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# PeopleSoft FSCM 9.2: Banks Setup and Processing

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December 2013

**ORACLE**

PeopleSoft FSCM 9.2: Banks Setup and Processing  
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# Preface

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## Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

### PeopleSoft Hosted Documentation

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Documentation website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted documentation is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Documentation website is available in English only.

### Locally Installed Help

If your organization has firewall restrictions that prevent you from using the Hosted Documentation website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Oracle Secure Enterprise Search for full-text searching.

See *PeopleTools 8.53 Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Secure Enterprise Search, see the documentation for your chosen search engine.

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**Note:** Before users can access the search engine on a locally installed help website, you must enable the Search portlet and link. Click the Help link on any page in the PeopleSoft Online Help for instructions.

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### Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

### Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

- Using PeopleSoft Applications

Most product lines provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product line. 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 help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: PeopleSoft Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

## Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

## Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

<b><i>Typographical Convention</i></b>	<b><i>Description</i></b>
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.
... (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 ( ).
[ ] (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.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

## ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY\_CD\_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY\_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

## Region and Industry Identifiers

Information that applies only to a specific 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 region-specific heading: "(Latin America) Setting Up Depreciation"

### Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- 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 the PeopleSoft Online Help:

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

## Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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## Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
  - PeopleSoft Online Help accessibility.
  - Accessing, navigating, and searching the PeopleSoft Online Help.
  - Managing a locally installed PeopleSoft Online Help website.
- 

## PeopleSoft FSCM Related Links

Financial and Supply Chain Management information for Secure Enterprise Search (SES) can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the "Understanding Search Pages within Components (*PeopleSoft FSCM 9.2: Application Fundamentals*)" topic.

[My Oracle Support](#)

[PeopleSoft Information Portal on Oracle.com](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

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## Contact Us

[Send us your suggestions](#) Please include release numbers for the PeopleTools and applications that you are using.

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## Chapter 1

# Getting Started with PeopleSoft Banks Setup and Processing

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## Banks Setup and Processing Overview

The *PeopleSoft Banks Setup and Processing* documentation 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's 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.

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## 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 *PeopleSoft FSCM 9.2: Application Fundamentals*, with information on where to find the most up-to-date version of each.

In addition, see the product documentation for *PeopleTools: PeopleSoft Setup Manager* and *PeopleTools: PeopleSoft Component Interfaces*.



## Chapter 2

# Setting Up Banks

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## 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 has a trading relationship with your organization.

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.

PeopleSoft bank functionality is available to PeopleSoft Cash Management, Deal Management, Risk Management, Expenses, Payables, Receivables, General Ledger, and Global Payroll. 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, suppliers, and counterparties agree to set up payment, receipt, and settlement procedures.

### Related Links

[Defining Counterparty Information](#)

## 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. SEPA usage rules require the use of BIC and IBAN codes to uniquely identify the banks and bank accounts of the creditor and debtor in all Euro 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. (bank identifier code/society for world international financial telecommunication)

BIC, also known as the SWIFT code, identifies the bank and possibly the bank branch. To enable bank compliance, you must enter a BIC code for your bank. The system validates the formatting of the code, but not the value of the BIC.

- 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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Credit Ratings/Rating Agency	CREDIT_RTG_TBL	Set Up 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.

## Credit Ratings/Rating Agency Page

Use the Credit Ratings/Rating Agency page (CREDIT\_RTG\_TBL) to define rating agencies and their associated credit ratings.

### Navigation

Set Up Financials/Supply Chain, Product Related, Treasury, Credit Ratings/Rating Agency

#### Image: Credit Ratings/Rating Agency page

This example illustrates the fields and controls on the Credit Ratings/Rating Agency page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Credit Ratings/Rating Agency' page. At the top, there are fields for 'SetID' (SHARE) and 'Rating Agency' (FCHST). Below these is a 'Description' field containing 'Fitch's Short Term'. The main part of the page is a table titled 'Ratings' with a toolbar for 'Personalize', 'Find', and navigation controls. The table has four columns: '\*Value', '\*Rating', '\*Rating Description', and '\*Short Description'. Each row represents a rating level from 1 to 8, with corresponding alphanumeric ratings and descriptions. The first row is highlighted.

*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

**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.

### Bank ID Qualifiers Page


















































Use the Bank ID Qualifiers page (BNK\_ID\_QUAL\_PNL) to view the ID qualifiers that the system uses to edit bank values.

## Navigation

Banking, Banks and Branches, Bank ID Qualifiers

### Image: Bank ID Qualifiers page

This example illustrates the fields and controls on the Bank ID Qualifiers page. You can find definitions for the fields and controls later on this page.

Bank ID Qualifiers			
Bank Qualifiers by Country		Personalize   Find      	First  1-16 of 16  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  

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>.

---

<b>Bank ID Qualifier</b>	<b>Bank ID (Defining Banks)</b>	<b>Bank Account Number (Bank Accounts)</b>	<b>Branch</b>	<b>Check Digit</b>
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
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

<b>Bank ID Qualifier</b>	<b>Bank ID (Defining Banks)</b>	<b>Bank Account Number (Bank Accounts)</b>	<b>Branch</b>	<b>Check Digit</b>
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 ( <i>no field validation</i> )	NA	NA	NA	NA
016 Italian Bank	Exactly 5 numerics.	Max 12 alphanumerics.	Exactly 5 numerics.	1 alpha with check digit algorithm.
020 Swiss PPT( <i>no field validation</i> )	NA	NA	NA	NA

See the product documentation for *PeopleTools: Security Administration*.

## IBAN Formats Page

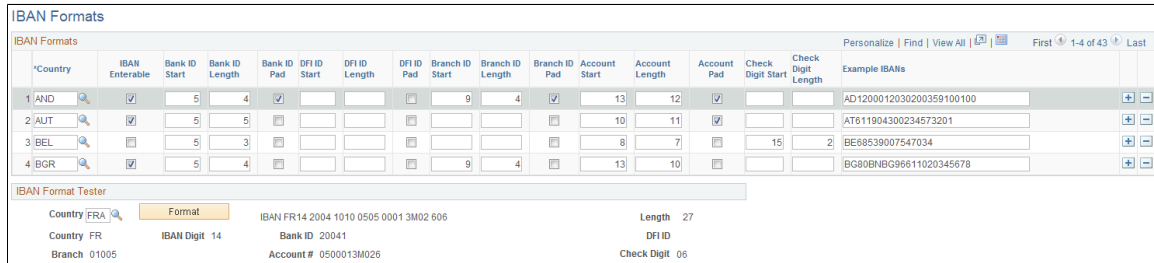
Use the IBAN Formats page (IBAN\_FORMAT\_TBL) to view IBAN formats and generate sample IBANs.

## Navigation

Banking, Banks and Branches, IBAN Formats

### Image: IBAN Formats page

This example illustrates the fields and controls on the IBAN Formats page.



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 clearing house. 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 selected, 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).

<b>DFI Length</b>	Enter the number of characters making up the DFI code.
<b>Branch ID Start</b>	Enter where the first alphanumeric character of the branch ID code will appear in the IBAN.
<b>Branch ID Length</b>	Enter the number of characters making up the branch ID code.
<b>Account Start</b>	Enter where the first alphanumeric character of the bank account will appear in the IBAN.
<b>Account Length</b>	Enter the number of characters making up the bank account.
<b>Check Digit Start</b>	Enter where the first alphanumeric character of the bank check digit will appear in the IBAN.
	<hr/> <b>Note:</b> This is the check digit used in the formal validation of the domestic bank account, not the IBAN check digit. <hr/>
<b>Check Digit Length</b>	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 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.

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See [External Accounts Page](#).

See [Beneficiary Bank Page](#).

See "EFT Request - Destination Page (*PeopleSoft FSCM 9.2: Cash Management*)".

See "Adding General Customer Information (*PeopleSoft FSCM 9.2: Order to Cash Common Information*)".

See "Understanding Accounting-Related Data Setup (*PeopleSoft FSCM 9.2: Expenses*)".

## Form Information Page

Use the Form Information page (PYMNT\_FORM) to enter attributes related to your forms of payment.

### Navigation

Banking, Banks and Branches, Payment Forms, Form Information

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 advice 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 advice.

*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 advice. 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 check space.

### Advice Layout

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

*Check over stub:* Positions the check over the advice.

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

*Giro layout:* Sends the advice lines in a Giro-EFT file.

*Stub over check:* Positions the advice over the check.

### Sort Fields Page

Use the Sort Fields page (PYMNT\_FORM\_SORT) to select the grouping of fields used to sort your forms of payment.

#### Navigation

Banking, Banks and Branches, Payment Forms, Sort Fields

#### Image: Sort Fields page

This example illustrates the fields and controls on the Sort Fields page.

The screenshot shows a web interface for the 'Sort Fields' page. At the top, there are two tabs: 'Form Information' and 'Sort Fields'. Below the tabs, the 'Form ID' is 'CHECK1' and the 'Description' is 'Sample Stub over Check w/ Adv'. A 'List' header is present with navigation options: 'Find | View All', 'First', '1-10 of 11', and 'Last'. The main table has three columns: 'Sort Field', 'Descr', and 'Sequence'. The 'Sort Field' column contains checkboxes for each field. The 'Descr' column lists the fields. The 'Sequence' column contains input boxes with numbers 1 through 7. The selected fields are Bank SetID, Bank Code, Bank Account, Payment Method, Remit SetID, and Remit Supplier.

Sort Field	Descr	Sequence
<input type="checkbox"/>	Remit Zip Code	
<input type="checkbox"/>	Payment Handling	
<input checked="" type="checkbox"/>	Bank SetID	<input type="text" value="1"/>
<input checked="" type="checkbox"/>	Bank Code	<input type="text" value="2"/>
<input checked="" type="checkbox"/>	Bank Account	<input type="text" value="3"/>
<input checked="" type="checkbox"/>	Payment Method	<input type="text" value="4"/>
<input checked="" type="checkbox"/>	Remit SetID	<input type="text" value="6"/>
<input checked="" type="checkbox"/>	Remit Supplier	<input type="text" value="7"/>
<input type="checkbox"/>	Name 1	
<input type="checkbox"/>	Short Supplier Name	

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.

## Pages Used to Define Bank Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Bank Contact Notes	BANK_NOTES_SP	Click Notes on the Bank Information page.	Enter miscellaneous notes for the bank.
VAT Defaults Setup	VAT_DEFAULTS_DTL	Click the VAT Defaults link on the Bank Information page.	Specify default VAT (value-added tax) information for a bank.
Bank Other Identification	BANK_PNL_OTHID	Click the Other Identification link on the Bank Information page.	Provide values information for the bank for use in ISO and SEPA formats, such as issuer.
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 the VAT Defaults link 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.  You must enter branch address information correctly for this information to be available for use in Billing.

### Related Links

"Understanding VAT (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

## Bank Information Page

Use the Bank Information page (BANK\_PNL1) to define each bank and its general characteristics.

## Navigation

Banking, Banks and Branches, Bank Information

### Image: Bank Information page

This example illustrates the fields and controls on the Bank Information page. You can find definitions for the fields and controls later on this 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, supplier 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

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 "General Ledger Reports: A to Z (*PeopleSoft FSCM 9.2: General Ledger*)".

**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 suppliers at payment time.

See "Financial Sanctions Options Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)".

#### Notes

Click this link to enter miscellaneous notes about the bank.

#### VAT Defaults (value-added tax defaults)

Click this link to access the VAT Defaults Setup page (VAT\_DEFAULTS\_DTL). 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.

#### Other Identification

Click this link to access the Bank Other Identification page (BANK\_PNL\_OTHID), where you can provide Other ID information for the bank that will be used in ISO and SEPA formats. Other ID information consists of issuer, identification, and either an ISO Code List under which the identification was issued or a Proprietary Scheme Name under which the identification was issued. You must designate one issuer as the default that will be populated on the ISO and SEPA format.

---

**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.

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#### Related Links

[Schedule ID Reconciliation Page](#)

"Understanding VAT (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

## Bank Branch Information Page

Use the Bank Branch Information page (BANK\_BRNCHPNL) to edit bank branch information associated with an external account.

## Navigation

- Click the Bank Branch Information icon on the External Accounts page.
- Banking, Banks and Branches, Bank Branch Information

### Image: Bank Branch Information page

This example illustrates the fields and controls on the Bank Branch Information page. You can find definitions for the fields and controls later on this 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.

#### Branch ID

Enter a numeric branch ID, if one is defined for this bank 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 (VAT\_DEFAULTS\_DTL). 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.

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**Related Links**

"Setting Up VAT Options and Defaults for General Ledger Processing (*PeopleSoft FSCM 9.2: General Ledger*)"

**Contact Information Page**

Use the Bank Branch Information - Contact Information page (BRANCH\_PNLCONTCT) to set up contact information for a specified branch.

**Navigation**

Click the Contact Information link on the Bank Branch Information page.

**Contact ID**

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

**Edit Contact Information**

Click this icon to access the Contact Information page (TR\_CONTACT\_PNL) in Financials and edit contact information.

**Defining Financial Contacts**

Use the Contact Information page (TR\_CONTACT\_PNL) to enter information about how to contact the people with whom you do business.

**Navigation**

Banking, Banks and Branches, Contact Information, Contact Information

**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

---

## 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 to Set Up External, Internal, and Netting Accounts

<b>Account # (account number)</b>	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.
<b>Acct Type (account type) and Bank Account Type</b>	Enter a value that identifies the type of account, such as <i>Check Acct</i> (checking account) or <i>SB Acct</i> (stocks and bonds account).
<b>Company ID or Company Identification Number or Remitter ID</b>	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 ( <i>DD</i> ), Wire Transfer ( <i>WIR</i> ), Electronic Funds Transfer ( <i>EFT</i> ), or Automated Clearing House ( <i>ACH</i> ). 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:** The *Numero d'emetteur* (or remitter ID) is different from the *Numéro National d'émetteur* (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. Remitter ID is also optional information when processing drafts using ETBDR EFT layout.

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See [External Accounts - Account Information Page](#).

See [External Accounts - Collection Methods Page](#).

<b>DFI Qualifier (depository financial institution qualifier) and DFI ID (depository financial institution ID)</b>	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:  <i>Transit Number:</i> 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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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, Beneficiary Address	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.
Identification Information	TR_OTHID_SP	Click the Identification icon next to the Name1, Bank, and/or Bank Account values on the Beneficiary Bank page.	Provide other identification for Name1, Bank, and/or Bank Account values, respectively. Available only for a Partner Instructions/Pay Into settlement type.

## Beneficiary Bank Page

Use the Beneficiary Bank page (STL\_INSTRUCTION) to create settlement instructions for use by Treasury Management.

Associate the instructions with appropriate accounts or counterparties.

### Navigation

Banking, Bank Accounts, Settlement Instructions, Beneficiary Bank

### Image: Beneficiary Bank page

This example illustrates the fields and controls on the Beneficiary Bank page. You can find definitions for the fields and controls later on this 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.



Click this icon next to the Name1, Bank, or Bank Account fields to access the Identification Information page (TR\_OTHID\_SP), where you can provide other identification for Name1, Bank, and/or Bank Account values, respectively.

This icon appears only on Beneficiary Bank pages for a Partner Instructions/Pay Into settlement type.

## 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

Enter the check digit and click View IBAN. If the system validates the check digit, the IBAN (international bank account number) for this account appears next to the View IBAN button, and the system stores it on a record.

This field and the View IBAN button appear 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.

### IBAN

Enter the IBAN (international bank account number). This field appears only if the IBAN Enterable field is selected on the IBAN Formats page.

### DFI Qualifier and DFI ID

Select the DFI qualifier (depository financial institution 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.

## **Mandate Details**

The Mandate Details options only apply if a SEPA direct debit is being performed for the payment.

See "Entering and Managing Direct Debit Mandates (*PeopleSoft FSCM 9.2: Financial Gateway*)".

## **Routings**

Use the Routings page (TR\_INTR\_TBL\_SEC) to set up the payment routing information for this beneficiary bank.

### **Navigation**

Click the Routings link on the Beneficiary Bank page.

See "Enter Transfer Templates - Bank Routings Page (*PeopleSoft FSCM 9.2: Cash Management*)".

## **Remittance Advice Attributes**

Use the Remittance Advice Attributes page (PMT\_ADVISE\_ATTR) to identify remittance advice information related to these settlement instructions.

### **Navigation**

Click the Remittance Advice Attributes link on the Beneficiary Bank page.

See "Using Remittance Advice in Financial Gateway (*PeopleSoft FSCM 9.2: Financial Gateway*)".

## **Related Links**

[International Bank Account Number \(IBAN\) Functionality](#)

## **EFT Options Page**

Use the EFT Options page (TR\_EFT\_OPT\_SEC) to define specifics for EFT transmissions when using these settlement instructions.

## Navigation

Click the EFT Options link on the Beneficiary Bank page.

### Image: EFT Options page

This example illustrates the fields and controls on the EFT Options page. You can find definitions for the fields and controls later on this 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, the 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:

- *(Blank)*: No costs are incurred.
- *Payee Acct*: The payee's account is assessed for the charges.

- *Payr/Payee*: The payee and the payer share costs equally. This option is available only for domestic costs.
- *Payr D Acct*: Costs are assessed to the payer's domestic account.
- *Payr F Acct*: 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: *(None)*, *Payee Bank*, or *Payer Bank*.

**Check Forwarding**

Select where the check should go. Options are: *(None)*, *Payee Bank*, *Payee*, *Payer*, or *Pyr Bank*.

**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.

**Related Links**

[Setting Up EFT Processing](#)

## 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.

### Pages Used to Define External Account Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.
Bank Account Other Identification	BANKACCT_PNL_OTHID	Click the Other Identification link on the External Accounts page.	Specify values used in SEPA formats based on Rulebook 6.0, including issuer or originating bank.
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.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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 - Reconciliation	BANK_PNLRECON	Banking, Bank Accounts, External Accounts, Reconciliation	See <a href="#">Defining Reconciliation Options for Accounts</a> .
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.
Draft Document Types	BANK_COLCT_SEC	Click the Document Type link 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.  The Document Type link appears only if <i>Draft</i> is selected in the Payment Method field.
External Accounts - Payment Methods	PYMNT_BANK	Banking, Bank Accounts, External Accounts, Payment Methods	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.  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.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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	Associate settlement instructions with a bank account.

## 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:

<b>Inheritance Option</b>	<b>Code</b>
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:

	<b>Account Types</b>		<b>Processing Options</b>					
	<b>Accounts Receivable (AR) or Billing (BI)</b>		<b>Cash Clearing</b>		<b>AR Draft Cash Control</b>			<b>Dep in Transit</b>
Account Types	Cash - AR	Dep - 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:

	<b>Account Types</b>	<b>Processing Options</b>		
	AP	Cash Clearing	TRF Charge	Drafts Payable

	<b>Account Types</b>	<b>Processing Options</b>		
Account 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>

### Treasury

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

	<b>Account Types</b>	<b>Processing Options</b>		
	TR	Cash Clearing	Stmt Accounting	TR
Account Type	Cash	Control	Fees Interest	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:

	<b>Account Types</b>	<b>Processing Options</b>		
	EX	Cash Clearing *	TRF Charge *	Drafts Payable *
Account 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.

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**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.

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## International Bank Account Number (IBAN) 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:

<i>Calculation Page</i>	<i>Related Record</i>
External Accounts	BANK_ACCT_DEFN
Settlement Instructions	STL_INSTRUCTION

<b>Calculation Page</b>	<b>Related Record</b>
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.

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**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.

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### **Single Euro Payments Area (SEPA) Requires IBAN and Bank Identifier Code (BIC)**

The European Commission (EC), and the European Central Bank (ECB) working with the Eurosystem, with the support of the European Payments Council (EPC), which brings together the European payments industry, created the Single Euro Payments Area (SEPA). SEPA enables citizens, companies and other economic actors to make and receive payments in Euros between and within national boundaries in Europe with the same basic conditions, rights and obligations, regardless of their location.

SEPA requires the use of BIC and IBAN codes to uniquely identify the creditor's and debtor's banks and bank accounts in all Euro cross-border payments. It is imperative that the IBAN and BIC codes are correct to avoid repair fees that the bank charges due to processing errors. In addition, the validation of the IBAN and BIC codes avoids delays in processing payments and collections due to the time-consuming correction of these errors. The system only validates BIC codes when payments are being settled or settled and dispatched as long as the currency is EUR and the layout is a predefined SEPA credit transfer layout.

See "Understanding SEPA (*PeopleSoft FSCM 9.2: Financial Gateway*)".

See the product documentation for *PeopleSoft HCM: Global Payroll*.

### **Related Links**

[Understanding IBAN](#)

[IBAN Formats Page](#)

## **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 United States. 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.

**Related Links**

[External Accounts - Account Information Page](#)

[External Accounts - Collection Methods Page](#)

**External Accounts Page**

Use the External Accounts page (BANK\_PNL2) to set up external accounts.

**Navigation**

Banking, Bank Accounts, External Accounts, External Accounts

**Image: External Accounts page**

This example illustrates the fields and controls on the External Accounts page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'External Accounts' page with the following details:

- Account Information:** Bank Account: CHKC, \*Status: Active, \*GL Unit: US001, \*Description: USBNK CHECKING ACCT, Short Desc: CHECK ACCT, \*Branch: CALIFORNIA, \*Account #: 0741-256458, Sender DO: [ ], RFC: [ ], DFI Qualifier: 01, Transit Number: [ ], DFI ID: 121042882, IBAN: [ ]
- Valid Account Currencies:** \*Currency Code: USD
- Account Use:** Acct Type: Check Acct, \*Rate Type: CRRNT, \*Index: MODEL, and various checkboxes for BI, AR, AP, TR, EX, GP, DD/AR Draft Cash Ctrl, Drafts Payable, Cash Clearing, Stmt Accounting, TRF Charge, and Dep in Transit.
- Bank Account Ledger Types:** A table with columns: Acct Type, \*Account, Oper Unit, Fund, Dept, Program, Class.
 

Acct Type	*Account	Oper Unit	Fund	Dept	Program	Class
Cash - AR	100003					
Cash - AP	100002					
Draft - AP	100002					

**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**

Select the general ledger business unit associated with this account.

<b>RFC</b>	Enter the three-character value that identifies the RFC (regional finance center) to be assigned to the summary payment file.
<b>(USF) Sender DO (sender disbursing office)</b>	<p>Enter the U.S. federal government Intra-Governmental Payment and Collection (IPAC) System's 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.</p> <p>See "Processing Inbound IPAC Transactions (<i>PeopleSoft FSCM 9.2: Payables</i>)".</p>
<b>DFI Qualifier and DFI ID</b>	<p>Select the DFI qualifier (depository financial institution 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:</p> <p><i>Transit Number:</i> Enter exactly nine numerics, plus check digit calculation.</p> <p><i>Swift ID:</i> Enter 8 or 11 characters; positions 5 and 6 must be a valid two-character country code.</p> <p><i>CHIPS ID:</i> Enter three or four numerics for a CHIPS ID (CHIPS Participant ID).</p> <p><i>CHIPS UID</i> (CHIPS universal identification number): Enter six numerics for a CHIPS UID.</p> <p><i>Canadian Bank Branch/Institute:</i> No validation.</p> <p><i>Mutually Defined:</i> No validation.</p>
<b>IBAN Digit</b>	Define the account's IBAN (International Bank Account Number) for transmittal with other account information for the bank account. This field and the View IBAN button appear only if the IBAN Enterable field is not selected on the IBAN Formats page. 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.
<b>Other Identification</b>	Click this link to access the Bank Account Other Identification page (BANKACCT_PNL_OTHID), where you can provide other ID information for the bank account that will be used in ISO and SEPA formats. Other ID information consists of issuer, identification, and either an ISO Code List or a Proprietary Scheme Name under which the identification was issued. You must designate one issuer as the default that will be populated on the ISO and SEPA format.

