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# PeopleSoft FSCM 9.2: PeopleSoft Banks Setup and Processing

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**March 2022**

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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.

### Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the [Oracle Help Center](#). The hosted PeopleSoft Online Help 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. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see [Configuring Context-Sensitive Help Using the Hosted Online Help Website](#).

### Locally Installed Help

If you're setting up an on-premise PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. See [Configuring Context-Sensitive Help Using a Locally Installed Online Help Website](#).

### Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the [Oracle Help Center](#). 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 families 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 family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, 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: 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>                                                                                                                                                                                                                   |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Key+Key</b>                         | 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 <b>Alt+W</b> , hold down the <b>Alt</b> key while you press the <b>W</b> 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.<br><br>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)

## Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

---

## Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help
- Managing Hosted online help
- Managing locally installed PeopleSoft Online Help

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## PeopleSoft FSCM Related Links

[Oracle Help Center](#)

[Hosted Online Help](#)

[PeopleSoft Information Portal](#)

[My Oracle Support](#)

Financial and Supply Chain Management information for Search Framework search engine can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the "Understanding Search Pages within Components " (Application Fundamentals) topic.

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[PeopleSoft Business Process Maps \(Microsoft Visio format\)](#)

[PeopleSoft Spotlight Series](#)

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## Contact Us

Send your suggestions to [pssoft-infodev\\_us@oracle.com](mailto:pssoft-infodev_us@oracle.com).

Please include the applications update image or PeopleTools release that you're 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: Setup Manager* and *PeopleTools: 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.

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## Defining General Bank Setup

### Pages Used to Define General Bank Setup

| <i><b>Page Name</b></i>                  | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                              |
|------------------------------------------|-------------------------------|------------------------------------------------------------------|
| <u>Credit Ratings/Rating Agency Page</u> | CREDIT_RTG_TBL                | Define rating agencies and their associated credit ratings.      |
| <u>Bank ID Qualifiers Page</u>           | BNK_ID_QUAL_PNL               | View the ID qualifiers that the system uses to edit bank values. |
| <u>IBAN Formats Page</u>                 | IBAN_FORMAT_TBL               | View IBAN formats and generate sample IBANs.                     |

| <b><i>Page Name</i></b>      | <b><i>Definition Name</i></b> | <b><i>Usage</i></b>                                               |
|------------------------------|-------------------------------|-------------------------------------------------------------------|
| <u>Form Information Page</u> | PYMNT_FORM                    | Enter attributes related to your forms of payment.                |
| <u>Sort Fields Page</u>      | PYMNT_FORM_SORT               | Select the grouping of fields used to sort your forms of payment. |

## Understanding 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.

Use these components to establish the following:

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

## 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**

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.

**Credit Ratings/Rating Agency**

SetID **SHARE**      Rating Agency **FCHST**

Description

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**Ratings** Personalize | Find |  First 1-8 of 8 Last

| *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          |  |  |

| Field or Control | Description                                                                                                                                                                                                                                            |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Value</b>     | 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. |
| <b>Rating</b>    | 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**

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     |                                                                                                                                                                             |
| *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                                                                                                                                                                                   |   |

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

| Field or Control         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bank ID Qualifier</b> | <p>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.</p> <p>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 <i>001</i> (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.</p> <p><b>Note:</b> 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. Oracle suggests that you make this page a display-only page or use PeopleTools security to limit access to system administrators only.</p> |

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<br>U.S. Bank                      | 9-digit transit routing number. Exactly 9 numerics with check digit calculation. | NA                                         | NA                                           | NA                                           |
| 002<br>Canadian Bank                  | Exactly 4 numerics.                                                              | Between 7 and 12 numerics.                 | Branch routing number<br>Exactly 5 numerics. | NA                                           |
| 003<br>Australian Bank                | Exactly 3 numerics.                                                              | Max 9 numerics.                            | Exactly 3 numerics.                          | NA                                           |
| 005<br>Great Britain Bank             | Exactly 6 numerics.<br>(Sort Code)                                               | Max 10 numerics.                           | NA                                           | NA                                           |
| 006<br>Spanish Bank                   | Exactly 4 numerics.                                                              | Exactly 10 numerics.                       | Exactly 4 numerics.                          | Exactly 2 digits with check digit algorithm. |
| 007<br>Netherlands Bank               | NA*                                                                              | Exactly 10 numerics with modulus 11 check. | NA                                           | NA                                           |
| 008<br>Netherlands Giro               | NA*                                                                              | Max 7 numerics.                            | NA                                           | NA                                           |
| 009 French bank                       | Exactly 5 numerics.                                                              | Max 11 characters.                         | Exactly 5 numerics.                          | Check digit algorithm.                       |
| 010<br>German Bank                    | Exactly 8 numerics.                                                              | Max 10 numerics.                           | NA                                           | NA                                           |
| 011<br>Great Britain Building Society | Exactly 6 numerics.<br>(Sort Code)                                               | 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>                  |
|------------------------------------------------------|---------------------------------|--------------------------------------------|---------------------|-------------------------------------|
| 012<br>Swiss Bank                                    | Between 3 and 5 digits.         | Max 16 characters.                         | NA                  | NA                                  |
| 013<br>Belgian Bank                                  | Exactly 3 numerics.             | Max 7 numerics.                            | NA                  | 2 numerics with 97 modulus check.   |
| 014<br>Japan Bank                                    | Exactly 4 numerics.             | Max 7 numerics.                            | Exactly 3 numerics. | NA                                  |
| 015<br>Norwegian Bank ( <i>no field validation</i> ) | NA                              | NA                                         | NA                  | NA                                  |
| 016<br>Italian Bank                                  | Exactly 5 numerics.             | Max 12 alphanumerics.                      | Exactly 5 numerics. | 1 alpha with check digit algorithm. |
| 020<br>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**

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

The screenshot displays the 'IBAN Formats' page. At the top, there are navigation links: 'Personalize', 'Find', 'View All', and a table icon. A status bar indicates 'First 1-4 of 43 Last'. The main table lists four IBAN formats:

| *Country | Display IBAN             | IBAN Enterable                      | Bank ID Start | Bank ID Length | Bank ID Pad                         | DFID Start | DFID Length | DFID Pad | Branch ID Start | Branch ID Length | Branch ID Pad                       | Account Start | Account Length | Account Pad                         | Check Digit Start | Check Digit Length | Example IBANs            |
|----------|--------------------------|-------------------------------------|---------------|----------------|-------------------------------------|------------|-------------|----------|-----------------|------------------|-------------------------------------|---------------|----------------|-------------------------------------|-------------------|--------------------|--------------------------|
| 1 AND    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5             | 4              | <input checked="" type="checkbox"/> |            |             |          | 9               | 4                | <input checked="" type="checkbox"/> | 13            | 12             | <input checked="" type="checkbox"/> |                   |                    | AD1200012030200359100100 |
| 2 AUT    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5             | 5              | <input type="checkbox"/>            |            |             |          |                 |                  | <input type="checkbox"/>            | 10            | 11             | <input checked="" type="checkbox"/> |                   |                    | AT611904300234573201     |
| 3 BEL    | <input type="checkbox"/> | <input type="checkbox"/>            | 5             | 3              | <input type="checkbox"/>            |            |             |          |                 |                  | <input type="checkbox"/>            | 8             | 7              | <input type="checkbox"/>            | 15                | 2                  | BE68539007547034         |
| 4 BGR    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5             | 4              | <input type="checkbox"/>            |            |             |          | 9               | 4                | <input type="checkbox"/>            | 13            | 10             | <input type="checkbox"/>            |                   |                    | BG80BNBG96611020345678   |

Below the table is the 'IBAN Format Tester' section, which includes a 'Country' dropdown, a 'Format' button, and input fields for 'Country', 'IBAN Digit', 'Bank ID', 'Length', 'DFID', and 'Check Digit'.

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.

| <b>Field or Control</b>                                        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Country</b>                                                 | Select the three-letter country code for a specific European country.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Display IBAN</b>                                            | Select to enable IBAN functionality for a specific country to show the IBAN in addition to the bank account number on pages and reports. The Display IBAN check box is deselected by default. If deselected, local bank account numbers will be displayed on pages and reports related to the country.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>IBAN Enterable</b>                                          | <p>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.</p> <hr/> <p><b>Note:</b> Previous to Release 9 of PeopleSoft 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.</p> <hr/> |
| <b>Bank ID Pad, DFI ID Pad, Branch ID Pad, and Account Pad</b> | If selected, leading zeroes will be prefixed to the ID value to extend it to its maximum length.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Bank ID Start</b>                                           | Enter where the first alphanumeric character of the bank identification value will appear in the IBAN.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Bank ID Length</b>                                          | Enter the number of characters making up the bank identification value.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DFI Start</b>                                               | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



| <i><b>Field or Control</b></i> | <i><b>Description</b></i>                                                                                                                                                                                                                          |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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>       | <p>Enter where the first alphanumeric character of the bank check digit will appear in the IBAN.</p> <hr/> <p><b>Note:</b> This is the check digit used in the formal validation of the domestic bank account, not the IBAN check digit.</p> <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.

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**Note:** Oracle 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 Cash Management).

See "Adding General Customer Information" (PeopleSoft Order to Cash Common Information).

See "Understanding Accounting-Related Data Setup" (PeopleSoft 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

| <b>Field or Control</b>     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Form Type</b>            | <p>Indicates whether the payment prints on check stock or is an electronic file. Select one of these options:</p> <p><i>System numbered form:</i> The system generates check numbers to print on the payment forms.</p> <p><i>Pre-numbered form:</i> 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.</p> <p><i>ASCII file:</i> EFT or positive payment files.</p> <p><i>Remittance Advice only:</i> Wire transfers (through Pay Cycle Manager) and letters of credit.</p> |
| <b>Form Alignment Count</b> | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## Advice Attributes

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                    |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Advice Location</b>  | <p>Select where the payment advice prints. Options are:</p> <p><i>Same report as check:</i> Below or above the check on the same form.</p> <p><i>Separate advice report:</i> Separate job from the check. You must load two different forms: one for the checks and one for the advice.</p> <p><i>No advice:</i> No advice lines.</p> |

| <b>Field or Control</b>  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overflow Location</b> | <p>Select where information prints, if it does not fit on one page. Options are:</p> <p><i>Same report as check:</i> 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.</p> <p><i>Separate advice report:</i> 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.</p> <p><i>No advice report:</i> No advice lines.</p> |
| <b>Advice Lines</b>      | <p>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.</p>                                                                                                                                                                                                                                                      |
| <b>Advice Layout</b>     | <p>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:</p> <p><i>Check over stub:</i> Positions the check over the advice.</p> <p><i>Full page:</i> Sends the advice lines to a separate page from the check and a separate file.</p> <p><i>Giro layout:</i> Sends the advice lines in a Giro-EFT file.</p> <p><i>Stub over check:</i> Positions the advice over the check.</p>         |

## 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**

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

Form InformationSort Fields

Form IDCHECK1DescriptionSample Stub over Check w/ Adv

ListFind | View AllFirst1-10 of 11Last

| 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

### Pages Used to Define Bank Information

| Page Name                             | Definition Name | Usage                                                                                                                              |
|---------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Bank Information Page</a> | BANK_PNL1       | Define each bank and its general characteristics.                                                                                  |
| Address Information Page              | BANK_ADDR_PNL   | Capture the address and phone information for the bank.<br><br>See the <a href="#">Bank Information Page</a> for more information. |
| Bank Contact Notes Page               | BANK_NOTES_SP   | Enter miscellaneous notes for the bank.<br><br>See the <a href="#">Bank Information Page</a> for more information.                 |

| <b>Page Name</b>                             | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                             |
|----------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VAT Defaults Setup Page                      | VAT_DEFAULTS_DTL       | Specify default VAT (value-added tax) information for a bank.<br><br>See the <a href="#">Bank Information Page</a> for more information.                                                                                                                 |
| Bank Other Identification Page               | BANK_PNL_OTHID         | Provide values information for the bank for use in ISO and SEPA formats, such as issuer.<br><br>See the <a href="#">Bank Information Page</a> for more information.                                                                                      |
| <a href="#">Bank Branch Information Page</a> | BANK_BRNCHPNL          | Define bank branch information.                                                                                                                                                                                                                          |
| Address Page                                 | BRANCH_ADDRESS_SEC     | Set up the bank branch address.<br><br>See the <a href="#">Bank Branch Information Page</a> for more information.                                                                                                                                        |
| <a href="#">Bank Contacts Page</a>           | BRANCH_PNLCONTCT       | Set up contact information for a specified branch.                                                                                                                                                                                                       |
| VAT Defaults Setup Page                      | VAT_DEFAULTS_DTL       | Specify default VAT (value-added tax) information for a bank branch.<br><br>See the <a href="#">Bank Branch Information Page</a> for more information.                                                                                                   |
| <a href="#">Bank Contacts Page</a>           | TR_CONTACT_PNL         | Enter information about how to contact the people with whom you do business.                                                                                                                                                                             |
| Contact Address Information Page             | TR_CONTACT_ADDRSEC     | Enter address information for your financial contacts.<br><br>You must enter branch address information correctly for this information to be available for use in Billing.<br><br>See the <a href="#">Contact Information Page</a> for more information. |

## Related Links

"Understanding VAT" (PeopleSoft Global Options and Reports)

## Understanding Bank Information Setup

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.

To set up bank information, use these components to do the following:

- 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.

## 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**

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.

Bank Information

SetID SHARE      Bank USBNK

\*Description

USA BANK

Short Desc

USA BANK

Country

United States

Change Country

Bank ID Qualifier

US Bank

Bank ID

121042882

\*Type

External

\*Status

Active

Agency Location Code

Immediate Origin

Immediate Destination

Bank Options

☐ Internal BU

☒ Treasury Counterparty

☒ Banking Counterparty

☐ Corporate Treasury

Credit Ratings

Personalize | Find | View 1 | 1-2 of 2 | First 1-2 of 2 Last

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

Address Information

Notes

VAT Defaults

Other Identification

| Field or Control | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type             | <p>Select a bank type. Options are:</p> <p><i>External:</i> 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.</p> <p><i>Internal:</i> A bank or counterparty that is part of your organization (for example, a central treasury, a subsidiary company, or an operating division).</p> <p><i>Netting:</i> 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.</p> <p><i>Origin:</i> 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.</p> |

| <b>Field or Control</b>                           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>(USF) Agency Location Code</b>                 | <p>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.</p> <p>The General Ledger report GLSF224P uses the Agency Location Code (ALC) when reporting General Ledger, Receivables, and Payables cash activity to the federal government.</p> <p>See "General Ledger Reports: A to Z" (PeopleSoft General Ledger).</p> |
| <b>Bank ID Qualifier</b>                          | 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.                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Bank ID</b>                                    | 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.                                                                                                                                                                                                                                                            |
| <b>Immediate Origin and Immediate Destination</b> | Enter origin and destination routing codes for electronic transfers. Obtain the codes from your bank.                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Important!** You cannot define the same Bank ID for different SetIDs. System returns an error message for duplicate Bank IDs. You can override the restriction by changing the message severity to Warning on the Message Catalog page.

## Bank Options

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

| <b>Field or Control</b>                     | <b>Description</b>                                                                                                                                                                                                      |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Internal BU</b> (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. |
| <b>Treasury Counterparty</b>                | 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.           |



| <b>Field or Control</b>                        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Banking Counterparty</b>                    | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Financial Sanction Validation</b>           | <p>This field appears only if <i>Enable in Treasury Settlements</i> or Payables <i>Enabled at Bank</i> is selected on the Financial Sanctions Option page.</p> <p>Selecting this field in conjunction with <i>Enable in Treasury Settlements</i> 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.</p> <p>For Payables and eSettlement, selecting this field in conjunction with Payables <i>Enabled at Bank</i> on the Financial Sanctions Option page will initiate a search and validation of suppliers at payment time.</p> <p>See "Financial Sanctions Options Page" (Application Fundamentals).</p> |
| <b>Address Information</b>                     | Click this link to enter the address and phone information for the bank on the Address Information page (BANK_ADDR_PNL).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Notes</b>                                   | Click this link to enter miscellaneous notes about the bank on the Bank Contact Notes page (BANK_NOTES_SP).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>VAT Defaults</b> (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.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Other Identification</b>                    | 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.

**Related Links**

- "Managing Federal Schedule ID Reconciliations" (PeopleSoft Payables)
- "Understanding VAT" (PeopleSoft 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**

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 Branch Information

SetID SHARE    Bank BLBANK BELGIUM BANK    Branch ANTWERP

\*DescriptionBLBANK - ANTWERP

Notes

Short DescriptionBLBANK - AN

\*StatusActive

CountryBelgium

Change Country

Bank ID QualifierBEL Bank

Branch ID

VAT Registration Options

☒ Register Branch for VAT

VAT Registration ID BE 463336732

☐ Use VAT Suspension

Address Information

Contact Information

VAT Defaults

| Field or Control  | Description                                                                                                                                                         |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.

| <b>Field or Control</b>                                              | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Register Branch for VAT</b> (register branch for value-added tax) | Select the check box and enter the <b>VAT Registration ID</b> , which the system automatically validates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Use VAT Suspension</b> (use value-added tax suspension)           | <p>Select if bank has been selected as a supplier that suspends charging VAT.</p> <hr/> <p><b>Note:</b> You must first set two other VAT suspension settings in PeopleSoft to enable the VAT suspension functionality: you must select the <b>Use VAT Suspension</b> check box on the VAT Country table and set the <b>VAT Exception Type</b> for the VAT entity to <i>Suspension</i>. 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.</p> <hr/> |
| <b>Address Information</b>                                           | Click this link to access the Address page (BRANCH_ADDRESS_SEC), where you can set up the branch address.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Contact Information</b>                                           | Click this link to access the Bank Contacts page (BRANCH_PNLCONTCT), where you can set up contact information for the specified branch.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>VAT Defaults</b> (value-added tax defaults)                       | <p>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.</p> <hr/> <p><b>Note:</b> 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 <b>Register Branch for VAT</b> check box is selected.</p> <hr/>                                                                          |

## Related Links

"Setting Up VAT Options and Defaults for General Ledger Processing" (PeopleSoft General Ledger)

## Bank Contacts Page

Use the Bank Contacts page (BRANCH\_PNLCONTCT) to set up contact information for a specified branch.

Navigation:

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

| <b>Field or Control</b>                                                                                           | <b>Description</b>                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Contact ID</b>                                                                                                 | Select a contact ID to automatically populate the <b>Name</b> , <b>Contact Title</b> , and <b>Telephone</b> fields. |
|  <b>Edit Contact Information</b> | Click this icon to access the Contact Information page (TR_CONTACT_PNL) in Financials and edit contact information. |

## Contact Information Page

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 > Bank Contact Information > Contact Information**

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                      |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contact Type</b>     | Select the contact type. Options are: <i>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.</i> |
| <b>Bank Code</b>        | Displays the code of the banks with which the contact is associated.                                                                                                                                                                                                                                                                    |

## Related Links

"Viewing Bank Contacts" (PeopleSoft Financials, ESA, ALM, and SCM Portal Packs)

# Setting Up External, Internal, and Netting Accounts

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## 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>Field or Control</b>                                                         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Account #</b> (account number)                                               | Displays the account number of the bank, as defined by bank ID calculations on the Bank ID Qualifiers page. For banks in some countries with certain bank qualifier IDs, you must also enter a check digit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Acct Type</b> (account type) and <b>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</b> or <b>Company Identification Number</b> or <b>Remitter ID</b> | <p>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.</p> <p>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.</p> <hr/> <p><b>Note:</b> 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.</p> <hr/> <p>See <a href="#">External Accounts - Account Information Page</a>.</p> <p>See <a href="#">External Accounts - Collection Methods Page</a>.</p> |

| <b>Field or Control</b>                                                                                                   | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DFI Qualifier</b> (depository financial institution qualifier) and <b>DFI ID</b> (depository financial institution ID) | <p>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:</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>EFT Layout</b> (electronic funds transfer layout)                                                                      | Select one of the predefined EFT formats used in various countries and by many clearing institutions. The system also provides you with the tools to create additional EFT layout formats when needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Last File Number</b>                                                                                                   | Displays the last EFT file number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Defining Settlement Instructions

This topic discusses how to define beneficiary bank accounts and EFT options for settlements.

### Pages Used to Define Settlement Instructions

| <b>Page Name</b>                | <b>Definition Name</b> | <b>Usage</b>                                                                                                                           |
|---------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <u>Beneficiary Bank Page</u>    | STL_INSTRUCTION        | Create settlement instructions for use by Treasury Management. Associate the instructions with appropriate accounts or counterparties. |
| <u>Beneficiary Address Page</u> | STL_ADDRESS            | Capture bank address information on your settlement instructions.                                                                      |

| <b>Page Name</b>                | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                  |
|---------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>EFT Options Page</u>         | TR_EFT_OPT_SEC         | Define specifics for EFT transmissions when using these settlement instructions.                                                                                                                                              |
| Identification Information Page | TR_OTHID_SP            | Provide other identification for Name1, Bank, and/or Bank Account values, respectively. Available only for a Partner Instructions/Pay Into settlement type.<br><br>See the <u>Beneficiary Bank Page</u> for more information. |

## 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 > Define Settlement Instructions > Beneficiary Bank**

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.

**Beneficiary Bank** Beneficiary Address

SetID SHARE Instructions USBKS

\*Description USBNK Settlement Instructions ☐ Our Instructions/Receive Into ☒ Partner Instructions/Pay Into

**Account Information** [Search] | [Navigation] | 1 of 1 | View All

\*Currency USD [Search] Dollar Description USBNK Settlement Instructions [Add] [Remove]

\*Name 1 USA Operations USBKS [Info]

Name 2 [Field]

Bank Name USA BANK [Info]

Branch Name [Field]

Bank ID Qualifier 001 [Search] United States Bank

Bank ID 121042882 [Field]

Account # 00XXXXXXXXXX6702 [Unmask] [Info]

DFI Qualifier 01 [Search] Transit Number

IBAN [Field]

Country USA [Search] United States

Acct Type Business Acct [Dropdown]

DFI ID 121042882 [Field]

**Mandate Details**

Mandate BU [Search] Mandate ID [Search]

[EFT Options](#) [Routings](#) [Remittance Advice Attributes](#)



| <b>Field or Control</b>                                                           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Our Instructions/Receive Into</b>                                              | 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).                                                                                                                                                                                                        |
| <b>Partner Instructions/Pay Into</b>                                              | Select if these instructions dictate payment of funds to a counterparty. Generally, information entered here enables electronic payment to an account <i>not</i> defined in the PeopleSoft system.                                                                                                                                                                                                                                        |
|  | <p>Click the Identification icon next to the Name1, Bank, or Bank Account fields to access the Identification Information page (TR_OTHID_SP), where you can where you can provide other identification for Name1, Bank, and/or Bank Account values, respectively.</p> <p>This icon appears only on Beneficiary Bank pages for a Partner Instructions/Pay Into settlement type.</p>                                                        |
| <b>Account #</b>                                                                  | <p>Enter bank account number.</p> <p>If you set up bank account encryption, account numbers are masked when you save the page.</p> <p>For more information about bank account number encryption and the National Automated Clearing House Association (NACHA) data security requirements, see "Understanding Bank Account Encryption" (Application Fundamentals) and "Setting Up Bank Account Encryption" (Application Fundamentals).</p> |
| <b>Unmask</b>                                                                     | Select to unmask the bank account number and IBAN.                                                                                                                                                                                                                                                                                                                                                                                        |

## 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.

| <b>Field or Control</b>         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Currency</b>                 | Select the currency. Oracle recommends that you set up settlement instructions for each currency defined for the bank account.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Name 1 and Name 2</b>        | Enter the beneficiary names, if required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Bank ID Qualifier</b>        | Select an ID to enable the bank information to be edited online. For certain bank ID qualifiers, you must specify a check digit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>IBAN Digit</b>               | <p>Enter the check digit and click <b>View IBAN</b>. If the system validates the check digit, the IBAN (international bank account number) for this account appears next to the <b>View IBAN</b> button, and the system stores it on a record.</p> <p>This field and the View IBAN button appear only if the IBAN Enterable field is not selected on the IBAN Formats page.</p> <p>For the specified settlement instructions, define the account's IBAN for transmittal with other settlement information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>IBAN</b>                     | Enter the IBAN (international bank account number). This field appears only if the IBAN Enterable field is selected on the IBAN Formats page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <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> |

## 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 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 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 Financial Gateway).

## Related Links

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

## Beneficiary Address Page

Use the Beneficiary Address page (STL\_ADDRESS) to capture bank address information on your settlement instructions.

Navigation:

**Banking > Bank Accounts > Define Settlement Instructions > Beneficiary Address**

## 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.

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.

| <b>Field or Control</b>     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payment Format</b>       | 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 <i>Check Std</i> , <i>Pay &amp; Dep</i> , and <i>Wire</i> .                                                                                                                                                                                                                                                                  |
| <b>Transaction Handling</b> | <p>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:</p> <p><i>(Blank)</i>: No information is sent.</p> <p><i>Pay+Advice</i>: Both the actual payment and the advice are transmitted.</p> <p><i>Prenote</i>: Test run to verify that all EFT information is correct before sending out an actual payment and advice.</p> <p><i>Pymnt Only</i>: Only the payment is sent with the EFT file.</p> |

| <b>Field or Control</b>                                                                               | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Domestic Costs and Correspondent's Costs</b>                                                       | <p>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 <b>Domestic Costs</b> field designates who pays for the bank costs of the EFT.</p> <p>If there are any other third parties to the transfer, the correspondent's costs are also assessed.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• <i>(Blank)</i>: No costs are incurred.</li> <li>• <i>Payee Acct</i>: The payee's account is assessed for the charges.</li> <li>• <i>Payr/Payee</i>: The payee and the payer share costs equally. This option is available only for domestic costs.</li> <li>• <i>Pyr D Acct</i>: Costs are assessed to the payer's domestic account.</li> <li>• <i>Pyr F Acct</i>: Costs are assessed to the payer's foreign account.</li> </ul> |
| <b>Bank Check Drawn On</b>                                                                            | Select where a check comes from, if it is necessary to generate a check for this EFT transaction. Options are: <i>(None)</i> , <i>Payee Bank</i> , or <i>Payer Bank</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Check Forwarding</b>                                                                               | Select where the check should go. Options are: <i>(None)</i> , <i>Payee Bank</i> , <i>Payee</i> , <i>Payer</i> , or <i>Pyr Bank</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Crossed Check</b>                                                                                  | Select if the EFT involves a check that cannot be signed over to a third party.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Payment Instruction 1, Payment Instruction 2, Payment Instruction 3, and Payment Instruction 4</b> | Select additional payment instructions for the employee's EFTs. These fields contain standard EFT instruction codes that are delivered with your system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Payment Instruction Ref 1 and Payment Instruction Ref 2</b>                                        | Enter any additional comments regarding EFT transactions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Related Links

[Setting Up EFT Processing](#)

## Defining External Account Information

### Pages Used to Define External Account Information

| <i>Page Name</i>                                             | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">External Accounts Page</a>                       | BANK_PNL2              | Set up external accounts.                                                                                                                                                                                                                                                                                     |
| Bank Branch Information Page                                 | BANK_BRNCHPNL          | Edit bank branch information associated with an external account.<br><br>See the <a href="#">External Accounts Page</a> for more information.                                                                                                                                                                 |
| Bank Account Other Identification Page                       | BANKACCT_PNL_OTHID     | Specify values used in SEPA formats based on Rulebook 6.0, including issuer or originating bank.<br><br>See the <a href="#">External Accounts Page</a> for more information.                                                                                                                                  |
| <a href="#">Valid Currencies Page</a>                        | BANK_ACCT_CURR_SEC     | Enter valid default currencies for an external account.                                                                                                                                                                                                                                                       |
| <a href="#">ChartField Options Page</a>                      | BNK_CF_OPTIONS_SEC     | Specify inheritance rules for ChartFields for an account type.                                                                                                                                                                                                                                                |
| <a href="#">External Accounts - Signatories Page</a>         | BANK_PNLSIGNATORYS     | Define account signatories.                                                                                                                                                                                                                                                                                   |
| <a href="#">Contacts Page</a>                                | BANK_PNLCNTCT          | View the names and phone numbers of bank contacts.                                                                                                                                                                                                                                                            |
| Bank Contact Notes Page                                      | BRANCH_CNT_DISP_SP     | Enter notes about the bank contact for an external account.<br><br>See the <a href="#">Contacts Page</a> for more information.                                                                                                                                                                                |
| External Accounts - Reconciliation Page                      | BANK_PNLRECON          | Select a method of reconciliation to use for each external account. Specify reconciliation sources to be used by semi-manual reconciliation.<br><br>For more information, see the documentation for the <a href="#">External Accounts - Reconciliation Page</a> in the Configuring Bank Reconciliation topic. |
| <a href="#">External Accounts - Account Information Page</a> | BANK_PNL3              | Specify additional information for each bank account.                                                                                                                                                                                                                                                         |

| <b>Page Name</b>                                   | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                       |
|----------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>External Accounts - Collection Methods Page</u> | COLLECT_BANK           | Associate different payment methods and collection options (for your receipts) with multiple bank accounts that you established with a particular bank.                                                                                                            |
| <u>Draft Document Types Page</u>                   | BANK_COLCT_SEC         | Specify a document type for document sequencing for each draft event. The Receivable Update process (AR_UPDATE) uses this to create document sequence numbers.<br><br>The Document Type link appears only if <i>Draft</i> is selected in the Payment Method field. |
| <u>External Accounts - Payment Methods Page</u>    | PYMNT_BANK             | Define the payment methods supported for an account, payment processing options, and EFT file attributes. For each account, you can enter multiple payment methods.                                                                                                |
| <u>Document Sequence Page</u>                      | PYMNT_BANK_DOC_SEC     | Set up tracking of individual documents.<br><br>To access this page, document sequencing must be enabled on the Treasury Options page at the business unit level.                                                                                                  |
| <u>Bank Account Draft ChartFields Page</u>         | BANK_ACCT_CFDR_SEC     | Enter details about the draft account ChartFields.                                                                                                                                                                                                                 |
| <u>EFT Layout Codes and Details Page</u>           | PYMNT_BANK_LYT         | Review and update layout options for layouts settled through Pay Cycle Manager.                                                                                                                                                                                    |
| <u>Prenotification Page</u>                        | BANK_PRENOTE           | Indicate whether prenotification files (used in Federal Schedule Reconciliation) must be generated.                                                                                                                                                                |
| <u>Define Layout Properties Page</u>               | PMT_BANK_MTHD_PROP     | Review and edit values defined for a specific electronic format.                                                                                                                                                                                                   |
| <u>Account Settlement Page</u>                     | BANK_PNLSETTLE         | Associate settlement instructions with a bank account.                                                                                                                                                                                                             |

## Understanding External Bank Accounts

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.

This topic provides overviews to provide more information about the following:

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

## Bank Account ChartField Inheritance for Education and Government

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

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

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

The following tables illustrate the valid inheritance option combinations:

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

### Inheritance Option Code Key

This table displays the codes for inheritance options:

| <b><i>Inheritance Option</i></b> | <b><i>Code</i></b> |
|----------------------------------|--------------------|
| Always Inherit                   | <i>A</i>           |



| <b><i>Inheritance Option</i></b> | <b><i>Code</i></b> |
|----------------------------------|--------------------|
| 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:** The documentation defines inheritance options on the [ChartField Options Page](#).

## Receivables, Billing, and Cash

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

|                                         | <b><i>Account Types</i></b>                            |          | <b><i>Processing Options</i></b> |                |                                     |           |            |                              |
|-----------------------------------------|--------------------------------------------------------|----------|----------------------------------|----------------|-------------------------------------|-----------|------------|------------------------------|
|                                         | <b><i>Accounts Receivable - AR or Billing - BI</i></b> |          | <b><i>Cash Clearing</i></b>      |                | <b><i>AR Draft Cash Control</i></b> |           |            | <b><i>Dep in Transit</i></b> |
| <b><i>Account Types</i></b>             | Cash - AR                                              | Dep - AR | AR OffSetDr. *                   | AR OffSetCr. * | Cntrl - AR                          | Disc - AR | Draft - AR | Dit - AR                     |
| <b><i>Valid Inheritance Options</i></b> | <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> |                   |                       |
|----------------------------------|----------------------|---------------------------|-------------------|-----------------------|
|                                  | <b>AP</b>            | <b>Cash Clearing</b>      | <b>TRF Charge</b> | <b>Drafts Payable</b> |
| <b>Account Type</b>              | Cash - AP            | Cntrl - AP                | Bank Charge       | Draft - AP            |
| <b>Valid Inheritance Options</b> | <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> |                        |           |
|----------------------------------|----------------------|---------------------------|------------------------|-----------|
|                                  | <b>TR</b>            | <b>Cash Clearing</b>      | <b>Stmt Accounting</b> | <b>TR</b> |
| <b>Account Type</b>              | Cash                 | Control                   | Fees<br>Interest       | Cash      |
| <b>Valid Inheritance Options</b> | <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> |                     |                         |
|--|----------------------|---------------------------|---------------------|-------------------------|
|  | <b>EX</b>            | <b>Cash Clearing *</b>    | <b>TRF Charge *</b> | <b>Drafts Payable *</b> |

|                                  | <b>Account Types</b> | <b>Processing Options</b> |             |            |
|----------------------------------|----------------------|---------------------------|-------------|------------|
| <b>Account Type</b>              | Cash - AP            | Cntrl - AP                | Bank Charge | Draft - AP |
| <b>Valid Inheritance Options</b> | <i>N</i>             | <i>N</i>                  | <i>N</i>    | <i>N</i>   |
|                                  | <i>D</i>             | <i>D</i>                  | <i>D</i>    | <i>D</i>   |
|                                  | <i>I</i>             | <i>I</i>                  | <i>I</i>    | <i>I</i>   |
|                                  | <i>A</i>             | <i>A</i>                  | <i>A</i>    | <i>A</i>   |

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

## Bank Account Payment Methods

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

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

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

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

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

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

- You cannot settle direct debits through Pay Cycle Manager.

