
PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook

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PeopleSoft Enterprise Banks Setup and Processing 9.0 PeopleBook
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About This PeopleBook Preface

PeopleSoft Enterprise PeopleBooks provide you with the information that you need to implement and use PeopleSoft Enterprise applications from Oracle.

This preface discusses:

- PeopleSoft Enterprise application prerequisites.
- Application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only elements, such as fields and check boxes, that require additional explanation. If an element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft Enterprise applications are defined in this preface.

PeopleSoft Enterprise Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft Enterprise applications.

You might also want to complete at least one introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft Enterprise menus, pages, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft Enterprise applications most effectively.

Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft Enterprise applications.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft Enterprise applications. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Download and order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on Oracle's PeopleSoft Customer Connection website. Through the Documentation section of Oracle's PeopleSoft Customer Connection, you can download files to add to your PeopleBooks Library. You'll find a variety of useful and timely materials, including updates to the full line of PeopleSoft Enterprise documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check Oracle's PeopleSoft Customer Connection for updates to the upgrade instructions. Oracle continually posts updates as the upgrade process is refined.

See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

Downloading and Ordering Printed Documentation

In addition to the complete line of documentation that is delivered on your PeopleBook CD-ROM, Oracle makes PeopleSoft Enterprise documentation available to you via Oracle's website. You can:

- Download PDF files.
- Order printed, bound volumes.

Downloading PDF Files

You can download PDF versions of PeopleSoft Enterprise documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, <http://www.oracle.com/technology/documentation/psftent.html>.

Ordering Printed, Bound Volumes

You can order printed, bound volumes of selected documentation via the Oracle Store.

See Oracle Store, http://oraclestore.oracle.com/OA_HTML/ibeCCtpSctDspRte.jsp?section=14021

Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Support, Documentation, Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Pre-Built Integrations for PeopleSoft Enterprise and JD Edwards EnterpriseOne Applications
Minimum technical requirements (MTRs)	Implement, Optimize + Upgrade; Implementation Guide; Supported Platforms
Documentation updates	Support, Documentation, Documentation Updates
PeopleBooks support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Release Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft Enterprise or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().

Typographical Convention or Visual Cue	Description
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft Enterprise system.

Note. Example of a note.

If the note is preceded by *Important!*, the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other Oracle reference and training materials. Please send your suggestions to your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at appsdoc@us.oracle.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.

Once, Always, and Don't Run	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Banks Setup and Processing Preface

This preface discusses:

- Application fundamentals.
- Deferred processing.
- Common elements.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

PeopleSoft Products

This PeopleBook refers to these products:

- PeopleSoft Enterprise Cash Management.
- PeopleSoft Enterprise Deal Management.
- PeopleSoft Enterprise Risk Management.
- PeopleSoft Enterprise Billing.
- PeopleSoft Enterprise General Ledger.
- PeopleSoft Enterprise Payables.
- PeopleSoft Enterprise Purchasing.
- PeopleSoft Enterprise Receivables.
- PeopleSoft EnterpriseOne General Accounting.

PeopleSoft Application Fundamentals

PeopleSoft Bank Setup and Processing PeopleBook provides implementation and processing information for PeopleSoft Banks. Additional essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

These PeopleBooks complement *The Banks Setup and Processing PeopleBook*:

- *PeopleSoft Enterprise Applications Fundamentals 9.0 PeopleBook*.
- *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook*.

Deferred Processing

Several pages in this PeopleBook operate in deferred processing mode. The system does not update or validate most fields on these pages until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page; for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See Also

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Application Designer

Common Elements Used in This PeopleBook

Account	ChartField that identifies the nature of a transaction for corporate accounts.
Affiliate	ChartField that is used to map transactions between business units when you use a single interunit account.
Alt Acct (alternate account)	ChartField that identifies the nature of a transaction for statutory accounts. This field appears only if you enable the Alternate Account option for your organization and for the general ledger business unit.
Bank Account	Code that you define to identify a bank account on pages and in running processes and reports, such as CHCK (checking).
Bank Account # (bank account number) or Account # (account number)	Number or code that identifies a bank account, which the bank assigns.
Bank or Bank Code	Code that you define to identify a bank on pages and in running processes and reports.
Bank ID	Code that identifies a bank that is assigned by a bank regulatory agency.
Branch or Branch Name	Code that you define to identify a bank branch on pages and in running processes and reports.
Branch ID	Unique identifier for a branch of a bank, which you get from the bank.
Budget Ref (budget reference)	ChartField that identifies unique budgets when individual budgets share budget keys and overlapping budget periods.
Class	ChartField that identifies a particular appropriation when you combine it with a fund, department ID, program code, and budget reference.
Counterparty	A counterparty is a bank that has a trading relationship with your organization.
Currency	Code that identifies the type of currency for an amount, such as USD for US dollar or EUR for euro.
Dept (department)	ChartField that indicates who is responsible for or affected by the transaction.
Description	Free-form text field with a maximum limit of 256 characters.

Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Fund	ChartField that represents structural units for education and government accounting. Can also represent a divisional breakdown in your organization.
Fund Affiliate	ChartField used to correlate transactions between funds when using a single intraunit account.
Reference	Reference number for a bank transaction.
Oper Unit (operating unit)	ChartField used to identify a location, such as a distribution warehouse or sales center.
Process Frequency	Designates the appropriate frequency in the Process Frequency group box: <i>Once:</i> Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to <i>Don't Run</i> . <i>Always:</i> Executes the request every time the batch process runs. <i>Don't Run:</i> Ignores the request when the batch process runs.
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests.
Product	ChartField that captures additional information that is useful for profitability and cash flow analysis by product sold or manufactured.
Program	ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.
Project	ChartField that captures information for project/grants accounting.
Report Manager	This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which display a description of the report and the distribution list).
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Run Control ID	A code that identifies the run parameters for a report or process.
SetID	A code that represents information stored in a set of control table or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Free-form text field with a maximum limit of 15 characters.
Status	Indicates whether a row in a table is active or inactive. You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data that you no longer use in order to maintain an audit trail.
Stmt ID (statement ID)	The statement number that is generated by the PeopleSoft application.
Transaction Amount	Amount of a statement transaction.

Unit Business unit for an item.

See Also

Enterprise PeopleTools 8.48 PeopleBook: Using PeopleSoft Applications

CHAPTER 1

Getting Started With PeopleSoft Enterprise Bank Setup and Processing

This chapter presents an overview of the business processes described in the *PeopleSoft Enterprise Bank Setup and Processing 9.0 PeopleBook* and related implementation requirements.

Bank Setup and Processing Overview

The *PeopleSoft Enterprise Bank Setup and Processing 9.0 PeopleBook* explains these business processes:

- Managing federal and nonfederal Electronic Funds Transfer (EFT) and Automated Clearing House (ACH) electronic payment layouts.
- Establishing an electronic banking method between Oracle/PeopleSoft applications and a financial institution.
- Defining comprehensive bank, counterparty, and bank account information.
- Establishing reconciliation methods for bank accounts.
- Receiving and updating bank statement information.
- Reconciling bank statement information with system information.
- Resolving reconciliation exceptions.
- Importing and exporting letters of credit creation and maintenance.
- Generating applicable reports for a specific business process.

Other Sources of Information

In the planning phase of an implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources is in the preface of the *PeopleSoft Enterprise Applications Fundamentals 9.0 PeopleBook*, with information on where to find the most up-to-date version of each.

See Also

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Setup Manager

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Setting Up Banks

This chapter provides an overview of PeopleSoft bank setup and discusses how to:

- Define general bank setup.
- Define bank information.

Understanding Bank Setup

Before you can move funds in and out of PeopleSoft Financials, you must define banks and bank accounts in the system. You define as many banks and bank accounts as you need to manage your funds. For each bank, you can also define various processing defaults.

In PeopleSoft, a bank is any financial institution with which your organization maintains a banking relationship. A counterparty is a bank that has a trading relationship with your organization. You must set up bank information before you can define counterparty information.

When you define bank information, you define a hierarchy of information: first, the general bank setup; second, the bank detail information (general information such as bank and branch information, and processing information such as payment methods for bank accounts). Once you have established this core banking data, you can then define settlement instructions (predefined bank account specifics for handling cash inflows and outflows), account types (external, internal, or netting) and additional banking functionality. Finally, you define your counterparty information.

PeopleSoft bank functionality is available to PeopleSoft Cash Management, Deal Management, Risk Management, Expenses, Payables, Receivables, and General Ledger. Establishing your banks, bank accounts, and counterparties involves several steps that vary depending on which applications you have installed. Your banks supply information such as account, bank ID, branch ID, and other Depository Financial Institution (DFI) numbers. Other information depends on how you and your customers, vendors, and counterparties agree to set up payment, receipt, and settlement procedures.

See Also

[Chapter 4, “Setting Up Counterparties,” page 57](#)

Understanding IBAN

The International Bank Account Number (IBAN) format was developed by European Committee for Banking Standards (ECBS) and the International Organization for Standardization (ISO) to streamline the straight-through processing—the automatic debiting of the ordering customer and crediting the beneficiary account—of cross-border payments. Besides improving the efficiency of processing cross-border payments, IBAN also makes it easier to validate foreign account numbers. The IBAN format is an internationally agreed upon standard that is defined in ISO 13616.

The IBAN varies in length depending on the country, but no IBAN is greater in length than 34 alphanumeric characters. The IBAN is composed of:

- Country code

The first two characters of the IBAN are the letters that identify the country as specified in ISO 3166.

- IBAN check digits

Two numeric digits that are used in the algorithm designed to formally validate the IBAN.

- Basic Bank Account Number (BBAN)

The identifier used by financial institutions in individual countries as part of National Account Numbering Schemes that uniquely identifies an account of a customer at a financial institution. Also known as the Domestic Bank Account Number. Included in the BBAN are the:

- BIC/SWIFT code.

The Bank Identifier Code (BIC), also known as the SWIFT code, identifies the bank and possibly the bank branch (optional).

- Account number.

The customer's bank account number.

- Bank check digit.

The one or two digits that are used in the formal validation of the domestic bank account.

PeopleSoft IBAN Processing

PeopleSoft provides sample IBAN formats for 38 countries. These formats can be viewed on the IBAN Formats page. The IBAN can be displayed on various PeopleSoft Financial application pages. These pages afford the user the ability to enter the IBAN manually or have the application generate it after the user enters the IBAN check digit. The method used can be done on a country-by-country basis that is determined by the IBAN Enterable field located on the IBAN Formats page.

Defining General Bank Setup

To define rating agencies and credit ratings, use the Credit Ratings/Rating Agency component (CREDIT_RTG_TBL_GBL).

To define bank identification qualifiers, use the Bank ID Qualifiers component (BANK_ID_QUALS_GBL).

To define payment forms, use the Payment Forms component (PYMNT_FORM_PYMNT_GBL).

To define IBAN formats, use the IBAN Formats component (IBAN_FORMAT_GBL).

Before you begin to define your banks, you must define the supporting data.

This section discusses how to establish:

- Credit ratings.
- Bank ID qualifiers.
- IBAN formats.
- Payment forms.

- Payment sort fields.

Pages Used to Define General Bank Setup

Page Name	Object Name	Navigation	Usage
Credit Ratings/Rating Agency	CREDIT_RTG_TBL	Setup Financials/Supply Chain, Product Related, Treasury, Credit Ratings/Rating Agency	Define rating agencies and their associated credit ratings.
Bank ID Qualifiers	BNK_ID_QUAL_PNL	Banking, Banks and Branches, Bank ID Qualifiers	View the ID qualifiers that the system uses to edit bank values.
IBAN Formats	IBAN_FORMAT_TBL	Banking, Banks and Branches, IBAN Formats	View IBAN formats and generate sample IBANs.
Form Information	PYMNT_FORM	Banking, Banks and Branches, Payment Forms, Form Information	Enter attributes related to your forms of payment.
Sort Fields	PYMNT_FORM_SORT	Banking, Banks and Branches, Payment Forms, Sort Fields	Select the grouping of fields used to sort your forms of payment.

Establishing Credit Ratings

Access the Credit Ratings/Rating Agency page.

Credit Ratings/Rating Agency

SetID: SHARE **Rating Agency:** FCHST
Description:

Ratings					
*Value	*Rating	*Rating Description	*Short Description		
1	F1+	Strongest Capacity Short Term	Strongest	+	-
2	F1	Strong Capacity Short Term	Strong	+	-
3	F2	Satisfactory Capacity	Satisfctry	+	-
4	F3	Adequat Capacity Short Term	Adequate	+	-
5	B	Speculative - minimal	Speculativ	+	-
6	C	High default risk	High Risk	+	-
7	D	Default imminent	Default	+	-
8	WD	Withdrawn Rating	Withdrawn	+	-

Credit Ratings/Rating Agency page

Value

Displays the value by which to rank the ratings in ascending order. 1 is the highest rating. This value assigns a numeric equivalent to an alphanumeric

rating so that you can implement any processes or credit reports needed for your organization.

Rating

Displays the actual alphanumeric rating that the rating agency assigns.

Establishing Bank ID Qualifiers

Access the Bank ID Qualifiers page.

Bank ID Qualifiers					
Bank Qualifiers by Country					
			Customize Find	First	Last
*Bank ID Qualifier	*Country	Description	Short Desc		
001	USA	United States Bank	US Bank	+	-
002	CAN	Canadian Bank	CAN Bank	+	-
003	AUS	Australian Bank	AUS Bank	+	-
005	GBR	United Kingdom Bank	UK Bank	+	-
006	ESP	Spanish Bank	ESP Bank	+	-
007	NLD	Netherlands Bank	NL Bank	+	-
008	NLD	Netherlands Giro	NL Giro	+	-
009	FRA	French Bank	FR Bank	+	-
010	DEU	German Bank	DEU Bank	+	-
011	GBR	Building Society	Bldg Soc	+	-
012	CHE	Swiss Bank	CHE Bank	+	-
013	BEL	Belgium Bank	BEL Bank	+	-
014	JPN	Japanese Bank	JPN Bank	+	-
015	NOR	Norwegian Bank	NOK Bank	+	-
016	ITA	Italian Bank	ITL Bank	+	-
020	CHE	Swiss PTT	CHE PTT	+	-

Bank ID Qualifier page

PeopleSoft delivers predefined bank ID qualifiers, which you should typically not modify.

Bank ID Qualifier

Displays the country-specific numeric value for a bank. This value controls how the bank and counterparty pages edit and display bank information. This information drives bank account edits, which can vary by country for each bank type. In some cases, a country may have more than one ID.

Each bank ID qualifier indicates a specific type of bank with specific identifying information. For example, when the system encounters a bank ID qualifier of *001* (indicating a U.S. bank), the system validates that you entered a valid check digit for an ABA transit routing number for the bank qualifier.

Note. If you add a new bank ID qualifier, you must write PeopleCode to match the new value. This code appears in the record PeopleCode for FUNCLIB_LCINTFC.BANK_ID_QUAL in the FieldFormula event. We suggest that you make this page a display-only page or use PeopleTools security to limit access to system administrators only.

This table describes the system-delivered data.

Note. Qualifiers marked with *(no field validation)* have no rule validation. If you want the system to automatically perform rule validation routines, you must write the appropriate PeopleCode. For more information, refer to the European Committee for Banking Standards website at <http://www.ecbs.org>. You can access various countries' bank account numbering conventions and specifications at <http://www.ecbs.org/tr201country.htm>.

Bank ID Qualifier	Bank ID (Defining Banks)	Bank Account Number (Bank Accounts)	Branch	Check Digit
001 U.S. Bank	9-digit transit routing number. Exactly 9 numerics with check digit calculation.	NA	NA	NA
002 Canadian Bank	Exactly 4 numerics.	Between 7 and 12 numerics.	Branch routing number Exactly 5 numerics.	NA
003 Australian Bank	Exactly 3 numerics.	Max 9 numerics.	Exactly 3 numerics.	NA
005 Great Britain Bank	Exactly 6 numerics. (Sort Code)	Max 10 numerics.	NA	NA
006 Spanish Bank	Exactly 4 numerics.	Exactly 10 numerics.	Exactly 4 numerics.	Exactly 2 digits with check digit algorithm.
007 Netherlands Bank	NA*	Exactly 10 numerics with modulus 11 check.	NA	NA
008 Netherlands Giro	NA*	Max 7 numerics.	NA	NA

Bank ID Qualifier	Bank ID (Defining Banks)	Bank Account Number (Bank Accounts)	Branch	Check Digit
009 French bank	Exactly 5 numerics.	Max 11 characters.	Exactly 5 numerics.	Check digit algorithm.
010 German Bank	Exactly 8 numerics.	Max 10 numerics.	NA	NA
011 Great Britain Building Society	Exactly 6 numerics. (Sort Code)	Max 10 numerics.	NA	NA
012 Swiss Bank	Between 3 and 5 digits.	Max 16 characters.	NA	NA
013 Belgian Bank	Exactly 3 numerics.	Max 7 numerics.	NA	2 numerics with 97 modulus check.
014 Japan Bank	Exactly 4 numerics.	Max 7 numerics.	Exactly 3 numerics.	NA
015 Norwegian Bank (no field validation)				
016 Italian Bank	Exactly 5 numerics.	Max 12 alphanumeric.	Exactly 5 numerics.	1 alpha with check digit algorithm.
020 Swiss PPT(no field validation)				

See Also

Enterprise PeopleTools 8.48 PeopleBook: Security Administration, “Working with Permission Lists”

Defining IBAN Formats

Access the IBAN Formats page.

IBAN Formats

IBAN Formats														
	*Country	IBAN Enterable	Bank ID Start	Bank ID Length	Bank ID Pad	DFI ID Start	DFI ID Length	DFI ID Pad	Branch ID Start	Branch ID Length	Branch ID Pad	Account Start	Account Length	Account Pad
1	AND	☒	5	4	☒			☐	9	4	☒	13	11	☒
2	AUT	☒	5	5	☐			☐			☐	10	10	☒
3	BEL	☐	5	3	☐			☐			☐	8	7	☐
4	CHE	☐	5	5	☒			☐			☐	10	12	☒
5	CYP	☒	5	3	☒			☐	8	5	☒	13	16	☒

IBAN Format Tester			
Country:	FRA	Format	IBAN FR14 2004 1010 0505 0001 3M02 606
Country:	FR	IBAN Digit:	14
Branch:	01005	Bank ID:	20041
		Account #:	0500013M026
		Length:	27
		DFI ID:	
		Check Digit:	06

IBAN Formats page (1 of 2)

Customize Find View All  First 1-5 of 38 Last			
Check Digit Start	Check Digit Length	Example IBANs	
23	1	AD1200012030200359100100	+ -
19	1	AT611904300234573201	+ -
15	2	BE68539007547034	+ -
20	1	CH9300762011623852957	+ -
		CY17002001280000001200527600	+ -

IBAN Formats page (2 of 2)

This page displays the formatted components of the International Bank Account Number (IBAN) based on the three-character, European country code selected in the first column. The IBAN is composed of a country code, IBAN check digits, and the Basic Bank Account Number (BBAN)—all the information needed to route a payment through any national clearinghouse. PeopleSoft supports and provides sample data for 38 countries.

Note. Because the two-character, country code and IBAN check digits are always the first four characters of an IBAN, it is not necessary to include columns defining their position and length on this page.

Country

Select the three-letter country code for a specific European country.

IBAN Enterable

This box determines how the IBAN is entered on various PeopleSoft Financials application pages. If Selected, the user enters the IBAN manually. If left unchecked, the user enters a two-character, IBAN, check digit and clicks a View IBAN button to have the system generate it.

Note. Previous to PeopleSoft Enterprise 9 Financials, IBAN was supported only for Belgium, France, Germany, Ireland, Italy, Netherlands, Spain, Switzerland, and the United Kingdom, and only by using the check-digit entry method. For those nine countries, the default setting for the IBAN Enterable field is unchecked. Any of these countries can be configured to support entering the IBAN manually by selecting this box.

Bank ID Pad, DFI ID Pad, Branch ID Pad, and Account Pad

If checked, leading zeroes will be prefixed to the ID value to extend it to its maximum length.

Bank ID Start

Enter where the first alphanumeric character of the bank identification value will appear in the IBAN.

Bank ID Length

Enter the number of characters making up the bank identification value.

DFI Start

Enter where the first alphanumeric character of the DFI code will appear in the IBAN. The DFI is a bank identifier that may be included in the IBAN ID when the DFI Qualifier is set to SWIFT on bank-account related pages. For example, the Beneficiary Bank page.

DFI Length

Enter the number of characters making up the DFI code.

Branch ID Start

Enter where the first alphanumeric character of the branch ID code will appear in the IBAN.

Branch ID Length

Enter the number of characters making up the branch ID code.

Account Start

Enter where the first alphanumeric character of the bank account will appear in the IBAN.

Account Length

Enter the number of characters making up the bank account.

Check Digit Start

Enter where the first alphanumeric character of the bank check digit will appear in the IBAN.

Note. This is the check digit used in the formal validation of the domestic bank account, not the IBAN check digit.

Check Digit Length

Enter the number of characters making up the bank check digit.

IBAN Format Tester

Select a country code and click Format to generate a sample IBAN for any of the 38 PeopleSoft-supported countries.

Note. PeopleSoft is not responsible for the validity of IBANs manually keyed in any of the bank-account related pages. The IBAN should be provided by a financial institution.

See [Chapter 3, "Setting Up External, Internal, and Netting Accounts," Defining External Accounts Information, page 31](#).

See [Chapter 3, "Setting Up External, Internal, and Netting Accounts," Defining Settlement Instructions, page 21](#).

See *PeopleSoft Enterprise Cash Management 9.0 PeopleBook*, “Transferring Funds,” Specifying Destination Information.

See *PeopleSoft Enterprise Order to Cash Common Information 9.0 PeopleBook*, “Maintaining General Customer Information”.

See *PeopleSoft Enterprise Expenses 9.0 PeopleBook*, “Defining Accounting Data for PeopleSoft Expenses”.

Establishing Payment Forms

Access the Form Information page.

For the form ID that you select, the system displays a payment form image in the Preview group box.

Form Attributes

Form Type

Indicates whether the payment prints on check stock or is an electronic file. Select one of these options:

System numbered form: The system generates check numbers to print on the payment forms.

Pre-numbered form: The check stock has preprinted check numbers. The system does not generate check numbers, but keeps track of the payment references and can warn you of any discontinuity in reference numbers.

ASCII file: EFT or positive payment files.

Remittance Advice only: Wire transfers (through Pay Cycle Manager) and letters of credit.

Form Alignment Count

Aligns the printer head with the first row of the form so that checks and advices print correctly. You use this field only with system-numbered forms.

Advice Attributes

Advice Location

Select where the payment advice prints. Options are:

Same report as check: Below or above the check on the same form.

Separate advice report: Separate job from the check. You must load two different forms: one for the checks and one for the advices.

No advice: No advice lines.

Overflow Location

Select where information prints, if it does not fit on one page. Options are:

Same report as check: If more advice lines are required than the number of lines on the check form, the system uses a second check form for advice lines and voids the check.

Separate advice report: The system uses a separate advice form for overflow. You must load two different forms: one for the checks and one for the advices. The system creates two separate reports.

No advice report: No advice lines.

Advice Lines

Displays the total number of lines that print on your advice. Enter the number of lines available for the advice. This differs depending on whether the advice

is on the same report as the check or on a separate report. The information that you assign must fit on the Crystal check space.

Advice Layout

Displays where the check and advice are positioned on the printed page. The Crystal report determines the layout, so this field is only informational. Match the description to how you define the Crystal report. Options are:

Check over stub: Positions the check over the advice.

Stub over check: Positions the advice over the check.

Full page: Sends the advice lines to a separate page from the check and a separate file.

Establishing Payment Sort Fields

Access the Sort Fields page.

Form ID: CHECK1 Description: Sample Stub over Check w/ Adv

Sort Field	Descr	Sequence
☐	Remit Zip Code	
☐	Payment Handling	
☒	Bank SetID	1
☒	Bank Code	2
☒	Bank Account	3
☒	Payment Method	4
☒	Remit SetID	6
☒	Remit Vendor	7
☐	Name 1	

Sort Fields page

Select the fields that you want to use to sort your check output. Enter sequence numbers for sorting priority.

Defining Bank Information

To define bank information, use the following components:

- Bank Information component (COUNTERPARTY_DEFN_GBL).
- Bank Branch Information component (BANK_BRANCHPNL_GBL).

Use the TR_BANK_BRANCH_CI component interface to load data into the Bank Branch Information tables.

- Contact Information component (CONTACT_INFO_GBL).

Use the CONTACT component interface to load data into the Contact Information tables.

- Settlement Instruction component (SETTLEMENT_INSTRUC_GBL).

Use the TR_SETTLEMENT_INSTRUCTIONS_CI component interface to load data into the Settlement Instruction tables.

This section discusses how to:

- Define bank information.
- Define bank addresses.
- Set up electronic statements.
- Define bank branches.
- (Optional) Define bank branch addresses.
- (Optional) Define branch contacts.
- Define beneficiary bank information.
- (Optional) Define beneficiary bank EFT options.
- Define beneficiary bank addresses.
- Define financial contacts.
- (Optional) Define financial contact addresses.

See Also

PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook, “Working with VAT”

Pages Used to Define Bank Information

Page Name	Object Name	Navigation	Usage
Bank Information	BANK_PNL1	Banking, Banks and Branches, Bank Information	Define each bank and its general characteristics.
Address Information	BANK_ADDR_PNL	Click Address Information on the Bank Information page.	Capture the address and phone information for the bank.
Bank Contact Notes	BANK_NOTES_SP	Click Notes on the Bank Information page.	Enter miscellaneous notes for the bank.
VAT Defaults Setup (value-added tax defaults setup)	VAT_DEFAULTS_DTL	Click VAT Defaults on the Bank Information page.	Specify default VAT information for a bank. <i>See PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook</i> , “Working with VAT”.
Bank Branch Information	BANK_BRNCHPNL	Banking, Banks and Branches, Bank Branch Information	Define bank branch information.
Address	BRANCH_ADDRESS_SEC	Click Address Information on the Bank Branch Information page.	Set up the bank branch address.
Bank Contacts	BRANCH_PNLCONTCT	Click Contact Information on the Bank Branch Information page.	Set up contact information for a specified branch.
VAT Defaults Setup (value-added tax defaults setup)	VAT_DEFAULTS_DTL	Click VAT Defaults on the Bank Branch Information page.	Specify default VAT information for a bank branch.
Contact Information	TR_CONTACT_PNL	Banking, Banks and Branches, Contact Information	Enter information about how to contact the people with whom you do business.
Contact Address Information	TR_CONTACT_ADDRSEC	Click Address Information on the Contact Information page.	Enter address information for your financial contacts. Note. You must enter branch address information correctly for this information to be available for use in Billing.

Defining Bank Information

Access the Bank Information page.

Bank Information

SetID: SHARE Bank: USBNK

*Description: USA BANK *Type: External

Short Desc: USA BANK *Status: Active

Country: United States [Change Country](#) Agency Location Code:

Bank ID Qualifier: US Bank Immediate Origin:

Bank ID: 121042882 Immediate Destination:

Bank Options

☐ Internal BU

☒ Treasury Counterparty

☒ Banking Counterparty

☒ Financial Sanction Validation

[Address Information](#) [Notes](#) [VAT Defaults](#)

Credit Ratings [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Agency	Value	Rating	Description
MDYLT	1	Aaa	Best Quality
S&PLT	1	AAA	Extremely Strong Capacity

Bank Information page

Type

Select a bank type. Options are:

External: A bank or counterparty that exists separately from your organization. Most banks and brokerage firms are in this category. External banks are those you conduct business with outside of your organization, such as banking partners, brokers, issuers, and guarantors. You can associate external banks with a reconciliation method, cutoff times, settlement instructions, vendor banks, customer banks, and employee banks.

Internal: A bank or counterparty that is part of your organization (for example, a central treasury, a subsidiary company, or an operating division).

Netting: A Receivables or Payables counterparty with whom you have established a netting contract to roll up transactions and thus decrease the overall number of transactions between parties.

Origin: A Receivables or Billing entity that holds funds until they are transferred to a bank. Typically, this is an organization with which you have a lock-box banking arrangement.

(USF) Agency Location Code (United States federal agency location code)

To reconcile U.S. federal government schedule ID payments, select the U.S. Treasury Disbursing Office that is disbursing payments for Treasury Schedules (known as SF-1166 Voucher and Schedule of Payments). This option applies only to banks with a default currency of USD.

The General Ledger report GLSF224P uses the Agency Location Code (ALC) when reporting General Ledger, Receivables, and Payables cash activity to the federal government.

See *PeopleSoft Enterprise General Ledger 9.0 PeopleBook*, “General Ledger Reports,” General Ledger Reports: A to Z.

Bank ID Qualifier

Select a bank qualifier, if one is defined for the bank’s country. The system uses the bank qualifier to validate values when you create accounts for the bank.

Bank ID

Enter a bank ID, to use electronic banking. This is the code by which the bank identifies itself. The code is contained in the electronic statement and edited

according to rules driven by the bank ID qualifier. This field is accessible only for external and origin bank types.

**Immediate Origin and
Immediate Destination**

Enter origin and destination routing codes for electronic transfers. Obtain the codes from your bank.

Important! You can define the same bank ID for different setIDs; however, you can define a specified bank account number only once per bank ID.

Bank Options

The bank type determines the options that are available in the Bank Options group box.

Internal BU (internal business unit)

Denotes a bank or counterparty that is an internal business unit. This option applies only to internal bank types. If you select this check box, then also specify the General Ledger unit with which it is associated.

Treasury Counterparty

Denotes a bank or counterparty with which you transact deals. Select to use a counterparty for transactions in Deal Management. This option applies to both internal and external bank or counterparty types.

Banking Counterparty

Denotes a bank or counterparty with which you maintain a banking relationship. Most commercial banks fall within this category. This option applies only to external bank or counterparty types and enables you to associate external accounts with this entity.

**Financial Sanction
Validation**

This field appears only if *Enable in Treasury Settlements* or *Payables Enabled at Bank* is selected on the Financial Sanctions Option page.

Selecting this field in conjunction with *Enable in Treasury Settlements* on the Financial Sanctions Option page, will initiate a financial sanctions search and validation of the payee before dispatching settlements originating from this bank in Cash Management.

For Payables and eSettlement, selecting this field in conjunction with *Payables Enabled at Bank* on the Financial Sanctions Option page will initiate a search and validation of vendors at payment time.

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, “Setting Installation Options for PeopleSoft Applications,” Setting Financial Sanctions Options.

Notes

Click to enter miscellaneous notes about the bank.

VAT Default (value-added tax default)

Click to access the VAT Defaults Setup page. The VAT Defaults Setup page is a common page used to set up VAT default settings for all PeopleSoft applications processing VAT transactions. On this page, you can define bank information defaults as applicable.

Note. The VAT Defaults link appears on all Bank Information pages; however, it is available only if the country for the bank is set up for VAT.

See Also

Chapter 11, “Reconciling Statements,” Reconciling Federal Schedule ID Payments, page 158

PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook, “Working with VAT”

Defining Bank Branches

Access the Bank Branch Information page.

Bank Branch Information

SetID: SHARE **Bank:** BLBNK BELGIUM BANK **Branch:** ANTWERP

***Description:** **Notes:**

Short Desc:

Status:

Country: Belgium [Change Country](#)

Bank ID Qualifier: **Branch ID:**

VAT Registration Options

☒ **Register Branch for VAT** **VAT Registration ID:** BE

☐ **Use VAT Suspension**

[Address Information](#) [Contact Information](#) [VAT Defaults](#)

Bank Branch Information page

Bank ID Qualifier

Select a bank qualifier, if one is defined for the branch's country. The system uses the bank qualifier to validate values when you create accounts for the branch.

VAT Registration Options

Bank branches represent physical bank locations. In order for the system to determine the appropriate VAT treatment for transactions generated through each branch, you must define the VAT registration information, as well as the VAT default parameters to use in VAT accounting.

Register Branch for VAT (register branch for value-added tax)

Select the check box and enter the VAT Registration ID, which the system automatically validates.

Use VAT Suspension (use value-added tax suspension)

Select if bank has been selected as a supplier that suspends charging VAT.

Note. You must first set two other VAT suspension settings in PeopleSoft to enable the VAT suspension functionality: you must select the Use VAT Suspension check box on the VAT Country table and set the VAT Exception Type for the VAT entity to *Suspension*. In order for a VAT applicable transaction to be marked as suspended, these three settings (VAT Country, VAT Exception Type for VAT entity, and the bank branch set as a VAT suspended supplier) must be in place.

VAT Defaults (value-added tax defaults)

Click to access the VAT Defaults Setup page. The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page, you can define bank branch information defaults as applicable.

Note. The VAT Defaults link appears on all Bank Branch Information pages; however, it is available only if the country for the bank is set up for VAT and the Register Branch for VAT check box is selected.

See Also

PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook, “Working with VAT”

Defining Branch Contacts

Access the Bank Contacts page.

Contact ID

Select a contact ID to automatically populate the Name, Contact Title, and Telephone fields.



Edit Contact Information

Click to access the Financial Contact Information page and edit contact information.

Defining Financial Contacts

Access the Contact Information page.

Contact Type

Select the contact type. Options are: *Accounts Payable, Billing Contract, Broker, Commercial Paper Contact, Contract Collaborator, Executive Management, External Contact, General, Internal Corporate Contact, Investment Pool Contact, Line of Credit Facility, Sales Contact, Service Contact, or Warehouse/Shipping Contact.*

Bank Code

Displays the code of the banks with which the contact is associated.

CHAPTER 3

Setting Up External, Internal, and Netting Accounts

This chapter provides an overview of external, internal, and netting accounts and discusses how to:

- Define settlement instructions.
- Define external account information.
- Define internal account information.
- Define netting account information.

Understanding External, Internal, and Netting Accounts

In PeopleSoft, you can create and maintain the following types of bank accounts, depending on your organizational needs:

- *Settlement Instructions*: You first create “stand alone” settlement instructions which will later be associated with specific accounts or counterparties when you define your internal, external, and netting accounts.
- *External accounts*: External accounts in PeopleSoft represent physical (or “brick and mortar”) financial institutions. You must define external accounts for each physical bank with which you maintain a banking relationship. PeopleSoft defines maintaining a banking relationship as involving any of the following (or any combination) of the following banking activities:
 - Submit checks through Payables Pay Cycle Manager.
 - Create wires and electronic funds transfer (EFTs) that are then settled through Cash Management Payment Dispatch or Payables PayCycle Manager.
 - Send direct debits and EFTs that are then settled through Cash Management Payment Dispatch or Payables PayCycle Manager.
 - Transfer funds between bank accounts.
- *Internal accounts*: Internal accounts are accounts that exist solely within your organization and that are used to transfer funds between business units.
- *Netting accounts*: Netting accounts are virtual accounts that exist only within your organization.

You create netting accounts to net the cash flow between Payables and Receivables items. There are functional restrictions as to what external account cash flow can be netted.

A net is associated with two accounts: a netting account and a designated disbursement external account. After netting a cash flow, the system transfers the netted payment to the designated netting account. Any remaining balance is transferred to the disbursement account for settlement. (Note that the disbursement account is a different external account than the netting account defined for the netting bank.)

Common Elements Used in This Chapter

Account # (account number) Displays the account number of the bank, as defined by bank ID calculations on the Bank ID Qualifiers page. For banks in some countries with certain bank qualifier IDs, you must also enter a check digit.

Acct Type (account type) and **Bank Account Type** Enter a value that identifies the type of account, such as *Check Acct* (checking account) or *SB Acct* (stocks and bonds account).

Company ID or **Company Identification Number** or **Remitter ID** Enter a company ID, which is specified by certain European banks (for example, banks in France and Italy) to identify the issuer of an electronic file. Banks may issue one remitter ID per payment method for use with these four payment methods: Direct Debit (*DD*), Wire Transfer (*WIR*), Electronic Funds Transfer (*EFT*), or Automated Clearing House (*ACH*). During Pay Cycle Manager processing, the system accesses this data (if available) from a table and submits it with the specified payment method information.

If you are specifying EFT options for a French bank account, you complete this field only if you are also using the ETEBAC EFT layout. Company ID is then used to populate Numero d’emetteur. If specifying options for an Italian bank account, complete this field only if you are using the ITAPYMT EFT layout.

Note. Numero d’Emetteurs (or remitter IDs) are different from the ‘Numéro National d’emetteur’ (NNE). Remitter IDs are issued by any central European bank. NNEs are issued only by the Banque de France and are mandatory information when processing direct debits using a ETBDD EFT layout. Numero d’emetteur is also optional information when processing drafts using ETBDR EFT layout.

See [Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Defining Account Information, page 37.](#)

See [Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Defining Collection Methods, page 41.](#)

DFI Qualifier and DFI ID (depository financial institution qualifier) and **DFI ID** (depository financial institution ID)

Select the DFI qualifier and enter the associated DFI ID to identify the bank using its DFI ID. If you use intermediary routings, this bank represents the final bank into which funds are transferred. The DFI qualifier indicates the format—the number of characters and numerics—that is used in the bank’s DFI ID. Each type has a specific number of digits that you can enter:

Transit Number: Enter exactly nine numerics, plus check digit calculation.

Swift ID: Enter 8 or 11 characters; positions 5 and 6 must be a valid two-character country code.

CHIPS ID: Enter three or four numerics for a CHIPS ID (CHIPS Participant ID).

CHIPS UID (CHIPS universal identification number): Enter six numerics for a CHIPS UID.

Canadian Bank Branch/Institute: No validation.

Mutually Defined: No validation.

EFT Layout (electronic funds transfer layout)

Select one of the predefined EFT formats used in various countries and by many clearing institutions. We also provide you with the tools to create additional EFT layout formats when needed.

Last File Number

Displays the last EFT file number.

Defining Settlement Instructions

This section discusses how to:

- Define beneficiary bank accounts.
- Define EFT options for settlements.

Pages Used to Define Settlement Instructions

Page Name	Object Name	Navigation	Usage
Beneficiary Bank	STL_INSTRUCTION	Banking, Bank Accounts, Settlement Instructions	Create settlement instructions for use by Treasury Management. Associate the instructions with appropriate accounts or counterparties.
Beneficiary Address	STL_ADDRESS	Banking, Bank Accounts, Settlement Instructions Select the Beneficiary Address tab.	Capture bank address information on your settlement instructions.
EFT Options	TR_EFT_OPT_SEC	Click EFT Options on the Beneficiary Bank page.	Define specifics for EFT transmissions when using these settlement instructions.

Defining Settlement Instructions

Access the Beneficiary Bank page.

Beneficiary Bank page

Our Instructions/Receive Into

Select if these instructions dictate receipt of funds from a counterparty. Generally, information entered here matches external bank account information already defined in the PeopleSoft system (on the External Accounts page).

Partner Instructions/Pay Into

Select if these instructions dictate payment of funds to a counterparty. Generally, information entered here enables electronic payment to an account *not* defined in the PeopleSoft system.

Account Information

Complete the fields to identify the bank that receives funds when using these settlement instructions:

- If the Partner Instructions/Pay Into radio button is selected, the bank account that you describe here is the *counterparty's* bank account into which you're transferring funds.

Because bank accounts are defined by currency, you must insert additional rows for each currency used for fund settlement.

- If the Our Instructions/Receive Into radio button is selected, the bank account that you describe here is *your* bank account for receiving funds in the referenced currency.

Currency

Select the currency. We recommend that you set up settlement instructions for each currency defined for the bank account.

Name 1 and Name 2

Enter the beneficiary names, if required.

Bank ID Qualifier

Select an ID to enable the bank information to be edited online. For certain bank ID qualifiers, you must specify a check digit.

IBAN Digit

This field and the View IBAN button appears only if the IBAN Enterable field is not selected on the IBAN Formats page. For the specified settlement instructions, define the account's IBAN for transmittal with other settlement information. Enter the check digit and click View IBAN. If the system

validates the check digit, the IBAN for this account appears next to the View IBAN button, and the system stores it on a record.

