

# Infor U

## Financials & Supply Management: Configuring and Administering Cash Management Training Workbook

Financials and Supply Management

August 7, 2025

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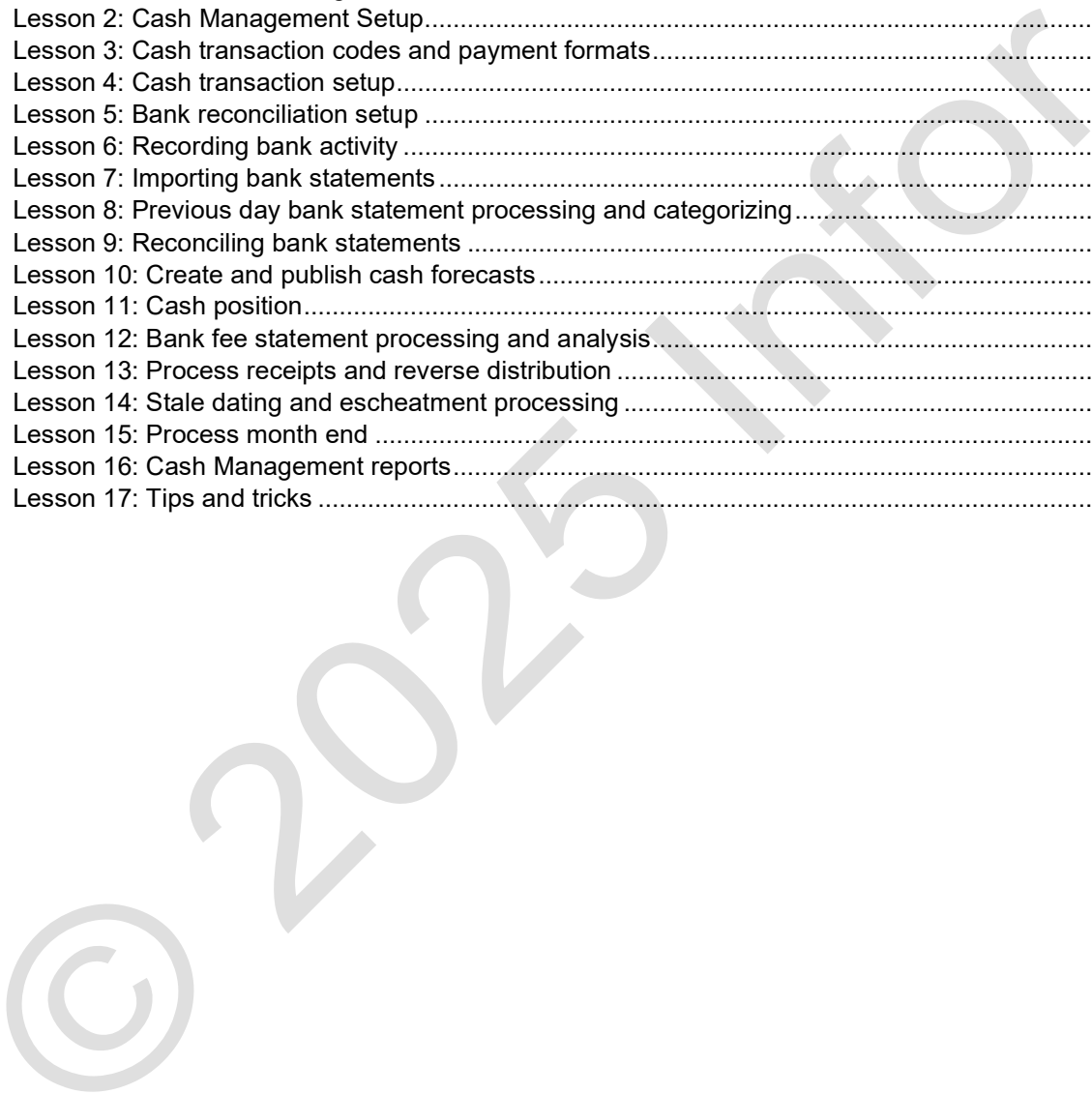
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# About this workbook

Welcome to this Infor U course! We hope you will find this learning experience enjoyable and instructive. This Training Workbook is designed to support the following forms of learning:

- Classroom instructor-led training with an Infor certified instructor
- Virtual classroom instructor-led training with an Infor certified instructor
- Self-directed learning through Infor U

This Training Workbook is not intended for use as a product user guide.

## Workbook design

This Training Workbook contains both conceptual information to introduce topics and step-by-step procedural instructions for practical application of those concepts.

Symbols and notes are provided throughout this Training Workbook for ease of reference. Refer to the *Symbols used in this workbook* section below to familiarize yourself with these symbols.

The PDF bookmarks pane provides quick and easy navigation between lessons, topics, and appendices, when needed.

## Instructor-led training (ILT)

If you are taking this course as ILT, your instructor will provide details on accessing the Infor U Training Environment needed to complete the student exercises. Your instructor will also assign you and other students an account login and password from Appendix A of this Training Workbook.



Some exercises in this workbook cannot be performed in the live Training Environment that is shared by multiple students during class. In these instances, a hyperlink to a recorded demonstration is provided in the Training Workbook for your reference. Your instructor may also perform the exercises one time in the system on behalf of the class, if needed. Do not attempt to complete the steps for any of these demos in the system. Doing so could adversely affect the Training Environment, the intended flow of the course, and the success and quality of the course for all students in the class.

## Self-directed learning (SDL)

If you are taking this SDL course through Infor U and the course offers Lab On Demand, refer to the Lab On Demand screen in the SDL course for the course environment information. The Lab On Demand screen includes instructions and logins to launch and access the corresponding Infor U Training Environment.



The exercises and demos in this course build upon each other as they prepare the system for subsequent exercises and demos. If you are taking this course as self-directed learning with Lab On Demand, you must complete all of the exercises and demos in the order they are presented in the Training Workbook. This ensures you will achieve the expected results and a successful course outcome.

**Symbols used in this workbook**



Demo



Critical note



Exercise



Important note



Scenario



For your reference

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# Course overview

## Estimated time

0.5 hours

## Learning objectives

Upon completion of this course, you should be able to:

- Describe the key features and benefits of FSM Cash Management to reconcile bank transactions and maintain accurate account balances.
- Describe how to perform the cash setup tasks to ensure accurate and efficient cash operations.
- Explain how to set up cash and bank transaction codes and payment formats to ensure accurate processing of payments and bank transactions.
- Explain how to set up cash transaction types, categories, and processing rules to ensure accurate classification and automation of bank statement transactions.
- Explain how to set up bank reconciliations to ensure accurate and efficient reconciliation of bank statement lines with system transactions.
- Explain how to record bank activity using Cash Management programs to ensure accurate bank account balances and proper posting to the Global Ledger.
- Explain the process of importing bank statements to file channels and categorize them for the previous day to ensure all statement lines are accurately processed and reconciled.
- Explain how to process and categorize bank statements to ensure all transactions, including non-cash items, are accurately reconciled and exceptions are resolved.
- Describe how to process reconciliation exceptions in bank statement processing to ensure accurate cash ledger balances.
- Describe how to create, revise, and publish direct and cash forecasts to accurately estimate future cash flow.
- Explain how to create a daily cash position worksheet to provide decision makers with accurate, up-to-date cash flow information for effective treasury management.
- Explain how to set up bank service fees and rates in Cash Management to ensure accurate tracking and validation of bank charges.
- Explain how to process receipts to accurately record deposits and returned payments.
- Describe stale dating and escheatment processing functionality.
- Explain how to process the month end to ensure accurate updating of bank account balances and proper closing of periods.
- Review FSM: Cash Management reports to accurately monitor cash activities.
- Explain the use of specific Bank Reconciliation undo options and transaction filters in Cash Management to efficiently resolve common processing issues.

## Topics

- What's new or removed in this course
- Course description and agenda

# What's new or removed in this course

The following are new or removed in this version of the course:

- Added content for the Industry Process Catalog (IPC)
- Updated the learning objectives as per the new writing guidelines
- Added a learning journey and a summary to each lesson
- Removed Part: 2 Create monthly period from Exercise 2.3: Create calendars
- Removed Part 2: Set up Reconciliation Parameters from Exercise 2.10: Create Management accounts
- Added new content to Exercise 3.1: Create cash codes and company cash code relationships
- Changed Exercise 3.5 title from 'Add cash account and transaction codes to accounts' to 'Add bank transaction codes to be used in transfers'
- Removed Part 1: Transaction codes from Exercise 3.5: Add bank transaction codes to be used in transfers
- Changed lesson 4 title from 'Cash transaction setup' to 'Cash transaction setup for Statement Processing'
- Removed the Cash allocation codes sub topic from lesson 4
- Added new content to the Cash transaction categories sub topic
- Changed Exercise 4.3 title from 'Create identifier types and identifiers' to 'Create identifier types and processing rules'
- Updated content for the Processing rules topic in lesson 4
- Updated 5.1 Demo to Exercise in lesson 5: Bank reconciliation setup
- Updated 5.2 Demo to Exercise in lesson 5: Bank reconciliation setup
- Removed Exercise 5.3: Create a Bank reconciliation template from lesson 5: Bank reconciliation setup
- Added a new Exercise 5.3: Complete cash management account reconciliation setup to lesson 5: Bank reconciliation setup
- Added Part 2: Journalize transactions to Exercise 6.1: Bank transaction in lesson 6: Recording bank activity
- Added Part 3: View Journalize cash ledger distributions to the Global Ledger to Exercise 6.3: Voiding a transaction in lesson 6: Recording bank activity
- Added new content after Demo 7.4: Processing imports in lesson 7: Importing bank statements
- Changed the topic title from 'Interface non-cash transactions' to 'Non-cash transactions' and updated the content
- Removed exercise 9.2: Release distributions and interface to Global Ledger from lesson 9: Reconciling bank statements
- Added Part 3: Update Cubes to Exercise 10.2: Create a cash forecast in lesson 10: Create and publish cash forecasts
- Removed Demo 10.3: Update Analytic Cubes in lesson 10: Create and publish cash forecasts
- Removed lesson 13: Positive Pay
- Changed the lesson 14 title from Process receipts and returned payments to 'Process receipts and reverse distribution'
- Added a new sub topic 'Reverse Distribution' and an Exercise 14.1: Reverse Distribution in Lesson 14: Process receipts and reverse distribution
- Added new content to the Closing bank periods sub topic in lesson 16: Process month end
- Added a new Exercise 17.2: Bank History search in lesson 17: Cash Management reports
- Added a new lesson Tips and tricks

# Course description and agenda

This course covers training for bank administration, transactions, importing bank statements, reconciling bank statements, forecasting, and fee analysis. Topics include setup tasks, transaction processing and report generation. Previous course name/code: Financials & Supply Management: Configuring and Administering Cash Management (11\_9122106\_IEN0138\_S3O).

