

9.2 Entering Bank Statements


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


Audience: Settlement Manager, GL Accountant

 You must have at least one of these local college managed security roles:

- ZD Treasury Inquiry
- ZZ Treasury Bank Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 This page is primarily used for infrequent transaction accounts. Specifically, accounts where you do not receive a **BAI2**-formatted file. This page allows you to 'manually' enter these kind of account statements. Use the "Add a New Value" tab. If you do not receive bank statements electronically from the bank, you use this page to manually enter bank statement information online.

 This page can also be used to modify existing Bank Statements.

Entering Bank Statements

Navigation: NavBar > Navigator > Banking > Bank Statements > Enter Bank Statements

1. The **Enter Bank Statements** search page displays. Select the **Add a New Value** tab.
2. Enter **External Bank ID**.
3. Enter **Bank Account#**.
4. Select **Add**.

 Leave **Statement ID** 'blank' or '0'.

Enter Bank Statements

[Find an Existing Value](#) [Add a New Value](#)

External Bank ID

12500

Bank Account #

0000

Statement ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)



OR follow the steps below for finding existing bank statement values.

1. The **Enter Bank Statements** search page displays.
2. Enter **External Bank ID**.
3. Enter additional **Search Criteria** to identify your statement.
4. Select **Search**.

Manager Self Service
Enter Bank Statements

Enter Bank Statements

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼
Search Criteria

External Bank ID
=
▼
999999955
Q

Bank Account #
begins with
▼
Q

Statement ID
=
▼
91

As Of Date
=
▼

Search
Clear
Basic Search
Save Search Criteria

5. The **Bank Balance Entry** tab displays.
6. The **Bank Balances** tab contains the bank balances details:
 - **Statement Code** – Determines the type of balance that is being entered. The system uses these balances for various bank features and processes, such as the cash position worksheet.
 - **Balance** – Enter the total amount of funds that are available on the specified value date.
7. Select the **Funds Availability** tab.

Bank Balance Entry

Bank Transaction Entry

Bank ID 999999105

Account # 9990535

Statement ID 18298

Statement Date 11/01/2022

Status Ready

Currency USD

Load Date/Time 11/07/2022 12:03:53PM

Creation Date 11/02/2022

File ID 1

Bank Balances

Bank Balances

Funds Availability

Statement Code	Description	Value Date	Balance		
015	Closing Ledger	11/01/2022	43.42	+	-
040	Opening Available	11/01/2022	43.42	+	-
045	Closing Available	11/01/2022	43.42	+	-
072	1-Day Float	11/01/2022	0.00	+	-
074	2 or More Days Float	11/01/2022	0.00	+	-
075	3 or More Days Float	11/01/2022	0.00	+	-
087	Target Balance Deficiency	11/01/2022	43.42	+	-
088	Total Funding Requirement	11/01/2022	0.00	+	-
100	Total Credits	11/01/2022	0.02	+	-

8. The **Funds Availability** tab displays:

- **Available Balance** – Displays the portion of the balance amount that is immediately available for use. Differences between the balance and available balance amounts are generally due to deposits (credits) that have not yet cleared the bank.
- **One Day Float** – Stores the one-day float information that is provided by you or the bank.
- **Two + Day Float** (two or more day float) – Stores the two (or more) day float information that is provided by you or the bank.

9. Select the **Bank Transaction Entry** tab.

Bank Balance Entry

Bank Transaction Entry

Bank ID

999999105

Account #

99905

Statement ID

18298

Statement Date

11/01/2022

Status

Ready

Load Date/Time

11/07/2022 12:03:53PM

Creation Date

11/02/2022

File ID

1

Bank Balances

Bank Balances

Funds Availability

Available Balance	One Day Float	Two+ Days Float		
0.00	0.00	0.00	+	-
0.00	0.00	0.00	+	-
0.00	0.00	0.00	+	-
0.00	0.00	0.00	+	-

10. The **Bank Transaction Entry** tab displays.

11. The **Transaction Information** tab displays the bank transaction details:

- **Statement Code** – Select a statement code to indicate if the transaction is a debit or a credit. This value determines the default transaction code and statement activity type that is on the Recon Information grid.
- **Reference** – Enter a transaction reference number.
- **Bank Date** – Select the entry date of the transaction. The default is the statement date.
- **Funds Availability** – Click this icon to enter available funds information for bank deposit transactions.
- **Value Date** – Enter the date that the bank recorded the transaction. The default is the statement date.

