



North Dakota University System

Accounts Payable Bank Reconciliation (Automatic)

Training Manual

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BANK RECONCILIATION OVERVIEW

PeopleSoft Bank Reconciliation allows you to reconcile payments that have cleared your bank to disbursements created in PeopleSoft Accounts Payable. It helps ensure a timely reconciliation of General Ledger cash for your business unit.



STEP 1: DOWNLOAD STATEMENTS FROM BANK OF NORTH DAKOTA

Each campus will need to log into BND Direct and download the electronic accounts payable bank statement file. The file should be created and saved in .bai format. The file name should use the following naming convention:

Digits 1 – 4: Business Unit Name (ex. vcsu = Valley City)

Digits 5 – 6: Year (ex. 04 = 2004)

Digits 7 – 8: Month (ex. 02 = February)

Digits 9 – 16: GenAcct

For example, Valley City's downloaded file for the month of February, 2004 would be saved as:
vcsu0402GenAcct.bai

Note: A standard naming convention is needed in order to ensure that the correct files are being processed.

Reformat BAI File

Bank reconciliation files are retrieved in .BAI format. The .BAI files must be translated to a PeopleSoft Business Document (PSBD) in order to be loaded into PeopleSoft. The Reformat BAI File process does this by creating a copy of the .BAI file provided by the Bank of North Dakota or other bank, and saving the data in PSBD format.

Be sure to save the file to your PC after it has downloaded.


STEP 2: COPY BANK FILES TO THE SERVER

Your .bai file must be copied from your PC to the PeopleSoft Process Server in order to complete further processing.

Navigation: NDU Utilities & Interfaces > ND Attach to Process

Note: A migration request can be used to move the files if the File Attachment process is not available for use.

ND File Attachment Page


Click  to select a Run Control ID.

If you are running this process for the first time a new Run Control will need to be added.

This brings you to the **NDU Attachment** page.

File Attach to PRC Page

Click on  to Add an Attachment

If you have previously run this process you will need to click the  icon to delete the previous attachment from the Attach File field.


Click **Browse** button to begin the search for your bank file that was saved to your computer.

Double click to select your bank file

Click **Upload** button

File Attach to PRC

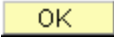
Enter **interfaces_state\inbound** into the Enter **path\filename to append to selected directory:**

fieldSelect the  **Developers.....(Psoft\Developers)** Radio Button

Click 

Click **Run** button

Process Scheduler Request Page

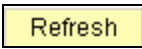
Click .

This will take you back to the *File Attach to PRC* page. There you will see that a Process Instance number has appeared.



Click the Process Monitor hyperlink.

Process List Tab


Click Refresh  until the status says "Success."

STEP 3: REFORMAT THE BANK FILE TO “.PSBD” FORMAT

This file will have to be translated into a PeopleSoft Business Document Format or PSBD. A PeopleSoft Business Document is a layout describing the fields that comprise the electronic banking file—including field name, type, length, format, short name, long name, and so on. You define a PeopleSoft Business Document with PeopleTools EDI Manager. The EDI Manager will use this information to verify that your bank file is loaded correctly.

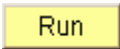
Navigation: Banking >NDU Reformat BAI File

Note: The file needs to be reformatted in order to be loaded into PeopleSoft. This process will create a copy of the .bai file and save it in .psbd format.

Click  to select a Run Control ID. If you are running this process for the first time a new Run Control may be needed.

BAI Filename and Path: Enter the full name of your file (Example: c:\psft\developers\Interfaces_State\Inbound\vcsu0402GenAcct.bai)

Click .


Click . This brings you to the Process Scheduler Request Page

Select **PSNT** as the **Server Name**

Select the checkbox next to **Reformat BAI to PSBD format** if it is not already checked.


AP – Bank Reconciliation

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Click . This will take you back to the NDU 0027 AP RunCtl Page. There you will see that a Process Instance number has appeared.



Click the [Process Monitor](#) hyperlink. This will bring you to the Process List page.

Click  until the status says "Success."

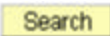
STEP 4: LOAD THE EDI FILE USING THE EDI MANAGER

Importing with EDI Manager

EDI manager is used to pick up the electronic statement and the inbound EC agent is run to load the statement into the staging tables Inbound map definition.

Navigation: PeopleTools>EDI Manager> onitor EDI Processing>Schedule Inbound EC Agent

Inbound EC Agent Page

Click  to return a list of existing Run Control ID's. A new Run Control will need to be added if you are running this process for the first time.

Select Run Control from Search Results. This brings you to the **Inbound EC Agent Page**.

The screenshot shows the 'Run Control Parameters' section with 'Run Control ID' set to 'INBOUND'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this are several configuration panels: 'Run Option' with radio buttons for 'File List Driven', 'Single File' (selected), and 'Single Instance'; 'Inbound Agent Parameters' with input fields for 'Single File Path' and 'Single File Name' (containing 'vcSU0402GenAcct.psbD'); 'Force Profile' with radio buttons for 'Do Not Force (998 or 999 in file)' (selected), 'Force with Map Information (998)', and 'Force with Partner Information (999)'; 'Inbound Agent Forced Parameters' (empty); and 'File Options' with checkboxes for 'Suppress Rowid' and 'Comma Separated Format'. At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

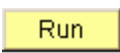
Run Option: Single File

Inbound Agent Parameters

Single File Path: c:\pssoft\developers\interfaces_state\inbound\

Single File Name: vcSU0402GenAcct.psbD

Click .

