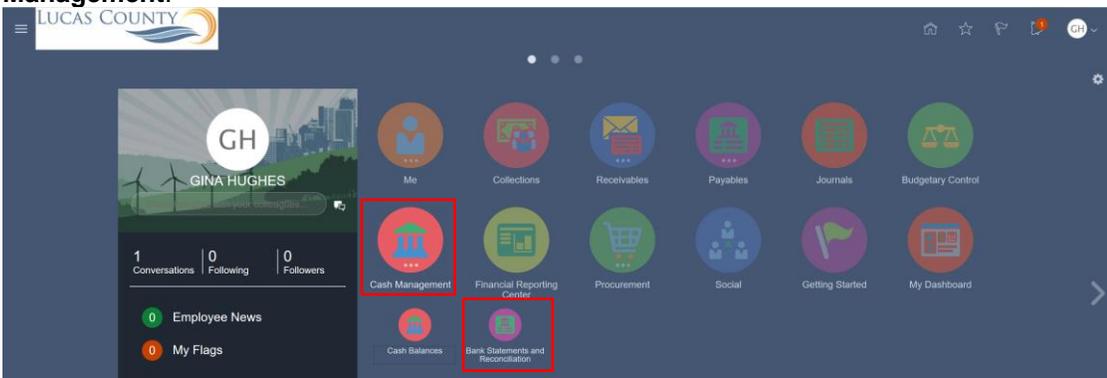
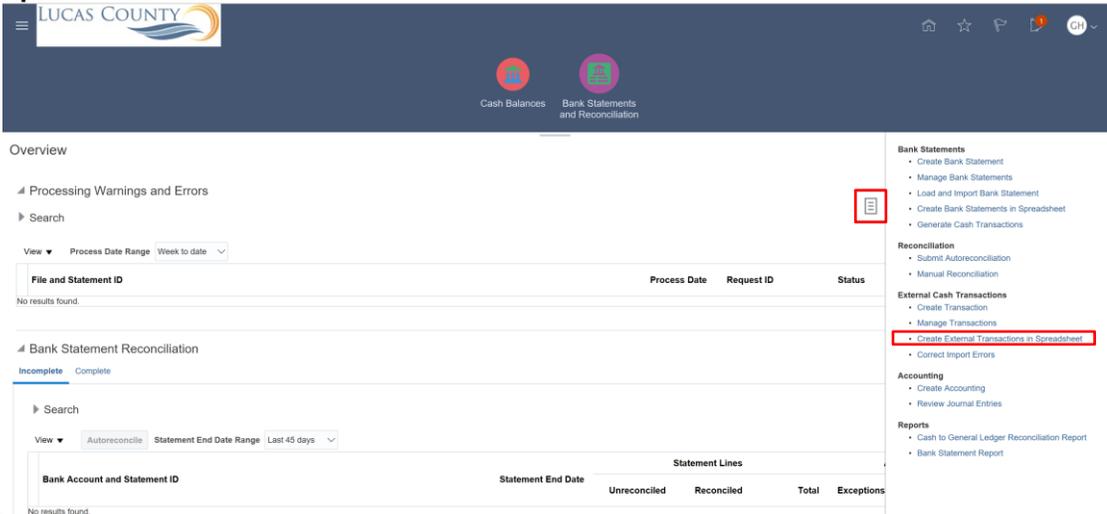
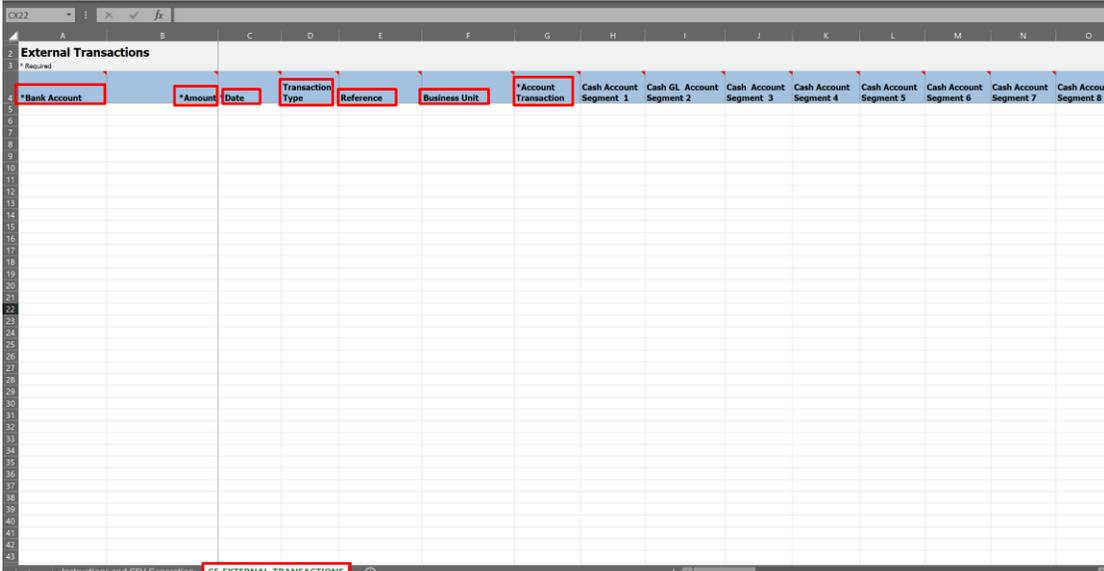
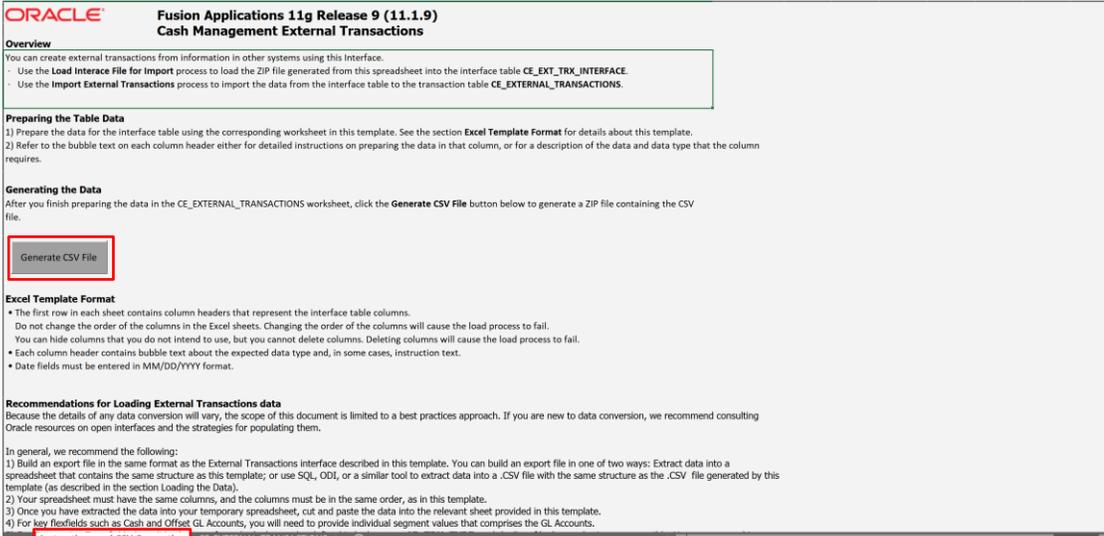


