

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.

The screenshot displays the 'Import Bank Statements' application. The main window has a title bar 'Import Bank Statements' and a 'Run' button. Below the title bar, there are 'Report Manager' and 'Process Monitor' links. The 'Parameters' section includes fields for 'Request Number' (1), 'Import Type' (File), 'File Location', 'File Path' (/FSIN/I-019_AcctRecon/WAXXX/BofA/Data/), 'File Name', 'Statement Type' (Previous Day), and 'Layout'. The 'Advanced Options' section is expanded, showing 'Layout Properties' with columns for 'Property Code' and 'Value'. A 'File List' dialog box is open, showing a table with one file entry: 'WA[REDACTED]_BOFA_BAI_PDR_180307100108'. The 'Return' button is visible at the bottom of the dialog.

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.

Import Bank Statements

Run Control ID: bank_import | Report Manager | Process Monitor | **Run**

Parameters ① | 1 of 1 | View All

*Request Number: 1

*Import Type: File

File Location

File Path: /FSIN/I-019_AcctRecon/WA170/BofA/Data/

File Name: WA170_BOFA_BAI_PDR_180307100108

*Statement Type: Previous Day

*Layout: BAI2

Advanced Options

Encryption Profile: [Search]

Post Process File Action: Move

Post Process File Directory: /FSIN/I-019_AcctRecon/WA170/BofA/Archive/

Layout Properties

Property Code	Allowed Values	Value
BNK_ID_LOCATION		02
CODE_MAP_GROUP	BAI2	BAI2

Review Bank Statement Files

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

Import Bank Statements

Run Control ID: bank_import Report Manager Process Monitor **Run**

Parameters ① Search 1 of 1 View All

*Request Number: 1

*Import Type: File

File Location

File Path: /FSIN/019_AcctRecon/WA170/BofA/Data/

File Name: WA170_BOFA_BAI_PDR_180307100108

*Statement Type: Previous Day

*Layout: BAI2

Advanced Options

Encryption Profile: Use Integration Broker:

*Post Process File Action: Move

Post Process File Directory: /FSIN/019_AcctRecon/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 | First 1-26 of 26 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	Queued	N/A	Details

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 interface for managing processes. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with filters for User ID (CTC_SBIHARI), Type, Last, 10 Days, and a Refresh button. The main area is divided into three panes:

- Process List:** A table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run DateTime, Run Status, Distribution Status, and Details. The row for instance 381699 (Process Name: TR_BSP_LOAD) has 'Success' in the Run Status column and 'Posted' in the Distribution Status column. Red boxes highlight the 'Success' and 'Details' links.
- Process Detail:** A window for instance 381699, Type: Application Engine, Name: TR_BSP_LOAD, Description: Bank Statement Load Program. It shows 'Run Status: Success' and 'Distribution Status: Posted'. Below this are sections for 'Run' (Run Control ID, Location, Server, Recurrence) and 'Update Process' (Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content). At the bottom, there are 'Date/Time' and 'Actions' sections. The 'Message Log' link in the Actions section is highlighted with a red box.
- Message Log:** A window showing a log entry at 12:35:42PM: 'Statement 1354 Loaded.' The entry is highlighted with a red box.

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 a web application interface for managing processes. At the top, there are search filters for 'View Process Request For' including User ID (CTC_SBIHARI), Type, Last, 10 Days, and a Refresh button. Below this is a 'Process List' table with columns for Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row shows instance 381697 with a 'Warning' status. A 'Process Detail' panel is open for instance 381697, showing 'Process' information (Instance: 381697, Name: TR_BSP_LOAD, Run Status: Warning, Distribution Status: Posted) and 'Run' information (Run Control ID: TR_BSP_LOAD, Location: Server, Server: PSUNX). A 'Message Log' window is also open, showing a log entry at 12:18:54PM with the message: 'Statement 1353 was not loaded because it is a duplicate.' Red boxes and numbers 1-4 highlight these key elements.

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 same web application interface as above, but now showing a process with a 'Success' status. The 'Process List' table shows instance 381705 with a 'Success' status. The 'Process Detail' panel is open for instance 381705, showing 'Process' information (Instance: 381705, Name: IMPORT_FILES, Run Status: Success, Distribution Status: Posted) and 'Run' information (Run Control ID: bank_import, Location: Server, Server: PSUNX). The 'Message Log' window is open, showing a log entry at 2:00:23PM with the message: '0 File(s) to process.' Red boxes and numbers 1-4 highlight these key elements.

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!**