, CMM presents all associated transactions as non-releasable, with the message that the release must be initiated from the counterparty side.
	In the case of a net zero transaction, the system creates a zero aggregate payment and links all child transactions and reconciles them.
	Note: When a release is made, and there are external payments to be handled as well, the system uses a secondary aggregation type that corresponds to the Interchange Format Category (SWIFT, EDIFACT, etc.) that is selected for the interchange. By default, this aggregation type is Single Credit Aggregation.
No Aggregation	The release of payments occurs without any aggregation.
XML Aggregation	This aggregation is template-driven, allowing customers to create their own aggregation rules in XML. The default is "no aggregation".
	In releasing transactions, the release criteria provides the user with the ability to select a specific interchange. The selection of an interchange with an aggregation type causes the transactions available for release to be combined on the release screen. Drilling into the release transaction allows users to see the details of the aggregate record.
	In general, any aggregate payment released as such in CMM can be undone as a component by drilling down into the aggregate payment.
	Another method for achieving aggregation is to build the aggregation within the XML specification itself, so that when a payment is released the XML decides on the outgoing aggregation automatically.

Once transactions have been authorized, the aggregation type should apply at release if the appropriate interchange has been selected.

Aggregated transactions are then processed like standard payments. The aggregated cash record is created, and all the child transactions are reconciled to the parent transaction. The aggregated transaction is available for reconciliation to the bank statement. When reconciled at bank statement, the aggregate is bank reconciled and cash reconciled.

Transaction reporting provides drilldown to show the individual components of the aggregated amount.

5.4.2 Prerequisites

The following are prerequisites for releasing transactions:

Category	Tasks

Security	Ensure you have access to the following functions: • FG-0064 Release Payments • FG-0129 Browse Unreleased Payments • FG-0161 Release Receipts • FG-0209 Undo Transaction Releases. In addition, ensure you have access to the entities, counterparties, and bank accounts of the transactions you want to release. For more information, see the *WebSuite System Admin Guide*.
Interfaces	Ensure the following interface data are available: • Interchanges. For more information, see the *WebSuite Cash Management Connectivity Guide*.
Expected and instructed activity setup	Ensure the following task has been completed: • Capturing pre-advice reporting limits. For more information, see the *WebSuite System Admin Guide*.
Expected and instructed activity workflow	Ensure the following tasks have been completed: • Capturing transactions • Authorizing transactions.

5.4.3 Reviewing payments before release

To review payments before release:

1. Select Payment Factory - Processing - Review Unreleased Payments.

2. In the Unreleased Payments - Criteria Selection page, enter search criteria.

3. Click Search.

5.4.4 Releasing payments

To release a payment:

1. Select Payment Factory - Processing - Release Payments.

2. In the Release Payments - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Release Payments page, select the payment's checkbox.

5. Click Release Selected Payments.

6. In the resulting dialog, click OK.

   If the Payment Error Messages configuration parameter is set to `True`, you can click Review Payment Release Errors in the resulting page to view any errors and repair the associated static data.

Note: If you are using ESIAdapter to connect to SWIFT (FileAct), syntax checking of incoming and outgoing MX messages is performed. Should an outgoing payment fail the check, it will not be released to SWIFT. In this situation, the system shows an error in the Job Log (Log Status = Transport Rejected with details). See the *WebSuite Cash Management Connectivity Guide* for additional details and search for: ISO20022.

5.4.5 Releasing receipts

To release a receipt:

1. Select **Payment Factory - Processing - Release Receipts**.

2. In the Release Receipts - Criteria Selection page, enter search criteria.

3. Click **Search**.

4. In the Receipt Release Confirmation page, select the receipt's checkbox.

5. Click **Confirm**.

5.4.6 Undoing transaction releases

To undo a transaction release:

1. Select **Payment Factory - Processing - Undo Transaction Releases**.

2. In the Undo Transaction Releases - Criteria Selection page, select `Payments`, `Direct Debits`, `Letters of Credit`, or `Positive Pay` in the **Transaction Type** list.

3. Click **Continue**.

4. In the Payment Releases - Criteria Selection, Direct Debit Releases - Criteria Selection, Letter of Credit Releases - Criteria Selection, or Positive Pay Releases - Criteria Selection page, enter search criteria.

5. Click **Search**.

6. In the Payment Releases Report, Direct Debit Releases Report, Letter of Credit Releases Report, or Positive Pay Releases Report page, click **Undo** in the transaction release's row.

7. In the Undo Payment Release Confirmation, Undo Direct Debit Release, Undo Letter of Credit Release, or Undo Positive Pay Release page, click **Undo Above Transaction Release**.

5.4.7 Undoing individual transactions in releases

To undo individual transactions in a release:

1. Select **Payment Factory - Processing - Undo Transaction Releases**.

2. In the Undo Transaction Releases - Criteria Selection page, select `Payments`, `Direct Debits`, `Letters of Credit`, or `Positive Pay` in the **Transaction Type** list.

3. Click **Continue**.

4. In the Payment Releases - Criteria Selection, Direct Debit Releases - Criteria Selection, Letter of Credit Releases - Criteria Selection, or Positive Pay Releases - Criteria Selection page, enter search criteria.

5. Click **Search**.

6. In the Payment Releases Report, Direct Debit Releases Report, Letter of Credit Releases Report, or Positive Pay Releases Report page, click **Details** in the transaction release's row.

7. In the Payment Release Details, Direct Debit Release Details, Letters of Credit Release Details, or Positive Pay Release Details page, select the transactions' checkboxes.

8. Click **Undo**.

5.4.8 Changing transactions from Releasing status to Released status

To change transactions from `Releasing` status to `Released` status:

1. Select Payment Factory - Processing - Undo Transaction Releases.

2. In the Undo Transaction Releases - Criteria Selection page, select `Payments`, `Direct Debits`, `Letters of Credit`, or `Positive Pay` in the Transaction Type list.

3. Click Continue.

4. In the Payment Releases - Criteria Selection, Direct Debit Releases - Criteria Selection, Letter of Credit Releases - Criteria Selection, or Positive Pay Releases - Criteria Selection page, enter search criteria.

5. Click Search.

6. In the Payment Releases Report, Direct Debit Releases Report, Letter of Credit Releases Report, or Positive Pay Releases Report page, click Details in the transaction release's row.

7. In the Payment Release Details, Direct Debit Release Details, Letters of Credit Release Details, or Positive Pay Release Details page, click Move to Released.

5.5 Managing bank messages

When a bank receives transactions from CMM, it performs its own validation at two levels:

* Against the file or message

* Against the individual transactions.

If the bank rejects the file or message for security or initial content reasons, the bank can send a failure message back to CMM. When CMM imports the failure message, it highlights errors for your attention and further action.

If the bank rejects an individual transaction in the file or message, the bank can send an error message that lists the transaction and the reason for failure. CMM then imports the error message, and you can either correct the transaction or create a replacement transaction.

Some banks can also provide positive acknowledgements at both the file and transaction levels. CMM can import these acknowledgements, and you can view them to ensure the payments have been received and passed the bank's initial validations.

5.5.1 Prerequisites

The following are prerequisites for managing bank messages:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0207 Import Bank Message Files. For more information, see the *WebSuite System Admin Guide*.
Interfaces	Ensure the following interface data are available: • Interchanges. For more information, see the *CMM Interfaces Guide*.

Expected and instructed activity workflow	Ensure the following workflow task has been completed: • Releasing transactions.

5.5.2   Importing bank messages

You can import bank messages on a regular basis by scheduling the Bank Messages Import task in the Task Scheduler function. For more information, see the *WebSuite System Admin Guide*.

You can also import bank messages on a one-time basis using the Import Bank Message Files function:

1.   Select Payment Factory - Processing - Import Bank Message Files.

2.   Click Import Files.

After importing bank messages, CMM appends the files' names with the date and time of import and moves the files from their original location to one of the following child folders:

Child folder	Reason
Archive	The file is formatted correctly and imported successfully. However, the file may still contain content errors.
Error	The file contains a syntax error or is a duplicate.
UFO	The file's format is not recognizable.

If CMM moves a file to the `Archive` or `Error` child folder, it changes the file's extension to `.old`.

CMM displays the number of files it attempted to import, the number it imported successfully, and the number it did not import successfully:

Total number of files to import:	2
Number of files successfully imported:	1
Number of files failed to import:	1

You can drill down on the numbers to view related records in the job log. (This is useful when you want to determine why CMM did not import a file successfully.)

5.6   Managing free format messages

CMM

SWIFT MT199 and MT999 are message formats that can be used by to send information between corporations and financial institutions for which there is no other SWIFT message type.
CMM supports SWIFT MT199 and MT999 formats for the following situations:

• Sending free format messages from a corporation to a financial institution and receiving free format messages from a financial institution to a corporation. One of the main applications of this situation is using the SWIFT MT199 and MT999 formats in place of the SWIFT MT195 and MT196 formats for replying to inquiries.

• Receiving a SWIFT MT199 message sent from a financial institution as a status message to report reasons for a transaction instruction not being executed or to reject a transaction. (This situation will be implemented in a later release of CMM.)

The Import Free Format Message File and Free Format Messaging functions allow you to import, enter, and manage free format messages in the SWIFT MT199 and MT999 formats.

5.6.1 Prerequisites

The following are prerequisites for managing free format messages:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0503 Free Format Messaging • FG-0504 Import Free Format Message File. For more information, see the *WebSuite System Admin Guide*.
Interfaces	Ensure the following interface data are available: • Interchanges. For more information, see the *CMM Interfaces Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Free Format Messaging. For more information, see the *WebSuite System Admin Guide*.

5.6.2 Importing free format messages

You can import free format messages on a regular basis by scheduling the appropriate task in the Task Scheduler function. For more information, see the *WebSuite System Admin Guide*.

You can also import free format messages on a one-time basis using the Import Free Format Message File function:

1. Select **Admin - Utilities - Bank Interfacing - Import Free Format Message File**.

2. Click **Import Free Format Message Files**.

5.6.2.1 Entering free format messages

To enter a free format message:

1. Select **Admin - Utilities - Bank Interfacing - Free Format Messaging**:
   - If you did not previously select a favorite report template, continue to step 2.
   - If you previously selected a favorite report template, continue to step 3.

2. In the Free Format Messaging page, drill down on the appropriate report template.

3. Click **New**.

4. In the Free Format Message Details page, enter the free format message:

5. Do one of the following:
   - To save the free format message and send it, click **Send**.
   - To save the free format message but not send it, click **Save**.

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5.6.2.2 Editing free format messages

To edit a free format message:

1. Select Admin - Utilities - Bank Interfacing - Free Format Messaging:
   - If you did not previously select a favorite report template, continue to step 2.
   - If you previously selected a favorite report template, continue to step 3.
2. In the Free Format Messaging page, drill down on the appropriate report template.
3. Drill down on the free format message.
4. In the Free Format Message Details page, edit the free format message:
5. Do one of the following:
   - To save the free format message and send it, click Send.
   - To save the free format message but not send it, click Save.

5.6.2.3 Deleting free format messages

To delete a free format message:

1. Select Admin - Utilities - Bank Interfacing - Free Format Messaging:
   - If you did not previously select a favorite report template, continue to step 2.
   - If you previously selected a favorite report template, continue to step 3.
2. In the Free Format Messaging page, drill down on the appropriate report template.
3. Drill down on the free format message.
4. In the Free Format Message Details page, click Delete.

   You can only delete manually entered free format messages.

5.6.2.4 Sending and removing free format messages

To send or remove free format messages:

1. Select Admin - Utilities - Bank Interfacing - Free Format Messaging:
   - If you did not previously select a favorite report template, continue to step 2.
   - If you previously selected a favorite report template, continue to step 3.
2. In the Free Format Messaging page, drill down on the appropriate report template.
3. Select the messages' checkboxes.
4. Do one of the following:
   - To send the selected free format messages, click Send Selected Message(s).
   - To remove the selected free format messages, click Remove Selected Message(s).
5. Click Refresh.

5.7 Rejecting transactions

On occasion, you may want to reject a transaction if it contains errors. The Reject Transactions function allows you to do this at any point in the transaction workflow prior to reconciliation. After you reconcile a transaction, you can no longer reject it.

The Undo Transaction Rejection function allows you to undo a transaction rejection in case you or another user made the rejection in error. This function restores the transaction to its original state before rejection.

5.7.1 Prerequisites

The following are prerequisites for rejecting transactions:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0007 Undo Transaction Rejection • FG-0216 Payment Rejection. In addition, ensure you have access to the entities, counterparties, and bank accounts of the transactions you want to release. For more information, see the *WebSuite System Admin Guide*.
Interfaces	Ensure the following interface data are available: • Interchanges. For more information, see the *CMM Interfaces Guide*.

5.7.2 Rejecting transactions

To reject a transaction:

1. Select **Payment Factory - Processing - Reject Transactions**.

2. In the Transaction Rejection - Criteria Selection page, enter search criteria.

3. Click **Search**.

4. In the Transaction Rejection page, select the transaction's **Reject** checkbox:

   If you are rejecting more than one transaction:

   – If the reason for rejection applies to all the transactions, enter the reason in the **Default Rejected Reason** field.

   – If the reason for rejection differs for the transactions, enter the reasons in each transaction's **Reason** field.

   If a transaction requires an interchange message for rejection, select its **Generate Neg Confirmation** checkbox. The negative confirmation message is saved to a designated folder and sent to the financial institution during the next transfer of information. (To generate a negative confirmation message, you must have set up an interchange for the rejection process. For more information, see the *CMM Interfaces Guide*.)

5. Click **Reject Transaction(s)**.

6. In the resulting dialog, click **OK**.

5.7.3 Undoing transaction rejections

To undo a transaction rejection:

1. Select Payment Factory - Processing - Undo Transaction Rejection.

2. In the Undo Transaction Rejection - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Undo Transaction Rejection page, select the transaction rejection's Undo checkbox.

5. Click Undo Rejected Transaction(s).

6. In the resulting dialog, click OK.

5.8 Analyzing transactions

You can analyze transactions by running the following reports:

- Cash Transaction

- Transaction Analysis

- Remittance Details.

5.8.1 Running the Cash Transaction report

The Cash Transaction report presents transactions that are imported from an external system, such as an accounts payable or receivable system. This function also presents manually entered corporate transactions and settled financial transactions (from TRM).

You can generate Cash Transaction reports after accounts payable or receivable import or after reconciliation, as it is helpful in identifying open or unreconciled transactions. All staff and management with appropriate security access can run it. Use this report in conjunction with your organization's bank statement and CMM's forecast reports to build an accurate and comprehensive understanding of your organization's cash position.

Authorized local organization or subsidiary staff can view and analyze cash activity pertaining to their entity. Authorized treasury staff and management have a global view and can also analyze cash activity for a specific entity or all entities at once.

Information in this function reflects up-to-the-minute status of cash activity.

5.8.1.1 Prerequisites

The following are prerequisites for running the Cash Transaction report:

Category	Tasks
Security	Ensure you have access to the following function: - FG-0067 Cash Transaction Report. In addition, ensure you have access to the entities, counterparties, and bank accounts of the transactions you want to include in the report. For more information, see the *WebSuite System Admin Guide*.

| Reports and worksheets | Ensure templates have been created for the following function:
 • Cash Transaction Report.
 For more information, see the *WebSuite System Admin Guide*. |

5.8.1.2 Running the Cash Transaction report

To run the Cash Transaction report:

1. Select Reporting - Payment Factory - Cash Transaction Report:

    – If you did not previously select a favorite report template, continue to step 2.

    – If you previously selected a favorite report template, continue to step 3.

2. In the Cash Transaction Report page, drill down on the appropriate report template.

3. Make any appropriate changes to the report criteria.

4. Click Refresh.

5.8.2 Running the Remittance Details report

The Remittance Details report presents remittance details that match your criteria.

5.8.2.1 Prerequisites

The following are prerequisites for running the Remittance Details report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0166 Remittance Detail Report. In addition, ensure you have access to the entities, counterparties, and bank accounts of the transactions you want to include in the report. For more information, see the *WebSuite System Admin Guide*.

5.8.2.2 Running the Remittance Details report

To run the Remittance Details report:

1. Select Reporting - Payment Factory - Remittance Detail Report.

2. In the Remittance Detail Report - Criteria Selection page, enter search criteria.

3. Click Search.

Chapter 6 — Managing bank-reported activity

Bank-reported activity is activity sent from a bank to your organization through a statement to confirm the processing of instructed activity or other items (receipts, bank fees, and so on). In CMM, a single unit of bank-reported activity is called a bank transaction.

6.1 Capturing bank statements, transactions, and balances

You can capture bank statements, transactions, and balances in CMM by importing them from external banks or entering them using one of the following functions:

*   Enter Bank Statement

*   Enter Bank Transactions.

6.1.1 Importing bank statement, transaction, and balance files

Usually, you import bank statements, transactions, and balances from files provided by external banks.

Note: When you import bank statement, transaction, and balance files, CMM validates bank statement numbers and opening and closing bank balance values.

6.1.1.1 Prerequisites

The following are prerequisites for importing bank statement, transaction, and balance files:

Category	Tasks
Configuration parameters	Ensure the following configuration parameters are set: • Create Cash and Holdings Balance • Default Bank Stmt Rule type for External Account • Display Datanet Checkbox on Bank Transaction Import • Post Processing Enabled for B&T loads with Errors. For more information, see the *WebSuite System Admin Guide*.
Static data	Ensure the following static data are available: • Currencies (see Managing currencies) • Entities (see Managing entities) • Counterparties (see Managing entities and Managing counterparties) • Banks (see Managing in-house banks and Managing counterparties) • Bank accounts (see Managing entity bank accounts and Managing counterparty bank accounts) • Cash flow types (see Managing CMM instrument types).

Interfaces	Ensure the following interface data are available: • Interchanges. For more information, see the *CMM Interfaces Guide.*
Security	Ensure you have access to the following functions: • FG-0201 Import Bank Transaction Files • FG-0201.01 Browse Bank Transaction Files • FG-0201.02 Edit Bank Transaction Files • FG-0202 Undo Bank Transaction File Imports • FG-0279 Task Scheduler. In addition, ensure you have access to the entities, counterparties, banks, bank accounts, and cash flow types of the bank statements, transactions, and balances you want to import. For more information, see the *WebSuite System Admin Guide*.
Bank-reported activity setup	Ensure the following tasks have been completed: • Configuring bank transaction rules • Configuring bank transaction validation rules • Configuring intraday bank statement processing rules. For more information, see the *WebSuite System Admin Guide*.

6.1.1.2 Importing bank statement, transaction, and balance files

You can import bank statement, transaction, and balance files on a regular basis by scheduling the Bank Transaction Loader task in the Task Scheduler function. For more information, see the *WebSuite System Admin Guide*.

You can also import bank statement, balance, and transaction files on a one-time basis using the Import Bank Transaction Files function:

1. Select Banking - Capture - Import Bank Transaction Files.

2. In the Bank Transaction File Import page:

   – If the files are in the location designated by the appropriate interchange or the Default File Import Directory configuration parameter:

      a. Select the appropriate interchange in the Interchange Name list to only import files for that interchange.

      b. Click Import Bank Transaction Files.

   – If the files are in another location:

      a. Click Upload Files....

      b. In the Upload Bank Transaction Import Files page, click Find Files.

      c. In the resulting dialog, navigate to and select the first file you want to import.

      d. Click Open.

      e. Repeat steps b to d for each file you want to import.

      f. In the Upload Bank Transaction Import Files page, select the location to which you want to upload the files in the Upload to Location list.

      g. Do one of the following:

         – To upload the selected files to the selected location, click Upload Selected File(s). (You can later import the files using the Bank Transaction File Import page or the Task Scheduler function.)

         – To import the selected files, click Import Selected File(s).

If you have access to FG-0201.01 Browse Bank Transaction Files or FG-0201.02 Edit Bank Transaction Files, click Browse Files in the Bank Transaction File Import page before import to do the following:

• View bank statement, balance, and transaction files if you have access to FG-0201.01 Browse Bank Transaction Files

• Edit bank statement, balance, and transaction files if you have access to FG-0201.02 Edit Bank Transaction Files.

After importing bank statement, transaction, and balance files, CMM appends the files' names with the date and time of import and moves the files from their original location to one of the following child folders:

Child folder	Reason
Archive	The file is formatted correctly and imported successfully. However, the file may still contain content errors.
Error	The file contains a syntax error or is a duplicate.
UFO	The file's format is not recognizable.

If CMM moves a file to the Archive or Error child folder, it changes the file's extension to .old.

CMM displays the number of files it attempted to import, the number it imported successfully, and the number it did not import successfully:

Total number of files to import:	<u>2</u>
Number of files successfully imported:	<u>1</u>
Number of files failed to import:	<u>1</u>

You can drill down on the numbers to view related records in the job log. There are three possible errors with bank statement, transaction, and balance file imports that the job log notes:

- Bank accounts specified in the files are missing in CMM.

- The bank statement validation failed.

- The bank balance validation failed.

After you have corrected these errors, go to the Review Job Log function, drill down on the task, and click **Reload Errors**. CMM verifies that the errors have been corrected, locking the process on an import-by-import basis to prevent multiple users from clicking **Reload Errors** at the same time and generating duplicate data.

For more information on the Review Job Log function, see the *WebSuite System Admin Guide*.

6.1.1.3   Undoing bank statement, transaction, and balance file imports

To undo a bank statement, transaction, and balance file import:

1. Select **Banking - Capture - Undo Bank Transaction File Imports**.

2. In the Balance & Transaction Load - Criteria Selection page, enter search criteria.

3. Click **Search**.

4. In the Balance & Transaction Load Report page, click **Undo** in the bank statement, transaction, and balance file import's row.

5. In the Undo Balance & Transaction Load Confirmation page, click **Undo Bank File Import** to undo the import for the complete file.

6.1.1.3.1   Undoing at account level

If the `Enable Undo of Bank Transaction Imports by Bank Account` parameter is set to `True` (search for this parameter in the *WebSuite System Admininstration Guide*), another button appears in the Undo Balance & Transaction Load Confirmation page: **Undo Bank File Import by Account**. This allows you to select one or several Bank Account Statements from the file for the undo process. To undo at account level:

1. In the Undo Balance & Transaction Load Confirmation page, click **Undo Bank File Import by Account**.

2. In the Bank Transaction Undo By Account Selection Criteria page, enter selection criteria.

3. Click **Report**.

4. In the Bank Transaction Undo by Account page, select those accounts you wish to undo and click Undo Selected Transaction Groups.

6.1.2   Entering bank statements, transactions, and balances

In some situations, you may need to enter bank statements, transactions, and balances in CMM. You can do this using the Enter Bank Statement and Enter Bank Transactions functions.

Warning: If you are upgrading from a release prior to CMM 7.1, do not enter cross-currency cash records in the Enter Bank Transactions function until you have completed the procedures documented in the *WSS Enhancements Guide*.

You can also generate bank transactions for internal cash records without corresponding external bank-reported activity. For more information, see Reconciling internal cash records without corresponding bank transactions.

6.1.2.1 Prerequisites

The following are prerequisites for entering bank statements, transactions, and balances:

Category	Tasks
Configuration parameters	Ensure the following configuration parameters are set: • ACM Posting Validation for Transaction Entry • Bank Account Type For Transaction Entry • Default Bank Stmt Rule type for External Account • Default Bank Stmt Rule type for External Account • Transaction Amount Additional Validation for Transaction Entry. For more information, see the *WebSuite System Admin Guide*.
Static data	Ensure the following static data are available: • Currencies (see Managing currencies) • Entities (see Managing entities) • Counterparties (see Managing entities and Managing counterparties) • Banks (see Managing in-house banks and Managing counterparties) • Bank accounts (see Managing entity bank accounts and Managing counterparty bank accounts) • Cash flow types (see Managing CMM instrument types).
Security	Ensure you have access to the following functions: • FG-0053 Bank Statement Entry • FG-0388 Enter Bank Transactions. In addition, ensure you have access to the entities, counterparties, banks, bank accounts, and cash flow types of the bank statements, transactions, and balances you want to enter. For more information, see the *WebSuite System Admin Guide*.
Bank-reported activity setup	Ensure the following tasks have been completed: • Configuring bank transaction rules • Configuring bank transaction validation rules • Configuring bank transaction quick entry • Configuring bank statement number rules • Configuring intraday bank statement processing rules • Configuring bank balance type access For more information, see the *WebSuite System Admin Guide*.

6.1.2.2 Entering bank statements, transactions, and balances

To enter a bank statement and its transactions and balances:

1. Select Enter Bank Statement.

2. In the Bank Statement Entry - Criteria Selection page, click New Entry.

3. In the New Bank Statement page, enter the bank statement.

4. Click Continue.

5. In the Bank Statement Entry page, enter the bank statement's transactions and balances.

6. Click Save and Calculate.

6.1.2.3 Entering bank transactions (and adjustment cash records)

To enter bank transactions (and adjustment cash records):

1. Select Banking - Capture - Enter Bank Transactions:

    – If you did not previously select a favorite report template, continue to step 2.

    – If you previously selected a favorite report template, continue to step 3.

2. In the Enter Transactions page, drill down on the appropriate report template.

3. In the report template's page:

    – To enter intraday bank transactions, select `Current Day Report (Softbooked)` in the Report Level list.

    – To enter previous-day bank transactions, select `Previous Day Report (Hardbooked)` in the Report Level list.

4. Click New Batch.

5. Enter the bank transactions.

    The type of bank transactions you can enter in this function and the allowed bank balances depend on the following configuration parameters:

    – ACM Posting Validation for Transaction Entry

    – Bank Account Type For Transaction Entry

    – Transaction Amount Additional Validation for Transaction Entry.

    For more information, see the *WebSuite System Admin Guide*.

6. Click Save.

7. Enter adjustment cash records.

8. Click Save.

    You can also edit bank transactions and adjustment cash records and finalize intraday bank transaction batches using this function.

6.2 Editing bank statements

After capturing a bank statement, you can edit it using the Enter Bank Statement function.

Note: You cannot edit closed bank statements. Nor can you edit imported bank statements apart from the transaction description (Bank Transaction import rules are not triggered by any updates made to this description).

6.2.1 Prerequisites

The following are prerequisites for editing bank statements:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0053 Bank Statement Entry. In addition, ensure you have access to the entities, counterparties, banks, bank accounts, and cash flow types of the bank statements you want to edit. For more information, see the *WebSuite System Admin Guide*.
Bank-reported activity workflow	Ensure the following task has been completed: • Capturing bank statements, transactions, and balances.

6.2.2 Editing bank statements

To edit a bank statement:

1. Select Banking - Capture - Enter Bank Statement.

2. In the Bank Statement Entry - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Bank Statement List page, drill down on the bank statement.

5. In the Bank Statement Entry page, click New Transaction.

6. In the second Bank Statement Entry page, edit the bank statement.

7. Click Save and Calculate.

6.3 Closing and exporting bank statements

After capturing and editing bank statements, you can complete the following tasks:

• Close close-ended bank statements

• Export bank statements.

You can close closed-ended bank statements by scheduling a task in the Task Scheduler function or using the Export Bank Statements or Close Bank Statements function. CMM then calculates the bank statements' statement balances and closes them. When CMM closes a closed-ended bank statement, you can no longer book bank transactions against it or otherwise modify it.

You can export bank statements containing the same information as in the Bank Statement report (see Running the Bank Statement report). This is beneficial in situations where you need to use the information outside of CMM.

Exported bank statements can either be previous day (PDR) or intraday (CDR). You can export statements multiple times per day whether they are PDR or CDR.

Note: While you can undo and redo bank statement exports, you cannot undo bank statement closures.

Intraday (CDR) exports are supported for IHBs only.

6.3.1 Exporting empty close-ended bank statements

If you want to be able to export close-ended bank statements that are empty, you must:

- Set the Allow Export of Empty Close-ended Bank Statements configuration parameter.

- Set the Automatic Initialization of Bank Statements configuration parameter.

If you do this, the task scheduler closes/exports statements periodically without requiring movement (transactions or balances). It then generates a new empty close-ended bank statement when the current one is closed.

6.3.2 Prerequisites

The following are prerequisites for closing and exporting bank statements:

Category	Tasks
Configuration parameters	• Allow Export of Empty Close-Ended Bank Statements. Ensure this is set if you want scheduled closure of close-ended bank statements to occur, even when the bank statement is empty. • Automatic Initialization of Bank Statements. Must be set to enable the auto incrementation of a statement upon closure/export. For more information, see the *WebSuite System Admin Guide*.
Interfaces	Ensure the following interface data are available: • Interchanges. For more information, see the *CMM Interfaces Guide*.
Security	Ensure you have access to the following functions: • FG-0279 Task Scheduler • FG-0301 Bank Statement Export • FG-0372 Undo Bank Statement Export • FG-0389 Close Bank Statements. In addition, ensure you have access to the entities, counterparties, banks, bank accounts, and cash flow types of the bank statements you want to close and export. For more information, see the *WebSuite System Admin Guide*.
Bank-reported activity workflow	Ensure the following workflow task has been completed: • Capturing bank statements, transactions, and balances.

6.3.3 Closing and exporting bank statements

You can close and export bank statements on a regular basis by scheduling the Bank Statement Closure and Bank Statement Export tasks in the Task Scheduler function. For more information, see the *WebSuite System Admin Guide*.

You can also close and export bank statements on a one-time basis using the Export Bank Statements function:

1. Select Banking - Bank Statement - Export Bank Statements:

   – If you did not previously select a favorite report template, continue to step 2.

   – If you previously selected a favorite report template, continue to step 3.

2. In the Bank Statement Export page, drill down on the appropriate report template.

3. In the report template's page, select the bank statement's checkbox.

4. Do one of the following:

   – To close the bank statement, click Close Statements.

   – To export the bank statement, click Export Statements.

   Exporting a closed-ended bank statement automatically closes the bank statement, assuming the bank statement was not previously closed and is a PDR.

   As an alternative to closing closed-ended bank statements in this function, you can close them in the Close Bank Statements function.

Closing a User Controlled statement requires the existence of an export interchange. The Close Bank Statement screen displays one line per statement regardless of the number of export interchanges. The Export Bank Statement screen displays one line per statement and per interchange. This is important because the export is done and recorded per interchange.

So if you select a statement line and click the Close or Export button, then all lines for this statement will be marked as closed or exported.

6.3.4 Include parameter and export through multiple interchange

It is possible to export statements through several interchanges when you require different export formats. In the Bank Statement Export criteria, the Include parameter controls export and re-export per interchange.

The behaviour of the Include criteria is as follows:

- **New Transaction (incremental)**

  Export only those transactions/statements that are not yet exported. Statement Type details:

  – Open Ended

  Exports not yet exported transactions (for the interchange) in the given period. Note that if some transactions were previously exported, they will not be exported again but the statement balances include all transactions in the period. There could be a mismatch between transactions exported and statement balances if the format used includes both transaction and balances. This would be recommended for the export of transactions only.

  – User Controlled

  These statements are closed when exported so this parameter means export only statements that have not yet been exported with that interchange.

  – External

  Exports only statements that have not yet been exported with the corresponding interchange.

- **Previously Exported transactions (Re-export)**

  Exports only transactions/statements that have already been exported for the corresponding interchange.

- **Both (Full)**

Exports everything regardless of whether or not it has already been exported with the corresponding interchange.

For the User Controlled statement, this is equivalent to using "Both", because exporting a statement also closes it. The distinction between "Previously Exported" and "Both" is important for Open Ended Statements (periodic).

6.4 Updating and recalculating bank balances

CMM allows you to update and recalculate actual and forecast amounts of bank balances. You can do this automatically, using the Task Scheduler, Calculate Bank Balances, and Recalculate IHB Account Balances functions or manually using the Update Bank Balances function.

6.4.1 Automatically updating and recalculating bank balances

The Task Scheduler and Calculate Bank Balances functions allow you to automatically update and recalculate bank balances for internal and external bank accounts.

In addition, the Recalculate IHB Account Balances function allows you to automatically update and recalculate bank balances for internal bank accounts only.

6.4.1.1 Prerequisites

The following are prerequisites for automatically updating and recalculating bank balances:

Category	Tasks
Configuration parameters	Ensure the following configuration parameters are set: • Enable Entity Security For Calculate Bank Balances • Rounding Method for Balance Calculation. For more information, see the *WebSuite System Admin Guide*.
Static data	Ensure the following static data are available: • Bank accounts (see Managing entity bank accounts).
Security	Ensure you have access to the following functions: • FG-0006 Recalculate all IHB Account Balances • FG-0220 Calculate and Update Bank Balances • FG-0279 Task Scheduler. In addition, ensure you have access to the entities, banks, and bank accounts of the bank balances you want to automatically update and recalculate. For more information, see the *WebSuite System Admin Guide*.

6.4.1.2 Automatically updating and recalculating bank balances for internal and external bank accounts

You can automatically update and recalculate bank balances on a regular basis by scheduling the Bank Balance Update task in the Task Scheduler function. For more information, see the *WebSuite System Admin Guide*.

You can also automatically update and recalculate bank balances on a one-time basis using the Calculate Bank Balances function:

1. Select Banking - Bank Balance - Calculate Bank Balances.

2. In the Calculate and Update Bank Balances page, click Calculate and Update Bank Balances.

3. In the resulting dialog, click OK.

6.4.1.3 Automatically updating and recalculating bank balances for internal bank accounts

You can automatically update and recalculate bank balances for internal bank accounts (as well as external bank accounts) using the procedure in Automatically updating and recalculating bank balances for internal and external bank accounts. Alternatively, you can do the following:

1. Select Banking - Bank Balance - Recalculate IHB Account Balances.

2. In the Recalculate All In House Bank Account Balances page, enter the date on which you want to begin recalculating balances in the Recalculate From Date field.

3. Click Recalculate.

4. In the resulting dialog, click OK.

6.4.1.4 Automatically updating and recalculating bank balances for external bank accounts

You can automatically update and recalculate bank balances for external bank accounts (as well as internal bank accounts) using the procedure in Automatically updating and recalculating bank balances for internal and external bank accounts.

When you automatically update and recalculate bank balances for external bank accounts:

- CMM updates the actual and forecast amounts of all bank balances with statuses set to `Forecast`.

- CMM updates opening and closing transaction and value date bank balances from the starting date to the current server date as well as opening transaction and value date bank balance for the next server date.

- If the update and recalculation process occurs between midnight and 3:00 AM, CMM considers the current server date to be the previous day.

- If no bank balance of any kind is available, CMM creates an actual bank balance, using the current server date as the balance date.

- CMM completes the above steps for all external bank accounts.

The starting date is the last date for which there is an active opening transaction date or value date bank balance (regardless of whether the bank balance's status is set to `Actual` or `Forecast`). Thus, the starting date varies across bank accounts and bank balance types.

Note: If there is an actual bank balance for a date very far in the past, the update and recalculation process may take a long time to complete because it will update forecast bank balances from this date.

Note:

- If your organization regularly imports balance and transaction files from banks for all of its external bank accounts, scheduling the automatic update and recalculation of bank balances, while preferable, is not necessary. This is because importing balance and transaction files

updates value date bank balances from the value date of the earliest transaction found for each concerned bank account.

- If your organization does not import balance and transaction files from banks for all of its bank accounts, scheduling the automatic update and recalculation of bank balances on a nightly basis is preferable.

- If some bank accounts contain actual bank balances but the dates of these bank balances is very far in the past, you must manually update the actual transaction date and value date bank balances for these bank accounts for a date that is as close to the current server date as possible. Once done, you can complete an automatic update and recalculation, which will be faster and more manageable. (See the next section for information on manually updating and recalculating bank balances.)

- Do not schedule automatic update and recalculation to run more frequently than necessary.

- Do not schedule automatic update and recalculation to run during CMM's peak usage time.

- Do not schedule automatic update and recalculation to run in parallel with or close to similar tasks that can update bank balances (for example, Internal Bank Transactions Generation and Bank Transaction Loader).

