

TXIS – MII ERP Practice Solution Document

# WHITE PAPER USER MANUAL

## MANUAL UNCLEARING

### Module – Cash Management

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Manual Unclearing involves the process of reconciling and clearing transactions or entries in financial systems. Here's a breakdown using the 5 W's:

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To approach manual bank unclearing in Oracle using the 5 W's (Who, What, When, Where, Why), here's a breakdown:

### Who

- Bank Employees: Responsible for processing uncleared transactions.
- Accounting Team: Ensures accurate recording of transactions.
- Finance Managers: Oversee the overall unclearing process.

### What

- Manual Bank Unclearing: The process of identifying and reconciling transactions that have not been cleared in the bank statement against the accounting records.
- Tools: Oracle Financials or other financial software used for tracking and managing bank transactions.

### When

- Timing: Typically performed at the end of the accounting period or monthly after bank statements are received.
- Frequency: Can be done daily, weekly, or monthly, depending on the volume of transactions and organizational policy.

### Where

- Location: This process occurs within the finance department, often in an office environment. It utilizes Oracle Financials software for data entry and reconciliation.
- Database: Accessing the Oracle database where financial records are stored.

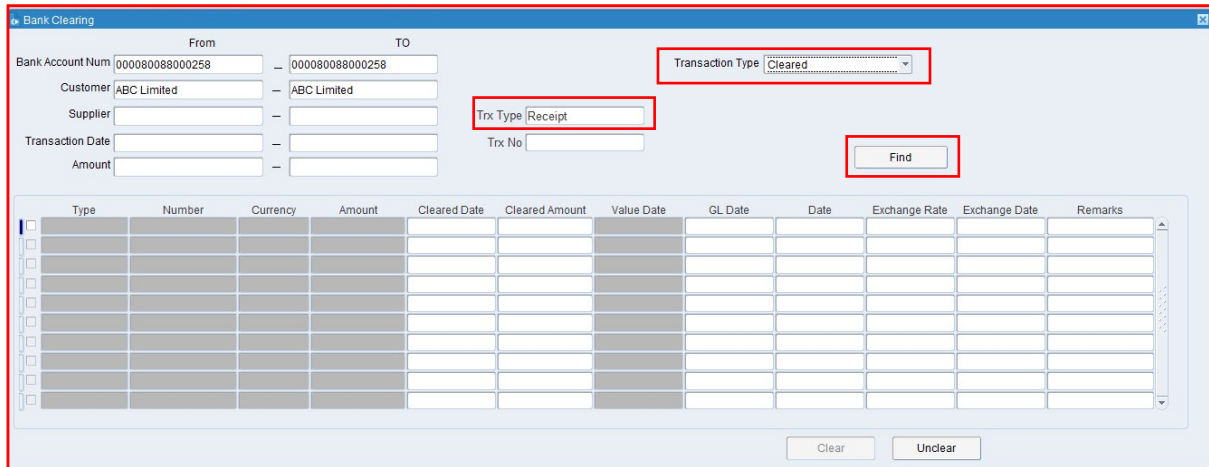
### Why

- Accuracy: To ensure financial statements reflect accurate cash balances and transactions.
- Compliance: Adhering to financial regulations and standards.
- Fraud Prevention: Identifying discrepancies helps in spotting potential fraud or errors early.

