GEORGIAFIRST

Security Role	**BOR_GL_BANK_SETUP**
Responsibility/Role	
File Name	**BK_030_017 - Import Bank Statement_BUSPROC.docx**
Version	
Document Generation Date	**12/13/2010**
Date Modified	**2/21/2019**
Last Changed by	
Status	

BK.030.017 - Import Bank Statement
Trigger:

Concept

Note: This Business Process Number changed from GL.030.017 to BK.030.017.

This business process provides an overview of the Bank Statement Import process. In order to load bank statement data:

1. 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.

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.

2. Use the **Import Bank Statement**s page to run the Bank Statement Import Application Engine process (**IMPORT_FILES**) to stage and load bank statement data.

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.

3. When the process is complete, confirm that the status for the bank statement is 'Ready' on the Review Bank Statement Files page.

Refer to business process GL.030.004 - Automatic Bank Reconciliation for reconciling the bank transactions.

NOTE: Click on the <u>concept</u> link below to view the PSBD1 File Layout.

Topic Objective:
Upon completion of this topic, you will be able to:
- Identify the process required to import bank statements.

Assumptions
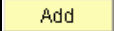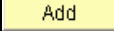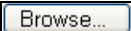
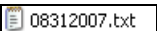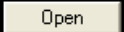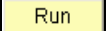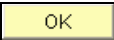| Dependencies/Constraints |
|---|
| - Once a bank file is successfully loaded and reconciled, you will need to delete it from the Import Bank Statements page prior to loading a new bank file.

- Refer to Board of Regents Business Procedures Manual Section 1.7.4 Bank Accounts for BOR Bank Reconciliation requirements. |

Additional Information

Procedure

In this topic, you will run the process to import a bank statement. This process populates the bank statement tables and is then used to reconcile the bank statement.Let's see how this is done.
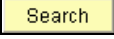
Step	Action
1.	Click the **Banking** link. ▷ Banking
2.	Click the **Bank Statements** link. ▷ Bank Statements
3.	Click the **Import Bank Statements** link. Import Bank Statements
4.	Click the **Add a New Value** tab. Add a New Value
5.	Enter "**IMPORT_BNKST**" in the **Run Control ID** field.
6.	Click the **Add** button. Add
7.	Note that the **Layout Properties** default in. These values are model and should not be changed.
8.	Click the **Add** button. Add
9.	To locate the bank file that you wish to load, Click the **Browse...** button. Browse...
10.	It is recommended that your bank file naming convention be a unique file name (i.e. bank statement date '08312007.txt'). 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.
11.	Click the **08312007.txt** list item. 📄 08312007.txt
12.	Click the **Open** button. Open *or* Press **[Alt+O]**.
13.	Click the **Upload** button. Upload
14.	Click the **Run** button. Run

Step	Action
15.	Click the **OK** button. OK
16.	Click the **Process Monitor** link. Process Monitor
17.	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.
18.	Click the **Refresh** button. Refresh
19.	Click the **Go back to Import Bank Statements** link. Go back to Import Bank Statements
20.	Now you will review the status of the Bank Statement. Click the **Review Bank Statements** link. Review Bank Statements
21.	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.
22.	Click the **Look up Bank ID (Alt+5)** button.
23.	Click an entry in the **External Bank ID** column. 061000227
24.	Click the **Look up Account # (Alt+5)** button.
25.	Click an entry in the **Bank Account #** column. 20001267
26.	Click in the **Statement ID** field. The Statement ID is a system generated number. %
27.	Click the **Look up Statement ID (Alt+5)** button.
28.	Click the **As Of Date** link. You can sort by As of Date to locate the most current bank file loaded. As Of Date
29.	Look for the current bank Statement ID. Click an entry in the **Statement ID** column. 2

Step	Action
30.	Click the **Search** button. Search
31.	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.
32.	After each successful bank recon, you will need to delete the file prior to attempting to load a new file.
33.	Click the **Import Bank Statements** link. Import Bank Statements
34.	Click the **Search** button. Search
35.	Confirm that the **File Name** reflects the file that needs to be deleted and Click the **Delete** button. Delete
36.	Click the **Save** button. Save
37.	Click the **OK** button. Please click on the icon below to view the Bank File Layout PDF below. OK
38.	Congratulations. You have just completed the **Import Bank Statement** topic. Below is a summary of the key concepts of this lesson: - You are responsible for implementing functionality that transforms the organization's bank statement files to the PSBD1 layout. PeopleSoft does not provide this functionality. - The Import Bank Statements page is used to run the Bank Statement Import Application Engine process (**IMPORT_FILES**) to stage and load bank statement data. - 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. - When the process is complete, confirm that the status for the bank statement is 'Ready' on the Review Bank Statement Files page. **End of Procedure.**