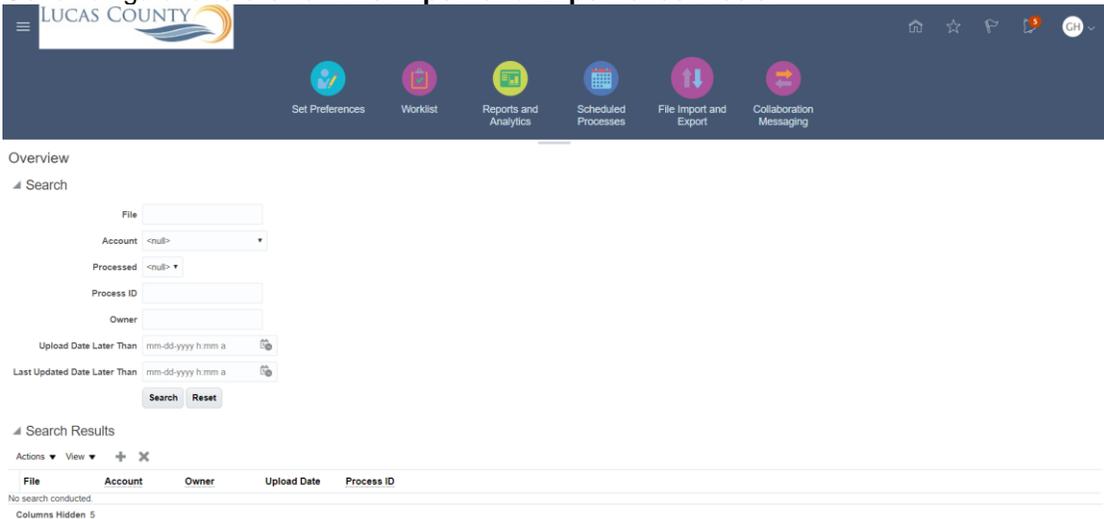# Load and Import Bank Statement from a Bank File

Audience: Cash Manager

Purpose: When Bank Statements are available in BAI2 format from the bank via their website, these items can be loaded into Oracle for direct import.

Step	Action
1	Go to navigator and click on **File Import and Export** under Tools.
2	Click on **upload Icon '+'.**
3	Click on **Choose file** and select the bank statement file you have downloaded to your computer.
4	In the account field select **/fin/cashManagement/import**.
5	Click **Save and Close**. The file will now be uploaded.
6	Navigate to **Cash Management > Bank Statements and Reconciliation**.
7	Click on the **Task Panel**.
8	Select **Load and Import Bank Statement**.
9	In the **Format** field select *BAI2*.
10	In the **Data File** field, select the file you just uploaded.
11	If the statement is an Intraday statement, click on the **checkbox** and then select whether it is **cumulative** or **incremental**.
12	If not Intraday, select **Submit Autoreconciliation**.
13	Click **Submit.**
14	Monitor the process and review the results in the **Bank Statement Reconciliation** work area.

Last Updated 12/5/2019