---

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

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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:

| <b>Calculation Page</b> | <b>Related Record</b> |
|-------------------------|-----------------------|
| External Accounts       | BANK_ACCT_DEFN        |
| Settlement Instructions | STL_INSTRUCTION       |
| EFT Request Entry       | TR_WR_DETAIL          |
| EFT Template            | TR_WR_TEMPLATE        |

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

---

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

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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 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**

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

| External Accounts               | Signatories        | Contacts                                                  | Reconciliation                                      | Account Information                    | Collection Methods                      | Payment Methods                        | Account Settlement                     |
|---------------------------------|--------------------|-----------------------------------------------------------|-----------------------------------------------------|----------------------------------------|-----------------------------------------|----------------------------------------|----------------------------------------|
| SetID                           | SHARE              | Bank                                                      | USBK                                                | United States Bank                     | External Bank ID                        | 121042882                              |                                        |
| <b>Account Information</b>      |                    |                                                           |                                                     |                                        |                                         |                                        |                                        |
| Bank Account:                   | CHKC               | *Status:                                                  | Active                                              | *GL Unit:                              | US001                                   |                                        |                                        |
| *Description:                   | USBK CHECKING ACCT | Short Desc:                                               | CHECK ACCT                                          | *Branch:                               | CALIFORNIA                              |                                        |                                        |
| Account #:                      | 00XXXXXXXXXX6458   | Unmask                                                    |                                                     |                                        |                                         |                                        |                                        |
| Sender DO:                      |                    | RFC:                                                      |                                                     |                                        |                                         |                                        |                                        |
| DFI Qualifier:                  | 01                 | Transit Number                                            |                                                     | DFI ID:                                | 121042882                               |                                        |                                        |
| IBAN:                           |                    |                                                           |                                                     | Other Identification                   |                                         |                                        |                                        |
| <b>Valid Account Currencies</b> |                    |                                                           |                                                     |                                        |                                         |                                        |                                        |
| *Currency Code:                 | USD                | <b>Account Use</b>                                        |                                                     | Acct Type:                             | Checking Account                        | <input checked="" type="checkbox"/> BI | <input checked="" type="checkbox"/> AR |
| *Rate Type:                     | CRRNT              | <input checked="" type="checkbox"/> DD/AR Draft Cash Ctrl | <input type="checkbox"/> Cash Clearing              | <input checked="" type="checkbox"/> AP | <input checked="" type="checkbox"/> TR  | <input type="checkbox"/> EX            | <input type="checkbox"/> GP            |
| *Index:                         | MODEL              | <input checked="" type="checkbox"/> Drafts Payable        | <input checked="" type="checkbox"/> Stmt Accounting | <input type="checkbox"/> TRF Charge    | <input type="checkbox"/> Dep in Transit |                                        |                                        |

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

**Bank Account Ledger Types**

1-3 of 12 | View All

ChartFields Additional ChartFields

|                                                                                   | Acct Type  | *Account                    | Oper Unit            | Fund                 | Dept                 | Program              | Class                | Bud Ref              | Product              |
|-----------------------------------------------------------------------------------|------------|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|  | Cash - AR  | 100003 <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|  | Cash - AP  | 100002 <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|  | Draft - AP | 100002 <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## Bank Accounts

| <i>Field or Control</i> | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Branch</b>           | <p>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.</p> <p>Click the <b>Bank Branch Information</b> button to view and edit bank branch information on the Bank Branch Information page (BANK_BRNCHPNL).</p>                         |
| <b>GL Unit</b>          | Select the general ledger business unit associated with this account.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Account #</b>        | <p>Enter bank account number.</p> <p>If you set up bank account encryption, account numbers are masked when you save the page.</p> <p>For more information about bank account number encryption and the National Automated Clearing House Association (NACHA) data security requirements, see "Understanding Bank Account Encryption" (Application Fundamentals) and "Setting Up Bank Account Encryption" (Application Fundamentals).</p> |
| <b>Unmask</b>           | Select to unmask the bank account number and IBAN.                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>RFC</b>              | Enter the three-character value that identifies the RFC (regional finance center) to be assigned to the summary payment file.                                                                                                                                                                                                                                                                                                             |

| <b>Field or Control</b>                           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>(USF) Sender DO</b> (sender disbursing office) | <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" (PeopleSoft Payables).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>DFI Qualifier</b> and <b>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</b> (international bank account number)   | <p>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.</p> <p>If you set up bank account encryption, IBAN is masked when you save the page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>IBAN Digit</b>                                 | <p>Enter the two-numeral check digit code for the country and click <b>View IBAN</b>. 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| <b>Field or Control</b>     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 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. |

---

**Important!** For a specified Bank Account, the Bank ID and the Bank Account number must be unique. System returns an error message for duplicate entries. You can override the restriction by changing the message severity to Warning on the Message Catalog page.

---

See [Understanding IBAN](#).

See [IBAN Formats Page](#).

## Valid Account Currencies

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                       |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 <b>Currencies</b> 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.

| <b>Field or Control</b>                                                            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DD/AR Draft Cash Ctrl</b> (direct debit/accounts receivable draft cash control) | Select to record cash prior to actually receiving the funds in a draft. Available for entry only when you've selected the <b>AR</b> or <b>BI</b> bank check box.<br><br>Selecting DD/AR Draft Cash Ctrl also generates the SQL object used to control ChartField inheritance for direct debits.                                                                                                                                                                                                                                                                                                                             |
| <b>Drafts Payable</b>                                                              | Available for entry only when you've selected the <b>AP</b> bank check box.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Cash Clearing</b>                                                               | Available for entry only when you've selected the <b>AR</b> , <b>AP</b> , or <b>TR</b> bank check box. You must select this check box before you can select the <b>Dep in Transit</b> check box.<br><br>If Cash Clearing check box is selected and Enable Federal Payment check box is not selected on the Installation Options - Payables page, payment posting will not create Cash Distribution Clearing entries for vouchers created with a payment method of ACH or EFT. Instead, it will create Cash Distribution entries. See also "Setting Up Application-Specific Installation Options" (Application Fundamentals) |
| <b>Stmt Accounting</b> (statement accounting)                                      | Available for entry only when you've selected the <b>TR</b> bank check box. Statement accounting makes particular ChartFields available so that you can map where fees and interest go.<br><br>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.                                                                                                                                                                                                             |
| <b>TRF Charge</b> (bank transfer charge)                                           | Available for entry only when you've selected the <b>AP</b> bank check box.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

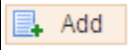
| <b>Field or Control</b>                     | <b>Description</b>                                                                                                                                                                                                                         |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dep in Transit</b> (deposits in transit) | Select to associate a Deposit in Transit account with this external bank account; the system adds the <b>DIT-AR</b> row to the <b>Bank Account Types</b> 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.

|                              | <b>BI</b>                         | <b>AP</b>           | <b>AR</b>                                   | <b>TR</b>        | <b>EX</b> |
|------------------------------|-----------------------------------|---------------------|---------------------------------------------|------------------|-----------|
| Required ChartFields         | Cash – AR<br>Deposit-AR<br>DIT-AR | Cash – AP<br>DIT-AR | Cash – AR<br>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<br>Control – AR<br>Discount - AR | NA               | NA        |
| Stmnt Accounting ChartFields | NA                                | NA                  | NA                                          | Interest<br>Fees | NA        |
| TRF Charge                   | NA                                | Bank Charge         | NA                                          | NA               | NA        |
| Dep in Transit               | NA                                | NA                  | If selected                                 | NA               | NA        |

| <b>Field or Control</b>                                                           | <b>Description</b>                                                                                          |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
|  | Click to edit ChartField inheritance options for a specified account type.                                  |
| <b>Previous in List</b> 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.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Currency</b>         | <p>Enter all valid currencies for the external account. Select the <b>Default</b> check box to indicate the default currency of the bank account.</p> <p>The default currency drives certain PeopleSoft financial processes, such as reconciliation and transaction revaluation.</p> <p>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.</p> |
| <b>Rate</b>             | Select a currency conversion rate type code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Index</b>            | 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.

| <b>Field or Control</b>    | <b>Description</b>                                                                                                                                                                              |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Always Inherit</i>      | 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).           |
| <i>Do Not Inherit</i>      | Appears by default. You specify ChartField values on the External Accounts page.                                                                                                                |
| <i>Inherit Within Unit</i> | 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. |
| <i>Use Unit Default</i>    | 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\_PNLCNTCT) to view the names and phone numbers of bank contacts.

Navigation:

**Banking > Bank Accounts > External Accounts > Contacts**

| <i>Field or Control</i>                                                           | <i>Description</i>                                                                                                            |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Contact ID</b>                                                                 | Click a contact link to access that person's financial contacts page.                                                         |
|  | Click the <b>Bank Contact Notes</b> 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**

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 USBK 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            |                                            |                    |                 |      |

| <i><b>Field or Control</b></i> | <i><b>Description</b></i>                                                                                                                                                                                                                                                                                            |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Holiday List ID</b>         | 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

| <i><b>Field or Control</b></i>                      | <i><b>Description</b></i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Preferred Language</b>                           | Select the preferred default language for the account.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Charge Bank and Charge Acct</b> (charge account) | Select the bank and account that charges bank processing fees to this account, if applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Remitter ID</b>                                  | <p>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.</p> <p>Depending on your country and bank, you could also define a remitter ID in the <b>Company Identification Number</b> field of the EFT Options page for Payment Methods.</p> <p>For French bank accounts, the <b>Remitter ID</b> 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.</p> |

## Payment Information

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

| <i><b>Field or Control</b></i>          | <i><b>Description</b></i>                                                                                                                                                                                                                                                                                           |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Check# Len</b> (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. |

| <b>Field or Control</b>                       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fract Rtg#</b> (fractional routing number) | <p>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.</p> <hr/> <p><b>Note:</b> 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.</p> <hr/> |

## Payment Handling

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

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Override</b>         | <p>Select this check box to sort checks with large amounts during payment creation. Enter an amount in the <b>Amount</b> field to define the check amount that triggers an override.</p> <p>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 <i>HD</i>, the system prints checks equal to or more than 50,000 USD in the sort sequence specified by the payment handling code.</p> |

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.

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

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| <i>Field or Control</i>            | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Maximum Amount Per Paycycle</b> | <p>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.</p> <p>For example, the total pay cycle is 2,000,000 USD. You specify that:</p> <ol style="list-style-type: none"> <li>1. The system derives funds from Bank Account 01, to a maximum of 1,250,000 USD.</li> <li>2. The system then derives funds up to a maximum of 500,000 USD from Bank Account 02.</li> <li>3. The system then derives funds up to a maximum of 300,000 USD from Bank Account 03.</li> </ol> |
| <b>Maximum Amount Per Payment</b>  | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Receipt Information

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



| <b>Field or Control</b>  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deposit Type</b>      | Select the type of deposits that this account receives, and also indicate the associated <b>Deposit Unit</b> . 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. |
| <b>Payment Predictor</b> | Select to enable the Payment Predictor process (AR_PREDICT) to process the deposits and payments that this account receives. If you select <b>Payment Predictor</b> 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.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                     |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Interest Rate</b>    | Enter a percentage as a decimal.                                                                                                                       |
| <b>Days in Year</b>     | Displays the number of days that the system uses to compute the annual effective discount rate specified by the supplier.<br>The default value is 360. |

## Related Links

"Handling Pay Cycle Exceptions and Alerts" (PeopleSoft Payables)

"Understanding Payment Predictor Processing" (PeopleSoft Receivables)

"Setting Up Deposit Types" (PeopleSoft 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**

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.

| External Accounts                                                                        | Signatories                         | Contacts                                                | Reconciliation                | Account Information                                                                      | Collection Methods            | Payment Methods               | Account Settlement |
|------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|--------------------|
| SetID SHARE                                                                              |                                     | Bank USBNK USA BANK                                     |                               | External Bank ID 121042882                                                               |                               |                               |                    |
| <b>Account Information</b>                                                               |                                     |                                                         |                               |                                                                                          |                               |                               |                    |
| Bank Account CHCK USBNK CHECKING ACCT                                                    |                                     |                                                         |                               |                                                                                          |                               |                               |                    |
| <b>Payment Information</b> <span>Find   View All</span> <span>First 3 of 4 Last</span>   |                                     |                                                         |                               |                                                                                          |                               |                               |                    |
| Payment Method <input type="text" value="Direct Debit"/>                                 |                                     | <input type="checkbox"/> Prenote Required               |                               | Direct Debit Lead Time Days <input type="text" value=""/> <span>+</span> <span>-</span>  |                               |                               |                    |
| <b>Collection Options</b>                                                                |                                     |                                                         |                               |                                                                                          |                               |                               |                    |
| Currency <input type="text" value=""/>                                                   |                                     | Draft Risk Days <input type="text" value=""/>           |                               |                                                                                          |                               |                               |                    |
| Min Remit Amt <input type="text" value=""/>                                              |                                     | Notice <input type="text" value="0"/>                   |                               | *Clearing Method <input type="text" value="None"/>                                       |                               |                               |                    |
| <b>Discounted Draft Credit Limit</b>                                                     |                                     |                                                         |                               |                                                                                          |                               |                               |                    |
| Credit Limit <input type="text" value=""/>                                               |                                     | Date <input type="text" value=""/>                      |                               | Review <input type="text" value=""/>                                                     |                               |                               |                    |
| <b>Value Date</b>                                                                        |                                     |                                                         |                               |                                                                                          |                               |                               |                    |
| Value Date Days <input type="text" value=""/>                                            |                                     | <input type="checkbox"/> Value Date                     |                               | <b>Holiday Processing Options</b>                                                        |                               |                               |                    |
|                                                                                          |                                     |                                                         |                               | Holiday Options <input type="text" value="Not Applicable"/>                              |                               |                               |                    |
|                                                                                          |                                     | Payment Cutoff Time <input type="text" value="1:00PM"/> |                               | Days <input type="text" value=""/> <input type="checkbox"/> Allow due date in next month |                               |                               |                    |
| <b>Electronic Layouts</b> <span>Personalize   Find</span> <span>First 1 of 1 Last</span> |                                     |                                                         |                               |                                                                                          |                               |                               |                    |
| Default                                                                                  | Send to Financial Gateway           | EFT Layout Code                                         | Layout Options                | Define Layout Properties                                                                 | Bank Integration Layouts      |                               |                    |
| <input checked="" type="checkbox"/>                                                      | <input checked="" type="checkbox"/> | DIRDEB <input type="text" value=""/>                    | <input type="text" value=""/> | <input type="text" value=""/>                                                            | <input type="text" value=""/> | <span>+</span> <span>-</span> |                    |

## Payment Information

| <i><b>Field or Control</b></i> | <i><b>Description</b></i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payment Method</b>          | <p>Select the form of receipts reserved for a particular account. Options are:</p> <ul style="list-style-type: none"> <li>• <i>Cash</i></li> <li>• <i>Check</i></li> <li>• <i>Credit Card</i></li> <li>• <i>Direct Debit</i></li> <li>• <i>Draft</i></li> <li>• <i>Electronic Fund Transfer</i></li> <li>• <i>Giro - EFT</i></li> <li>• <i>Giro - Manual</i></li> </ul> <p>If you select <i>Direct Debit</i> as the payment method, a <b>Prenote Required</b> 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.</p> <p>If you select the Direct Debit payment method, the Electronic Layouts grid appears, where you can select an <b>EFT (electronic file transmission) Layout</b> 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.</p> <p>If you select the <i>Draft</i> 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 <b>Document Type</b> link to specify the document types for each draft event.</p> |

| <b>Field or Control</b>            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Direct Debit Lead Time Days</b> | 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 is 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 is the current date plus the direct debit lead time days. |

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

## Collection Options

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

| <b>Field or Control</b>                                                                | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Currency, Min Remit Amt</b> (minimum remittance amount), and <b>Draft Risk Days</b> | <p>If you select <i>Draft</i> as the payment method, complete these fields. The system populates the <b>Currency</b> 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.</p> <p>The <b>Min Remit Amt</b> field displays the minimum that the bank permits you to remit for discounted drafts. This value appears on the Draft Remittance worksheet.</p> <p>The <b>Draft Risk Days</b> 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.</p> |
| <b>Notice</b>                                                                          | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clearing Method</b>  | <p>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:</p> <p><i>Bank Recon</i> (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.</p> <p><i>Due Date</i>: You recognize (debit) cash as received when payment is made. Most companies in the U.S. use the cash-control method.</p> <p><i>None</i>: You have not implemented cash-control accounting or you want cash to update when you remit the direct debit to the bank.</p> |

### Discounted Draft Credit Limit

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

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                             |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Credit Limit</b>     | 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. |
| <b>Date</b>             | Displays the date on which the bank account agreed to the credit limit.                                                                                                                                        |
| <b>Review</b>           | 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.

| <b>Field or Control</b>    | <b>Description</b>                                                                                                                                                                                                                                          |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Value Date</b>          | Select to enable value dating for the bank account.                                                                                                                                                                                                         |
| <b>Value Date Days</b>     | Enter a value date (expressed as a positive or negative number) for the selected payment method.                                                                                                                                                            |
| <b>Payment Cutoff Time</b> | Enter the cutoff time, using <i>AM</i> or <i>PM</i> , 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

| <b>Field or Control</b>             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Holiday Options</b>              | <p>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:</p> <p><i>Not Applicable</i>: Does not change the estimated settlement date.</p> <p><i>Pay After Holiday</i>: Changes the estimated settlement date to a day after the holiday.</p> <p><i>Pay Before Holiday</i>: Changes the estimated settlement date to a day before the holiday.</p> |
| <b>Days</b>                         | Enter the number of days that you want to move the date to accommodate the holiday.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Allow due date in next month</b> | If you select the Pay After Holiday option, select <b>Allow due date in next month</b> 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.

| <b>Field or Control</b>                                  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Default Flag</b>                                      | Select to make this layout the default layout for the specified payment method.                                                                                                                                                                                                                                                                                                                                           |
| <b>Send to Financial Gateway</b>                         | <p>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.</p> <hr/> <p><b>Note:</b> Financial Gateway is a component of Cash Management. Therefore, you must have Cash Management installed on your system to make settlements using Financial Gateway.</p> <hr/> |
| <b>EFT Layout Code</b> (electronic file transfer layout) | <p>Select an EFT file format.</p> <hr/> <p><b>Note:</b> If you selected <i>Direct Debit</i> and the <b>Required Prenote</b> 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.</p> <hr/> <p>See "Understanding the Set Up and Processing of Direct Debits with Prenotes" (PeopleSoft Receivables).</p> <hr/>        |
| <b>Last File Number</b>                                  | Displays a sequence number used to uniquely identify payment files generated by the Receivables Collection Methods process, when using EDI file layouts only. 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.      |
| <b>Layout Options</b>                                    | Click to access the EFT Layout Codes and Details page. This icon is enabled only for layouts being settled through Pay Cycle Manager.                                                                                                                                                                                                                                                                                     |
| <b>Define Layout Properties</b>                          | Access 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.                                                                                                                                                                                                              |
| <b>Bank Integration Layouts</b>                          | Access 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.

---

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event</b>            | Displays the type of draft activity in the draft life cycle, such as draft remitted or draft created.                                                                                                                                                             |
| <b>Action</b>           | Select the posting action for the draft. Options are:<br><br><i>A</i> (actual): Specify the document type for the actual draft business event.<br><br><i>D</i> (dishonor): Specify the document type to use when you dishonor the draft after the business event. |
| <b>Document Type</b>    | 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**



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.

The screenshot shows the 'Payment Methods' page for an external account. The 'Payment Method' is set to 'Automated Clearing House'. The 'Value Date' section includes 'Value Date Days' and a checked 'Value Date' checkbox. The 'Payment Cutoff Time' is set to '2:00PM'. The 'Holiday Processing Options' section includes 'Holiday Options' set to 'Not Applicable' and a checked 'Allow due date in next month' checkbox. The 'Payment Options' section includes checkboxes for 'Confirm Numbers', 'Positive Payment', 'Payment Schedule', and 'File Copy'. The 'Payment Form' section includes 'Last Ref Number' (0000005000), 'Positive Payment Form', 'Form ID' (EFT1), and 'File Copy Form'. The 'Electronic Layouts' section shows a table with columns for Default, Settle By, Layout, Layout Options, Define Layout Properties, and Bank Integration Layouts. The table has two rows: 'Pay Cycle' with layout 'PPD' and 'Financial Gateway' with layout '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 vendor ACH payment (CCD+) - Same Day               | SPSVNDRSDA         |
| Bulk vendor ACH payment (CCD+) — Same Day              | PAMVNDRSDA         |
| SPS travel ACH payment (PPD+)                          | SPSTRVL            |
| SPS travel ACH payment (PPD+) - Same Day               | SPSTRVLSDA         |
| Bulk travel ACH payment (PPD+) — Same Day              | PAMTRVLSDA         |
| SPS Miscellaneous payment                              | SPSMISC            |
| SPS Miscellaneous payment - Same Day                   | SPSMISCSDA         |
| Bulk Miscellaneous ACH payment — Same Day              | PAMMISCSDA         |
| SPS IAT Travel                                         | SPSIATTRVL         |
| SPS IAT Vendor                                         | SPSIATVNDR         |
| SPS IAT Miscellaneous                                  | SPSIATMISC         |
| SPS Same day payment request                           | SPSSDPR            |

| <b>Format</b>                                     | <b>Layout Name</b> |
|---------------------------------------------------|--------------------|
| IPAC (Intra-Governmental Payment and Collections) | IPAC               |
| Bulk vendor check payment                         | PAMCHK             |
| Bulk Misc IAT ACH Payment                         | PAMIATMISC         |
| Bulk Travel IAT ACH Payment                       | PAMIATTRVL         |
| Bulk Vendor IAT ACH Payment                       | PAMIATVNDR         |
| Bulk Misc ACH Payment                             | PAMMISC            |
| Bulk Travel ACH Payment                           | PAMTRVL            |
| Bulk Vendor ACH Payment                           | PAMVNDR            |
| Federal PAMCTX                                    | PAMCTX             |

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.

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**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.

| <b>Field or Control</b> | <b>Description</b>                                  |
|-------------------------|-----------------------------------------------------|
| <b>Value Date</b>       | Select to enable value dating for the bank account. |

| <b>Field or Control</b>    | <b>Description</b>                                                                                                  |
|----------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Value Date Days</b>     | Enter a value date (expressed as a positive or negative number) for the selected payment method.                    |
| <b>Payment Cutoff Time</b> | Enter the cutoff time, using <i>AM</i> or <i>PM</i> , or use the timestamp button to enter the current system time. |

## Holiday Processing Options

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Holiday Options</b>  | <p>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:</p> <p><i>Not Applicable</i>: Does not change the estimated settlement date.</p> <p><i>Pay After Holiday</i>: Changes the estimated settlement date to a day after the holiday. If you select this option, select <i>Allow due date in next month</i> 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.</p> <p><i>Pay Before Holiday</i>: Changes the estimated settlement date to a day before the holiday.</p> |
| <b>Days</b>             | 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.

| <b>Field or Control</b>    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Confirm Numbers</b>     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Payment Schedule</b>    | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Positive Payment</b>    | <p>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. The system provides 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.</p> <p>If you select this check box, you also must specify a value in the <b>Positive Payment Form</b> field in the <b>Payment Form</b> group box.</p> |
| <b>File Copy</b>           | <p>Select to enable the Pay Cycle Manager to generate a duplicate set of checks for your files. Like <i>Checks</i>, 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.</p> <p>If you select this check box, you also must specify a value in the <b>File Copy Form</b> field in the <b>Payment Form</b> group box.</p>                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Document Sequencing</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Prenote</b>             | Click to access the Prenotification page, and indicate that the system must generate Federal Schedule ID prenotification files.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| <b>Field or Control</b> | <b>Description</b>                                                                    |
|-------------------------|---------------------------------------------------------------------------------------|
| <b>Draft Status</b>     | Click to access the Bank Account Draft ChartFields page and define Draft ChartFields. |

## Payment Form

| <b>Field or Control</b>                        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Last Ref Number</b> (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.                                                                                                                                                                                                                         |
| <b>Form ID</b>                                 | <p>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.</p> <hr/> <p><b>Note:</b> Do not enter a form ID for manual checks or supplier drafts.</p> <hr/> |
| <b>Positive Payment Form</b>                   | Enter a pay form if the Positive Payment check box is selected.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>File Copy Form</b>                          | 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>Payment Method</b>     | <b>Settle Through Method</b> |
|---------------------------|------------------------------|
| Automated Clearing House  | Both                         |
| Direct Debit              | Financial Gateway only       |
| Electronic Funds Transfer | Both                         |

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

---

| <b><i>Field or Control</i></b>  | <b><i>Description</i></b>                                                                                                                                                      |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Default Flag</b>             | 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.                                                                           |

---

**Note:** Add the desired layout in order to create a voucher for which PAM EFT layout codes are used.

---

## Related Links

[EFT File Layouts Page](#)

[Defining ACH Layouts](#)

"Managing Federal Schedule ID Reconciliations" (PeopleSoft Payables)

"Specifying Payment Form Attributes" (PeopleSoft 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.

| <b>Field or Control</b>     | <b>Description</b>                                                                                   |
|-----------------------------|------------------------------------------------------------------------------------------------------|
| <b>Document Type</b>        | Displays the document type that the system uses to assign document sequence numbers.                 |
| <b>Manual Document Type</b> | Displays the default document type on pages where you specify the document sequence number manually. |

See "Understanding Document Sequencing" (PeopleSoft 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.

| <b>Field or Control</b>    | <b>Description</b>                                                                                                         |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Accounting Template</b> | 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.

| <b>Field or Control</b>                                                     | <b>Description</b>                                                               |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Originating DFI ID</b> (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 Financial Gateway)

"Bank Integration Layouts Page" (PeopleSoft Financial Gateway)

## Account Settlement Page

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

Navigation:

**Banking > Bank Accounts > External Accounts > Account Settlement**

| <i>Field or Control</i> | <i>Description</i>                                                                                                                                              |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructions</b>     | Select the settlement instructions to use for this account, if you selected the TR check box in the <b>Account Use</b> group box on the External Accounts page. |

## Defining Internal Account Information

This topic discusses how to define internal accounts, generate interest accrual schedules, and define ChartFields for internal accounts.

## Pages Used to Define Internal Account Information

| <b>Page Name</b>                                             | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                         |
|--------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Internal Accounts - Account Information Page</a> | BANK_ACCT_INT          | Maintain balances and transfer amounts among the business units within your enterprise, with one or more treasury units serving as an in-house bank. |
| <a href="#">Generate Schedules Page</a>                      | SCHEDULE_CREATE        | Generate interest accrual schedules.                                                                                                                 |
| <a href="#">Internal Accounts - ChartFields Page</a>         | BANK_ACCT_INT2         | Enter both the account servicer's (treasury's) <i>and</i> the account owner's (business unit's) ChartField and account number information.           |

## Understanding Internal Account Information

To define internal accounts, use the Internal Accounts component (BANK\_INTERNAL\_GBL).

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

### Related Links

"Bank Account Transfer Page" (PeopleSoft Cash Management)

"Managing In-House Banking Activities" (PeopleSoft Cash Management)

"Understanding On-Behalf-Of Deals" (PeopleSoft 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](#).

Internal Accounts - 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**

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.

Account InformationChartfields

SetID SHAREServicer TUS01Owner TUS04Bank Account 14US

Account Information

DescriptionTUS01, TUS04 USD AccountShort DescTUS01, TUS

Account #1002Account StatusActive

CurrencyUSDUS Dollar☒ Default Account☒ Accrue Interest

Interest Accrual Information

Schedule IDDAIlyGenerate Schedule

Rate for TUS01 Debit, TUS04 Credit

Credit Rate IndexGOVYCRate TypeCRRNTMargin Points0.50000000

Rate for TUS04 Debit, TUS01 Credit

Debit Rate IndexGOVYCRate TypeCRRNTMargin Points0.50000000

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

| Field or Control           | Description                                                                                                                                                                        |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Account # (account number) | Displays the bank account number assigned by the system.                                                                                                                           |
| Default Account            | Select to set this account as your default internal account.                                                                                                                       |
| Accrue Interest            | Select to accrue interest on this account. You can run interest accruals on the Interest Accruals page. You can view your interest accruals on the Internal Account Activity page. |

## Interest Accrual Information

| <i><b>Field or Control</b></i>                       | <i><b>Description</b></i>                                                                                                                             |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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</b> and <b>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**

| <i><b>Field or Control</b></i> | <i><b>Description</b></i>                                                                                                 |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <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**

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.

Account Information

Chartfields

SetID

 SHARE 

Servicer

 TUS01 

Owner

 TUS04 

Bank Account

 14US

Account Display Options

☒ Display Servicer's Version

☐ Display Owner's Version

Account Owner

 TUS01 US001 - Corporate Treasury

GL Unit

 US001

Account #

 1002

Cash Account Chartfields

Personalize | Find | 

First 1-2 of 2 Last

ChartFields

Additional ChartFields

| Acct Type | Account                             | Oper Unit            | Fund                 | Dept                 | Program              | Class                |
|-----------|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Cash      | <input type="text" value="200106"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Interest  | <input type="text" value="490099"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Account Display Options

| Field or Control           | Description                                            |
|----------------------------|--------------------------------------------------------|
| 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

This topic discusses how to define netting accounts and valid currencies for netting accounts.

## Pages Used to Define Netting Accounts

| <b>Page Name</b>                                         | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                      |
|----------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Netting Accounts Page</a>                    | BNK_PNL2               | Set up netting accounts for a bank.                                                                                                                                                                                                               |
| <a href="#">Netting Accounts - Valid Currencies Page</a> | BANK_ACCT_CURR_SEC     | 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             | Set up payment methods for a netting account.<br><br>See the <a href="#">External Accounts - Payment Methods Page</a> for more information.                                                                                                       |

## Understanding Netting Account Setup

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.

## 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.

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.

| Default                             | *Currency | *Rate Type | *Index |   |   |
|-------------------------------------|-----------|------------|--------|---|---|
| <input checked="" type="checkbox"/> | JPY       | CRRN       | MODEL  | + | - |
| <input type="checkbox"/>            | USD       | CRRN       | MODEL  | + | - |

OK Cancel

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 Cash Management)





## Chapter 4

# Setting Up Counterparties

---

## Defining Counterparty Information

This topic discusses how to define counterparties and settlement instructions for counterparty deals.

### Pages Used to Define Counterparty Information

| <i>Page Name</i>                             | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                       |
|----------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Treasury Counterparties Page</a> | BANK_PNL_TR            | Establish counterparties.                                                                                                                          |
| Address Information                          | BANK_ADDR_PNL_TR       | Enter your counterparty's address (optional).<br><br>See the <a href="#">Treasury Counterparties Page</a> for more information.                    |
| <a href="#">Settlement Instructions Page</a> | BANK_STL_NET           | Specify, by currency, the counterparty's account into which your payments will be directed as a result of deals transacted with this counterparty. |

## Understanding 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.

### Treasury Counterparties Page

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

Navigation:

**Banking > Banks and Branches > Treasury Counterparties**

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.

**Treasury Counterparties**

SetID: SHARE      Counterparty: USBK

\*Description: USA BANK      Country: USA

Short Desc: USA BANK      Bank ID Qualifier: US Bank

\*Type: External      Bank ID: 121042882

\*Status: Active      Notes:

**Counterparty Options**

☐ Internal BU

☐ Corporate Treasury

☒ Treasury Counterparty

☒ Banking Counterparty

**Counterparty Roles**

☒ Deal Counterparty      ☒ Issuer      ☐ Broker

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

**Credit Ratings**      Personalize | Find | View All | First 1-2 of 2 Last

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

Most of the fields on this page are the same as the fields on the Bank Information page. See the [Bank Information Page](#) for more information.

| Field or Control    | Description                                                                                                                          |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Address Information | Click this link to access the Address Information page (BANK_ADDR_PNL_TR), where you can enter a counterparty's address, if desired. |

## Counterparty Options

| Field or Control   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 <b>Internal BU</b> 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.

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.

Settlement Instructions

SetID SHARECounterparty USBNK

Settlement Netting Options

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

Payment InstructionsFind | View AllFirst1 of 12Last

\*Currency CodeAUDAustralian Dollar

\*InstructionsTAUS1Primary

Bank ID 456

Branch ID 789

DFI Qualifier

☐ Settle Thru Internal Account

Settle Thru BankAUBNKAUSTRALIAN BANK

Settle Thru AccountCHCKCHECKING ACCT

Payment Method

Layout

Account # 485607

DFI ID

OKCancel

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 Deal Management).

Settlement Netting Options

Select a netting option for this counterparty.

| Field or Control | Description                                                               |
|------------------|---------------------------------------------------------------------------|
| Do Not Net       | Select if no netting takes place for transactions with this counterparty. |

| <b><i>Field or Control</i></b> | <b><i>Description</i></b>                                                                                                                                                      |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Net</b>                     | Select if both positive and negative cash flows for each currency are netted, resulting in one net cash flow per currency.                                                     |
| <b>Net Bulk</b>                | 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. |
| <b>Contractual Netting</b>     | If you select either <b>Net</b> or <b>Net Bulk</b> , select this check box to indicate that there is a netting contract in place with this counterparty.                       |

## Payment Instructions

| <b><i>Field or Control</i></b>                         | <b><i>Description</i></b>                                                                                                                                                       |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructions</b>                                    | Select a settlement instruction.                                                                                                                                                |
| <b>Primary</b>                                         | Select to indicate which instructions are the default instructions in Deal Management.                                                                                          |
| <b>Settle Thru Internal Account</b>                    | Select to enable settlements to go through an internal account as opposed to an account in another bank. This check box is available only if the bank type is <i>Internal</i> . |
| <b>Settle Thru Bank</b> and <b>Settle Thru Account</b> | Select the appropriate bank code and account code.                                                                                                                              |

| <b>Field or Control</b>                                                             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payment Method</b>                                                               | <p>Payment methods available to you are determined by the selected <b>Settle Thru Bank</b> and <b>Settle Thru Account</b>.</p> <p>See <a href="#">External Accounts - Payment Methods Page</a>.</p> <p>See "Setting Up Payment Processing" (PeopleSoft Financial Gateway).</p> <p>Options include:</p> <p><i>Automated Clearing House</i></p> <p><i>Direct Debit</i></p> <p><i>Draft - Customer EFT</i></p> <p><i>Draft - Customer Initiated</i></p> <p><i>Draft - Supplier Initiated</i></p> <p><i>Electronic Funds Transfer</i></p> <p><i>Giro-EFT</i></p> <p><i>Giro-Manual</i></p> <p><i>Letter of Credit</i></p> <p><i>Manual Check</i></p> <p><i>System Check</i></p> <p><i>Wire Transfer</i></p> |
|  | <p>Click to access the <a href="#">Beneficiary Bank Page</a> and edit settlement instructions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



# 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 for Setting Up Additional Banking Information

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 topic discusses how to define bank transfer charge amounts and charges for a bank.

### Pages Used to Define Bank Transfer Charges

| <i>Page Name</i>                               | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                       |
|------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Bank Transfer Charge Code Page</a> | BCH_CHARGE_CD          | Define a set of bank charge amounts in the Bank Transfer Charge table. Set up bank charge amounts according to the bank account of the addressee and the range of payment amounts. |
| <a href="#">Bank Transfer Charge Page</a>      | BCH_BANK_CHRG          | Define the bank charge code according to the interbank or intrabank remittance.                                                                                                    |

Bank Transfer Charge Code Page

Use the Bank Transfer Charge Code page (BCH\_CHARGE\_CD) to define a set of bank charge amounts in the Bank Transfer Charge table.

Set up bank charge amounts according to the bank account of the addressee and the range of payment amounts.

Navigation:

Banking > Banks and Branches > Bank Transfer Charge Code

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

Bank Transfer Charge Code

SetID SHARE

Bank Charge Code DBDB

Bank Charge

Find | View All

First 1 of 1 Last

\*Effective Date 01/01/2001

Status Active

Description Differnt Bank Different Branch

Currency JPY

Amount

Personalize | Find | View All

First 1-2 of 2 Last

| From Amount | To Amount                              | Charge Amount |   |   |
|-------------|----------------------------------------|---------------|---|---|
| 0           | 39,999                                 | 200           | + | - |
| 40,000      | 99,999,999,999,999,999,999,999,999,999 | 400           | + | - |

| Field or Control | Description                                                                                                                                                                                                                                                                                                              |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| From Amount      | The <b>From Amount</b> and <b>To Amount</b> fields display the range of payment amounts. <b>From Amount</b> is a read-only field that increases the to amount value of the previous line by one. If, for example, the <i>to</i> amount in line 1 is 39,999, and the <i>from</i> amount in line 2 is 40,000 (39,999 + 1). |
| To Amount        | Enter the highest payment amount that you want to include in this range. The system automatically enters the maximum value, if you leave this field blank.                                                                                                                                                               |
| Charge Amount    | Enter the amount of the bank transfer charge to be deducted when the payment amount falls into the range between the from amount and the to amount.                                                                                                                                                                      |

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

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.

