

AC805

Cash Management

SAP ERP - Financials

Course Outline

Course Version: 98
Course Duration: 3 Day(s)
Publication Date: 2014
Publication Time:



Copyright

Copyright © SAP AG. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. Additionally this publication and its contents are provided solely for your use, this publication and its contents may not be rented, transferred or sold without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

Trademarks

- Microsoft®, WINDOWS®, NT®, EXCEL®, Word®, PowerPoint® and SQL Server® are registered trademarks of Microsoft Corporation.
- IBM®, DB2®, OS/2®, DB2/6000®, Parallel Sysplex®, MVS/ESA®, RS/6000®, AIX®, S/390®, AS/400®, OS/390®, and OS/400® are registered trademarks of IBM Corporation.
- ORACLE® is a registered trademark of ORACLE Corporation.
- INFORMIX®-OnLine for SAP and INFORMIX® Dynamic Server™ are registered trademarks of Informix Software Incorporated.
- UNIX®, X/Open®, OSF/1®, and Motif® are registered trademarks of the Open Group.
- Citrix®, the Citrix logo, ICA®, Program Neighborhood®, MetaFrame®, WinFrame®, VideoFrame®, MultiWin® and other Citrix product names referenced herein are trademarks of Citrix Systems, Inc.
- HTML, DHTML, XML, XHTML are trademarks or registered trademarks of W3C®, World Wide Web Consortium, Massachusetts Institute of Technology.
- JAVA® is a registered trademark of Sun Microsystems, Inc.
- JAVASCRIPT® is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.
- SAP, SAP Logo, R/2, RIVA, R/3, SAP ArchiveLink, SAP Business Workflow, WebFlow, SAP EarlyWatch, BAPI, SAPPHIRE, Management Cockpit, mySAP.com Logo and mySAP.com are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other products mentioned are trademarks or registered trademarks of their respective companies.

Disclaimer

THESE MATERIALS ARE PROVIDED BY SAP ON AN "AS IS" BASIS, AND SAP EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR APPLIED, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THESE MATERIALS AND THE SERVICE, INFORMATION, TEXT, GRAPHICS, LINKS, OR ANY OTHER MATERIALS AND PRODUCTS CONTAINED HEREIN. IN NO EVENT SHALL SAP BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES OF ANY KIND WHATSOEVER, INCLUDING WITHOUT LIMITATION LOST REVENUES OR LOST PROFITS, WHICH MAY RESULT FROM THE USE OF THESE MATERIALS OR INCLUDED SOFTWARE COMPONENTS.

Contents

Course Overview	v
Course Goals	v
Course Objectives	v
Unit 1: Cash Management/Cash Position	1
Overview of Cash Management	1
Application View: Cash Position	1
Customizing: Cash Position	1
Unit 2: Manual Memo Records	2
Application View: Manual Memo Records	2
Customizing: Manual Memo Records	2
Unit 3: Check Deposit	3
Application View: Check Deposit	3
Customizing: Check Deposit	3
Unit 4: Manual Bank Statement	4
Application View: Manual Bank Statement	4
Customizing: Manual Bank Statement	4
Unit 5: Bank Statement – Electronic Entry	5
Application View: Electronic Bank Statement Entry	5
Customizing: Electronic Bank Statement Entry	5
Unit 6: Cash Concentration	6
Application View: Cash Concentration	6
Customizing: Cash Concentration	6
Unit 7: Liquidity Forecast	7
Application View: Liquidity Forecast	7
Customizing: Liquidity Forecast	7
Unit 8: Checking Reports, Data Transfer, Reorganization	8
Checking Programs	8
Data Transfer and Reorganization	8

Course Overview

This training course describes the functions of cash management. In particular, it deals with short to medium-term liquidity monitoring. This course does not cover long-term financial planning.

Target Audience

This course is intended for the following audiences:

- Members of the project team
- System managers
- End users in the appropriate departments

Course Prerequisites

Required Knowledge

- Practical knowledge of SAP ERP financial accounting functions

Recommended Knowledge

- AC010 Business Processes in Financial Accounting

Course Goals

This course will prepare the participant to:

- Understand how and where you can use SAP ERP cash management functions
- Gain detailed knowledge of liquidity monitoring along with learning the necessary prerequisites for these processes

Course Objectives

After completing this course, the participant will be able to:

- Describe how and where the functions of SAP ERP cash management can be used.
- Set up the structures required for short and medium-term liquidity monitoring in your business
- Explain the various options available for integrating external bank data with cash management
- Define the system settings needed to control internal processing

Unit 1

Cash Management/Cash Position

Unit Overview

This unit provides an overview of cash management and the tools involved, namely the cash position and liquidity forecast. The cash position is then explained in detail.

Lesson: Overview of Cash Management

Lesson Objectives

After completing this lesson, the participant will be able to:

- Explain the purpose and function of the cash position and liquidity forecast in SAP Cash Management.
- Distinguish between levels, groups, and accounts.

