

MultiCash[®] 3.23

Cash Management

User Manual


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Introduction

This document has been designed for electronic distribution and printing on a laser printer. Therefore, the used fonts and page layout have been chosen mainly to ensure an optimal result in print, whereas its suitability for on-screen usage was a secondary issue.

Use the main table of contents and the tables of contents at the beginning of each chapter to jump to a concrete topic. Clicking on an entry in the table (the cursor changes to ) takes you to the required page.

Printing this manual

This PDF document has been optimized for printout in DIN A4 format. Use your Acrobat Readers "Print" function to print the manual or parts of it.

Information on using this manual

Refer to chapter 3.1 of the Core module for further details on how to use the manual.

Online help

For reading the documentation on-screen, call up the online help provided with the program (refer to chapter 3.2 of the Core module manual for further details on using the help file). Unlike the manual, the online help enables key word and full text search as well, making it even easier to find information on specific topics.

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All information contained in this manual has been collected and tested with the highest possible accuracy. However, mistakes can never totally be excluded. Omikron can take no responsibility and assumes no liability for any alleged or actual damage arising from incorrect information in this documentation. Suggestions for improvement, reports on mistakes and any kind of qualified criticism will be appreciated.

Omikron Systemhaus

Table of Contents

Table of Contents: Chapter 1	1-1
1 Balances	1-2
Table of Contents: Chapter 2	2-1
2 Statements	2-2
2.1 Database overview: Statements	2-3
2.2 Transaction property page	2-8
2.3 Supplementary information property page	2-10
2.4 Transactions entered property page	2-11
Table of Contents: Chapter 3	3-1
3 Transactions	3-2
3.1 Database overview: Transactions	3-3
3.2 View transaction details	3-7
Table of Contents: Chapter 4	4-1
4 Value-dated balances	4-2
4.1 Data base overview for value-dated balances / Liquidity overview	4-3
4.2 Details dialog box for value-dated balances / Interest management (CM+)	4-8
4.3 Funds management (CM+)	4-11
4.3.1 Funds management dialog box layout	4-12
4.3.2 Funds management: Functions	4-14
4.4 Pooling / Netting (Additional module)	4-17
4.4.1 Pooling	4-17
4.4.2 Netting	4-18
Table of Contents: Chapter 5	5-1
5 Plan data	5-2
5.1 Database overview: Plan data	5-3
5.2 Details dialog box for plan data	5-8
Table of Contents: Chapter 6	6-1
6 Additional functions in the Reports menu	6-2
6.1 Plan data reconciliation	6-3
6.2 Manual plan data reconciliation (CM+)	6-7
6.3 Reconciled plan data (CM+)	6-10
Table of Contents: Chapter 7	7-1
7 Portfolio statements	7-2
7.1 Database overview: Portfolio statements	7-3
7.2 Details dialog box for portfolio statements	7-5
Index	I-1

Table of Contents: Chapter 1

	Page
1 Balances.....	1-2

1 Balances

Choose

- the icon



or

- the menu item -Reports- / -Balances- or, if you have checked the "**Function menu**" system parameter in -Administration-, the menu item -Functions- / -Balances-

to display an overview of the most recent statements available in the system which were downloaded for the relevant account in balanced form.



Please note:

This is a display function only. You cannot edit the entries using this function.

Click on the **Account name** drop-down menu in the dialog box to select the account for which you want to view the balance. Use the PgUp and PgDn or arrow keys in the drop-down menu to scroll between the individual accounts. If you select the blank entry, the **balances** of **all** the **accounts** in the system will be listed.

If you want to view **all** the statements saved in the system and not just the current statements, check the control box "Show all" at the top right of the dialog box. This setting remains active the next time you start the program. The balances for each account are separated by a line above the first line of each account. Uncheck the control box at any time to view only the current balances. The list header contains information on the

- Account name
- Bank ID
- Account no.
- Description (account name)
(if one has been entered in the table *Accounts reference table*)
- IBAN a/c. number
- ISO Currency Code
- Account group

The table which follows contains the statement data with the

- A/c. name
- Statement number
- Statement date
- Currency
- Opening balance
- Aggregated debit and credit amounts
- Closing balance (= ledger balance)
- Closing available balance (= the balance, which was transmitted with the last statement of the day; if one exists: with Field :64:)

A/c. name	No.	Currency	Date	Opening bal.	Total of debits	Total of credits	Closing bal.	Available balance
10203040 / Test-Konto	1	EUR	28.02.12	0,00	0,00	0,00	0,00	
1234 / 567890 /	1		06.03.12	0,00	0,00	0,00	0,00	
1234 / 567891 /	1		06.03.12	0,00	0,00	0,00	0,00	
1234 / 567892 /	1		06.03.12	0,00	0,00	0,00	0,00	
37010120 / 4365754876 /	49	EUR	15.09.12	3.410.901,50	40.000,00	0,00	3.370.901,50	
37010050 / 1234567890 /	129	EUR	28.10.11	2.542,00	612.000,00	0,00	-609.458,00	

Use the arrow keys or the mouse to move around this list. The information in the list header changes to match the balance line currently marked.



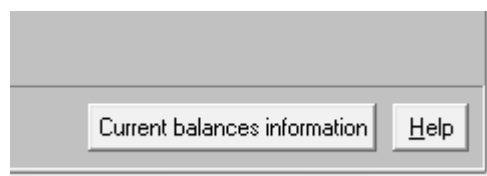
If you have checked "Show in EURO", the balances of accounts capable of being denominated in Euro (participating currencies) are displayed in Euro. The line below this in the database overview shows the equivalent amount in the original account currency. Converted accounts are generally shown in Euro (including past statements).

You can restrict the display to particular data with the [**Select**] function.

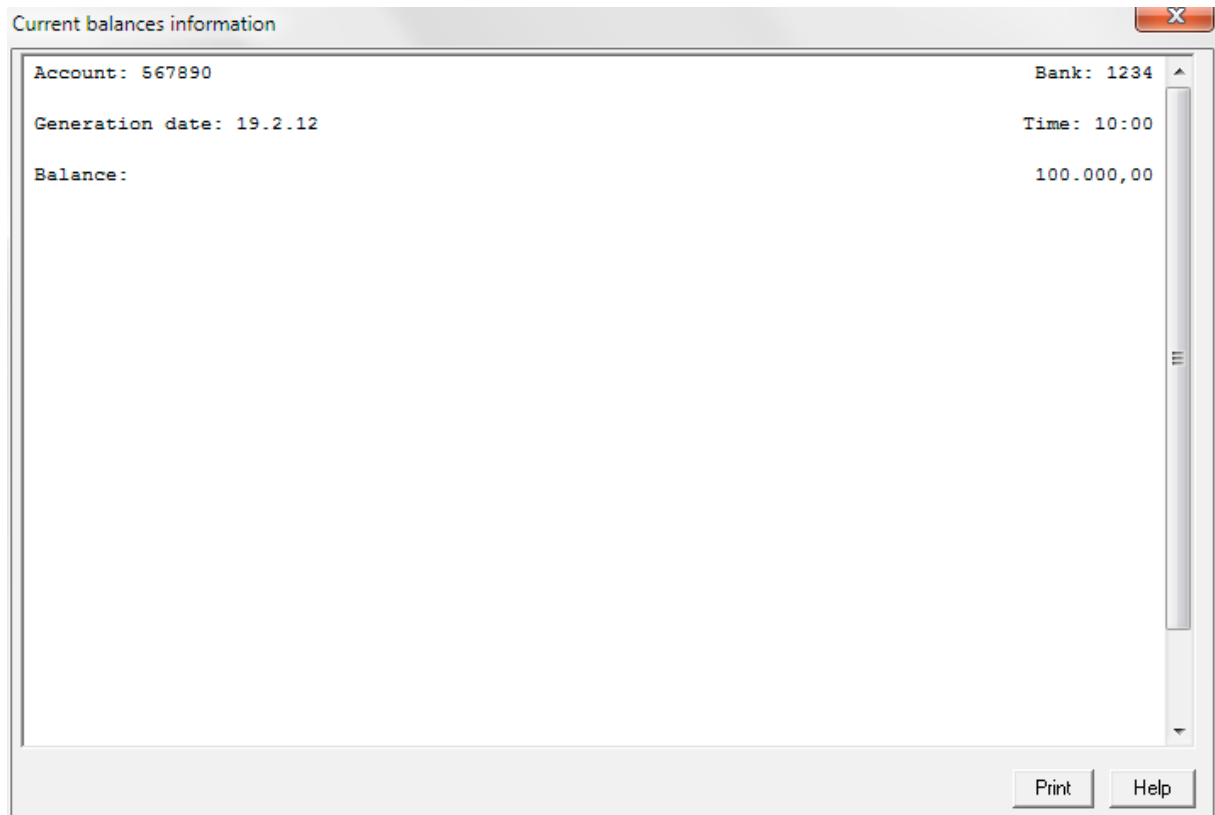
The following list types are available under the [**Print**] function:

- **Overview**
The presentation is the same as the dialog box layout.
- **Per account**
The output of balances is made per account on a separate page.
- **Short overview**
Only the closing balances are listed here.
- **Current balances information (Additional module)**
Using this item, additional current balances information can be output, if the supplementary module mentioned below was installed.

The display of the balances can be extended by installing the additional module "Actual online balances" and activating it for the user. Collecting current balance information on the basis of the Swift message MT998 is made using the session type CBA: Current balance.



For accounts, for which this information is provided, you are able to display this further information using the [**Current balances information**] button in an additional window.



Within this, you have the possibility to output these additional data via [**Print**] button.

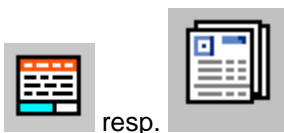
Table of Contents: Chapter 2

	Page
2 Statements	2-2
2.1 Database overview: Statements	2-3
2.2 Transaction property page	2-8
2.3 Supplementary information property page.....	2-10
2.4 Transactions entered property page	2-11

2 Statements

The statements, which you can view by choosing

- by clicking on the icon



or

- menu item -Reports- / -Statements- or, if you have checked the **"Function menu"** system parameter in -Administration-, choose menu item -Functions- / -Statements-

contain the account information downloaded from the bank and imported into the program (statement data, transactions).

Download daily statements after clicking on



Thereby, a Comms. batch with the ID-Group "AUTOMAT" will be started, containing collection orders for account data (STA) and the Comms. will be directly executed. For defining the Comms. batches, see Comms. Chapter 5.2: *Collect data at several banks*).

2.1 Database overview: Statements

After choosing the function Statements a database overview will be displayed which shows all the statement data that has been saved in the system: Click on the **Account name** drop-down menu in the dialog box to select the account for which you want to view the statement. Use the PgUp and PgDn or arrow keys in the drop-down menu to scroll between the individual accounts.

Using the selection list "**Period**" you can display beside current statement data also historical statement data, if the statement history had been activated by the parameter "**Maintain statement history?**" (see Core module Chapter 6.2.1: *Accounts/Statements/Transactions/Prime interest rates*). Functions like [**Select**] or [**Print**] have only an effect on the data currently selected.

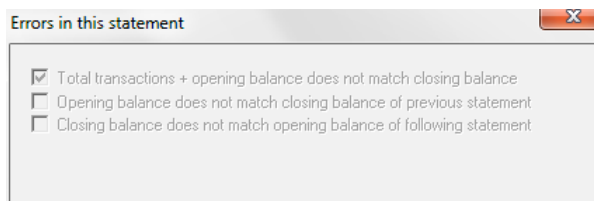
Select the daily statement you want to view by clicking on **Statement date** which is also available in the dialog box.

If an error was detected on import of account information, an alarm sign appears on selecting the appropriate statement:



After clicking this alarm sign a further window appears, in which -according to the result of the checks- different options can be marked:

- Total transactions + opening balance does not match closing balance
- Opening balance does not match closing balance of previous statement
- Closing balance does not match opening balance of following statement



Besides **currency** and **statement number**, the display area contains additional details such as **bank code** or **Swift bank ID**, **a/c. number**, **description** (bank name), **a/c. group** and **IBAN a/c. number**. The **opening balance** and the **closing balance** as well as the **totals** of the **debit entries** and **credit entries** of the shown statement are also shown.



If you have checked "Display in EURO" balances and transactions of accounts capable of being denominated in Euro (participating currencies) are displayed in Euro. The line below this in the database overview shows the equivalent amount in the original account currency. Accounts denominated in Euro can be quickly identified by their currency code.

The record list shows the individual transactions of the statement with

- Value date
- Posting date
- Payment details
- Entry text
- Ordering party/Beneficiary
- Currency and
- Amount

To edit an existing record, select the corresponding entry. The selected record is displayed in a Record window, where it can be modified or deleted. This window is the same as the details dialog box for Transactions. The fields are the same as those in dialog box for a new statement. When you open the database overview: "Statements" you will only be able to edit the fields "ID Group", "Supplementary information" and "Internal details" on the *Supplementary information property page*.

In addition to the standard functions [**Select**], [**Print**] and [**Help**], the button bar selection in the "Statements" dialog box also offers the following buttons:

The following are available under the [**Print**] function as report definitions for the printing of statements:

- **Statements compressed**
The statements are output in a continuous list without page breaks between the individual statements. The individual statements are shown by account with header lines containing the bank details (Sort Code, Account number), Account holder, Account name, Account group and Account currency.
- **Individual statements**
For each statement, the Account holder, Account name and group is shown in the header line in addition to the bank details (Sort Code, SWIFT Code, Account, Currency).

The statements are output with page breaks between the individual statements.
- **Statements per account**
The statements are output by account as an endless list without page breaks between the individual statements. In contrast to "Compressed statements", the individual statements are separated by account by header lines containing the Account holder, Account name, Account group and Account currency in addition to the bank details (Sort Code, Account number) and by additional page breaks.

- **Compressed**

The output is similar to "Individual statements", however more space-saving, since field labels are omitted.



If you have checked "Display in EURO" in the database overview, the reports for accounts capable of being denominated in Euro (participating currencies), but which have not yet been converted, contain amounts in both currencies (in Euro, and one line below, the equivalent in the original account currency).

Except with report type "Compressed" the report types described above are also available in the "Wide" version.

In this version, the equivalent is shown in a column next to the EURO amount. As a result, the font size of the report is reduced.

Further buttons in the database overview: "Statements":

[Order list]

Payments formats like DTAUS support batch orders, where only the sum can be found in the statement:

Value date	Entry	Details	Entry text	Currency	Amount
14.03.08	14.03.08	Collective order 2 items	Credit transfer	EUR	-2.020,00
14.03.08	14.03.08	Collective order 3 items	Direct debit	EUR	20.202,00

Using the **[Order list]** button you can open a list of single items, which are included in such a booking entry.

Precondition is, that the automatic plan data generation is activated on creating payment orders (see Chapter 5: *Plan data*). The splitting of the batch order is made by the plan data reconciliation function (either automatically or manually; see Chapter 6.1: *Plan data reconciliation*). Based on the reconciliation of the collected (and imported) account information with the entries in the plan data database a single payments overview can be extracted from the payment file.