IBAN

Enter the IBAN. This field appears only if the IBAN Enterable field is selected on the IBAN Formats page.

See Also

[Chapter 3, “Setting Up External, Internal, and Netting Accounts,” International Bank Account Number Functionality, page 28](#)

Defining Beneficiary Bank EFT Options

Access the EFT Options page.

EFT Options

Payment Format:		☐ Crossed Check
Transaction Handling:	Pay+Advice	Payment Instruction 1: CHK
Domestic Costs:		Payment Instruction 2: TEB
Correspondent's Costs:		Payment Instruction 3:
Bank Check Drawn On:	Payee Bank	Payment Instruction 4:
Check Forwarding:		
Payment Instruction Ref 1:		
Payment Instruction Ref 2:		

EFT Options page

Payment Format

Select a payment format for this settlement instruction's EFT option. You can create your own payment formats or modify the delivered formats, such as *Check Std*, *Pay & Dep*, and *Wire*.

Transaction Handling

Select an option that determines the parts of the payment that are included in the EFT file when you send it to the bank. Options are:

(Blank): No information is sent.

Pay+Advice: Both the actual payment and the advice are transmitted.

Prenote: Test run to verify that all EFT information is correct before sending out an actual payment and advice.

Pymnt Only: Only the payment is sent with the EFT file.

Domestic Costs and Correspondent's Costs

Depending on the country in which an EFT takes place, there may be costs involved in executing such transactions, especially if there is a transfer between two different countries. The Domestic Costs field designates who pays for the bank costs of the EFT.

If there are any other third parties to the transfer, correspondent's costs are also assessed.

When there are domestic costs or correspondent's costs tied to an EFT transaction, select the source from which these costs are paid. Options are:

	• <i>(Blank)</i>: No costs are incurred. • <i>Payee Acct</i>: The payee's account is assessed for the charges. • <i>Payr/Payee</i>: The payee and the payer share costs equally. This option is available only for domestic costs. • <i>Pyr D Acct</i>: Costs are assessed to the payer's domestic account. • <i>Pyr F Acct</i>: Costs are assessed to the payer's foreign account.
Bank Check Drawn On	Select where a check comes from, if it is necessary to generate a check for this EFT transaction. Options are: <i>(none)</i> , <i>Payee Bank</i> , or <i>Payer Bank</i> .
Check Forwarding	Select where the check should go. Options are: <i>(none)</i> , <i>Payee Bank</i> , <i>Payee</i> , <i>Payer</i> , or <i>Pyr Bank</i> .
Crossed Check	Select if the EFT involves a check that cannot be signed over to a third party.
Payment Instruction 1, Payment Instruction 2, Payment Instruction 3, and Payment Instruction 4	Select additional payment instructions for the employee's EFTs. These fields contain standard EFT instruction codes that are delivered with your system.
Payment Instruction Ref 1 and Payment Instruction Ref 2	Enter any additional comments regarding EFT transactions.

See Also

Chapter 6, "Setting Up Files for Electronic Funds Transfers," page 71

Defining External Account Information

To define external accounts, use the External Bank Accounts component (BANK_EXTERNAL_GBL).

Use the TR_EXTERNAL_ACCOUNTS_CI component interface to load data into the External Bank Accounts tables.

To define bank cut-off times, use the Bank Cut-off Times component (CUTOFF_TIMES_GBL).

This section also describes how to:

- Define external accounts information.
- Define valid currencies.
- Define ChartField inheritance options.
- Define account signatories.
- Review account contacts.
- Define account information.
- Define collection methods.
- (Optional) Specify draft document types.
- Define payment methods.

- (Optional) Specify document sequence types.
- (Optional) Define bank account draft ChartFields.
- (Optional) Define EFT options for payment methods.
- (USF) Define prenotification.
- Define format properties.
- Define account settlement information.

Understanding Nuances of External Bank Accounts

This section provides overviews on:

- Bank account ChartField inheritance for Education and Government.
- Bank account payment methods.
- IBAN check digit validation.
- Value date for bank accounts.

Bank Account ChartField Inheritance for Education and Government

In education and government organizations, you can associate bank accounts with a single fund (non-pooled) or group of funds (pooled). Pooled accounts may contain funding from many different grants or endowments, and this pooled fund is represented as a fully configurable ChartField:

- As nonpooled accounts are associated with a single fund, you may explicitly enter the fund as a ChartField on the bank account and use it like the other ChartFields.
- For pooled bank accounts, the ChartField must be derived at the transaction that references the bank account, because all of the activity in the account must be tracked back to a particular fund (per governmental requirements).

To correctly process transactional ChartFields for pooled bank accounts, use the Bank Account ChartField Inheritance feature. This feature provides a balancing methodology at the ChartField level rather than at the business unit level, which in turn facilitates the interunit and intraunit accounting entry functionality. To enable ChartField inheritance, select one of four inheritance options for each fully configurable ChartField (plus Department and Project ChartFields) on the External Accounts - ChartField Options page. Automatic processes cross-validate whether the specific ChartField supports the inheritance option; the cross-validation is dependent on the PeopleSoft applications and options selected on the External Accounts page.

The following tables illustrate the valid inheritance option combinations:

- Table labels (except for valid inheritance options) relate to page fields and check boxes that appear on the External Accounts page.
- You specify inheritance option values (listed in *italics* in the following tables, next to valid inheritance options) on the External Accounts - ChartField Options page.

Inheritance Option Code Key

This table displays the codes for inheritance options:

Inheritance Option	Code
Always Inherit	<i>A</i>
Do Not Inherit	<i>N</i>
Inherit Within Unit	<i>I</i>
Use Unit Default	<i>D</i>
Option not applicable	<i>N/A</i>

Note. We define inheritance options in the Defining ChartField Inheritance Options section.

Receivables, Billing, and Cash

This table displays the inheritance options for Cash Management, Receivables, and Billing transactions:

	Account Types		Processing Options					
	Accounts Receivables (AR) or Billing (BI)		Cash Clearing		AR Draft Cash Control			Dep in Transit
Account Types	Cash AR	Deposit AR	AR OffSetDr. *	AR OffsetCr. *	Cntrl - AR	Disc - AR	Draft - AR	Dit-AR
Valid Inheritance Options	<i>N</i>	<i>N</i>	<i>N/A</i>	<i>N/A</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>
	<i>D</i>	<i>D</i>	<i>N/A</i>	<i>N/A</i>	<i>D</i>	<i>D</i>	<i>D</i>	<i>D</i>
	<i>I</i>	<i>N</i>	<i>I</i>	<i>I</i>	<i>I</i>	<i>I</i>	<i>I</i>	<i>I</i>
	<i>I</i>	<i>D</i>	<i>I</i>	<i>I</i>	<i>I</i>	<i>I</i>	<i>I</i>	<i>I</i>
	<i>A</i>	<i>N</i>	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>
	<i>A</i>	<i>D</i>	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>

*If any Cash - AR ChartField inheritance option is set to either *A* or *I*, and you select the Cash Clearing check box, these ChartFields appear on the External Accounts - ChartFields tab when you save.

Payables

This table displays the inheritance options for payables (AP) transactions:

	Account Types	Processing Options		
	AP	Cash Clearing	TFR Charge by Vendor	Drafts Payable
Acct Type	Cash - AP	Cntrl - AP	Bnk Charge	Draft - AP
Valid Inheritance Options	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>
	<i>D</i>	<i>D</i>	<i>D</i>	<i>D</i>
	<i>I</i>	<i>I</i>	<i>I</i>	<i>I</i>
	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>

Treasury

This table displays the inheritance options for treasury (TR) transactions:

	Account Types	Processing Options		
	TR	Cash Clearing	Stmnt Accounting	TR
Acct Type	Cash	Control	Fees	Cash
Valid Inheritance Options	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>
	<i>D</i>	<i>D</i>	<i>D</i>	<i>D</i>
	<i>I</i>	<i>I</i>	<i>I</i>	<i>I</i>
	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>

Expenses

This table displays the inheritance options for expense (EX) transactions:

	Account Types	Processing Options		
	EX	Cash Clearing*	TFR Charge by Vendor *	Drafts Payable *
Acct Type	Cash AP	Cntrl - AP	Bank Charge	Draft AP
Valid Inheritance Options	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>
	<i>D</i>	<i>D</i>	<i>D</i>	<i>D</i>
	<i>I</i>	<i>I</i>	<i>I</i>	<i>I</i>
	<i>A</i>	<i>A</i>	<i>A</i>	<i>A</i>

When you select the AP application check box on the External Accounts page, these ChartFields appear on the ChartFields tab. When you select only the EX application check box, no inheritance validation is enforced. However, when you select the EX and AP check boxes, the AP inheritance validation rules are enforced.

Bank Account Payment Methods

If you use Cash Management and Payables in your organization's banking processes, you can configure banking accounts to automatically process certain Cash Management settlements through either the Cash Management Payment Dispatch or Payables Pay Cycle Manager (PCM) functionality.

To enable this settlement integration, there are now two payment sources predefined in PCM:

- TR: Payment source used for bank transfers, fees, and deal settlements.
- TRET: Payment source used for EFT request transactions.

The following is a listing of supported and unsupported settlement options for Cash Management settlements:

- You can settle ACH and EFT payment methods through either Treasury settlements pages or Pay Cycle Manager.
- Checks are automatically configured to settle through Pay Cycle Manager.

As this is a system default value, you cannot access the External Accounts - Payment Methods settle through option.

- You cannot settle direct debits through Pay Cycle Manager.

Note. All Cash Management settlements processed through PCM must use the same default currency of the account. For example, if a bank account has a default currency of USD, and you create a settlement from this account with a currency of JPY, PCM cannot process the settlement.

International Bank Account Number Functionality

International Bank Account Number (IBAN) provides an international standard account identifier in order to facilitate automated processing of cross border transactions. IBAN standards are established by the European Committee for Banking Standards (ECBS) and the International Standards Organization (ISO).

PeopleSoft provides a function that validates an IBAN for new account information and stores the IBAN and its check digit in a record. Clicking the View IBAN button on either the Beneficiary Bank page or External Accounts page, as well as various other PeopleSoft Financials application pages, starts a function that validates the IBAN check digit entry, using processes and functions that conform to ISO 13616, 3166, and 7064. If the check digit is successfully validated, the system concatenates the two-digit country code, IBAN check digit and the existing Basic Bank Account Number (BBAN) to create the IBAN:

Calculation Page	Related Record
External Accounts	BANK_ACCT_DEFN
Settlement Instructions	STL_INSTRUCTION
EFT Request Entry	TR_WR_DETAIL
EFT Template	TR_WR_TEMPLATE

For electronic formats, the IBAN includes the two-letter country code, two-numeral check digit, and existing BBAN. For paper formats, the IBAN is the same as the electronic format, and also includes the tag *IBAN* followed by a space, with the number separated into groups of four characters. The last group may vary in length, up to four characters.

Note. Besides the IBAN check digit functionality, users have the option of entering the IBAN manually. Which method is used is determined on a country-by-country basis on the IBAN Formats page.

See Also

[Chapter 2, “Setting Up Banks,” Understanding IBAN, page 3](#)

[Chapter 2, “Setting Up Banks,” Defining IBAN Formats, page 8](#)

Value Date for Bank Accounts

Value dating transactions is a common practice in Western European countries, similar to the banking practice of *float* in the U.S. The value date of a transaction is the date on which funds are available (either as a deposit or a settlement). Banks negotiate this date to be a specified number of days before or after the business date of a transaction. For payments or settlements, the value date is calculated as a number of days *before* the business date, which means that the check must clear the bank prior to settling with the individual beneficiary. For deposits, the value date is calculated as a specified number of days *beyond* the business date.

You specify a value date (expressed as a positive or negative number) for a selected payment method. This functionality is available to you depending on how you configure Treasury Management. If you do not enable the value date functionality for a business unit, automatic processes enable the accounting date (or business date) to appear by default in the Value Date field. Using the Value Date option in PeopleSoft is mainly a setup step. After you specify value date parameters for a specific bank account on the External Accounts - Payment Methods page, automatic processes populate the calculated value date in the system and on applicable PeopleSoft reports.

See Also

[Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Defining Account Information, page 37](#)

[Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Defining Collection Methods, page 41](#)

Pages Used to Define External Account Information

Page Name	Object Name	Navigation	Usage
External Accounts	BANK_PNL2	Banking, Bank Accounts, External Accounts	Set up external accounts.
Bank Branch Information	BANK_BRNCHPNL	Click Bank Branch Information on the External Accounts page.	Edit bank branch information associated with an external account.
Valid Currencies	BANK_ACCT_CURR_SEC	 Click the Currencies icon on the External Accounts page.	Enter valid default currencies for an external account.
ChartField Options	BNK_CF_OPTIONS_SEC	 Click Edit Inheritance Options on the External Accounts page.	Specify inheritance rules for ChartFields for an account type.
External Accounts - Signatories	BANK_PNLSIGNATORYYS	Banking, Bank Accounts, External Accounts, Signatories	Define account signatories.
External Accounts - Contacts	BANK_PNLCNTCT	Banking, Bank Accounts, External Accounts, Contacts	View the names and phone numbers of bank contacts.
Bank Contact Notes	BRANCH_CNT_DISP_SP	 Click Bank Contacts Notes on the Contacts page.	Enter notes about the bank contact for an external account.
External Accounts - Account Information	BANK_PNL3	Banking, Bank Accounts, External Accounts, Account Information	Specify additional information for each bank account.
External Accounts - Collection Methods	COLLECT_BANK	Banking, Bank Accounts, External Accounts, Collection Methods	Associate different payment methods and collection options (for your receipts) with multiple bank accounts that you established with a particular bank.
Document Types	BANK_COLCT_SEC	Click Document Type on the External Accounts - Collection Methods page.	Specify a document type for document sequencing for each draft event. The Receivable Update process (AR_UPDATE) uses this to create document sequence numbers. Note. The Document Type link appears only if <i>Draft</i> is selected in the Payment Method field.

Page Name	Object Name	Navigation	Usage
External Accounts - Payment Methods	PYMNT_BANK	Banking, Bank Accounts, External Accounts, Payment Methods tab	Define the payment methods supported for an account, payment processing options, and EFT file attributes. For each account, you can enter multiple payment methods.
Document Sequence	PYMNT_BANK_DOC_SEC	Click Document Sequencing on the External Accounts - Payment Methods page.	Set up tracking of individual documents. Note. To access this page, document sequencing must be enabled on the Treasury Options page at the business unit level.
Bank Account Draft ChartFields	BANK_ACCT_CFDR_SEC	Click Draft Status on the External Accounts - Payment Methods page.	Enter details about the draft account ChartFields.
Prenotification	BANK_PRENOTE	Click Prenote on the External Accounts - Payment Methods page.	Indicate whether prenotification files (used in Federal Schedule Reconciliation) must be generated.
Define Layout Properties	PMT_BANK_MTHD_PROP	Click the Define Layout Properties icon on the External Accounts - Payment Methods page.	Review and edit values defined for a specific electronic format.
External Accounts - Account Settlement	BANK_PNLSETTLE	Banking, Bank Accounts, External Accounts, Account Settlement tab	Associate settlement instructions with a bank account.

Defining External Accounts Information

Access the External Accounts page.

External Accounts | Signatories | Contacts | Reconciliation | Account Information | Collection Methods

SetID: SHARE Bank: ITBNK ITALIAN BANK External Bank ID: 06000

Account Information

Bank Account: CHCK *Status: Active GL Unit: ITLE1
 *Description: Checking Account Short Desc: Checking *Branch: MILANO
 Account #: 000011556BFE Check Digit: V RFC:
 DFI Qualifier: DFI ID: Sender DO:
 IBAN Digit: 11 View IBAN

Valid Account Currencies **Account Use**

Currency Code: EUR Rate Type: CRRNT Index: MODEL
 Acct Type: Check Acct ☒ BI ☒ AR ☒ AP ☒ TR ☒ EX
☒ DD/AR Draft Cash Ctrl ☐ Cash Clearing ☐ TRF Charge
☒ Drafts Payable ☒ Stmt Accounting ☐ Dep in Transit

Bank Account Ledger Types Customize | Find | View All | First 1-3 of 10 Last

ChartFields Additional ChartFields

	Acct Type	Account	Oper Unit	Fund	Dept	Program	Class
	Cash - AR	181505					
	Cash - AP	181505					
	Draft - AP	345505					

External Accounts page

Bank Accounts

Branch

Select a branch. The branch determines the location of the account and the bank qualifier to use for bank account validation. Depending on the bank ID qualifier associated with the branch, you might need to specify a check digit for the account. Click the Bank Branch Information button to view and edit bank branch information.

GL Unit (general ledger unit)

Select the general-ledger business unit associated with this account.

RFC (regional finance center)

Enter the three-character value that identifies the RFC to be assigned to the summary payment file.

(USF) Sender DO (sender disbursing office)

Enter the U.S. federal government Intragovernmental Payment and Collection System (IPAC) Sender DO Symbol identifier for the agency that is sending the IPAC transaction. This five-character code is assigned by the U.S. Treasury to agencies enrolled in IPAC.

See *PeopleSoft Enterprise Payables 9.0 PeopleBook*, “(USF) Processing PeopleSoft Payables for U.S. Federal Agencies”.

IBAN Digit (International Bank Account Number digit)

This field and the View IBAN button appears only if the IBAN Enterable field is not selected on the IBAN Formats page. Define the account's

IBAN for transmittal with other account information for the bank account. Enter the two-numeral check digit code for the country and click View IBAN. If the system successfully validates the check digit, the IBAN for this account appears, and the system stores the IBAN check digit on the BANK_ACCT_DEFN table.

IBAN

Enter the IBAN. This field appears only if the IBAN Enterable field is selected on the IBAN Formats page.

Important! For a specified setID and bank ID, no two accounts should have the same bank account number.

See [Chapter 2, “Setting Up Banks,” Understanding IBAN, page 3](#).

See [Chapter 2, “Setting Up Banks,” Defining IBAN Formats, page 8](#).

Valid Account Currencies**Rate Type**

Select the exchange rate type that expresses the value of one currency in terms of another.

Index

Select the market rate index.

Currency Code

Click the Currencies button to access the Valid Currencies page, and designate multiple valid currencies and a single default currency for this external account.

Account Use

Select the appropriate check boxes to indicate which PeopleSoft applications use this account. This determines which Ledger Account ChartFields that you must establish.

- BI: Billing
- AP: Payables
- AR: Receivables
- TR: Treasury
- EX: Expenses

Select the appropriate check box for the type of bank balance accounting used by this account.

Important! If you are setting up bank accounts for bank account transfer functionality, you *must* select the TR check box. Doing this creates a Cash ChartField for the bank account. The system requires a cash account ChartField active at the bank account level to display the account in the bank account transfer feature.

DD/AR Draft Cash Ctrl
(direct debit/accounts receivable draft cash control)

Select to record cash prior to actually receiving the funds in a draft. Available for entry only when you've selected the AR or BI bank check box.

Selecting DD/AR Draft Cash Ctrl also generates the SQL object used to control ChartField inheritance for direct debits.

Drafts Payable

Available for entry only when you've selected the AP bank check box.

Cash Clearing

Available for entry only when you've selected the AR, AP, or TR bank check box. You must select this check box before you can select the Dep in Transit check box.

Stmt Accounting (statement accounting)	Available for entry only when you've selected the TR bank check box. Statement accounting makes particular ChartFields available so that you can map where fees and interest will go. This is important when you are installing Treasury to support bank reconciliation and Cash Management Bank Statement Accounting functionality, which supports generating accounting lines for fees and interest.
TRF Charge	Available for entry only when you've selected the AP bank check box.
Dep in Transit (deposits in transit)	Select to associate a Deposit in Transit account with this external bank account; the system adds the DIT-AR row to the Bank Account Types grid. You must first select the Cash Clearing check box to enable this check box.

Bank Account Ledger Types

This table displays the Bank Account Ledger Types that you must establish, depending on your selections in the Account Use group box. Enter the ChartField values to use for each account type.

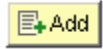
Account Use	Required ChartFields	Drafts Payable ChartFields	Cash Clearing ChartFields	AR Draft Cash Control	Stmnt Accounting ChartFields	TRF Charge by Vendor	Dep in Transit
BI	Cash – AR Deposit-AR DIT-AR	NA	NA	NA	NA	NA	NA
AP	Cash – AP DIT-AR	Draft – AP	Control - AP	NA	NA	Bnk – Charge	NA
AR	Cash – AR Deposit-AR	NA	NA	Draft – AR Control – AR Discount - AR	NA	NA	if selected
TR	Cash	NA	Control	NA	Interest Fees	NA	NA
EX	Cash – AP	NA	NA	NA	NA	NA	NA



Click to select ChartField inheritance options for a specified account type.

Previous in List and Next in List

Select to access the previous or next external account listed on the External Accounts search page.



Click to add a new external account to the system.

Note. You must specify the correct ChartField inheritance option combination to save the account information, depending on the Account Type options selected. Refer to the tables of valid inheritance option combinations listed in the Bank Account ChartField Inheritance section.

Defining Valid Currencies

Access the Valid Currencies page.

Currency

Enter all valid currencies for the external account. Select the Default check box to indicate the default currency of the bank account.

The default currency drives certain PeopleSoft financial processes, such as reconciliation and transaction revaluation.

Generally, the default currency is the same as the associated General Ledger business unit currency. However, there can be situations where a bank account's specified default currency is different than that of the associated General Ledger Unit currency, depending on the system processing requirements.

Rate

Select a currency conversion rate type code.

Index

Enter a market index rate from which to derive the defined currency conversion rate.

Defining ChartField Inheritance Options

Access the ChartField Options page.

Select an inheritance option for each ChartField.

Always Inherit

The system uses ChartFields from the offsetting entry. Entries are either explicitly derived (entered by user) or derived by way of substitution (entered by the system at run time).

Do Not Inherit

Appears by default. You specify ChartField values on the External Accounts page.

Inherit Within Unit

The system uses ChartFields from the offsetting entry within the same business unit or the system uses the ChartField value specified on the External Accounts page for interunit transactions.

Use Unit Default

The business unit value appears by default from values specified on the Business Unit Option page, regardless of the offsetting transaction.

When you change inheritance from *Do Not Inherit* to another value, the specified ChartField appears as a read-only field on the External Accounts page. In the previous example, if you set the Department inheritance option to *Always Inherit*, the field is unavailable for entry on the External Accounts page.

See Also

Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Bank Account ChartField Inheritance for Education and Government, page 25

Defining Account Signatories

Access the Signatories page.

Enter the name of the signatory and the monetary ceiling (the *signatory limit*) that the signatory can approve.

This page is for informational purposes only. The system does not generate a required activity for the signatory (for example, the signatory’s electronic signature on a system-generated check). You can use this for reports or configurations that you want to add.

Reviewing Account Contacts

Access the Contacts page.

Contact ID

Click a contact link to access that person’s financial contacts page.



Click the Bank Contact Notes button to enter notes for the contact on the Bank Contacts Notes page.

Defining Account Information

Access the External Accounts - Account Information page.

External Accounts		Signatories		Contacts		Reconciliation		Account Information		Collection Methods	
SetID:	SHARE	Bank:	GMBNK	GERMAN BANK				External Bank ID: 10001569			
Holiday List ID:	DEU	Germany									
Account Information											
Bank Account:	CHCK	Checking Acct		Remitter ID:		Pool ID:					
Preferred Language:	E			Charge Bank:		Charge Account:					
Payment Information						Payment Handling					
Check# Len:	6			☐ Override	Amount:						
Fract Rtg#:						Handling:					
PayCycle Amount Limits											
Maximum Amount Per Paycycle:		0.00		Paycycle Currency Code:	DEM						
Maximum Amount Per Payment:		0.00		Payment Currency Code:	DEM						
Receipt Information											
Deposit Type:	C	Customer		Deposit Unit:	DEU01	☐ Payment Predictor					
Discount Evaluation Options											
Effective Date:	05/17/2005			Status:	Active						
Interest Rate:				Days in Year:	360						

External Accounts - Account Information page

Holiday List ID

Displays the EFT calendar associated with this bank. This field is used by EFT payments for Treasury, Expenses, and Payables. Enter a value only if you intend to use EFT as a payment method. Because this field is at the bank level, you cannot have two accounts for the same bank with different holiday lists.

Account Information

Preferred Language

Select the preferred default language for the account.

Charge Bank and Charge Acct (charge account)

Select the bank and account that charges bank processing fees to this account, if applicable.

Remitter ID

Displays the remitter ID that the bank assigned to your account. This information is used by the receiving bank when you submit files by EFT.

Depending on your country and bank, you could also define a remitter ID in the Company Identification Number field of the EFT Options page for Payment Methods.

For French bank accounts, the Remitter ID field is used to store the French Numéro National d'émetteur (NNE) issued by the Banque de France. This information is required to issue direct debits in France and is used in processing the direct debits EFT layout, ETBDD.

Pool ID

If this account is pooled with other bank accounts, select a pool ID (defined on the Pool ID page).

See [Chapter 5, "Setting Up Additional Banking Information," Defining Account Pooling, page 62.](#)

Payment Information

Only Payables uses the information in the Payment Information group box.

Check# Len (check number length) Enter the number of digits in your check number during check printing, to a maximum of 10 digits. For example, if a check number has four digits, the system prints only those four digits, justified to the left, padded with leading zeros. For example, if the check number length is 4, then check #27 is 0027.

Fract Rtg# (fractional routing number) Displays the number that the system uses to route checks to the drawee institution if the MICR line is illegible. The bank's routing number is usually printed twice on a check: on the MICR line and in the upper right corner as a fraction, such as 11-35/1210.

Note. Both the routing number and the fractional routing number are assigned to the bank. In the U.S., the Rand McNally Corporation publishes these numbers, although they are actually assigned by the Routing Numbers Administrative Board of the American Bankers Association.

Payment Handling

Only Payables uses the information in the Payment Handling group box.

Override Select this check box to sort checks with large amounts during payment creation. Enter an amount in the Amount field to define the check amount that triggers an override. The payment handling code dictates the print order for these special checks. For example, if you specify an override limit of 50,000 USD with a handling code of *HD*, the system prints checks equal to or more than 50,000 USD in the sort sequence specified by the payment handling code.

You define handling codes on the Payment Handling Codes page. When adding new codes, leave gaps between numbers in the sort sequence so that you can easily add more codes as necessary. This table lists some handling codes that you may want to implement:

Handling Code	Name	Sort Sequence
<i>HD</i>	High Dollar Payment	99
<i>IN</i>	Internal Distribution	10
<i>PO</i>	Route to Purchasing	50
<i>RE</i>	Regular Payments	1

PayCycle Amount Limits

This functionality is integrated with the Payables bank replacement functionality.

The system is not enabled for amount splitting. If a voucher amount exceeds the maximum amount per pay cycle or the maximum amount per payment, the entire voucher amount is derived from another account. For example, you establish that Bank Account 001 has a 50,000 USD maximum and Bank Account 002 has a 25,000 USD maximum. A 10-voucher group to be paid totals 51,000 USD. The first nine vouchers total 47,000 USD and are paid from Bank Account 001. The number 10 voucher totaling 4,000 USD is paid from Bank Account 002.

Note. You must first define valid currency codes for the account before you can define Paycycle Currency Code and Payment Currency Code values.

Maximum Amount Per Paycycle

Enter the maximum amount that may be paid from a bank account per pay cycle run, and specify a pay cycle currency code. If the pay cycle amount exceeds the maximum limit set here, the system switches to the specified replacement bank accounts to pay the remainder.

For example, the total pay cycle is 2,000,000 USD. You specify that:

1. The system derives funds from Bank Account 01, to a maximum of 1,250,000 USD.
2. The system then derives funds up to a maximum of 500,000 USD from Bank Account 02.
3. The system then derives funds up to a maximum of 300,000 USD from Bank Account 03.

Maximum Amount Per Payment

Enter the maximum amount that may be paid for an individual amount out of a bank account. If the limit is exceeded, the payment program selects another bank.

Receipt Information

Only Receivables uses the information in the Receipt Information group box.

Deposit Type

Select the type of deposits that this account receives, and also indicate the associated Deposit Unit. This information tells you the nature of the deposit and varies according to record keeping practices. Deposit types might categorize regions in which you do business or might separate deposits by source of income. You must establish deposit types on the Deposit Type page before you can select one in this field.

Payment Predictor

Select to enable the Payment Predictor process (AR_PREDICT) to process the deposits and payments that this account receives. If you select Payment Predictor for a bank account, the system sets the Payment Predictor process as the default method to apply all payments received from that bank account. You can disable the Payment Predictor process for individual payments during deposit and payment entry.

Discount Evaluation Options

Payables uses the Discount Evaluation Rate feature. Processes (during pay cycle selection) on a federal invoice amount calculate money saved by taking an “early pay” vendor discount, versus money earned by interest accrued on the invoice amount to the full due date. You can specify the interest rate per account of a single bank. To enable interest accrual calculation, specify the interest rate and related information.

Interest Rate

Enter a percentage as a decimal.

Days in Year Displays the number of days that the system uses to compute the annual effective discount rate specified by the vendor. The default value is 360.

See Also

Chapter 5, “Setting Up Additional Banking Information,” Defining Account Pool Information, page 61

PeopleSoft Enterprise Payables 9.0 PeopleBook, “Processing Pay Cycles”

PeopleSoft Enterprise Receivables 9.0 PeopleBook, “Setting Up Payment Predictor Processing”

Defining Collection Methods

Access the External Accounts - Collection Methods page.

The screenshot displays the 'Collection Methods' page for an external account. At the top, there are navigation tabs: Contacts, Reconciliation, Account Information, **Collection Methods**, Payment Methods, and Account Settlement. Below the tabs, the 'SetID' is SHARE, 'Bank' is USBK, and 'USA BANK' is listed. The 'External Bank ID' is 121042882. The 'Account Information' section shows 'Bank Account' as CHCK USBK CHECKING ACCT. The 'Payment Information' section has 'Payment Method' set to Direct Debit. The 'Collection Options' section includes fields for Currency, Draft Risk Days, and *Clearing Method (set to None). The 'Discounted Draft Credit Limit' section has fields for Credit Limit, Date, and Review. The 'Value Date' section has fields for Value Date Days and a checkbox for Value Date. The 'Holiday Processing Options' section has a dropdown for Holiday Options (set to Not Applicable), a field for Days, and a checkbox for Allow due date in next month. The 'Electronic Layouts' section has a table with columns: Default, Send to Financial Gateway, EFT Layout Code, Layout Options, Define Layout Properties, Bank Integration Layouts, and two empty columns. The 'Default' column has a checked checkbox. The 'Send to Financial Gateway' column has an unchecked checkbox. The 'EFT Layout Code' column has a search icon. The 'Layout Options' column has a document icon. The 'Define Layout Properties' column has a document icon. The 'Bank Integration Layouts' column has a document icon. The last two columns have plus and minus icons.

External Accounts - Collection Methods page

Payment Information

Payment Method Select the form of receipts reserved for a particular account. Options are:

- Check
- Credit Card
- Direct Debit
- Draft
- Electronic Fund Transfer
- Giro - EFT

- *Giro - Manual*

If you select the *Draft* payment method, and the bank account is assigned to a business unit that uses the document sequencing feature, you must set up document sequencing for draft processing. Click Document Type to specify the document types for each draft event.

Collection Options

The fields that are available vary based on the payment method that you select on this page.

Currency, Min Remit Amt (minimum remittance amount), and Draft Risk Days

If you select *Draft* as the payment method, complete these fields. The system populates the Currency field with the default currency for the bank account. The system uses this currency for the credit limit amount for discounted drafts and for the minimum remittance amount. You can change the currency, if necessary.

The Min Remit Amt field displays the minimum that the bank permits you to remit for discounted drafts. This value appears on the Draft Remittance worksheet.

The Draft Risk Days field displays the number of days after the draft due date that the bank waits to notify you that a customer failed to pay for a draft. The system uses this information to trigger due-date processing for a discounted draft. For example, if a draft is due on January 6, and the number of risk days is 3, the Receivable Update process generates the accounting entries for due-date processing on January 9.

Notice

Enter a notice period for direct debits. In various countries, the notice period is sometimes mandated by law. It may be contractually established by you with your customer, or it may be a courtesy that you extend as a reminder that you will be transferring funds from your customer's bank account in a specified number of days.

Clearing Method

Select a clearing method for this particular account, if you are using cash-control accounting. The timing of the cash-control entry (debiting cash and crediting the cash clearing or control account) depends on your selection. Options are:

Bank Recon (Reconciliation): You recognize the cash as received (that is, cash is debited) when the payment is reconciled on the bank statement. European countries frequently use this method.

Due Date: You recognize (debit) cash as received when payment is made. Most companies in the U.S. use the cash-control method.

None: You have not implemented cash-control accounting or you want cash to update when you remit the direct debit to the bank.

Discounted Draft Credit Limit

These fields are available only if you selected the *Draft* payment method.

Credit Limit

Enter the maximum amount that you have available with the bank account for discounted drafts. When you remit a draft, you see whether the customer has exceeded the credit limit on the Available Credit page.

Date

Displays the date on which the bank account agreed to the credit limit.

Review Displays the date on which the bank plans to review the credit limit.

Value Date

A value date is a virtual date for a banking operation, generally not the real date for the operation. The practice of value date consists of recording a banking operation:

- One or several days (two to five) before the operation date for a debit.
- One or several days (two to five) after the operation date for a credit.

Value Date Select to enable value dating for the bank account.

Value Date Days Enter a value date (expressed as a positive or negative number) for the selected payment method.

Payment Cutoff Time Enter the cutoff time, using *AM* or *PM*, or use the timestamp button to enter the current system time. Payments arriving by this time are processed by the bank that day. Payments arriving afterwards are processed on the next business day.

Holiday Processing Options

Holiday Options Select the rules for the bank that the system uses to calculate the estimated settlement date for drafts and direct debits. Treasury Management uses this date for cash forecasting. It defines how to change the date when it falls on a bank holiday. You define holidays on the Business Calendar page, and then you assign a calendar to a bank account on the External Accounts - Account Information page. Options are:

Not Applicable: Does not change the estimated settlement date.

Pay After Holiday: Changes the estimated settlement date to a day after the holiday.

Pay Before Holiday: Changes the estimated settlement date to a day before the holiday.

Days Enter the number of days that you want to move the date to accommodate the holiday.

Allow due date in next month If you select the Pay After Holiday option, select Allow due date in next month to allow the new estimated settlement date to be in the next month. If you do not select this option, the system adjusts the date to the last business day prior to the original date.

Electronic Layouts

This grid is available only if the payment method is *Direct Debit* or *Draft*. If draft is the specified payment method, then you can specify only one layout.

Default Flag Select to make this layout the default layout for the specified payment method.

Send to Financial Gateway Select to send the settlement through Cash Management's Financial Gateway. Only direct debits can be settled through Financial Gateway. If left unchecked, Pay Cycle Manager is used as the settlement method.

Note. Financial Gateway is a component of Cash Management 8.9. Therefore, you must have Cash Management installed on your system to make settlements using Financial Gateway.

Layout (electronic file transfer layout)	Select an EFT file format.
Last File Number	Displays a sequence number used to uniquely identify payment files generated by the Receivables Collection Methods process. The system uses the last file number as part of the file name of the newly created payment file. It also automatically increases the last number by one to create the next file with a different file name. This prevents overwriting any other files.
Layout Options	Click to access the EFT Layout Codes and Details page. This icon is enabled only for layouts being settled through Pay Cycle Manager.
Define Layout Properties	Accesses a secondary page used for entering layout properties that are required by a particular bank. This field is available only if the settlement is processed through Cash Management's Financial Gateway.
Bank Integration Layouts	Accesses the Bank Integration Layouts page if the settlement is processed through Financial Gateway.

Specifying Draft Document Types

Access the Draft Document Types page.

Event	Displays the type of draft activity in the draft life cycle, such as draft remitted or draft created.
Action	Select the posting action for the draft. Options are: <i>A</i> (actual): Specify the document type for the actual draft business event. <i>D</i> (dishonor): Specify the document type to use when you dishonor the draft after the business event.
Document Type	Displays the document type that the Receivables Update process uses to create the document sequence numbers.

Defining Payment Methods

Access the External Accounts - Payment Methods page.

[Contacts](#)
[Reconciliation](#)
[Account Information](#)
[Collection Methods](#)
[Payment Methods](#)
[Account Settlement](#)

SetID: SHARE **Bank:** USBNK USA BANK **External Bank ID:** 121042882

Account Information

Bank Account: CHCK USBNK CHECKING ACCT

Payment Information [Find](#) | [View All](#) First 1 of 12 Last

***Payment Method:** Automated Clearing House [+](#) [-](#)

Value Date **Holiday Processing Options**

Value Date Days: 1 ☒ **Value Date** **Holiday Options:** Not Applicable

Payment Cutoff Time: 2:00PM **Days:** ☒ **Allow due date in next month**

Payment Options **Payment Form**

☐ **Confirm Numbers** ☐ **Payment Schedule** **Last Ref Number:** 0000005000 **Positive Payment Form:**

☐ **Positive Payment** ☐ **File Copy** **Form ID:** EFT1 **File Copy Form:**

[Document Sequencing](#) [Prenote](#) [Draft Status](#)

Electronic Layouts [Customize](#) | [Find](#) First 1-2 of 2 Last

Default	Settle by	Layout	Layout Options	Define Layout Properties	Bank Integration Layouts		
☒	Financial Gateway	CCD				+	-
☐	Pay Cycle	PPD				+	-

External Accounts - Payment Methods page

Payment Information

Payment Method

Select a payment method, which determines the additional attributes that you specify on the page. Also, the links available on this page change depending on the selection.

For most of the payment methods, you must specify a form ID and last reference number in the Payment Form group box. Values are:

Automated Clearing House

Direct Debit

Draft-Customer EFT

Draft-Customer Initiated: (Bill of Order) You must also specify a form ID and last reference number.

Draft-Vendor Initiated: (Bill of Exchange)

Electronic Funds Transfer

Giro-EFT

Giro-Manual

Letter of Credit

Manual Check

System Check

Wire Transfer

Important! If you are establishing a payment method of ACH or EFT for U.S. federal payment formats for an employee, or a vendor, or both an employee and vendor, you must select specific ACH or EFT layouts, depending on the specified payment method.

- With a *Automated Clearing House* Payment Method, you specify one of the following ACH layouts: *CTX* and *CTX820FED*.
- With a *Electronic Funds Transfer* Payment Method, you specify either the *ECSCCHK* (*ECS Check*), *ECSVNDR* (*ECS Vendor*), *ECSTRVL* (*ECS Travel*), *SPDR* (*ECS Same day Payment Request*), *SF1166SCHCK* (*Bulk Check*), *SF1166VNDR* (*Bulk Vendor*), or *SF1166TRVL* (*Bulk Travel*) layout.

Refer to the following section for a discussion of delivered federal ACH and EFT layouts and their use.

Note. When defining multiple payment methods for one bank account, you cannot define multiple *Electronic Funds Transfer* payment methods with different EFT layouts.

Note. The ETEBAC and ITAPYMT EFT layouts must be associated with the *Electronic Funds Transfer* payment method, not the *Giro - EFT* method.

Value Date

A value date is a virtual date for a banking operation, generally not the real date for the operation. The practice of value date consists of recording a banking operation:

- One or several days (two to five) before the operation date for a debit.
- One or several days (two to five) after the operation date for a credit.

Value Date	Select to enable value dating for the bank account.
Value Date Days	Enter a value date (expressed as a positive or negative number) for the selected payment method.
Payment Cutoff Time	Enter the cutoff time, using <i>AM</i> or <i>PM</i> , or use the timestamp button to enter the current system time.