## Course duration

24 hours

## Prerequisite knowledge

To optimize your learning experience, Infor recommends that you have the following knowledge prior to taking this course:

- Working knowledge of cash business functions
- Working knowledge of Financials and Supply Management: Configuring and Administering Global Ledger.

## Audience

- Customer User
- Pre-Sales Consultant
- Business Consultant
- Technical Consultant
- Support
- System Administrator

## System requirements

- CSFIN CE Training Environment

## Reference materials

Financials and Supply Management Cash Management reference materials are available from the following locations reference materials are available from the following locations:

- Financials and Supply Management Help menu
- Infor Concierge®

## Course agenda

The agenda below details the contents of this course, including lesson-level learning objectives and supporting objectives.

Lesson	Lesson title	Learning objectives	Estimated time (hours)
Course overview		Review course expectations.	0.5
1	FSM: Cash Management overview	<p>Describe the key features and benefits of FSM Cash Management to reconcile bank transactions and maintain accurate account balances.</p> <ul style="list-style-type: none"> <li>• Explain the Cash Management process flow to enable accurate tracking and control of financial transactions.</li> <li>• Describe the consolidated Cash webapp.</li> <li>• Describe the interaction between Cash Management and other Infor or third-party solutions so you can identify integration points that improve efficiency and data accuracy.</li> </ul>	1.0
2	Cash Management setup	<p>Describe how to perform the cash setup tasks to ensure accurate and efficient cash operations.</p> <ul style="list-style-type: none"> <li>• Review Cash Management groups to ensure you can verify existing group configurations at your workplace.</li> <li>• Explain how to create a calendar and corresponding dates to establish accurate timeframes for managing cash activities and reporting.</li> <li>• Demonstrate how to synchronize calendars to maintain consistent and up-to-date scheduling across all cash management processes.</li> <li>• Explain how to set up Cash Management action reasons to accurately document the rationale for cash-related actions.</li> <li>• Explain how to set up teams and add team members to ensure appropriate resource ownership, approvals, and notifications within cash management workflows.</li> </ul>	2.5

Lesson	Lesson title	Learning objectives	Estimated time (hours)
		<ul style="list-style-type: none"> <li>• Describe how to assign company location to an account to enable accurate reporting and ensure compliance with organizational structure requirements.</li> <li>• Explain how to use approval codes in Cash Management to authorize and record key cash tasks.</li> <li>• Explain how to set up a financial institution and its branches to ensure proper linkage of accounts.</li> <li>• Describe how to create Cash Management accounts to support various business needs such as operations, investments, or restricted funds.</li> <li>• Describe how to view account information to monitor account status and make informed financial decisions.</li> </ul>	
3	Cash transaction codes and payment formats	<p>Explain how to set up cash and bank transaction codes and payment formats to ensure accurate processing of payments and bank transactions.</p> <ul style="list-style-type: none"> <li>• Explain how to create cash codes to ensure each bank account is uniquely identified at a financial institution.</li> <li>• Explain how to set up Company cash code relationships to enable the company to process transactions for specific bank accounts, supporting correct financial operations.</li> <li>• Describe how to create cash code groups to organize and manage multiple cash codes efficiently.</li> <li>• Explain how to create transaction codes to accurately represent and control different payment and banking transaction types.</li> <li>• Explain how to set up a cash payment format to ensure payments are processed correctly.</li> </ul>	2.5

Lesson	Lesson title	Learning objectives	Estimated time (hours)
		<ul style="list-style-type: none"> <li>Describe how to use the cash category to itemize cash deposits for a Global Ledger company.</li> </ul>	
4	Cash transaction setup for Statement Processing	<p>Explain how to set up cash transaction types, categories, and processing rules to ensure accurate classification and automation of bank statement transactions.</p> <ul style="list-style-type: none"> <li>Describe the purpose of transaction allocation codes to ensure accurate classification and processing of cash transactions.</li> <li>Explain how transaction types are used to represent and process various financial transactions.</li> <li>Identify when to use transaction categories to properly classify and process bank statement lines, supporting efficient transaction matching and ledger accuracy.</li> <li>Explain how to set up and use identifiers and identifier types for statement processing.</li> <li>Explain how to set processing rules and prioritize within processing rule groups.</li> </ul>	2.0
5	Bank reconciliation setup	<p>Explain how to set up bank reconciliations to ensure accurate and efficient reconciliation of bank statement lines with system transactions.</p> <ul style="list-style-type: none"> <li>Explain how to set up reconciliation match rules for more flexibility in selecting transactions to match and reconcile.</li> <li>Explain how to set up reconciliation para match rule groups to prioritize and organize individual match rules.</li> <li>Describe how to create reconciliation templates to reconcile bank statement lines to system-side transactions.</li> </ul>	1.5

Lesson	Lesson title	Learning objectives	Estimated time (hours)
6	Recording bank activity	<p>Explain how to record bank activity using Cash Management programs to ensure accurate bank account balances and proper posting to the Global Ledger.</p> <ul style="list-style-type: none"> <li>• Describe a bank transaction to accurately identify activities that affect a bank account balance, supporting correct recording and reconciliation.</li> <li>• Explain how to void a bank transaction to ensure errors are properly canceled and reversed.</li> </ul>	1.5
7	Importing bank statements	<p>Explain the process of importing bank statements to file channels and categorize them for the previous day to ensure all statement lines are accurately processed and reconciled.</p> <ul style="list-style-type: none"> <li>• Describe the purpose of using file channels to ensure the secure and accurate transfer of bank statement files.</li> <li>• List the bank file formats supported by Cash Management to enable successful import and processing of diverse bank statements.</li> <li>• Explain the purpose of importing bank statements to facilitate timely account reconciliation and maintain accurate financial records.</li> <li>• Explain how to create file channels to automate the movement of bank statement files, reducing manual errors and processing time.</li> <li>• Demonstrate how to import bank statements to ensure all transactions are captured for accurate cash management and reporting.</li> <li>• Verify bank statements received to confirm completeness of transaction data.</li> </ul>	2

Lesson	Lesson title	Learning objectives	Estimated time (hours)
8	Previous day bank statement processing and categorizing	<p>Explain how to process and categorize bank statements to ensure all transactions, including non-cash items, are accurately reconciled and exceptions are resolved.</p> <ul style="list-style-type: none"> <li>• Explain how to view previous day bank statements to enable accurate reconciliation of daily transactions and balances.</li> <li>• Describe how to update line exceptions to fix line exceptions on bank statement lines.</li> <li>• Explain how to interface to cash ledger to maintain accurate and up-to-date financial records.</li> </ul>	2
9	Reconciling bank statements	<p>Describe how to process reconciliation exceptions in bank statement processing to ensure accurate cash ledger balances.</p> <ul style="list-style-type: none"> <li>• List the required setup for each reconciliation option to ensure accurate and efficient bank statement reconciliation processing.</li> <li>• Describe how to release distributions and interface to Global Ledger to maintain accurate financial records.</li> </ul>	1.5
10	Create and publish cash forecasts	<p>Describe how to create, revise, and publish direct and cash forecasts to accurately estimate future cash flow.</p> <ul style="list-style-type: none"> <li>• List the tools used to load a direct forecast into Cash Management to ensure accurate and efficient consolidation of financial data.</li> <li>• Describe direct forecast to help identify future cash flow impacts from Payables, Receivables, and Purchasing activities.</li> <li>• Describe how to create a cash forecast to accurately estimate cash in-flows and out-flows.</li> <li>• Explain how to route cash forecasts for approval to ensure compliance with organizational processes.</li> </ul>	2

Lesson	Lesson title	Learning objectives	Estimated time (hours)
		<ul style="list-style-type: none"> <li>Describe when to create service definitions for cash forecast approval.</li> <li>Explain how to list who can view forecasts to ensure appropriate access control and protect sensitive financial information.</li> </ul>	
11	Cash position	<p>Explain how to create a daily cash position worksheet to provide decision makers with accurate, up-to-date cash flow information for effective treasury management.</p> <ul style="list-style-type: none"> <li>Describe the purpose of the cash position worksheet in the treasury department.</li> <li>Describe how to view cash position to enable timely assessment of current cash balances.</li> </ul>	1
12	Bank fee statement processing and analysis	<p>Explain how to set up bank service fees and rates in Cash Management to ensure accurate tracking and validation of bank charges.</p> <ul style="list-style-type: none"> <li>Describe how to create a fee service code and rate to ensure accurate tracking and validation of bank service fees.</li> <li>Describe how to process and analyze fee service statements to verify correct bank charges.</li> </ul>	1
13	Process receipts and reverse distribution	<p>Explain how to process receipts to accurately record deposits and returned payments.</p> <ul style="list-style-type: none"> <li>Describe how to create cash receipt deposits to ensure accurate recording of incoming payments and support timely financial reconciliation.</li> </ul>	0.5

Lesson	Lesson title	Learning objectives	Estimated time (hours)
14	Stale dating and escheatment processing	<p>Describe stale dating and escheatment processing functionality.</p> <ul style="list-style-type: none"> <li>• Describe the process of stale dating payment transactions.</li> <li>• Explain the reopening of stale dated transactions.</li> </ul>	0.5
15	Process month end	<p>Explain how to process the month end to ensure accurate bank account balance updates and proper closing of periods.</p> <ul style="list-style-type: none"> <li>• Describe the steps to update bank account balances by reconciling transactions.</li> <li>• Explain the process of closing bank periods and the implications of this action.</li> </ul>	1
16	Cash Management reports	<p>Review FSM: Cash Management reports to accurately monitor cash activities.</p> <ul style="list-style-type: none"> <li>• Explain the purpose and navigation of different reports available in Cash Management.</li> <li>• Describe the process for conducting a Bank History Search to ensure accurate tracking and reconciliation of cash transactions.</li> </ul>	1

Lesson	Lesson title	Learning objectives	Estimated time (hours)
17	Tips and tricks	<p>Explain the use of specific Bank Reconciliation undo options and transaction filters in Cash Management to efficiently resolve common processing issues.</p> <ul style="list-style-type: none"> <li>• Explain how to undo bank statement reconciliation processing without causing issues.</li> <li>• Describe the process for clearing all reconciliations and deleting statement reconciliation details.</li> <li>• Explain how to reject or reverse payments from summarized ACH files.</li> <li>• Describe the use of allocation codes for defaulting account information.</li> <li>• Explain the functionality of parsing rules for matching bank statement lines to cash transaction lines.</li> </ul>	1
Course summary		Debrief course.	0.5

## Appendices

This section contains information that is not part of the instructional content of this course, but it provides additional related reference information.

Appendix	Appendix title	Content description
Appendix A	User accounts	This appendix is a reference for student and instructor login credentials and if applicable, assigned exercise data.
Appendix B	Check your understanding answers	This appendix shows the answers to the check your understanding questions found at the end of each lesson.