Since the order list is based on the payment file, it can only be opened as long as the original file is available (for this cf. to the session type-specific settings "Storage period" and "Save file" in the Core module Chapter 6.4.1: *Session types property page*). Thus, the button is deactivated after expiration of the file storage period.

General information about the file C:\ZMCTEST15\IZVWIN\08031401.IZV					
File creation date	Number of logical files	Whole number payments	Currency	Sum payments	
14.03.2008	2	5	EUR	22.222,00	
Payment singles overview					
Type	Value date	Ord.Party/Receiver	Reference		
Transfer	14.03.2008	37010050 / 4365754876 JOHN SMITH	1403080001		
Beneficiary Bank/Account/Name		Ordering party Bank/Account/Name / Details	Currency	Amount	
68492200 / 2434325454 BEAT BALZLI		37010050 / 4365754876 JOHN SMITH	EUR	20,00	
Beneficiary Bank/Account/Name		Ordering party Bank/Account/Name / Details	Currency	Amount	
68492200 / 2434325454 BEAT BALZLI		37010050 / 4365754876 JOHN SMITH	EUR	2.000,00	
Payment singles overview					
Type	Value date	Ord.Party/Receiver	Reference		
Debit	14.03.2008	37010050 / 4365754876 JOHN SMITH	1403080002		
Beneficiary Bank/Account/Name		Ordering party Bank/Account/Name / Details	Currency	Amount	
68492200 / 2434325454 BEAT BALZLI		37010050 / 4365754876 JOHN SMITH	EUR	2,00	
Beneficiary Bank/Account/Name		Ordering party Bank/Account/Name / Details	Currency	Amount	
68492200 / 2434325454 BEAT BALZLI		37010050 / 4365754876 JOHN SMITH	EUR	200,00	
Beneficiary Bank/Account/Name		Ordering party Bank/Account/Name / Details	Currency	Amount	
68492200 / 2434325454 BEAT BALZLI		37010050 / 4365754876 JOHN SMITH	EUR	20.000,00	

[Suppl. info]

The relevant supplementary information is displayed only if it is contained in the imported account information (e.g. advice information or document data, if the appropriate supplementary modules were installed).

[Statement info]

The corresponding statement additional information can only be shown in the display area if they have been contained in the imported account data (e. g. unstructured text from the field:86: at the end of the MT940 message).

This information can be found on all statement printouts after the closing balance.

[Ordering party/References]

Click on the **[Ordering party/References]** button to view additional information on the selected transaction. This additional information appears in the dialog box.

The following additional information is now displayed:

- Ordering party (detailed information)
- Bank
- Account no.
- IBAN a/c. number of ordering party
- Transaction code
- Text code
- Reference
- ID
- Customer reference
- Batch numbers
- Further information

The relevant additional information is displayed only if it is contained in the account information that has been imported (e. g. in field :61: or field :86: in case of structured usage of this multipurpose field).

[Details]

Click on the **[Details]** button to view the payment details saved for the transaction you have selected. A maximum of 14 payment details can be displayed.

In a further line, besides the standard functions, further buttons for handling statements are located:

[Print this Statement]

You can output the highlighted statement and all its transactions by pressing this button. Of course, only these data records are outputted, which correspond to the chosen selection criteria, if a selection was accomplished.

Here the report types "Statement compr.", Single (wide) and "Compressed" are available.

[Delete Statement]

Use this function to delete a complete statement including all the transactions it contains. A message appears asking if you really want to delete the statement. Click on Yes to delete the statement from the database.



Never delete all the statements for an account, otherwise you will be unable to create new statements manually using the **[Create new Statement]** function.

If you delete all the statements for an account and want to create new statements manually for this account during a later session, you will have to delete the account and then add it again as a new account in the Reference table -Accounts-.

[Create new Statement]

Use this function if you cannot receive daily statements from a bank by file transfer. You can then add these statements manually. Click on the **[Create new Statement]** function in the database overview to add a new entry. Three property pages are available for entry here:

- 2.2 *Transaction property page*
- 2.3 *Supplementary information property page*
- 2.4 *Transactions entered property page*

Click on **[Save]** in the dialog box to add the entry to the database.

2.2 Transaction property page

Double-click or select the -Details dialog box- in the context menu of the database overview to open the details dialog box for transactions or else select the [**Create new Statement**] function to display a "Transaction" property page which is practically "empty". The other property pages can be accessed by clicking on "Supplementary information" or "Transactions entered".

Click on "a/c" to view the information relating to bank details, bank ID, account number, account name, currency and account group in the upper section of the property page.

Enter

- the **statement number** for the new daily statement you want to create and
- the **statement date**

in the "Statement" field.



Please note ...

If you enter a statement number

- which already exists in the system for an account
and
if the statement month which you enter is **identical** to the "original statement", a corresponding error message is displayed.
No statement entry is then possible.
- which already exists in the system for an account
and

if the statement month which you enter is not **identical** to the "original statement", an additional statement is entered with the same statement number, but with the statement date you have already specified.

- for which you have already entered transactions manually, the program asks if you want to re-enter this statement.
If you only want to add new transactions to this statement, answer [**No**]. In this case, the statement is updated with the new transactions you have entered manually.
If you click on [**Yes**], the existing statement will be deleted. You can record a completely new statement with the same statement number using other transactions.

Enter the transactions for the "new" statement in the blank dialog box now displayed, which contains only the statement number and date you have already specified. If you are adding new statements for an account for which you have already downloaded transaction data electronically, the "Closing balance" box contains the amount resulting from the totals already saved in the system.

You can then enter the following data relating to the transaction to be recorded:

- Value date
- Posting date
- Text code
- Transaction code(TCode)
- the transaction amount (mandatory!)
(an amount without a preceding sign is regarded as a **credit entry**, an amount with a minus sign "-" as a **debit entry**.)
- the Original amount
- Fees
- the Equivalent amount
- Batch no.
- Customers and Bank references
- Ordering party and Beneficiary data
- maximum 4 lines for payment details

The "**Amount**" box contains the amount in the current account currency.

In the case of transactions not executed in the account currency the original currency and the **original amount** are shown below, followed by a box for specifying **fees** (currency and amount).



This is followed in turn by the **equivalent amount**.

For accounts capable of being denominated in Euro (participating currencies), this is the amount in Euro. For accounts which have already been converted, this is the amount in the original account currency. It is either supplied in the MT 940 or calculated during conversion.

The "**Manual**" box is now checked after saving so that you can see in the details dialog box which statements and thus which transactions have been entered manually.



If you select print output in the [**Statements**], [**Transactions**] and [**Value dates**] functions, the statements and transactions entered manually are denoted in the reports by a "!".

2.3 Supplementary information property page

You can record further information relating to the newly created statement or transaction or you can display detailed information of retrieved statements on this property page. The following fields are available:

- Booking time (only display)
- ID Group
- Supplementary information (for additional information on the transaction)
- Internal details
- Ordering party / Beneficiary (name and town)
- Ordering party account (bank code and account number)
- IBAN of ordering party (only display of MT940 information)
- Entry text
- Further information

Using the [?] you can retrieve data from the ID groups reference table or from the Details reference table to fill the "ID group" or "Internal details" text boxes.

When you open the detailed view of retrieved statements you will only be able to edit the fields "ID group", "Supplementary information" and "Internal details" on the *Supplementary information property page* to add additional information to the particular transaction.

The screenshot shows a software window titled "Statements" with two tabs: "Transaction" and "Suppl. information". The "Suppl. information" tab is active. The form contains the following fields:

- A/c.:** Bank (SOGEB2LLON), A/c. no. (20639160000756), Bank name (empty), A/c. name (SOGEB2LLON / 20639160000756 /), Currency (USD), A/c. group (0).
- Statement:** No./Date (38 / 17.03.2011), Closing Bal. (82.930,00).
- Value date:** 14.03.2011, Amount (7.154,25).
- Booking time:** 0.
- ID-Group:** ? (with a dropdown arrow).
- Supplementary info:** Two empty text boxes.
- Internal Details:** ? (with a dropdown arrow).
- Ord. party/Beneficiary:** Empty text box.
- Ordering party a/c.:** Empty text box.
- Ordering party IBAN:** Empty text box.
- Ordering party BIC:** Empty text box.
- Entry text:** Empty text box.
- Further information:** APPOINTEMENTS.

At the bottom, there are navigation buttons: "<", ">", "Print", "Help", and "Save".

2.4 Transactions entered property page

If several transactions regarding a statement are entered using [**Save**], without closing the input using the close button, you can display the already entered transactions on "*Transactions entered*" property page during the processing. The transactions are listed here with value date, entry date, details and amount. On top of that, the calculated closing balance is displayed.

The screenshot shows a software window titled "Statements" with three tabs: "Transaction", "Suppl.information", and "Transactions entered". The "Transactions entered" tab is active.

A/c. information:

- Bank: SOGEGB2LLON
- A/c. number: 20639160000756
- Bank name: (empty)
- A/c. name: SOGEGB2LLON / 20639160000756 /
- Currency: USD
- A/c. group: 0

Statement information:

- No./Date: 39 / 02.09.2011
- Closing balance: 82.930,00

Transactions entered so far:

Value date	Entry	Details	Amount

At the bottom of the window are "Help" and "Save" buttons.

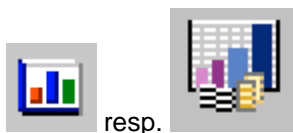
Table of Contents: Chapter 3

	Page
3 Transactions	3-2
3.1 Database overview: Transactions	3-3
3.2 Details dialog box for Transactions	3-7

3 Transactions

Select

- the icon



or

- menu item -Reports- / -Transactions- or, if you have selected the "**Function menu**" system parameter in -Administration-, choose menu item -Functions- / -Transactions-

to open the "Transactions" function, allowing the detailed analysis of transaction data downloaded from the bank and imported into the program. In addition to the presentation of transactions already posted, you can also use this function to view preposted items transmitted by the bank.

The transaction data can, of course, also be viewed by clicking on the [**Statements**] icon. The data you view after clicking on the [**Transactions**] icon is shown in greater detail.



You cannot alter, delete or enter new transaction data in this dialog box. You can use the [**Create new Statement**] function in [**Statements**] to add new statements with transactions manually.

You can enter supplementary information about the transaction (including transactions manually entered statements) in the boxes "**ID-Group**", "**Suppl. info**" and "**Internal Details**".

3.1 Database overview: Transactions

Select the function Transactions to display the database overview: Transactions. All the transactions that have been saved in the system are displayed here (starting with the recent value date). Click on the **Account name** drop-down menu in the dialog box to select the account for which you want to view the transactions. Use the PgUp and PgDn or arrow keys in the drop-down menu to scroll between the individual accounts.

Using the selection list "**Period**" you can display beside current transaction data also historical transaction data, if the transaction history had been activated by the parameter "**Maintain statement history?**" (see Core module Chapter 6.2.1: *Accounts/Statements/Transactions/Prime interest rates*). Functions like [**Select**] or [**Print**] have only an effect on the data currently selected.

Status	Value date	Entry	Details	Entry text	Ord Party/Receiver	Customer reference
	28.10.11	28.10.11	Einzelauftrag	Überweisung		2710080001

The list in the dialog box contains details of the selected transaction, i.e. the transaction that has been checked with the cursor, or preposted item, showing the currency, statement date, statement number bank ID, account number, account group, description, IBAN, BIC, opening balance, closing balance and debits and credits totals.

You can check these option boxes to change the way in which records are displayed.

If the options

- **Show transactions**
- **Show preposted items**
- **Show advices**

have been checked, all data saved in the transactions database, i.e. posted transactions, preposted items and advices, is displayed.

If you only check

- **Show transactions**
only the posted transactions saved in the transactions database are displayed.

- **Show preposted items**
only the preposted items saved in the transactions database are displayed. In the column "Status" you will find a label for preposted items.
- **Show advices**
only the advices saved in the transactions database are displayed. In the column "Status" you will find a label for advices.



Please note:

A mark is displayed in the first column of the database overview ("status") so that you can tell whether the entry is a Preposted item or an Advice. No code is displayed for posted transactions.

Excursus: Advices and preposted items

The bank differentiates between advices and preposted items according to the legal status of the advised payments. The term **advice** means in this case transactions of which the bank advised the customer on condition (of entry to account). The term **preposted item** means transactions of which the bank advised the customer unconditionally and which can therefore be regarded as available by the customer. This means that the customer has access to the payment amount when he receives the message.

The identification as an advice or preposted item is given by the advising bank. Each bank can thus notify the customer unequivocally about the status of the message, regardless of the data format.

If the unequivocal identification as an advice (conditional) or preposted item (unconditional) is missing for transactions provided in MT942 format, they are generally added to the program as preposted items.



If you have checked "Display in Euro", transactions of accounts capable of being denominated in Euro (participating currencies) are displayed in Euro. The line below this in the database overview shows the equivalent amount in the original account currency.

If the account is converted to the Euro on a particular reference date, you will still receive statements on this reference date in the old currency (from the previous day), but preposted items (for the reference date) will already be shown in Euro.

The centre section of the dialog box contains the actual transaction data itself in a table:

- Status (Advice note, Preposted item, Transaction)
- Value date
- Entry date
- Payment details
- Entry text
- Ordering party/Beneficiary
- Currency and
- Amount

To edit an existing record, select the corresponding entry. The selected record is displayed in a record window, where it can be partially modified or deleted. The fields are the same as those in dialog box for a new statement. When you open the database overview: "Transactions" you will only be able to edit the fields "ID Group", "Supplementary information" and "Internal details" on the *Supplementary information property page*.

In addition to the standard functions [**Select**], [**Print**] and [**Help**], the button bar selection in the "Transactions" dialog box also offers the following buttons:

The following are available under the **[Print]** function as report definitions for the printing of transactions:

- **Overview**
The transactions are listed with the value date, posting date, payment details, posting text and amount. They are sorted by the Bank ID (Sort Code, SWIFT Code)/Account number and associated statements.
- **Complete**
The structure of the complete-statement is the same as that of the "Overview". The report, however, also contains all the additional information, such as the Tcode, batch number, customer reference, text code, etc. for each individual transaction.
- **Single report**
The structure of the single order is the same as that of the "complete-statement". Each individual transaction with the corresponding additional information is issued on a separate page so that the printouts can be used as accounting vouchers.



If you have checked "Display in Euro" in the database overview, the reports for accounts capable of being denominated in Euro (participating currencies), but which have not yet been converted, contain amounts in both currencies (in Euro, and one line below, the equivalent in the original account currency).

The overview report is also available in the "**Wide**" version. In this version, the equivalent is shown in a column next to the Euro amount. As a result, the font size of the report is reduced.



If you entered new transaction data manually in **[Create new Statement]** using the **[Statements]** function, these transactions are denoted by an "!" sign (exclamation mark) in the reports.

Further buttons in the database overview: "Transactions":

[Order list]

Payments formats like DTAUS support batch orders, where only the sum can be found in the statement:

Status	Value date	Entry	Details	Currency	Amount
	06.03.08	06.03.08	Collective order 4 items	EUR	-5.555,00

Using the **[Order list]** button you can open a list of single items, which are included in such a booking entry.