Lesson: Application View: Cash Position

Lesson Objectives

After completing this lesson, the participant will be able to:

- Recognize the specific features of the cash position.
- Outsort bank accounts.
- Access the flexible display structures for the cash position.

Lesson: Customizing: Cash Position

Lesson Objectives

After completing this lesson, the participant will be able to:

- Integrate a new house bank into your Cash Management setup.
- Set up and configure the G/L accounts (bank and bank clearing accounts) you need for short-term cash management.
- Set up the grouping structures used in the cash position and assign the new G/L accounts to them.

Unit 2

Manual Memo Records

Unit Overview

This chapter looks at manual memo records and the required Customizing settings.

Lesson: Application View: Manual Memo Records

Lesson Objectives

After completing this lesson, the participant will be able to:

- Reproduce planned payment flows in bank accounts.
- Process and display payment advices.
- Import external memo records from a file to the SAP system.

Lesson: Customizing: Manual Memo Records

Lesson Objectives

After completing this lesson, the participant will be able to:

- Define planning types and assign the appropriate levels
- Assign archiving categories to the individual planning types
- Use the field for automatic expiration

Unit 3

Check Deposit

Unit Overview

This chapter looks at the check deposit procedure and the required Customizing activities.

Lesson: Application View: Check Deposit

Lesson Objectives

After completing this lesson, the participant will be able to:

- Explain the technical procedure for depositing checks.
- Enter checks and print the check deposit list.
- Create and run batch input sessions.
- Postprocess postings (sessions with errors).

Lesson: Customizing: Check Deposit

Lesson Objectives

After completing this lesson, the participant will be able to:

- Make the Customizing settings required for entering and posting check deposit transactions.
- Create screen variants.

Unit 4

Manual Bank Statement

Unit Overview

This chapter looks at the functions of the manual bank statement.

Lesson: Application View: Manual Bank Statement

Lesson Objectives

After completing this lesson, the participant will be able to:

- Explain the technical procedure for entering bank statements manually.
- Enter bank statements manually.
- Carry out and postprocess postings (batch input sessions).

Lesson: Customizing: Manual Bank Statement

Lesson Objectives

After completing this lesson, the participant will be able to:

- Make the customizing settings necessary for manually entering bank statements and the entry and update of the related transactions.
- Define bank statement transactions for standard postings, and define the relevant posting and account determination rules
- Configure account symbols and allocate account numbers

Unit 5

Bank Statement – Electronic Entry

Unit Overview

This chapter looks at the procedure for processing bank statements electronically.

Lesson: Application View: Electronic Bank Statement Entry

Lesson Objectives

After completing this lesson, the participant will be able to:

- Import bank statement data electronically.
- Explain the various posting options and the related postprocessing.
- Handle the transactions for clearing open items (document determination).

Lesson: Customizing: Electronic Bank Statement Entry

Lesson Objectives

After completing this lesson, the participant will be able to:

- See the connection between external transactions (business transaction codes - BTC) and internal transactions (posting and account determination rules), and explain the related posting processes
- Explain how the note to payee is interpreted, and what the options are for clearing open items

Unit 6

Cash Concentration

Unit Overview

This chapter looks at cash concentration in the application and in Customizing.

Lesson: Application View: Cash Concentration

Lesson Objectives

After completing this lesson, the participant will be able to:

- Create and process concentration proposals.
- Print and send concentration correspondence.
- Handle the posting procedures used in cash concentration.

Lesson: Customizing: Cash Concentration

Lesson Objectives

After completing this lesson, the participant will be able to:

- Enter the concentration specifications in Customizing.
- Carry out cash concentration.

Unit 7

Liquidity Forecast

Unit Overview

This chapter takes a detailed look at the liquidity forecast.

Lesson: Application View: Liquidity Forecast

Lesson Objectives

After completing this lesson, the participant will be able to:

- Explain the features and integration aspects of medium-term planning.
- Explain the significance of planning groups.
- Configure subledger accounts.

Lesson: Customizing: Liquidity Forecast

Lesson Objectives

After completing this lesson, the participant will be able to:

- Configure field selection control for the subledger accounts.
- Configure and access the display options for noted items.
- Configure screen control for document entry.
- Ensure integration of special general ledger transactions.
- Ensure integration of data from MM/SD and Treasury.

Unit 8

Checking Reports, Data Transfer, Reorganization

Unit Overview

This chapter looks at some important checking reports, as well as data transfer and reorganization in cash management.

Lesson: Checking Programs

Lesson Objectives

After completing this lesson, the participant will be able to:

- Handle the various monitoring tools in SAP Cash Management so that the data is managed correctly in the system
- Explain how the cashing time of checks to vendors is determined, and how you transfer them to the vendor master record

Lesson: Data Transfer and Reorganization

Lesson Objectives

After completing this lesson, the participant will be able to:

- Activate Cash Management
- Transfer data from old systems or feeder systems
- Distinguish between the various reorganization transactions