# Lesson 1: FSM: Cash Management overview

## Estimated time

1 hour

## Learning objectives

After completing this lesson, you will be able to describe the key features and benefits of FSM Cash Management to reconcile bank transactions and maintain accurate account balances. In this lesson, you will:

- Explain the Cash Management process flow to enable accurate tracking and control of financial transactions.
- 
- Describe the interaction between Cash Management and other Infor or third-party solutions so you can identify integration points that improve efficiency and data accuracy.

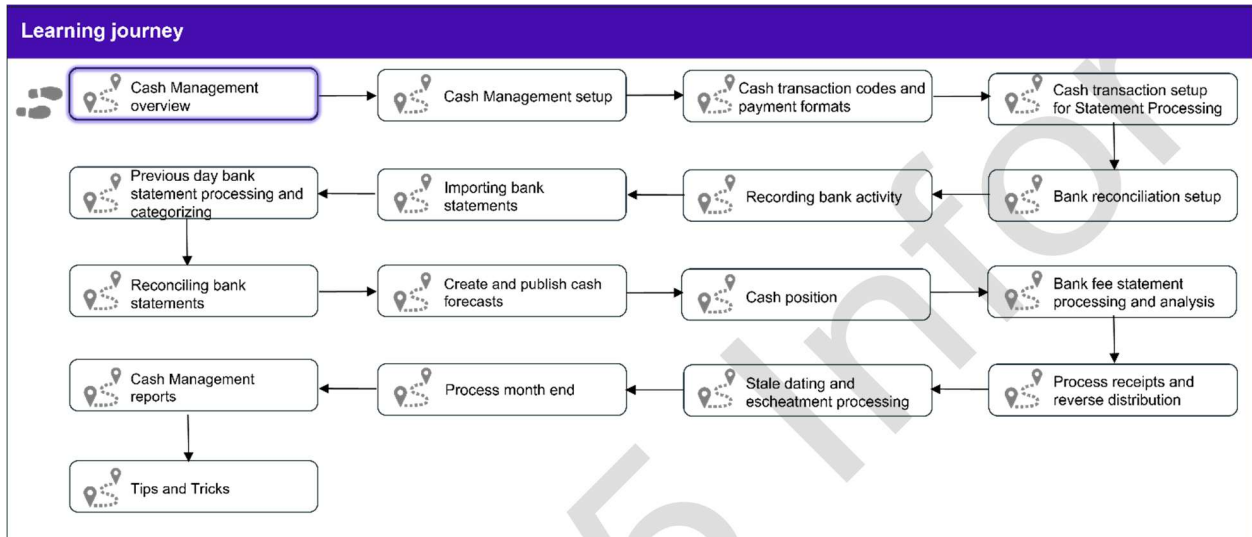
## Topics

- Lesson introduction
- Cash Management overview
- Consolidated Cash webapp
- Integration with other Infor and third-party solutions
- Configuring and Administering Cash Management and the IPC
- Lesson summary
- Check your understanding

# Lesson introduction

You are on a learning journey to discover configuring and administering Cash Management. Your journey begins with a comprehensive introduction to the Cash Management overview, and it will include many stops along the way.

Are you ready to begin your learning journey?



Lesson introduction – Cash Management overview

# Cash Management overview

You can use the Cash Management solution to maintain a repository of all bank transactions, reconcile your bank accounts, and retain bank account balance information.

You can reconcile and void payments generated by the Payables solution, reconcile accounts receivable and other bank transactions, record fund transfers between bank accounts, and create cash receipts.

## Cash Management process flow

Cash Management has four main processes:

- **Setup** - When you set up your banking structure, you must consider how your company is structured and the currency in which your company does business. First, you must establish currency codes. If you operate in multiple currencies, then you must define exchange rates and currency relationships.  
Next, you set up Global Ledger or a global ledger subset. You must define at least one global ledger company and the posting accounts.  
Finally, you must set up banking institutions and bank accounts. Create a relationship between your company and the cash codes that your company will use.  
You must define bank transactions and payment types that are used in Payables, Receivables, and Cash Management. Optionally, you can set up these features:
  - Bank transfer tables
  - Cash deposit process levels
  - Cash receipt categories
  - Payment categories
  - Charge codes
  - Payment form codes



### ***For your reference***

For your reference, see the Financials and Supply Management Setup and Administrative Guide.

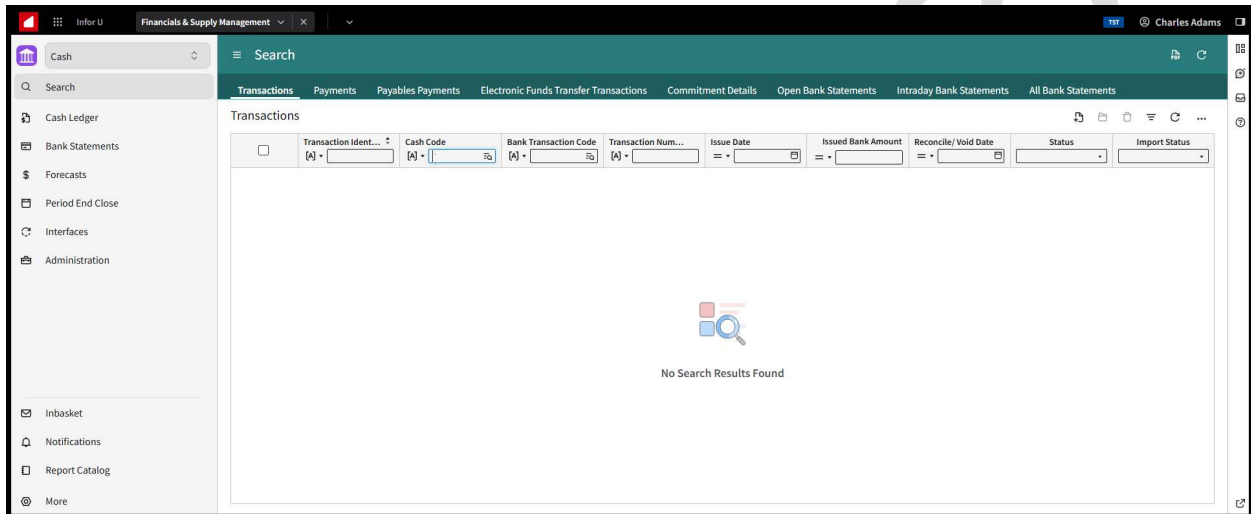
- **Interface** - There are several interface processes that you can use to import and interface data into Cash Management.
- **Transaction processing** - Cash Management transaction processing consists of reconciling your bank accounts and retaining bank account balance information. You can use transaction processing for these tasks:
  - Reconcile and void payments that are generated by Payables
  - Reconcile accounts receivable and other bank transactions
  - Transfer funds between bank accounts
  - Create cash receipts

After you have created bank transactions in Cash Management, you must release them for posting to Global Ledger. When transactions are released, bank account balances are updated.

- **Accessing data** - Cash Management contains processes that generate reports for bank transactions and transaction history, cash receipt deposits and fund transfers for a cash code, cash account activity, and cash ledger transactions. You can access Cash Management transactions and view these details:
  - Current bank account balances or account balances by period
  - Bank account balances in an alternate currency
  - Specific types of bank transactions for a cash code

## Consolidated Cash webapp

The Consolidated Cash webapp is a consolidated location for cash related processes in FSM. The left menu organizes these processes by category. Clicking on a menu item will open a new landing page with processes and navigation options associated with the selected category.



Cash search page



For this course, the consolidated Cash webapp will be used as the starting point for the exercises in the following lessons.

The consolidated Cash webapp pages and associated processes are listed in the following table.

Page	Processes
<b>Search</b>	<ul style="list-style-type: none"> <li>○ Transactions</li> <li>○ Payments</li> <li>○ Payables Payments</li> <li>○ Electronic Funds Transfer Transactions</li> <li>○ Commitment Details</li> <li>○ Open Bank Statements</li> <li>○ Intraday Bank Statements</li> <li>○ All Bank Statements</li> </ul>
<b>Cash Ledger</b>	<ul style="list-style-type: none"> <li>○ Processing</li> <li>○ Updates and Outputs</li> <li>○ View Processing Monitor</li> </ul>

Page	Processes
<b>Bank Statements</b>	<input type="radio"/> Processing <input type="radio"/> Search
<b>Forecasts</b>	<input type="radio"/> Cash Forecasts <input type="radio"/> Direct Forecasts <input type="radio"/> Analysis
<b>Period End Close</b>	<input type="radio"/> Journalize <input type="radio"/> Period Close <input type="radio"/> Escheatment
<b>Interfaces</b>	<input type="radio"/> Transactions <input type="radio"/> Returned Payments <input type="radio"/> Payments <input type="radio"/> Bank Statement Interface <input type="radio"/> Receipts <input type="radio"/> Cash Forecast Schedule
<b>Administration</b>	<input type="radio"/> General <input type="radio"/> Payment <input type="radio"/> Company Structure <input type="radio"/> Review Certification <input type="radio"/> Cash Structure <input type="radio"/> Documents and Printers

## Accessing Cash Management

The following exercise describes how to log in to the Financials and Supply Management: Cash Management solution.



### Exercise 1.1: Log in to Financials and Supply Management

In this exercise, you will log in to Financials and Supply Management.

#### Before you begin:

- **Note:** Your instructor will assign user account logins and passwords from Appendix A of this Training Workbook.



Verify you are logged in to the Training Desktop. If not, log in following instructions provided by your course instructor.

**Note:** If you are taking this course through Infor U Campus as self-directed learning and the course offers Lab On Demand, follow the instructions on the course Lab On Demand screen.



All exercises must be completed in sequential order.

## Exercise steps

### Part 1: Establishing Cloud Tenant Settings

1. Double-click the **Change Tenant** icon on the training desktop.



2. Select your assigned **Tenant ID** per instructor.
3. Select **Submit**.
4. Press **Enter** key on “press any key” to complete.
5. Delete “Change Tenant” shortcut from the desktop to avoid accidentally running again during the training.

### Part 2: Sign in to the OS Portal

1. Double-click the **Infor OS** shortcut icon on the Training Desktop.
2. Type *[your assigned user name]* in the **Username** field.
3. **Note:** See [Appendix A: User accounts](#) for your assigned user name; for example, HF1204.
4. Type *[your assigned password]* in the **Password** field.
5. Click the **Sign In** button. The **Infor U** page displays.

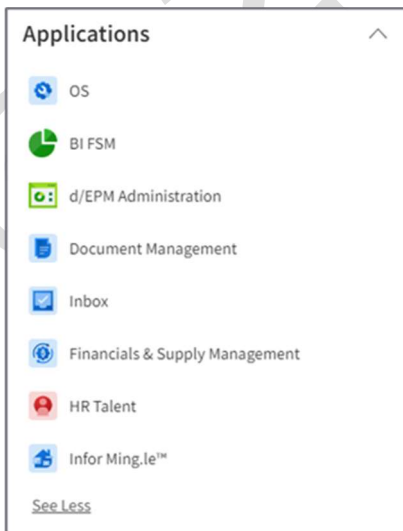
### Part 3: Navigate the Navigation Menu

1. Click the **Navigation menu** icon on the header.

**Note:** The **Navigation menu** icon is shown below.



2. Scroll down to the **Applications** menu.
3. Select the **Financials & Supply Management** item. The **Available applications** page displays.