### Bank Transfer Charge

SetID SHARE

Bank Code JPBNK JAPANESE BANK

EFT Layout GENX General Transfer (JPN)

| *Inter / Intra Code            |      | *Bank Charge Code              | Description |   |  |
|--------------------------------|------|--------------------------------|-------------|---|--|
| Same bank and same branch      | SBSB | Same Bank Same Branch          | +           | - |  |
| Same bank and different branch | SBDB | Same Bank Different Branch     | +           | - |  |
| Different bank                 | DBDB | Differnt Bank Different Branch | +           | - |  |

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.

| Field or Control          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inter / Intra Code</b> | <p>Displays the relationship between the location of the payment bank account and the destination of the remittance. Options are:</p> <p><i>Same bank and same branch:</i> Payer's bank account and payee's bank account are both located in the same branch of the same bank.</p> <p><i>Same bank and different branch:</i> Payer's bank account and payee's bank account are both located in the same bank but in different branches.</p> <p><i>Different bank:</i> Payer's bank account and payee's bank account are located in different banks.</p> <p><b>Note:</b> There must be one bank charge code defined for each of these three values.</p> |
| <b>Bank Charge Code</b>   | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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:

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

## Grouping Business Units

This topic 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

| <b>Page Name</b>                 | <b>Definition Name</b> | <b>Usage</b>                                                                                             |
|----------------------------------|------------------------|----------------------------------------------------------------------------------------------------------|
| <u>Business Unit Groups Page</u> | BU_GRP_TBL             | Gather various business units together as a group. Select the appropriate units to include in the group. |

### Business Unit Groups Page

Use the Business Unit Groups page (BU\_GRP\_TBL) to gather various business units together as a group. Select the appropriate units to include in the group.

Navigation:

**Banking > Administer Bank Statements > Business Unit Groups**

This example illustrates the fields and controls on the Business Unit Groups page.

Business Unit Groups

SetID SHARE

Group ID USA

\*Description

USA Operations

☐ Use in Cash Forecast

Business Units

Personalize | Find |

First 1-5 of 5 Last

| *Unit            | Description                 |              |              |
|------------------|-----------------------------|--------------|--------------|
| <div>US001</div> | US001 NEW YORK OPERATIONS   | <div>+</div> | <div>-</div> |
| <div>US003</div> | US003 CALIFORNIA OPERATIONS | <div>+</div> | <div>-</div> |
| <div>US004</div> | US004 ILLINOIS OPERATIONS   | <div>+</div> | <div>-</div> |
| <div>US005</div> | US005 FLORIDA OPERATIONS    | <div>+</div> | <div>-</div> |
| <div>US006</div> | US006 OREGON OPERATIONS     | <div>+</div> | <div>-</div> |

## Grouping and Accessing Bank Accounts

This topic discusses how to define account groups, view and update account group assignments, and use the Bank Account Manager.

### Pages Used to Group and Access Bank Accounts

| Page Name                                     | Definition Name    | Usage                                                                                                                               |
|-----------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Account Groups Page</a>           | BNK_ACCTGRP_DEFN   | Specify the bank accounts to group together for summary viewing and maintenance.                                                    |
| Account Group Definition Page                 | BNK_ACCTGRP_DEFN_A | Add multiple bank accounts to an account group definition.<br><br>See the <a href="#">Account Groups Page</a> for more information. |
| <a href="#">My Account Groups Page</a> (list) | BNK_ACCTGRP_FAV    | Assign a group of accounts to the current user or review the user's list of bank account groups.                                    |

| <b>Page Name</b>                          | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                       |
|-------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| My Account Groups Page (selection)        | BNK_ACCTGRP_FAV_A      | Select the account groups that you want to appear on your account group list by clicking the <b>Update My Account Groups</b> link on the My Accounts Groups list page.<br><br>See the <a href="#">My Account Groups Page</a> for more information. |
| <a href="#">Bank Account Manager Page</a> | BNK_ACCTGRP_DTL        | Manage your bank accounts and activities.                                                                                                                                                                                                          |

## Understanding How to Group and Access Bank Accounts

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.

### 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**

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.

#### Account Groups

Account Group
Find | View All
First 1 of 1 Last

SetID SHARE
Account Group ID DEPOSIT

\*Effective Date 01/01/1900
\*Status Active

\*Description A/R Account Group

☐ Fee Structure
☐ Use in Cash Forecast

Add Multiple Accounts

#### Bank Accounts

Personalize | Find | View All
First 1-5 of 5 Last

| *Bank Code | *Account | Bank Account # | Description         | Currency Code | Bank Account Type |     |
|------------|----------|----------------|---------------------|---------------|-------------------|-----|
| 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        | + - |

| <b>Field or Control</b>     | <b>Description</b>                                                                                                                                  |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fee Structure</b>        | Select this option to select only banks that are assigned to a fee structure. Then select the fee structure in the <b>Fee Structure Code</b> field. |
| <b>Use in Cash Forecast</b> | 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**

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](#)

[My Account Groups](#)
[Personalize](#) | [Find](#) | |

[First](#) 1-4 of 4 [Last](#)

| Account Group ID         | Description       |
|--------------------------|-------------------|
| <a href="#">CN ACCTS</a> | Canadian Accounts |
| <a href="#">DEPOSIT</a>  | A/R Account Group |
| <a href="#">DISBURSE</a> | A/P Account Group |
| <a href="#">JP ACCTS</a> | Japanese Accounts |

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

| Field or Control                 | Description                                                                                                                                                                                                                                          |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Update My Accounts Groups</b> | Click the <b>Update My Account Groups</b> 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. |
| <b>Create Account Group</b>      | Click to create a new account group or update an existing group.                                                                                                                                                                                     |
| <b>Search for Account Groups</b> | Click to access a list of account groups and view a list of the accounts in a group in the Bank Account Manager.                                                                                                                                     |
| <b>Account Group ID</b>          | 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.

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

Personalize

Find

First

1-5 of 5

Last

| Bank | Account | Account #   | Description        | Currency | Acct Type  | Opening Ledger | Closing Ledger | Closing Available |                                                                     |
|------|---------|-------------|--------------------|----------|------------|----------------|----------------|-------------------|---------------------------------------------------------------------|
| USBK | CHCK    | 0741-256458 | USBK CHECKING ACCT | USD      | Check Acct |                |                |                   | <div><div></div><div></div></div> <div><div></div><div></div></div> |
| USBK | CHK1    | 0741-255556 | Checking-Draft     | USD      | Bus Acct   |                |                |                   | <div><div></div><div></div></div> <div><div></div><div></div></div> |
| USBK | DD      | 0741-207846 | Direct Debit       | USD      | Check Acct |                |                |                   | <div><div></div><div></div></div> <div><div></div><div></div></div> |
| USBK | DRAF    | 0741-256416 | Draft Account      | USD      | Check Acct |                |                |                   | <div><div></div><div></div></div> <div><div></div><div></div></div> |
| USBK | EFT     | 0741-250786 | EFT Account        | USD      | Check Acct |                |                |                   | <div><div></div><div></div></div> <div><div></div><div></div></div> |

| Field or Control | Description                                                                                |
|------------------|--------------------------------------------------------------------------------------------|
| 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 Cash Management)





## Chapter 6

# Setting Up Files for Electronic Funds Transfers

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## Setting Up EFT Processing

### Pages Used to Set Up EFT Processing

| <i>Page Name</i>                      | <i>Definition Name</i> | <i>Usage</i>                             |
|---------------------------------------|------------------------|------------------------------------------|
| <a href="#">EFT File Layouts Page</a> | EFT_LAYOUT             | View, modify, and add any EFT layouts.   |
| <a href="#">BACS Options Page</a>     | BACS_LOGON_UK          | (GBR) Set options for the BACS format.   |
| <a href="#">BTL91 Options Page</a>    | BTL91_EFT_OPTIONS      | (NLD) Set options for the BTL91 format.  |
| <a href="#">CPA005 Options Page</a>   | CPA005_EFT_OPTIONS     | (CAN) Set options for the CPA005 format. |
| <a href="#">DTALSV Options Page</a>   | DTALSV_EFT_OPTIONS     | (CHE) Set options for the DTSALV format. |
| <a href="#">DTAZV Options Page</a>    | DTAZV_EFT_OPTIONS      | (DEU) Set options for the DTAZV format.  |
| <a href="#">ETEBAC Options Page</a>   | ETEBAC_EFT_OPTIONS     | (FRA) Set options for the ETEBAC format. |
| <a href="#">FEDI Options Page</a>     | FEDI_EFT_OPTIONS       | (SGP) Set options for the FEDI format.   |

### Understanding How to Set 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.

---

Use the components described in this topic 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.

**Note:** Payment Grouping rules are supported only for payments made through the Financial Gateway and not for Pay cycle payments.

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.

| <b>Layout Name/Code</b> | <b>Description</b>              | <b>Country</b> | <b>Layout Type</b> |
|-------------------------|---------------------------------|----------------|--------------------|
| 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                |
| CSB19                   | Direct Debit                    | (ESP)          | EFT                |
| CSB34                   | CSB34                           | (ESP)          | EFT                |
| CSB43                   | Direct Debit                    | (ESP)          | EFT                |
| DDRD                    | Direct Debit                    | (JPN)          | EFT                |
| DOM80                   | Direct Debits                   | (BEL)          | EFT                |

| <b><i>Layout Name/Code</i></b> | <b><i>Description</i></b>            | <b><i>Country</i></b> | <b><i>Layout Type</i></b> |
|--------------------------------|--------------------------------------|-----------------------|---------------------------|
| 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                |

## Understanding 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 |

| <b>Layout Name</b> | <b>Format</b>                             | <b>Layout Type</b> | <b>Use</b>                            |
|--------------------|-------------------------------------------|--------------------|---------------------------------------|
| 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/<br>supplier |
| SPSTRVL            | SPS travel ACH payment (PPD+)             | EFT                | Employee                              |
| SPSTRVLSDA         | SPS travel ACH payment (PPD+) - Same Day  | EFT                | Employee                              |
| PAMTRVL            | Bulk Travel ACH Payment                   | EFT                | Employee                              |
| PAMTRVLSDA         | Bulk Travel ACH payment — Same Day        | EFT                | Employee                              |
| SPSVNDR            | SPS vendor ACH payment (CCD+)             | EFT                | Vendor/supplier                       |
| SPSVNDRSDA         | SPS vendor ACH payment (CCD+) - Same Day  | EFT                | Vendor/supplier                       |
| PAMVNDR            | Bulk Vendor ACH Payment                   | EFT                | Vendor/supplier                       |
| PAMVNDRSDA         | Bulk Vendor ACH payment (CCD+) — Same Day | EFT                | Vendor/supplier                       |
| SPSMISC            | SPS Miscellaneous Payment                 | EFT                | Vendor/supplier                       |
| SPSMISCSDA         | SPS Miscellaneous Payment - Same Day      | EFT                | Vendor/supplier                       |
| PAMMISC            | Bulk Miscellaneous ACH Payment            | EFT                | Vendor/supplier                       |
| PAMMISCSDA         | Bulk Miscellaneous ACH payment — Same Day | EFT                | Vendor/supplier                       |
| SPSSDRP            | SPS Same Day Payment Request              | EFT                | Both employee and vendor/<br>supplier |

| <b>Layout Name</b> | <b>Format</b>                 | <b>Layout Type</b>                  | <b>Use</b>      |
|--------------------|-------------------------------|-------------------------------------|-----------------|
| 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 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" (Application Fundamentals)

## Common Elements Used for EFT Processing

| <b>Field or Control</b>               | <b>Description</b>                                                                                                                  |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <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</b> (file extension)      | Displays a user-defined file extension (for example, BACS002.txt). To output the file to the web, you must save it as <i>.txt</i> . |
| <b>NNE</b> (National Remitter Number) | 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**

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      |
|         | BSI1            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Domestic Payments (BEL)      | BSI1              |            |         | 0001 | 10         | BSI1            | TXT      |
|         | BSI4            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | International Payments (BE)  | BSI4              |            |         | 0001 | 09         | BSI4            | 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)         | BR91              | 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.

| <b>Field or Control</b> | <b>Description</b>                              |
|-------------------------|-------------------------------------------------|
| <b>Pay</b>              | Select if the file layout is for payment files. |
| <b>DD</b>               | Select if the file layout is for direct debits. |
| <b>DR</b>               | Select if the file layout is for draft files.   |



| <b>Field or Control</b> | <b>Description</b>                               |
|-------------------------|--------------------------------------------------|
| <b>In</b>               | Select if the file layout is for inbound files.  |
| <b>Out</b>              | Select if the file layout is for outbound files. |
| <b>Prenote</b>          | Select if the file layout is for a prenote.      |

The remaining fields are:

| <b>Field or Control</b>                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Federal Payment Indicator</b>        | <p>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.</p> <hr/> <p><b>Note:</b> This field is visible only when <b>Enable Federal Payment</b> is selected on the Installation Options - Payables page.</p> <hr/> <p>Select from these options:</p> <p><i>Employee:</i> You must associate employee vendor/supplier payment methods with a valid PPD or PPD+ EFT file layout. Delivered valid file layouts are SPSTRVL, SPSTRVLSDA, PAMTRVLSDA, SF116TRVL, and SPSIATTRVL.</p> <p><i>Supplier:</i> 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, SPSVNDRSDA, PAMVNDRSDA, SPSMISC, SPSMISCSDA, PAMMISCSDA, SPSIATVNDR, SPSIATMISC, SF1166VNDR, CTX, and CTX820FED.</p> <p><i>Both:</i> 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.</p> <p>For delivered valid layouts, see <a href="#">Understanding U.S. Federal ACH and EFT Layouts</a> in this topic.</p> |
| <b>Max Remits</b> (maximum remittances) | Use to limit the number of invoices that are included on each payment to the specified number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>ID Type</b>                          | 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.

| <b>Field or Control</b>            | <b>Description</b>                                                                                                           |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>User No.</b> (user number)      | Enter your BACS user number. BACS uses this number to verify authorization.                                                  |
| <b>Subm Type</b> (submission type) | Select a submission type: <i>Bureau</i> or <i>User</i> .                                                                     |
| <b>Media</b>                       | Select the type of media to use: <i>3.5" disk</i> or <i>telecommunications</i> .                                             |
| <b>Audit</b>                       | Check on audit for a sample of transactions to print on the input report that is supplied by BACS after processing the file. |
| <b>From</b>                        | Indicates the interval at which BACS selects the records for printing.                                                       |
| <b>Serial No.</b> (serial number)  | Enter the submission serial number, which is a volume serial number that you uniquely assign for the 3.5" disk.              |
| <b>Expire Days</b>                 | 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>Field or Control</b>                    | <b>Description</b>                                                                                                    |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <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 #</b> (DNB registration number) | Enter the number that is assigned by the Netherlands Central Bank to register a number of foreign payment categories. |

| <i><b>Field or Control</b></i>       | <i><b>Description</b></i>                                                           |
|--------------------------------------|-------------------------------------------------------------------------------------|
| <b>DNB Trad #</b> (DNB trade number) | 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.

| <i><b>Field or Control</b></i> | <i><b>Description</b></i>                                                                  |
|--------------------------------|--------------------------------------------------------------------------------------------|
| <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 DTSALV format. (CHE)

Navigation:

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

| <i><b>Field or Control</b></i> | <i><b>Description</b></i>                                                              |
|--------------------------------|----------------------------------------------------------------------------------------|
| <b>DTALSV ID</b>               | Enter the customer identification number for the Central Swiss Data Processing Center. |

## 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

| <i><b>Field or Control</b></i>                    | <i><b>Description</b></i>                                                                                                    |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>CB Cust Num</b> (central bank customer number) | Enter the German Central Bank customer number for your organization.                                                         |
| <b>CB Rpt</b> (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.

| <i><b>Field or Control</b></i>      | <i><b>Description</b></i>                                                                                                                                                                                                                                                                                                        |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Op ID</b> (operation identifier) | <p>Select the type of transfer from the following:</p> <ul style="list-style-type: none"> <li>• <i>Ord Xfer</i>: Ordinary transfer.</li> <li>• <i>Tr Xfer</i>: Treasury transfer.</li> <li>• <i>Xfer E-3</i>: Transfer at due date minus three days.</li> <li>• <i>Xfer E-2</i>: Transfer at due date minus two days.</li> </ul> |

## 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.

| <b>Field or Control</b>        | <b>Description</b>                                                                                                                                                                      |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Signature Limit 1</b>       | 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.                                                 |
| <b>Signature Limit 2</b>       | If the payment is equal to or greater than this amount, the file layout requires two people to sign before making the payment.                                                          |
| <b>Batch ID</b>                | Enter the group ID for FEDI processing.                                                                                                                                                 |
| <b>Restricted Viewing Flag</b> | Enter <i>U</i> or leave it blank to allow any FEDI user to view the payment instruction. Enter <i>R</i> to restrict viewing of this payment instruction to FEDI unrestricted users.     |
| <b>Pre Sign Flag</b>           | Enter <i>Y</i> 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 <i>N</i> . |

## 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

### Page Used to Define EFT Payment Format Codes

| <i>Page Name</i>                          | <i>Definition Name</i> | <i>Usage</i>                               |
|-------------------------------------------|------------------------|--------------------------------------------|
| <a href="#">Payment Format Codes Page</a> | PYMNT_FMT_CD_PNL       | Define or modify EFT payment format codes. |

### Understanding 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.

### 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**

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Format</b>           | <p>Select from the following values:</p> <ul style="list-style-type: none"> <li>• <i>Check Std</i> (standard check)</li> <li>• <i>Chk Urg</i> (urgent check)</li> <li>• <i>Chk urgrec</i> (urgent check, with receipt)</li> <li>• <i>Chck w/rcpt</i> (check with receipt)</li> <li>• <i>Euro Xfer</i> (European transfer)</li> <li>• <i>Pay &amp; Dep</i> (pay and deposit)</li> <li>• <i>Postal Order</i></li> <li>• <i>Snd SWIFT</i> (standard SWIFT)</li> <li>• <i>Trade Exch</i> (trade exchange)</li> <li>• <i>Urg SWIFT</i> (urgent SWIFT)</li> <li>• <i>Wire</i></li> </ul> |
| <b>Settlement Days</b>  | 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

This topic discusses how to load the bank/branch file by running the External Bank / Branch Load Application Engine process (EBK\_BANKLOAD) and maintain external bank/branch information.

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

| <b>Page Name</b>                    | <b>Definition Name</b> | <b>Usage</b>                                                            |
|-------------------------------------|------------------------|-------------------------------------------------------------------------|
| <u>Load Bank / Branch File Page</u> | EBK_RUN_CNTRL          | Specify the run parameters for the External Bank / Branch Load process. |
| <u>Bank-Branch File Page</u>        | EBK_BANK               | Maintain external bank and branch file information.                     |

## Understanding How to Manage 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.

---

### 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 External Bank File**



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.

### Load Bank / Branch File

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

Run

---

\*Country  Japan

\*Bank ID Qualifier  JPN Bank

\*File Type

\*File Format

\*File Name

☒ Reload

Requires file path and name

| Field or Control | Description                                                                                                                                                 |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Type</b> | Select either <i>Fixed</i> or <i>CSV</i> .                                                                                                                  |
| <b>File Name</b> | Enter the full file path and file name of the bank file.                                                                                                    |
| <b>Reload</b>    | 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        |
| Branch Name | Char | 20     | Branch Name (Alternate Characters) - Katakana |
| Branch Name | Char | 30     | Branch Name (Chinese Characters) - Kanji      |

| <b>Field Name</b>     | <b>Type</b> | <b>Length</b> | <b>Description</b>                  |
|-----------------------|-------------|---------------|-------------------------------------|
| 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       |

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

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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**

| <b>Field or Control</b>                     | <b>Description</b>                                                                                                                                                                                                   |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Alternate Char</b> (alternate character) | Enter the alternate character for the bank. You can use this field for Katakana characters in Japan.                                                                                                                 |
| <b>Clearing #</b> (clearing number)         | Enter the clearing number for drafts for this branch.                                                                                                                                                                |
| <b>Additional</b>                           | 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 <i>1</i> for the main office, and <i>" "</i> for another office. |

---

## Defining ACH Layouts

ACH information is similar to EFT information in that all information that you enter on 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

| <i><b>Page Name</b></i> | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                              |
|-------------------------|-------------------------------|--------------------------------------------------|
| <u>ACH Layout Page</u>  | ACH_LAYOUT                    | Create identifying information for ACH files.    |
| <u>PPD Options Page</u> | PPD_ACH_OPTIONS               | Define additional parameters for the PPD layout. |

### ACH Layout Page

Use the ACH Layout page (ACH\_LAYOUT) to create identifying information for ACH files.

Navigation:

**Set Up Financials/Supply Chain > Common Definitions > EFT > ACH Layout**

### PPD Options Page

Use the PPD Options page (PPD\_ACH\_OPTIONS) to define additional parameters for the PPD layout.

Navigation:

Click **Details** on the ACH Layout page.



# 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" (Application Fundamentals)

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## Importing the SDN List

This topic provides an overview of the Specially Designated Nationals List (SDN List) import process and discusses how to import the financial sanction list, and build and rebuild the SDN List search indexes.

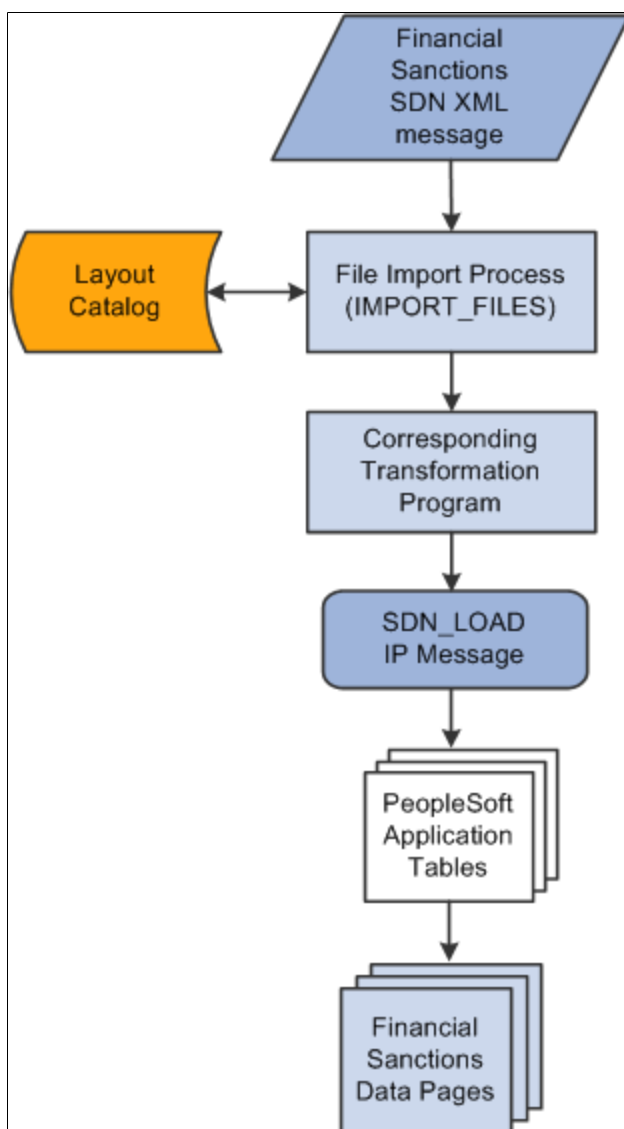
### Pages Used to Import the SDN List

| <i>Page Name</i>                                    | <i>Definition Name</i> | <i>Usage</i>                                           |
|-----------------------------------------------------|------------------------|--------------------------------------------------------|
| <a href="#">Import Financial Sanction List Page</a> | BSP_IMPORT             | Load the financial sanctions SDN List into the system. |

| <b>Page Name</b>               | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                           |
|--------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Search Index Admin Page</u> | SIA_ADMINISTER         | Build the initial search indexes for the downloaded financial sanctions data.<br>Also, use this page to rebuild the search indexes after downloading updated financial sanctions data. |

## Understanding the SDN List Import

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 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**

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.

### Import Financial Sanction List

Run Control ID TEST
Report Manager
Process Monitor
Run

Parameters ?
Find | View All
First 1 of 1 Last

\*Request Number 1

\*Import Type File

File Location /test\_data/Demo

File Path /TEST/
File Selection Help

File Name PESRC\_PMT\_20170208151801993.txt
Select File

\*Layout SDN\_LOAD View Layout Details

Advanced Options

Encryption Profile
Use Integration Broker

\*Post Process File Action None
Post Process File Directory

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

| Property Code | Allowed Values | Value |
|---------------|----------------|-------|
|               |                |       |

| <b>Field or Control</b>              | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Import Type</b>                   | <p>Select the method to import the sanction data. Options are:</p> <ul style="list-style-type: none"> <li>• <i>FTP</i>: Select if you are importing the file by using file transfer protocol, and enter a node through which to transfer the data.</li> <li>• <i>File</i>: Select if you are importing a file from a file server, and complete the <b>File Path</b> and <b>File Name</b> fields.</li> <li>• <i>HTTP</i>: The OFAC and European Union (EU) websites provide access to the sanctions list using a URL. No file path or file name is required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>File Location</b>                 | <p>Appears when using the <i>File</i> import type only. Displays the file location entered on the configuration page by a bank integration administrator. Users have access only to the folders below the base path displayed in the File Location field.</p> <p>For more information, see <a href="#">Managing Import File Locations</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Integration Node</b>              | <p>Enter the bank node that was used to transfer the data. This field appears only if <i>FTP</i> or <i>HTTP</i> is selected as the import type.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>View Integration Node Details</b> | <p>Click to access the Node Details page and review property details of the selected node. This link is available only if <i>FTP</i> or <i>HTTP</i> is selected in the <b>Import Type</b> field.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>File Path</b>                     | <p>Enter a file path according to the import type selected:</p> <ul style="list-style-type: none"> <li>• <i>File</i> Import Type: Leave this field blank to select a file in the base path shown in the File Location field, or enter a folder name with trailing backslash below the base path, for example, /Bank02/.</li> </ul> <p>Wildcard characters are not supported when using the <i>File</i> import type.</p> <ul style="list-style-type: none"> <li>• <i>FTP</i> Import Type: Enter the complete file path location. To select files by using the <b>Select File</b> button, you must include a trailing backslash (\) in the file path.</li> </ul> <p>You can also load all files in a given directory by using the *.* notation or search for files of a specific type by entering an asterisk and the extension suffix. For example, to search all files with an .xxx suffix, enter \*.xxx.</p> <ul style="list-style-type: none"> <li>• <i>HTTP</i> Import Type: Does not require a file path and the field is unavailable.</li> </ul> <hr/> <p><b>Note:</b> Be sure that the application server and the Process Scheduler have access to the directory, FTP node, or HTTP node where the files are staged for import.</p> <hr/> |



| <b>Field or Control</b>    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Selection Help</b> | Click to view help information about specifying file paths and file names.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>File Name</b>           | Select the specific file to import. If you want to import multiple files based on extension for the <i>FTP</i> import type, leave this field blank.                                                                                                                                                                                                                                                                                                                                                        |
| <b>Layout</b>              | <p>Select the file layout of the SDN List file that is being imported. PeopleSoft provides the following layouts:</p> <ul style="list-style-type: none"> <li>• <i>OFAC</i>: Layout that is used to download SDN data from OFAC.</li> <li>• <i>EU</i>: Layout that is used to download financial sanctions data identified by the European Union.</li> <li>• <i>SDN_LOAD</i>: Generic that is layout used to download Enterprise Sanctions List data that is generated within your organization.</li> </ul> |

## Advanced Options

| <b>Field or Control</b>         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Encryption Profile</b>       | Select an encryption profile to decrypt bank statements. Encryption profiles contain both encryption and decryption information.                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Use Integration Broker</b>   | <p>Select to lay out the files and publish the formatted document to PeopleSoft Integration Broker. Integration Broker then processes the formatted file accordingly.</p> <p>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.</p>                                                                                                                                                                              |
| <b>Post Process File Action</b> | <p>Select what action, if any, to perform on the bank statement files after the data has been processed. The options are:</p> <ul style="list-style-type: none"> <li>• <i>Copy</i>: Copy the file to the directory that is entered in the <b>Post Process File Directory</b> field.</li> <li>• <i>Delete</i>: Delete the file after the data in it is processed.</li> <li>• <i>Move</i>: Move the file to the directory that is entered in the <b>Post Process File Directory</b> field.</li> <li>• <i>None</i>: Perform no action.</li> </ul> |

| <b>Field or Control</b>            | <b>Description</b>                                                                                                                         |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Process File Directory</b> | 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

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Value</b>            | <p>Property codes and values appear by default from values that are defined on the selected layout ID.</p> <p>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.</p> <p>See "Code Mappings Page" (PeopleSoft Financial Gateway).</p> |

## Search Index Admin Page

The SDN search engine uses the Search Framework 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 text such as abbreviations. For you to use the Search Framework search engine, the system must index 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: 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**

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_PLAINTEXT           | D:\PT853\data\search\CS_PLAINTEXT\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> |

This example illustrates the fields and controls on the Search Index Admin page (2 of 2).

|                          |                            |                                                       |                                 |                          |
|--------------------------|----------------------------|-------------------------------------------------------|---------------------------------|--------------------------|
| <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 RSRRA                   | Q:\DATA\SEARCH\GL920DVL\RSRRA                         | <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*.

---

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

---

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

This returns you to the Search Index Admin page.

5. Click **Save**.

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

SDN\_SEARCH\_NAME Add a new Recurrence Definition

Personalize | Find | [Icon] | [Icon] First 1 of 1 Last

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

OK Cancel

## Searching the Financial Sanctions Data

This topic discusses how to view financial sanctions inquiry results.

## Pages Used to Search the Financial Sanctions Data

| <i><b>Page Name</b></i>                 | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Financial Sanctions Inquiry Page</u> | SDN_INQUIRY                   | <p>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.</p> <p>You can create and save specialized searches that can be used in future inquiries.</p> |
| <u>Financial Sanctions Entry Page</u>   | SDN_ENTRY_DTL                 | 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.

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

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.

**Financial Sanctions Inquiry**

Use Saved Search

Sanctions List Type

ID Type

Sanctions Header ID

Entry ID

First Name

Last Name

Address Line 1

Address Line 2

Address Line 3

City

Country

State / Province

Program

Max Rows to Retrieve

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

**Search Results** [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

| Entry ID | First Name | Last Name | ID Type | Title |
|----------|------------|-----------|---------|-------|
| 0        |            |           |         |       |

| Field or Control           | Description                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sanctions List Type</b> | <p>Select the entity that provided the data from which you want to run an inquiry. Values are:</p> <ul style="list-style-type: none"> <li><i>OFAC</i>: Search the data from the U.S. Department of the Treasury's Office of Foreign Assets Control.</li> <li><i>EU</i>: Search the data from the European Union.</li> <li><i>Enterprise SDN</i>: Search the data that is generated from within your organization.</li> </ul> |

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.

| Field or Control | Description                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Search</b>    | Click to initiate the inquiry process. The results of the inquiry appear in the <b>Search Results</b> grid at the bottom of the page. |
| <b>Entry ID</b>  | 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.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                   |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ID</b>               | Unique identifiers for each entry type.                                                                                                                                                                                              |
| <b>ID Type</b>          | Signifies the type of identification, such as passport number, drivers license, social security, and so forth. The <i>a.k.a.</i> (Also Known As) ID type in the Alias Information grid denotes secondary identifiers for the entity. |
| <b>Expiration Date</b>  | The date that the financial sanctions entry expires.                                                                                                                                                                                 |
| <b>Main Entry</b>       | Signifies that this is the primary entry for the particular group.                                                                                                                                                                   |
| <b>Country</b>          | 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.                    |





# Setting Up the Bank Statement Import Process

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## Understanding the Bank Statement Import Infrastructure

This chapter discusses bank statement processing and setup.

---

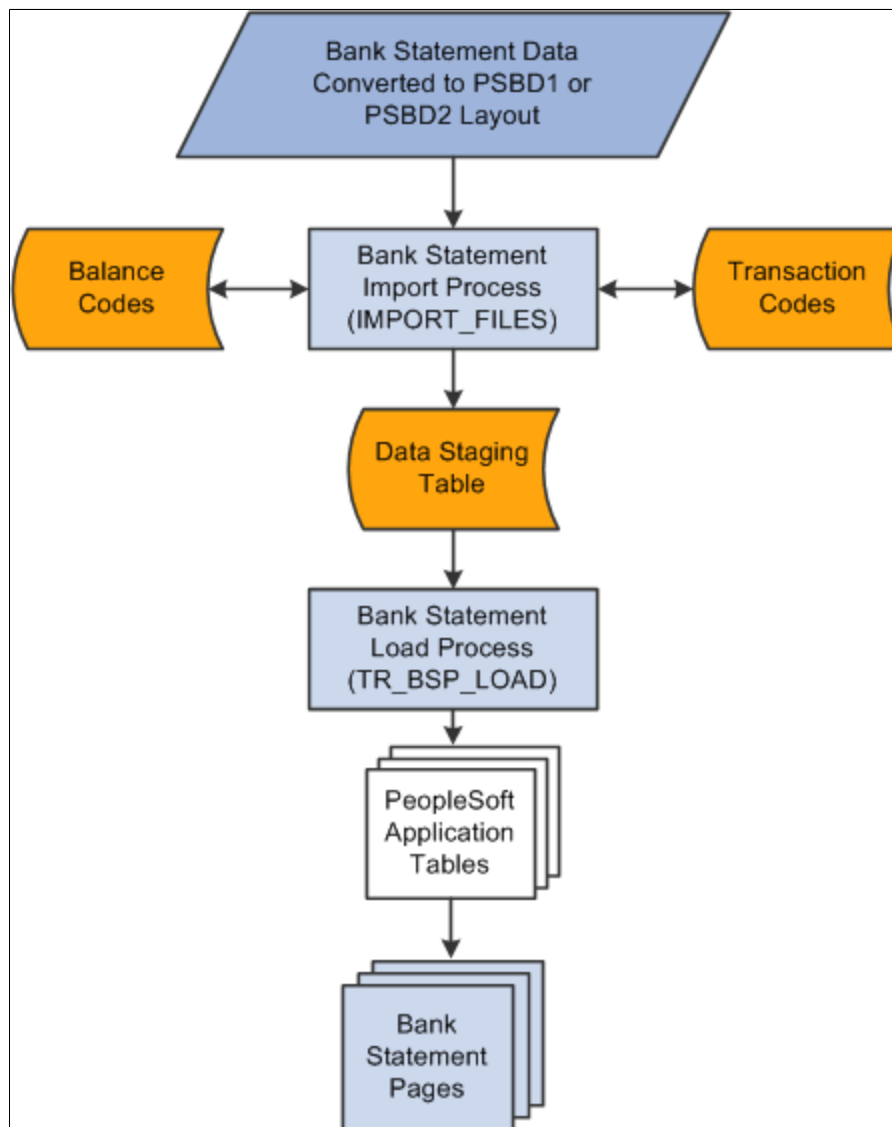
**Important!** If you have installed Cash Management, you have more options for importing bank statements by taking advantage of its Financial Gateway functionality. You can import a variety of bank formats by using Flat File Import, FTP, HTTP, or PeopleSoft Integration Broker. See the product documentation for *PeopleTools: Integration Broker* and *PeopleTools: Integration Broker Testing Utilities and Tools*.

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

---

See the following diagram to understand basic statement import processing.

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, 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).

---

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

---

See 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.

---

**Note:** Bank statement amounts are signed.

---

## Related Links

[Import Bank Statements Page](#)

"Understanding Electronic Banking" (PeopleSoft Financial Gateway)

"Understanding Payment Security" (PeopleSoft Financial Gateway)

[Understanding How to Parse Bank Statement Addenda](#)

---

## Managing Import File Locations

The import file locations are managed by a system administrator to restrict the places where import files can be placed and accessed for upload.