Holiday Processing Options

Holiday Options Select the rules for the bank that the system uses to calculate the estimated settlement date for drafts and direct debits. Treasury uses this date for cash forecasting. It defines how to change the date when it falls on a bank holiday. You define holidays on the Business Calendar page, and then you assign a calendar to a bank account on the External Accounts - Account Information page. Options are:

Not Applicable: Does not change the estimated settlement date.

Pay After Holiday: Changes the estimated settlement date to a day after the holiday. If you select this option, select *Allow due date in next month* to allow the new estimated settlement date to be in the next month. If you do

not select this option, the system adjusts the date to the last business day prior to the original date.

Pay Before Holiday: Changes the estimated settlement date to a day before the holiday.

Days

Enter the number of days that you want the date moved to accommodate the holiday.

Payment Options

Select check boxes in the Payment Options group box, if you selected *Manual Check* or *System Check* as the payment method.

Confirm Numbers

Select to activate the Confirm Payment Reference capability in the Pay Cycle Manager. This feature enables you to use prenumbered payment forms and to ensure that the check numbers and the system payment reference numbers agree. If they do not agree, you can renumber the system references to accurately mirror the printed forms.

Payment Schedule

For reconciliation of Federal Schedule ID payments, select this check box to generate the correct federal payment schedules for submission to the U.S. Treasury for payment.

Positive Payment

Select to enable the system to create a payment file for every pay cycle using this bank account. The system formats the file to the specifications of the positive payment form that you select. This file format is defined by the APY2055 Query and the associated Crystal report. We provide a default positive pay report called POS1. The form ID and Crystal report must have the same name, such as POS1 and POS1.RPT. If you alter the POS1 Crystal report and rename it as POS2.RPT, you must use POS2 as the form ID.

If you select this check box, you also must specify a value in the Positive Payment Form field in the Payment Form group box.

File Copy

Select to enable the Pay Cycle Manager to generate a duplicate set of checks for your files. Like *Checks* and Positive Payment, this method uses a Crystal report form that must match the form ID. For instance, you can specify Crystal report Copy 1 as a file copy form.

If you select this check box, you also must specify a value in the File Copy Form field in the Payment Form group box.

Document Sequencing

This link is available if this bank belongs to a GL business unit that is set up for document sequencing. Click to access the Document Sequencing page to assign the default document types for each payment method.

Prenote

Click to access the Prenotification page, and indicate that the system must generate Federal Schedule ID prenotification files.

Draft Status

Click to access the Bank Account Draft ChartFields page and define Draft ChartFields.

Payment Form

Last Ref Number (last reference number)

Select the check reference that Payables uses when printing payments. The system increments this number for each payment that it makes on the specified

bank account. The system also increments this number when you record a manual payment for this account.

Form ID

Enter a form ID, which defines the payment layouts for your ACH, system check, wire transfer, customer draft, and EFT files. Payables has predefined forms: CHECK1 - 3, EFT1 and EFT2, and WIRE1. You specify which payment forms to use for a bank account. If you do not set up a specific form before you define your banks, you can use one of the defaults and adapt it later.

Note. Do not enter a form ID for manual checks or vendor drafts.

Positive Payment Form

Enter a pay form if the Positive Payment check box is selected.

File Copy Form

Enter a form if the File Copy check box is selected.

Electronic Layouts

This table lists the payment methods that can be used for making settlements using Pay Cycle Manager or Financial Gateway. The Electronic Layouts grid appears only for the payment methods listed in the table:

Payment Method	Settle Through Method
Automated Clearing House	Both
Direct Debit	Financial Gateway only
Electronic Funds Transfer	Both
Giro - EFT	Pay Cycle Manager only
Wire Transfer	Both

Note. Financial Gateway is a component of Cash Management 8.9. Therefore, you must have Cash Management installed on your system to make settlements using Financial Gateway.

Default Flag

Select to make this layout the default layout for the specified payment method.

Layout

Select an EFT file layout. This field is uneditable if *Wire Transfer* is the selected payment method.

Layout Options

Click to access the EFT Layout Codes and Details page. This icon is enabled only for layouts settled through Pay Cycle Manager.

Define Layout Properties

Accesses a secondary page used for entering layout properties that are required by a particular bank. Only available if the settlement is processed through Financial Gateway.

Bank Integration Formats

Accesses the Bank Integration Formats page if the settlement is processed through Financial Gateway.

See Also

[Chapter 6, “Setting Up Files for Electronic Funds Transfers,” Managing EFT File Layouts, page 77](#)

[Chapter 6, “Setting Up Files for Electronic Funds Transfers,” Defining ACH Layouts, page 85](#)

[Chapter 11, “Reconciling Statements,” Reconciling Federal Schedule ID Payments, page 158](#)

PeopleSoft Enterprise Payables 9.0 PeopleBook, “Setting Up Payment Formats and Payment Forms,” Specifying Payment Form Attributes

Specifying Document Sequence Types

Access the Document Sequence page.

Document Type	Displays the document type that the system uses to assign document sequence numbers.
Manual Document Type	Displays the default document type on pages where you specify the document sequence number manually.

See *PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook*, “Defining Document Sequencing,” Understanding Document Sequencing.

Defining Bank Account Draft ChartFields

Access the Bank Account Draft ChartFields page.

Accounting Template	To create balanced accounting entries, select one of the templates that you defined on the Accounting Entry Template page.
----------------------------	--

Enter the appropriate ChartField values.

Defining EFT Options for Payment Methods

Access the EFT Options page.

Originating DFI ID (originating depository financial institution ID)	(Optional) Displays the DFI ID of the bank issuing the specified payment method.
--	--

(USF) Defining Prenotification

Access the Prenotification page.

Select Prenotification Required. This generates the correct prenotification files used in Federal Schedule ID reconciliation.

Defining Layout Properties

Access the Define Layout Properties page.

Note. Contact your system administrator before editing any fields on this page. The system displays layout values defined on the Layout Catalog and Layouts pages that normally do not need to be changed.

See Also

PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook, “Setting Up Electronic Banking Using Financial Gateway,” Configuring Bank Statement, Payment, and Payment Acknowledgment Layouts

PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook, “Setting Up Electronic Banking Using Financial Gateway,” Defining Bank Integration Layouts for Payments

Defining Account Settlement Information

Access the Account Settlement page.

Instructions

Select the settlement instructions to use for this account, if you selected the TR check box in the Account Use group box on the External Accounts page.

Defining Internal Account Information

To define internal accounts, use the Internal Accounts component (BANK_INTERNAL_GBL).

This section lists prerequisites and discusses how to:

- Define internal accounts.
- Generate interest accrual schedules.
- Define ChartFields for internal accounts.

Internal Accounts in PeopleSoft

Internal accounts are specific to PeopleSoft treasury management functionality. In Cash Management, they are used for internal funds transfers (transfers between internal bank accounts). In Deal Management, you use internal accounts with the On Behalf of Deals functionality.

When processing external bank transfers, the system also automatically generates internal account accounting entries for external business units indirectly related through internal business units. For a detailed explanation of this functionality, see the Processing Bank Transfers section in the *PeopleSoft Cash Management 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Cash Management 9.0 PeopleBook, “Transferring Funds,” Processing Bank Account Transfers

PeopleSoft Enterprise Cash Management 9.0 PeopleBook, “Performing In-House Banking Activities”

PeopleSoft Enterprise Deal Management 9.0 PeopleBook, “Capturing Deals and Trade Tickets,” Understanding On-Behalf-Of Deals

Prerequisites

For internal accounts, you must:

1. Define internal banks using the Bank Information page.
2. Designate one internal bank as the corporate treasury bank.
Select the Corporate Treasury check box (on the Bank Information page) for one of the counterparties as the account servicer. You must create a corporate treasury bank to set up internal accounts.
3. Define internal account information using the Internal Account pages.
You can establish internal accounts between two internal banks as long as one of the internal banks is specified as a Corporate Treasury.

See [Chapter 2, “Setting Up Banks,” Defining Bank Information, page 14](#).

Pages Used to Define Internal Account Information

Page Name	Object Name	Navigation	Usage
Internal Accounts - Account Information	BANK_ACCT_INT	Banking, Bank Accounts, Internal Accounts, Account Information	Maintain balances and transfer amounts among the business units within your enterprise, with one or more treasury units serving as an in-house bank.
Generate Schedules	SCHEDULE_CREATE	• Click Generate Schedule on the Internal Accounts - Account Information page. • Set Up Financials/Supply Chain, Product Related, Treasury, Generate Schedules	Generate interest accrual schedules.
Internal Accounts - Chartfields	BANK_ACCT_INT2	Banking, Bank Accounts, Internal Accounts, ChartFields	Enter both the account servicer's (treasury's) <i>and</i> the account owner's (business unit's) ChartField and account number information.

Defining Internal Accounts

Access the Internal Accounts - Account Information page.

Account Information		Chartfields	
SetID:	SHARE	Service:	TUS01
Owner:	TUS04	Bank Account:	14US
Account Information			
Description:	TUS01, TUS04 USD Account	Short Desc:	TUS01, TUS
Account #:	I002	☒ Default Account	Account Status: Active
Currency:	USD US Dollar	☒ Accrue Interest	
Interest Accrual Information			
Schedule ID:	DAILY	Generate Schedule	
Rate for TUS01 Debit, TUS04 Credit			
Credit Rate Index:	GOVYC	Rate Type:	CRRNT
		Margin Points:	0.50000000
Rate for TUS04 Debit, TUS01 Credit			
Debit Rate Index:	GOVYC	Rate Type:	CRRNT
		Margin Points:	0.50000000

Internal Accounts - Account Information page

There are two perspectives for each internal account: the view from the account owner's side (the business unit's perspective) and the view from the account servicer's side (the treasury's perspective). You must define both banks as internal banks, and define at least one bank as a corporate treasury.

Account Information

Account # (account number) Displays the bank account number assigned by the system.

Default Account Select to set this account as your default internal account.

Accrue Interest Select to accrue interest on this account. You can run interest accruals on the Interest Accruals page. You can view your interest accruals on the Internal Account Activity page.

Interest Accrual Information

Schedule ID If you specified that this account accrues interest, select a schedule ID to indicate how often interest accrues.

Credit Rate Index and Debit Rate Index Enter both debit and credit rate index information, which is required to run interest accrual calculation and interest schedule generation processes.

Generating Interest Accrual Schedules

Access the Generate Schedule page.

Create Schedule Click to create the interest accrual schedule for the internal account, using the start date and end date that you enter.

Defining ChartFields for Internal Accounts

Access the Internal Accounts - Chartfields page.

Account Information

Chartfields

SetID: SHARE Servicer: TUS01 Owner: TUS04 Bank Account: 14US

Account Display Options

☒ Display Servicer's Version ☐ Display Owner's Version

Account Owner TUS01 US001 - Corporate Treasury

GL Unit: US001

Account #: 1002

Cash Account Chartfields

Customize | Find | First 1-2 of 2 Last

Chartfields

Additional Chartfields

Acct Type	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class
Cash	200106						
Interest	490099						

Internal Accounts - Chartfields page

Account Display Options

Display Servicer's Version Select to view or modify ChartFields for the servicer.

Display Owner's Version Select to view or modify ChartFields for the owner.

Cash Account ChartFields

Select a cash account ChartField for both the servicer's version and the owner's version.

Important! To properly book internal account transfer activity between the servicer and owner, you must specify General Ledger cash account ChartFields for *all* internal accounts. Doing this ensures that the system creates the necessary accounting entries and events, and updates the appropriate system tables and internal ledger accounts. In addition, if you selected the Accrue Interest check box on the Internal Accounts - Account Information page, you must enter ChartFields to create transactional accounting entries for the servicer and owner.

Defining Netting Accounts

To define netting bank accounts, use the Netting Accounts component (BANK_PNLNET_GBL).

Use the TR_NETTING_ACCOUNTS_CI component interface to load data into the Netting Accounts tables.

This section discusses how to:

- Define netting accounts.
- Define valid currencies for netting accounts.

Pages Used to Define Netting Accounts

Page Name	Object Name	Navigation	Usage
Netting Accounts	BNK_PNL2	Banking, Bank Accounts, Netting Accounts	Set up netting accounts for a bank.
Netting Accounts - Valid Currencies	BANK_ACCT_CURR_SEC	Click the Currencies icon  on the Netting Accounts page.	Define all the valid currencies for a netting bank account, both default currency and secondary currencies. For nets involving multicurrency processing, you must define these values for the automatic multicurrency netting adjustment process.
Netting Accounts - Payment Methods	PYMNT_BANK	Banking, Bank Accounts, Netting Accounts, Payment Methods	Set up payment methods for a netting account.

Defining Netting Accounts

Access the Netting Accounts page.

If you selected *Netting* as the bank type, you use the Netting Accounts component to set up the bank account. This component is similar to the External Accounts component, except that it includes only three pages: Netting Accounts, Valid Currencies, and Payment Methods.

See Also

[Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Defining External Accounts Information, page 31](#)

Defining Valid Currencies for Netting Accounts

Access the Netting Accounts - Valid Currencies page.

Valid Currencies

SetID: SHARE **Bank Code:** NET03 **Bank Account:** NET3

Currencies					
Default	*Currency	*Rate Type	*Index		
☒	JPY 	CRRNT 	MODEL 		
☐	USD 	CRRNT 	MODEL 		

Netting Accounts - Valid Currencies page

Define the default currency for the netting bank account.

If you use this netting bank account in multicurrency nets, also define all necessary “convert into” currencies. This ensures that the automatic multicurrency netting adjustment process correctly calculates the associated accounting entries. In the example, note the bank account is a Japanese bank defined with Japanese yen (JPY) as the default valid currency and U.S. dollars (USD) as a second valid currency.

See Also

Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Defining Valid Currencies, page 36

PeopleSoft Enterprise Cash Management 9.0 PeopleBook, “Managing Bilateral Netting,” Processing Multicurrency Nets

CHAPTER 4

Setting Up Counterparties

This chapter discusses how to set up counterparties.

Defining Counterparty Information

To define treasury counterparties, use the Treasury Counterparties component (BANK_PNL_TR_GBL).

A counterparty is a bank that has a trading relationship. You must set up the bank before you can define counterparty information.

This section discusses how to:

1. Define counterparties.
2. (Optional) Define counterparty address information.
3. Define settlement instructions for counterparty deals.

Pages Used to Define Counterparty Information

Page Name	Object Name	Navigation	Usage
Treasury Counterparties	BANK_PNL_TR	Banking, Banks and Branches, Treasury Counterparties	Establish counterparties.
Address Information	BANK_ADDR_PNL_TR	Click Address Information on the Counterparty Information page.	Enter your counterparty's address.
Settlement Instructions	BANK_STL_NET	Click Settlement Instructions on the Counterparty Information page.	Specify, by currency, the counterparty's account into which your payments will be directed as a result of deals transacted with this counterparty.

Defining Counterparties

Access the Treasury Counterparties page.

Treasury Counterparties

SetID: SHARE **Counterparty:** GMBNK

***Description:** **Country:**

Short Desc: **Bank ID Qualifier:**

***Type:** **Bank ID:**

Status: **Notes:**

Counterparty Options

☐ Internal BU

☐ Corporate Treasury ☒ Treasury Counterparty

☒ Banking Counterparty

Counterparty Roles

☒ Deal Counterparty ☐ Issuer ☐ Broker

[Address Information](#) [Settlement Instructions](#)

Credit Ratings [Customize](#) | [Find](#) | [View All](#) | First Last

Agency	Value	Rating	Description

Treasury Counterparties page

Most of the fields on this page are the same as the fields on the Bank Information page. We describe only the fields that are unique to this page.

Counterparty Options

Corporate Treasury

Select if a bank is a regional or corporate treasury. This option applies only to internal bank types. Corporate treasury entities have special rights within PeopleSoft Treasury, such as servicing internal accounts. You can designate multiple internal counterparties as a corporate treasury. If you select this check box, you should also specify the general ledger unit with which it is associated. When you select this check box, the system automatically selects the Internal BU check box.

Counterparty Roles

Select the check boxes that reflect the activities in which this counterparty is involved. Options are: Deal Counterparty, Issuer, or Broker.

See Also

[Chapter 2, “Setting Up Banks,” Defining Bank Information, page 14](#)

Defining Settlement Instructions for Counterparty Deals

Access the Settlement Instructions page.

Settlement Instructions

SetID: SHARE Counterparty: AUBNK

Settlement Netting Options

☒ Do Not Net
 ☐ Net
 ☐ Net Bulk
 ☐ Contractual Netting

Payment Instructions Find | View All First 1 of 1 Last

*Currency Code: AUD Australian Dollar + -

*Instructions: TAUS1 ☒ Primary

Bank ID: 456

Branch ID: 789 Account #: 485607

DFI Qualifier: DFI ID:

☐ Settle Thru Internal Account

Settle Thru Bank: AUBNK AUSTRALIAN BANK

Settle Thru Account: CHCK CHECKING ACCT

Payment Method: System Check

Layout:

Settlement Instructions page

You can specify netting options and payment instructions for deals associated with a specified counterparty.

Note. Netting options specified here are used only in the *deal* settlement netting process; these options are not used in the *bilateral* account netting process.

See *PeopleSoft Enterprise Deal Management 9.0 PeopleBook*, “Capturing Deals and Trade Tickets,” Specifying Instructions for Settling Deals.

Settlement Netting Options

Select a netting option for this counterparty.

Do Not Net	Select if no netting takes place for transactions with this counterparty.
Net	Select if both positive and negative cash flows for each currency are netted, resulting in one net cash flow per currency.
Net Bulk	Select if positive and negative cash flows for each currency are netted separately, resulting in one positive cash flow amount and one negative cash flow amount per currency.
Contractual Netting	If you select either Net or Net Bulk, select this check box to indicate that there is a netting contract in place with this counterparty.

Payment Instructions

Instructions Select a settlement instruction.

Primary	Select to indicate which instructions are the default instructions in Deal Management.
Settle Thru Internal Account	Select to enable settlements to go through an internal account as opposed to an account in another bank. This check box is available only if the bank type is <i>Internal</i> .
Settle Thru Bank and Settle Thru Account	Select the appropriate bank code and account code.
Payment Method	Payment methods available to you are determined by the selected Settle Thru Bank and Settle Thru Account. See <u>Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Defining Payment Methods, page 44.</u> See <i>PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook</i>, “Setting Up Electronic Banking Using Financial Gateway,” Setting Up Payment Processing. Options include: <i>Automated Clearing House</i> <i>Direct Debit</i> <i>Draft - Customer EFT</i> <i>Draft - Customer Initiated</i> <i>Draft - Vendor Initiated</i> <i>Electronic Funds Transfer</i> <i>Giro-EFT</i> <i>Giro-Manual</i> <i>Letter of Credit</i> <i>Manual Check</i> <i>System Check</i> <i>Wire Transfer</i>
 Edit Settlement Instructions	Click to access the Beneficiary Bank page and edit settlement instructions.

CHAPTER 5

Setting Up Additional Banking Information

This chapter provides an overview of defining additional bank processing information and discusses how to:

- Define account pool information.
- Define bank transfer charges.
- Group business units.
- Group and access bank accounts.

Understanding Additional Bank Functionality

Once you have established your organization's core bank information, you can then automate certain common banking processes and organize account groupings for easier administration. PeopleSoft's additional banking functionality includes:

- Account pooling: Specify the combining of funds from many account (or funds) to one account.
- Bank transfer charges: Define charges that are applied by a financial institution when transferring money between banks or bank accounts.
- Account administration: Group business units and bank accounts that are maintained by a specific user (or users) with an online management tool, for easier administration.

Prerequisites

You must define your banks, bank accounts, and counterparties.

See Also

[Chapter 2, "Setting Up Banks," page 3](#)

[Chapter 3, "Setting Up External, Internal, and Netting Accounts," page 19](#)

Defining Account Pool Information

To define account pools, use the Account Pools component (BANK_POOL_DEFN_GBL).

The term *pooled* has two distinct meanings in PeopleSoft Banks functionality.

The first meaning is a common banking practice. Account pooling at the bank level refers to the physical movement of money from *many* bank accounts to *one* account (even though in notional pooling, there is no true physical movement of funds). Account pooling has two setup steps:

1. Use the Pool ID page to set up a specific pool definition, including pool type (either notional or zero-balance account), pool ID, and other related information.
2. Select a pool ID on the External Accounts - Account Information page for a specific bank account.

The system automatically pools the account funds per the account pool definition.

The second meaning is generally used by educational and federal organizations. The term *pooled bank account* refers to *one* account that is associated with *multiple* funds. In this case, you must specify the inheritance options to use for the Fund ChartField for a bank account on the ChartField Options page.

This section discusses how to:

1. Define account pooling.
2. Select a pool ID.

Note. Cash Management provides enhanced account pooling functionality for investment purposes.

See Also

PeopleSoft Enterprise Cash Management 9.0 PeopleBook, “Managing Investment Pools”

[Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Bank Account ChartField Inheritance for Education and Government, page 25](#)

[Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Defining ChartField Inheritance Options, page 36](#)

Pages Used to Define Account Pool Information

Page Name	Object Name	Navigation	Usage
Pool IDs	BANK_POOL_DEFN	Banking, Banks and Branches, Pool ID	Define a pool definition and related information for a bank account that will be pooled with other bank accounts.
External Accounts - Account Information	BANK_PNL3	Banking, Bank Accounts, External Accounts, Account Information	Select a pool ID for an account. See Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Defining External Accounts Information, page 31.

Defining Account Pooling

Access the Pool ID page.

Pool ID Enter a pool ID.

Account Type Code Select an account type. Options are:

Pool: notional pooling (no movement of funds between accounts). Notional pooling occurs when debit balances are offset against credit balances and the net position is the basis for calculating interest. There is no movement or commingling of funds. This is often referred to as interest offset pooling. You use notional pooling for credit limit purposes to reduce aggregate exposures to a bank and to reduce borrowing costs for a group of accounts, or as a means of earning interest on net credit balances (or for a combination of the two).

ZBA: (zero balance account). Cash concentration is frequently confused with pooling, mainly because cash pools are often set up by concentration. The most common form, zero balancing, occurs when the bank automatically transfers all balances to one central account at the end of each business day.

If you select *ZBA*, you can specify that this is a concentration account and select an account.

Defining Bank Transfer Charges

This section discusses how to:

- Define bank transfer charge amounts.
- Define bank transfer charges for a bank.

Pages Used to Define Bank Transfer Charges

Page Name	Object Name	Navigation	Usage
Bank Transfer Charge Code	BCH_CHARGE_CD	Banking, Banks and Branches, Bank Transfer Charge Code	Define a set of bank charge amounts in the Bank Transfer Charge table. Set up bank charge amounts according to the bank account of the addressee and the range of payment amounts.
Bank Transfer Charge	BCH_BANK_CHRG	Banking, Banks and Branches, Bank Transfer Charge	Define the bank charge code according to the interbank or intrabank remittance.

Defining Bank Transfer Charge Amounts

Access the Bank Transfer Charge Code page.

Bank Transfer Charge Code

SetID: SHARE **Bank Charge Code:** DBDB

Bank Charge				Find View All	First ◀ 1 of 1 ▶ Last
*Effective Date:	11/13/2003	Status:	Active		
Descr:	Differnt Bank Different Branch	Currency:	USD		

Amount				Customize Find View All	First ◀ 1-2 of 2 ▶ Last
	From Amount	To Amount	Charge Amount		
1	0.00	10,000.00	100.00		
2	10,000.01	99,999,999,999,999,999,999.99	400.00		

Bank Transfer Charge Code page

From Amount

The From Amount and To Amount fields display the range of payment amounts. From Amount is a read-only field that increases the to amount value of the previous line by one. If, for example, the *to* amount in line 1 is 39,999, and the *from* amount in line 2 is 40,000 (39,999 + 1).

To Amount

Enter the highest payment amount that you want to include in this range. The system automatically enters the maximum value, if you leave this field blank.

Charge Amount

Enter the amount of the bank transfer charge to be deducted when the payment amount falls into the range between the from amount and the to amount.

Defining Bank Transfer Charges for a Bank

Access the Bank Transfer Charge page.

Bank Transfer Charge

SetID: SHARE

Bank Code: JPBK JAPANESE BANK

EFT Layout: GENX General Transfer (JPN)

Bank Information				Customize Find View All	First ◀ 1-3 of 3 ▶ Last
	*Inter / Intra Code	*Bank Charge Code	Description		
1	Same bank and same branch	SBSB	Same Bank Same Branch		
2	Same bank and different branch	SBDB	Same Bank Different Branch		
3	Different bank	DBDB	Differnt Bank Different Branch		

Bank Transfer Charge page

The Bank Transfer Charge table contains a set of bank transfer charge codes whose exact amounts are defined by the destination of the remittance. Essentially, the bank transfer charge amount is defined by the relationship between the payer's bank account and the payee's bank account. When the remittance is made within the same bank, the charge is usually lower.

Inter / Intra Code

Displays the relationship between the location of the payment bank account and the destination of the remittance. Options are:

Same bank and same branch: Payer's bank account and payee's bank account are both located in the same branch of the same bank.

Same bank and different branch: Payer's bank account and payee's bank account are both located in the same bank but in different branches.

Different bank: Payer's bank account and payee's bank account are located in different banks.

Note. There must be one bank charge code defined for each of these three values.

Bank Charge Code

Enter the code that is defined on the Bank Transfer Charge Code page to specify the bank transfer charge amount corresponding to the inter/intra code. You can reuse the same bank charge code.

Example: The bank transfer charge is 200 when the payment amount is between 0 and 39,999 (inclusive), and the bank transfer charge is 400 when the payment amount is 40,000, or more if the payment bank (defined on vouchers) and destination of remittance (vendor bank account) are different.

This table displays a summary of the bank transfer charge amounts, based on bank transaction types:

Transaction Type	Bank Transfer Charge	Bank Transfer Charge
	For payment amounts of 0 to 39,999:	For payment amounts of 40,000 and above:
Intrabranchn transaction (the same bank and branch)	0	0
Intrabank transaction (the same bank but different branches)	100	150
Interbank transaction (different banks)	200	400

Grouping Business Units

This section discusses how to group business units together so that you can display bank balance inquiries for a group of business units.

Page Used to Group Business Units

Page Name	Object Name	Navigation	Usage
Business Unit Groups	BU_GRP_TBL	Banking, Administer Bank Statements, Business Unit Groups	Gather various business units together as a group. Select the appropriate units to include in the group.

Grouping and Accessing Bank Accounts

This section discusses how to:

- Define account groups.
- View and update account group assignments.
- Use the Bank Account Manager.

You can create a group definition that groups bank accounts for which individuals are responsible. Users assign themselves the bank account groups for which they are responsible. They can then use the Bank Account Manager page as a central starting point to work with their bank accounts.

Pages Used to Group and Access Bank Accounts

Page Name	Object Name	Navigation	Usage
Account Groups	BNK_ACCTGRP_DEFN	Banking, Administer Bank Statements, Account Groups	Specify the bank accounts to group together for summary viewing and maintenance.
Account Group Definition	BNK_ACCTGRP_DEFN_A	Click Add Multiple Accounts on the Account Groups page.	Add multiple bank accounts to an account group definition.
My Account Groups (list)	BNK_ACCTGRP_FAV	Banking, Bank Accounts, My Account Groups	Assign a group of accounts to the current user or review the user's list of bank account groups.
My Account Groups (selection)	BNK_ACCTGRP_FAV_A	Click Update My Account Groups on the My Accounts Groups list page.	Select the account groups that you want to appear on your account group list.
Bank Account Manager	BNK_ACCTGRP_DTL	- Banking, Bank Accounts, Bank Account Manager - Select an account group from the Account Group ID column on the My Account Group page.	Manage your bank accounts and activities.

Defining Account Groups

Access the Account Groups page.

Account Groups

Account Group Find | View All First 1 of 1 Last

SetID: SHARE Account Group ID: DEPOSIT *Effective Date: 01/01/1900 *Status: Active

*Description: AVR Account Group ☐ Fee Structure

*Bank Code	*Account	Bank Account #	Description	Currency Code	Bank Account Type
USBNK	CHCK	0741-258458	USBNK CHECKING ACCT	USD	Check Acct
USBNK	CHK1	0741-255556	Checking-Draft	USD	Bus Acct
USBNK	DD	0741-207846	Direct Debit	USD	Check Acct
USBNK	DRAF	0741-258416	Draft Account	USD	Check Acct
USBNK	EFT	0741-250786	EFT Account	USD	Check Acct

Add Multiple Accounts

Account Groups page

Fee Structure

Select this option to select only banks that are assigned to a fee structure. Then select the fee structure in the Fee Structure Code field.

Bank Accounts

You can add additional bank accounts by using two methods:

- One account at a time (most useful when you need to add one external bank with one account).
- Multiple accounts at a time (most useful when you have one external bank with multiple accounts).

To add one account:

1. Select a bank code.
2. Select a bank account.

To add multiple accounts:

1. Click the Add Multiple Accounts button.
2. Select a bank code for a bank with multiple accounts, and then click Search..
3. Select each account and click Update.

Viewing and Updating Account Group Assignments

Access the My Account Groups page.

My Account Groups

[Update My Account Groups](#)

My Account Groups		Customize Find 	First  1-4 of 4  Last
Account Group ID	Description		
CJK	CJK Act		
CN ACCTS	Canadian Accounts		
DEPOSIT	A/R Account Group		
DISBURSE	A/P Account Group		

[Create Account Group](#)
[Search for Account Groups](#)

My Account Groups page

Update My Accounts Groups

Click to assign bank account groups to the current user ID.

Create Account Group

Click to create a new account group or update an existing group.

Search for Account Groups

Click to access a list of account groups and view a list of the accounts in a group in the Bank Account Manager.

Account Group ID Click a link for an account group to work with the accounts in the group in the Bank Account Manager.

Using the Bank Account Manager

Access the Bank Account Manager page.

Bank Account Manager

Account Group ID: TRACCTS Treasury Accounts Effective Date: 01/01/1900

Bank Accounts							Customize Find 			First 	1-4 of 4 	Last
Bank	Account	Account #	Description	Currency	Acct Type	Available Balance						
USBNK	CHCK	0741-256458	USBNK CHECKING ACCT	USD	Check Acct							
USBNK	CHK	0741-256206	USBNK-CHK	USD	Check Acct							
USBNK	DRAF	0741-256416	Draft Account	USD	Check Acct							
USBNK	EFT	0741-250786	USBNK-EFT	USD	Check Acct							

Bank Account Manager page

Account Group ID Click to view or update information for the account group.

Account Click to access the account's External Accounts page.



Click View Bank Statement Manager to view information about the account's bank statement.



Click Perform Funds Transfer to begin transferring funds from this account.

See Also

Chapter 3, "Setting Up External, Internal, and Netting Accounts," Defining External Accounts Information, page 31

PeopleSoft Enterprise Cash Management 9.0 PeopleBook, "Transferring Funds," Processing Bank Account Transfers

CHAPTER 6

Setting Up Files for Electronic Funds Transfers

This chapter discusses how to:

- Set up electronic funds transfer (EFT) processing.
- Define EFT payment format codes.
- Manage bank and branch files for EFT payments.
- Define Automatic Clearing House (ACH) layouts.

Note. The processes and procedures described here pertain to the FIN2025 electronic payment file formatting process used by Receivables and by the Pay Cycle Manager in PeopleSoft Enterprise Payables. Cash Management provides enhanced EFT functionality through its Financial Gateway functionality. To set up payment file formatting for Financial Gateway, refer to the *PeopleSoft Enterprise Financial Gateway PeopleBook*.

See Also

PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook, “Setting Up Electronic Banking Using Financial Gateway”

Setting Up EFT Processing

To define EFT layouts, use the EFT File Layout component (EFT_LAYOUT_GBL)

To define ACH layouts, use the ACH Layout component (ACH_LAYOUT_GBL)

PeopleSoft provides several EFT layouts that you can use as delivered or modify. In addition, you must specify EFT payment format codes. These codes define the number of extra settlement days to consider when the system calculates payment schedules for EFTs.

In the event that you need to use an EFT file layout that PeopleSoft does not deliver with this release, you can add a new layout to the EFT processing package.

This section discusses how to:

- Add a new layout to the EFT File Layouts page.
- (Optional) Modify these existing layouts:
 - (GBR) BACS
 - (NLD) BTL91
 - (CAN) CPA005
 - (CHE) DTALSV
 - (DEU) DTAZV

- (FRA) ETEBAC
- (SGP) FEDI
- Create the Structured Query Copybook (SQC) module that formats the payment details into your layout. PeopleSoft delivers a template to help you do this.

Important! After you create the SQC module, you must tie it to the main EFT routing SQC to enable the EFT layout.

If you are adding additional EFT layouts, you should be familiar with coding in Structured Query Report-writer (SQR).

Delivered ACH and EFT Layouts

PeopleSoft delivers two types of file layouts: those intended for nongovernmental business use, and those intended for US federal government payments.

The “+” suffix of a PPD or CCD file layout indicates the file includes an 80 character addendum section. Addenda records are used by the Originator (originating financial institution) to supply additional information about the detail records that are transferred from the ODFI (Originating Depository Financial Institution) through the ACH Operator to the RDFI (Receiving Depository Financial Institution). The addenda transactions serve as an “envelope” to contain ANSI x.812 EDI 820 transactions.

In PeopleSoft, the CCD+ layout has certain restrictions. The RMR (Remittance Advice Accounts Receivables Open Item Reference) segment is the only transaction (out of many ANSI x.812 EDI 820 transactions) that is supported by PeopleSoft. In addition, the implementation of RMR segment is limited to certain remittance information such as invoice number.

The following table lists the delivered ACH and EFT layout formats that are generally used for nongovernmental payments and their country of use. For file formats that are required by the US Federal Government, see the section entitled US Federal ACH and EFT Layouts.

Layout Name/Code	Description	Country	Layout Type
CCD+	Cash Collect & Disburse Plus	(USA)	ACH
PPD	Prearranged Payment & Deposit	(USA)	ACH
BACS	BACS	(GBR)	EFT
BECS	Bulk Electronic Clearing System	(AUS)	EFT
BSI1	Domestic Payments	(BEL)	EFT
BSI4	International Payments	(BEL)	EFT

Layout Name/Code	Description	Country	Layout Type
BTL91	ABN AMRO Btl91	(NLD)	EFT
CLIEOP2	ClieOp2	(NLD)	EFT
CLIEOP3	ClieOp3	(NLD)	EFT
CPA005	Canadian Payment Association.	(CAN)	EFT
CSB19	Direct Debit	(ESP)	EFT
CSB34	CSB34	(ESP)	EFT
CSB43	Direct Debit	(ESP)	EFT
DDRD	Direct Debit	(JPN)	EFT
DOM80	Direct Debits	(BEL)	EFT
DTALSV	Payments	(CHE)	EFT
DTAUS	Domestic Payments	(DEU)	EFT
DTAZV	International Payments	(DEU)	EFT
EDI	EDI Manager	(USA)	EFT
ETBDD	Direct Debit	(FRA)	EFT
ETBDR	Drafts	(FRA)	EFT
ETBIPT	International Payments	(FRA)	EFT
ETEBAC	Domestic Payments	(FRA)	EFT
FEDI	Singapore Giro	(SGP)	EFT
GENX	General Transfer	(JPN)	EFT

Layout Name/Code	Description	Country	Layout Type
HIPAA	HIPAA 820 Outbound Map	(USA)	EFT
IPAC	IPAC Federal Payments	(USA)	EFT
ISABEL	Payment Clearing System	(BEL)	EFT
ITAPYMT	Domestic Payments	(ITA)	EFT
KIJ	Kijitsu	(JPN)	EFT
MT100	SWIFT Customer Transferr	(USA)	EFT
MT202	SWIFT Financial Institution Transfer	(USA)	EFT
PPD	Prenarranged Payment & Deposit	(USA)	EFT
RIBA	Drafts	(ITA)	EFT
RID	Direct Debit	(ITA)	EFT
UFF	Universal File Format	(USA)	EFT

(USF) US Federal ACH and EFT Layouts

The United States Federal Government (through the US Treasury) has certain requirements for check, ACH, and EFT payments. Setting up this information (that is, defining that the file layout is for employee vendors, other vendors, or both) enables edits that are associated with the voucher creation process to work correctly. The edits check that the bank account and the file layout for the vendor payment are correct as per US Treasury specifications.

These specifications include the following:

- That employee payments are on a PPD or PPD+ file format.
- That vendors' (non-employee vendors) payments are on a CCD, CCD+, or CTX file format.
- That payments, including both employee and non-employee vendors, are on the SF1166SCHK, ECSCHK, or SDPR file format.

Note. You must use the SF1166SCHK, ECSCHK, or SDPR file format for payments that are created for *both* employee and non-employee vendors. These file formats are check requests to the US Treasury, and designed to bypass the system edit for federal ACH or EFT payments.

These EFT and ACH layouts that are delivered by PeopleSoft are specific for use when conducting business with the United States Federal government:

Layout Name	Format	Layout Type	Use
CTX	Corporate Trade Exchange (CTX) flat file payment order	ACH	Non-employee
CTX820FED	CTX ASC X120 820 payment order	ACH	Non-employee
ECSCHK	ECS vendor check payment	EFT	Both employee and non-employee
ECSVNR	ECS vendor ACH payment (CCD+)	EFT	Non-employee
ECSTRVL	ECS travel ACH payment (PPD+)	EFT	Employee
SDPR	ECS same day payment request (SDPR)	EFT	Both employee and non-employee
SF1166SCHK	Bulk vendor check payment	EFT	Both employee and non-employee
SF1166VNDR	Bulk vendor ACH payment (CCD+)	EFT	Non-employee
SF1166TRVL	Bulk travel ACH payment (PPD+)	EFT	Employee

You can also add file formats. You should refer to the United States Federal Treasury web site (<http://www.ustreas.gov/>) regarding file payment requirements before creating and adding file payment formats.

(USF) IPAC Transactions

Another delivered federal EFT layout (that is listed in the table entitled Delivered ACH and EFT layouts) is the IPAC layout. The Intragovernmental Payment and Collection System (IPAC) is an interagency funds transfer mechanism for US federal agencies. The IPAC EFT layout is used in conjunction with Payables to process three types of IPAC transactions: payments, adjustments, and zero-dollar transactions.

If you are processing IPAC transactions in Payables, the following two items must be defined in PeopleSoft banks functionality:

1. The delivered IPAC EFT layout is enabled for system use (select the pertinent options next to the EFT Layout Code field).
2. The bank accounts that process IPAC transactions are configured with the IPAC EFT layout on the External Accounts - Payment Methods page.

See Also

Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Defining Payment Methods, page 44

PeopleSoft Enterprise Payables 9.0 PeopleBook, “(USF) Setting Up PeopleSoft Payables for U.S. Federal Agencies,” Setting Up EFT and ACH Payment Formats

Prerequisite

If you are setting up PeopleSoft EFT functionality to conduct business with United States Federal or government agencies, you must first complete the Enable Federal Payment region on the Installation Options - Payables page. Completing this region ensures that certain federal-specific fields display in this component.

See Also

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Setting Up Payables Installation Options

Common Elements Used in This Section

EFT Number	Enter the number that is associated with the SQC file name (for example, FINEFT02.SQC).
File	Displays the next file number that the system uses every time that you create a new file in the specified layout.
File Ext (file extension)	Displays a user-defined file extension (for example, BACS002.txt). To output the file to the web, you must save it as <i>.txt</i> .
NNE (National Remitter Number)	Displays the number that is assigned by the National Bank in France for EFT file transmissions.
Output Filename	Displays a user-defined output file name.

