

## 9.2 Import Bank Statements

**Purpose:** Use this document as a reference for importing bank statements in ctcLink.

**Audience:** Settlement Manager, GL Accountant.

❗ To import bank statements, you will need **Financial Gateway** access.

In the past, getting this access was provided by the SBCTC. Now **Financial Gateway** access is granted by your college's local security administrator. If there are problems, please feel free to have the employee's supervisor submit a ticket to the Cash Management and Treasury module Functional Analyst.

The importing of bank statement information is an integral part of the reconciliation and bank statement accounting. The system processes previous day statements that are used for reconciliation and accounting.

## Import Bank Statements

**Navigation:** Banking > Bank Statements > Import Bank Statements

1. On the **Import Bank Statements** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
  - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA040-BANK-IMPORT (College, Process).
3. On the **Import Bank Statements** page, select 'File' from the **Import Type** drop-down list.
4. Enter the complete file path location in the **File Path** field.



Note: Every college has different file path. If you do not know your bank statement file path, please consult Finance Functional Support team. For information how to submit a service desk ticket, please see QRG [How to submit a ctcLink support ticket](#).

As an example, the file path will look like: **/FSIN/I-019\_AcctRecon/WAXXX/BofA/Data/**

5. Select the specific **File Name** to import and select **Select File**. If you want to import multiple files based on extension, leave this file blank.
6. As an example, here we select a specific file and choose the **Select file** button.
7. A **File list** window will pop up; select the file to process.



**Note:** You will see only one file if you are importing the bank statement file daily.

Import Bank Statements

Run Control ID bank\_import Report Manager Process Monitor Run

Parameters ? Find View All First 1 of 1 Last

\*Request Number 1

\*Import Type File

File Location

File Path /FSIN/I-019\_AcctRecon/WAXXX/BofA/Data/

File Name

\*Statement Type Previous Day

\*Layout View

Advanced Options

Layout Properties

Property Code Value

File List

File Path /FSIN/I-019\_AcctRecon/WAXXX/BofA/Data/

File List Personalize Find View All First 1-2 of 2 Last

File Path	File Name
WAXXX_BOFA_BAI_PDR_180307100108	

Return

8. Select **"Previous Day"** from the **Statement Type** drop-down list.
9. Select the file layout of the bank statement file being imported in the **Layout** field. In most cases, this will be **BAI2**.
10. Expand **Advanced Options** section of the **Import Bank Statement** page, to enter post processing file options:
  - Select **"Move"** from the **Post Process File Action** drop-down list.
  - Enter a file path to the directory to which the **Post Process File Directory** file will be copied or moved if either option is selected as the post process file action.



**Note:** Every college has different file path. If you do not know your bank statement file path, please consult Finance Functional Support team. For information how to submit a service desk ticket, please see QRG [How to submit a ctcLink support ticket](#).

As an example, the file path will look like: **/FSIN/I-019\_AcctRecon/WAXXX/BofA/Archive/**.

11. Select **Save** to save the run control page to use next time.



**Note:** If you are reusing the same control next time, make sure you select the different file or file name should be blank; otherwise you will get **duplicate** statement loading errors. In addition, if there is no bank statement file available to process, you will also get a **warning/error**. See step 20.

12. Select the **Run** button.

The screenshot shows the 'Import Bank Statements' form. The 'Run' button is highlighted in red. The 'Parameters' section includes fields for \*Request Number (1), \*Import Type (File), File Location (/FSIN/I-019\_AcctRecon/WA170/BofA/Data/), File Name (WA170\_BOFA\_BAI\_PDR\_180307100108), \*Statement Type (Previous Day), and \*Layout (BAI2). The 'Advanced Options' section includes Encryption Profile, \*Post Process File Action (Move), and Post Process File Directory (/FSIN/I-019\_AcctRecon/WA170/BofA/Archive/). The 'Layout Properties' table shows Property Code, Allowed Values, and Value for BNK\_ID\_LOCATION (02) and CODE\_MAP\_GROUP (BAI2). The 'Save' button is highlighted in red.