Precondition is, that the automatic plan data generation is activated on creating payment orders (see Chapter 5: *Plan data*). The splitting of the batch order is made by the plan data reconciliation function (either automatically or manually; see Chapter 6.1: *Plan data reconciliation*). Based on the reconciliation of the collected (and imported) account information with the entries in the plan data database a single payments overview can be extracted from the payment file.

Since the order list is based on the payment file, it can only be opened as long as the original file is available (for this cf. to the session type-specific settings "Storage period" and "Save file" in the Core module Chapter 6.4.1: *Session types property page*). Thus, the button is deactivated after expiration of the file storage period.

General information about the file C:\ZMCTEST15\MCCWIN\SAV\08030601.IZV							
File creation date	Number of logical files	Whole number payments	Currency	Sum payments			
06.03.2008	1	4	EUR	5.555,00			
Payment singles overview							
Type	Value date	Ord.Party/Receiver	Reference				
Transfer	06.03.2008	37010050 / 4365754876 MKA	0603080001				
Beneficiary Bank/Account/Name	Ordering party Bank/Account/Name / Details	Currency	Amount				
37010050 / 1111111111 A LA FONTAINE	37010050 / 4365754876 MKA	EUR	5.000,00				
		Reference					
		RECHNUNG2	0000000000060				
Beneficiary Bank/Account/Name	Ordering party Bank/Account/Name / Details	Currency	Amount				
37010050 / 1111111111 A LA FONTAINE	37010050 / 4365754876 MKA	EUR	500,00				
		Reference					
		RECHNUNG2	0000000000060				
Beneficiary Bank/Account/Name	Ordering party Bank/Account/Name / Details	Currency	Amount				
37010050 / 1111111111 A LA FONTAINE	37010050 / 4365754876 MKA	EUR	50,00				
		Reference					
		RECHNUNG2	0000000000060				
Beneficiary Bank/Account/Name	Ordering party Bank/Account/Name / Details	Currency	Amount				
37010050 / 1111111111 A LA FONTAINE	37010050 / 4365754876 MKA	EUR	5,00				
		Reference					
		RECHNUNG2	0000000000060				

[Suppl. info]

The relevant supplementary information is displayed only if it is contained in the imported account information (e.g. advice information or document data, if the appropriate supplementary modules were installed).

[Ord. party/Receiver.]

Click on the **[Ord. party/Receiver]** button to view additional information on the selected transaction. This information appears in the dialog box header.

The following additional information is now displayed:

- Ordering party/Receiver (detailed information)
- Ordering party bank
- Ordering party Account no.
- Ordering party IBAN
- Ordering party BIC
- Transaction code
- Text code
- Bank reference
- Customer reference
- Further information
- Batch numbers

The relevant additional information is displayed only if it is contained in the account information that has been imported (e.g. in field :61: or field :86: in case of structured usage of this multipurpose field).

[Details]

Click on the **[Details]** button to view the payment details saved for this transaction. A maximum of 14 payment details can be displayed.

[Print corresponding statement]

Use this button to output the statement on which the current transaction can be found. Of course, only these data records are outputted, which correspond to the chosen selection criteria, if a selection was accomplished.

Here the report types "Statement compr.", Single (wide) and "Compressed" are available.

3.2 View transaction details

To view transaction details, select the corresponding entry by positioning the cursor and confirming with **<Return>**, by clicking the right mouse button and clicking on -View details- or by double-clicking.

The screenshot shows a 'Transactions' dialog box with two tabs: 'Transaction' and 'Suppl. information'. The 'Transaction' tab is active, displaying the following fields:

- A/c.:** Bank (SOGEGB2LLON), A/c. number (20639101011122), Bank name, A/c. name (SOGEGB2LLON / 20639101011122 /), Currency (USD), A/c. group (0).
- Statement:** No./Date (13 / 31.03.2011), Closing Bal. (103.290,00).
- Value date:** 28.03.2011, Amount (1.900,00).
- Entry date:** 31.03.2011, Original amount (0,00).
- Text code:** COL, Charges (0,00).
- Business type code:**, Equivalent amount (0,00).
- Batch no.:**
- Customer/Bank ref.:** 0003084.
- Ord. party/Beneficiary:**
- Details:** A large text area for additional information.
- Manual:** A checkbox that is checked.

At the bottom, there are buttons for '<', '>', 'Print', 'Help', and 'Save'.

The selected record is displayed in a dialog box. The fields here are the same as those in Creation of daily statements but for the large part cannot be edited:

- Transaction property page
- Supplementary information property page

When you open the database overview: "Transactions" you will only be able to edit the fields "ID Group", "Supplementary information" and "Internal details" on the property page for *supplementary information*.

The **"Manual"** box is checked if the transaction has been entered manually. This allows you to see which statements with associated transactions have been modified by manually entered transactions.

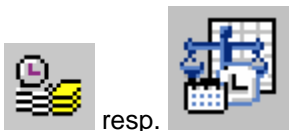
Table of Contents: Chapter 4

	Page
4 Value-dated balances	4-2
4.1 Data base overview for value-dated balances / Liquidity overview	4-3
4.2 Details dialog box for value-dated balances / Interest management (CM+).....	4-8
4.3 Funds management (CM+)	4-11
4.3.1 Funds management dialog box layout.....	4-12
4.3.2 Funds management: Functions	4-14
4.4 Pooling / Netting (Additional module).....	4-17
4.4.1 Pooling	4-17
4.4.2 Netting	4-18

4 Value-dated balances

Choose

- by clicking on the icon



or

- menu item -Reports- / -Value-dated balances- or, if you have checked the "**Function menu**" system parameter in -Administration-, choose menu item -Functions- / -Value-dated balances-

to view the **value-dated analysis of account data** (advise notes, preposted items, transactions) downloaded from the bank and imported into the program, as well as manually entered **plan data**.

In addition to updating the AUSZUG (statement) and UMSATZ (transaction) databases, a VALxxxxx.ZDC file is generated in directory ..\MCCWIN\DAT when MT940 files are imported. (For each account maintained in the system, the "xxxxx" are replaced by an internal number.)

The account balances precalculated for each value date are saved in this file. This shortens the time needed to generate reports.

However, the performance gain depends heavily on the number of transactions saved for each account. The VALxxxxx.ZDC files are automatically updated by the individual program functions.

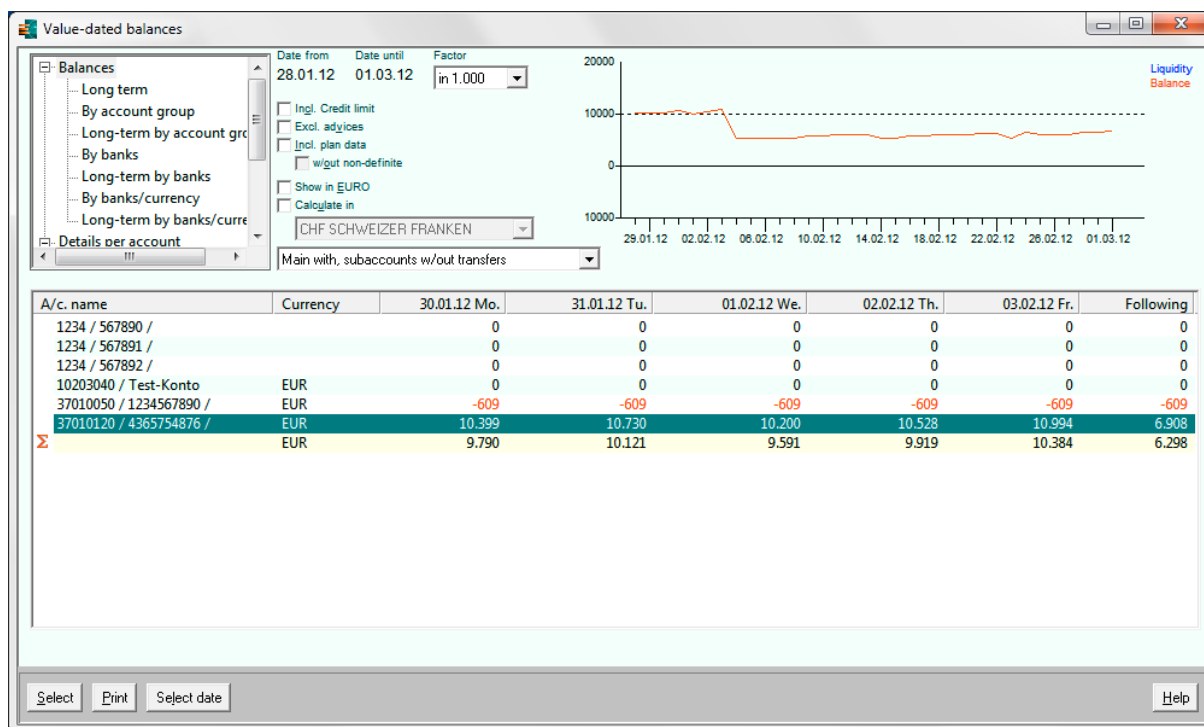
You should note that the appropriate value date files must always be available for the accounts. This means that if you restore a backup, you must make sure that not only the transactions database, but all other relevant files are copied. If this is not done, you will have to delete the VALxxxxx.ZDC value date files using DOS or Windows commands. The next time MT940 files are imported, the VALxxxxx.ZDC files are reconstructed with the current values. The value date files need about 8K hard disk space per account and year.

Preposted items in the reports are denoted by an "*" (asterisk); a # (hash/pound sign) denotes customer **plan data**.

Functions marked by "(CM+)" can only be selected if you have also installed the "Cash Management Plus" supplementary module.

4.1 Database overview for value-dated balances / Liquidity overview

After starting the function value-dated balances a database overview opens in which all accounts with account names, currencies and balances that are saved in the system are listed.

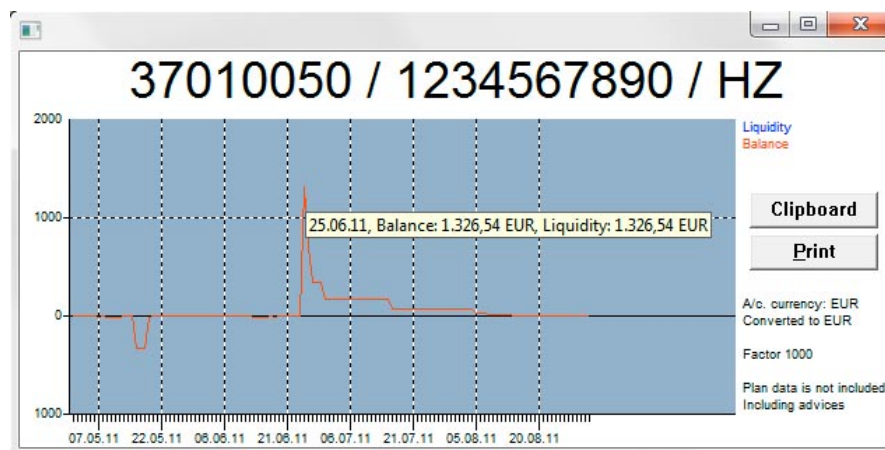


After choosing the menu item -Value-dated balances-, the balances overview will be displayed. Starting from the current system date, the value-dated balances of five consecutive days are normally displayed here column by column. The number of columns/days can be increased up to 99 columns/days under - Administration- / -Cash Management parameters- using the **"No. of columns/days in value-dated balances"** parameter on the *Value-dated balances/Plan data property page* (see Chapter 6.2.2). Below the record list, you have the option to define a certain period for your value-date analysis by selecting the **[Select date]** button.

The further presentation of the record list and the chart is controlled using the window to the left in the dialog box ("functions tree"). Here different overview lists are available (see further details below). By doubleclicking an account in the record list of an account-related overview you switch to the detailed account view (see below). From there you switch back to the original overview list by doubleclicking a single entry.

More control boxes and list boxes are to be found in the centre of the dialog box with which you can further influence the presentation.

The graphic presentation for liquidity and the balance of the current account can be seen on the right in the dialog box. By double clicking the graphic you can enlarge the chart in a second window (**CM+**). If you click the **[Clipboard]** button, the chart is copied to the clipboard, from where you can print it out directly or copy it into another program. Click **[Print]** to print the current chart.



The individual elements for analysis of the value-dated balances:

Select the required view by clicking on the corresponding function in the function assembly. You can receive each **balance overview** either in normal or in long-term display. In addition, you can display the value-dated balances organized according to account groups, banks or banks/currency. Take the reporting dates (date and weekday code) from the respective column heading.

Long-term...(CM+)

In principle, the standard display assumes a short-term liquidity consideration in daily intervals. If the parameter "**Long-term ...**" is highlighted in addition, the liquidity is displayed in a two-week frequency (standard). The duration of the interval can be changed under -Administration- / -System parameters Cash Management- using the parameter "**No. of days for long-term view of value-dated balances**" on the *Value-dated balances/Plan data property page* (see Chapter 6.2.2).

By account group (CM+)

On selecting this function, the account groups and the balances will be displayed in the record list.

By banks (CM+)

The amounts of the individual accounts are converted to the base currency and shown totalled per bank. The basic currency is the currency noted in the account master data.

By banks/Currency (CM+)

Accounts with different currencies are shown separately per bank.

Details dialog box per account, etc.

Double-click on an account in the record list to access the account's details dialog box. For more details refer to Chapter 4.2: *Details dialog box for value-dated balances / interest management*. The selection in the function assembly jumps to "Details per account". You can, of course, switch from the balances to the details of the current account by directly clicking on the function in the function assembly.

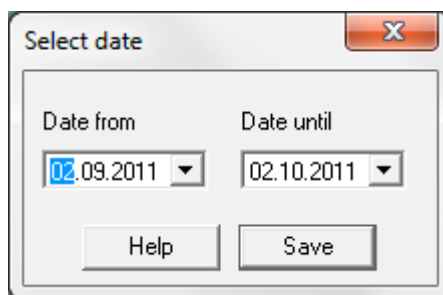
If the detailed view was called by doubleclicking on a record in an account-related overview, then you switch back to the original overview list after doubleclicking on a single entry.

Complete overview (CM+)

Clicking on this function will provide you with an overview of the preposted items, advices, defined and non-defined plan data, transactions, balance and liquidity of the period of analysis.

[Select date]

Firstly select the period of analysis by entering the corresponding figures in the "**Date from**" and "**Date until**" date fields. You can also enter the dates using the program's calendar function. If you have made no previous evaluation, the program prompts the system date in the "Date from" field; in other cases, this box and the "Date until" field contain the most recently entered dates if you have not quit the program since the last time you made an entry here. You can overwrite these dates if you wish.



The dates selected are displayed in the centre of the dialog box.

Factor

To simplify the presentation for large amounts in value-dated balances, select a corresponding division factor.

The details in the field "Factor" will be predefined under -Administration- / -System parameters Cash Management- on the *Value-dated balances/Plan data property page* using the parameter **"Division factor for value-dated balances"** (see Chapter 6.2.2).

Incl. Credit line (CM+)

If "Incl. Credit line" is checked, the credit line is shown for the relevant account or bank in each report type (cf. Chapter 7.2.2: *Interest Information property page*).

Excl. Advices (CM+)+)

Check this option box, if the value date report is to be created without the inclusion of advice information.