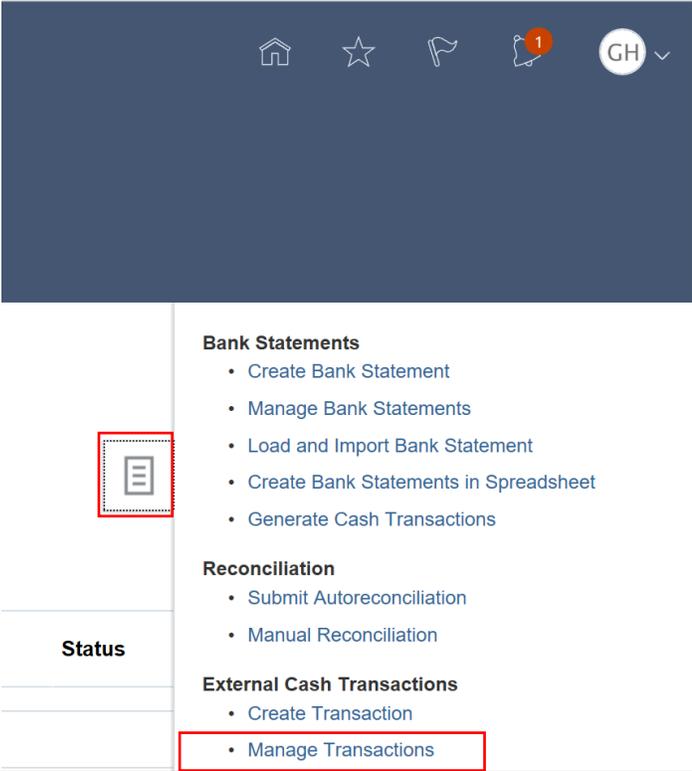
Create External Transaction in a Spreadsheet

Audience: Cash Manager

Purpose: The Create External Transaction in a spreadsheet process allows users to create transactions that were not originally created in Oracle such as Bank Fees or ZBA Debits and Credits in order to make Bank Statement Reconciliation easier.

Step	Action
1	<p>Go to navigator and click on Bank Statements and Reconciliation under Cash Management.</p> 
2	<p>Click on task panel and click Create Transaction under Create External Transaction in Spreadsheet.</p> 
3	Enter the Statement ID .
4	Enter Bank Account under CE_External_Transaction tab.
5	Enter Amount .
6	Enter Date .
7	Enter Transaction type .
8	Enter Reference .
9	Enter Business Unit .
10	Enter Account Transaction .

11	<p>Enter Cash Account and Offset Account details.</p> 
12	<p>Click on Generate CSV File under Instructions and CSV Generation.</p> 
13	Save file to the Desktop
14	Navigate to Tools > Scheduled Processes
15	Run the ESS job "Load Interface File for Import" process.
16	For the Import Process, select "Import External Transactions".
17	For the Data File, select the name of the ZIP file that was saved to the Desktop in Step 13
18	After loading completed successfully, the "Import External Transactions" process will be run automatically.
19	Once import completed, transactions from the CE_EXT_TRX_INTERFACE table will be imported to the transaction table CE_EXTERNAL_TRANSACTIONS
20	Click on task panel and click Manage Transactions .

	 <p>Bank Statements</p> <ul style="list-style-type: none"> • Create Bank Statement • Manage Bank Statements • Load and Import Bank Statement • Create Bank Statements in Spreadsheet • Generate Cash Transactions <p>Reconciliation</p> <ul style="list-style-type: none"> • Submit Autoreconciliation • Manual Reconciliation <p>External Cash Transactions</p> <ul style="list-style-type: none"> • Create Transaction • Manage Transactions
21	Search for Imported Transactions.