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

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See [Understanding IBAN](#).

See [IBAN Formats Page](#).

## Valid Account Currencies

<b>Rate Type</b>	Select the exchange rate type that expresses the value of one currency in terms of another.
<b>Index</b>	Select the market rate index.
<b>Currency Code</b>	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

Associate the account either with one or more PeopleSoft Financials applications or with PeopleSoft Global Payroll.

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

Select the appropriate check boxes to indicate which PeopleSoft Financials applications use this account. This determines which Ledger Account ChartFields you must establish. In addition, select the appropriate check boxes for the type of bank balance accounting used by this account.

The GP option designates an account that is used by Global Payroll for a SEPA credit transfer (SEPA\_CT).

---

**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.

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<b>DD/AR Draft Cash Ctrl (direct debit/accounts receivable draft cash control)</b>	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 (bank transfer 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.

**Note:** ChartFields and bank account ledger types are not applicable if you are setting up bank accounts for Global Payroll to facilitate SEPA credit transfers.

	<i>BI</i>	<i>AP</i>	<i>AR</i>	<i>TR</i>	<i>EX</i>
Required ChartFields	Cash – AR Deposit-AR DIT-AR	Cash – AP DIT-AR	Cash – AR Deposit-AR	Cash	Cash – AP
Drafts Payable ChartFields	NA	Draft – AP	NA	NA	NA
Cash Clearing ChartFields	NA	Control - AP	NA	Control	NA
DD/AR Draft Cash Control	NA	NA	Draft – AR Control – AR Discount - AR	NA	NA

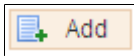
	<b>BI</b>	<b>AP</b>	<b>AR</b>	<b>TR</b>	<b>EX</b>
Stmnt Accounting ChartFields	NA	NA	NA	Interest Fees	NA
TRF Charge	NA	Bank Charge	NA	NA	NA
Dep in Transit	NA	NA	if selected	NA	NA



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

**Previous in List and Next in List**

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



Click the Add button 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.

---

## Valid Currencies Page

Use the Valid Currencies page (BANK\_ACCT\_CURR\_SEC) to enter valid default currencies for an external account.

**Navigation**

Click the Currencies icon on the External Accounts 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.

## ChartField Options Page

Use the ChartField Options page (BNK\_CF\_OPTIONS\_SEC) to specify inheritance rules for ChartFields for an account type.

### Navigation

Click the Edit Inheritance Options icon in the Bank Account Ledger Types grid on the External Accounts 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.

### Related Links

[Bank Account ChartField Inheritance for Education and Government](#)

## External Accounts - Signatories Page

Use the External Accounts - Signatories page (BANK\_PNLSIGNATORYS) to define account signatories.

### Navigation

Banking, Bank Accounts, External Accounts, Signatories

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.

## Contacts Page

Use the External Accounts - Contacts page (BANK\_PNLCONTCT) to view the names and phone numbers of bank contacts.

### Navigation

Banking, Bank Accounts, External Accounts, Contacts

#### Contact ID

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



Click the Bank Contact Notes icon to enter notes for the contact on the Bank Contacts Notes page (BRANCH\_CNT\_DISP\_SP).

## External Accounts - Account Information Page

Use the External Accounts - Account Information page (BANK\_PNL3) to specify additional information for each bank account.

### Navigation

Banking, Bank Accounts, External Accounts, Account Information

#### Image: External Accounts - Account Information page

This example illustrates the fields and controls on the External Accounts - Account Information page. You can find definitions for the fields and controls later on this page.

External Accounts	Signatories	Contacts	Reconciliation	Account Information	Collection Methods	Payment Methods	
SetID	SHARE	Bank	USBK USA BANK	External Bank ID	121042882		
Holiday List ID	USA	United States					
<b>Account Information</b>							
Bank Account	CHCK USBNK CHECKING ACCT	Preferred Language	E				
Remitter ID		Charge Bank		Charge Account			
<b>Payment Information</b>				<b>Payment Handling</b>			
Check# Len	6	<input type="checkbox"/> Override	Amount				
Fract Rtg#		Handling					
<b>PayCycle Amount Limits</b>							
Maximum Amount Per Paycycle	0.00	Paycycle Currency Code	USD				
Maximum Amount Per Payment	0.00	Payment Currency Code	USD				
<b>Receipt Information</b>							
Deposit Type	L Lockbox	Deposit Unit	US001	<input type="checkbox"/> Payment Predictor			
<b>Discount Evaluation Options</b>							
Effective Date	01/01/1900	Status	Active	Find   View All	First	1 of 1	Last
Interest Rate	10.00000	Days in Year	360				

#### 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.

## 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:

<b>Handling Code</b>	<b>Name</b>	<b>Sort Sequence</b>
<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" supplier 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 supplier. The default value is 360.

## Related Links

"Handling Pay Cycle Exceptions and Alerts (*PeopleSoft FSCM 9.2: Payables*)"

"Understanding Payment Predictor Processing (*PeopleSoft FSCM 9.2: Receivables*)"

"Setting Up Deposit Types (*PeopleSoft FSCM 9.2: Receivables*)"

## External Accounts - Collection Methods Page

Use the External Accounts - Collection Methods page (COLLECT\_BANK) to associate different payment methods and collection options (for your receipts) with multiple bank accounts that you established with a particular bank.

## Navigation

Banking, Bank Accounts, External Accounts, Collection Methods

### Image: External Accounts - Collection Methods page

This example illustrates the fields and controls on the External Accounts - Collection Methods page. You can find definitions for the fields and controls later on this page.

## Payment Information

### Payment Method

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

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

If you select *Direct Debit* as the payment method, a Prenote Required check box appears. If you select this check box, the Create Direct Debit process in PeopleSoft Receivables creates a prenote that is sent to a customer's bank to confirm that the customer's account information is correct. The bank

either confirms that the information is correct, or the prenote is automatically confirmed by the system after a specified number of days has elapsed.

If you select the Direct Debit payment method, the Electronic Layouts grid appears, where you can select an EFT (electronic file transmission) Layout to use for the direct debit transactions.

If you select the Prenote Required check box and select an EFT Layout code, the system verifies that the EFT Layout is valid for use with direct debits with prenotes.

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 the Document Type link to specify the document types for each draft event.

### **Direct Debit Lead Time Days**

Enter the days needed to process a direct debit payment. This field is used by PeopleSoft eBill Payments and PeopleSoft Receivables to determine the payment date. Payment Date is the day of the funds transfer. Payment Date will be usually defaulted to item due date, however, if the due date subtracted from the direct debit lead time days is less than the current date, then the item should have already been selected for processing. In this case, the payment date will be the current date plus the direct debit lead time days.

See "Understanding the Set Up and Processing of Direct Debits with Prenotes (*PeopleSoft FSCM 9.2: Receivables*)".

### **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 Receivables 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* (bank 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. Therefore, you must have Cash Management installed on your system to make settlements using Financial Gateway.

---

**EFT Layout Code (electronic file transfer layout)**

Select an EFT file format.

---

**Note:** If you selected *Direct Debit* and the Required Prenote check box as the payment method, the system verifies that the EFT file format that you select here is valid for direct debit transactions with prenotes.

---

See "Understanding the Set Up and Processing of Direct Debits with Prenotes (*PeopleSoft FSCM 9.2: Receivables*)".

**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.

## Draft Document Types Page

Use the Draft Document Types page (BANK\_COLCT\_SEC) to specify a document type for document sequencing for each draft event.

The Receivable Update process (AR\_UPDATE) uses this to create document sequence numbers.

**Navigation**

Click the Document Type link on the External Accounts - Collection Methods page.

---

**Note:** The Document Type link appears only if *Draft* is selected in the Payment Method field.

---

**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:

*A* (actual): Specify the document type for the actual draft business event.

*D* (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.

**External Accounts - Payment Methods Page**

Use the External Accounts - Payment Methods page (PYMNT\_BANK) to define the payment methods supported for an account, payment processing options, and EFT file attributes.

For each account, you can enter multiple payment methods.

**Navigation**

Banking, Bank Accounts, External Accounts, Payment Methods

**Image: External Accounts - Payment Methods page**

This example illustrates the fields and controls on the External Accounts - Payment Methods page. You can find definitions for the fields and controls later on this page.

Default	Settle By	Layout	Layout Options	Define Layout Properties	Bank Integration Layouts
<input checked="" type="checkbox"/>	Pay Cycle	PPD			
<input type="checkbox"/>	Financial Gateway	CCD			

**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-Supplier Initiated:* (Bill of Exchange)

*Electronic Funds Transfer*

*Giro - EFT* (giro - electronic funds transfer)

*Giro - Manual*

*Letter of Credit*

*Manual Check*

*System Check*

*Wire Transfer*

---

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

---

<b>Format</b>	<b>Layout Name</b>
CTX (Corporate Trade Exchange) flat file payment order	CTX
CTX ASC X12 820 payment order	CTX820FED
SPS vendor check payment	SPSCHK
SPS vendor ACH payment (CCD+)	SPSVNDR
SPS travel ACH payment (PPD+)	SPSTRVL
SPS Same Day Payment Request (SDPR)	SDPR
SPS Miscellaneous payment	SPSMISC
SPS IAT Travel	SPSIATTRVL
SPS IAT Vendor	SPSIATVNDR
SPS IAT Miscellaneous	SPSIATMISC
SPS Same day payment request	SPSSDPR
Bulk vendor check payment	SF1166SCHK
Bulk vendor ACH payment (CCD+)	SF1166VNDR

<b>Format</b>	<b>Layout Name</b>
Bulk travel ACH payment (PPD+)	SF1166TRVL
IPAC (Intra-Governmental Payment and Collections)	IPAC

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

---

**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 *AM* or *PM*, 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 in the APY2055 Application Engine. We provide a default positive pay report called POS1. The Application Engine generates a positive payment form depending on whether a form is associated with the bank. Modifications to the form can be introduced to modifications of the Application Engine. The positive payment file provided is a text (.txt) document with no spacing between lines.

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*, this method uses a report form that must match the form ID. For instance, you can specify 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 Sequence 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 supplier drafts.

---

**Positive Payment Form**

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

**File Copy Form**

Enter a form is 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:

<b><i>Payment Method</i></b>	<b><i>Settle Through Method</i></b>
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. 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.

<b>Layout</b>	Select an EFT file layout. This field is unavailable if <i>Wire Transfer</i> is the selected payment method.
<b>Layout Options</b>	Click to access the EFT Layout Codes and Details page. This icon is enabled only for layouts settled through Pay Cycle Manager.
<b>Define Layout Properties</b>	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.
<b>Bank Integration Formats</b>	Accesses the Bank Integration Formats page if the settlement is processed through Financial Gateway.

### Related Links

[EFT File Layouts Page](#)

[Defining ACH Layouts](#)

[Schedule ID Reconciliation Page](#)

"Specifying Payment Form Attributes (*PeopleSoft FSCM 9.2: Payables*)"

## Document Sequence Page

Use the Document Sequence page (PYMNT\_BANK\_DOC\_SEC) to set up tracking of individual documents.

### Navigation

Click the Document Sequencing link on the External Accounts - Payment Methods 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 "Understanding Document Sequencing (*PeopleSoft FSCM 9.2: Global Options and Reports*)".

## Bank Account Draft ChartFields Page

Use the Bank Account Draft ChartFields page (BANK\_ACCT\_CFDR\_SEC) to enter details about the draft account ChartFields.

### Navigation

Click the Draft Status link on the External Accounts - Payment Methods 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.

## EFT Layout Codes and Details Page

Use the EFT Layout Codes and Details page (PYMNT\_BANK\_LYT) to review and update layout options.

### Navigation

Click the Layout Options icon in the Electronic Layouts grid on the External Accounts - Payment Methods page.

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

## Prenotification Page

Use the Prenotification page (BANK\_PRENOTE) to indicate whether prenotification files (used in Federal Schedule Reconciliation) must be generated.

### Navigation

Click the Prenote link on the External Accounts - Payment Methods page.

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

## Define Layout Properties Page

Use the Define Layout Properties page (PMT\_BANK\_MTHD\_PROP) to review and edit values defined for a specific electronic format.

### Navigation

Click the Define Layout Properties icon in the Electronic Layouts grid on the External Accounts - Payment Methods 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.

---

### Related Links

"Layout Catalog Page (*PeopleSoft FSCM 9.2: Financial Gateway*)"

"Bank Integration Layouts Page (*PeopleSoft FSCM 9.2: Financial Gateway*)"

## Account Settlement Page

Use the External Accounts - Account Settlement page (BANK\_PNLSETTLE) to associate settlement instructions with a bank account.

### Navigation

Banking, Bank Accounts, External Accounts, Account Settlement

**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 Account Transfers section in the *PeopleSoft Cash Management* documentation

## Pages Used to Define Internal Account Information

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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	<ul style="list-style-type: none"> <li>• Click Generate Schedule on the Internal Accounts - Account Information page.</li> <li>• Set Up Financials/Supply Chain, Product Related, Treasury, Generate Schedules</li> </ul>	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.

### Related Links

- "Bank Account Transfer Page (*PeopleSoft FSCM 9.2: Cash Management*)"
- "Managing In-House Banking Activities (*PeopleSoft FSCM 9.2: Cash Management*)"
- "Understanding On-Behalf-Of Deals (*PeopleSoft FSCM 9.2: Deal Management*)"

### 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 [Bank Information Page](#).

### Account Information Page

Use the Internal Accounts - Account Information page (BANK\_ACCT\_INT) to maintain balances and transfer amounts among the business units within your enterprise, with one or more treasury units serving as an in-house bank.

#### Navigation

Banking, Bank Accounts, Internal Accounts, Account Information

#### Image: Internal Accounts - Account Information page

This example illustrates the fields and controls on the Internal Accounts - Account Information page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Account Information' page with the following details:

- Account Information:**
  - SetID: SHARE, Servicer: TUS01, Owner: TUS04, Bank Account: 14US
  - Description: TUS01, TUS04 USD Account; Short Desc: TUS01, TUS
  - Account #: 1002; Account Status: Active
  - Currency: USD (US Dollar);  Default Account;  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

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

<b>Account # (account number)</b>	Displays the bank account number assigned by the system.
<b>Default Account</b>	Select to set this account as your default internal account.
<b>Accrue Interest</b>	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

<b>Schedule ID</b>	If you specified that this account accrues interest, select a schedule ID to indicate how often interest accrues.
<b>Credit Rate Index and Debit Rate Index</b>	Enter both debit and credit rate index information, which is required to run interest accrual calculation and interest schedule generation processes.

## Generate Schedules Page

Use the Generate Schedules page (SCHEDULE\_CREATE) to generate interest accrual schedules.

### Navigation

- Click the Generate Schedule link on the Internal Accounts - Account Information page.
- Set Up Financials/Supply Chain, Product Related, Treasury, Generate Schedules

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

## Internal Accounts - ChartFields Page

Use the Internal Accounts - Chartfields page (BANK\_ACCT\_INT2) to enter both the account servicer's (treasury's) and the account owner's (business unit's) ChartField and account number information.

## Navigation

Banking, Bank Accounts, Internal Accounts, Chartfields

### Image: Internal Accounts - Chartfields page

This example illustrates the fields and controls on the Internal Accounts - Chartfields page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Internal Accounts - Chartfields' page. At the top, there are tabs for 'Account Information' and 'Chartfields'. Below the tabs, account details are shown: SetID: SHARE, Servicer: TUS01, Owner: TUS04, and Bank Account: 14US. A section titled 'Account Display Options' contains two radio buttons: 'Display Servicer's Version' (selected) and 'Display Owner's Version'. Below this, the account owner is listed as TUS01 US001 - Corporate Treasury, with a GL Unit of US001 and an Account # of 1002. The 'Cash Account Chartfields' section includes a 'Personalize' button, a 'Find' search box, and navigation controls (First, 1-2 of 2, Last). A table lists chartfields for 'Cash' (200106) and 'Interest' (490099), with columns for Acct Type, Account, Oper Unit, Fund, Dept, Program, and Class. Each cell in the table has a search icon.

## 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

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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.

## Netting Accounts Page

Use the Netting Accounts page (BNK\_PNL2) to set up netting accounts for a bank.

### Navigation

Banking, Bank Accounts, Netting Accounts

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.

### Related Links

[External Accounts Page](#)

## Netting Accounts - Valid Currencies Page

Use the Netting Accounts - Valid Currencies page (BANK\_ACCT\_CURR\_SEC) to define all the valid currencies for a netting bank account, both default currency and secondary currencies.

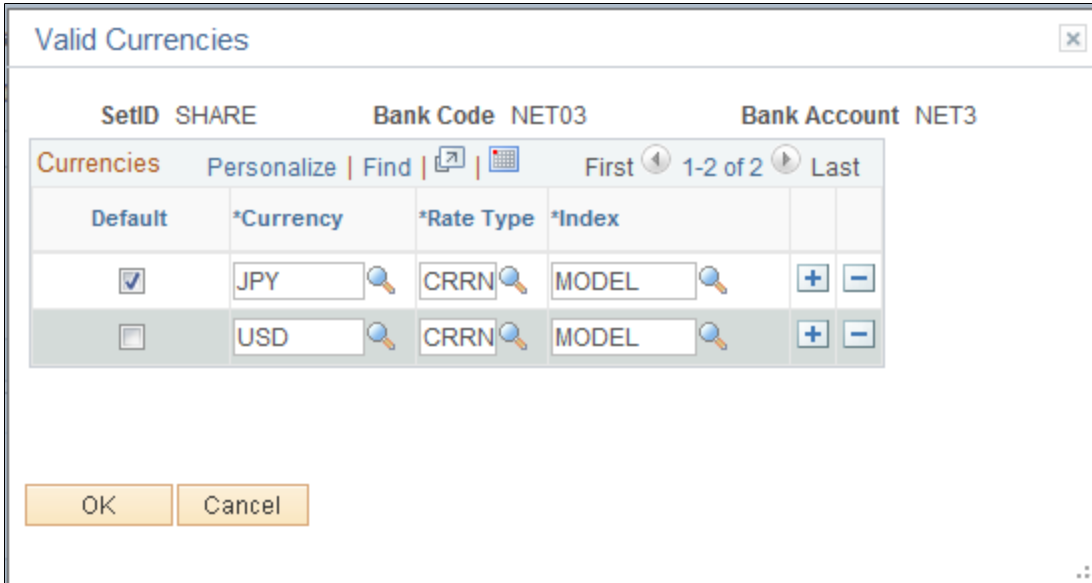
For nets involving multicurrency processing, you must define these values for the automatic multicurrency netting adjustment process.

**Navigation**

Click the Currencies icon in the Valid Account Currencies region on the Netting Accounts page.

**Image: Netting Accounts - Valid Currencies page**

This example illustrates the fields and controls on the Netting Accounts - Valid Currencies page. You can find definitions for the fields and controls later on this 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.

**Related Links**

[Valid Currencies Page](#)

"Processing Multicurrency Nets (*PeopleSoft FSCM 9.2: Cash Management*)"



## Chapter 4

# Setting Up Counterparties

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## Defining Counterparty Information

To define treasury counterparties, use the Treasury Counterparties component (BANK\_PNL\_TR\_GBL).

If a trading relationship with a bank exists, then the bank is defined as counterparty with appropriate role. You do not need to set up a bank before defining a counterparty.

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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Treasury Counterparties	BANK_PNL_TR	Banking, Banks and Branches, Treasury Counterparties	Establish counterparties.
Address Information	BANK_ADDR_PNL_TR	Click the Address Information link on the Counterparty Information page.	Enter your counterparty's address.
Settlement Instructions	BANK_STL_NET	Click the Settlement Instructions link 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.

## Treasury Counterparties Page

Use the Treasury Counterparties page (BANK\_PNL\_TR) to establish counterparties.

## Navigation

Banking, Banks and Branches, Treasury Counterparties

### Image: Treasury Counterparties page

This example illustrates the fields and controls on the Treasury Counterparties page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Treasury Counterparties' page with the following details:

- SetID: SHARE, Counterparty: USBNK
- \*Description: USA BANK, Country: USA
- Short Desc: USA BANK, Bank ID Qualifier: US Bank
- \*Type: External, Bank ID: 121042882
- \*Status: Active, Notes: (empty)
- Counterparty Options:**
  - Internal BU
  - Corporate Treasury
  - Treasury Counterparty
  - Banking Counterparty
- Credit Ratings:**

Agency	Value	Rating	Description
MDYLT	1	Aaa	Best Quality
S&PLT	1	AAA	Extremely Strong Capacity
- Counterparty Roles:**
  - Deal Counterparty
  - Issuer
  - Broker
- Address Information, Settlement Instructions

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.

## Related Links

[Bank Information Page](#)

## Settlement Instructions Page

Use the Settlement Instructions page (BANK\_STL\_NET) to specify, by currency, the counterparty's account into which your payments will be directed as a result of deals transacted with this counterparty.

## Navigation

Click the Settlement Instructions link on the Counterparty Information page.

### Image: Settlement Instructions page

This example illustrates the fields and controls on the Settlement Instructions page. You can find definitions for the fields and controls later on this 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 "Settlement Instructions Page (*PeopleSoft FSCM 9.2: Deal Management*)".

## 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 *Internal*.

**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 [External Accounts - Payment Methods Page](#).

See "Setting Up Payment Processing (*PeopleSoft FSCM 9.2: Financial Gateway*)".

Options include:

*Automated Clearing House*

*Direct Debit*

*Draft - Customer EFT*

*Draft - Customer Initiated*

*Draft - Supplier Initiated*

*Electronic Funds Transfer*

*Giro-EFT*

*Giro-Manual*

*Letter of Credit*

*Manual Check*

*System Check*

*Wire Transfer*



Click to access the Beneficiary Bank page and edit settlement instructions.

# Setting Up Additional Banking Information

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## 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:

- **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.

### Related Links

[Defining General Bank Setup](#)

[Understanding External, Internal, and Netting Accounts](#)

[Defining Counterparty Information](#)

---

## Defining Bank Transfer Charges

This section discusses how to:

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



**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.

## Bank Transfer Charge Page

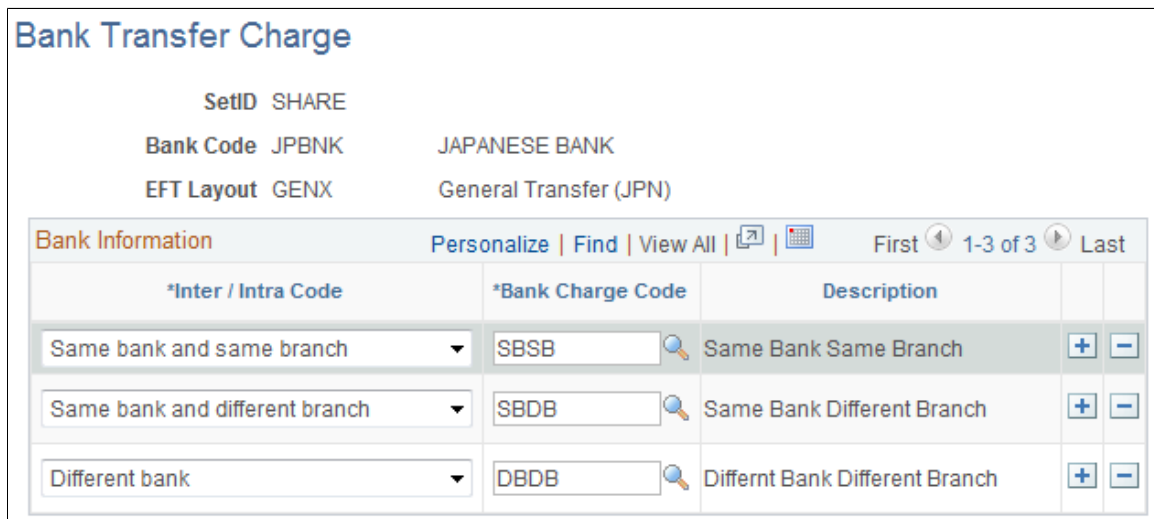
Use the Bank Transfer Charge page (BCH\_BANK\_CHRG) to define the bank charge code according to the interbank or intrabank remittance.