Property Code	Allowed Values	Value
BNK_ID_LOCATION		02
CODE_MAP_GROUP	<input checked="" type="checkbox"/>	BAI2

**Import Bank Statements**

Run Control ID: bank\_import      Report Manager      Process Monitor      **Run**

Parameters ①

\*Request Number: 1

\*Import Type: File

File Location

File Path: /FSIN/i-019\_AccRecon/WA170/BofA/Data/

File Name: WA170\_BOFA\_BAI\_PDR\_180307100108

\*Statement Type: Previous Day

\*Layout: BAI2

Advanced Options

Encryption Profile:

\*Post Process File Action: Move

Post Process File Directory: /FSIN/i-019\_AccRecon/WA170/BofA/Archive/

Layout Properties

Property Code	Allowed Values	Value
BNK_ID_LOCATION		02
CODE_MAP_GROUP		BAI2

Review Bank Statement Files

**Save**    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display

13. A **Process Scheduler Request** window will pop up. Select **OK**.
14. A **Process Instance** number appears. This number helps you identify the process you have run when you check the status.
15. Select the **Process Monitor** link. Use the **Process List** page to view the status of submitted process requests.
16. Select **Refresh** until **both** the process status (**IMPORT\_FILES** and **TR\_BSP\_LOAD**) says **Success** or **Warning/Error**. If you do not see both processes, there must be some problem. Check step 20.

**Process List**    Server List

**View Process Request For**

User ID: CTC\_SBIHARI    Type:    Last:    10 Days    **Refresh**

Server:    Name:    Instance From:    Instance To:    Run Status:    Distribution Status:    ☒ Save On Refresh

**Process List**    Personalize | Find | View All | 1-26 of 26 | First | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	381698		Application Engine	IMPORT_FILES	CTC_SBIHARI	02/14/2019 12:29:35PM PST	<b>Queued</b>	N/A	<a href="#">Details</a>

**Note:** In order to load the bank statement in PeopleSoft:

1. Both process **IMPORT\_FILES** and **TR\_BSP\_LOAD** must be completed with Success.

2. Select the **Detail** link. A Process Detail window will pop up.
3. Select the **Message Log** link to open the message log window.
4. You will see **Statement XXXX loaded**.

The screenshot displays the PeopleSoft Process List and Message Log interface. The Process List table shows a process with Run Status 'Success' (highlighted with a red box and number 1). The 'Details' link (highlighted with a red box and number 2) is clicked, opening the Process Detail window. In the Process Detail window, the 'Message Log' link (highlighted with a red box and number 3) is clicked, opening the Message Log window. The Message Log window shows a log entry at 12:35:42PM with the text 'Loading Statement 1354' and 'Statement 1354 Loaded.' (highlighted with a red box and number 4).

17. If bank statement load process completed successfully, then the existing statement file will be copied to the applicable folder as mentioned above.
18. If TR\_BSP\_LOAD process completed with **Warning/Error**, it means the statement file is not loaded into PeopleSoft. You can check the reason for failure.

The screenshot displays the 'Process List' and 'Message Log' sections of a software interface. In the 'Process List', the process 'TR\_BSP\_LOAD' is highlighted with a 'Warning' status (marked with a red '1'). The 'Message Log' for this process shows a message at 12:18:54PM stating 'Statement 1353 was not loaded because it is a duplicate' (marked with a red '4'). The 'Process Detail' pane shows the process is a 'Bank Statement Load' with a 'Warning' status. The 'Run' section shows the process was created on 02/14/2019 at 12:18:41PM PST and began at 12:18:54PM PST. The 'Actions' section includes 'Message Log' (marked with a red '3').

19. In case there is no statement file available to process then you will not see TR\_BSP\_LOAD process. You will only see IMPORT\_FILES with Success. It really means it has some error. To find the detail about the error, select the **Detail** link, then select the **Message Log** link.

The screenshot displays the 'Process List' and 'Message Log' sections of a software interface. In the 'Process List', the process 'IMPORT\_FILES' is highlighted with a 'Success' status (marked with a red '1'). The 'Message Log' for this process shows a message at 2:00:23PM stating '0 File(s) to process' (marked with a red '4'). The 'Process Detail' pane shows the process is an 'Import Files' with a 'Success' status. The 'Run' section shows the process was created on 02/14/2019 at 2:00:09PM PST and began at 2:00:23PM PST. The 'Actions' section includes 'Message Log' (marked with a red '3').

20. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video. - ***coming soon!***

## Video Tutorial Via Panopto

View the external link to Import Bank Statements. This link will open in a new tab/window. - ***coming soon!***