Pages Used to Set Up EFT Processing

Page Name	Object Name	Navigation	Usage
EFT File Layouts	EFT_LAYOUT	Set Up Financials/Supply Chain, Common Definitions, EFT, EFT File Layouts	View, modify, and add any EFT layouts.
BACS Options	BACS_LOGON_UK	Click Detail for the BACS EFT file layout on the EFT File Layouts page.	(GBR) Set options for the BACS format.
BTL91Options	BTL91_EFT_OPTIONS	Click Detail for the BTL91 EFT file layout on the EFT File Layouts page.	(NLD) Set options for the BTL91 format.
CPA005 Options	CPA005_EFT_OPTIONS	Click Detail for the CPA005 file layout on the EFT File Layouts page.	(CAN) Set options for the CPA005 format.
DTALSV Options	DTALSV_EFT_OPTIONS	Click Detail for the DTALSV file layout on the EFT File Layouts page.	(CHE) Set options for the DTALSV format.
DTAZV Options	DTAZV_EFT_OPTIONS	Click Detail for the DTAZV file layout on the EFT File Layouts page.	(DEU) Set options for the DTAZV format.
ETEBAC Options	ETEBAC_EFT_OPTIONS	Click Detail for the ETEBAC EFT file layout on the EFT File Layouts page.	(FRA) Set options for the ETEBAC format.
FEDI Options	FEDI_EFT_OPTIONS	Click Detail for the FEDI EFT file layout on the EFT File Layouts page.	(SGP) Set options for the FEDI format.

Managing EFT File Layouts

Access the EFT File Layouts page.

EFT File Layouts															
	EFT Layout Code	Pay	DD	DR	In	Out	Description	Short Description	Max Remits	ID Type	File	EFT Number	Output Filename	File Ext	
	BACS	☒	☒	☐	☒	☒	BACS (GBR)	BACS			0001	02	BACS	TXT	 
	BECS	☒	☒	☐	☐	☒	Bulk Elec. Clearing Sys (AUS)	BECS			0001	15	BECS	TXT	 
	BSI1	☒	☐	☐	☐	☒	Domestic Payments (BEL)	BSI1			0001	10	BSI1	TXT	 
	BSI4	☒	☐	☐	☐	☒	International Payments (BEL)	BSI4			0001	09	BSI4	TXT	 
	BTL91	☒	☐	☐	☐	☒	ABN AMRO BTL91 (NLD)	BTL91	4		0001	03	BT91	TXT	 
	CLIEOP2	☒	☒	☐	☐	☒	ClieOp2 (NLD)	ClieOp2			0001	04	CLP2	TXT	 
	CLIEOP3	☒	☒	☐	☐	☒	ClieOp3 (NLD)	ClieOp3			0001	25	CLP3	TXT	 
	CPA005	☒	☒	☐	☐	☒	Can. Pay Assoc. (CAN)	CPA005			0001	16	CPA5	TXT	 
	CSB19	☐	☒	☐	☐	☒	Direct Debit (ESP)	CSB19		NIF 	0001	21	CS19	TXT	 

EFT File Layouts page

The options next to the EFT Layout Code field determine the purpose of the EFT file, where applicable.

Pay	Select if the file layout is for payment files.
DD	Select if the file layout is for direct debits.
DR	Select if the file layout is for draft files.
In	Select if the file layout is for inbound files.
Out	Select if the file layout is for outbound files.

The remaining fields are:

Federal Payment Indicator	Indicates that an EFT layout is applicable for Federal payments. When a voucher is saved, the system verifies that the correct payment format is selected for the vendor type bank account.
	Note. This field is visible only when Enable Federal Payment is selected on the Installation Options - Payables page. Select from these options: <i>Employee:</i> You must associate employee vendor payment methods with a valid PPD or PPD+ EFT file layout. Delivered valid file layouts are ECSTRVL and SF116TRVL. <i>Vendor:</i> You must associate all other vendor (non-employee) payment methods with a valid CCD or CTX EFT file layout. Delivered valid file layouts are ESCVNDR, SF1166VNDR, CTX, and CTX820FED. <i>Both:</i> For employee and vendor payments. You must associate this option with a valid PPD or PPD+ EFT file layout. Delivered valid file layouts are ECSCHK, SDPR, and SF1166SCHK.
Max Remits (maximum remittances)	Use to limit the number of invoices that are included on each payment to the specified number.
ID Type	Enter the type of identification number to identify the trading partners on the EFT file. You enter these different types of identification numbers when you set up business units, customers, and vendors.

(GBR) Specifying BACS Options

Access the BACS Options page.

User No. (user number)	Enter your BACS user number. BACS uses this number to verify authorization.
Subm Type (submission type)	Select a submission type: <i>Bureau</i> or <i>User</i> .
Media	Select the type of media to use: <i>3.5" disk</i> or <i>telecommunications</i> .
Audit	Check on audit for a sample of transactions to print on the input report that is supplied by BACS after processing the file.
From	Indicates the interval at which BACS selects the records for printing.
Serial No. (serial number)	Enter the submission serial number, which is a volume serial number that you uniquely assign for the 3.5" disk.

Expire Days Enter the number of expiration days for the output file. This is the earliest date that you can override the file.

(NLD) Specifying BTL91 Options

Access the BTL91 Options page.

Media Define the type of media used (for example, non-ABN-AMRO software).

Version Enter the version number of the software that creates the payment file (for example, 89 for PeopleSoft 8.90).

DNB Reg # (DNB registration number) Enter the number that is assigned by the Netherlands Central Bank to register a number of foreign payment categories.

DNB Trad # (DNB trade number) Enter the code that is assigned by the Netherlands Central Bank to transit traders.

(CAN) Specifying CPA005 Options

Access the CPA005 Options page.

Data Center Enter the destination data center from Canadian Payment Association. A five-digit numeric.

Remitter ID Number Enter the national remitter number from the Canadian Payment Association.

(CHE) Specifying DTALSV Options

Access the DTALSV Options page.

DTALSV ID Enter the customer identification number for the Central Swiss Data Processing Center.

(DEU) Specifying DTAZV Options

Access the DTAZV Options page.

File Options

The EFT payment process automatically increments the file sequence number (Daily Num) by the file Creation Date according to the requirements of the DTAZV layout. You can reset the file creation date and number if there is a processing error.

Payer Options

CB Cust Num (central bank customer number) Enter the German Central Bank customer number for your organization.

CB Rpt (central bank report) Select to submit reporting information for international movements of goods to the German Central Bank within your EFT file.

(FRA) Specifying ETEBAC Options

Access the ETEBAC Options page.

- Op ID** (operation identifier) Select the type of transfer from the following:
- *Ord Xfer*: Ordinary transfer.
 - *Tr Xfer*: Treasury transfer.
 - *Xfer E-3*: Transfer at due date minus three days.
 - *Xfer E-2*: Transfer at due date minus two days.

(SGP) Specifying FEDI Options

Access the FEDI Options page.

- Signature Limit 1** If the payment is equal to or greater than this amount, the file layout requires at least one person to sign before making the payment.
- Signature Limit 2** If the payment is equal to or greater than this amount, the file layout requires two people to sign before making the payment.
- Batch ID** Enter the group ID for FEDI processing.
- Restricted Viewing Flag** Enter *U* or leave it blank to allow any FEDI user to view the payment instruction. Enter *R* to restrict viewing of this payment instruction to FEDI unrestricted users.
- Pre Sign Flag** Enter *Y* to indicate that the payment instruction has been signed at the host application level and does not require signing within FEDI. Otherwise, leave the default *N*.

Creating an SQR Module for the EFT File Layout

If you do not use any of the delivered EFT layouts in your country, you can develop your own EFT layout. To do this, you must first add the new EFT layout and its options to the list of available EFT layouts using the EFT File Layouts page (EFT_LAYOUT). After you add a new EFT layout, you need to create an SQR module for the file layout that you added. The module that you create will be an SQR Copybook, which has a file extension of SQC.

The files that you require are provided on the system for modification. The FINEFTxx.SQC script, which is shipped with Payables, Receivables, Expenses, and Cash Management, is a template that you can configure to meet your current requirements. In addition, you also need to make changes to the FINEFT.SQC file. This file acts as a router that directs the Pay Cycle process to the appropriate SQC based on the current EFT file layout requirement.

The FINEFTxx.SQC template assumes that one output file is created for each bank account.

File Naming Conventions for EFT Files

The payment process uses these conventions to name the EFT output files: xxxxxnnn.ttt (for example BACS002.txt).

Value	Define in This Field
xxxxx	Output Filename
nnn	File
ttt	File Ext (file extension)

You define these values on the EFT File Layouts page.

Defining EFT Payment Format Codes

To define EFT payment format codes, use the EFT Payment Format Codes component (PYMNT_FMT_CD_PNL_GBL)

To make EFT payments, you must specify EFT payment format codes. These codes define the number of extra settlement days to consider when the system calculates payment schedules for EFTs. The system uses the EFT payment format code in conjunction with the EFT payment calendar to build a detailed adjustment table. The system references this table during voucher processing to calculate the scheduled payment date.

The system also uses the table during payment creation to calculate the settlement date for EFTs. The payment creation process adjusts the scheduled payment date to reflect both the number of settlement days you specify with the EFT payment format code and any business holidays that are recorded in the business calendar. This process ensures that the system selects a voucher for payment on a valid processing date and gives the bank enough time to process the EFT to make the payment due date.

Page Used to Define EFT Payment Format Codes

Page Name	Object Name	Navigation	Usage
Payment Format Codes	PYMNT_FMT_CD_PNL	Set Up Financials/Supply Chain, Common Definitions, EFT, Payment Format Codes	Define or modify EFT payment format codes.

Defining EFT Payment Format Codes

Access the Payment Format Codes page.

Format

Select from the following values:

- *Check Std* (standard check)
- *Chk Urg* (urgent check)
- *Chk urgrec* (urgent check, with receipt)
- *Chck w/rcpt* (check with receipt)
- *Euro Xfer* (European transfer)
- *Pay & Dep* (pay and deposit)

- *Postal Order*
- *Std SWIFT* (standard SWIFT)
- *Trade Exch* (trade exchange)
- *Urg SWIFT* (urgent SWIFT)
- *Wire*

Settlement Days

Enter the number of extra settlement days to include when the system calculates payment schedules for EFTs.

Note. For the Spanish EFT layout CSB34, if you select certain format codes, the system automatically populates the EFT file with predefined values. If you select the *Wire* format code, the system populates the Payment Type field with a value of 56. If you select the *Check Std* format code, the system populates the Payment Type field with a value of 57.

Managing Bank/Branch Files for EFT Payments

Bankers' associations in some countries keep bank and branch data for the purpose of providing efficient interbank settlement. You can use the bank information that is provided by the association in PeopleSoft applications by loading the bank/branch file electronically. You can also enter bank/branch data online and store it in PeopleSoft applications. This way, you can reuse the bank/branch data when creating vendor and employee data instead of entering bank information each time.

In countries where EFT is used for payment, the EFT payment may require that bank information be written in alternate characters. In Japan, for example, EFT payments must be written in Katakana. For this reason, the bank and branch information that is stored in PeopleSoft might include alternate characters in addition to the rest of the information in the file.

Although the bank and branch file functionality is designed to reflect Japanese requirements, you can use it in any country that receives bank/branch information in a text file format. The examples that follow use Japan as the example.

Note. This functionality is *not* designed to maintain external banks in the Treasury module. PeopleSoft developed the bank load process to minimize time and effort in maintaining pay to bank information and employee bank information.

This section discusses how to:

- Load the bank/branch file by running the External Bank / Branch Load Application Engine process (EBK_BANKLOAD).
- Maintain external bank/branch information.

Prerequisites

Before you load the branch file, you must:

- Obtain a text file that includes all member bank information from the bankers association.
- Define bank ID qualifiers.

See Also

Chapter 2, "Setting Up Banks," Establishing Bank ID Qualifiers, page 6

Pages Used to Manage the Bank/Branch File

Page Name	Object Name	Navigation	Usage
Load Bank/Branch File	EBK_RUN_CNTRL	Set Up Financials/Supply Chain, Common Definitions, Bank Branch File, Load Bank / Branch File	Specify the run parameters for the External Bank / Branch Load process.
Bank-Branch File - External Bank-Branch Information	EBK_BANK	Set Up Financials/Supply Chain, Common Definitions, Bank Branch File, Bank-Branch File	Maintain external bank and branch file information.

Loading the Bank/Branch File

Access the Bank/Branch File page.

Run Control ID: BCTEST
 [Report Manager](#)
[Process Monitor](#)

***Country:** Japan
 Reload ☒

***Bank ID** JPN Bank

Qualifier:

***File Type:**

***File Name:**

Requires file path and name

Load Bank/Branch File page

File Type Select either *Fixed* or *CSV*.

File Name Enter the full file path and file name of the bank file.

Reload Select to reload the entire bank file. In this case, the system deletes the existing bank/branch information and replaces it with a new set of information.

In Japan, the file has the following format (CSV):

Field Name	Type	Length	Description
Bank ID	Char	4	Bank Master ID
Branch ID	Char	3	Bank Branch Master ID
Bank Name	Char	30	Bank Name (Alternate Characters) - Katakana

Field Name	Type	Length	Description
Bank Name	Char	46	Bank Name (Chinese Characters) - Kanji
Branch Name	Char	20	Branch Name (Alternate Characters) - Katakana
Branch Name	Char	30	Branch Name (Chinese Characters) - Kanji
Postal Code	Char	10	Postal Code of the Branch
Address	Char	110	Branch Address (Chinese Characters)
Phone Number	Char	17	Branch Phone Number
Clearing House Number	Char	4	Clearing House Number for drafts
Additional Code	Char	1	Main Office or Liaison Office

Note. All of the fields except Additional Code are required.

The process reads the input file and inserts records into PeopleSoft Applications by country. Depending on the specified runtime parameters, the process either reloads the entire file, or inserts bank/branches that are not already in the PeopleSoft database.

Maintaining External Bank-Branch Information

Access the External Bank-Branch Information page.

Alternate Char (alternate character) Enter the alternate character for the bank. You can use this field for Katakana characters in Japan.

Clearing # (clearing number) Enter the clearing number for drafts for this branch.

Additional Use this field for any additional codes. In Japan, for example, the values for this field in the file provided by the Banker's Association would be *1* for the main office, and " " for another office.

Defining ACH Layouts

ACH information is similar to EFT information in that all information that you enter in the ACH Layout page (or EFT Layout page) is used by FIN2025.SQR to produce the actual output file.

Pages Used to Define ACH Layouts

Page Name	Object Name	Navigation	Usage
ACH Layout	ACH_LAYOUT	Set Up Financials/Supply Chain, Common Definitions, EFT, ACH Layout	Create identifying information for ACH files.
PPD Options	PPD_ACH_OPTIONS	 Click Details on the ACH Layout page.	Define additional parameters for the PPD layout.

CHAPTER 7

Setting Up and Using the Financial Sanctions Service

This chapter provides an overview of the financial sanctions service and discusses how to:

- Import the Specially Designated Nationals (SDN) list.
- Create an SDN search index.
- Search the financial sanctions data.

Understanding the Financial Sanctions Service

The Office of Foreign Assets Control (OFAC) of the US Department of the Treasury administers and enforces economic and trade sanctions based on US foreign policy and national security goals, as well as the mandates of the United Nations and other international organizations.

The targets of these sanctions—Specially Designated Nationals (SDN)—are individuals or entities that engage in terrorism, international narcotics trafficking, and activities that are related to the proliferation of weapons of mass destruction. The OFAC enforces these sanctions against SDNs by freezing their assets under US jurisdiction and by controlling their transactions.

PeopleSoft enables users to download the list of SDNs from the OFAC and the European Union, as well as enterprise sources. Once installed, users can manually search the list to validate such entities as banks, payees, and vendors. In addition to manual searches, users of PeopleSoft Enterprise Cash Management, Financial Gateway, Order Management, and Payables can enable searches to be performed automatically when processing transactions. If, for example, a name or bank matches one that is on the SDN list, these applications provide a process for administrators to verify that the match is correct and prevent any financial transactions from occurring with that individual or entity or approve the transaction if the match proves to be a false positive.

The SDN search function can also use third-party applications that can accept XML-based search requests and create XML messages containing the search results using Web services protocol.

See Also

PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Setting Financial Sanctions Options

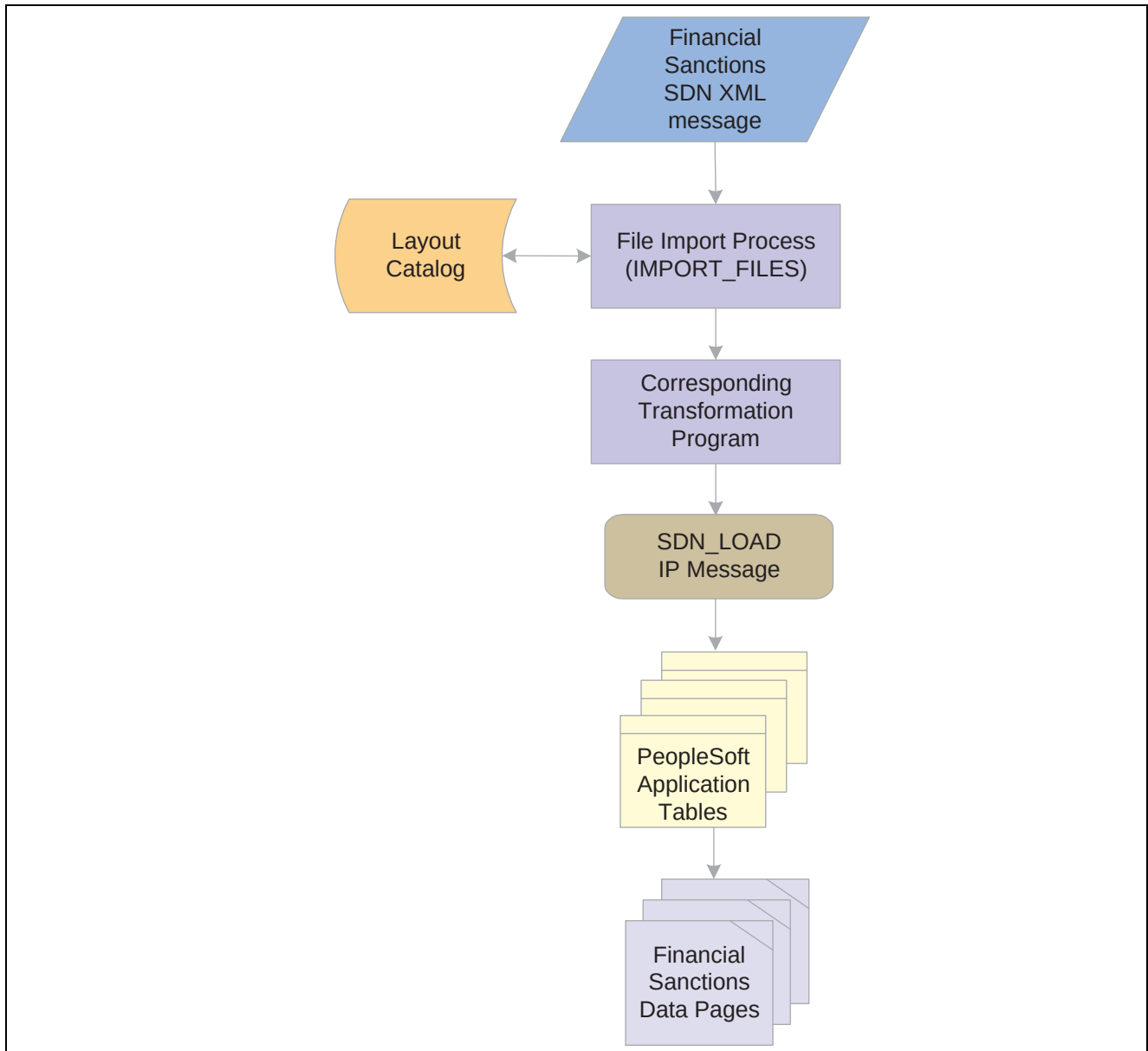
Importing the SDN List

This section provides an overview of the SDN List Import process and discusses how to:

- Import the financial sanction list.
- Build and rebuild the SDN-list, search indexes.

Understanding the SDN List Import

This diagram illustrates the SDN List Import process.



The SDN List Import process

The SDN List Import process involves the following steps:

1. An administrator enters information pertaining to a financial-sanctions, SDN, data file in XML format. This initiates the File Import Application Engine process (IMPORT_FILES), which functions as an interface or shell to define the necessary commands for the system to import the SDN data files.

2. The File Import Application Engine reads the layout definition data for the file (which is stored in the Layout Catalog) and calls the corresponding transformation process.
3. Using the SDN_LOAD IP message, the transformation Application Engine loads the data into the application tables.

See *PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, “Setting Up Electronic Banking Using Financial Gateway”.

Pages Used to Import the SDN List

Page Name	Object Name	Navigation	Usage
Import Financial Sanction List	BSP_IMPORT	Banking, Financial Sanctions, Import Financial Sanction List	Load the financial sanctions SDN list into the system.
Search Index Admin (Administration)	SIA_ADMINISTER	PeopleTools, Search Engine, Administration	Build the initial search indexes for the downloaded financial sanctions data. Also, use this page to rebuild the search indexes after downloading updated, financial-sanctions data.

Importing the Financial Sanction List

Access the Import Financial Sanction List page.

Import Financial Sanction List

Run Control ID: OFAC_TEST [Report Manager](#) [Process Monitor](#) [Run](#)

Parameters Find | View All First 1 of 1 Last

*Request Number: 1

*Import Type: HTTP

File Path: \\BLAKHAT\Treasury\Financial Sanctions\Update Files\SDN Files\10_23 [File Selection Help](#)

File Name: sdn.xml [Select File](#)

*Layout: OFAC [View Layout Details](#)

Advanced Options

Layout Properties Customize | Find | View All First 1 of 1 Last

Property Code	Value

Import Financial Sanction List page

Import Type

Select the method to import the sanction data. Options are:

- *FTP*: Select if you are importing the file by using file transfer protocol, and enter a node through which to transfer the data.

- *File*: Select if you are importing a file from a file server, and complete the File Path and File Name fields.
- *HTTP*: The OFAC and European Union (EU) Web sites provide access to the sanctions list using a URL. No file path or file name is required.

Integration Node

Enter the node to use to transfer the data. This field appears only if FTP or HTTP is selected as the import type.

See *PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, “Setting Up Electronic Banking Using Financial Gateway,” Defining Integration Broker Settings for Bank Statements and Payment Acknowledgments.

See *PeopleTools 8.48 PeopleBook: Integration Broker*, “Using Listening Connectors and Target Connectors,” Working with AS2 Connectors

See *Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Integration Broker*, “Configuring Nodes and Transactions”

View Integration Node Details

Click to access the Node Details page and review property details of the selected node. This link appears only if FTP or HTTP is selected as the import type.

File Path

Enter the complete file path location. To select files by using the Select File button, the file path must have a trailing backslash (\).

You can also search for files of a specific type by entering an asterisk and the extension suffix. For example, to search all files with an .XML suffix, enter:

* .XML

File Selection Help

Click to view help information about specifying file paths and file names.

File Name

Select the specific file to import. If you want to import multiple files based on extension, leave this field blank.

Layout

Select the file layout of the SDN list file that is being imported. PeopleSoft provides the following layouts:

- *OFAC*: Layout that is used to download SDN data from OFAC.
- *EU*: Layout that is used to download financial sanctions data identified by the European Union.
- *SDN_LOAD*: Generic that is layout used to download Enterprise Sanctions List data that is generated within your organization.

Advanced Options**Encryption Profile**

Select an encryption profile to decrypt bank statements. Encryption profiles contain both encryption and decryption information.

Use Integration Broker

Select to lay out the files and publish the formatted document to PeopleSoft Integration Broker. Integration Broker then processes the formatted file accordingly.

You select this option if you want to use the financial sanctions information as a trigger to Integration Broker to perform other processes, or to integrate with other systems.

Post Process File Action

Select what action, if any, to perform on the bank statement files after the data has been processed. The options are:

- *Copy*: Copy the file to the directory that is entered in the Post Process File Directory field.
- *Delete*: Delete the file after the data in it is processed.
- *Move*: Move the file to the directory that is entered in the Post Process File Directory field.
- *None*: Perform no action.

Post Process File Directory

Enter a file path to the directory to which the file will be moved or copied if either option is selected as the post process file action.

Layout Properties**Value**

Property codes and values appear by default from values that are defined on the selected layout ID.

If you configure unique code mappings for a layout (on the Code Mappings page), you need to modify the displayed CODE_MAP_GROUP value with the appropriate unique map value.

See *PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, “Setting Up Electronic Banking Using Financial Gateway,” Defining Code Mappings for Bank Statements, Payments, and Payment Acknowledgments.

Building and Rebuilding the SDN-List, Search Indexes

The SDN search engine uses the Verity search technology to perform a more thorough search of the SDN data than simply querying the database. It provides pattern-based matching as well as substitutional mapping of data that can identify and find such things as abbreviations. For you to use the Verity search engine, Verity requires indexing of the data that is being searched. Use this page to initially build and rebuild the delivered SDN_SEARCH_ADDR and SDN_SEARCH_NAME search indexes. Access the Search Index Admin page.

Search Index Admin

Delete, Modify and Schedule Builds for Indexes

Defined Search Indexes				
	Index	Index Location	Edit Properties	Schedule
☐	1 CS_CONFIGURATOR	C:\PT84801A\data\search\CS_CONFIGURATOR\AP900DVL	Edit Properties	Schedule
☐	2 CS_DOCUMENTS_ADH	C:\PT84801A\data\search\CS_DOCUMENTS_ADH\AP900DVL	Edit Properties	Schedule
☐	3 CS_DOCUMENTS_PO	C:\PT84801A\data\search\CS_DOCUMENTS_PO\AP900DVL	Edit Properties	Schedule
☐	4 CS_OBJECTS	C:\PT84801A\data\search\CS_OBJECTS\AP900DVL	Edit Properties	Schedule
☐	5 CS_PLAINTEXT	C:\PT84801A\data\search\CS_PLAINTEXT\AP900DVL	Edit Properties	Schedule
☒	6 SDN_SEARCH_ADDR	C:\PT84801A\data\search\SDN_SEARCH_ADDR\AP900DVL	Edit Properties	Schedule
☒	7 SDN_SEARCH_NAME	C:\PT84801A\data\search\SDN_SEARCH_NAME\AP900DVL	Edit Properties	Schedule
☐	8 WASRCB	C:\PT84801A\data\search\WASRCB\AP900DVL	Edit Properties	Schedule
☐	9 WMSRCA	C:\PT84801A\data\search\WMSRCA\AP900DVL	Edit Properties	Schedule

[Process Monitor](#)

Deleting the Index Definition also removes the actual collections stored in the filesystem, if any have been built.

Delete checked Indexes

Search Index Admin page

To initially build or rebuild an existing SDN search index:

1. Select SDN_SEARCH_ADDR and SDN_SEARCH_NAME.

You must initially build both the SDN_SEARCH_ADDR and the SDN_SEARCH_NAME indexes for the downloaded financial sanctions data.

You must rebuild both the SDN_SEARCH_ADDR and the SDN_SEARCH_NAME indexes after downloading updated, financial sanctions data.

2. Click the Schedule link for both the SDN_SEARCH_ADDR and the SDN_SEARCH_NAME indexes.

The Search Index Admin secondary page appears.

3. In the Type of Build field, select *Rebuild*.

Note. Select *Rebuild* as the type of build for the initial build as well as for the rebuild.

4. Select the Run Recurrence Name and Server Name, and then click OK.

This returns you to the Search Index Admin page.

5. Click Save.

SDN_SEARCH
[Add a new Recurrence Definition](#)

Customize | Find |
First 1 of 1 Last

	*Type of Build	*Run Recurrence Name	Server Name		
1	Rebuild	PC_WEEKLY	PSNT	+	-

OK
Cancel

Search Index Admin secondary page

See Also

Verity® Command-line Indexers Reference Guide V5.0 for PeopleSoft®

Enterprise PeopleTools 8.48 PeopleBook: System and Server Administration, “Administering the Search Index”

Searching the Financial Sanctions Data

After you have downloaded the financial-sanctions data and constructed the search index, you can conduct searches to verify transactions and vendor status.

This section discusses how to view financial sanctions inquiry results.

Pages Used to Search the Financial Sanctions Data

Page Name	Object Name	Navigation	Usage
Financial Sanctions Inquiry	SDN_INQUIRY	Banking, Financial Sanctions, Financials Sanctions Inquiry	Search the financial sanctions SDN data using criteria that is specified at the top of the page. Users can define how data in key fields is filtered. Results of each search are displayed at the bottom of the page. You can create and save specialized searches that can be used in future inquiries.
Financial Sanctions Entry	SDN_ENTRY_DTL	Banking, Financial Sanctions, Financials Sanctions List After conducting a search on the OFAC SDN Inquiry page, click an Entry ID link in the Search Results grid.	View details of an SDN entry that was the results of an inquiry on the OFAC SDN Inquiry page.

Viewing Financial Sanctions Inquiry Results

Access the Financial Sanctions Inquiry page.

Financial Sanctions Inquiry

Use Saved Search:

Sanctions List Type

equal to

OFAC

ID Type

All Values

First Name

All Values

Last Name

All Values

Address Line 1

All Values

Address Line 2

All Values

Address Line 3

All Values

City

All Values

Country

All Values

State / Province

All Values

Program

All Values

Max Rows to Retrieve:

[Advanced Search](#)

[Personalize Search](#)

Search Results

Customize | Find | View 5

First 1-20 of 20 Last

Entry ID	First Name	Last Name	ID Type	Title
306		BANCO NACIONAL DE CUBA	Entity	
307		BANCO NACIONAL DE CUBA	Entity	
308		BANCO NACIONAL DE CUBA	Entity	
309		BANCO NACIONAL DE CUBA	Entity	
342	Miguel	BATISTA	Individual	
350		BELMEX IMPORT EXPORT CO., LTD.	Entity	
406		BEWELL CORPORATION, INC.	Entity	

Financial Sanctions Inquiry page

Sanctions List Type

Select the entity that provided the data from which you want to run an inquiry. Values are:

- *OFAC*: Search the data from the US Department of the Treasury's Office of Foreign Assets Control.
- *EU*: Search the data from the European Union.
- *Enterprise SDN*: Search the data that is generated from within your organization.

You can use the remaining fields to narrow your search. You can save your search definitions for future inquiries by clicking Save Search Criteria. The search criteria are saved using the names that you give them and will appear in the Saved Searches field.

- Search** Click to initiate the inquiry process. The results of the inquiry appear in the Search Results grid at the bottom of the page.
- Entry ID** Click to view details of a particular search return on the Financial Sanctions Entry page.

Viewing the Details of a Financial-Sanctions Entry

Access the Financial Sanctions Entry page.

Financial Sanctions Entry

Entry ID: 25
First Name: **Last Name:** ACEFROSTY SHIPPING CO., LTD.
Title: **ID Type:** Entity
Program: CUBA

Identification Information						Find View All	First	1 of 1	Last
ID	ID Type	ID Number	Country	Issue Date	Expiration Date				

Alias Information					Find View All	First	1 of 1	Last
ID	ID Type	Category	First Name	Last Name				

Address Information								Find View All	First	1 of 1	Last
ID	Address Line 1	Address Line 2	Address Line 3	City	Postal Code	State / Province	Country				
16	171 Old Bakery Street			Valletta			Malta				

Nationality Information			Find View All	First	1 of 1	Last	Citizenship Information			Find View All	First	1 of 1	Last
ID	Country	Main Entry				ID	Country	Main Entry					

Birthdate Information			Find View All	First	1 of 1	Last	Birthplace Information			Find View All	First	1 of 1	Last
ID	Birth Date	Main Entry				ID	Birth Location	Main Entry					

Financial Sanctions Entry page

- ID** Unique identifiers for each entry type.
- ID Type** Signifies the type of identification, such as passport number, drivers license, social security, and so forth. The *a.k.a.* (Also Known As) ID type in the Alias Information grid denotes secondary identifiers for the entity.
- Expiration Date** The date that the financial sanctions entry expires.
- Main Entry** Signifies that this is the primary entry for the particular group.
- Country** In the Identification Information grid, the country field displays the country that the identification was issued. In the Nationality Information grid, the country field displays the nationality of the entity.

CHAPTER 8

Setting Up the Bank Statement Import Process

This chapter provides an overview of the Bank Statement Import process and discusses how to set up bank statement processing.

Important! If you have installed Cash Management 8.9 or later, you have more options for importing bank statements by taking advantage of its Financial Gateway functionality. You can import a variety of bank formats by using Flat File Import, FTP, HTTP, or PeopleSoft Integration Broker.

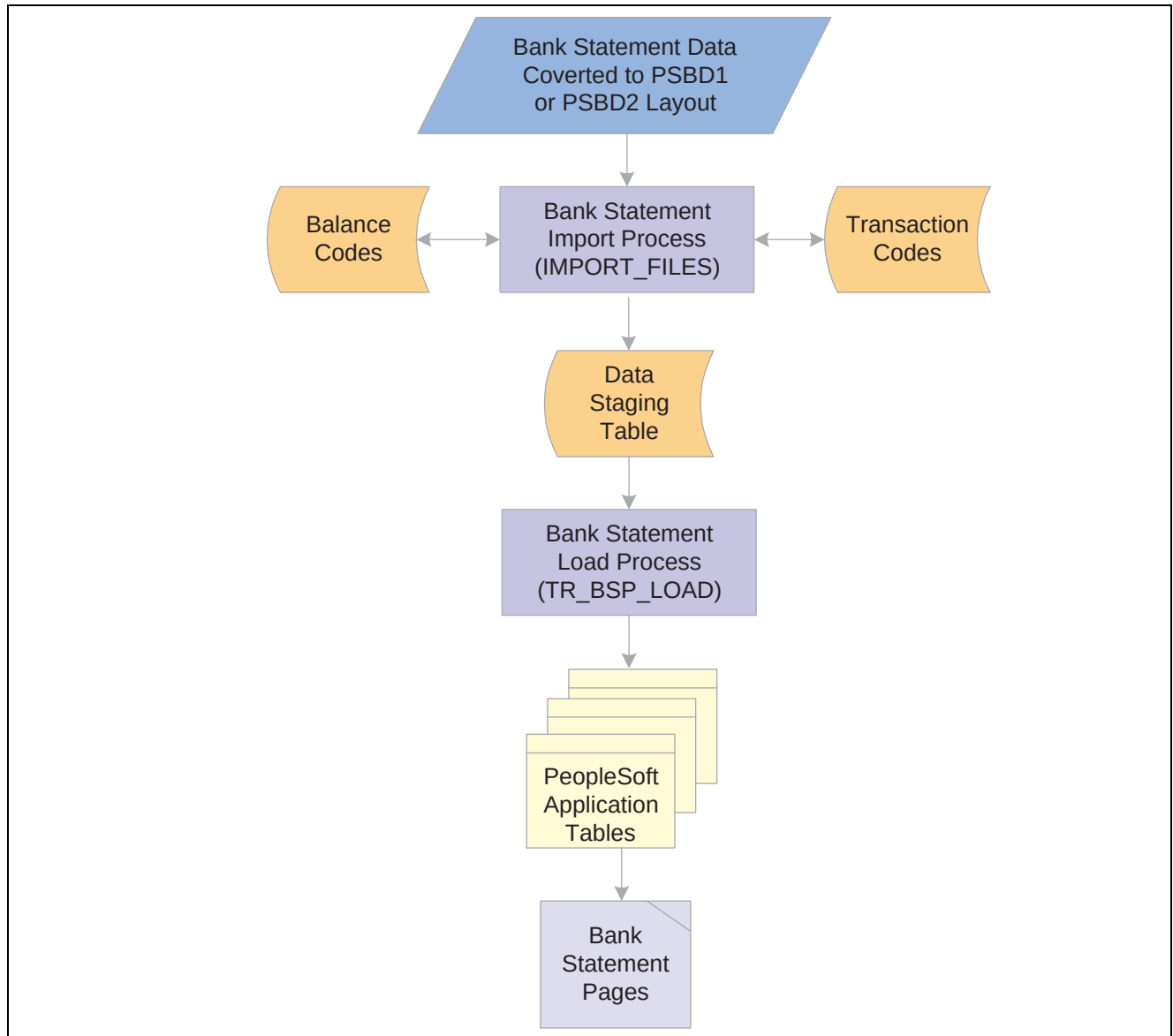
If you do not have Cash Management 8.9 or later installed, use the delivered generic electronic banking functionality described in this chapter to load bank statements.

See Also

PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook, “Setting Up Electronic Banking Using Financial Gateway”

Understanding the Bank Statement Import Infrastructure

This diagram illustrates the generic bank import process:



Generic bank statement Import process

To load bank statement data without Cash Management's Financial Gateway functionality:

1. Transform bank statements from a file that the bank provides, such as a BAI file, into the PeopleSoft Business Document layout (PSBD1 or PSBD2 for PeopleSoft Enterprise 8.8 or later).

Note. You are responsible for implementing functionality that transforms the organization's bank statement files to the PSBD1 or PSBD2 layout. PeopleSoft does not provide this functionality.

See [Chapter 8, "Setting Up the Bank Statement Import Process," Transforming Bank Statement Files to a PSBD Layout, page 99.](#)

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

When the process is complete, the status for the bank statement on the Review Bank Statement Files page is *Ready*.

Once the data is staged in the staging tables, the system loads the bank statement by using the Bank Statement Load Application Engine process (TR_BSP_LOAD). 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.

See Also

Chapter 10, “Receiving and Updating Bank Statements,” Importing Bank Statements, page 127

Enterprise PeopleTools 8.48 PeopleBook: Integration Broker

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Integration Testing Utilities and Tools

Setting Up the Bank Statement Import Process

This section discusses how to:

- Transform bank-statement files to a PSBD layout.
- Define bank statement balance codes.
- Define bank statement transaction codes.
- Set up a node for importing bank statements.

After you set up this functionality, you can import statements by using the Import Bank Statement page.

Pages Used to Set Up Bank Statement Import Functionality

Page Name	Object Name	Navigation	Usage
Balance Codes	BSP_BAL_CODES	Banking, Administer Bank Statements, Bank Statement Codes, Bank Statement Codes - Balance Codes	Define bank statement code information. Also select three favorite statement balance codes to appear on online inquiry pages.
Transaction Codes	BSP_TXN_CODES	Banking, Administer Bank Statements, Bank Statement Codes, Bank Statement Codes - Transaction Codes	Define bank statement transaction code information, such as activity type and payment method.

Transforming Bank Statement Files to a PSBD Layout

This section contains tables that can be used as guidelines for converting banks-statement data into a PSBD1 layout, which is required for importing banks-statement, data files into the PeopleSoft system if Cash Management is not installed.

Note. You can import bank-statement, data files using the PSBD2 layout if you have Cash Management 8.8 installed and are using a third-party, communication toolkit that has the capability of processing files in XML format. Sample files that can be used as guidelines for transforming bank-statement, date files into the PSBD2 layout can be found on Customer Connection.

This table provides guidelines for formatting PSBD1 file-header information.

Sequence	Field Name	Variable Type	Starting Position	Character Length	Comments
1	ECFILEROWID	String	1	3	Always 000
2	ECACTIONCD	String	4	3	Always 1
3	BNK_ID_NBR	String	7	20	Bank Identification number
4	ASOFDATE	Date	27	10	As-of date for the statement
5	ASOFTIME	Time	37	15	As-of time for the statement
6	RECEIVER	String	52	20	Identifier for party receiving the bank statement.
7	TRANSACTION_REF	String	72	16	Transaction reference number
8	STMT_NUMBER	Number	88	5	Statement number
9	PAGE_NUMBER	Number	93	3	Page number

This table provides guidelines for formatting PSBD1 bank-statement balance information.