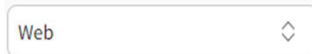
**Note:** You may need to click the **See More** link to view the **Financials & Supply Management** icon.

#### Part 4: Select the Assets Consolidated webapp

1. Click the **Toggle Menu** icon.



2. Click the **Application Switcher** drop-down arrow.



3. Select the **Cash** menu item. The **Cash** home page displays.
4. Review the tabs on the **Cash** home page.

- Transactions
- Payments
- Payables Payments
- Electronic Funds Transfers Transactions
- Commitment Details
- Open Bank Statements
- Intraday Bank Statements
- All Bank Statements

5. Select the **Cash Ledger** the **Navigation** pane.
6. Review the tabs and widgets on the **Cash Ledger** page.

**Note:** The Cash Ledger page provides a central place from which you can complete most cash management tasks.

7. Select the **Administration** item in the **Navigation** pane.
8. Review the tabs and widgets on the **Administration** page.

**Note:** The Administration page provides a central place from which you can complete setup and configuration.

9. Click the **Cash** icon in the **Navigation** pane. You return to the **Cash** home page.



# Integration with other Infor and third-party solutions

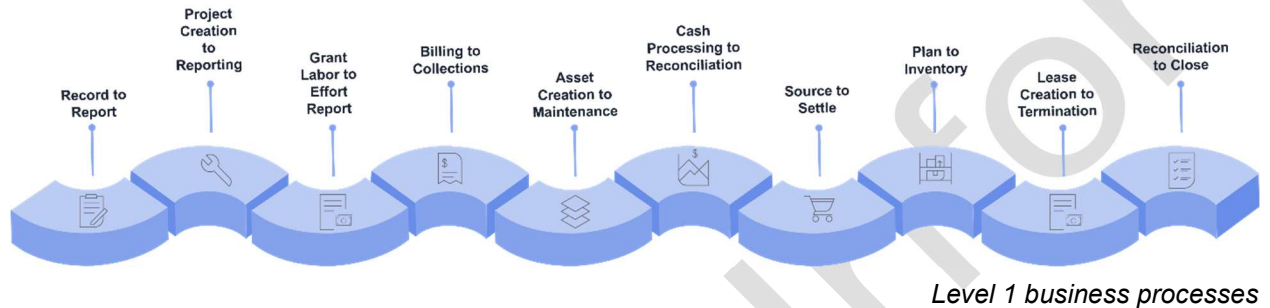
This table describes the interaction between Cash Management and third-party as well as other Infor solutions:

Solution	Description
Global Ledger	Journal lines are created in this solution for bank account transaction entries and reconciliation adjustments that you create in Cash Management.
Payables	Payment records are sent from Payables to the Cash Management Payment file.
Receivables	Deposits, adjustments (service fees, for example), and return to maker (RTM) transactions are sent by Receivables to the Cash Management Payment file.
Currency	Currency codes and exchange rates that are defined in Currency are used in Cash Management.
Franchise Billing	Cash codes from Cash Management are sent to franchisers for company bank accounts where prepayments are posted from Franchise Billing.
Third-party solutions	After you define banks, cash codes, company-cash code relationships, transaction codes, and payment formats, you can use Cash Management to receive bank transaction data from a third-party solution. This includes accounts payable cash payments.

# Configuring and Administering Cash Management and the IPC

Infor Process Intelligence business processes are preconfigured solutions detailed in the Industry Process Catalog (IPC). The IPC is organized by process areas that are aligned with standard business processes used by most organizations. The IPC has 10 Level 1 end-to-end business processes for most industries.

The Level 1 end-to-end business processes are illustrated in the graphic below.

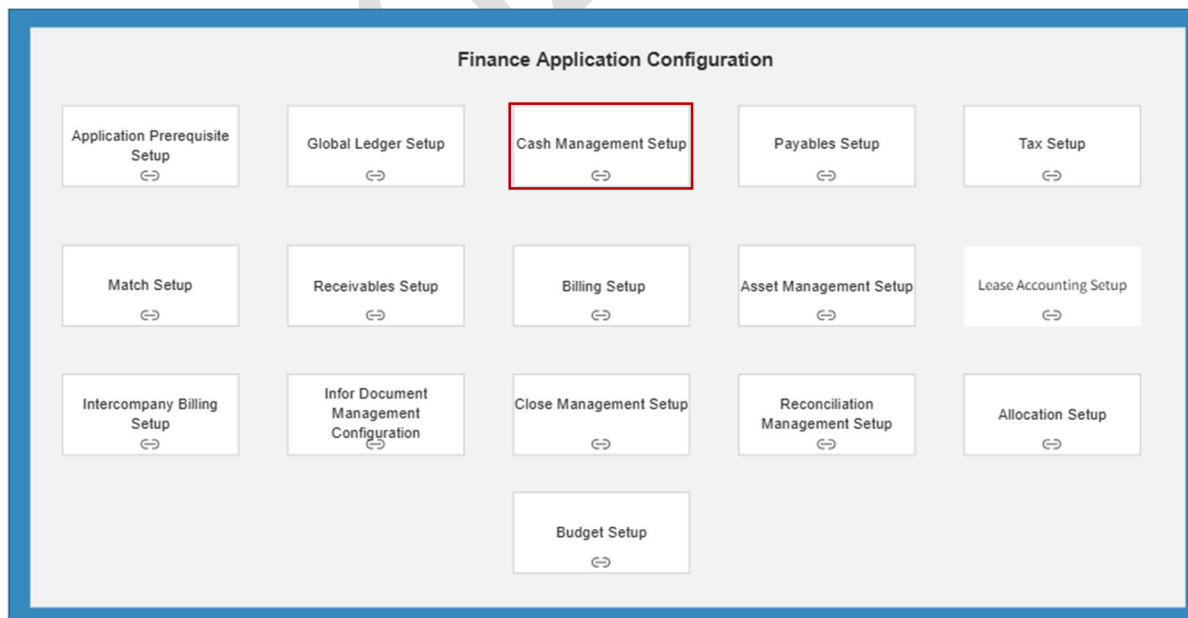


## Level 1 application configuration processes

The IPC contains two categories of configuration processes for FSM.

- Finance application configuration
- Supply management application configuration

These processes are the tasks that prepare FSM for end users by enabling and defining configuration features. The application configuration processes specific to Finance application configuration in FSM are shown in the graphic below.

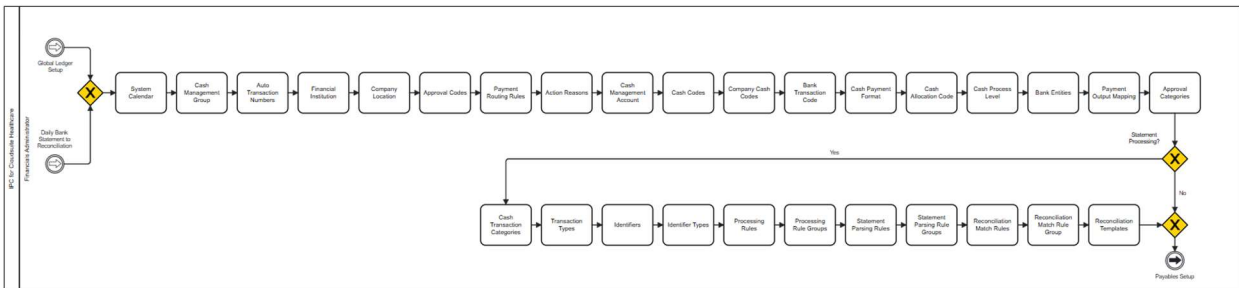


*Supply Management Application configuration—Cash Management setup*

## Cash Management setup tasks

The Administrator completes the tasks identified in the IPC for Cash Management setup.

- System calendar
- Cash management group
- Auto transaction number
- Financial institution
- Company location
- Approval codes
- Payment routing rules
- Action reasons
- Cash management account
- Cash codes
- Company cash codes
- Bank transaction code
- Cash payment format
- Cash allocation code
- Cash process level
- Bank entities
- Payment output mapping
- Approval categories

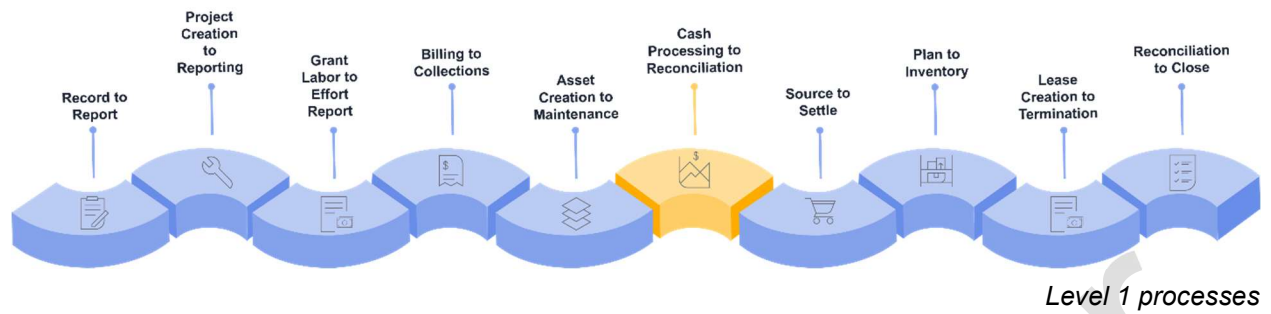


Cash Management setup tasks

## Cash Processing to Reconciliation Level 1 process

Cash Management uses the Cash Processing to Reconciliation Level 1 process area. Cash Management solution is used to maintain a repository of all bank transactions, reconcile your bank accounts, record fund transfers between bank accounts and create cash receipts.

The Cash Processing to Reconciliation Level 1 process is presented in the graphic below.