### Page Used to Manage Import File Locations

| <i>Page Name</i>                           | <i>Definition Name</i> | <i>Usage</i>                                   |
|--------------------------------------------|------------------------|------------------------------------------------|
| <a href="#">Manage File Locations Page</a> | TR_MNG_FILE_LOC        | Register paths to valid import file locations. |

## Setting Up Import File Locations

There are two parts to the file location setup process. Typically, these tasks are performed by a system administrator.

1. Creating the file system folders for a specified path and the areas under that path. These folders should be manually created by a system administrator with appropriate access permissions for those users who will be importing files. The system administrator should manually create both the path folders and the area folders.

---

**Note:** On non-Windows operating systems, folder names are case-sensitive. At run-time area names are changed to upper case, so the names of area folders should also be upper case.

---

2. Registering the path to each directory containing area folders in the database as locations for holding project files. These registered locations and the area folders within them are the file repository.

The paths that you register restrict access to files imported using these pages:

- Import Bank Statements
- Import Financial Sanction List
- Import Pool Position
- Import Cash Forecast
- Security Market Values Import
- Equity Quote Import
- Security Definition Import
- Import Acknowledgement Files
- Import Payment Flat Files

In addition, a unique run control ID is required when submitting requests using these import pages.

## Manage File Locations Page

Use the Manage File Locations page (TR\_MNG\_FILE\_LOC) to register paths to valid import file locations.

Navigation:

**Banking >Administer Bank Integration > Manage File Location >Manage File Locations**

This example illustrates the fields and controls on the Manage File Locations page for file import folder security. You can find definitions for the fields and controls later on this page.

### Manage File Locations

**Location Name**

**\*Description**

**File Location**  [File Selection Help](#)

| Area |              | Personalize   Find | First  1-2 of 2  Last |
|------|--------------|--------------------|-----------------------|
|      |              | File Name          |                       |
| 1    | Payment Flat |                    |                       |
| 2    | Ack          |                    |                       |

| <i>Field or Control</i> | <i>Description</i>                                  |
|-------------------------|-----------------------------------------------------|
| <b>Location Name</b>    | Assign a name for your file location.               |
| <b>Description</b>      | Optionally add a description for the file location. |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Location</b>    | <p>The specified path must be accessible from both the application server and the process scheduler server. Absolute network paths are less prone to issues in this respect as all servers are not likely to be running on the same machine, thus may not have access to a local or relative path.</p> <p>If the application server is on Windows and the process scheduler server is on non-Windows or conversely, your system administrator needs to provide special setup to share files across machine boundaries.</p> <hr/> <p><b>Note:</b> On Windows, you must use a UNC naming convention, such as \\&lt;servername&gt;\&lt;sharename&gt;. On UNIX-based platforms, you must use an absolute path, such as /&lt;rootdir&gt;/&lt;subdir&gt;.../&lt;subdir&gt;.</p> <hr/> |
| <b>Area</b>             | The area grid is populated with the subdirectories in the path.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Setting Up the Bank Statement Import Process

This topic discusses how to transform bank statement files to a PSBD layout, define bank statement balance codes and transaction codes, and set up a node for importing bank statements.

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

### Related Links

[Importing Bank Statements](#)

## Pages Used to Set Up Bank Statement Import Functionality

| <b>Page Name</b>                       | <b>Definition Name</b> | <b>Usage</b>                                                                                                                  |
|----------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Balance Codes Page</a>     | BSP_BAL_CODES          | Define bank statement code information. Also select three favorite statement balance codes to appear on online inquiry pages. |
| <a href="#">Transaction Codes Page</a> | BSP_TXN_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 bank 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 date files into the PSBD2 layout can be found on My Oracle Support.

---

This table defines the PSDB1 layout:

| <i><b>Record</b></i> | <i><b>Length</b></i> | <i><b>Field</b></i>   |
|----------------------|----------------------|-----------------------|
| 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                   |

| <b>Record</b> | <b>Length</b> | <b>Field</b>                                            |
|---------------|---------------|---------------------------------------------------------|
|               | 7 – 26        | Bank ID Nbr                                             |
|               | 27 – 61       | Bank Account Number                                     |
|               | 62 – 81       | Bank Transaction Code<br>(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                                             |
|               | 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                                                 |

PeopleSoft provides support for signed amounts in bank statement data files using the PSBD1 layout when the following conditions are satisfied:

1. A PSBD1 file contains the bank statement code value between field positions 62 and 81 in record 002.
2. The Mapping Name *BANK\_STMT\_CODE* is set up on the Code Mapping page (**Banking > Administer Bank Integration > Bank Integration Code Map**).
3. The Bank Statement Code **CR / DB** value is configured as *CR* (credit) or *DB* (debit) on the Balance Codes page.

## 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**

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.

| <i>Field or Control</i> | <i>Description</i>                                        |
|-------------------------|-----------------------------------------------------------|
| <b>Statement Code</b>   | Enter a three-digit statement code that is to be defined. |



| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                                                 |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type Code</b>              | Indicate if the code is a <i>Status</i> or <i>Summary</i> code.                                                                                                                                                                                                                                                    |
| <b>CR / DB</b> (credit/debit) | Indicate if the code is a <i>CR</i> (credit) or <i>DB</i> (debit), or select <i>NA</i> (not applicable) if this categorization does not apply.                                                                                                                                                                     |
| <b>Display Balance</b>        | <p>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.</p> <p>You can edit these selections at any time.</p> |

## 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**

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.

The screenshot displays the 'Transaction Codes' page. At the top, there are tabs for 'Balance Codes' and 'Transaction Codes'. Below the tabs, the page title is 'Bank Transaction Codes'. A navigation bar includes 'Personalize', 'Find', 'View 100', and 'First 1-10 of 260 Last'. The main table has the following columns: 'Statement Code', 'Type Code', '\*CR / DB', 'Trans Code', 'Activity', 'Payment Method', 'Short Description', and a 'Display Balance' checkbox. The table contains the following data rows:

| Statement Code | Type Code          | *CR / DB | Trans Code | Activity | Payment Method           | Short Description    | Display Balance |
|----------------|--------------------|----------|------------|----------|--------------------------|----------------------|-----------------|
| 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.

| <b>Field or Control</b>              | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trans Code</b> (transaction code) | <p>Identifies the type of transaction in a bank statement. Select from:</p> <p><i>Automated Clearing House</i></p> <p><i>Bank Adjustments</i></p> <p><i>Bill of Exchange - Disburse</i></p> <p><i>Bill of Order - Disburse</i></p> <p><i>Check</i></p> <p><i>Deposits</i></p> <p><i>Direct Debit</i></p> <p><i>Direct Debit - Disburse</i></p> <p><i>Drafts</i></p> <p><i>Electronic Funds Transfer</i></p> <p><i>Fee Expense</i></p> <p><i>Funding Receipt</i></p> <p><i>General Transaction</i></p> <p><i>Interest Expense</i></p> <p><i>Manual Check</i></p> <p><i>Miscellaneous Transaction</i></p> <p><i>Payment</i></p> <p><i>Stop Pay (stop payment)</i></p> <p><i>Trade Receipt</i></p> <p><i>Voided Payment</i></p> <p><i>Wire - Disbursement</i></p> <p><i>Wire - Incoming</i></p> |
| <b>Activity</b>                      | Select a statement activity type.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payment Method</b>   | <p>Identifies the payment method that is specified for a transaction code. Select from:</p> <p><i>Automated Clearing House</i></p> <p><i>Direct Debit</i></p> <p><i>Draft - Customer EFT</i></p> <p><i>Draft - Customer Initiated</i></p> <p><i>Draft - Supplier Initiated</i></p> <p><i>Electronic Funds Transfer</i></p> <p><i>Giro - EFT (Giro-electronic funds transfer)</i></p> <p><i>Giro - Manual</i></p> <p><i>Letter of Credit</i></p> <p><i>Manual Check</i></p> <p><i>System Check</i></p> <p><i>Wire Transfer</i></p> |



# Parsing Bank Statement Addenda

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## Understanding How to Parse Bank Statement Addenda

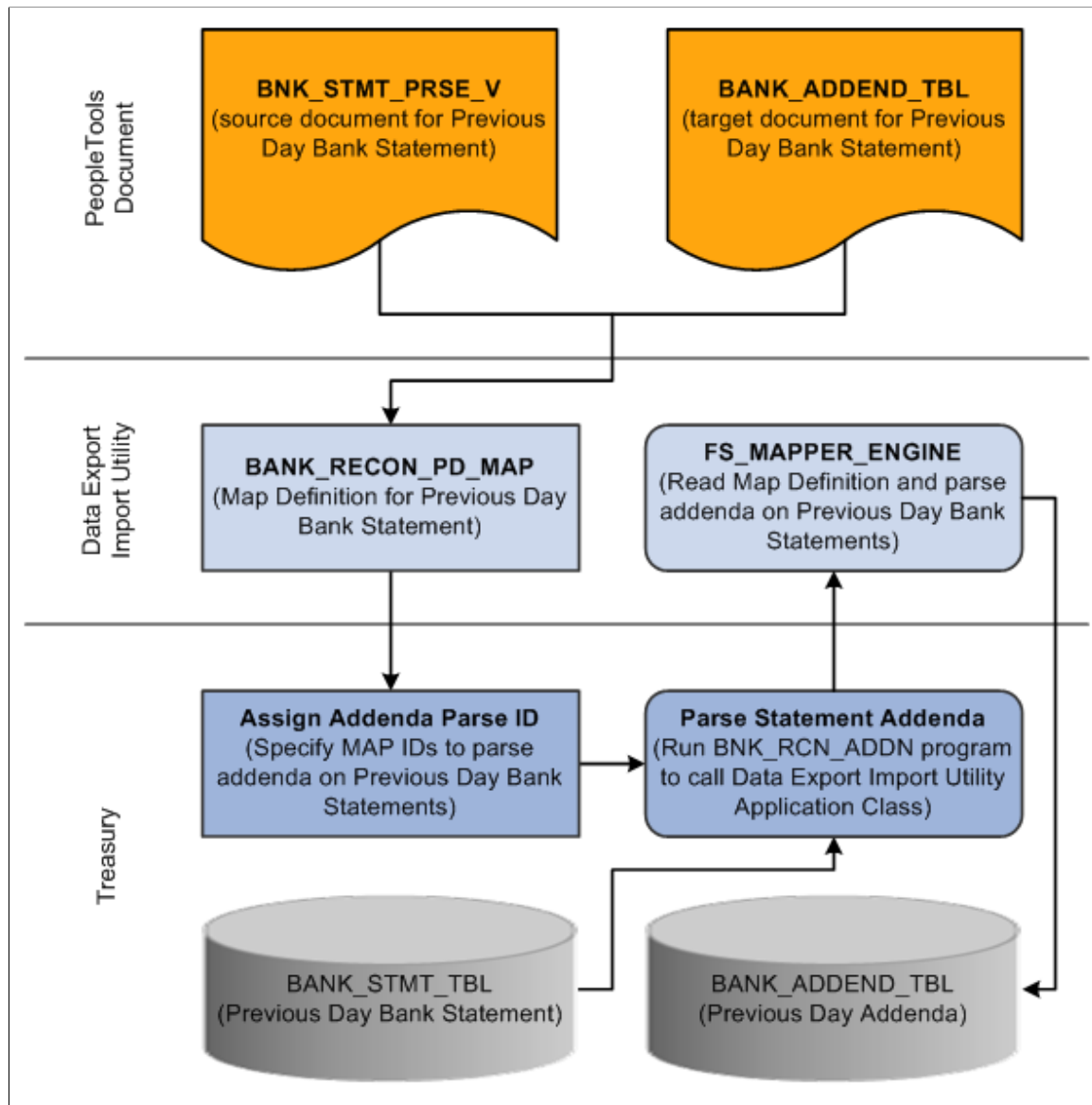
Bank statements often do not carry enough information in a structured format to reconcile the bank statement lines. The addenda field on a bank statement contains important customer data that could help in reconciliation. However, the addenda information varies from bank to bank and depends on the customer to bank relationship.

The Data Export and Import Utility provides a mechanism to break down the unstructured addenda information into its component parts and store it in a structured format. The bank reconciliation rules can be configured to use the parsed addenda information to more effectively reconcile bank statement lines.

Addenda parsing is based on People Tools Document Technology and the Data Export and Import Utility (DEIU) tool, which allows users to configure transformation through an online mapping component. Users should be familiar with PeopleSoft documents, as well as Data Export Import Utility map definitions and document relationships before parsing bank statement addenda using DEIU.

The next diagram illustrates the process used to parse previous day bank statement addenda using the Data Export Import Utility. The tool transforms the statement addenda on BANK\_STMT\_TBL to BANK\_ADDEND\_TBL for unreconciled bank statement lines. Users should copy the BANK\_RECON\_PD\_MAP map definition, which is provided as a sample, and define appropriate transformations.

This diagram illustrates the process used to parse previous day bank statement addenda using the Data Export Import Utility.



For more information about the Data Export Import Utility, see *PeopleSoft Application Fundamentals*, "Understanding the Data Export Import Utility" (Application Fundamentals).

## Using the Data Export Import Utility to Parse Statement Addenda

PeopleSoft provides a delivered setup for bank statement addenda parsing. To set up bank statement addenda parsing:

- Map parsed addenda values to a user-defined value for each reference field, using the predefined code map group on the Code Mappings page.
- Review PeopleSoft Documents for both source and target documents.

- Review DEIU document relationships for the source documents.
- Verify DEIU map definitions for statement transformation.
- Assign map definitions to Banks or Bank Accounts.

The addenda transformation from an unstructured format to a structured target format is supported for both previous day and same day bank statements.

## Using Code Mappings

Use the Code Mappings page (TR\_CODE\_MAPPINGS) to define the mapping between external bank codes and their equivalent internal PeopleSoft codes for both bank statement and bank payment processing.

A system-defined code map group (ADDENDA) is available to replace addenda values in a defined code map, resulting in a higher probability of matching during reconciliation.

This example illustrates the fields and controls on the Code Mappings page, and shows the code map group ADDENDA, which is used to replace parsed bank statement addenda values.

**Code Mappings**

Code Map Group: ADDENDA

Description: Replace parsed addenda values Copy

**Mappings** Find | View All First 2 of 2 Last

\*Mapping Name: RECON\_REF\_ID\_02 + -

Default Value:  ☐ Return Input if No Match

| Field Values <span>?</span> |              | <span>Personalize   Find   View All</span> <span>1 of 1</span> <span>First Last</span> |                |
|-----------------------------|--------------|----------------------------------------------------------------------------------------|----------------|
| Input Value                 | Output Value |                                                                                        |                |
| ABC INC.                    | USA01        | <span>+</span>                                                                         | <span>-</span> |

Bank statement addenda processing uses mappings for each mapping ID, or Mapping Name.

Configure the input and output values and use the Code Map Group on the map definition. Analyze the impact to transformation properties on the map definition whenever input and output values are changed for a Code Map Group associated with addenda parsing.

### Related Links

"Code Mappings Page" (PeopleSoft Financial Gateway)

## Reviewing the PeopleSoft Documents

Use the Document Builder - Document page (IB\_LOGICALSCHEMA) to view and edit a document in the Document Builder.

Before using the Data Export Import Utility for bank statement transformation, review the PeopleSoft Documents delivered for use with addenda parsing.

Navigation:

**PeopleTools >Documents >Document Builder >Document**

PeopleSoft provides two source documents and two target documents for addenda parsing:

- Source Documents
  - BNK\_STMT\_PRSE\_V - Previous Day Bank Statement
  - BNK\_SDSTMT\_PRSE - Same Day Bank Statement
- Target Documents
  - BANK\_ADDEND\_TBL – Previous Day Bank Statement
  - BNK\_SDADDND\_TBL – Same Day Bank Statement

This example illustrates the fields and controls on the source document for previous day bank statements. PeopleSoft also delivers a source document for same day bank statements.

The screenshot shows the PeopleSoft Document Builder interface for the document **BNK\_STMT\_PRSE\_V**. The interface includes tabs for **Document**, **XML**, **Relational**, **JSON**, and **HTML**. The **Document** tab is active, displaying the following details:

- Package:** Bank Reconciliation
- Document Name:** BNK\_STMT\_PRSE\_V
- Version Name:** V1

Below the details is a section titled **Document Details** with a sub-tab for **Left | Right**. The **Left** tab is selected, showing a list of fields for the document:

- BNK\_STMT\_PRSE\_V
  - BNK\_ID\_NBR
  - BANK\_ACCOUNT\_NUM
  - RECON\_CYCLE\_NBR
  - RECORD\_SEQ\_NUMBER
  - RECON\_TRANS\_CODE
  - STMT\_ACTIVITY\_TYPE
  - BANK\_STMT\_CODE
  - DESCRLONG
  - RECON\_REF\_ID

At the bottom of the interface, there are several icons for document management (e.g., search, copy, paste, delete) and a set of buttons: **Validate**, **Copy**, **Rename**, **Export**, and **Save**. A **Return to Search** link is also present at the bottom left.



This example illustrates the fields and controls on the target document for previous day bank statements. PeopleSoft also delivers a target document for same day bank statements.

The screenshot shows the 'Document Details' page in PeopleSoft. At the top, there are tabs for 'Document', 'XML', 'Relational', 'JSON', and 'HTML'. Below these, the 'Package' is 'Bank Reconciliation', the 'Document Name' is 'BANK\_ADDEND\_TBL', and the 'Version Name' is 'V1'. A section titled 'Document Details' is expanded, showing a list of fields under the 'Left' tab. The fields are: BNK\_ID\_NBR, BANK\_ACCOUNT\_NUM, RECON\_CYCLE\_NBR, RECORD\_SEQ\_NUMBER, RECON\_REF\_ID\_01, RECON\_REF\_ID\_02, RECON\_REF\_ID\_03, RECON\_REF\_ID\_04, RECON\_REF\_ID\_05, RECON\_REF\_ID\_06, RECON\_REF\_ID\_07, RECON\_REF\_ID\_08, RECON\_REF\_ID\_09, and RECON\_REF\_ID\_10. Below the list, there are icons for various actions (add, delete, copy, paste, etc.). At the bottom, there are buttons for 'Validate', 'Copy', 'Rename', 'Export', and 'Save'. A 'Return to Search' link is also present.

For more information, see "Mapping File Layouts and Document Relationships" (Application Fundamentals).

For more information about defining a PeopleSoft document, see the PeopleTools product documentation.

## Reviewing the Document Relationships

Use the Document Relationship page (FS\_DOC\_RLTS) to define a relationship for each node of a PeopleSoft document.

The Document Relationship is necessary for PeopleSoft Documents based on database records.

Navigation:

**Set Up Financials/Supply Chain >Common Definitions >Data Export Import Utility >Document Relationship**

Review the document relationships delivered for the source documents to support addenda parsing:

- BNK\_STMT\_PRSE\_V - PeopleSoft provides this document relationship for the Previous Day source document.
- BNK\_SDSTMT\_PRSE - PeopleSoft provides this document relationship for the Same Day source document.

This example illustrates the fields and controls on the Document Relationship page for the Previous Day source document used to parse bank statement addenda. PeopleSoft also provides a document relationship for the Same Day source document.

Package: Bank Reconciliation  
 Document: BNK\_STMT\_PRSE\_V  
 Version: V1  
 Level:   
 Refresh Document  
 Search

Criteria Group Find | View All First 1 of 1 Last

Node: BNK\_STMT\_PRSE\_V  
 Add Criteria Level: 0 ☒ Anchor

| Logical              | Expression 1 | Condition Type | Expression 2 | Edit |
|----------------------|--------------|----------------|--------------|------|
| <input type="text"/> |              |                |              | Edit |

**Note:** Any change in the document relationship could have an impact on the output. Changes should be made with caution and after having understood the DEIU mapping functionality.

For more information, see "Mapping File Layouts and Document Relationships" (Application Fundamentals).

## Verifying the Map Definition

Use the Map Definition component (FS\_MAPPER\_DEF\_WIZ) to set up the transformation from data source to target output.

Statement addenda transformation occurs through the online mapping definition. DEIU provides a horizontal navigation, or *train stops*, to define a map that links the data source and target output format along with any data filter criteria. PeopleSoft provides map definitions for both previous day and same day bank statements. Copy the delivered map definitions and change the transform properties appropriately.

Navigation:

**Set Up Financials/Supply Chain >Common Definitions >Data Export Import Utility >DEIU Map Definition**

Source and target documents are different for each map definition. This table shows the delivered type of statement and the corresponding map ID, source document, and target document.

| <i>Type of Statement</i>    | <i>Map ID</i>     | <i>Source Document</i> | <i>Target Document</i> |
|-----------------------------|-------------------|------------------------|------------------------|
| Previous Day Bank Statement | BANK_RECON_PD_MAP | BNK_STMT_PRSE_V        | BANK_ADDEND_TBL        |
| Current Day Bank Statement  | BANK_RECON_SD_MAP | BNK_SDSTMT_PRSE        | BNK_SDADDND_TBL        |

The train stops guide you through these pages of a map definition:

1. Map - Step 1 of 6: Define high-level map attributes and map security options.
2. Source - Step 2 of 6: Identify the source data structure and fields.
3. Target - Step 3 of 6: Identify the target data structure and fields.
4. Detail - Step 4 of 6: Define field-to-field mappings and data transformation rules.
5. Filter - Step 5 of 6: Define data filter criteria.
6. Summary - Step 6 of 6: Review and submit the map definition.

The Summary train stop provides an overview of the mapping that the system uses for transformation into the structured target output.

This example illustrates the fields and controls on the Map Definition - Summary page for Previous Day Statements (1 of 2).

Map Source Target Detail Filter Summary

Summary - Step 6 of 6

Exit Validate Previous Submit

**Map Definition**

Map ID: BANK\_RECON\_PD\_MAP  
 Description: Addenda Parsing-Prevs Day Stmt  
 Version: 1

Status: Ready  
☒ Active  
☒ System  
☒ Public

**Source Definition** **Target Definition**

Type: PS Document  
 Physical Type: DB Table  
 Package: Bank Reconciliation  
 Document: BNK\_STMT\_PRSE\_V  
 Version: V1

Type: PS Document  
 Physical Type: DB Table  
 Package: Bank Reconciliation  
 Document: BANK\_ADDEND\_TBL  
 Version: V1

This example illustrates the fields and controls on the Map Definition - Summary page for Previous Day Statements (2 of 2).

| Map Detail                          |       |                                   |       |           |                                        | Find   View All     First 1-9 of 9 Last |  |
|-------------------------------------|-------|-----------------------------------|-------|-----------|----------------------------------------|-----------------------------------------|--|
| Target Field Name                   | Level | Source Field Name                 | Level | Transform | Parameter 1                            | Parameter 2                             |  |
| 1 BANK_ADDEND_TBL.BNK_ID_NBR        | 0     | BNK_STMT_PRSE_V.BNK_ID_NBR        | 0     |           |                                        |                                         |  |
| 2 BANK_ADDEND_TBL.BANK_ACCOUNT_NUM  | 0     | BNK_STMT_PRSE_V.BANK_ACCOUNT_NUM  | 0     |           |                                        |                                         |  |
| 3 BANK_ADDEND_TBL.RECON_CYCLE_NBR   | 0     | BNK_STMT_PRSE_V.RECON_CYCLE_NBR   | 0     |           |                                        |                                         |  |
| 4 BANK_ADDEND_TBL.RECORD_SEQ_NUMBER | 0     | BNK_STMT_PRSE_V.RECORD_SEQ_NUMBER | 0     |           |                                        |                                         |  |
| 5 BANK_ADDEND_TBL.RECON_REF_ID_01   | 0     | BNK_STMT_PRSE_V.DESCR_LONG        | 0     | Complex   |                                        |                                         |  |
| 6 BANK_ADDEND_TBL.RECON_REF_ID_02   | 0     | BNK_STMT_PRSE_V.DESCR_LONG        | 0     | Complex   |                                        |                                         |  |
| 7 BANK_ADDEND_TBL.RECON_REF_ID_03   | 0     | BNK_STMT_PRSE_V.DESCR_LONG        | 0     | Complex   |                                        |                                         |  |
| 8 BANK_ADDEND_TBL.RECON_REF_ID_04   | 0     | BNK_STMT_PRSE_V.DESCR_LONG        | 0     | Extract   | 1 5                                    | N                                       |  |
| 9 BANK_ADDEND_TBL.RECON_REF_ID_05   | 0     | BNK_STMT_PRSE_V.DESCR_LONG        | 0     | Pattern   | Fed. Ref. No. @@@@@@@@@@ Y @@@@@@@@@@1 |                                         |  |

| Filter  |                                  |                |              | Find   View All     First 1-3 of 3 Last |  |
|---------|----------------------------------|----------------|--------------|-----------------------------------------|--|
| Logical | Expression 1                     | Condition Type | Expression 2 |                                         |  |
| 1       | BNK_STMT_PRSE_V.BNK_ID_NBR       | equal to       | :1           |                                         |  |
| 2 AND   | BNK_STMT_PRSE_V.BANK_ACCOUNT_NUM | equal to       | :2           |                                         |  |
| 3 AND   | BNK_STMT_PRSE_V.RECON_CYCLE_NBR  | equal to       | :3           |                                         |  |

Exit Validate Previous Submit

The status of the map definition should always be *Ready*. If the status is *Modified*, click the **Validate** button, then click the **Submit** button.

For more information, see "Defining the Data Source and Target" (Application Fundamentals).

## Viewing the Delivered Transform Types

Use the Edit Transform Property secondary page to edit the parameters for the selected transformation rule. PeopleSoft delivers sample transformation rules with the map definitions for addenda parsing. The examples here show the transformation types used in the BANK\_RECON\_PD\_MAP map definition for previous day statements.

---

**Note:** The Data Export Import Utility is a generic transformation tool that is used across PeopleSoft Financials. Not all transform types supported by Data Export Import Utility are applicable to addenda parsing.

---

Navigation:

Click the **Edit** button on the Detail page of the Map Definition for a specific source field – target field pair. Review the defined transform types on the Summary page.

For more information about the transform types discussed here, see "Defining the Data Source and Target" (Application Fundamentals).

### Transform Type: Pattern

Use the Pattern transformation type to match a substring with a pattern. The wildcard character “@” is added to the pattern to identify the length of the entire string to include in the output. Processing applies this transform type to all statement lines identified at runtime during addenda parsing.

This example illustrates the fields and controls on the Edit Transform Property page showing properties for the Pattern transform type used for addenda parsing.

The screenshot shows the 'Edit Transform Property' dialog box. On the left, under 'Choose Transform Type', the 'Pattern' option is selected. On the right, under 'Transform', the 'Define Pattern' section is active. It contains a 'Pattern' text field with the value 'Fed. Ref. No.:@@@@@@@@@@@@@@@@@@@@' and a 'Check Match Value' checkbox. Below the checkbox is an 'Index' field with the value '1'. At the bottom are 'OK' and 'Cancel' buttons.

## Transform Type: Extract

Use the Extract transform type to extract a substring beginning with a specified location and ending with a specified location in the string. Processing applies this transform type to all statement lines identified at runtime during addenda parsing.

This example illustrates the fields and controls on the Edit Transform Property page showing properties for the Extract transform type used for addenda parsing.

The screenshot shows the 'Edit Transform Property' dialog box. On the left, under 'Choose Transform Type', the 'Extract' option is selected. On the right, under 'Transform', the 'Define Extract' section is active. It contains 'From' and 'To' text fields with values '1' and '5' respectively. Below these fields is a 'Check Match Value' checkbox. At the bottom are 'OK' and 'Cancel' buttons.

## Transform Type: Complex

Use the Complex transformation rule to define a series of transformation actions that are executed when specified conditions are met. The complex transform type allows users to specify criteria and also apply transformations using runtime variables. The following Complex transformation rules are delivered as samples for bank addenda parsing.

For more information about filter criteria and transformation types, see "Defining the Data Source and Target" (Application Fundamentals).

This example illustrates the fields and controls on the Edit Transform Property page for the first variation of the Complex Transform. This transaction rule includes filter criteria and the Extract and Pad transform types.

Map ID: BANK\_RECON\_PD\_MAP Target Field: BANK\_ADDEND\_TBL.RECON\_REF\_ID\_01 ☐ Pass Without Value

Complex Transform Groups Find | View All First 1 of 1 Last

☐ Always True

| Criteria | Logical | Expression 1                   | Condition Type | Expression 2 | Edit                                |
|----------|---------|--------------------------------|----------------|--------------|-------------------------------------|
| 1        |         | BNK_STMT_PRSE_V.BANK_STMT_CODE | equal to       | 475          | <input type="button" value="Edit"/> |

| Transform List | Transform | Parameter 1               | Parameter 2    | Output | Edit                                |
|----------------|-----------|---------------------------|----------------|--------|-------------------------------------|
| 1              | Extract   | BNK_STMT_PRSE_V.DESCRLONG | 10 16 N        | :1     | <input type="button" value="Edit"/> |
| 2              | Pad       | :1                        | Left Pad 0 8 0 | :2     | <input type="button" value="Edit"/> |

This example illustrates the fields and controls on the Edit Transform Property page for the second variation of the Complex Transform. This transaction rule includes the Extract and Code Mapping transform types.

Map ID: BANK\_RECON\_PD\_MAP Target Field: BANK\_ADDEND\_TBL.RECON\_REF\_ID\_02 ☐ Pass Without Value

Complex Transform Groups Find | View All First 1 of 1 Last

☒ Always True

| Transform List | Transform    | Parameter 1               | Parameter 2               | Output | Edit                                |
|----------------|--------------|---------------------------|---------------------------|--------|-------------------------------------|
| 1              | Extract      | BNK_STMT_PRSE_V.DESCRLONG | 17 24 N                   | :1     | <input type="button" value="Edit"/> |
| 2              | Code Mapping | :1                        | ADDENDA RECON_REF_ID_02 N | :2     | <input type="button" value="Edit"/> |

This example illustrates the fields and controls on the Edit Transform Property page for the third variation of the Complex Transform. This transaction rule includes filter criteria and the Pattern transform type.

Edit Transform Property

Map ID BANK\_RECON\_PD\_MAP

Target Field BANK\_ADDEND\_TBL.RECON\_REF\_ID\_03

☐ Pass Without Value

Complex Transform Groups

Find | View All | First | 1 of 1 | Last

Group Criteria

☐ Always True

Criteria

Personalize | Find | | First | 1 of 1 | Last

| Logical | Expression 1             | Condition Type | Expression 2                | Edit |
|---------|--------------------------|----------------|-----------------------------|------|
| 1       | BNK_STMT_PRSE_V.DESCLONG | like           | %Funds Transfer To Account% | Edit |

Transform List

Personalize | Find | | First | 1 of 1 | Last

| Transform | Parameter 1              | Parameter 2                                   | Output | Edit |
|-----------|--------------------------|-----------------------------------------------|--------|------|
| 1 Pattern | BNK_STMT_PRSE_V.DESCLONG | Funds Transfer To Account<br>@@@@@@@@@@@@@11N | :1     | Edit |

OK

Cancel

## Processing Bank Statement Addenda

This topic describes how to process the bank statement addenda after creating a map definition to parse data.

### Pages Used to Process Bank Statement Addenda

| Page Name                                    | Definition Name   | Usage                                                                        |
|----------------------------------------------|-------------------|------------------------------------------------------------------------------|
| <a href="#">Assign Addenda Parse ID Page</a> | BNK_STMT_MAP_ID   | Associate a specific map ID with one or more bank accounts.                  |
| <a href="#">Parse Statement Addenda Page</a> | ADDENDA_PARSE_REQ | Run processing to parse the bank statement addenda by bank and bank account. |

### Assign Addenda Parse ID Page

Use the Assign Addenda Parse ID page (BNK\_STMT\_MAP\_ID) to associate a specific map ID with one or more bank accounts.

Navigation:

**Banking > Administer Reconciliation > Assign Addenda Parse ID**

This example illustrates the fields and controls on the Assign Addenda Parse ID page. The fields populated here show setup to parse bank statements for the entered bank and bank account, using the assigned map ID.

### Assign Addenda Parse ID

#### Map Definition - Previous Day ?

View All | 1-2 of 2

| Bank SetID | Bank Code | Bank Account | Bank Statement Type | Map ID               |                                  |                                  |
|------------|-----------|--------------|---------------------|----------------------|----------------------------------|----------------------------------|
|            |           |              | Previous Day        | <input type="text"/> | <input type="button" value="+"/> |                                  |
| SHARE      | USBK      | CHCK         | Previous Day        | BANK_RECON_PD_MAP    | <input type="button" value="+"/> | <input type="button" value="-"/> |

#### Map Definition - Current Day ?

View All | 1 of 1

| Bank SetID | Bank Code | Bank Account | Bank Statement Type | Map ID               |                                  |  |
|------------|-----------|--------------|---------------------|----------------------|----------------------------------|--|
|            |           |              | Current Day         | <input type="text"/> | <input type="button" value="+"/> |  |

You can parse addenda on bank statements for these bank and bank account combinations:

| Field or Control                     | Description                                                                                                                                                                                                                                                                                                              |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>All Banks</i>                     | <p>To parse addenda on bank statements for all banks, enter a map ID in the first row of the Map Definition grid and leave the bank information fields blank.</p> <p>The system uses the assigned map ID to parse bank statements for all bank accounts across all banks.</p>                                            |
| <i>All Bank Accounts of One Bank</i> | <p>To parse addenda on bank statements for all bank accounts of a given bank, add a row in the Map Definition grid and populate the <b>Bank SetID</b>, <b>Bank Code</b>, and <b>Map ID</b> fields.</p> <p>The system uses the assigned map ID to parse bank statements for all bank accounts of the specified bank.</p>  |
| <i>One Bank Account</i>              | <p>To parse addenda on bank statements for one bank account of a specific bank, add a row in the Map Definition grid and populate the <b>Bank SetID</b>, <b>Bank Code</b>, <b>Bank Account</b>, and <b>Map ID</b> fields.</p> <p>The system uses the assigned map ID to parse bank statements for that bank account.</p> |

Leave field values on this page blank if you do not want to parse addenda on bank statements.

## Parse Statement Addenda Page

Use the Parse Statement Addenda page (ADDENDA\_PARSE\_REQ) to run processing to parse the bank statement addenda by bank and bank account.



Navigation:

## Banking > Reconcile Statements > Parse Statement Addenda

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

### Parse Statement Addenda

Run Control ID RECON
Report Manager
Process Monitor
Run

☐ Process All Accounts

Parameters
Find | View All
First 1 of 1 Last

\*Process Frequency Always Process
\*Request Number 1

Request Parameters

\*External Bank ID 121042882
\*Bank Account # 0741-256458
\*Bank Statement Type Previous Day
Statement ID

Date Options

\*Date Type Relative Dates
Days Back

| Field or Control                            | Description                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Process All Accounts</b>                 | Select the check box to submit the Parse Statement Addenda process for all bank accounts to which the user has access. The access to bank accounts can be granted using the Financial Gateway security feature.                                                                                                                            |
| <b>External Bank ID</b>                     | Enter the external bank ID.                                                                                                                                                                                                                                                                                                                |
| <b>Bank Account #</b> (bank account number) | Enter the bank account number.                                                                                                                                                                                                                                                                                                             |
| <b>Bank Statement Type</b>                  | Select from <i>Current Day</i> or <i>Previous Day</i> .                                                                                                                                                                                                                                                                                    |
| <b>Statement ID</b>                         | Enter a statement ID for this bank and bank account.                                                                                                                                                                                                                                                                                       |
| <b>Date Type</b>                            | Select from <i>Relative Dates</i> or <i>Specific Dates</i> . Date options are available when the <b>Statement ID</b> field is not populated. The date type allows users to specify a dynamic or static date range. For a static date range, provide the from date and to date. For a dynamic date range, specify a <b>Days Back</b> value. |



# Leveraging Financial Gateway Security for Bank Reconciliation

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## Understanding Financial Gateway Security for Bank Reconciliation

Businesses can leverage Financial Gateway security on many bank reconciliation components and pages to limit access to banking data. Financial Gateway security functionality limits the list of prompt values for secured fields to only those that meet the defined security rule criteria. The prompt values are determined based on the rule definitions that are assigned to a given user or role.