Sequence	Field Name	Variable Type	Starting Position	Character Length	Comments
1	ECFILEROWID	String	1	3	Always 001
2	ECACTIONCD	String	4	3	Always 1
3	BNK_ID_NBR	String	7	20	Bank identification number
4	BANK_ACCOUNT_NUM	String	27	17	Bank account number
5	STMT_BAL_OPEN	Signed number	44	17	Opening balance
6	STMT_BAL_OPEN_DT	Date	61	10	Opening balance date
7	STMT_BAL_CLOSE	Signed number	71	17	Closing balance
8	STMT_BAL_CLOSE_DT	Date	88	10	Closing balance date
9	STMT_BAL_AVAIL	Signed number	98	17	Available balance
10	STMT_BAL_FWD	Signed number	115	17	Forward balance

Sequence	Field Name	Variable Type	Starting Position	Character Length	Comments
11	STMT_BAL_FWD_DT	Date	132	10	Forward balance date
12	CURRENCY_CD	String	142	3	Currency code

This table provides guidelines for formatting PSBD1 bank-statement transaction information.

Sequence	Field Name	Variable Type	Starting Position	Character Length	Comments
1	ECFILEROWID	String	1	3	Always 001
2	ECACTIONCD	String	4	3	Always 1
3	BNK_ID_NBR	String	7	20	Bank identification number
4	BANK_ACCOUNT_NUM	String	27	17	Bank account number
5	BANK_TRANS_CODE	String	44	20	Transaction code given by the bank. This will be changed using code mapping in the bank-statement load process.
6	RECON_TRAN_AMT	Signed number	64	17	Reconciliation transaction amount
7	VALUE_DT	Date	81	10	Value date for the transaction
8	RECON_BANK_DT	Date	91	10	Bank date provided for reconciliation
9	RECON_REF_ID	String	101	12	Reconciliation-specific reference ID
10	RECON_PAYEE_ID	String	113	40	Reconciliation payee
11	BANK_REF_ID	String	153	16	Reference ID provided by the bank
12	OTHER_REF_ID	String	169	16	Additional reference ID
13	STMT_ACTIVITY_TYPE	String	44	20	Statement activity type derived from the BANK_TRANS_CODE.

Defining Balance Codes

Access the Bank Statement Codes - Balance Codes page.

Balance Codes

Transaction Codes

Bank Statement Codes

Customize | Find | View 100 | First 1-10 of 212 Last

Balance Codes

Long Description

*Statement Code	*Type Code	*CR / DB	Display Balance	Short Description		
010	Status	CR	☒	OPENING LEDGER	+	-
011	Status	NA	☐	AVERAGE OPENING LEDG	+	-
012	Status	NA	☐	AVERAGE OPENING LEDG	+	-
015	Status	NA	☒	CLOSING LEDGER	+	-
020	Status	NA	☐	AVERAGE CLOSING LEDG	+	-
021	Status	NA	☐	AVERAGE CLOSING LEDG	+	-
022	Status	NA	☐	AGGREGATE BALANCE AD	+	-
024	Status	NA	☐	AVERAGE CLOSING LEDG	+	-
025	Status	NA	☐	AVERAGE CLOSING LEDG	+	-
030	Status	NA	☐	CURRENT LEDGER	+	-

Bank Statement Codes - Balance Codes page

Balance codes are assigned to each balance line and determine how the reconciliation process handles them. Each balance entry that is received electronically or entered manually should be assigned a balance code.

- Statement Code** Enter a three-digit statement code that is to be defined.
- Type Code** Indicate if the code is a *Status* or *Summary* code.
- CR/DB (credit/debit)** Indicate if the code is a *CR* (credit) or *DB* (debit), or select *NA* (not applicable) if this categorization does not apply.
- Display Balance** Select this check box to indicate that the balance is a favorite balance. The system automatically displays the favorite balances on certain pages, such as the Bank Balance Inquiry page. You can select up to three different balances to be displayed.
- You can edit these selections at any time.

Defining Transaction Codes

Access the Bank Statement Codes - Transaction Codes page.

Balance Codes

Transaction Codes

Bank Transaction Codes

Customize

Find

View 100

First

1-10 of 259

Last

Transaction Codes

Long Description

*Statement Code	Type Code	*CR / DB	Trans Code	Activity	Payment Method	Short Description		
108	Detail	CR				CREDIT (ANY TYPE)	+	-
115	Detail	CR			Check	LOCKBOX DEPOSIT	+	-
116	Detail	CR				ITEM IN LOCKBOX DEPO	+	-
118	Detail	CR				LOCKBOX ADJUSTMENT C	+	-
121	Detail	CR				EDI TRANSACTION CRED	+	-
122	Detail	CR				EDIBANX CREDIT RECEI	+	-
123	Detail	CR				EDIBANX CREDIT RETUR	+	-
135	Detail	CR				DTC CONCENTRATION CR	+	-
136	Detail	CR				ITEM IN DTC DEPOSIT	+	-
142	Detail	CR			ACH	ACH CREDIT RECEIVED	+	-

Bank Statement Codes - Transaction Codes page

The system assigns transaction codes to each bank statement transaction line during electronic load or manual entry. The transaction code determines how the reconciliation processes the specific line item.

Trans Code (transaction code)

Identifies the type of transaction in a bank statement. Select from:

ACH: Automatic clearing house.

BOE - Out: Bill of exchange - outgoing (or disbursed).

Bank Adj: Bank adjustments.

Bill Order

CHK: Check.

Deposits

Direct Debits

DD-Out: Direct debit - outgoing (or disbursed).

Draft

EFT: Electronic funds transfer.

Fees

Fund Rcpt: Fund receipt.

General: General transaction.

Interest: Interest expense.

Man Check: Manual check.

Misc: Miscellaneous.

	<i>Payment</i>
	<i>Receipt</i>
	<i>Stop Pay:</i> Stop payment.
	<i>Voids</i>
	<i>Wire Out:</i> Wire - disbursement.
Activity	Select a statement activity type.
Payment Method	Identifies the payment method that is specified for a transaction code. Select from: <i>ACH:</i> Automatic clearing house. <i>Check</i> <i>Cust Draft:</i> Customer draft. <i>Direct Debit</i> <i>EFT:</i> Electronic funds transfer. <i>EFT Drafts:</i> Electronic funds transfer drafts. <i>Giro-EFT:</i> Giro-electronic funds transfer. <i>Giro-Manual</i> Giro-manual. <i>LC:</i> Letter of credit. <i>Manual:</i> Manual check. <i>WIR:</i> Wire transfer. <i>Vndr Draft:</i> Vendor draft. <i>Wire:</i> Wire disbursement.

CHAPTER 9

Setting Up Reconciliation

This chapter provides an overview of bank account reconciliation and discusses how to:

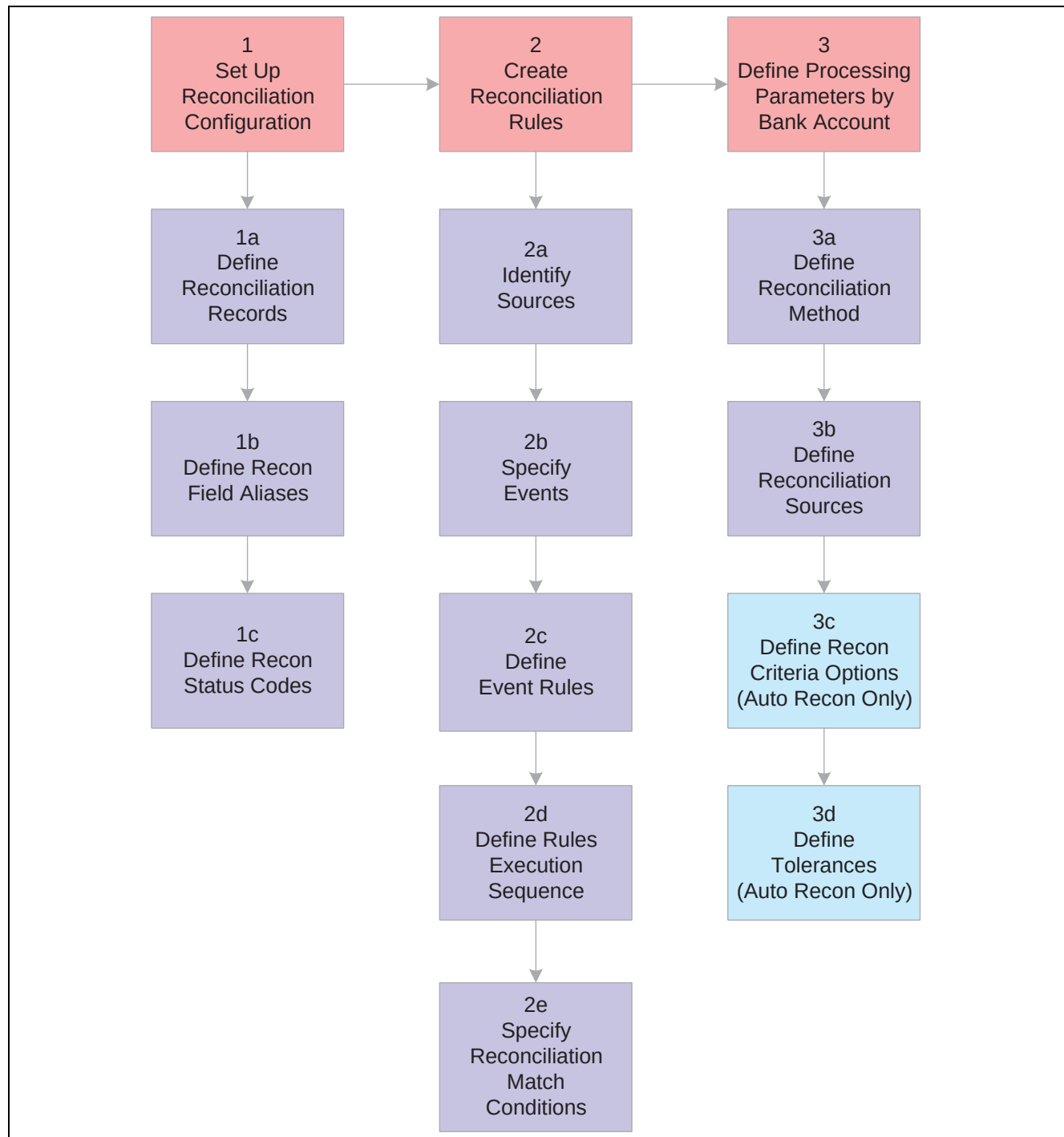
- Set up reconciliation tables for sources and rules.
- Define reconciliation options for accounts.
- Define statement activities.
- Set up Cash Management bank statement accounting functionality.

Understanding Reconciliation

Bank account reconciliation involves comparing and matching your recorded business transactions with your bank's corresponding transactions.

PeopleSoft provides you with many different ways to reconcile balances, from a fully automated approach to one where you compare transactions manually. The method that you use depends on how you receive transaction information from your bank and on which PeopleSoft Enterprise applications you use.

This diagram illustrates reconciliation set up:



Reconciliation setup process

If you use Cash Management, you can also establish bank statement accounting for your reconciliation processing. You establish rules from which the system uses to match exceptions, or NTFs (No Transactions Found). When the system encounters an exception that matches a rule, it automatically creates a system-side accounting entry for the exception, and marks the exception as reconciled. This process reduces the number of exceptions that you must resolve.

See [Chapter 9, “Setting Up Reconciliation,” Setting Up Cash Management Bank Statement Accounting Functionality, page 120.](#)

Setting Up Reconciliation Tables for Sources and Rules

To define reconciliation information, use the following components:

- Reconciliation Rules component (RCN_SOURCE_PNLGRP_GBL).
- Reconciliation Records component (RCN_RECORD_PNLGRP_GBL).
- Recon Field Aliases component (RCN_ALIAS_PNLGRP_GBL).
- Reconciliation Status Codes component (RCN_STATUS_PNLGRP_GBL).
- Recon Criteria Options component (RCN_USR_OPT_PNLGRP_GBL).

Use the TR_UNRECON_TRANS_GBL component interface to load data into the Reconciliation Exceptions tables.

PeopleSoft delivers predefined data in the reconciliation setup tables. You should review this information to determine whether you need to set up your own information to meet your organization's needs.

This section discusses how to:

- Define reconciliation record source types.
- Define reconciliation field aliases.
- Define reconciliation status codes.
- Specify reconciliation criteria options.
- Define reconciliation rules.
- Specify field updates.
- Update reconciliation criteria.

Delivered Reconciliation Rules

PeopleSoft includes a library of reconciliation rules. Reconciliation rules pertain to records in PeopleSoft. You can expand these reconciliation rules to meet your reconciliation requirements by adding one or more events and by defining event rules for each event. You can also create your own rules if needed. The following table lists delivered rules that are used for reconciling transactions that you might change, and it identifies the PeopleSoft application from which the transactions come:

Reconciliation Rule	PeopleSoft Application
PS_BNK_RCN_DISBRSE	Payables
PS_BNK_RCN_DEPOSIT PS_BNK_RCN_DRAFT PS_BNK_RCN_DEBIT PS_BNK_RCN_PAYMENT	Receivables

Reconciliation Rule	PeopleSoft Application
PS_BNK_RCN_DEALS	Treasury Management Cash Flows
PS_BNK_RCN_TRAN	External transactions

PeopleSoft also delivers two rules that you normally do not change because they are used only for the setup and cleanup steps in the reconciliation process. These rules are:

- PS_BANK_STMT_SETUP
- PS_BANK_STMT_EXCEPTIONS

Important! The PS_BANK_STMT_SETUP and PS_BANK_STMT_EXCEPTIONS are integral to the PeopleSoft automatic reconciliation process. If you are setting up a bank account for automatic reconciliation, you *must* specify these two rules in the Reconciliation Sources grid of the External Account - Account Reconciliation page.

See Chapter 9, “Setting Up Reconciliation,” Selecting a Reconciliation Method, page 115.

Pages Used to Set Up Reconciliation Sources and Rules

Page Name	Object Name	Navigation	Usage
Reconciliation Records	RCN_RECORD_PNL	Banking, Administer Reconciliation, Reconciliation Records	Set up the sources of information that will be the foundation of the reconciliation process.
Reconciliation Field Aliases	RCN_DEFINE_EFLD_PL	Banking, Administer Reconciliation, Reconciliation Field Aliases	Create aliases for field names to make field names easier to identify in setup pages.
Reconciliation Status Code	RCN_STATUS_PNL	Banking, Administer Reconciliation, Reconciliation Status Codes	Create additional statuses (other than the ones that are delivered) to be applied during the auto-reconciliation process and to categorize reconciliation exceptions as needed.
Recon Criteria Options (reconciliation criteria options)	RCN_USR_OPT_PNL	Banking, Administer Reconciliation, Recon Criteria Options	Apply SQL statements to a reconciliation source instead applying those statements to every instance of a rule. You can define additional meta-SQL to append to a specific rule criterion at the reconciliation source level.
Reconciliation Rules	RCN_SOURCE_PNL	Banking, Administer Reconciliation, Reconciliation Rules	Define and assemble the conditions that are required for reconciliation to occur.
Reconciliation Source Notes	RCN_FREEFORM_PNL	Click View Notes on the Reconciliation Rules page.	Enter notes about a reconciliation rule.
Field Updates	RCN_UPDSTAT_PNL	 Click the Field Updates icon in the Field Updates column on the Reconciliation Rules page.	Define additional fields (by their alias) and their update values that the reconciliation process can update for a specific reconciliation rule.
Update Criteria	RCN_CRITERIA_PNL	 Click the Update Criteria icon in the Update Criteria column on the Reconciliation Rules page.	Define the additional requirements for reconciling data at the field level.
Add SQL Clause	RCN_FREEFORM_PNL	 Click Free Form SQL on the Update Criteria page.	Add or modify a SQL statement for a reconciliation rule.
Reconciliation SQL	RCN_VIEWSQL_PNL	Click View SQL on the Update Criteria page.	Review the combined SQL statements for a reconciliation rule.

Defining Reconciliation Record Source Types

Access the Recon Record page.

You create or map the source records of your reconciliation process. You can map to items in PeopleSoft applications, such as Payables and Receivables, or to third-party information sources.

Source Type Select either *Statement* (bank statement side) or *Transaction* (system transaction side) for the reconciliation record.

Defining Reconciliation Field Aliases

Access the Reconciliation Field Aliases page.

The selected reconciliation record determines which field names you can access.

Field Name Enter the field name in the record.

Alias Enter an alternate name from the field name to use when defining reconciliation rules.

Specifying Reconciliation Criteria Options

Access the Recon Criteria Options page.

A bank frequently sends transactions in cases which the identifier codes do not match the transaction types in the system. You create SQL to map the bank statement codes to the system transaction types.

Option Description	Indicates whether the system uses transaction types to map values. Enter <i>Use Transaction Type ON</i> when you want to use transaction types for reconciliation. This usually creates less exceptions. Enter <i>Use Transaction Types OFF</i> when you do not want to use transaction types for reconciliation. This creates more exceptions, but should be used if the bank is inconsistent with the codes that they provide for transaction types.
Meta SQL ID	Displays the transaction type identifier that you receive from the bank (for example, <i>DEP_1</i> for a deposit type).
Description	Identify the record on which the transaction type resides.
Where Clause	Enter the conditional meta-SQL statement to execute. Use this field to map the transaction type to a system or bank value.

See Also

Chapter 9, "Setting Up Reconciliation," Updating Reconciliation Criteria, page 112

Defining Reconciliation Rules

Access the Reconciliation Rules page.

Reconciliation Rules

Record Name: PS_BNK_RCN_DISBRSE AP Disbursement Rules [View Notes](#)

Events Find | View All First 1 of 4 Last

*Event Seq. Nbr: *Status: + -

*Event Name: Description:

Event Rules Customize | Find | View All | First 1-8 of 12 Last

*Rule Seq	*Action	*Record	*Recon Status	Field Updates	Conditional Rule	Option Code	Update Criteria		
1	Truncate	BNK_DISBRVL_T	UNR		☐			+ -	
2	Insert	BNK_DISBRVL_T	UNR		☐			+ -	
3	Insert	BNK_DISBRVL_T	UNR		☐			+ -	
4	Update	BNK_DISBRVL_T	UNR		☐			+ -	
5	Update	BANK_STMT_TBL	AMB		☒	TN		+ -	
6	Update	BANK_STMT_TBL	AMB		☒	TF		+ -	
7	Update	BANK_STMT_TBL	STP		☐			+ -	
8	Update	BANK_STMT_TBL	VOI		☐			+ -	

Reconciliation Rules page

View Notes

Click to access the Reconciliation Source Notes page and add notes about this reconciliation rule.

Events

Define banking events, giving each event an event sequence number and event name.

Event Rules

Define event rules for each event.

Rule Seq (rule sequence)

Enter a sequence processing number for the rule.

Action

Enter an action to take for the rule, such as *Update*, *Insert*, *Truncate*, or *Delete*.

Record

Select a source record on which the reconciliation process takes the action. The record can be a PeopleSoft record or a third-party record. You can also use the BNK_RCN_TRAN record to hold transactions from a third-party feeder system. All the system records should precede the bank records when you add new event rules.

Recon Status (reconciliation status)

Select a reconciliation status. Reconciliation status codes are available only for actions with the value of *Update*. The default value is *UNR* (unreconciled).

Note. The status code NTB is used for recon-process, recon rules to designate when two or more bank-statement transactions match a single system transaction.

See [Chapter 9, “Setting Up Reconciliation,” Selecting a Reconciliation Method, page 115.](#)



Click Field Updates to access the Field Updates page and set field aliases and values. You must first enter a valid combination of record and reconciliation status field values to enable this button and access the Field Updates page.

Conditional Rule

Select if this is a conditional rule and enter an Option Code that defines the conditional rule to use.



Click Update Criteria to view the reconciliation rules that are specified on the Update Criteria page.

See Also

Chapter 9, “Setting Up Reconciliation,” Updating Reconciliation Criteria, page 112

Specifying Field Updates

Access the Field Updates page.

Field Updates
Customize | Find | View All | First 1-7 of 7 Last

Record Name: PS_BNK_RCN_DISBRSE **Event Seq. Nbr:** 200 **Event ID:** 1 **Option Code:** TN
Rule Seq: 1 **Action:** Update **Record:** BNK_DISBRVL_T **Recon Status:** REC

	Field Alias	*Update Type	Update Value		
1	CYCLE	Bind Variable	RECON_CYCLE_NBR	+	-
2	RECON DATE	Bind Variable	RECONCILE_DT	+	-
3	RECON OPR	Constant	'AUTO'	+	-
4	RECON TYPE	Constant	'A'	+	-
5	RECON_RUN_ID	Constant	' '	+	-
6	SEQ	SQL Object	BNK_RCN_DISBRSE_200_0001_RR	+	-
7	STMT DATE	SQL Object	BNK_RCN_DISBRSE_200_0001_SD	+	-

Field Updates page

Field Alias

Select the field that you want the reconciliation process to update. Select from the aliases that you defined on the Recon Field Alias page.

Update Type

Select *Bind Variable*, *Constant*, or *SQL Object*.

Update Value

Enter an update value description. You can enter multiple update values for the same field alias.

Updating Reconciliation Criteria

Access the Update Criteria page.

Update Criteria

Record Name: PS_BNK_RCN_DISBRSE Event Seq. Nbr: 200 Event ID: 1 Option Code: TN

Rule Seq: 1 Action: Update Record: BNK_DISBRVL_T Recon Status: REC

*Transaction: BNK_DISBRVL_T *Statement: BANK_STMT_TBL

Update Criteria Find | View All First 1-12 of 14 Last

Seq Nbr	Source 1	Field 1 Alias	Operator	Source 2	Field 2 Alias	
1	Transaction	RECON TYPE	=	Constant	'U'	+ -
2	Transaction	PROCESS #	=	Constant	%PROCESS_INSTANCE	+ -
3	Transaction	BNK NBR	=	Constant	%BNK_ID_NBR	+ -
4	Transaction	ACCOUNT	=	Constant	%BANK_ACCOUNT_NUM	+ -
5	Transaction	PAY STATUS	IN	Constant	('P','S')	+ -
6	Add SQL					+ -
7	Statement	STATUS	IN	Constant	('UNR', 'AMT', 'DAT')	+ -
8	Statement	BNK NBR	=	Transaction	BNK NBR	+ -
9	Statement	ACCOUNT	=	Transaction	ACCOUNT	+ -
10	Statement	CYCLE	=	Constant	%RECON_CYCLE_NBR	+ -
11	Statement	RECON REF	=	Transaction	RECON_REF_ID	+ -
12	Statement	TRANS CODE	IN	Constant	('CHK', 'MAN', 'EFT', 'WIR',	+ -

View SQL

Update Criteria page

You create SQL statements to map fields in a record on one side to fields on the other side or to a constant value when you create reconciliation criteria.

To update reconciliation criteria:

- Complete the Transaction and Statement fields to map the items (transactions in the system versus transactions on the bank statement) that you will compare and reconcile.
Generally, under Statement, you find the bank statement that is defined (under Reconciliation Records) as a source. Under Transaction, you will reconcile the system side to the bank.
- Enter the criteria sequence number in the Seq Nbr field.
- Select *Transaction*, *Statement*, or *Add SQL* in the Source 1 field.
 - If you select *Transaction* or *Statement*, select your value in the Field 1 Alias field and its value in the Operator field, and indicate the type of relationship it must have to what you are reconciling. Then map your statement's Source 2 field by selecting *Constant*, *Statement*, or *Transaction*, and enter the appropriate value in the Field 2 Alias field.
 - If you select *Add SQL*, click the Free Form SQL button to enter free-form SQL statements on the Add SQL Clause page. If you decide to customize the reconciliation rules, you must manually add the SQL to the system source record when the option code for the bank side contains a meta-SQL statement to the bank side. You can add the additional SQL by clicking the Add SQL button, or you can define it by selecting bank *Statement* in the Source 1 field and completing the rest of the criteria to search for the same condition that you defined as meta-SQL statements on the Recon Criteria Options page.



Click Free Form SQL to enter SQL statements.

Including Fees, Interest, and Miscellaneous Transactions

With automatic reconciliation, PeopleSoft delivers functionality that marks all bank statement transactions that have fees (F), interest (I), or miscellaneous (M) reconciliation transaction codes with a miscellaneous (MSC) reconciliation status. This excludes these MSC transactions from the automatic reconciliation process and prevents them from being reconciled to the wrong system transaction or marked as an exception.

If you do not want to exclude these transactions from the automatic reconciliation process, you must edit the Setup Bank Statement rule (*PS_BANK_STMT_SETUP*). Omit the entire rule to include the F, I, and M transactions in the automatic reconciliation process. Or, edit the rule SQL to include only one or two reconciliation transaction codes in the automatic reconciliation process.

To omit the entire rule:

1. Select the *Setup Bank Statement (PS_BANK_STMT_SETUP)* reconciliation rule.
2. Either delete the rule, or select the Conditional Rule option and specify an Option Code of *NA*.

To edit the rule SQL:

1. Select the *Setup Bank Statement (PS_BANK_STMT_SETUP)* reconciliation rule.
2. Locate the row with a Recon Status of *MSC* on the Reconciliation Rules page, and click the Update Criteria button.
3. Locate the row with a Field 1 Alias value of *TRANS CODE*. In the Field 2 Alias field, edit the field values by deleting the value that you want to include in the automatic reconciliation process. For example, if you want to include fees, delete F.
4. Click OK to save your changes.

Defining Reconciliation Options for Accounts

You specify which reconciliation method to use for each external account and additional reconciliation processing options for the account.

This section discusses how to:

- Select the reconciliation method and reconciliation sources for an account.
- Define reconciliation tolerances for matching bank and system transactions.

Prerequisites

Before establishing reconciliation rules for bank accounts, you must set up the bank accounts and you must install all reconciliation rules (the DMS file that is loaded during installation).

See Also

[Chapter 3, “Setting Up External, Internal, and Netting Accounts,” Defining External Account Information, page 24](#)

[Chapter 9, “Setting Up Reconciliation,” Setting Up Reconciliation Tables for Sources and Rules, page 107](#)

Pages Used to Reconcile Statements Automatically

Page Name	Object Name	Navigation	Usage
External Accounts - Reconciliation	BANK_PNLRECON	Banking, Bank Accounts, External Accounts, Reconciliation tab	Select a method of reconciliation, the reconciliation sources to match against the bank statement, and the sequence of execution.
Reconciliation Options	BANK_RCN_OPT_PNL	Click Options on the External Accounts - Account Reconciliation page.	Specify reconciliation options for the account.
Reconciliation Tolerances	BNK_LIMITS_SBP	Click Tolerances on the External Accounts - Account Reconciliation page.	Set reconciliation tolerance ranges on the bank side for matching bank and system transactions.

Selecting a Reconciliation Method

Access the External Accounts - Reconciliation page.

External Accounts

Signatories

Contacts

Reconciliation

Account Information

Collection Methods

SetID: SHARE Bank: USBNK USA BANK

External Bank ID: 121042882

Account Information

Bank Account: CHCK USBNK CHECKING ACCT

Target Balance:

Reconciliation

*Recon Method: Automatic

☒ Enforce Bank Statement Edits

Bank Account #: 0741-256458

☒ Enable Workflow

☒ Enforce UnReconciliation Edits

Reconciliation Sources

Customize | Find

First 1-8 of 8 Last

Source Type	Source Seq.	Recon Rule	Description	Options	Tolerances			
Pre-process (before Recon)	10	PS_BANK_STMT_SETUP	Setup Bank Statement	Options	Tolerances		+	-
Recon Process	20	PS_BNK_RCN_DEALS	Deals Recon Rules	Options	Tolerances		+	-
Recon Process	30	PS_BNK_RCN_DISBRSE	Disbursement Recon Rules	Options	Tolerances		+	-
Recon Process	50	PS_BNK_RCN_DEBIT	Debit Recon Rules	Options	Tolerances		+	-
Recon Process	60	PS_BNK_RCN_DEPOSIT	Deposit Recon Rules	Options	Tolerances		+	-
Recon Process	70	PS_BNK_RCN_DRAFT	Draft Recon Rules	Options	Tolerances		+	-
Recon Process	80	PS_BNK_RCN_TRAN	Tran Recon Rules	Options	Tolerances		+	-
Post-process (after Recon)	90	PS_BANK_STMT_EXCEP	Bank Statement Exceptions	Options	Tolerances		+	-

External Accounts - Reconciliation page

Recon Method
(reconciliation method)

The method to use for reconciling transactions for this account.

Automatic: Matches bank transactions to system transactions automatically. You must receive transaction information from your bank in an electronic format or enter your bank statements online to use this option.

SemiMan: (semi-manual): Use this option to compare system transactions and bank transactions online and match them manually.

Manual: You must use manual reconciliation when you have only printed bank statements. With this option, you view only the system transactions online and match them to those in your printed bank statement.

None: Use this option when reconciliation processing is not necessary. Also, select to clear the fields in the Reconciliation Sources group box.

Enable Workflow

Select to enable automatic workflow notification.

This option is available only if you select *Automatic* for the reconciliation method. It enables the reconciliation process to initiate workflow processing for exceptions and notifies users of reconciliation exceptions on their worklists.

Enforce Bank Statement Edits

Selecting this option affects bank statement entry by:

- Displaying a warning message if the bank balance entry is missing an opening or closing balance (codes 010 and 015).
- Displaying a warning message if the sum of the bank transactions plus the opening balance does not match the closing balance.

Reconciliation Sources

The source types that you select determine what system data (reconciled against the bank statement) appears on the different reconciliation pages (Automatic Reconciliation, Semi Manual Reconciliation, and Manual Reconciliation).

Source Type

Defines the process type to take place. Select from:

Pre-Process: Assign only to the first row for automatic reconciliation.

Post Process: Assign only to the last row for automatic reconciliation.

Recon Process: Assign to all rows between the first and the last for automatic reconciliation. Assign to all rows for semi-manual and manual reconciliation.

Source Seq (source sequence number)

Specify a number to order the processing of the source types. The first row should contain the lowest number so that it executes first, and the last row should have the highest number.

Order the source types to achieve a greater reconciliation success rate. Although PeopleSoft has configured the delivered order of source types to provide an optimum reconciliation rate, you can change the sample sequence numbers depending on how accurate the given source is likely to reconcile against the bank transactions (for example, transactions for which the bank provides you a reference ID are likely to have a higher reconciliation rate). Place these source types at the top with a lower source sequence number. Conversely, transactions with no reference ID are likely to have duplicates (or lower reconciliation rates), and you should place them at the bottom with a higher source sequence number. Refer to the previous page example for an example of the recommended order.

Recon Rule (reconciliation rule)

Identifies the reconciliation rule to use for reconciling the source type. PeopleSoft delivers seven rules that you use for all three reconciliation methods, or you can use your own rules as appropriate. You can sequence and modify these rules as needed. These rules look at both the system transactions and the bank statement transactions:

PS_BNK_RCN_DISBRSE: For Payables.

PS_BNK_RCN_DEPOSIT: For Receivables.

PS_BNK_RCN_DRAFT: For Receivables.

PS_BNK_RCN_DEBIT: For Receivables.

PS_BNK_RCN_PAYMENT: For Receivables.

PS_BNK_RCN_DEALS: For Treasury products.

PS_BNK_RCN_TRAN: For PeopleSoft Payables, Receivables, Treasury products, and external transactions.

PeopleSoft also delivers two rules that you must use when setting up automatic reconciliation method for an external bank account. You select *PS_BANK_STMT_SETUP* for the first source type and *PS_BANK_STMT_EXCEPTIONS* for the last selected source type for an automatic reconciliation. Options and Tolerances are not available for these source types.

Options

Click to select the options to use with the reconciliation rule. This link is available only for the automatic reconciliation method and is a required step.

You must specify options for the source transaction type (meta SQL) so the reconciliation process can use the appropriate reconciliation rule from the library. An option added to a specific reconciliation rule executes during automatic reconciliation.

The library rules have specific meta-SQL pertaining to specific functionality (for example, *TRAN TYPES ON / OFF*). By selecting an option, you can attach additional meta-SQL to a reconciliation rule.

Tolerances

(Optional) Click to specify day, monetary, or amount tolerances for the reconciliation rule. This link is available only for the automatic reconciliation method.

Setting Up Reconciliation Tolerances

Access the Reconciliation Tolerances page.

Reconciliation Tolerances

SetID: SHARE **Bank:** GMBNK **Account:** CHCK
Recon Rule: PS_BANK_STMT_SETUP

Day Tolerance

Between - **and +**

Monetary Tolerance

***Monetary Limit:**  **Accounting Template ID:** 

Amount Tolerance

Between - **and +**

Reconciliation Tolerances page

The Reconciliation Tolerances page focuses on the bank side as it reviews transactions on the statement side.

Day Tolerance

Between - and and +

Day tolerance range for matching system and bank transactions. When processing reconciliation, the system looks for source transactions a specific number of days before and after the bank date to match with the bank transactions.

The system uses the Bank Date field (RECON_BANK_DT on the BANK_STMT_TBL) and the Date and Value Date fields (PYMNT_DT and VALUE_DT on the PAYMENT_TBL) for matching.

Monetary Tolerance

Monetary Limit

Indicates whether you use a specific dollar amount or a percentage to determine the limit.

Accounting Template ID

Template that defines how the system generates accounting entries.

Percentage Tolerance and Amount Tolerance

The system displays either the Percentage Tolerance or the Amount Tolerance group box depending on your selection for the monetary limit.

Between - and and +

Specify an acceptable amount or percentage range. When processing reconciliation, the system starts with the source transaction amount, factors in the tolerances, and searches for bank transaction amounts that occur within the specified amount or percentage parameters.

See Also

PeopleSoft Enterprise Cash Management 9.0 PeopleBook, “Managing Treasury Accounting,” Entering Accounting Template Information

Defining Statement Activities

To define statement activities, use the Statement Activity Type component (STMT_ACT_TYPE_GBL).

The system flags bank transactions such as overdraft fees, interest, or other miscellaneous fees as MISC (miscellaneous) exception items during reconciliation processing because there are no corresponding system transactions. You associate statement activity types with these items, so that the Treasury products generate accounting entries for the transactions based on the ChartFields that are specified in an accounting template when you force them to reconcile.

This section discusses how to create statement activity types.

Page Used to Define Statement Activity Types

Page Name	Object Name	Navigation	Usage
Statement Activity Type	BANK_ACT_TYPE	Banking, Administer Reconciliation, Statement Activity Type	Define statement activity types.

Creating Statement Activity Types

Access the Statement Activity Type page.

Statement Activity Type

Statement Activity Type: BKFEE

***Description:**

Short Description:

Force Reconciliation Options

☒ **Allow Force Reconciliation**

Transaction Table: 

Accounting Template ID: 

Statement Activity Type page

Allow Force Reconciliation Select to enable the reconciliation of transactions that are associated with this statement activity type. When you select this option, you can select and force reconciliation transactions that are associated with this category of statement activity on the AutoRecon Exceptions page. The system adds the item to the system transactions and schedules the appropriate accounting event based on the accounting template that is assigned.

You must select this option to complete the Transaction Table and Accounting Template ID fields.

Transaction Table Database table that contains the transactions for this type of statement activity. Unless you have modified the PeopleSoft application, you should use the

default table, PS_BNK_RCN_TRAN, which stores system transactions for reconciliation processing.

Accounting Template ID

Select the accounting template that defines what accounting entries that the system creates when you force reconciliations.

See Also

Chapter 11, “Reconciling Statements,” Reconciling Transactions Automatically, page 148

PeopleSoft Enterprise Cash Management 9.0 PeopleBook, “Managing Treasury Accounting,” Entering Accounting Template Information

Setting Up Cash Management Bank Statement Accounting Functionality

To define bank statement accounting, use the Bank Statement Accounting component (BNK_BSAC_SETUP_GBL).

This section discusses how to define bank statement accounting.

Important! You can only implement this functionality if you have purchased and licensed Cash Management.

Bank Statement Accounting Automatic Reconciliation

The Cash Management Bank Statement Accounting (BSA) functionality integrates with the PeopleSoft banks reconciliation functionality. The BSA functionality reduces the number of exceptions (NTFs) that you must resolve. It works in tandem with the PeopleSoft automatic reconciliation process and provides a second layer of filtering that automatically resolves reconciliation exceptions. To enable this functionality, you must first establish the conversion (or accounting) rules that the system uses to search for reconciliation exceptions.

The BSA functionality handles transactions in the bank statement that are not yet booked in the general ledger or a general ledger subledger. These items might include such first notice items such as interest income, interest expense, or forecasted wires.

BSA functionality uses information from the imported bank statement addenda text field. You first create rules to match text strings in the addenda text by selecting *Pattern* (matching a specified text string), *Position* (searching for text between two defined numeric values), or *Value* (matching a defined value). When the system encounters a match, it automatically reconciles the exception by creating a system-side transaction that is assigned to an accounting template, and changes the exception’s reconciliation status flag to *REC* (reconciled). Note that the system does not perform any BSA processing on exceptions that do not match any BSA predefined criteria. Also, the bank statement accounting process will not create a system-side transaction if the bank statement line had previously been matched to a system-side transaction. For example, if the bank-statement accounting process matches a previously reconciled transaction that was unreconciled using the semimanual reconciliation process, it will not create a new transaction.

After the BSA resolved exception accounting entries are complete, you run Treasury Accounting processes to complete the accounting entries prior to posting to the general ledger.

The following are some points to consider about the BSA process:

- The process is only as good as the rules and accounting templates that you establish.

Note. The automatically generated accounting entries are only as valid as the accounting rules that you establish. If the accounting rule or specified accounting template for a rule is incorrect, the accounting entries for all of the affected matched exceptions will also be incorrect. It is *very* important that you test the validity of your BSA data setup and output prior to using this functionality in a production environment.

- You can only use this functionality with the automatic reconciliation process.
- The BSA process greatly streamlines the reconciliation process, but reconciliation can not be fully automated. There will always be reconciliation exceptions that you must manually research and resolve.
- This process becomes increasingly efficient as the number of bank statements that you process increases. When you first implement the process, you must develop the rule structure—researching exceptions, editing rules, and adding new rules—until this structure is sufficiently constructed to handle your organization’s exceptions.

See Also

PeopleSoft Enterprise Cash Management 9.0 PeopleBook, “Managing Treasury Accounting,” Processing Automated Accounting

Prerequisites

Prior to establishing bank statement accounting parameters, you must set up:

- Bank statement activity types.
- Accounting templates for bank statement processing.

Page Used to Set Up Cash Management Bank Statement Accounting

Page Name	Object Name	Navigation	Usage
Bank Statement Accounting	BNK_BSAC_HDR	Banking, Administer Reconciliation, Bank Statement Accounting	Define bank statement accounting match rules. The system searches the bank statement addenda for the transactional text that you define and automatically assigns a default accounting template to the transaction.

Setting Up Cash Management Bank Statement Accounting

Access the Bank Statement Accounting page.

Bank Statement Accounting

Bank ID: 2100 **Account #:** 1234567890 **Activity Type:** BKFREE **Bank Business Unit:** SPN02

***Description:** Bank Statement Fees

***Activity Default Template:** BSP-BANKTRANFEE ***Active Status:** Active

Test Rules

Sample Addenda: Test Rule

Rule ID Definition Find | View All First 1 of 1 Last

***Rule ID:** A453 **Rule Default Template:** BSP-BANKFEEVAT ***Active Status:** Active

***Description:**

☐ **Positional Match** **From:** **To:** [Rule Definition Help](#)

☒ **Pattern Match** **Pattern:** @@345

☐ **Value Match**

Match Values Customize | Find | View All First 1 of 1 Last

	*Match Value	*Match Template	Description
1			

Bank Statement Accounting page

The system derives the Description and Activity Default Template field information from the selected statement activity type.

You can set Activity Status options at both the overall header level and the individual rule level.

Sample Addenda

Enter sample addenda text to test your defined rule.

For example, to define a pattern match (and assuming all required fields are defined):

1. Select the Pattern Match button.
2. Enter the pattern *TEST@@@*.
3. In the Sample Addenda field, enter the text *TEST123*, and save the page.
4. Click the Test Rule button. A message will let you know which accounting template would be assigned per the current rule sequencing— whether it came up with an exact match, a rule default, or the activity default.