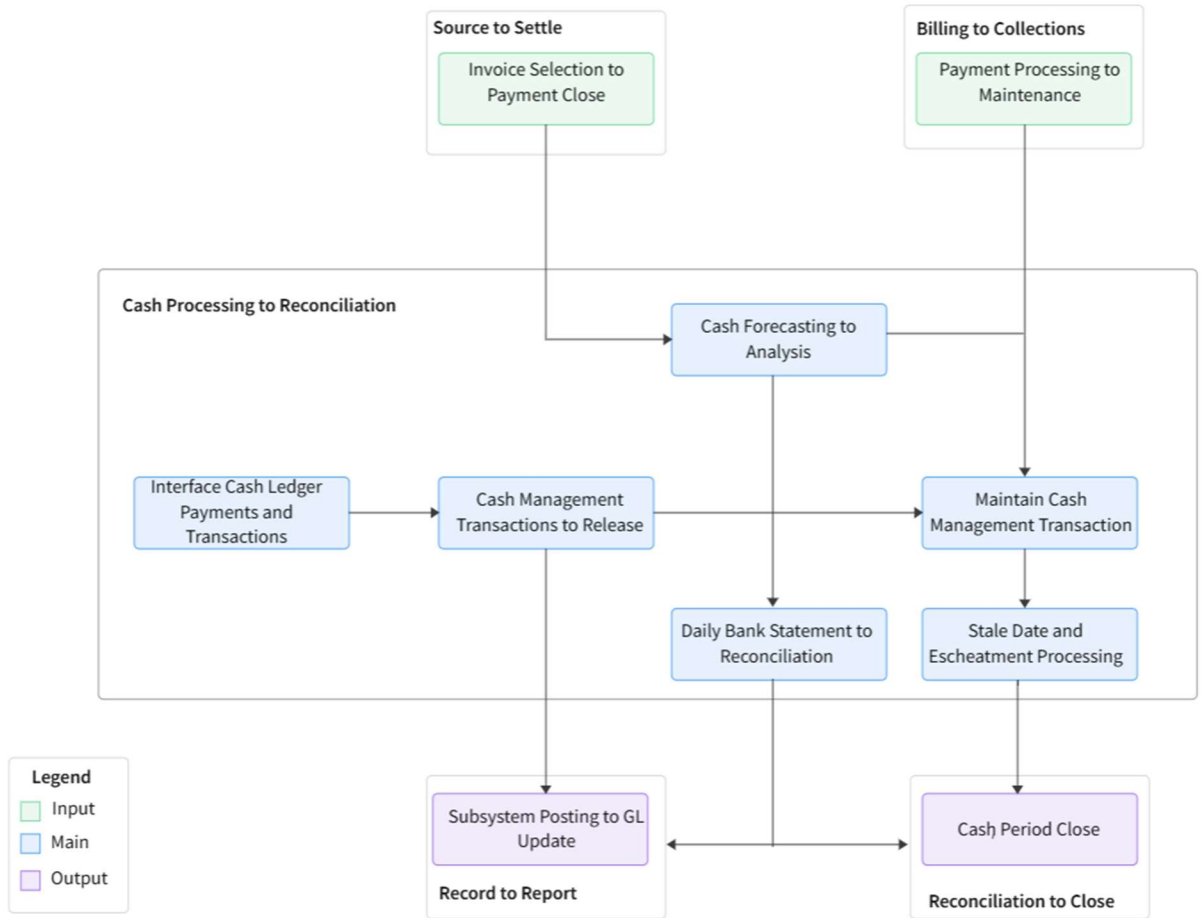
### Level 2 processes and Level 3 activities

Drilling down within the Cash Processing to Reconciliation reveals the Level 2 processes.

Cash Processing to Reconciliation uses five primary Level 2 processes.

- Cash Forecasting to Analysis
- Interface Cash Ledger Payments and Transactions
- Cash Management Transactions to Release
- Maintain Cash Management Transaction
- Stale Date and Escheatment Processing
- Daily Bank Statement to Reconciliation

The Level 2 processes in Cash Processing to Reconciliation are presented in the graphic below.

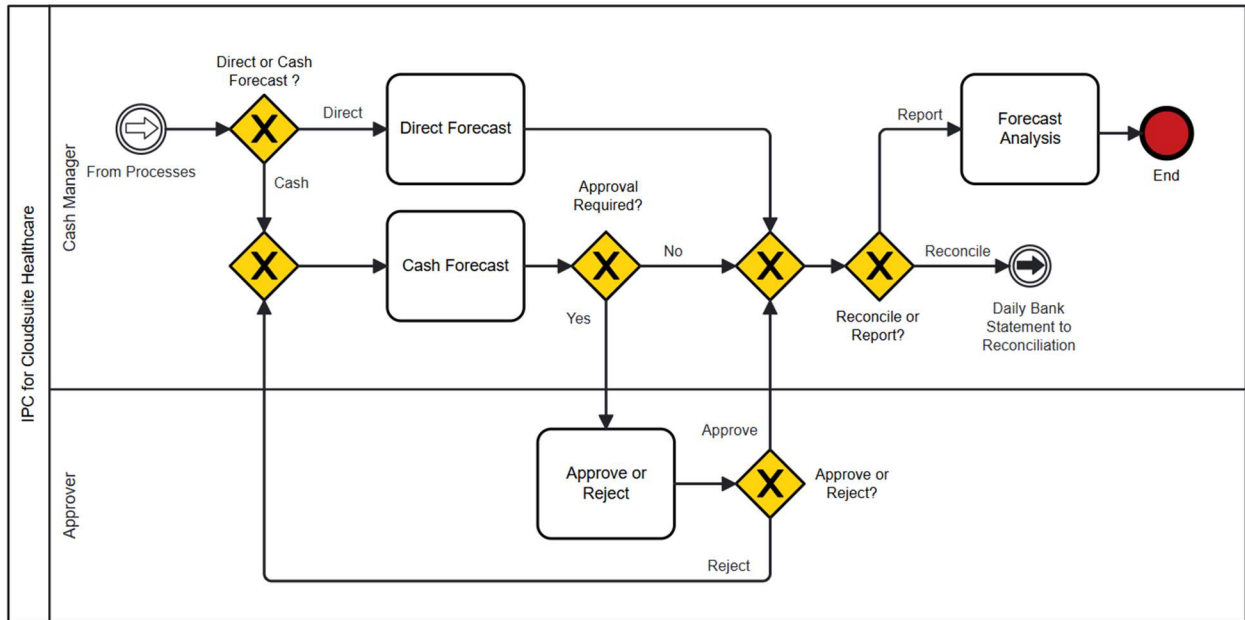


*Level 2 processes in Cash Processing to Reconciliation*

## Cash Forecasting to Analysis

There are two types of forecasts in Cash Management, each serving distinct purposes. A direct forecast consolidates records from Payables, Receivables, and Purchasing that will impact future cash flow. Conversely, a cash forecast estimates cash inflows and outflows for a specific day or date range, based on selected cash transaction categories. This forecast can cover a month, a year, or a week.

The Level 3 activities in the Cash Forecasting to Analysis process are presented in the graphic below.

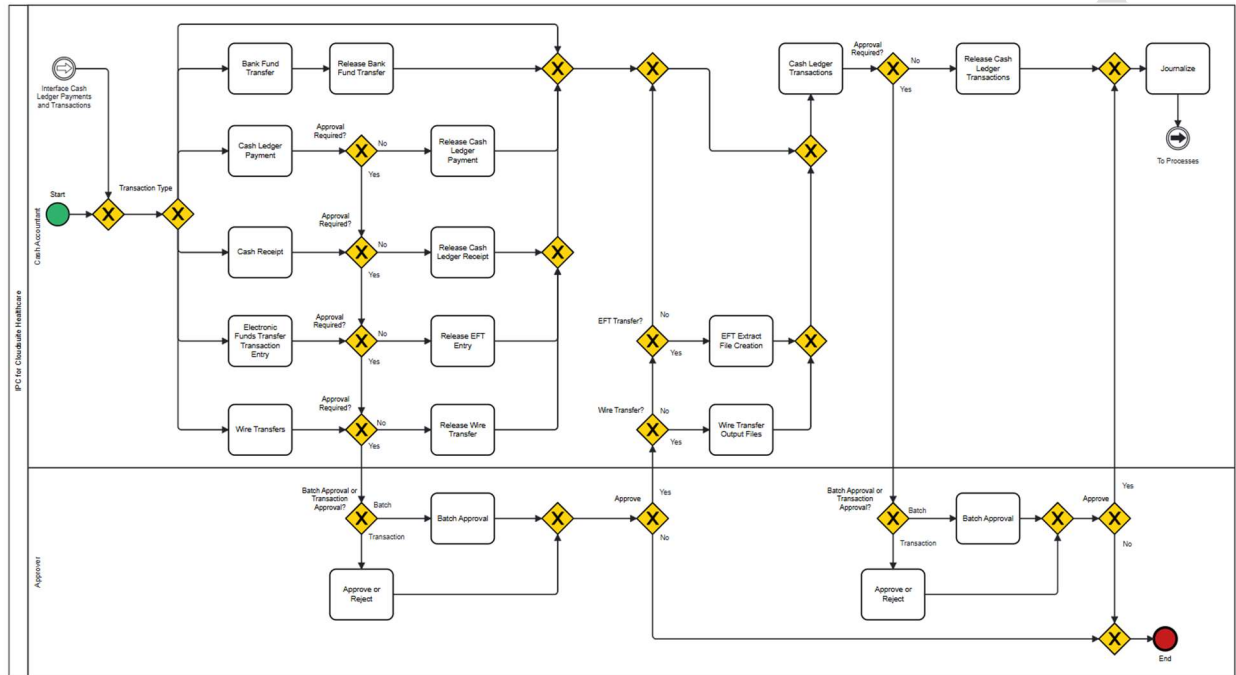


Cash Forecasting to Analysis level 3 activities

## Cash Management Transactions to Release

Programs are utilized to specify bank account transactions, transfer funds between bank accounts, and record cash deposits to accurately record bank activity. After specifying transactions, transfers, and cash deposits, these transactions must be released and the distributions journalized to update balances for posting to the Global Ledger. Additionally, actions to void payments and bank transactions, as well as interface bank transactions from external sources, are available.

The Level 3 activities in the Cash Management Transactions to Release process are presented in the graphic below.