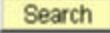
Click .

To view the status of the file load, go to the Business Document Summary page.

Business Document Summary

You can review the loading of our Business Documents from this page.

Navigation: PeopleTools > EDI Manager > View EDI Audit Trail > Business Document Summary

Click  to return a list of EC Business Document ID's. Your process should be the highest or very near the highest numbered process.


Select your process from the Search Results. This brings you to the Business Document Summary page.

Business Document Summary

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

Find an Existing Value

Search by: EC Business Document ID =

 [Advanced Search](#)

Search Results

[View All](#) [First](#)

EC Business Document ID	Inbound / Outbound Switch	Status	EC Inbound File Name
26	Inbound	Loaded	C:\TEMP\JB24.txt
25	Inbound	Not Found	C:\TEMP\JAB24.txt
24	Inbound	Loaded	C:\TEMP\EDI-layout8.txt
23	Inbound	Loaded	C:\TEMP\EDI-layout8.txt
22	Inbound	Loaded	C:\TEMP\JB24.txt
21	Inbound	Loaded	C:\TEMP\pratima24.txt
20	Inbound	Error	f:\procardtest2.txt


The **Status** should be "loaded."

STEP 5: LOAD STATEMENTS

Load the Bank Reconciliation Tables using TR_BSP_LOAD

Navigation: Banking > Banks Statements > Load Electronic Statements


Select your User ID if it does not default into the User ID field.


Click  to return a list of Run Control ID's. If this is the first time that you are running this process a new Run Control ID may be needed.



TR_BSP_LOAD should default in as the Program Name with an existing Run Control ID. If a new Run Control ID is created you will need to select TR_BSP_LOAD for the Program Name.



Electronic Statement Load page

Electronic Statement Load

User ID: dleland	Run Control ID: STMT_LOAD	
Program Name: TR_BSP_LOAD	BSP Transaction Loader	Process Monitor 

Process Frequency: <input type="text" value="Once"/>	Process Instance:
Market: <input type="text" value="U.S."/>	Process Origin: Other
As Of Date: <input type="text" value="05/26/2004"/> 	Status: Pending

Process Frequency: Once
Market: U.S. (default)
As Of Date: Current Date (default)

Click .

Click .

Process Scheduler Request Page

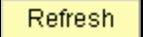
Click .

This will take you back to the Electronic Statement Load page. There you will see that a Process Instance number has appeared.



Click on the [Process Monitor](#) link.

Process List Tab

Click Refresh  until the status says "Success."

STEP 6: RECONCILE STATEMENTS USING AUTORECON

The Auto Recon Manager page is where you can manage your loaded bank statements.

Navigation: Banking>Reconcile Statements>Automatic Reconciliation

AutoRecon Manager

Search Criteria

Bank ID: Account #:
 From: Thru: Control ID:

Bank Statements								Customize Find View 100 First 1-25 of 120 Last
Select	Bank ID	Account #	Stmt ID	Load Date and Time	Trans	Reconciled	Cycle Status	
<input type="checkbox"/>	091300285	05-10-326	111	03/22/2004 4:08:05PM	3	0	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	110	03/22/2004 4:08:05PM	22	18	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	109	03/22/2004 4:08:05PM	19	15	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	108	03/22/2004 4:08:05PM	36	31	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	107	03/22/2004 4:08:05PM	22	18	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	106	03/22/2004 4:08:05PM	31	25	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	105	03/22/2004 4:08:05PM	31	28	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	104	03/22/2004 4:08:05PM	19	12	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	103	03/22/2004 4:08:05PM	45	38	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	102	03/22/2004 4:08:05PM	24	19	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	101	03/22/2004 4:08:05PM	38	34	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	98	03/22/2004 4:08:05PM	36	30	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	97	03/22/2004 4:08:05PM	26	24	Ready Exceptions	
<input type="checkbox"/>	091300285	05-10-326	96	03/22/2004 4:08:05PM	19	15	Ready Exceptions	

Select your values for the following fields:

- **Bank ID:**
- **Account #:**
- **From and Thru Dates:**
- **Run Control ID:**

Note: The From and Thru dates should be the first and last dates of the month for the statement that you are processing.

Bank Statements Section

The search will return a row with a unique Statement ID for each business day that had check clearing or funds transfer activity.

Click on the checkbox in the **Select** column for each Statement ID that you want to reconcile.

Click **Reconcile** button.

Click on to refresh the page and update the status of each Statement ID. You will need to reselect a Run Control ID in order to search.

Note: An Exceptions link will appear to the right side of the page for any rows with reconciliation exceptions.

Click on the [Exceptions](#) link to review reconciliation exceptions. This will bring you to the **AutoRecon Exceptions** page.



STEP 7: REVIEW THE EXCEPTIONS AND OVERRIDE THE EXCEPTIONS

Review the exceptions and determine if exceptions can be over-ridden.

Click checkbox if the exception can be over-ridden.

Click the **Recon** icon to complete the process

Click [Return to Automatic Reconciliation](#) link to return to AutoRecon Manager page.