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**Note:** Your system must have PeopleSoft Cash Management installed to leverage Financial Gateway security.

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The setup involves an administrator enabling the functionality and creating security rules. Next, the administrator assigns rules to user IDs or roles so that when users attempt to query bank IDs and bank accounts, only those banks and accounts that comply with their assigned rules appear. Banking inquiries filter out banks or accounts that are based on the requesting user and the criteria that are specified for them based on their user ID or their role.

See the Financial Gateway documentation for setting up payment security: "Understanding Payment Security" (PeopleSoft Financial Gateway) and related topics.

The following components and pages have been updated to enforce security by leveraging Financial Gateway security:

| <b>Page Name</b>            | <b>Definition Name</b> | <b>Navigation</b>                                                   |
|-----------------------------|------------------------|---------------------------------------------------------------------|
| Bank Statement Manager      | BNK_STMT_MGR           | <b>Banking &gt;Bank Statements &gt;Bank Statement Manager</b>       |
| Enter Bank Statement        | BANK_BALSTMT_ENTRY     | <b>Banking &gt;Bank Statements &gt;Enter Bank Statements</b>        |
| Enter Current Day Statement | BANK_SDBALSTMT_ENT     | <b>Banking &gt;Bank Statements &gt;Enter Current Day Statements</b> |
| Enter Fee Statements        | FA_BANK_STMT_ANYL      | <b>Banking &gt;Bank Statements &gt;Enter Fee Statements</b>         |

| <b>Page Name</b>             | <b>Definition Name</b> | <b>Navigation</b>                                                                                                                                                                                                            |
|------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review Bank Balances         | BNK_BAL_AAA_PNL        | <ul style="list-style-type: none"> <li><b>Banking &gt;Bank Statements &gt;Review Bank Balances</b></li> <li>Select <i>Review Bank Balances</i> from the <b>Go To</b> list on the Bank Statement Manager page.</li> </ul>     |
| Review Bank Statements       | BNK_RCN_STMT_GEN       | <ul style="list-style-type: none"> <li><b>Banking &gt;Bank Statements &gt;Review Bank Statements</b></li> <li>Select <i>Review Bank Statements</i> from the <b>Go To</b> list on the Bank Statement Manager page.</li> </ul> |
| Review Bank Statement Files  | BSP_FILE_INQUIRY       | <b>Banking &gt;Bank Statements &gt;Review Bank Statement Files</b>                                                                                                                                                           |
| Reconciliation Manager       | BNK_RCN_MGR            | <b>Banking &gt;Reconcile Statements &gt;Reconciliation Manager</b>                                                                                                                                                           |
| Parse Statement Addenda      | ADDENDA_PARSE_REQ      | <b>Banking &gt;Reconcile Statements &gt;Parse Statement Addenda</b>                                                                                                                                                          |
| Process Bank Reconciliation  | BANK_RECON_REQUEST     | <b>Banking &gt;Reconcile Statements &gt;Process Bank Reconciliation</b>                                                                                                                                                      |
| Process Statement Accounting | TR_STMTACCTG           | <b>Banking &gt;Reconcile Statements &gt;Process Statement Accounting</b>                                                                                                                                                     |
| Automatic Reconciliation     | BNK_RCN_CYC_STSA       | <b>Banking &gt;Reconcile Statements &gt;Automatic Reconciliation &gt;Automatic Reconciliation</b>                                                                                                                            |
| Semi Manual Reconciliation   | BNK_RCN_SEMI_MAN       | <b>Banking &gt;Reconcile Statements &gt;Semi-Manual Reconciliation &gt;Semi Manual Reconciliation</b>                                                                                                                        |
| Manual Reconciliation        | BNK_RCN_MAN_GEN        | <b>Banking &gt;Reconcile Statements &gt;Manual Reconciliation &gt;Manual Reconciliation</b>                                                                                                                                  |
| External Transactions        | GEN_TRAN_UPDT          | <b>Banking &gt;Reconcile Statements &gt;External Transactions</b>                                                                                                                                                            |
| Schedule ID Reconciliation   | BNK_RCN_MAN_TRE        | <b>Banking &gt;Reconcile Statements &gt;Schedule ID Reconciliation &gt;Schedule ID Reconciliation</b>                                                                                                                        |

| <b>Page Name</b>                    | <b>Definition Name</b> | <b>Navigation</b>                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reverse Schedule ID Recon           | BNK_RCN_MAN_TRE        | <b>Banking &gt;Reconcile Statements &gt;Reverse Schedule ID Recon &gt;Reverse Schedule ID Recon</b>                                                                                                                                                                                                                                                                                                                              |
| Select Book to Bank Statements      | BNK_BTBT_STMT_SEL      | <b>Banking &gt;Reconcile Statements &gt;Select Book To Bank Statements &gt;Select Book to Bank Statements</b>                                                                                                                                                                                                                                                                                                                    |
| Book to Bank Reconciliation         | BNK_BTBT_REC_MGR       | <b>Banking &gt;Reconcile Statements &gt;Book to Bank Reconciliation</b>                                                                                                                                                                                                                                                                                                                                                          |
| Override Book to Bank Status        | BNK_BTBT_REC_MGR       | <b>Banking &gt;Reconcile Statements &gt;Override Book to Bank Status</b>                                                                                                                                                                                                                                                                                                                                                         |
| Automatic Reconciliation Exceptions | BNK_RCN_VUE_UNR        | <b>Banking &gt;Analyze Exceptions &gt;Auto Reconciliation Exceptions &gt;Automatic Reconciliation Exceptions</b>                                                                                                                                                                                                                                                                                                                 |
| Transactions by Account             | BNK_RCN_ALL_GEN        | <b>Banking &gt;Analyze Exceptions &gt;Transactions by Account &gt;Transactions by Account</b>                                                                                                                                                                                                                                                                                                                                    |
| Manual Account Register Report      | FSX4004                | <ul style="list-style-type: none"> <li>• <b>Banking &gt;Reconcile Statements &gt;Schedule ID Reconciliation</b></li> <li>• <b>Banking &gt;Reconcile Statements &gt;Reverse Schedule ID Recon</b></li> <li>• Banking, Analyzing Exceptions, Transactions by Account</li> <li>• <b>BankingReconcile StatementsManual Reconciliation</b> and select <i>Reconciled</i> or <i>Unreconciled</i> in the <b>Status</b> field.</li> </ul> |

**Note:** The following behavioral changes occur on these components and pages when leveraging Financial Gateway security on bank reconciliation components:

- Changes have been made to search functionality on Bank reconciliation components and pages that support Financial Gateway security. Users are required to enter search values to return results on search pages.
- Also, Bank and Bank Account for bank statements must be defined in the system to retrieve them on the inquiry page for the Enter Bank Statements page. However, without defining the bank and bank account, users can access query manager and build a query to retrieve bank statements data.

## Setting Up Financial Gateway Security for Banking Pages

This topic describes how to use Financial Gateway security components to set up security for bank reconciliation pages.

To define security user assignments, use the Security User Assignment component (PMT\_SEC\_USER\_GBL). To define payment security rules, use the Payment Security Rules component (PMT\_SEC\_RULE\_GBL).

Before you begin, ensure that Cash Management is selected on the Installations Options - Products page.

### Pages Used to Set Up Financial Gateway Security for Banking Pages

| <i>Page Name</i>              | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                          |
|-------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Security Options Page</u>  | PMT_SEC_OPTIONS        | Activate security based on user or role and enable secured fields used on banking pages and components.<br><br>See also "Activating Payment Security" (PeopleSoft Financial Gateway). |
| <u>Security Rules Page</u>    | PMT_SEC_RULE           | Define banking security rules that can be assigned to users or roles.<br><br>See also "Creating Payment Security Rules" (PeopleSoft Financial Gateway).                               |
| Security Role Assignment Page | PMT_SEC_ROLE           | Assign banking security rules to a role.<br><br>See "Assigning Payment Security Rules" (PeopleSoft Financial Gateway).                                                                |
| Security User Assignment Page | PMT_SEC_USER           | Assign banking security rules to a user.<br><br>See "Assigning Payment Security Rules" (PeopleSoft Financial Gateway).                                                                |

### Security Options Page

Use the Security Options page (PMT\_SEC\_OPTIONS) to activate security based on user or role and enable secured fields used on banking pages and components.

Navigation:

**Financial Gateway > Security > Security Options**

This example illustrates the fields and controls on the Security Options page.

## Security Options

**Enable Payment Security**

☐ On
 ☒ Off

**Apply Rules Based On**

☒ User
 ☐ Role

**Secured Fields**
Personalize | Find | View 3 |

First
1-10 of 10
Last

| Field Name        | Enabled                             |
|-------------------|-------------------------------------|
| BANK_ACCOUNT_NUM  | <input checked="" type="checkbox"/> |
| BANK_ACCT_KEY     | <input checked="" type="checkbox"/> |
| BANK_CD           | <input checked="" type="checkbox"/> |
| BANK_SETID        | <input checked="" type="checkbox"/> |
| BNK_ID_NBR        | <input checked="" type="checkbox"/> |
| BUSINESS_UNIT     | <input checked="" type="checkbox"/> |
| CREATED_BY_USER   | <input checked="" type="checkbox"/> |
| FROM_BNK_ACCT_NUM | <input checked="" type="checkbox"/> |
| FROM_BNK_ID_NBR   | <input checked="" type="checkbox"/> |
| PMT_SOURCE        | <input checked="" type="checkbox"/> |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Secured Fields</b>   | <p>Select the check box for the field names you would like to secure. Fields not enabled on this page are not available for selection in the <b>Field Name</b> field on the Security Rules page.</p> <p>The options for bank statement security are:</p> <ul style="list-style-type: none"> <li>BANK_ACCOUNT_NUM: Bank account number.</li> <li>BANK_ID_NBR: Bank ID.</li> </ul> <p>You can use the following fields for both payment security in Financial Gateway and security on banking pages:</p> <ul style="list-style-type: none"> <li>BANK_ACCT_KEY: Bank account to which payments are being sent.</li> <li>BANK_CD: Bank code.</li> </ul> <p>Use the remaining fields for payment security in Financial Gateway. For more information, see "Activating Payment Security" (PeopleSoft Financial Gateway).</p> |

## Security Rules Page

Use the Security Rules page (PMT\_SEC\_RULE) to define banking security rules that can be assigned to users or roles.

Navigation:

**Financial Gateway > Security > Security Rule > Security Rules**

This example illustrates the fields and controls on the Security Rules page, showing a sample rule used for banking pages.

**Security Rules**

Rule ID: usbnk\_chkck\_rule

\*Rule Name: ACCESS USBNK CHCK ACCOUNT

Personalize | Find | View 4 | 1-5 of 5 | First | Last

| Sequence | Open | *Field Name      | Operation | Value       | Close | Operator |  |
|----------|------|------------------|-----------|-------------|-------|----------|--|
| 1        | (    | BNK_ID_NBR       | Equals    | 121042882   | )     | AND      |  |
| 2        |      | FROM_BNK_ACCT_NU | Equals    | 0741-256458 | )     | OR       |  |
| 3        | (    | BANK_SETID       | Equals    | SHARE       | )     | AND      |  |
| 4        |      | BANK_CD          | Equals    | USBNK       | )     | AND      |  |
| 5        |      | BANK_ACCT_KEY    | Equals    | CHCK        | )     |          |  |

Event Log Test Rule

Use the Sequence, Field Name, Operation, Value, Operator, and Open and Close fields to create rules that specifically define which payments are accessible to the roles or users to which the rules are assigned.

Use the open and close column fields for parentheses around SQL statements.



| <b><i>Field or Control</i></b> | <b><i>Description</i></b>                                |
|--------------------------------|----------------------------------------------------------|
| <b>Test Rule</b>               | Click to run a test on the validity of the rule's logic. |



# Configuring Bank Reconciliation

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## Understanding Bank Reconciliation Configuration

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

PeopleSoft provides you with 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.

Bank reconciliation in PeopleSoft supports these sources:

- External Transactions
- Payables
- Receivables Deposits
- Receivables Direct Debits
- Receivables Drafts
- Receivables Payments
- Treasury

### Related Links

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

## Setting Up Reconciliation Processing

Before you can initiate bank reconciliation processing, you must do the following:

- Define reconciliation record source types.
- Define reconciliation field aliases.
- Define reconciliation status codes.
- Define reconciliation rules.
- Create reconciliation SQL.
- Create reconciliation tolerances.

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.

When you initiate reconciliation processing, the Application Engine validates rules and tolerances set for the respective source, bank, and bank account and reconciles the transactions using the bank ID, bank account, and statement ID submitted on the run control page.

The parent BNK\_RECON Application Engine process evaluates the source. Based on an individual source, the respective Application Engine is invoked.

| <b><i>Reconciliation Application Engine</i></b> | <b><i>PeopleSoft Application Transaction Source</i></b> |
|-------------------------------------------------|---------------------------------------------------------|
| BNK_RECON_AP                                    | Payables                                                |
| BNK_RECON_DB                                    | Receivables Direct Debits                               |
| BNK_RECON_DP                                    | Receivables Deposits                                    |
| BNK_RECON_DR                                    | Receivables Drafts                                      |
| BNK_RECON_PY                                    | Receivables Payments                                    |
| BNK_RECON_TR                                    | Treasury                                                |
| BNK_RECON_XT                                    | External Transactions                                   |

If you use Cash Management, you can establish bank statement accounting for your reconciliation processing. You establish rules 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. Use the TR\_RECON\_EXC program and TR\_UNRECON\_TRANS component interface to load reconciliation exceptions.

## Migrating Bank Reconciliation Application and Configuration Data

PeopleSoft delivers two Application Data Set (ADS) definitions to support bank reconciliation rules and reconciliation rules for bank accounts. Because bank reconciliation relies heavily on bank statement data that can vary from bank to bank, PeopleSoft recommends configuring reconciliation rules in a test database, validating the rules, and using ADS definitions to migrate the rules to a production environment.

For introductory information about the Data Migration Workbench and using ADS, see this documentation:

- "Understanding the PeopleSoft Data Migration Workbench" (Application Fundamentals).
- "Using Application Data Sets" (Application Fundamentals)

The following table lists the ADS definitions delivered in Data Set Designer that support the migration of PeopleSoft Bank Reconciliation data:

| <b>ADS Definition</b> | <b>ADS Usage</b>                                                                                                                                                                                                                                                                                                                                                                 | <b>Records in the Data Set</b>                                                                                                                                                                                                                                                        |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR_BANK_ACCT_RCN_RULE | <p>This data set is used to migrate or move reconciliation rules associated with a bank account from one environment to another environment. This data set is built on the component BANK_ACCT_RCN_RULE.</p> <hr/> <p><b>Note:</b> Before migrating reconciliation rules associated with a bank account, ensure that the bank account is defined in target environment</p> <hr/> | <p>This data set includes the records used for bank account reconciliation rules:</p> <ul style="list-style-type: none"> <li>• BANK_ACCT_RCN_SC</li> <li>• BNK_ACCT_RCN_RL</li> </ul>                                                                                                 |
| TR_BANK_RECON_RULE    | <p>This data set is used to migrate or move bank reconciliation rules from one environment to another environment. This data set is built on the component BANK_RECON_RULE.</p>                                                                                                                                                                                                  | <p>This data set includes the records used for bank reconciliation rules:</p> <ul style="list-style-type: none"> <li>• BANK_RECON_RULE</li> <li>• BANK_RECON_AGG</li> <li>• BANK_RECON_FLTR</li> <li>• BANK_RECON_MAT</li> <li>• BANK_RECON_MSQL</li> <li>• BANK_RECON_FSQ</li> </ul> |

You can find complete information about setting up and using ADS definitions for data migration in the documentation for *PeopleTools: Lifecycle Management Guide*. The PeopleTools documentation covers the following topics:

- Using the Data Set Designer.
- Copying and comparing projects.
- Validating data sets.
- Implementing data set security.

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## Configuring Bank Reconciliation

This topic discusses how to configure bank reconciliation, including setting up reconciliation record source types, reconciliation rules, and reconciliation tolerances.

### Pages Used to Configure Bank Reconciliation

| <b>Page Name</b>                            | <b>Definition Name</b> | <b>Usage</b>                    |
|---------------------------------------------|------------------------|---------------------------------|
| <a href="#">Reconciliation Records Page</a> | RCN_RECORD_PNL         | Set up the record source types. |

| <b>Page Name</b>                                        | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                       |
|---------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Reconciliation Field Aliases Page</a>       | RCN_DEFINE_EFLD_PL     | Create aliases for field names to make field names easier to identify in setup pages.                                                                                                              |
| <a href="#">Reconciliation Status Codes Page</a>        | RCN_STATUS_PNL         | View system-defined statuses that are applied during the auto-reconciliation process.                                                                                                              |
| <a href="#">Reconciliation Rules Page</a>               | BANK_RECON_RULE        | Define reconciliation rules for an individual transaction source. Set up aggregate criteria, match criteria, and filter criteria for statement lines and transactions.                             |
| <a href="#">Create Reconciliation SQL Page</a>          | RCN_CREATE_SQL         | Run Reconciliation Rules SQL processing for an individual source and the specified rule within the source.                                                                                         |
| <a href="#">External Accounts - Reconciliation Page</a> | BANK_PNLRECON          | Select a method of reconciliation to use for each external account. Specify reconciliation sources to be used by semi-manual reconciliation.                                                       |
| <a href="#">Reconciliation Tolerance Page</a>           | BANK_RECON_TOL         | Define day or monetary reconciliation tolerances to associate with a reconciliation rule.                                                                                                          |
| <a href="#">Bank Account Reconciliation Rules Page</a>  | BANK_ACCT_RCN_RULE     | Assign reconciliation rules by source to a bank and bank account. The Automatic Bank Reconciliation process (BNK_RECON) uses these rules to reconcile bank statement lines with transaction lines. |

## 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.

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

Navigation:

**Banking > Administer Reconciliation > Reconciliation Records**

This example illustrates the fields and controls on the Reconciliation Records page.

**Reconciliation Records**

Record BNK\_RCN\_STMT\_VW

\*Source Type

\*Description

Long Description

213 characters remaining

| Field or Control   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Record</b>      | <p>Select from the following records delivered for and used by automatic reconciliation:</p> <ul style="list-style-type: none"> <li>BNK_RCN_AP_PYMN (Payables)</li> <li>BNK_RCN_DEBIT (Receivables Direct Debits)</li> <li>BNK_RCN_DEPOSIT (Receivables Deposits)</li> <li>BNK_RCN_DRAFT (Receivables Drafts)</li> <li>BNK_RCN_PAYMENT (Receivables Payments)</li> <li>BNK_RCN_TR_PYMN (Treasury)</li> <li>BNK_RCN_TRAN (External Transactions)</li> </ul> |
| <b>Source Type</b> | <p>Select either <i>Statement</i> (bank statement side) or <i>Transaction</i> (system transaction side) for the reconciliation record.</p>                                                                                                                                                                                                                                                                                                                 |

## 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**

This example illustrates the fields and controls on the Reconciliation Field Aliases page.

**Reconciliation Field Aliases**

Record **BNK\_RCN\_STMT\_VW** Description **Bank Statement View**

**Aliases** ? Personalize | Find | View 12 | [Grid Icon] | [Print Icon] First 1-21 of 21 Last

| *Field Name      | *Alias           |   |   |
|------------------|------------------|---|---|
| BANK_ACCOUNT_NUM | BANK_ACCOUNT_NUM | + | - |
| BANK_REF_ID      | BANK_REF_ID      | + | - |
| BANK_STMT_CODE   | BANK_STMT_CODE   | + | - |
| BANK_TRANS_CODE  | BANK_TRANS_CODE  | + | - |
| BNK_ID_NBR       | BNK_ID_NBR       | + | - |
| RECON_CYCLE_NBR  | RECON_CYCLE_NBR  | + | - |
| RECON_REF_ID     | RECON_REF_ID     | + | - |
| RECON_REF_ID_01  | RECON_REF_ID_01  | + | - |
| RECON_REF_ID_02  | RECON_REF_ID_02  | + | - |
| RECON_REF_ID_03  | RECON_REF_ID_03  | + | - |
| RECON_REF_ID_04  | RECON_REF_ID_04  | + | - |
| RECON_REF_ID_05  | RECON_REF_ID_05  | + | - |
| RECON_REF_ID_06  | RECON_REF_ID_06  | + | - |
| RECON_REF_ID_07  | RECON_REF_ID_07  | + | - |
| RECON_REF_ID_08  | RECON_REF_ID_08  | + | - |

The selected reconciliation record determines which field names you can access on the Reconciliation Rules page.

| <i><b>Field or Control</b></i> | <i><b>Description</b></i>                                                              |
|--------------------------------|----------------------------------------------------------------------------------------|
| <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. |

## Reconciliation Status Codes Page

Use the Reconciliation Status Codes page (RCN\_STATUS\_PNL) to view system-defined statuses that are applied during the auto-reconciliation process.

If you want to add additional exception status values and generate exceptions with those status values, a system administrator must customize the Bank Reconciliation program.

Navigation:



## Banking > Administer Reconciliation > Reconciliation Status Codes

This example illustrates the fields and controls on the Reconciliation Status Codes page.

| Reconciliation Status Codes |                   |                                                                                                                                                                                                        |                                                                                                                                                                         |
|-----------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recon Status Code           |                   | Personalize   Find   View All     | First 1-10 of 22 Last                                                                                                                                                   |
| *Recon Status               | Short Description | Description                                                                                                                                                                                            |                                                                                                                                                                         |
| ALG                         | Alignment         | Alignment Check                                                                                                                                                                                        |   |
| AMB                         | Ambiguous         | Ambiguous Match - System                                                                                                                                                                               |   |
| AMT                         | Amount            | Amounts Not Equal                                                                                                                                                                                      |   |
| CUR                         | Bnk Curr          | Bank Currency not Defined                                                                                                                                                                              |   |
| DAT                         | Date Error        | Tran Date <> Value Date                                                                                                                                                                                |   |
| DPI                         | Dup Input         | Duplicate Input Transactions                                                                                                                                                                           |   |
| DUP                         | Duplicate         | Duplicate Transaction                                                                                                                                                                                  |   |
| MSC                         | Misc Tran         | Miscellaneous Transaction                                                                                                                                                                              |   |
| NAM                         | Name Error        | Payee Names Not Equal                                                                                                                                                                                  |   |
| NTB                         | No Stmt           | Ambiguous Match: Bank Statemen                                                                                                                                                                         |   |

This list shows the delivered reconciliation exceptions generated for each reconciliation source:

| Reconciliation Source | Exception Status                                                                                               |
|-----------------------|----------------------------------------------------------------------------------------------------------------|
| External Transactions | Amount Tolerance, Date Tolerance, Type Tolerance                                                               |
| Payables              | Alignment Tolerance, Amount Tolerance, Date Tolerance, Duplicate Tolerance, Overflow Tolerance, Type Tolerance |
| Receivables Debits    | Amount Tolerance, Date Tolerance, Duplicate Tolerance                                                          |
| Receivables Deposits  | Amount Tolerance, Date Tolerance                                                                               |
| Receivables Drafts    | Amount Tolerance, Date Tolerance, Duplicate Tolerance                                                          |
| Receivables Payments  | Amount Tolerance, Date Tolerance, Duplicate Tolerance                                                          |
| Treasury              | Amount Tolerance, Date Tolerance, Type Tolerance                                                               |

## Reconciliation Rules Page

Use the Reconciliation Rules page (BANK\_RECON\_RULE) to define reconciliation rules for an individual transaction source. Set up aggregate criteria, match criteria, and filter criteria for statement lines and transactions.

Navigation:

## Banking > Administer Reconciliation > Bank Recon Rules > Reconciliation Rules

This example illustrates the fields and controls on the Reconciliation Rules page.

**Reconciliation Rules**

Source: External Transactions      Rule ID: XT\_11\_ACH\_REF\_01

\*Recon Type: One to One      \*Rule Alias: ACH BY REFERENCE AND METHOD

Description: Filter ACH payments and match on Reference and Payment Method

---

**Group Reconciliation Data**

| Group Statement Lines         |   | 1-7 of 7 |   | Group Transaction Lines |   | 1-5 of 5 |   |
|-------------------------------|---|----------|---|-------------------------|---|----------|---|
| *Field Alias                  |   |          |   | *Field Alias            |   |          |   |
| BANK ACCOUNT NUMBER           | Q | +        | - | ACCOUNT                 | Q | +        | - |
| BANK ID                       | Q | +        | - | BNK NBR                 | Q | +        | - |
| RECONCILIATION BANK DATE      | Q | +        | - | TRAN CODE               | Q | +        | - |
| RECONCILIATION REFERENCE ID   | Q | +        | - | TRAN DATE               | Q | +        | - |
| RECONCILIATION TRANSACTION CD | Q | +        | - | TRAN ID                 | Q | +        | - |

---

**Match Reconciliation Data**

| Match Criteria                |                          | 1-5 of 5 |   |
|-------------------------------|--------------------------|----------|---|
| *Statement Field Alias        | *Transaction Field Alias |          |   |
| BANK ACCOUNT NUMBER           | ACCOUNT                  | Q        | + |
| BANK ID                       | BNK NBR                  | Q        | + |
| RECONCILIATION REFERENCE ID   | TRAN ID                  | Q        | + |
| RECONCILIATION TRANSACTION CD | TRAN CODE                | Q        | + |
| RECONCILIATION BANK DATE      | TRAN DATE                | Q        | + |

[Filter Criteria](#)      [Attachments \(0\)](#)

| Field or Control  | Description                                                                                                                                                                                                                                                                                         |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Source</b>     | <p>Bank reconciliation supports rules for these sources:</p> <ul style="list-style-type: none"> <li>External Transactions</li> <li>Payables</li> <li>Receivables Deposits</li> <li>Receivables Direct Debits</li> <li>Receivables Drafts</li> <li>Receivables Payments</li> <li>Treasury</li> </ul> |
| <b>Recon Type</b> | <p>Select from the following reconciliation types:</p> <ul style="list-style-type: none"> <li>Many to Many</li> <li>Many to One</li> <li>One to Many</li> <li>One to One</li> </ul>                                                                                                                 |

| <b>Field or Control</b> | <b>Description</b>               |
|-------------------------|----------------------------------|
| <b>Rule ID</b>          | Enter the rule ID.               |
| <b>Rule Alias</b>       | Enter a rule name.               |
| <b>Description</b>      | Enter a description of the rule. |

## Reconciliation Criteria

| <b>Field or Control</b>      | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Group Statement Lines</b> | <p>Enter aggregate criteria for statement lines.</p> <p>Do not include the amount field.</p> <p>When one statement line should be matched with one or more transaction lines (<i>One to One</i> or <i>One to Many</i>), group statement lines by Bank ID Number, Bank Account Number, Statement ID (Recon Cycle Number), Record Sequence Number, and Value Date. Add additional grouping criteria as needed.</p> <p>When multiple statement lines should be summed up to match with one or more transaction lines (<i>Many to One</i> or <i>Many to Many</i>), group statement lines by Bank ID Number, Bank Account Number, Statement ID (Recon Cycle Number), and Value Date. Add additional grouping criteria as needed.</p> |

| <b>Field or Control</b>         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Group Transactions Lines</b> | <p>Enter aggregate criteria for transaction lines.</p> <p>Do not include the amount field.</p> <p>The transaction field alias varies by reconciliation source.<br/>When one transaction line should be matched with one or more statement lines (<i>One to One</i> or <i>One to Many</i>), group transaction lines by key fields, bank information, and transaction date.</p> <p>Use the following grouping criteria for each source:</p> <ul style="list-style-type: none"> <li>• External Transactions: Bank ID Number, Bank Account Number, Transaction Date, and Transaction ID.</li> <li>• Payables: Bank SetID, Bank Code, Bank Account Key, Bank ID Number, Bank Account Number, Payment ID, and Date.</li> <li>• Receivables Deposits: Deposit Business Unit, Deposit ID, Bank ID Number, Bank Account Number, and Date.</li> <li>• Receivables Direct Debits: Direct Debit Business Unit, Direct Debit ID, Bank ID Number, Bank Account Number, and Date.</li> <li>• Receivables Drafts: Draft Business Unit, Draft ID, Bank ID Number, Bank Account Number, and Date.</li> <li>• Receivables Payments: Deposit Business Unit, Deposit ID, Payment Sequence, Bank ID Number, Bank Account Number, and Date.</li> <li>• Treasury: Source Code, Source Business Unit, Source ID, Business Date, Cash Flow Line, Cash Flow Leg, and Sequence Number.</li> </ul> <p>Add additional grouping criteria for each source as needed.</p> |
| <b>Match Criteria</b>           | <p>Enter match criteria.</p> <p>Only match using criteria that have been used to group statement lines and transaction lines. For all rules, match on Bank ID Number, Bank Account Number, and Date. Add additional match criteria for each rule as needed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Filter Criteria</b>          | <p>Click this link to access the Filter Criteria page (BANK_RCN_FLT_SP), where you can add statement filter criteria and transaction filter criteria.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## Viewing Bank Reconciliation Rules

You can run the BANK\_RECON\_RULES query to view all configured bank reconciliation rules.

The query provides the following information for each rule:

- Source Name
- Reconciliation Type
- Rule ID
- Rule Alias
- Description
- Statement Group
- Statement Filter
- Transaction Group
- Transaction Filter
- Match Criteria

## Create Reconciliation SQL Page

Use the Create Reconciliation SQL page (RCN\_CREATE\_SQL) to run Reconciliation Rules SQL processing for an individual source and the specified rule within the source.

Run the RCNCREATESQL process each time a new reconciliation rule with filter criteria is added to a source or filter criteria are added or modified for a rule.

Navigation:

**Banking >Administer Reconciliation >Bank Reconciliation SQL >Create Reconciliation SQL**

This example illustrates the fields and controls on the Create Reconciliation SQL page.

**Create Reconciliation SQL**

Run Control ID 1      Report Manager      Process Monitor      Run

Process Request Parameters      Personalize | Find | View All | 1 of 1      First      Last

| *Process Frequency | *Description | Reconciliation Rules Id | Reconciliation Rule Alias |
|--------------------|--------------|-------------------------|---------------------------|
| Always             | Receivables  | AR_MM_DEPOSITS          | AR_MM_DEPOSITS            |

Bank Reconciliation processing (RCNCREATESQL) evaluates the source and reconciliation rules to build the filter SQL, and stores the SQL.

## External Accounts - Reconciliation Page

Use the External Accounts - Reconciliation page (BANK\_PNLRECON) to select a method of reconciliation to use for each external account. Specify reconciliation sources to be used by semi-manual reconciliation.

**Note:** Reconciliation sources specified on the External Accounts - Reconciliation page are not used by the Automated Reconciliation process.

Before establishing reconciliation rules for bank accounts, you must set up the bank accounts.

Navigation:

**Banking > Bank Accounts > External Accounts > Reconciliation**

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.

External Accounts

Signatories

Contacts

Reconciliation

Account Information

Collection Methods

Payment Methods

Account Settlement

SetID SHARE

Bank USBNK United States Bank

External Bank ID 121042882

Account Information

Bank Account CHCK USBNK CHECKING ACCT

Target Balance

Reconciliation

\*Recon Method Automatic

\*Notification Method Workflow

Bank Account # 0741-256458

☒ Enforce Bank Statement Edits

Reconciliation Sources

Personalize

Find

First

1-6 of 6

Last

| Source Type   | Source Seq. | Recon Rule         | Description              |   |   |
|---------------|-------------|--------------------|--------------------------|---|---|
| Recon Process | 20          | PS_BNK_RCN_DEALS   | Deals Recon Rules        | + | - |
| Recon Process | 30          | PS_BNK_RCN_DISBRSE | Disbursement Recon Rules | + | - |
| Recon Process | 50          | PS_BNK_RCN_DEBIT   | Debit Recon Rules        | + | - |
| Recon Process | 60          | PS_BNK_RCN_DEPOSIT | Deposit Recon Rules      | + | - |
| Recon Process | 70          | PS_BNK_RCN_DRAFT   | Draft Recon Rules        | + | - |
| Recon Process | 80          | PS_BNK_RCN_TRAN    | Tran Recon Rules         | + | - |

| <b>Field or Control</b>                     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Recon Method</b> (reconciliation method) | <p>Select the method to use for reconciling transactions for this account.</p> <p><i>Automatic:</i> 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.</p> <p><i>Manual:</i> 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.</p> <p><i>None:</i> Use this option when reconciliation processing is not necessary. Also, select to clear the fields in the <b>Reconciliation Sources</b> group box.</p> <p><i>Semi Manual:</i> Use this option to compare system transactions and bank transactions online and match them manually.</p>                                                                                                                                                                                                        |
| <b>Notification Method</b>                  | <p>Select a notification method for bank reconciliation exceptions. The reconciliation method must be <i>Automatic</i> to select a notification method. If the reconciliation method is <i>Manual</i>, <i>None</i>, or <i>Semi Manual</i>, the notification method is <i>No Workflow</i>.</p> <p>If the reconciliation method is <i>Automatic</i>, you can choose from these options:</p> <ul style="list-style-type: none"> <li>• <i>No Workflow</i> - Select this option to disable user notifications.</li> <li>• <i>Notification Framework</i> - 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.</li> <li>• <i>Workflow</i> - Sends notifications for each bank reconciliation to users using PeopleSoft Virtual Approver.</li> </ul> |
| <b>Enforce Bank Statement Edits</b>         | <p>Selecting this option affects bank statement entry by:</p> <ul style="list-style-type: none"> <li>• Displaying a warning message if the bank balance entry is missing an opening or closing balance (codes 010 and 015).</li> <li>• Displaying a warning message if the sum of the bank transactions plus the opening balance does not match the closing balance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Reconciliation Sources

The source types that you select determine which system data (reconciled against the bank statement) appear on the different reconciliation pages (Semi Manual Reconciliation page and Manual Reconciliation page).

| <b>Field or Control</b>                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Source Type</b>                         | Defines the process type to take place. Assign <i>Recon Process</i> to all rows for semi-manual and manual reconciliation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Source Seq</b> (source sequence number) | Specify a number to order the processing of the source types. The first row contains the lowest number and executes first, and the last row has the highest number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Recon Rule</b> (reconciliation rule)    | <p>Identifies the reconciliation rule used for reconciling the reconciliation sources. PeopleSoft delivers seven rules:</p> <p><i>PS_BNK_RCN_DEALS</i> - Treasury Cash Flow Rules.</p> <p><i>PS_BNK_RCN_DEBIT</i> - Receivables Direct Debit Rules.</p> <p><i>PS_BNK_RCN_DEPOSIT</i> - Receivables Deposit Rules.</p> <p><i>PS_BNK_RCN_DISBRSE</i> - Payables Disbursement Rules.</p> <p><i>PS_BNK_RCN_DRAFT</i> - Receivables Draft Rules.</p> <p><i>PS_BNK_RCN_PAYMENT</i> - Receivables Payment Rules.</p> <p><i>PS_BNK_RCN_TRAN</i> - External Transaction Rules.</p> <hr/> <p><b>Note:</b> For receivables, reconcile either Deposits or Payments, not both. Ensure that both the External Accounts - Reconciliation page and the Bank Account Reconciliation Rules page are configured to reconcile the same source. If you choose Deposits on the Bank Account Reconciliation Rules page, then also choose Deposits on External Accounts - Reconciliation page. Semi-manual reconciliation displays Deposits or Payments on the transaction grid based on the configuration on External Accounts - Reconciliation page.</p> <hr/> <p>If you use your own rules, the system administrator should make appropriate code changes.</p> |

## Reconciliation Tolerance Page

Use the Reconciliation Tolerance page (BANK\_RECON\_TOL) to define day or monetary reconciliation tolerances to associate with a reconciliation rule.