### Navigation

Banking, Banks and Branches, Bank Transfer Charge

### Image: Bank Transfer Charge page

This example illustrates the fields and controls on the Bank Transfer Charge page. You can find definitions for the fields and controls later on this 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 (supplier bank account) are different.

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

<i>Transaction Type</i>	<i>Bank Transfer Charge</i>	<i>Bank Transfer Charge</i>
	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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 the Update My Account Groups link 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	<ul style="list-style-type: none"> <li>• Banking, Bank Accounts, Bank Account Manager</li> <li>• Select an account group from the Account Group ID column on the My Account Group page.</li> </ul>	Manage your bank accounts and activities.

### Account Groups Page

Use the Account Groups page (BNK\_ACCTGRP\_DEFN) to specify the bank accounts to group together for summary viewing and maintenance.

## Navigation

Banking, Administer Bank Statements, Account Groups

### Image: Account Groups page

This example illustrates the fields and controls on the Account Groups page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Account Groups' page. At the top, there are navigation links: 'Find | View All' and 'First 1 of 1 Last'. Below this, the 'Account Group' section contains the following fields and controls:

- SetID: SHARE
- Account Group ID: DEPOSIT
- \*Effective Date: 01/01/1900
- \*Status: Active
- \*Description: A/R Account Group
- Fee Structure
- Use in Cash Forecast
- Add Multiple Accounts button

Below the form is a table titled 'Bank Accounts' with the following columns: \*Bank Code, \*Account, Bank Account #, Description, Currency Code, and Bank Account Type. The table contains five rows of data:

*Bank Code	*Account	Bank Account #	Description	Currency Code	Bank Account Type
USBNK	CHCK	0741-256458	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	0741-256416	Draft Account	USD	Check Acct
USBNK	EFT	0741-250786	EFT Account	USD	Check Acct

### 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.

### Use in Cash Forecast

Select this option to enable Cash Forecast to display Forecast Results by Account Group.

## 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.

## My Account Groups Page

Use the My Account Groups page (BNK\_ACCTGRP\_FAV) to assign a group of accounts to the current user or review the user's list of bank account groups.

### Navigation

Banking, Bank Accounts, My Account Groups

### Image: My Account Groups page

This example illustrates the fields and controls on the My Account Groups page. You can find definitions for the fields and controls later on this page.

My Account Groups		Update My Account Groups
		Personalize   Find       First  1-4 of 4  Last
Account Group ID	Description	
CN ACCTS	Canadian Accounts	
DEPOSIT	A/R Account Group	
DISBURSE	A/P Account Group	
JP ACCTS	Japanese Accounts	

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

### Update My Accounts Groups

Click the Update My Account Groups link on the My Accounts Groups list page to access the My Account Groups (selection) page (BNK\_ACCTGRP\_FAV\_A), where you can select the account groups that you want to appear on your account group list.

### 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.

## Bank Account Manager Page











Use the Bank Account Manager page (BNK\_ACCTGRP\_DTL) to manage your bank accounts and activities.

### Navigation

- Banking, Bank Accounts, Bank Account Manager
- Select an account group from the Account Group ID column on the My Account Group page.

### Image: Bank Account Manager page

This example illustrates the fields and controls on the Bank Account Manager page. You can find definitions for the fields and controls later on this page.

Bank Account Manager									
Account Group ID		DEPOSIT	A/R Account Group		Effective Date 01/01/1900				
Bank Accounts									
Bank	Account	Account #	Description	Currency	Acct Type	Opening Ledger	Closing Ledger	Closing Available	
USBNK	CHK	0741-256458	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	0741-256416	Draft Account	USD	Check Acct				 
USBNK	EFT	0741-250786	EFT Account	USD	Check Acct				 

### Account Group ID

Click to view or update information for the account group.

### Account

Click to access the account's External Accounts page.



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



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

### Related Links

[External Accounts Page](#)

"Bank Account Transfer Page (*PeopleSoft FSCM 9.2: Cash Management*)"

# Setting Up Files for Electronic Funds Transfers

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## 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.

---

**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 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 Financial Gateway* documentation.

---

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 U.S. 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 Receivable 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 U.S. Federal Government, see the section entitled U.S. Federal ACH and EFT Layouts.

<i>Layout Name/Code</i>	<i>Description</i>	<i>Country</i>	<i>Layout Type</i>
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
BTL91	ABN AMRO Btl91	(NLD)	EFT
CLIEOP2	ClieOp2	(NLD)	EFT
CLIEOP3	ClieOp3	(NLD)	EFT
CPA005	Canadian Payment Association.	(CAN)	EFT

<b>Layout Name/Code</b>	<b>Description</b>	<b>Country</b>	<b>Layout Type</b>
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
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 Transfer	(USA)	EFT
MT202	SWIFT Financial Institution Transfer	(USA)	EFT
PPD	Prearranged Payment & Deposit	(USA)	EFT

<b>Layout Name/Code</b>	<b>Description</b>	<b>Country</b>	<b>Layout Type</b>
RIBA	Drafts	(ITA)	EFT
RID	Direct Debit	(ITA)	EFT
UFF	Universal File Format	(USA)	EFT

## Pages Used to Set Up EFT Processing

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
EFT File Layouts	EFT_LAYOUT	Set Up Financials/Supply Chain, Common Definitions, EFT, EFT File Layout, EFT File Layouts	View, modify, and add any EFT layouts.
BACS Options	BACS_LOGON_UK	Click Details for the BACS EFT file layout on the EFT File Layouts page.	(GBR) Set options for the BACS format.
BTL91 Options	BTL91_EFT_OPTIONS	Click Details 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 Details for the CPA005 file layout on the EFT File Layouts page.	(CAN) Set options for the CPA005 format.
DTALSV Options	DTALSV_EFT_OPTIONS	Click Details for the DTALSV file layout on the EFT File Layouts page.	(CHE) Set options for the DTALSV format.
DTAZV Options	DTAZV_EFT_OPTIONS	Click Details 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.

## (USF) U.S. Federal ACH and EFT Layouts

The United States Federal Government (through the U.S. Treasury) has certain requirements for check, ACH, and EFT payments. Setting up this information (that is, defining that the file layout is for employee suppliers, other suppliers, 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 supplier payment are correct as per U.S. Treasury specifications.

The edits verify these U.S. Treasury specifications:

- Employee payments are on a PPD or PPD+ file format.
- Vendor/supplier (non-employee vendor/supplier) payments are on a CCD, CCD+, or CTX file format.
- Payments, including both employee and non-employee vendor/suppliers, are on the SF1166SCHK, SPSCHK, or SDPR file format.

---

**Note:** You must use the SF1166SCHK, SPSCHK, or SDPR file format for payments that are created for *both* employee and non-employee vendor/suppliers. These file formats are check requests to the U.S. 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 U.S. Federal government:

<b>Layout Name</b>	<b>Format</b>	<b>Layout Type</b>	<b>Use</b>
CTX	Corporate Trade Exchange (CTX) flat file payment order	ACH	Non-employee
CTX820FED	CTX ASC X120 820 payment order	ACH	Non-employee
SDPR	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
SPSCHK	SPS vendor check payment	EFT	Both employee and vendor/supplier
SPSTRVL	SPS travel ACH payment (PPD+)	EFT	Employee
SPSVNDR	SPS vendor ACH payment (CCD+)	EFT	Vendor/supplier
SPSMISC	SPS Miscellaneous Payment	EFT	Vendor/supplier
SPSSDRP	SPS Same Day Payment Request	EFT	Both employee and vendor/supplier
SPSIATTRVL	SPS Travel IAT Payment	IAT (International ACH Transaction)	Employee
SPSIATMISC	SPS Miscellaneous IAT Payment	IAT	Vendor/supplier
SPSIATVNDR	SPS supplier IAT payment	IAT	Supplier

You can also add file formats. You should refer to the Federal Management Service bureau of the United States Department of the Treasury web site (<http://www.fms.treas.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 Intra-Governmental Payment and Collection (IPAC) System is an interagency funds transfer mechanism for U.S. 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.

### Related Links

[External Accounts - Payment Methods Page](#)

"Setting Up EFT and ACH Payment Formats (*PeopleSoft FSCM 9.2: Payables*)"

## 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.

### Related Links

"Installation Options - Payables Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

## Common Elements Used for EFT Processing

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

## EFT File Layouts Page

Use the EFT File Layouts page (EFT\_LAYOUT) to view, modify, and add EFT layouts.

### Navigation

Set Up Financials/Supply Chain, Common Definitions, EFT, EFT File Layout, EFT File Layouts

### Image: EFT File Layouts page

This example illustrates the fields and controls on the EFT File Layouts page. You can find definitions for the fields and controls later on this page.

Details	*EFT Layout Code	Pay	DD	DR	In	Out	Prenote	Description	Short Description	Max Remits	ID Type	File	EFT Number	Output Filename	File Ext
	BACS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BACS (GBR)	BACS			0001	02	BACS	TXT
	BECS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bulk Elec. Clearing Sys (AU)	BECS			0001	15	BECS	TXT
	BS11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Domestic Payments (BEL)	BS11			0001	10	BS11	TXT
	BS14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	International Payments (BE)	BS14			0001	09	BS14	TXT
	BTL91	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABN AMRO BTL91 (NLD)	BB91	4		0001	03	BT91	TXT
	CLIEOP2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ClieOp2 (NLD)	ClieOp2			0001	04	CLP2	TXT
	CLIEOP3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ClieOp3 (NLD)	ClieOp3			0001	25	CLP3	TXT

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.

**Prenote** Select if the file layout is for a prenote.

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/supplier type bank account.

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**Note:** This field is visible only when Enable Federal Payment is selected on the Installation Options - Payables page.

---

Select from these options:

*Employee:* You must associate employee vendor/supplier payment methods with a valid PPD or PPD+ EFT file layout. Delivered valid file layouts are SPSTRVL, SF116TRVL, and SPSIATTRVL.

*Supplier:* You must associate all other vendor/supplier (non-employee) payment methods with a valid CCD or CTX EFT file layout. Delivered valid file layouts are SPSVNDR, SPSMISC, SPSIATVNDR, SPSIATMISC, SF1166VNDR, CTX, and CTX820FED.

*Both:* For employee and vendor/supplier payments. You must associate this option with a valid PPD or PPD+ EFT file layout. Delivered valid file layouts are SPSCHK, SDPR, and SF1166SCHK.

For delivered valid layouts, see [\(USF\) U.S. Federal ACH and EFT Layouts](#) in this topic.

**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 suppliers.

## BACS Options Page

Use the BACS Options page (BACS\_LOGON\_UK) to set options for the BACS format. (GBR)

### Navigation

Click Details for the BACS EFT file layout on the EFT File Layouts 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: *Bureau* or *User*.

**Media** Select the type of media to use: *3.5" disk* or *telecommunications*.

**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.

## BTL91 Options Page

Use the BTL91 Options page (BTL91\_EFT\_OPTIONS) to set options for the BTL91 format. (NLD)

### Navigation

Click Details for the BTL91 EFT file layout on the EFT File Layouts page.

<b>Media</b>	Define the type of media used (for example, non-ABN-AMRO software).
<b>Version</b>	Enter the version number of the software that creates the payment file (for example, 92 for PeopleSoft 9.2).
<b>DNB Reg # (DNB registration number)</b>	Enter the number that is assigned by the Netherlands Central Bank to register a number of foreign payment categories.
<b>DNB Trad # (DNB trade number)</b>	Enter the code that is assigned by the Netherlands Central Bank to transit traders.

## CPA005 Options Page

Use the CPA005 Options page (CPA005\_EFT\_OPTIONS) to set options for the CPA005 format. (CAN)

### Navigation

Click Details for the CPA005 file layout on the EFT File Layouts page.

<b>Data Center</b>	Enter the destination data center from Canadian Payment Association. A five-digit numeric.
<b>Remitter ID Number</b>	Enter the national remitter number from the Canadian Payment Association.

## DTALSV Options Page

Use the DTALSV Options page (DTALSV\_EFT\_OPTIONS) to set options for the DTALSV format. (CHE)

### Navigation

Click Details for the DTALSV file layout on the EFT File Layouts page.

<b>DTALSV ID</b>	Enter the customer identification number for the Central Swiss Data Processing Center.
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## DTAZV Options Page

Use the DTAZV Options page (DTAZV\_EFT\_OPTIONS) to set options for the DTAZV format. (DEU)

### Navigation

Click Details for the DTAZV file layout on the EFT File Layouts 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.

## ETEBAC Options Page

Use the ETEBAC Options page (ETEBAC\_EFT\_OPTIONS) to set options for the ETEBAC format. (FRA)

### Navigation

Click Detail for the ETEBAC EFT file layout on the EFT File Layouts 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.

## FEDI Options Page

Use the FEDI Options page (FEDI\_EFT\_OPTIONS) to set options for the FEDI format. (SGP)

### Navigation

Click Detail for the FEDI EFT file layout on the EFT File Layouts 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).

<b>Value</b>	<b>Define in This Field</b>
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

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

### Payment Format Codes Page

Use the Payment Format Codes page (PYMNT\_FMT\_CD\_PNL) to define or modify EFT payment format codes.

#### Navigation

Set Up Financials/Supply Chain, Common Definitions, EFT, EFT Payment Format Codes

#### 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 supplier 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.

### Pages Used to Manage the Bank/Branch File

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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.

### 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.

## Related Links

[Bank ID Qualifiers Page](#)

## Load Bank / Branch File Page

Use the Load Bank / Branch File page (EBK\_RUN\_CNTRL) to specify the run parameters for the External Bank / Branch Load process.

### Navigation

Set Up Financials/Supply Chain, Common Definitions, Bank Branch File, Load Bank / Branch File

### Image: Load Bank / Branch File page

This example illustrates the fields and controls on the Load Bank / Branch File page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Load Bank / Branch File' page with the following elements:

- Navigation links: Run Control ID, LOAD, Report Manager, Process Monitor, and a Run button.
- \*Country: JPN (Japan)
- \*Bank ID Qualifier: 014 (JPN Bank)
- \*File Type: CSV
- \*File Format: UTF8
- \*File Name: (Empty text box)
- Requires file path and name (Note)
- Reload

### 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
Bank Name	Char	46	Bank Name (Chinese Characters) - Kanji

<b>Field Name</b>	<b>Type</b>	<b>Length</b>	<b>Description</b>
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.

## Bank-Branch File Page

Use the Bank-Branch File page (EBK\_BANK) to maintain external bank and branch file information.

### Navigation

Set Up Financials/Supply Chain, Common Definitions, Bank Branch File, Bank-Branch File

**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.

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## 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

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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

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## Understanding the Financial Sanctions Service

The Office of Foreign Assets Control (OFAC) of the U.S. Department of the Treasury administers and enforces economic and trade sanctions based on U.S. 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 U.S. 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 suppliers. In addition to manual searches, users of PeopleSoft 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.

### Related Links

"Financial Sanctions Options Page (*PeopleSoft FSCM 9.2: Application Fundamentals*)"

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## 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.

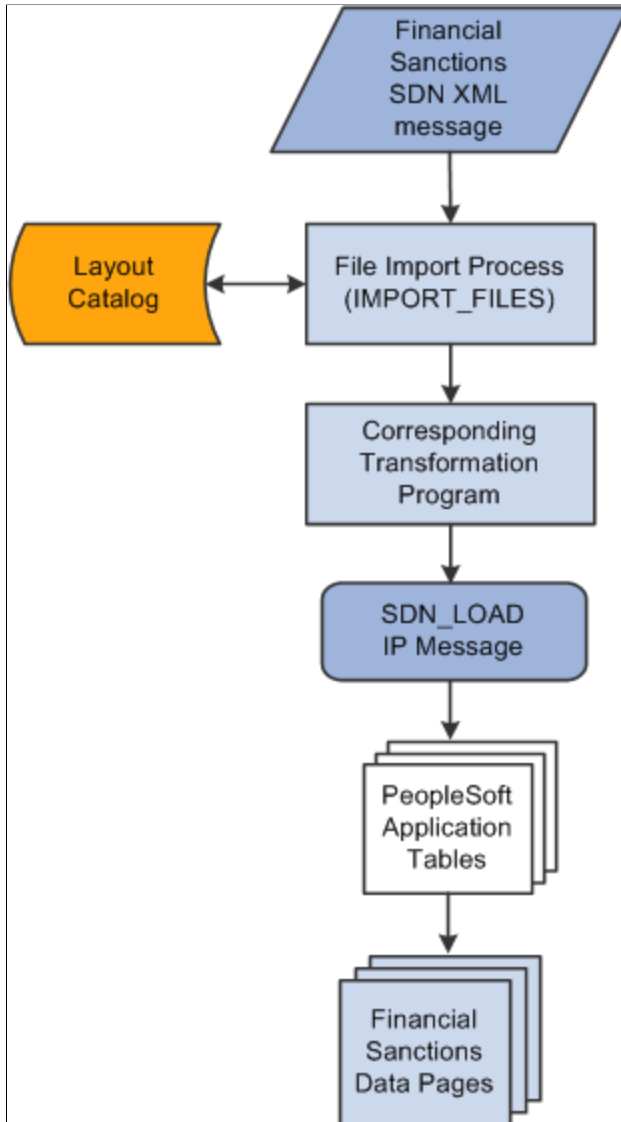
## Pages Used to Import the SDN List

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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	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.

## Understanding the SDN List Import

### Image: SDN List Import process

This diagram illustrates importing the Specially Designated Nationals (SDN) List from an XML data file using the File Import Process and populating the corresponding application tables with the SDN data



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 "Understanding Electronic Banking (*PeopleSoft FSCM 9.2: Financial Gateway*)".

## Import Financial Sanction List Page

Use the Import Financial Sanction List page (BSP\_IMPORT) to load the financial sanctions SDN list into the system.

### Navigation

Banking, Financial Sanctions, Import Financial Sanction List

### Image: Import Financial Sanction List page

This example illustrates the fields and controls on the Import Financial Sanction List page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Import Financial Sanction List' page with the following elements:

- Run Control ID:** IMPORT
- Report Manager:** Report Manager
- Process Monitor:** Process Monitor
- Run Button:** Run
- Parameters Section:**
  - \*Request Number: 1
  - \*Import Type: File (dropdown)
  - File Path: \\RVLASIC-PC\SDN Data
  - File Name: sdn.xml
  - \*Layout: OFAC
- Advanced Options Section:**
  - Encryption Profile: (empty)
  - Use Integration Broker: (checkbox)
  - \*Post Process File Action: None (dropdown)
  - Post Process File Directory: (empty)
- Layout Properties Table:**

Property Code	Allowed Values	Value

### 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 "Defining Integration Broker Settings for Bank Statements and Payment Acknowledgments (*PeopleSoft FSCM 9.2: Financial Gateway*)".

See "Using Listening Connectors and Target Connectors," "Working with AS2 Connectors; and "Configuring Nodes and Transactions" in *PeopleTools: PeopleSoft Integration Broker*.

### **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 "Code Mappings Page (*PeopleSoft FSCM 9.2: Financial Gateway*)".

## Search Index Admin Page

The SDN search engine uses Oracle Secure Enterprise Search (SES) technology to perform a more thorough search of the SDN data than simply querying the database. It provides pattern-based matching as well as mapping of substitution data that can identify and find such things as abbreviations. For you to use the SES engine, SES 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.

See the product documentation for *PeopleTools: PeopleSoft Search Technology* and *PeopleTools: System and Server Administration*.

Use the Search Index Admin page (SIA\_ADMINISTER) to 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.

## Navigation

PeopleTools, Search Engine, Administration

### Image: Search Index Admin page (1 of 2)

This example illustrates the fields and controls on the Search Index Admin page (1 of 2). You can find definitions for the fields and controls later on this page.

Search Index Admin				
Delete, Modify and Schedule Builds for Indexes				
Defined Search Indexes				
	Index	Index Location	Edit Properties	Schedule
<input type="checkbox"/>	1 CS_CONFIGURATOR	Q:\DATA\SEARCH\GL920DVL\CS_CONFIGURATOR	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	2 CS_DOCUMENTS	D:\PT853\data\search\CS_DOCUMENTS\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	3 CS_DOCUMENTS_ADH	D:\PT853\data\search\CS_DOCUMENTS_ADH\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	4 CS_DOCUMENTS_PO	Q:\DATA\SEARCH\GL920DVL\CS_DOCUMENTS_PO	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	5 CS_OBJECTS	Q:\DATA\SEARCH\GL920DVL\CS_OBJECTS	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	6 CS_PLAINTXT	D:\PT853\data\search\CS_PLAINTXT\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	7 FDM_PV_ITEMCATALOG	Q:\DATA\SEARCH\GL920DVL\FDM_PV_ITEMCATALOG	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	8 OM_CUST_BILLTO	D:\PT853\data\search\OM_CUST_BILLTO\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	9 OM_CUST_SHIPTO	D:\PT853\data\search\OM_CUST_SHIPTO\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	10 OM_CUST_SOLDTO	D:\PT853\data\search\OM_CUST_SOLDTO\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	11 OM_PROD_CATLG_CUST	D:\PT853\data\search\OM_PROD_CATLG_CUST\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	12 OM_PROD_CATLG_SYS	D:\PT853\data\search\OM_PROD_CATLG_SYS\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	13 OM_PROD_CATLG_UPC	D:\PT853\data\search\OM_PROD_CATLG_UPC\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	14 OM_PROD_CATLG_UPN	D:\PT853\data\search\OM_PROD_CATLG_UPN\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	15 OM_PROD_CATLG_UPNCUST	D:\PT853\data\search\OM_PROD_CATLG_UPNCUST\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	16 OM_PROD_NOCATLG_CUST	D:\PT853\data\search\OM_PROD_NOCATLG_CUST\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	17 OM_PROD_NOCATLG_SYS	D:\PT853\data\search\OM_PROD_NOCATLG_SYS\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	18 OM_PROD_NOCATLG_UPC	D:\PT853\data\search\OM_PROD_NOCATLG_UPC\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>

**Image: Search Index Admin page (2 of 2)**

This example illustrates the fields and controls on the Search Index Admin page (2 of 2). You can find definitions for the fields and controls later on this page.

<input type="checkbox"/>	19	OM_PROD_NOCATLG_UPN	D:\PT853\data\search\OM_PROD_NOCATLG_UPN\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	20	OM_PROD_NOCATLG_UPNCUST	D:\PT853\data\search\OM_PROD_NOCATLG_UPNCUST\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	21	RSFSRB	Q:\DATA\SEARCH\GL920DVL\RSFSRB	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	22	RSRSRA	Q:\DATA\SEARCH\GL920DVL\RSRSRA	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	23	SDN_SEARCH_ADDR	D:\PT853\data\search\SDN_SEARCH_ADDR\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	24	SDN_SEARCH_NAME	D:\PT853\data\search\SDN_SEARCH_NAME\GL920DVL	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	25	SP_PROVIDER	Q:\DATA\SEARCH\GL920DVL\SP_PROVIDER	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	26	WASRCA	Q:\DATA\SEARCH\GL920DVL\WASRCA	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	27	WASRCB	Q:\DATA\SEARCH\GL920DVL\WASRCB	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	28	WMSRCA	Q:\DATA\SEARCH\GL920DVL\WMSRCA	<a href="#">Edit Properties</a>	<a href="#">Schedule</a>

[Process Monitor](#)

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

[Delete checked Indexes](#)

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*.

