

Create Bank Statement in a Spreadsheet

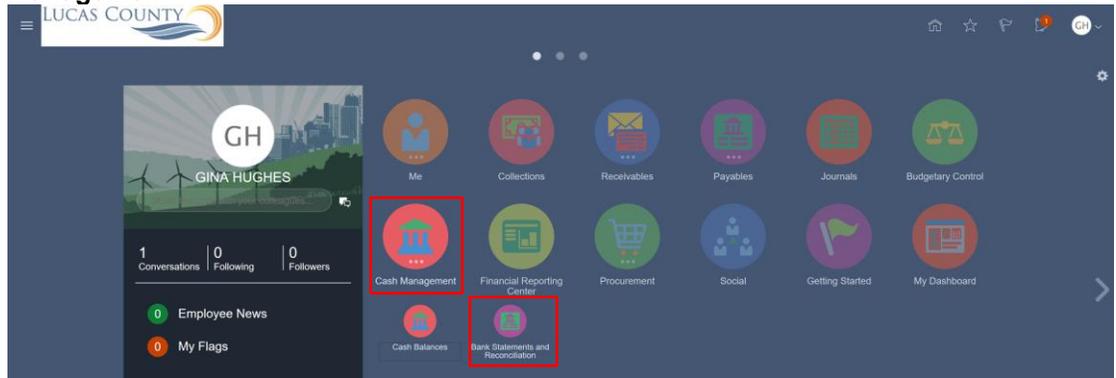
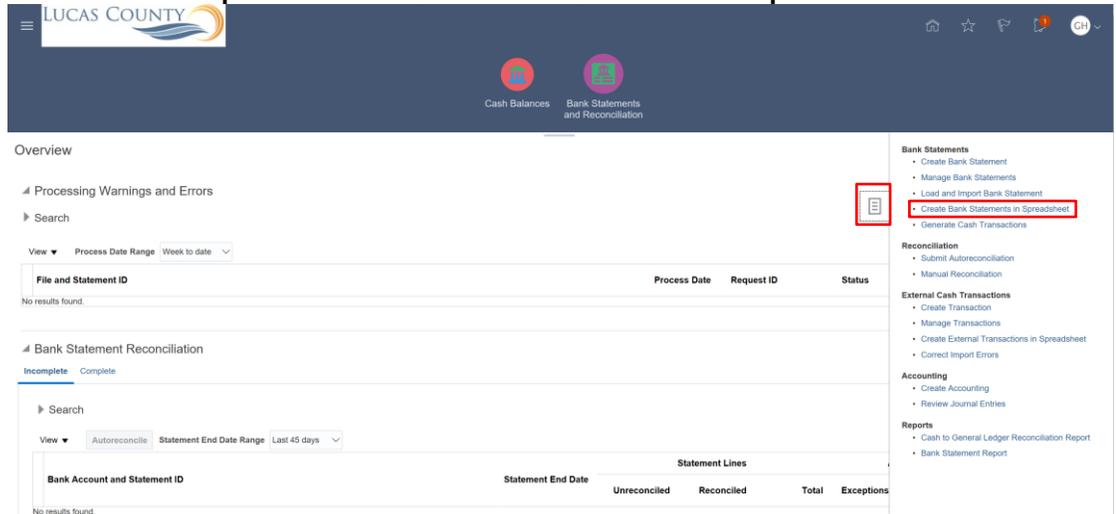
Audience: Cash Manager

Purpose: Use the Create Bank Statements in Spreadsheet template to create and import bank statements for any non-standard format into Oracle Fusion Cash Management.

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Do not change the order of the columns in the template.
- You can hide or skip the columns you do not use, but do not delete them.

This job aid will assist you in creating a bank statement in a spreadsheet.

<p>1</p>	<p>Go to Navigator and click on Bank Statements and Reconciliation under Cash Management.</p> 
<p>2</p>	<p>Click on the Task panel and click Create Bank Statements in Spreadsheet.</p> 

3	When Spreadsheet opens click on Statement Headers tab and fill in fields for Statement Header
4	When done enter statement header click on Statement Balances Tab
5	Normally only two balances are needed, the opening balance and the closing balance
6	Enter a separate line for each balance.
7	Click on Statement Lines Tab
8	Fill in the fields for each line in the spreadsheet that corresponds to a statement line
9	Optionally fill in the tabs for Statement Line Availability and Statement Line Charges
10	Go to Instructions and CSV Generation tab and Click on Generate CSV file 
11	Save the file to your desktop.
12	In Oracle Cash Management, click on the Home icon.
13	Click on the Tools icon
14	Click on Scheduled Processes
15	Click on Schedule New Process
16	Enter Load Interface File for Import in the process search field
17	Click OK
18	In the Import Process field, select ' <i>Import Bank Statements from a Spreadsheet</i> '
19	Click on the data file drop down and select Upload new file
20	Click Choose File and search for the file you saved from Step 11. Then press OK.
21	Go to Cash Management > Manage Bank Statements and Review Results of Import.