6.4.2 Manually updating and recalculating bank balances

The Update Bank Balances function allows you to manually update and recalculate actual and forecast amounts for the following bank balance types:

- Transaction date

- Value date

- Deferred

- Blocked.

6.4.2.1 Prerequisites

The following are prerequisites for manually updating and recalculating bank balances:

Category	Tasks
Configuration parameters	Ensure the following configuration parameters are set: • Enable Entity Security For Calculate Bank Balances • Rounding Method for Balance Calculation. For more information, see the *WebSuite System Admin Guide*.
Static data	Ensure the following static data are available: • Bank accounts (see Managing entity bank accounts).
Security	Ensure you have access to the following function: • FG-0131 Bank Balance Update. In addition, ensure you have access to the entities, banks, and bank accounts of the bank balances you want to manually update and recalculate. For more information, see the *WebSuite System Admin Guide*.

6.4.2.2 Manually updating and recalculating bank balances

To manually update and recalculate bank balances:

1. Select Banking - Bank Balance - Update Bank Balances.

2. In the Bank Balance Update - Criteria Selection page, enter search criteria.

3. Click Continue.

4. In the Bank Balance Update Cont. - Criteria Selection page, enter additional search criteria.

5. Click Continue.

6. In the Bank Balance Update - Create/Update Balance page, enter data in the fields as determined by the option you selected in the Balance Type list in step 4:

If you selected	Procedure
Transaction Date Balance	Enter opening and closing **transaction date** bank balances in the two fields.
Value Date Balance	Enter opening and closing **value date** bank balances in the two fields.
Deferred Balance	Enter the deferred bank balance in the field.
Blocked Balance	Enter the blocked bank balance in the field.

7. Do one of the following:

   − To enter a new bank balance, click Create.

   − To update an existing bank balance, click Update.

   − To update an existing bank balance and create any missing opening or closing bank balances, click Update/Create.

   − To update an existing bank balance and recalculate bank balances from the selected day to the present day, click Update and Recalculate.

     Update and Recalculate is only available if you are updating value date bank balances of internal or external bank accounts, or transaction date bank balances of internal bank accounts.

6.4.2.3 Manually recalculating value date bank balances

As shown in the following example, manually recalculating **value date** bank balances of external bank accounts can result in potential discrepancies:

1. Using the Update Bank Balances function, a user updates the opening and closing value date bank balances of an external bank account for February 2.

CMM updates the February 2 value date bank balances' actual and forecast amounts and sets their statuses to `Actual`:

	Friday February 2	
	Opening	Closing
Actual amount	1,000.00	1,000.00
Forecast amount	1,000.00	1,000.00
Status	Actual	Actual

2. The user recalculates subsequent value date bank balances.

CMM rolls forward the February 2 closing value date bank balance to the February 3 opening value date bank balance, setting the latter bank balance's status to `Actual`. CMM then recalculates value date bank balances up to the next business day (February 5) opening value date bank balance, setting these bank balances' statuses to `Forecast`:

	Friday February 2		Saturday February 3		Sunday February 4		Monday February 5
	Opening	Closing	Opening	Closing	Opening	Closing	Opening
Actual amount	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Forecast amount	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Status	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast

3. The user updates the opening and closing value date bank balances of the previous day (February 1) and recalculates subsequent value date bank balances:

CMM updates the February 1 value date bank balances' actual and forecast amounts and sets their statuses to `Actual`. CMM then rolls forward the February 1 closing value date bank balance to the February 2 opening value date bank balance. Finally, CMM recalculates the February 3 value date bank balance's forecast amount and all subsequent value date bank balances' actual and forecast amounts up to the February 5 opening value date bank balance (assuming these bank balances' statuses are set to `Forecast`):

	Thursday February 1		Friday February 2		Saturday February 3		Sunday February 4		Monday February 5
	Opening	Closing	Opening	Closing	Opening	Closing	Opening	Closing	Opening
Actual amount	1,005.00	1,005.00	1,005.00	1,000.00	1,000.00	1,005.00	1,005.00	1,005.00	1,005.00
Forecast amount	1,005.00	1,005.00	1,005.00	1,000.00	1,005.00	1,005.00	1,005.00	1,005.00	1,005.00
Status	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast

CMM does not recalculate the February 2 closing value date bank balance forecast and actual amounts and the February 3 opening value date bank balance actual amount because these bank balances' statuses are set to `Actual`.

To avoid such discrepancies:

- Only manually update bank balances on an exceptional basis.

- When manually updating bank balances, always recalculate subsequent bank balances.

- When manually updating and recalculating bank balances, use reliable figures, preferably from valid bank statements.

- When manually updating and recalculating bank balances, do so for as recent a date as possible.

- If you need to update a bank balance for a date earlier than the earliest one for which you have actual bank balances, manually update bank balances for dates going forward to correct the actual bank balances. (Recalculating bank balances does not update actual amounts if the bank balances' statuses are set to `Actual`.)

6.5 Exporting bank balances

You can export bank balances to TRM if your organization is using CMM as part of Wallstreet Suite.

Note: To export bank balances to TRM, you must set up settlement instructions for the appropriate entities and the entities must be in "Final Status" in TRM's static data manager.

6.5.1 Prerequisites

The following are prerequisites for closing and exporting bank statements:

Category	Tasks
Interfaces	Ensure the following interface data are available: • Interchanges. For more information, see the *CMM Interfaces Guide*.
Security	Ensure you have access to the following functions: • FG-0279 Task Scheduler • FG-0332 Export Bank Account Balance. In addition, ensure you have access to the entities, banks, and bank accounts of the bank balances you want to export. For more information, see the *WebSuite System Admin Guide*.

6.5.2 Exporting bank balances

You can export bank balances to TRM on a regular basis by scheduling the Bank Account Balance Export task in the Task Scheduler function. For more information, see the *WebSuite System Admin Guide*.

You can also export bank balances to TRM on a one-time basis using the Export Bank Account Balance function:

1. Select Banking - Bank Balance - Export Bank Account Balance.

2. In the Export Bank Account Balance - Criteria Selection page, enter search criteria.

3. Click Export Balances.

6.6 Analyzing bank statements, transactions, and balances

You can analyze bank statements, transactions, and balances by running the following reports:

- Bank Statement

- Bank Transaction

- Bank Balance Analysis

- International Bank Balances

- Returned Checks.

Note: The Bank Statement report is useful for viewing bank transactions and balances assigned to specific bank statements. The other reports are useful for listing bank transactions and bank balances without regard to their assigned bank statements.

6.6.1 Running the Bank Statement report

The Bank Statement report allows you to view bank statements. Like an external bank, CMM can produce statements for bank accounts. These statements can display bank transaction information, including the following:

- Bank account

- Date range

- Opening balance

- Booked transactions

- Resulting closing balance.

6.6.1.1 Prerequisites

The following are prerequisites for running the Bank Statement report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0364 Bank Statement. In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank statements you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Bank Statement. For more information, see the *WebSuite System Admin Guide*.
Bank-reported activity setup	Ensure the following workflow task has been completed: • Configuring bank balance type access. For more information, see the *WebSuite System Admin Guide*.

6.6.1.2 Running the Bank Statement report

To run the Bank Statement report:

1. Select Reporting - Banking - Bank Statement:

    – If you did not previously select a favorite report template, continue to step 2.

    – If you previously selected a favorite report template, continue to step 3.

2. In the Bank Statement page, drill down on the appropriate report template.

3. Make any appropriate changes to the report criteria.

4. Click Refresh.

6.6.2 Running the Bank Transaction report

The Bank Transaction report can provide detailed information regarding all bank transactions in CMM. It is similar to the Cash Transaction report but is intended for bank-reported activity rather than expected or instructed activity.

6.6.2.1 Prerequisites

The following are prerequisites for running the Bank Transaction report:

Category	Tasks
Configuration parameters	Ensure the following configuration parameter is set: • Treat Self-owned IC Accts As Regular IC Accts. For more information, see the *WebSuite System Admin Guide*.
Security	Ensure you have access to the following function: • FG-0008 Bank Transaction Report. In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank transactions you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Bank Transaction Report. For more information, see the *WebSuite System Admin Guide*.

6.6.2.2 Running the Bank Transaction report

To run the Bank Transaction report:

1. Select Reporting - Banking - Bank Transaction Report:

    – If you did not previously select a favorite report template, continue to step 2.

    – If you previously selected a favorite report template, continue to step 3.

2. In the Bank Transaction Report page, drill down on the appropriate report template.

3. Make any appropriate changes to the report criteria.

4. Click Refresh.

6.6.3 Running the Bank Balance Analysis report

The Bank Balance Analysis report allows you to view an entity's, bank's, or bank account group's opening and closing bank balances for a specified date range. This allows you to observe and analyze the flow of funds in and out of the related bank accounts.

In particular, the Bank Balance Analysis report:

- Displays all bank balances on the selected day or days.

- Does not discriminate between actual and forecast bank balances.

- Can display bank balances' actual amounts, forecast amounts, or both in addition to other data attributes.

  Do not confuse a bank balance's amounts (actual and forecast) with its status (`Actual` or `Forecast`).

- Displays what is actually available in CMM. If, for some reason, there is inconsistent data due to the manual update and recalculation process (see Updating and recalculating bank balances), they will appear in this function.

6.6.3.1 Prerequisites

The following are prerequisites for running the Bank Balance Analysis report:

Category	Tasks
Configuration parameters	Ensure the following configuration parameter is set: • Treat Self-owned IC Accts As Regular IC Accts. For more information, see the *WebSuite System Admin Guide*.
Security	Ensure you have access to the following function: • FG-0002 Bank Balance Analysis. In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank balances you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Bank Balance Analysis. For more information, see the *WebSuite System Admin Guide*.

6.6.3.2 Running the Bank Balance Analysis report

To run the Bank Balance Analysis report:

1. Select Reporting - Banking - Bank Balance Analysis:
   - If you did not previously select a favorite report template, continue to step 2.
   - If you previously selected a favorite report template, continue to step 3.

2. In the Bank Balance Analysis page, drill down on the appropriate report template.

3. Make any appropriate changes to the report criteria.

4. Click Refresh.

6.6.4 Running the International Bank Balances report

The International Bank Balances report presents the bank balances in one or more bank account groups.

This report presents actual bank balances imported into CMM. The date you enter in the Balance Date as at field on the initial criteria page is the last date of the bank-reported balances.

After loading the previous day's bank files into CMM, you can run this report to determine which accounts are low and may require additional funds, and which accounts have a surplus of cash that can be invested. You can generate this report to determine your organization's worldwide or regional position.

In addition, you can use the bank account group functionality to group sets of accounts together for combined reporting. For example, you can create groups based on regional structure, currency, account function, and business structure.

The information in this report is also useful if your organization holds one or more accounts with a bank that does not provide regular updates on the balances. A balance in the report that is several weeks old may indicate that your organization needs to update the balance (either manually or through the previous-day report).

6.6.4.1 Prerequisites

The following are prerequisites for running the International Bank Balances report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0047 International Bank Account Balances. In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank balances you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Static data	Ensure the following static data are available: • Bank account groups (see Managing bank account groups).

6.6.4.2 Running the International Bank Balances report

To run the International Bank Balances report:

1. Select Reporting - Banking - International Bank Account Balances.

2. In the International Bank Account Balances - Criteria Selection page, enter search criteria.

3. Click Select Bank Account Groups.

4. In the International Bank Account Balances page, select bank account groups.

5. Do one of the following:

   – To run the report in your browser, click Report.

   – To run the report in a spreadsheet application, click View in Spreadsheet.

6.6.5 Running the Returned Checks report

The Returned Checks report allows you to view returned checks that match your criteria.

6.6.5.1 Prerequisites

The following are prerequisites for running the Returned Checks report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0009 Browse Returned Cheques. In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank transactions you want to include in the report. For more information, see the *WebSuite System Admin Guide*.

6.6.5.2 Running the Returned Checks report

To run the Returned Checks report:

1. Select Reporting - Banking - Review Returned Checks.

2. In the Browse Returned Cheques - Criteria Selection page, enter search criteria.

3. Do one of the following:

   – To view the report in your browser, click Search.

   – To view the report in a spreadsheet application, click View in Spreadsheet.

   If no returned checks match your criteria, a warning message displays.

Chapter 7   Reconciling activity

After capturing and processing forecasted, expected, instructed, and bank-reported activity in CMM, you must reconcile this activity to determine your organization's current position. You can then take appropriate actions based on this position.

CMM supports two levels of reconciliation:

- Cash

- Accounting.

In both levels, you mark activity as reconciled. However, there are differences between the two (as defined in the *WSS Cash Management Concepts Guide*), and they are designed to function parallel to and independently of each other.

7.1 Reconciling activity at the cash level

Reconciling at the cash level allows you to verify prior day bank-reported activity against forecasted activity, rolling forward or canceling differences between the two.

If there is a difference in amounts between forecasts and cash records, or forecasts and bank transactions, you can enter adjustment forecasts to make up this difference. To do this, you need to run a report that includes one of the var data attributes.

As explained in the following table, bank transactions and cash records can be automatically reconciled at the cash level if reconciled at the accounting level:

Record type	Automatically reconciled at the accounting level	Manually reconciled at the accounting level
Bank transaction	Automatically reconciled at the cash level	Automatically reconciled at the cash level if the Reconciliation Cash Reconciled Indicator configuration parameter is set to `True`.
Cash record	Automatically reconciled at the cash level	Automatically reconciled at the cash level
Adjustment cash record	Automatically reconciled at the cash level	Automatically reconciled at the cash level

For more information on the Reconciliation Cash Reconciled Indicator configuration parameter, see the *WebSuite System Admin Guide.*

Note: Unreconciling a bank transaction or cash record at the accounting level does not unreconcile it at the cash level.

7.1.1 Prerequisites

The following are prerequisites for reconciling activity at the cash level:

Category	Tasks
Configuration parameters	Ensure the following configuration parameter is set: • Reconciliation Cash Reconciled Indicator. For more information, see the *WebSuite System Admin Guide*.
Security	Ensure you have access to the following function: • FG-0370 Cash Reconciliation. In addition, ensure you have access to the entities, counterparties, and bank accounts of the activity you want to reconcile at the cash level. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Cash Reconciliation. For more information, see the *WebSuite System Admin Guide*.
Reconciliation workflow	Ensure the following tasks have been completed: • Managing forecasted activity • Managing expected and instructed activity • Managing bank-reported activity.

7.1.2 Reconciling activity at the cash level

To reconcile activity at the cash level:

1. Select Banking - Reconciliation - Cash Reconciliation:

   – If you did not previously select a favorite report template, continue to step 2.

   – If you previously selected a favorite report template, continue to step 3.

2. In the Cash Reconciliation page, drill down on the appropriate report template.

3. In the report template's page, select activity's checkboxes to mark it as reconciled.

   You can view an activity's details before marking it as reconciled it by drilling down on it.

   If you are reconciling forecasts and transactions, only mark the forecasts as reconciled. Otherwise, the activity will not display in current available amounts.

4. Click Reconcile Selected.

7.1.3 Undoing reconciliation

To undo reconciliation:

1. Select Banking - Reconciliation - Cash Reconciliation:

   – If you did not previously select a favorite report template, continue to step 2.

   – If you previously selected a favorite report template, continue to step 3.

2. In the Cash Reconciliation page, drill down on the appropriate report template.

3. In the report template's page, display the Selection Criteria section's controls.

4. Select `Reconciled` in the **Cash Reconciliation Status** list.

   If the **Cash Reconciliation Status** list does not display, you can modify the report template's criteria set to include it. For more information, see **the** *WebSuite System Admin Guide*.

5. Click **Refresh**.

   The report template now displays reconciled, rather than unreconciled, forecasts, bank transactions, and cash records.

6. Select the appropriate reconciled amount's checkbox.

   You can view an amount's details before undoing cash-level reconciliation by drilling down on it.

7. Click **Unreconcile Selected**.

7.1.4 Entering adjustment forecasts

To enter adjustment forecasts:

1. Select **Banking - Reconciliation - Cash Reconciliation**:

   − If you did not previously select a favorite report template, continue to step 2.

   − If you previously selected a favorite report template, continue to step 3.

2. In the Cash Reconciliation page, drill down on the appropriate report template.

3. In the report template's page, drill down on a variance amount.

4. In the Cash Reconciliation − Adjust Forecast page:

   − To accept the displayed adjustment forecast as is:

      a. Select `Save` in the adjustment forecast's **Action** list.

      b. Click **Save**.

   − To enter additional adjustment forecasts:

      a. Click **Add Adjustment** once for each adjustment forecast you want to create.

      b. Enter the adjustment forecasts, ensuring the total of their amounts equals the variance.

      c. Select `Save` in each adjustment forecast's **Action** list.

      d. Click **Save**.

7.1.5 Showing deviation between selected activities

In the report format you can switch on the **Show deviation on selection** switch to display differences between selected activities:

Select **Banking - Reconciliation - Cash Reconciliation**:

- Expand **Configure**.

- Select the Report Format.

- Click **Format Editor**.

- At the bottom of the screen. click **Continue**.

- Switch on the **Show deviation on selection** switch.

This dynamically displays totals and absolute deviations when you select different elements in the report. This offers more flexibility than Variance as it is not constrained by the report format choices. Variance shows the difference based on the report grouping and not on the selected items. Unlike the variance, the deviation does not allow you to process the difference. The screenshot below shows the totals and deviation displayed at the bottom of the report.

If you have large reports, you can keep the deviation information and buttons permanently displayed by enabling scrollable tables: **Admin - User Options**, click **Set Defaults**, then switch on **Enable Scrollable Tables**.

7.2 Reconciling activity at the accounting level

Reconciling activity at the accounting level verifies previous-day or intraday bank-reported activity against expected or instructed activity, creating adjustment cash records as required and updating bank balances.

Note: A bank transaction must be mapped to cash flow type to reconcile at the accounting level.

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7.2.1 Reconciling bank transactions to cash records automatically

Automatic reconciliation is the quickest way to reconcile bank transactions to cash records at the accounting level. You can schedule automatic reconciliation or manually invoke it.

The following diagrams presents the process CMM following when reconciling bank transactions to cash records automatically:
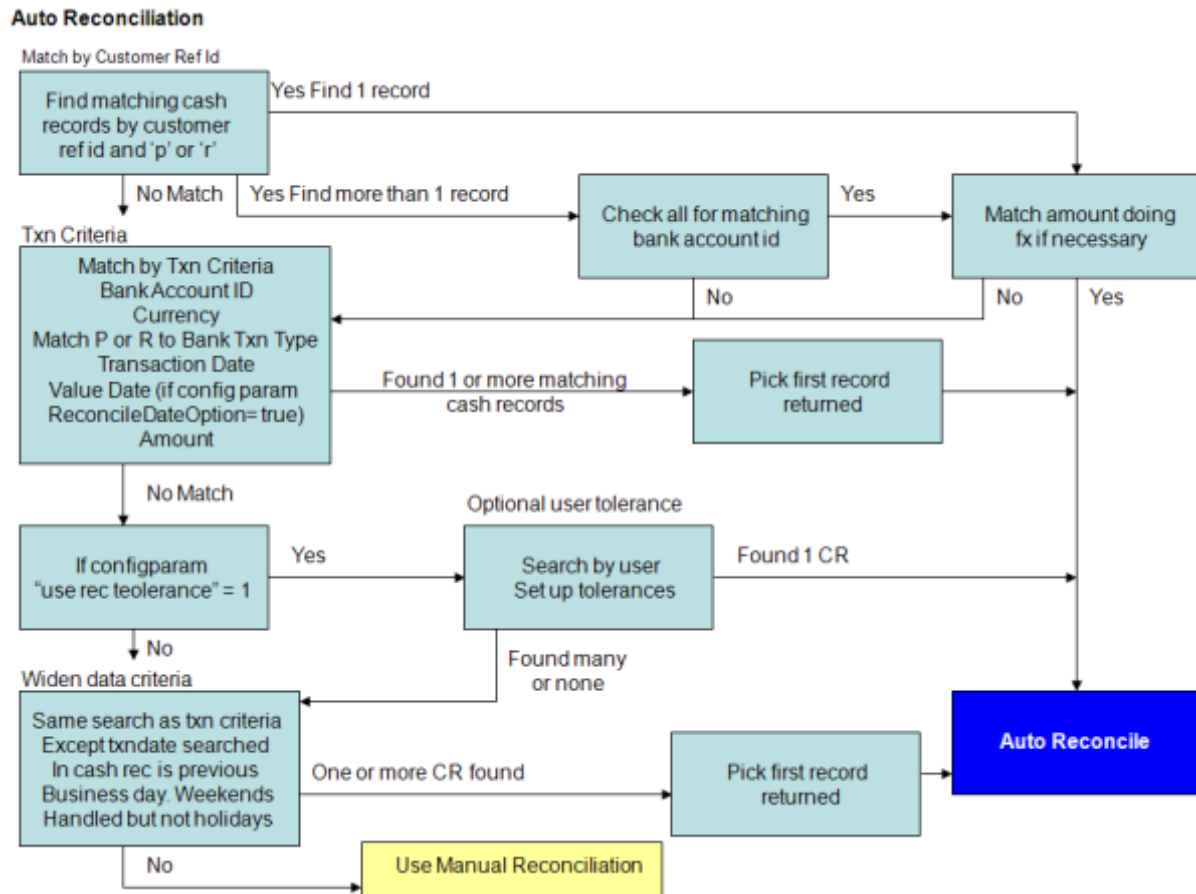
7.2.1.1 Prerequisites

The following are prerequisites for reconciling bank transactions to cash records automatically:

Category	Tasks
Configuration parameters	Ensure the following configuration parameters are set: • Allow Generic Date Updating In Reconcile Process • Disable Reconciliation During Import • Reconciliation Cash Record Status • Reconciliation Cheque Number Validation • Reconciliation Start Page • Reconciliation Value Date Validation • Updating Value Date In Reconciliation. For more information, see the *WebSuite System Admin Guide*.

Security	Ensure you have access to the following functions:
	• FG-0108 Bank Transaction and Balance Reconciliation
	• FG-0279 Task Scheduler.
	In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank transactions and cash records you want to reconcile automatically.
	For more information, see the *WebSuite System Admin Guide*.
Reconciliation setup	Ensure the following tasks have been completed:
	• Configuring reconciliation processing
	• Configuring reconciliation tolerance groups and rules.
	For more information, see the *WebSuite System Admin Guide*.
Reconciliation workflow	Ensure the following workflow tasks have been completed:
	• Managing expected and instructed activity
	• Managing bank-reported activity.

7.2.1.2 Scheduling automatic reconciliation

CMM completes automatic reconciliation after importing bank transaction files. Therefore, if you have scheduled bank transaction file imports in the Task Scheduler function, you do not need to schedule automatic reconciliation as well in most situations. However, there is a separate task available in the Task Scheduler function for automatic reconciliation in case you need to schedule it separately. For more information, see the *WebSuite System Admin Guide*.

7.2.1.3 Manually invoking automatic reconciliation

To manually invoke automatic reconciliation:

1. Select Banking - Reconciliation - Bank Reconciliation:

    – If the Reconciliation Start Page configuration parameter is set to `Bank Transaction`:

        – In the Bank Transaction and Balance Reconciliation page, drill down on the appropriate bank batch.

    – If the Reconciliation Start Page configuration parameter is set to `Cross Batch Search`:

        a. In the Cross-Batch Unreconciled Transaction - Criteria Selection page, enter search criteria.

        b. Click Search.

2. In the Transactions Which Could Not Be Reconciled page, click Auto-Reconcile.

7.2.2 Reconciling bank transactions to cash records manually

Usually, you complete manual reconciliation if automatic reconciliation did not successfully reconcile all bank transactions to cash records.

Two methods of manual reconciliation are available in CMM:

• Many-to-many

• One-to-many.

You complete many-to-many reconciliation using the Manual Reconciliation function and one-to-many reconciliation using the Bank Reconciliation function.

Note: Wallstreet recommends you use the Manual Reconciliation function because it contains functionality not available in the Bank Reconciliation function. However, if you need to reconcile intraday bank transactions (or "CDRs") to cash records, you must do so using the Bank Reconciliation function.

7.2.2.1 "4-eyes" security

If your system requires "4-eyes" security when reconciling bank transactions manually (the Reconcile button), then reconciled transactions will pass to an "interim reconciled" status. This means that a user other than the original reconciler, and who has the correct security profile, must accept the reconciliation before it becomes finalized (the Accept Reconciliation button). See the *WebSuite System Admin Guide* for details.

7.2.2.2 Prerequisites

The following are prerequisites for reconciling bank transactions to cash records manually:

Category	Tasks
Configuration parameters	Ensure the following configuration parameters are set: • Allow Description Update on One-to-Many Reconciliation • Default Payment Method for Transactions • Reconcile By Entity • Reconciliation Cash Record Status • Reconciliation Start Page. For more information, see the *WebSuite System Admin Guide*.
Security	Ensure you have access to the following functions: • FG-0108 Bank Transaction and Balance Reconciliation • FG-0108.02 Create Reconciliation Adjustments • FG-0379 Manual Reconciliation. In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank transactions and cash records you want to reconcile manually. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Manual Reconciliation. For more information, see the *WebSuite System Admin Guide*.
Reconciliation workflow	Ensure the following task has been completed: • Reconciling bank transactions to cash records automatically.

7.2.2.3 Reconciling many bank transactions to many cash records

To reconcile many bank transactions to many cash records:

1. Select Banking - Reconciliation - Manual Reconciliation:

   – If you did not previously select a favorite report template, continue to step 2.

   – If you previously selected a favorite report template, continue to step 3.

2. In the Manual Reconciliation page, drill down on the appropriate report template.

3. In the report template's page, select the bank transactions' and cash records' checkboxes.

   As you select checkboxes:

   – The Bank Transactions field displays the total amount of selected bank transactions

   – The Cash Records field displays the total amount of selected cash records

   – The Difference field displays the difference between the two.

   If you are reconciling across external bank accounts, these fields do not consider foreign exchange rates. As a result, their values will not be accurate if you select bank transactions and cash records across currencies.

   You can edit cash records' Description, Counterparty Message, and Bank Instructions fields if the report template includes those fields. To save your changes, select the cash records' checkboxes and click Update Records.

4. Click Reconcile:

   – If the difference between the bank transactions' and cash records' amounts is zero, do not continue to step 5.

   – If the difference between the bank transactions' and cash records' amounts is not zero and you can create adjustment cash records, continue to step 5.

   – If the difference between the bank transactions' and cash records' amounts is not zero but you cannot create adjustment cash records, return to step 3 and select bank transactions and cash records such that the difference between them is zero.

   To create adjustment cash records, you need security by function access to FG-0108.02 Create Reconciliation Adjustments.

   Alternatively, you can finalize bank transactions without corresponding cash records by clicking Finalize Records. For more information, see Reconciling bank transactions without corresponding cash records.

5. In the Reconciliation - Adjust Imbalance page, enter an adjustment cash record.

6. Click Save & Continue:

   – If the difference between the selected bank transaction and cash records plus the adjustment cash record is zero, do not continue to step 7.

   – If the difference between the selected bank transaction and cash records plus the adjustment cash record is not zero, continue to step 7.

7. In the Reconciliation - Adjust Imbalance page:

   – Click Add Cash Record to add an additional adjustment cash record. Repeat steps 5 to 6.

   – Click Clear Adjustments to remove all adjustment cash records. Click Add Cash Record and repeat steps 5 to 6.

7.2.2.4 Reconciling one bank transaction to many cash records

To reconcile one bank transaction to many cash records:

1. Select Banking - Reconciliation - Bank Reconciliation:

    – If the Reconciliation Start Page configuration parameter is set to `Bank Transaction`:

        – In the Bank Transaction and Balance Reconciliation page, drill down on the appropriate bank batch.

    – If the Reconciliation Start Page configuration parameter is set to `Cross Batch Search`:

        a. In the Cross-Batch Unreconciled Transaction - Criteria Selection page, enter search criteria.

        b. Click Search.

2. In the Transactions Which Could Not Be Reconciled page, enter search criteria in the Cash Record Filter section.

    You can also filter the unreconciled bank transaction table on this page by entering search criteria in the Bank Transaction Filter section and clicking Filter.

3. Drill down on the bank transaction you want to reconcile.

4. In the Reconcile Selected Bank Transaction page, select the appropriate cash records' checkboxes.

    You can edit cash records' Description fields. When you reconcile, CMM saves your edits. However, if you choose not to reconcile, you can also save your edits by clicking Update Description.

5. Click Continue:

    – If the total amounts of the bank transaction and cash records match exactly (in other words, the difference is zero), do not continue to step 6.

    – If the total amounts of the bank transaction and cash records do not match exactly (in other words, the difference is not zero) and you can create adjustment cash records, continue to step 6.

    – If the total amounts of the bank transactions and cash records do not match exactly but you cannot create adjustment cash records, return to step 4 and select cash records such that the difference between them and the bank transaction is zero.

    To create adjustment cash records, you need security by function access to FG-0108.02 Create Reconciliation Adjustments.

6. In the Reconciliation - Adjust Imbalance page, enter an adjustment cash record.

7. Click Save & Continue:

    – If the difference between the selected bank transaction and cash records plus the adjustment cash record is zero, do not continue to step 8.

    – If the difference between the selected bank transaction and cash records plus the adjustment cash record is not zero, continue to step 8.

    If you have set a default cash flow type in the user options (see "Setting your user options" on page 51) it will display by default as the cash flow type of your adjustment cash records.

8. In the Reconciliation - Adjust Imbalance p:

    – Click Add Cash Record to add an additional adjustment cash record. Repeat steps 6 to 7.

    – Click Clear Adjustments to remove all adjustment cash records. Click Add Cash Record and repeat steps 6 to 7.

7.2.3 Reconciling bank transactions without corresponding cash records

If there are no corresponding cash records for one or more bank transactions, you can select those bank transactions in the Manual Reconciliation function and click Reconcile. CMM generates a single adjustment cash record for the multiple bank transactions. Later, when you finalize bank balances, CMM generates a single posting entry for the multiple bank transactions.

If, however, you want to generate multiple posting entries for multiple bank transactions, you can select those bank transactions in the Manual Reconciliation function and click Finalize Records. CMM generates one cloned cash record for each selected bank transactions and then reconciles the bank transactions and cloned cash records. CMM also generates one posting entry for each selected bank transaction.

7.2.3.1 Prerequisites

The following are prerequisites for reconciling bank transactions without corresponding cash records:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0379 Manual Reconciliation. In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank transactions you want to reconcile. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Manual Reconciliation. For more information, see the *WebSuite System Admin Guide*.
Reconciliation workflow	Ensure the following tasks have been completed: • Reconciling bank transactions to cash records automatically.

7.2.3.2 Reconciling bank transactions without corresponding cash records

To reconcile bank transactions without corresponding cash records:

1. Select Banking - Reconciliation - Manual Reconciliation:
   – If you did not previously select a favorite report template, continue to step 2.
   – If you previously selected a favorite report template, continue to step 3.
2. In the Manual Reconciliation page, drill down on the appropriate report template.
3. In the report template's page, select the bank transactions' checkboxes.
4. Click Finalize Records.
5. In the resulting dialog, click OK.

7.2.4 Reconciling internal cash records without corresponding bank transactions

CMM allows you to generate internal bank transactions for internal cash records, and it automatically reconciles these bank transactions to their originating cash records. (You need to do this because internal cash records are not released to banks and, therefore, do not have corresponding external bank transactions.)

Depending on your organization's setup, internal bank transactions can be captured in one of the following states:

- Intraday in which case the bank transactions are "soft" reconciled to their corresponding cash records

- Previous day in which case they are "hard" reconciled to their corresponding cash records.

If internal bank transactions are captured in the intraday state, you can "hard" reconcile them by scheduling the appropriate task in the Task Scheduler function or by using the Close Internal Bank Transactions function.

Note: If your organization has upgraded from a release prior to CMM 7.1, you need to initialize internal bank transactions and verify internal bank balances before completing this procedure for the first time. For more information, see the *WSS Enhancements Guide*.

7.2.4.1 Generated interbank transactions and internal financial transactions

Financial transactions also can be entered with an IHB (counterparty) and settled on internal bank accounts. In this case the corresponding records carry the cashflow type details as well as the target transaction number. This information is transferred to the bank transaction when generating interbank transactions. It can also be available at bank statement export.

7.2.4.2 Prerequisites

The following are prerequisites for reconciling internal cash records without corresponding bank transactions:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0279 Task Scheduler • FG-0330 Generate Internal Bank Transactions • FG-0341 Bank Transactions Closure. In addition, ensure you have access to the in-house banks of the internal cash records you want to reconcile. For more information, see the *WebSuite System Admin Guide*.
Reconciliation setup	Ensure the following workflow task has been completed: • Configuring internal bank transaction generation. For more information, see the *WebSuite System Admin Guide*.
Reconciliation workflow	Ensure the following workflow task has been completed: • Managing expected and instructed activity.

7.2.4.3 Generating internal bank transactions

You can generate internal bank transaction files on a regular basis by scheduling the Internal Bank Transactions Generation task in the Task Scheduler function. For more information, see the *WebSuite System Admin Guide*.

You can also generate internal bank transactions on a one-time basis using the Generate Internal Bank Transactions function:

1. Select Banking - Bank Statement - Generate Internal Bank Transactions.

If the Initialize Historical Internal Bank Transactions page opens when you select this function, you need to initialize internal bank transactions before proceeding. For more information, see the *WSS Enhancements Guide.*

2. In the Generate Internal Bank Transactions page:

    –   To generate internal bank transactions for a specific in-house bank, select that an in-house bank in the In House Bank list.

    –   To generate internal bank transactions for all in-house banks, select All in the In House Bank list.

3. Click Generate.

4. Click View Log File.

5. In the Review Job Log function, review the job log to ensure the generation was successful. For more information, see the *WebSuite System Admin Guide.*

7.2.4.4 Closing internal bank transactions

You can close internal bank transaction files on a regular basis by scheduling the Bank Transactions Closure task in the Task Scheduler function. For more information, see the *WebSuite System Admin Guide.*

You can also close internal bank transactions on a one-time basis using the Close Internal Bank Transactions function:

1. Select Banking - Bank Statement - Close Internal Bank Transactions.

2. In the Close Internal Bank Transactions page:

    –   To close internal bank transactions for a specific in-house bank, select that an in-house bank in the In House Bank list.

    –   To close internal bank transactions for all in-house banks, select All in the In House Bank list.

3. Click Close Bank Transactions.

4. Click View Log File.

5. In the Review Job Log function, review the job log to ensure the closure was successful. For more information, see the *WebSuite System Admin Guide.*

7.2.5 Undoing reconciliation

If you have reconciled bank transactions to cash records in error, you can undo the reconciliation in either the Manual Reconciliation or Bank Reconciliation function.

Note: When you unreconcile a cash record, CMM resets the cash record's value and transaction dates to their original values.

7.2.5.1 Prerequisites

The following are prerequisites for undoing reconciliation:

Category	Tasks

Security	Ensure you have access to the following functions: • FG-0108 Bank Transaction and Balance Reconciliation • FG-0379 Manual Reconciliation. In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank transactions and cash records you want to unreconcile. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Manual Reconciliation. For more information, see the *WebSuite System Admin Guide*.
Reconciliation workflow	Ensure the following tasks have been completed: • Reconciling bank transactions to cash records automatically • Reconciling bank transactions to cash records manually.

7.2.5.2 Undoing reconciliation in the Manual Reconciliation function

To undo reconciliation in the Manual Reconciliation function:

1. Select Banking - Reconciliation - Manual Reconciliation:

    – If you did not previously select a favorite report template, continue to step 2.

    – If you previously selected a favorite report template, continue to step 3.

2. In the Manual Reconciliation page, drill down on the appropriate report template.

3. In the report template's page, display the top Selection Criteria section's controls:

4. Select `Reconciled` in the Bank Reconciliation Status list.

    If the Bank Reconciliation Status list does not display, you can modify the report template's criteria set to include it. For more information, seethe *WebSuite System Admin Guide*.