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

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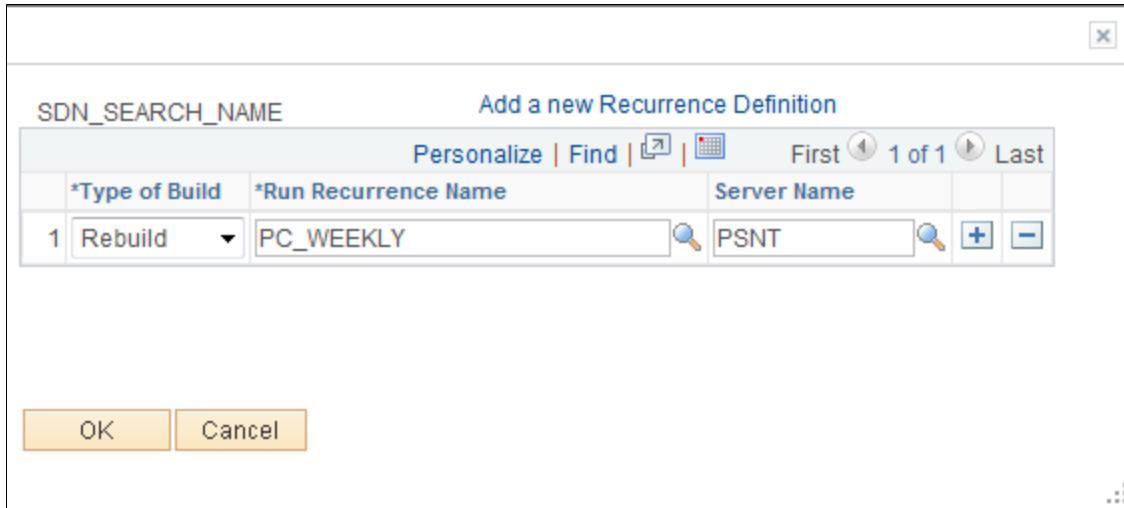
4. Select the Run Recurrence Name and Server Name, and then click OK.

This returns you to the Search Index Admin page.

5. Click Save.

**Image: Secondary page to build or rebuild the SDN index**

This example illustrates the fields and controls on the secondary page to build or rebuild the SDN 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 supplier status.

This section discusses how to view financial sanctions inquiry results.

### Pages Used to Search the Financial Sanctions Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Financial Sanctions Inquiry	SDN_INQUIRY	Banking, Financial Sanctions, Financials Sanctions Inquiry	Search the financial sanctions SDN data using criteria that you specify 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 Inquiry  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.

## Financial Sanctions Inquiry Page

Use the Financial Sanctions Inquiry page (SDN\_INQUIRY) to search the financial sanctions SDN data using criteria that you specify 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.

### Navigation

Banking, Financial Sanctions, Financial Sanctions Inquiry

### Image: Financial Sanctions Inquiry page

This example illustrates the fields and controls on the Financial Sanctions Inquiry page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Financial Sanctions Inquiry' page. At the top, there is a 'Use Saved Search' dropdown menu. Below it, a list of search criteria is displayed, each with a dropdown menu for the operator and a text input for the value. The criteria include: Sanctions List Type (operator: equal to, value: OFAC), ID Type (operator: All Values), Sanctions Header ID (operator: All Values), Entry ID (operator: All Values), First Name (operator: All Values), Last Name (operator: All Values), Address Line 1 (operator: All Values), Address Line 2 (operator: All Values), Address Line 3 (operator: All Values), City (operator: All Values), Country (operator: All Values), State / Province (operator: All Values), and Program (operator: All Values). A 'Max Rows to Retrieve' field is set to 300. At the bottom of the criteria section, there are buttons for 'Search', 'Clear', 'Advanced Search', 'Save Search Criteria', 'Delete Saved Search', and 'Personalize Search'. Below the criteria is a 'Search Results' section with a table. The table has columns for 'Entry ID', 'First Name', 'Last Name', 'ID Type', and 'Title'. The first row shows '0' in the 'Entry ID' column. Above the table, there are links for 'Personalize', 'Find', 'View All', and 'First', '1 of 1', 'Last'.

### 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 U.S. 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.

## Financial Sanctions Entry Page

Use the Financial Sanctions Entry page (SDN\_ENTRY\_DTL) to view details of an SDN entry returned by an inquiry on the OFAC SDN Inquiry page.

**Navigation**

Banking, Financial Sanctions, Financials Sanctions Inquiry

After conducting a search on the OFAC SDN Inquiry page, click an Entry ID link in the Search Results grid.

**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

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## Understanding the Bank Statement Import Infrastructure

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**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. See the product documentation for *PeopleTools: PeopleSoft Integration Broker* and *PeopleTools: Integration Broker Testing Utilities and Tools*.

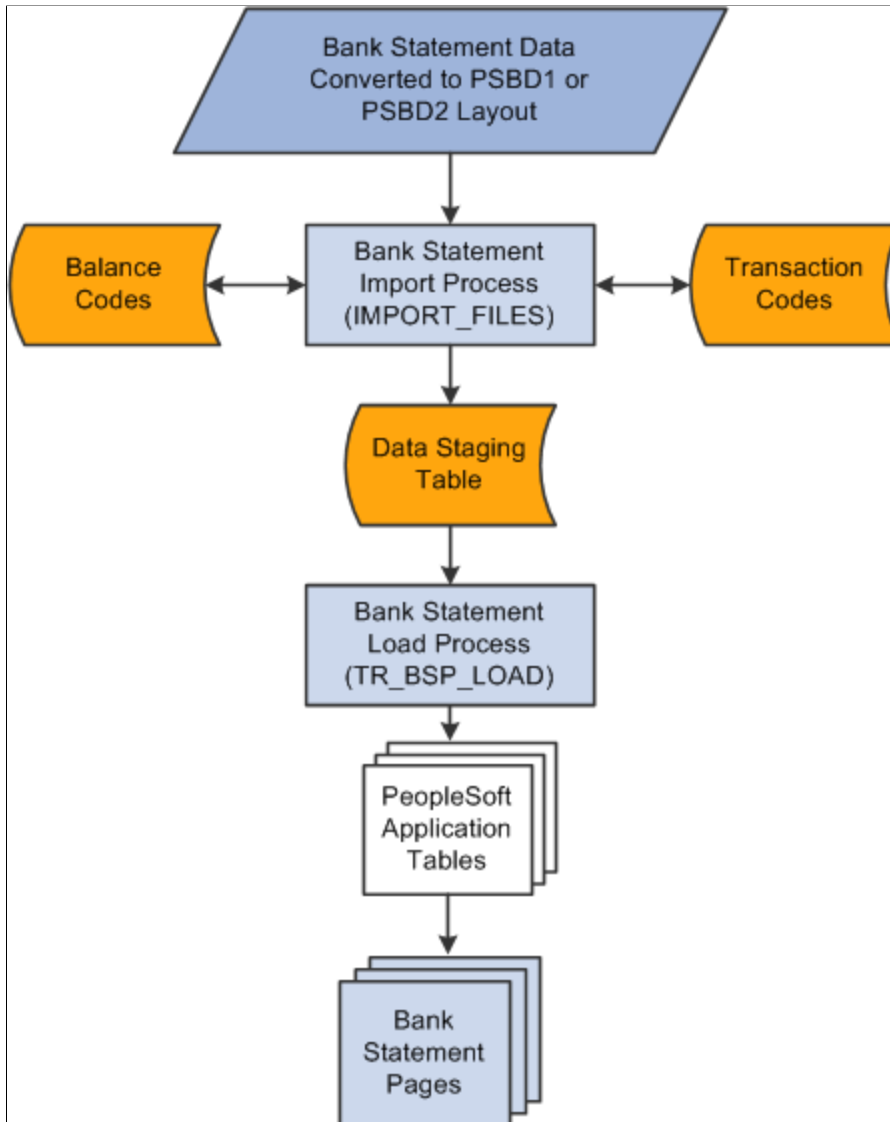
If you do not have Cash Management 8.9 or later installed, use the delivered generic electronic banking functionality described in this topic to load bank statements.

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### **Image: Generic bank statement Import process**

This diagram illustrates the generic bank import process; from transforming bank statements from files that the bank provides into the PSBD1 or PSBD2 document layouts used by PeopleSoft Enterprise 8.8 or later versions; to running the Bank Statement Import process and the Bank Statement Load process

to populate the application tables so that the bank statements can be viewed or edited from within the PeopleSoft components



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).

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**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.

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See [Transforming Bank Statement Files to a PSBD Layout](#).

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 are 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 are in the applications tables, they are available to view and edit on the various bank statement pages.

**Related Links**

[Import Bank Statements Page](#)

"Understanding Electronic Banking (PeopleSoft FSCM 9.2: Financial Gateway)"

"Understanding Payment Security (PeopleSoft FSCM 9.2: Financial Gateway)"

## 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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Balance Codes	BSP_BAL_CODES	Banking, Administer Bank Statements, 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, 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 bank-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.

To import and load bank statements:

See [Importing Bank Statements](#).

**Note:** You can import bank-statement data files using the PSBD2 layout if you have Cash Management 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 My Oracle Support.

This table defines the PSDB1 layout:

<b>Record</b>	<b>Length</b>	<b>Field</b>
000	1 – 3	000
	27 – 36	As of Date
	37 – 46	As of Time
001	1 – 3	001
	7 – 26	Bank ID Nbr
	27 – 61	Bank Account Number
	62 – 89	Beginning Balance (*)
	90 – 99	Beginning Date
	100 – 127	Ending Balance (*)
	128 – 137	End Date
	138 – 165	Available Balance (*)
	204 – 206	Currency Code
002	1 – 3	002
	7 – 26	Bank ID Nbr
	27 – 61	Bank Account Number
	62 – 81	Bank Transaction Code (also Statement Activity Type)
	82 – 109	Transaction Amount (*)
	110 – 119	Value Date
	120 – 129	Transaction Date
	130 – 144	Reference ID
	145 – 160	Bank Reference ID
	161 – 176	Description

<b>Record</b>	<b>Length</b>	<b>Field</b>
	204 – 206	Currency Code
003	1 – 3	003
	62 – 89	Payment Amount (*)
	90 – 117	Discount Taken (*)
	118 – 145	Adjustment Amount (*)
	146 – 147	Adjustment Reason
	148 – 149	Reference Qualifier Code
	150 – 179	Reference Value From
	180 – 209	Reference Value To
	210 – 224	Customer ID
	225 – 254	MICR ID

## Balance Codes Page

Use the Balance Codes page (BSP\_BAL\_CODES) to define bank statement code information.

Also select up to three statement balance codes to appear on online inquiry pages.

### Navigation

(Banking, Administer Bank Statements, Bank Statement Codes, Balance Codes)

### Image: Balance Codes page

This example illustrates the fields and controls on the Balance Codes page. You can find definitions for the fields and controls later on this page.

*Statement Code	*Type Code	*CR / DB	Display Balance	Short Description
010	Status	NA	<input checked="" type="checkbox"/>	OPENING LEDGER
011	Status	NA	<input type="checkbox"/>	AVERAGE OPENING LEDG
012	Status	NA	<input type="checkbox"/>	AVERAGE OPENING LEDG
015	Status	NA	<input checked="" type="checkbox"/>	CLOSING LEDGER
020	Status	NA	<input type="checkbox"/>	AVERAGE CLOSING LEDG
021	Status	NA	<input type="checkbox"/>	AVERAGE CLOSING LEDG
022	Status	NA	<input type="checkbox"/>	AGGREGATE BALANCE AD
024	Status	NA	<input type="checkbox"/>	AVERAGE CLOSING LEDG
025	Status	NA	<input type="checkbox"/>	AVERAGE CLOSING LEDG
030	Status	NA	<input type="checkbox"/>	CURRENT LEDGER

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.

## Transaction Codes Page

Use the Transaction Codes page (BSP\_TXN\_CODES) to define bank statement transaction code information, such as activity type and payment method.

### Navigation

Banking, Administer Bank Statements, Bank Statement Codes, Transaction Codes

**Image: Transaction Codes page**

This example illustrates the fields and controls on the Transaction Codes page. You can find definitions for the fields and controls later on this page.

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

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:

*Automated Clearing House*

*Bank Adjustments*

*Bill of Exchange - Disburse*

*Bill of Order - Disburse*

*Check*

*Deposits*

*Direct Debit*

*Direct Debit - Disburse*

*Drafts*

*Electronic Funds Transfer*

*Fee Expense*

*Funding Receipt*

*General Transaction*

*Interest Expense*

*Manual Check*

*Miscellaneous Transaction*

*Payment*

*Stop Pay (stop payment)*

*Trade Receipt*

*Voided Payment*

*Wire - Disbursement*

*Wire - Incoming*

**Activity**

Select a statement activity type.

**Payment Method**

Identifies the payment method that is specified for a transaction code. Select from:

*Automated Clearing House*

*Direct Debit*

*Draft - Customer EFT*

*Draft - Customer Initiated*

*Draft - Supplier Initiated*

*Electronic Funds Transfer*

*Giro - EFT (Giro-electronic funds transfer)*

*Giro - Manual*

*Letter of Credit*

*Manual Check*

*System Check*

*Wire Transfer*



## Chapter 9

# Setting Up Reconciliation

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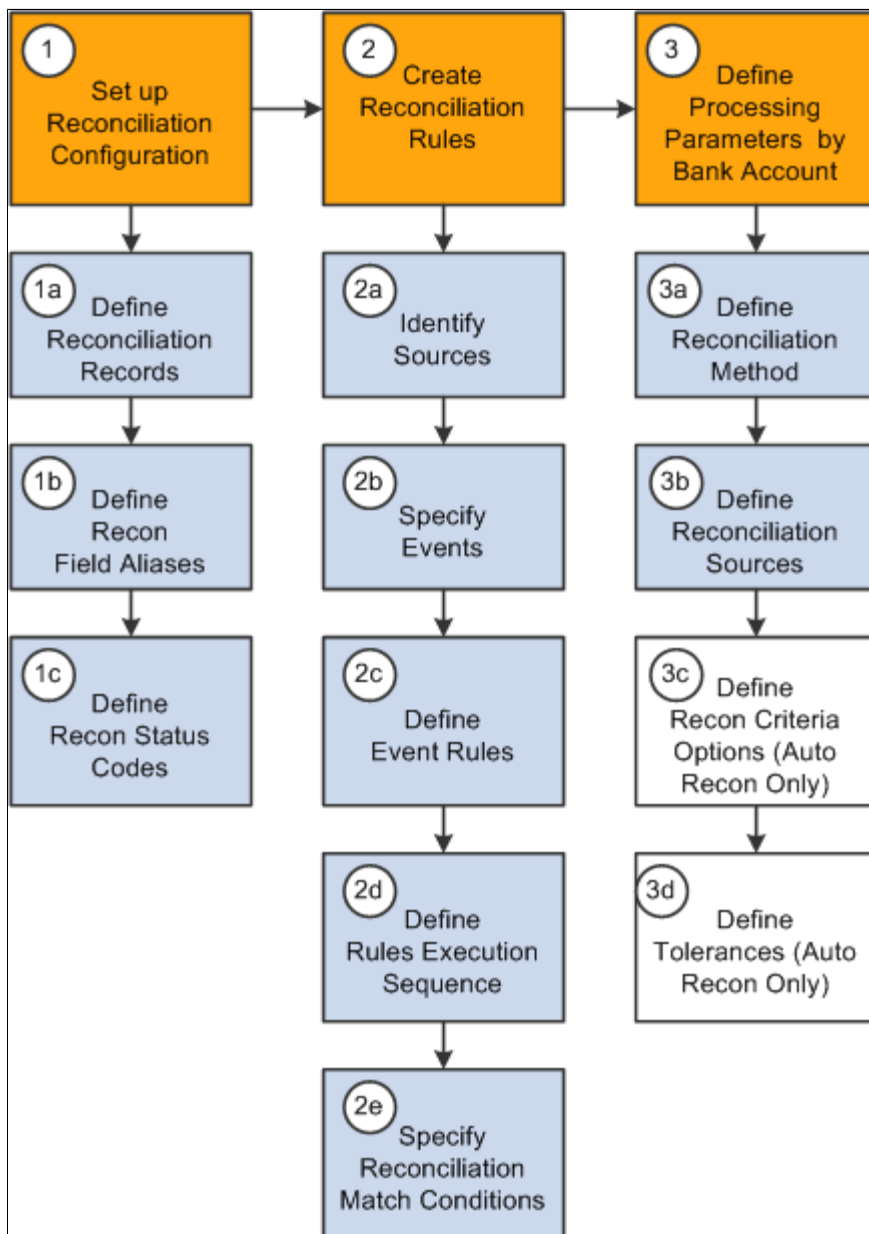
## Understanding Reconciliation

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 applications you use.

**Image: Reconciliation setup process overview**

This diagram illustrates reconciliation set up, beginning with the steps required to set up reconciliation configurations, then details the steps required to create reconciliation rules, and then finally outlines the steps required to define processing parameters by bank account



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 [Setting Up Cash Management Bank Statement Accounting Functionality](#).

## 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:

<i>Reconciliation Rule</i>	<i>PeopleSoft Application</i>
PS_BNK_RCN_DISBRSE	Payables

<b>Reconciliation Rule</b>	<b>PeopleSoft Application</b>
PS_BNK_RCN_DEPOSIT PS_BNK_RCN_DRAFT PS_BNK_RCN_DEBIT PS_BNK_RCN_PAYMENT	Receivables
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

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**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 - Reconciliation page.

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See [External Accounts - Reconciliation Page](#).

## Pages Used to Set Up Reconciliation Sources and Rules

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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 the View Notes link 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.

## Reconciliation Records Page

Use the Reconciliation Records page (RCN\_RECORD\_PNL) to set up the sources of information that will be the foundation of the reconciliation process.

### Navigation

Banking, Administer Reconciliation, Reconciliation Records

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.

## Reconciliation Field Aliases Page

Use the Reconciliation Field Aliases page (RCN\_DEFINE\_EFLD\_PL) to create aliases for field names to make field names easier to identify in setup pages.

### Navigation

Banking, Administer Reconciliation, Reconciliation Field Aliases

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

<b>Field Name</b>	Enter the field name in the record.
<b>Alias</b>	Enter an alternate name from the field name to use when defining reconciliation rules.

## Recon Criteria Options Page

Use the Recon Criteria Options (reconciliation criteria options) page (RCN\_USR\_OPT\_PNL) to 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.

### Navigation

Banking, Administer Reconciliation, Recon Criteria Options

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.

<b>Option Description</b>	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.
<b>Meta SQL ID</b>	Displays the transaction type identifier that you receive from the bank (for example, <i>DEP_I</i> for a deposit type).
<b>Description</b>	Identify the record on which the transaction type resides.
<b>Where Clause</b>	Enter the conditional meta-SQL statement to execute. Use this field to map the transaction type to a system or bank value.

### Related Links

[Update Criteria Page](#)

## Reconciliation Rules Page

Use the Reconciliation Rules page (RCN\_SOURCE\_PNL) to define and assemble the conditions that are required for reconciliation to occur.

### Navigation

Banking, Administer Reconciliation, Reconciliation Rules

### Image: Reconciliation Rules page

This example illustrates the fields and controls on the Reconciliation Rules page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Reconciliation Rules' page. At the top, it displays 'Record Name PS\_BNK\_RCN\_DEALS' and 'TR Cash Flow Rules'. Below this is a search bar with 'Find | View All' and pagination 'First 2 of 4 Last'. There are filters for '\*Event Seq. Nbr' (200), '\*Status' (Active), '\*Event Name' (RECONCILE), and 'Description' (Reconcile Transactions). The main section is a table titled 'Event Rules' with columns: \*Rule Seq, \*Action, \*Record, \*Recon Status, Field Updates, Conditional Rule, Option Code, and Update Criteria. The table contains 6 rows of rules. Below the table is an 'Attachments (0)' link.

*Rule Seq	*Action	*Record	*Recon Status	Field Updates	Conditional Rule	Option Code	Update Criteria
1	Update	BNK_DEALRVL_T	REC	<input type="checkbox"/>	<input type="checkbox"/>		
2	Update	BNK_DEALRVL_T	REC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TN	
3	Update	BNK_DEALRVL_T	REC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TF	
4	Update	BNK_DEALRVL_T	REC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NO_ID	
5	Update	BNK_RCN_DEALS	REC	<input type="checkbox"/>	<input type="checkbox"/>		
6	Update	BANK_STMT_TBL	REC	<input type="checkbox"/>	<input type="checkbox"/>		

### View Notes

Click this link 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).

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**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.

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See [External Accounts - Reconciliation Page](#).



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.

### Related Links

[Update Criteria Page](#)

## Field Updates Page

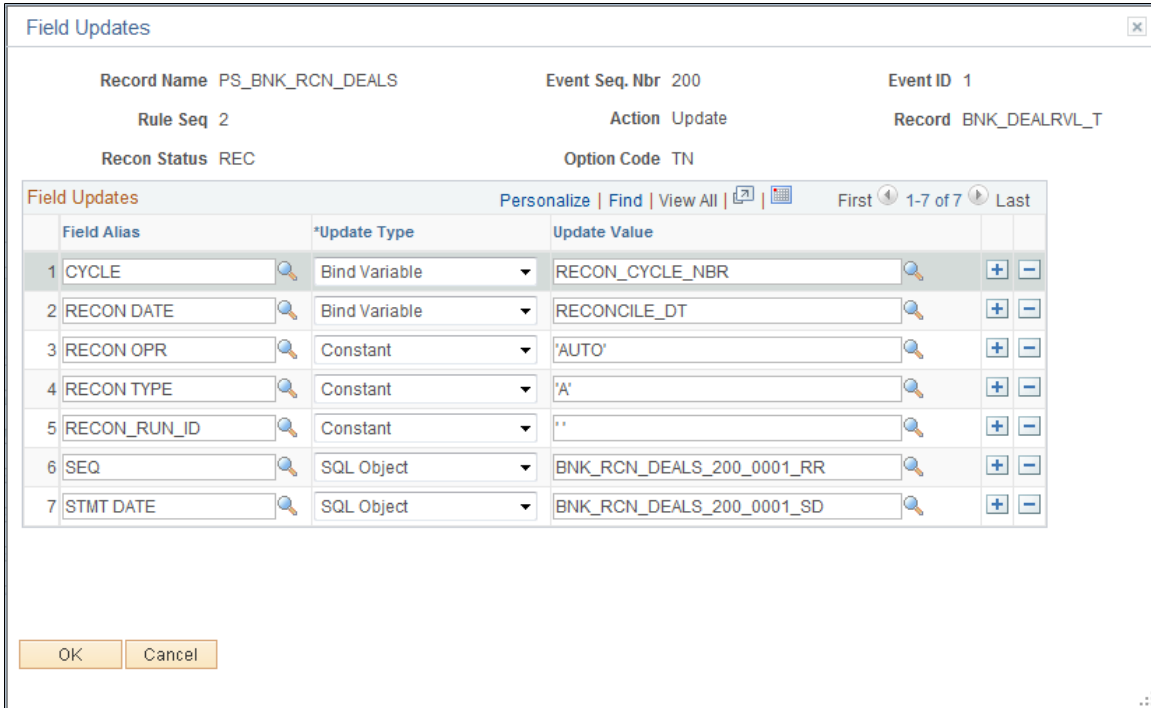
Use the Field Updates page (RCN\_UPDSTAT\_PNL) to define additional fields (by their alias) and their update values that the reconciliation process can update for a specific reconciliation rule.

