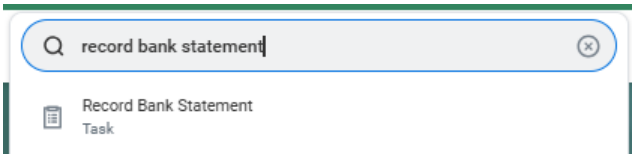
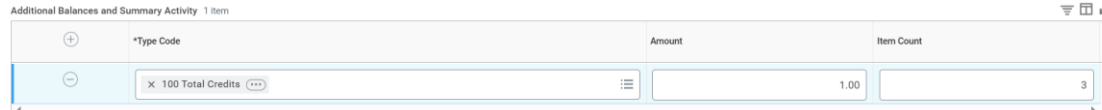


Banking and Settlement: Bank Statement Event

Audience / Role	Bank Reconciliation Specialist Bank Reconciliation Specialist - Dept
Description	This job aid provides instructions to record a bank statement manually.
Before You Start	This only applies to Bank Accounts that do not have a BAI2 Integration.

Bank Statement Event

1	In the Search bar, enter Record Bank Statement. In the search results, select the Record Bank Statement task. 
2	Under Record Bank Statement, select the Bank Account in the Bank Account field. This populates the other fields. • Bank Account – Select bank account to record bank statement • Select Quick Entry Bank Statement (Step 3a) OR Manual Entry Bank Statement (Step 3b) ○ Quick Entry will bring up Workday Transactions for you to click on as “reconciled” ○ Manual Bank Statement will expect you to create Bank Statement Lines which you will then reconcile to Workday Transactions. • Statement Beginning Date – This should be on the statement. If not, the date after the last statement ending date is the beginning date. • Statement Date – Statement ending date • Beginning Balance – This should be on the statement. If not, ending balance of last statement • Ending Balance – Ending balance of this statement Select OK.
3a	Under Cleared Activity, checkbox the transaction(s) that align with your bank statement. Click Submit. Troubleshooting: Your beginning and ending statement balances must reconcile with the amounts you reconciled by clicking the checkbox. If you are unable to submit, check the data entry.
3b	If there is additional header information required by your institution to be entered, enter here:  Enter line level detail here that will be reconciled to Workday Transactions:

Banking and Settlement: Bank Statement Event

Account Transactions 2 Items

	*Date	Value Date	*Type Code	Amount	Reference Number	Addenda
+	04/07/2025	04/05/2025	X 174 Other Deposit	5.00		Bank Slip 2837
-	04/07/2025	04/03/2025	X 475 Check Paid	19.25	5689	

Attach the appropriate documentation.

Click **Submit for Reconciliation**.

What Happens Next?

- If Quick Statement, the selected bank statement is recorded.
- If Manual Statement, follow instructions for Bank Reconciliation.

Related Reports

- Kern Find Bank Statements
- Kern Find Bank Statement Lines