For monetary tolerances, the tolerance type can be an amount or percent.



Associate tolerances defined on this page with a reconciliation rule on the Bank Account Reconciliation Rules page.

Navigation:

**Banking >Administer Reconciliation >Bank Recon Tolerances >Reconciliation Tolerance**

This example illustrates the fields and controls on the Reconciliation Tolerance page.

**Reconciliation Tolerance**

**Day Tolerance** Personalize | Find | View All | First 1-3 of 3 Last

| *Rule ID | Description                   | Day Tolerance | Lower Day Limit | Upper Day Limit |  |
|----------|-------------------------------|---------------|-----------------|-----------------|--|
| DAY_1_1  | Day Backward 1, Day Forward 1 | Date          | 1               | 1               |  |
| DAY_2_2  | Day Backward 2, Day Forward 2 | Date          | 2               | 2               |  |
| DAY_3_3  | Day Backward 3, Day Forward 3 | Date          | 3               | 3               |  |

**Monetary Tolerance** Personalize | Find | View All | First 1-6 of 6 Last

| *Rule ID | Description                   | *Monetary Tolerance | Lower Amount Limit | Upper Amount Limit | Lower Percent Limit | Upper Percent Limit |  |
|----------|-------------------------------|---------------------|--------------------|--------------------|---------------------|---------------------|--|
| AMT_1_1  | Low Amount 1, High Amount 1   | Amount              | 1.00               | 1.00               |                     |                     |  |
| AMT_2_2  | Low Amount 2, High Amount 2   | Amount              | 2.00               | 2.00               |                     |                     |  |
| AMT_3_3  | Low Amount 3, High Amount 3   | Amount              | 3.00               | 3.00               |                     |                     |  |
| PCT_1_1  | Low Percent 1, High Percent 1 | Percent             |                    |                    | 1.00                | 1.00                |  |
| PCT_2_2  | Low Percent 2, High Percent 2 | Percent             |                    |                    | 2.00                | 2.00                |  |
| PCT_3_3  | Low Percent 3, High Percent 3 | Percent             |                    |                    | 3.00                | 3.00                |  |

When you select *Day Tolerance*, enter the following values:

- **Rule ID**
- **Day Tolerance**
- **Lower Day Limit and Upper Day Limit**

When you select *Monetary Tolerance*, enter the following values:

- **Rule ID**
- **Monetary Tolerance** - Select from *Amount* or *Percent*.
- **Lower Amount Limit and Upper Amount Limit**

or

**Lower Percent Limit and Upper Percent Limit**

Some reconciliation tolerances are delivered as system-defined tolerances, and these cannot be deleted.

## Reconciling Multiple Currencies

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 (BNK\_RECON) converts system-side transactions to the bank account default currency as defined on the External Accounts page. Processing reconciles the bank statement line with the transaction

line where there is a difference in exchange rate between the rate used by system and the rate used by bank, provided the difference is *within* the amount tolerance limits.

The system uses the decimal positions definition for the currency code to determine how to round amounts, and creates an external transaction for the tolerance exceptions. The delivered reference ID for tolerance exceptions is bank statement processing (BSP) plus a sequential number (this is in the auto-numbering definition). The external transactions for tolerance exceptions show up in semi-manual reconciliation; however, if amounts are not the same between bank statement line and transaction line, you cannot reconcile them on the Semi Manual Reconciliation page. If the difference in the exchange rate between the rate used by the system and the rate used by the bank is *outside* the amount tolerance limits, the system changes the statement line status to Amount Exception (AMT) provided the other criteria match. To reconcile transactions with an 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.

For Receivables Deposits, Receivables Payments, and Payables, you can leverage the **Rate** option to convert transaction amounts to the default bank account currency using the exchange rate on the transaction table.

### Related Links

"Maintaining Currency Tables" (PeopleSoft Global Options and Reports)

## Bank Account Reconciliation Rules Page

Use the Bank Account Reconciliation Rules page (BANK\_ACCT\_RCN\_RULE) to assign reconciliation rules by source to a bank and bank account. The Automatic Bank Reconciliation process (BNK\_RECON) uses these rules to reconcile bank statement lines with transaction lines.

After setting up reconciliation rules and running the Reconciliation Rules SQL process, you can attach the bank reconciliation rules to a bank and bank account.

Navigation:

**Banking >Administer Reconciliation >Bank Account Recon Rules >Bank Account Reconciliation Rules**

This example illustrates the fields and controls on the Bank Account Reconciliation Rules page.

**Bank Account Reconciliation Rules**

SetID: SHARE

Bank Code: DEMO1 Demo Bank- Chicago External Bank ID: 071000039

Bank Account: CHK1 Demo - Checking Account Bank Account #: 987654123

**Reconciliation Source** Find | View 1 First 1-3 of 3 Last

\*Sequence number: 10 \*Source: Treasury

Amount Exception: Date Exception: Holiday List ID:

**Reconciliation Rules** Personalize | Find | First 1-2 of 2 Last

| Active                              | *Sequence | *Reconciliation Rules Id | Reconciliation Rule Alias | Date Tolerance | Holiday List ID | Amount Tolerance | Use Rate Table                      | Accounting Template ID |
|-------------------------------------|-----------|--------------------------|---------------------------|----------------|-----------------|------------------|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | 10        | TR_11_PMT_ID             | TR_11_PMT_ID              | DAY_1_1        |                 | AMT_1_1          | <input checked="" type="checkbox"/> | BSP_TOLER_DISB         |
| <input checked="" type="checkbox"/> | 20        | TR_11_SOURCE_ID          |                           |                |                 |                  | <input checked="" type="checkbox"/> |                        |

\*Sequence number: 20 \*Source: Payables

Amount Exception: Date Exception: Holiday List ID:

**Reconciliation Rules** Personalize | Find | First 1 of 1 Last

| Active                              | *Sequence | *Reconciliation Rules Id | Reconciliation Rule Alias | Date Tolerance | Holiday List ID | Amount Tolerance | Use Rate Table                      | Accounting Template ID |
|-------------------------------------|-----------|--------------------------|---------------------------|----------------|-----------------|------------------|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | 10        | AP_11_CHK_REF_PYC        | CHECKS BY REFERENCE       | DAY_1_1        |                 | AMT_1_1          | <input checked="" type="checkbox"/> | BSP_TOLER_DISB         |

\*Sequence number: 30 \*Source: Direct Debits

Amount Exception: Date Exception: Holiday List ID:

**Reconciliation Rules** Personalize | Find | First 1 of 1 Last

| Active                              | *Sequence | *Reconciliation Rules Id | Reconciliation Rule Alias | Date Tolerance | Holiday List ID | Amount Tolerance | Use Rate Table                      | Accounting Template ID |
|-------------------------------------|-----------|--------------------------|---------------------------|----------------|-----------------|------------------|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | 10        | AR_11_DD                 | AR_11_DD                  |                |                 |                  | <input checked="" type="checkbox"/> |                        |

For each bank and bank account, assign the reconciliation source and assign reconciliation rules associated with the source. For example, for one bank account, you do the following:

- Select a source and identify a sequence number.
  - Enter date and amount exceptions for the bank account reconciliation rule, and a holiday list ID, if desired.
  - Add reconciliation rules, including the reconciliation rules ID, a date or amount tolerance, and an accounting template ID.

**Note:** When the amount on the bank statement line is different from the amount on the source transaction, reconciliation process checks if the difference is within the acceptable amount tolerance limits associated to the reconciliation rule. If the difference is within the acceptable amount tolerance limits, reconciliation process creates an external transaction for the difference that is stamped with the accounting template ID associated to the reconciliation rule.

- Use the Add a New Row button to select another source and corresponding reconciliation rules for the bank account.

Deselect the **Use Rate Table** check box to use the exchange rate at the transaction level. This option is available only for these reconciliation sources: Payables, Deposits, and Receivables Payments. For other sources, this option is display-only and the market rate table is used by default.

**Note:** When assigning the reconciliation source for a bank and bank account, you can configure either Receivable Deposits or Receivable Payments, not both at the same time.

## Related Links

"Establishing Accounting Templates" (PeopleSoft Cash Management)

## Defining Statement Activities

This topic discusses how to create statement activity types.

### Page Used to Define Statement Activity Types

| <i>Page Name</i>                              | <i>Definition Name</i> | <i>Usage</i>                     |
|-----------------------------------------------|------------------------|----------------------------------|
| <a href="#">Statement Activity Types Page</a> | BANK_ACT_TYPE          | Define statement activity types. |

## Understanding Statement Activity Types

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.

## 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**

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.

### Statement Activity Type

Statement Activity Type    BFVAT

---

\*Description    Bank Statement Fees with VAT

Short Description    Fees VAT

**Force Reconciliation Options**

☒ Allow Force Reconciliation

Transaction Table    PS\_BNK\_RCN\_TRAN

Accounting Template ID    BSP-BANKFEEVAT

| <b>Field or Control</b>           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Allow Force Reconciliation</b> | <p>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.</p> <p>You must select this option to complete the <b>Transaction Table</b> and <b>Accounting Template ID</b> fields.</p> |
| <b>Transaction Table</b>          | 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.                                                                                                                                                                                                                                                                                                                     |
| <b>Accounting Template ID</b>     | 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 Cash Management)

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## Setting Up Cash Management Bank Statement Accounting Functionality

This section discusses how to define bank statement accounting.

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

| <b>Page Name</b>                               | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                        |
|------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Bank Statement Accounting Page</a> | BNK_BSAC_HDR           | 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 Cash Management)

## Understanding Cash Management Bank Statement Accounting

To define bank statement accounting, use the Bank Statement Accounting component (BNK\_BSAC\_SETUP\_GBL).

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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, processing 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.

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- 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.

## 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**

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 displays the 'Bank Statement Accounting' page with the following fields and controls:

- 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 button to test the defined rules.
- Rule ID Definition:** A section for defining individual rules, including:
  - \*Rule ID:** A text field.
  - \*Active Status:** Active
  - \*Description:** A text field.
  - Match Type:** Radio buttons for Positional Match (selected), Pattern Match, and Value Match.
  - From:** A text field.
  - To:** A text field.
  - Pattern:** A text field.
  - Rule Definition Help:** A link to help documentation.
- Match Values:** A table for defining match values.
 

|   | *Match Value | *Match Template | Description |
|---|--------------|-----------------|-------------|
| 1 |              |                 |             |

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.

| <b>Field or Control</b>      | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sample Addenda</b>        | <p>Enter sample addenda text to test your defined rule.</p> <p>For example, to define a pattern match (and assuming all required fields are defined):</p> <ol style="list-style-type: none"> <li>1. Select the <b>Pattern Match</b> button.</li> <li>2. Enter the pattern <code>TEST@@@</code>.</li> <li>3. In the <b>Sample Addenda</b> field, enter the text <code>TEST123</code>, and save the page.</li> <li>4. Click the <b>Test Rule</b> 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.</li> </ol> |
| <b>Test Rule</b> 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> | <p>Select a default accounting template for defined positional and pattern rules (not applicable for Value Match option).</p> <p>For exceptions that match the defined rule, the system automatically creates corresponding system-side accounting entries per the default accounting template parameters.</p>                                                                                                                                                                                                                                                                                                                                             |
| <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 <b>From</b> and <b>Through</b> fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Pattern Match</b>         | Select to match the entire masked string value that is adjacent to the entered <b>Pattern</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Value Match</b>      | <p>Select to match the values that are entered in the <b>Match Value</b> field and also specify a <b>Match Template</b> value.</p> <p>The system searches by whole word only to find an exact match. This applies to any string of characters that you enter in the <b>Match Value</b> field.</p> <p>For example, the system:</p> <ul style="list-style-type: none"><li>• Identifies the match when the Match Value = 0005-802902 and the sample addenda value = 0005-802902 12 or 0005-802902 XYZ.</li><li>• Does not find a match when the Match Value = 0005-802902 and the sample addenda value = 0005-80290212 or 0005-802902XYZ.</li></ul> <p>If you define a value that cannot be matched, the system uses the <b>Activity Default Template</b> value.</p> |



# 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).

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**Note:** You can import bank statements using a variety of bank statement formats using the Financial Gateway functionality found in Cash Management.

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 date 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 the product documentation for *PeopleTools: Integration Broker*.

### Related Links

"Setting Up Bank Statement Processing" (PeopleSoft Financial Gateway)

## Importing Bank Statements

This topic discusses how to import bank statements.

### Pages Used to Import Bank Statements

| <i>Page Name</i>                            | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Import Bank Statements Page</a> | BSP_IMPORT             | Import bank statement data using the PSBD1 layout (or PSBD2 layout for Cash Management) into the Bank Statement staging tables. Define the file import information and run the Bank Statement Import Application Engine process (IMPORT_FILE).<br><br>This process imports any file from any bank if the statement type complies with the accepted layouts. |
| Bank Node Details Page                      | BSP_IMPORT_BNKNODE     | Review bank node property details.<br><br>See the <a href="#">Import Bank Statements Page</a> for more information.                                                                                                                                                                                                                                         |

### 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) into the Bank Statement staging tables. Define the file import information and run the Bank Statement Import Application Engine process (IMPORT\_FILE).

This process imports any file from any bank if the statement type complies with the accepted layouts.

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 Oracle's My Oracle Support website: <https://support.oracle.com>.

Navigation:

**Banking > Bank Statements > Import Bank Statement**

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.

### Import Bank Statements

Run Control ID TEST3333
Report Manager
Process Monitor
Run

Parameters ?
Find | View All
First 1 of 1 Last

\*Request Number 1
\*Import Type File
File Location /test\_data/Demo
File Path /Ack/
File Name CM0000000145\_ACK\_1.xml
\*Statement Type Previous Day
\*Layout PSBD1
File Selection Help
Select File
View Layout Details

**Advanced Options**
Encryption Profile
Use Integration Broker
\*Post Process File Action None
Post Process File Directory

**Layout Properties**
Personalize | Find | View All |
First 1-3 of 3 Last

| Property Code  | Allowed Values | Value |
|----------------|----------------|-------|
| AMOUNT_LENGTH  |                | 28    |
| CODE_MAP_GROUP |                | PSBD1 |
| DECIMAL_PLACES |                | 2     |

Review Bank Statement Files

## Parameters

| Field or Control     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Import Type</b>   | Options are: <ul style="list-style-type: none"> <li><i>FTP</i> (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.</li> <li><i>File</i>: Select if you are importing a file located on a shared server directory within your network.</li> <li><i>HTTP</i>: 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.</li> </ul> |
| <b>File Location</b> | <p>Appears when using the <i>File</i> import type only. Displays the file location entered on the configuration page by a bank integration administrator. Users have access only to the folders below the base path displayed in the File Location field.</p> <p>For more information, see <a href="#">Managing Import File Locations</a>.</p>                                                                                                                                                                         |

| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bank Node</b>              | Enter the bank node that was used to transfer the data. This field appears only if <i>FTP</i> or <i>HTTP</i> is selected as the import type.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>View Bank Node Details</b> | 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 <i>FTP</i> or <i>HTTP</i> is selected in the <b>Import Type</b> field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>File Path</b>              | <p>Enter a file path according to the import type selected:</p> <ul style="list-style-type: none"> <li><i>File</i> Import Type: Leave this field blank to select a file in the base path shown in the File Location field, or enter a folder name with trailing backslash below the base path, for example, /Bank02/.</li> </ul> <p>Wildcard characters are not supported when using the <i>File</i> import type.</p> <ul style="list-style-type: none"> <li><i>FTP</i> Import Type: Enter the complete file path location. To select files by using the <b>Select File</b> button, you must include a trailing backslash (\) in the file path.</li> </ul> <p>You can also load all files in a given directory by using the *.* notation or search for files of a specific type by entering an asterisk and the extension suffix. For example, to search all files with an .xxx suffix, enter \*.xxx.</p> <ul style="list-style-type: none"> <li><i>HTTP</i> Import Type: Does not require a file path and the field is unavailable.</li> </ul> <hr/> <p><b>Note:</b> Be sure that the application server and the Process Scheduler have access to the directory, FTP node, or HTTP node where the files are staged for import.</p> <hr/> |
| <b>File Selection Help</b>    | Click to view help information on specifying file paths and file names.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>File Name</b>              | Select the specific file to import. If you want to import multiple files based on extension for the <i>FTP</i> import type, leave this field blank.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Statement Type</b>         | Select one of the supported bank statement types. Options include: <i>Current Day</i> , <i>Previous Day</i> , and <i>Statement Analysis</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Layout</b>           | <p>Select the file layout of the bank statement file being imported. Unless Cash Management is installed, select <i>PSBD1</i> or <i>PSBD2</i>.</p> <hr/> <p><b>Note:</b> 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 date files into the PSBD2 layout can be found on My Oracle Support.</p> <hr/> |

## Advanced Options

| <b>Field or Control</b>            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Encryption Profile</b>          | Select an encryption profile to decrypt bank statements. Encryption profiles contain both encryption and decryption information.                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Use Integration Broker</b>      | <p>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.</p> <p>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.</p>                                                                                                                                                    |
| <b>Post Process File Action</b>    | <p>Select what action, if any, to perform on the bank statement files after the data has been processed. The options are:</p> <ul style="list-style-type: none"> <li>• <i>Copy</i>: Copy the file to the directory that is entered in the <b>Post Process File Directory</b> field.</li> <li>• <i>Delete</i>: Delete the file after the data in it is processed.</li> <li>• <i>Move</i>: Move the file to the directory that is entered in the <b>Post Process File Directory</b> field.</li> <li>• <i>None</i>: Take no action.</li> </ul> |
| <b>Post Process File Directory</b> | 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

| <i>Field or Control</i>                                                           | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Click the Allowed Values icon to access the Allowed Values page and select the values that you want to use for this layout. You select list values or code map values on the Layout Properties section of the Layout Catalog.</p> <p>See information about the "Layout Catalog Page" (PeopleSoft Financial Gateway).</p>                                                       |
| <b>Value</b>                                                                      | <p>Property codes and values appear by default from values that are defined on the selected format ID.</p> <p>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.</p> <p>See information about the "Code Mappings Page" (PeopleSoft Financial Gateway).</p> |

**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, then edit the file name and run the import process again. Doing this can result in duplicate statement loading errors.

## Administering Statement Information

This topic discusses how to update bank balances and bank transaction entries, enter funds availability, and review addenda information.

### Pages Used to Administer Statement Information

| <i>Page Name</i>                   | <i>Definition Name</i> | <i>Usage</i>                                                                                                      |
|------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------|
| <u>Bank Balance Entry Page</u>     | BANK_BALANCE_ENTRY     | Enter bank account balance information.                                                                           |
| <u>Bank Transaction Entry Page</u> | BNK_STMT_ENTRY         | Enter bank transaction and addenda information for a specific bank statement ID. View parsed addenda information. |



| <b>Page Name</b>                          | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                            |
|-------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Funds Availability Page</a>   | BANK_FLOAT_BAL_SEC     | Enter one-day and two-day float for a bank statement deposit entry item.<br><br>The Funds Availability page is available for deposit transactions only. |
| <a href="#">Bank Addenda Details Page</a> | BANK_ADDENDA_SEC       | View and edit addenda detail information that is associated with a statement transaction. View parsed addenda information.                              |

## Understanding Statement Administration

Once you transfer bank statement information to the production tables, you can update the data by using the Bank Balance Entry and Bank Transaction Entry pages.

If you do not receive bank statements electronically from the bank, you also use the same pages to manually enter bank statement information online.

## 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.

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.

Bank Balance Entry

Bank Transaction Entry

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

Bank Balances

Personalize | Find | View All | First 1-3 of 3 Last

| *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  | + | - |

Event Log

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File ID</b>          | <p>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.</p> <p>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.</p> |

## 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.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                 |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statement Code</b>   | 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. |
| <b>Balance</b>          | Enter the total amount of funds that are available on the specified value date.                                                                                    |

## Funds Availability

| <b>Field or Control</b>                       | <b>Description</b>                                                                                                                                                                                                          |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Available Balance</b>                      | 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. |
| <b>One Day Float</b>                          | Stores the one-day float information that is provided by you or the bank.                                                                                                                                                   |
| <b>Two+ Day Float</b> (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. View parsed addenda information.

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.

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.

Bank Balance Entry

Bank Transaction Entry

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

Bank Transactions

Personalize | Find | View All | 1-6 of 6 | First | Last

| Transaction Information | Recon Information        | Addenda Information |            |                    |                    |            |   |   |
|-------------------------|--------------------------|---------------------|------------|--------------------|--------------------|------------|---|---|
| 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 | + | - |

Event Log

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

| Field or Control | Description                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File ID          | <div>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.</div> <div>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.</div> |

## Transaction Information

| <i><b>Field or Control</b></i>                                                                       | <i><b>Description</b></i>                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statement Code</b>                                                                                | 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 <b>Recon Information</b> grid. |
| <b>Reference</b>                                                                                     | Enter a transaction reference number.                                                                                                                                                                       |
| <b>Bank Date</b>                                                                                     | 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.                                                                                                                         |
| <b>Value Date</b>                                                                                    | Enter the date that the bank recorded the transaction. The default is the statement date.                                                                                                                   |

## Recon Information

| <b>Field or Control</b>              | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trans Code</b> (transaction code) | <p>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:</p> <p><i>Automated Clearing House</i></p> <p><i>Bank Adjustments</i></p> <p><i>Bill of Exchange - Disburse</i></p> <p><i>Bill of Order - Disburse</i></p> <p><i>Check</i></p> <p><i>Deposits</i></p> <p><i>Direct Debit</i></p> <p><i>Direct Debit - Disburse</i></p> <p><i>Drafts</i></p> <p><i>Electronic Funds Transfer</i></p> <p><i>Fee Expense</i></p> <p><i>Funding Receipt</i></p> <p><i>General Transaction</i></p> <p><i>Interest Expense</i></p> <p><i>Manual Check</i></p> <p><i>Miscellaneous Transaction</i></p> <p><i>Payment</i></p> <p><i>Stop Pay</i></p> <p><i>Trade Receipt</i></p> <p><i>Voided Payment</i></p> <p><i>Wire - Disbursement</i></p> <p><i>Wire - Incoming</i></p> |

| <b>Field or Control</b>                     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Recon Status</b> (reconciliation status) | <p>Select a status for the transactions.</p> <p>If you import this statement data, the system initially sets the row to <i>Unreconciled</i>. If you then run Cash Management Bank Statement Accounting functionality, the functionality reconciles those specific transactions that match predefined rules and changes their status to <i>Reconciled</i>.</p> <p>See <a href="#">Processing Bank Statement Accounting</a>.</p> |
| <b>Activity Type</b>                        | Select a statement activity type. This identifies a transaction to be processed by a specific accounting template.                                                                                                                                                                                                                                                                                                             |

### Addenda Information

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Expanded Addenda</b> | <p>Click this link to access the Bank Addenda Detail page and view addenda detail information that is transmitted from the bank for this item, including parsed addenda information. You can also view this information in the <b>Addenda</b> field, by using the scroll arrows.</p> <p>For more information about parsed addenda information, see <a href="#">Understanding How to Parse Bank Statement Addenda</a>.</p> |

### 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. View parsed addenda information.

Navigation:

- Click the **Expanded Addenda** link on the Addenda Information tab of the Bank Transaction Entry page.
- Click the **Expanded Addenda** link 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.

### Related Links

[Understanding How to Parse Bank Statement Addenda](#)

---

## Updating Internal Bank Balances

This topic discusses how to update internal bank balances and enter float information for internal bank balances.

### Pages Used to Update Internal Bank Balances

| <i>Page Name</i>                                  | <i>Definition Name</i> | <i>Usage</i>                                          |
|---------------------------------------------------|------------------------|-------------------------------------------------------|
| <a href="#">Enter Internal Bank Balances Page</a> | BNK_BAL_ENTRY_PNL      | Manage internal bank account statements.              |
| <a href="#">Bank Balance - Float Entry Page</a>   | BNK_BAL_ENTRY_FLT      | 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**

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.

| <i>Field or Control</i> | <i>Description</i>                                                               |
|-------------------------|----------------------------------------------------------------------------------|
| <b>Float</b>            | 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 the **Float** button 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.

| <i>Field or Control</i>      | <i>Description</i>                                              |
|------------------------------|-----------------------------------------------------------------|
| <b>Float Dt</b> (float date) | Enter the date that funds become available.                     |
| <b>Available Balance</b>     | Enter the amount of funds that are available on the float date. |



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## Updating Current Day Bank Statements

This topic discusses how to update current day balances and transactions.

### Pages Used to Update Current Day Bank Statements

| <i>Page Name</i>                              | <i>Definition Name</i> | <i>Usage</i>                                                 |
|-----------------------------------------------|------------------------|--------------------------------------------------------------|
| <a href="#">Current Day Balances Page</a>     | BANK_SDBAL_ENTRY       | View and update automatically loaded current day statements. |
| <a href="#">Current Day Transactions Page</a> | BANK_SDSTMT_ENTRY      | Enter information for current day transactions.              |

#### Related Links

"Setting Up Cash Forecasting" (PeopleSoft Cash Management)

### Current Day Balances Page

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

The Cash Management intraday cash position functionality uses current day data to calculate intraday cash position worksheets.

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.

The Cash Management intraday cash position functionality uses current day data to calculate intraday cash position worksheets.

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

This topic discusses how to review bank balances, revalue currency, review bank statements, and use the Bank Statement Manager.

### Pages Used to Review Statement Balance Information

| <i>Page Name</i>                            | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                |
|---------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Review Bank Balances Page</a>   | BNK_BAL_AAA_PNL        | Inquire on balance information according to the search criteria. You can also revalue currency and generate balance graphs.                                                                                                                                 |
| Revalue Balances Page                       | BNK_BAL_REVAL_PNL      | Specify the new currency, market rate index, and exchange rate type to use to calculate new balance amounts on the Review Bank Balance page.<br><br>See the <a href="#">Review Bank Balances Page</a> for more information.                                 |
| Review Bank Statements Page                 | BNK_RCN_STMT_GEN       | 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.<br><br>See the <a href="#">Review Bank Statements Page</a> for more information. |
| <a href="#">Bank Statement Manager Page</a> | BNK_STMT_MGR           | 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>Field or Control</b>  | <b>Description</b>                                                                                                                                                                                                                                                                       |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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**

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 DEMO1 071000039

Account # 987654123

Currency USD

Bank Balances

|                   |           |
|-------------------|-----------|
| OPENING LEDGER    | 100000.00 |
| CLOSING LEDGER    | 95200.00  |
| CLOSING AVAILABLE | 95200.00  |

Select a Statement Date 01/03/2005

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.

| <i>Field or Control</i>                                                           | <i>Description</i>                                                    |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 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 Balances on the PeopleSoft Fluid User Interface

This topic discusses using the PeopleSoft Fluid User Interface to review bank balances.

## Pages Used to Review Bank Balances on the PeopleSoft Fluid User Interface

| <i>Page/Tile Name</i>                               | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                      |
|-----------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Bank Overdraft Tile</a>                 | EP_TR_BNK_OVERDRAW_FL  | View the total number of accounts that are in an overdraft state as of today's date on the Cash Management Home page. Access the Bank Overdraft page to review overdraft details. |
| <a href="#">My Preferences - Bank Balances Page</a> | TR_USER_PREF_FL        | Define display currency, rate type, and market rate index preferences for bank balance pages.                                                                                     |
| <a href="#">NavBar: Bank Balances Page</a>          | TR_BNK_ACCT_FL         | Review available balances for banks from the navigator pane.                                                                                                                      |
| <a href="#">Bank Overdrafts Page</a>                | TR_BNK_OVERDRAW_FL     | Review bank account information, account receipt and payment summaries, and available balance history.                                                                            |

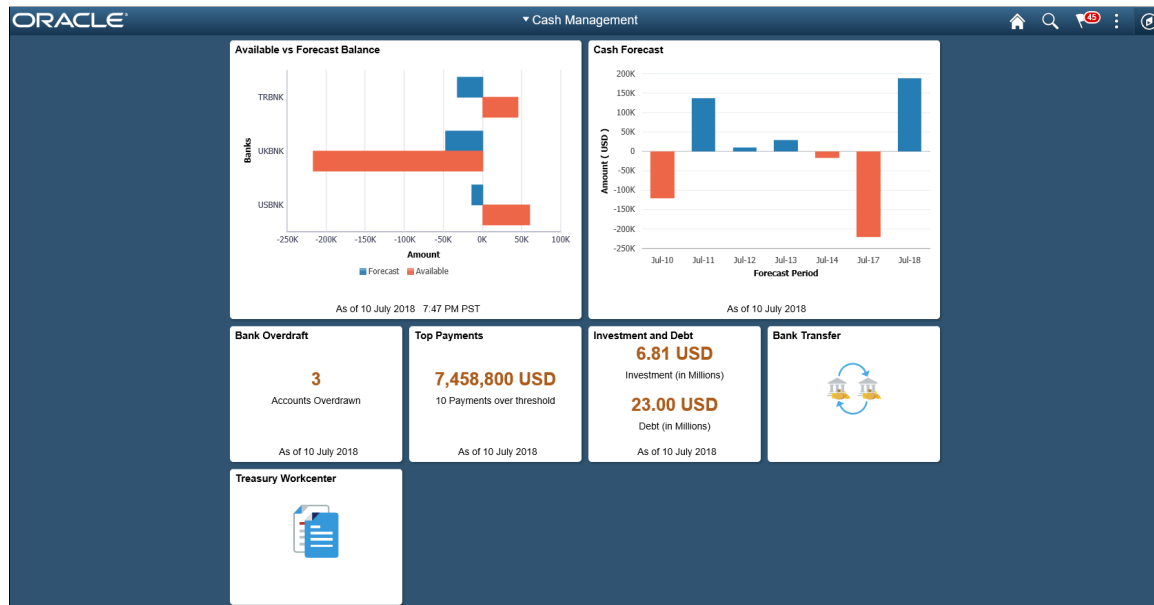
## Understanding the Cash Management Home Page

Based on PeopleSoft Fluid User Interface technology, the Cash Management Home page offers smart phone, tablet, and laptop users access to Cash Position/Cash Forecast, Overdraft Balances, Top Payments, and Investment data. This information can be used by Cash Managers, Deal Managers, and Treasury Managers to handle their treasury tasks performed throughout the day.

**Note:** The tiles on the Cash Management homepage and associated pages were designed using PeopleSoft Fluid User Interface technology. They can be accessed from a mobile device. See "Understanding PeopleSoft Fluid User Interface" (Application Fundamentals) and *PeopleTools: Fluid User Interface Developer's Guide* for more information.

Click to watch a short video about the [PeopleSoft Cash Management Homepage](#) in the PeopleSoft Fluid User Interface.

This example illustrates the fields and controls on the Cash Management Home Page.



From the Cash Management Home page, users can review these areas:

- Available Balance versus Forecasted Balance by Bank

Here the Cash Manager can check the daily cash position with available bank balances. After reviewing the numbers, he can follow up with the trading desk based on the surplus or deficit.

For more information, see the "Available vs Forecast Balance Tile" (PeopleSoft Cash Management) and "Available vs Forecast Page (Fluid)" (PeopleSoft Cash Management).

- Cash Forecast

In this scenario, a Cash Manager checks the daily cash position in the morning. After reviewing the numbers, she makes a call to draw a line of credit or borrow money from the market.

For more information, see the "Cash Forecast Tile" (PeopleSoft Cash Management) and "Cash Forecast - Summary Page (Fluid)" (PeopleSoft Cash Management).

- Overdrawn Accounts

For example, a Cash Manager reviews overdraft accounts after the current day bank statement is loaded.

For more information, see the [Bank Overdraft Tile](#) and the [NavBar: Bank Balances Page](#).

- Daily High-Value Payments

The Cash Manager can review the high dollar payments going out on a daily basis.

For more information, see the "Top Payments Tile" (PeopleSoft Financial Gateway) and the "Top Payments Page" (PeopleSoft Financial Gateway).

- Investments and Debt

For example, a Deal Manager reviews the Investment and Debt mix and the market value of the investments and provides data to the trading desk for suitable adjustments in the Investment Portfolio.

For more information, see the "Investment and Debt Tile" (PeopleSoft Cash Management) and the "Investment and Debt Page" (PeopleSoft Cash Management).

- Bank Transfer

The Cash Manager can view or update existing bank transfer details and create new bank transfers.

For more information, see "Working with Bank Transfers on the PeopleSoft Fluid User Interface" (PeopleSoft Cash Management).

- Treasury Workcenter

For more information, see "Using the PeopleSoft Fluid Treasury WorkCenter" (PeopleSoft Cash Management)

For information about the Employee Self-Service Home page, see "Adding Homepages and Tiles" (Application Fundamentals).

For more information about the PeopleSoft Fluid User Interface, see the product documentation for *PeopleTools: Fluid User Interface Developer's Guide* and "Understanding the PeopleSoft Fluid User Interface" (Enterprise Components).

## Related Links

"Understanding The Cash Management Fluid Homepage" (PeopleSoft Cash Management)

## Bank Overdraft Tile

Use the Bank Overdraft tile (EP\_TR\_BNK\_OVERDRAW\_FL) to view the total number of accounts that are in an overdraft state as of today's date.

Access the Bank Overdraft page to review overdraft details.

Navigation:

View the tile on the Cash Management Home page.

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



If you see a gear icon on the tile, go to the [My Preferences - Bank Balances Page](#) to complete setup.

## My Preferences - Bank Balances Page

Use the My Preferences - Bank Balances page (TR\_USER\_PREF\_FL) to define display currency, rate type, and market rate index preferences for bank balance pages.

Navigation:

Select the Bank Overdraft tile on the Cash Management Home page, then select the Actions List icon. Select *My Preferences* from the list.

This example illustrates the fields and controls on the My Preferences - Bank Balances page. You can find definitions for the fields and controls later on this page.

