Miami-Dade County

Cash Management: Entering Bank Statements

PURPOSE AND DESCRIPTION

Purpose

This document explains the procedure for entering bank statement manually and this in particular needed for the departments that do not have their bank statements automated. All Wells Fargo bank accounts are interfaced with the previous day bank statement. Once the bank statement is entered, it will be reconciled manually and subjected to the normal PeopleSoft processes.

Prerequisite
- Departments with bank accounts outside of Wells Fargo.
- Bank Statements are not imported automatically into INFORMS.
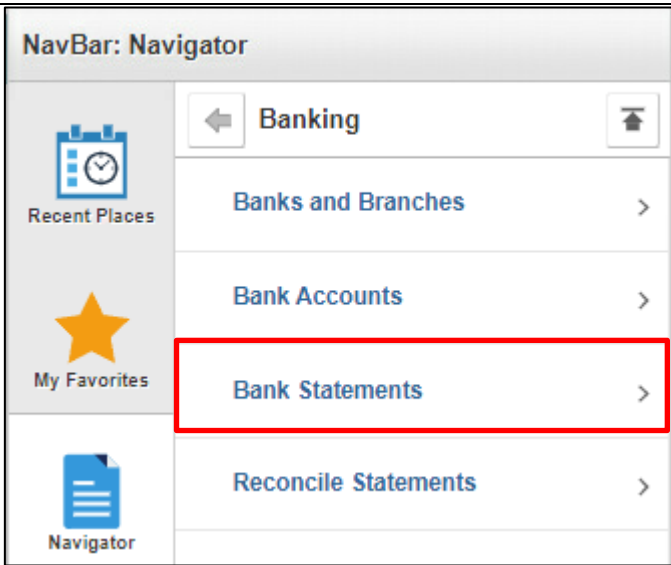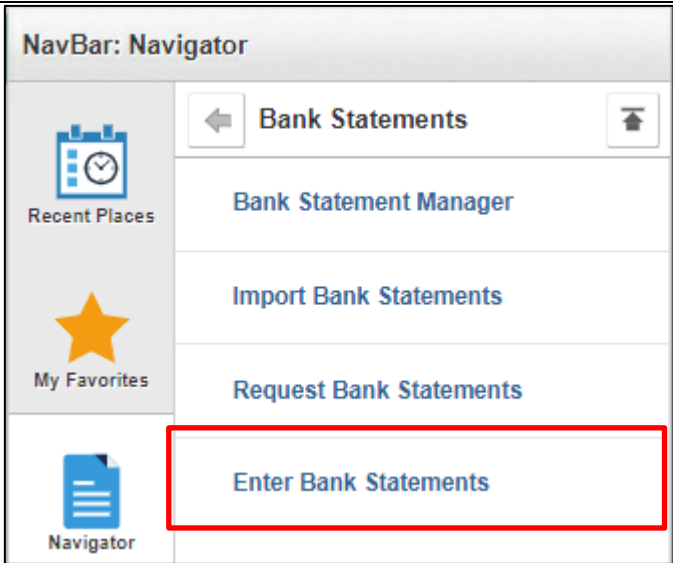
Description

The key topic involved in the Entering Bank Statements is:
- Topic 1: Entering Bank Statements manually. Once the statement is in the system, then please refer to other job aids regarding bank reconciliation and other aspects and processes.
- Users will enter bank statements manually for departments that do not have direct interface with Informs.

IMPORTANT: When entering a manual bank statement make sure to complete the entire bank statement and validate that the information entered is correct prior to selecting Save. If not then the statement will be locked and you must contact INFORMS support to delete the bank statement.
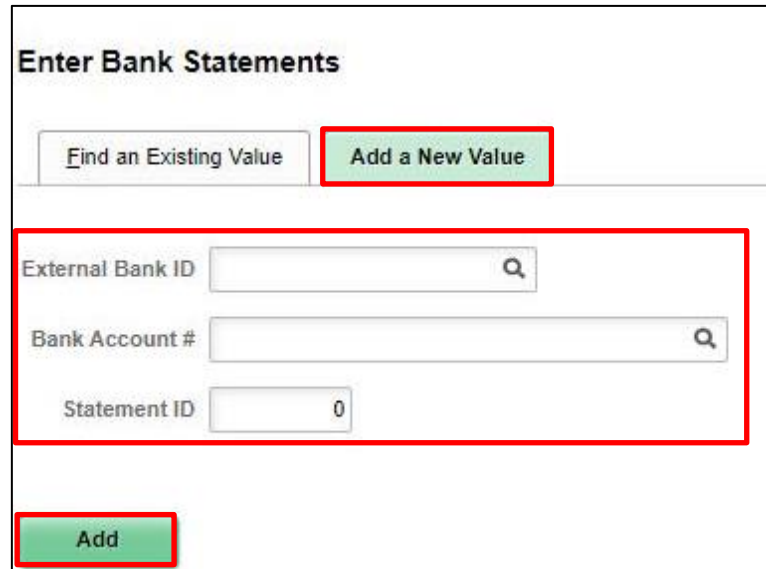
ENTERING BANK STATEMENTS MANUALLY