5. Click Refresh.

    The report template displays reconciled, rather than unreconciled, bank transactions and cash records, and Reconcile is replaced with Unreconcile:

Manual Reconciliation

Selection Criteria ▼

Refresh

Bank Transactions

Selection Criteria ▼

| Refresh | Select All | Unselect All | Finalize Records |

Found 436 bank transactions matching supplied search criteria.

Recon Map ID	Bank Account Number	Transaction Amount	Transaction Currency Code	Tra Dat
Unreconciled	111-0000-002-00	-12,500.00	GBP	
Unreconciled	111-0000-002-00	-450,000.00	GBP	
Unreconciled	111-0000-002-00	12,000.00	GBP	
Unreconciled	111-0000-002-00	50,000.00	GBP	
Unreconciled	111-1000-001-01	-3,000.00	EUR	
Unreconciled	11111111	-2,000.00	USD	
Unreconciled	111-2000-003-01	-1,000,020.00	USD	
Unreconciled	1-23221338	-500.00	EUR	
Unreconciled	1-23221338	-400.00	EUR	
Unreconciled	123-USD	-2,000.00	USD	
Unreconciled	123-USD	-2,000.00	USD	

Cash Records

Selection Criteria ▼

| Refresh | Select All | Unselect All | Update Records |

Found 1000 cash records matching supplied search criteria.

	Recon Map ID	Bank Acct Number	Actual Amount	Currency Code	Actual Txn Date	Act Valu Dat
☐	Unreconciled	111-0000-001-00	1,000.00	EUR	16/Mar/10	16/
☐	Unreconciled	111-0000-001-00	-10.00	EUR	23/Mar/10	23/
☐	Unreconciled	111-0000-001-00	-11.00	EUR	24/Mar/10	24/
☐	Unreconciled	111-0000-001-00	-12.00	EUR	24/Mar/10	24/
☐	Unreconciled	111-0000-001-00	-13.00	EUR	24/Mar/10	24/
☐	Unreconciled	111-0000-001-00	-14.00	EUR	24/Mar/10	24/
☐	Unreconciled	111-0000-001-00	-15.00	EUR	24/Mar/10	24/
☐	Unreconciled	111-0000-001-00	-17.00	EUR	24/Mar/10	25/
☐	Unreconciled	111-0000-001-00	-18.00	EUR	25/Mar/10	25/
☐	Unreconciled	111-0000-001-00	-500,000.00	EUR	26/Mar/10	26/

When reconciling across multiple accounts, the following values will not represent single currency amounts. Press Reconcile button for an accurate view.

Bank Transactions `0`   Cash Records `0`   Difference `0`

| Reconcile | Return to List |

6. Select the appropriate bank transactions' checkboxes.

7. Click Unreconcile.

7.2.5.3 Undoing reconciliation in the Bank Reconciliation function

To undo reconciliation in the Bank Reconciliationfunction:

1. Select Banking - Reconciliation - Bank Reconciliation:

   – If the Reconciliation Start Page configuration parameter is set to `Bank Transaction`:

     – In the Bank Transaction and Balance Reconciliation page, drill down on the appropriate bank batch.

   – If the Reconciliation Start Page configuration parameter is set to `Cross Batch Search`:

     a. In the Cross-Batch Unreconciled Transaction - Criteria Selection page, enter search criteria.

     b. Click Search.

2. In the Transactions Which Could Not Be Reconciled page, click Review All Downloaded Bank Transactions.

3. In the All Batch Bank Transactions page, drill down on the appropriate bank transaction.

4. In the Unreconcile Bank Transaction page, click Unreconcile.

7.2.6 Finalizing bank balances

After you have reconciled all bank transactions to cash records for a particular batch, you can finalize bank balances in the batch. This removes the batch from the reconciliation functionality and updates the current and previous days' closing balances and the next day's opening balance with actual balances from the bank.

Do not finalize bank balances until you have reviewed the batch's bank transactions to ensure they are reconciled to the appropriate cash records. You do not want to create new cash records that are automatically linked to unreconciled bank transactions unless you are certain the cash records do not exist in the database. Duplicate cash records can result otherwise.

7.2.6.1 Prerequisites

The following are prerequisites for finalizing bank balances:

Category	Tasks
Configuration parameters	Ensure the following configuration parameters are set: • Reconciliation Post Processing • Reconciliation Remove Outstanding Current Days • Reconciliation Start Page. For more information, see the *WebSuite System Admin Guide*.
Security	Ensure you have access to the following function: • FG-0108 Bank Transaction and Balance Reconciliation. In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank balances you want to finalize. For more information, see the *WebSuite System Admin Guide*.
Reconciliation workflow	Ensure the following workflow tasks have been completed: • Reconciling bank transactions to cash records automatically • Reconciling bank transactions to cash records manually.

7.2.6.2 Finalizing bank balances

To finalize bank balances:

1. Select Banking - Reconciliation - Bank Reconciliation:
    – If the Reconciliation Start Page configuration parameter is set to `Bank Transaction`:
        – In the Bank Transaction and Balance Reconciliation page, drill down on the appropriate bank batch.
    – If the Reconciliation Start Page configuration parameter is set to `Cross Batch Search`:
        a. In the Cross-Batch Unreconciled Transaction - Criteria Selection page, click Return to Batch Selection.
        b. In the Bank Transaction and Balance Reconciliation page, drill down on the appropriate bank batch.

2. In the Transactions Which Could Not Be Reconciled page, click Review/Finalize Bank Balances.

3. In the Review and Finalize Closing Balances page, click Finalize Balances.

    Before completing this step, carefully review the bank balances to ensure they are correct. There is no undo for this process.

7.2.7 Entering cash allocations

After you have reconciled bank transactions to cash records, you can enter cash allocations on a cash-record-by-cash-record basis.

7.2.7.1 Prerequisites

The following are prerequisites for entering cash allocations:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0054 Enter Cash Allocations. In addition, ensure you have access to the entities, counterparties, banks, and bank accounts for which you want to enter cash allocations. For more information, see the *WebSuite System Admin Guide*.
Reconciliation setup	Ensure the following setup task has been completed: • Configuring cash allocation groups and rules. For more information, see the *WebSuite System Admin Guide*.
Reconciliation workflow	Ensure the following workflow tasks have been completed: • Reconciling bank transactions to cash records automatically • Reconciling bank transactions to cash records manually.

7.2.7.2 Entering cash allocations

To enter cash allocations:

1. Select Banking - Reconciliation - Enter Cash Allocations.

2. In the Reconciled Cash Record Search - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Reconciled Cash Records page, drill down on the appropriate reconciled cash record.

5. In the Cash Allocation Entry page:

    a. Select Amounts to allocate by amount or Percentages to allocate by percentage in the Allocate list.

    b. Do the following:

        –   To enter a new cash allocation, click Add Allocation and enter information in the resulting row.

        –   To edit an existing cash allocation, edit information in the appropriate row.

        –   To delete an existing cash allocation, select its Del checkbox.

    c. Click Save.

7.3 Analyzing reconciliation

You can analyze reconciliation by running the following reports:

*   Daily Reconciliation

*   Suspense Reconciliation.

You can also analyze reconciliation within the Bank Transaction Report and Cash Transaction report.

Note:	These reports are relevant to accounting-level reconciliation but not to cash-level reconciliation.

7.3.1 Running the Daily Reconciliation report

The Daily Reconciliation report presents reconciled bank transactions and cash records on a bank-account-by-bank-account basis for a specified date range.

7.3.1.1 Prerequisites

The following are prerequisites for running the Daily Reconciliation report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0015 Daily Reconciliation Report. In addition, ensure you have access to the banks and bank accounts of the reconciled activity you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reconciliation Workflow	Ensure the following task has been completed: • Reconciling activity at the accounting level.

7.3.1.2 Running the Daily Reconciliation report

To run the Daily Reconciliation report:

1. Select Reporting - Banking - Daily Reconciliation Report.

2. In the Daily Reconciliation Report - Criteria Selection page, enter search criteria.

   Use the Bank Account Hierarchy filter to select a subset of accounts to search.

3. Click Report, alternatively click Generate PDF to open a new browser window and display a PDF version of the report.

7.3.1.3 Classification in the Daily Reconciliation report

The different categories in the Daily Reconciliation report are:

• Unreconciled Cash: cash records not reconciled

• Unreconciled Bank: bank transactions not reconciled

• Adjustments: adjustment cash records created in manual reconciliation when there is a mismatch between cash records and bank transactions

• Reconciled: reconciled bank transactions.

7.3.2 Running the Suspense Reconciliation report

The Suspense Reconciliation report presents reconciled bank transactions and cash records for a specified bank account and date range.

7.3.2.1 Prerequisites

The following are prerequisites for running the Suspense Reconciliation report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0246 Suspense Reconciliation Report. In addition, ensure you have access to the banks and bank accounts of the reconciled activity you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reconciliation workflow	Ensure the following workflow task has been completed: • Reconciling activity at the accounting level.

7.3.2.2 Running the Suspense Reconciliation report

To run the Suspense Reconciliation report:

1. Select Reporting - Banking - Suspense Reconciliation Report.

2. In the Suspense Reconciliation Report - Criteria Selection page, enter search criteria.

3. Click Report.

7.3.3 Getting reconciliation data from the Bank Transaction report

For full details of the Bank Transaction report, see "Running the Bank Transaction report" on page 131.

1. Select Reporting - Banking - Bank Transaction Report and run it, ensuring that the Transaction Reconciliation Indicator column is displayed.

2. Click the value in this column to display more detail in the Bank Transaction group Details page.

3. If the value in the Bank Reconciliation Status column is hyperlinked, you can click it to reveal further details in the Bank Transaction Reconciliation Details page.

7.3.4 Getting reconciliation data from the Cash Transaction report

For full details of the Cash Transaction report, see "Running the Cash Transaction report" on page 113.

1. Select Reporting - Payment Factory - Cash Transaction Report.

2. Under Display Additional Information, switch on Reconciliation and click Display Information. This displays reconcilation information below the Display Information button.

Chapter 8   Monitoring cash position

CMM includes two reports that allow you to monitor your organization's cash position:

- Cash Monitor
- Cash Position.

These reports are based on the flexible reporting framework and are similar in structure and content.

8.1 Running the Cash Monitor report

The Cash Monitor report allows you to create customized report templates that can display forecasted, expected, instructed, and bank-reported activity. You can then run reports based on these templates to analyze your organization's cash position.

In addition, you can use the Cash Monitor report to sweep bank accounts according to their target balance rules. For more information, see *12.1 Target balancing bank accounts* on page 233.

8.1.1 Prerequisites

The following are prerequisites for running the Cash Monitor report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0338 Cash Monitor. In addition, ensure you have access to the entities, counterparties, and bank accounts of the activity you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Cash Monitor. For more information, see the *WebSuite System Admin Guide*.
Configuration parameters	Ensure the following configuration parameter is set: • Treat Self-owned IC Accts As Regular IC Accts. For more information, see the *WebSuite System Admin Guide*.

8.1.2 Running the Cash Monitor report

To run the Cash Monitor report:

1. Select Banking - Target Balancing - Cash Monitor:
   - If you did not previously select a favorite report template, continue to step 2.
   - If you previously selected a favorite report template, continue to step 3.

2. In the Cash Monitor page, drill down on the appropriate report template.

3. Make any appropriate changes to the report criteria.

4. Click Refresh.

8.2 Running the Cash Position report

The Cash Position report is identical to the Cash Monitor report; however, it does not include the sweeping functionality.

8.2.1 Prerequisites

The following are prerequisites for running the Cash Position report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0397 Cash Position. In addition, ensure you have access to the entities, counterparties, and bank accounts of the activity you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Cash Position. For more information, see the *WebSuite System Admin Guide*.
Configuration parameters	Ensure the following configuration parameter is set: • Treat Self-owned IC Accts As Regular IC Accts. For more information, see the *WebSuite System Admin Guide*.

8.2.2 Running the Cash Position report

To run the Cash Position report:

1. Select Reporting - Payment Factory - Cash Position:
   - If you did not previously select a favorite report template, continue to step 2.
   - If you previously selected a favorite report template, continue to step 3.

2. In the Cash Position page, drill down on the appropriate report template.

3. Make any appropriate changes to the report criteria.

4. Click Refresh.

Chapter 9   Calculating cash balances

9.1 Definition and usage

A cash balance is the aggregate of all cash records booked in the system to a particular bank account on a given date.

The calculation is done using the value date of the cash record. Each account every day has an opening cash balance (equal to the closing balances of the previous day) and a closing system balance.

The closing balance is the opening balance plus the sum of all cash records amounts on this account with a value date on that day. This is done regardless of the cash record status.

This cash balance should match the corresponding bank balance on that value day for the account. If they don't match, then cash records and bank transactions are not all reconciled and some actions are required to identify where the difference in balance comes from. For example, some cash records might not be fully authorized, or a bank transaction was not received for a cash record.

Cash balances are available in the Bank Balance Analysis report where they can be displayed along with the corresponding bank balances.

9.2 Initialization

To access cash balance updates, you need security by function access to FG-0507 Cash Balance Update.

To initialize the cash balance on an account, you specify manually an opening cash balance for a date on an account. Follow these steps:

1. Select the menu option **Banking-Cash Balance-Update Cash Balance**.

2. Select the **Entity** and **Account** for which you would like to do the initialization.

3. Select the **Bank Account**, **Balance Type** (this version supports only one - Value Date), and the date of initialization (**Update Balances For**):

    This account has never had cash balances calculated or inserted so there are no opening or closing balances, and the filed opening balance is empty.

    Cash Balance Update - Create/Update Balance

Bank Account	11111111
Bank Account Number	11111111
Currency	United States Dollar
Balance Type	Value Date Balance
Balances For	15/03/2011
Opening Balance	None
Closing Balance	None

    Opening Balance [   ]

    [Create]   [Create and Calculate]

4. Enter an initial **Opening Balance** amount and click:

– **Create** to save the opening balance and calculate the closing balance for that day.

– **Create and Calculate** to launch the balance calculation up to today.

Cash Balance Update Cont. - Criteria Selection

Information: Balance successfully updated for 15/03/2011. Closing balance is 1,000 USD.

Selection Criteria

Entity	All
Bank	All
Bank Account *	11111111
Balance Type	Value Date Balance
Update Balances For *	15/03/2011

Continue

9.2.1 Cash balance manual entry

This is how cash balance manual entry works:

- Manual balance entry cannot be changed by calculation.

- If no initialization is done on an account, the calculations will start at zero. Calculated balances will be overwritten by the next calculation.

- You can modify the initialization amount on the original initialization date.

- You can reset both the initialization date and amount and recalculate balances.

9.2.2 Modifying the initialization amount

If the initialization criteria point to the date on which a previous initialization was done, the system displays the manually entered opening balance:

Cash Balance Update - Create/Update Balance

Bank Account	11111111
Bank Account Number	11111111
Currency	United States Dollar
Balance Type	Value Date Balance
Balances For	15/03/2011
Opening Balance	1,000.00
Closing Balance	1,000.00

Opening Balance   1,000.00

Update   Update and Recalculate   Remove All Cash Balances

You can modify the opening balance.

Your options are:

- **Update**: modifies the opening and closing balance for that day.

- **Update and Recalculate**: also launches a calculation up to today.

- **Remove All Cash Balances**: removes all balances, including the previous initialization.

9.2.3 Modifying the initialization date and/or amount

You can modify the initialization date and or amount.

In Update Cash Balances, select the account and the new date:

Cash Balance Update - Create/Update Balance

△ Warning: Cash Balances have already been initialized for that account on 17/May/10. Cash Balances will need to be initialized again. Use the Remove All button to delete all balances.

A warning message displays the first initialization date. The **Opening Balance** field is not editable.

Click **Remove All Cash Balances**.

You can then proceed with the new initialization.

9.3 Calculation

The calculation of cash balances can be done manually in Calculate Cash Balances or automated using the Task Scheduler.

9.3.1 Calculation using Task Scheduler

The Cash Balance calculation can be automated through the Task Scheduler. The task is called Cash Balance Calculation.

You can set up parameters for the Cash Balance Calculation task that will automate the calculation of balances every day.

Calculate Cash Balances - Criteria Selection

Selection Criteria		
Entity	All	
Currency	All	
Bank	All	
Bank Account	All	Contains		Filter
Balance Type	Value Date Cash Balance	
Calculate Balances From *	23/03/2011	

The calculation will be done for the list of accounts matching the parameters selected.

You can use an offset in the **From Date** field in order to include any backdated activity. The offset should be a negative number of days as we do not support the calculation in the future.

The set up and scheduling of the task is done as for any other task in CMM. See the *WebSuite System Administration Guide*, and search for Task Scheduler.

9.3.2 Manual calculation

To access cash balance calculation, you need security by function access to FFG-0506 Calculate Cash Balances.

Calculation is normally automated through a task. For testing purposes, it can be useful to launch the calculation manually. This is done via the menu option **Banking-Calculate Cash Balances**.

Calculate Cash Balances - Criteria Selection

⊟ **Selection Criteria**

Entity	JMD-balance-01 ▾
Currency	All ▾
Bank	JMD-BANK ▾
Bank Account	All ▾
Balance Type	Value Date Cash Balance ▾
Calculate Balances From *	02/Jun/10 📅

This function can be used to update calculated cash balances in the database.
up-to-date you will get a message to the effect that update is complete.

If you just get a blank page, and not a 'update complete' message, the
still running in the background and will eventually finish.

[Calculate Cash Balances]

You can run the calculation for one or more accounts. The calculation starts on the From date and stops at today. If no balances exist on the From date, the system tries to find a cash balance first between the From Date and Today, then before the From Date. If it does not find one, it starts with a zero opening balance on the From Date.

Calculation behavior is described in the next section.

9.4 How calculation works

Calculation is always performed up to today (the server date). If today is a Friday, the calculation rolls forward the cash balance to the following Monday.

Manually entered initialization is never overwritten by the calculation.

Note: There is no cash balance history, so if you re-run the calculation on a date where cash balances already exist, the system overwrites the existing cash balances.

9.4.1 Cash balance calculation flow

```
                                                    ┌─────────────────┐
                                                    │ Check opening   │
                                                    │ balance on "From│
                                                    │ Date".          │
                                                    └─────────────────┘
                                                             │
                                                             ▼
┌──────────────────────┐                                  ◇ Exist?
│ Proceed with         │                                     │
│ calculation          │◄────────── Yes ──────────────────   │
│ starting with this   │                                     │
│ opening balance on   │                                   No │
│ the "From Date".     │                                     ▼
│ Calculate between    │                          ┌─────────────────┐
│ "From Date" and      │                          │ Check balance   │
│ "Today".             │                          │ from "From Date"│
└──────────────────────┘                          └─────────────────┘
                                                             │
                                                             ▼
              ┌────── Yes ──────────────────────────────── ◇ Exist?
              │                                               │
              ▼                         ┌──────────────┐    No│
  ┌──────────────────┐                  │ The balance  │      ▼
  │ The balance is   │                  │ is calculated│  ┌─────────────┐
  │ manual,          │                  └──────────────┘  │Check opening│
  │ initialized on   │                        │           │balance      │
  │ DI.              │                        ▼           │before "From │
  └──────────────────┘              ┌──────────────┐      │Date".       │
        │       │                   │Calculate from│      └─────────────┘
        ▼       ▼                   │"From Date"   │             │
┌──────────┐ ┌──────────┐          │and "go over" │             ▼
│If DI is  │ │If DI is  │          │calculated    │           ◇ Exist?
│between    │ │after     │          │balance.      │             │
│"From Date"│ │"Today",  │          └──────────────┘    Yes ─────┤
│and "Today"│ │exit with │                                       │
│, start    │ │error:    │                                     No│
│calculations│ │"Cannot   │                                      ▼
│on DI.     │ │calculate │                              ┌─────────────┐
└──────────┘ │balances, │                              │Set Opening  │
             │Manual    │                              │Balance at   │
             │initializ-│                              │zero on "From│
             │ation     │                              │Date". Type= │
             │exists in │                              │"Calculated".│
             │the future│                              └─────────────┘
             └──────────┘
```

DI = **D**ate of **I**nitialization

Whether manual or calculated, use this balance as a starting point and calculate.

9.5 Cash balances in reports

If all activities have been performed correctly (for example: authorization, release, reconciliation, adjustements) then cash balances should match the corresponding value date bank balances on each account. In order to monitor cash balances and compare them to bank balances, cash balances are available in the Bank Balance Analysis report.

When setting up the report criteria, select **Balance Type**. This provides a multiselection list with different balance types, and `Cash Balances` is one of them. Selecting `Cash Balances` will display the Cash Balance for Actual Balance Amount.

9.5.1   Example of a "list" report:

Currency	Bank Name	Balance Type	Actual Balance Amount	Bank ID
19/May/10 EXT-EUR-0101				
EUR	JMD-BANK	Opening Value Date Balance	0.00	JMD-BANK
EUR	JMD-BANK	Closing Value Date Balance	900.00	JMD-BANK
EUR	JMD-BANK	Opening Value Date Cash Records Balance	0.00	JMD-BANK
EUR	JMD-BANK	Closing Value Date Cash Records Balance	900.00	JMD-BANK

Currency	Bank Name	Balance Type	Actual Balance Amount	Bank ID
20/May/10 EXT-EUR-0101				
EUR	JMD-BANK	Opening Value Date Balance	900.00	JMD-BANK
EUR	JMD-BANK	Closing Value Date Balance	-100.00	JMD-BANK
EUR	JMD-BANK	Opening Value Date Cash Records Balance	900.00	JMD-BANK
EUR	JMD-BANK	Closing Value Date Cash Records Balance	-100.00	JMD-BANK

To compare cash balances to bank balances, you can select both Cash Balances and Value Date Balances in the balance type list. If you are using a Pivot format report, make sure you include **Balance Type** in the format otherwise the report will aggregate all balances.

Some standard criteria, format and reports have been created as template/examples:

Bank Value Date Vs Cash Balance displays the opening and closing value date bank balance and cash balance for each day per account. This can be used to check that the two balances are the same.

Daily Closing Cash Balance displays closing cash balance balances per day.

Chapter 10   Managing static data

Static data (which are referred to as "core data" in the CMM user interface) change little over time and must be available in Wallstreet Suite before you can capture and process activity. Examples of static data include currencies, countries, regions, parties, bank accounts, and instruments.

10.1 Understanding static data

Static data are data that are central to your organization's work in Wallstreet Suite, including currencies, countries, parties, bank accounts, and instruments. They are "static" because they rarely change once captured in the database.

If your organization is using CMM as a separate application, you create and maintain all static data using the functions in the module's Core Data menu group. Otherwise, you create and maintain most static data in TRM's Static Data Manager. The Static Data Manager then exports the static data to the other modules as part of a standard integrated configuration:
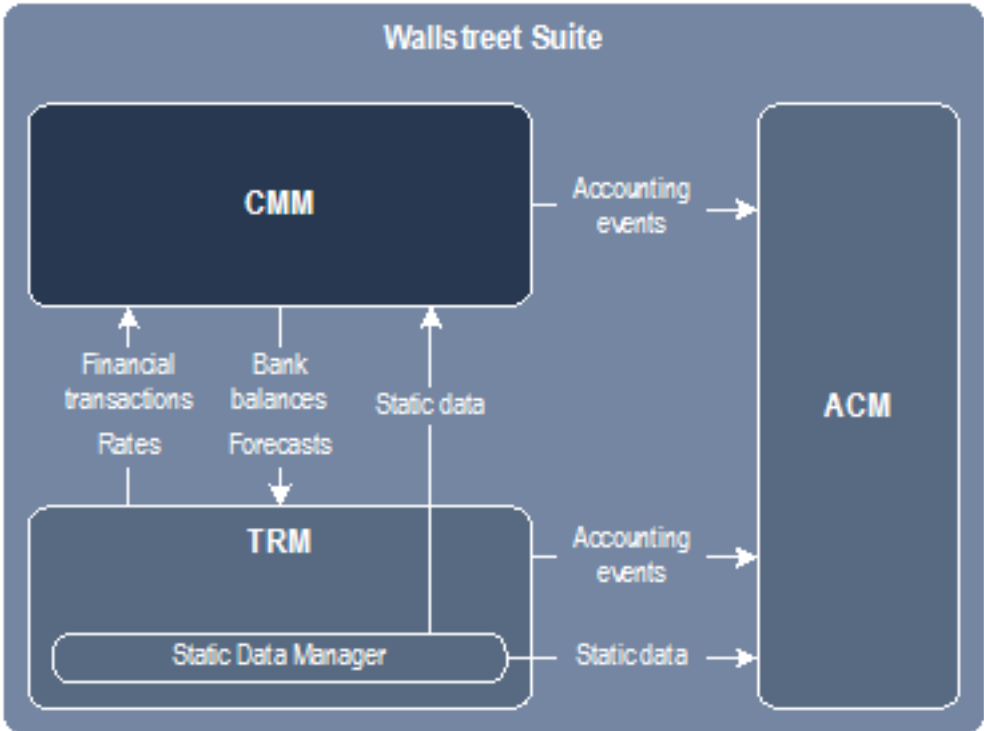
You create and maintain the remaining static data that in CMM's Core Data menu group.

Note: This **chapter** indicates which static data are created and maintained in TRM's static data manager and which are created and maintained in CMM's Core Data menu group.

For more information on the Static Data Manager, see the *TRM User Guide*.

10.2 Managing basic static data

You must create basic static data before you create other static data such as parties, bank accounts, and instruments. Basic static data include currencies, countries, and calendars.

The following table presents the basic static data for WebSuite:

Static data	CMM	TRM	ACM	CMM function	TRM editor
Currencies	✅	✅	✅	Currencies	Currency Editor
Countries	✅	✅	✅	Countries	Country Editor
States	✅			States	N/A
Regions	✅			Regions	CMM Region Editor
Industries	✅			Industry Codes	CMM Industry Code Editor
Payment methods	✅			Payment Methods	CMM Payment Method Editor
Non-business days	✅	✅	✅	Bank Holidays	Calendar Editor Calendar Group Editor
Employee roles	✅			Employee Roles	N/A
Custom parameters	✅			Parameter Editor	N/A

10.2.1 Managing currencies

Currencies are essential to the capture and processing of activity in Wallstreet Suite.

Wallstreet Suite is installed with a default set of currencies. However, you may need to create additional currencies, or edit or delete existing ones.

Note: If your organization is using CMM as a separate application, manage currencies in CMM's Currencies function. Otherwise, manage currencies in TRM's Currency Editor.

10.2.1.1 Prerequisites

The following are prerequisites for managing currencies:

Category	Tasks

Market data	Ensure the following market data are available:
	• Interest rate categories (see Managing interest rate categories).
Security	If you are managing currencies in TRM, ensure you have access to the Currency Editor.
	For more information, see the *TRM System Admin Guide*.
	If you are managing currencies in CMM, ensure you have access to the following function:
	• FG-0099 Currencies.
	For more information, see the *WebSuite System Admin Guide*.

10.2.1.2 Managing currencies in TRM

You can manage currencies in TRM using the Currency Editor. If you are using CMM, select fields in the Currency Editor are mapped to fields in CMM's CURRENCIES table.

For information on the Currency Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

10.2.1.3 Creating currencies in CMM

To create a currency in CMM:

1. Select Admin - Static Data - Supporting Data - Currencies.

2. In the Currency Maintenance page, click New Entry.

3. In the Currency Code Maintenance page, create the currency.

4. Click Save.

10.2.1.4 Editing currencies in CMM

To edit a currency in CMM:

1. Select Admin - Static Data - Supporting Data - Currencies.

2. In the Currency Maintenance page, drill down on the currency.

3. In the Currency Code Maintenance page, edit the currency.

4. Click Save.

10.2.1.5 Deleting currencies in CMM

To delete a currency in CMM:

1. Select Admin - Static Data - Supporting Data - Currencies.

2. In the Currency Maintenance page, drill down on the currency.

3. In the Currency Code Maintenance page, click Delete.

4. In the resulting dialog, click OK.

10.2.2 Managing countries

Each party and bank account is assigned a country. This assignment is important to several processes in Wallstreet Suite, including CMM's transaction routing.

Wallstreet Suite is installed with a default set of countries. However, you may need to create additional countries, or edit or delete existing ones.

Note: If your organization is using CMM as a separate application, manage countries in CMM's Countries function. Otherwise, manage countries in TRM's Country Editor.

10.2.2.1 Prerequisites

The following are prerequisites for managing countries:

Category	Tasks
Static data	Ensure the following static data are available: • Currencies (see Managing currencies).
Security	If you are managing countries in TRM, ensure you have access to the Country Editor. For more information, see the *TRM System Admin Guide*. If you are managing countries in CMM, ensure you have access to the following function: • FG-0097 Countries. For more information, see the *WebSuite System Admin Guide*.

10.2.2.2 Managing countries in TRM

You can manage countries in TRM using the Country Editor. If your organization is using CMM, select fields in the Country Editor are mapped to fields in CMM's COUNTRIES table.

For information on the Country Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

10.2.2.3 Creating countries in CMM

To create a country in CMM:

1. Select Admin - Static Data - Supporting Data - Countries.

2. In the Country Codes page, click New Entry.

3. In the Country Code Maintenance page, create the country.

4. Click Save.

10.2.2.4 Editing countries in CMM

To edit a country in CMM:

1. Select Admin - Static Data - Supporting Data - Countries.

2. In the Country Codes page, drill down on the country.

3. In the Country Code Maintenance page, edit the country.

4. Click Save.

10.2.2.5 Deleting countries in CMM

To delete a country in CMM:

1. Select Admin - Static Data - Supporting Data - Countries.

2. In the Country Codes page, drill down on the country.

3. In the Country Code Maintenance page, click Delete.

4. In the resulting dialog, click OK.

10.2.3 Managing states

The term "state" applies to states, provinces, cantons, and other divisions of countries. CMM refers to states in the addresses of parties and bank accounts.

10.2.3.1 Prerequisites

The following are prerequisites for managing states:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0077 States. For more information, see the *WebSuite System Admin Guide*.

10.2.3.2 Creating states

To create a state:

1. Select Admin - Static Data - Supporting Data - States.

2. In the State Maintenance page, click New Entry.

3. In the State Code Maintenance page, create the state.

4. Click Save.

10.2.3.3 Editing states

To edit a state:

1. Select Admin - Static Data - Supporting Data - States.

2. In the State Maintenance page, drill down on the state.

3. In the State Code Maintenance page, edit the state.

4. Click Save.

10.2.3.4 Deleting states

To delete a state:

1. Select Admin - Static Data - Supporting Data - States.

2. In the State Maintenance page, drill down on the state.

3. In the State Code Maintenance page, click Delete.

4. In the resulting dialog, click OK.

10.2.4 Managing regions

Regions group your organization's parties and are dependent on its structure. You can create regions based on geographical location, currency, or other factors as required.

Note: If your organization is using CMM as a separate application, manage regions in CMM's Regions function. Otherwise, manage regions in TRM's CMM Region Editor.

10.2.4.1 Prerequisites

The following are prerequisites for managing regions:

Category	Tasks
Security	If you are managing regions in TRM, ensure you have access to the CMM Region Editor. For more information, see the *TRM System Admin Guide*. If you are managing regions in CMM, ensure you have access to the following function: • FG-0121 Regions. For more information, see the *WebSuite System Admin Guide*.

10.2.4.2 Managing regions in TRM

You can manage regions in TRM using the CMM Region Editor. Select fields in the CMM Region Editor are mapped to fields in CMM's REGIONS table.

For information on the CMM Region Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

10.2.4.3 Creating regions in CMM

To create a region in CMM:

1. Select Admin - Static Data - Supporting Data - Regions.

2. Click Search.

3. In the Regions List page, click New Entry.

4. In the Regions Maintenance page, create the region.

5. Click Save.

10.2.4.4 Editing regions in CMM

To edit a region in CMM:

1. Select Admin - Static Data - Supporting Data - Regions.

2. In the Regions - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Regions List page, drill down on the region.

5. In the Regions Maintenance page, edit the region.

6. Click Save.

10.2.4.5 Deleting regions in CMM

To delete a region in CMM:

1. Select Admin - Static Data - Supporting Data - Regions.

2. In the Regions - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Regions List page, drill down on the region.

5. In the Regions Maintenance page, click Delete.

6. In the resulting dialog, click OK.

10.2.5 Managing industries

You can maintain your organization's and counterparties' industries in Wallstreet Suite and then assign those industries to individual parties for information purposes.

Note: If your organization is using CMM as a separate application, manage industries in CMM's Industry Codes function. Otherwise, manage industries in TRM's CMM Industry Code Editor.

10.2.5.1 Prerequisites

The following are prerequisites for managing industries:

Category	Tasks
Security	If you are managing industries in TRM, ensure you have access to the CMM Industry Code Editor.
	For more information, see the *TRM System Admin Guide*.
	If you are managing industries in CMM, ensure you have access to the following function:
	• FG-0040 Industry Codes.
	For more information, see the *WebSuite System Admin Guide*.

10.2.5.2 Managing industries in TRM

You can manage industries in TRM using the CMM Industry Code Editor. Select fields in the CMM Industry Code Editor are mapped to fields in CMM's INDUSTRYCODES table.

For information on the CMM Industry Code Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

10.2.5.3 Creating industries in CMM

To create an industry in CMM:

1. Select Admin - Static Data - Supporting Data - Industry Codes.

2. In the Industry Code Maintenance [list] page, click New Entry.

3. In the Industry Code Maintenance [editor] page, create the industry.

4. Click Save.

10.2.5.4 Editing industries in CMM

To edit an industry in CMM:

1. Select Admin - Static Data - Supporting Data - Industry Codes.

2. In the Industry Code Maintenance [list] page, drill down on the industry.

3. In the Industry Code Maintenance [editor] page, edit the industry.

4. Click Save.

10.2.5.5 Deleting industries in CMM

To delete an industry in CMM:

1. Select Admin - Static Data - Supporting Data - Industry Codes.

2. In the Industry Code Maintenance [list] page, drill down on the industry.

3. In the Industry Code Maintenance [editor] page, click Delete.

4. In the resulting dialog, click OK.

10.2.6 Managing payment methods

Payment methods define the methods by which transactions are paid (for example, EFT, wire transfer, or check).

10.2.6.1 Prerequisites

The following are prerequisites for managing payment methods:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0307 Payment Method Maintenance. For more information, see the *WebSuite System Admin Guide*. If your organization is using CMM as part of Wallstreet Suite, ensure you have access to the CMM Payment Method Editor. For more information, see the *TRM System Admin Guide*.

10.2.6.2 Creating, editing, and deleting payment methods

If your organization is using CMM as part of Wallstreet Suite, you can create, edit, and delete payment methods in TRM's CMM Payment Method Editor. Select fields in the CMM Payment Method Editor are mapped to fields in CMM's PAYMENTMETHODS table.

For information on the CMM Payment Method Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

10.2.6.3 Mapping payment methods to processes

To map payment methods to processes:

1. Select Admin - Static Data - Supporting Data - Payment Methods.

2. In the Process Selection page, drill down on the appropriate process.

3. In the Payment Method Maintenance page, select the appropriate payment methods' Displayable checkboxes.

4. In each selected payment method's List Order field, enter the order in which you want the payment method to display in the process's lists.

   Ensure each selected payment method has a number and that you do not use the same number more than once.

5. Click Save.

10.2.7 Managing non-business days

Non-business days include weekends and holidays. Maintaining these days in Wallstreet Suiteis important for the scheduling of activity.

Non-business days are maintained separately in CMM, TRM, and ACM:

- For CMM, Saturdays and Sundays are assumed to be non-business days. You can define other non-business days (in other words, holidays) on a country-by-country basis in the Bank Holidays function.

- For TRM and ACM, you define sets of non-business days in a calendar in the Calendar Editor. You assign calendars to currencies, instruments, and any other static data for which dates need be computed. (If you need to assign multiple calendars to an instrument, you can do so through calendar groups.)