### Navigation

Click the Field Updates icon in the Field Updates column on the Reconciliation Rules page.

### Image: Field Updates page

This example illustrates the fields and controls on the Field Updates page. You can find definitions for the fields and controls later on this 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.

### Update Criteria Page

Use the Update Criteria page (RCN\_CRITERIA\_PNL) to define the additional requirements for reconciling data at the field level.

## Navigation

Click the Update Criteria icon in the Update Criteria column on the Reconciliation Rules page.

### Image: Update Criteria page

This example illustrates the fields and controls on the Update Criteria page. You can find definitions for the fields and controls later on this page.

Seq Nbr	Source 1	Field 1 Alias	Operator	Source 2	Field 2 Alias
1	Transaction	PROCESS #	=	Constant	%PROCESS_INSTANCE
2	Transaction	BNK NBR	=	Constant	%BNK_ID_NBR
3	Transaction	ACCOUNT	=	Constant	%BANK_ACCOUNT_NUM
4	Transaction	STATUS	=	Constant	'UNR'
5	Add SQL				
6	Statement	BNK NBR	=	Transaction	BNK NBR
7	Statement	ACCOUNT	=	Transaction	ACCOUNT
8	Statement	CYCLE	=	Constant	%RECON_CYCLE_NBR
9	Statement	RECON REF	=	Transaction	RECON_REF_ID
10	Statement	STATUS	IN	Constant	('UNR','AMT','DAT')
11	Statement	TRANS CODE	=	Transaction	PAY METH
12	Statement	TRANS CODE	IN	Constant	('WIR','ACH','EFT','DD')

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:

1. 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.

2. Enter the criteria sequence number in the Seq Nbr field.
3. Select *Transaction*, *Statement*, or *Add SQL* in the Source 1 field.
  - a. 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.
  - b. 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 the Free Form SQL icon 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.

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## 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.

## Pages Used to Reconcile Statements Automatically

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
External Accounts - Reconciliation	BANK_PNLRECON	Banking, Bank Accounts, External Accounts, Reconciliation	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 - Reconciliation page.	Specify reconciliation options for the account.
Reconciliation Tolerances	BNK_LIMITS_SBP	Click Tolerances on the External Accounts - Reconciliation page.	Set reconciliation tolerance ranges on the bank side 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).

### Related Links

[Defining External Account Information](#)

[Setting Up Reconciliation Tables for Sources and Rules](#)

### External Accounts - Reconciliation Page

Use the External Accounts - Reconciliation page (BANK\_PNLRECON) to select a method of reconciliation, the reconciliation sources to match against the bank statement, and the sequence of execution.

## Navigation

Banking, Bank Accounts, External Accounts, Reconciliation

### Image: External Accounts - Reconciliation page

This example illustrates the fields and controls on the External Accounts - Reconciliation page. You can find definitions for the fields and controls later on this page.

Source Type	Source Seq.	Recon Rule	Description	Options	Tolerances	Recon Rule
Pre-process (before Recon)	10	PS_BANK_STMT_SETUP	Setup Bank Statement	Options	Tolerances	
Recon Process	20	PS_BANK_RCN_DEALS	Deals Recon Rules	Options	Tolerances	
Recon Process	30	PS_BANK_RCN_DISBRSE	Disbursement Recon Rules	Options	Tolerances	
Recon Process	50	PS_BANK_RCN_DEBIT	Debit Recon Rules	Options	Tolerances	
Recon Process	60	PS_BANK_RCN_DEPOSIT	Deposit Recon Rules	Options	Tolerances	
Recon Process	70	PS_BANK_RCN_DRAFT	Draft Recon Rules	Options	Tolerances	
Recon Process	80	PS_BANK_RCN_TRAN	Tran Recon Rules	Options	Tolerances	
Post-process (after Recon)	90	PS_BANK_STMT_EXCEP	Bank Statement Exceptions	Options	Tolerances	

### 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.

### Notification Method

Select a notification method for bank reconciliation exceptions.

The Recon Method must be *Automatic* to select a notification method. If the Recon Method is *Manual*, *None*, or *Semi Manual*, the notification method is *No Workflow*.

If the Recon Method is *Automatic*, you can choose from these options:

- *Notification Framework* - Sends email and worklist notifications using the Events and Notification Framework

in Enterprise Components. This method notifies users by email and worklist, and consolidates all exceptions for one bank account statement into each notification. You can view the exceptions for a bank account statement on the Automatic Reconciliation Exceptions page.

- *Workflow* - Sends notifications for each bank reconciliation to users using PeopleSoft Virtual Approver.
- *No Workflow* - Select this option to disable user notifications.

### 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.

## Reconciliation Tolerances Page

Use the Reconciliation Tolerances page (BNK\_LIMITS\_SBP) to set reconciliation tolerance ranges on the bank side for matching bank and system transactions.

### Navigation

Click Tolerances on the External Accounts - Reconciliation page.

### Image: Reconciliation Tolerances page

This example illustrates the fields and controls on the Reconciliation Tolerances page. You can find definitions for the fields and controls later on this page.

The screenshot shows a window titled "Reconciliation Tolerances" with the following fields and controls:

- SetID:** SHARE
- Bank:** USBNK
- Account:** CHCK
- Recon Rule:** PS\_BNK\_RCN\_DEALS
- Day Tolerance:**
  - Lower Day Limit: 3
  - Upper Day Limit: 2
- Monetary Tolerance:**
  - \*Monetary Limit: Amount (dropdown menu)
  - Accounting Template ID: BSP-BANKTRANFEE (with search icon)
  - Document Type: TR-FBO
- Amount Tolerance:**
  - Lower Amount Limit: 1.00
  - Upper Amount Limit: 1.00
- Buttons:** OK and Cancel

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.

## Related Links

"Establishing Accounting Templates (*PeopleSoft FSCM 9.2: Cash Management*)"

## 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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Statement Activity Type	BANK_ACT_TYPE	Banking, Administer Reconciliation, Statement Activity Type	Define statement activity types.

## Statement Activity Types Page

Use the Statement Activity Type page (BANK\_ACT\_TYPE) to define statement activity types.

## Navigation

Banking, Administer Reconciliation, Statement Activity Type

### Image: Statement Activity Type page

This example illustrates the fields and controls on the Statement Activity Type page. You can find definitions for the fields and controls later on this 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.

## Related Links

[Automatic Reconciliation Page](#)

"Establishing Accounting Templates (*PeopleSoft FSCM 9.2: Cash Management*)"

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## 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.

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**Important!** You can only implement this functionality if you have purchased and licensed Cash Management.

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## 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 semi-manual 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.

## Page Used to Set Up Cash Management Bank Statement Accounting

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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.

### Related Links

"Automated Accounting Page (*PeopleSoft FSCM 9.2: Cash Management*)"

### Prerequisites

Prior to establishing bank statement accounting parameters, you must set up:

- Bank statement activity types.
- Accounting templates for bank statement processing.

### Bank Statement Accounting Page

Use the Bank Statement Accounting page (BNK\_BSAC\_HDR) to 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.

## Navigation

Banking, Administer Reconciliation, Bank Statement Accounting

### Image: Bank Statement Accounting page

This example illustrates the fields and controls on the Bank Statement Accounting page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Bank Statement Accounting' page with the following details:

- Bank ID:** 121042882
- Account #:** 0741-256458
- Activity Type:** BKTRF
- GL Business Unit:** US001
- \*Description:** BSP Bank Transfer Fees
- \*Active Status:** Active
- \*Activity Default Template:** BSP-BANKTRANFEE
- Test Rules:** A section with a 'Test Rules' button.
- Rule ID Definition:** A section with fields for \*Rule ID, \*Active Status (Active), \*Description, Rule Default Template, and match options: Positional Match (selected), Pattern Match, and Value Match. It also includes 'From' and 'To' fields and a 'Pattern' field.
- Match Values:** A table with columns for \*Match Value, \*Match Template, and Description. It shows one row with a search icon and expand/collapse buttons.

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.

<b>Rule ID</b>	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.
<b>Rule Default Template</b>	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.
<b>Help Information</b>	Click to view information on defining match values.
<b>Positional Match</b>	Select to match data based on the positions that are entered in the From and Through fields.
<b>Pattern Match</b>	Select to match the entire masked string value that is adjacent to the entered Pattern.
<b>Value Match</b>	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.

# Receiving and Updating Bank Statements

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## 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 is 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, data files into the PSBD2 layout can be found on My Oracle Support.

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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 *PeopleTools: PeopleSoft Integration Broker*.

### Related Links

"Setting Up Bank Statement Processing (*PeopleSoft FSCM 9.2: Financial Gateway*)"

## Importing Bank Statements

This section discusses how to import bank statements.

### Pages Used to Import Bank Statements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Import Bank Statements	BSP_IMPORT	Banking, Bank Statements, Import Bank Statement	<p>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).</p> <p>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 Oracle's My Oracle Support website: <a href="https://support.oracle.com">https://support.oracle.com</a>.</p>
Bank Node Details	BSP_IMPORT_BNKNODE	<p>Click the View Bank Node Details link on the Import Bank Statements page.</p> <p>The View Bank Node Details link is available only if FTP or HTTP is selected in the Import Type field.</p>	Review bank node property details.

#### Related Links

[Setting Up the Bank Statement Import Process](#)

### Import Bank Statements Page

Use the Import Bank Statements page (BSP\_IMPORT) to 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).

## Navigation

Banking, Bank Statements, Import Bank Statement

### Image: Import Bank Statements page

This example illustrates the fields and controls on the Import Bank Statements page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Import Bank Statements' page with the following fields and controls:

- Run Control ID:** IMPORT
- Report Manager:** Report Manager
- Process Monitor:** Process Monitor
- Run Button:** Run
- Parameters Section:**
  - \*Request Number: 1
  - \*Import Type: FTP
  - Bank Node: PSFT\_XINBND
  - File Path: //bank/bank.data/
  - File Name: bs\_12192012.bt
  - \*Statement Type: Previous Day
  - \*Layout: PSBD2
- Advanced Options Section:**
  - Encryption Profile: TRIPLE DES DEC B64
  - Use Integration Broker:
  - \*Post Process File Action: None
  - Post Process File Directory: (empty)
- Layout Properties Table:**

Property Code	Value

Additional controls include 'Find | View All', 'First 1 of 1 Last', 'View Bank Node Details', 'File Selection Help', 'Select File', and 'View Layout Details'.

## 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 this link to access the Bank Node Details page (BSP\_IMPORT\_BNKNODE) 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.

### **Statement Type**

Select one of the supported bank statement types. Options include: *Current Day*, *Previous Day*, and *Statement Analysis*.

### **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).

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**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 My Oracle Support.

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## **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 "Code Mappings Page (*PeopleSoft FSCM 9.2: Financial Gateway*)".

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**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.

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**Administering Statement Information**

This section discusses how to:

- Update bank balances.
- Update bank transaction entries.
- Enter funds availability.
- Review addenda information.

**Pages Used to Administer Statement Information**

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Bank Balance Entry	BANK_BALANCE_ENTRY	Banking, Bank Statements, Enter Bank Statements	Enter bank account balance information.
Bank Transaction Entry	BNK_STMT_ENTRY	<ul style="list-style-type: none"> <li>• Banking, Bank Statements, Enter Bank Statements, Bank Transaction Entry</li> <li>• Select Enter Bank Statements from the drop-down menu of the Go To field on the Bank Statement Manager page.</li> </ul>	Enter bank transaction and addenda information for a specific bank statement ID.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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.  The Funds Availability page is available for deposit transactions only.
Bank Addenda Details	BANK_ADDENDA_SEC	<ul style="list-style-type: none"> <li>Click Expanded Addenda link on the Addenda Information tab of the Bank Transaction Entry page.</li> <li>Click Expanded Addenda link on the Bank Statement Manager page.</li> </ul>	View and edit addenda detail information that is associated with a statement transaction.

## 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.

### Bank Balance Entry Page

Use the Bank Balance Entry page (BANK\_BALANCE\_ENTRY) to enter bank account balance information.

## Navigation

- Banking, Bank Statements, Enter Bank Statements, Bank Balance Entry
- Click the View Bank Statement icon on the Book to Bank Reconciliation Details page.

### Image: Bank Balance Entry page

This example illustrates the fields and controls on the Bank Balance Entry page. You can find definitions for the fields and controls later on this page.

*Statement Code	Description	Value Date	Balance
010	Opening Ledger	01/03/2005	100,000.00
015	Closing Ledger	01/03/2005	95,200.00
045	Closing Available	01/03/2005	95,200.00

#### File ID

Displays the bank statement number provided by the bank. This field is populated during import of MT940, BAI2, and FINSTA statements and is display-only. The user cannot change the File ID for a bank statement that has been loaded into the system.

When you manually create a new bank statement, you can enter the File ID value. The File ID value appears as display-only during update mode.

## 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.

## Bank Transaction Entry Page

Use the Bank Transaction Entry page (BNK\_STMT\_ENTRY) to enter bank transaction and addenda information for a specific bank statement ID.

### Navigation

- Banking, Bank Statements, Enter Bank Statements, Bank Transaction Entry
- Select Enter Bank Statements in the Go To list on the Bank Statement Manager page.
- Click the View Bank Statement icon on the Book to Bank Reconciliation Details page and select the Bank Transaction Entry tab.

### Image: Bank Transaction Entry page

This example illustrates the fields and controls on the Bank Transaction Entry page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Bank Transaction Entry' page with the following fields and controls:

- Bank ID: 071000039
- Account #: 987654123
- Currency: USD
- Statement ID: 2
- Statement Date: 01/03/2005
- Status: Ready
- Load Date/Time: 04/13/2005 11:28:40AM
- Creation Date: 01/03/2005
- File ID: (empty)

The 'Bank Transactions' table is displayed below the fields:

Statement Code	Description	Reference	Bank Date	Transaction Amount	Funds Availability	Value Date		
195	Incoming Money Transfer	CM0000000072	01/03/2005	700.00	\$	01/03/2005	+	-
195	Incoming Money Transfer	CM0000000074	01/03/2005	1,300.00	\$	01/03/2005	+	-
399	Miscellaneous Credit	CM0000000076	01/03/2005	1,900.00	\$	01/03/2005	+	-
169	Miscellaneous ACH Credit	CM0000000077	01/03/2005	100.00	\$	01/03/2005	+	-
169	Miscellaneous ACH Credit	CM0000000078	01/03/2005	100.00	\$	01/03/2005	+	-
195	Incoming Money Transfer	CM0000000080	01/03/2005	700.00	\$	01/03/2005	+	-

Additional controls include 'Personalize', 'Find', 'View All', and 'Event Log'.

The system populates the transaction information on this page when you load statements electronically; you can edit them if needed.

### File ID

Displays the bank statement number provided by the bank. This field is populated during import of MT940, BAI2, and

FINSTA statements. This field is display-only; you cannot change the File ID for a bank statement that has been loaded into the system.

When you manually create a new bank statement, you can enter the File ID value. The File ID value appears as display-only during update mode.

## 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 this icon 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:

*Automated Clearing House*

*Bank Adjustments*

*Bill of Exchange - Disburse*

*Bill of Order - Disburse*

*Check*

*Deposits*

*Direct Debit*

*Direct Debit - Disburse*

*Drafts*

*Electronic Funds Transfer*

*Fee Expense*

*Funding Receipt*

*General Transaction**Interest Expense**Manual Check**Miscellaneous Transaction**Payment**Stop Pay**Trade Receipt**Voided Payment**Wire - Disbursement**Wire - Incoming*

**Recon Status (reconciliation status)** Select a status for the transactions.

If you import this statement data, the system initially sets the row to *Unreconciled*. 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 *Reconciled*.

See [Processing Bank Statement Accounting](#).

**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.

## Related Links

[Defining Statement Activities](#)

## Funds Availability Page

Use the Funds Availability page (BANK\_FLOAT\_BAL\_SEC) to enter one-day and two-day floats for a bank statement deposit entry item.

## Navigation

Click the Funds Availability icon on the Bank Transaction Entry page.

For a bank statement deposit item, enter amounts in the Available Balance, One Day Float, and Two Day Float fields.

## Bank Addenda Details Page

Use the Bank Addenda Details page (BANK\_ADDENDA\_SEC) to view and edit addenda detail information that is associated with a statement transaction.

### Navigation

- Click the Expanded Addenda icon on the Addenda Information tab of the Bank Transaction Entry page.
- Click the Expanded Addenda icon on the Bank Statement Manager page.

The Addenda 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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 Balance Information tab of the Enter Internal Bank Balances page.	Enter float information for an internal bank balance.

### Enter Internal Bank Balances Page

Use the Enter Internal Bank Balances page (BNK\_BAL\_ENTRY\_PNL) to manage internal bank account statements.

### Navigation

Banking, Bank Statements, Enter Internal Bank Balances

### Image: Enter Internal Bank Balances page

This example illustrates the fields and controls on the Enter Internal Bank Balances page. You can find definitions for the fields and controls later on this 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.

## Bank Balance - Float Entry Page

Use the Bank Balance - Float Entry page (BNK\_BAL\_ENTRY\_FLT) to enter float information for an internal bank balance.

### Navigation

Click Float on the Balance Information tab of the Enter Internal Bank Balances 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.

### Pages Used to Update Current Day Bank Statements

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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, Current Day Transactions	Enter information for current day transactions.

#### Related Links

"Setting Up Cash Forecasting (*PeopleSoft FSCM 9.2: Cash Management*)"

### Current Day Balances Page

Use the Current Day Balances page (BANK\_SDBAL\_ENTRY) to view and update automatically loaded current day statements.

#### Navigation

Banking, Bank Statements, Enter Current Day Bank Statements

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).

#### Related Links

[Bank Balance Entry Page](#)

### Current Day Transactions Page

Use the Current Day Transactions page (BANK\_SDSTMT\_ENTRY) to enter information for current day transactions.

#### Navigation

Banking, Bank Statements, Enter Current Day Bank Statements, Current Day Transactions

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.

## Related Links

[Bank Transaction Entry Page](#)

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## Reviewing 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

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Review Bank Balances	BNK_BAL_AAA_PNL	<ul style="list-style-type: none"> <li>• Banking, Bank Statements, Review Bank Balances</li> <li>• Select <i>Review Bank Balances</i> from the Go To list on the Bank Statement Manager page.</li> </ul>	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	<ul style="list-style-type: none"> <li>• Banking, Bank Statements, Review Bank Statements</li> <li>• Select <i>Review Bank Statements</i> from the Go To list on the Bank Statement Manager page.</li> </ul>	Inquire on statement information for a bank account and run the Account Register report (FSX3000). Use the report to see all transactions in an electronic bank statement.
Bank Statement Manager	BNK_STMT_MGR	Banking, Bank Statements, Bank Statement Manager	Inquire on balance and statement transaction information for a specific external bank.

## Review Bank Balances Page

Use the Review Bank Balances page (BNK\_BAL\_AAA\_PNL) to inquire on balance information according to the search criteria.

You can also revalue currency and generate balance graphs.

### Navigation

- Banking, Bank Statements, Review Bank Balances
- Select *Review Bank Balances* from the Go To list on the Bank Statement Manager page.

Enter the search criteria and click Search.

<b>Search By</b>	Click to summarize data by a single business unit or by group ID for a group of business units.
<b>Sum By</b>	Select bank or currency to summarize the data, if the search parameters return multiple results.
<b>Revalue Currency</b>	Click to open the Revalue Balances page to change the amounts to a different currency. Use the Revalue Balances page (BNK_BAL_REVAL_PNL) to specify the new currency, market rate index, and exchange rate type to use to calculate new balance amounts.
<b>Available Balance</b>	Displays the current amount of funds that are available in the account.
<b>Balance to Graph</b>	Select the information to appear in a chart: <i>CLOSING AVAILABLE</i> , <i>CLOSING LEDGER</i> , or <i>OPENING LEDGER</i> .
<b>Generate Graph</b>	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 [Balance Codes Page](#).

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.

### Related Links

[Bank Balance - Float Entry Page](#)

## Bank Statement Manager Page

Use the Bank Statement Manager page (BNK\_STMT\_MGR) to inquire on balance and statement transaction information for a specific external bank.

### Navigation

Banking, Bank Statements, Bank Statement Manager

### Image: Bank Statement Manager page

This example illustrates the fields and controls on the Bank Statement Manager page. You can find definitions for the fields and controls later on this page.

**Bank Statement Manager**

Bank DEM01 071000039 Account # 987654123 Currency USD

---

Bank Balances	
OPENING LEDGER	100000.00
CLOSING LEDGER	95200.00
CLOSING AVAILABLE	95200.00

Select a Statement Date

---

Statement Transactions				Personalize	Find	View All	First	1-6 of 6	Last
Reference	Bank Date	Transaction Amount	Value Date	Transaction Code	Reconciliation Status	Expanded Addenda			
CM0000000072	01/03/2005	700.00	01/03/2005	Wire - Disbursement	Unreconciled				
CM0000000074	01/03/2005	1300.00	01/03/2005	Wire - Disbursement	Unreconciled				
CM0000000076	01/03/2005	1900.00	01/03/2005		Unreconciled				
CM0000000077	01/03/2005	100.00	01/03/2005		Unreconciled				
CM0000000078	01/03/2005	100.00	01/03/2005		Unreconciled				
CM0000000080	01/03/2005	700.00	01/03/2005	Wire - Disbursement	Unreconciled				

Go to:

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 this icon to access the Bank Addenda Details page.

**Related Links**

[Understanding the Bank Statement Import Infrastructure](#)

---

## 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 *PeopleTools PeopleBook: Security Administration*

## Pages Used to Review Bank Statement Files

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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.

## Review Bank Statement Files Page

Use the Review Bank Statement Files page (BSP\_FILE\_INQUIRY) to review summary and detail information about the import status of bank files.

### Navigation

Banking, Bank Statements, Review Bank Statement Files

### Image: Review Bank Statement Files page

This example illustrates the fields and controls on the Review Bank Statement Files page. You can find definitions for the fields and controls later on this 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

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## 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 (BANK\_BALANCE\_ENTRY) 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.

### Related Links

[Setting Up the Bank Statement Import Process](#)

[Managing Reconciliation Methods and Statements](#)

## 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.

## Related Links

[Reconciliation Tolerances Page](#)

"Maintaining Currency Tables (*PeopleSoft FSCM 9.2: Global Options and Reports*)"

## 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.

## Related Links

[Setting Up Reconciliation Tables for Sources and Rules](#)

[Defining Reconciliation Options for Accounts](#)

[Defining Statement Activities](#)

[Setting Up the Bank Statement Import Process](#)

[Understanding Statement Updates](#)

## Common Elements Used to Reconcile Statements

<b>Load Date and Time</b>	Displays the date and time that the bank file was loaded.
<b>Recon Status (reconciliation status)</b>	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.
<b>Trans Code (transaction code) or Transaction Type</b>	Identifies the type of transaction in a bank statement: <i>ACH</i> : Automatic Clearing House <i>B</i> : Direct Debit

*BOE*: Bill of Exchange - Disburse

*BOO*: Bill of Order - Disburse

*CHK*: Check

*DD*: Direct Debit - Disburse

*D*: Deposits

*EFT*: Electronic Funds Transfer

*F*: Fee Expense

*G*: General Transaction

*I*: Interest Expense

*M*: Miscellaneous Transaction

*MAN*: Manual Check

*P*: Payment

*R*: Drafts

*S*: Stop Payment

*U*: Funding Receipt

*V*: Voided Payment

*WIR*: 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 topic includes how to select and run the reconciliation processes.