Test Rule button

Click to test if the rule is behaving as desired. This process applies the defined rule(s) against data in the Sample Addenda field. By doing so, this tests whether the defined BSA rule assigns the appropriate accounting template.

Rule ID

Enter a unique identification code for the match rule, up to seven characters long. This ID is used by the system to order the rules that are applied to the addenda. In this manner, you can dictate which rules should be applied before others.

Rule Default Template	Select a default accounting template for defined positional and pattern rules (not applicable for Value Match option). For exceptions that match the defined rule, the system automatically creates corresponding system-side accounting entries per the default accounting template parameters.
Help Information	Click to view information on defining match values.
Positional Match	Select to match data based on the positions that are entered in the From and Through fields.
Pattern Match	Select to match the entire masked string value that is adjacent to the entered Pattern.
Value Match	Select to match the values that are entered in the Match Value field and also specify a Match Template value. If you define a value that cannot be matched, the system uses the Activity Default Template value.

CHAPTER 10

Receiving and Updating Bank Statements

This chapter provides an overview of statement updates and discusses how to:

- Import bank statements.
- Administer statement information.
- Update internal bank balances.
- Update current day bank statements.
- Review balance statement information.
- Review bank statement files.

Understanding Statement Updates

The loading of bank statement information is an integral part of the reconciliation, bank statement accounting, and cash position processes. The system processes previous day statements that are used for reconciliation and accounting, current day statements for cash position worksheets, and account analysis statements for bank fee analysis. PeopleSoft enables you to enter bank statement information in one of three different ways:

1. Enter bank statement information to import a bank statement either from the file system or a file transfer protocol (FTP) file server using the PeopleSoft Business Document format (PSBD1 or PSBD2).

Note. You can import bank statements using a variety of bank statement formats using the Financial Gateway functionality found in Cash Management 8.9 and later.

You can import bank-statement, data files using the PSBD2 layout if you have Cash Management 8.8 or later installed and are using a third-party, communication toolkit that has the capability of processing files in XML format. Sample files that can be used as guidelines for transforming bank-statement, date files into the PSBD2 layout can be found on Customer Connection.

2. Enter the information using online screens.

If you receive only hardcopy statements from a bank, you must enter the statement information online before you can reconcile the statements. The following entry screens are used to enter the statement information online:

- Enter Bank Balances
- Enter Bank Statements
- Enter Internal Bank Balances
- Same Day Bank Statement

3. Integrate with a bank or bank communications partner by using PeopleTools Integration Broker.

See Also

Enterprise PeopleTools 8.48 PeopleBook: Integration Broker

PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook, “Processing Bank Statements in Financial Gateway”

Importing Bank Statements

This section discusses how to import bank statements.

See Also

Chapter 8, “Setting Up the Bank Statement Import Process,” page 97

Pages Used to Import Bank Statements

Page Name	Object Name	Navigation	Usage
Import Bank Statements	BSP_IMPORT	Banking, Bank Statements, Import Bank Statement	Import bank statement data using the PSBD1 layout (or PSBD2 layout for Cash Management 8.8 and later) into the Bank Statement staging tables. Define the file import information and run the Bank Statement Import Application Engine process (IMPORT_FILE). Note. You can import bank-statement, data files using the PSBD2 layout if you have Cash Management 8.8 or later installed and are using a third-party, communication toolkit that has the capability of processing files in XML format. Sample files that can be used as guidelines for transforming bank-statement, data files into the PSBD2 layout can be found on Customer Connection.
Bank Node Details	BSP_IMPORT_BNKNODE	Click the View Bank Node Details link on the Import Bank Statements page. The View Bank Node Details is available only if FTP or HTTP is selected in the Import Type field.	Review bank node property details.

Importing Bank Statements

Access the Import Bank Statements page.

Import Bank Statements

Run Control ID: CJBANKSTATE [Report Manager](#) [Process Monitor](#) [Run](#)

Parameters

Find | View All | First 1 of 1 Last

*Request Number: 1

*Import Type: FTP Bank Node: PSFT_XINBND [View Bank Node Details](#)

File Path: \\CJBANK\BSSdata\ [File Selection Help](#)

File Name: bs_10_2005.txt [Select File](#)

*Statement Type: Previous Day

*Layout: PSBD1 [View Layout Details](#)

Advanced Options

Encryption Profile: TRIPLE DES DEC B64 ☒ Use Integration Broker

*Post Process File Action: None Post Process File Directory:

Layout Properties

Customize | Find | View All | First 1-3 of 3 Last

Property Code	Value
AMOUNT_LENGTH	28
CODE_MAP_GROUP	PSBD1
DECIMAL_PLACES	2

[Review Bank Statement Files](#)

Import Bank Statements page

Parameters

Import Type

Options are:

- *FTP* (file transfer protocol): Select if you are importing the file by using file transfer protocol, and enter a bank node through which to transfer the data.
- *File*: Select if you are importing a file located on a shared server directory within your network.
- *HTTP*: Select if you are importing a file using a URL that is included as part of the node configuration. No file path or file name is required.

View Bank Node Details

Click to access the Bank Node Details page and review the property details of the selected node. This link is available only if FTP or HTTP is selected in the Import Type field.

File Path

Enter the complete file path location. To select files by clicking the Select File button, the file path must have a trailing backslash (\).

You can also search for files of a specific type by entering an asterisk and the extension suffix. For example, to search all files with a .txt suffix, enter:

*.txt

File Selection Help

Click to view help information on specifying file paths and file names.

File Name

Select the specific file to import. If you want to import multiple files based on extension, leave this field blank.

Layout

Select the file layout of the bank statement file being imported. Unless Cash Management 8.9 or later is installed, select *PSBD1* or *PSBD2*. (for PeopleSoft Enterprise 8.8 or later).

Note. You can import bank-statement, data files using the PSBD2 layout if you have Cash Management 8.8 installed and are using a third-party, communication toolkit that has the capability of processing files in XML format. Sample files that can be used as guidelines for transforming bank-statement, date files into the PSBD2 layout can be found on Customer Connection.

Advanced Options**Encryption Profile**

Select an encryption profile to decrypt bank statements. Encryption profiles contain both encryption and decryption information.

Use Integration Broker

Select this check box to format the files and publish the formatted document to PeopleSoft Integration Broker. Integration Broker then processes the formatted file accordingly.

You select this option if you want to use the bank statement information as a trigger to Integration Broker, as an indication to perform other processes or integrate with other systems.

Post Process File Action

Select what action, if any, to perform on the bank statement files after the data has been processed. The options are:

- *Copy:* Copy the file to the directory that is entered in the Post Process File Directory field.
- *Delete:* Delete the file after the data in it is processed.
- *Move:* Move the file to the directory that is entered in the Post Process File Directory field.
- *None:* Take no action.

Post Process File Directory

Enter a file path to the directory to which the file will be moved or copied if either option is selected as the post process file action.

Format Layout**Value**

Property codes and values appear by default from values that are defined on the selected format ID.

If you configure unique code mappings for a format (on the Code Mappings page), you must modify the displayed CODE_MAP_GROUP value with the appropriate unique map value.

See *PeopleSoft Enterprise Financial Gateway 9.0 PeopleBook*, “Setting Up Electronic Banking Using Financial Gateway,” Defining Code Mappings for Bank Statements, Payments, and Payment Acknowledgments.

Note. If you are importing multiple files for a single run control ID, you must add requests (by clicking the Add button) for each file that you are requesting. Do not enter a file name, run the import process, and then edit the file name and run the import process again. Doing this can result in duplicate statement loading errors.

Administering Statement Information

This section discusses how to:

- Update bank balances.
- Update bank transaction entries.
- Enter funds availability.
- Review addenda information.

Understanding Statement Administration

Once you transfer bank statement information to the production tables, you can update the data by using the Bank Balance Entry and Bank Transaction Entry pages.

If you do not receive bank statements electronically from the bank, you also use the same pages to manually enter bank statement information online.

Pages Used to Administer Statement Information

Page Name	Object Name	Navigation	Usage
Bank Balance Entry	BANK_BALANCE_ENTRY	- Banking, Bank Statements, Enter Bank Statements - Click Enter Bank Statements on the Bank Statement Manager page.	Enter bank account balance information.
Bank Transaction Entry	BNK_STMT_ENTRY	- Banking, Bank Statements, Enter Bank Statements. Select the Bank Transaction Entry tab. - Click Enter Bank Statement on the Bank Statement Manager page, and then select the Bank Transaction Entry tab.	Enter bank transaction and addenda information for a specific bank statement ID.
Funds Availability	BANK_FLOAT_BAL_SEC	 Click the Funds Availability icon on the Bank Transaction Entry page.	Enter one-day and two-day float for a bank statement deposit entry item. Note. The Funds Availability page is available for deposit transactions only.
Bank Addenda Details	BANK_ADDENDA_SEC	Click Expanded Addenda on the Bank Transaction Entry - Addenda Information page.	View and edit addenda detail information that is associated with a statement transaction.

Updating Bank Balances

Access the Bank Balance Entry page.

Bank Balance Entry

Bank Transaction Entry

Bank ID: 121052885

Account #: 123456789

Currency: USD

Statement ID: 3

Statement Date: 10/01/2003 

Status: Ready

Load Date/Time: 11/12/2003 6:03:58PM

Creation Date: 10/01/2003 

Bank Balances

Customize | Find | View All |  First 1-3 of 3 Last

Bank Balances

Funds Availability 

*Statement Code	Description	Value Date	Balance		
010 	OPENING LEDGER	10/01/2003 	56,609,825.00	+	-
015 	CLOSING LEDGER	10/01/2003 	347,631,960.00	+	-
045 	CLOSING AVAILABLE	10/01/2003 	347,631,960.00	+	-

Bank Balance Entry page

Bank Balances

Enter the statement code, value date, and balance amount for each item. If you receive bank statements electronically, the system populates these fields.

Note. The system balances the opening and closing ledger amounts with the sum of the daily transactions and displays a warning message if the amounts are unbalanced. It uses the default balance codes *010 - OPENING BALANCE* and *015 - CLOSING BALANCE*. If your organization uses different balance codes, you must edit the following with your preferred default code values: the component `BANK_BALSTMT_ENTRY`, the record `BNK_RCN_CYC`, and Saveedit PeopleCode.

Statement Code Determines the type of balance that is being entered. The system uses these balances for various bank features and processes, such as the cash position worksheet.

Balance Enter the total amount of funds that are available on the specified value date.

Funds Availability

Available Balance Displays the portion of the balance amount that is immediately available for use. Differences between the balance and available balance amounts are generally due to deposits (credits) that have not yet cleared the bank.

One Day Float Stores the one-day float information that is provided by you or the bank.

Two+ Day Float (two or more day float) Stores the two (or more) day float information that is provided by you or the bank.

Updating Bank Transaction Entries

Access the Bank Transaction Entry page.

Bank Balance Entry

Bank Transaction Entry

Bank ID: 10001569

Account #: 76010085

Currency: EUR

Statement ID: 1000

Statement Date: 04/30/2001

Status: Ready

Load Date/Time: 04/30/2001 11:52:35AM

Creation Date: 04/30/2001

Bank Transactions

Customize | Find | View All |

First 1-6 of 6 Last

Transaction Information

Recon Information

Addenda Information

Statement Code	Description	Reference	Bank Date	Transaction Amount		Value Date		
115	LOCKBOX DEPOSIT	EXT002	11/15/2000	1000.00		11/15/2000		
		EXT010	11/15/2000	1000.00		11/15/2000		
		EXT011	11/15/2000	1000.00		11/15/2000		
		EXT036	11/15/2000	1263.10		11/15/2000		
		EXT037	11/15/2000	1259.75		11/15/2000		
		EXT040	11/15/2000	1196.00		11/15/2000		

Bank Transaction Entry page

The system populates the fields on this page when you load statements electronically; you can edit them if needed.

Transaction Information

Statement Code	Select a statement code to indicate if the transaction is a debit or a credit. This value determines the default transaction code and statement activity type that is on the Recon Information grid.
Reference	Enter a transaction reference number.
Bank Date	Select the entry date of the transaction. The default is the statement date.
 Funds Availability	Click to enter available funds information for bank deposit transactions.
Value Date	Enter the date that the bank recorded the transaction. The default is the statement date.

Recon Information

Trans Code (transaction code)	Identifies the type of transaction in a bank statement, such as bill orders, deposits, direct debits, drafts, fees, payments, receipts, and voided transactions. Other transaction values are: <i>ACH</i>: automatic clearing house. <i>BOE - Out</i>: bill of exchange - outgoing (or disbursed). <i>Bank Adj</i>: bank adjustments. <i>Bill Order</i> <i>Check</i>. <i>DD-Out</i>: direct debit - outgoing. <i>Deposits</i> <i>EFT</i>: electronic funds transfer. <i>Fund Rcpt</i>: fund receipt. <i>G</i>: general transaction. <i>I</i>: interest expense. <i>Man Check</i>: manual check. <i>Misc</i>: miscellaneous <i>Stop Pay</i>: stop payment. <i>Wire Out</i>: wire - outgoing.
Recon Status (reconciliation status)	Select a status for the transactions. If you import this statement data, the system initially sets the row to <i>Unreconciled</i>. If you then run Cash Management Bank Statement Accounting functionality, the functionality reconciles those specific transactions that match predefined rules and changes their status to <i>Reconciled</i>. See Chapter 11, “Reconciling Statements,” Processing Bank Statement Accounting, page 145.

Activity Type Select a statement activity type. This identifies a transaction to be processed by a specific accounting template.

Addenda Information

Expanded Addenda Click to access the Bank Addenda Detail page and view addenda detail information that is transmitted from the bank for this item. You can also view this information in the Addenda field, by using the scroll arrows.

See Also

[Chapter 9, “Setting Up Reconciliation,” Defining Statement Activities, page 119](#)

Entering Funds Availability

Access the Funds Availability page.

For a bank statement deposit item, enter amounts in the Available Balance, One Day Float, and Two Day Float fields.

Reviewing Addenda Information

Access the Bank Addenda Detail page.

The Text field can store up to 254 characters, and each value in the Seq No (sequence number) field corresponds to a Text field. If the addenda information is more than 254 characters long and contained in multiple text fields, the sequential numbering keeps the addenda message in the correct processing order.

Updating Internal Bank Balances

This section discusses how to:

- Update internal bank balances.
- Enter float information for internal bank balances.

Pages Used to Update Internal Bank Balances

Page Name	Object Name	Navigation	Usage
Enter Internal Bank Balances	BNK_BAL_ENTRY_PNL	Banking, Bank Statements, Enter Internal Bank Balances	Manage internal bank account statements.
Bank Balance - Float Entry	BNK_BAL_ENTRY_FLT	Click Float on the Enter Internal Bank Balances - Balance Information page.	Enter float information for an internal bank balance.

Updating Internal Bank Balances

Access the Enter Internal Bank Balances page.

Enter Internal Bank Balances

SetID: SHARE
Bank: TBLG1 Internal Bank - BLG01

Bank Account: BLG1
Bank ID: I0028

Bank Account #: I006
Currency: BEF

Bank Balances

Customize | Find | View All | First 1 of 1 Last

Balance Information

Load Information

*Stmnt Date	Opening Balance Date	Opening Balance	Available Balance	Closing Balance Date	Closing Balance			
03/31/2003	03/31/2003	0	0	03/31/2003	0	Float	+	-

Enter Internal Bank Balances page

Balance Information

Enter the dates for the bank statement, as well as the opening and closing balances.

Float Click to access the Bank Balance - Float Entry page and enter float information.

Load Information

The system updates the User ID field with the ID of the user who last updated the balance information.

Entering Float Information for Internal Bank Balances

Access the Bank Balance - Float Entry page.

Float is the number of days that the bank takes to clear a deposit or a payment (for example, check or funds transfer). Use this page to determine the funds availability of a specified bank account balance on a given day.

Float Dt (float date) Enter the date that funds become available.

Available Balance Enter the amount of funds that are available on the float date.

Updating Current Day Bank Statements

The Cash Management intraday cash position functionality uses current day data, which appears on these pages, to calculate intraday cash position worksheets.

This section discusses how to:

- Update current day balances.
- Update current day transactions.

See Also

PeopleSoft Enterprise Cash Management 9.0 PeopleBook, “Defining Cash Positions,” Calculating Intraday Cash Position Reporting Worksheets

Pages Used to Update Current Day Bank Statements

Page Name	Object Name	Navigation	Usage
Current Day Balances	BANK_SDBAL_ENTRY	Banking, Bank Statements, Enter Current Day Bank Statements	View and update automatically loaded current day statements.
Current Day Transactions	BANK_SDSTMT_ENTRY	Banking, Bank Statements, Enter Current Day Bank Statements Select the Current Day Transactions tab.	Enter information for current day transactions.

Updating Current Day Balances

Access the Current Day Balances page.

The Current Day Balances page is similar to the Bank Balance Entry page in form and function. However, current day bank statement information is stored in the Bank Current Day table (BANK_SDBAL_TBL).

See Also

[Chapter 10, “Receiving and Updating Bank Statements,” Updating Bank Balances, page 130](#)

Updating Current Day Transactions

Access the Current Day Transactions page.

The Current Day Transactions page is similar to the Bank Transaction Entry page in form and function. However, current day bank statement information is stored in the Bank Current Day table.

See Also

[Chapter 10, “Receiving and Updating Bank Statements,” Updating Bank Transaction Entries, page 131](#)

Review Statement Balance Information

PeopleSoft provides several options to review bank statement balance information.

This section discusses how to:

- Review bank balances.
- Revalue currency.
- Review bank statements.
- Use the Bank Statement Manger.

Pages Used to Review Statement Balance Information

Page Name	Object Name	Navigation	Usage
Review Bank Balances	BNK_BAL_AAA_PNL	Banking, Bank Statements, Review Bank Balances Select <i>Review Bank Balances</i> from the drop-down menu of the Go To field on the Bank Statement Manager page.	Inquire on balance information according to the search criteria. You can also revalue currency and generate balance graphs.
Revalue Balances	BNK_BAL_REVAL_PNL	Click Revalue Currency on the Review Bank Balances page.	Specify the new currency, market rate index, and exchange rate type to use to calculate new balance amounts on the Review Bank Balance page.
Review Bank Statements	BNK_RCN_STMT_GEN	Banking, Bank Statements, Review Bank Statements Select <i>Review Bank Statements</i> from the drop-down menu of the Go To field on the Bank Statement Manager page.	Inquire on statement information for a bank account and run the Account Register (FIN3000) report. Use the report to see all transactions in an electronic bank statement. <u>See Chapter 11, "Reconciling Statements," Reviewing Bank Statement Information, page 161.</u>
Bank Statement Manager	BNK_STMT_MGR	Banking, Bank Statements, Bank Statement Manager	Inquire on balance and statement transaction information for a specific external bank.

Reviewing Bank Balances

Access the Review Bank Balances page.

Enter the search criteria and click Search.

Search By	Click to summarize data by a single business unit or by group ID for a group of business units.
Sum By	Select bank or currency to summarize the data, if the search parameters return multiple results.
Revalue Currency	Click to open the Revalue Balances page to change the amounts to a different currency.
Available Balance	Displays the current amount of funds that are available in the account.
Balance to Graph	Select the information to appear in a chart: <i>CLOSING AVAILABLE</i> , <i>CLOSING LEDGER</i> , or <i>OPENING LEDGER</i> .
Generate Graph	Click to generate a chart. Depending on the search parameters, a circle or stacked bar chart appears. Hover the cursor over a chart segment to display the

balance total for that segment. You must hold the cursor within the graph segment boundaries to view the balance information.

The charting functionality derives data from the bank balances specified as favorite balances on the Balance Codes page (BSP_BAL_CODES). To chart bank balance data, two conditions must exist:

- The Bank Codes page must be configured with three favorite bank balances.

However, you can specify new favorite bank balances at any time—the charting functionality derives data from the most recently specified three favorite bank balances.

- There must be data in a favorite bank balance for you to chart the balance.

Without data in the system, you cannot create a chart.

See [Chapter 8, “Setting Up the Bank Statement Import Process,” Defining Balance Codes, page 101](#).

To generate a bank balance graph:

1. Enter the search parameters, and click Search.
2. Select a Balance to Graph option.
3. Click Graph Data.

The bank balance graph appears at the page bottom.

If the search parameters return a single bank account (only one row of results), the graphed balance appears in a bar chart.

If the search parameters return multiple bank accounts (multiple rows of results) of a single currency, the graphed balances appear as a stacked bar chart, organized per account by bank ID. The individual bar segments are color-coded to a specific account number.

If the search parameters return multiple bank accounts (multiple rows of results) of mixed currencies, the graphed balances appear as a stacked bar chart, organized by currency per account number. The individual bar segments are color-coded to a specific account.

See Also

[Chapter 10, “Receiving and Updating Bank Statements,” Entering Float Information for Internal Bank Balances, page 134](#)

Using the Bank Statement Manager

Access the Bank Statement Manager page.

[illegible]

Bank Statement Manager page

This page displays external bank statement information that you import or that you enter manually on the Bank Statement Entry page.

Note. You cannot view internal bank balance information on this page.

Select a Statement Date Specify a date for the statement whose transactions you want to view.



Click the Expanded Addenda icon to access the Bank Addenda Details page.

See Also

Chapter 8. “Setting Up the Bank Statement Import Process,” Understanding the Bank Statement Import Infrastructure, page 97

Reviewing Bank Statement Files

This section discusses how to review:

- Bank statement files.
- Statement event log information.
- Statement transmittal information.

The Review Bank Statement Files 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.

Important! Any user with access to these pages can view the file details. Restrict user access by using PeopleTools Security functionality.

See *Enterprise PeopleTools 8.48 PeopleBook: Security Administration*

Pages Used to Review Bank Statement Files

Page Name	Object Name	Navigation	Usage
Review Bank Statement Files	BSP_FILE_INQUIRY	Banking, Bank Statements, Review Bank Statement Files	Review summary and detail information about the import status of bank files.
View Bank Statement File Log	BSP_FILE_INFO	 Click View Event Log on the Review Bank Statement Files page.	View event log information for a bank statement file.
View Bank Statement File	BSP_FILEDATA_SP	 Click View File on the Review Bank Statement Files page.	View bank statement file transmittal information.

Reviewing Bank Statement Files

Access the Review Bank Statement Files page.

Review Bank Statement Files

Search Bank Statement Files

Bank ID: 

File Name:

From Date: 
To Date: 
File Status: 

Bank Statement Files
Customize | Find | View All |  First 1-2 of 2 Last

	File Name	Date Time	File Status		
	\\adntfs17\fdm_qa\Treasury\BankStmnts\SDEALS1.edi	11/12/03 6:03PM	Warning		
	\\ple-rtest-50\psuserFS\User\Treasury\JOBrien\JOB20030928.BAI	11/10/03 11:17AM	Warning		

Review Bank Statement Files page

Enter the search parameters and click Search.

File Status

Options are:

- *(none.)*
- *Error:* Appears if the file is not successfully loaded. A red square also appears next to the file name. You must correct the error, then reimport the file.
- *Formatting:* Appears if the system is still transforming the file to a PeopleSoft-readable format.

- *Reading*: Appears if the system is still reading the file data before loading the data to the staging tables.
- *Staged*: Appears if the system has loaded the transformed data to the staging tables. A green circle also appears next to the file name.
- *Warning*: Appears if the file is loaded with errors. A yellow inverted triangle also appears next to the file name.

View Files

Click to review bank statement file transmittal information.

View File Detail

Click to review event log information for a bank statement file.

CHAPTER 11

Reconciling Statements

This chapter provides an overview of bank statement reconciliations and discusses how to:

- Process reconciliations.
- Process bank statement counting.
- Manage reconciliation methods and statements.
- Reconcile externally generated transactions.
- Manage federal schedule ID reconciliations.
- Review bank reconciliation information.

Understanding Bank Reconciliation Processing

PeopleSoft enables you to reconcile transactions using a variety of reconciliation processes. After you have reconciled bank statement transactions, you then use the various inquiry pages to view reconciled and unreconciled transactions and resolve reconciliation exceptions.

If you receive the bank statement file electronically, you can process reconciliation with the Automatic Reconciliation process. If not, you can process reconciliation only by using manual reconciliation or by entering the bank statement information online on the Bank Balance Entry page and then using automated or semi-manual reconciliation.

If you need to reconcile external transactions, you can use the External Transaction pages to enter the transactions online. You can also load them electronically. Then, you can add this transaction source as a reconciliation record and perform manual, semi-manual, or automated reconciliation.

When you finish reconciling a bank statement automatically, you might have exceptions, which are transactions that did not match. These transactions are generally coded *NTF*, for *transaction not found*. You need to resolve the exceptions so that the transactions have a reconciliation cycle status of *Complete*.

Depending on the reconciliation method you use, you can resolve exceptions in a number of ways:

- If you use automatic reconciliation, you can set up reconciliation amount tolerances functionality. This functionality automatically reconciles amounts of a certain defined discrepancy, then creates journal entries and sets the reconciliation status of the exception from UNR to REC.
- If you use Cash Management, you can also implement bank statement accounting functionality. This functionality is similar to the reconciliation tolerances functionality and works as a second filter by searching to reconcile exceptions that match predefined criteria.
- If you use semi-manual reconciliation, you can also use bank statement accounting functionality, or opt to manually enter journal entries to resolve differences.
- If you use manual reconciliation you must manually enter journal entries for differences.

See Also

Chapter 8, “Setting Up the Bank Statement Import Process,” Setting Up the Bank Statement Import Process, page 99

Chapter 12, “Resolving Reconciliation Exceptions,” page 163

Multicurrency Situations

To work with reconciliation situations in which you handle more than one currency, you can define tolerance amounts to reconcile transactions within the set tolerance. The automatic Bank Reconciliation process (FSPRECON) converts system-side transactions to the bank account currency as defined on the external accounts page.

The system uses the decimal positions definition for the currency code to determine how to round amounts. Tolerance exceptions show in semi-manual reconciliation (reconciled system side) in addition to the reconciled transactions. The delivered reference ID for tolerance exceptions is bank statement processing (BSP) plus a sequential number (this is in the auto numbering definition). Under semi-manual reconciliation, if amounts are not the same, you cannot reconcile them. If reference IDs do not match, they appear as exceptions. To reconcile transactions with an *AMT* (amount exception) status, you must either enter an adjustment entry to match the amount in question or increase the amount tolerance for the next automated reconciliation run.

See Also

Chapter 9, “Setting Up Reconciliation,” Setting Up Reconciliation Tolerances, page 117

PeopleSoft Enterprise Global Options and Reports 9.0 PeopleBook, “Processing Multiple Currencies,” Maintaining Currency Tables

Prerequisites

Before you reconcile bank statements, you must perform the following tasks:

- Set up the reconciliation tables.
- Assign a reconciliation method to each bank account.
- Set up reconciliation options for automatic reconciliation.
- (Optional) Set up tolerances for automatic reconciliation.
- Load statements electronically or enter bank statement data manually.

See Also

Chapter 9, “Setting Up Reconciliation,” page 105

Chapter 8, “Setting Up the Bank Statement Import Process,” Setting Up the Bank Statement Import Process, page 99

Chapter 10, “Receiving and Updating Bank Statements,” page 125

Common Elements in This Chapter

Load Date and Time	Displays the date and time that the bank file was loaded.
Recon Status (reconciliation status)	Identifies the status of a transaction in the reconciliation process. The status can be either <i>Reconciled</i> , <i>Unreconciled</i> , or a number of other statuses that indicate why a transaction did not reconcile successfully.
Trans Code (transaction code) or Transaction Type	Identifies the type of transaction in a bank statement: <i>ACH</i>: Automatic Clearing House <i>B</i>: Direct Debit <i>BOE</i>: Bill of Exchange - Disburse <i>BOO</i>: Bill of Order - Disburse <i>CHK</i>: Check <i>DD</i>: Direct Debit - Disburse <i>D</i>: Deposits <i>EFT</i>: Electronic Funds Transfer <i>F</i>: Fee Expense <i>G</i>: General Transaction <i>I</i>: Interest Expense <i>M</i>: Miscellaneous Transaction <i>MAN</i>: Manual Check <i>P</i>: Payment <i>R</i>: Drafts <i>S</i>: Stop Payment <i>U</i>: Funding Receipt <i>V</i>: Voided Payment <i>WIR</i>: Wire - Disbursement
Transaction Date	Displays the date on which the transaction was “cleared” by the bank. This is the date used for the date matching part of reconciliation.
Value Date	Displays the date on which the bank recorded the transaction.

Processing Reconciliations

This section discusses how to select and run the reconciliation processes.

Page Used to Process Reconciliations

Page Name	Object Name	Navigation	Usage
Process Reconciliation	RECON_REQUEST	Banking, Reconcile Statements, Process Reconciliation	Create a reconciliation run control for a specified bank and account. This run control contains the following three reconciliation methods: • Bank Reconciliation (FSPRECON) Application Engine process. • Recon and Statement Accounting (reconciliation and statement accounting) (RCN_BSAC) PSJob. • Recon and Bank Statement Process (reconciliation and bank statement process) (RCNBSP) PSJob. Selecting Bank Reconciliation runs the FSPRECON Application Engine process. Selecting Recon and Statement Accounting (PSJob) runs the FSPRECON and TR_STMTACCTG Application Engine processes serially. Selecting Recon and Bank Statement Process (PSJob) runs FSPRECON and AR_BNKSTMT serially. It is recommended that you select only one method to run at a time instead of selecting multiple methods to run concurrently.

Processing Reconciliations

Access the Process Reconciliation page.

Process Reconciliation page

Enter your process frequency and request parameters.

The Process Scheduler Request page displays three reconciliation process methods. Select any combination of these reconciliation methods to process the defined transactions, and click OK.

The reconciliation methods are:

- Bank Reconciliation (FSPRECON) Application Engine process.

This Application Engine program processes the specified bank account transactions with the defined reconciliation parameters for the bank account.

- Recon and Statement Accounting (reconciliation and statement accounting) (RCN_BSAC) PSJob.

This multi-process job runs both reconciliation and Cash Management Bank Statement Accounting reconciliation parameters on the specified bank account transactions.

- Recon and Bank Statement Process (reconciliation and bank statement process) (RCNBSP) PSJob.

This multi-process job runs both the Bank Reconciliation process and the Bank Stmt Processing (bank statement processing) process (AR_BNKSTMT), which loads payments into the Receivables tables.

Statement ID You can enter a specific statement ID or you can leave Statement ID blank and the system will run the selected process for all statements that are not marked “C” (complete).

Note. For optimal processing performance, it is recommended that you select only one reconciliation method to run at a time. Selecting multiple reconciliation methods to run concurrently might degrade system performance.

Processing Bank Statement Accounting

If you use Cash Management and have implemented banks statement accounting functionality, you must run the bank statement accounting functionality after running reconciliation from the Process Reconciliation page.

Bank Statement Accounting Exceptions

The Bank Statement Accounting process only reconciles transactions that match the defined rule ID (or rule IDs). If the system matches a transaction only to the defined activity default template, then the system *does not* reconcile the transaction. Instead, the transaction is assigned a exception status of RR (Requires Review - BSAC). In addition, the system creates an associated external transaction with a reconciliation status of UNR. You can then review this external transaction and make the necessary changes to facilitate correct reconciliation (for example, by assigning the appropriate accounting template). After correcting the external transaction, you must reconcile the transaction using one of two methods. Either force reconcile the transaction using the Automatic Reconciliation page, or reconcile it using the Semi Manual reconciliation page.

See Also

[Chapter 11, “Reconciling Statements,” Reconciling Transactions Automatically, page 148](#)

[Chapter 11, “Reconciling Statements,” Reconciling Transactions Semi-manually, page 150](#)

Page Used to Run Bank Statement Accounting

Page Name	Object Name	Navigation	Usage
Bank Statement Accounting	TR_STMTACCTG_REQ	Banking, Reconcile Statements, Process Statement Accounting	Enter processing parameters to run the Bank Statement Accounting (TR_STMTACCTG) Application Engine process.

Processing Bank Statement Accounting

Access the Bank Statement Accounting page.

For a run control ID, specify the bank ID, bank account # (number), and statement ID for processing. Click Run to activate the Bank Statement Accounting (TR_STMTACCTG) Application Engine process on the defined bank account statement.

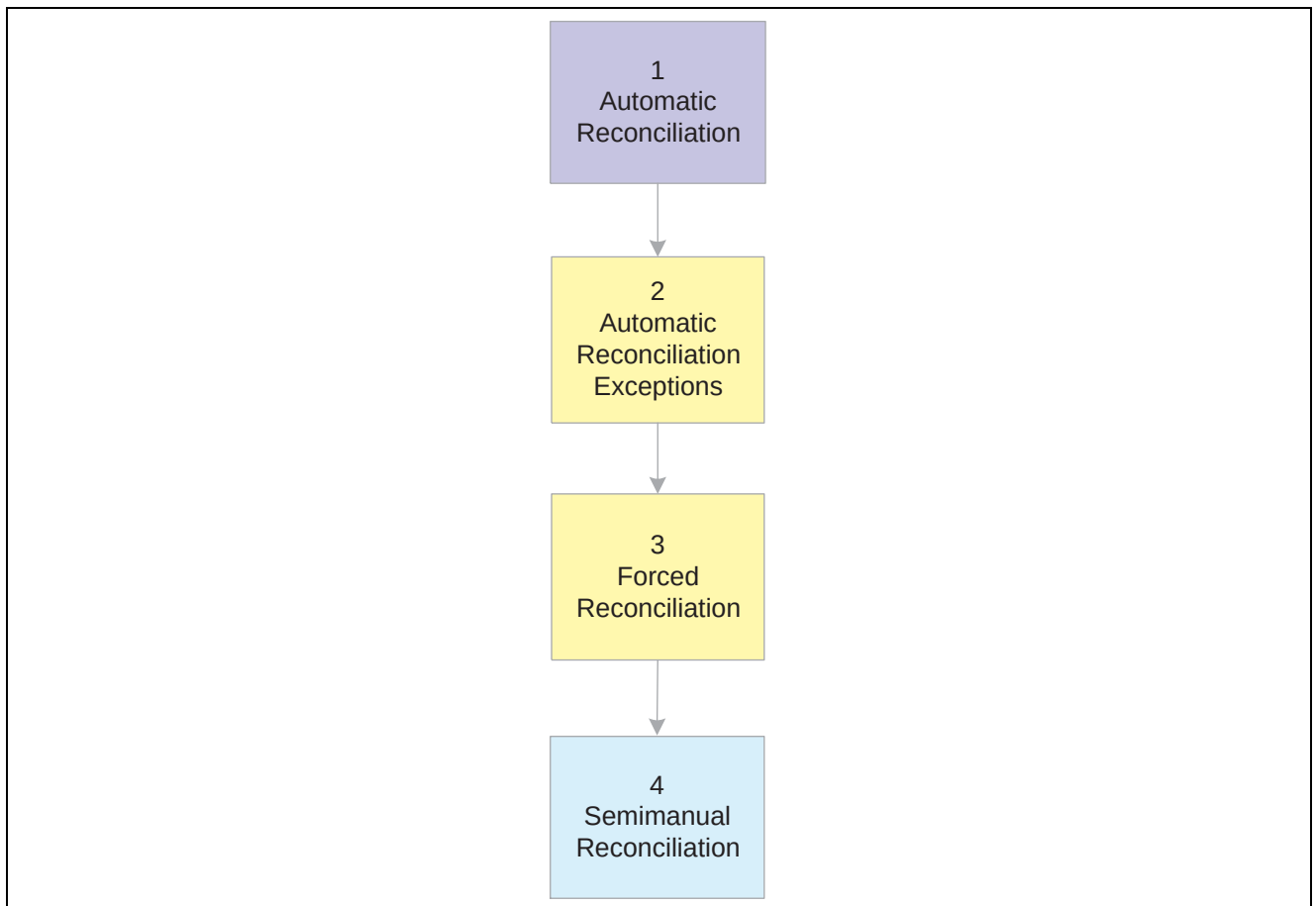
Managing Reconciliation Methods and Statements

This section discusses how to:

- Reconcile transactions automatically.
- Reconcile transactions semi-manually.
- Reconcile transactions manually.

Recommended Reconciliation Process

This diagram illustrates the best-practice process for reconciling system transactions with bank statement transactions:



Recommended reconciliation process

These are the recommended steps for reconciling bank statements:

1. Run the automatic reconciliation from the Automatic Reconciliation page.
This will reconcile transactions that fit the specified options and are within the defined tolerances. Any transaction that is not reconciled will be assigned an exception code that may help in the Automatic Reconciliation Exceptions page.
2. Process the automatic reconciliation exceptions from the Automatic Reconciliation Exceptions page.
Use this step to reconcile one system transaction to one bank-statement transaction (one-to-one). This step requires caution as system transactions are displayed with similar bank transactions in pairs. A system transaction may be paired more than once with different bank transactions. Also, when reconciling a pair of transactions with different amounts—common when dealing with foreign exchange rates—the system will create an additional transaction to account for the monetary difference.
3. Use the forced reconciliation method for unpaired bank transactions such as fees and interest. This is also performed from the Automatic Reconciliation Exceptions page and creates system transactions matching the unpaired bank transactions.
4. Reconcile the remaining transactions from the Semi Manual Reconciliation page. This method allows you to reconcile one bank-statement transaction to more than one system transaction (one-to-many), more than one bank-statement transactions to one system transaction (many-to-one), and more than one system transaction to more than one bank-statement transaction (many-to-many).

Pages Used to Manage Reconciliation Methods and Statements

Page Name	Object Name	Navigation	Usage
Automatic Reconciliation	BNK_RCN_CYC_STSA	Banking, Reconcile Statements, Automatic Reconciliation	Automatically match your source transactions with those received in a bank file. The system searches for a one-to-one match. You can also run various processes and reports from this page.
Semi Manual Reconciliation	BNK_RCN_SEMI_MAN	Banking, Reconcile Statements, Semi-Manual Reconciliation	Reconcile statements semi-manually when there is not a one-to-one match between your bank and system transactions and you have reconciliation exceptions. Or, you can reconcile bank statements after entering a hardcopy bank statement online.
Manual Reconciliation	BNK_RCN_MAN_GEN	Banking, Reconcile Statements, Manual Reconciliation	Reconcile statements for banks that do not provide an electronic file of their transaction data.

Reconciling Transactions Automatically

Access the Automatic Reconciliation page.

Automatic Reconciliation

Search Criteria

Bank ID:
Account #:

***Date:**
From:
Thru:

Bank Statements

[Customize](#) | [Find](#) | [View All](#) |

First 1 of 1 Last

Select	Bank ID	Account #	Statement ID	As Of Date	Trans	Reconciled	Cycle Status	Exceptions
☐	121042882	0741-256458	101	05/04/2006	0	0	Complete	

☒ [Select All](#)
☐ [Clear All](#)

Reports:

[Process Monitor](#)

Automatic Reconciliations page

Specify the search criteria by which to select bank statements for processing. Use wildcard characters to retrieve multiple banks or accounts.

Date

Options are:

- *Statement as of Date:* Date the bank statement was generated. Transactions are “cleared” on that day.
- *Date Statement Loaded:* Date the bank statement was loaded into the system.

Click Search to display the results in the Bank Statements grid.

Bank Statements

The Bank Statements grid displays the bank statements that match your search criteria.

