



## **Miami-Dade County**

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# Cash Management: Entering Bank Statements

## **PURPOSE AND DESCRIPTION**

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### **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**

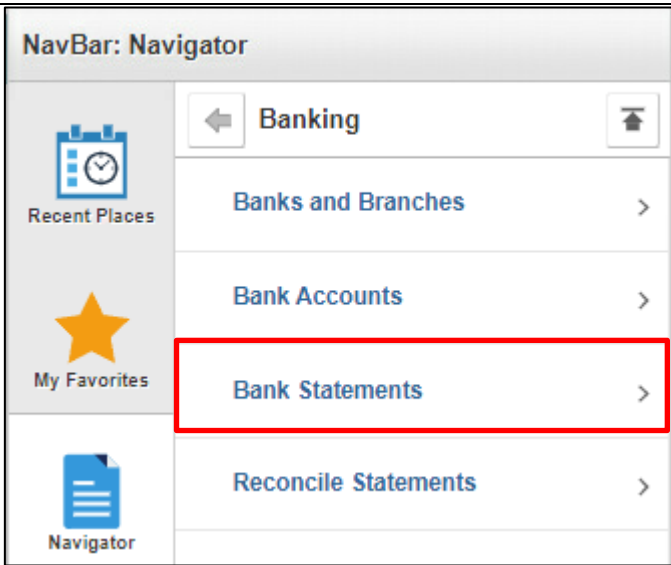
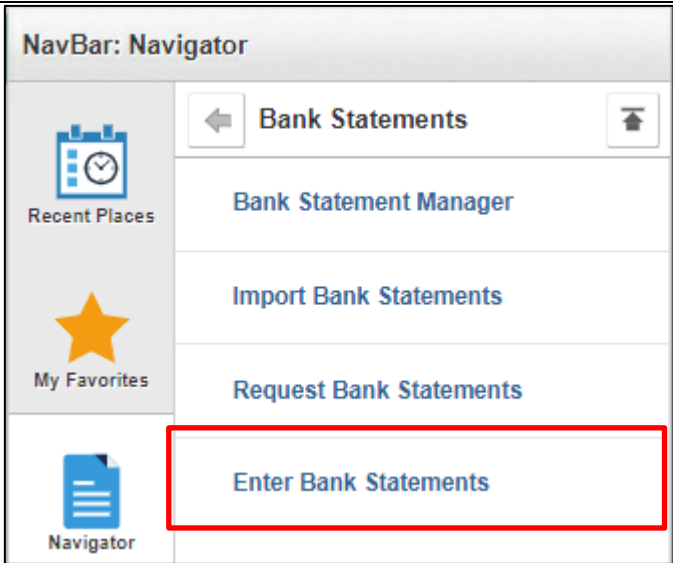
The key topic involved in the Entering Bank Statements is:

- 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.**

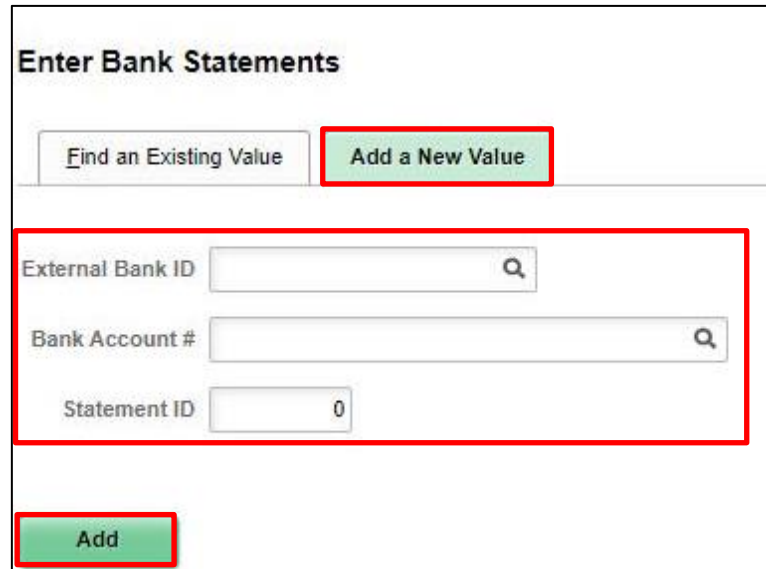
## ENTERING BANK STATEMENTS MANUALLY

Step	Action
1.	Log into INFORMS.
2.	<div data-bbox="581 396 1161 890">  <p>NavBar: Navigator</p> <ul style="list-style-type: none"> <li>Recent Places</li> <li>My Favorites</li> <li>Navigator</li> <li>Finance / Supply Chain (FSCM) &gt;</li> <li>Human Resources (HCM) &gt;</li> <li>PeopleTools &gt;</li> <li>My System Profile</li> </ul> </div> <p>Select the <b>Menu</b>  and under <b>NavBar: Navigator</b> select <b>Finance/Supply Chain (FSCM)</b>.</p>
3.	<div data-bbox="581 1003 1193 1556">  <p>NavBar: Navigator</p> <ul style="list-style-type: none"> <li>Recent Places</li> <li>My Favorites</li> <li>Navigator</li> <li>Finance / Supply Chain ...</li> <li>Asset Management &gt;</li> <li>IT Asset Management &gt;</li> <li>Banking &gt;</li> <li>Cash Management &gt;</li> <li>Deal Management &gt;</li> </ul> </div> <p>Select <b>Banking</b>.</p>

4.	 <p>Select <b>Bank Statements</b>.</p>
5.	 <p>Select <b>Enter Bank Statements</b>.</p>

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.