## Page Used to Process Reconciliations

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Process Reconciliation	RECON_REQUEST	Banking, Reconcile Statements, Process Reconciliation	<p>Create a reconciliation run control for a specified bank and account. This run control contains the following three reconciliation methods:</p> <ul style="list-style-type: none"> <li>• Bank Reconciliation ( FSPRECON) Application Engine process.</li> <li>• Recon and Statement Accounting ( reconciliation and statement accounting) ( RCN_BSAC) PSJob.</li> <li>• Recon and Bank Statement Process ( reconciliation and bank statement process) ( RCNBSP) PSJob.</li> </ul> <p>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.</p>

### Process Reconciliation Page

Use the Process Reconciliation page (RECON\_REQUEST) to create a reconciliation run control for a specified bank and account.

#### Navigation

Banking, Reconcile Statements, Process Reconciliation

The Process Scheduler Request page displays three reconciliation process methods:

- 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.

Oracle's PeopleSoft ecommends that you select only one method to run at a time instead of selecting multiple methods to run concurrently.

### Image: Process Reconciliation page

This example illustrates the fields and controls on the Process Reconciliation page. You can find definitions for the fields and controls later on this page.

Enter your process frequency and request parameters.

Select any combination of the three 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.

### Page Used to Run Bank Statement Accounting

Page Name	Definition 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.

### Related Links

[Automatic Reconciliation Page](#)

[Semi Manual Reconciliation Page](#)

### Bank Statement Accounting Page

Use the Bank Statement Accounting page (TR\_STMTACCTG\_REQ) to enter processing parameters to run the Bank Statement Accounting (TR\_STMTACCTG) Application Engine process.

#### Navigation

Banking, Reconcile Statements, Process Statement Accounting

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.

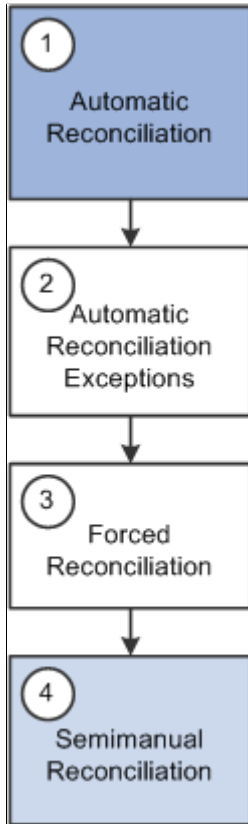
## Pages Used to Manage Reconciliation Methods and Statements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

## Recommended Reconciliation Process

### Image: Recommended reconciliation process

This diagram illustrates the best-practice process for reconciling system transactions with bank statement transactions from running the automatic reconciliation process, to processing the automatic reconciliation exceptions, to reconciling the remaining transactions from the Semi Manual reconciliation page



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.

- 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).

## Automatic Reconciliation Page

Use the Automatic Reconciliation page (BNK\_RCN\_CYC\_STSA) to 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.

### Navigation

Banking, Reconcile Statements, Automatic Reconciliation

### Image: Automatic Reconciliation page

This example illustrates the fields and controls on the Automatic Reconciliation page. You can find definitions for the fields and controls later on this page.

**Automatic Reconciliation**

**Search Criteria**

Bank ID [%]  Account # [%]

\*Date Statement As Of Date  From 11/12/2008  Thru 11/14/2008

**Bank Statements** Personalize | Find | View All |  | First 1-12 of 12 Last

Select	Bank ID	Account #	Statement ID	As Of Date	Trans	Reconciled	Cycle Status	Exceptions
<input type="checkbox"/>	00700	115201849173	111408	11/14/2008	0	0	Complete	
<input type="checkbox"/>	00700	115201849173	111308	11/13/2008	0	0	Complete	
<input type="checkbox"/>	00700	115201849173	111208	11/12/2008	1	0	Ready	<a href="#">Exceptions</a>
<input type="checkbox"/>	00700	115201849175	111408	11/14/2008	0	0	Complete	
<input type="checkbox"/>	00700	115201849175	111308	11/13/2008	1	0	Ready	<a href="#">Exceptions</a>
<input type="checkbox"/>	00700	115201849175	111208	11/12/2008	1	0	Ready	<a href="#">Exceptions</a>
<input type="checkbox"/>	0800	000019-2000145399	111408	11/14/2008	1	0	Ready	<a href="#">Exceptions</a>
<input type="checkbox"/>	0800	000019-2000145399	111308	11/13/2008	1	0	Ready	<a href="#">Exceptions</a>
<input type="checkbox"/>	0800	000019-2000145399	111208	11/12/2008	1	0	Ready	<a href="#">Exceptions</a>
<input type="checkbox"/>	601613	701900234	111408	11/14/2008	0	0	Complete	
<input type="checkbox"/>	601613	701900234	111308	11/13/2008	1	0	Ready	<a href="#">Exceptions</a>
<input type="checkbox"/>	601613	701900234	111208	11/12/2008	1	0	Ready	<a href="#">Exceptions</a>

Select All  Clear All Process Monitor

Reports Exceptions   [Report Manager](#)

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:

*Load Failed:* Indicates the bank files could not load.

*Fatal Error:* Indicates a fatal error occurred during automatic reconciliation processing.

*Loading:* Indicates the bank files are being loaded.

*Reconciling:* Indicates the files are being reconciled.

*Ready:* 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.

*Complete:* 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 deselect the Select option for all selected bank statements.

<b>Run Recon (run reconciliation)</b>	Runs the Bank Reconciliation process for the selected bank statements.
<b>Refresh</b>	Click to refresh the Bank Statements grid with new information after running reconciliation.
<b>Reports</b>	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.

## Semi Manual Reconciliation Page

Use the Semi Manual Reconciliation page (BNK\_RCN\_SEMI\_MAN) to 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.

## Navigation

Banking, Reconcile Statements, Semi-Manual Reconciliation

### Image: Semi Manual Reconciliation page

This example illustrates the fields and controls on the Semi Manual Reconciliation page for an unreconciled transactions. You can find definitions for the fields and controls later on this page.

**Semi Manual Reconciliation** \*Search By From Date / Thru Date

Search Criteria

Bank ID: 121042882 Account #: 0741-256458 Statement ID: %

From Date: 08/11/2000 Thru Date: 09/01/2001

\*Reconciliation Status: Unreconciled

From Amount: To Amount: Currency Code: USD

Advanced Search

Bank Transactions					System Transactions					
Select	Reference	Bank Date	Tran Amt	Type	Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	00000000362	08/11/2000	-80,000.00	WIR	<input type="checkbox"/>	STL1	08/27/2001	8,333.33	EFT	Treasury
<input type="checkbox"/>	PIRD200	08/11/2000	50,000.00	D	<input type="checkbox"/>	INVEST3	08/24/2001	5,375.00	EFT	Treasury
<input type="checkbox"/>	PIRD200	08/11/2000	50,000.00	D	<input type="checkbox"/>	STL1	07/25/2001	8,333.33	EFT	Treasury
					<input type="checkbox"/>	STL4	07/25/2001	97,500.00	EFT	Treasury
					<input type="checkbox"/>	INVEST3	07/24/2001	5,375.00	EFT	Treasury
					<input type="checkbox"/>	INVEST1	07/24/2001	10,500.00	EFT	Treasury
					<input type="checkbox"/>	INVEST3	06/25/2001	5,375.00	EFT	Treasury
					<input type="checkbox"/>	STL1	06/25/2001	8,333.33	EFT	Treasury
					<input type="checkbox"/>	STL1	05/25/2001	8,333.33	EFT	Treasury
					<input type="checkbox"/>	INVEST3	05/24/2001	5,375.00	EFT	Treasury
					<input type="checkbox"/>	DMWSRD-08	04/27/2001	5,000.00	D	Receivables
					<input type="checkbox"/>	DMWSRD-09	04/27/2001	4,650.00	D	Receivables
					<input type="checkbox"/>	DMWSRD-11	04/27/2001	48,600.00	D	Receivables
					<input type="checkbox"/>	DMWSRD-05	04/27/2001	265,150.00	D	Receivables
					<input type="checkbox"/>	DMWSRD-06	04/27/2001	281,900.00	D	Receivables

Amount: 0.00

Reconcile Refresh

Amount: 0.00 Difference: 0.00

### Image: Semi Manual Reconciliation page

This example illustrates the fields and controls on the Semi Manual Reconciliation page for reconciled transactions. You can find definitions for the fields and controls later on this page.

**Semi Manual Reconciliation** \*Search By From Date / Thru Date

Search Criteria

Bank ID: 00001 Account #: 00000000001 Statement ID: %

From Date: 11/15/2000 Thru Date: 11/15/2000

\*Reconciliation Status: Reconciled

From Amount: To Amount: Currency Code: EUR

Advanced Search

Bank Transactions					System Transactions					
Select	Reference	Bank Date	Tran Amt	Type	Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	EXT014	11/15/2000	1,195.90	F	<input type="checkbox"/>	EXT014	11/15/2000	182.31	F	External Transactions
<input type="checkbox"/>	EXT018	11/15/2000	1,175.00	F	<input type="checkbox"/>	EXT018	11/15/2000	179.13	F	External Transactions

Amount: 0.00

Unreconcile Refresh Select Matches

Amount: 0.00 Difference: 0.00

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.

---

<b>Bank Date</b>	Displays the date on which the bank recorded the transaction.
<b>Tran Date (transaction date)</b>	Displays the date on which the system transaction occurred.
<b>Source</b>	<p>Displays the origin application for the transactions:</p> <p><i>AR:</i> Accounts Receivable, includes receivables, direct debits, and drafts.</p> <hr/> <p><b>Note:</b> Unbalanced payments in PeopleSoft 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.</p> <hr/> <p><i>XT:</i> Transactions from outside the system.</p> <p><i>AP:</i> Payables.</p> <p><i>TR:</i> Treasury.</p>
<b>Amount</b>	Displays the sum total of the transactions selected on the corresponding side of the page.
<b>Difference</b>	The difference between the sum total of the selected bank statement transactions and the selected system transactions.
<b>Refresh</b>	After selecting transactions, click the Refresh button to generate the Amounts and difference fields.
<b>Select Matches</b>	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.

## Manual Reconciliation Page

Use the Manual Reconciliation page (BNK\_RCN\_MAN\_GEN) to reconcile statements for banks that do not provide an electronic file of their transaction data.

## Navigation

Banking, Reconcile Statements, Manual Reconciliation

### Image: Manual Reconciliation page

This example illustrates the fields and controls on the Manual Reconciliation page. You can find definitions for the fields and controls later on this page.

**Manual Reconciliation** \*Search By From Date / Thru Date

---

**Search Criteria**

Bank ID  Account #  \*Status

From Date  Thru Date  Method

Total Transaction Amount 89,590.96 EUR

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	<input type="text" value="12/20/2012"/>	UNR	MC-101	03/06/2008	10,000.00	CHK	Receivables Payments	Unident	Receipt
<input type="checkbox"/>	<input type="text" value="12/20/2012"/>	UNR	ECLA01-UNAPP	08/01/2003	2,000.00	CHK	Receivables Payments	Ident	Receipt
<input type="checkbox"/>	<input type="text" value="12/20/2012"/>	UNR	ECLA01-INPROC	08/01/2003	2,439.18	CHK	Receivables Payments	Ident	Receipt
<input type="checkbox"/>	<input type="text" value="12/20/2012"/>	UNR	PP-EV02-BAL01	06/15/2002	3,279.54	CHK	Receivables Payments	Ident	Receipt
<input type="checkbox"/>	<input type="text" value="12/20/2012"/>	UNR	PP-EV02-BAL02	06/15/2002	3,213.95	CHK	Receivables Payments	Ident	Receipt
<input type="checkbox"/>	<input type="text" value="12/20/2012"/>	UNR	PP-EV02-COM01	06/15/2002	1,093.18	CHK	Receivables Payments	Ident	Receipt
<input type="checkbox"/>	<input type="text" value="12/20/2012"/>	UNR	PP-EV02-COM02	06/15/2002	1,071.32	CHK	Receivables Payments	Ident	Receipt
<input type="checkbox"/>	<input type="text" value="12/20/2012"/>	UNR	PP-EV02-COM03	06/15/2002	3,279.54	CHK	Receivables Payments	Ident	Receipt
<input type="checkbox"/>	<input type="text" value="12/20/2012"/>	UNR	PP-EV02-OL101	06/15/2002	2,742.09	CHK	Receivables Payments	Ident	Receipt
<input type="checkbox"/>	<input type="text" value="12/20/2012"/>	UNR	PP-EV02-OLC01	06/15/2002	2,285.08	CHK	Receivables Payments	Ident	Receipt

Select All  Clear All

[Report Manager](#) [Process Monitor](#)

**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:

*Unreconciled:* Select to reconcile transactions.

*Reconciled:* 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

<b>Status (reconciliation status)</b>	Displays the reconciliation status: <i>UNR</i> (unreconciled) or <i>REC</i> (reconciled).
<b>Transaction Date</b>	Displays the date on which the system transaction occurred.
<b>Status</b>	Displays the payment status for Payables transactions.
<b>Detail</b>	Displays the transaction type or payment method.
<b>Reconcile</b>	Click to reconcile selected transactions.
<b>Override Reconciliation Date</b>	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.
<b>Account Register Report</b>	Click to generate the Account Register report (FSX4004), 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\_V2 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.

## Pages Used to Reconcile Externally Generated Transactions

Page Name	Definition 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.

### Related Links

[Defining Statement Activities](#)

## External Transactions Page

Use the External Transactions page (BNK\_RCN\_TRAN\_UPDT) to modify or insert additional external transactions for a bank account.

You also use this page to add new external transactions.

### Navigation

Banking, Reconcile Statements, External Transactions

### Image: External Transactions page

This example illustrates the fields and controls on the External Transactions page. You can find definitions for the fields and controls later on this page.

**External Transactions**

Search Criteria

Unit  Bank ID  Account #

Transaction Date  Reference

External Transactions Personalize | 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	PY12007	5,452.88	CAD

## 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.

### Image: Transaction Details tab of the External Transactions page

This example illustrates the fields and controls on the Transaction Details tab of the External Transactions page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'External Transactions' page with the following search criteria: Unit US001, Bank ID 071000288, Account # 7098454, Transaction Date 08/01/2000, and Reference PY12007. The 'Transaction Details' tab is selected, showing a table with the following data:

*Tran Date	Transaction Code	*Transaction Description	Status	Accounting Template ID	Doc Type	
08/01/2000	Trade Receipt	Lockbox Cust28384	UNR	BSP-INTINC	VAT	

### 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.

## Related Links

"Editing VAT External Transaction Details (*PeopleSoft FSCM 9.2: Cash Management*)"

## 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 functionality 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.

## Pages Used to Manage Federal Schedule ID Reconciliations

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 (FSX4004). 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 (FSX4004). Use the report to view a list of reconciled or unreconciled Federal Schedule ID payments.

## Related Links

"Understanding Federal Payment Processing (*PeopleSoft FSCM 9.2: Payables*)"

## 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.

## Related Links

[Bank Information Page](#)

[External Accounts - Payment Methods Page](#)

## 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.

## Schedule ID Reconciliation Page

Use the Schedule ID Reconciliation page (BNK\_RCN\_MAN\_TRE) to reconcile a series of federal schedule ID payments.

Run the Account Register report (FSX4004). Use the report to view a list of reconciled or unreconciled Federal Schedule ID payments.

## Navigation

Banking, Reconcile Statements, Schedule ID Reconciliation

### Image: Schedule ID Reconciliation page

This example illustrates the fields and controls on the Schedule ID Reconciliation page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Schedule ID Reconciliation' page with the following elements:

- Search Filters:** Bank ID, Account #, and Schedule ID fields with search icons, and a Search button.
- Filters:** Pay Confirm # From, Thru, and Sent Date fields; Disbursed Date field with a calendar icon; Reconciled Amount field; and Currency dropdown.
- Table:** A table with columns: Select, Pay Confirm #, Reference, Remit Supplier, Remit Supplier Name, Tran Amt, Currency, Tran Date, Status, and View Payment. The table is currently empty.
- Summary:** A 'Reconcile' button and a 'Total Amount' field showing 0.000.
- Footer:** 'Run Report' button, 'Report Manager' link, and 'Process Monitor' link.

### Pay Confirm # From and Thru

Enter a range of payment confirmation numbers that are obtained from GOALS - RFCAL.



Click the Assign Confirmation Number icon 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\_SCHED) 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 U.S. Treasury Payment confirmation number.
- Updates the IPAC Document Reference Number on an IPAC payment with the U.S. 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 Schedule Recon Page**

Use the Reverse Schedule Recon (reverse schedule reconciliation) page (BNK\_RCN\_MAN\_TRE) to reverse reconcile any schedule ID payments reconciled in error.

Run the Account Register report (FSX4004). Use the report to view a list of reconciled or unreconciled Federal Schedule ID payments.

**Navigation**

Banking, Reconcile Statements, Reverse Schedule ID Recon

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.

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**Note:** You cannot reverse reconcile payments after running the Cash Clearing process (APCSHCLR).

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**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**

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Reconciliation Manager	BNK_RCN_MGR	Banking, Reconcile Statements, Reconciliation Manager	Perform automatic, semi-manual, or manual reconciliation for statements for a single bank.
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 (FSX4004). Use the report to view a list of reconciled or unreconciled transactions.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Review Bank Statements	BNK_RCN_STMT_GEN	<ul style="list-style-type: none"> <li>Banking, Bank Statements, Review Bank Statements</li> <li>Click Review Bank Statements from the drop-down menu of the Go To field on the Bank Statement Manager page.</li> </ul>	Inquire on statement information for a bank account and run the Account Register report (FSX3000). Use the report to review all transactions in an electronic bank statement.

## Reconciliation Manager Page

Use the Reconciliation Manager page (BNK\_RCN\_MGR) to perform automatic, semi-manual, or manual reconciliation for statements for a single bank.

### Navigation

Banking, Reconcile Statements, Reconciliation Manager

### Image: Reconciliation Manager page

This example illustrates the fields and controls on the Reconciliation Manager page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Reconciliation Manager' interface. At the top right, there is a dropdown menu labeled '\*Show Statements for' set to 'Current Month'. Below this is a link 'Add/Update Accounts'. The main area displays a list of bank accounts with columns for 'Bank ID', 'Bank Account #', and 'System Che'. Three accounts are visible: 'USA BANK' (0741-200006), 'Manual Che' (0741-215056), and 'CHECK ACCT' (0741-256458). Each account has a corresponding 'Bank Statements' table with columns: 'Statement ID', 'As Of Date', 'Load Date and Time', 'Trans Loaded', 'Reconciled', and 'Cycle Status'. The 'Manual Che' account has a 'Semi Manual Recon' button, while the 'CHECK ACCT' account has an 'Automatic Reconciliation' button. The 'TEST ACCOU' account (123456789) has a message: 'No reconciliation has been setup for this account.' At the bottom left, there is a link 'Add a Bank to My List'.

### Show Statements for

Select *Current Month*, *Last Month*, or *Today*. 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.

### Related Links

[Understanding Reconciliation](#)

## Transactions By Account Page

Use the Transactions By Account page (BNK\_RCN\_ALL\_GEN) to inquire on transactions for a specific account and run the Account Register report (FSX4004).

Use the report to view a list of reconciled or unreconciled transactions.

### Navigation

Banking, Analyze Exceptions, Transactions by Account

### 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.

## Review Bank Statements Page

Use the Review Bank Statements page (BNK\_RCN\_STMT\_GEN) to inquire on statement information for a bank account and run the Account Register report (FSX3000).

Use the report to see all transactions in an electronic bank statement.

### Navigation

- Banking, Bank Statements, Review Bank Statements
- Select *Review Bank Statements* from the Go To list on the Bank Statement Manager 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 (FSX3000 [BI Publisher]).



# Resolving Reconciliation Exceptions

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## 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.

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**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.

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- 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.

## Related Links

[Reconciliation Tolerances Page](#)

[Defining Statement Activities](#)

[Reconciling Externally Generated Transactions](#)

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## Understanding Notifications of Reconciliation Exceptions

PeopleSoft Treasury offers notifications of reconciliation exceptions through Workflow virtual approval or Notification Framework. You determine the notification type when you set up the reconciliation method for a bank account. If the reconciliation method is *Automatic*, the default notification method is the Notification Framework, but you can select workflow methodology if desired.

If you have implemented the Reconciliation Exceptions Workflow with virtual approval methodology, use PeopleSoft Application Designer to define business processes, activities, business events, worklists, routings, and approval rule sets. If you have implemented the Exceptions workflow when you run the Reconciliations Exceptions process (TR\_RECON\_EXC), the system automatically routes a notification for each exception to a defined or user's worklist.

The Events and Notification Framework provides a configurable framework in Enterprise Components, where you can implement the notification process for reconciliation exceptions to send email and worklist notifications. If the reconciliation method is *Automatic* and the Recon Method is *Notification Framework*, the system automatically routes a consolidated list of reconciliation exceptions for a bank account to a defined user's worklist and sends email notifications, when you run the Reconciliations Exceptions process (TR\_RECON\_EXC).

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**Note:** XML notifications are not part of the delivered Notification Framework for Bank Reconciliation Exceptions.

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### Related Links

[Route Reconciliation Exception Page](#)

[Delivered Workflows for PeopleSoft Banking](#)

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## Processing Reconciliation Errors and Exceptions

This section lists prerequisites and discusses how to:

- Notify users of exceptions.
- Run error and exception reports.
- Force exceptions to reconcile.
- Resolve exceptions using semimanual reconciliation.
- View accounting for forced reconciliations.

### Pages Used to Process Reconciliation Errors and Exceptions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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 (FSX3002 [BI Publisher]). Use this report to view a list of all reconciliation errors for a bank statement.  Run the Auto Recon Exceptions report (FSX3001 [BI Publisher]). Use this report to view a list of all transactions with exceptions for a bank statement.
Automatic Reconciliation Exceptions	BNK_RCN_VUE_UNR	<ul style="list-style-type: none"> <li>Banking, Analyze Exceptions, Auto Reconciliation Exceptions</li> <li>Click Exceptions on the Automatic Reconciliation page.</li> </ul>	Click to force automatic-reconciliation exceptions to reconcile. You can also create external transactions for bank-side transactions with no corresponding system-side transactions.
Semi Manual Reconciliation	BNK_RCN_SEMI_MAN	Banking, Reconcile Statements, Semi-Manual Reconciliation	Resolve exceptions using semi-manual reconciliation. Select a transaction on the bank side to match a transaction on the system side.  See <a href="#">Managing Reconciliation Methods and Statements</a> .
BSP Accounting	TRA_EVENT_CAL_2	Cash Management, Treasury Accounting, Accounting Events, BSP Accounting Events	View the bank statement processing (BSP) accounting events that are scheduled for force-reconciled transactions.
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 (BI Publisher).

## Prerequisites

If you plan to route exceptions for automatic reconciliation to a user's worklist or email account, you must select *Automatic* in the Recon Method field, and choose either the *Notification Framework* or *Workflow* notification method for the bank account on the External Accounts - Reconciliation page.

**Note:** If you are using a reconciliation method other than automatic, the system sets the Recon Method field to *No Workflow*.

If you choose the Notification Framework method for automatic reconciliation, the Notification Registry definition for Bank Reconciliation Exceptions is delivered as system data and provides the integration between Treasury and the Notification Framework. You can allow users to override the worklist or email notifications on the Notification Registry page.