Trans (transactions loaded)	The number of detail transactions that are contained in the bank file.
Reconciled	The number of detail transactions from the bank statement that have been reconciled with transactions in the system. This number is 0 (zero) until the Bank Reconciliation process is complete. After the Bank Reconciliation process is complete, if this number is less than the number of transactions loaded, it indicates that there are transactions in the bank file that did not match those in the system. These transactions are referred to as reconciliation exceptions. You need to resolve the exceptions.
Status	The reconciliation cycle processing status: <i>Load Failed:</i> Indicates the bank files could not load. <i>Fatal Error:</i> Indicates a fatal error occurred during automatic reconciliation processing. <i>Loading:</i> Indicates the bank files are being loaded. <i>Reconciling:</i> Indicates the files are being reconciled. <i>Ready:</i> Indicates you have loaded the bank statement file and run automatic reconciliation, but some transactions could not be matched. These transactions are exceptions that you must resolve. <i>Complete:</i> Indicates reconciliation processing is complete and all transactions were successfully matched.
Exceptions	Click to view exceptions on the Automatic Reconciliation Exceptions page. This link is available only if there are exceptions when the reconciliation process is complete.

Before you use the options below, select the statements for which you want to run a process or generate reports.

Select All	Click to select the Select option for all bank statements.
Clear All	Click to clear the Select option for all selected bank statements.
Run Recon (run reconciliation)	Runs the Bank Reconciliation process for the selected bank statements.
Refresh	Click to refresh the Bank Statements grid with new information after running reconciliation.
Reports	Select the report to run and click Run Report. <i>Register:</i> Generates a report of the bank statement. <i>Errors:</i> Generates a report listing instances where a bank reference number does not match any reference number in the PeopleSoft Financials system. <i>Exceptions:</i> Generates a report of automatically reconciled exceptions.

Reconciling Transactions Semi-manually

Access the Semi Manual Reconciliation page.

Semi Manual Reconciliation

*Search By: From Date / Thru Date

Bank ID: 121042882

Account #: 0741-256458

Statement ID: %

From Date: 04/03/2006

Thru Date: 06/06/2006

*Reconciliation Status: Unreconciled

From Amount:

To Amount:

Currency Code: USD

Search

Advanced Search

Bank Transactions

Customize | Find | View All | First 1-6 of 6 Last

Select	Reference	Bank Date	Tran Amt	Type
☐	CMH_PAYMENT1	06/05/2006	100.00	C
☐	CMH_PAYMENT2	06/05/2006	200.00	C
☐	CMH_PAYMENT3	06/05/2006	300.00	C
☐	CMH_PAYMENT4	06/05/2006	400.00	C
☒	CMH	06/01/2006	100.00	
☐	CMH	06/01/2006	50.00	

Amount:

100.00

Reconcile

Refresh

System Transactions

Customize | Find | View All | First 1-9 of 9 Last

Select	Reference	Tran Date	Tran Amt	Type	Source
☐	CMH_DEPOSIT	06/05/2006	1,000.00	D	AR
☒	CMH	06/01/2006	10.00	IR	
☒	CMH	06/01/2006	20.00	IR	
☒	CMH	06/01/2006	30.00	IR	
☒	CMH	06/01/2006	40.00	IR	
☐	CMH	06/01/2006	50.00	IR	
☐	INVEST2	04/24/2006	58,125.00	EFT	IR
☐	14	04/10/2006	8,000.00	D	AR
☐	12	04/05/2006	10,000.00	D	AR

Amount:

100.00

Difference:

0.00

Semi Manual Reconciliation page (unreconciled transactions)

150

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Semi Manual Reconciliation

*Search By: From Date / Thru Date

Search Criteria

Bank ID: 121042882 Account #: 0741-256458 Statement ID: %

From Date: 01/03/2006 Thru Date: 01/20/2006 *Reconciliation Status: Reconciled

From Amount: To Amount: Currency Code: USD Search [Advanced Search](#)

Bank Transactions [Customize](#) | [Find](#) | [View All](#) | First 1-10 of 10 Last

Select	Reference	Bank Date	Tran Amt	Type
☐	T31001	01/15/2006	2,000.00	MAN
☐	T30001	01/15/2006	2,000.00	MAN
☒	CMH_SWAP_01	01/13/2006	875.28	EFT
☐	T23P3	01/08/2006	500.00	MAN
☐	T23P1	01/08/2006	600.00	MAN
☒	T20WD1	01/08/2006	690.00	MAN
☐	T21AD1	01/08/2006	800.00	MAN
☐	T22R1	01/08/2006	600.00	MAN
☒	DM0000000006	01/06/2006	972.59	EFT
☒	CMH_SWAP_02	01/03/2006	864.44	ACH

Amount: 3,402.31

Unreconcile Refresh Select Matches

System Transactions [Customize](#) | [Find](#) | [View All](#) | First 1-10 of 10 Last

Select	Reference	Tran Date	Tran Amt	Type	Source
☐	T31001	01/15/2006	2,000.00	MAN	AP
☐	T30001	01/15/2006	2,000.00	MAN	AP
☒	CMH_SWAP_01	01/13/2006	875.28	EFT	IR
☐	T23P1	01/08/2006	600.00	MAN	AP
☐	T22R1	01/08/2006	600.00	MAN	AP
☐	T23P3	01/08/2006	500.00	MAN	AP
☒	T20WD1	01/08/2006	690.00	MAN	AP
☐	T21AD1	01/08/2006	800.00	MAN	AP
☒	DM0000000006	01/06/2006	972.59	EFT	IR
☒	CMH_SWAP_02	01/03/2006	864.44	ACH	IR

Amount: 3,402.31
Difference: 0.00

Semi Manual Reconciliation page (reconciled transactions)

When the system reconciles transactions with currencies that are different from that of the bank statement, the amounts that appear on the system side are already converted to the default currency for the bank account.

Search Criteria

Enter your search criteria for the transactions that you want to reconcile and click Search.

Reconciliation Status

Select a status for the transactions:

Unreconciled: Select if you want to reconcile transactions.

Reconciled: Select if you want to undo the reconciliation for a transaction.

If the reconciliation status selected is *Reconciled*, this page displays both bank transactions and system transactions that are reconciled by semimanual or automatic reconciliation. Transactions reconciled from the Manual Reconciliation page are also displayed here, but can only be unreconciled from the Manual Reconciliation page.

Note. You should not unreconcile a transaction that has already be sent to the general ledger.

Advanced Search

Click to display additional search fields on the page to sort the transactions and restrict the transactions that appear in the list.

Bank Transactions and System Transactions

The search returns data based on your specified criteria and displays the results for both bank transactions and system transactions.

The page displays the bank and system transactions online simultaneously, making it easy to scroll through and match corresponding transactions. You can reconcile transactions by matching:

- One bank transaction to one system transaction (one-to-one).
- One bank transaction to many system transactions (one-to-many).
- More than one bank statement transaction to one system transaction (many-to-one).
- More than one bank statement transaction to more than one system transaction (many-to-many).

Note. When reconciling more than one bank statement transaction to one or more system transactions—many-to-one and many-to-many—the sum of the bank statement transactions must be equal to the sum of the system transactions. No reconciliation tolerances are allowed under these circumstances.

Select the transactions on each side that you want to reconcile and click Reconcile.

The system issues a warning if:

- The dates do not match between the bank and the system sides.
- The transaction types do not match between the bank and the system sides.

If you are displaying a list of reconciled transactions, select the transactions to unreconcile, and click Unreconcile.

Note. You should not unreconcile a transaction that has already been sent to the general ledger.

Bank Date	Displays the date on which the bank recorded the transaction.
Tran Date (transaction date)	Displays the date on which the system transaction occurred.
Source	Displays the origin application for the transactions: <i>AR:</i> Accounts Receivables, includes receivables, direct debits, and drafts.
	Note. Unbalanced payments in PeopleSoft Enterprise Accounts Receivable will not appear in the System Transactions grid for reconciliation. To remedy this, you must balance the payment on the Regular Deposit pages in Accounts Receivable. <i>XT:</i> Transactions from outside the system. <i>AP:</i> Payables. <i>TR:</i> Treasury.
Amount	Displays the sum total of the transactions selected on the corresponding side of the page.
Difference	The difference between the sum total of the selected bank statement transactions and the selected system transactions.
Refresh	After selecting transactions, click the Refresh button to generate the Amounts and difference fields.

Select Matches

After selecting bank or system transactions to unreconcile, click the Select Matches button to automatically select the associated transactions to the original reconciliation. For example, if you select a bank statement transaction and click Select Matches, the system will select all system transactions that had been reconciled with the bank statement transaction you selected. You can select transactions on both sides of the page simultaneously when using this function.

Reconciling Transactions Manually

Access the Manual Reconciliation page.

Manual Reconciliation

*Search By: From Date/Thru Date

Search Criteria

Bank ID

Account #

From Date

Thru Date

Method

*Status

121042882

0741-256458

01/02/2005

01/03/2005

Unreconciled

Search

Total Transaction Amount:

2,330.00 USD

System Transactions

Customize | Find | View All | First 1-6 of 6 Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Currency	Method	Source	Status	Detail
☐	05/16/2005	UNR	CASE1	01/03/2005	65.00	USD	EFT	TR	Canceled	Funding
☐	05/16/2005	UNR	CASE2	01/03/2005	65.00	USD	EFT	TR	Canceled	Funding
☐	05/16/2005	UNR	DEMO_BAX_001	01/03/2005	100.00	USD	ACH	TR	Canceled	Funding
☐	05/16/2005	UNR	DEMO_BAX_004	01/03/2005	400.00	USD	ACH	TR	Canceled	Funding
☐	05/16/2005	UNR	DEMO_BAX_007	01/03/2005	700.00	USD	EFT	TR	Canceled	Funding
☐	05/16/2005	UNR	DEMO_BAX_010	01/03/2005	1,000.00	USD	EFT	TR	Canceled	Funding

☒ Select All
 ☐ Clear All

Recon Date Override Options

☒ Override Reconciliation Date
 Enter Reconciliation Date: 05/01/2005

Reconcile

Account Register Report

Process Monitor

Manual Reconciliation page

Important! If you open a bank account in the Manual Reconciliation page that is set for automatic reconciliation, you get a warning message stating “This bank account is set up to use Automatic Reconciliation.” To avoid this warning, you should not perform manual reconciliation on bank accounts whose reconciliation method is *Automatic*.

Some care should be taken, as any system transaction marked as manually reconciled will not be considered a candidate for automatic (or semi-manual) reconciliation. In addition, you need to be careful not to mark the transaction of an automatic bank for manual reconciliation. The system will then not retrieve these marked transactions for automatic or semi-automatic reconciliation.

In manual reconciliation, system transactions in different currencies display in the default currency for the bank account.

Search Criteria

Enter your search criteria and click Search.

Reconciliation Date	From the bank statement, enter the date when the transaction cleared the bank. Date cannot be after today's date nor earlier than date entered in the Enter Reconciliation Date field if Override Reconciliation Date is selected.
Status	Select a status for the transactions: <i>Unreconciled:</i> Select to reconcile transactions. <i>Reconciled:</i> Select to view and undo the reconciliation for a transaction. Only transactions that were reconciled manually will appear. Hence, transactions that were reconciled automatically or semimanually can only be unreconciled from the Semi Reconciliation page.
System Transactions	
Status (reconciliation status)	Displays the reconciliation status: <i>UNR</i> (unreconciled) or <i>REC</i> (reconciled).
Transaction Date	Displays the date on which the system transaction occurred.
Status	Displays the payment status for payables transactions.
Detail	Displays the transaction type or payment method.
Reconcile	Click to reconcile selected transactions.
Override Reconciliation Date	Select to override the displayed value date when you reconcile selected transactions. Select this option and also enter a new date in the Enter Value Date field.
Account Register Report	Click to generate the Account Register report (FIN4004), which you can view using the Process Monitor functionality.

Reconciling Externally Generated Transactions

To enter external transactions for reconciliation, use the External Transactions component (GEN_TRAN_UPDT).

Use the TR_EXTERNAL_TRANSACTIONS_CI component interface to load data into the External Transactions tables.

This section discusses how to:

- Enter external transactions for reconciliation.
- Reconcile the external transactions automatically.

External Transactions Reconciliation Process

The Bank Reconciliation process flags bank transactions (such as overdraft fees, interest, or other miscellaneous fees) as MISC (miscellaneous) exception items because there are no corresponding system transactions. By associating statement activity types with these items, Treasury Management generates accounting entries for them when you force them to reconcile based on the ChartFields that are specified in the accounting template that is assigned to the statement activity type.

In addition to processing these types of transactions, you can also enter transactions online using the External Transactions page or insert them into the Bank Reconciled Transactions (BNK_RCN_TRAN) table, which corresponds to the External Transactions page. After you enter the transactions, you run the Bank Reconciliation process to reconcile them automatically. The process tries to match them to corresponding bank transactions.

See Also

[Chapter 9, “Setting Up Reconciliation,” Defining Statement Activities, page 119](#)

Pages Used to Reconcile Externally Generated Transactions

Page Name	Object Name	Navigation	Usage
External Transactions	BNK_RCN_TRAN_UPDT	Banking, Reconcile Statements, External Transactions	Modify or insert additional external transactions for a bank account. You also use this page to add new external transactions.
Process Reconciliation	RECON_REQUEST	Banking, Reconcile Statements, Process Reconciliation	Run the Bank Reconciliation process to reconcile the transactions automatically. See Chapter 11, “Reconciling Statements,” Reconciling Transactions Automatically, page 148 .

Entering External Transactions

Access the External Transactions page.

External Transactions

Search Criteria

Unit: US001 Bank ID: 071000288 Account #: 7098454

Transaction Date: 08/01/2000 Reference: PY12005 Search

External Transactions Customize | Find | View All | First 1 of 1 Last

Transaction Header Transaction Details

*Tran Date	*Bank ID	*Account #	Unit	*Reference	*Tran Amount	Currency
08/01/2000	071000288	7098454	US001	PY12005	23,000.00	USD

External Transactions page

Search Criteria

To view a list of external transactions, enter your search criteria and click Search.

External Transactions

The External Transactions grid displays existing transactions that meet your search criteria.

A transaction is unavailable for edit if you have reconciled it.

Transaction Details

Select the Transaction Details tab.

External Transactions

Search Criteria

Unit: Bank ID: Account #:
 Transaction Date: Reference: [Search](#)

External Transactions [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

[Transaction Header](#) **[Transaction Details](#)** [EEE](#)

*Tran Date	Transaction Code	*Transaction Description	Status	Accounting Template ID	
08/01/2000	Receipt	Contract Billing Associates	UNR	BSP-BANKTRANFEE	VAT

External Transactions - Transaction Details page

Tran Code (transaction code)

Indicates the type of transaction, such as fee or interest.

Accounting Template ID

Specify the accounting template that the system uses to generate the correct accounting entries.

VAT

Click to view information on the Treasury VAT Processing page. This link is available only when the transaction meets the following conditions:

- The business unit is VAT enabled.
- A VAT-enabled transaction code is defined for the transaction type (currently limited to fee, F).
- A VAT-enabled accounting template is defined for the accounting template.

See Also

PeopleSoft Enterprise Cash Management 9.0 PeopleBook, “Processing VAT Transactions in Treasury Management,” Editing VAT External Transaction Details

Managing Federal Schedule ID Reconciliations

This section discusses how to:

- Reconcile vouchers by using treasury payment information that is obtained from the GOALS - RFCAL website.
- (Optional) Undo previously reconciled schedule ID payments.

Federal Schedule ID Reconciliation

The U.S. Federal Government requires its agencies to group together vouchers with similar characteristics for payment. You assign each group of vouchers a common schedule ID as an identifier and then submit them to the U.S. Treasury for payment. After the Treasury Disbursement Office (TDO) sends notification that the vouchers are paid, the agencies log into the Government Online Accounting Link System - Regional Finance Center Agency Link (GOALS - RFCAL) for the disbursement information, which is used to reconcile the outstanding vouchers.

The federal payment schedules and federal schedule ID reconciliation functionalities are an integration of Payables and Treasury applications. You use the Payables Federal Payment Schedules functionality to:

- Specify Payables installation and set up options.
- Create and submit Treasury applications' schedule vouchers to the TDO.

After the Payables information is set up, you use the Treasury applications' federal schedule ID reconciliation function to:

- Specify bank account set up information.
- Reconcile transactions by schedule ID after receiving notice that the U.S. Treasury has disbursed the payment.
- Undo reconciliation of payments that have been reconciled in error.

See Also

PeopleSoft Enterprise Payables 9.0 PeopleBook, "(USF) Processing PeopleSoft Payables for U.S. Federal Agencies," Understanding Federal Payment Processing

Prerequisites

Before you reconcile federal payments, you must perform the following tasks:

- Specify an agency location code to identify the correct TDO for a bank on the Bank Information page.
- Select the Payment Schedule option on the Payment Methods page to direct generation of prenotification files for a specified bank account.
- Select the Prenote Required option on the Prenotification page to generate a prenotification notice for the bank account.

See Also

[Chapter 2, "Setting Up Banks," Defining Bank Information, page 14](#)

[Chapter 3, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods, page 44](#)

Common Elements in This Section

Schedule ID

A code that identifies vouchers that are grouped together with the similar characteristics such as agency location code, schedule type, and payment method. Vouchers that are grouped and assigned to a schedule ID are submitted to the TDO for payment.

Account Register Report

Click to run a report of reconciled or unreconciled federal schedule ID payments.

Pages Used to Manage Federal Schedule ID Reconciliations

Page Name	Object Name	Navigation	Usage
Schedule ID Reconciliation	BNK_RCN_MAN_TRE	Banking, Reconcile Statements, Schedule ID Reconciliation	Reconcile a series of federal schedule ID payments. Run the Account Register report (FIN4004). Use the report to view a list of reconciled or unreconciled Federal Schedule ID payments.
Reverse Schedule Recon (reverse schedule reconciliation)	BNK_RCN_MAN_TRE	Banking, Reconcile Statements, Reverse Schedule ID Recon	Reverse reconcile any schedule ID payments reconciled in error. Run the Account Register report (FIN4004). Use the report to view a list of reconciled or unreconciled Federal Schedule ID payments.

Reconciling Federal Schedule ID Payments

Access the Schedule ID Reconciliation page.

Schedule ID Reconciliation

Bank ID:
 Account #:
 Schedule ID:

Pay Confirm # From:
 Thru:
 Sent Date:

Disbursed Date:
 Reconciled Amount:
 Currency:

Reconcile

[Customize](#) | [Find](#) | [View All](#) |

First 1 of 1 Last

Pay Confirm #	Reference	Remit Vendor	Remit Vendor Name	Tran Amt	Currency	Tran Date	Status	

[Process Monitor](#)

Total Amount: 0.000

Schedule ID Reconciliation page

Pay Confirm # From and Thru

Enter a range of payment confirmation numbers that are obtained from GOALS - RFCAL.



Click the Assign Confirmation Number button to assign a range of schedule ID treasury payment numbers to display unreconciled data.

Sent Date

Enter the date on which you sent the payment to the TDO.

Disbursed Date

Enter the date on which the TDO disbursed the schedule ID payments.

Reconciled Amount

Enter the sum of the payments' amounts that you have assigned in the Pay Confirm # From and Thru fields.

Reconcile

Click to reconcile the unreconciled data with the information you enter. This function also performs various audits and displays error messages as appropriate. If the reconciled amount differs from the sum of the payments' amounts (payments assigned a confirmation number), an error message displays.

When you click reconcile, the system:

- Updates the Payables Bank Schedule ID table (AP_BANK_SCHEDULE) with three dates: the payment date, the disbursement date, and the date on which the schedule was sent from Payables to PeopleSoft banks.
- Updates the appropriate Federal payments in Payables with a US Treasury Payment confirmation number.
- Updates the IPAC Document Reference Number on an IPAC payment with the US Treasury Payment confirmation number, if a bank account is configured for IPAC and uses a payment method of *EFT*.

Account Register Report

Run the Account Register report.

Reverse Reconciling Federal Schedule ID Payments

Access the Reverse Schedule Recon page.

This page displays reconciled items that match your search criteria.

Select the items that were reconciled in error and click Unreconcile to reverse reconciliation. The item's status changes from *REC* (reconciled) to *UNR* (unreconciled). In addition, the system clears the Disbursed Date and Sent Date field values, and the Payment Confirmation Number and IPAC Document Reference Number.

Note. You cannot reverse reconcile payments after running the Cash Clearing process (APCSHCLR).

Reviewing Bank Reconciliation Information

PeopleSoft provides several options to review bank account reconciliation information.

This section discusses how to:

- Use the Reconciliation Manager.
- Review reconciled transactions by account.
- Review bank statement information.

Pages Used to Review Bank Reconciliation

Page Name	Object Name	Navigation	Usage
Reconciliation Manager	BNK_RCN_MGR	Banking, Reconcile Statements, Reconciliation Manager	Perform automatic, semi-manual, or manual reconciliation for statements for a single bank.
Recon Transactions By Account (reconciliation transactions by account)	BNK_RCN_ALL_GEN	Banking, Analyze Exceptions, Transactions by Account	Inquire on transactions for a specific account and run the Account Register report (FIN4004). Use the report to view a list of reconciled or unreconciled transactions.
Review Bank Statements	BNK_RCN_STMT_GEN	Banking, Bank Statements, Review Bank Statements Click Review Bank Statements on the Bank Statement Manager page.	Inquire on statement information for a bank account and run the Account Register (FIN3000) report. Use the report to review all transactions in an electronic bank statement.

Using the Reconciliation Manager

Access the Reconciliation Manager page.

Reconciliation Manager

*Show Statements for:

Current Month

[Add/Update Accounts](#)

Bank ID: 121042882 USA BANK

▶ Bank Account #: 0741-215056	Manual Che	:	Semi Manual Recon
▶ Bank Account #: 1231234564	Checking5	:	Semi Manual Recon

[Add a Bank to My List](#)

Reconciliation Manager page

- | | |
|--------------------------------------|--|
| Show Statements for | Select <i>Current Month</i> , <i>Last Month</i> , or <i>Today</i> . The page refreshes with the specified information. |
| Add/Update Accounts | Click to add more accounts or update current bank account information. |
| Add a Bank Account to My List | Click to add more accounts for the selected bank to your My Accounts page. |

On the right side of the grid, you can verify whether reconciliation has been set up for a particular account on the External Account - Account Reconciliation page and see what type of reconciliation is in place:

- Manual reconciliation.
- Semi-manual reconciliation.
- Automatic reconciliation.

Click the reconciliation type link to perform reconciliation for the specific bank account.

See Also

Chapter 9, “Setting Up Reconciliation,” page 105

Reviewing Reconciliation Transactions by Account

Access the Recon Transactions By Account page.

Search By	Specify whether you want to search for transactions by reference number or by date. The fields in the Search Criteria group box change based on your selection.
Detail	Identifies the type of transaction.
Register Report	Click to run the Account Register report.

Reviewing Bank Statement Information

Access the Review Bank Statements page.

Enter your search criteria for retrieving bank statement data.

Status	Displays the transaction reconciliation status.
Run Account Register Report	Click to run the Account Register report (FIN3000).

CHAPTER 12

Resolving Reconciliation Exceptions

This chapter provides overviews of reconciliation exceptions and reconciliation exceptions workflow and discusses how to process reconciliation errors and exceptions.

Understanding Reconciliation Exceptions

When you automatically reconcile bank statements, some bank transactions may not perfectly match system transactions. In these cases, you must analyze the transactions that do not match and determine the source of the errors. Typically, mismatches are due to bank errors in reference IDs (for example, check numbers, amount mismatches, transaction type mismatches, duplicates, items not found, and transactions for which the currency has not been defined at the bank account level).

When you use tolerances to reconcile transactions, the process inserts the differences that are associated with the transaction into the `BNK_RCN_TRAN` table. You view these differences on the External Transactions page. The system assigns the new lines a unique reference number that begins with *BSP* (bank statement processing) or whatever has been assigned in the auto numbering, plus a sequential number.

The Cash Management Bank Statement Accounting functionality works similarly to the reconciliation exceptions functionality. When an NTF (No Transactions Found) or MSC (Miscellaneous) exception is matched to a BSA (Bank Statement Accounting) rule (with an accounting template), the system reconciles the exception and enters an external transaction with a unique reference number into the `BNK_RCN_TRAN` table.

After you determine the source of the errors, you have several options, depending on the type of mismatched information:

- If the reference number that is sent by the bank does not match any reference numbers in the system, the transaction is considered an automatic reconciliation error.

The Auto Recon Errors report lists all automatically reconciled errors. You can reconcile these transactions using automatic or manual methods.

- To automatically reconcile these transactions, force reconciliation using the Automatic Reconciliation Exceptions page. If the transaction matches the system processing criteria for automatic reconciliation, the system creates the necessary system-side transaction, then reconciles the pair.
- To manually reconcile these transactions, you must create an external transaction and reconcile the pair using the Semi Manual Reconciliation page.

Note. If you are using the preceding method to manually reconcile transactions, you are responsible for using the correct accounting template when creating the external transaction to keep your organization's ledgers balanced.

- Unpaired transactions are generally third-party external transactions that exist outside your organization's PeopleSoft system. These might be from a legacy system in your organization that reports these transactions

to the bank. Because the legacy system is not integrated with your organization's PeopleSoft system, when you receive the bank statement, these transactions do not have a matching system-side transaction in the PeopleSoft system. However, if you map third-party external transactions (meaning that you configure the application to automatically load all external transactions using statement activity types), the force reconciliation process inserts the corresponding system-side transaction into the system when you force reconcile.

The system generates the accounting entries based on the accounting template that you assigned to the statement activity type (if you assign an accounting template). This can apply to only the first notice of items (such as fees and interest) from the bank that are not yet in the system.

- If the reference number that is sent by the bank matches a reference number in the system, but the transaction codes, amounts, or dates do not match, the transaction is an Auto Recon Exception.

The Auto Recon Exceptions report lists all reconciliation exceptions. You can force any exception transaction to reconcile despite the discrepancy on the AutoRecon Exceptions page. The system creates external-transaction, offset entries when a transaction meets the following two conditions: the transaction is defined with a valid statement activity type, and this statement activity type is defined with the BNK_RCN_TRAN transaction table.

Pairing a transaction forces reconciliation on the bank side and the system side. When you select only one transaction (you did not pair the transaction because it was not listed on the Recon Exception page), you must manually add the appropriate journal entries for the transaction after you force-reconcile the selected transaction.

- If the reference number that is sent by the bank matches a reference number in the system, but the amounts do not match, the transaction is also an exception.

You have two options to resolve the problem:

- Change the amount for the reconciliation tolerance for the bank account so that the transaction reconciles, and then run the Bank Reconciliation process (FSPRECON) again.

The system generates the appropriate journals.

- Make an adjustment entry on the system side and use the Semi Manual Reconciliation page to reconcile the transactions.

See Also

[Chapter 9, "Setting Up Reconciliation," Setting Up Reconciliation Tolerances, page 117](#)

[Chapter 9, "Setting Up Reconciliation," Defining Statement Activities, page 119](#)

[Chapter 11, "Reconciling Statements," Reconciling Externally Generated Transactions, page 154](#)

Understanding Reconciliation Exceptions Workflow

If you have implemented the Exceptions workflow when you run the Reconciliations Exceptions process (TR_RECON_EXC), the system automatically routes any exceptions to a defined user (or user's) worklist.

See Also

[Chapter 12, "Resolving Reconciliation Exceptions," Routing Exceptions to a User's Worklist, page 166](#)

[Appendix A, "Delivered Workflows for Banks Setup and Processing," page 189](#)

Processing Reconciliation Errors and Exceptions

This section lists prerequisites and discusses how to:

- Route exceptions to a user's worklist.
- Run error and exception reports.
- Force exceptions to reconcile.
- Resolve exceptions using semimanual reconciliation.
- View accounting for forced reconciliations.

Prerequisites

If you plan to route exceptions for automatic reconciliation to a user's worklist, you must first select **Enable Workflow** for the bank account on the **Account Reconciliation** page.

See Also

[Chapter 9, "Setting Up Reconciliation," Selecting a Reconciliation Method, page 115](#)

Pages Used to Process Reconciliation Errors and Exceptions

Page Name	Object Name	Navigation	Usage
Route Reconciliation Exception	TR_AE_RUNCNTL	Banking, Analyze Exceptions, Route Reconciliation Exception	Route exceptions to a user's worklist. Define the run parameters for the Reconciliation Exceptions process.
Automatic Reconciliation	BNK_RCN_CYC_STSA	Banking, Reconcile Statements, Automatic Reconciliation	Determine whether a bank statement has reconciliation errors. Run the Auto Recon Errors report (FIN3002). Use this report to view a list of all reconciliation errors for a bank statement. Run the Auto Recon Exceptions report (FIN3001). Use this report to view a list of all transactions with exceptions for a bank statement.
Automatic Reconciliation Exceptions	BNK_RCN_VUE_UNR	• Banking, Analyze Exceptions, Automatic Reconciliation Exceptions • Click Exceptions on the Automatic Reconciliation page.	Click to force an automatic-reconciliation exceptions to reconcile. You can also create external transactions for bank-side transactions with no corresponding system-side transactions.

Page Name	Object Name	Navigation	Usage
Semi Manual Reconciliation	BNK_RCN_SEMI_MAN	Banking, Reconcile Statements, Semi-Manual Reconciliation	Resolve exceptions using semimanual reconciliation. Select a transaction on the bank side to match a transaction on the system side. See Chapter 11, “Reconciling Statements,” Reconciling Transactions Semi-manually, page 150.
Bank Statement Processing Accounting (BSP)	TRA_EVENT_CAL_2	Cash Management, Treasury Accounting, Accounting Events Select the BSP Accounting Events tab.	View the accounting events that are scheduled for force-reconciled transactions.
Recon Transactions by Account	BNK_RCN_ALL_GEN	Banking, Analyze Exceptions, Transactions by Account	Search and review transaction reconciliation information by a defined bank account. You can also run the Account Register report (FIN4004).

Routing Exceptions to a User’s Worklist

Access the Route Reconciliation Exception page.

Select a bind variable name of either *BNK_ID_NBR* or *BANK_ACCOUNT_NUM* and enter a value.

Running Error and Exception Reports

Access the Automatic Reconciliation page.

Select either *Errors* or *Exceptions* in the Reports field, and then click Run Report.

See Also

[Chapter 11, “Reconciling Statements,” Reconciling Transactions Automatically, page 148](#)

Forcing Exceptions to Reconcile

Access the Automatic Reconciliation Exceptions page.

Automatic Reconciliation Exceptions

*Search By:
From Ref/To Ref

Search Criteria

Bank ID: 121210009
Account #: 075123456789
Stmt ID: 2

From Ref: BAS_DID305
To Ref: BAS_DID305
Search

Auto Reconciliation Exceptions				
Reference	Exception	Tran/Bank Amt	Tran/Bank Date	Tran Status/Tran Code
☐	Unreconciled	430,675.00	09/28/2003	Deposits
BAS_DID305	Receivables	430,675.00	09/28/2003	Complete
☐	Unreconciled	11,235.00	09/28/2003	Deposits
BAS_DID305	Receivables	430,675.00	09/28/2003	Complete
☐	Unreconciled	18,725.00	09/28/2003	Deposits
BAS_DID305	Receivables	430,675.00	09/28/2003	Complete

☒ Select All
☐ Clear All

Reconcile
External Transactions

Return to Automatic Reconciliation

Automatic Reconciliation Exceptions page

The page displays a combination of all potential matches based on date, amount, and reference ID number. Use your own judgement when you force items to reconcile. In some cases, transactions appear multiple times after being forced to reconcile, so you must be careful that you select the correct reconciled combination.

Note. Some automatic reconciliation exceptions may be the result of unbalanced payments in PeopleSoft Enterprise Accounts Receivable. To remedy this, you should balance the payment on the Regular Deposit pages in Accounts Receivable.

Search Criteria

If you access this page by clicking the Exceptions link on the Automatic Reconciliation page, the exceptions for the selected bank's statements automatically appear in the grid. Otherwise, you must enter your search criteria and click Search.

Search By Select how you want to search for transactions: by reference number or by date. The fields in the Search Criteria group box vary based on your selection.

Auto Reconciliation Exceptions

For the system to force a transaction to reconcile, the transaction must match the following criteria. If the transaction does not match this criteria, the Force Reconciliation option is unavailable.

Note. This criteria is applicable only if you are using a Treasury application. If you are using the PeopleSoft force-reconciliation functionality with PeopleSoft Payables or PeopleSoft Receivables, the Force Reconciliation check box is always enabled.

- You must have installed one or more of the Treasury applications, such as Cash Management, Deal Management, or Risk Management. The force-reconciliation functionality uses statement activity types for storing the accounting template and the source table (BNK_RCN_TRAN) information, from which the system creates the offset entries. However, the ability to define statement activity types is available only if you install a Treasury product.
- The bank statement transaction must have a valid statement activity type on the Bank Transaction Entry page.
- You must complete all three fields for the statement activity type that is associated with the bank statement transaction in the Force Reconciliation Options region of the Statement Activity Type page. These fields are Allow Force Reconciliation, Transaction Table, and Accounting Template ID.
- You must select the Statement Accounting option on the External Accounts page. This ensures that the correct ChartFields for first-notice items, such as fees and interest, are established. In addition, when the system creates the offsetting external transaction, it sets the internal Build Accounting status to *yes*. This ensures that these transactions are properly built during the next Automated Accounting process (TR_ACCTG) run.

In addition, when forcing transaction pairs of unlike amounts to reconcile, the system automatically generates a balancing transaction. For example, if the bank statement amount is 100 USD and the system transaction amount is 99.99 USD, then the system creates a balancing transaction, which results in a credit in the amount of 0.01 USD. This credit is recorded in the table that is specified in the associated Statement Activity Type definition (either BNK_RCN_TRAN or CASH_FLOW_TR). If the system transaction is of a greater amount than the bank statement amount, then the system creates a debit and records it to the appropriate table. Using the preceding example, if the bank statement amount is 100 USD and the system transaction amount is 100.01 USD, then the balancing transaction is a debit of 0.01 USD.

In the Description field for each exception, details from the bank transaction file appear along with the reason that the transaction did not reconcile. Possible values are:

<i>Alignment Check</i>	Payables check that is used to align the printer.
<i>Amounts Not Equal</i>	Bank amount does not match system amount.
<i>Ambiguous Match</i>	An unreconciled, bank-statement transaction could match more than one unreconciled system transaction. This occurs most frequently when large tolerances are defined for the amount or date. An ambiguous match could also occur even with zero tolerances defined, however, if the reference IDs do not match.
<i>Currency</i>	The transaction currency was not defined (Accounts Receivable only).
<i>Currency Not Defined</i>	The transaction currency was not defined at the bank account level.
<i>Duplicate Input Transaction</i>	Duplicate bank transaction. A transaction appears more than once on a given statement with the same date, amount, and reference ID. (AR deposits are an exception to this.) Duplicate transactions are transactions that appear more than once on a given statement with the same date and amount (AR Deposits do not use ID's for matching).
<i>Duplicate Transaction</i>	Duplicate system transaction.
<i>Miscellaneous Transaction</i>	Miscellaneous transaction, such as bank fees or interest.
<i>Payee Names Not Equal</i>	Payee names don't match.
<i>Not Found In System</i>	Transaction is not found in the system.
<i>Null Transaction ID Ref</i>	Blank transaction ID.

Overflow	Overflow Payables check.
Pending Reconciliation	Prereconciled.
Reconciled	Already reconciled.
Reprinted Check	Reprinted payables check.
Stop Check	Check was issued a stop payment to the bank.
Wrong Transaction Type	Wrong transaction type for source.
Tran Date Different 	System transaction date is different from the bank clear date.
Bank Clear	
Unreconciled	Not processed by the Bank Reconciliation process.
Voided Check	Payables void.

To force a transaction to reconcile, select the transaction and click Reconcile.

See Also

Chapter 12, “Resolving Reconciliation Exceptions,” Understanding Reconciliation Exceptions, page 163

Resolving Exceptions Using Semimanual Reconciliation

Access the Semi Manual Reconciliation page.

Semi Manual Reconciliation

Search Criteria

Bank ID:
Account #:
Statement ID:
Currency:

From Date:
Thru Date:
*Recon Status:

From Amount:
To Amount:

[Advanced Search](#)

Bank Transactions

Customize | Find | View All | First 1-3 of 3 Last

Select	Reference	Bank Date	Tran Amt	Type
☐	0000002810	09/28/2003	430,675.00	D
☐	0000002811	09/28/2003	11,235.00	D
☐	0000002812	09/28/2003	18,725.00	D

System Transactions

Customize | Find | View All | First 1-4 of 4 Last

Select	Reference	Tran Date	Tran Amt	Type	Source
☐	BAS_DID315	09/29/2003	430,675.00	D	AR
☐	BAS_DID316	09/29/2003	18,725.00	D	AR
☐	BAS_DID305	09/28/2003	430,675.00	D	AR
☐	BAS_DID306	09/28/2003	18,725.00	D	AR

Semi Manual Reconciliation page

If the Bank Reconciliation process could not reconcile a transaction, you can try to manually match transactions from the bank side to transactions on the system side, as long as the amounts match.

You can reconcile transactions only by matching one bank transaction to one system transaction (one to one) or one bank transaction to many system transactions (one to many). Select the transactions on each side that you want to reconcile, and click Reconcile.

See Also

Chapter 11, “Reconciling Statements,” Reconciling Transactions Semi-manually, page 150

Viewing Accounting for Forced Reconciliations

Access the Bank Statement Processing Accounting (BSP) page.

To view all journal entries for transactions that were forced to reconcile, run the Automated Accounting (TR_ACCTG) process prior to accessing this page.

See Also

PeopleSoft Enterprise Cash Management 9.0 PeopleBook, “Managing Treasury Accounting,” Reviewing Accounting Information

CHAPTER 13

Performing Book-to-Bank Reconciliation

This chapter provides an overview of book-to-bank reconciliation, lists prerequisite tasks, and discusses how to perform book-to-bank reconciliation.

Understanding Book-to-Bank Reconciliation

This section discusses:

- Prerequisites.
- The book-to-bank reconciliation process.
- A technical overview of book-to-bank reconciliation functionality.

Prerequisites

Before running the Book-to-Bank Reconciliation process, verify that you have correctly configured your general ledger accounts and external bank accounts. Note the following configuration considerations:

- Define your external bank accounts so that there are no duplicate general ledger business unit and general ledger account combinations.
- Do *not* define the same bank ID and account number multiple times either under the same setID or under different setIDs. This type of setup causes reconciliation issues.

Note. There can be up to three ledger cash accounts per external bank account (one each for Payables, Receivables, and Treasury applications) as illustrated in this table:

Bank	Account	GL Business Unit	Ledger Type	GL Account
USBK1	0001	BU001	A - AP Cash	111111
USBK1	0001	BU001	C - AR Cash	111111
USBK1	0001	BU001	H - TR Cash	111111
USBK1	2222	BU001	A - AP Cash	222222
USBK1	2222	BU001	C - AR Cash	333333
USBK1	2222	BU001	H - TR Cash	444444
USBKZ	WXYZ	BUXXX	A - AP Cash	111111
USBKZ	WXYZ	BUXXX	C - AR Cash	222222
USBKZ	WXYZ	BUXXX	H - TR Cash	333333

In addition:

- Ensure that the same currency code that you specified for the general ledger account is used by the bank account.

If you configure the bank account with a different currency code than the general ledger account, the bank account displays balances that are revalued in the base currency of the general ledger account in the Book-to-Bank Reconciliation component. This might result in currency rounding errors.

- Run the Journal Generator and Journal Edit and Journal Post processes in General Ledger.
- Generate general ledger trial balances.

The Book-to-Bank Reconciliation Process

Book-to-bank reconciliation is a process where bank-reported balances in the bank statement are compared against the system's general ledger balance for a specified fiscal period. This reconciliation process is generally performed as part of the periodic general ledger closing process (whether that closing process is daily, weekly, or monthly). The process is normally performed after you have posted all subsystem and general ledger transactions to the general ledger and run the trial balance. When a trial balance is run, it is expected that the book balance of a given account will reflect all posted transactions, both reconciled and unreconciled. Discrepancies between the bank statement balance and ledger balance might be due to:

- Time difference items that affect the bank statement, such as deposits in transit or unreconciled checks.

These are transactions that are booked in the system but not yet acknowledged by the bank.

