
GLO105 NZ DeskBank File Upload

Overview	This program is used to upload DeskBank file to the Bank Input File GLBNI00P.
Purpose	This panel allows you to: Upload NZ DeskBank file.

Explanation

Process Flow

- Ensure that you have access to QDLS directory on the IBM Power Systems. This directory needs to be mapped to your network so that you have access from the desktop (windows). Create a folder on this directory. This will be the folder where you should place the file from the bank.
- Copy the DeskBank file on the PC into IBM Power Systems drive on your network.
- Run your option to Upload Bank Statement. The system will default the target file. You may choose to override this if you wish. Enter the GL period to post to and the input file name. This program will generate an error report and then abort if any problems are found with the upload.
- The error report will list all transactions that have been received from the bank that could not be uploaded. An error message will be shown after each transaction suggesting a fix for that error. For example:

Error *** Transaction not defined in control file

Warning *** No Bank Key found on Source of bank key. Journal no for Bank Group generated as Bank Key.
- Fix errors by maintaining the control files for the bank rec upload such as **TMSBK/***-TRCD**. Once the changes are made you can run the upload program until the upload is successful and no errors.
- Run Bank Statement Report for all report groups or just a select few. This will report what has been uploaded by the system. This report will show bank file transactions by entry date that have been selected allocated to the company bank account for reconciliation. This is only a statement print at this stage; nothing has been posted to the general ledger. The statement can be printed by report group. The report group is defined on the transaction definition control file. Transactions can be grouped together by report codes Eg A, B and then sent to separate departments within the company. Eg. Report code A could list all deposits. This report can be sent to accounts receivable to be keyed in and reconciled.
- Once the statement report has been run and checked, this option can be run the post the amounts to the general ledger accounts defined. This option then writes to the general ledger to replicate a clearing scenario on the other side of transactions.

Sample DeskBank File

Record type '01' – File Header

Record Type	Bank ID	Date (YYYYDDDD)
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Record type '02' – Bank Account				
Record Type	Bank ID	Bank Account		
Record type '05' – Transaction Detail				
Record Type	Amount	Trans code	Narrative	Serial number

Examples

This section illustrates examples concerning:

[Example 1: To Upload DeskBank File](#)

Example 1: To Upload DeskBank File

This example describes how to upload DeskBank file.

1. Select menu **Bank Reconciliation>Auto Bank Reconciliation** from menu **General Ledger**. Select menu option **GL New Zealand DeskBank Upload**. Following panel is displayed with the following relevant fields.

Relevant Fields

Period

The current General Ledger Accounting Period (and sales period in the Daily Sales Report) defaults from **TMSG/PERIOD** and can be overridden. The default is updated by the month end processing routine. Posting to prior or future Periods is possible if the General Ledger Security Password is entered.

A General Ledger Security password is established in **TMSG/SEC**.

Accounting Periods may be held open as long as required and once closed can still be accessed under strict security conditions. Transactions may be posted to an indefinite number of future periods.

Security

A security password may be entered to bypass the general ledger safeguards that prevent duplicate journal numbers as well as posting to a period other than the current Period. The error message 'Valid security required for this period' displays if the user attempts to post to a prior Period with no Security Password.

From document

It is mandatory to give the document from which to upload a bank file. When uploading or downloading GL budgets, this is the folder and document path established in *******/URL-PATH**. If this field is blank, check with the IT department that your user ID has been entered and the path created in the Control File.

Folder

This is the folder/input file name from which to upload this bank statement. The entry defaults to the bank statement folder and may be maintained.

For example: BANKSTMT is loaded from a selected PC file

(in QDLS on the E drive). The program reads from the BANKSTMT file and when there are no errors found it writes to GLBNI00P and deleted the BANKSTMT records. If the file contains any invalid records, BANKSTMT and GLBNI00P will be cleared ready to try the upload again after errors are fixed.

2. Key in all the required fields and click **OK** to confirm the selection. 'Upload completed' message is displayed. Upload is completed.