Information provided for system-level notifications can be changed in the Notifications System Overrides component. If required, you can modify the Email Notification and Worklist Notification details, on the System-Level Notifications page. Options to allow user overrides for worklist or email notifications must be selected on the Notification Registry page in order to enter notification details in at the system level. By default, the system notifies users with the Bank Manager role by worklist if any reconciliation exceptions are found. In order to trigger email notifications, you must enter user IDs or email addresses in the Override Email Notification section.

<b>Description</b>	<b>Process Name</b>	<b>Process Category</b>	<b>Navigation</b>
Notification Registry for Bank Reconciliation Exceptions	TR_RECON_EXCEPTIONS	BANK_RECON_EXCEPTIONS	Enterprise Components, Events & Notifications, Notifications Framework, Notifications Registry
Notifications System Overrides for Bank Reconciliation Exceptions	TR_RECON_EXCEPTIONS	BANK_RECON_EXCEPTIONS	Enterprise Components Events & Notifications, Notifications Framework, Notifications System Overrides, System-Level Notifications

See the product documentation for *PeopleTools: PeopleSoft Application Designer Developer's Guide*, *PeopleSoft Approval Framework*, and *PeopleSoft Events and Notifications Framework*.

## Route Reconciliation Exception Page

Use the Route Reconciliation Exception page (TR\_AE\_RUNCNTL) to route exceptions to a user's worklist.

Define the run parameters for the Reconciliation Exceptions process.

### Navigation

Banking, Analyze Exceptions, Route Reconciliation Exception

Select a bind variable name of either *BNK\_ID\_NBR* or *BANK\_ACCOUNT\_NUM* and enter a value.

## Automatic Reconciliation Page

Use the Automatic Reconciliation page (BNK\_RCN\_CYC\_STSA) to determine whether a bank statement has reconciliation errors.

Run the Auto Recon Errors report (FSX3002). Use this report to view a list of all reconciliation errors for a bank statement.

Run the Auto Recon Exceptions report (FSX3001). Use this report to view a list of all transactions with exceptions for a bank statement.

**Navigation**

Banking, Reconcile Statements, Automatic Reconciliation

Select either *Errors* or *Exceptions* in the Reports field, and then click Run Report.

**Related Links**

[Automatic Reconciliation Page](#)

**Automatic Reconciliation Exceptions Page**

Use the Automatic Reconciliation Exceptions page (BNK\_RCN\_VUE\_UNR) to force automatic reconciliation exceptions to reconcile.

You can also create external transactions for bank-side transactions with no corresponding system-side transactions.

**Navigation**

- Banking, Analyze Exceptions, Auto Reconciliation Exceptions
- Click Exceptions on the Automatic Reconciliation page.

**Image: Automatic Reconciliation Exceptions page**

This example illustrates the fields and controls on the Automatic Reconciliation Exceptions page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Automatic Reconciliation Exceptions' page. At the top, there is a search bar with the criteria '\*Search By From Date / Thru Date'. Below this, search criteria are entered: Bank ID 121042882, Account # 0741-256458, Statement ID 1, Currency Code USD, From Date 08/01/2000, and Thru Date 08/01/2000. A 'Search' button is present. The main area displays a table of 'Auto Reconciliation Exceptions' with columns for Reference, Exception, Bank / Tran Amt, Bank / Tran Date, and Bank Tran Type / Tran Status. The table lists several transactions with various exceptions like 'Amounts Not Equal', 'Treasury', 'Duplicate Input Transactions', and 'External Transactions'. At the bottom, there are controls for 'Select All' (checked), 'Clear All', and a 'Reconcile' button with a link for 'External Transactions'.

Reference	Exception	Bank / Tran Amt	Bank / Tran Date	Bank Tran Type / Tran Status
<input type="checkbox"/> Reconcile TRW000000002	Amounts Not Equal	-14,532.00	08/01/2000	WIR Wire - Disbursement
<input type="checkbox"/> Reconcile TRW000000002	Treasury	14,532.00	08/01/2000	EFT Open
<input type="checkbox"/> Reconcile TRW000000003	Amounts Not Equal	-387.19	08/01/2000	WIR Wire - Disbursement
<input type="checkbox"/> Reconcile TRW000000003	Treasury	387.18	08/01/2000	EFT Open
<input type="checkbox"/> Reconcile JMS092285	Amounts Not Equal	-7,580.00	08/01/2000	P Payment
<input type="checkbox"/> Reconcile JMS092285	External Transactions	-94.56	08/01/2000	Complete
<input type="checkbox"/> Reconcile TRW000000001	Duplicate Input Transactions	-35,000.00	08/01/2000	WIR Wire - Disbursement
<input type="checkbox"/> Reconcile None				
<input type="checkbox"/> Reconcile TRW000000001	Duplicate Input Transactions	-35,000.00	08/01/2000	WIR Wire - Disbursement
<input type="checkbox"/> Reconcile None				

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 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 these criteria, the Force Reconciliation option is unavailable.

---

**Note:** These criteria are 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:

<b><i>Alignment Check</i></b>	Payables check that is used to align the printer.
<b><i>Amounts Not Equal</i></b>	Bank amount does not match system amount.
<b><i>Ambiguous Match</i></b>	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.
<b><i>Currency</i></b>	The transaction currency was not defined (Accounts Receivable only).
<b><i>Currency Not Defined</i></b>	The transaction currency was not defined at the bank account level.
<b><i>Duplicate Input Transaction</i></b>	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).
<b><i>Duplicate Transaction</i></b>	Duplicate system transaction.
<b><i>Miscellaneous Transaction</i></b>	Miscellaneous transaction, such as bank fees or interest.
<b><i>Payee Names Not Equal</i></b>	Payee names don't match.
<b><i>Not Found In System</i></b>	Transaction is not found in the system.
<b><i>Null Transaction ID Ref</i></b>	Blank transaction ID.
<b><i>Overflow</i></b>	Overflow Payables check.
<b><i>Pending Reconciliation</i></b>	Prereconciled.
<b><i>Reconciled</i></b>	Already reconciled.
<b><i>Reprinted Check</i></b>	Reprinted payables check.
<b><i>Stop Check</i></b>	Check was issued a stop payment to the bank.
<b><i>Wrong Transaction Type</i></b>	Wrong transaction type for source.
<b><i>Tran Date Different &lt;&gt; Bank Clear</i></b>	System transaction date is different from the bank clear date.

**Unreconciled**

Not processed by the Bank Reconciliation process.

**Voided Check**

Payables void.

To force a transaction to reconcile, select the transaction and click Reconcile.

**Related Links**

[Understanding Reconciliation Exceptions](#)

**Resolving Exceptions Using the Semi Manual Reconciliation Page**

Use the Semi Manual Reconciliation page (BNK\_RCN\_SEMI\_MAN) to resolve exceptions using semi-manual reconciliation.

Select a transaction on the bank side to match a transaction on the system side.

**Navigation**

Banking, Reconcile Statements, Semi-Manual Reconciliation

**Image: Semi Manual Reconciliation page**

This example illustrates the fields and controls on the Semi Manual Reconciliation page when resolving exceptions. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Semi Manual Reconciliation' interface. At the top, there are search criteria fields: Bank ID (121042882), Account # (0741-256458), Statement ID (1), From Date (07/30/2000), Thru Date (08/11/2000), and Reconciliation Status (Unreconciled). A 'Search' button is present. Below the search criteria are two tables of transactions.

Bank Transactions					System Transactions					
Select	Reference	Bank Date	Tran Amt	Type	Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	PIRD200	08/11/2000	50,000.00	D	<input type="checkbox"/>	PYED101	08/11/2000	55,000.00	D	Receivables
<input type="checkbox"/>	000000000362	08/11/2000	-80,000.00	WIR	<input type="checkbox"/>	PIRD200	08/11/2000	50,000.00	D	Receivables
<input type="checkbox"/>	PIRD200	08/11/2000	50,000.00	D	<input type="checkbox"/>	ONREPO	08/09/2000	2,000,000.00		Treasury
<input type="checkbox"/>	TRW0000000007	08/08/2000	-6,500.01	WIR	<input type="checkbox"/>	2	08/08/2000	24,325.62	D	Receivables
<input type="checkbox"/>	PIRD205	08/07/2000	4,200.00	D	<input type="checkbox"/>	ONREPO	08/08/2000	452,000,000.00		Treasury
<input type="checkbox"/>	PIRD204	08/05/2000	7,500.00	D	<input type="checkbox"/>	TRW0000000007	08/08/2000	650,000.00	WIR	Treasury
<input type="checkbox"/>	TRW0000000005	08/02/2000	-1,000,000.00	WIR	<input type="checkbox"/>	TRW0000000005	08/02/2000	1,000,000.00	ACH	Treasury
<input type="checkbox"/>	TRW0000000001	08/01/2000	-35,000.00	WIR	<input type="checkbox"/>	TRW0000000002	08/01/2000	14,532.00	EFT	Treasury
<input type="checkbox"/>	TRW0000000002	08/01/2000	-14,532.00	WIR	<input type="checkbox"/>	TRW0000000003	08/01/2000	387.18	EFT	Treasury
<input type="checkbox"/>	TRW0000000003	08/01/2000	-387.19	WIR	<input type="checkbox"/>	TRW0000000001	08/01/2000	35,000.00	EFT	Treasury
<input type="checkbox"/>	JMS092285	08/01/2000	-7,580.00	P	<input type="checkbox"/>	JMS092285	08/01/2000	-94.56	M	External Transactions
<input type="checkbox"/>	TRW0000000001	08/01/2000	-35,000.00	WIR	<input type="checkbox"/>	TRSID5	07/31/2000	1,000.00		Treasury
<input type="checkbox"/>	000005	07/30/2000	29,346.65	CHK	<input type="checkbox"/>	TRSID1	07/31/2000	15.00		Treasury
<input type="checkbox"/>	000005	07/30/2000	29,346.65	CHK	<input type="checkbox"/>	TRSID3	07/31/2000	10.00		Treasury
<input type="checkbox"/>	000001	07/30/2000	1,142.50	CHK	<input type="checkbox"/>	TRSID2	07/31/2000	1,000.00		Treasury

At the bottom of the page, there are summary fields: Amount (0.00) and Difference (0.00). A 'Reconcile' button is located at the bottom left.

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 the Reconcile button.

## Related Links

[Semi Manual Reconciliation Page](#)

## BSP Accounting Events Page

Use the BSP Accounting Events page (TRA\_EVENT\_CAL\_2) to view the bank statement processing (BSP) accounting events that are scheduled for force-reconciled transactions.

### Navigation

Cash Management, Treasury Accounting, Accounting Events, BSP Accounting Events

### Image: BSP Accounting Events page

This example illustrates the fields and controls on the BSP Accounting Events page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'BSP Accounting Events' page. At the top, there are two tabs: 'Accounting Events' and 'BSP Accounting Events'. Below the tabs is a 'Search Criteria' section with the following fields: 'Unit' (containing 'US001'), 'External Bank ID', 'Tran Date Range' (with 'From Date' and 'To Date' sub-fields), and 'Status'. A 'Search' button is located to the right of these fields. Below the search criteria is a table titled 'Accounting Events'. The table has columns for 'External Bank ID', 'Bank Account #', 'Reference', 'Tran Date', 'Status', 'Accounting Template', and 'Document Type'. The table is currently empty. Above the table, there are navigation controls: 'Personalize | Find | View All | First | 1 of 1 | Last'.

To view all journal entries for transactions that were forced to reconcile, run the Automated Accounting (TR\_ACCTG) process prior to accessing this page.

## Related Links

"Reviewing Accounting Information (*PeopleSoft FSCM 9.2: Cash Management*)"

## Chapter 13

# Performing Book to Bank Reconciliation

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## Understanding Book to Bank Reconciliation

Book-to-bank reconciliation compares bank-reported balances in the bank statement against the system's general ledger bank balance for a specified fiscal period. The Book to Bank Reconciliation process (TR\_BTBCALC) is normally performed as part of the periodic PeopleSoft General Ledger Close process after you run bank reconciliation and have posted all subsystem transactions. Discrepancies between the bank balance and ledger balance are 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.

The book to bank reconciliation functionality integrates with General Ledger, Payables, Expenses, Receivables, and Treasury applications. The Book to Bank Reconciliation Application Engine program identifies whether a posted journal line transaction has been reconciled. If a transaction has not been reconciled or has not been posted to the general ledger, then this information appears in the Reconciliation Data group box on the Book to Bank Reconciliation Details page, categorized by type. Unreconciled transactions (such as bank adjustments or unbooked transactions) appear on the Ledger Balance side, while unreconciled transactions (such as payments in transit, general ledger adjustments, or deposits in transit) appear on the Bank Statement Balance side.

The Book to Bank Reconciliation process leverages the period end close functionality of PeopleSoft 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. If you need to create adjustment period entries, you must access PeopleSoft General Ledger.

This section also discusses:

- Prerequisites
- Book-to-bank reconciliation.

### Related Links

"Understanding Interim and Year End Closing (*PeopleSoft FSCM 9.2: General Ledger*)"

"Understanding General Ledger Journal Entries (*PeopleSoft FSCM 9.2: General Ledger*)"

## 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:

<b>Bank</b>	<b>Account</b>	<b>GL Business Unit</b>	<b>Ledger Type</b>	<b>GL Account</b>
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

- 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.

## Book to Bank Reconciliation

Book to Bank Reconciliation process is used only with banks that are configured for the Automatic or Semi-manual reconciliation process. You run the Book to Bank Reconciliation Application Engine program after the Automatic or Semi-manual reconciliation process has completed. The Book to Bank Reconciliation Application Engine program does not work with the Manual Reconciliation process.

The Book to Bank Reconciliation process consists of these steps:

### 1. Prerequisites

Perform all activities listed in the Prerequisites section of this topic to ensure that the Book to Bank Reconciliation Application Engine program runs correctly.

### 2. Access the Select Book to Bank Statements component.

- a. Search for and select the bank statements for a specified fiscal period that need book to bank reconciliation.
  - b. Click the Select and Calculate button to run the Book to Bank Reconciliation Application Engine program for the selected bank statements. You can access the Process Monitor to follow this processing and review any messages concerning the processing.
3. Access the Book to Bank Reconciliation component.
- a. Search for the bank statements for which you ran the Book-to Bank Reconciliation Application Engine in the previous step.
  - b. Review the status of each bank statement, which can be:
    - New*: This status indicates that the statement is new, and no balances or adjustments have been saved.
    - Awaiting Confirmation*: This status indicates that some balance and adjustment work has been saved, but the statement has not been confirmed.
    - Calculating*: This status indicates that the TR\_BTБ\_CALC process is running to extract the adjustment data and recalculate the balances.
    - Confirmed*: This status indicates the statement has been finalized as confirmed.
  - c. Click the Details icon to access the Book to Bank Reconciliation Details page, where you can view the Book to Bank Reconciliation Bank Statement and Ledger Balances and view and edit any adjustments.
  - d. If the Book to Bank Reconciliation is in balance (book to bank balance difference is zero) and you know there is nothing outstanding, click the Confirm button, which changes the status of the statement to *Confirmed*.
  - e. If discrepancies exist, after researching them and making possible adjustments, return to the Book to Bank Reconciliation page and select the Recalculate link to run the Book to Bank Reconciliation Application Engine program again for the selected statement.
  - f. Review the Book to Bank Reconciliation Details page each time you recalculate the Book to Balance Application Engine program to check that the bank statement and general ledger are balanced. Click the Confirm button once you are satisfied that the total adjusted bank balance and the total adjusted ledger balance are in balance. Once the Book to Bank Reconciliation statement is confirmed, you can continue with the general ledger Closing process.

---

**Important!** You can select the Recalculate link any time after the original Book to Bank Reconciliation Application Engine program has been run as long as the statement's status is *New* or *Awaiting Confirmation*.

---

- g. Click the Report button to generate the Book to Bank Reconciliation report for the specific bank statement.
- h. Select the Event Log link to view event tracking, which identifies the user and date and time that the original Book to Bank Application Engine program was run, the user and date and time that

the book to bank reconciliation was confirmed, and the user and date and time that the confirmed book to bank reconciliation was overridden.

4. You may find it necessary to override a book to bank reconciliation that has a status of *Calculating* or *Confirmed*. To change either of these statuses for a bank statement to the status *Awaiting Confirmation*, access the Override Book to Bank Status component. You select the value *Awaiting Confirmation* in the New Status drop-down menu and save the page. The book-to-bank reconciliation Status for that bank statement is changed to *Awaiting Confirmation*. This enables you to make any necessary changes to the data and click the Recalculate link on the Book to Bank Reconciliation page to run the Book to Bank Reconciliation Application Engine program again. Each time you override a calculating or confirmed book to bank reconciliation, it is tracked in the Event Log.

Possible reasons for overriding the reconciliation include these:

- The bank sent you a corrective statement.
- You find it necessary to book an entry in the general ledger.

---

## Performing Book to Bank Reconciliation

This section discusses how to:

- Select statements for book to bank reconciliation.
- Manage book to bank reconciliation statements.
- Review book to bank reconciliation details.
- Override the book to bank reconciliation status.

## Pages Used to Perform Book to Bank Reconciliation

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Select Book to Bank Statements	BNK_BTBT_STMT_SEL	Banking, Reconcile Statements, Select Book to Bank Statements	Select bank statements for Book to Bank reconciliation. Schedule the process to perform Book to Bank data extraction and balance calculations.
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 schedule the process to perform Book to Bank data extraction and balance calculations.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Book to Bank Reconciliation Details	BNK_BTБ_HDR	Click Details icon in the Available Accounting Periods grid 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.
Bank Balance Entry	BANK_BALANCE_ENTRY	Click the View Bank Statement icon on the Book to Bank Reconciliation Details page.	Review the bank balances and funds availability.
Bank Transaction Entry	BNK_STMT_ENTRY	Click the View Bank Statement icon on the Book to Bank Reconciliation Details page and select the Bank Transaction Entry tab.	Review the bank transaction information, the bank reconciliation information, and the bank addenda information.
Payments in Transit	BNK_BTБ_DET_SEC	Click Payments in Transit icon 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_BTБ_DET_SEC	Click the Deposits in Transit icon 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_BTБ_DET_SEC	Click the GL Adjustments icon on the Book to Bank Reconciliation Details page.	Specify which general ledger adjustments to include in the bank adjustment subtotal amount.
Ledger Balance	BNK_BTБ_LED_SEC	Click Ledger Balance icon on the Book to Bank Reconciliation Details page.	View ledger balance and bank account ChartField information.
Unbooked Fees and Interest	BNK_BTБ_DET_SEC	Click the Unbooked Fees and Interest icon on the Book to Bank Reconciliation Details page.	Specify which unbooked fees and interest transactions to include in the general ledger subtotal amount.
Unbooked Payments	BNK_BTБ_DET_SEC	Click the Unbooked Payments icon on the Book to Bank Reconciliation Details page.	Specify which unbooked payment transactions to include in the general ledger subtotal amount.
Unbooked Deposits	BNK_BTБ_DET_SEC	Click the Unbooked Deposits icon on the Book to Bank Reconciliation Details page.	Specify which unbooked deposit transactions to include in the general ledger subtotal amount.
Bank Adjustments	BNK_BTБ_DET_SEC	Click the Bank Adjustments icon on the Book to Bank Reconciliation Details page.	Specify which bank adjustments to include in the general ledger subtotal amount.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Book to Bank Notes	BNK_BTБ_FREEFORM	Click the Book to Bank Notes icon the Book to Bank Reconciliation Details page.	Enter notes to account for a book-to-balance reconciliation difference.
Book to Bank Reconciliation report	RUN_TRC4090	Click the Report button on the Book to Bank Reconciliation Details page.	Generate a report of your book to bank reconciliation activities for a bank statement.
Override Book to Bank Status	BNK_BTБ_REC_MGR	Banking, Reconcile Statements, Override Book to Bank Status	Override the book to bank status <i>Confirmed</i> for a given bank statement.

## Select Book to Bank Statements Page

Use the Select Book to Bank Statements page (BNK\_BTБ\_STMT\_SEL) to select bank statements for Book to Bank reconciliation.

Schedule the process to perform Book to Bank data extraction and balance calculations.

### Navigation

Banking, Reconcile Statements, Select Book to Bank Statements

### Image: Select Book to Bank Statements page

This example illustrates the fields and controls on the Select Book to Bank Statements page. You can find definitions for the fields and controls later on this page.

**Select Book to Bank Statements**

Bank ID: 121000358 Account #: 05567-07140

From Date: 12/31/2007 Through Date: 12/31/2007 [Search]

Business Unit: US001 Base Currency: USD

Ledger: LOCAL Bank Currency: USD

Available Accounting Periods							Personalize   Find   View All   First 1 of 1 Last
Select	Fiscal Year	Accounting Period	Statement ID	Statement Date	Load Date and Time	Cycle Status	
<input checked="" type="checkbox"/>	2007	12	2	12/31/2007	01/25/08 9:28:26AM	Ready	

[Select and Calculate] [Process Monitor]

### Bank ID

Select the bank that the bank statements, which are ready for book to bank reconciliation, are associated.

### Account # (account number)

Select the account number of the selected bank that the bank statements, which are ready for book to bank reconciliation, are associated.

### From Date and Through Date

You can override these dates to display any accounting periods containing statements that have not been book to bank reconciled.

<b>Business Unit</b>	Displays the GL business unit specified for the selected bank account.
<b>Base Currency</b>	Displays the currency specified for the GL business unit specified for the selected bank account.
<b>Ledger</b>	Displays the primary ledger in the ledger group defined for the GL business unit specified for the selected bank account.
<b>Bank Currency</b>	Displays the currency specified for the selected bank account.
<b>Search</b>	Click this button to display any book to bank statements, which have not been reconciled, in the Available Accounting Periods grid.

### Available Accounting Periods Grid

A list of one or more accounting periods containing bank statements, which have not been scheduled for book to bank reconciliation appears in this grid.

<b>Select</b>	Select the check box for each of the bank statements for which you want run the Book to Bank Reconciliation process. 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 from which it obtains the closing balance. This logic assumes that the statement with the highest Statement ID is the last statement for the period.
<b>Statement ID</b>	Identifies the bank statement that requires book to bank reconciliation for a specific fiscal year and accounting period.
<b>Statement Date</b>	Displays the date the bank statement was created.
<b>Load Date and Time</b>	Displays the date and time the bank statement transactions were loaded for reconciliation.
<b>Cycle Status</b>	Displays the current status of the reconciliation for each bank statement listed. This field displays one of these statuses: <ul style="list-style-type: none"> <li>• <i>Ready</i> <p>The statement has been loaded and reconciliation processes have been performed on the statement.</p> </li> <li>• <i>Complete</i> <p>The statement has been loaded and all transactions have been reconciled.</p> </li> </ul>
<b>Select and Calculate</b>	Select this button to create a process request, which schedules the Book to Bank Reconciliation Application Engine (TR_BTBCALC) to run. Once the process runs, it performs the data extraction and balance calculations.

**Process Monitor**

Click this link to access the Process List page, which enables you to track the progress of the book to bank reconciliation processing by means of the process Instance.

**Book to Bank Reconciliation Page**

Use the Book to Bank Reconciliation page (BNK\_BTБ\_REC\_MGR) to search for statements marked ready for Book to Bank reconciliation, review balance details, and schedule the process to perform Book to Bank data extraction and balance calculations.