Incl. Plan data

The entry here controls the inclusion of user plan data in the reports. Check this box to include the plan data saved in the corresponding database in the analysis.

(Plan data) without non-definite

"Without non-definite" defines which plan data (see above "Incl. Plan data") will be included in the selected report function.

Checking this box includes only plan data type **"definite"**. "Not definite" plan data will not be included.

If this box is left blank, all existing plan data will be used in the selected report.

Show in EURO



If you have checked "Show in Euro", the closing balance of accounts capable of being denominated in Euro (participating currencies) are displayed in Euro.

Calculate in

If accounts are saved in a variety of currencies, you can convert the transactions in these accounts into a base currency for the various report functions.

Select the currency which is to serve as the base currency using the list box behind "Calculate in". Please note that the current values needed for conversion must be present in the currencies reference table (cf. Chapter 7.3: *Currencies reference table*).

In preparation of the desired reporting function a selection can be made **(CM+)** using the following entries from the list box:

- **Main and subaccounts without transfers**
- **Main with, subaccounts without transfers**
- **Only main accounts with transfers**

To do this, however, the corresponding accounts in the reference table must have been classified as main or subaccounts (cf. Chapter 7.2.4: *Subaccount information property page*).

Excursus: Subaccounts function

The "subaccounts" function of the cash management module supports the detection and separation of funds management transfers between a company's main account and the corresponding subaccounts (of the subsidiary companies). This functionality is based on the pre-condition that all main and subaccounts are held at the same bank or bank group and the transfers are accomplished automatically by the bank (Cash Pooling).

The bank then marks these transfers in the account statement with the business transaction codes (BTC) intended for such transactions by the ZKA Comms. agreement:

096	Account transfer (Debit) – mostly used by savings banks
097	Account transfer (Credit) – mostly used by savings banks
820	Transfer (only interpreted, if "GSV820 1" is set in CSUB.PRO)
833	Cash Concentrating – Entry main accounts
834	Cash Concentrating – Advice information for subaccounts

Transfers marked by one of these BTCs can then be hidden or displayed with the value-date balance's "subaccounts function", whereby the respective positions from the view of the balance of the account-holding corporate or the real bank position is represented.

Thereby the different reports (see above) are showing the following views:

- (A) Balance position of all accounts from the corporate's view
- (B) Main account showing bank position, subaccounts showing balance position
- (C) Selection of main accounts with bank position

The value-dated balance report is presented for the individual accounts in tabular form.

The dialog box contains a column for the account name, a column for the account currency, five columns for dates plus the column with the header "Subsequent".

The first column shows the value-dated balances on the referenced date, the second column the corresponding values one day later, etc. The "Subsequent" column then shows all value-dated balances calculated as ledger balances up to the "Date until" date.

If you have installed the **CM+** supplementary module and checked the **"Incl. Credit line"** box, the liquidity is shown below the value-dated amounts. The total amounts of account-related liquidity are shown separately in the bottom line.

If the field **"Long-term..."** has been highlighted in addition in the display area, the value date and liquidity values will be listed in two-week intervals (standard). The duration of the interval can be changed under -Administration- / -System parameters Cash Management- using the parameter **"No. of days for long-term view of value-dated balances"** on the *Value-dated balances/Plan data property page* (see Chapter 6.2.2).

Values are, as a rule, shown in currency units of 1000.

Use the parameter **"Division factor for value-dated balances"** on the property page for value-dated balances / plan data under the menu item -Administration- / -Cash Management Parameters- to change the division factor for calculating value-dated balances to other units.

The individual values are consolidated in currency groups (Exception: bank-related report in CM+, where they are converted to a base currency). A subtotal of all values in the current currency is shown before each change in currency.



"**Rounding errors**" may occur in the value-dated balance total.

Using the "**Division factor for value-dated balances**" defined in -Cash Management Parameters-, the total in currency units is not calculated from the balances displayed, which have already been rounded off, but from the actual balances not rounded up or down.

This calculation method has been chosen to minimise the number of rounding errors in the totals displayed. The consequence of this is that the aggregate figure of the currency unit values displayed may not agree with the totals shown. However, the totals are absolutely correct.

Beside the [**Select date**] button the following standard functions [**Select**], [**Print**] and [**Help**] are available in the button bar section of the "Value-dated balances" dialog box.

Under [**Print**] you can find the following list types for the printing of the balances: a "**Overview**" (including account balances, subtotals and total sum) and a reduced version "**Totals only**", which lists only the totals.

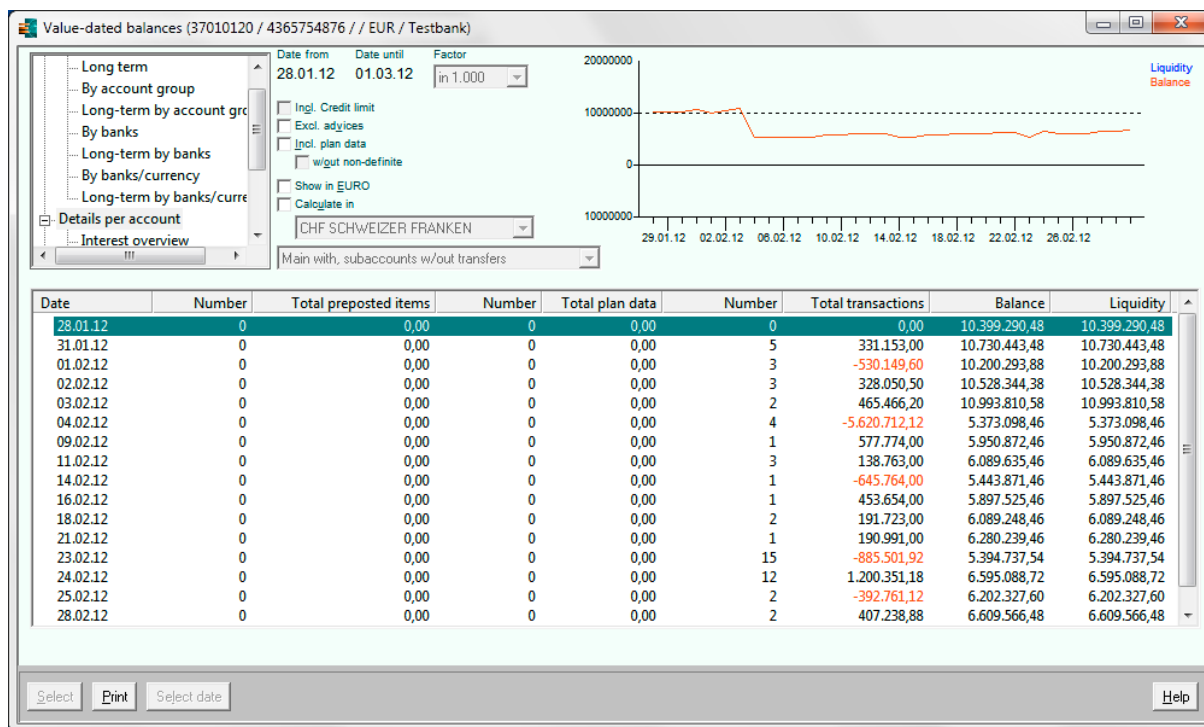
For the details per account you can choose between "**This account**" or "**All accounts**" as list type for outputting data.

The other functions provide an "Overview" as list type.

4.2 Details dialog box for value-dated balances / Interest management (CM+)

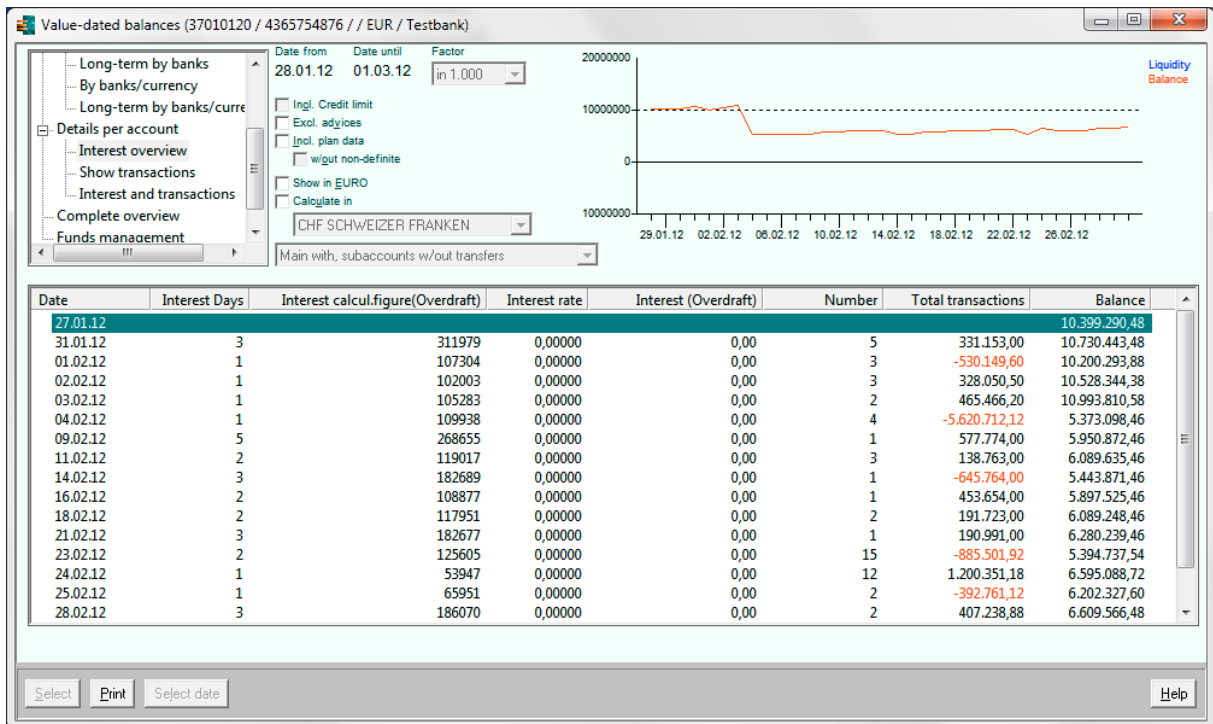
4.2 Details dialog box for value-dated balances / Interest management (CM+)

Select the function "**Details per account**" or double-click on a certain account in the balances to display a details dialog box which contains the existing numbers for the respective account and the total of preposted items, plan data and transactions in terms of value as well as the liquidity and the balance of the account being analysed.



Click on "**Interest overview**" (CM+) to display the interest information of the account being analysed. Interest amounts for each value date are displayed for all the necessary interest information such as interest days, interest calcul. figure, interest rate, interest (overdrawn commission) number and total of the transactions as well as the balance and the interest and the overdraft commission for the period being analysed is aggregated.

4.2 Details dialog box for value-dated balances / Interest management (CM+)



Both views can also be displayed **showing** the individual **transactions** by clicking on the function assembly.

The ID-Group is also displayed in the "Total transactions" column.

The individual transaction display shows in the case of booked transactions and pre-posted items details and the ordering party (in brackets) in the amount line additionally.

Date	Number	Total preposted items	Number
12.01.03	INVOICE FROM 2003/1/4 (JOHN'S GARAGE)	0,00	0
12.01.03	0	0,00	0
13.01.03	REIMBURSEMENT (LYMESOAP, LYNN)	0,00	0
13.01.03	0	0,00	0
14.01.03	REPAIR COSTS (ANGELA ANACONDA)	0,00	0
14.01.03	0	0,00	0

In the detailed list, plan data (#) which does not correspond to the profile of the current user (e. g. deviating access class) will be denoted with details made irrerecognizable (X).

Date	Number	Total preposted items	Number	Total plan data	Number
06.04.04 #	XXXXXXXXXXXXXXXXXXXX				
06.04.04	0	0,00	1	8.000,00	0

Interest (debit, credit and overdraft interest) is calculated on the basis of the details you have entered on the *Interest Information property page* in the Accounts reference table (cf. Chapter 7.2.2 of Core module).

Entries for the credit line that were made on the *Interest Information property page* in the Banks reference table (cf. Chapter 7.1.2 of Core module) are only used for value-dated balances, if you choose a bank-related reporting ("by banks" or "long-term by banks"). Since it is the credit line of all accounts at the bank, it may not be considered in other reportings, because otherwise wrong balances in the single accounts view would be the result.

Interest is calculated using the following formulas and using the interest calculation method already defined:

Establishing the interest calculation figure:

$$\frac{\text{Capital}}{100} * \text{Interest days} = \text{Int calc figure}$$

The interest calculation figure is rounded off to the nearest decimal point.

Calculating interest:

$$\frac{\text{Int.Calc.Figure}}{360} * \text{Interest rate} = \text{Interest amount}$$

The interest amount is rounded off to the nearest three decimal places.

If the credit facility is exceeded, the interest calculation figures and interest rates for normal **debit interest** and the overdraft surcharge are calculated separately and added after rounding off.

When calculating **credit interest**, eligible capital comprises:

$$\text{Capital} = \text{Value-dated balances} - \text{Hamburg practice amount}$$

4.3 Funds management (CM+)

Use the "**Funds Management**" function to create a proposal for transferring amounts between different accounts e.g. interest optimization.

When it creates a funds transfer proposal, the system only includes accounts where the parameter "Include a/c in funds management" has been set in the Accounts reference table (cf. Chapter 7.2.3 of Core module: *Funds Management information property page*)

The following rules apply to funds transfer proposals:

- Funds transfer proposals are only generated for a master account.
- Funds transfer proposals are calculated starting on the date entered under "**Date from**". For the transfer to be successful, however, the date entered must be after the current system date. Any entry under "Date until" does not affect the calculation. Take the reporting dates (date and weekend code) from the respective column heading.
- The value-dated balances are calculated including plan data (if the corresponding box has been checked in the value-date analysis dialog box) and preposted items for all accounts.
- The interest optimization is executed in the way that first accounts with negative balances with the highest debit interest are netted out by transfers from accounts with positive balances with the smallest credit interest. Subsequently accounts with negative balances with the highest debit interest become balanced against accounts with negative balances with the smallest debit interest. Finally accounts with positive balances with higher credit interest are filled up from accounts with positive balances with smaller credit interest.

If you would like to have a pooling proposal only, you can accomplish this using the "**Accomplish pooling only**" check box.

Information on these procedures and functions is contained in Chapters

- 4.3.1: *Funds management dialog box layout*
- 4.3.2: *Funds management: Functions*

4.3.1 Funds management dialog box layout

To execute the funds management function you simply have to click on the "Funds management" function in the "functions tree". The funds transfer proposals will be calculated immediately and a new dialog box is displayed. The dialog box for funds management is divided into three sections:

- The **display area** contains details relating to the account. The credit line, the balance ceiling, the base amount and the percentage credit, debit and overdraft interest are shown next to the name of the account.
- The **centre section** contains funds transfer proposals. Three lines of information are shown for each account:
 - 1. Line** : contains besides account name and currency the proposed transfer amount as well as interest (for reference date + 1) and value-dated balances (for current date, reference date + 1, reference date + 2, all subsequent dates; in the number of currency units you have defined [cf. Factor!]) resulting from the current values without any funds management operations.
If you switch from a long term balance overview to funds management the display will change accordingly (interest for reference date + 14 as well as current value-dated balances, reference date + 14, reference date + 28, all subsequent dates).
 - 2. Line** : contains liquidity (if "Incl. creditline" is checked)
 - 3. Line** : contains the transfer amount for this account and the recalculated value-dated balances and interest which would result from the funds transfer proposal or the transfer of an amount entered manually.

