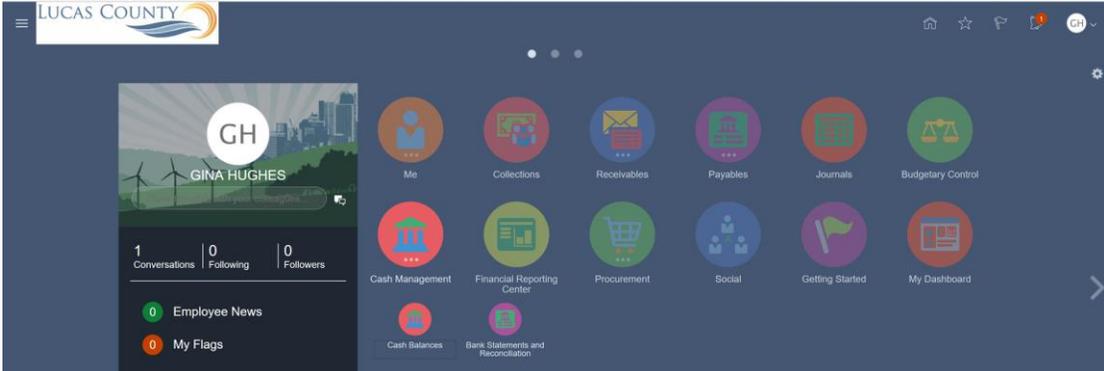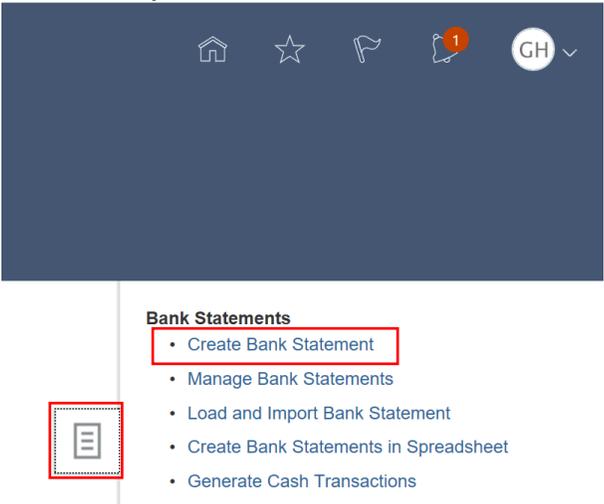# Create Bank Statement Manually
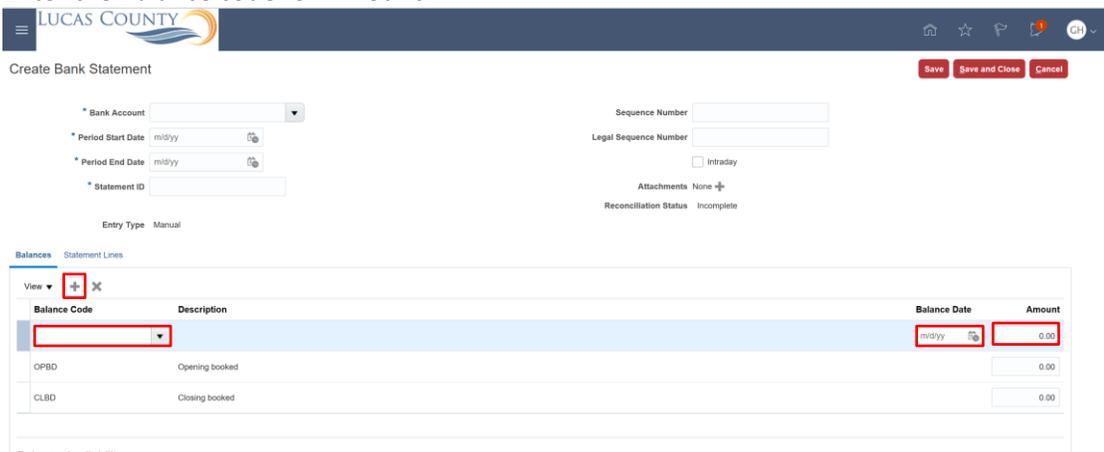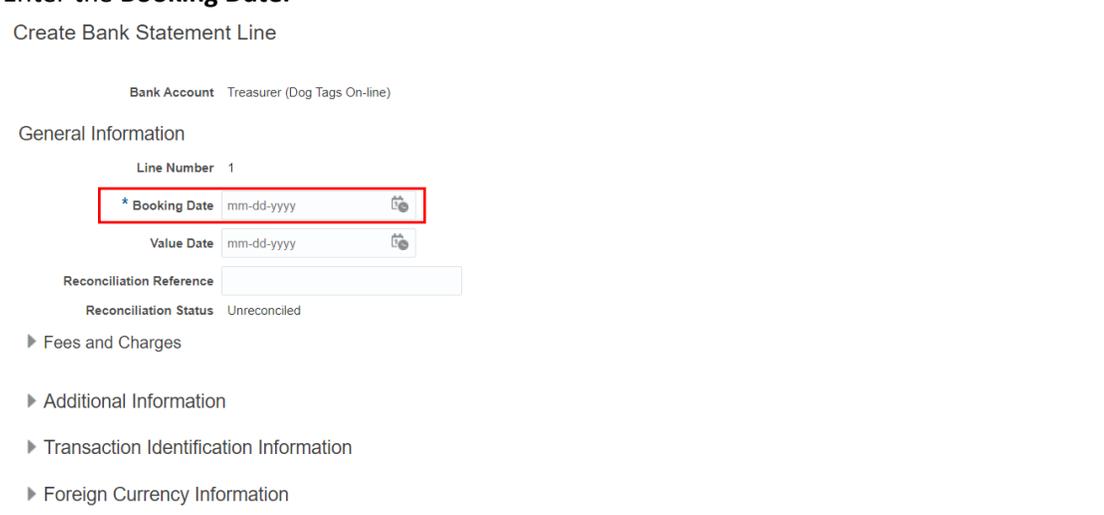
Audience: Cash Manager