12. Select the **Recon Information** tab.

Bank Balance Entry

Bank Transaction Entry

Bank ID 999999105

Account # 9990

Statement ID 18298

Statement Date 11/01/2022

Load Date/Time 11/07/2022 12:03:53PM

Creation Date 11/02/2022

Status Ready

Currency USD

File ID 1

1-5 of 5

View100

Bank Transactions

Transaction Information

Recon Information

Addenda Information

Statement Code	Description	Reference	Bank Date	Transaction Amount	Funds Availability	Value Date		
169	Miscellaneous ACH Credit	896234	11/01/2022	0.01		11/01/2022	+	-
469	Miscellaneous ACH Debit	015701	11/01/2022			11/01/2022	+	-
475	Check Paid	000000	11/01/2022			11/01/2022	+	-
495	Outgoing Money Transfer		11/01/2022	-0.02		11/01/2022	+	-
699	Miscellaneous Debit		11/01/2022			11/01/2022	+	-

Event Log

Save

Return to Search

Previous In List

Next In List

Notify

Refresh

Add

Update/Display

13. The **Recon Information** tab displays.

- **Trans Code**– Identifies the type of transaction in a bank statement; such as bill orders, deposits, direct debits, drafts, fees, payments, receipts, and voided transactions. The most commonly used transaction values are:
 - **ACH**: Automatic Clearing House
 - **Check**
 - **Man Check**: Manual check
 - **Misc**: Miscellaneous
- **Reconciliation Status**– Select a status for the transactions. If you import this statement data, the system initially sets the row to "Unreconciled". If you then run the Cash Management Bank Statement Accounting process, it reconciles those specific transactions that match predefined rules and changes their status to "Reconciled".
- **Activity Type**– Select a statement activity type. This identifies a transaction to be processed by a specific accounting template.

14. Select the **Addenda Information** tab.

Bank Transactions						
<div> <div>Transaction Information</div> <div>Recon Information</div> <div>Addenda Information</div> </div> <div>1-5 of 5</div>						
Statement Code	Description	Reference	Trans Code	Reconciliation Status	Activity Type	
169	Miscellaneous ACH Credit	896234	(Invalid Value)	Unreconciled	MISC	+
469	Miscellaneous ACH Debit	015701	(Invalid Value)	Unreconciled	MISC	+
475	Check Paid	000000	Check	Reconciled	MISC	+
495	Outgoing Money Transfer		Wire - Disbursement	Unreconciled	MISC	+
699	Miscellaneous Debit		(Invalid Value)	Unreconciled	MISC	+

15. The **Addenda Information** tab displays.
- **Addenda** can store up to 254 characters, and each value in the **Seq No** 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. You can also view this information in the **Expanded Addenda** field, by using the scroll arrows.
16. Select **Expanded Addenda**.

Bank Transactions						
<div> <div>Transaction Information</div> <div>Recon Information</div> <div>Addenda Information</div> </div> <div>1-5 of 5</div>						
Statement Code	Description	Reference	Addenda	Expanded Addenda		
169	Miscellaneous ACH Credit	896234	ENTRY DESCRIPTION: DEPOSIT	Expanded Addenda	+	-
469	Miscellaneous ACH Debit	015701	ENTRY DESCRIPTION: FEES	Expanded Addenda	+	-
475	Check Paid	000000		Expanded Addenda	+	-
495	Outgoing Money Transfer		PAR NUMBER: 2211010	Expanded Addenda	+	-
699	Miscellaneous Debit		MERCH 9503 BOTHELL	Expanded Addenda	+	-

17. The **Bank Addenda Details** window displays.
18. The **Addenda** field displays bank-transmitted comments.
19. Select **OK**.

Bank Addenda Details

Bank ID 999999105

Account # 99905

Reference 8962

Trans Code

Bank Date 11/01/2022

Activity MISC

Amount 0.01

Currency USD

Addenda

ENTRY DESCRIPTION: DEPOSIT COMPANY ID: COMPANY NAME: KEY
MERCHANT SVS SEC CODE: CCDCOMPANY DISCRETIONARY DATA: 1-800-304-
(
(
(

OK

Cancel

Refresh

Help

20. Process complete.