10.2.7.1 Prerequisites

The following are prerequisites for managing non-business days:

Category	Tasks
Static data	Ensure the following static data are available: • Countries (see Managing countries).
Security	If your organization is using CMM, ensure you have access to the following function: • FG-0005 Bank Holidays. For more information, see the *WebSuite System Admin Guide*. If your organization is using TRM and ACM, ensure you have access to the Calendar Editor and Calendar Group Editor. For more information, see the *TRM System Admin Guide*.

10.2.7.2 Creating CMM holidays

To create a CMM holiday:

1. Select Admin - Static Data - Supporting Data - Bank Holidays.

2. Click Search.

3. In the Bank Holidays Maintenance [list] page, click New Entry.

4. In the Bank Holidays Maintenance [editor] page, create the CMM holiday.

5. Click Save.

10.2.7.3 Editing CMM holidays

To edit a CMM holiday:

1. Select Admin - Static Data - Supporting Data - Bank Holidays.

2. In the Bank Holiday - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Bank Holidays Maintenance [list] page, drill down on the CMM holiday.

5. In the Bank Holidays Maintenance [editor] page, edit the CMM holiday.

6. Click Save.

10.2.7.4 Deleting CMM holidays

To delete a CMM holiday:

1. Select Admin - Static Data - Supporting Data - Bank Holidays.

2. In the Bank Holiday - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Bank Holidays Maintenance [list] page, drill down on the CMM holiday.

5. In the Bank Holidays Maintenance [editor] page, click Delete.

6. In the resulting dialog, click OK.

10.2.7.5 Managing TRM calendars and calendar groups

You can manage calendars and calendar groups in TRM's Calendar Editor and Calendar Group Editor.

For information on the Calendar Editor and Calendar Group Editor, see the *TRM User Guide*.

10.2.8 Managing employee roles

Roles classify employees' responsibilities for or involvement in cash management in your organization. The purpose of assigning a role to an employee is to facilitate the grouping and reporting of employees.

The following are examples of employee roles:

- Cash Manager

- Trader

- Chief Financial Officer.

Note: Employee roles are also referred to as "jobs".

10.2.8.1 Prerequisites

The following are prerequisites for managing employee roles:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0106 Roles. For more information, see the *WebSuite System Admin Guide*.

10.2.8.2 Creating employee roles

To create an employee role:

1. Select Admin - Static Data - Supporting Data - Employee Roles.

2. In the Employee Role List page, click New Entry.

3. In the Employee Role Maintenance page, create the employee role.

4. Click Save.

10.2.8.3 Editing employee roles

To edit an employee role:

1. Select Admin - Static Data - Supporting Data - Employee Roles.

2. In the Employee Role List page, drill down on the employee role.

3. In the Employee Role Maintenance page, edit the employee role.

4. Click Save.

10.2.8.4 Deleting employee roles

To delete an employee role:

1. Select Admin - Static Data - Supporting Data - Employee Roles.

2. In the Employee Role List page, drill down on the employee role.

3. In the Employee Role Maintenance page, click Delete.

4. In the resulting dialog, click OK.

10.2.9 Managing custom parameters

The Parameter Editor function allows you to define custom forecast and bank transaction parameters. You can define up to 10 custom parameters for forecasts and up to 20 customer parameters for bank transactions.

Note: Customer parameters are also referred to as "custom attributes".

By default, cash records can have up to 10 custom attributes. These attributes are defined in the CASHRECORDCONTENTTYPE table, and can be edited. For more information, see the *WebSuite System Admin Guide* and search for Cash record Additional Attributes.

Note: There is no restriction on the number of attributes configured but only the first 20 can be passed to accounting entries in ACM.

10.2.9.1 Prerequisites

The following are prerequisites for managing custom parameters:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0355 Parameter Editor. For more information, see the *WebSuite System Admin Guide*.

10.2.9.2 Defining forecast custom parameters

To define a forecast custom parameter:

1. Select **Admin - Static Data - Supporting Data - Parameter Editor**.

2. In the Parameter Editor - Criteria Selection page, select `Cash Flow Forecast` in the **Parameter Type** list.

3. Click **Search**.

4. In the Cash Flow Forecast Parameters [list] page, drill down on the forecast custom parameter.

5. In the Cash Flow Forecast Parameters [editor] page, define the forecast custom parameter.

6. Click **Save**.

10.2.9.3 Defining bank transaction custom parameters

To define a bank transaction custom parameter:

1. Select **Admin - Static Data - Supporting Data - Parameter Editor**.

2. In the Parameter Editor - Criteria Selection page, select `Bank Transaction` in the **Parameter Type** list.

3. Click **Search**.

4. In the Bank Transaction Parameters [list] page, drill down on the bank transaction custom parameter.

5. In the Bank Transaction Parameters [editor] page, define the bank transaction custom parameter.

6. Click **Save**.

10.2.9.4 Changing the order of custom parameters

To change the order of custom parameters:

1. Select **Admin - Static Data - Supporting Data - Parameter Editor**.

2. In the Parameter Editor - Criteria Selection page, select `Bank Transaction` or `Cash Flow Forecast` in the **Parameter Type** list.

3. Click **Search**.

4. In the Bank Transaction Parameters [list] or Cash Flow Forecast Parameters [list] page:

    – To move a custom parameter up, click ▲ in its row.

    – To move a custom parameter down, click ▼ in its row.

10.3 Managing parties

Managing parties in Wallstreet Suite allows you to track activity against those parties.

In TRM and ACM, parties are referred to as "clients".

In CMM, parties are referred to as "entities" and "counterparties":

- Entities (including in-house banks) are companies or divisions of companies internal to your organization

- Counterparties are companies or divisions of companies external to your organization.

Note: The term "counterparty" does not always refer to an external party in CMM. In an intercompany transaction, for example, an entity can function as a counterparty. However, in static data management, the term "counterparty" always refers to an external party.

The following table presents the party static data for WebSuite:

Static data	CMM	TRM	ACM	CMM function	TRM editor
Entities (and related data)					
Entities	✅	✅	✅	Add Entity Edit Entity	Client Editor
In-house banks	✅	✅	✅	Add In-House Bank Edit In-House Bank	Client Editor
Business segments	✅			Business Segments	N/A
AP and AR mappings	✅			Entity ID Mapping for AP & AR	N/A
Counterparties (and related data)					
Counterparty types	✅			Counterparty Types	N/A
Counterparties	✅	✅	✅	Add Counterparty Edit Counterparty	Client Editor
Counterparty contacts	✅	✅	✅	Counterparty Contacts	Client Editor
Party roles	✅			Party Roles	N/A
Party relationships	✅			Party Relationships	N/A

10.3.1 Managing entities (and related data)

An entity is a company or division of a company internal to your organization.

In CMM, you create an entity in the Add Entity or Edit Entity function or import it using the Task Scheduler function. In TRM, you create an entity in the Client Editor with the following roles:

Entity type	Role
In-house bank	ACCOUNT-OWNER
Other type of entity	PORTFOLIO-OWNER

10.3.1.1 Managing entities

An entity is a company or division in your organization. You use entities to record, track, and report on activity in Wallstreet Suite.

During implementation, you and Wallstreet work together to create entities. However, you may need to create new entities, or edit or delete existing ones after implementation to reflect changes in your organization.

Note: If your organization is using CMM as a separate application, manage entities in CMM's Add Entity and Edit Entity functions. Otherwise, manage entities in TRM's Client Editor.

Note: The entity name cannot contain the ' character.

10.3.1.1.1 Prerequisites

The following are prerequisites for managing entities:

Category	Tasks
Static data	Ensure the following static data are available: • Currencies (see Managing currencies) • Countries (see Managing countries) • States (see Managing states) • Regions (see Managing regions) • Industries (see Managing industries).
Security	If you are managing entities in TRM, ensure you have access to the Client Editor. For more information, see the *TRM System Admin Guide*. If you are managing entities in CMM, ensure you have access to the following functions: • FG-0167 Edit Entity • FG-0279 Task Scheduler. For more information, see the *WebSuite System Admin Guide*.

10.3.1.2 Managing entities in TRM

You can manage entities in TRM using the Client Editor. If you are using CMM, select fields in the Client Editor are mapped to fields in CMM's PARTIES table.

For information on the Client Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

Note: After you have created an entity, you or another user must assign it to the appropriate profiles so that you can access it in CMM. For more information, see the *WebSuite System Admin Guide.*

10.3.1.2.1 Editing entities in CMM

To edit an entity in CMM:

1. Select Admin - Static Data - Entities - Edit Entity.

2. In the Entity - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Entity List page, drill down on the entity.

5. In the Entity Maintenance page, edit the entity.

6. Click More Attributes.

7. Continue to edit the entity:

8. Do the following:

    –   To convert the entity to an in-house bank, click Save As In-House Bank.

        For more information on in-house banks, see Managing in-house banks.

    –   To define how the entity interacts with specific functions in CMM:

        a. Click Modify Entity Attributes.

        b. In the Attributes Maintenance page, define how the entity interacts with specific functions in CMM.

            The controls vary depending on your organization's installation. For more information, contact Wallstreet.

        c. Click Save.

        d. Click Return.

    –   To add party roles to or remove party roles from the entity:

        a. Click Assign Party Role.

        b. Follow the instructions in Managing party roles.

9. Click Save.

10.3.1.2.2 Deleting entities in CMM

To delete an entity in CMM:

1. Select Admin - Static Data - Entities - Edit Entity.

2. In the Entity - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Entity List page, drill down on the entity.

5. In the Entity Maintenance page, click Delete.

6. In the resulting dialog, click OK.

10.3.1.3 Managing in-house banks

An in-house bank is a virtual bank owned and operated by your organization for the benefit of itself and its entities. These in-house banks provide their clients with many of the services offered by external banks as well as other services unique to internal banking.

During implementation, you and Wallstreet work together to create in-house banks. However, you may need to create new in-house banks, or edit or delete existing ones after implementation to reflect changes in your organization.

Note: If your organization is using CMM as a separate application, manage in-house banks in CMM's Add In-House Bank and Edit In-House Bank functions. Otherwise, manage in-house banks in TRM's Client Editor.

10.3.1.3.1 Prerequisites

The following are prerequisites for managing in-house banks:

Category	Tasks
Static data	Ensure the following static data are available: • Currencies (see Managing currencies) • Countries (see Managing countries) • States (see Managing states) • Regions (see Managing regions) • Industries (see Managing industries).
Security	If you are managing in-house banks in TRM, ensure you have access to the Client Editor. For more information, see the *TRM System Admin Guide*. If you are managing in-house banks in CMM, ensure you have access to the following function: • FG-0354 Edit IHB. For more information, see the *WebSuite System Admin Guide*.

10.3.1.4 Managing in-house banks in TRM

You can manage in-house banks in TRM using the Client Editor. If you are using CMM, select fields in the Client Editor are mapped to fields in CMM's PARTIES table.

For information on the Client Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

Note: After you have created an in-house bank, you or another user must assign it to the appropriate profiles so that you can access it in CMM. For more information, see the *WebSuite System Admin Guide*.

10.3.1.4.1 Editing in-house banks in CMM

To edit an in-house bank in CMM:

1. Select Admin - Static Data - Entities - Edit In-House Bank.

2. In the In-House Bank List page, drill down on the in-house bank.

3. In the In-House Bank Maintenance page, edit the in-house bank.

4. Click More Attributes.

5. Continue to edit the in-house bank.

6. Do the following:

   – To define how the in-house bank interacts with specific functions in CMM:

   a. Click Modify Entity Attributes.

   b. In the Attributes Maintenance page, define how the in-house bank interacts with specific functions in CMM.

   The controls vary depending on your organization's installation. For more information, contact Wallstreet.

   c. Click Save.

   d. Click Return.

   – To add party roles to or remove party roles from the entity:

   a. Click Assign Party Role.

   b. Follow the instructions in Managing party roles.

7. Click Save.

10.3.1.4.2 Deleting in-house banks in CMM

To delete an in-house bank in CMM:

1. Select Admin - Static Data - Entities - Edit In-House Bank.

2. In the In-House Bank List page, drill down on the in-house bank.

3. In the In-House Bank Maintenance page, click Delete.

4. In the resulting dialog, click OK.

10.3.1.5 Managing business segments

Business segments allow you to classify and group your organization's entities by industry, operation, or other category.

10.3.1.5.1 Prerequisites

The following are prerequisites for managing business segments:

Category	Tasks
Static data	Ensure the following static data are available: • Entities (see Managing entities).
Security	Ensure you have access to the following function: • FG-0367 Maintain Business Segments. For more information, see the *WebSuite System Admin Guide*.

10.3.1.5.2 Creating business segments

To create a business segment:

1. Select Admin - Static Data - Supporting Data - Business Segments.

2. In the Business Segment Maintenance [list] page, click New Entry.

3. In the Business Segment Maintenance [editor] page, create the business segment.

4. Click Save.

10.3.1.5.3 Editing business segments

To edit a business segment:

1. Select Admin - Static Data - Supporting Data - Business Segments.

2. In the Business Segment Maintenance [list] page, drill down on the business segment.

3. In the Business Segment Maintenance [editor] page, edit the business segment.

4. Click Save.

10.3.1.5.4 Deleting business segments

To delete a business segment:

1. Select Admin - Static Data - Supporting Data - Business Segments.

2. In the Business Segment Maintenance [list] page, drill down on the business segment.

3. In the Business Segment Maintenance [editor] page, click Delete.

4. In the resulting dialog, click OK.

10.3.1.5.5 Mapping entities to business segments

To map entities to a business segment:

1. Select Admin - Static Data - Supporting Data - Business Segments.

2. In the Business Segment Maintenance [list] page, click Assign Entities in the business segment's row.

3. In the Assign Entities to Business Segment page, assign entities to the business segment.

10.3.1.6 Managing accounts payable and receivable mappings

Accounts payable and receivable mappings determine how monies are paid and received from accounts payable and receivable systems for selected entities. You must use exact accounts payable and receivable system names to ensure the accurate and efficient transfer of funds to and from external accounting systems.

10.3.1.6.1 Prerequisites

The following are prerequisites for managing accounts payable and receivable mappings:

Category	Tasks
Static data	Ensure the following static data are available: • Entities (see Managing entities).

Security	Ensure you have access to the following function: • FG-0055 Entity ID Mapping for AP and AR Systems. For more information, see the *WebSuite System Admin Guide*.

10.3.1.6.2 Managing accounts payable and receivable mappings

To manage accounts payable and receivable mappings:

1. Select Admin - Static Data - Entities - Entity ID Mapping for AP & AR.

2. In the Entity Codes Mapping Table Maintenance page, click Payables System or Receivables System in the appropriate entity's row.

3. In the Map Company Codes to Entities page, enter the entity's accounts payable or receivable system in each entity's in External System field.

4. Click Save.

10.3.2 Managing counterparties (and related data)

Counterparties are suppliers, customers, banks, and financial institutions that entities do business with but that are external to your organization.

Note: As noted at the beginning of this chapter, the term "counterparty" can refer to both internal parties and external parties outside of static data management.

In CMM, you create a counterparty in the Add Counterparty or Edit Counterparty function or import it using the Task Scheduler function. In TRM, you create an counterparty in the Client Editor with the following roles:

Counterparty type	Role
Bank	BANK
Other type of counterparty	Any role except PORTFOLIO-OWNER, ACCOUNT-HOLDER, or BANK.

10.3.2.1 Managing counterparty types

Counterparty types classify companies with which your organization conducts commercial or financial transactions. Logical groups (for example, governments, banks, and corporations) are primarily for reporting purposes. In some cases, further classification by industry (for example, oil and gas, and automotive) may be required. When defining counterparty types, know how your organization classifies the companies with which it does business.

Most counterparty types are for informational purposes only; however, some counterparty types drive functionality. For example, the BANK counterparty type defines which counterparties function as banks, and the REGULATORY counterparty type defines which counterparties function as central banks (or "regulatory authorities").

10.3.2.1.1 Prerequisites

The following are prerequisites for managing counterparty types:

Category	Tasks

Security	Ensure you have access to the following function:
	• FG-0098 Counterparty Types.
	For more information, see the *WebSuite System Admin Guide*.

10.3.2.1.2 Creating counterparty types

To create a counterparty type:

1. Select Admin - Static Data - Counterparties - Counterparty Types.

2. In the Counterparty Type Maintenance [list] page, click New Entry.

3. In the Counterparty Type Maintenance [editor] page, create the counterparty type.

4. Click Save.

10.3.2.1.3 Editing counterparty types

To edit a counterparty type:

1. Select Admin - Static Data - Counterparties - Counterparty Types.

2. In the Counterparty Type Maintenance [list] page, drill down on the counterparty type.

3. In the Counterparty Type Maintenance [editor] page, edit the counterparty type.

4. Click Save.

10.3.2.1.4 Deleting counterparty types

To delete a counterparty type:

1. Select Admin - Static Data - Counterparties - Counterparty Types.

2. In the Counterparty Type Maintenance [list] page, drill down on the counterparty type.

3. In the Counterparty Type Maintenance [editor] page, click Delete.

4. In the resulting dialog, click OK.

10.3.2.2 Managing counterparties

Counterparties are suppliers, customers, banks, and financial institutions that entities do business with but that are external to your organization.

During implementation, you and Wallstreet work together to create counterparties. However, you may need to create new counterparties, or edit or delete existing ones after implementation to reflect changes in your organization.

Note: If your organization is using CMM as a separate application, manage counterparties in CMM's Add Counterparty and Edit Counterparty functions. Otherwise, manage counterparties in TRM's Client Editor.

10.3.2.2.1 Prerequisites

The following are prerequisites for managing counterparties:

Category	Tasks

Static data	Ensure the following static data are available:
	• Currencies (see Managing currencies)
	• Countries (see Managing countries)
	• States (see Managing states)
	• Regions (see Managing regions)
	• Industries (see Managing industries)
	• Counterparty types (see Managing counterparty types).
Security	If you are managing counterparties in TRM, ensure you have access to the Client Editor.
	For more information, see the *TRM System Admin Guide*.
	If you are managing counterparties in CMM, ensure you have access to the following functions:
	• FG-0170 Edit Counterparty
	• FG-0279 Task Scheduler.
	For more information, see the *WebSuite System Admin Guide*.

10.3.2.3 Managing counterparties in TRM

You can manage counterparties in TRM using the Client Editor. If you are using CMM, select fields in the Client Editor are mapped to fields in CMM's PARTIES table.

For information on the Client Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

Note: After you have created a counterparty, you or another user must assign it to the appropriate profiles so that you can access it in CMM. For more information, see the *WebSuite System Admin Guide*.

10.3.2.3.1 Editing counterparties

To edit a counterparty:

1. Select Admin - Static Data - Counterparties - Edit Counterparty.

2. In the Counterparty Search - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Counterparty List page, drill down on the counterparty.

5. In the Counterparty Maintenance page, edit the counterparty.

6. Click More Attributes.

7. Continue to edit the counterparty.

8. Do the following:

   – To define how the counterparty interacts with specific functions in CMM:

      a. Click Modify Counterparty Attributes.

      b. In the Attributes Maintenance page, define how the counterparty interacts with specific functions in CMM.

The controls vary depending on your organization's installation. For more information, contact Wallstreet.

    c. Click Save.

    d. Click Return.

– To add party roles to or remove party roles from the counterparty:

    a. Click Assign Party Role.

    b. Follow the instructions in Managing party roles.

9. Click Save.

10.3.2.3.2 Deleting counterparties in CMM

To delete a counterparty in CMM:

1. Select Admin - Static Data - Counterparties - Edit Counterparty.

2. In the Counterparty Search - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Counterparty List page, drill down on the counterparty.

5. In the Counterparty Maintenance page, click Delete.

6. In the resulting dialog, click OK.

10.3.2.4 Managing counterparty contacts

A counterparty contact is the primary contact person for a counterparty. When dealing with a large corporation or bank, you can maintain multiple contacts with different roles.

Note: If your organization is using CMM as a separate application, manage counterparty contacts in CMM's Counterparty Contacts function. Otherwise, manage counterparty contacts in the Contacts page of TRM's Client Editor.

10.3.2.4.1 Prerequisites

The following are prerequisites for managing counterparty contacts:

Category	Tasks
Static data	Ensure the following static data are available: • Employee roles (see Managing employee roles) • Counterparties (see Managing counterparties).
Security	If you are managing counterparty contacts in TRM, ensure you have access to the Client Editor. For more information, see the *TRM System Admin Guide*. If you are managing counterparty contacts in CMM, ensure you have access to the following function: • FG-0112 Counterparty Contacts. For more information, see the *WebSuite System Admin Guide*.

10.3.2.5 Managing counterparty contacts in TRM

You can manage counterparty contacts in TRM using the Contacts page of the Client Editor. If you are using CMM, select fields in the Contacts page are mapped to fields in CMM's CPTYCONTACTS table.

For information on the Contacts page of the Client Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

10.3.2.5.1 Creating counterparty contacts in CMM

To create a counterparty contact in CMM:

1. Select Admin - Static Data - Counterparties - Counterparty Contacts.

2. In the Counterparty Contacts Maintenance [list] page, click New Entry.

3. In the Counterparty Contacts Maintenance [editor] page, create the counterparty contact.

4. Click Save.

10.3.2.5.2 Editing counterparty contacts in CMM

To edit a counterparty contact in CMM:

1. Select Admin - Static Data - Counterparties - Counterparty Contacts.

2. In the Counterparty Contacts Maintenance [list] page, drill down on the counterparty contact.

3. In the Counterparty Contacts Maintenance [editor] page, edit the counterparty contact.

4. Click Save.

10.3.2.5.3 Deleting counterparty contacts in CMM

To delete a counterparty contact in CMM:

1. Select Admin - Static Data - Counterparties - Counterparty Contacts.

2. In the Counterparty Contacts Maintenance [list] page, drill down on the counterparty contact.

3. In the Counterparty Contacts Maintenance [editor] page, click Delete.

4. In the resulting dialog, click OK.

10.3.3 Managing party roles

Party roles define entities' and counterparties' responsibilities. In particular, some party roles define entities' and counterparties' responsibilities in transaction processing.

CMMis installed with the following party roles:

ID	Description
TradingParty	Entities and counterparties that can act as parties in deals
TradingCounterparty	Entities and counterparties that can act as counterparties in deals
Safekeeper	Entities and counterparties that can act as safekeepers
Guarantor	Entities and counterparties that can act as guarantors
Issuer	Entities and counterparties that can act as issuers
Trustee	Entities and counterparties that can act as trustees

You can create user-defined party roles in addition to these system-defined ones. You can delete user-defined party roles; however, you cannot delete system-defined party roles.

10.3.3.1 Prerequisites

The following are prerequisites for managing party roles:

Category	Tasks
Static data	Ensure the following static data are available: • Entities (see Managing entities) • In-house banks (see Managing in-house banks) • Counterparties (see Managing counterparties).
Security	Ensure you have access to the following functions: • FG-0061 Entity and Counterparty Roles • FG-0167 Edit Entity • FG-0170 Edit Counterparty • FG-0354 Edit IHB. For more information, see the *WebSuite System Admin Guide*.

10.3.3.2 Creating party roles

To create a party role:

1. Select Admin - Static Data - Supporting Data - Party Roles.

2. In the Party Roles List page, click New Entry.

3. In the Party Roles Maintenance page, create the party role.

4. Click Save.

10.3.3.3 Editing party roles

To edit a party role:

1. Select Admin - Static Data - Supporting Data - Party Roles.

2. In the Party Roles List page, drill down on the party role.

3. In the Party Roles Maintenance page, edit the party role.

4. Click Save.

10.3.3.4 Deleting party roles

To delete a party role:

1. Select Admin - Static Data - Supporting Data - Party Roles.

2. In the Party Roles List page, drill down on the party role.

3. In the Party Roles Maintenance page, click Delete.

4. In the resulting dialog, click OK.

10.3.3.5 Adding parties to party roles

To add parties to a party role:

1. Select **Admin - Static Data - Supporting Data - Party Roles**.

2. In the Party Roles List page, drill down on the party role.

3. In the Party Roles Maintenance page, click **Party Assignment**.

4. In the Party Assignment List page, click **Assign New Party**.

5. In the Party - Criteria Selection page, enter search criteria.

6. Click **Search**.

7. In the Available Party List page, select the parties' **Assigned** checkboxes.

   To review a party before assigning it to the party role, drill down on it.

8. Click **Save**.

10.3.3.6 Removing parties from party roles

To remove parties from party roles:

1. Select **Admin - Static Data - Supporting Data - Party Roles**.

2. In the Party Roles List page, drill down on the party role.

3. In the Party Roles Maintenance page, click **Party Assignment**.

4. In the Party Assignment List page, clear the parties' **Assigned** checkboxes.

5. Click **Save**.

10.3.3.7 Adding party roles to a party

To add party roles to a party:

1. Do one of the following:

   – To add party roles to an entity:

      a. Select **Admin - Static Data - Entities - Edit Entity**.

      b. In the Entity - Criteria Selection page, enter search criteria.

      c. Click **Search**.

   – To add party roles to a counterparty:

      a. Select **Admin - Static Data - Counterparties - Edit Counterparty**.

      b. In the Counterparty Search - Criteria Selection page, enter search criteria.

      c. Click **Search**.

   – To add party roles to an in-house bank, select **Admin - Static Data - Entities - Edit In-House Bank**.

2. In the Entity List, Counterparty List, or In-House Bank List page, drill down on the party.

3. In the Entity Maintenance, Counterparty Maintenance, or In-House Bank Maintenance page, click **Assign Party Role**.

4. In the Party Role Assignments List page, select the party roles' **Assigned** checkboxes in the In the **Available Roles** table.

5. Click **Save**.

10.3.3.8 Removing party roles from parties

To remove party roles from a party:

1. Do one of the following:

    – To remove party roles from an entity:

        a. Select **Admin - Static Data - Entities - Edit Entity**.

        b. In the Entity - Criteria Selection page, enter search criteria.

        c. Click **Search**.

    – To remove party roles from a counterparty:

        a. Select **Admin - Static Data - Counterparties - Edit Counterparty**.

        b. In the Counterparty Search - Criteria Selection page, enter search criteria.

        c. Click **Search**.

    – To remove party roles from an in-house bank, select **Admin - Static Data - Entities - Edit In-House Bank**.

2. In the Entity List, Counterparty List, or In-House Bank List page, drill down on the party.

3. In the Entity Maintenance, Counterparty Maintenance, or In-House Bank Maintenance page, click **Assign Party Role**.

4. In the Party Role Assignments List page, clear the party roles' **Assigned** checkboxes in the In the **Assigned Roles** table.

5. Click **Save**.

10.3.4 Managing party relationships

Party relationships define the different hierarchical relationships between parties. The following relationship categories are available:

* Entity

* Counterparty

* Bank

* Regulatory authority.

10.3.4.1 Managing entity relationships

An entity can own or operate other entities in your organization. When one entity owns another entity, the owner entity is referred to as the "parent" and the owned entity is referred to as the "child". The entity relationship functionality allows you to capture the relationships between parent and child entities.

Entity relationships are based on relationship types, which you can also manage through this functionality.

10.3.4.1.1 Prerequisites

The following are prerequisites for managing entity relationships:

Category	Tasks
Static data	Ensure the following static data are available: • Entities (see Managing entities).

Security	Ensure you have access to the following functions:
	• FG-0056 Entity Relationship Maintenance
	• Party Relationships.
	For more information, see the *WebSuite System Admin Guide*.

10.3.4.1.2 Creating relationship types

To create a relationship type:

1. Select Admin - Static Data - Entities - Entity Relationships.

    Alternatively, you can select Admin - Static Data - Supporting Data - Party Relationships, select `Entity` in the Relationship Type list, and then click Continue.

2. In the Entity Relationship Maintenance [list] page, click Entity Relationship Types Maintenance.

3. In the Entity Relationship Types Maintenance page, click New Entry.

4. In the Entity Relationship Type Maintenance page, create the relationship type.

5. Click Save.

10.3.4.1.3 Editing relationship types

To edit a relationship type:

1. Select Admin - Static Data - Entities - Entity Relationships.

    Alternatively, you can select Admin - Static Data - Supporting Data - Party Relationships, select `Entity` in the Relationship Type list, and then click Continue.

2. In the Entity Relationship Maintenance [list] page, click Entity Relationship Types Maintenance.

3. In the Entity Relationship Types Maintenance page, drill down on the relationship type.

4. In the Entity Relationship Type Maintenance page, edit the relationship type.

5. Click Save.

10.3.4.1.4 Deleting relationship types

To delete a relationship type:

1. Select Admin - Static Data - Entities - Entity Relationships.

    Alternatively, you can select Admin - Static Data - Supporting Data - Party Relationships, select `Entity` in the Relationship Type list, and then click Continue.

2. In the Entity Relationship Maintenance [list] page, click Entity Relationship Types Maintenance.

3. In the Entity Relationship Types Maintenance page, drill down on the relationship type.

4. In the Entity Relationship Type Maintenance page, click Delete.

5. In the resulting dialog, click OK.

10.3.4.1.5 Managing entity relationships

To manage entity relationships:

1. Select Admin - Static Data - Entities - Entity Relationships.

    Alternatively, you can select Admin - Static Data - Supporting Data - Party Relationships, select `Entity` in the Relationship Type list, and then click Continue.

2. In the Entity Relationship Maintenance [list] page, drill down on the appropriate entity.

    If the appropriate entity is not available, click New Entry to create it.

For information on creating entities, see Managing entities.

3. In the Entity Relationship Maintenance - Criteria Selection page, select the appropriate relationship type in the Entity Relationship Type list.

   If the appropriate relationship type is not available, click New Type to create it.

4. Click Show Relationship.

5. In the Entity Relationship Maintenance [editor] page, select the entity's parents' checkboxes.

6. Enter the report weightings (as a percentage) in the entity's parents' Report Weighting Percentage fields.

7. Select the entity's children's checkboxes.

   Do not select the same entity as a parent and a child.

8. Click Save.

10.3.4.2 Managing counterparty relationships

Like entities, counterparties can have hierarchical relationships.

10.3.4.2.1 Prerequisites

The following are prerequisites for managing counterparty relationships:

Category	Tasks
Static data	Ensure the following static data are available: • Counterparties (see Managing counterparties).
Security	Ensure you have access to the following function: • FG-0057 Party Relationship Maintenance. For more information, see the *WebSuite System Admin Guide*.

10.3.4.2.2 Managing counterparty relationships

To manage counterparty relationships:

1. Select Admin - Static Data - Supporting Data - Party Relationships.

2. In the Relationship Maintenance - Criteria Selection page, select `Counterparty` in the Relationship Type list.

3. Click Continue.

4. In the Counterparty Relationship Maintenance [list] page, drill down on the appropriate counterparty.

   If the appropriate counterparty is not available, click New Entry to create it.

   For information on creating counterparties, see Managing counterparties.

5. In the Counterparty Relationship Maintenance [editor] page, select the counterparty's parents' checkboxes.

6. Select the counterparty's children's checkboxes.

   Do not select the same counterparty as a parent and a child.

7. Click Save.

10.3.4.3 Managing bank relationships

Banks, like entities and counterparties, can have hierarchical relationships. Bank hierarchies are needed for processing transaction files. The top bank in the hierarchy is designated as the aggregate bank. During transaction processing, all payments on a bank account from banks in the established hierarchy filter through the aggregate bank.

10.3.4.3.1 Prerequisites

The following are prerequisites for managing bank relationships:

Category	Tasks
Static data	Ensure the following static data are available: • In-house banks (see Managing in-house banks) • Counterparties (see Managing counterparties).
Security	Ensure you have access to the following function: • FG-0057 Party Relationship Maintenance. For more information, see the *WebSuite System Admin Guide*.

10.3.4.3.2 Managing bank relationships

To manage bank relationships:

1. Select Admin - Static Data - Supporting Data - Party Relationships.
2. In the Relationship Maintenance - Criteria Selection page, select `Banks` in the Relationship Type list.
3. Click Continue.
4. In the Bank Relationship Maintenance [list] page, drill down on the appropriate bank.

   If the appropriate bank is not available, click New Entry to create it.

   For information on creating banks, see Managing counterparties.
5. In the Bank Relationship Maintenance [editor] page, select the bank's parents' checkboxes.
6. Select the bank's children's checkboxes.

   Do not select the same bank as a parent and a child.
7. Click Save.

10.3.4.4 Managing regulatory authority relationships

You can configure relationships for central bank (or "regulatory authority") reporting purposes. In CMM, a central bank is a counterparty with the `REGULATORY` type.

10.3.4.4.1 Prerequisites

The following are prerequisites for managing regulatory authority relationships:

Category	Tasks
Static data	Ensure the following static data are available: • Entities (see Managing entities) • Central banks (see Managing counterparties).

Security	Ensure you have access to the following function:
	• FG-0057 Party Relationship Maintenance.
	In addition, ensure you have access to the entities and central banks for which you want to configure regulatory authority relationships.
	For more information, see the *WebSuite System Admin Guide*.

10.3.4.4.2 Managing regulatory authority relationships

To manage regulatory authority relationships:

1. Select Admin - Static Data - Supporting Data - Party Relationships.

2. In the Relationship Maintenance - Criteria Selection page, select `Regulatory Authorities` in the Relationship Type list.

3. Click Continue.

4. In the Regulatory Relationships Maintenance page, select the appropriate regulatory authority in the Regulatory Authority list.

5. Click Continue.

6. In the Regulatory Authority Relationships page, assign entities to the regulatory authority.

10.4 Managing bank accounts

Bank accounts can be internal, external, or virtual:

Type	Bank	Client	Status
Internal	In-house	Entity	`Open` or `Closed`
External	External	Entity or counterparty	`Open` or `Closed`
Virtual	In-house or external	Entity	`Hierarchy only`

Note: You can utilize virtual bank accounts in bank account relationships where you want to use the bank account as a parent but do not want users to process activity in it. For more information on virtual bank accounts, see Managing bank account relationships.

Bank accounts are relevant to all three modules and are the foundation for capturing, processing, and reporting on transactions in CMM.

The following table presents the bank account static data for WebSuite:

Static data	CMM	TRM	ACM	CMM function	TRM editor
Bank account types	✅			Bank Account Types	N/A

Entity bank accounts	✅	✅	✅	Entity Bank Accounts	Client Editor
Counterparty bank accounts	✅	✅	✅	Counterparty Bank Accounts	Client Editor
Bank account relationships	✅			Bank Account Relationships	CMM Relationship Type Editor
Bank account groups	✅			Bank Account Group Mapping	CMM Bank Account Group Editor
Settlement groups	✅			Settlement Groups	N/A
Signatories (and related data)					
People and signatories	✅	✅	✅	People	Client Editor
Signatory groups	✅			Signatories	N/A
Signatory rules	✅			Signatories	N/A

10.4.1 Managing bank account types

Bank account types can define a bank account's status (for example, `Current`, `Closed`, and so on) or function (`General`, `Disbursement`, and so on).

Bank Account Types are configured in TRM Bank Account Type Editor. You can monitor Bank Account Type in Websuite: Admin - Static Data - Supporting Data - Bank Account Types.

10.4.1.1 Prerequisites

The following are prerequisites for managing bank account types:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0001 Bank Account Types. For more information, see the *WebSuite System Admin Guide*.

10.4.1.2 Creating bank account types

To create a bank account type:

1. Select **Admin - Static Data - Supporting Data - Bank Account Types**.

2. In the Bank Account Types page, click **New Entry**.

3. In the Bank Account Type Maintenance page, create the bank account type.

4. Click **Save**.

10.4.1.3 Editing bank account types

To edit a bank account type:

1. Select **Admin - Static Data - Supporting Data - Bank Account Types**.

2. In the Bank Account Types page, drill down on the bank account type.

3. In the Bank Account Type Maintenance page, edit the bank account type.

4. Click **Save**.

10.4.1.4 Deleting bank account types

To delete a bank account type:

1. Select **Admin - Static Data - Supporting Data - Bank Account Types**.

2. In the Bank Account Types page, drill down on the bank account type.

3. In the Bank Account Type Maintenance page, click **Delete**.

4. In the resulting dialog, click **OK**.

10.4.2 Managing entity bank accounts

Entity bank accounts are accounts entities hold with banks (either in-house or external).