 A screenshot of the 'My Preferences' page for 'Bank Balances'. The page has a dark blue header with a back arrow, 'Available vs Forecast', 'My Preferences', and icons for home, flag, menu, and refresh. On the left is a sidebar with a tree view containing 'Procurement', 'Project Management', 'Treasury' (selected), 'Investment and Debt', 'Cash Forecast', 'Bank Balances' (highlighted), and 'Top Payments'. The main content area is titled 'Bank Balances' and contains three fields: 'Display Currency' with a dropdown set to 'USD', 'Rate Type' with a dropdown set to 'CRRNT', and 'Market Rate Index' with a dropdown set to 'MODEL'. Each field has a search icon. A green 'Save' button is in the top right corner.

| Field or Control | Description                                                              |
|------------------|--------------------------------------------------------------------------|
| Display Currency | Enter a currency for display on the Cash Management bank balances pages. |
| Rate Type        | Enter the market rate type.                                              |



| <i><b>Field or Control</b></i> | <i><b>Description</b></i>    |
|--------------------------------|------------------------------|
| <b>Market Rate Index</b>       | Enter the market rate index. |

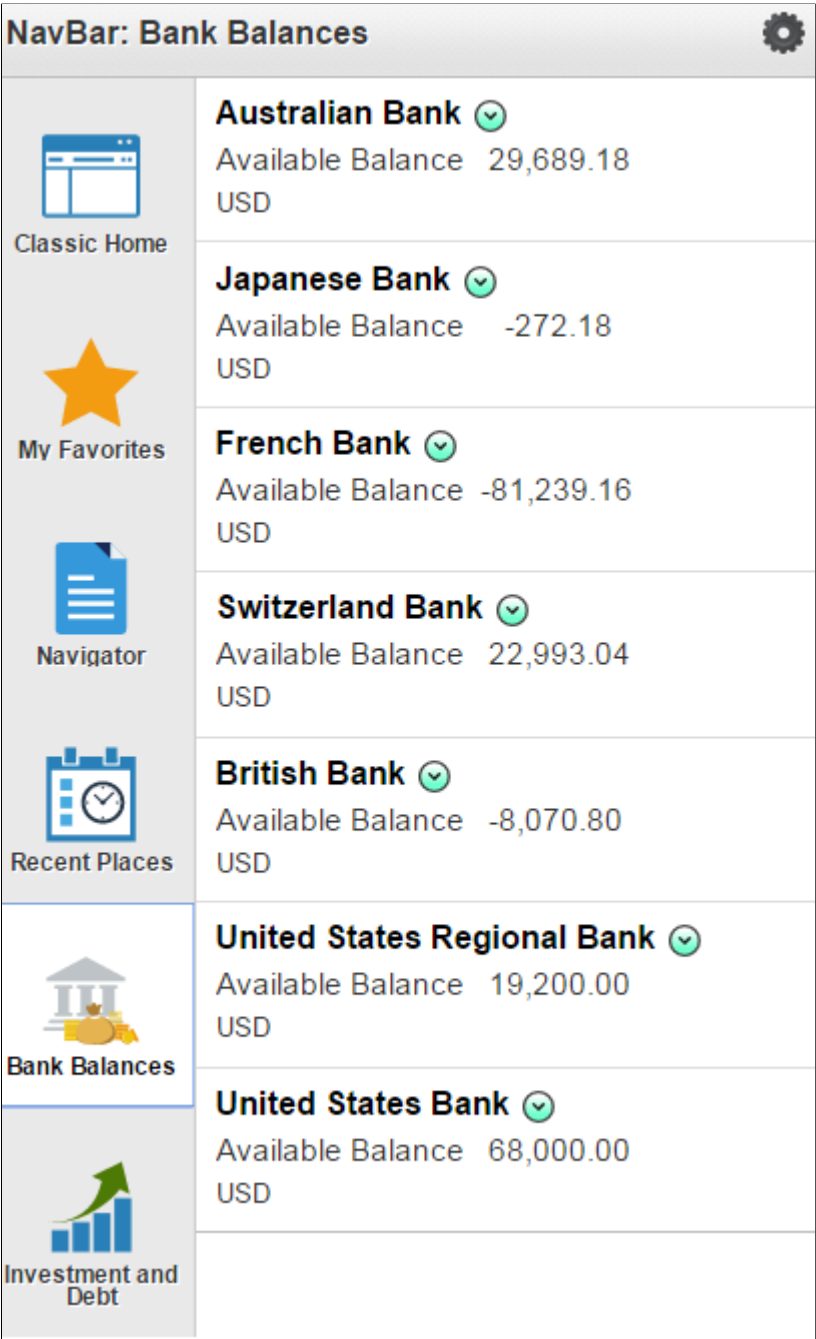
## NavBar: Bank Balances Page

Use the NavBar: Bank Balances page (TR\_BNK\_ACCT\_FL) to review available balances for banks from the navigator pane.

Navigation:

Select the NavBar icon to expand the navigator pane, then select the Bank Balances tab.

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



| Field or Control                                                                                           | Description                                                                        |
|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  (Related Actions icon) | Select the related actions icon to see all account balances for the selected bank. |

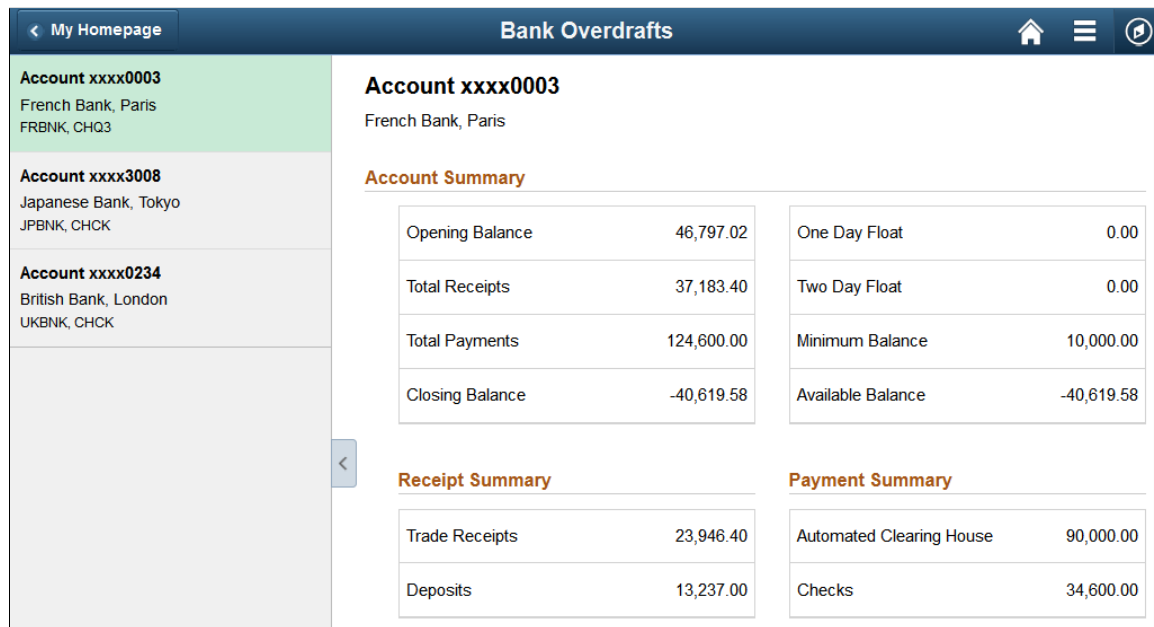
## Bank Overdrafts Page

Use the Bank Overdrafts page (TR\_BNK\_OVERDRAW\_FL) to review bank account information, account receipt and payment summaries, and available balance history.

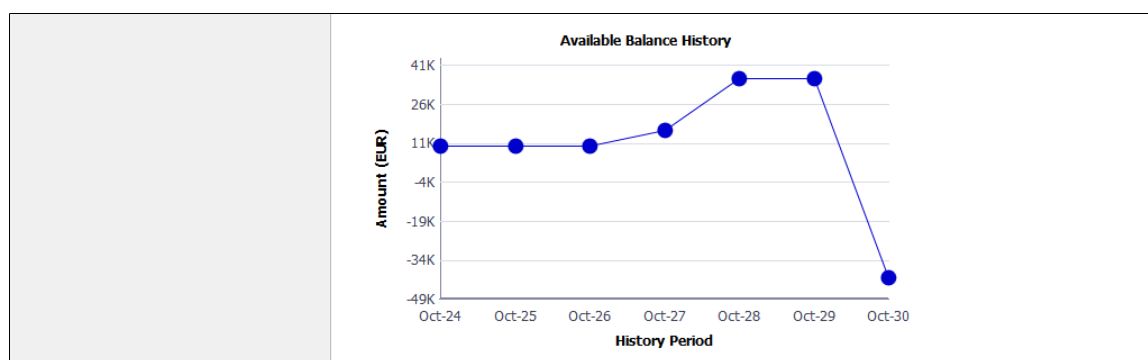
Navigation:

Select the Bank Overdraft tile on the Cash Management Home page.

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



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



On the Bank Overdrafts page, you can view the daily account summary for each overdrawn bank account.

Select an overdrawn bank account and location listed on the left pane to display this information on the right pane: Account Summary, Receipt Summary, and Payment Summary tables, and the Available Balance History amount in a line chart. The system retrieves the available balance amounts for dates prior to the As of Date displayed in the Bank Overdraft tile, and displays a line chart. The system retrieves the last seven days of available balances. You can also review a deposit summary and payment summary for

each overdrawn bank account, along with totals for each of the deposit summary and payment summary categories.

The **Available Balance History** line chart provides these fields:

| <b>Field or Control</b> | <b>Description</b>                                                                                     |
|-------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Amount</b>           | View the amount on the y-axis, in the currency you specify on the My Preferences - Bank Balances page. |
| <b>History Period</b>   | View the day on the x-axis for the history period.                                                     |

## Reviewing Bank Statement Files

This topic discusses how to review bank statement files, statement event log information, and statement transmittal information.

### Pages Used to Review Bank Statement Files

| <b>Page Name</b>                                 | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                |
|--------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Review Bank Statement Files Page</a> | BSP_FILE_INQUIRY       | Review summary and detail information about the import status of bank files.                                                                |
| View Bank Statement File Log Page                | BSP_FILE_INFO          | View event log information for a bank statement file.<br><br>See the <a href="#">Review Bank Statement Files Page</a> for more information. |
| View Bank Statement File Page                    | BSP_FILEDATA_SP        | View bank statement file transmittal information.<br><br>See the <a href="#">Review Bank Statement Files Page</a> for more information.     |

## Understanding Bank Statement File Review

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 the product documentation for *PeopleTools: Security Administration*.

## 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**

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**.

| Field or Control   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Status</b> | <p>Options are:</p> <ul style="list-style-type: none"> <li><i>(none)</i></li> <li><i>Error:</i> 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.</li> <li><i>Formatting:</i> Appears if the system is still transforming the file to a PeopleSoft readable format.</li> <li><i>Reading:</i> Appears if the system is still reading the file data before loading the data to the staging tables.</li> <li><i>Staged:</i> Appears if the system has loaded the transformed data to the staging tables. A green circle also appears next to the file name.</li> <li><i>Warning:</i> Appears if the file is loaded with errors. A yellow inverted triangle also appears next to the file name.</li> </ul> |
| <b>View File</b>   | Click to access the View Bank Statement File page (BSP_FILEDATA_SP), where you can review bank statement file transmittal information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| <b><i>Field or Control</i></b> | <b><i>Description</i></b>                                                                                                                    |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>View Event Log</b>          | Click to access the View Bank Statement File Log page (BSP_FILE_INFO), where you can review event log information for a bank statement file. |

# 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 (No Transactions Found). You need to resolve the exceptions so that the bank statement has 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 external transactions 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 external transactions to resolve differences.

### Related Links

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

[Managing Reconciliation Methods and Statements](#)

---

## Prerequisites for Reconciling Statements

Before you reconcile bank statements, you must perform the following tasks:

1. Review and configure bank reconciliation rules for individual source applications.

- For each source, select the reconciliation type, such as many to many, many to one, one to many, or one to one.
  - For each rule, add aggregate statement lines criteria and aggregate transactions criteria.
  - Enter match criteria and filter criteria.
2. Run the Reconciliation Rules SQL process.
  3. Define reconciliation tolerances in these categories: day tolerances and monetary tolerances.
  4. Assign an individual source and the reconciliation rules for that source to the bank and bank account. Assign defined tolerances for each rule.
  5. Load statements electronically or enter bank statement data manually.

### Related Links

[Defining Statement Activities](#)

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

[Understanding Statement Updates](#)

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## Common Elements Used to Reconcile Statements

| <b>Field or Control</b>                     | <b>Description</b>                                                                                                                                                                                                                     |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Load Date and Time</b>                   | Displays the date and time that the bank file was loaded.                                                                                                                                                                              |
| <b>Recon Status</b> (reconciliation status) | Identifies the status of a transaction in the reconciliation process. The status can be either <i>Reconciled</i> , <i>Unreconciled</i> , or a number of other statuses that indicate why a transaction did not reconcile successfully. |



| <b>Field or Control</b>                                         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trans Code</b> (transaction code) or <b>Transaction Type</b> | <p>Identifies the type of transaction in a bank statement:</p> <p><i>ACH</i>: Automatic Clearing House</p> <p><i>B</i>: Direct Debit</p> <p><i>BOE</i>: Bill of Exchange - Disburse</p> <p><i>BOO</i>: Bill of Order - Disburse</p> <p><i>CHK</i>: Check</p> <p><i>DD</i>: Direct Debit - Disburse</p> <p><i>D</i>: Deposits</p> <p><i>EFT</i>: Electronic Funds Transfer</p> <p><i>F</i>: Fee Expense</p> <p><i>G</i>: General Transaction</p> <p><i>I</i>: Interest Expense</p> <p><i>M</i>: Miscellaneous Transaction</p> <p><i>MAN</i>: Manual Check</p> <p><i>P</i>: Payment</p> <p><i>R</i>: Drafts</p> <p><i>S</i>: Stop Payment</p> <p><i>U</i>: Funding Receipt</p> <p><i>V</i>: Voided Payment</p> <p><i>WIR</i>: Wire - Disbursement</p> |
| <b>Transaction Date</b>                                         | Displays the date on which the transaction was "cleared" by the bank. This is the date used for the date matching part of reconciliation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Value Date</b>                                               | Displays the date on which the bank recorded the transaction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

---

## Processing Reconciliations

This topic discusses how to select and run the reconciliation processes.

## Page Used to Process Reconciliations

| <i>Page Name</i>                        | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Process Bank Reconciliation Page</u> | BANK_RECON_REQUEST     | <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 (BNK_RECON)</li> <li>• Recon and Statement Accounting (BRCN_SAC)</li> <li>• Recon and Bank Statement Process (BNRCNBSP)</li> </ul> |

### Process Bank Reconciliation Page

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

Navigation:

**Banking > Reconcile Statements > Process Bank Reconciliation**

The Process Scheduler Request page displays three reconciliation process methods:

1. Select Bank Reconciliation to run the Bank Reconciliation (BNK\_RECON) Application Engine process.
2. Select the BRCN\_SAC PSJob for Reconciliation and Statement Accounting to run the BNK\_RECON and TR\_STMTACCTG Application Engine processes serially.
3. Select the BNRCNBSP PSJob for the Reconciliation and Bank Statement Process to run BNK\_RECON and AR\_BNKSTMT serially.

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

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.

### Process Reconciliation

Run Control ID RUN\_RECON
Report Manager
Process Monitor
Run

☐ Process All Accounts

Parameters
Find | View All
First
1 of 1
Last

\*Process Frequency Always Process
\*Request Number 2

Request Parameters

\*External Bank ID
Bank Account #
Statement ID

Date Options

\*Date Type Relative Dates
Days Back

| Field or Control                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Process All Accounts</b>                 | <p>Select the check box to submit the bank reconciliation process for all bank accounts to which the user has access. The access to bank accounts can be granted using the Financial Gateway security feature.</p> <hr/> <p><b>Note:</b> When you select this option and saves the component, a row is written into the PS_RECON_REQ_RUN table. When the reconciliation process is submitted, application deletes the rows on PS_RECON_REQUEST table corresponding to the Run Control ID. Then, the table is populated with the Bank Account details and the reconciliation process is run. Since a delete happens in the PS_RECON_REQUEST table, all the saved data for the Run Control ID is lost and new data will be fetched based on the Financial Gateway security. Bank Reconciliation (BNK_RECON), Statement Accounting (TR_STMTACCTG) and Load Bank Statements (AR_BNKSTMT) processes share the same run control record. If the user has created one Run Control ID for all three processes and then selects the Process All Accounts check box, the data in PS_RECON_REQUEST table will be rewritten every time the Bank Reconciliation process is run. Hence, it is recommended to use separate Run Control IDs if you intend to run Bank Reconciliation (BNK_RECON), Statement Accounting (TR_STMTACCTG) and Load Bank Statements (AR_BNKSTMT) processes for separate Bank Accounts with Process All Accounts option selected.</p> |
| <b>Process Frequency and Request Number</b> | Enter your process frequency and request parameters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                    |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statement ID</b>     | You can enter a specific statement ID or you can leave the <b>Statement ID</b> field blank. The system runs the selected process for all statements that are not marked complete (C). |

Select any combination of the three reconciliation methods to process the defined transactions, and click **OK**.

The reconciliation methods are:

- Bank Reconciliation (BNK\_RECON) 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) (BRCN\_SAC) 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) (BNRCNBSP) 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.

---

## Processing Bank Statement Accounting

### Page Used to Run Bank Statement Accounting

| <b>Page Name</b>                      | <b>Definition Name</b> | <b>Usage</b>                                                                                                |
|---------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------|
| <u>Bank Statement Accounting Page</u> | TR_STMTACCTG_REQ       | Enter processing parameters to run the Bank Statement Accounting (TR_STMTACCTG) Application Engine process. |

### Understanding 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.

### 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.

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## Managing Reconciliation Methods and Statements

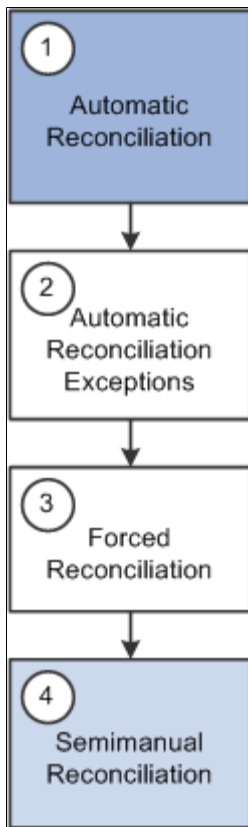
This topic discusses how to reconcile transactions automatically, semi-manually, and manually.

### Pages Used to Manage Reconciliation Methods and Statements

| <i>Page Name</i>                                | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                     |
|-------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Automatic Reconciliation Page</a>   | BNK_RCN_CYC_STSA       | 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                                                       |
| <a href="#">Semi Manual Reconciliation Page</a> | BNK_RCN_SEMI_MAN       | 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. |
| <a href="#">Manual Reconciliation Page</a>      | BNK_RCN_MAN_GEN        | Reconcile statements for banks that do not provide an electronic file of their transaction data.                                                                                                                                                 |

## Understanding the 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



The best-practice steps for reconciling bank statements include the following:

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**

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

Search

| 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        | Exceptions  |      |          |       |            |      |
| <input type="checkbox"/> | 00700   | 115201849175      | 111408       | 11/14/2008 | 0     | 0          | Complete     |             |      |          |       |            |      |
| <input type="checkbox"/> | 00700   | 115201849175      | 111308       | 11/13/2008 | 1     | 0          | Ready        | Exceptions  |      |          |       |            |      |
| <input type="checkbox"/> | 00700   | 115201849175      | 111208       | 11/12/2008 | 1     | 0          | Ready        | Exceptions  |      |          |       |            |      |
| <input type="checkbox"/> | 0800    | 000019-2000145399 | 111408       | 11/14/2008 | 1     | 0          | Ready        | Exceptions  |      |          |       |            |      |
| <input type="checkbox"/> | 0800    | 000019-2000145399 | 111308       | 11/13/2008 | 1     | 0          | Ready        | Exceptions  |      |          |       |            |      |
| <input type="checkbox"/> | 0800    | 000019-2000145399 | 111208       | 11/12/2008 | 1     | 0          | Ready        | Exceptions  |      |          |       |            |      |
| <input type="checkbox"/> | 601613  | 701900234         | 111408       | 11/14/2008 | 0     | 0          | Complete     |             |      |          |       |            |      |
| <input type="checkbox"/> | 601613  | 701900234         | 111308       | 11/13/2008 | 1     | 0          | Ready        | Exceptions  |      |          |       |            |      |
| <input type="checkbox"/> | 601613  | 701900234         | 111208       | 11/12/2008 | 1     | 0          | Ready        | Exceptions  |      |          |       |            |      |

☒ Select All
 ☐ Clear All
 

Process Monitor

Run Recon Refresh

Reports Exceptions

Run Report

Report Manager

Specify the search criteria by which to select bank statements for processing. Use wildcard characters to retrieve multiple banks or accounts.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                        |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date</b>             | Options are: <ul style="list-style-type: none"> <li>• <i>Statement as of Date:</i> Date the bank statement was generated. Transactions are "cleared" on that day.</li> <li>• <b>Date Statement Loaded:</b> Date the bank statement was loaded into the system.</li> </ul> |

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.

| <b>Field or Control</b>            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trans</b> (transactions loaded) | The number of detail transactions that are contained in the bank file.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Reconciled</b>                  | <p>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.</p> <p>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.</p>                                                                                                                                                                      |
| <b>Status</b>                      | <p>The reconciliation cycle processing status:</p> <p><i>Load Failed:</i> Indicates the bank files could not load.</p> <p><i>Fatal Error:</i> Indicates a fatal error occurred during automatic reconciliation processing.</p> <p><i>Loading:</i> Indicates the bank files are being loaded.</p> <p><i>Reconciling:</i> Indicates the files are being reconciled.</p> <p><i>Ready:</i> Indicates you have loaded the bank statement file and run automatic reconciliation, but some transactions could not be matched. These transactions are exceptions that you must resolve.</p> <p><i>Complete:</i> Indicates reconciliation processing is complete and all transactions were successfully matched.</p> |



| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                         |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Exceptions</b>       | 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.

| <b>Field or Control</b>               | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Select All</b>                     | Click to select the <b>Select</b> option for all bank statements.                                                                                                                                                                                                                                                                                                                     |
| <b>Clear All</b>                      | Click to deselect the <b>Select</b> option for all selected bank statements.                                                                                                                                                                                                                                                                                                          |
| <b>Run Recon</b> (run reconciliation) | Runs the Bank Reconciliation process for the selected bank statements.                                                                                                                                                                                                                                                                                                                |
| <b>Refresh</b>                        | Click to refresh the <b>Bank Statements</b> grid with new information after running reconciliation.                                                                                                                                                                                                                                                                                   |
| <b>Reports</b>                        | <p>Select the report to run and click <b>Run Report</b>.</p> <p><i>Register:</i> Generates a report of the bank statement.</p> <p><i>Errors:</i> Generates a report listing instances where a bank reference number does not match any reference number in the PeopleSoft Financials system.</p> <p><i>Exceptions:</i> Generates a report of automatically reconciled exceptions.</p> |

## 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**

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

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

**Search Criteria**

Bank ID  Account #  Statement ID

From Date  Thru Date  \*Reconciliation Status Unreconciled

From Amount  To Amount  Currency Code USD Search

[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 Amount 0.00

Reconcile Refresh Difference 0.00

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 \*Rate Rate Table

**Search Criteria**

Bank ID  Account #  Statement ID

From Date  Thru Date  \*Reconciliation Status Reconciled

From Amount  To Amount  Currency Code EUR Search

[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 Amount 0.00

Unreconcile Refresh Select Matches 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**.

| <b>Field or Control</b>      | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Rate</b>                  | <p>Select from <i>Rate Table</i> or <i>Transaction Table</i>. The default value is <i>Rate Table</i>. When you select <i>Transaction Table</i>, the system converts system transactions using the transaction rate. Use the <i>Transaction Table</i> option when you want to reconcile and unreconcile Payables transactions, Receivables Deposits, and Receivables Payments.</p> <hr/> <p><b>Note:</b> The transaction rate converts only Payables transactions, Receivables Deposits, and Receivables Payments. Use the same rate option to reconcile and unreconcile the transactions for supported reconciliation sources. If you reconciled a transaction using rates from the transaction table, select the <i>Transaction Table</i> option to search for the reconciled items, then unreconcile.</p> <hr/> <p><b>Note:</b> In a scenario where Bank GL BU currency is different from Default Bank Currency and Payment Currency, the user has to go with Rate Table option to reconcile. If the user wants to reconcile with Transaction Table option, then the Default Bank Currency must be equal to Bank GL BU currency. This is because the source system does not store Default Bank Currency.</p> <hr/> |
| <b>Reconciliation Status</b> | <p>Select a status for the transactions:</p> <p><i>Unreconciled:</i> Select if you want to reconcile transactions.</p> <p><i>Reconciled:</i> Select if you want to undo the reconciliation for a transaction.</p> <p>If the reconciliation status selected is <i>Reconciled</i>, this page displays both bank transactions and system transactions that are reconciled by semi-manual or automatic reconciliation. Transactions reconciled from the Manual Reconciliation page are also displayed here, but can only be unreconciled from the Manual Reconciliation page.</p> <hr/> <p><b>Note:</b> You should not unreconcile a transaction that has already been sent to the general ledger.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Advanced Search</b>       | <p>Click to display additional search fields on the page to sort the transactions and restrict the transactions that appear in the list.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## 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>Field or Control</b>             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bank Date</b>                    | Displays the date on which the bank recorded the transaction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Tran Date</b> (transaction date) | 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>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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**

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 Unreconciled

From Date 
Thru Date 
Method

Total Transaction Amount 89,590.96 EUR

**System Transactions**
Personalize Find View All
First 1-43 of 43 Last

| 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

Recon Date Override Options

[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**.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 <b>Enter Reconciliation Date</b> field if <b>Override Reconciliation Date</b> is selected.                                                                                                                                                           |
| Status                  | <p>Select a status for the transactions:</p> <p><i>Unreconciled:</i> Select to reconcile transactions.</p> <p><i>Reconciled:</i> Select to view and undo the reconciliation for a transaction. Only transactions that were reconciled manually will appear. Hence, transactions that were reconciled automatically or semi-manually can only be unreconciled from the Semi Manual Reconciliation page.</p> |

## System Transactions

| <b>Field or Control</b>        | <b>Description</b>                                                                                                                                                       |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status (reconciliation status) | Displays the reconciliation status: <i>UNR</i> (unreconciled) or <i>REC</i> (reconciled).                                                                                |
| Transaction Date               | Displays the date on which the system transaction occurred.                                                                                                              |
| Status                         | Displays the payment status for Payables transactions.                                                                                                                   |
| Detail                         | Displays the transaction type or payment method.                                                                                                                         |
| Reconcile                      | Click to reconcile selected transactions.                                                                                                                                |
| Override Reconciliation Date   | Select to override the displayed value date when you reconcile selected transactions. Select this option and also enter a new date in the <b>Enter Value Date</b> field. |
| Account Register Report        | Click to generate the Account Register report (FSX4004), which you can view using the <b>Process Monitor</b> functionality.                                              |

## Reconciling Externally Generated Transactions

This section discusses how to enter external transactions for reconciliation and reconcile the external transactions automatically.

### Pages Used to Reconcile Externally Generated Transactions

| <i>Page Name</i>                           | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                           |
|--------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">External Transactions Page</a> | BNK_RCN_TRAN_UPDT      | Modify or insert additional external transactions for a bank account. You also use this page to add new external transactions.                                         |
| Process Reconciliation Page                | BANK_RECON_REQUEST     | Run the Bank Reconciliation process to reconcile the transactions automatically.<br><br>See the <a href="#">Process Bank Reconciliation Page</a> for more information. |

### Understanding the External Transactions Reconciliation Process

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.

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.

#### 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

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.

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.

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

| Field or Control                    | Description                                                                                      |
|-------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Tran Code</b> (transaction code) | Indicates the type of transaction, such as fee or interest.                                      |
| <b>Accounting Template ID</b>       | Specify the accounting template that the system uses to generate the correct accounting entries. |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>VAT</b>              | <p>Click to view information on the Treasury VAT Processing page. This link is available only when the transaction meets the following conditions:</p> <ul style="list-style-type: none"> <li>• The business unit is VAT enabled.</li> <li>• A VAT-enabled transaction code is defined for the transaction type (currently limited to fee, F).</li> <li>• A VAT-enabled accounting template is defined for the accounting template.</li> </ul> |

### Related Links

"Editing VAT External Transaction Details" (PeopleSoft Cash Management)

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## Reviewing Bank Reconciliation Information

This topic discusses how to use the Reconciliation Manager, review reconciled transactions by account, and review bank statement information.

### Pages Used to Review Bank Reconciliation

| <b>Page Name</b>                             | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                  |
|----------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Reconciliation Manager Page</a>  | BNK_RCN_MGR            | Perform automatic, semi-manual, or manual reconciliation for statements for a single bank.                                                                                    |
| <a href="#">Transactions By Account Page</a> | BNK_RCN_ALL_GEN        | 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.       |
| <a href="#">Review Bank Statements Page</a>  | BNK_RCN_STMT_GEN       | 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**

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.

Reconciliation Manager

Show Statements for

Current Month

Add/Update Accounts

Bank ID 121042882

USA BANK

Bank Account # 0741-200006

System Che

Manual Reconciliation

Bank Account # 0741-215056

Manual Che

Semi Manual Recon

Bank Statements

Personalize | Find | View All |  

First 1 of 1 Last

| Statement ID | As Of Date | Load Date and Time | Trans Loaded | Reconciled | Cycle Status |
|--------------|------------|--------------------|--------------|------------|--------------|
|              |            |                    |              |            |              |

Bank Account # 0741-256458

CHECK ACCT

Automatic Reconciliation

Bank Statements

Personalize | Find | View All |  

First 1 of 1 Last

| Statement ID | As Of Date | Load Date and Time | Trans Loaded | Reconciled | Cycle Status |
|--------------|------------|--------------------|--------------|------------|--------------|
|              |            |                    |              |            |              |

Bank Account # 123456789

TEST ACCOU

No reconciliation has been setup for this account.

Add a Bank to My List

| Field or Control              | Description                                                                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Show Statements for           | Select <i>Current Month</i> , <i>Last Month</i> , or <i>Today</i> . The page refreshes with the specified information. |
| Add/Update Accounts           | Click to add more accounts or update current bank account information.                                                 |
| Add a Bank Account to My List | Click to add more accounts for the selected bank to your My Accounts page.                                             |

On the right side of the grid, you can verify whether reconciliation has been set up for a particular account on the External Account - Account Reconciliation page and see what type of reconciliation is in place:

- Manual reconciliation.
- Semi-manual reconciliation.
- Automatic reconciliation.

Click the reconciliation type link to perform reconciliation for the specific bank account.

## Related Links

[Understanding Bank Reconciliation Configuration](#)

## 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**

| <i>Field or Control</i> | <i>Description</i>                                                                                                                                                     |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Search By</b>        | Specify whether you want to search for transactions by reference number or by date. The fields in the <b>Search Criteria</b> group box change based on your selection. |
| <b>Detail</b>           | Identifies the type of transaction.                                                                                                                                    |
| <b>Register Report</b>  | 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. You can also review parsed addenda from this page.

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.

| <i>Field or Control</i>            | <i>Description</i>                                                 |
|------------------------------------|--------------------------------------------------------------------|
| <b>Status</b>                      | Displays the transaction reconciliation status.                    |
| <b>Run Account Register Report</b> | 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 (BNK\_RECON) 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 Tolerance 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

### Pages Used to Process Reconciliation Errors and Exceptions

| <i>Page Name</i>                                         | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Route Reconciliation Exception Page</a>      | TR_AE_RUNCNTL          | Route exceptions to a user's worklist. Define the run parameters for the Reconciliation Exceptions process.                                                                                                                                                                                                                                                                      |
| <a href="#">Automatic Reconciliation Page</a>            | BNK_RCN_CYC_STSA       | Determine whether a bank statement has reconciliation errors.<br><br>Run the Auto Recon Errors report (FSX3002 [BI Publisher]). Use this report to view a list of all reconciliation errors for a bank statement.<br><br>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. |
| <a href="#">Automatic Reconciliation Exceptions Page</a> | BNK_RCN_VUE_UNR        | Click to force automatic-reconciliation exceptions to reconcile. You can also create external transactions for bank-side transactions with no corresponding system-side transactions.                                                                                                                                                                                            |

| <b>Page Name</b>                           | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                       |
|--------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Semi Manual Reconciliation Page            | BNK_RCN_SEMI_MAN       | Resolve exceptions using semi-manual reconciliation. Select a transaction on the bank side to match a transaction on the system side.<br><br>See the <a href="#">Semi Manual Reconciliation Page</a> for more information.         |
| <a href="#">BSP Accounting Events Page</a> | TRA_EVENT_CAL_2        | View the bank statement processing (BSP) accounting events that are scheduled for force-reconciled transactions.                                                                                                                   |
| Transactions By Account Page               | BNK_RCN_ALL_GEN        | Search and review transaction reconciliation information by a defined bank account. You can also run the Account Register report (BI Publisher).<br><br>See the <a href="#">Transactions By Account Page</a> for more information. |

## Understanding How to Process Reconciliation Errors and Exceptions

After completing the prerequisites, you can do the following using the Reconciliation Exceptions process (TR\_RECON\_EXC):

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

## Prerequisites for Processing Reconciliation Errors and Exceptions

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   | <b>Enterprise Components &gt;Events &amp; Notifications &gt;Notifications Framework &gt;Notifications Registry</b>                                    |
| Notifications System Overrides for Bank Reconciliation Exceptions | TR_RECON_EXCEPTIONS | BANK_RECON_EXCEPTIONS   | <b>Enterprise Components Events &amp; Notifications &gt;Notifications Framework &gt;Notifications System Overrides &gt;System-Level Notifications</b> |

See the product documentation for *PeopleTools: 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.

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.

Automatic Reconciliation Exceptions

\* Search By From Date / Thru Date

Search Criteria

Bank ID121042882

Account #0741-256458

Statement ID1

Currency CodeUSD

From Date08/01/2000

Thru Date08/01/2000

Search

Auto Reconciliation Exceptions

Find | View All

First1-5 of 5Last

|                                    | 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      |
|                                    | 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      |
|                                    | 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                    |
|                                    | 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      |
|                                    | None         |                              |                 |                  |                              |
| <input type="checkbox"/> Reconcile | TRW000000001 | Duplicate Input Transactions | -35,000.00      | 08/01/2000       | WIR Wire - Disbursement      |
|                                    | None         |                              |                 |                  |                              |

☒ Select All

☐ Clear All

Reconcile

External Transactions

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**.

| Field or Control | Description                                                                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Search By        | Select how you want to search for transactions: by reference number or by date. The fields in the <b>Search Criteria</b> 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.

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**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.

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- 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>Field or Control</b>  | <b>Description</b>                                |
|--------------------------|---------------------------------------------------|
| <i>Alignment Check</i>   | Payables check that is used to align the printer. |
| <i>Amounts Not Equal</i> | Bank amount does not match system amount.         |

| <b>Field or Control</b>            | <b>Description</b>                                                                                                                                                                                                                                                                                                                            |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Ambiguous Match</i>             | <p>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.</p> <p>An ambiguous match could also occur even with zero tolerances defined, however, if the reference IDs do not match.</p>                 |
| <i>Currency</i>                    | The transaction currency was not defined (Accounts Receivable only).                                                                                                                                                                                                                                                                          |
| <i>Currency Not Defined</i>        | The transaction currency was not defined at the bank account level.                                                                                                                                                                                                                                                                           |
| <i>Duplicate Input Transaction</i> | Duplicate bank transaction. A transaction appears more than once on a given statement with the same date, amount, and reference ID. (AR deposits are an exception to this.) Duplicate transactions are transactions that appear more than once on a given statement with the same date and amount (AR Deposits do not use ID's for matching). |
| <i>Duplicate Transaction</i>       | Duplicate system transaction.                                                                                                                                                                                                                                                                                                                 |
| <i>Miscellaneous Transaction</i>   | Miscellaneous transaction, such as bank fees or interest.                                                                                                                                                                                                                                                                                     |
| <i>Payee Names Not Equal</i>       | Payee names don't match.                                                                                                                                                                                                                                                                                                                      |
| <i>Not Found In System</i>         | Transaction is not found in the system.                                                                                                                                                                                                                                                                                                       |
| <i>Null Transaction ID Ref</i>     | Blank transaction ID.                                                                                                                                                                                                                                                                                                                         |
| <i>Overflow</i>                    | Overflow Payables check.                                                                                                                                                                                                                                                                                                                      |
| <i>Pending Reconciliation</i>      | Prereconciled.                                                                                                                                                                                                                                                                                                                                |
| <i>Reconciled</i>                  | Already reconciled.                                                                                                                                                                                                                                                                                                                           |
| <i>Reprinted Check</i>             | Reprinted payables check.                                                                                                                                                                                                                                                                                                                     |
| <i>Stop Check</i>                  | Check was issued a stop payment to the bank.                                                                                                                                                                                                                                                                                                  |

| <b>Field or Control</b>                        | <b>Description</b>                                             |
|------------------------------------------------|----------------------------------------------------------------|
| <i>Wrong Transaction Type</i>                  | Wrong transaction type for source.                             |
| <i>Tran Date Different &lt;&gt; Bank Clear</i> | System transaction date is different from the bank clear date. |
| <i>Unreconciled</i>                            | Not processed by the Bank Reconciliation process.              |
| <i>Voided Check</i>                            | 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**

This example illustrates the fields and controls on the Semi Manual Reconciliation page when resolving exceptions.