- 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.

Performance Trace

Bank ID 026009593 Account # \*\*\*\*\*00.6  
 Statement ID 3192021 Statement Date 03/19/2021 Status Ready Currency USD  
 Load Date/Time 03/19/2021 9:50:22AM Creation Date 03/19/2021 File ID

Bank Balances

Bank Balances Funds Availability

*Statement Code	Description	Value Date	Balance		
010	Opening Ledger	03/19/2021	0.00	+	-

Event Log

Save Notify Refresh Add Update/Display

Bank Balance Entry | Bank Transaction Entry

**NOTE:** On the Bank Balance Entry tab, you enter the opening and closing ledgers of the bank statement.

- Enter the Opening Ledger **\*Statement Code (010 for Opening Ledger)**
- On the **Value Date** field, enter the **date of opening ledger**.
- On the **Balance** field, enter the **opening balance**.
- Select the **Plus sign (+)** to add more lines.

8.

Bank Balance Entry Bank Transaction Entry

Bank ID 026009593 Account # \*\*\*\*\*00.6  
 Statement ID 3192021 Statement Date 03/19/2021 Status Ready Currency USD  
 Load Date/Time 03/19/2021 9:50:22AM Creation Date 03/19/2021 File ID

Bank Balances

Bank Balances Funds Availability

*Statement Code	Description	Value Date	Balance		
010	Opening Ledger	03/19/2021	100.00	+	-
015	Closing Ledger	03/19/2021	20	+	-

Event Log

Save Notify Refresh Add Update/Display

Bank Balance Entry | Bank Transaction Entry

- Enter the Closing Ledger **\*Statement Code (015 for Closing Ledger)**
- Enter the **Value Date** field, enter the date of closing ledger.
- Enter the **Balance** field, enter the closing balance.

9.

Performance Trace

Bank Balance Entry **Bank Transaction Entry**

Bank ID 026009593 Account # \*\*\*\*\*00.6  
 Statement ID 3192021 Statement Date 03/19/2021 Status Ready Currency USD  
 Load Date/Time 03/19/2021 9:50:22AM Creation Date 03/19/2021 File ID  
 1-1 of 1 View100

Bank Transactions

Transaction Information Recon Information Addenda Information

Statement Code	Description	Reference	Bank Date	Transaction Amount	Funds Availability	Value Date
409	Debit (Any Type)	1111199999999	03/19/2021	-80.00		03/19/2021

Event Log

Save Notify Refresh Add Update/Display

Bank Balance Entry | Bank Transaction Entry

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.

**Enter Bank Statements**

Performance Trace

Bank Balance Entry | **Bank Transaction Entry**

Bank ID: 026009593      Account #: \*\*\*\*\*00.6  
 Statement ID: 3192021      Statement Date: 03/19/2021      Status: Complete      Currency:  
 Load Date/Time: 03/19/2021 9:50:22AM      Creation Date: 03/19/2021      File ID:   
 1-1 of 1      [View100](#)

**Bank Transactions**

Transaction Information | **Recon Information** | Addenda Information | II>

Statement Code	Description	Reference	Trans Code	Reconciliation Status	Activity Type
409	Debit (Any Type)	1111199999999	Manual Check	Reconciled	<input type="button" value="+"/> <input type="button" value="-"/>

