

BK.030.017 – IMPORT BANK STATEMENT

<p>Purpose</p>	<p>To Identify the process required to import bank statements.</p>
<p>Description</p>	<p>This business process provides an overview of the Bank Statement Import process. In order to load bank statement data:</p> <p>Transform bank statements from a file that the bank provides, such as a BAI file, into the PeopleSoft Business Document layout (PSBD1) if your bank cannot provide it in this format.</p> <p><i>Note. You are responsible for implementing functionality that transforms the organization's bank statement files to the PSBD1 layout. PeopleSoft does not provide this functionality.</i></p> <p>Use the Import Bank Statements page to run the Bank Statement Import Application Engine process (IMPORT_FILES) to stage and load bank statement data.</p> <p>Once the data is staged in the staging tables, the system initiates the Bank Statement Load Application Engine process (TR_BSP_LOAD) that loads the bank statement. This process transfers the data from the staging tables to the application tables. The process scrubs the data to ensure that there are no duplicate statements being loaded and that the data will load into the application tables properly. Once the data is in the applications tables, it is available to view and edit on the various bank statement pages.</p> <p>When the process is complete, confirm that the status for the bank statement is 'Ready' on the Review Bank Statement Files page.</p> <p>Refer to business process GL.030.004 - Automatic Bank Reconciliation for reconciling the bank transactions.</p>

Security Role	BOR_BANK_PROCESSING
Dependencies/ Constraints	<ul style="list-style-type: none"> Once a bank file is successfully loaded and reconciled, you will need to delete it from the Import Bank Statements page prior to loading a new bank file. Refer to Board of Regents Business Procedures Manual Section 1.7.4 Bank Accounts for BOR Bank Reconciliation requirements.
Additional Information	None

Procedure

Below are step by step instructions on how to perform Automatic Bank Reconciliation.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Banking link.
4.	Click the Bank Statements link.
5.	Click the Import Bank Statements link.
6.	Click the Add a New Value tab.
7.	Enter " IMPORT_BNKST " in the Run Control ID field.
8.	Click the Add button.
9.	Note that the Layout Properties default in. These values are model and should not be changed.
10.	Click the Add button.
11.	To locate the bank file that you wish to load, Click the Browse... button.

12.	<p>It is recommended that your bank file naming convention be a unique file name (i.e. bank statement date '08312007.txt').</p> <p>The bank file is loaded onto the server so file names must be unique or you will get an error that the file is a duplicate.</p>
13.	Click the 08312007.txt list item.
14.	Click the Open button or Press [Alt+O].
15.	Click the Upload button.
16.	Click the Run button.
17.	Click the OK button.
18.	Click the Process Monitor link.
19.	The program that is initially run is IMPORT_FILES , which is an app engine program. Once it completes, then TR_BSP_LOAD is automatically run to load the bank statement tables.
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22.	Click the Refresh button.
23.	Click the Go back to Import Bank Statements link.
24.	Now you will review the status of the Bank Statement. Click the Review Bank Statements link.
25.	The Review Bank Statements page enables you to review the staging status of the imported bank statement files. You can see if the system successfully loads a file. If a file does not successfully load, use the View Bank Statement File Log page to determine exactly where the system encounters a file loading error.
26.	Click the Look up Bank ID (Alt+5) button.
27.	Click an entry in the External Bank ID column.

28.	Click the Look up Account # (Alt+5) button.
29.	Click an entry in the Bank Account # column.
30.	Click in the Statement ID field. The Statement ID is a system generated number.
31.	Click the Look up Statement ID (Alt+5) button.
32.	Click the As Of Date link. You can sort by As of Date to locate the most current bank file loaded.
33.	Look for the current bank Statement ID. Click an entry in the Statement ID column.
34.	Click the Search button
35.	Statement ID 2 reflects a Status of Unreconciled which indicates you are now ready to run Automatic Reconciliation. Refer to business process GL.030.004 - Automatic Bank Reconciliation.
36.	After each successful bank recon, you will need to delete the file prior to attempting to load a new file.
37.	Click the Import Bank Statements link.
38.	Click the Search button.
39.	Confirm that the File Name reflects the file that needs to be deleted and Click the Delete button.
40.	Click the Save button.
41.	Click the OK button. Click on the to view the Bank File Layout PDF.