Step	Action
1.	Log into INFORMS.
2.	 Select the **Menu** [MENU] and under **NavBar: Navigator** select **Finance/Supply Chain (FSCM)**.
3.	 Select **Banking.**

4.	
	Select **Bank Statements**.
5.	
	Select **Enter Bank Statements**.

6.	**NOTE:** When entering a manual bank statement make sure to complete the entire bank statement and validate that the information entered is correct prior to selecting Save. If not then the statement will be locked and you must contact INFORMS support to delete the bank statement.
	Enter Bank Statements Find an Existing Value Add a New Value External Bank ID [🔍] Bank Account # [🔍] Statement ID [0] Add
	a) Select the **Add a New Value** tab. b) Enter the **External Bank ID, Bank Account #, Statement ID**. • The Statement ID is equal to your statement date. **NOTE:** only bank accounts in which the user has security will be displayed in the Bank Account # field. c) Select **Add.**

7.	
	NOTE: On the Bank Balance Entry tab, you enter the opening and closing ledgers of the bank statement. a) Enter the Opening Ledger ***Statement Code (010 for Opening Ledger)** b) On the **Value Date** field, enter the **date of opening ledger**. c) On the **Balance** field, enter the **opening balance.** d) Select the **Plus sign (+)** to add more lines.
8.	
	a) Enter the Closing Ledger ***Statement Code (015 for Closing Ledger)** b) Enter the **Value Date field,** enter the date of closing ledger. c) Enter the **Balance** field, enter the closing balance.

9.	

a) Select the **Bank Transaction Entry** tab.

NOTE: On this tab, you select a statement code which identifies the type of transaction in a bank statement such as bill orders, deposits, direct debits, drafts, fees, payments, receipts, and voided transactions.

b) Enter the **Statement Code**
- Statement Code (475) Disbursement Check
- Statement Code (174) Deposit

c) Enter the **Reference** number. Examples: Check # or Deposit #

d) Enter the **Bank Date.** The date of the transaction.

e) Enter the **Transaction Amount**.

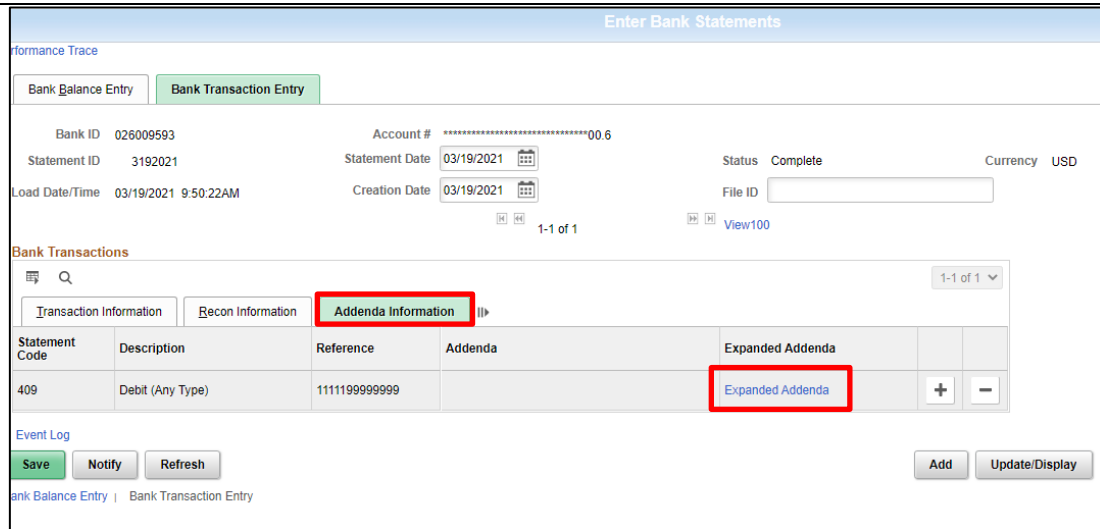f) Enter the **Value Date.** This is the same as the transaction date.

10.	

a) Select **the Recon Information** tab.

NOTE: Here, you can enter transaction codes like Check, ACH, or Deposit

11.	
	Optional Steps
	a) Select the **Addenda Information** tab.
	b) Select the **Expanded Addenda** hyperlink
12.	
	Select to access the **Bank Addenda Details** page and enter the addenda detail information that is transmitted from the bank for this item.
13.	End of process.