Purpose: In addition to loading bank statement information automatically, you can enter bank statement information manually. When you enter a bank statement manually, you enter the bank statement header and the transaction lines. You can reconcile transaction lines as you enter them, or you can reconcile the bank statement (manually or automatically) after you enter all the transaction lines and save your work.

Note: Cash Management assumes that you enter statements in chronological order, and uses this order to calculate cumulative bank account balances.

This job aid will assist you with creating a bank statement manually.

Step	Action
	Demonstrate Expense Report Approval Steps.
1	Go to navigator and click on **Bank Statements and Reconciliation** under Cash Management.
2	Click on **task panel** and click **Create Bank Statement**.
3	Enter the **Bank Account**.

4	Enter the **Period Start Date**.
5	Enter the **End Date**.
6	Enter the **Statement ID**.

7	Enter the Balance code for **Opening Available**.
8	Enter the Balance code for **Closing Available.**
9	Enter the Balance code for **Amount.**

10	Click on Statement Lines Tab.
11	Click on Add Statement Line icon '+'.
12	Enter the **Booking Date.**

13	Select the **Transaction Code** from the drop down. The transction should closely tie to what is on the bank's manual statement, but does not have to be exact.

OK   Create Another   Cancel

Statement ID   423423423

* Transaction Code   [   ] ▼

Transaction Type

* Flow Indicator   [   ] ▼

* Amount   [0.00] USD

14	Select the **Flow Indicator** to determine whether the transaction is a positive (credit) or negative (debit) transactions .
15	Enter the **Amount** of the statement line.
16	Click on the **Create Another** button to repeat for each Statement Line.
17	Click on **OK** when you have entered the last statement line.
18	Click the **Save and Close** button**.**

⌂   ☆   ⚑   🏴¹   GH ⌄

Save   Save and Close   Cancel