During implementation, you and Wallstreet work together to create entity bank accounts. However, you may need to create new entity bank accounts, or edit or delete existing ones after implementation to reflect changes in your organization.

Note: If your organization is using CMM as a separate application, manage entity bank accounts in CMM's Entity Bank Accounts function. Otherwise, manage entity bank accounts in the Accounts page of TRM's Client Editor.

10.4.2.1 Prerequisites

The following are prerequisites for managing entity bank accounts:

Category	Tasks
Configuration parameters	Ensure the following configuration parameters have been set: • Allow Bank Accounts At Multiple IHBs • Allow Bank Accounts Outside Functional Currency. For more information, see the *WebSuite System Admin Guide*.

Static data	Ensure the following static data are available:
	• Currencies (see Managing currencies)
	• Countries (see Managing countries)
	• States (see Managing states)
	• Entities (see Managing entities)
	• Banks (see Managing in-house banks and Managing counterparties)
	• Bank account types (see Managing bank account types).
Security	If you are managing entity bank accounts in TRM, ensure you have access to the Client Editor.
	For more information, see the *TRM System Admin Guide*.
	If you are managing entity bank accounts in CMM, ensure you have access to the following functions:
	• FG-0130 Entity Bank Accounts
	• FG-0279 Task Scheduler.
	For more information, see the *WebSuite System Admin Guide*.

10.4.2.2 Managing entity bank accounts in TRM

You can manage entity bank accounts in TRM using the Accounts page of the Client Editor. If you are using CMM, select fields in the Accounts page are mapped to fields in CMM's `BANKACCOUNTS` table.

For information on the Accounts page of the Client Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

Note: After you have created an entity bank account, you or another user must assign it to the appropriate profiles so that you can access it in CMM. For more information, see the *WebSuite System Admin Guide*.

10.4.2.2.1 Account status

In CMM, a bank account's Account status can have one of the following values: `Open`, `Closed`, or `Hierarchy only`. The Account status is set in the TRM Client Editor's Accounts page. This is how it works:

- `Open`

  In the TRM Client Editor's Accounts page, if the **Hierarchy Only** switch is off, and the **No CMM Replication** switch is off, then the Account status in CMM is `Open`.

- `Closed`

  Switch on the **No CMM Replication** switch in the TRM Client Editor's Accounts page. If there is a position on this account, then ithe account status field in CMM will be updated with the value `Closed`.

  Also, if the account holds no position in TRM, and no cash records in CMM are held on this account, then it is possible to delete the account in TRM and CMM.

- `Hierarchy only`

  Switch on the **Hierarchy Only** switch in the TRM Client Editor's Accounts page.

  Use this if the account is used only for hierarchies in CMM: the bank account is used as a parent in bank account relationships but is not used in activity processing.

10.4.2.3 Creating entity bank accounts in CMM

To create an entity bank account in CMM:

1. Select **Admin - Static Data - Entities - Entity Bank Accounts**.

2. Click **Search**.

3. In the Entity Bank Accounts List page, click **New Entry**.

4. In the Entity Bank Accounts Maintenance page, create the entity bank account.

5. Click **Save**.

As an alternative to creating entity bank accounts in CMM, you can create them in Microsoft Excel using the <u>static and market data import template</u> and then import them into the module. This approach is more efficient—particularly if you are creating a large number of entity bank accounts.

Note: While you can import internal bank accounts, Wallstreet recommends you enter them manually. If you do import internal bank accounts, you must set the party type to "External" before the import and then change it to "Internal" in CMM after the import.

After downloading the template, do the following:

1. Enter the entity bank accounts' data in the appropriate worksheet.

   The template validates the information you enter to ensure it will import correctly.

2. Copy and paste the contents of the worksheet (excluding the header row) to a new workbook.

3. Save the new workbook as a tab-delimited text file.

4. Place the text file in the following folder on the CMM server:

       ...\[CMM folder]\Imports\BankAcct\

5. Schedule the Bank Accounts Import task in the Task Scheduler function.

   For more information, see the *WebSuite System Admin Guide*.

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Note: After you have created an entity bank account, you or another user must assign it to the appropriate profiles so that you can access it in CMM. For more information, see the *WebSuite System Admin Guide*.

10.4.2.4 Editing entity bank accounts in CMM

To edit an entity bank account in CMM:

1. Select **Admin - Static Data - Entities - Entity Bank Accounts**.

2. In the Entity Bank Accounts - Criteria Selection page, enter search criteria.

3. Click **Search**.

4. In the Entity Bank Accounts List page, drill down on the entity bank account.

5. In the Entity Bank Accounts Maintenance page, edit the entity bank account.

6. Do the following:

    −   To specify if the entity bank account can be used in deal settlement for select instrument categories:

        a. Click **Modify Settlement Bank Account Assignments**.

        b. In the Settlement Assignments for Deals page:

            −   To allow the entity bank account to be used in payment deal settlements for the instrument category, select the instrument category's **Payment** checkbox.

            −   To allow the entity bank account to be used in receipt deal settlements for the instrument category, select the instrument category's **Receipt** checkbox.

        c. Click **Save**.

    −   To assign signatory groups and rules to the entity bank account:

        a. Click **Edit Rules and Groups**.

        b. Follow the instructions in Managing signatory groups and Managing signatory rules.

    −   To assign interest, fee, and tax calculations to the entity bank account:

        a. Click **Assign Calculations**.

        b. Follow the instructions in the *WebSuite System Admin Guide*.

    −   To define how the entity bank account interacts with specific functions in CMM:

        a. Click **Edit Additional Attributes**.

        b. In the Additional Bank Account Attributes page, define how the entity bank account interacts with specific functions in CMM.

The controls vary depending on your organization's installation. For more information, contact Wallstreet.

   c. Click Save.

– To specify if the entity bank account can be used in on-behalf-of transactions:

   a. Click Define Sharing Definition.

   b. In the Bank Account Sharing Maintenance page, select an appropriate value in the Sharing Definition list:

     – `Note Shared`

     – `Shared`

     – `Shared With Credit.`

   c. Click Save.

– To define a settlement rule for the entity bank account:

   a. Click Edit IHB Account Settlement Rule.

   b. Follow the instructions in the *WebSuite System Admin Guide*.

– To assign intermediary and correspondent banks to the entity bank account:

   a. Click Edit Intermediary and Correspondent Bank.

   This link only displays if you are editing an external bank account.

   b. In the Intermediary and Correspondent Bank page, assign intermediary and correspondent banks to the counterparty bank account.

   c. Click Save.

   d. Click Return.

– To assign a reconciliation tolerance group to the entity bank account:

   a. Click Edit Reconciliation Tolerance Group.

   This link only displays if you are editing an external bank account.

   b. Follow the instructions in the *WebSuite System Admin Guide*.

– To define a target balance rule for the entity bank account:

   a. Click Target Balance Rule.

   b. Follow the instructions in the *WebSuite System Admin Guide*.

– To define the entity bank account's parent and child relationships with other entity bank accounts:

   a. Click Bank Account Relationships.

   b. Follow the instructions in the *WebSuite System Admin Guide*.

Accounting Mirroring Information has been replaced by the bank transaction rule functionality in this version of CMM. For more information, see the *WebSuite System Admin Guide*.

7. Click Save.

10.4.2.5   Deleting entity bank accounts in CMM

To delete an entity bank account in CMM:

1. Select Admin - Static Data - Entities - Entity Bank Accounts.

2. In the Entity Bank Accounts - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Entity Bank Accounts List page, drill down on the entity bank account.

5. In the Entity Bank Accounts Maintenance page, click Delete.

6. In the resulting dialog, click OK.

10.4.3   Managing counterparty bank accounts

Counterparty bank accounts are accounts counterparties hold with external banks.

During implementation, you and Wallstreet work together to create counterparty bank accounts. However, you may need to create new counterparty bank accounts, or edit or delete existing ones after implementation to reflect changes in your organization.

Note: If your organization is using CMM as a separate application, manage counterparty bank accounts in CMM's Counterparty Bank Accounts function. Otherwise, manage counterparty bank accounts in the Accounts page of TRM's Client Editor.

10.4.3.1   Prerequisites

The following are prerequisites for managing counterparty bank accounts:

Category	Tasks
Configuration parameters	Ensure the following configuration parameters have been set: • Display Counterparty Bank Account Additional Attributes. For more information, see the *WebSuite System Admin Guide*.
Static data	Ensure the following static data are available: • Currencies (see Managing currencies) • Countries (see Managing countries) • States (see Managing states) • Counterparties (see Managing counterparties) • Banks (see Managing counterparties) • Bank account types (see Managing bank account types).
Security	If you are managing counterparty bank accounts in TRM, ensure you have access to the Client Editor. For more information, see the *TRM System Admin Guide*. If you are managing counterparty bank accounts in CMM, ensure you have access to the following functions: • FG-0171 Counterparty Bank Accounts • FG-0279 Task Scheduler. For more information, see the *WebSuite System Admin Guide*.

10.4.3.2 Managing counterparty bank accounts in TRM

You can manage counterparty bank accounts in TRM using the Accounts page of the Client Editor. If you are using CMM, select fields in the Accounts page are mapped to fields in CMM's BANKACCOUNTS table.

For information on the Accounts page of the Client Editor and TRM-CMM static data mappings, see the *TRM User Guide.*

10.4.3.2.1 Account status

In CMM, a bank account's Account status can have one of the following values: Open, Closed, or Hierarchy only. The Account status is set in the TRM Client Editor's Accounts page. This is how it works:

- Open

  In the TRM Client Editor's Accounts page, if the Hierarchy Only switch is off, and the No CMM Replication switch is off, then the Account status in CMM is Open.

- Closed

  Switch on the No CMM Replication switch in the TRM Client Editor's Accounts page. If there is a position on this account, then ithe account status field in CMM will be updated with the value Closed.

  Also, if the account holds no position in TRM, and no cash records in CMM are held on this account, then it is possible to delete the account in TRM and CMM.

- Hierarchy only

  Switch on the Hierarchy Only switch in the TRM Client Editor's Accounts page.

  Use this if the account is used only for hierarchies in CMM: the bank account is used as a parent in bank account relationships but is not used in activity processing.

10.4.3.3 Creating counterparty bank accounts in CMM

To create a counterparty bank account in CMM:

1. Select Admin - Static Data - Counterparties - Counterparty Bank Accounts.

2. Click Search.

3. In the Counterparty Bank Accounts List page, click New Entry.

4. In the Counterparty Bank Accounts Maintenance page, create the counterparty bank account.

5. Click Save.

As an alternative to creating counterparty bank accounts in CMM, you can create them in Microsoft Excel using the static and market data import template and then import them into the module. This approach is more efficient—particularly if you are creating a large number of counterparty bank accounts.

After downloading the template, do the following:

1. Enter the counterparty bank accounts' data in the appropriate worksheet.

   The template validates the information you enter to ensure it imports correctly.

2. Copy and paste the contents of the worksheet (excluding the header row) to a new workbook.

3. Save the new workbook as a tab-delimited text file.

4. Place the text file in the following folder on the CMM server:

       ...\[CMM folder]\Imports\BankAcct\

5. Schedule the Bank Accounts Import task in the Task Scheduler function.

   For more information, see the *WebSuite System Admin Guide*.

10.4.3.4 Editing counterparty bank accounts in CMM

To edit a counterparty bank account in CMM:

1. Select Admin - Static Data - Counterparties - Counterparty Bank Accounts.

2. In the Counterparty Bank Accounts - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Bank Account Group Mapping - Mapped Bank Accounts page, drill down on the counterparty bank account.

5. In the Counterparty Bank Accounts Maintenance page, edit the counterparty bank account.

6. Do the following:

   – To specify if the counterparty bank account can be used in deal settlement for select instrument categories:

      a. Click Modify Settlement Bank Account Assignments.

      b. In the Settlement Assignments for Deals page:

         – To allow the counterparty bank account to be used in payment deal settlements for the instrument category, select the instrument category's Payment checkbox.

         – To allow the counterparty bank account to be used in receipt deal settlements for the instrument category, select the instrument category's Receipt checkbox.

      c. Click Save.

   – To assign intermediary and correspondent banks to the counterparty bank account:

      a. Click Edit Intermediary and Correspondent Bank.

      b. In the Intermediary and Correspondent Bank page, assign intermediary and correspondent banks to the counterparty bank account.

      c. Click Save.

      d. Click Return.

   – To define how the counterparty bank account interacts with specific functions in CMM:

      a. Click Edit Additional Attributes.

         This link only displays if the Display Counterparty Bank Account Additional Attributes configuration parameter is set to `True`.

      b. In the Additional Bank Account Attributes page, define how the counterparty bank account interacts with specific functions in CMM.

         The controls vary depending on your organization's installation. For more information, contact Wallstreet.

      c. Click Save.

7. Click Save.

10.4.3.5 Deleting counterparty bank accounts in CMM

To delete a counterparty bank account in CMM:

1. Select Admin - Static Data - Counterparties - Counterparty Bank Accounts.

2. In the Counterparty Bank Accounts - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Counterparty Bank Accounts List page, drill down on the counterparty bank account.

5. In the Counterparty Bank Accounts Maintenance page, click Delete.

6. In the resulting dialog, click OK.

10.4.4 Managing bank account relationships

Bank account relationships allow you to define hierarchical relationships between entity bank accounts. They are organized into types, and each entity bank account can have multiple parents and children in a type.

Bank account relationships are intended to replace bank account groups. If your organization is implementing CMM for the first time, use bank account relationships rather than bank account groups.

Note: If your organization is using CMM as a separate application, manage bank account relationships in CMM's Bank Account Relationships function. Otherwise, manage bank account relationships in TRM's CMM Relationship Type Editor.

10.4.4.1 Prerequisites

The following are prerequisites for managing bank account relationships:

Category	Tasks
Static data	Ensure the following static data are available: • Entity bank accounts (see Managing entity bank accounts).
Security	If you are managing bank account relationships in TRM, ensure you have access to the CMM Relationship Type Editor. For more information, see the *TRM System Admin Guide.* If you are managing bank account relationships in CMM, ensure you have access to the following functions: • FG-0130 Entity Bank Accounts • FG-0501 Bank Account Relationship. For more information, see the *WebSuite System Admin Guide.*

10.4.4.2 Managing bank account relationships and relationship types in TRM

You can manage bank account relationships and relationship types in TRM using the CMM Relationship Type Editor. Select fields in the CMM Relationship Type Editor are mapped to fields in CMM's RELATIONSHIPTYPE table.

For information on the CMM Relationship Type Editor and TRM-CMM static data mappings, see the *TRM User Guide.*

10.4.4.3 Creating relationship types in CMM

To create a relationship type in CMM:

1. Select Admin - Static Data - Supporting Data - Bank Account Relationships.

2. In the Bank Account Relationships - Criteria Selection page, click Edit Bank Account Relationship Types.

3. In the Bank Account Relationship Type List page, click New.

4. In the Bank Account Relationship Type Maintenance page, create the relationship type.

5. Click Save.

10.4.4.4 Editing relationship types in CMM

To edit a relationship type in CMM:

1. Select **Admin - Static Data - Supporting Data - Bank Account Relationships**.

2. In the Bank Account Relationships - Criteria Selection page, click **Edit Bank Account Relationship Types**.

3. In the Bank Account Relationship Type List page, drill down on the relationship type.

4. In the Bank Account Relationship Type Maintenance page, edit the relationship type.

5. Click **Save**.

10.4.4.5 Deleting relationship types in CMM

To delete a relationship type in CMM:

1. Select **Admin - Static Data - Supporting Data - Bank Account Relationships**.

2. In the Bank Account Relationships - Criteria Selection page, click **Edit Bank Account Relationship Types**.

3. In the Bank Account Relationship Type List page, drill down on the relationship type.

4. In the Bank Account Relationship Type Maintenance page, click **Delete**.

5. In the resulting dialog, click **OK**.

10.4.4.6 Managing bank account relationships in CMM

To manage bank account relationships in CMM:

1. Select **Admin - Static Data - Supporting Data - Bank Account Relationships**.

2. In the Bank Account Relationships - Criteria Selection page, enter search criteria.

3. Click **Search**.

4. In the Bank Account Relationship List page:

   - To create a bank account relationship:

     a. Select a relationship type in the **Relationship Type** list.

     b. Select an entity bank account in the **Bank Account** list.

     c. Click **Apply Relationship**.

   - To edit a bank account relationship, click **Apply** in the bank account relationship's row.

   - To view a bank account relationship, click **View** in the bank account relationship's row. (Do not continue to step 5.)

5. In the Bank Account Relationships page, select the appropriate parent and child entity bank accounts.

   The multiple selection lists in the Bank Account Relationships page display open and hierarchy-only entity bank accounts to which you have security by bank account access.

10.4.4.7 Bank Account Relationship usage in report criteria

Account relationships are often used in report criteria as a means of filtering data. The field is called **Bank Account Hierarchy Type**. It should be used together with the **Bank Account** field.

You select a Bank Account relationship in the **Bank Account Hierarchy Type** and an account in the **Bank Account** field. The possible results are:

- If the bank account is found in the **Bank Account Hierarchy Type**, then the report returns data for the bank account specified and all the sub accounts in the corresponding relationship.

- If the bank account is not found in the hierarchy, then the hierarchy is ignored, and the report returns data for the selected bank account only.

- If you select a **Bank Account Hierarchy Type** but set the **Bank Account** field to All then the relationship is disregarded and the report returns data for all bank accounts in the hierarchy.

10.4.5 Managing bank account groups

Bank account groups allow you to sort your organization's bank accounts into meaningful groups for reporting purposes.

Bank account groups and bank accounts can exist in a many-to-many relationship:

- Any number of bank accounts can belong to a bank account group.

- A bank account can belong to any number of bank account groups.

Some examples of bank account groups include:

- All US dollar accounts in the corporate group

- All euro accounts belonging to a particular company of the corporate group

- All accounts of different companies of the group in the same bank or branch.

Bank account relationships are intended to replace bank account groups. If your organization is setting up CMM for the first time, use bank account relationships rather than bank account groups. For more information, see Managing bank account relationships.

Note: If your organization is using CMM as a separate application, manage bank account groups in CMM's Bank Account Group Mapping function. Otherwise, manage bank account groups in TRM's CMM Bank Account Group Editor.

10.4.5.1 Prerequisites

The following are prerequisites for managing bank account groups:

Category	Tasks
Static data	Ensure the following static data are available: • Currencies (see Managing currencies) • Entity bank accounts (see Managing entity bank accounts).
Security	If you are managing bank account groups in TRM, ensure you have access to the CMM Bank Account Group Editor. For more information, see the *TRM System Admin Guide*. If you are managing bank account groups in CMM, ensure you have access to the following function: • FG-0093 Bank Account Group Mapping. For more information, see the *WebSuite System Admin Guide*.

10.4.5.2 Managing bank account groups in TRM

You can manage bank account groups in TRM using the CMM Bank Account Group Editor. Select fields in the CMM Bank Account Group Editor are mapped to fields in CMM's `BANKACCOUNTGROUPS` table.

For information on the CMM Bank Account Group Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

10.4.5.3 Creating bank account groups in CMM

To create a bank account group in CMM:

1. Select **Admin - Static Data - Entities - Bank Account Group Mapping**.

2. In the Bank Account Group Mapping Maintenance [list] page, click **New Entry**.

3. In the Bank Account Group Mapping Maintenance [editor] page, create the bank account group.

4. Click **Save**.

10.4.5.4 Editing bank account groups in CMM

To edit a bank account group in CMM:

1. Select **Admin - Static Data - Entities - Bank Account Group Mapping**.

2. In the Bank Account Group Mapping Maintenance [list] page, drill down on the bank account group.

3. In the Bank Account Group Mapping Maintenance [editor] page, edit the bank account group.

4. Click **Save**.

10.4.5.5 Deleting bank account groups in CMM

To delete a bank account group in CMM:

1. Select **Admin - Static Data - Entities - Bank Account Group Mapping**.

2. In the Bank Account Group Mapping Maintenance [list] page, drill down on the bank account group.

3. In the Bank Account Group Mapping Maintenance [editor] page, click **Delete**.

4. In the resulting dialog, click **OK**.

10.4.5.6 Adding bank accounts to groups in CMM

To add bank accounts to a group in CMM:

1. Select **Admin - Static Data - Entities - Bank Account Group Mapping**.

2. In the Bank Account Group Mapping Maintenance [list] page, drill down on the bank account group.

3. In the Bank Account Group Mapping Maintenance [editor] page, click **Map Bank Accounts**.

4. In the Bank Account Group Mapping - Mapped Bank Accounts page, click **Add Mapping**.

5. In the Bank Account Group Mapping - Available Bank Accounts page, select the bank accounts' **Map** checkboxes.

6. Click **Save**.

10.4.5.7 Removing bank accounts from a group in CMM

To remove bank accounts from a group in CMM:

1. Select Admin - Static Data - Entities - Bank Account Group Mapping.

2. In the Bank Account Group Mapping Maintenance [list] page, drill down on the bank account group.

3. In the Bank Account Group Mapping Maintenance [editor] page, click Map Bank Accounts.

4. In the Bank Account Group Mapping - Mapped Bank Accounts page, select the appropriate bank accounts' Delete Mapping checkboxes.

5. Click Delete Mapping(s).

10.4.6 Managing settlement groups

Settlement groups allow you to sort your organization's bank accounts into meaningful groups for settlement purposes.

Settlement groups and bank accounts can exist in a many-to-many relationship:

- Any number of bank accounts can belong to a settlement group.

- A bank account can belong to any number of settlement groups.

Note: The Settlement Groups function works best when the number of bank accounts assigned to a group is 200 or less.

10.4.6.1 Prerequisites

The following are prerequisites for configuring settlement groups:

Category	Tasks
Static data	Ensure the following static data are available: • Entity bank accounts (see Managing entity bank accounts).
Security	Ensure you have access to the following functions: • FG-0295 Settlement Groups. For more information, see the *WebSuite System Admin Guide*.

10.4.6.2 Creating settlement groups

To create a settlement group:

1. Select Admin - Static Data - Entities - Settlement Groups.

2. In the Settlement Groups Maintenance page, select `New Settlement Group` in the Settlement Group list.

3. Click Continue.

4. In the Settlement Group Maintenance page, enter the name of the settlement group in the Settlement Group Name field.

5. Assign entity bank accounts to the settlement group.

6. Click Save.

After you have created a settlement group, your system administrator must assign it to the appropriate security by settlement group profiles so that you can access it. For more information, see the *WebSuite System Admin Guide*.

10.4.6.3 Editing settlement groups

To edit settlement groups:

1. Select Admin - Static Data - Entities - Settlement Groups.

2. In the Settlement Groups Maintenance page, select the settlement group in the Settlement Group list.

3. Click Continue.

4. In the Settlement Group Maintenance page, change the name of the settlement group in the Settlement Group Name field.

5. Assign entity bank accounts to the settlement group.

6. Click Save.

10.4.6.4 Deleting settlement groups

To delete settlement groups:

1. Select Admin - Static Data - Entities - Settlement Groups.

2. In the Settlement Groups Maintenance page, select the settlement group in the Settlement Group list.

3. Click Continue.

4. In the Settlement Group Maintenance page, click Delete.

5. In the resulting dialog, click OK.

10.4.7 Managing signatories (and related data)

In Wallstreet Suite, you can maintain information on your organization's people.

Note: In Wallstreet Suite, people are not the same as users. In other words, the information you maintain on people is stored in a different database table than the information you maintain on users. For information on users, see the *WebSuite System Admin Guide*.

After you have created a person, you can define him or her as a signatory. A signatory is a person who is given permission to authorize payments from your organization's bank accounts. In many organizations, more than one signatory is required to authorize a payment.

You can organize signatories into group and assign group to bank accounts. In addition, you can create signatory rules, which define the circumstances in which a signature is required on transactions made through the bank accounts.

10.4.7.1 Managing people and signatories

You can maintain information on your organization's people in Wallstreet Suite and define select people as signatories.

On occasion, you may need to remove signing authority from a person. You can do this while maintaining the person's signatory history for archival purposes by designating the person as an inactive signatory. When you designate a person as an inactive signatory, he or she remains in the list of signatories and any assigned groups but is marked as inactive. This functionality is particularly beneficial if you need to remove signing authority from a person on a temporary basis. It allows you to maintain the person in the list of signatories and any assigned groups rather than having to remove the signatory from them and then having to reassign him or her to them when re-activated.

You can also designate a person as a non-signatory and remove that person from the signatory list and any assigned groups.

Note: If your organization is using CMM as a separate application, manage people in CMM's People function. Otherwise, manage counterparty contacts in the Contacts page of TRM's Client Editor.

10.4.7.1.1 Prerequisites

The following are prerequisites for managing people and signatories:

Category	Tasks
Static data	Ensure the following static data are available: • Countries (see Managing countries) • Employee roles (see Managing employee roles) • Entities (see Managing entities).
Security	If you are managing people in TRM, ensure you have access to the Client Editor. For more information, see the *TRM System Admin Guide*. If you are managing people in CMM, ensure you have access to the following function: • FG-0065 People. For more information, see the *WebSuite System Admin Guide*.

10.4.7.2 Managing people in TRM

You can manage people in TRM using the Contacts page of the Client Editor. If you are using CMM, select fields in the Contacts page are mapped to fields in CMM's AUROSPEOPLE table.

For information on the Contacts page of the Client Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

10.4.7.2.1 Creating people

To create a person:

1. Select Admin - Static Data - Entities - People.

2. In the People Maintenance List page, click New Entry.

3. In the People Maintenance page, create the person.

4. Click Save.

5. Assign employee roles to the person.

10.4.7.2.2 Editing people

To edit a person:

1. Select Admin - Static Data - Entities - People.

2. In the People Maintenance List page, drill down on the person.

3. In the People Maintenance page, edit the person.

4. Click Save.

5. Assign employee roles to the person.

10.4.7.2.3 Deleting people

To delete a person:

1. Select **Admin - Static Data - Entities - People**.

2. In the People Maintenance List page, drill down on the person.

3. In the People Maintenance page, click **Delete**.

4. In the resulting dialog, click **OK**.

10.4.7.2.4 Defining people as signatories

To define a person as a signatory:

1. Select **Admin - Static Data - Entities - People**.

2. In the People Maintenance List page, drill down on the person.

3. In the People Maintenance page, click **Signatory Information**.

4. In the Signatory Maintenance page, select the **Signatory** checkbox and define the person as a signatory.

5. Click **Save**.

10.4.7.2.5 Accessing the signatories table

If a person is a signatory, his or her name displays in the signatory table. You can access the signatory table in both the People function and the Signatories function by clicking **Signatory List**.

From the signatory table, you can open the Signatory Maintenance page and edit active and inactive signatories.

10.4.7.3 Managing signatory groups

After you have defined people as signatories, you can manage signatory groups and add the signatories to those groups.

You can only create a signatory group for one bank account. Therefore, if you want to configure a set of signatories for more than one bank account, you must create identical signatory groups for each bank account.

10.4.7.3.1 Prerequisites

The following are prerequisites for managing signatory groups:

Category	Tasks
Static data	Ensure the following static data are available: • Entity bank accounts (see Managing entity bank accounts) • People (see Managing people and signatories).
Security	Ensure you have access to the following function: • FG-0076 Signatories. For more information, see the *WebSuite System Admin Guide*.

10.4.7.3.2 Creating signatory groups

To create a signatory group:

1. Select **Admin - Static Data - Entities - Signatories**.

2. In the Signatory Assignments Maintenance page, click **All Entity Bank Accounts**.

3. In the Entity Bank Accounts List page, drill down on the appropriate entity bank account.

4. In the Entity Bank Accounts Maintenance page, click **Edit Rules and Groups**.

    If the entity bank account has existing signatory rules and groups, you can also select **Admin - Static Data - Entities - Signatories** and click **Rules and Groups** in the entity bank account's row.

5. In the Bank Account Rule Maintenance page, click **New Entry** in the **Current Groups** section.

6. In the Bank Account Rule Maintenance page, create the signatory group.

7. Click **Save**.

8. Click **Add Signatories**.

9. In the **Add Signatory(s)** page, assign signatories to the group by selecting the signatories' checkboxes.

10. Click **Add Selected**.

10.4.7.3.3 Editing signatory groups

To edit a signatory group:

1. Select **Admin - Static Data - Entities - Signatories**.

2. In the Signatory Assignments Maintenance page, click **Rules and Groups** in the appropriate entity bank account's row.

    If the entity bank account does not display, it does not have any assigned signatory groups or rules.

3. In the Bank Account Rule Maintenance page, drill down on the signatory group.

4. In the Bank Account Rule Maintenance page, edit the signatory group.

5. Click **Save**.

10.4.7.3.4 Deleting signatory groups

To delete a signatory group:

1. Select **Admin - Static Data - Entities - Signatories**.

2. In the Signatory Assignments Maintenance page, click **Rules and Groups** in the appropriate entity bank account's row.

    If the entity bank account does not display, it does not have any assigned signatory groups or rules.

3. In the Bank Account Rule Maintenance page, select the signatory group's checkbox.

4. Click **Delete Selected**.

10.4.7.4 Managing signatory rules

Signatory rules describe the circumstances in which a signature is required on transactions for specific bank accounts. These rules are meant as a source of reference for users. They do not drive CMM functionality.

You can refer to signatory groups in signatory rules. You can use rules across bank accounts; however, the same does not apply to groups. Therefore, you may need to maintain identical groups in different bank accounts that share a rule. For more information on signatory groups, see Managing signatory groups.

10.4.7.4.1 Prerequisites

The following are prerequisites for managing signatory rules:

Category	Tasks
Static data	Ensure the following static data are available: • Entity bank accounts (see Managing entity bank accounts).
Security	Ensure you have access to the following function: • FG-0076 Signatories. For more information, see the *WebSuite System Admin Guide*.

10.4.7.4.2 Creating signatory rules

To create a signatory rule:

1. Select Admin - Static Data - Entities - Signatories.
2. In the Signatory Assignments Maintenance page, click Rules List.
3. In the Signing Rule Maintenance [list] page, click New Entry.
4. In the Signing Rule Maintenance [editor] page, create the signatory rule.
5. Click Save.

10.4.7.4.3 Editing signatory rules

To edit a signatory rule:

1. Select Admin - Static Data - Entities - Signatories.
2. In the Signatory Assignments Maintenance page, click Rules List.
3. In the Signing Rule Maintenance [list] page, drill down on the signatory rule.
4. In the Signing Rule Maintenance [editor] page, edit the signatory rule.
5. Click Save.

10.4.7.4.4 Deleting signatory rules

To delete a signatory rule:

1. Select Admin - Static Data - Entities - Signatories.
2. In the Signatory Assignments Maintenance page, click Rules List.
3. In the Signing Rule Maintenance [list] page, drill down on the signatory rule.
4. In the Signing Rule Maintenance [editor] page, click Delete.
5. In the resulting dialog, click OK.

10.4.7.4.5 Adding signatory rules to entity bank accounts

To add signatory rules to an entity bank account:

1. Select Admin - Static Data - Entities - Signatories.
2. In the Signatory Assignments Maintenance page, click All Entity Bank Accounts.
3. In the Entity Bank Accounts List page, drill down on the appropriate entity bank account.
4. In the Entity Bank Accounts Maintenance page, click Edit Rules and Groups.

If the entity bank account has existing signatory rules and groups, you can also select Admin - Static Data - Entities - Signatories and click Rules and Groups in the entity bank account's row.

You can create a new rule, which you can then assign to the entity bank account, by clicking New Entry.

5. In the Bank Account Rule Maintenance page, click Add Rules.

6. In the Add Rules To Assignment page:

   – To add one or more signatory rules to the entity bank account, select their checkboxes.

   – To add all signatory rules to the entity bank account, click Select All.

7. Click Add Selected.

8. In the Bank Account Rule Maintenance page, define the rules' confirmation statuses, effective dates, and expiry dates.

9. Click Save.

10.4.7.4.6 Removing signatory rules from entity bank accounts

To remove signatory rules from an entity bank account:

1. Select Admin - Static Data - Entities - Signatories.

2. In the Signatory Assignments Maintenance page, click Rules and Groups in the appropriate entity bank account's row.

   If the entity bank account does not display, it does not have any assigned signatory groups or rules.

3. In the Bank Account Rule Maintenance page, select the signatory rules' checkboxes.

4. Click Remove Rule(s).

10.5   Managing instruments

Instruments facilitate the lending, borrowing, or investing of money.

The following table presents the instrument static data for WebSuite:

Static data	CMM	TRM	ACM	CMM function	TRM editor
CMM instrument categories	✅			Instrument Categories	CMM Instrument Category Editor
CMM instrument types	✅			Instrument Types	CMM Instrument Type Editor
CMM instrument group relationships	✅			Instrument Groups	N/A

TRM instruments		✓	✓	N/A	Instrument Type Editor
					Instrument Group Editor
					Instrument Editor

10.5.1 Managing CMM instrument categories

In CMM, instrument categories group transactions and deals at a high level, such as short-term borrowing and investing, and foreign exchange. They drive which types of cash flow calculations are available.

When your organization first purchases CMM, it selects a set of instrument categories.

Note: If your organization is using CMM as a separate application, manage instrument categories in CMM's Instrument Categories function. Otherwise, manage instrument categories in TRM's CMM Instrument Category Editor.

10.5.1.1 Prerequisites

The following are prerequisites for managing instrument categories:

Category	Tasks
Security	If you are managing instrument categories in TRM, ensure you have access to the CMM Instrument Category Editor.
	For more information, see the *TRM System Admin Guide*.
	If you are managing instrument categories in CMM, ensure you have access to the following function:
	• FG-0104 Instrument Categories.
	For more information, see the *WebSuite System Admin Guide*.

10.5.1.2 Managing instrument categories in TRM

You can manage instrument categories in TRM using the CMM Instrument Category Editor. Select fields in the CMM Instrument Category Editor are mapped to fields in CMM's `INSTRUMENTCATEGORIES` table.

Note: If your organization is using CMM as part of an integrated suite, you can only maintain two instrument categories: `Financial` and `Commercial`.

For information on the CMM Instrument Category Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

10.5.1.3 Creating instrument categories in CMM

You cannot create an instrument category in CMM. To create an instrument category, contact Wallstreet.

10.5.1.4 Editing instrument categories in CMM

To edit an instrument category in CMM:

1. Select **Admin - Static Data - Instruments - Instrument Categories**.

2. In the Instrument Categories - Criteria Selection page, enter search criteria.

3. Click **Search**.

4. In the Instrument Categories Maintenance [list] page, drill down on the instrument category.

5. In the Instrument Categories Maintenance [editor] page, edit the instrument category.

6. Click **Save**.

10.5.1.5 Deleting instrument categories in CMM

You cannot delete an instrument category in CMM. To delete an instrument category, contact Wallstreet.

10.5.2 Managing CMM instrument types

In CMM, use instrument types to subcategorize instrument categories and to establish market expectations.

Instrument types with the **Status** list set to `Enabled` are referred to as "cash flow types". They display in **Cash Flow Type** lists throughout CMM.

Note: If your organization is using CMM as a separate application, manage instrument types in CMM's Instrument Types function. Otherwise, manage instrument types in TRM's CMM Instrument Type Editor.

10.5.2.1 Prerequisites

The following are prerequisites for managing instrument types:

Category	Tasks
Static data	Ensure the following static data are available: • Instrument categories (see Managing CMM instrument categories).
Security	If you are managing instrument types in TRM, ensure you have access to the CMM Instrument Type Editor. For more information, see the *TRM System Admin Guide*. If you are managing instrument types in CMM, ensure you have access to the following function: • FG-0105 Instrument Types. For more information, see the *WebSuite System Admin Guide*.

10.5.2.2 Managing instrument types in TRM

You can manage instrument types in TRM using the CMM Instrument Type Editor. Select fields in the CMM Instrument Type Editor are mapped to fields in CMM's `INSTRUMENTTYPES` table.