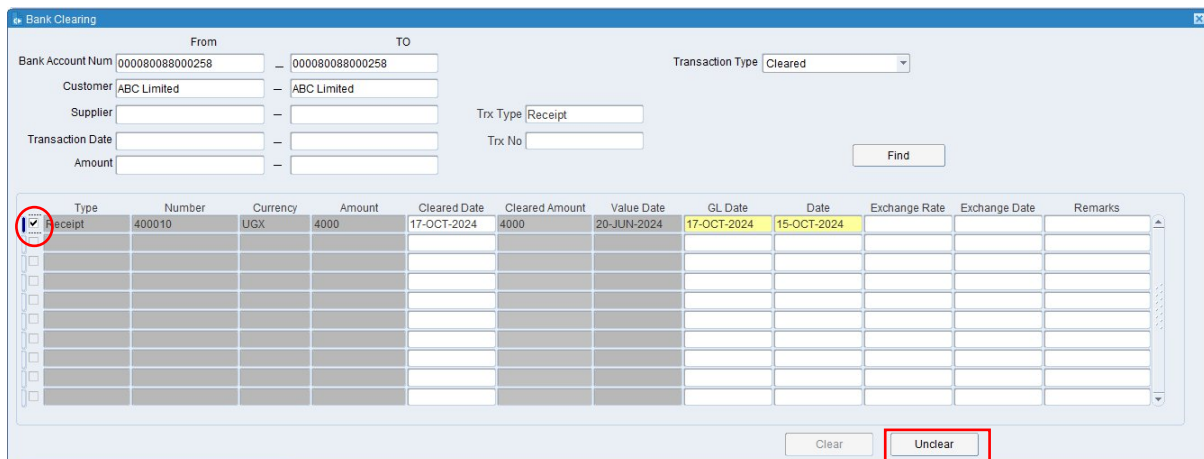
Navigation – Cash Management – Transactions – Bank Clearing



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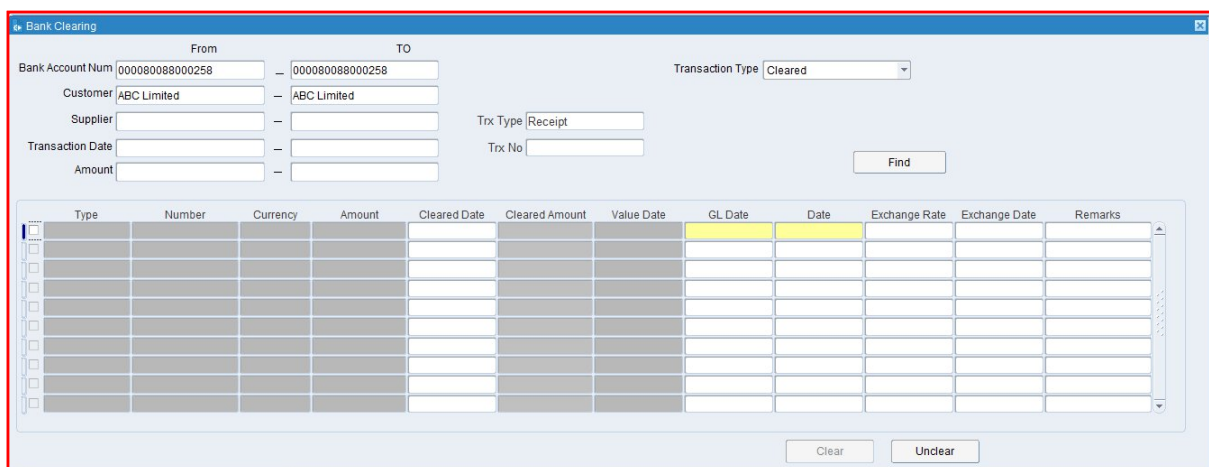


Tick on the line, do the necessary changes in GL date & Date then click on Unclear.



Type	Number	Currency	Amount	Cleared Date	Cleared Amount	Value Date	GL Date	Date	Exchange Rate	Exchange Date	Remarks
<input checked="" type="checkbox"/> Receipt	400010	UGX	4000	17-OCT-2024	4000	20-JUN-2024	17-OCT-2024	15-OCT-2024			

Click on the Unclear Button.



Type	Number	Currency	Amount	Cleared Date	Cleared Amount	Value Date	GL Date	Date	Exchange Rate	Exchange Date	Remarks
<input type="checkbox"/> Receipt	400010	UGX	4000	17-OCT-2024	4000	20-JUN-2024	17-OCT-2024	15-OCT-2024			

The transaction has been successfully Uncanceled.

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