A/c. name	Currency	Transfer	Total interest	18.05.12 Fr.	21.05.12 Mo.	22.05.12 Tu.	Following
37010120 / 4365754876 /	EUR > CHF	0	0,00	6.908	6.908	6.908	6.908
			0,00	6.908	6.908	6.908	6.908
10203040 / Test-Konto	EUR > CHF	0	0,00	0	0	0	0
			0,00	0	0	0	0
37010050 / 1234567890 /	EUR > CHF	0	0,00	-609	-609	-609	-609
			0,00	-609	-609	-609	-609
Total before Funds Man.	CHF	0	0,00	6.298	6.298	6.298	
Total after Funds Man.			0,00				

The funds transfer amount is proposed on the basis of the rules explained in Chapter 4.3: *Funds management* and can be changed manually. If the transfer amount is changed, the values in the information lines for the account are modified correspondingly.

Check the "**Transfer account**" box to define the selected account as an "interim account" for accounting purposes, though which debit and credit funds management postings will be cleared. This does not affect the funds management dialog box layout.

If available funds should only be concentrated on a certain account, you have to mark the "**Accomplish pooling only**" check box. You choose the account, on which the amounts are to be concentrated, using the "**Transfer account**" list box as specified above. The masks and functions are used in the same way as with funds management. With this pooling option the usually following step of interest optimization is omitted. If this option is used, transfer proposals will be generated for accounts with interest rate "0", too.

You determine the file format of the transfers by selecting an entry from the list box "**File format to create**". The available file formats are as followed:
Default is:

- Automatic format identification

In addition (in Germany), formats to be defined as fixed are available:

- DTAUS files with transfers
- One DTAUS file with transfers and direct debits
- DTAUS files with urgent transfers (DTE)
- DTAUS files with urgent transfers (KKZ)
- DTAUS files only transfers (IZG)
- MT100 files
- FP German foreign payments



Please note:

Prerequisite for using this functionality is the subsystem for the respective Payments formats. These subsystems are part of the Payments modules, however, can be acquired separately as and when required. The formats for IZV, AZV and INT payments are provided and offered as default. All other formats are displayed only if the appropriate module was installed.

Click on the scroll bar or press the "Up" / "Down" keys to view further accounts.

The boxes shown beneath the list of accounts contain the aggregate values for all accounts included in the funds management operation. The following arrangement applies: 1st. line with current values before the funds management operation, 2nd line with the new total amount and the interest resulting from a funds management operation.

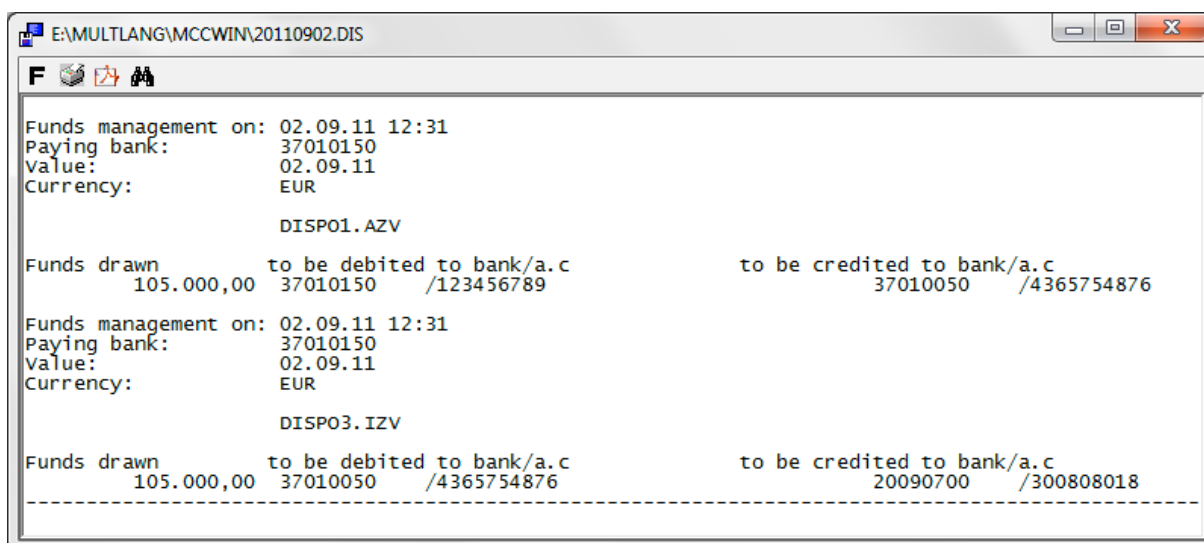
- The Funds Management: Functions are described in detail in Chapter 4.3.2.

4.3.2 Funds management: Functions

The following buttons are available in the dialog box for funds management in addition to the standard functions [**Selection**], [**Print**] and [**Help**]:

[Old FM] Completed funds management operations are logged in files with the extension *.DIS. The file name is formed from the current date in the format YYYYMMDD. For example, a funds management file created on 23.12.2010 is documented in log file 20101223.DIS.

Click on the [**Old FM**] (previous funds management operations) button to view the funds management operations for the current date. If several funds management operations have been performed on this date, the DIS file contains the corresponding activities with the time of the operation.



Each funds management operation is shown with the

- Date
- Time
- Name of the bank to which the funds management order has been transmitted
- Value date
- Currency
- Name of the file in which the funds management operation has been saved
- Amount of the funds management operation
- Account to be debited including the bank ID
- the account, including the bank ID, to which the transferred amount will be credited.

[No prompt] This function displays the Funds Management dialog box with all accounts which can be used for funds management - **but without any funds management proposal** - for manual entry of the required transfers

[Print Fax] If you have an agreement with your bank for it to execute funds management orders immediately on receipt of a fax, you can print a fax instead of creating a file. Use the [**Print Fax**] function. You should already have defined the contact person,

fax number, payment details and reference in the reference tables for the bank master files using the *Funds Management Information property page* (cf. Chapter 7.1.3). Fax the printout to your bank, which will then perform the funds transfer operations at the appropriate time. A sample fax is shown under Sample Fax.

If you use the fax option, the amounts transferred are also added automatically with the current value date to the Plan data for each account affected by the funds management operation.

[Create file]

After clicking on the **[Create file]** button a preview with the funds proposals is displayed.

Preview file creation funds management

The following entries are generated for the funds management when you confirm this here. If you want to change the funds management entries again, please press 'Cancel'.

Session...	Country	Bank side	A/c. number	Country Receiver	Bank side Receiver	A/c. number Receiver	Value:	Currency:	Funds drawn
AZV	DE	37010150	123456789	DE	37010050	4365754876	02.09.11	EUR	105.000,00
IZV	DE	37010050	4365754876	DE	20090700	300808018	02.09.11	EUR	105.000,00

Cancel Create files

Confirm the proposals by clicking on the **[Create files]** button. Otherwise choose the **[Cancel]** button.

Create one or more file(s) for the purpose of transferring the funds management operations you have already defined to the bank(s). The file format will be recognized automatically or can be specified by you in the "File format to create" list box which is positioned above the record list. In the DTAUS.format, for example, this file is named DISPO_n.IZV, where "n" is a consecutive number starting with "1". Together with the file creation the output of the corresponding fax form will be started (on screen, printer or as PDF file).

A separate e.g. DTAUS file is created in the Core module directory for each bank affected by the funds management operation.

The transferred amounts are automatically added as planning records to the Planning database with the current value date for the accounts affected by the funds management operation.



You can ensure that the funds management files are sent to the bank **automatically** using the correct BPD (Bank Parameter Data file) by connecting it to the banks reference table.

Once transmission has been completed, a backup copy of the transmitted Netting file is copied to directory ..\MCCWIN\SAV. The original file is deleted from directory ..\MCCWIN.

Sample fax

Funds management

Fax print

18.04.12 14:50

Page 1

[] Telephone payment order

[] Confirmation

Funds management date: 18.04.12 14:50

Bank encharged: 37010110

Contact

Fax no.

Please make the following transfers for our accounts:

Value date 18.04.12

In currency: EUR

Account to debit		Account to credit		Amount
Bank	A/c. number	Bank	A/c. number	
37010110	4365754876	69050001	24120024	18.000,00

Details

Reference

Town / Date

Signature

4.4 Pooling / Netting (Additional module)

While you can concentrate the total liquidity of your accounts on a certain account with the "**Pooling**" function, the function "**Netting**" is used to reduce interest debit charges by netting out debit balances.

Both functions can only be selected if you have also installed the "Pooling / Netting" additional module.

Information on these functions is contained in Chapters

- 4.4.1: *Pooling*
- 4.4.2: *Netting*

4.4.1 Pooling

If some accounts have high credit balances and you want to transfer these balances to another account, for example a term account, leaving only a base amount, please click on "**Pooling**" in the functions selection list box.

Pooling applies only to **accounts denominated in "EUR"**. The funds transfer proposal is based on the value-dated balance, not the ledger balance.

The amount debited takes account of the base amount defined for the accounts with credit balances.

You choose the target account for the transfers by selecting it from the list box "**Transfer account**".

You determine the file format of the transfers by selecting an entry from the list box "**File format to create**", if you choose Pooling via file transfer using the [**Create file**] button. Because Pooling only applies to accounts denominated in "EUR", only DTAUS file formats are available for selection.

If you have an agreement with your bank for it to execute Pooling orders immediately on receipt of a fax, you can print the fax using the [**Print fax**] button.

Apart from the missing column with the interest and the missing line "Total after Funds Man." the dialog box and functions correspond to those with the Funds Management (CM+ does not have to be installed!). Therefore you will find the corresponding descriptions in Chapters 4.3.1 or 4.3.2.

4.4.2 Netting

The "Netting" function is used to net out debit balances in individual accounts by transfers from other accounts and thus reduce interest debit charges. Chose the function by simply clicking on it in the functions selection list box.

Netting applies only to **accounts denominated in "EUR"**. The funds transfer proposal is based on the value-dated balance, not the ledger balance.

The process covers two stages. In Stage 1, amounts are transferred to "interim account". The amount debited takes account of the base amount defined for accounts with credit balances.

In Stage 2, adjustment amounts are transferred from the "interim account" to those accounts with a negative (debit) balance.

Select an account from the "**Transfer account**" list box to define the selected account as an "interim account".

You determine the file format of the transfers by selecting an entry from the list box "**File format to create**", if you choose Netting via file transfer using the [**Create file**] button. Because Netting only applies to accounts denominated in "EUR", only DTAUS file formats are available for selection.

If you have an agreement with your bank for it to execute Pooling orders immediately on receipt of a fax, you can print the fax using the [**Print fax**] button.

Apart from the missing column with the interest and the missing line "Total after Funds Man." the dialog box and functions correspond to those with the Funds Management (CM+ does not have to be installed!). Therefore you will find the corresponding descriptions in Chapters 4.3.1 or 4.3.2.

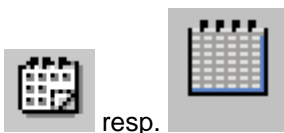
Table of Contents: Chapter 5

	Page
5 Plan data.....	5-2
5.1 Database overview: Plan data.....	5-3
5.2 Details dialog box for plan data	5-8

5 Plan data

Open plan data by selecting

- the icon



or

- menu item -Reports- / -Plan data- or, if you have checked the "**Function menu**" system parameter in -Administration-, choose menu item -Functions- / -Plan data-.

The Planning database stores scheduled incoming and outgoing payments which will also be reflected in future statements. This user plan data can be included in the various analysis and reporting functions, e.g. value-dated balances or liquidity. When account data is downloaded from the bank, the reconciliation options can also be used to identify the actual receipt of scheduled payments.

You can enter plan data manually or generate it by the program automatically from payment modules/from the File Manager or the Funds Management function.

Customer plan data supports business decisions when it is integrated with the value-dated data downloaded from the banks. **Plan data** is denoted by a # ("hash" or "pound" sign) in the value date dialog box opened by clicking on the function [**Value-dated Balances**]. This distinguishes it from preposted items, denoted by an * (asterisk) and "pure" value-dated balances, which are not flagged at all.



Please note:

Use the -Plan data reconciliation- and (if you have installed the **CM+** supplementary module) - Manual plan data reconciliation- functions in menu item -Reports- to compare plan data with the posted transactions.

5.1 Database overview: Plan data

Select the -Plan data- function to view a dialog box in which all the plan data which has been saved in the system is displayed.

The dialog box contains details relating to

- Account name
- Bank
- Account no.
- Account name
- Currency and
- Account group

as well as entry date, Internal Details, Reliability, Frequency, ID Groups, Plan type, Last updated on.

A/c. name	Value date	Reference	Details	ID-Group	Currency	Amount
37010120 / 4365754876 /	18/05/12	DISPO 37010...	DISPO 37010050 1234567890	DISPO	EUR	-609,000.00
37010050 / 1234567890 /	18/05/12	DISPO 37010...	DISPO 37010120 4365754876	DISPO	EUR	609,000.00

All the plan data which exists in the system is listed in the dialog box along with

- the account name
- the value date
- the reference
- the payment details
- the ID-Group
- the currency and
- the amount.

The plan data for each account are separated by a line above the first line of each account.

To edit an existing record, select the corresponding entry. The selected record is displayed in a record window, where it can be modified or deleted. The fields are the same as those in dialog box for new Planning data.

The button bar section in the "Plan data" overview also offers a [**New Plan data**] button in addition to the standard functions [**Select**], [**Print**] and [**Help**].

The following are available under the **[Print]** function as report definitions for the printing of plan data:

- **Overview**
The individual plan data are listed for each bank with the date, payment details, reference and amount.
- **Complete**
The complete plan data are shown for each bank, i.e. with the data of all fields available in the database.

[New Plan data]

This function is used to manually record a new planning record.

There are three ways to add new plan data:

- Add new plan data automatically using the planning records generated in the various supplementary modules,
 - Add new data using export files,
- and
- Add new plan data manually.

Add new plan data automatically

If the system parameter "**Generate plan data automatically**" is checked in a supplementary module which can generate plan data, a new entry is always added to the planning database if an order is approved or if a payment file for transmission to the bank (DTAUS, DTAZV, SWIFT) was created in the supplementary module.

For the funds management, the amounts arranged for the affected accounts will be automatically included with the current value date in the plan data.

Example for the ID Group after Funds Management from the Cash Management functions:
DISPO : "Cash Management Plus"

When adding a new file in the file manager, the plan data creation can be chosen using the parameter "**For this file, plan data should be generated additionally in a new way**". An ID-Group can be even chosen.

If the accounts are available, the corresponding plan data will then be generated. Using the combination "Bank-ID/A/c. number" or "alternative bank-ID/A/c. number" and "Bank-ID/A/c. number funds management" or "alternative bank-ID/a/c. number funds management" the appropriate account is allocated to the payments.