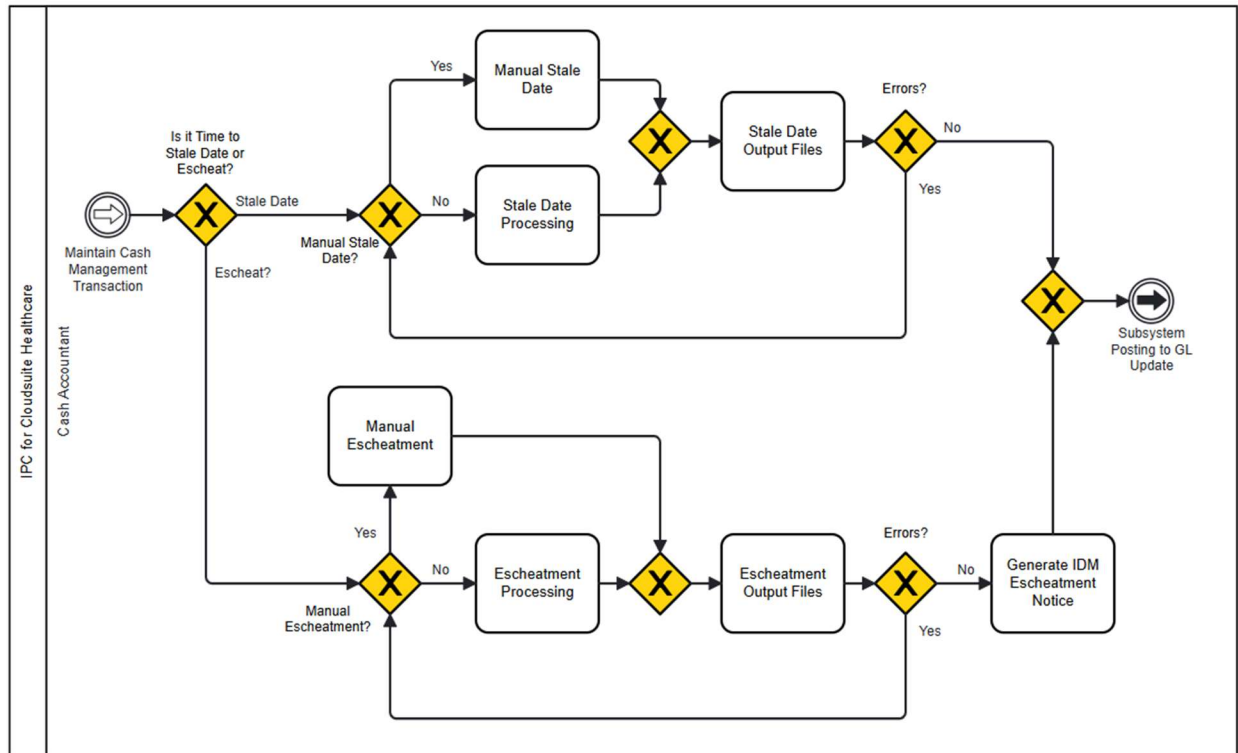
Cash Management Transactions to Release



## Stale Date and Escheatment Processing

The functionality for stale dating and escheatment processing includes the stale dating of payment transactions and the processing of escheatment.

The Level 3 activities in the Stale Date and Escheatment Processing process are presented in the graphic below.



*Stale Date and Escheatment Processing*

## Daily Bank Statement to Reconciliation

These processes can be performed from the previous day's bank statements:

- Reconcile the cash ledger transaction.
- Create cash ledger transactions for fee payments or interest income.
- Create cash ledger reconciliation adjustments or Global Ledger journal entries.

Statement reconciliation provides a summary view of all open bank statements and gives information about the reconciliation status. Cash Management supports the following reconciliation types:

- Reconciliation to forecast: This process reconciles bank statements to cash forecast categories for a specific date. Optionally, journal entries can be created to post to Global Ledger.
- Reconciliation to cash ledger: This process reconciles bank statement lines to cash ledger transactions that originated from Payables, Receivables, or Cash Management. Since the journal entries have been posted from previous processes, no journal entries are created unless there is a reconciliation variance.
- Reconciliation to other systems: This process reconciles bank statements to Global Ledger (GL) or transactions from non-Cash Management or non-Infor systems. When reconciling to Global Ledger, transactions are loaded from GL into non-cash ledger files for reconciliation.

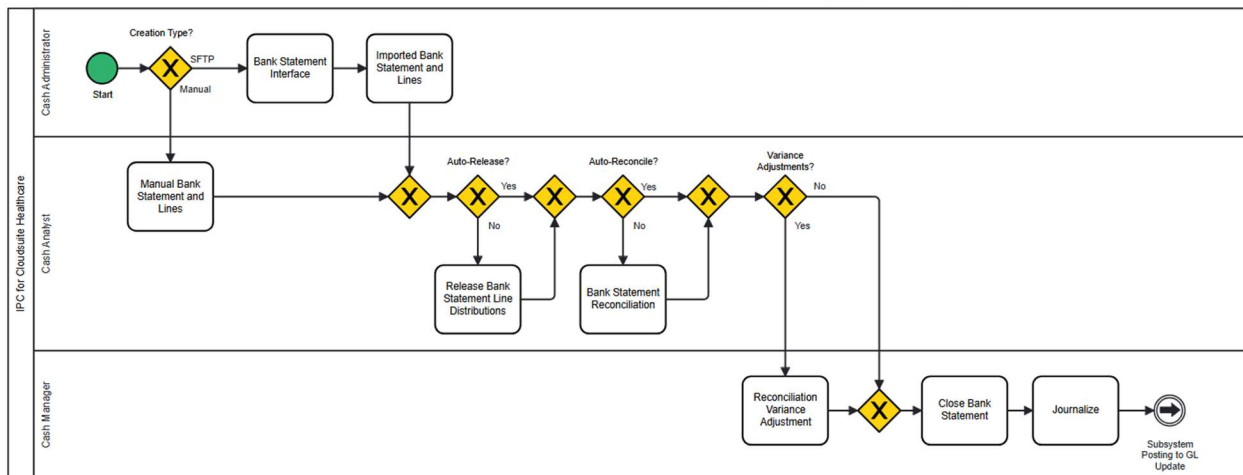
Bank statements can be created manually or interfaced. If interfaced, the interface compares the expected number of transactions to the actual number of transactions to verify that all lines of the bank statement were received from the financial institution. The bank statement interface uses the Cash Management group associated with the Cash Management account for the comparison. It also ensures these criteria are met:

- The account number in the file matches the number defined in the Cash Management account.
- The bank statement file name has not been moved to the bank statement interface.
- The currency of the bank statement interface is the same as the Cash Management account.

If the Cash Management group is marked for Automatic Bank Statement Import, it will be imported to the bank statement after the file is placed in the file channel directory. If not, a user must manually perform the import action on the bank import file. When imported, bank statement lines are assigned a category by the Bank Statement Interface based on the statement line classification of the Cash Management account, processing rules, and custom group definitions. If no processing rule criteria match the bank statement line, the default category of Uncategorized will be assigned.

Supported bank statement formats include BAI, BAI2, MT940, MT942, CSV, EDI822, and TXT.

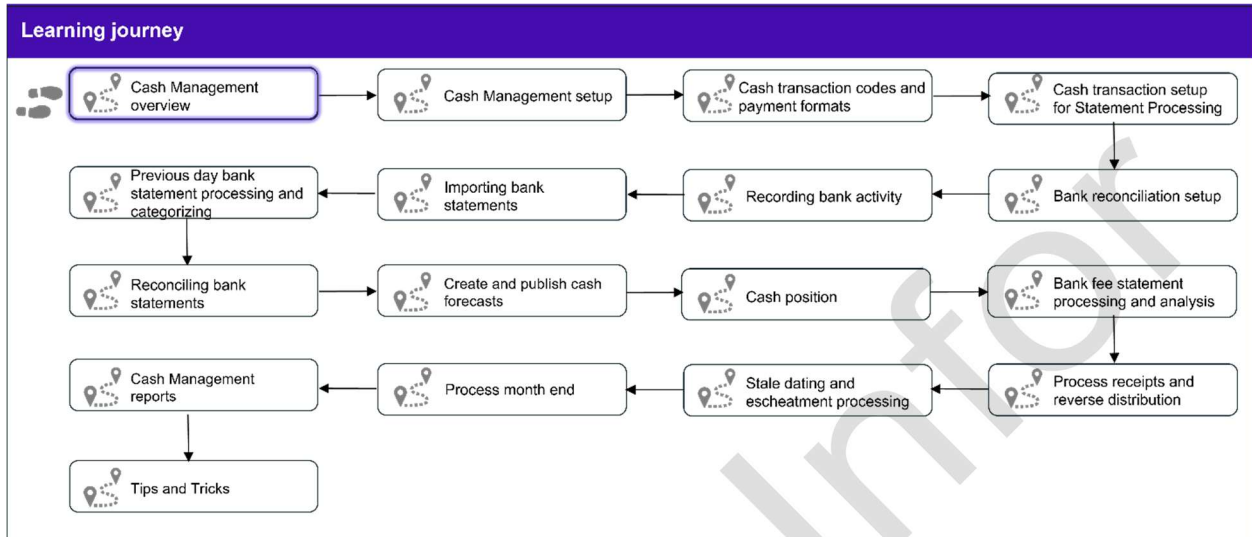
The Level 3 activities in the State Date and Escheatment Processing process are presented in the graphic below.



*Daily Bank Statement to Reconciliation*

# Lesson summary

Let's summarize your learning journey for this lesson.



The lesson provided an overview of the Cash Management solution, which is used to maintain a repository of all bank transactions, reconcile bank accounts, and manage bank account balances. The lesson outlined four main processes: setup (defining currency, ledgers, and bank accounts), interface (importing and interfacing data), transaction processing (reconciling and managing bank transactions, fund transfers, and receipts), and accessing data (generating and viewing reports on cash activity).

It also explained how Cash Management integrated with other Infor and third-party solutions, such as Global Ledger, Payables, Receivables, Currency, and Franchise Billing, to streamline financial operations and ensure accurate, up-to-date financial information.

## Check your understanding

Which three of the following statements are uses of the Cash Management solution?

- a) Maintain a repository of all bank transactions
- b) Reconcile bank accounts
- c) Process taxes
- d) Retain bank account balance information



Refer to [Appendix B](#) for answers to the check your understanding questions.

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# Lesson 2: Cash Management setup

## Estimated time

2.5 hours

## Learning objectives

After completing this lesson, you will be able to describe how to perform the cash setup tasks to ensure accurate and efficient cash operations. In this lesson, you will:

- Review Cash Management groups to ensure you can verify existing group configurations at your workplace.
- Explain how to create a calendar and corresponding dates to establish accurate timeframes for managing cash activities and reporting.
- Demonstrate how to synchronize calendars to maintain consistent and up-to-date scheduling across all cash management processes.
- Explain how to set up Cash Management action reasons to accurately document the rationale for cash-related actions.
- Explain how to set up teams and add team members to ensure appropriate resource ownership, approvals, and notifications within cash management workflows.
- Describe how to assign company location to an account to enable accurate reporting and ensure compliance with organizational structure requirements.
- Explain how to use approval codes in Cash Management to authorize and record key cash tasks.
- Explain how to set up a financial institution and its branches to ensure proper linkage of accounts.
- Describe how to create Cash Management accounts to support various business needs such as operations, investments, or restricted funds.
- Describe how to view account information to monitor account status and make informed financial decisions.