For information on the CMM Instrument Type Editor and TRM-CMM static data mappings, see the *TRM User Guide*.

10.5.2.3 Creating instrument types in CMM

To create an instrument type in CMM:

1. Select **Admin - Static Data - Instruments - Instrument Types**.

2. In the Instrument Category Selection page, drill down on the instrument type's category.

3. In the Instrument Type Maintenance [list] page, click **New Entry**.

4. In the Instrument Type Maintenance [editor] page, create the instrument type.

5. Click **Save**.

10.5.2.4 Editing instrument types in CMM

To edit an instrument type in CMM:

1. Select **Admin - Static Data - Instruments - Instrument Types**.

2. In the Instrument Category Selection page drill down on the instrument type's category.

3. In the Instrument Type Maintenance [list] page, drill down on the instrument type.

4. In the Instrument Type Maintenance [editor] page, edit the instrument type.

5. Click **Save**.

10.5.2.5 Deleting instrument types in CMM

To delete an instrument type in CMM:

1. Select **Admin - Static Data - Instruments - Instrument Types**.

2. In the Instrument Category Selection page drill down on the instrument type's category.

3. In the Instrument Type Maintenance [list] page, drill down on the instrument type.

4. In the Instrument Type Maintenance [editor] page, dick **Delete**.

5. In the resulting dialog, click **OK**.

10.5.2.6 Managing SWIFT MT940 mappings

When you export a bank statement in the SWIFT MT940 or MT940 BCS format, a subset of CMM instrument types are mapped to SWIFT-prescribed codes. This mapping is defined in the `MT940_funds_type_code_mapping.xml` file. Therefore, if you create a new instrument type, you need to add it to the `MT940_funds_type_code_mapping.xml` file to include it in SWIFT MT940 or MT940 BCS exported bank statements. For more information, see the *CMM Interfaces Guide*.

10.5.3 Managing CMM instrument group relationships

In CMM, the Instrument Groups function allows you to configure instrument group relationships.

Note: CMM instrument group relationships are not related to TRM and ACM instrument groups as described in Managing TRM instruments.

10.5.3.1 Prerequisites

The following are prerequisites for managing instrument group relationships:

Category	Tasks

Static data	Ensure the following static data are available: • Instrument types (see Managing CMM instrument types).
Security	Ensure you have access to the following function: • FG-0267 Instrument Groups. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure reporting mapping relationships are available. For more information, see the *WebSuite System Admin Guide*.

10.5.3.2 Creating instrument relationships

To create an instrument relationship:

1. Select **Admin - Static Data - Instruments - Instrument Groups**.

2. In the Instrument Relationship Report page, click **Insert New Relationship**.

3. In the Instruments Relationships Maintenance - Edit Instrument Relationship page, create the instrument relationship.

4. Click **Save**.

10.5.3.3 Editing instrument relationships

To edit an instrument relationship:

1. Select **Admin - Static Data - Instruments - Instrument Groups**.

2. In the Instrument Relationship Report page, drill down on the instrument relationship.

3. In the Instruments Relationships Maintenance - Edit Instrument Relationship page, edit the instrument relationship.

4. Click **Save**.

10.5.3.4 Deleting instrument relationships

To delete an instrument relationship:

1. Select **Admin - Static Data - Instruments - Instrument Groups**.

2. In the Instrument Relationship Report page, drill down on the instrument relationship.

3. In the Instruments Relationships Maintenance - Edit Instrument Relationship page, click **Delete**.

10.5.3.5 Creating instrument groups

To create an instrument group:

1. Select **Admin - Static Data - Instruments - Instrument Groups**.

2. In the Instrument Relationship Report page, click **Insert New Instrument Group**.

3. In the Instruments Groups Maintenance - Edit Instrument Group page, create the instrument group.

4. Click **Save**.

10.5.3.6 Editing instrument groups

To edit an instrument group:

1. Select **Admin - Static Data - Instruments - Instrument Groups**.

2. In the Instrument Relationship Report page, drill down on the instrument group.

3. In the Instruments Groups Maintenance - Edit Instrument Group page, edit the instrument group.

4. Click **Save**.

10.5.3.7 Deleting instrument groups

To delete an instrument group:

1. Select **Admin - Static Data - Instruments - Instrument Groups**.

2. In the Instrument Relationship Report page, drill down on the instrument group.

3. In the Instruments Groups Maintenance - Edit Instrument Group page, click **Delete**.

10.5.3.8 Creating instrument group relationships

To create instrument group relationships:

1. Select **Admin - Static Data - Instruments - Instrument Groups**.

2. In the Instrument Relationship Report page, click **Insert New Instrument Relationship**.

3. In the Instruments Groups Bindings - Insert New Instrument Relationship page, create the instrument group relationship.

4. Click **Continue**.

5. Continue to create the instrument group relationship.

6. Click **Save**.

10.5.3.9 Editing instrument group relationships

To edit instrument group relationships:

1. Select **Admin - Static Data - Instruments - Instrument Groups**.

2. In the Instrument Relationship Report page, drill down on the instrument group relationship.

3. In the Instruments Groups Bindings - Edit Instrument Group Relationship page, assign instrument groups to the instrument group relationship.

4. Click **Edit Instrument Types**.

5. Assign instrument types to the instrument group relationship.

10.5.4 Managing TRM instruments

TRM and ACM utilize hierarchical instrument relationships called "instrument groups". In TRM, you can map CMM instrument types to instrument groups. This ensures CMM can receive instrument group information from TRM and pass it on to ACM without negatively impacting functionality that depends on instrument types.

For more information, see the *TRM User Guide*.

10.6   Reviewing static data through CMM functionality

You can review the following static data through the CMM functionality of WebSuite:

- Entities
- Counterparties
- Entity bank accounts.

10.6.1   Prerequisites

The following are prerequisites for reviewing static data through the CMM functionality of WebSuite:

Category	Tasks
Static data	Ensure the following static data are available: • Entities (see Managing entities) • Counterparties (see Managing counterparties) • Entity bank accounts (see Managing entity bank accounts).
Security	Ensure you have access to the following functions: • FG-0058 Browse Entity Bank Accounts • FG-0059 Browse Counterparties • FG-0060 Browse Entities. For more information, see the *WebSuite System Admin Guide*.

10.6.2   Reviewing entities

To review entities using the CMM functionality of WebSuite:

1. Select Admin - Static Data - Review - Review Entities.
2. In the Entity - Criteria Selection page, enter search criteria.
3. Click Search.
4. In the Entity Report page, drill down on the appropriate entity.

   In the Entity View Details page, you can view the entity's bank accounts by clicking Bank Accounts.

10.6.3   Reviewing counterparties

To review counterparties using the CMM functionality of WebSuite:

1. Select Admin - Static Data - Review - Review Counterparties.
2. In the Counterparty - Criteria Selection page, enter search criteria.
3. Click Search.
4. In the Counterparty Report page, drill down on the appropriate counterparty.

   In the Counterparty View Details page, you can view the counterparty's bank accounts by clicking Bank Accounts or its contacts by clicking Counterparty Contacts.

10.6.4 Reviewing entity bank accounts

To review entity bank accounts using the CMM functionality of WebSuite:

1. Select Admin - Static Data - Review - Review Entity Bank Accounts.

2. In the Entity Bank Accounts - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the Bank Account Report page, drill down on the appropriate entity bank account.

Chapter 11 Netting

Netting allows your organization to reduce the number of cross-border payments between entities by eliminating or consolidating cash flows denominated in different currencies.

In CMM, you can implement netting implicitly by booking transactions on internal bank accounts and updating balances (which represent the internal bank accounts' netted positions or obligations) or explicitly using the Netting Application function.

The Netting Application function contains a set of subfunctions, which allows you to operate within a predefined netting period entering intercompany transactions, and monitoring activity and positions.

11.1 Managing intercompany payments

The first two steps in the Netting Application function are entering and then editing and approving intercompany payments.

Note: When you enter an intercompany payment in the Netting Application function with a different currency than that of the payment's entity bank account, CMM saves the payment's currency and amount fields in this currency. To prevent a potential issue with ACM, CMM now creates two entries for such payments in the posting file: one with the currency and amount of the payment and the other with the functional currency and converted payment amount based on the functional currency.

11.1.1 Prerequisites

The following are prerequisites for managing intercompany payments:

Category	Tasks
Static data	Ensure the following static data are available: • Currencies (see Managing currencies) • Entities (see Managing entities) • Counterparties (see Managing entities) • Bank accounts (see Managing entity bank accounts).
Security	Ensure you have access to the following functions: • FG-0255 Netting Application • FG-0255.01 Enter Intercompany Payments • FG-0255.02 Edit and Approve Intercompany Payments. In addition, ensure you have access to the entities and bank accounts of the intercompany payments you want to manage. For more information, see the *WebSuite System Admin Guide*.

Netting setup	Ensure the following task has been completed:
	• Configuring netting periods.
	For more information, see the *WebSuite System Admin Guide*.

11.1.2   Entering intercompany payments

To enter intercompany payments:

1. Select Banking - Netting - Netting Application.

2. In the Step by Step Netting View page, click Step 1 – Enter Intercompany Payments.

3. In the Intercompany Payment Entry page:

    –   Enter information for all intercompany payments.

    –   Enter information for each intercompany payments.

        Each row in the table on this page represents an intercompany payment. You can enter up to 25 intercompany payments for your selected entity and netting period. Each intercompany payment can have its own counterparty and currency.

4. Click Create Cash Records.

11.1.3   Editing intercompany payments

To edit an intercompany payment:

1. Select Banking - Netting - Netting Application.

2. In the Step by Step Netting View page, click Step 2 – Edit and Approve Intercompany Payments.

3. In the Intercompany Payment - Criteria Selection page, enter search criteria.

4. Click Search.

5. In the Intercompany Payment Editor [list] page, drill down on the intercompany payment.

6. In the Intercompany Payment Editor page, edit the intercompany payment.

7. Click Save.

11.1.4   Deleting intercompany payments

To delete intercompany payments:

1. Select Banking - Netting - Netting Application.

2. In the Step by Step Netting View page, click Step 2 – Edit and Approve Intercompany Payments.

3. In the Intercompany Payment - Criteria Selection page, enter search criteria.

4. Click Search.

5. In the Intercompany Payment Editor [list] page, drill down on the intercompany payment.

6. In the Intercompany Payment Editor page, click Delete.

11.1.5 Approving intercompany payments

To approve an intercompany payment:

1. Select Banking - Netting - Netting Application.

2. In the Step by Step Netting View page, click Step 2 – Edit and Approve Intercompany Payments.

3. In the Intercompany Payment - Criteria Selection page, enter search criteria.

4. Click Search.

5. In the Intercompany Payment Editor [list] page, select the intercompany payment's Approve checkbox.

6. Click Approve Selected Payments.

    After approving an intercompany payment in the Netting Application function, you may need to authorize it depending on CMM's Payment Flow configuration (see the *WebSuite System Admin Guide*).

11.2 Managing foreign exchange offers/asks

The third step in the Netting Application function is entering, editing, and approving foreign exchange offers/asks to define cross-currency rates.

11.2.1 Prerequisites

The following are prerequisites for managing foreign exchange offers/asks:

Category	Tasks
Static data	Ensure the following static data are available: • Currencies (see Managing currencies) • Entities (see Managing entities) • Bank accounts (see Managing entity bank accounts).
Security	Ensure you have access to the following functions: • FG-0255 Netting Application • FG-0255.03 Enter, Edit and Approve FX Offer/Asks. In addition, ensure you have access to the entities and bank accounts of the foreign exchange offers/asks you want to manage. For more information, see the *WebSuite System Admin Guide*.
Netting setup	Ensure the following task has been completed: • Configuring netting periods. For more information, see the *WebSuite System Admin Guide*.
Netting workflow	Ensure the following task has been completed: • Managing intercompany payments.

11.2.2 Entering foreign exchange offers/asks

To enter a foreign exchange offer/ask:

1. Select Banking - Netting - Netting Application.

2. In the Step by Step Netting View page, click Step 3 – Enter, Edit and Approve FX Offer/Asks.

3. In the FX Offers/Asks - Criteria Selection page, click Search.

4. In the FX Offers/Asks [list] page, click New Entry.

5. In the FX Offers/Asks [editor] page, enter the foreign exchange offer/ask.

6. Click Save.

11.2.3 Editing foreign exchange offers/asks

To edit a foreign exchange offer/ask:

1. Select Banking - Netting - Netting Application.

2. In the Step by Step Netting View page, click Step 3 – Enter, Edit and Approve FX Offer/Asks.

3. In the FX Offers/Asks - Criteria Selection page, enter search criteria.

4. Click Search.

5. In the FX Offers/Asks [list] page, drill down on the foreign exchange offer/ask.

6. In the FX Offers/Asks [editor] page, edit the foreign exchange offer/ask.

7. Click Update.

11.2.4 Deleting foreign exchange offers/asks

To delete a foreign exchange offer/ask:

1. Select Banking - Netting - Netting Application.

2. In the Step by Step Netting View page, click Step 3 – Enter, Edit and Approve FX Offer/Asks.

3. In the FX Offers/Asks - Criteria Selection page, enter search criteria.

4. Click Search.

5. In the FX Offers/Asks [list] page, drill down on the foreign exchange offer/ask.

6. In the FX Offers/Asks [editor] page, click Delete.

11.2.5 Approving foreign exchange offers/asks

To approve a foreign exchange offer/ask:

1. Select Banking - Netting - Netting Application.

2. In the Step by Step Netting View page, click Step 3 – Enter, Edit and Approve FX Offer/Asks.

3. In the FX Offers/Asks - Criteria Selection page, enter search criteria.

4. Click Search.

5. In the FX Offers/Asks [list] page, drill down on the foreign exchange offer/ask.

6. In the FX Offers/Asks [editor] page, ensure the Approved checkbox is selected.

7. Click Update.

11.3 Analyzing netting

You can analyze reconciliation by running the following reports:

- Net Position by Entity
- Net Position by Currency
- Net Cash Flow by Sub-Center.

11.3.1 Running the Net Position by Entity report

The Net Position by Entity report presents transactions from netting activities by entity.

Note: A variation of this report, which displays both netting and settlement transactions, is available at Banking - Netting - Net Position By Entity.

11.3.1.1 Prerequisites

The following are prerequisites for Running the Net Position by Entity report:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0042 Net Postion by Entity (Netting and Other IHB) • FG-0255 Netting Application • FG-0255.04 Net Position by Entity. In addition, ensure you have access to the entities and bank accounts of the activity you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Netting setup	Ensure the following task has been completed: • Configuring netting periods. For more information, see the *WebSuite System Admin Guide*.
Netting workflow	Ensure the following tasks have been completed: • Managing intercompany payments • Managing foreign exchange offers/asks.

11.3.1.2 Running the Net Position by Entity report

To run the Net Position by Entity report:

1. Select Banking - Netting - Netting Application.
2. In the Step by Step Netting View page, click Step 4 – Net Position by Entity.
3. In the Net Position By Entity - Criteria Selection page, enter search criteria.
4. Do one of the following:
    - To view the report in your browser, click Report.
    - To view the report in a spreadsheet application (for example, Microsoft Excel), click View in Spreadsheet.

11.3.2 Running the Net Position by Currency report

The Net Position by Currency report presents transactions from netting activities by currency.

Note: A variation of this report, which displays both netting and settlement transactions, is available at Banking - Netting - Net Position By Currency.

11.3.2.1 Prerequisites

The following are prerequisites for Running the Net Position by Currency report:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0090 Net Position By Currency (Netting and Other IHB transactions) • FG-0255 Netting Application • FG-0255.05 Net Position by Currency. In addition, ensure you have access to the entities and bank accounts of the activity you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Netting setup	Ensure the following task has been completed: • Configuring netting periods. For more information, see the *WebSuite System Admin Guide*.
Netting workflow	Ensure the following tasks have been completed: • Managing intercompany payments • Managing foreign exchange offers/asks.

11.3.2.2 Running the Net Position by Currency report

To run the Net Position by Currency report:

1. Select Banking - Netting - Netting Application.
2. In the Step by Step Netting View page, click Step 5 – Net Position by Currency.
3. In the Net Position By Currency - Criteria Selection page, enter search criteria.
4. Do one of the following:
    – To view the report in your browser, click Report.
    – To view the report in a spreadsheet application (for example, Microsoft Excel), click View in Spreadsheet.

11.3.3 Running the Net Cash Flow by Sub-Center report

The Net Cash Flow by Sub-Center report presents the net cash flow by sub-center.

11.3.3.1 Prerequisites

The following are prerequisites for Running the Net Cash Flow by Sub-Center report:

Category	Tasks

Security	Ensure you have access to the following functions:
	• FG-0255 Netting Application
	• FG-0255.06 New Cash Flow by SubCenter.
	In addition, ensure you have access to the entities and bank accounts of the activity you want to include in the report.
	For more information, see the *WebSuite System Admin Guide*.
Netting setup	Ensure the following task has been completed:
	• Configuring netting periods.
	For more information, see the *WebSuite System Admin Guide*.
Netting workflow	Ensure the following tasks have been completed:
	• Managing intercompany payments
	• Managing foreign exchange offers/asks.

11.3.3.2 Running the Net Cash Flow by Sub-Center report

To run the Net Cash Flow by Sub-Center report:

1. Select **Banking - Netting - Netting Application**.

2. In the Step by Step Netting View page, click **Step 6 – Net Cash Flow by Subcenter**.

3. In the Net Cash Flow By SubCenter - Criteria Selection page, enter search criteria.

4. Do one of the following:

   – To view the report in your browser, click **Report**.

   – To view the report in a spreadsheet application (for example, Microsoft Excel), click the **View in Spreadsheet**.

11.4   Netting and settlement

You can use the netting functionality without also using the settlement functionality. In this situation, the balances of entities' internal bank accounts accumulate over time based on the intercompany transactions in which the entities are involved.

To create a true netting center, however, you need to use the netting functionality with the settlement functionality.

At the end of a netting period, you settle internal bank accounts. CMM creates a payment to or receipt from the netting center (in-house bank) to zero out the internal bank accounts. This effectively aggregates the intercompany transactions, replacing them with one external transaction.

The following is an example netting structure before settlement:
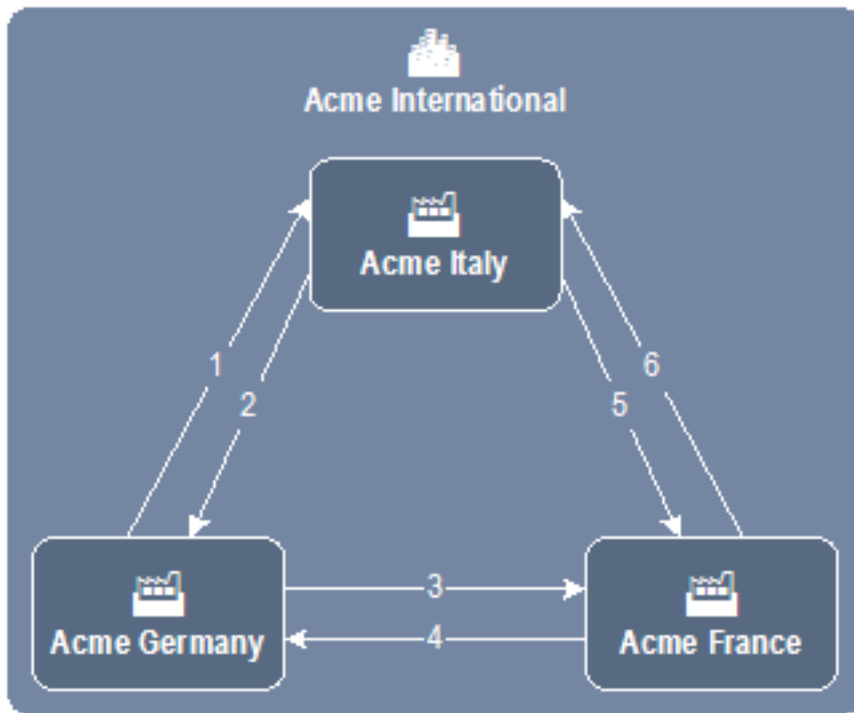
The three parties in this netting structure have entered 14 intercompany transactions:

Flow	Party	Counterparty	Type	Amount (EUR)
1	Acme Germany	Acme Italy	Payment	50,000
			Payment	100,000
			Payment	25,000
			Total	175,000
2	Acme Italy	Acme Germany	Payment	10,000
			Payment	15,000
			Total	25,000
3	Acme Germany	Acme France	Payment	25,000
			Payment	30,000
			Payment	40,000
			Total	95,000

4	Acme France	Acme Germany	Payment	20,000	
			Payment	25,000	
			Total	45,000	
5	Acme Italy	Acme France	Payment	50,000	
			Payment	60,000	
			Total	110,000	
6	Acme France	Acme Italy	Payment	30,000	
			Payment	40,000	
			Total	70,000	

As a result, the parties' net position are as follows:

- Acme Germany: 45,000 + 25,000 - 95,000 - 175,000 = (200,000)
- Acme Italy: 175,000 - 25,000 - 100,000 + 70,000 = 110,000
- Acme France: 95,000 + 110,000 - 45,000 - 70,000 = 90,000.

The following is the same example during settlement:
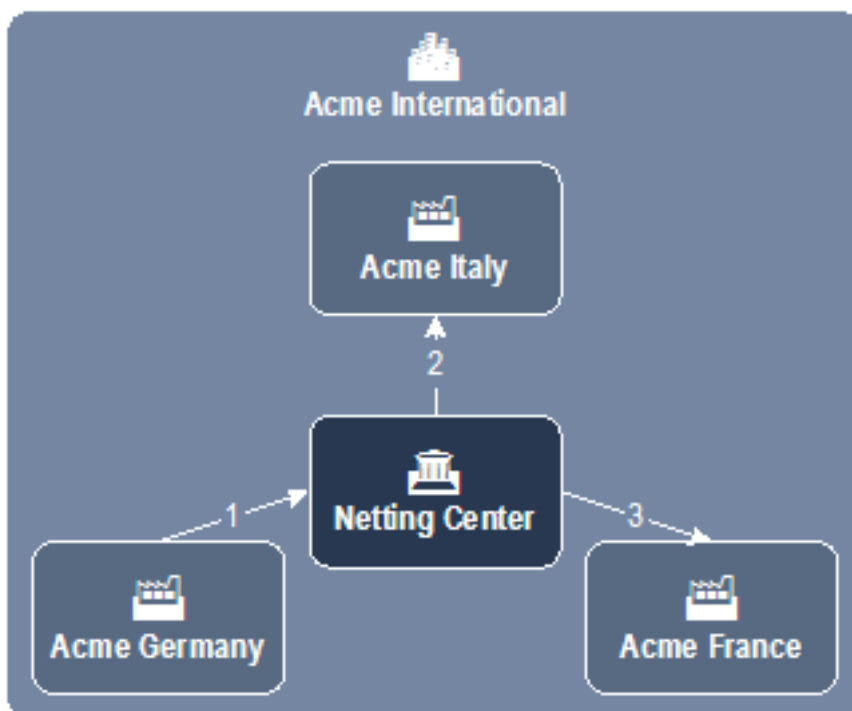
Settlement generates the following external transactions:

Flow	Party	Counterparty	Type	Amount (EUR)

1	Acme Germany	Netting Center	Payment	200,000
2	Netting Center	Acme Italy	Payment	110,000
3	Netting Center	Acme France	Payment	90,000

Settlement also generates internal transactions that are opposite to these external transactions to zero out the internal bank accounts.

For more information on settlement, see Settling bank accounts.

Chapter 12   Concentrating cash

Cash concentration allows an organization to centralize cash from its bank accounts for liquidity, legal, or other reasons. CMM can facilitate cash concentration through the following functionality:

- Target balancing

- Settlement.

12.1   Target balancing bank accounts

External banks offer two types of cash concentration:

Type	Description
Zero balance	Automatic sweeping of funds from a lower level account into a header account at the end of a business day.
Notional	Virtual sweeping of funds where by the actual funds remain in the lower level accounts, but an aggregated balance is determined in a header account.

If an external bank cannot provide cash concentration, your organization can still obtain its benefits by using CMM's target balancing functionality to initiate the sweeps.

In-house banks provide a very efficient mechanism for tracking ownership of cash as it is swept into or out of pool accounts. In cases where the subsidiary has excess funds, the subsidiary is still the owner of the cash even after it is swept into a header account. The funds are an asset for the subsidiary and a liability for the owner of the header pool account. In-house banks track the ownership of the cash by using the balances on internal bank accounts to represent the cash held in the pool's header accounts.

CMM also offers Notional Cumulative Pooling. This is similar to the Notional cash concentration option in the table above: no physical transfer takes place in the lower level accounts that are selected for sweeping. However, another lower level account *is* used for physically sweeping the calculated funds to the header account.

12.1.1   Prerequisites

The following are prerequisites for target balancing bank accounts:

Category	Tasks
Security	Ensure you have access to the following function: - FG-0338 Cash Monitor. In addition, ensure you have access to the bank accounts you want to sweep. For more information, see the *WebSuite System Admin Guide*.

Reports and worksheets	Ensure templates have been created for the following function: • Cash Monitor. For more information, see the *WebSuite System Admin Guide*.
Cash concentration setup	Ensure the following task has been completed: • Configuring target balance rules. For more information, see the *WebSuite System Admin Guide*.

12.1.2 Running all sweeps in a report

To run all sweeps in a report:

1. Select **Banking - Target Balancing - Cash Monitor**:
   – If you did not previously select a favorite report template, continue to step 2.
   – If you previously selected a favorite report template, continue to step 3.
2. In the Cash Monitor page, drill down on the appropriate report template.
3. In the report template's page, make any appropriate changes to the report criteria.
4. Click **Refresh**.
5. Click **Run All Sweeps**.

12.1.3 Running select sweeps in a report

To run select sweeps in a report:

1. Select **Banking - Target Balancing - Cash Monitor**:
   – If you did not previously select a favorite report template, continue to step 2.
   – If you previously selected a favorite report template, continue to step 3.
2. In the Cash Monitor page, drill down on the appropriate report template.
3. In the report template's page, make any appropriate changes to the report criteria.
4. Click **Refresh**.
5. Click **View Recommended Transfers**.
6. In the **Recommended Transfers** page, make any appropriate changes to the amounts.
7. Select the appropriate sweeps' checkboxes.
8. Click **Run Selected Transfer**.

12.2 Settling bank accounts

In some situations, your organization cannot hold funds in internal bank accounts for legal or tax reasons. There may be restrictions that prevent your organization from maintaining a balance with an entity that is not a bank or that resides out of country. Due to the intercompany movements required to offset the on-behalf-of transaction functionality, internal bank accounts can carry large positive or negative balances. At the end of a period, each entity's internal bank account may have to be set to a zero balance (in other words, settled).

Depending on your organization's in-house bank structure, settlement can occur between an in-house bank client and a parent entity or between an in-house bank client and an in-house bank.

CMM provides an automated process to settle internal bank accounts. The internal bank account balance represents the portion of the in-house bank managed pool of funds that is owed to or owed by a client.

Note: When CMM routes a transaction in a multiple in-house bank structure, it generates "routing legs" (individual payments and receipts that make up a routed transaction). These routing legs result in new balances in all internal bank accounts involved in the routed transaction. Therefore you must set up settlement rules for all internal bank accounts involved in routed transactions—not just the originating and paying bank accounts. After the initial installation of CMM, Wallstreet can work with your organization to ensure settlement rules are properly set up for a multiple in-house bank structure.

The following are points to consider before setting up settlement in CMM:

- Due to organizational and pooling structures, the settlement process allows for sequential settlement of bank accounts as defined by your organization. For example, the lowest level (business unit) of the structure will settle to the middle level (national organization). Once the lowest and the middle level have settled, the middle level will settle to the highest level (international organization).

- When you execute the settlement process, it uses the settlement period—whether monthly, daily, or weekly—to determine the next settlement date. If the next settlement date is less than or equal to the execution date (in other words, the day you are running the process), the settlement process runs for the selected bank accounts. If the next settlement date is greater than the execution day, the settlement process does not run for the selected bank accounts. When the settlement process runs for a specific bank account, it updates the Last Settlement Date field with the date the process ran and the Next Settlement Date field with the date the process should be run again for this bank account based on the defined settlement period.

- If a bank account requires an additional settlement before the settlement process is scheduled to run again, you can manually adjust the next settlement date for each bank account to run when required. Alternatively, you can set the settlement period to none, enabling settlement of the bank account every time the settlement process is executed.

- The settlement process only considers reconciled records for inclusion in determining the amount to settle.

- The settlement process should ensure actual and calculated bank balances are equal for all bank accounts flagged for settlement and, if necessary, display an error message in the job log indicating which accounts require recalculation before the process can execute.

- Intercompany cash records generated in the settlement process are auto-authorized. However, external cash records will require authorization and subsequent release. To facilitate this, internal and external records generated in the settlement process are not linked together by group ID as with other cash records. Customer reference ID is used to link the intercompany settlement records to the external settlement records. If an external cash record generated in the settlement process is rejected, you must manually reject the corresponding intercompany record.

- To determine the settlement amount of the second settlement level of bank accounts when the first level settlement records are not yet reconciled, the process includes the actual bank balance and then adds on records where cash flow type equals settlement/clearing and where value date is less than or equal to the value date of the settlement process.

- Once the accounts have been settled, some form of detailed notification to the entities involved is required. Entities receiving funds require details of the funds deposited to their bank accounts. Entities required to make payments, via an external bank, should receive payment detail advice.

12.2.1 Locking and unlocking bank accounts

Before initiating a settlement, you can lock the bank accounts you plan to settle. This prevents other users from changing those bank accounts' rules while CMM is completing the settlement process.

Afterwards, you can unlock the bank accounts.

12.2.1.1 Prerequisites

The following are prerequisites for locking and unlocking bank accounts:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0313 Lock/Unlock Settlement Accounts. In addition, ensure you have access to the bank accounts and settlement groups you want to settle. For more information, see the *WebSuite System Admin Guide*.
Cash concentration setup	Ensure the following setup task has been completed: • Configuring settlement rules. For more information, see the *WebSuite System Admin Guide*.

12.2.1.2 Locking bank accounts

To lock bank accounts:

1. Select Banking - Settlement - Lock/Unlock Settlement Accounts.

2. In the Lock/Unlock Settlement Accounts - Criteria Selection page, select the appropriate settlement group or `All Settlement Accounts` in the Select Settlement Group Accounts to Lock/Unlock list.

3. Click IHB Account to Lock/Unlock.

4. In the Lock/Unlock Settlement Accounts Maintenance page, select the bank accounts.

5. Click Save.

12.2.1.3 Unlocking bank accounts

To unlock bank accounts:

1. Select Banking - Settlement - Lock/Unlock Settlement Accounts.

2. In the Lock/Unlock Settlement Accounts - Criteria Selection page, select the appropriate settlement group or `All Settlement Accounts` in the Select Settlement Group Accounts to Lock/Unlock list.

3. Click IHB Account to Lock/Unlock.

4. In the Lock/Unlock Settlement Accounts Maintenance page, deselect the bank accounts.

5. Click Save.

12.2.2 Settling bank accounts

CMM provides an automated process to settle internal bank accounts. The internal bank account balance represents the portion of the in-house bank managed pool of funds that is owed to or owed by a client.

On occasion, you may need to undo a bank account settlement if you need to make adjustments or corrections to either the bank accounts or transactions to the bank accounts.

CMM allows you to undo a settlement. The module can only undo the whole settlement, not individual parts of the settlement. When adding settlement rules, you identify which internal bank accounts will be settled to which internal or external bank accounts. Therefore, when you initiate the undo settlement process, CMM can only undo the whole settlement. It cannot undo smaller parts of a settlement.

All payments created for the settlement must be reversible. When you initiate the settlement process, CMM creates internal and external payments (depending on the settlement structure):

Type	Description	Notes
Internal	From an internal bank account to another internal bank account	Because internal payments do not involve external activity, you can reverse them at any time. If an internal payment's status is manually authorized or released, you must unauthorize or unrelease it before it can be considered reversible.
External	From an internal bank account to an external bank account or from an external bank account to an internal bank account	You cannot always reverse external payments. If an external payment's status is released, it is not reversible and, therefore, you cannot reverse the settlement. If the payment's status is manually authorized, you must unauthorize it before it can be considered reversible.

When you initiate the undo settlement process, CMM checks the status of all payments. If all payments are reversible, the module allows you to continue the process. If any of the payments are not reversible, the module displays a list of payments in the current settlement that are not reversible (in authorized or released status for internal or external payments). You must manually unauthorize and unrelease these payments using the appropriate functionality. Afterwards, you can complete the undo settlement process.

When undoing a settlement, CMM sets the Last Settlement Date and Next Settlement Date fields to their values before the settlement. Therefore, if the Last Settlement Date field was set to January 31, and the Next Settlement Date field was set to February 28, for a particular bank account before settlement, the module will return the fields to these values when undoing the settlement—even if the settlement was actually initiated on a day other than February 28.

12.2.2.1 Prerequisites

The following are prerequisites for settling bank accounts:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0309 Settle Bank Accounts • FG-0310 Undo Bank Account Settlement. In addition, ensure you have access to the bank accounts and settlement groups you want to settle. For more information, see the *WebSuite System Admin Guide*.
Configuration parameters	Ensure the following configuration parameter is set: • Account Settlement Balance Type. For more information, see the *WebSuite System Admin Guide*.
Cash concentration setup	Ensure the following setup task has been completed: • Configuring settlement rules. For more information, see the *WebSuite System Admin Guide*.
Cash concentration workflow	Ensure the following workflow task has been completed: • Locking and unlocking bank accounts.

12.2.2.2 Settling bank accounts

You can settle bank accounts on a regular basis by scheduling the IHB Account Settlement task in the Task Scheduler function. For more information, see the *WebSuite System Admin Guide*.

You can also settle bank accounts on a one-time basis using the Settle Bank Accounts function:

1. Select Banking - Settlement - Settle Bank Accounts.

2. In the IHB Account Settlement [criteria] page, enter settlement criteria.

   When settling a bank account with the gross settlement type, do not manually adjust the settlement dates as this could cause problems with calculations.

3. Click IHB Accounts to Settle.

4. In the IHB Account Settlement [entity bank account selection] page, select the bank accounts.

5. Click Settle Selected Accounts.

12.2.2.3 Undoing settlement

To undo a settlement:

1. Select Banking - Settlement - Undo Settlement.

2. In the IHB Account Settlement Undo - Criteria Selection page, enter search criteria.

3. Click Search.

4. In the IHB Account Settlement Undo List page, drill down on the settlement.

5. In the IHB Account Settlement Undo page:

   – If all of the settlement's payments are reversible, click Undo Settlement.

   – If one or more of the settlement's payments are not reversible:

      a. To unauthorize one or more payments, click Undo Payment Authorizations. For further instructions, see Authorizing transactions.

      b. To unrelease one or more payments, click Undo Payment Releases. For further instructions, see Releasing transactions.

      When all payments are reversible, repeat steps 1 to 5.

12.3 Analyzing cash concentration

You can analyze reconciliation by running the following reports:

- Settlement

- Net Position by Entity

- Net Position by Currency.

For information on running the Net Position reports, see Analyzing netting.

Note: These reports are relevant to settlement but not to target balancing.

12.3.1 Running the Settlement report

The Settlement report presents the movement of funds resulting from a settlement.

12.3.1.1 Prerequisites

The following are prerequisites for running the Settlement report:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-0187 Account Settlement Report. In addition, ensure you have access to the bank accounts and settlement groups you want to settle. For more information, see the *WebSuite System Admin Guide*.
Static data	Ensure the following static data are available: • Currencies (see Managing currencies) • Bank account groups (see Managing bank account groups).
Cash concentration workflow	Ensure the following task has been completed: • Settling bank accounts.

12.3.1.2 Running the Settlement report

To run the Settlement report:

1. Select Reporting - Banking - Settlement Report.

2. In the Account Settlement Report - Criteria Selection page, enter search criteria.

3. Do one of the following:

    − To view the report in your browser, click Report.