Add new plan data using export files

You can also populate the planning database by importing ASCII (text) files. As a rule, such ASCII files are created by external programs.

These text files for further processing (import/export files with extension *.WVD) must have a particular format. Define the structure of the file including the sequence of fields and delimiters using menu item -Administration- / -Import/Export- / -Maintain Import/Export file-.

Start the import routine itself using menu item -Administration- / -Import/Export- / -Import reference table-.

Add new plan data manually

After you click on the [**New plan item**] button the program opens a "blank" Dialog box for the plan data. Choose "**a/c**" and click on the [?] after "Bank" to open a selection list box which contains all the records that have been saved in the Accounts database. **Double-click** to select the account for which you wish to enter plan data. The account master data (Account number, Account name, Currency, Account group) for this account is transferred to the dialog box. Subsequently, you must enter value date and amount and the plan item [**Save**].

Delete prompt for old Plan data

The buttons

- [**Delete prompt all**]
- [**Delete prompt with reference**]
- [**Delete prompt without reference**]

delete plan data on the basis of "Delete prompts".

These buttons in detail:

[**Delete prompt all**]

Depending on the entries specified in the selection criteria dialog box using the [**Select**] function, the "Delete prompt" includes the records for which the number of days after the value date stated in the "Delete after xxx days" box has expired.


[**Delete Prompt with reference**]

Depending on the entries specified in the selection criteria dialog box using the [**Select**] function, the "Delete prompt" includes the records for which the number of days after the value date stated in the "Delete after xxx days" box has expired **AND** which have an entry in the "Reference " text box.

[**Delete prompt without reference**]

Depending on the entries specified in the selection criteria dialog box using the [**Select**] function, the "Delete prompt" includes the records for which the number of days after the value date stated in the "Delete after xxx days" box has expired **AND** which have **NO** entry in the "Reference " text box.

The remaining steps for deleting planning records are identical for all "Delete prompt" types:

Each planning record prompted for deletion is shown in a line on the screen. Planning records, for which a processing cycle has been defined, are labeled with an appropriate symbol (). Check the records that are to be deleted by clicking on them with the mouse.

Delete prompt for old plan data

Bank	A/c. number	Reference	Details	Value date	Currency	Amount
20090700	30004712		DISPO 37010050	01.09.11	EUR	1.006.000,00
20090700	30004712		11013101.CCT 31.01....	31.01.11	EUR	-10.000,00
20090700	30004712		11013102.CCT 31.01....	31.01.11	EUR	-10.000,00
20090700	30004712		DISPO 37010050	01.09.11	EUR	-993.000,00
20090700	30004712		11082602.CCT 26.08....	26.08.11	EUR	17.820,00
20090700	30004712		11082603.CCT 26.08....	26.08.11	EUR	-10.767,00
37010050	4365754876		DISPO 20090700	01.09.11	EUR	-1.006.000,00
37010050	1234567890		DISPO 20090700	01.09.11	EUR	993.000,00

Help Delete marked plan data

The button bar section of the dialog box contains the [**Delete marked plan data**] button. Select the button to delete the "checked" planning records.



Please note:

For further information of relevance to the "Delete prompt" procedure, please read the explanations for menu item -Reports- and its functions -Plan data reconciliation- and -Manual plan data reconciliation- in Chapter 6 "Cash Management"

Update value date for old Plan data

Depending on the entry you have made in the selection criteria dialog box opened with the [**Select**] function, the -Update value dates- dialog box contains all records

- for which the number of days after the value date specified in the text box "Delete after how many days" has expired and
- which have not yet been reconciled with a posted transaction.

Each planning record corresponding to the criteria is shown in a line on the screen. Planning records, for which a processing cycle has been defined, are labeled with an appropriate symbol (). Check the records which are to be updated with the current value date by clicking on them with the mouse.

Carry forward value date

Bank	A/c. number	Reference	Details	Value date	Currency	Amount
20090700	30004712		DISPO 37010050	01.09.11	EUR	1.006.000,00
20090700	30004712		11013101.CCT 31.01....	31.01.11	EUR	-10.000,00
20090700	30004712		11013102.CCT 31.01....	31.01.11	EUR	-10.000,00
20090700	30004712		DISPO 37010050	01.09.11	EUR	-993.000,00
20090700	30004712		11082602.CCT 26.08....	26.08.11	EUR	17.820,00
20090700	30004712		11082603.CCT 26.08....	26.08.11	EUR	-10.767,00
37010050	4365754876		DISPO 20090700	01.09.11	EUR	-1.006.000,00
37010050	1234567890		DISPO 20090700	01.09.11	EUR	993.000,00

Help Carry forward value date for marked plan data

The button bar section of the dialog box contains the [**Carry forward value date for marked plan data**] button. Select the button, if you wish to alter the value date of the checked planning records to

the current date.



Please note:

For further information of relevance to the "Delete prompt" procedure, please read the explanations for menu item -Reports- and its functions -Plan data reconciliation- and -Manual plan data reconciliation- in Chapter 6 of "Cash Management".

5.2 Details dialog box for plan data

To view the details of a planning record, select the corresponding entry by positioning the cursor and confirming with <Return>, by clicking the right mouse button and clicking on -View details- or by double-clicking.

You can modify the planning record in this dialog box. You can edit the following data:

- Value date (Mandatory field)
- Amount (Mandatory field)
- Original amount
- Reference
- ID Group
- Details
- Access class
- Delete after xxx days
- Frequency
- Last time on
- Reliability and
- Plan type

Bank, Account number, Bank name, Currency and Account group cannot be edited.

Value date

Enter the (probable) value date of the planning record you are entering.

Entry date

The program enters the system date as the entry date. You cannot edit this box.

Amount

Debit entries in the "**Amount**" box must be entered with a minus sign (-).

Orders in foreign currencies will be converted accordingly in the account currency.

Currency/Original amount

In the fields, the original currency and the original amount of the order will be entered for orders in foreign currency.

Reference**ID group**

Additional fields are available for the **Reference** and an **ID Group** which is defined by you. If you have installed CM+, you can use the [?] button to access the relevant database (cf. Chapter 7.6: *ID Groups reference table*).

You can use the Reference or ID Group to select a particular record or a group of records quickly using the [**Select**] or [**Print**] functions.

Details**Internal details**

Two lines are available for entering the **Payment details**. The [?] button provides access to the "Payment details" database available if you have installed **CM+** (cf. Chapter 7.5: *Payment details reference table*).

Internal details must be entered manually. Again, two lines have been provided for this purpose. If you wish to generate a PLANUNG.TXT export file from the plan data, you can add the "Internal details" information to this export file.

Access class

Plan data can be manually denoted with an access class using the [?] from the corresponding reference table. If the entry is automatically included from a Payments module, the field is automatically filled, if applicable.

Delete after xxx days

The number of days entered for the parameter "Delete after how many days" influences the way in which "Delete prompts" are generated and affects the inclusion of plan data in the various reports. Depending on additional criteria, such as entries under "Reference", only plan data whose storage period has been exceeded are suggested for deletion.

If no statement with a corresponding transaction has been received by the time the storage period expires, the planning record is no longer included in further reports or lists, although it continues to be saved in the planning database. The "obsolete" records can, of course, be deleted manually at any time

The liquidity overview lists plan data by the date corresponding to the value date.

Example:

You have entered plan data with a value date of 20.08.2010. The entry is scheduled for deletion 5 days after the specified value date.

The planning record is added to the liquidity overview with the value date 20.08.2010. After this date, the record is no longer included in the reports as long as there is a statement with a posting date of or after 25.08.2010 in the statement database.

If there is **no statement** in the statement database with a posting date of or after 25.08.2010, the entry will remain saved in the system until it is deleted manually or using the "Delete prompt" function.



The records added to the planning database by supplementary modules are automatically deleted after the expiry of the storage period specified in menu item -Administration- / -Cash Management system parameters- (cf. Chapter 6.2.1) Property page for value-dated balances / plan data, parameter "**No. of days deletion default for plan data**").

Frequency

By entering a processing cycle, you label the planning record as a "Standing order ". Use the list box to select one of the following frequencies

- None (default)
- Weekly
- Every 10 days
- Fortnightly
- Half-monthly
- Monthly
- 2-monthly
- quarterly
- half-yearly
- yearly

You only need to make an entry in the **Last updated on** field if you are aware of the last processing date when you create the record. The planning record will be included in all subsequent analysis functions up to this date. If you do not enter a date here, the planned standing order will be included in the analysis functions indefinitely.

The final two text boxes specify the record in greater detail.

Reliability

There are two categories of plan data:

- Not definite plan data
- Definite plan data

Define the "Reliability" of the new transaction using the list box. The default category is "Not definite", i.e. the amount in the account information used for the reconciliation may vary from the amount shown here. If plan data is generated by the payments modules, it is automatically assigned the category "Definite". "Definite" plan data means that the statement records exactly the same amount as that entered here.

Plan type

Use the list box to select the "Plan type". Choose between

- Plan item
- Cheque batch

The default entry is "Plan item". If you change the entry to "Cheque batch", this entry is labelled "**Cheque batch**" and treated as documented in the table below during plan data reconciliation.

A search is started for the cheque batch for the account concerned with the next value date. The cheque batch amount is reduced by the amount of the planning record.

If the amount of a cheque batch is not set to "0.00" when its value date is reached, the (remaining) amount is transferred to the next cheque batch (if one exists).

Click on [**Save**] when you have completed all entries in the dialog box.

Treatment of "cheque batches" during plan data reconciliation:

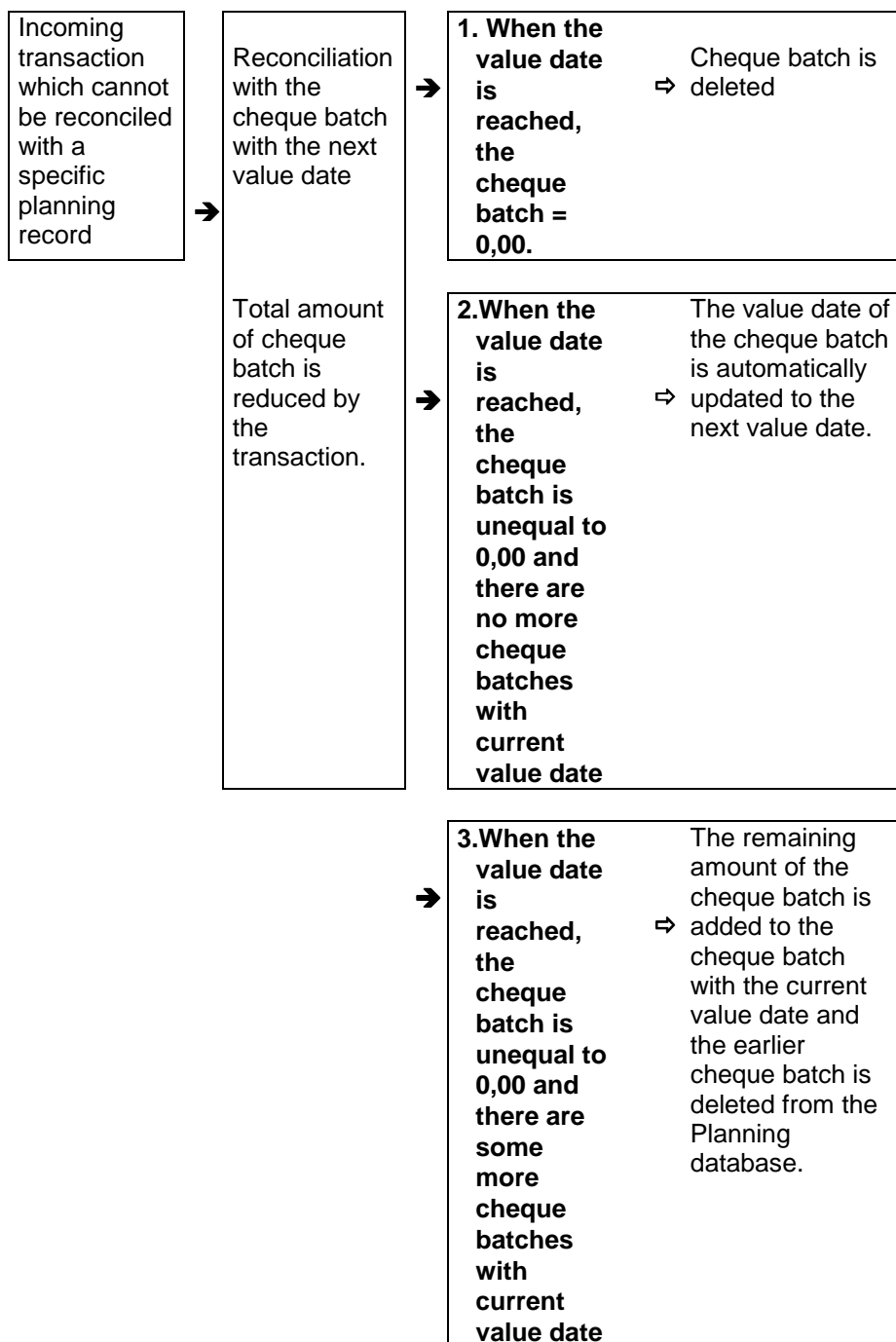


Table of Contents: Chapter 6

	Page
6 Additional functions in the Reports menu	6-2
6.1 Plan data reconciliation	6-3
6.2 Manual plan data reconciliation (CM+).....	6-7
6.3 Reconciled plan data (CM+)	6-10

6 Additional functions in the Reports menu

-Reports- groups together the Cash Management report options which can also be selected using the icons.

These refer to the following menu items:

- Balances
- Statements
- Transactions
- Value-dated balances
- Plan data

You can also use this function to define the parameters for the **automatic plan data reconciliation** and start reconciliation for testing purposes. To define the parameters and start reconciliation, choose menu item

- Plan data reconciliation

If you have also installed the Cash Management Plus supplementary module, menu item

- Manual plan data reconciliation

is also available.

If you wish to view the reconciled plan data, select the menu item

- Reconciled data plan

(Cash Management Plus supplementary module required).

6.1 Plan data reconciliation

Use this function to compare planning records entered manually or generated automatically by the program with account data downloaded from the bank.

The program checks - based on user-defined criteria, for example minor (percentage) differences in the amount - whether there are identical outgoing or incoming payments in the posted transactions and planning records.

First select the STA files which are to be reconciled. All files with extension "STA" saved in directory ..\MCCWIN on the hard disk are displayed in a list box. Use the explanatory text next to the file name to check the file you want to reconcile with the planning records.



Please note:

If you want to use STA files for reconciliation which are not saved in directory \MCCWIN, click on the [**Directory**] button. Then choose another drive and/or directory in the dialog box which opens.

Then specify the criteria for plan data reconciliation, i.e. you determine to which extent the transactions in the STA file have to match the plan data.

- **Amount must exactly match (CM+)**

If this parameter is set, transactions and plan data will only be reconciled when the amount matches exactly. In this case, you can decide whether the bank and account number or value also have to match or not.

You can only check this box if you have also installed the "Cash Management Plus" supplementary module.