- First notice items, such as fees or interest accrual amounts.

These are transactions noted on the bank statement but not yet booked into the system.

With the Book-to-Bank Reconciliation process, you make the appropriate adjustments (or timing differences) to make both balances match. After the balances are matched, you confirm the statement as reconciled and then continue with the general ledger closing process.

Transactions that have been reconciled through the Book-to-Bank Reconciliation process are considered final and are generally not reversed. You cannot unreconcile a transaction that has already been sent to the general ledger.

You also perform the Book-to-Bank Reconciliation process at a period's end to generate accurate reports. The reports list summary reconciliation information for a specific business unit, ledger, fiscal year, and fiscal period.

The Book-to-Bank Reconciliation process is used only with banks that are configured for the Automatic or Semimanual reconciliation process, and you perform the Book-to-Bank Reconciliation process after the Automatic or Semimanual reconciliation process is completed. The Book-to-Bank reconciliation process does not work with the Manual Reconciliation process.

After running the Automatic or Semimanual reconciliation process, select a bank statement as ready for book-to-bank reconciliation on the Book-to-Bank Statements page. This causes the system to change the statement readiness indicator to *Ready* on the Bank Statement Header table (BANK_STMT_HDR). You then use the Book-to-Bank Reconciliation page to search for bank statement balances to compare against the general ledger balances. By using the Book-to-Bank Reconciliation Details page and its related pages, you can determine what transactions are included in the adjusted balance subtotals for the bank statement and general ledger, and you can reconcile these balances.

A Technical Overview of Book-to-Bank Reconciliation Functionality

The book-to-bank reconciliation functionality integrates with General Ledger, Payables, Receivables, and Treasury applications. In PeopleSoft applications, bank account activity is made up of journal lines, both detailed journal lines and summary journal lines. The Book-to-Bank Reconciliation process determines whether a journal line transaction (regardless of its system of origin) has been reconciled. If a transaction has not been reconciled, then it appears in the appropriate region of the Book-to-Bank Reconciliation Details page, categorized by type. Unreconciled system transactions (such as disbursement checks) appear on the bank side, while unreconciled bank transactions (such as deposits in transit) appear on the system side.

During the Book-to-Bank Reconciliation process, the system searches for all unreconciled (UNR) transactions that fall under the specified general ledger period end. This means that the process includes any outstanding unreconciled bank transactions and adds them as adjustments to the general ledger adjusted balance total.

Note. The Book-to-Bank Reconciliation process leverages the period close end functionality of General Ledger, which prevents posting of journal entries to a closed fiscal period. This means that transactions that are posted to a prior general ledger period are not available to the Book-to-Bank Reconciliation process.

In addition, the system does not include transactions that are posted to adjustment periods in the Book-to-Bank Reconciliation process. (You use General Ledger to create adjustment period entries.)

See Also

PeopleSoft Enterprise General Ledger 9.0 PeopleBook, “Managing Interim and Year End Closing”

PeopleSoft Enterprise General Ledger 9.0 PeopleBook, “Making General Ledger Journal Entries”

Performing Book-to-Bank Reconciliation

This section discusses how to:

- Select statements for book-to-bank reconciliation.
- Manage book-to-bank ready statements.
- Review book-to-bank reconciliation details.
- Edit payments in transit information.
- Edit deposits in transit information.
- Edit general ledger adjustments information.
- Edit general ledger balance information.
- Edit unbooked fees and interest information.
- Edit unbooked payment information.
- Edit unbooked deposit information.
- Edit bank adjustment information.
- Enter book-to-bank reconciliation comments.

Pages Used to Perform Book-to-Bank Reconciliation

Page Name	Object Name	Navigation	Usage
Select Book-to-Bank Statements	BNK_BTBT_STMT_SEL	Banking, Reconcile Statements, Select Book-to-Bank Statements	Specify statements that are ready for book-to-bank reconciliation.
Book-to-Bank Reconciliation	BNK_BTBT_REC_MGR	Banking, Reconcile Statements, Book-to-Bank Reconciliation	Search for statements marked ready for book-to-bank reconciliation, review balance details, and recalculate balances.
Book-to-Bank Reconciliation Details	BNK_BTBT_HDR	Click Details on the Book-to-Bank Reconciliation page.	Review your company's general ledger balances against bank-reported account balances in the bank statement. You can also print a report of your book-to-bank adjustments.
Payments in Transit	BNK_BTBT_DET_SEC	Click Payments in Transit on the Book-to-Bank Reconciliation Details page.	Specify which payment transactions in transit to include in the bank adjustment subtotal amount.
Deposits in Transit	BNK_BTBT_DET_SEC	Click Deposits in Transit on the Book-to-Bank Reconciliation Details page.	Specify which deposit transactions in transit to include in the bank adjustment subtotal amount.
GL Adjustments (general ledger adjustments)	BNK_BTBT_DET_SEC	Click GL Adjustments on the Book-to-Bank Reconciliation Details page.	Specify which general ledger adjustments to include in the bank adjustment subtotal amount.
Ledger Balance	BNK_BTBT_LED_SEC	Click Ledger Balance on the Book-to-Bank Reconciliation Details page.	View ledger balance and bank account ChartField information. <i>See PeopleSoft Enterprise General Ledger 9.0 PeopleBook, "Reviewing Financial Information," Inquiry Overview.</i> <i>See PeopleSoft Enterprise General Ledger 9.0 PeopleBook, "Reviewing Financial Information," Viewing Ledger Summary Balances.</i>
Unbooked Fees and Interest	BNK_BTBT_DET_SEC	Click Unbooked Fees and Interest on the Book-to-Bank Reconciliation Details page.	Specify which unbooked fees and interest transactions to include in the general ledger subtotal amount.

Page Name	Object Name	Navigation	Usage
Unbooked Payments	BNK_BTBT_DET_SEC	Click Unbooked Payments on the Book-to-Bank Reconciliation Details page.	Specify which unbooked payment transactions to include in the general ledger subtotal amount.
Unbooked Deposits	BNK_BTBT_DET_SEC	Click Unbooked Deposits on the Book-to-Bank Reconciliation Details page.	Specify which unbooked deposit transactions to include in the general ledger subtotal amount.
Bank Adjustments	BNK_BTBT_DET_SEC	Click Bank Adjustments on the Book-to-Bank Reconciliation Details page.	Specify which bank adjustments to include in the general ledger subtotal amount.
Book-to-Bank Notes	BNK_BTBT_FREEFORM	Click Book-to-Bank Notes on the Book-to-Bank Reconciliation Details page.	Enter notes to account for a book-to-balance reconciliation difference.
Book-to-Bank Reconciliation report	TRC_4090	Click Report on the Book-to-Bank Reconciliation Details page.	Generate a report of your book-to-bank reconciliation activities for a bank statement.

Selecting Statements for Book-to-Bank Reconciliation

Access the Select Book-to-Bank Statements page.

Select Book to Bank Statements

Bank ID:
Account #: Search

From Date:
Through Date:

Business Unit: US001
Base Currency: USD

Ledger: LOCAL
Bank Currency: USD

Available Accounting Periods						
	Customize	Find	View All		First	Last
☒	2003	11	1	11/04/2003	11/04/03 10:49:07AM	Selected

Select

Select Book-to-Bank Statements page

To select bank statements as ready for book-to-bank reconciliation:

1. Enter a Bank ID and Account # (account number).
2. Click Search.

The results appear in the Available Accounting Periods grid.

3. In the Select column, select the option for statements ready for book-to-bank reconciliation, then click the Select button.

This action disables the options in the Select column.

If you select more than one statement for a fiscal year and accounting period, the system designates the statement with the highest Statement ID number as the statement that is used to obtain the closing balance from (this logic assumes that it is the last statement for the period).

The Cycle Status field displays the statement status in the overall reconciliation process:

- *Complete*: The statement has been loaded and all transactions have been reconciled.
- *Ready*: The statement has been loaded and reconciliation processes have been performed on the statement.

Managing Book-to-Bank Ready Statements

Access the Book-to-Bank Reconciliation page.

Book to Bank Reconciliation

Search Parameters

*External Bank ID

121042882

*Bank Account #

0741-256458

Bank Currency

USD

Business Unit

US001

Base Currency

USD

Primary Ledger

LOCAL

Fiscal Year

Accounting Period

Search

Available Accounting Periods								
Fiscal Year	Accounting Period	*Statement ID	Statement Date	Status	User ID	DateTime	Recalculate	Details
2003	11	1	11/04/2003	New	VP1	11/14/2003 11:51AM	Recalculate	

Book-to-Bank Reconciliation page

To manage bank statements that are marked as ready for book-to-bank reconciliation:

1. Enter an External Bank ID and Bank Account # (bank account number).

The specified bank ID determines the accounts that are available to you. You can narrow your search parameters by also entering values in the Fiscal Year and Accounting Period fields.

2. Click Search.

The results appear in the Available Accounting Periods grid.

3. Click Details to access the Book-to-Bank Reconciliation Details page, where you can review and reconcile balances.

4. Click Recalculate to recalculate balances on the Book-to-Bank Reconciliation page.

You can only recalculate from the main Book-to-Bank Reconciliation page. However, you can use this functionality only with statements of an *In Progress* status. For confirmed statements, the Recalculate link is not available.

This functionality performs two operations. First, it deletes any previously saved data. Second, it recalculates new balances using the original statement balance amounts with any added adjustment data to update any balance data that you changed on the Book-to-Bank Reconciliation Details page.

The Status field displays the status of the Book-to-Bank Reconciliation process for a bank account item, as derived from activity performed on the Book-to-Bank Reconciliations Details page.

Options are:

- *New*: Indicates the statement is new, and no adjustments have been saved.
- *In Progress*: Indicates some adjustment work has been saved, but the statement has not been confirmed.
- *Confirmed*: Indicates the statement has been finalized as confirmed.

Reviewing Book-to-Bank Reconciliation Details

Access the Book-to-Bank Reconciliation Details page.

Book to Bank Reconciliation Details					
Reconciliation Parameters					
External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency	Statement ID
121042882	0741-256458	USD	US001	USD	1
Primary Ledger	Fiscal Year	Accounting Period	Begin Date	End Date	Statement Date
LOCAL	2003	11	11/01/2003	11/30/2003	11/04/2003
Reconciliation Data					
Bank Statement Balance:	0.00		Ledger Balance:	399.99	
Payments in Transit:	0.00		Unbooked Fees and Interest:	-62.00	
Deposits in Transit:	399.99		Unbooked Payments:	-451,020.30	
GL Adjustments:	-6,593,525.00		Unbooked Deposits:	-210,719.75	
			Bank Adjustments:	0.00	
Bank Adjustments Subtotal:	-6,593,125.01		GL Adjustments Subtotal:	-661,802.05	
Total Adjusted Bank Balance:	-6,593,125.01		Total Adjusted Ledger Balance:	-661,402.06	
Book to Bank Difference:	-5,931,722.95		Confirm	Report	Return to previous page
Book To Bank Status					
Status:	In progress	User ID:	VP1	DateTime:	11/14/2003 11:51AM

Book-to-Bank Reconciliation Details page

Reconciliation Data

Bank Statement Balance

This is the Closing Balance (Statement Code 015) on the bank statement that occurs within the displayed fiscal year and accounting period.

Click to view currency revaluation information (when enabled). The system displays this link when the bank account's base currency and the general ledger account base currencies are different.

Payments in Transit

Displays the total of all disbursements that are not yet reconciled (outstanding transactions not yet presented to the bank but recorded in the system). It also includes manual accounting entries (created in Treasury) that have been

	finalized and posted to a ledger. This amount reduces the bank statement balance, which appears in the Bank Adjustments Subtotal field. Click the Payments in Transit button to access the Payments in Transit page, where you can review transaction details.
Deposits in Transit	Displays the total of all the deposits that are booked into the system but not yet acknowledged by the bank. This amount increases the bank statement balance (bank adjustments subtotal). Click the Deposits in Transit button to access the Deposits in Transit page, where you can review transaction details.
GL Adjustments (general ledger adjustments)	Displays the total of all unposted general ledger transactions that have transaction dates that occur before or on the general ledger period end date. Click the GL Adjustments button to access the GL Adjustments page, where you can review transaction details.
Revaluation Amount	Enter the currency revaluation amount to account for any currency conversion rounding errors. Use this field only if the bank account's base currency is different than the general ledger business unit's base currency.
Bank Adjustments Subtotal	Displays the total of all unposted bank transactions that exist in the bank statement but not in the system, and which have transaction dates that occur before or on the general ledger period end date.
Total Adjusted Bank Balance	Displays the sum of the values in the Bank Statement Balance and the Bank Adjusted Subtotal fields.
Ledger Balance	Displays the system side balance for the bank account. The balance as of date is determined by the ledger's period end date. Click the Ledger Balance button to access the Ledger Balance page, where you can review transaction details.
Unbooked Fees and Interest	Displays the total of all bank transactions not yet booked in the system and which have transaction dates that are on or before the bank statement date. Click the Unbooked Fees and Interest button to access the Unbooked Fees and Interest page, where you can review transaction details.
Unbooked Payments	Displays the total of all unposted disbursements that exist in the bank statement but are not in the system, and which have transaction dates that are on or before the bank cut off date statement date. Click the Unbooked Payments button to access the Unbooked Payments page, where you can review transaction details.
Unbooked Deposits	Displays the total of all unposted deposits that exist in the bank statement but are not in the system, and which have transaction dates that are on or before the bank statement date. Click the Unbooked Deposits button to access the Unbooked Deposits page, where you can review transaction details.
Bank Adjustments	Displays the total of the values in the Payments in Transit, Deposits in Transit, and GL Adjustments fields. The displayed total includes:

- Any unreconciled bank statement transaction that has a Bank Adjustment (BA) reconciliation transaction code.
- Any unreconciled bank statement transaction that is not categorized in the Unbooked Fees and Interest, Unbooked Payments, or Unbooked Deposits totals.

Click the Bank Adjustments button to access the Bank Adjustments page, where you can review transaction details.

GL Adjustments Subtotal
(general ledger adjustments subtotal)

Displays the total of the values in the Unbooked Fees and Interest, Unbooked Payments, Unbooked Deposits, and Bank Adjustments fields.

Total Adjusted Ledger Balance

Displays the sum of the values in the Ledger Balance and GL Adjustments Subtotal fields.

Book-to-Bank Difference

Displays the sum of the values in the Total Adjusted Bank Balance and Total Adjusted Ledger Balance fields.

Click the Book-to-Bank Notes button to access the Book-to-Bank Notes page, where you can review transaction details.

Confirm

Click to confirm that the Book-to-Bank Reconciliation process for this specific bank statement and fiscal period is complete. Then save the page. The Status field (in both the Book-to-Bank Status group box on the Book-to-Bank Reconciliation Details page and in the Available Accounting Period grid on the Book-to-Bank Reconciliation page) changes to read *Confirmed*. This prevents other users from editing this particular reconciled statement.

Note. You should carefully analyze your book-to-bank reconciliation results before confirming a statement. Confirmed statements cannot be reversed.

Report

Click to generate the Book-to-Bank Reconciliation report.

Return to previous page

Click to access the Book-to-Bank Reconcile page.

Editing Payments in Transit Information

Access the Payments in Transit page.

Select

Transactions are automatically selected. Clear this option to exclude a specific transaction from the subtotal amount (which appears on the Book-to-Bank Reconciliation Details page) and from the book-to-bank reconciliation calculations.

Reference

Displays the reference number that is assigned by the bank.

Tran Date (transaction date)

Displays the date that the payment was recorded by the bank.

Base Amount

Displays the amount that is calculated in the base currency.

Bank Amount

Displays the amount that is calculated in the bank currency.

CHAPTER 14

Managing Letters of Credit

This chapter provides an overview of letters of credit and discusses how to:

- Enter and amend letters of credit.
- Manage letters of credit.

Understanding Letters of Credit

Use letters of credit to:

- Protect against buyer risk.

If the buyer is of unknown creditworthiness, then the seller has the security of the bank's payment undertaking.

- Protect against country risk.

The buyer may be willing and able to pay, but economic or political conditions in the buyer's country may prevent or delay payment. In these situations, a confirmed letter of credit is necessary. A bank in the seller's country will (for a fee) add its own payment undertaking to that of the issuing bank.

- Meet mandatory requirements.

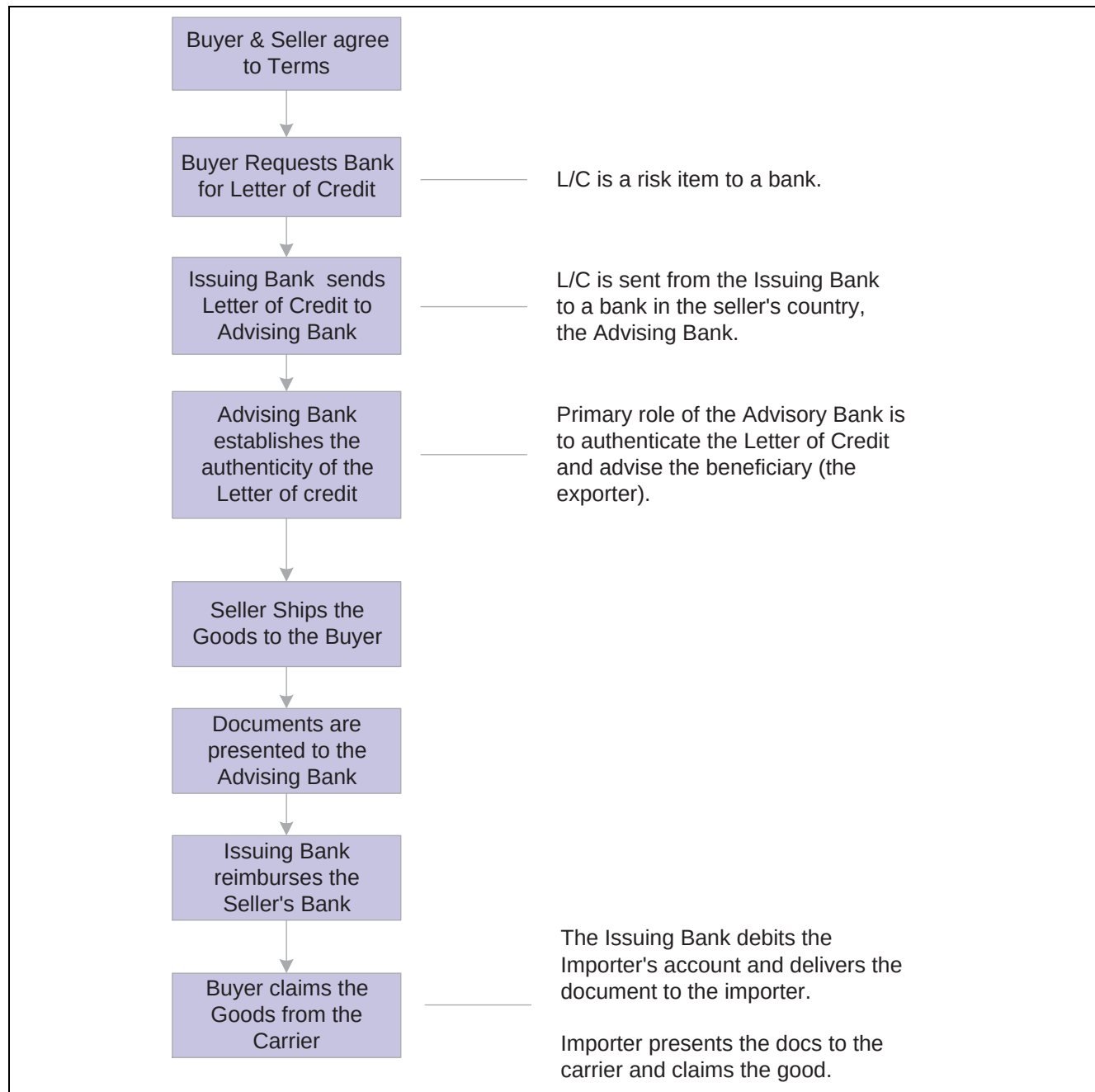
Letters of credit are also used as part of exchange control or import control regimes operating in the buyer's country.

Prerequisites

Before the letter of credit can be issued, the buyer and seller must agree on all details of the commercial transaction, including:

- Quantity, specification, and price.
- Means of transport and latest date of dispatch.
- Carriage and insurance arrangement.

This diagram shows the letter of credit process between the buyer, seller, the buyer's issuing bank, and the seller's advising bank:



Understanding the letters of credit process

Common Elements Used in This Chapter

Amend Nbr (amendment number)

If the letter of credit is amended and approved, this field displays the most recent valid amendment number and amend date.

Bank L/C Number (bank letter of credit number)

Displays the reference number that the issuing bank gives to a letter of credit.

Last Shipment	Displays the latest date on which transportation for the goods that are described in the letter of credit can arrive at the final destination.
L/C Type (letter of credit type)	Indicates the kind of letter of credit that a bank issued. Values are: <i>Back to Back</i> , <i>Deferred Payment</i> , <i>Government</i> , <i>Other</i> , <i>Red Clause</i> , <i>Revolving</i> , <i>Standby</i> , <i>Transferable</i> , or <i>Traveler's</i> .
Letter of Credit Status	Select a value: <i>Cancelled</i>: One or both parties have canceled the letter of credit. <i>Expired</i>: The letter of credit is expired. <i>Incorporated into Another L/C</i>: The letter of credit is incorporated into another letter of credit. <i>Open</i>: The letter of credit is open and active. <i>Open But Past Expiration</i>: The letter of credit is past the expiration date, but is still open by agreement between both parties. <i>Request Made to Issuing Bank</i>: The letter of credit has been requested by the buyer to his or her bank. <i>Requested By Internal Unit</i>: An internal unit has requested the letter of credit.
Container Shipment, Partial Shipment, Air Shipment, and Transshipment	For all shipment fields, indicate the allowable transportation methods. Values are: <i>Not Permit</i> (not permitted), <i>Permitted</i> , or <i>Required</i> .
Advise By	Specify either <i>Air & Cable</i> (air and cable), <i>Airmail</i> , <i>Cable</i> , <i>Fax</i> , <i>Telex</i> , or <i>Wires</i> .
Letter of Credit Document	Select a value: <i>Air Insurance</i>: Insurance for shipping goods by air. <i>Airway Bill</i>: Bill of lading for shipping goods by air. <i>Bill of Lading</i>: Generic bill of lading for any shipping purpose. <i>Certificate of Origin</i>: Document certifying a good's country of origin. <i>Commercial Invoice</i>: A commercial invoice. <i>Customs Documents</i>: Document for processing goods through a country's custom agency. <i>Marine Insurance</i>: Insurance for shipping overseas. <i>Ocean Bill of Lading</i>: Bill of lading for shipping goods overseas. <i>Railroad Bill of Lading</i>: Bill of lading for shipping goods by rail. <i>Special Customs Invoice</i>: A special customs invoice. <i>Truck Bill of Lading</i>: Bill of lading for shipping goods by truck. <i>War Risk Insurance</i>: Insurance for shipping goods through areas of war or political unrest.

Entering and Amending Letters of Credit

The import and export letter of credit components look and work the same, with similar general information, description, documents, and amendments pages.

This section discusses how to:

- Enter import or export information.
- Enter general information.
- Enter special instructions.
- Enter related documentation information.
- Amend a letter a credit.

Pages Used to Enter and Amend Letters of Credit

Page Name	Object Name	Navigation	Usage
Import Information	LC_INFOIMPORT	Banking, Letters of Credit, L/C for Import, Import Information	Enter data for a new import letter of credit or amend data for an existing letter of credit.
Export Information	LC_INFOEXPORT	Banking, Letters of Credit, L/C for Export, Export Information	Enter data for a new export letter of credit or amend data for an existing letter of credit.
L/C for Import - General Information, , L/C for Export - General Information	LC_INFOADDL	- Banking, Letters of Credit, L/C for Import, General Information - Banking, Letters of Credit, L/C for Export, General Information	Capture information about the transportation that you use in importing or exporting and other contract features.
L/C for Import - Description, , L/C for Export - Description	LC_INFOINST	- Banking, Letters of Credit, L/C for Import, Description - Banking, Letters of Credit, L/C for Export, Description	Capture special instructions and other qualitative data about letters of credit or business situations using them.
L/C for Import - Documents,, L/C for Export - Documents	LC_INFODOCS	- Banking, Letters of Credit, L/C for Import, Documents - Banking, Letters of Credit, L/C for Export, Documents	Capture data relevant to letters of credit documents.
L/C for Import - Amendments, , L/C for Export - Amendments	LC_AMEND_PN	- Banking, Letters of Credit, L/C for Import, Amendments - Banking, Letters of Credit, L/C for Export, Amendments	View a display of information that is changed in the Import Information page.

Entering Import or Export Information

Access the Import Information or Export Information page.

Import Information		General Information		Description		Documents		Amendments	
Unit:	US001	L/C ID:	T3IMPLC1						
Our Letter of Credit									
Amend #:	0000003	Amend Date:	07/26/2000						
AP Business Unit:	US001	US001 NEW YORK OPERATIONS	*L/C Type:	Deferred Payment					
*Bank:	TRBNK	US TREASURY BANK	Bank L/C #:	00000000021					
*Amount:	1,500,000.00	Currency:	USD	Remaining:	1,500,000.00				
Facility ID:	TRBNK_LOC	Fees							
*Issue Date:	01/02/2000	*Expire Date:	12/15/2000	Last Shipment:	12/01/2000				
Vendor									
Vendor SetID:	SHARE	Vendor:	USA0000001	Bay Area Electric					
Vendor Location:	1	Seq Nbr:							
Status History									
Customize Find View All First 1 of 2 Last									
Letter of Credit Status			*Status Date						
Open			06/01/2000		+ -				

Import Information page

Import Letter of Credit

AP Business Unit (accounts payable business unit) Enter the Payables business unit.

Facility ID Enter the counterparty ID.

Fees Click to enter letter of credit fees.

Export Letter of Credit

Customer Enter the customer number.

Advising Bank Enter the advising bank.

OM Unit (order management unit) Enter the order management business unit.

See Also

PeopleSoft Enterprise Cash Management 9.0 PeopleBook, “Managing Fees and Account Analysis,” Creating Fee Entries

Entering General Information for Letters of Credit

Access the General Information page.

Import Information	General Information	Description	Documents	Amendments
Unit: US001 L/C ID: T3IMPLC1 Bank L/C #: 00000000021				
Transportation				
Container Shipment: Not Permit		Air Shipment: Not Permit		Transshipment: Not Permit
Partial Shipment: Not Permit		Advise By: Airmail		
Other Features				
☐ Extendable Contract ☐ Revocable ☐ Credit Confirmed				
PeopleSoft References				
PO Number: 0000000010				

General Information page

Import Letter of Credit

Purchase Order Enter the associated purchase order number.

Export Letter of Credit

Purchase Order Enter the purchase order number and associated order number.

Customer PO (customer purchase order) You can also reference the associated customer purchase order number.

Entering Related Documentation Information

Access the Documents page.

Import Information	General Information	Description	Documents	Amendments
Unit: US001 L/C ID: T3IMPLC1 Bank L/C #: 00000000021				
Document Tracking				
Customize Find View All First 1 of 1 Last				
Letter of Credit Document	Copies	Required	Submitted	Approval Status
Ocean Bill of Lading	5	☒	☒	Pending
				Approval Date

Documents page

Select a Letter of Credit Document type and enter general tracking information. Select the appropriate check boxes to indicate the number of copies needed, if the document is required, and if the document has been submitted to the proper authorities. You can also select an approval status and enter the final approval date.

Amending a Letter of Credit

Access the Amendments page.

Import Information

General Information

Description

Documents

Amendments

Unit:

US001

L/C ID:

T3IMPLC1

Bank L/C #:

00000000021

Amendment History

Customize

Find

View All

First

1-2 of 2

Last

Amend Dt	Amend #	Amended	Before	After	User ID	Date
07/25/2000	0000002	EXPIRATION_DT	2000-12-31	2000-12-15	VP1	07/25/2000 8:59:40AM
07/24/2000	0000001	AMOUNT	1000000	1500000	VP1	07/24/2000 7:02:02PM

Amendments page

If information changes for the letter of credit, such as the amount or bank, you can enter these changes and keep track of amendment versions and dates.

Note. You must be in Update/Display mode to amend a letter of credit in the L/C for Import or L/C for Export components.

Amended	Enter the amended field name.
Before	Enter the original field value prior to amendment.
After	Enter the amended field value.
Date	Enter the amendment approval date.

Managing Letters of Credit

This section discusses how to view summary information and manage letters of credit information.

Page Used to Manage Letters of Credit

Page Name	Object Name	Navigation	Usage
Letter of Credit Summary	LC_INQUIRY	Banking, Letters of Credit, L/C Summary	Search, manage, and add import and export letters of credit from a central location.

Managing Letter of Credit Information

Access the Letter of Credit Summary page.

Enter search parameters and click Search. All applicable results appear in the Letters of Credit Summary grid.

L/C ID (letter of credit ID)	Click to access the specified letter of credit.
Add Import L/C (add import letter of credit)	Click to access the Import L/C page and add an import letter of credit.
Add Export L/C (add export letter of credit)	Click to access the Export L/C page and add an export letter of credit.

APPENDIX A

Delivered Workflows for Banks Setup and Processing

This chapter discusses delivered workflows for PeopleSoft bank processing.

See Also

Enterprise PeopleTools 8.48 PeopleBook: Workflow Technology

Enterprise PeopleTools 8.48 PeopleBook: Using PeopleSoft Applications

Delivered Workflows for PeopleSoft Banking

This section discusses PeopleSoft banking workflows. The workflows are listed alphabetically by workflow name.

Exceptions

This section discusses the Exceptions workflow.

Description

Event Description	When you run the Reconciliations Exceptions process (TR_RECON_EXC) from the Route Reconciliation Exception page (TR_AE_RUNCNTL).
Action Description	Routes names of exception items to an assigned user's worklist for review.
Notification Method	Worklist
Active or Inactive	Active

Workflow Objects

Approval Rule Set	None
Business Process	Processing Bank Statements (TR_PROCESS_BANK_STATEMENT)
Activity Guide	Auto Bank Acct Reconciliation
Role	None
Target View Page	Recon Exceptions page (TR_BNK_EXCP)

Facility Review

This section discusses the Facility Review workflow.

Description

Event Description	When you run the Monitor Expiring Facilities process (TR_FCLTY_RVW) from the Schedule Facilities Review page (TR_AE_RUNCNTL).
Action Description	Routes names of expiring facilities to an assigned user, through worklist or email.
Notification Method	Worklist Email
Active or Inactive	Active

Workflow Objects

Approval Rule Set	None
Business Process	Managing Banks and Counterparties (TR_MANAGE_BANKS_COUNTERPARTIES)
Activity Guide	Monitor Counterparty Facilities
Role	None

APPENDIX B

Bank Reports

This appendix provides a summary table and overview of PeopleSoft banking reports.

Note. For samples of these reports, see the PDF files that are published on CD-ROM with your documentation.

See Also

Enterprise PeopleTools 8.48 PeopleBook: PeopleSoft Process Scheduler

Bank Reconciliation Reports: A to Z

This table lists the reports that are provided with the PeopleSoft bank reconciliation feature, sorted alphanumerically by report ID. The reports listed are all Crystal Reports. If you need more information about a report, click the links to navigate to information about the reports.

Report ID and Report Name	Description	Navigation	Run Control Page
FIN0056 Bank Account Listing	Lists bank accounts by setID. A description and the account type appears for each account (Crystal)	Banking, Reports, Bank Account Listing	RUN_FIN0056
FIN3000 Bank Statement Register	Lists all transactions in an electronic bank statement. (Crystal)	- Banking, Bank Statements, Review Bank Statement - Banking, Reconcile Statements, Automatic Reconciliation, select <i>Register</i> in the Reports field.	BNK_RCN_STMT_GEN, BNK_RCN_CYC_STSA
FIN3001 Auto Recon Exception	Lists exceptions encountered during an automatic reconciliation. Identifies differences between the bank and system transactions. (Crystal) <u>See Chapter 12, “Resolving Reconciliation Exceptions,” page 163.</u>	Banking, Reconcile Statements, Automatic Reconciliation, select <i>Exceptions</i> in the Reports field.	BNK_RCN_CYC_STSA

Report ID and Report Name	Description	Navigation	Run Control Page
FIN3002 Auto Recon Errors	Lists errors encountered during an automatic reconciliation. (Crystal) See Chapter 12, “Resolving Reconciliation Exceptions,” page 163.	Banking, Reconcile Statements, Automatic Reconciliation, select <i>Errors</i> in the Reports field.	BNK_RCN_CYC_STSA
FIN3004 Account Register	Lists reconciled <i>and</i> unreconciled transactions. (Crystal)	Banking, Reports, Account Register	RUN_FIN3004
FIN4004 Account Register	Lists reconciled <i>or</i> unreconciled transactions, depending on the status set on the page. (Crystal)	• Banking, Reconcile Statements, Schedule ID Reconciliation, click Account Register Report. • Banking, Reconcile Statements, Reverse Schedule ID Recon, click Account Register Report. • Banking, Analyzing Exceptions, Transactions by Account, click Register Report. • Banking, Reconcile Statements, Manual Reconciliation, select <i>Reconciled</i> or <i>Unreconciled</i> in the Status field.	BNK_RCN_MAN_TRE, BNK_RCN_ALL_GEN, BNK_RCN_MAN_GEN
TRC1010 Settlement Instructions	Shows settlement instruction information for all settlement IDs of a specific setID.	Banking, Reports, Settlement Instructions	RUN_TRC1010

Glossary of PeopleSoft Enterprise Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Enterprise Human Resources, PeopleSoft Enterprise Benefits

	Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Enterprise Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Enterprise Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	In PeopleSoft Enterprise eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft Enterprise General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered

	for satisfying a requirement but that are rejected. It also contains information on courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft Enterprise and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Enterprise Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price.
assessment rule	In PeopleSoft Enterprise Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Enterprise Directory Interface, relates the data that makes up an entry in the directory information tree.
auction event	In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Enterprise Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Enterprise Workforce Analytics Solution, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
bid response	In PeopleSoft Strategic Sourcing, the response by a bidder to an event.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Enterprise Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. In PeopleSoft Enterprise Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft Enterprise product families and are supported by the Business Process Engineering group. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also <i>detailed business process</i>.
business unit constraints	In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft Enterprise eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
buy event	In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction. For bidders, the sale of goods or services.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
cash drawer	A repository for monies and payments taken locally.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.

catalog partner	In PeopleSoft Enterprise Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft Enterprise application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Enterprise Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
claimback	In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term. See also <i>course</i> .
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Enterprise Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>division</i> .

collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleTools maintains a set of collections (one per language code) for each search index object.
collection rule	In PeopleSoft Enterprise Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
comm key	See <i>communication key</i> .
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft Enterprise database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Enterprise Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft Enterprise. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
constraint	A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to

	3C access groups so that you can assign data-entry or view-only privileges across functions.
	In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost plus contract line	A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.
cost plus pricing	In PeopleSoft Enterprise Pricer, a pricing method that begins with cost of goods as the basis.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
counter sale	A face-to-face customer transaction where the customer typically selects items from the storefront or picks up products that they ordered ahead of time. Customers pay for the goods at the counter and take the goods with them instead of having the goods shipped from a warehouse.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also <i>class</i> .
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method. In PeopleSoft Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
detailed business process	A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.
dimension	In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.
direct receipt	Items shipped from a warehouse or vendor to another warehouse.
direct ship	Items shipped from the vendor or warehouse directly to the customer (formerly referred to as <i>drop ship</i>).
directory information tree	In PeopleSoft Enterprise Directory Interface, the representation of a directory's hierarchical structure.
division	In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>cohort</i>.
document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft Enterprise application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft Enterprise applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set	In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft Enterprise General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft Enterprise General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Enterprise Human Resources, also refers to an incident that affects benefits eligibility.
event constraints	In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.
event propagation process	In PeopleSoft Enterprise Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. PeopleSoft Enterprise Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Enterprise Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft Enterprise applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
financial sanctions	For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment. For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund	In PeopleSoft Enterprise Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Enterprise Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GDS	Abbreviation for <i>Global Distribution System</i> . Broad-based term to describe all computer reservation systems for making travel plans.
GL business unit	Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
global constraints	In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.
group	In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Enterprise Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.
ideal response	In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, and user interaction objects.

incentive rule	In PeopleSoft Enterprise Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Enterprise Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data. See also <i>update access</i> .
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft Enterprise application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set <code>ADVANCED_SHIPPING_ORDER</code> contains all of the integrations that notify a customer that an order has shipped.
item	In PeopleSoft Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Enterprise Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Enterprise Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
itinerary	In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as <i>pending reservations</i> . Reservations that have been paid for are referred to as <i>confirmed reservations</i> .
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Enterprise Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.
KPI	An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
KVI	Abbreviation for <i>Known Value Item</i> . Term used for products or groups of products where the selling price cannot be reduced or increased.
landlord	In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft Enterprise data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
lease	In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.
lease abstract	In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
line	In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Enterprise Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft Enterprise HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Enterprise Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution. See also <i>3C engine</i> .
match group	In PeopleSoft Enterprise Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Enterprise Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL	Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft Enterprise General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Enterprise Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
NDP	Abbreviation for <i>Non-Discountable Products</i> . Term used for products or groups of products where the selling price cannot be decreased.
need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
Optimization Engine	A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft Enterprise and non-PeopleSoft Enterprise content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Enterprise Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Enterprise Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft Enterprise applications wherever PeopleCode can be executed.
PeopleCode event	See <i>event</i> .
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
phase	A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.
pickup quantity	The product quantity that the customer is taking with them from the counter sales environment.
plan	In PeopleSoft Enterprise Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Enterprise Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and

	Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also <i>division</i> and <i>cohort</i> .
portal registry	In PeopleSoft Enterprise applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
predecessor task	A task that you must complete before you start another task.
price breaks	In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.
price components	In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price.
price list	Enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	The conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule conditions	Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction.
price rule key	The fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Enterprise Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product	A PeopleSoft Enterprise or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products appear with the product name and release number.
product adds	The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as <i>giveaways</i>).
product bidding	In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.
product line	The name of a PeopleSoft Enterprise product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Enterprise Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Enterprise Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution. In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
proxy bidding	In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Enterprise Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
recname	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
reference data	In PeopleSoft Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Enterprise Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.

REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reservations	In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
RFI event	In PeopleSoft Strategic Sourcing, a request for information.
RFx event	In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
saved bid	In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.
score	In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.
SCP SCBM XML message	Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
sell event	In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.
serial genealogy	In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.
serial in production	In PeopleSoft Enterprise Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements. In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Enterprise Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
short-term customer	A customer not in the system who is entered during sales order entry using a template.

single signon	With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise application server without entering a user ID or password.
source key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
source transaction	In commitment control, any transaction generated in a PeopleSoft Enterprise or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
sourcing objective	For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).
speed key	See <i>communication key</i> .
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Enterprise Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Enterprise Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Enterprise Receivables, an activity that defines how the system generates accounting entries for the general ledger.
system source	The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch). When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise applications create transaction rows with a source code of MSP (Microsoft Project).
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
task	A deliverable item on the detailed sourcing plan.
tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
tenant	In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.
territory	In PeopleSoft Enterprise Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.
tiered pricing	Enables different portions of a schedule to be priced differently from one another.
time span	A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.
total cost	In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential “soft” or non-price dollars) of a particular award approach.

travel group	In PeopleSoft Expenses, the organization's travel rules and policies that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.
travel partner	In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.
3C engine	Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
trace usage	In PeopleSoft Enterprise Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft Enterprise systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i>) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft Enterprise portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access*.

user interaction object	In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Enterprise Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
weight or weighting	In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.
work order	In PeopleSoft Enterprise Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Enterprise Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications.

yield by operation

In PeopleSoft Enterprise Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT

Abbreviation for *zero-rated value-added tax*. A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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