    − To view the report in a spreadsheet application (for example, Microsoft Excel), click View in Spreadsheet.

Chapter 13   Calculating interest, fees, and taxes

CMM allows you to calculate and then pay or charge the following:

- Interest

- Commitment fees

- Overdraft fees

- Withholding tax.

13.1   Calculating interest, fees, and taxes

When you initiate interest, fee, and tax calculation, CMM calculates the amount of interest, fees, and taxes based on the assigned calculation method and bank balance information over the period that the interest, fees, and taxes are due. It then posts the interest, fees, and taxes in the form of bank transactions and reconciled cash records for internal bank accounts and un-reconciled cash records for external bank accounts; calculates the next interest, fee, and tax due date for the entity bank account; and updates the database accordingly.

This process involves the following stages:

1. CMM selects all bank accounts that match your criteria and that have interest, fee, and tax calculations with next period start dates prior to the current date.

2. CMM determines the back-value-dated transactions captured since the last interest, fee, or tax payment or charge.

   For each of these back-value-dated transactions, CMM calculates an interest, fee, or tax adjustment for the transaction's value date and forward.

3. For each payment period:

   a. CMM calculates the interest, fees, and taxes from the start of the period to the start of the next period.

   b. CMM calculates the total interest, fees, and taxes, which is the sum of the interest, fees, and taxes calculated in step 2 and 3a.

For simple interest, total interest is calculated for the entire period and not for each payment period.

4. CMM does one of the following:

   – If interest, fees, and taxes are realized internally, CMM generates interest, fee, and tax internal bank transactions.

   – If interest, fees, and taxes are realized externally:

     – If the total interest, fees, and taxes are less than the maximum threshold:

       • CMM sets the next period start date to the current period start date plus the payment period.

     – If the total interest, fees, and taxes are greater than or equal to the maximum threshold:

       • CMM creates external payments taking into account days offset.

       • CMM sets the current period start date to the next period start date plus one.

       • CMM sets the next period start date to the current next period start date plus the payment period.

The entity bank account on the external payment is derived from the External Pool Account bank account relationship assigned to the internal bank account on which the interest is being calculated. Similarly, the counterparty bank account on the external interest payment is derived from the Pool Interest Account bank account relationship assigned to the derived entity bank account.

Note: If the total external interest amount consists of interest for the current interest period and adjustments to prior interest periods, an aggregate external payment is created. The composite payments assigned to the aggregate are the current period and prior period interest.

13.1.1 Prerequisites

The following are prerequisites for calculating interest, fees, and taxes:

Category	Tasks
Configuration parameters	Ensure the following configuration parameters are set: • Post Interest To Period • Show Bank Account Group For Interest Calculation. For more information, see the *WebSuite System Admin Guide*.
Static data	Ensure the following static data are available: • In-house banks (see Managing in-house banks) • Bank account relationships (see Managing bank account relationships) • Bank account groups (see Managing bank account groups).
Security	Ensure you have access to the following functions: • FG-0219 Calculate and Post Bank Account Interest • FG-0279 Task Scheduler. In addition, ensure you have access to the bank accounts for which you want to calculate interest, fees, and taxes. For more information, see the *WebSuite System Admin Guide*.

Integration	Ensure CMM is integrated with ACM:
	• The installed attributes for CMM and ACM are set to `true` in the `integrated_suite_module_config.xml` file.
	• The ACM Web Service URL configuration parameter contains the correct URL.
	• You have valid user accounts in both modules.
	• You have access to accounting periods and account period sets in ACM.
	• The ACM Period web service is running.
	For more information, see the *WSS Suite System Admin Guide*.
Interest, fee, and tax setup	Ensure the following setup tasks have been completed:
	• Configuring interest, fee, and tax calculation processing
	• Configuring interest, fee, and tax calculations.
	For more information, see the *WebSuite System Admin Guide*.

13.1.2 Calculating interest, fees, and taxes

You can calculate interest and fees on a regular basis by scheduling the Interest Fee Tax Calculation task in the Task Scheduler function. For more information, see *Creating parameter sets* in **the** *WebSuite System Admin Guide*.

You can also calculate interest, fees, and taxes on a one-time basis using the Interest Calculation function:

1. Select **Banking - Interest - Interest Calculation**.

2. In the Bank Account Selection - Criteria Selection page:

    − To calculate interest, fees, and taxes all bank accounts in a bank account relationship:

        a. Select the appropriate bank account relationship type in the **Bank Account Hierarchy Type** list.

        b. Select the appropriate parent (hierarchy-only) bank account in the **Bank Account** list.

        c. Select the appropriate interest, fee, and tax types in the **Calculation Type** list.

        d. Click **Calculate Interest and Fee**.

    − To calculate interest, fees, and taxes for all bank accounts in an in-house bank:

        a. Select the in-house bank in the **In House Bank** list (or select All for all in-house banks).

        b. Select the appropriate interest, fee, and tax types in the **Calculation Type** list.

        c. Click **Calculate Interest and Fee**.

    − To calculate interest, fees, and taxes for select bank accounts:

        a. Select a bank account relationship or in-house bank.

        b. Click **Select Accounts**.

        c. In the Bank Account Selection page, select the bank accounts.

        d. Click **Calculate Interest and Fee**.

3. To check the status of processed interest calculation on accounts, go to **Admin - Utilities - Review Job Logs**.

As mentioned in step 2, you can calculate interest, fees and taxes for all in-house banks by selecting All in the **In House Bank** field. When you undo calculations, the All option is not available for in-house banks, you need to undo them one-by-one.

13.2 Undoing interest, fee, and tax calculations

If necessary, you can undo the last interest, fee, and tax calculation for a select entity bank account, bank account relationship, or in-house bank. You can then make any corrections and recalculate interest, fees, and taxes on the entity bank account, bank account relationship, or in-house bank.

When you undo an interest, fee, and tax calculation for an external bank account, CMM reverses— rather than deletes—the unreconciled cash records created during the calculation process. The transaction and value dates on the reversal cash records are the same as those on the original interest, fee, and tax calculation cash records.

When you undo an interest, fee, and tax calculation for an internal bank account, CMM deletes the cash records and reverses the bank transactions.

You can only undo the most recent interest, fee, and tax calculation for each bank account. When you undo the most recent interest, fee, and tax calculation, the next most recent one becomes available. Therefore, you undo interest, fee, and tax calculations sequentially.

13.2.1 Prerequisites

The following are prerequisites for undoing interest, fee, and tax calculations:

Category	Tasks
Configuration parameters	Ensure the following configuration parameter is set: • Show Bank Account Group For Interest Calculation. For more information, see the *WebSuite System Admin Guide*.
Static data	Ensure the following static data are available: • In-house banks (see Managing in-house banks) • Bank account relationships (see Managing bank account relationships) • Bank account groups (see Managing bank account groups).
Security	Ensure you have access to the following function: • FG-0335 Undo Interest Calculation. In addition, ensure you have access to the bank accounts for which you want to undo interest, fee, and tax calculations. For more information, see the *WebSuite System Admin Guide*.
Interest, fee, and tax workflow	Ensure the following workflow task has been completed: • Calculating interest, fees, and taxes.

13.2.2 Undoing interest, fee, and tax calculations

To undo an interest, fee, or tax calculation:

1. Select Banking - Interest - Undo Interest Calculation.

2. In the Undo Calculate and Post Bank Account Interest and Fee - Criteria Selection page, enter search criteria.

3. Click Continue.

4. In the Undo Calculate and Post Bank Account Interest and Fee page, select the interest, fee, or tax calculation's Undo checkbox.

5. Click Undo.

13.3   Analyzing interest, fees, and taxes

You can analyze interest, fees, and taxes by running the following reports:

- Interest, Fee, and Tax
- Interest, Fee, and Tax Allocation
- Interest, Fee, and Tax Calculation Methods
- Credit Line
- Bank Account Summary.

13.3.1   Running the Interest, Fee, and Tax report

The Interest, Fee, and Tax report allows you to search for and view calculated interest, fees, and taxes on a bank-account-by-bank-account basis.

Note: You can use this report before or after calculating interest, fees, and taxes. If you use it before, you can preview how CMM will allocate interest, fees, and taxes to bank accounts before actually calculating interest, fees, and taxes.

13.3.1.1   Prerequisites

The following are prerequisites for running the Interest, Fee, and Tax report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0160 Interest Report. In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank transactions you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Interest Report. For more information, see the *WebSuite System Admin Guide.*
Interest, fee, and tax setup	Ensure the following setup tasks have been completed: • Configuring interest, fee, and tax calculation processing • Configuring interest, fee, and tax calculations For more information, see the *WebSuite System Admin Guide.*

13.3.1.2 Running the Interest, Fee, and Tax report

To run the Interest, Fee, and Tax report:

1. Select Reporting - Banking - Interest - Interest Report:

    – If you did not previously select a favorite report template, continue to step 2.

    – If you previously selected a favorite report template, continue to step 3.

2. In the Interest and Fee Calculation Report page, drill down on the appropriate report template.

3. Make any appropriate changes to the report criteria.

4. Click Refresh.

13.3.2 Running the Interest, Fee, and Tax Allocation report

The Interest, Fee, and Tax Allocation report provides up-to-date information on the allocation of interest, fees, and taxes to the internal bank accounts held by an entity.

The report includes one row for each posting, noting the bank account, the bank account currency, the date, and the amount of interest, fee, or tax posted.

CMM allocates interest, fees, and taxes to the internal bank accounts based on their bank balances and assigned interest, fee, and tax calculation methods. To ensure the bank balances and interest in the report are up-to-date, update the bank balances before generating the report. For more information, see Updating and recalculating bank balances.

Note: You can run the Interest, Fee and Tax Allocation report before or after calculating interest, fees, and taxes. If you run it before, you can use it to preview how CMM will allocate interest, fees, and taxes to bank accounts before actually calculating interest, fees, and taxes.

13.3.2.0.1 Prerequisites

The following are prerequisites for running the Interest, Fee, and Tax report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0133 Bank Accounts Interest Allocation Report. In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank transactions you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Interest, fee, and tax setup	Ensure the following setup tasks have been completed: • Configuring interest, fee, and tax calculation processing • Configuring interest, fee, and tax calculations. For more information, see the *WebSuite System Admin Guide*.

13.3.2.1 Running the Interest, Fee, and Tax Allocation report

To run the Interest, Fee, and Tax Allocation report:

1. Select Reporting - Banking - Interest Allocation.

2. In the In House Bank Accounts Interest Allocation - Criteria Selection page, enter search criteria.

3. Click Search.

13.3.3 Running the Interest, Fee, and Tax Calculation Methods report

The Interest, Fee, and Tax Calculation Methods report allows you to review interest, fee, and tax calculation methods you created in the Interest Calculation Methods function (see the *WebSuite System Admin Guide*).

13.3.3.1 Prerequisites

The following are prerequisites for running the Interest, Fee, and Tax Calculation Methods report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0134 Bank Accounts Interest Allocation Methods Report. In addition, ensure you have access to the entities, counterparties, and bank accounts of the interest, fee, and tax calculation methods you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Review Interest Calculation Methods. For more information, see the *WebSuite System Admin Guide*.
Interest, fee, and tax setup	Ensure the following setup task has been completed: • Configuring interest, fee, and tax calculation methods For more information, see the *WebSuite System Admin Guide*.

13.3.3.2 Running the Interest, Fee, and Tax Calculation Methods report

To run the Interest, Fee, and Tax Calculation Methods report:

1. Select Admin - Market Data - Review - Review Interest Calculation Methods:
   – If you did not previously select a favorite report template, continue to step 2.
   – If you previously selected a favorite report template, continue to step 3.
2. In the Interest Calculation Methods page, drill down on the appropriate report template.
3. Make any appropriate changes to the report criteria.
4. Click Refresh.

13.3.4 Running the Credit Line report

The Credit Line report allows you to create customized report templates that can display balances in bank accounts, remaining credit lines, and total credit lines.

13.3.4.1 Prerequisites

The following are prerequisites for running the Credit Line report:

Category	Tasks

Security	Ensure you have access to the following function: • FG-0375 Credit Line Report. In addition, ensure you have access to the entities, counterparties, and bank accounts of the bank transactions you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Credit Line Report. For more information, see the *WebSuite System Admin Guide*.
Interest, fee, and tax setup	Ensure the following setup task has been completed: • Configuring credit line limits. For more information, see the *WebSuite System Admin Guide*.

13.3.4.2 Running the Credit Line report

To run the Credit Line report:

1. Select **Reporting - Banking - Credit Line Report**:

   – If you did not previously select a favorite report template, continue to step 2.

   – If you previously selected a favorite report template, continue to step 3.

2. In the Credit Line Report page, drill down on the appropriate report template.

3. Make any appropriate changes to the report criteria.

4. Click **Refresh**.

13.3.5 Running the Bank Account Summary report

The Bank Account Summary report allows you to review current (or "active") interest, fee, and tax calculations; credit lines; and credit line limits. In addition, you can review previous (or "inactive") interest, fee, and tax calculations; credit lines; and credit line limits for auditing purposes.

13.3.5.1 Prerequisites

The following are prerequisites for running the Bank Account Summary report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0396 Credit Line Limit Reports. In addition, ensure you have access to the entities, counterparties, and bank accounts of the interest, fee, and tax calculations; credit lines; and credit line limits you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Bank Account Summary Report. For more information, see the *WebSuite System Admin Guide*.

Interest, fee, and tax workflow	Ensure the following setup tasks have been completed: • Calculating interest, fees, and taxes.

13.3.5.2 Running the Bank Account Summary report

To run the Bank Account Summary report:

1. Select **Reporting - Banking - Bank Account Summary Report**:

    – If you did not previously select a favorite report template, continue to step 2.

    – If you previously selected a favorite report template, continue to step 3.

2. In the Bank Account Summary Report page, drill down on the appropriate report template.

3. Make any appropriate changes to the report criteria.

4. Click **Refresh**.

Chapter 14   Reporting to central banks

Central bank data allows you to create internal and external regulatory codes and then assign internal regulatory codes to transactions.

14.1 Managing transaction regulatory codes

After defining and mapping internal and external regulatory codes, you can assign the internal regulatory codes to transactions during transaction capture. For more information, see *5.1.2 Entering transactions* on page 91.

The Regulatory Transaction Codes function allows you to view and change the internal regulatory codes of all transactions that match your criteria.

14.1.1 Prerequisites

The following are prerequisites for managing transaction regulatory codes:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0302 Regulatory Transaction Code Maintenance. For more information, see the *WebSuite System Admin Guide*.
Expected and instructed activity	Ensure the following task has been completed: • *5.1.2 Entering transactions* on page 91.
Central bank reporting setup	Ensure the following task has been completed: • Configuring regulatory codes. For more information, see the *WebSuite System Admin Guide*.

14.1.2 Managing transaction regulatory codes

To manage transaction regulatory codes:

1. Select **Banking - Central Banking - Regulatory Transaction Codes**.

2. In the Regulatory Transaction Code Maintenance - Criteria Selection page, enter search criteria.

3. Click **Search**.

4. In the Regulatory Transaction Code Maintenance List page:

    – To change a cash record's internal regulatory code:

        a. Select a code or `None Selected` in the cash record's **Internal Regulatory Code** list.

        b. Click **Update**.

    – To view a cash record's details, click **Cash Record ID** in the cash record's row.

14.2 Analyzing transaction regulatory codes

You can analyze transaction regulatory codes by running the following reports:

• Central Bank

• Regulatory.

14.2.1 Running the Central Bank report

Central banks require codes be attached to all transactions to further describe the purpose of the transaction for reporting purposes. Central banks have a standard set of such codes called regulatory codes. Some regulatory codes have an additional code that further clarifies the transaction type. A number of transfers can use a set of regulatory codes; however, the additional code indicates whether the transfer of monies is going into or out of a country.

You can use the Central Bank report to view and analyze transactions from a central bank perspective.

14.2.1.1 Prerequisites

The following are prerequisites for running the Central Bank report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0073 Central Bank Regulatory Report. For more information, see the *WebSuite System Admin Guide*.
Central bank reporting workflow	Ensure the following task has been completed: • *14.1 Managing transaction regulatory codes* on page 251.

14.2.1.2 Running the Central Bank report

To run the Central Bank report:

1. Select Reporting - Banking - Central Bank Regulatory Report.

2. In the Central Bank Regulatory Report - Criteria Selection page, enter search criteria.

3. Do one of the following:

    – To view the report in your browser, click Report.

    – To view the report in a spreadsheet application (for example, Microsoft Excel), click View In Spreadsheet.

    The format of the report varies depending on the country you selected in step 2.

    Your selected country may not have a format defined for it in your installation. If this is the case, the following message displays after you click Report or View In Spreadsheet:

    ```
    The central bank regulatory report is not yet available for this country. Please
    consult with your Wallstreet contact if you require this functionality.
    ```

14.2.2 Running the Regulatory report

Central banks require codes be attached to all transactions to further describe the purpose of the transaction for reporting purposes. Central banks have a standard set of such codes called regulatory codes. Some regulatory codes have an additional code that further clarifies the transaction type. A number of transfers can use a set of regulatory codes; however, the additional code indicates whether the transfer of monies is going into or out of a country.

You can use the Regulatory report to view and analyze transactions from a central bank perspective.

14.2.2.1 Prerequisites

The following are prerequisites for running the Regulatory report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0288 Regulatory Reporting. For more information, see the *WebSuite System Admin Guide*.
Central bank reporting workflow	Ensure the following task has been completed: • *14.1 Managing transaction regulatory codes* on page 251.

14.2.2.2 Running the Regulatory report

To run the Regulatory report:

1. Select Reporting - Banking - Regulatory Reporting.

2. In the Regulatory Reporting - Criteria Selection page, enter search criteria.

3. Do one of the following:

    – To view the report in your browser, click Report.

    – To view the report in a spreadsheet application (for example, Microsoft Excel), click View In Spreadsheet.

Chapter 15 Exporting accounting events to ACM

To facilitate accounting, information can flow from CMM to ACM.

Each accounting event represents a single transaction in CMM at a certain state in its life cycle that is configured to post to accounting. CMM can also transfer instruction accounting events for special accounting actions.

Note: In this release, CMM only includes reversal instruction accounting events to reverse a previously sent accounting event.

The following diagram presents the steps that occur when the ACM daily accounting process executes:
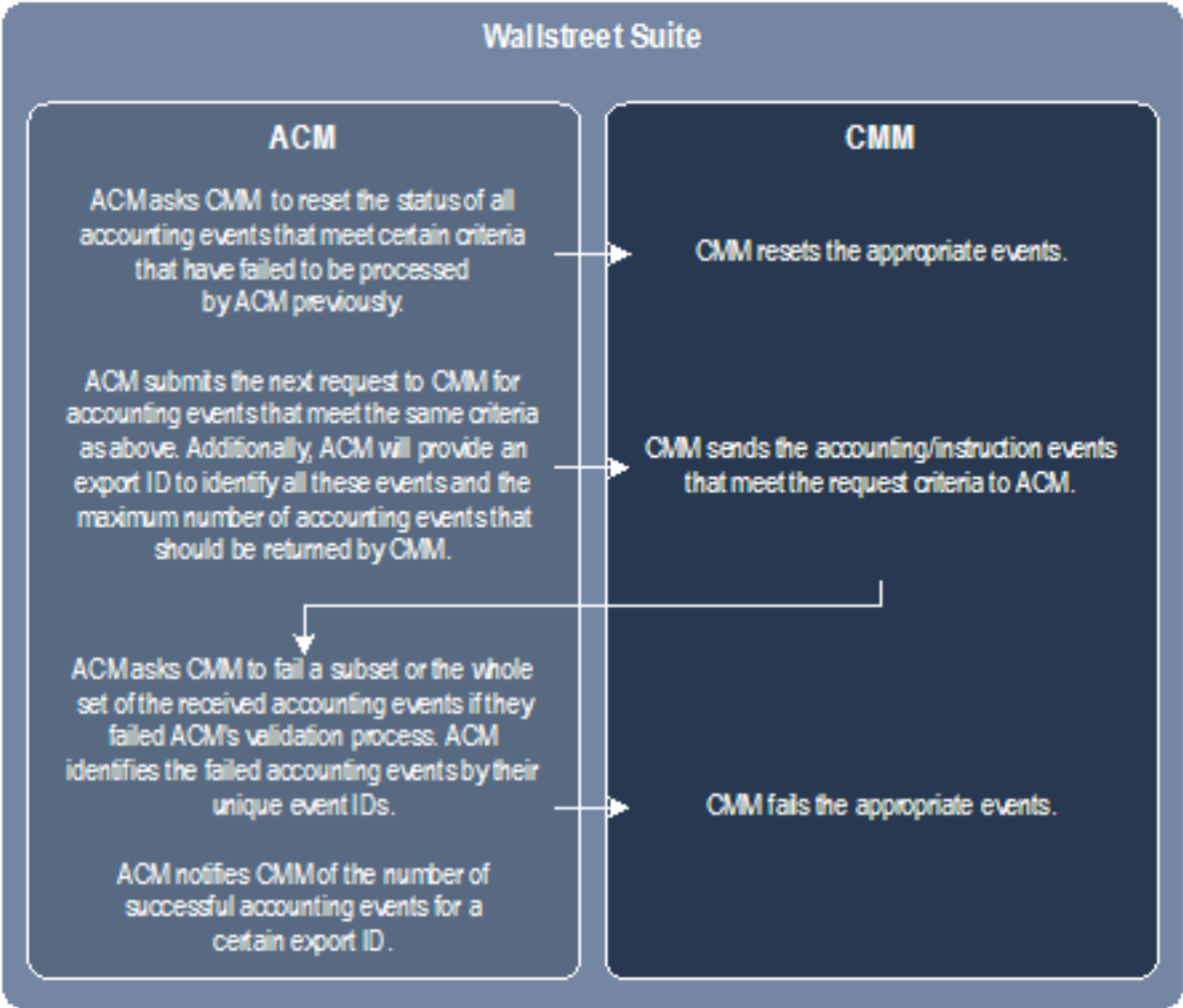
The following diagram presents the steps that occur when the ACM closing-the-book accounting process executes:
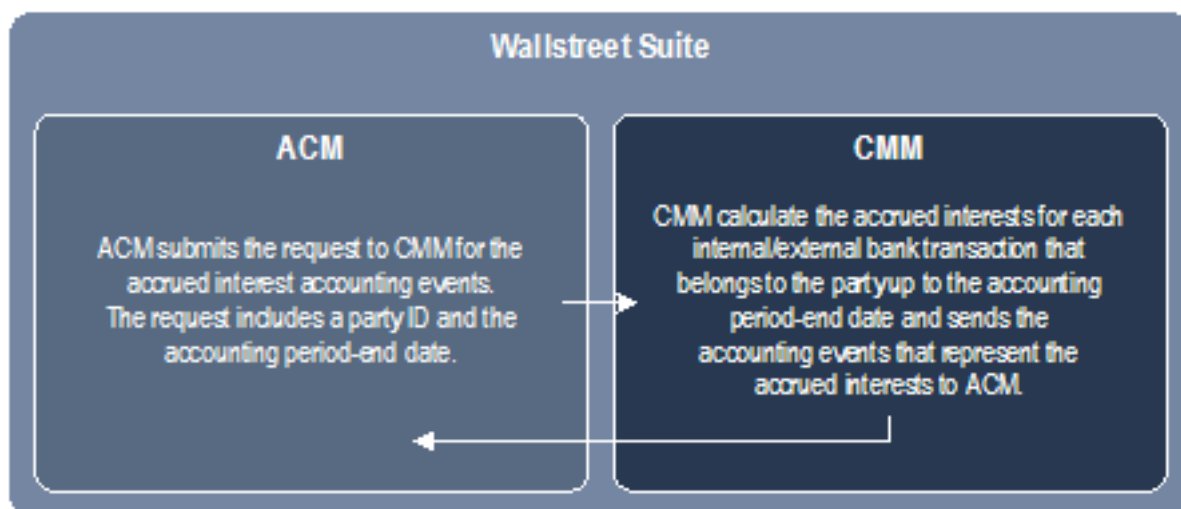
15.1 Generating daily accounting events

Usually, ACM triggers the generation of accounting events as described in *Chapter 15 Exporting accounting events to ACM* on page 255. However, during the initial implementation of CMM, you may need to trigger the generation of accounting events manually as part of your organization's testing of the module. You can do this using the Generate Daily Accounting Events function.

15.1.1 Prerequisites

The following are prerequisites for generating daily accounting events:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0374 Generate Daily Accounting Events. For more information, see the *WebSuite System Admin Guide*.
Integration	Ensure CMM is integrated with ACM. For more information, see the *WSS Suite System Admin Guide*.

15.1.2 Generating daily accounting events

To generate daily accounting events:

1. Select Accounting - Processing - Generate Daily Accounting Events.

2. In the Generate Daily Accounting Events page, enter search criteria.

3. Click Generate.

15.2 Reconciling bank balances

Differences in timing between the capture and processing of transactions, and posting of events to the general ledger can cause variances between CMM and ACM bank balances. Specifically, the following situations can occur:

- Transactions accounted for in CMM but not ACM

    - CMMposting rules are not set up correctly. As a result, some do not post and are not sent to ACM.

    - ACM mapping rules are not set up correctly.

    - Events in CMM that are available to be pulled to ACM are not pulled due to errors.

    - CMM's bank balances reflect bank transactions regardless of their reconciliation status; however, ACM's bank balances only reflect reconciled bank transactions.

- Transactions accounted for in ACM but not CMM

    - Future-transaction-dated transactions that are reconciled are sent to ACM and reflect in its bank balances. However, they do not reflect in CMM's.

To allow you to address these situations, the following functions include default bank balance reconciliation reports:

- Cash Transaction Report

- Bank Transaction Report

- Bank Balance Analysis

- Accounting Events Report.

15.2.0.1 Updating and reviewing bank balances

Before reconciling bank balances, you must update and review them in CMM. To do this:

1. Update bank balances in CMM. (For more information, see *6.4 Updating and recalculating bank balances* on page 124.)

    If you do not complete this step, bank balances will not correctly reflect any newly captured transactions and, consequently, the actual cash position.

2. Run the Bank Transaction Reconciliation report, which is available in the Bank Transaction Report function. (For more information, see *6.6.2 Running the Bank Transaction report* on page 131.)

    When running the report, enter the following criteria in addition to typical dates, entities, entity bank accounts, and so on:

    - Select `Unreconciled` in the Transactions to Display list.

    - Select `Fully Sent` in the Accounting Entries Sent list.

    Doing this reveals all possible reversed transactions that are throwing off the current bank balance. If any transactions exist, complete an "ACM Pull", which triggers the reversal of any required reversal operations. This brings CMM's bank balances to a cleaner, more updated, and more manageable state. After this is done, you can complete the actual bank balance reconciliation.

15.2.0.2 Reconciling bank balances

To reconcile bank balances:

1. Run the following reports:

   – In CMM, the Bank Balance Reconciliation report, which is available in the Bank Balance Analysis function. (For more information, see *6.6.3 Running the Bank Balance Analysis report* on page 132.)

   – In ACM, run the Event Date Balance Query report. (For more information, see the *ACM User Guide*.)

   If you are comparing a large volume of bank balances, consider the following options:

   – View the reports in a spreadsheet application. To do this for the Bank Balance Reconciliation report, select `Excel` in the report's Display Media list and then click Refresh.

   – Sort bank balances in the reports by different criteria. If bank account names are uniquely defined and there is a one-to-one relationship between general ledger accounts in ACM and cash accounts in CMM, both reports can be sorted by bank account name for easier reconciliation. (If the synchronization of bank account numbers or names between ACM and CMM is important, ensure the bank accounts are uniquely named or numbered and that the names and numbers are consistent across the two modules.

2. Compare the closing bank balances in the two reports:

   – If the closing bank balances are the same, the bank balances in CMM and ACM reconcile. Do not continue to step 3.

   – If the closing bank balances are not the same, the bank balances in CMM and ACM do not reconcile. Continue to step 3.

   When comparing bank balances with different date ranges, be aware that back- and future-date transactions can cause differences in bank balances. For example, a future-dated transaction may not be included in CMM's bank balance but may be included in ACM's if the search date ranges are different). Simplify the reconciliation process by ensuring the same search criteria are used in the two reports.

3. Do the following:

   a. In the CMM Bank Balance Reconciliation report, drill down on the Net Change (Balance Movement) amount for any date to view transaction details.

   b. In the ACM Event Date Balance Query report, for the same date, drill down on the Balance Movement amount for the same date to view transaction details.

4. Compare the transactions:

   – If CMM is missing transactions:

Problem	Verification	Resolution
Transactions were manually entered in ACM.	Run the appropriate report in ACM to determine the origin of the transactions.	Acknowledge and ignore these transactions, as ACM does not send postings to CMM.

   – If ACM is missing transactions:

Problem	Verification	Resolution

One or more CMM accounting events may not have been sent to ACM.	In the page that displayed when you drilled down on the Net Change (Balance Movement) amount, identify all transactions that have not been sent.	In ACM, run the event pull operation to transmit unsent events. If any unsent events remain in CMM after you complete this task due to communication or other failures, investigate and resolve those failures.
CMM has not created accounting events to post or send.	Run the CMM Bank Transaction Reconciliation Report, which is available in the Bank Transaction Report function, with the following criteria: • Select `Reconciled` in the Transactions to Display list. • Select `Will or Have Been Posted` in the Posting Required list. • Select `Not Posted` in the Posting Done list. • Select `Not Sent` in the Accounting Entries Sent list. Using the report, check if there are any transactions that have not been reconciled, posted, or sent properly.	For unreconciled transactions, use the appropriate reconciliation functions in CMM (Bank Reconciliation, Manual Reconciliation, and so on) to reconcile the bank transactions to cash records. For unposted transactions, check posting rules in CMM to ensure they are correctly set up. For unsent transactions, run the Accounting Events Reconciliation report, which is available in the Accounting Events Report function, to review the export statuses of unsent transactions. If failures exist, investigate and resolve them prior to performing an event pull in ACM.
CMM has not reconciled the transactions.	Run the CMM Bank Transaction Reconciliation Report, which is available in the Bank Transaction Report function, with the following criteria: • Select `Reconciled` in the Transactions to Display list. • Select `Will or Have Been Posted` in the Posting Required list. • Select `Not Posted` then `Partially Posted` in the Posting Done list. • Select `Not Sent` then `Partially Sent` in the Accounting Entries Sent list. Using the report, check if there are any transactions that have not been reconciled, posted, or sent properly.	For unreconciled transactions, use the appropriate reconciliation functions in CMM (Bank Reconciliation, Manual Reconciliation, and so on) to reconcile the bank transactions to cash records. For unposted transactions, check posting rules in CMM to ensure they are correctly set up. For unsent transactions, run the Accounting Events Reconciliation report, which is available in the Accounting Events Report function, to review the export statuses of unsent transactions. If failures exist, investigate and resolve them prior to performing an event pull in ACM.

ACM's event mapping rules may be set up incorrectly, causing events to be unmapped or mapped to incorrect ledgers.	N/A	Confirm transactions have been successfully sent to ACM using any of the following CMM reports: • Balance Reconciliation Report • Bank Transaction Reconciliation Report • Cash Transaction Reconciliation Report • Accounting Events Reconciliation Report. Note the sent transactions and verify that they are all mapped to the correct ledger in ACM.

15.3 Analyzing accounting events

You can analyze accounting events by running the following report:

• Accounting Events.

15.3.1 Running the Accounting Events report

The Accounting Events report, which is based on the flexible reporting framework, allows you to analyze accounting events generated by CMM for transfer to ACM. Use this report in conjunction with ACM's Entry State report to view the information flow from CMM to ACM.

15.3.1.1 Prerequisites

The following are prerequisites for running the Accounting Events report:

Category	Tasks
Security	Ensure you have access to the following function: • FG-0383 Accounting Events. In addition, ensure you have access to the entities, counterparties, and bank accounts of the accounting events you want to include in the report. For more information, see the *WebSuite System Admin Guide*.
Reports and worksheets	Ensure templates have been created for the following function: • Accounting Events Report. For more information, see the *WebSuite System Admin Guide*.
Integration	Ensure CMM is integrated with ACM. For more information, see the *WSS Suite System Admin Guide*.

15.3.1.2 Running the Accounting Events report

To run the Accounting Events report:

1. Select Reporting - Accounting - Accounting Events Report:

    – If you did not previously select a favorite report template, continue to step 2.

    – If you previously selected a favorite report template, continue to step 3.

2. In the Accounting Events Report page, drill down on the appropriate report template.

3. Make any appropriate changes to the report criteria.

4. Click Refresh.

Chapter 16 Trading

The following table presents the instruments available in the standard web interface of TRM:

Foreign exchange market (FX)

Foreign exchange market (FX)	• FX spots • FX forwards • FX swaps • FX options

Interest rate market (IR)

Money market	• Fixed rate instruments (such as deposits, bonds, FRAs, and loans) • Floating rate instruments • Composite instruments • IR options • Futures

BA market (BA)

Cash management	• Payments • Transfers

Equities market (EQ)

Equities	• Equities • Equity forwards and futures • Equity options

Note: You can denominate the instruments in any currency, and they can contain several variants. For example, FX instruments cover FX forwards, spots, swaps, options, and so on.

16.1 Entering deals

You can enter deals for the instruments listed at the beginning of this chapter.

16.1.1 Prerequisites

The following are prerequisites for entering deals:

Category	Tasks
Static data	Ensure the following static data are available: • Currencies • Clients • Instruments • Portfolios. For more information, see the *TRM User Guide*.
Security	Ensure you have access to the following functions: • FG-1001 [Capture] Spot • FG-1002 [Capture] Spot (Batch Entry) • FG-1003 [Capture] Forward • FG-1004 [Capture] Swap • FG-1005 [Capture] Option • FG-1006 [Capture] Short Deposit/Loan • FG-1007 [Capture] Fixed Deposit/Loan • FG-1008 [Capture] Floating Deposit/Loan • FG-1009 [Capture] Bond • FG-1010 [Capture] Discount • FG-1011 [Capture] IR Swap • FG-1012 [Capture] Cross Currency IR Swap • FG-1013 [Capture] Equity • FG-1014 [Capture] BA Balance • FG-1015 [Capture] Payment • FG-1016 [Capture] Transfer. For more information, see the *WebSuite System Admin Guide*.

16.1.2 Entering single deals

To enter a single deal:

1. Select one of the following:

    – Trading - Capture - Foreign Exchange - Spot

    – Trading - Capture - Foreign Exchange - Spot (Batch Entry)

    – Trading - Capture - Foreign Exchange - Forward

    – Trading - Capture - Foreign Exchange - Swap

    – Trading - Capture - Foreign Exchange - Option

    – Trading - Capture - IR Instruments - Short Deposit/Loan

    – Trading - Capture - IR Instruments - Fixed Deposit/Loan

    – Trading - Capture - IR Instruments - Floating Deposit/Loan

    – Trading - Capture - IR Instruments - Bond

    – Trading - Capture - IR Instruments - Discount

    – Trading - Capture - IR Instruments - IR Swap

    – Trading - Capture - IR Instruments - Cross Currency IR Swap

    – Trading - Capture - Equity - Equity

    – Trading - Capture - Cash - BA Balance

    – Trading - Capture - Cash - Payment

    – Trading - Capture - Cash - Transfer.

2. In the resulting page, enter the deal.

    In the default installation, the Portfolio list is disabled until you enter the following information:

    – Currency

    – Instrument

    – Counterparty.

    The page reloads automatically. The Portfolio list is enabled; it contains portfolios for the selected currency, instrument and counterparty and for which you have security access.

3. Do one of the following:

    – If the deal requires transaction subentities (for example, a loan with multiple schedule):

    a. Click Next.

    b. Enter the transaction subentities.

    c. Click Save.

    – If the deal does not require transaction subentities, click Save.