If you have **not** selected the parameter "Amount must exactly match", you can specify a percentage rate for the maximal deviation:

- **Percentage tolerance for the amount? (CM+)**

Transactions and plan data may not differ by more than the percentage rate entered here. It is important to define a percentage rate because, for example, discounts and/or rebates may result in differences between the actual outgoing/incoming payments and the planned amounts.

You can only start a "percentage reconciliation" if you have also installed the "Cash Management Plus" supplementary module.

The value entered in the field "Percentage tolerance for the amount" is used for "percentage reconciliations".

- **Bank and account number must match?**

If you leave the field unchecked, a search is made for a planning record with the same amount as **each** imported transaction (regardless of bank and account number and, if applicable, value date), i.e. these parameters can only be left unchecked if the parameter "Amount must exactly match" has been set.

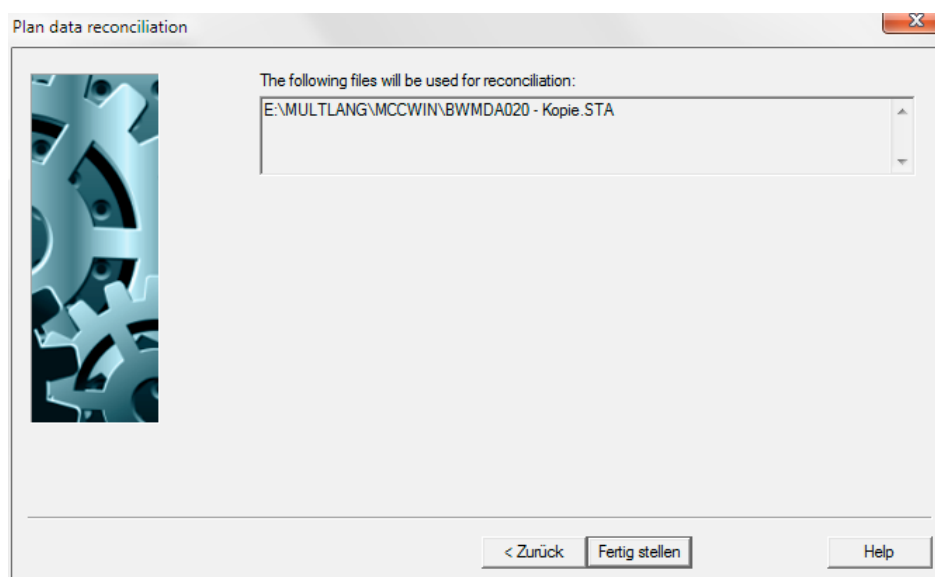
This parameter is automatically set for "percentage reconciliation", i.e. a reconciliation based on the percentage tolerance margin will only be performed for identical banks and account numbers in the plan data and transactions at the time of reconciliation. If you also check the "Value date must match" box, the reconciliation is further restricted to the same value date.

- **Value date must match**

If you check this box, a reconciliation will only be performed for identical value dates in the plan data and transactions. If you have also checked "Bank and account number must match", the reconciliation is further restricted by Bank ID and Account number.

If you do not check this box, a record with the same value date will be searched for in the plan data for **each** imported transaction (regardless of the value date and - if applicable - bank and account number).

You complete your settings for plan data reconciliation by pressing [**Next >**].



After pressing [**Next >**], the STA files which will be processed in the plan data reconciliation appear in a window. Choose the button [**Complete**] to start plan data recognition. The transactions in the STA file are compared with the saved planning records.

If an entry matching the reconciliation criteria is

- **identified**, a check is made whether the reference has been entered in the planning record.

If this is the case, a further check is made to establish whether the last three digits of the reference in the planning record match the reference in the transaction. The planning record is only proposed for deletion if this match is established.

If the amount and the other data (depending on the parameters you have defined) match and there is no reference, the planning record is also proposed for deletion.

- **not found**, a search is made for a planning record with an amount + / - the defined tolerance margin, and which matches any other parameters which you have defined.

If a record is found, a search is made in the record for the reference. If there is no reference, the planning record is proposed for deletion.

Cheques will only be deleted if entries with completely identical amounts are found in the plan data and the transactions. Amounts with a percentage tolerance margin do not apply to cheques.

The plan data prompted for deletion is displayed in a record window together with the posted transaction proposed for reconciliation. The planning record is shown on the left and the transaction on the right of the dialog box.

You can supplement the transaction with the information contained in the two "**Add. info.**" boxes. You can also modify **payment details** 1 to 4, for example to enter reference numbers for a user export file.

The button bar section of the details dialog box contains the following buttons:

[Delete]

The planning record can be deleted.

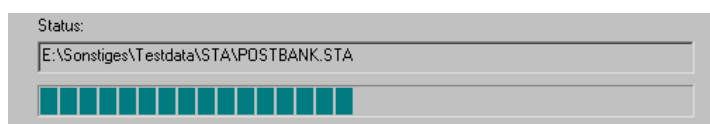
[Delete and change]

The planning record can be deleted and changes to the transaction record can be saved.

[Continue]

Opens the next plan data/transaction combination without deleting the current planning record and without saving any changes to the transaction record.

A progress display positioned which can be seen below the list of processed STA files tells you about the process of the plan data reconciliation.



After displaying the last possible plan data/transaction combination the corresponding details dialog box the status display " ... Function closed" appears.

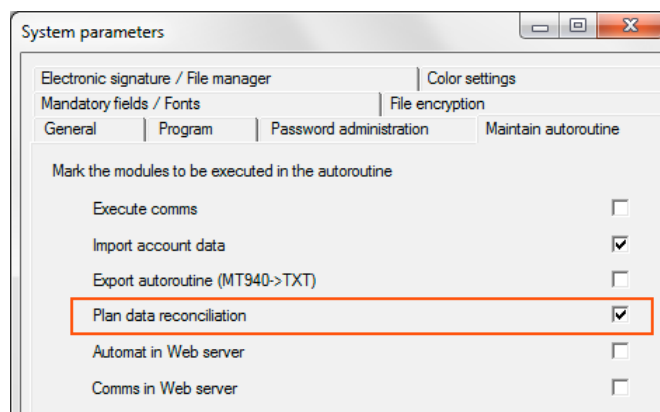
Once reconciliation has been completed,

- the value date of plan data with references whose value date is before the current date is increased to the current date.
- a plan data reconciliation log is created. You can show this log using the **[Others]** button and then double clicking the appropriate entry (menu item -Logs- / -Display system log- in -Administration- menu).

Date / Time	User	Module	Text
03.02.05 16:47:56	2	MCC	Plan data reconciliation (C:\ZMCTEST15\MCCWIN\BWMDA020.STA)
03.02.05 16:47:56	2	MCC	Plan data reconciliation (C:\ZMCTEST15\MCCWIN\BWMDA010.STA)

This log tells you which plan data have been reconciled and which planning records have been deleted. More details relating to viewing and printing logs can be found in Chapter 6.10: *Logs*

The plan data reconciliation can be accomplished automatically, if the "Plan data reconciliation" check box is ticked on the *Maintain autoroutine property page* (see core module Chapter 6.1.4). The latest settings used in the normal operation are used in the autoroutine respectively. Plan data records which exactly match the selected criteria are then deleted automatically. Not automatically reconciled plan data records can be reconciled by the *Manual plan data reconciliation* function (see next Chapter 6.2).



6.2 Manual plan data reconciliation (CM+)

This "manual plan data reconciliation" can only then be accomplished, if you have also installed the "Cash Management Plus" supplementary module.

Choose menu item -Manual plan data reconciliation- to reconcile all plan data which cannot be reconciled automatically. All unreconciled transactions are copied to an ABG file (***.ABG = reconciliation file**) saved in directory \MCCWIN. The file name is formed from the date (Format "YYYYMMDD") on which automatic reconciliation was performed and the extension ".ABG". For example, an ABG file created on 25.02.2010 has the file name "20100225.ABG".

After choosing menu item -Manual plan data reconciliation-, all ABG files saved in the directory ..\MCCWIN are listed for selection in a dialog box. Select the ABG file using the list box behind "Select list with all unreconciled transactions:".

[illegible]

In the upper section of the "Overview dialog box" you will find the transactions from the ABG file **which were not reconciled automatically**. The entries from the **planning database** are contained in the lower section. Each list box has scroll bars which allow you to move up and down in longer lists.

Click to check a planning record which is to be reconciled and the associated transaction. The checked records are all highlighted in grey. You then chose the **[Reconcile marked items]** to call up the details dialog box for plan data reconciliation.

The two selected records are compared in the details dialog box. On the left hand side, below the bank ID and the account number, account holder and account name you can find the planning record which has to be reconciled and on the right hand side the transaction which has already been posted. The payment details and both Suppl. info. boxes of the transaction in the posted transaction from the ABG file can be edited.

Use the following buttons in the button bar section of the details dialog box you tell the program what to do with the records:

[Reduce by amount]

The amount of the selected planning record is to be reduced by the amount of the selected transaction.

Checking is effected in the planning record display by placing a blue plus/minus before the

record:

Plan data: please mark one p...

Bank	A/c. no.
37050198	1234567890
± 37050198	1111111111
37010222	1111111111

[Delete]

The planning record should be deleted.

[Delete and change]

The selected planning record should be deleted; the selected and possibly edited transaction should be saved in corrected form.

Records which are to be deleted/edited are shown with a red cross before the record:

Plan data: please mark one p...

Bank	A/c. no.
37050198	1234567890
✗ 37050198	1111111111
37010222	1111111111

[Continue]

Planning record and transaction remain unchanged.

The program always returns to the "Overview".

You quit manual plan data reconciliation by clicking on the **[Make changes]** button. It is only now that the deletions/alterations or record reductions are saved.

Data records for which a plan data reconciliation is effected manually, are denoted in the transaction list by a green check:

Transactions not matched	
Bank	A/c. no.
✓ SOGEGB2...	20639125400578
SOGEGB2...	20639125400578
✓ SOGEGB2...	20639125400578
SOGEGB2	20639125400578

Choose the menu item -Administration- / -Cash Management Parameters - to specify the storage period for the ABG files, used for manual plan data reconciliation on the property page for *Value-dated balances / plan data* .

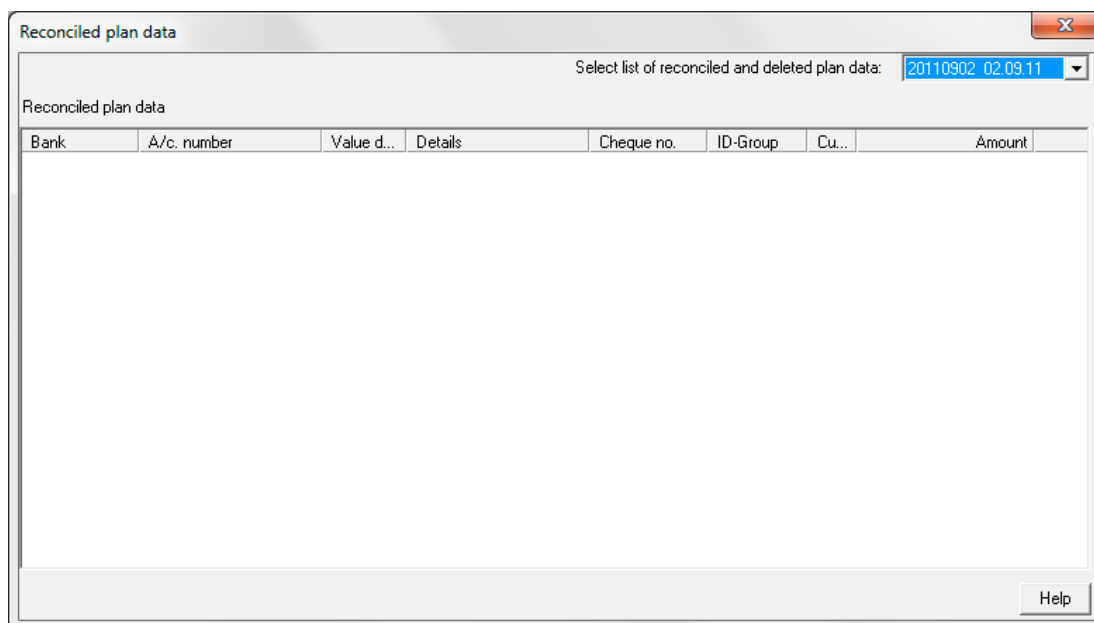
6.3 Reconciled plan data (CM+)

This menu item is only available, if you have also installed the "Cash Management Plus" supplementary module.

The menu item -Reconciled plan data- is used to display all plan data which was reconciled either automatically or manually.

Every day, all plan data deleted manually or automatically is saved to an LOE file (***.LOE = recycle file**) saved in directory `..MCCWIN`. The file name is formed from date (Format: "YYYYMMDD") on which reconciliation was performed and the extension ".LOE". For example, an LOE file created on 25.02.2010 has the file name "20100225.LOE".

Use the list box with the reconciled plan data to the right above the display box to select these LOE files.



Choose menu item -Administration- / -Cash Management system parameters- to define the storage period of the LOE files on the *property page for value-dated balances / plan data*.

Table of Contents: Chapter 7

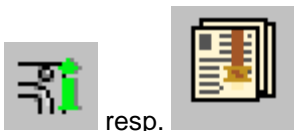
	Page
7 Portfolio statements.....	7-2
7.1 Database overview: Portfolio statements.....	7-3
7.2 Details dialog box for portfolio statements	7-5

7 Portfolio statements

You can only choose the Portfolio statements function if you have also installed the "Portfolio statements" additional module.

The portfolio statements, which you can view

- by clicking on the icon



or

- by choosing menu item -Reports- / -Portfolio statements- or, if you have checked the **"Function menu"** system parameter in -Administration-, choose menu item -Functions- / -Portfolio statements-

contain the securities information downloaded from the bank and imported into the program (portfolio statements).

If this icon does not appear, the user has not yet been given permission to access this function. Check this by issuing the access right for the function "Portfolio statements" under -User- / -Users- / *Functional profile property page* in the Core module.

Securities messages on the basis of SWIFT MT535 (Statement of Holdings) collected from the bank system are imported automatically into the "Portfolio statements" module.

The session types used for transfer of data are :

WPC: Receive statement of holdings or
WPI: Collect all securities information

In addition, the menu option "File" includes a function "Import Portfolio statements", allowing such messages to be imported manually.

Also this function is to be activated by issuing the appropriate access right under -User- / -Users- / *Functional profile property page* in the Core module.

When importing a portfolio message, an record is created, similar to the processing for account statements. This record is marked internally as a portfolio account.

Beside the representation within the area "Portfolio statements" (Database overview or Detailed view) the total value of the imported statements of holdings is shown in the overview of balances (cf. Chapter 1) alongside the cash accounts. In the overview of value-dated balances (cf. Chapter 4) the total value of the last statement of holdings collected is shown just as the last closing balance of a cash account.

7.1 Database overview: Portfolio statements

After choosing the function Portfolio statements a database overview will be displayed which shows all the portfolio statement data that has been saved in the system: Click on the **Account name** drop-down menu in the top display area to select the securities account for which you want to view the statement.

Select the portfolio statement you want to view by clicking on **Statement date** which is also available in the top area of the dialog box.

Besides this the upper display area shows further data of the securities account as well as the total value of the securities account.