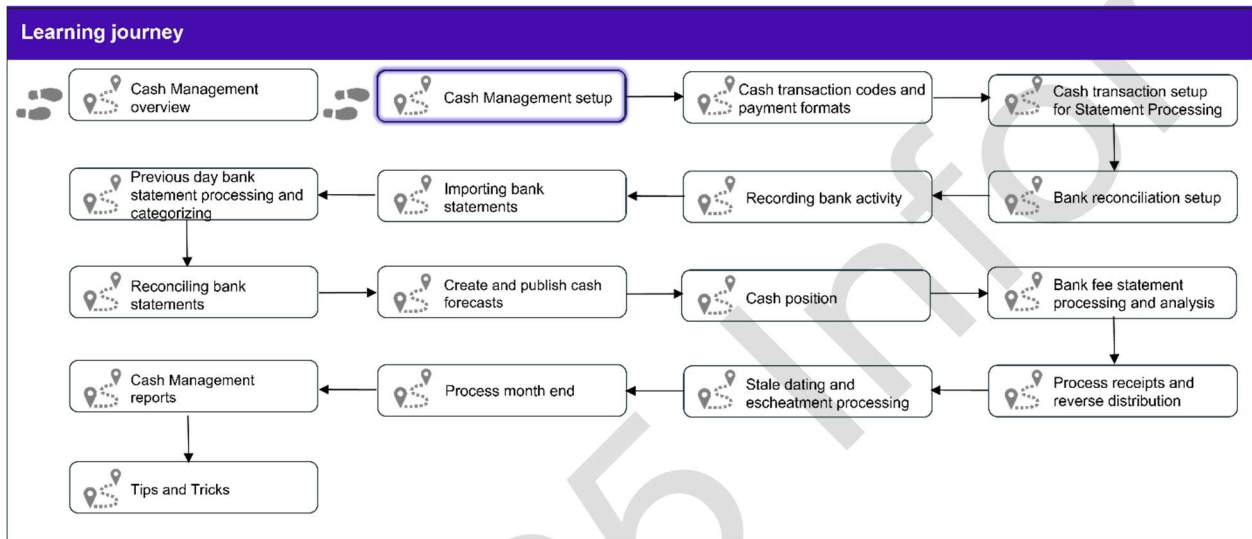
## Topics

- Lesson introduction
- Cash Management group and calendar setup
- Cash Management action reasons
- Teams
- Approval codes
- Cash Management financial institution setup
- Cash Management accounts
- Lesson summary
- Check your understanding

# Lesson introduction

You have learned about the Cash Management overview. Your learning journey continues with the Cash Management setup. In this journey, you will review Cash Management group and calendar setup, Cash Management action reasons. You will also learn about Teams, approval codes, Cash Management financial institution setup in detail.

Are you ready to explore the Cash Management setup?



Lesson introduction – Cash Management setup

# Cash Management group and calendar setup

The following list includes the most common setup tasks for Cash Management:

- Cash Management group
- Calendars
- Action reasons
- Company locations
- Approval codes
- Financial institutions
- Cash accounts, resources
- Cash allocation codes, categories, transaction types, and processing rules
- Bank statement reconciliation match rules, and rules groups

We will be covering these tasks in the course. Note that the Cash Management group is already set up in the environment; however, the instructor will demonstrate how to review the current set up of a Cash Management group in the event you need to do so at your workplace.



## Demo 2.1: Review Cash Management group

This demonstration shows how to review Cash Management groups in the application.

### Before you begin:

- Ensure you are logged in to **FSM** and are on the Cash home page for [your assigned user name]. If not, refer to [Exercise 1.1](#).
- Steps 6 – 10 are required for creating approvals on cash forecasts used in Lesson 10.
- To prepare the system for future exercises, this demo must be completed.

## Demo steps



If you are taking this course as instructor-led training, the instructor will complete this demo.

1. Select **Administration** in the **Navigation** pane.
2. Click the **Cash Management Group** in the **General** widget.
3. Double-click the **Cash Management Group [XXXX]** list item, where [XXXX] represents the first 4 characters of your assigned student ID, (i.e. HF10, HF11, etc.). The record for group [XXXX] opens.

4. Review the default value for the **Corporate Calendar**.

**Note:** The Cash calendar was prebuilt.

5. Select the **Cash Forecasts** check box in the **Approval Required For** section.
6. Select the **Cash Ledger Transactions** check box in the **Approval Required For** section.

**Note:** Selecting these two check boxes indicates that those types of transactions require approval.

7. Select the **Rejecting Cash Forecasts** check box in the **Reason Code Required When** section.
8. Select the **Rejecting Cash Ledger Transactions** check box in the **Reason Code Required When** section.

**Note:** Selecting these two check boxes indicates that those types of transactions require a reason code.

9. Click the **Save** icon.
10. Click the **Cash** icon in the **Navigation** pane. You return to the **Cash** home page.

**Note:** We have not selected Enforce Processor Cannot Be Approver as Self Directed Learning session need to be able to approve their own submissions. Ensure the Cash role is open. If not, perform the following steps:



## Exercise 2.2: Create calendars

In this exercise, you will create calendars.

### Before you begin:

- Ensure you are logged in to **FSM** and are on the **Cash** page for [your assigned user name]. If not, refer to [Exercise 1.1](#).
- Ensure that you have completed all preceding exercises in this course to ensure data or configurations for this exercise are in place.

### Exercise steps

1. Select **Administration**.
2. Click the **Calendars** link in the **General** widget.
3. Click the **Create** icon to display a blank System Calendar record.
4. Type [your assigned company] **CALENDAR** in the **System Calendar** field.
5. Type [your assigned company] *Calendar* in the **Description** field.
6. Click **Save**.
7. Click the **System Calendars** link in the breadcrumb trail. The System Calendars page displays and the new system calendar you created appears in the list.
8. Click the **Cash** icon in the **Navigation** pane. You return to the **Cash** home page.



## Exercise 2.3: Create calendar dates

In this exercise, you will create calendar dates and period/groups periods.

### Before you begin:

- Ensure you are logged in to **FSM** and are on the **Cash** homepage for [your assigned user name]. If not, refer to [Exercise 1.1](#).
- Ensure that you have completed all preceding exercises in this course to ensure data or configurations for this exercise are in place.

## Exercise steps

### Part 1: Create calendar dates

1. Click the **Administration** link in the breadcrumb trail.
2. Click the **Calendars** menu item in the **General** widget. The **System Calendars** page displays.
3. Double-click **[your assigned company] calendar** list item. Your calendar displays.
4. Click the **Actions** icon to display a menu. **Note:** The **Actions** icon displays as an ellipsis in the upper right of the page.  
**Note:** Use the top Action associated with the calendar
5. Click the **Create Dates** menu item. A **Create Dates** dialog window opens.
6. Type *[Current year]* in the **From Year** field.
7. Type *[Current year +2]* in the **To Year** field.
8. Click to select the check boxes for the following work days: **Monday, Tuesday, Wednesday, Thursday, and Friday**.
9. Click to select the check boxes for the following bank days: **Monday, Tuesday, Wednesday, Thursday, and Friday**.
10. Click **Submit**. The message: **Create Dates completed** displays with the dates listed in the bottom section of the page.

## Synchronizing calendars

When working days or bank days are added or changed in the calendar, synchronization is required. This process updates and recalculates the totals for working and bank days.



### Exercise 2.4: Synchronize calendars

In this exercise, you will synchronize calendars.

#### Before you begin:

- Ensure you are logged in to **FSM** and are on the **Cash** homepage for [your assigned user name]. If not, refer to [Exercise 1.1](#).
- Ensure that you have completed all preceding exercises in this course to ensure data or configurations for this exercise are in place.

#### Exercise steps

1. Select **Administration**.
2. Click the **Calendars** link in the **General** widget.
3. Double-click **[your assigned company]** calendar.
4. Click the **ellipsis (...)** > **Synchronize**.
5. Click **Ok**.
6. Click the **Cash** icon in the **Navigation** pane. You return to the **Cash** home page.

# Cash Management action reasons

Cash Management uses action reasons to describe why certain actions are performed.

In the Cash Management Group we required reasons when Cash Forecasts or Cash Ledger Transactions are rejected. It is necessary to create those reason codes to make them available when those actions take place.



## Exercise 2.5: Create Cash Management action reasons

In this exercise, you will create Cash Management action reasons.

### Before you begin:

- Ensure you are logged in to **FSM** and are on the **Cash** page for [your assigned user name]. If not, refer to [Exercise 1.1](#)
- Ensure that you have completed all preceding exercises in this course to ensure data or configurations for this exercise are in place.

### Exercise steps

1. Select **Administration**.
2. Click the **Action Reasons** link in the **General** widget.
3. Click **Create**.
4. Click the **Search** icon in the **Subject** field.
5. Type *Rej* in the **Business Subject** field.
6. Press **Enter**.
7. Double-click **RejectCashForecast**.
8. Type *UPDATENEEEDED\_[your assigned company]* in the **Action Reason** field.
9. Type *Need updated forecast* in the **Description** field.
10. Verify **Active** displays in the **Status** field.
11. Click the **Save and New** icon.
12. Select **RejectCashLedgerTransactionApproval** in the **Subject** field.
13. Type *CORRECT\_[your assigned company]* in the **Action Reason** field.
14. Type *Need to correct* in the **Description** field.
15. Verify **Active** displays in the **Status** field.
16. Click **Save**.
17. Click the **Action Reasons** link in the breadcrumb trail.
18. Click the **Search** icon.
19. Type *[your assigned company]* in the **Action Reason** field.
20. Press **Enter**.

21. Review the two action reasons you created.
22. Click the **Cash** icon in the **Navigation** pane. You return to the **Cash** home page.

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# Teams

In Cash Management, teams group resources to use for ownership, approvals, and notifications. Team members serve as resources that you can add to and remove from the team.



## Exercise 2.6: Create teams and members

In this exercise, you will create teams and members.

### Before you begin:

- Ensure you are logged in to **FSM** and are on the **Cash** page for [your assigned user name]. If not, refer to [Exercise 1.1](#).
- Ensure that you have completed all preceding exercises in this course to ensure data or configurations for this exercise are in place.

## Exercise steps

### Part 1: Create a team

1. Select **Administration**.
2. Click the **Teams** link in the **Company Structure** widget.
3. Click **Create** in the **Finance Teams** list.
4. Type *FINANCE TEAM\_[your assigned company]* in the **Finance Team** field.
5. Type *[your assigned name] Finance team* in the **Description** field.
6. Click **Submit**.

### Part 2: Add team members

1. Select the **Finance Team\_[your assigned company]** list item in left panel.  
**Note:** This is the team you created in Part 1 of this exercise.
2. Click **Add Member**.
3. Select the [your assigned employee] check box.  
**Note:** Self-directed learners can select any other employee ID as a team member.
4. Click the **Add To Team** button.
5. Repeat steps 3 and 4 to add **1 – Alex More**, **2 – Chris Taylor**, and **3 – Izzy Anderson**
6. Click **Close**.

### Part 3: Remove a team member

1. Select any team member other than **[your assigned employee]**.
2. Click **Remove Member**.
3. Click **Ok**. The team member you selected is no longer a part of the team.
4. Click the **Cash** icon in the **Navigation** pane. You return to the **Cash** home page.

# Approval codes

Approval codes are used to sign off on completed cash tasks.

Approval codes can be used with cash forecast, cash ledger payments, cash ledger transactions, cash ledger EFT/CC (electronic funds transfer/credit card) extracts, cash ledger receipts, void or stop payments, and bank statement distributions.



## Exercise 2.7: Create approval codes

In this exercise, you will create approval codes.

### Before you begin:

- Ensure you are logged in to **FSM** and are on the **Cash** page for [your assigned user name]. If not, refer to [Exercise 1.1](#).
- Ensure that you have completed all preceding exercises in this course to ensure data or configurations for this exercise are in place.

