

User Guide

## CM 01: Import a bank statement Created on 2/16/2018

## CM 01: Import a bank statement

## Procedure

This User Guide outlines the steps required to import a bank statement.



Step	Action
1.	Click the Navigator button.

General Accounting		My Workforce	Abou	t Me	Tools	
T General Accounti	ng Dashboard	Z Data Exchange	<b>÷</b>	Career Development	1	Appearance
Journals		Document Records	÷	Career Planning		Structure
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Z Transactions		New Person	8	Personal Information	-	Deep Links
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Budgetany Centrel		Norkforce Modeling		Expenses	Ŷ	Worklist
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Cash Management		🚖 Career Development	19	Procurement Dashboard		Scheduled Processes
Cash Balances		a Goals	1	Purchase Requisitions	۲	Security Console
Bank Statements	and Reconcili	Performance		Purchasing	t↓	File Import and Export
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Step	Action
2.	Click the File Import and Export link.
	File Import and Export

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Step	Action
3.	Click the Actions drop-down button.
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Step	Action
4.	Click the <b>Upload</b> link.
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Step	Action
5.	Click the <b>Browse</b> button.
	Browse



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Step	Action
6.	Select the file to upload. *** Note: The file to upload must be a .zip file.
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Step	Action
7.	Click the <b>Account</b> drop-down button.

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Owner		Upload Fil	fin/budgetBalance/import									
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Step	Action
8.	Select the required option from the drop-down list.
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Step	Action
9.	Click the Save and Close button.
	Save and Close

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Step	Action
10.	Click the <b>Navigator</b> button.

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	Parties	pu Auditing	Resource Directory	
	Customer Data Management	Expenses	Directory	
	Financial Reporting Center	Accounting Distribution	Directory	
	Asset Inquiry	Payroll	Catalogs	- Somilara Searrab megration
	C Assets	Ialent Review	My Receipts	Mudit Reports
		<ul> <li>Goals</li> <li>Performance</li> </ul>	Purchase Requisitions	<ul> <li>Security Console</li> <li>File Import and Export</li> </ul>
	Cash Management	🖆 Profiles 🛉 Career Development	Procurement Dashboard	Reports and Analytics     Scheduled Processes
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	Reconciliation	Person Management	🗴 Web Clock	Distance in the second
	Intercompany Accounting	New Person	Personal Information	Deep Links
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Actions View View Schedule New Process	Resubmit Put On Hold	Cancel Process	Release Process	View Log	G <u>3</u>
Name	Process ID	Status	Scheduled	Time	Submission Time
Calculate Depreciation	30203	Succeeded	12-Dec-201	7 8:12 AM	12-Dec-2017 8:12 AM
Post Online Assets Transactions	30202	Succeeded	12-Dec-2017	7 8:12 AM	12-Dec-2017 8:12 AM
Calculate Depreciation	30199	Succeeded	12-Dec-2017	7 6:51 AM	12-Dec-2017 6:51 AM
Post Online Assets Transactions	30198	Succeeded	12-Dec-201	7 6:50 AM	12-Dec-2017 6:50 AM
Calculate Depreciation	30197	Succeeded	12-Dec-2017	7 6:18 AM	12-Dec-2017 6:18 AM

Step	Action
12.	Click the Schedule New Process button.
	Schedule New Process

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Post Online Assets Transactions					7 6:50 A	M	12-Dec-2017 6:50 AM
Calculate Depreciation					7 6:18 A	M	12-Dec-2017 6:18 AM
			OK Ca	ancel			

Step	Action
13.	Enter "Load and Import Bank Statement" in the Name field.

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Post Online Assets Transactions			7 8:12 /	AM	12-Dec-2017 8:12 AM
Calculate Depreciation	Description Transmits, loads, and imports bank statements for cloud.		6:51	AM	12-Dec-2017 6:51 AM
Post Online Assets Transactions			7 6:50 /	AM	12-Dec-2017 6:50 AM
Calculate Depreciation			7 6:18 /	AM	12-Dec-2017 6:18 AM
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Step	Action
14.	Click the <b>OK</b> button.
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Name	
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Post Online / Intraday 17 8:12 AM	
Calculate De Submit Autoreconciliation 17 6.51 AM	
Post Online / 17 6:50 AM	
Calculate De 17 6:18 AM	~

Step	Action
15.	Enter "BAI2 format" in the Format field.



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Post Online /	Intraday		17 8:12 AM
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Post Online #			17 6:50 AM
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Step	Action				
16.	Enter the file name from step 6_in the <b>Data File</b> field.				
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Transfer File	Intraday	-Jan-2018 4:45 PM
Asset Impairment Re	Submit Autoreconciliation	-Jan-2018 2:50 PM
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Step	Action
17.	Click the <b>Submit</b> button.

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Step Action					
18. Click the ок	e <b>OK</b> button.				

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-	Post Online Assets Tran	sactions	30202	Succeeded	12-Dec-2017 8	:12 AM	12-Dec-2017 8:12 AM
-	Calculate Depreciation		30199	Succeeded	12-Dec-2017 6	:51 AM	12-Dec-2017 6:51 AM
	Post Online Assets Tran	sactions	30198	Succeeded	12-Dec-2017 6	50 AM	12-Dec-2017 6:50 AM
-	Calculate Depreciation		30197	Succeeded	12-Dec-2017 6	::18 AM	12-Dec-2017 6:18 AM
tep /	Calculate Depreciation		30197	Succeeded	12-Dec-2017 6	:18 AM	12-Dec-2017 6:18 AM
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Step	Action
20.	End of Procedure.