16.1.3 Entering multiple deals

To enter multiple deals:

1. Select one of the following:

    – Trading - Capture - Foreign Exchange - Spot

    – Trading - Capture - Foreign Exchange - Spot (Batch Entry)

    – Trading - Capture - Foreign Exchange - Forward

    – Trading - Capture - Foreign Exchange - Swap

    – Trading - Capture - Foreign Exchange - Option

    – Trading - Capture - IR Instruments - Short Deposit/Loan

    – Trading - Capture - IR Instruments - Fixed Deposit/Loan

    – Trading - Capture - IR Instruments - Floating Deposit/Loan

    – Trading - Capture - IR Instruments - Bond

    – Trading - Capture - IR Instruments - Discount

    – Trading - Capture - IR Instruments - IR Swap

    – Trading - Capture - IR Instruments - Cross Currency IR Swap

    – Trading - Capture - Equity - Equity

    – Trading - Capture - Cash - BA Balance

    – Trading - Capture - Cash - Payment

    – Trading - Capture - Cash - Transfer.

2. In the resulting page, select the tab to enter multiple deals.

3. In the resulting page, enter the deals.

4. Do the following:

    – To add a new deal, click Add line.

    – To remove an existing deal, click Del in its row.

5. Click Submit All.

16.2 Editing deals

After entering a deal, you can search for and edit it in WebSuite.

16.2.1 Prerequisites

The following are prerequisites for editing deals:

Category	Tasks

Security	Ensure you have access to the following functions: • FG-1032 [Review Transaction] Simple Search • FG-1033 [Review Transaction] Advanced Search. For more information, see the *WebSuite System Admin Guide*.
Treasury management workflow	Ensure the following task has been completed: • Entering deals.

16.2.2 Editing deals

To edit a deal:

1. Select one of the following:

    – Trading - Processing - Review Transactions - Simple Search

    – Trading - Processing - Review Transactions - Advanced Search.

2. In the resulting page, enter criteria.

3. Click Search.

4. In the resulting page, drill down on the deal.

5. In the resulting page, do the following:

    – Enter or modify comments in the Comment field.

    – Modify a schedule by clicking Actions in its row and selecting the appropriate option.

    – Modify a cash flow by clicking Actions in its row and selecting the appropriate option.

    – Expire the deal early by clicking Early Expiration.

    – Roll over the deal by clicking Roll Over.

6. Click Apply.

Chapter 17   Commercial lending

You can enter and analyze loan drawdowns using the commercial lending functionality in WebSuite.

17.1 Entering loan drawdowns

You can enter loan drawdowns in WebSuite using the Loan Drawdown Entry function.

17.1.1 Prerequisites

The following are prerequisites for entering loan drawdowns:

Category	Tasks
Static data	Ensure the following static data are available: • Currencies • Locations • Clients • Instruments • Portfolios. For more information, see the *TRM User Guide*.
Security	Ensure you have access to the following function: • FG-1024 Loan Drawdown Entry. For more information, see the *WebSuite System Admin Guide*.

17.1.2 Entering loan drawdowns

To enter a loan drawdown:

1. Select Trading - Capture - Commercial Lending - Loan Drawdown Entry.
2. In the Loan Drawdown Dealing page, enter the loan drawdown.

    To select a facility:

    a. Click Browse to the right of the Facility list.

    b. In the Drawdown browser page, click the facility's ID or name.

To select a tranche:

    a. Click Browse to the right of the Tranche list.

    b. In the Drawdown browser page, click the tranche's ID or name.

3. Click Next.

4. Enter data in the remaining transaction fields and the schedule fields.

5. Click Save.

17.2 Running the Loan Monitor

After entering loan drawdowns as documented in *17.1 Entering loan drawdowns* on page 269, you can run the Loan Monitor.

17.2.1 Prerequisites

The following are prerequisites for running the Loan Monitor:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-1026 [Loan Monitor] Basic • FG-1027 [Loan Monitor] Advanced • FG-1028 [Loan Monitor] Enhanced • FG-1029 [Loan Monitor] Expert. For more information, see the *WebSuite System Admin Guide*.
Treasury management workflow	Ensure the following task has been completed: • *17.1 Entering loan drawdowns* on page 269.

17.2.2 Running the Loan Monitor

To run the Loan Monitor:

1. Select one of the following:

    – Trading - Capture - Commercial Lending - Loan Monitor - Basic

    – Trading - Capture - Commercial Lending - Loan Monitor - Advanced

    – Trading - Capture - Commercial Lending - Loan Monitor - Enhanced

    – Trading - Capture - Commercial Lending - Loan Monitor - Expert.

2. In the Loan Monitor page, enter the position parameters.

3. Click Get Report.

Chapter 18 Analyzing treasury management

In WebSuite, you can run and view several TRM reports. You can also export the reports' data to Microsoft Excel.

18.1 Running Treasury Monitor reports

This section explains how you can measure your organization's current exposure in WebSuite using the Treasury Monitor reports.

You can measure your exposure and profit/loss for your portfolios. You can group your treasury positions as follows:

- By instrument category

- By instrument group

- By instrument

- By maturity bucket

- By liquidity.

18.1.1 Prerequisites

The following are prerequisites for running Treasury Monitor reports:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-1051 Instrument Category • FG-1052 Instrument Group • FG-1053 Instrument • FG-1054 Maturity Bucket • FG-1055 Liquidity. For more information, see the *WebSuite System Admin Guide.*

18.1.2 Running position and risk reports

To run a position and risk report:

1. Select one of the following:

    – Treasury Monitor - Position and Risk - Instrument Category

    – Treasury Monitor - Position and Risk - Instrument Group

    – Treasury Monitor - Position and Risk - Instrument

    – Treasury Monitor - Position and Risk - Maturity Bucket

    – Treasury Monitor - Position and Risk - Liquidity.

2. In the Treasury page, enter the position parameters (for example, Portfolio, Period start, and Period end).

3. Click Get Report.

18.2 Running other reports

In addition to the Treasury Monitor reports, you can run other TRM reports in WebSuite.

18.2.1 Prerequisites

The following are prerequisites for running other reports:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-1034 FX Daily Deals • FG-1035 FX Outstanding Position • FG-1036 Equity • FG-1037 EQ Transactions • FG-1038 MM Daily Deals • FG-1039 MM Inventory • FG-1040 Cashflow • FG-1041 Cashflow CP • FG-1042 Key Figure • FG-1043 Balance • FG-1044 Cashflows • FG-1045 Fixing Rate. For more information, see the *WebSuite System Admin Guide*.

18.2.2 Running reports

To run a report:

1. Select one of the following:

    –   Reporting - Trading - FX Instruments - FX Daily Deals

    –   Reporting - Trading - FX Instruments - FX Outstanding Position

    –   Reporting - Trading - EQ Instruments - Equity

    –   Reporting - Trading - EQ Instruments - EQ Transactions

    –   Reporting - Trading - MM Instruments - MM Daily Deals

    –   Reporting - Trading - MM Instruments - MM Inventory

    –   Reporting - Trading - Other Reports - Key Figure

    –   Reporting - Trading - Other Reports - Balance

    –   Reporting - Trading - Other Reports - Cashflows

    –   Reporting - Trading - Other Reports - Fixing Rate.

2. In the resulting page, enter the report's criteria.

3. Select the option button of the layout you want to use for the report.

4. Click Get Report.

    Large reports may take several minutes to run.

18.2.3 Exporting reports' data to Microsoft Excel

After running a report, you can export its data to Microsoft Excel by clicking Export to Excel.

Chapter 19   Analyzing accounting

You can run ACM reports in WebSuite to analyze accounting.

19.1 Prerequisites

The following are prerequisites for analyzing accounting:

Category	Tasks
Security	Ensure you have access to the following functions: • FG-2001 Chart of Accounts • FG-2002 Chart of Accounts Verification • FG-2003 Entry State • FG-2004 Journal • FG-2005 Trial Balance Summary. For more information, see the *WebSuite System Admin Guide*.

19.2 Running reports

To run a report:

1. Select one of the following:

    – Reporting - Accounting - Chart of Accounts

    – Reporting - Accounting - Chart of Accounts Verification

    – Reporting - Accounting - Entry State

    – Reporting - Accounting - Journal

    – Reporting - Accounting - Trial Balance Summary.

2. In the resulting page, enter the report's criteria.

3. Select the option button of the layout you want to use for the report.

4. Click Get Report.

    Large reports may take several minutes to run.

19.3   Exporting reports' data to Microsoft Excel

After running a report, you can export its data to Microsoft Excel by clicking **Export to Excel**.

Appendix A   Floats and controlled disbursements

Floats and controlled disbursements are primarily used by organizations in the United States to identify and understand their near-term cash positions:

- A float is a bank balance representing deposits made by a bank account holder that must by cleared by the Federal Reserve clearance system in the United States (or another clearance system) with other financial institutions. The Federal Reserve accepts depository information for presentment to the originating account at the appropriate financial institution, but due to the nature and structure of the regionalized system, the depository account may not receive value for the funds for up to three days. However, the Federal Reserve has all the information pertaining to the timing of the clearance when it receives the presentment information. As a result, the Federal Reserve can present financial institutions with the balance and details of items it receives good value for the current day, next day, and up to three days forward. As a result, organizations can deposit checks and understand exactly when they can access the funds.

- A controlled disbursement is a bank balance provided to an organization by its bank based on the value of checks that clear the organization's bank account on a specific day. The bank is aware of these values because the checks have already been presented to other banks and reported to the Federal Reserve clearance system in the United States (or another clearance system), which then reports the presentment values to the bank. Usually, the bank provides the balance to the organization at the beginning of the day. However, the bank can also provide intraday balances throughout the day. These intraday balances can be incremental or aggregate.

Note: In CMM, floats and controlled disbursements are handled as bank transactions rather than as bank balances.

The US-Mapping report mapping relationship contains report mapping categories for floats and controlled disbursements. You can use this report mapping relationship in the Cash Monitor function to generate cash position reports for entities operating in the United States.

Alternatively, you can create other report mapping relationships that contain report mapping categories for floats and controlled disbursements. The following sections document the report mapping functionality that allows you to display floats and controlled disbursements.

Note: While the functionality documented in the following sections is applied to the displaying of floats and controlled disbursements for organizations operating in the United States, it can be applied to other applications as well.

A.1 Setup

Before you can view floats and controlled disbursements in CMM, you need to create one or more BAI interchanges as well as a set of transaction subtype mappings to link the following cash flow types and BAI codes:

Cash flow type	BAI code
Floats	
0 Day Float	070
1 Day Float	072
2 Day Float	074
Controlled disbursements	
Controlled Disbursement 1	583
Controlled Disbursement 2	584
Controlled Disbursement Final	588

Note: If you do not want to view floats and controlled disbursements in CMM, map the BAI codes to a miscellaneous cash flow type, and ensure this miscellaneous cash flow type is not referenced in any report mappings.

For more information, see the *CMM Interfaces Guide*.

A.2 Displaying floats

In the US-Mapping report mapping relationship, there is a report mapping category for floats (with a type of `Pseudo Flow`):

The Floats report mapping category contains three report mapping groups:

| Group | Instrument type mapping | | | |
	Instrument type	Payment/receipt	Cash/deal	Intercompany
Float Balance Current Day	0 Day Float	Both	Cash and Forecast	Both
Float Balance +1 Day	1 Day Float	Both	Cash and Forecast	Both
Float Balance +2 Day	2 Day Float	Both	Cash and Forecast	Both

The Float Balance Current Day group's usage policy is set to `Display and Include in Balances`, while the Float Balance +1 Day and Float Balance +2 Day groups' usage policies are set to `Display but Don't Include in Balances`. Therefore, all three floats display in reports, but only the current-day float impacts balances.

By default, all three floats display in the columns of their respective value dates. However, you can create bank transaction rules to modify the value dates of bank transactions with cash flow types of 1 Day Float and 2 Day Float so that one- and two-day floats display in the columns of the dates they impact (rather than the columns of their original value dates):

For more information on creating bank transaction rules, see the *WebSuite System Admin Guide*.

Note: If you choose to do this, you can change the Float Balance +1 Day and Float Balance +2 Day groups' usage policies to `Display and Include in Balances`.

A.3 Displaying controlled disbursements

In the US-Mapping report mapping relationship, there is a report mapping category for controlled disbursements (with a type of `Inflow/Outflow`):
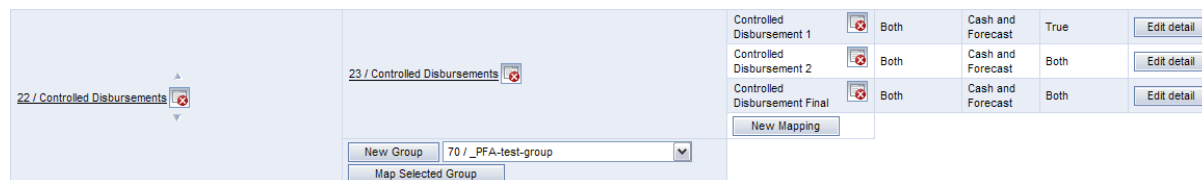
The Controlled Disbursements report mapping category contains three report mapping groups:

Group	Instrument type mapping			
	Instrument type	Payment/receipt	Cash/deal	Intercompany
Controlled Disbursements -1	Controlled Disbursement 1	Both	Cash and Forecast	Both
Controlled Disbursements -2	Controlled Disbursement 2	Both	Cash and Forecast	Both
Controlled Disbursements -Final	Controlled Disbursement Final	Both	Cash and Forecast	Both

All three groups' usage policies are set to `Display but only include Latest Version in Balances`. Therefore, while up to three versions of a controlled disbursement can display in a report, only the most current version of the controlled disbursement impacts balances. For example, if the first and second versions of the controlled disbursement are available but not the final one, the first and second versions display in a report using the US-Mapping report mapping relationship but only the second version impacts balances.

You or your system administrator can define the order in which report mapping groups take precedence in a report mapping category by editing the `report_group_version_control.xml` file. For more information, see the *WebSuite System Admin Guide.*

Appendix B   Settlement rule types

Three types of settlement are available in CMM:

- Net

- Gross

- Transactional.

Individual countries' regulations determine the number of fund transfers you need to produce for each bank account in a settlement and, thus, whether you should use net, gross, or transactional settlement for a particular bank account.

If your organization uses multiple settlement levels, it can settle gross to gross or gross to net. Technically, CMM can also facilitate net to gross settlement, but this may not be legal in some countries.

B.1 Net settlement

In net settlement, one fund transfer is created for each participating bank account.

The following table presents an example bank account using net settlement:

Description	Amount
Opening Balance	0.00
Receipt 1	1,000,000.00
Payment 1	(30,000.00)
Payment 2	(6,000.00)
Receipt 2	1,500.00
Total Before Settlement	965,500.00
Settlement Fund Transfer (Net)	(965,500.00)
Closing Balance	0.00

B.2 Gross settlement

In gross settlement, two fund transfers are created for each participating bank account:

* One for the net of payments
* One for the net of receipts.

The following table presents an example bank account using gross settlement:

Description	Amount
Opening Balance	0.00
Receipt 1	1,000,000.00
Payment 1	(30,000.00)
Payment 2	(6,000.00)
Receipt 2	1,500.00
Total Before Settlement	965,500.00
Settlement Fund Transfer (Payments)	36,000.00
Settlement Fund Transfer (Receipts)	(1,001,500.00)
Closing Balance	0.00

B.3 Transactional settlement

In transactional settlement, one fund transfer is created for each transaction in a bank account.

The following table presents the example bank account using transactional settlement:

Description	Amount
Opening Balance	0.00
Receipt 1	1,000,000.00
Payment 1	(30,000.00)
Payment 2	(6,000.00)
Receipt 2	1,500.00

Total Before Settlement	965,500.00
Settlement Fund Transfer (Receipt 1)	(1,000,000.00)
Settlement Fund Transfer (Payment 1)	30,000.00
Settlement Fund Transfer (Payment 2)	6,000.00
Settlement Fund Transfer (Receipt 2)	(1,500.00)
Closing Balance	0.00

Appendix C   Settlement rule methods

You can apply one of three settlement rule types to a bank account to ensure that the position the bank account's entity holds with an in-house bank is properly managed:

- Intercompany

- Pool-transfer

- External-transfer.

C.1   Intercompany settlement

In an intercompany settlement rule, internal bank accounts are settled to internal bank accounts. This process does not generate corresponding external movement.

With net settlement, an intercompany settlement rule creates a payment and corresponding receipt from one internal bank account (internal bank account A) to another (internal bank account B).

A positive balance results in the following transactions:

Type	Entity bank account	Counterparty bank account
Payment	Internal A	Internal B
Receipt	Internal B	Internal A

A negative balance results in the following transactions:

Type	Entity bank account	Counterparty bank account
Payment	Internal B	Internal A
Receipt	Internal A	Internal B

Gross and transactional settlements generate different numbers of transactions than net settlement:

- With gross settlement, an intercompany settlement rule generates two transactions for each bank account: one for the net of payments and the other for the net of receipts.

- With transactional settlement, an intercompany settlement rule generates one settlement transaction for each existing transaction in the bank account.

The following is an example intercompany settlement:
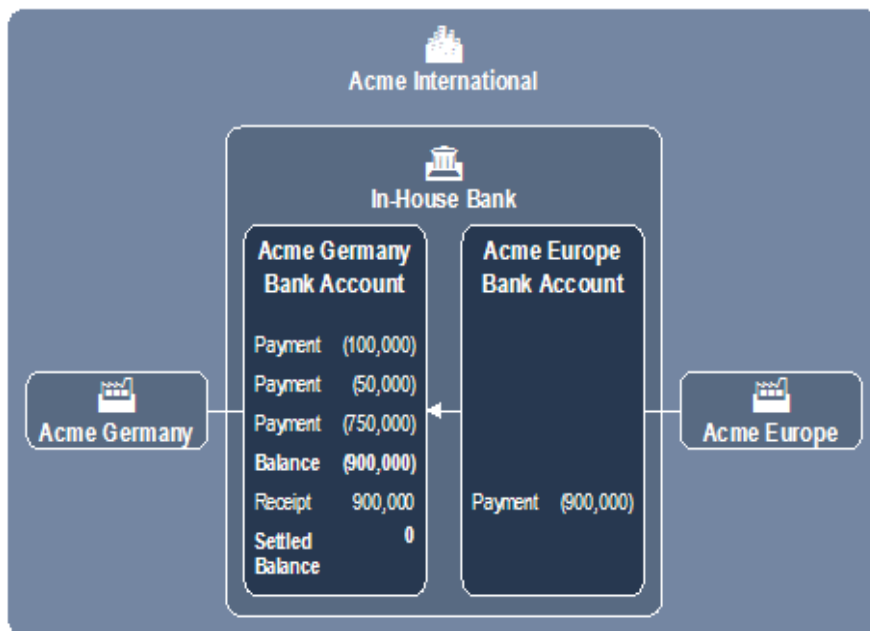
In this example:

- Acme Germany initiated three external payments, which resulted in an internal balance of EUR (900,000).

- This balance is settled as an intercompany transaction between Acme Germany and Acme Europe:

Type	Entity bank account	Counterparty bank account	Amount
Payment	Acme Europe internal	Acme Germany internal	EUR 900,000
Receipt	Acme Germany internal	Acme Europe internal	EUR 900,000

C.2 Pool-transfer settlement

In a pool-transfer settlement rule, internal bank accounts are settled to internal bank accounts and there are corresponding offsets between external bank accounts and pool bank accounts as part of a pooling structure.

With net settlement, a pool-transfer settlement rule creates a payment and corresponding receipt from one internal bank account (internal bank account A) to the in-house bank processing bank account. This internal movement is offset by an external one between an external bank account (external bank account A) and the in-house bank pool bank account.

A positive balance results in the following transactions:

Type	Entity bank account	Counterparty bank account
Payment	Internal A	IHB Processing
Payment	IHB Pool	External A

Receipt	External A	IHB Pool	

Note: An offsetting receipt to the in-house bank's processing bank account is not required because the position the client of the in-house bank (in other words, A) holds with the in-house bank is represented by the change in its internal balance.

A negative balance results in the following transactions:

Type	Entity bank account	Counterparty bank account
Receipt	Internal A	IHB Processing
Payment	Internal A	IHB Processing
Receipt	IHB Processing	Internal A

An offsetting payment out of the in-house bank's internal bank account is not required because the position the client of the in-house bank (in other words, A) holds with the in-house bank is represented by the change in its internal balance.

Gross and transactional settlements generate different numbers of transactions than net settlement:

• With gross settlement, a pool-transfer settlement rule generates two transactions for each bank account: one for the net of payments and the other for the net of receipts.

• With transactional settlement, a pool-transfer settlement rule generates one settlement transaction for each existing transaction in the bank account.

The following is an example pool-transfer settlement:
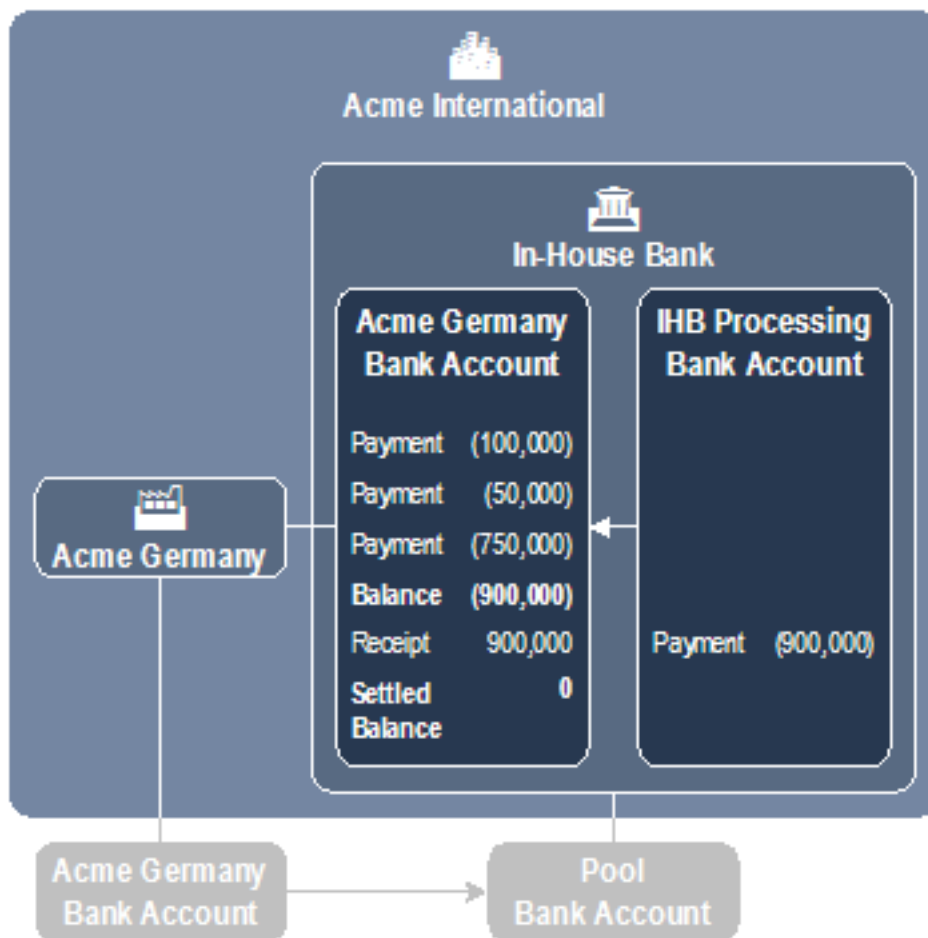
In this example:

- Acme Germany initiated three external payments, which resulted in an internal balance of EUR (900,000).

- This balance is settled as an intercompany transaction between Acme Germany and the in-house bank:

Type	Entity bank account	Counterparty bank account	Amount
Receipt	Acme Germany internal	In-house bank processing	EUR 900,000

- An external offset is created:

Type	Entity bank account	Counterparty bank account	Amount
Payment	Acme Germany external	Pool	EUR 900,000
Receipt	Pool	Acme Germany external	EUR 900,000

C.3 External-transfer settlement

In an external-transfer settlement rule, internal bank accounts are settled to internal bank accounts and there are corresponding offsets between external bank accounts. The external bank accounts that are used in this type are not included in a pooling structure.

Note: Use external-transfer settlement with external mirrored bank accounts that are used to process receipts on behalf of. This results in the mirroring of the external flows onto specified internal bank accounts resulting in internal flows that have not actually occurred. To settle internal bank accounts using external mirrored bank accounts, you must manually create the required external flows and ensure that these flows are mirrored onto the correct internal bank accounts.

With net settlement, an external-transfer settlement rule creates a payment and corresponding receipt from one internal bank account (internal bank account A) to another (external bank account B). This internal movement is offset by an external one between one external bank account (external bank account A) and another (external bank account B).

A positive balance results in the following transactions:

Type	Entity bank account	Counterparty bank account
Payment	Internal A	Internal B
Receipt	Internal B	Internal A
Payment	External B	External A
Receipt	External A	External B

A negative balance results in the following transactions:

Type	Entity bank account	Counterparty bank account
Payment	Internal B	Internal A
Receipt	Internal A	Internal B
Payment	External A	External B
Receipt	External B	External A

Gross and transactional settlements generate different numbers of transactions than net settlement:

- With gross settlement, an external-transfer settlement rule generates two transactions for each bank account: one for the net of payments and the other for the net of receipts.

- With transactional settlement, an external-transfer settlement rule generates one settlement transaction for each existing transaction in the bank account.

The following is an example external-transfer settlement:

In this example:

- Acme Germany initiated three external payments, which resulted in an internal balance of EUR (900,000).

- This balance is settled as an intercompany transaction between Acme Germany and Acme Europe:

Type	Entity bank account	Counterparty bank account	Amount
Payment	Acme Europe internal	Acme Germany internal	EUR 900,000
Receipt	Acme Germany internal	Acme Europe internal	EUR 900,000

- An external offset is created:

Type	Entity bank account	Counterparty bank account	Amount
Payment	Acme Germany external	Acme Europe internal	EUR 900,000
Receipt	Acme Europe internal	Acme Germany external	EUR 900,000

Appendix D   Key interest, fee, and tax calculation method components

The following are three key components of interest, fee, and tax calculation methods.

D.1   Interest calculation methods

The following table presents the interest calculation methods supported by CMM:

Name	Definition
No Compounding	Interest calculation method in which interest is only calculated on the principal. Note: This interest calculation method is only available for interest, fee, and tax calculation methods in which interest is realized externally.
Daily compounding	Interest calculation method in which interest is calculated on the principal and the previous day's interest.
Weekly compounding	Interest calculation method in which interest is calculated on the principal and the previous week's interest.
Bi-weekly compounding	Interest calculation method in which interest is calculated on the principal and the previous two weeks' interest.
Monthly compounding	Interest calculation method in which interest is calculated on the principal and the previous month's interest.
Quarterly compounding	Interest calculation method in which interest is calculated on the principal and the previous quarter's interest.
Semi-annual compounding	Interest calculation method in which interest is calculated on the principal and the previous half year's interest.
Modified daily compounding	Interest calculation method similar to daily compounding but using the following formula: $$Interest = DailyBalance \times [(1 + InterestRate)^{(Term)/(DayBasis)} - 1]$$ Where: • InterestRate is the daily interest rate derived from the user's selection in the in the Day Basis list. • Term is derived from the user's selection in the Day Basis list. This interest calculation method was developed for the Brazilian market and is intended to work with the Actual W/252 day basis.

D.2 Payment periods

The following table presents the payment periods supported by CMM:

Name	Definition
Daily	Payment period in which interest is paid or charged on a daily basis.
Weekly	Payment period in which interest is paid on a weekly basis.
Bi-weekly	Payment period in which interest is paid on a bi-weekly basis (every two weeks).
Monthly	Payment period in which interest is paid on a monthly basis.
Quarterly	Payment period in which interest is paid on a quarterly basis (every three months).
Semi-annually	Payment period in which interest is paid on a semi-annual basis (every six months).
Annually	Payment period in which interest is paid on an annual basis.
Accounting period	Payment period in which interest is paid every accounting period.

D.3 Day bases

The following table presents the day bases supported by CMM:

Name	Numerator	Denominator
30/360	30 days per month Exceptions: • If the last date of the period is the 31st of the month and the first date is not the 30th or 31st, the month including the last date is considered to have 31 days. • If the last day of the period is the last day of February, February is not lengthened to 30 days.	360 days per year

30E/360	30 days per month Exceptions: • If the first date or the last date of an accrual period is on the 31st of a month, the date is set to the 30th. • If the last date of the period is the last day of February, February is not lengthened to 30 days.	360 days per year
Actual/360	Actual number of days in the period	360 days per year
Actual/365	Actual number of days in the period	365 days per year (including leap years)
Actual/Actual	Actual number of days in the period	365 days per year for non-leap years and 366 days per year for leap years (In other words, the denominator is 366 if the date range include February 29; otherwise, it is 365.)
Actual W/252	Actual number of working days in the period. (This day basis takes the country's bank holiday calendar into account so that interest is not calculated on weekends or holidays.)	252 days per year

Appendix E   WebSuite menu options

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                Lists
                List Groups
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            Portfolios
                Lists
                Deal Mappings
                Report Mappings
                Treasury Mappings
        Automatic Pricing
            Price Groups
                All
                Auto Accept
                FX Spot
                FX Forward
                FX Swap
                Deposit/Loan
            Price Rules
    Capture
        Foreign Exchange
            Spot
            Spot (Batch Entry)
            Forward
            Swap
            Option
        IR Instruments
            Short Deposit/Loan
            Fixed Deposit/Loan
            Floating Deposit/Loan
            Bond
            Discount
            IR Swap
            Cross Currency IR Swap
        Equity
        Cash
            BA Balance
            Payment
            Transfer
        Commercial Lending
            Loan Drawdown Entry
            Loan Drawdown Search
            Loan Monitor
                Basic
                Advanced
                Enhanced
                Expert
    Request
        Foreign Exchange
            Spot
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            Option
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            Short Deposit/Loan
        Pending Transactions
        Priced Transactions
    Processing
        Deal Confirmation
        Reopened Transactions
        Review Transactions
            Simple Search
            Advanced Search

Treasury Monitor
  Instrument Based
    EQ Summary
    EQ Detail
  TP-LIQ
    Balance by date and account
    Liquidity in base currency
    Liquidity in foreign currencies
  Position and Risk
    Instrument Category
    Instrument Group
    Instrument
    Maturity Bucket
    Liquidity
  Miscellaneous
    Crossed totals
    Liquidities
Forecasting
  Configuration
    Forecast Configuration Maintenance
    Forecast Entry
    Forecast Mirroring
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    Forecast Allocation Models
    Forecast Import Formats
    Review Forecast Configuration Documents
  Capture
    Import Forecasts
    Enter (Cut & Paste) Forecasts
    Enter Short-Term Forecasts
    Enter Medium- to Long-Term Forecasts
  Processing
    Approve Short-Term Forecasts
    Approve Medium- to Long-Term Forecasts
    2nd Approve Short-Term Forecasts
    2nd Approve Medium- to Long-Term Forecasts
    Release Short-Term Forecasts
    Release Medium- to Long-Term Forecasts
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    Repetitive Codes
    Pre-Advice Reporting Limits
    Single Transaction Template Maintenance
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    Import AR Files
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    Undo AR File Imports
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    Edit Transactions
    Edit Intercompany Payment
    Authorize Transactions
    Release Payments
    Release Receipts
    Reject Transactions
    Import Bank Message Files
    Review Payment Authorization
    Review Unreleased Payments
    Review Release Documents
    Review Export Status
    Undo Transaction Authorizations
    Undo Transaction Releases
    Undo Transaction Rejection
    Message Admin
      Search Cash Management Fin Messages
      Search Treasury Fin Messages
Banking
  Configuration
    Bank Transaction Import Rules
    Bank Transaction Templates
    Bank Statement Number Rules
    Intraday Bank Statement Processing Rules
    Reconciliation Configuration Maintenance
    Reconciliation Tolerances
    Cash Allocation Rules

Target Balance Rules
Verify Internal Bank Balances
Capture
Import Bank Transaction Files
Enter Bank Statement
Enter Bank Transactions
Undo Bank Transaction File Imports
Bank Statement
Close Bank Statements
Export Bank Statements
Generate Internal Bank Transactions
Close Internal Bank Transactions
Bank Balance
Update Bank Balances
Calculate Bank Balances
Recalculate IHB Account Balances
Export Bank Account Balance
Cash Balance
Update Cash Balances
Calculate Cash Balances
Reconciliation
Cash Reconciliation
Manual Reconciliation
Bank Reconciliation
Enter Cash Allocations
Interest
Interest Calculation
Undo Interest Calculation
Target Balancing
Cash Monitor
Settlement
Lock/Unlock Settlement Accounts
Settle Bank Accounts
Undo Settlement
Netting
Netting Application
Netting Periods
Net Position By Entity
Net Position By Currency
Central Banking
Regulatory Transaction Codes
Accounting
Configuration
Posting Requirement Definition
Processing
Generate Daily Accounting Events
Reporting
Configuration
Report Mapping
Time Bucket Sets
Trading
FX Instruments
FX Daily Deals
FX Outstanding Position
EQ Instruments
Equity
EQ Transactions
MM Instruments
MM Daily Deals
MM Inventory
Other Reports
Key Figure
Balance
Cashflows
Fixing Rate
Forecasting
Forecast Reports
Payment Factory
Cash Transaction Report
Cash Position
Bank/Account Analysis
Remittance Detail Report
Review Transaction Error Messages
Banking
Bank Statement
Bank Transaction Report
Bank Download Report
Review Returned Checks
Bank Balance Analysis
International Bank Account Balances
Daily Reconciliation Report
Suspense Reconciliation Report
Interest Report
Interest Allocation
Credit Line Report

                Bank Account Summary Report
                Settlement Report
                Central Bank Regulatory Report
                Regulatory Reporting
            Accounting
                Chart of Accounts
                Chart of Accounts Verification
                Accounting Entry State
                Accounting Journal
                Trial Balance Summary
                Accounting Events Report
        Daily Activity Timetable
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        Trading
            Synchronization Console
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                Portfolio
            User Groups
                Users
            Application Server
                Information
                    Environment
                    Log
            Trader-Client Mappings
            Trading Hours
            Mode Mappings
            User Information
        Static Data
            Entities
                Edit Entity
                Edit In-House Bank
                Entity Bank Accounts
                Entity Relationships
                Entity ID Mapping for AP & AR
                Bank Account Group Mapping
                Settlement Groups
                People
                Signatories
            Counterparties
                Edit Counterparty
                Counterparty Bank Accounts
                Counterparty Types
                Counterparty Contacts
            Supporting Data
                Bank Account Relationships
                Bank Account Types
                Bank Holidays
                Business Segments
                Countries
                Currencies
                Employee Roles
                Industry Codes
                Parameter Editor
                Party Relationships
                Party Roles
                Payment Methods
                Regions
                States
            Instruments
                Instrument Categories
                Instrument Groups
                Instrument Types
            Central Banking
                Regulatory Reporting Codes
            Exposure Management
                Limits
            Bank Interfacing
                Interfaces Configuration Maintenance
                Communication Protocols
                Communication Protocol Parameters
                Signers
                Signer Parameters
                Command Line Processors
                Interchanges
                Branch Qualifiers
                SWIFT Payment Templates
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                Review Entities
                Review Counterparties
                Review Entity Bank Accounts
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            Interest
                Import Interest Rates

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Tiered Interest Rates
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Interest Rate Types
Interest Calculation Methods
Yield Curves
Yield Curve Interest Rates
Foreign Exchange
FX Rates
FX Rate Scenarios
FX Rate Scenario Mapping
Review
Review Interest Rates
Review FX Rates
Review Interest Calculation Methods
Security
Management
Security Configuration Maintenance
Users
User Information
Authorization
Authorization Request Types
Review Authorization Requests
Pending Authorizations
Audit
Audit Object Attributes
Audit Events
Audit Reporting
Import Audit Files
Utilities