## Exercise steps

### Part 1: Create approval codes

1. Select **Administration**.
2. Click the **Approval Codes** link in the **General** widget.
3. Click **Create** on the **Approval Codes** toolbar.
4. Type *APR*[your assigned company] in the **Approval Code** field.
5. Type *Cash approval* code for [your assigned company] in the **Description** field.
6. Verify the **Active** check box is selected.
7. Click **Save**.

**Note:** The **Approval Levels** tab is now available. This tab is used to specify the order of approvals to route through either approvers or approval teams and can also define a maximum approval amount per approver or approval team. Escalation hours can also be specified.

### Part 2: Create approval levels and escalations

1. Click **Create** on the **Approval Levels** toolbar.
2. Select [your assigned employee] in the **Approver** field.

**Note:** If you are taking this course as Self-directed Learning, choose an employee other than Charles Adams here

3. Click **Save and New**.
4. Select **Adams, Charles** in the **Approver** field.
5. Click **Save**.
6. Click the **Approval Code** link in the breadcrumb trail. The Approval Code page displays with the two approvers you created listed in the Approval Levels section.
7. Select the [first approver] checkbox.

8. Click the **Open** icon.
9. Type **48** in the **Escalate After** field.
10. Select **Next Approval Level** from the **Hours to** field.
11. Click **Save**.
12. Click the **Approval Code** link in the breadcrumb trail. The **Approval Code** page displays with the Escalation Hours assigned to your first approver.
13. Right-click the **[first approver]** checkbox.
14. Click **Delete**. The resource is removed from the approval levels.
15. Click **Ok** to confirm the deletion.
16. Click the **Cash** icon in the **Navigation** pane. You return to the **Cash** home page.

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# Cash Management financial institution setup

The Cash Management financial institution setup tasks include the following:

- Creating approval codes (discussed in last section)
- Creating company locations
- Creating a financial institution and branches

## Company locations

A location can be either geographical, for global organizations, or departmental. Company locations can be created with a hierarchical structure. Only the lowest level of a location can be assigned to an account.

A Company Location is a required field for a Cash Management Account. The Company Location is used for reporting only.



### Exercise 2.8: Create company locations

In this exercise, you will create company locations.

#### Before you begin:

- Ensure you are logged in to **FSM** and are on the **Cash** page for [your assigned user name]. If not, refer to [Exercise 1.1](#).
- Ensure that you have completed all preceding exercises in this course to ensure data or configurations for this exercise are in place.

## Exercise steps

1. Select **Administration**.
2. Click the **Company Locations** link in the **Company Structure** widget.
3. Click the **plus sign (+)** to expand the **NA** location.
4. Select the **US** list item.
5. Right-click **US**.
6. Click the **Create Within** menu item.
7. Type *[your state's two-character abbreviation]* in the **Company Location** field.
8. Type *[the full spelling of your state]* in the **Description** field.
9. Type **USD** in the **Currency** field.
10. Verify the **Active** check box is selected.
11. Click **Save**.
12. Click the **Company Locations** link in the breadcrumb trail.
13. Click the **Refresh** icon.
14. Expand the **NA** location.

**Note:** If NA is already expanded, skip this step.

15. Expand **US**.
16. Right-click **[your state]**.
17. Click **Create Within**.
18. Type *[a three-character abbreviation for a city]* in the **Company Location** field.
19. Type *[the full spelling of your city]* in the **Description** field.
20. Verify the **Active** check box is selected.
21. Type **USD** in the **Currency** field.
22. Click the **Save** icon.
23. Click the **Cash** icon in the **Navigation** pane. You return to the **Cash** home page.

## Financial institutions and branches

A financial institution can be a bank, a credit union, or any type of fiduciary location. A branch is a registered office of an institution/bank from where the bank carries out its functions. A branch can be different departments that are within an institution/bank or it can be in different physical locations. The branch is where routing numbers, Society for Worldwide Interbank Financial Telecommunication (SWIFT), and other bank information is stored.



### Demo 2.9: View financial institutions and branches

This demonstration shows how to view a financial institution and a branch. The financial institution Wells Fargo and branch Corporate are already in the system.

#### Before you begin:

- Ensure you are logged in to **FSM** and are on the **Cash** page for [your assigned user name]. If not, refer to [Exercise 1.1](#).
- To prepare the system for future exercises, this demo must be completed.

## Demo steps



If you are taking this course as instructor-led training, the instructor will complete this demo.

### Part 1: View institution

1. Select **Administration** in the Navigation pane.
2. Click the **Financial Institutions** link in the **General** widget.
3. Select **WF, Wells Fargo**.  
**Note:** Wells Fargo is the institution we will all use to create branches.
4. Select **ellipsis (...) > Open**. The Wells Fargo Financial Institution record opens.

5. View the record.

**Part 2: View branch**

1. Verify the **Branches** tab displays.
2. Select **CORPORATE**.
3. Click **Open** on the **Branches** toolbar.
4. View the record.

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# Cash Management accounts

Cash Management accounts are equivalent to bank accounts in your organization. These are the Cash Management account types:

- **Operating account:** This is an everyday account that is used for business transactions or activities.
- **Investment account:** This is an account that is used for long term investment for capital preservation, grow or fixed income.
- **Debt account:** This is an account that is used to help finance an organization and needs to be paid within a certain time frame.
- **Escrow:** This is an account where money is held and distributed by a third party after the terms of payment have been met. For example, in property taxes and homeowner's insurance in a real estate transaction.
- **Restricted:** These are funds earmarked for a specific purpose and therefore not available for immediate and general use by an organization.
- **Petty cash:** This is a small amount of discretionary funds in the form of cash used for expenditures where it is not sensible to make any disbursement by check.
- **Other:** These are other account types.



## Exercise 2.10: Create Cash Management accounts

In this exercise, you will create Cash Management accounts.

### Before you begin:

- Ensure you are logged in to **FSM** and are on the **Cash** page for [your assigned user name]. If not, refer to [Exercise 1.1](#).
- Ensure that you have completed all preceding exercises in this course to ensure data or configurations for this exercise are in place.

## Exercise steps

1. Select **Administration**.
2. Click the **Cash Management accounts** link in the **Cash Structure** widget.
3. Click **List** tab.
4. Click **Create**.
5. Type [your assigned company][any four-digit number] in the **Account** field.  
**Note:** This is your cash management account number.
6. Write your Account number in this space: \_\_\_\_\_. You will use the Account number later.
7. Select **WF, Wells Fargo** in the **Financial Institution** field.
8. Type [your assigned company] *General Checking* in the **Title** field.
9. Select **CORPORATE** in the **Branch** field.
10. Verify [today's date] displays in the **Open Date** field.

11. Select **[location you created in Exercise 2.8]** in the **Company Location** field. A dialog box opens.
12. Type *USD* in the **Currency** field.
13. Verify **Operating** displays in the **Account Type** field.
14. Select **[your assigned company number]** in the **Legal Entity** field.

**Note:** The legal entity is the numeric portion of your user name. For example, company number [1117] would be assigned to user name [HF1117].

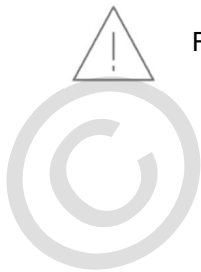
15. Type or select the following in the **Cash Posting Account** fields:

Ledger	To Business Entity	Cost Center	Account
Leave blank	[your assigned company]	1100	10100 Cash – Wells Fargo

16. Select **MASTER** in the **Reporting Basis** field.
17. Type *237604.29* in **Beginning Account Balance** field.
18. Type *100000* in the **Cash Position Target** field.
19. Select the **Checks Issued** check box.
20. Select the **Electronic File Transmission** check box.
21. Click **Save**.

**Note:** This is the initial Cash Management setup. In future exercises, reconciliation and processing rules will be addressed.

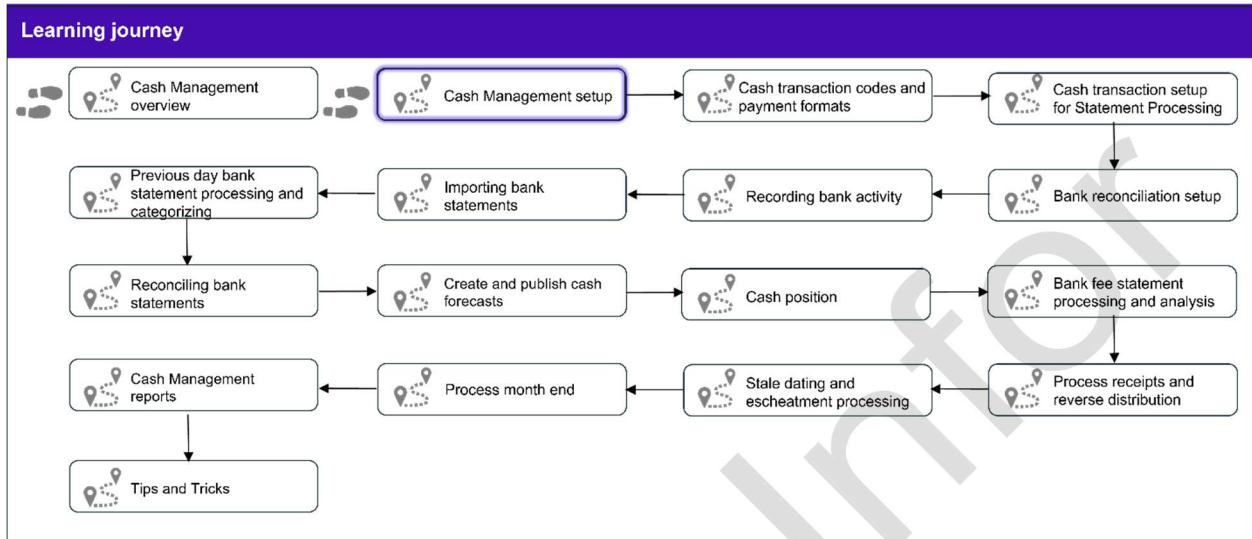
22. Click the **Cash** icon in the **Navigation** pane. You return to the **Cash** home page.



Reconcile to cash ledger will be added after other setup tasks are completed.

# Lesson summary

Let's summarize your learning journey for this lesson.



The lesson outlined key setup tasks such as configuring Cash Management groups, calendars, action reasons, company locations, approval codes, financial institutions, and cash accounts. It described processes for synchronizing calendars, defining action reasons, organizing teams, and establishing approval codes for cash tasks.

The lesson also explained how different types of Cash Management accounts—such as operating, investment, debt, escrow, restricted, petty cash, and others—were created and managed, and how these elements were integrated with other systems to support accurate and efficient financial operations.

## Check your understanding

Which one of the following is included in the Cash Management financial institution setup?

- a) Creating transaction codes
- b) Creating company locations
- c) Creating cash codes
- d) Creating cash code groups



Refer to [Appendix B](#) for answers to the check your understanding questions.

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