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.

ℹ️ 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   1250███████ 🔍

Bank Account #   0000███████ 🔍

Statement ID [ ]

Add

Find an Existing Value | Add a New Value

ℹ️   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**.

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.

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.

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.

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.

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.**

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

20. Process complete.