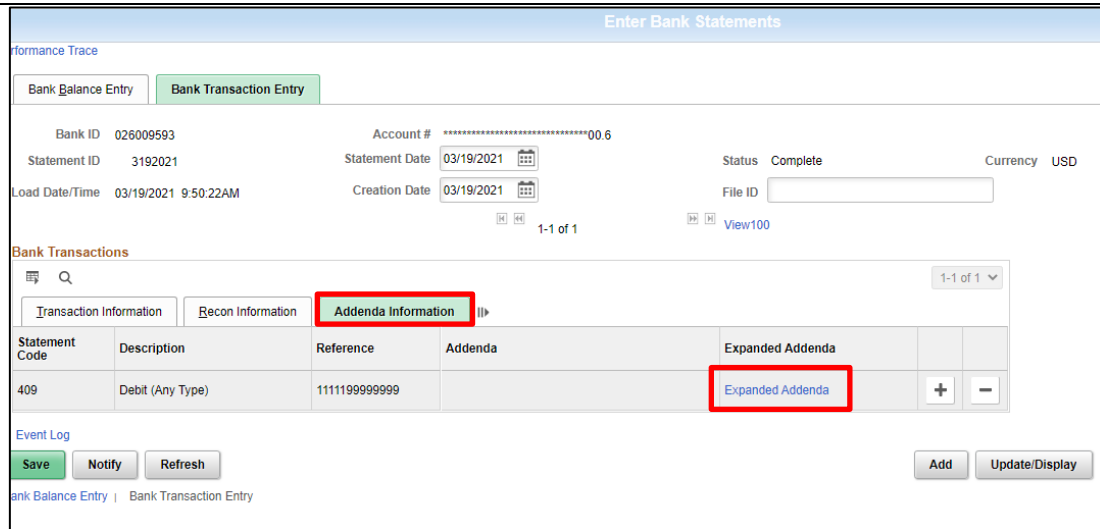
Event Log

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

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

Automated Clearing House  
 Bank Adjustments  
 Bill of Exchange - Disburse  
 Bill of Order - Disburse  
 Check  
 Deposits  
 Direct Debit  
 Direct Debit - Disburse  
 Drafts  
 Electronic Funds Transfer  
 Fee Expense  
 Funding Receipt  
 General Transaction  
 Interest Expense  
 Manual Check  
 Miscellaneous Transaction  
 Payment  
 Stop Pay  
 Trade Receipt  
 Voided Payment  
 Wire - Disbursement  
 Wire - Incoming

11.



performance Trace

Bank Balance Entry Bank Transaction Entry

Bank ID 026009593 Account # \*\*\*\*\*00.6

Statement ID 3192021 Statement Date 03/19/2021 Status Complete Currency USD

Load Date/Time 03/19/2021 9:50:22AM Creation Date 03/19/2021 File ID

1-1 of 1 View100

Bank Transactions

Transaction Information Recon Information Addenda Information

Statement Code	Description	Reference	Addenda	Expanded Addenda
409	Debit (Any Type)	1111199999999		Expanded Addenda

Event Log

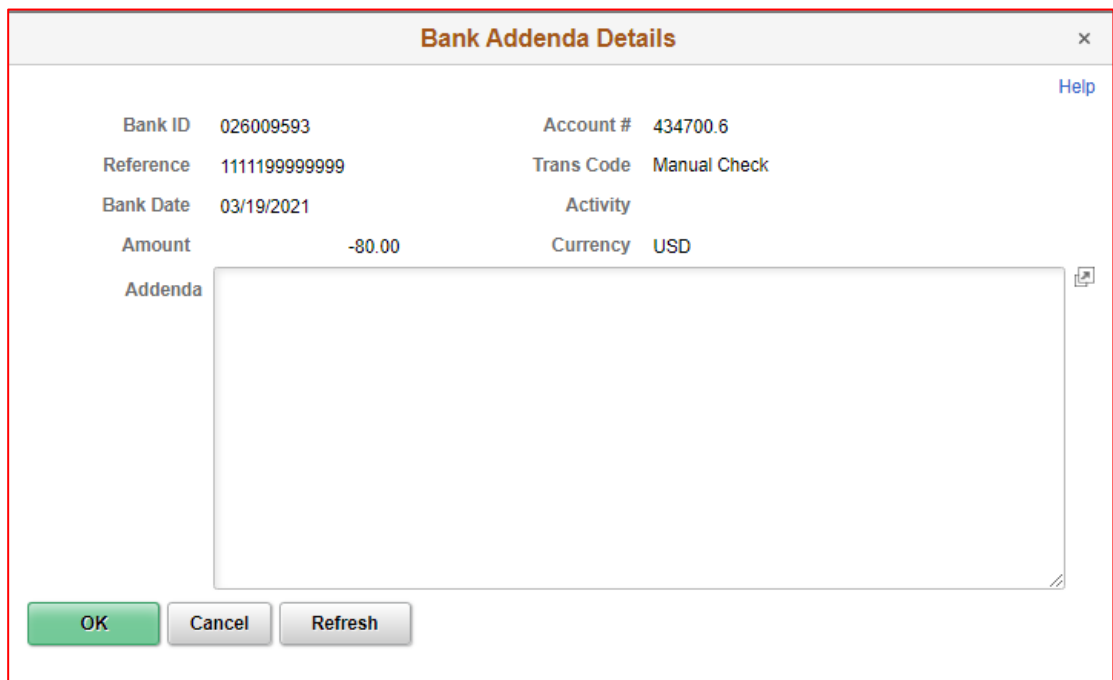
Save Notify Refresh Add Update/Display

Bank Balance Entry | Bank Transaction Entry

**Optional Steps**

- Select the **Addenda Information** tab.
- Select the **Expanded Addenda** hyperlink

12.



Bank Addenda Details

Bank ID 026009593 Account # 434700.6

Reference 1111199999999 Trans Code Manual Check

Bank Date 03/19/2021 Activity

Amount -80.00 Currency USD

Addenda

OK Cancel Refresh

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.