Portfolio Statements

A/c. name

ABCDDEPPXXXX / 1234567890 /

Currency

EUR

Statement date

16.10.12

Statement

1016

Bank

A/c. number

ABCDDEPPXXX

1234567890

Group

0

Description

Total value

226.660,66

Inactive account	ISIN	Description	Quantity Qual.	Quantity	Price quotati...	Price Q...	Price...	Price	Portf...	Amount	Available
No	HK0008011667	PCCW LTD CONS. HD-25	UNIT	200,00000		MRKT	EUR	0,49530	EUR	99,06	Yes
No	DE0005103006	ADVAAG OPT.NETW.O.N.	UNIT	200,00000		MRKT	EUR	6,30000	EUR	1.260,00	Yes
No	DE0005151005	BASF AG O.N.	UNIT	2.000,00000		MRKT	EUR	63,34000	EUR	126.680,00	Yes
No	DE0005664809	EVOTEC AG O.N.	UNIT	50,00000		MRKT	EUR	3,47000	EUR	173,50	Yes
No	US2823392095	EGLOBE INC. DL-,001	UNIT	196,00000		MRKT	EUR	0,00000	EUR	0,00	Yes
No	DE0006177033	REPOWER SYSTEMS AG	UNIT	680,00000		MRKT	EUR	55,50000	EUR	37.740,00	Yes
No	DE0006285901	KINOWELT MEDIEN O.N.	UNIT	250,00000		MRKT	EUR	0,25000	EUR	62,50	Yes
No	DE0006614712	SOLAR-FABRIK AG O.N.	UNIT	1.100,00000		MRKT	EUR	9,62000	EUR	10.582,00	Yes
No	US1114126071	BROADVISION INC. DL-,0001	UNIT	17,00000		MRKT	EUR	0,47000	EUR	7,99	Yes
No	DE0006916307	PANDATEL AG O.N.	UNIT	700,00000		MRKT	EUR	0,78000	EUR	546,00	Yes
No	DE0007226706	SUESS MICROTEC O.N.	UNIT	350,00000		MRKT	EUR	7,65000	EUR	2.677,50	Yes
No	DE0007448508	IVU TRAFFIC TECHN AG O.N.	UNIT	110,00000		MRKT	EUR	1,28000	EUR	140,80	Yes
No	US91913E3027	VALENTIS INC. DL-,01	UNIT	233,00000		MRKT	EUR	0,32232	EUR	75,10	Yes
No	US2012932089	CO LIQUIDATION DL-,01	UNIT	16,00000		MRKT	EUR	0,00000	EUR	0,00	Yes
No	US5893311077	MERCK CO. DL-,01	UNIT	500,00000		MRKT	EUR	32,22000	EUR	16.110,00	Yes
No	US0343931087	ANDREA ELECTR. DL-,50	UNIT	540,00000		MRKT	EUR	0,05660	EUR	30,57	Yes
No	CA0977512007	BOMBARDIER INC. CL. B	UNIT	1.000,00000		MRKT	EUR	2,37000	EUR	2.370,00	Yes
No	CA4022901009	GULF INTL MIN. LTD	UNIT	14.000,00000		MRKT	EUR	0,00000	EUR	0,00	Yes

Select

Print

Print this statement

Help

The record list below shows the individual portfolios with

- ISIN
- Description
- Quantity qualifier
- Quantity
- Price quotation date
- Price qualifier
- Price currency
- Portfolio currency
- Portfolio amount
- and
- Availability (Yes/No) [If several portfolios -each visible in the detailed view- are stored for one security paper, then this is flagged by an exclamation mark here.]

To display an individual record, double-click the corresponding entry or choose the option -View details- from the context menu (right mouse button (see Chapter 7.2: Detailed view: *Portfolio statements*)).

In addition to the standard functions [**Select**], [**Print**] and [**Help**], the button bar section in the "Portfolio statements" dialog box offers above all the [**Print this statement**] button.

Under the **[Print]** function the following list types for the printing of portfolio statements are available: a short **"Overview"** and a **"Complete"** version with all data fields of **all** portfolio statements.

By pressing the **[Print this statement]** button you can print the statement just displayed, also either as overview or complete with all fields.

Print portfolio statements Page 1 of 2 Go to page:

Portfolio Statements

02.09.11 12:52 Page 1

ABCDEPPXXXX / 1234567890 / Bank ABCDEPPXXXX		Holder Description Currency EUR		Group 0	
---	--	--	--	------------	--

Statement 816	Date 16.08.11	Quantity Qual.	Quantity	Price Qual.	Currency	Price	Currency	Amount	Available
HK0008011667	PCCW LTD CONS. HD-25	UNIT	200,00000	MRKT	EUR	0,49530	EUR	99,06	Yes
DE0005103006	ADVA AG OPT.NETW.O.N.	UNIT	200,00000	MRKT	EUR	6,30000	EUR	1.260,00	Yes
DE0005151005	BASF AG O.N.	UNIT	2.000,00000	MRKT	EUR	63,34000	EUR	126.680,00	Yes
DE0005664809	EVOTEC AG O.N.	UNIT	50,00000	MRKT	EUR	3,47000	EUR	173,50	Yes
US2823392095	EGLGBC INC. DL-,001	UNIT	196,00000	MRKT	EUR	0,00000	EUR	0,00	Yes
DE0006177033	REPOWER SYSTEMS AG	UNIT	680,00000	MRKT	EUR	55,50000	EUR	37.740,00	Yes
DE0006285901	KINOWELT MEDIEN O.N.	UNIT	250,00000	MRKT	EUR	0,25000	EUR	62,50	Yes
DE0006814712	SOLAR-FABRIK AG O.N.	UNIT	1.100,00000	MRKT	EUR	9,82000	EUR	10.582,00	Yes
US1114126071	BROADVISION INC. DL-,0001	UNIT	17,00000	MRKT	EUR	0,47000	EUR	7,99	Yes
DE0006916307	PANDATEL AG O.N.	UNIT	700,00000	MRKT	EUR	0,78000	EUR	546,00	Yes
DE0007226706	SUESS MICROTEC O.N.	UNIT	350,00000	MRKT	EUR	7,65000	EUR	2.677,50	Yes
DE0007448508	IVU TRAFFIC TECHN. AG O.N.	UNIT	110,00000	MRKT	EUR	1,28000	EUR	140,80	Yes
US91913E3027	VALENTIS INC. DL-,01	UNIT	233,00000	MRKT	EUR	0,32232	EUR	75,10	Yes
US2008932089	CO LIQUIDATION DL-,01	UNIT	16,00000	MRKT	EUR	0,00000	EUR	0,00	Yes
US5893311077	MERCK CO. DL-,01	UNIT	500,00000	MRKT	EUR	32,22000	EUR	16.110,00	Yes
US0343631087	ANDREA ELECT. DL-,50	UNIT	540,00000	MRKT	EUR	0,05660	EUR	30,57	Yes
CAD977512007	BOMBARDIER INC. CL. B	UNIT	1.000,00000	MRKT	EUR	2,37000	EUR	2.370,00	Yes
CA4022901009	GULF INTL MIN. LTD	UNIT	14.000,00000	MRKT	EUR	0,00000	EUR	0,00	Yes
HK0409001762	STONE GROUP HLDGS HD-,10	UNIT	46.000,00000	MRKT	EUR	0,04346	EUR	1.999,41	Yes
JP3436100006	SOFTBANK CORP.	UNIT	225,00000	MRKT	EUR	14,57213	EUR	3.278,73	Yes
US45337C1027	INCYTE DL-,001	UNIT	150,00000	MRKT	EUR	3,80503	EUR	570,76	Yes
US5494631071	LUCCENT TECHS DL-,01	UNIT	100,00000	MRKT	EUR	1,80000	EUR	180,00	Yes
US5862441097	MARCHFIRST INC. DL-,001	UNIT	1.000,00000	MRKT	EUR	0,00000	EUR	0,00	Yes
US80105B1017	SANGUI BIOTECH INTL	UNIT	30.000,00000	MRKT	EUR	0,13000	EUR	3.900,00	Yes
US89376P1030	TRANSMED. AS. PAC DL-00001	UNIT	1.000,00000	MRKT	EUR	0,00000	EUR	0,00	Yes
NLD000229458	TELEPLAN INT. NV EQ-25	UNIT	500,00000	MRKT	EUR	1,73000	EUR	865,00	Yes

The statements of holdings are deleted automatically at logon if the pre-defined storage period has expired (set under -Cash Management System parameters- on the *Accounts/Statements/Transactions/Prime rates property page*: Parameter **"Delete account information after how many days"**; cf. Chapter 6.2.1 of Core module).

7.2 Details dialog box for portfolio statements

After double-clicking an entry or selecting the -View details- option from the context menu of the database overview the details dialog box for portfolio statements opens.

Portfolio Statement

A/c. Bank: ABCDEPPXXXX A/c. number: 1234567890

Bank name: _____

A/c. name: ABCDEPPXXXX / 1234567890 /

Currency: EUR A/c. group: 0 Organizational unit: _____

Statement

No./Date: 816 16.08.2011 Total value: 226.660,66

ISIN: DE0005664809 Quantity: UNIT 50,00000

Description: EVOTEC AG O.N. Price date: 02.09.2011

/DE/566480 Price: MRKT EUR 3,47000

Amount: EUR 173,50

Accrued Interest: 0,00000

Stock exchange: LMAR Number of days accrued: 0

Exchange rate: 0,00000

Further Info:

Qualifier	Description	Cou...	Qualifier	Quantity
TAVI AVAI			UNIT	50,00000

< > Print Help

Beside the general account and statement data and the data already shown in the overview further information can be shown like:

- Accrued interests (qualifier and amount)
- Number of days
- Exchange rate (qualifier, currency and amount)
- Stock Exchange
- and
- Further info(rmation)

Using the [**Print**] button you can output the data of an individual portfolio as "Overview" or "Complete" with all fields.

Index**-A-**

Access class in plan data 5-10
Access right for the function Portfolio statements 7-2
Accomplish pooling only 4-13
Account group-related value-date forecast 4-4
Add new plan data automatically 5-5
Add new plan data manually 5-6
Add new plan data using export files 5-5
Additional information on plan data reconciliation 6-5
Additional statement information 2-6
Advice 3-4
Alarm sign for incorrect statements 2-3
Amount for plan data 5-9
Amount must exactly match 6-3
Automatic plan data entry 5-5
Automatic plan data reconciliation 6-2

-B-

Balance position 4-6
Balances 1-2
Bank position 4-6
Bank/Account number -match 6-4
Bank-related value-date forecast 4-4
Bank-related value-date forecast/Currency 4-4
Base currency 4-5
Business transaction codes for internal transfers 4-6

-C-

CBA: Current balance 1-3
Cheque batch 5-11
Cheque number 6-4
Collecting current balance information 1-3
Complete overview 4-4
Concentrate funds 4-13
Convert into base currency 4-5
Create new statement 2-7
Credit entry 2-9
Credit interest 4-10
Credit line 4-5, 4-6
Currency/Original amount in plan data 5-10
Cycle 5-11

-D-

Daily statements with EURO 2-5
Database overview
 Plan data 5-3
 Portfolio statements 7-3
 Statements 2-3
 value-dated balances 4-3
Debit entry 2-9
Debit interest 4-10
Definite plan data 5-11
Delete after how many days 5-10
Delete prompt 5-6
Delete statement 2-7
Details
 in daily statement 3-6
Details dialog box 4-4
Details dialog box for plan data 5-9
Details dialog box for portfolio statements 7-5
Details dialog box for value-dated balances 4-8

Details in plan data 5-10
Detection and separation of funds management transfers 4-6
Display balances in EURO 1-3
Display daily statement in EURO 2-4
Display in Euro 4-5
Display without advices 4-5
DISPON.IZV 4-15
Division factor for value-dated balances 4-5

-E-

Entry date 5-9
Equivalent amount 2-9
Errors in this statement 2-3
EURO-conversion of account 3-4
Evaluation value dates 4-3
Exact match of amounts 6-3
Export graphic to clipboard 4-3

-F-

Fax 4-14, 4-16
Fixed plan data 5-11
Frequency 5-11
Funds management 4-11
 Functions 4-14
Funds management dialog box layout 4-12
Funds management reference date 4-11
Funds transfer proposal 4-12

-H-

Historical inventory (Statements) 2-3
Historical inventory (Transactions) 3-3

-I-

ID Group 5-10
Import plan data using export files 5-5
Interest calculation 4-10
Interest calculation figure 4-10
Interest management 4-8
Internal payment details 5-10
Inventory, historical (Statements) 2-3
Inventory, historical (Transactions) 3-3

-L-

Liquidity overview 4-3
List of closing balances 1-3
Long-term value date forecast 4-4
Long-term view of value-dated balances 4-6

-M-

Main and subaccounts without transfers 4-5
Main with, subaccounts without transfers 4-5
Manual 2-9
Manual plan data reconciliation 6-7
Manually entered transaction 3-7
Matching of value date 6-4
Maximum deviation in % 6-3
Maximum percentage deviation 6-3
MT998 1-3

-N-

Netting 4-18
Non-definite plan data 4-5, 5-11

-O-

Old FM 4-14
Only main accounts with transfers 4-5
Ord. party/Receiver 3-6
Order list (statements) 2-5
Order list (transactions) 3-5
Ordering party/References 2-7
Overdraft surcharge 4-10

-P-

Payment details
 in daily statements 2-7
Payment details on plan data reconciliation 6-5
Plan data 5-2
Plan data inclusion 4-5
Plan data reconciliation 6-3
Plan data reconciliation log 6-5
Plan item 5-11
Plan type 5-11
Pooling 4-17
Pooling / Netting (Additional module) 4-17
Pooling only 4-13
Pooling proposal 4-11
Portfolio statements 7-2
 Detailed view 7-5
Preposted item 3-4
Print corresponding statement 3-6
Print single statement 2-7

-R-

Reconcile plan data 6-3
Reconcile plan data automatically 6-2
Reconciled plan data 6-10
Reference 5-10
Reliability 5-11
Reports 6-2
Rounding errors 4-7

-S-

Sample fax 4-16

Selection list Period (Statements) 2-3
Selection list Period (Transactions) 3-3
Show advices 3-3
Show preposted items 3-3
Show transactions 3-3
Single items from batch orders (statements) 2-5
Single items from batch orders (transactions) 3-5
Statement date 2-3, 7-3
Statements 2-2
Subaccounts functionality 4-6
Supplementary information (statements) 2-6
Supplementary information (transactions) 3-6
Supplementary information property page 2-10
Swift message MT998 1-3

-T-

Transaction list in EURO 3-5
Transaction property page 2-8
Transactions 3-2, 3-3
Transactions entered property page 2-11
Transfer account 4-13
Transfer account for Netting 4-18
Transfer account for Pooling 4-17

-U-

Update value date 5-7

-V-

Value date 5-9
Value date must match 6-4
Value date selection 4-4
Value-dated balances 4-2
 Switch back to the overview list 4-4
 Switch to the detailed list 4-3
View transaction details 2-8, 3-7

-W-

WPC: Receive statement of holdings 7-2
WPI: Collect all securities information 7-2