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

**Search Criteria**

Bank ID 121042882 Account # 0741-256458 Statement ID 1

From Date 07/30/2000 Thru Date 08/11/2000 \*Reconciliation Status Unreconciled

From Amount To Amount Currency Code USD Search

Advanced Search

| Bank Transactions        |               |            |               |      | System Transactions      |               |            |                |          |
|--------------------------|---------------|------------|---------------|------|--------------------------|---------------|------------|----------------|----------|
| Select                   | Reference     | Bank Date  | Tran Amt      | Type | Select                   | Reference     | Tran Date  | Tran Amt       | Type     |
| <input type="checkbox"/> | PIRD200       | 08/11/2000 | 50,000.00     | D    | <input type="checkbox"/> | PYED101       | 08/11/2000 | 55,000.00      | D        |
| <input type="checkbox"/> | PIRD200       | 08/11/2000 | 50,000.00     | D    | <input type="checkbox"/> | PIRD200       | 08/11/2000 | 50,000.00      | D        |
| <input type="checkbox"/> | 000000000362  | 08/11/2000 | -80,000.00    | WIR  | <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"/> | ONREPO        | 08/08/2000 | 452,000,000.00 | Treasury |
| <input type="checkbox"/> | PIRD205       | 08/07/2000 | 4,200.00      | D    | <input type="checkbox"/> | TRW0000000007 | 08/08/2000 | -650,000.00    | WIR      |
| <input type="checkbox"/> | PIRD204       | 08/05/2000 | 7,500.00      | D    | <input type="checkbox"/> | 2             | 08/08/2000 | 24,325.62      | D        |
| <input type="checkbox"/> | PIRD203       | 08/03/2000 | 8,490.75      | D    | <input type="checkbox"/> | PIRD203       | 08/03/2000 | 8,490.72       | D        |
| <input type="checkbox"/> | TRW0000000005 | 08/02/2000 | -1,000,000.00 | WIR  | <input type="checkbox"/> | TRW0000000005 | 08/02/2000 | -1,000,000.00  | ACH      |
| <input type="checkbox"/> | PIRD202       | 08/01/2000 | 5,518.99      | D    | <input type="checkbox"/> | TRW0000000002 | 08/01/2000 | -14,532.00     | EFT      |
| <input type="checkbox"/> | TRW0000000001 | 08/01/2000 | -35,000.00    | WIR  | <input type="checkbox"/> | TRW0000000001 | 08/01/2000 | -35,000.00     | EFT      |
| <input type="checkbox"/> | TRW0000000002 | 08/01/2000 | -14,532.00    | WIR  | <input type="checkbox"/> | PIRD201       | 08/01/2000 | 80,000.00      | D        |
| <input type="checkbox"/> | JMS092276     | 08/01/2000 | -15,000.00    | P    | <input type="checkbox"/> | PIRD202       | 08/01/2000 | 5,518.97       | D        |
| <input type="checkbox"/> | JMS092285     | 08/01/2000 | -7,580.00     | P    | <input type="checkbox"/> | JMS092276     | 08/01/2000 | -15,000.00     | MAN      |
| <input type="checkbox"/> | JMS092310     | 08/01/2000 | 5,000.01      | D    | <input type="checkbox"/> | JMS092285     | 08/01/2000 | -94.56         | M        |
| <input type="checkbox"/> | TRW0000000003 | 08/01/2000 | -387.19       | WIR  | <input type="checkbox"/> | TRW0000000003 | 08/01/2000 | -387.18        | EFT      |

Amount 0.00 Amount 0.00

Reconcile Refresh Difference 0.00

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**

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:** A text field containing 'US001' with a magnifying glass icon.
- External Bank ID:** A text field with a magnifying glass icon.
- Tran Date Range:** Two date pickers labeled 'From Date' and 'To Date'.
- Status:** A dropdown menu.
- Search:** An orange button.

Below the search criteria is a table titled 'Accounting Events'. The table has the following columns: External Bank ID, Bank Account #, Reference, Tran Date, Status, Accounting Template, and Document Type. The table is currently empty. Above the table, there are links for 'Personalize', 'Find', 'View All', and a pagination control showing 'First', '1 of 1', and '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 Cash Management)



# 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 General Ledger)

"Understanding General Ledger Journal Entries" (PeopleSoft 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.

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**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*.

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- 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.

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## Performing Book to Bank Reconciliation

### Pages Used to Perform Book to Bank Reconciliation

| <b>Page Name</b>                           | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                           |
|--------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Select Book to Bank Statements Page</u> | BNK_BTBT_STMT_SEL      | Select bank statements for Book to Bank reconciliation. Schedule the process to perform Book to Bank data extraction and balance calculations.                                         |
| <u>Book to Bank Reconciliation Page</u>    | BNK_BTBT_REC_MGR       | 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>Usage</b>                                                                                                                                                                                         |
|-------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Book to Bank Reconciliation Details Page</u> | BNK_BTBDHDR            | 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 Page                         | BANK_BALANCE_ENTRY     | Review the bank balances and funds availability.<br><br>See the <u>Book to Bank Reconciliation Details Page</u> for more information.                                                                |
| Bank Transaction Entry Page                     | BNK_STMT_ENTRY         | Review the bank transaction information, the bank reconciliation information, and the bank addenda information.<br><br>See the <u>Book to Bank Reconciliation Details Page</u> for more information. |
| Payments in Transit Page                        | BNK_BTBDDET_SEC        | Specify which payment transactions in transit to include in the bank adjustment subtotal amount.<br><br>See the <u>Book to Bank Reconciliation Details Page</u> for more information.                |
| Deposits in Transit Page                        | BNK_BTBDDET_SEC        | Specify which deposit transactions in transit to include in the bank adjustment subtotal amount.<br><br>See the <u>Book to Bank Reconciliation Details Page</u> for more information.                |
| GL Adjustments Page                             | BNK_BTBDDET_SEC        | Specify which general ledger adjustments to include in the bank adjustment subtotal amount.<br><br>See the <u>Book to Bank Reconciliation Details Page</u> for more information.                     |
| Ledger Balance Page                             | BNK_BTBDLED_SEC        | View ledger balance and bank account ChartField information.<br><br>See the <u>Book to Bank Reconciliation Details Page</u> for more information.                                                    |
| Unbooked Fees and Interest Page                 | BNK_BTBDDET_SEC        | Specify which unbooked fees and interest transactions to include in the general ledger subtotal amount.<br><br>See the <u>Book to Bank Reconciliation Details Page</u> for more information.         |

| <b>Page Name</b>                                  | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                |
|---------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unbooked Payments Page                            | BNK_BTBT_DET_SEC       | Specify which unbooked payment transactions to include in the general ledger subtotal amount.<br><br>See the <a href="#">Book to Bank Reconciliation Details Page</a> for more information. |
| Unbooked Deposits Page                            | BNK_BTBT_DET_SEC       | Specify which unbooked deposit transactions to include in the general ledger subtotal amount.<br><br>See the <a href="#">Book to Bank Reconciliation Details Page</a> for more information. |
| Bank Adjustments Page                             | BNK_BTBT_DET_SEC       | Specify which bank adjustments to include in the general ledger subtotal amount.<br><br>See the <a href="#">Book to Bank Reconciliation Details Page</a> for more information.              |
| Book to Bank Notes Page                           | BNK_BTBT_FREEFORM      | Enter notes to account for a book-to-balance reconciliation difference.<br><br>See the <a href="#">Book to Bank Reconciliation Details Page</a> for more information.                       |
| Book to Bank Reconciliation Page (report)         | RUN_TRC4090            | Generate a report of your book to bank reconciliation activities for a bank statement.<br><br>See the <a href="#">Book to Bank Reconciliation Details Page</a> for more information.        |
| <a href="#">Override Book to Bank Status Page</a> | BNK_BTBT_REC_MGR       | 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\_BTBT\_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**

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  Account #

From Date  Through Date

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        |

[Process Monitor](#)

| Field or Control                         | Description                                                                                                                               |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bank ID</b>                           | Select the bank that the bank statements, which are ready for book to bank reconciliation, are associated.                                |
| <b>Account #</b> (account number)        | Select the account number of the selected bank that the bank statements, which are ready for book to bank reconciliation, are associated. |
| <b>From Date</b> and <b>Through Date</b> | 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>Field or Control</b>     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 <b>Statement ID</b> number as the statement from which it obtains the closing balance. This logic assumes that the statement with the highest <b>Statement ID</b> 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>         | <p>Displays the current status of the reconciliation for each bank statement listed. This field displays one of these statuses:</p> <ul style="list-style-type: none"> <li>• <i>Ready</i><br/>The statement has been loaded and reconciliation processes have been performed on the statement.</li> <li>• <i>Complete</i><br/>The statement has been loaded and all transactions have been reconciled.</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_BTBTB_CALC) to run. Once the process runs, it performs the data extraction and balance calculations.                                                                                                                                                                                                                                      |
| <b>Process Monitor</b>      | 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 <b>Instance</b> .                                                                                                                                                                                                                                                                                 |

## Book to Bank Reconciliation Page

Use the Book to Bank Reconciliation page (BNK\_BTBTB\_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

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.

### Book to Bank Reconciliation

Search Parameters

\*External Bank ID

121000358

\*Bank Account #

05567-07140

Bank Currency

USD

Business Unit

US001

Base Currency

USD

Primary Ledger

LOCAL

Fiscal Year

Accounting Period

Search

Available Accounting Periods

Personalize

Find

View All

First

1 of 1

Last

| Fiscal Year | Accounting Period | *Statement ID | Statement Date | Status                | User ID | DateTime          | Recalculate | Details |
|-------------|-------------------|---------------|----------------|-----------------------|---------|-------------------|-------------|---------|
| 2007        | 12                | 2             | 12/31/2007     | Awaiting Confirmation | VP1     | 12/19/2012 9:29AM | Recalculate |         |

Refresh

Process Monitor

## 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

| Field or Control | Description                                                                                                  |
|------------------|--------------------------------------------------------------------------------------------------------------|
| Statement ID     | The bank statement ID appears in this field. You can override this value to identify another bank statement. |

| <b>Field or Control</b>                                                             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Status</b>                                                                       | <p>Displays the current status of the bank statement with regards to the Bank-to-Bank Reconciliation process. The statuses are:</p> <ul style="list-style-type: none"> <li>• <i>New</i><br/>This status indicates the statement is new, and no balances or adjustments have been saved.</li> <li>• <i>Awaiting Confirmation</i><br/>This status indicates some balances and adjustment work has been saved, but the book to bank reconciliation statement has not been confirmed.</li> <li>• <i>Calculating</i><br/>This status indicates that the TR_BTБ_CALC process is running to extract the adjustment data and recalculate the balances.</li> <li>• <i>Confirmed</i><br/>This status indicates the book to bank reconciliation statement has been finalized as confirmed.</li> </ul> <hr/> <p><b>Note:</b> The <b>Recalculate</b> link is not available for bank statements with a status of Confirmed.</p> <hr/> |
| <b>Recalculate</b>                                                                  | <p>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.</p> <hr/> <p><b>Note:</b> The <b>Recalculate</b> link is not available for selection for statements with a status of <i>Calculating</i> or <i>Confirmed</i>.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                   |
|  | <p>Click the <b>Details</b> 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).</p> <hr/> <p><b>Note:</b> The <b>Details</b> icon is not available for selection for statements with a status of <i>Calculating</i>.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                 |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Refresh</b>          | Click this button to refresh the Available Accounting Periods grid.                                                                                |
| <b>Process Monitor</b>  | Click this link to track the progress of the Book to Bank Reconciliation Application Engine program after selecting the <b>Recalculate</b> button. |

## Book to Bank Reconciliation Details Page

Use the Book to Bank Reconciliation Details page (BNK\_BTBD\_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.

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       |  |                               |            |  |

[Report Manager](#)

**Book To Bank Status**

|        |                       |         |     |          |                   |
|--------|-----------------------|---------|-----|----------|-------------------|
| Status | Awaiting Confirmation | User ID | VP1 | DateTime | 12/19/2012 9:19AM |
|--------|-----------------------|---------|-----|----------|-------------------|

[Event Log](#)
[Return to previous page](#)

## Reconciliation Data

| <i>Field or Control</i>       | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bank Statement Balance</b> | <p>Displays the Closing Balance (Statement Code 015) on the bank statement that occurs within the displayed fiscal year and accounting period</p> <p>Click the <b>Bank Statement Balance</b> 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.</p> <p>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.</p> <p>The bank statement balance appears as a link. Click this link to view currency revaluation information (when enabled).<br/>The system displays this link when the bank account's base currency and the general ledger account base currencies are different.</p>                                                                                                                                                      |
| <b>Payments in Transit</b>    | <p>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 <b>Bank Adjustments Subtotal</b> field.</p> <p>Click the <b>Payments in Transit</b> 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.</p> <p>The transactions are automatically selected. Remove the check mark from the <b>Select</b> check box associated with a transaction and exclude the transaction from the <b>Bank Adjustments Subtotal</b> amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.</p> |

| <b>Field or Control</b>            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deposits in Transit</b>         | <p>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.</p> <p>Click the <b>Deposits in Transit</b> 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.</p> <p>The transactions are automatically selected. Remove the check mark from the <b>Select</b> check box associated with a transaction to exclude the transaction from the <b>Bank Adjustments Subtotal</b> amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.</p> |
| <b>GL Adjustments</b>              | <p>Displays the total of all posted general ledger transactions that have transaction dates that occur before or on the general ledger period end date.</p> <p>Click the <b>GL Adjustments</b> 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.</p> <p>The transactions are automatically selected. Remove the check mark from the <b>Select</b> check box associated with a transaction to exclude the transaction from the <b>Bank Adjustments Subtotal</b> amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.</p>                                                                                                |
| <b>Revaluation Amount</b>          | <p>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.</p> <hr/> <p><b>Important!</b> Any changes that you make manually are lost when the system recalculates the balances and adjustments.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Bank Adjustments Subtotal</b>   | Displays the total of the values in the <b>Payments in Transit</b> , <b>Deposits in Transit</b> , and <b>GL Adjustments</b> fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Total Adjusted Bank Balance</b> | Displays the sum of the values in the <b>Bank Statement Balance</b> and the <b>Bank Adjusted Subtotal</b> fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| <b>Field or Control</b>           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ledger Balance</b>             | <p>Displays the system side ledger balance for the bank account. The balance as of date is determined by the ledger's period end date.</p> <p>Click the <b>Ledger Balance</b> icon to access the Ledger Balance page (BNK_BTБ_LED_SEC), where you can review the ChartField distribution amounts that comprise the total ledger balance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Unbooked Fees and Interest</b> | <p>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.</p> <p>Click the <b>Unbooked Fees and Interest</b> icon to access the Unbooked Fees and Interest page (BNK_BTБ_DET_SEC), where you can review transaction details, and specify which unbooked fees and interest transactions to include in the general ledger subtotal amount.</p> <p>The transactions are automatically selected. Remove the check mark from the <b>Select</b> check box associated with a transaction to exclude the transaction from the <b>GL Adjustments Subtotal</b> amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.</p>         |
| <b>Unbooked Payments</b>          | <p>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.</p> <p>Click the <b>Unbooked Payments</b> icon to access the Unbooked Payments page (BNK_BTБ_DET_SEC), where you can review transaction details, and specify which unbooked payment transactions to include in the general ledger subtotal amount.</p> <p>The transactions are automatically selected. Remove the check mark from the <b>Select</b> check box associated with a transaction to exclude the transaction from the <b>GL Adjustments Subtotal</b> amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.</p> |

| <b>Field or Control</b>              | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unbooked Deposits</b>             | <p>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.</p> <p>Click the <b>Unbooked Deposits</b> icon to access the Unbooked Deposits page (BNK_BTBTB_DET_SEC), where you can review transaction details, and specify which unbooked deposit transactions to include in the general ledger subtotal amount.</p> <p>The transactions are automatically selected. Remove the check mark from the <b>Select</b> check box associated with a transaction to exclude the transaction from the <b>GL Adjustments Subtotal</b> amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.</p>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Bank Adjustments</b>              | <p>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.</p> <p>The displayed total includes:</p> <ul style="list-style-type: none"> <li>Any unreconciled bank statement transaction that has a Bank Adjustment (BA) reconciliation transaction code.</li> <li>Any unreconciled bank statement transaction that is not categorized in the <b>Unbooked Fees and Interest</b>, <b>Unbooked Payments</b>, or <b>Unbooked Deposits</b> totals.</li> </ul> <p>Click the <b>Bank Adjustments</b> icon to access the Bank Adjustments page (BNK_BTBTB_DET_SEC), where you can review transaction details, and specify which bank adjustments to include in the general ledger subtotal amount.</p> <p>The transactions are automatically selected. Deselect the <b>Select</b> check box associated with a transaction to exclude the transaction from the <b>GL Adjustments Subtotal</b> amount on the Book to Bank Reconciliation Details page, and from the book to bank reconciliation calculations.</p> |
| <b>GL Adjustments Subtotal</b>       | Displays the total of the values in the <b>Unbooked Fees and Interest</b> , <b>Unbooked Payments</b> , <b>Unbooked Deposits</b> , and <b>Bank Adjustments</b> fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Total Adjusted Ledger Balance</b> | Displays the sum of the values in the <b>Ledger Balance</b> and <b>GL Adjustments Subtotal</b> fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| <b>Field or Control</b>        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Book to Bank Difference</b> | <p>Displays the sum of the values in the <b>Total Adjusted Bank Balance</b> and <b>Total Adjusted Ledger Balance</b> fields.</p> <p>Click the <b>Book to Bank Notes</b> icon to access the Book to Bank Notes page (BNK_BTBTB_FREEFORM), where you can add comments.</p>                                                                                                                                                                                                                                                                                                                                        |
| <b>Confirm</b>                 | <p>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 <b>Status</b> 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 <i>Confirmed</i>. This prevents other users from editing this particular reconciled statement.</p> <hr/> <p><b>Note:</b> You should carefully analyze your book to bank reconciliation results before confirming a statement.</p> <hr/> |
| <b>Report</b>                  | <p>Click this button to generate the Book to Bank Reconciliation report.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Return to previous page</b> | Click to access the Book to Bank Reconcile page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Event Log</b>               | 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\_BTBTB\_REC\_MGR) to override the book to bank status Confirmed for a given bank statement.

Navigation:

**Banking > Reconcile Statements > Override Book to Bank Status**



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.

**Override Book to Bank Status**

**Search Parameters**

|                                |                                     |                                           |                                       |                      |
|--------------------------------|-------------------------------------|-------------------------------------------|---------------------------------------|----------------------|
| *External Bank ID<br>121000358 | *Bank Account #<br>05567-07140      | Bank Currency<br>USD                      | Business Unit<br>US001                | Base Currency<br>USD |
| Primary Ledger<br>LOCAL        | Fiscal Year<br><input type="text"/> | Accounting Period<br><input type="text"/> | <input type="button" value="Search"/> |                      |

**Available Accounting Periods** Personalize | Find | View All | First 1 of 1 Last

| Fiscal Year | Accounting Period | Statement ID | Statement Date | Status    | New Status           | User ID | DateTime          |
|-------------|-------------------|--------------|----------------|-----------|----------------------|---------|-------------------|
| 2007        | 12                | 2            | 12/31/2007     | Confirmed | <input type="text"/> | 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

| Field or Control  | Description                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 <b>Status</b> for the book to bank reconciliation statement is either <i>Calculating</i> or <i>Confirmed</i>.</p> <p>If the current <b>Status</b> field contains value of either <i>New</i> or <i>Awaiting Confirmation</i>, the <b>New Status</b> 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><i>Field or Control</i></b> | <b><i>Description</i></b>                                                                                                                                                                                                                                                                                  |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date Time</b>               | <p>Displays the date and time the status was changed.</p> <hr/> <p><b>Note:</b> You can click the <b>Event Log</b> 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

---

## Understanding Letters of Credit

Use letters of credit to:

- Protect against buyer risk.

If the buyer is of unknown creditworthiness, then the seller has the security of the bank's payment undertaking.

- Protect against country risk.

The buyer may be willing and able to pay, but economic or political conditions in the buyer's country may prevent or delay payment. In these situations, a confirmed letter of credit is necessary. A bank in the seller's country will (for a fee) add its own payment undertaking to that of the issuing bank.

- Meet mandatory requirements.

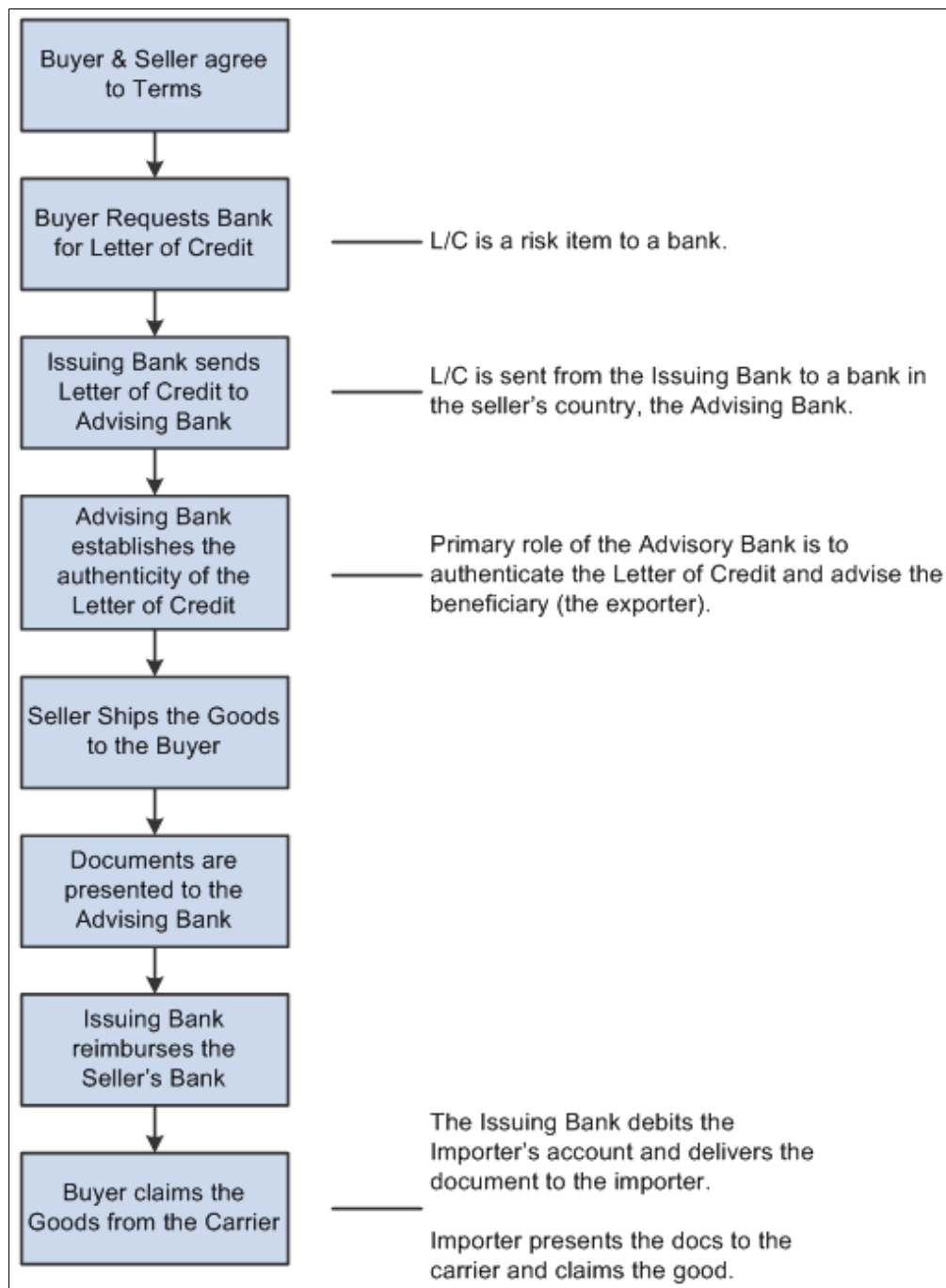
Letters of credit are also used as part of exchange control or import control regimes operating in the buyer's country.

## Prerequisites

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

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

This diagram shows the letter of credit process between the buyer, seller, the buyer's issuing bank, and the seller's advising bank. 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>Field or Control</b>                                                     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Amend Nbr</b> (amendment number)                                         | 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</b> (bank letter of credit number)                       | 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</b> (letter of credit type)                                     | Indicates the kind of letter of credit that a bank issued. Values are: <i>Back to Back</i> , <i>Deferred Payment</i> , <i>Government</i> , <i>Other</i> , <i>Red Clause</i> , <i>Revolving</i> , <i>Standby</i> , <i>Transferable</i> , or <i>Traveler's</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Letter of Credit Status</b>                                              | <p>Select a value:</p> <p><i>Cancelled</i>: One or both parties have canceled the letter of credit.</p> <p><i>Expired</i>: The letter of credit is expired.</p> <p><i>Incorporated into Another L/C</i>: The letter of credit is incorporated into another letter of credit.</p> <p><i>Open</i>: The letter of credit is open and active.</p> <p><i>Open But Past Expiration</i>: The letter of credit is past the expiration date, but is still open by agreement between both parties.</p> <p><i>Request Made to Issuing Bank</i>: The letter of credit has been requested by the buyer to his or her bank.</p> <p><i>Requested By Internal Unit</i>: An internal unit has requested the letter of credit.</p> |
| <b>Container Shipment, Partial Shipment, Air Shipment, and Transhipment</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>Field or Control</b>          | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Letter of Credit Document</b> | <p>Select a value:</p> <p><i>Air Insurance:</i> Insurance for shipping goods by air.</p> <p><i>Airway Bill:</i> Bill of lading for shipping goods by air.</p> <p><i>Bill of Lading:</i> Generic bill of lading for any shipping purpose.</p> <p><i>Certificate of Origin:</i> Document certifying a good's country of origin.</p> <p><i>Commercial Invoice:</i> A commercial invoice.</p> <p><i>Customs Documents:</i> Document for processing goods through a country's custom agency.</p> <p><i>Marine Insurance:</i> Insurance for shipping overseas.</p> <p><i>Ocean Bill of Lading:</i> Bill of lading for shipping goods overseas.</p> <p><i>Railroad Bill of Lading:</i> Bill of lading for shipping goods by rail.</p> <p><i>Special Customs Invoice:</i> A special customs invoice.</p> <p><i>Truck Bill of Lading:</i> Bill of lading for shipping goods by truck.</p> <p><i>War Risk Insurance:</i> Insurance for shipping goods through areas of war or political unrest.</p> |

## Entering and Amending Letters of Credit

### Pages Used to Enter and Amend Letters of Credit

| <b>Page Name</b>                                    | <b>Definition Name</b> | <b>Usage</b>                                                                                                     |
|-----------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------|
| <u>Letters of Credit - Import Information Page</u>  | LC_INFOIMPORT          | Enter data for a new import letter of credit or amend data for an existing letter of credit.                     |
| <u>Letters of Credit - Export Information Page</u>  | LC_INFOEXPORT          | Enter data for a new export letter of credit or amend data for an existing letter of credit.                     |
| <u>Letters of Credit - General Information Page</u> | LC_INFOADDL            | Capture information about the transportation that you use in importing or exporting and other contract features. |

| <b>Page Name</b>                            | <b>Definition Name</b> | <b>Usage</b>                                                                                                       |
|---------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------|
| <u>Letters of Credit - Description Page</u> | LC_INFOINST            | Capture special instructions and other qualitative data about letters of credit or business situations using them. |
| <u>Letters of Credit - Documents Page</u>   | LC_INFODOCS            | Capture data relevant to letters of credit documents.                                                              |
| <u>Letters of Credit - Amendments Page</u>  | LC_AMEND_PN            | View a display of information that is changed in the <b>Import Information</b> page.                               |

## Understanding Letters of Credit for Import and Export

The import and export letter of credit components look and work the same, with similar general information, description, documents, and amendments pages.

Use these components to do the following:

- Enter import or export information.
- Enter general information.
- Enter special instructions.
- Enter related documentation information.
- Amend a letter a credit.

## 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 > LOC for Import > Import Information**

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

| <b>Field or Control</b>                                  | <b>Description</b>                    |
|----------------------------------------------------------|---------------------------------------|
| <b>AP Business Unit</b> (accounts payable business unit) | Enter the Payables business unit.     |
| <b>Facility ID</b>                                       | Enter the counterparty ID.            |
| <b>Fees</b>                                              | Click to enter letter of credit fees. |

## Related Links

"Creating Fee Entries" (PeopleSoft 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 > LOC for Export > Export Information**

| <b>Field or Control</b> | <b>Description</b>         |
|-------------------------|----------------------------|
| <b>Customer</b>         | Enter the customer number. |



| <i>Field or Control</i>                | <i>Description</i>                        |
|----------------------------------------|-------------------------------------------|
| <b>Advising Bank</b>                   | Enter the advising bank.                  |
| <b>OM Unit</b> (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 > LOC for Import > General Information**
- **Banking > Letters of Credit > LOC for Export > General Information**

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.

| Import Information                                                                                                        | General Information | Description   | Documents     | Amendments |
|---------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|---------------|------------|
| Unit US001      L/C ID T3IMPLC1      Bank L/C # 00000000021                                                               |                     |               |               |            |
| <b>Transportation</b>                                                                                                     |                     |               |               |            |
| Container Shipment                                                                                                        |                     | Not Permitted | Air Shipment  |            |
|                                                                                                                           |                     |               | Not Permitted |            |
| Partial Shipment                                                                                                          |                     | Not Permitted | Transshipment |            |
|                                                                                                                           |                     |               | Not Permitted |            |
|                                                                                                                           |                     |               | Advise By     |            |
|                                                                                                                           |                     |               | Airmail       |            |
| <b>Other Features</b>                                                                                                     |                     |               |               |            |
| <input type="checkbox"/> Extendable Contract <input type="checkbox"/> Revocable <input type="checkbox"/> Credit Confirmed |                     |               |               |            |
| <b>PeopleSoft References</b>                                                                                              |                     |               |               |            |
| PO Unit <input type="text" value="US001"/>                                                                                |                     |               |               |            |
| PO Number <input type="text" value="0000000010"/>                                                                         |                     |               |               |            |

## Import Letter of Credit

| <i>Field or Control</i> | <i>Description</i>                          |
|-------------------------|---------------------------------------------|
| <b>Purchase Order</b>   | Enter the associated purchase order number. |

## Export Letter of Credit

| <i>Field or Control</i>                      | <i>Description</i>                                                    |
|----------------------------------------------|-----------------------------------------------------------------------|
| <b>Purchase Order</b>                        | Enter the purchase order number and associated order number.          |
| <b>Customer PO</b> (customer purchase order) | You can also reference the associated customer purchase order number. |

## Letters of Credit - Description Page

Use the Letters of Credit - Description page (LC\_INFOINST) to capture special instructions and other qualitative data about letters of credit or business situations using them.

Navigation:

- **Banking >Letters of Credit >LOC for Import >Description**
- **Banking >Letters of Credit >LOC for Export >Description**

## 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 > LOC for Import > Documents**
- **Banking > Letters of Credit > LOC for Export > Documents**

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                                           |                     |                                     |                                     |                 |
| <b>Document Tracking</b> Personalize   Find   View All   [Print]   [Refresh]      First 1-2 of 2 Last |                     |                                     |                                     |                 |
| Letter of Credit Document                                                                             | Copies              | Required                            | Submitted                           | Approval Status |
| Certificate of Origin                                                                                 | 2                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Approved        |
| Ocean Bill of Lading                                                                                  | 5                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Pending         |
|                                                                                                       |                     |                                     |                                     | Approval Date   |
|                                                                                                       |                     |                                     |                                     | 08/04/2009      |

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 > LOC for Import > Amendments**
- **Banking > Letters of Credit > LOC for Export > Amendments**

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 InformationGeneral InformationDescriptionDocumentsAmendments

Unit US001L/C ID T3IMPLC1Bank L/C # 00000000021

Amendment HistoryPersonalizeFindView All1-2 of 2FirstLast

| 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 LOC for Import or LOC for Export components.

| Field or Control | Description                                        |
|------------------|----------------------------------------------------|
| Amended          | Enter the amended field name.                      |
| Before           | Enter the original field value prior to amendment. |
| After            | Enter the amended field value.                     |
| Date             | Enter the amendment approval date.                 |

## Managing Letters of Credit

This topic discusses how to view summary information and manage letters of credit information.

## Page Used to Manage Letters of Credit

| <b>Page Name</b>                      | <b>Definition Name</b> | <b>Usage</b>                                                                         |
|---------------------------------------|------------------------|--------------------------------------------------------------------------------------|
| <u>Letters of Credit Summary Page</u> | LC_INQUIRY             | Search, manage, and add import and export letters of credit from a central location. |

## Letters of Credit Summary Page

Use the Letters 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 > LOC Summary**

Enter search parameters and click **Search**. All applicable results appear in the **Letters of Credit Summary** grid.

| <b>Field or Control</b>                             | <b>Description</b>                                                      |
|-----------------------------------------------------|-------------------------------------------------------------------------|
| <b>L/C ID</b> (letter of credit ID)                 | Click to access the specified letter of credit.                         |
| <b>Add Import L/C</b> (add import letter of credit) | Click to access the Import L/C page and add an import letter of credit. |
| <b>Add Export L/C</b> (add export letter of credit) | Click to access the Export L/C page and add an export letter of credit. |

# 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                          |

| <b>Information Type</b> | <b>Description</b>                  |
|-------------------------|-------------------------------------|
| Role                    | None                                |
| Target View Page        | Recon Exceptions page (TR_BNK_EXCP) |

## Facility Review

This section discusses the Facility Review workflow.

### Description

| <b>Information Type</b> | <b>Description</b>                                                                                                          |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 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<br>Email                                                                                                           |
| Active or Inactive      | Active                                                                                                                      |

### Workflow Objects

| <b>Information Type</b> | <b>Description</b>                                                 |
|-------------------------|--------------------------------------------------------------------|
| Approval Rule Set       | None                                                               |
| Business Process        | Managing Banks and Counterparties (TR_MANAGE_BANKS_COUNTERPARTIES) |
| Activity Guide          | Monitor Counterparty Facilities                                    |
| Role                    | None                                                               |

## Chapter 18

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

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