**Navigation**

Banking, Reconcile Statements, Book to Bank Reconciliation

**Image: Book to Bank Reconciliation page**

This example illustrates the fields and controls on the Book to Bank Reconciliation page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Book to Bank Reconciliation' interface. It includes a search parameters section with fields for External Bank ID (121000358), Bank Account # (05567-07140), Bank Currency (USD), Business Unit (US001), and Base Currency (USD). Below this are fields for Primary Ledger (LOCAL), Fiscal Year, and Accounting Period, along with a search button. A table titled 'Available Accounting Periods' displays one entry with Fiscal Year 2007, Accounting Period 12, Statement ID 2, Statement Date 12/31/2007, Status Awaiting Confirmation, User ID VP1, and DateTime 12/19/2012 9:29AM. The table has columns for Fiscal Year, Accounting Period, Statement ID, Statement Date, Status, User ID, DateTime, Recalculate, and Details. A 'Refresh' button and a 'Process Monitor' link are at the bottom.

**Search Parameters**

The search parameters are identical to the search parameters used for the Select Book to Bank Statements section.

See [Select Book to Bank Statements Page](#).

**Available Accounting Periods**

**Statement ID**

The bank statement ID appears in this field. You can override this value to identify another bank statement.

**Status**

Displays the current status of the bank statement with regards to the Bank-to-Bank Reconciliation process. The statuses are:

- *New*

This status indicates the statement is new, and no balances or adjustments have been saved.

- *Awaiting Confirmation*

This status indicates some balances and adjustment work has been saved, but the book to bank reconciliation statement has not been confirmed.

- *Calculating*

This status indicates that the TR\_BTБ\_CALC process is running to extract the adjustment data and recalculate the balances.

- *Confirmed*

This status indicates the book to bank reconciliation statement has been finalized as confirmed.

---

**Note:** The Recalculate link is not available for bank statements with a status of *Confirmed*.

---

## Recalculate

This process deletes any previously saved data and runs the Book to Bank Reconciliation Application Engine (TR\_BTБ\_CALC) again, where 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.

---

**Note:** The Recalculate link is not available for selection for statements with a status of *Calculating* or *Confirmed*.

---



Click the Details icon to access the Book to Bank Reconciliation Details page, where you can review and reconcile balances before and after each time you run the Book to Bank Reconciliation Application Engine program).

---

**Note:** The Details icon is not available for selection for statements with a status of *Calculating*.

---

## Refresh

Click this button to refresh the Available Accounting Periods grid.

## Process Monitor

Click this link to track the progress of the Book to Bank Reconciliation Application Engine program after selecting the Recalculate button.

## Book to Bank Reconciliation Details Page

Use the Book to Bank Reconciliation Details page (BNK\_BTБ\_HDR) to 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.

## Navigation

Click Details icon in the Available Accounting Periods grid on the Book to Bank Reconciliation page.

### Image: Book to Bank Reconciliation Details page











This example illustrates the fields and controls on the Book to Bank Reconciliation Details page. You can find definitions for the fields and controls later on this page.

#### Book to Bank Reconciliation Details

**Reconciliation Parameters**

External Bank ID	Bank Account #	Bank Currency	Business Unit	Base Currency
121000358	05567-07140	USD	US001	USD
Statement ID	Statement Date	Begin Date	End Date	
2	12/31/2007	12/01/2007	12/31/2007	
Primary Ledger	Fiscal Year	Accounting Period		
LOCAL	2007	12		

**Reconciliation Data**

Bank Statement Balance	81,565.29		Ledger Balance	85,325.50	
Payments in Transit	-22,534.71		Unbooked Fees and Interest	0.00	
Deposits in Transit	7,860.21		Unbooked Payments	-28,434.71	
GL Adjustments	10,000.00		Unbooked Deposits	20,000.00	
			Bank Adjustments	0.00	
Bank Adjustments Subtotal	-4,674.50		GL Adjustments Subtotal	-8,434.71	
Total Adjusted Bank Balance	76,890.79		Total Adjusted Ledger Balance	76,890.79	
Book to Bank Difference	0.00		<input type="button" value="Confirm"/> <input type="button" value="Report"/> <a href="#">Report Manager</a>		

**Book To Bank Status**

Status	Awaiting Confirmation	User ID	VP1	DateTime	12/19/2012 9:19AM
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[Event Log](#)      [Return to previous page](#)

## Reconciliation Data

### Bank Statement Balance

Displays the Closing Balance (Statement Code 015) on the bank statement that occurs within the displayed fiscal year and accounting period

Click the Bank Statement Balance icon to access the Bank Balance Entry page. This page displays the details concerning the statement bank balance and the funds available based on the balance.

You can select the Bank Transaction Entry tab to display a list of the transactions that comprise the bank statement balance, along with transaction information, reconciliation information, and addenda information details.

The bank statement balance appears as a link. Click this link 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 icon to access the Payments in Transit page (BNK\_BTBT\_DET\_SEC), where you can review the transaction details of each of the payments in transit, and specify which payment transactions in transit to include in the bank adjustment subtotal amount.

The transactions are automatically selected. Remove the check mark from the Select check box associated with a transaction and exclude the transaction from the Bank Adjustments Subtotal amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.

**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, which appears in the Bank Adjustments Subtotal field.

Click the Deposits in Transit icon to access the Deposits in Transit page (BNK\_BTBT\_DET\_SEC), where you can review transaction details for each of the deposits in transit, and specify which deposit transactions in transit to include in the bank adjustment subtotal amount.

The transactions are automatically selected. Remove the check mark from the Select check box associated with a transaction to exclude the transaction from the Bank Adjustments Subtotal amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.

**GL Adjustments**

Displays the total of all posted general ledger transactions that have transaction dates that occur before or on the general ledger period end date.

Click the GL Adjustments icon to access the GL Adjustments page (BNK\_BTBT\_DET\_SEC), where you can review transaction details for each adjustment, and specify which general ledger adjustments to include in the bank adjustment subtotal amount.

The transactions are automatically selected. Remove the check mark from the Select check box associated with a transaction to exclude the transaction from the Bank Adjustments Subtotal amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.

**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.

---

**Important!** Any changes that you make manually are lost when the system recalculates the balances and adjustments.

---

**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 ledger balance for the bank account. The balance as of date is determined by the ledger's period end date.

Click the Ledger Balance icon to access the Ledger Balance page (BNK\_BTBL\_LED\_SEC), where you can review the ChartField distribution amounts that comprise the total ledger balance.

**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 icon to access the Unbooked Fees and Interest page (BNK\_BTBD\_DET\_SEC), where you can review transaction details, and specify which unbooked fees and interest transactions to include in the general ledger subtotal amount.

The transactions are automatically selected. Remove the check mark from the Select check box associated with a transaction to exclude the transaction from the GL Adjustments Subtotal amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.

**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 statement date.

Click the Unbooked Payments icon to access the Unbooked Payments page (BNK\_BTBD\_DET\_SEC), where you can review transaction details, and specify which unbooked payment transactions to include in the general ledger subtotal amount.

The transactions are automatically selected. Remove the check mark from the Select check box associated with a transaction to exclude the transaction from the GL Adjustments Subtotal amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.

**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 icon to access the Unbooked Deposits page (BNK\_BTБ\_DET\_SEC), where you can review transaction details, and specify which unbooked deposit transactions to include in the general ledger subtotal amount.

The transactions are automatically selected. Remove the check mark from the Select check box associated with a transaction to exclude the transaction from the GL Adjustments Subtotal amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.

**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 icon to access the Bank Adjustments page (BNK\_BTБ\_DET\_SEC), where you can review transaction details, and specify which bank adjustments to include in the general ledger subtotal amount.

The transactions are automatically selected. Remove the check mark from the Select check box associated with a transaction to exclude the transaction from the GL Adjustments Subtotal amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.

**GL 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 icon to access the Book to Bank Notes page (BNK\_BTБ\_FREEFORM), where you can add comments.

**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 *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.

---

**Report**

Click this button to generate the Book to Bank Reconciliation report.

Use the Book to Bank Reconciliation report page (RUN \_TRC4090) to generate a report of your book to bank reconciliation activities for a bank statement.

**Return to previous page**

Click to access the Book to Bank Reconcile page.

**Event Log**

Click this link to access the Event Log page, which is used to track the original book to bank reconciliation process, confirmation of the book to bank reconciliation process, and any overrides of a calculating or confirmed book to bank reconciliation.

## Override Book to Bank Status Page

Use the Override Book to Bank Status page (BNK\_BTБ\_REC\_MGR) to override the book to bank status Confirmed for a given bank statement.

**Navigation**

Banking, Reconcile Statements, Override Book to Bank Status

**Image: Override Book to Bank Status page**

This example illustrates the fields and controls on the Override Book to Bank Status page. You can find definitions for the fields and controls later on this page.

Fiscal Year	Accounting Period	Statement ID	Statement Date	Status	New Status	User ID	DateTime
2007	12	12	12/31/2007	Confirmed		VP1	12/19/2012 9:26AM

**Search Parameters**

The search parameters are identical to the search parameters used for the Select Book to Bank Statements section.

See [Select Book to Bank Statements Page](#).

## Available Accounting Periods Grid

<b>Status</b>	Displays the current status of the book to bank reconciliation statement.
<b>New Status</b>	<p>Select a status of <i>Awaiting Confirmation</i> from the drop-down list, when the current Status for the book to bank reconciliation statement is either <i>Calculating</i> or <i>Confirmed</i>.</p> <p>If the current Status field contains value of either <i>New</i> or <i>Awaiting Confirmation</i>, the New Status drop-down menu is not enabled.</p>
<b>User ID</b>	<p>Displays the ID of the user, who is accessing the Override Book to Bank Status component and page.</p> <hr/> <p><b>Important!</b> Your organization can limit access to this component and the ability to change the status of the book to bank reconciliation statement to users who are assigned to an administrator role using PeopleSoft Security.</p> <hr/>
<b>Date Time</b>	<p>Displays the date and time the status was changed.</p> <hr/> <p><b>Note:</b> You can click the Event Log link on the Book to Bank Reconciliation Details page to view a history of the original book to bank processing, any confirmations, and any overrides for each bank statement.</p> <hr/>



# Managing Letters of Credit

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## 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

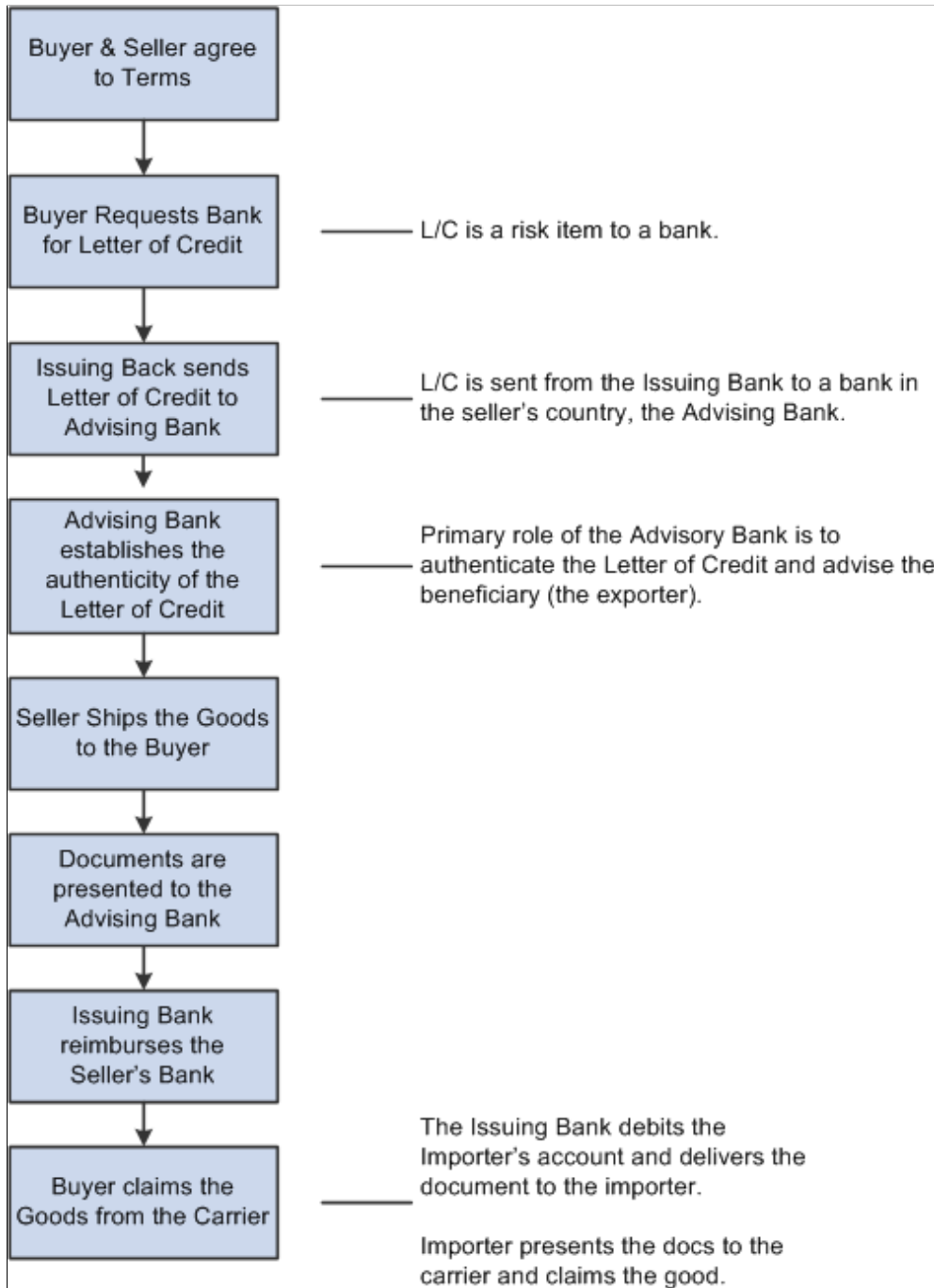
Before the letter of credit can be issued, the buyer and seller must agree on all details of the commercial transaction, including:

- Quantity, specification, and price.
- Means of transport and latest date of dispatch.

- Carriage and insurance arrangement.

**Image: Understanding the letters of credit process**

This diagram shows the letter of credit process between the buyer, seller, the buyer's issuing bank, and the seller's advising bank. In this process flow you begin with a terms agreement between the buyer and seller and then work through the buyer and seller's banks to validate funds so that the buyer can obtain the goods being purchased



## Common Elements Used to Manage Letters of Credit

<b>Amend Nbr (amendment number)</b>	If the letter of credit is amended and approved, this field displays the most recent valid amendment number and amend date.
<b>Bank L/C Number (bank letter of credit number)</b>	Displays the reference number that the issuing bank gives to a letter of credit.
<b>Last Shipment</b>	Displays the latest date on which transportation for the goods that are described in the letter of credit can arrive at the final destination.
<b>L/C Type (letter of credit type)</b>	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> .
<b>Letter of Credit Status</b>	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.
<b>Container Shipment, Partial Shipment, Air Shipment, and Transshipment</b>	For all shipment fields, indicate the allowable transportation methods. Values are: <i>Not Permit</i> (not permitted), <i>Permitted</i> , or <i>Required</i> .
<b>Advise By</b>	Specify either <i>Air &amp; Cable</i> (air and cable), <i>Airmail</i> , <i>Cable</i> , <i>Fax</i> , <i>Telex</i> , or <i>Wires</i> .
<b>Letter of Credit Document</b>	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.

*Certificate of Origin:* Document certifying a good's country of origin.

*Commercial Invoice:* A commercial invoice.

*Customs Documents:* Document for processing goods through a country's custom agency.

*Marine Insurance:* Insurance for shipping overseas.

*Ocean Bill of Lading:* Bill of lading for shipping goods overseas.

*Railroad Bill of Lading:* Bill of lading for shipping goods by rail.

*Special Customs Invoice:* A special customs invoice.

*Truck Bill of Lading:* Bill of lading for shipping goods by truck.

*War Risk Insurance:* 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

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
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.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
L/C for Import - General Information L/C for Export - General Information	LC_INFOADDL	<ul style="list-style-type: none"> <li>Banking, Letters of Credit, L/C for Import, General Information</li> <li>Banking, Letters of Credit, L/C for Export, General Information</li> </ul>	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	<ul style="list-style-type: none"> <li>Banking, Letters of Credit, L/C for Import, Description</li> <li>Banking, Letters of Credit, L/C for Export, Description</li> </ul>	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	<ul style="list-style-type: none"> <li>Banking, Letters of Credit, L/C for Import, Documents</li> <li>Banking, Letters of Credit, L/C for Export, Documents</li> </ul>	Capture data relevant to letters of credit documents.
L/C for Import - Amendments L/C for Export - Amendments	LC_AMEND_PN	<ul style="list-style-type: none"> <li>Banking, Letters of Credit, L/C for Import, Amendments</li> <li>Banking, Letters of Credit, L/C for Export, Amendments</li> </ul>	View a display of information that is changed in the Import Information page.

## Letters of Credit - Import Information Page

Use the Import Information page (LC\_INFOIMPORT) to enter data for a new import letter of credit or amend data for an existing letter of credit.

### Navigation

Banking, Letters of Credit, L/C for Import, Import Information

### Image: Letters of Credit - Import Information page

This example illustrates the fields and controls on the Letters of Credit - Import Information page. You can find definitions for the fields and controls later on this 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.

### Related Links

"Creating Fee Entries (*PeopleSoft FSCM 9.2: Cash Management*)"

## Letters of Credit - Export Information Page

Use the Letters of Credit - Export Information page (LC\_INFOEXPORT) to enter data for a new export letter of credit or amend data for an existing letter of credit.

### Navigation

Banking, Letters of Credit, L/C for Export, Export Information

**Customer** Enter the customer number.

**Advising Bank** Enter the advising bank.

**OM Unit (order management unit)** Enter the order management business unit.

## Letters of Credit - General Information Page

Use the Letters of Credit - General Information page (LC\_INFOADDL) to capture information about the transportation that you use in importing or exporting and other contract features.

### Navigation

- Banking, Letters of Credit, L/C for Import, General Information
- Banking, Letters of Credit, L/C for Export, General Information

### Image: Letters of Credit - General Information page

This example illustrates the fields and controls on the Letters of Credit - General Information page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'General Information' tab selected. At the top, there are tabs for 'Import Information', 'General Information', 'Description', 'Documents', and 'Amendments'. Below the tabs, the following information is displayed: Unit US001, L/C ID T3IMPLC1, and Bank L/C # 00000000021. A section titled 'Transportation' contains four dropdown menus: 'Container Shipment' (Not Permitted), 'Air Shipment' (Not Permitted), 'Transshipment' (Not Permitted), and 'Partial Shipment' (Not Permitted). Below this is an 'Advise By' dropdown menu set to 'Airmail'. A section titled 'Other Features' contains three checkboxes: 'Extensible Contract', 'Revocable', and 'Credit Confirmed'. A section titled 'PeopleSoft References' contains two input fields: 'PO Unit' with the value 'US001' and 'PO Number' with the value '0000000010'. Both input fields have a magnifying glass icon next to them.

### 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.

## Letters of Credit - Documents Page

Use the Letters of Credit - Documents page (LC\_INFODOCS) to capture data relevant to letters of credit documents.

**Navigation**

- Banking, Letters of Credit, L/C for Import, Documents
- Banking, Letters of Credit, L/C for Export, Documents

**Image: Letters of Credit - Documents page**

This example illustrates the fields and controls on the Letters of Credit - Documents page. You can find definitions for the fields and controls later on this page.

Import Information		General Information		Description		Documents		Amendments			
Unit US001		L/C ID T3IMPLC1		Bank L/C # 00000000021							
Document Tracking						Personalize   Find   View All   [?]   [ ]					
		Copies		Required		Submitted		Approval Status		Approval Date	
Certificate of Origin		2		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Approved		08/04/2009 [B]	
Ocean Bill of Lading		5		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Pending		[B]	

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.

**Letters of Credit - Amendments Page**

Use the Letters of Credit - Amendments page (LC\_AMEND\_PN) to view a display of information that is changed in the Import Information page.

**Navigation**

- Banking, Letters of Credit, L/C for Import, Amendments
- Banking, Letters of Credit, L/C for Export, Amendments

**Image: Letters of Credit - Amendments page**

This example illustrates the fields and controls on the Letters of Credit - Amendments page. You can find definitions for the fields and controls later on this page.

Import Information		General Information		Description		Documents		Amendments					
Unit US001		L/C ID T3IMPLC1		Bank L/C # 00000000021									
Amendment History						Personalize   Find   View All   [?]   [ ]							
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	

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.

---

<b>Amended</b>	Enter the amended field name.
<b>Before</b>	Enter the original field value prior to amendment.
<b>After</b>	Enter the amended field value.
<b>Date</b>	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

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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.

### Letters of Credit Summary Page

Use the Letter of Credit Summary page (LC\_INQUIRY) to search, manage, and add import and export letters of credit from a central location.

#### Navigation

Banking, Letters of Credit, L/C Summary

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

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## 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

<i>Information Type</i>	<i>Description</i>
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

<i>Information Type</i>	<i>Description</i>
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

<i>Information Type</i>	<i>Description</i>
Event Description	When you run the Monitor Expiring Facilities process (TR_FCLTY_RVW) from the Schedule Facility 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

<i>Information Type</i>	<i>Description</i>
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

## Bank Reconciliation Reports: A to Z

This table lists the reports that are provided with PeopleSoft banking functionality, sorted alphanumerically by report ID. All are BI Publisher reports, unless noted.

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
FSX0056 Bank Account Listing	Lists bank accounts by SetID. A description and the account type appears for each account.	Banking, Reports, Bank Account Listing	RUN_FIN0056
FSX3000 Bank Statement Register	Lists all transactions in an electronic bank statement.	Banking, Bank Statements, Review Bank Statement  Banking, Reconcile Statements, Automatic Reconciliation and select <i>Register</i> in the Reports field.	BNK_RCN_STMT_GEN  BNK_RCN_CYC_STSA
FSX3001 Auto Recon Exception	Lists exceptions encountered during an automatic reconciliation. Identifies differences between the bank and system transactions.  See <a href="#">Understanding Reconciliation Exceptions</a>	Banking, Reconcile Statements, Automatic Reconciliation and select <i>Exceptions</i> in the Reports field.	BNK_RCN_CYC_STSA
FSX3002 Auto Recon Errors	Lists errors encountered during an automatic reconciliation.  See <a href="#">Understanding Reconciliation Exceptions</a> .	Banking, Reconcile Statements, Automatic Reconciliation and select <i>Errors</i> in the Reports field.	BNK_RCN_CYC_STSA
FSX3004 Account Register	Lists reconciled <i>and</i> unreconciled system transactions.	Banking, Reports, Account Register	RUN_FIN3004

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
FSX4004 Manual Account Register	Lists reconciled <i>or</i> unreconciled system transactions, depending on the status set on the page.	Banking, Reconcile Statements, Schedule ID Reconciliation  Banking, Reconcile Statements, Reverse Schedule ID Recon  Banking, Analyzing Exceptions, Transactions by Account  Banking, Reconcile Statements, Manual Reconciliation and select <i>Reconciled</i> or <i>Unreconciled</i> in the Status field.	BNK_RCN_MAN_TRE  BNK_RCN_ALL_GEN  BNK_RCN_MAN_GEN
TRX1010 Settlement Instructions	Shows settlement instruction information for all settlement IDs of a specific SetID.	Banking, Reports, Settlement Instructions	RUN_TRC1010
TRX4050 Fee Structures	Shows comprehensive fee structure information for a specified bank code, including the fee description, type, minimum and maximum ranges, and rate and price information.	Banking, Account AnalysisFee Structures Report	RUN_TRC4050
TRX4090 Book-to-Bank Reconciliation	Lists book-to-bank reconciliation details for a selected bank account, including adjusted bank statement balance or ledger balance information.	Banking, Reconcile Statements, Book to Bank Reconciliation and click Detail. Click Report on the Book to Bank Reconciliation Details page.	BNK_BTБ_HDR