

Finding Deposit Bank Statement Lines in Workday

NOTE! WHEN SEARCHING FOR BANK STATEMENT LINES, DO NOT USE A “START DATE” EARLIER THAN JANUARY 1, 2021 (01/01/2021), THE EFFECTIVE DATE OF THE UNIVERSITY’S CONVERSION TO WORKDAY. ANY BANK STATEMENT LINES PRECEDING THAT DATE ARE TO BE DISREGARDED AS THEY WERE INCORRECTLY ADDED TO WORKDAY AND DO NOT REPRESENT RECONCILABLE BANK STATEMENT LINES.

Finding deposits to the bank is relatively easy in Workday although departmental personnel need to ensure that they select bank statement line deposits that truly belong to their department.


To query Workday for deposits the “CR FIN Find Bank Statement Lines” report should be used.

The screenshot shows the Workday user interface. At the top, there is a search bar with the text "CR FIN Find Bank Statement Lines". Below the search bar, on the left, is a sidebar with a "MENU" button and a list of "Saved Categories" including "People", "Recruiting", and "Projects", each with a count of "0". The main content area is titled "Tasks and Reports" and features a link for the "CR FIN Find Bank Statement Lines" report. Below this link, it states "Report" and "This report enables you to find and view bank statement lines for Bank Accounts and Bank Statements."

Selecting the CR FIN Find Bank Statement Lines report will bring up the following query screen:

The screenshot shows the "CR FIN Find Bank Statement Lines" query screen. It contains several input fields for filtering data: "Bank Accounts", "Bank Statements", "Start Date" (with a calendar icon), "End Date" (with a calendar icon), "Addenda Keyword(s)", "Type Code", "Amount Greater Than" (set to 0), "Amount Less Than" (set to 0), "Reference Number", and "Reconciliation Status". At the bottom, there is a "Filter Name" input field, a "Manage Filters" button, a "Save" button, and a status indicator "0 Saved Filters". The screen also has "OK" and "Cancel" buttons at the bottom.

The query fields on this screen are as follows:

- 1) Bank Accounts – clicking on the drop-down box  will bring up a full list of the Workday bank worktags. Departments other than Sponsored Programs or the Foundation should select the “Non Federal Local Funds” bank worktag.
- 2) Bank Statements – If the date on which the deposit to the bank is known, this box will provide a list of bank account daily statements by simply clicking on the drop-down box. Note this query field is likely less useful than the using the Start Date and End Date fields to select a range of dates; therefore, this field can be left blank.
- 3) Start Date – In searching for specific departmental transactions, it is often useful to select a range of dates when searching; so, if that is the desired search, use this field to enter the earliest date on which to search. If left blank the default will be to the earliest existing date in Workday.
- 4) End Date – In concert with the Start Date, this field can be used to select the desired end date. If left blank the default will be the current day.
- 5) Addenda Keyword(s) – This field is a free text field and can be used to indicate a unique bank statement line addenda reference to refine/restrict the user’s desired transaction search. It is a powerful field in that the user can specify specific numeric or alphabetic strings on which to search; note that it is possible to use partial strings. For example, if the user was searching for any bank addenda that contained Heartland, HEARTLAND, or HRTLAND, they could simply type “rtland” in this field and the results would include all of the Heartland variations found in the addenda. Note that this is also irrespective of capitalization, so typing a search string in this field in lowercase or uppercase makes no difference. The key to making use of this field would be in attempting to identify unique but consistent character strings in the addenda that relate to the user’s department. Note as with all other fields, this field may be left blank.
- 6) Type code – This field can be used to select type code criteria from the following Type Categories; BAI2, BTRS, ISO 20022, or MT940/942. If the drop-down box is used, the user can bring up the type categories and also further the type code(s). BAI2 is the Type Category that is generally used for the University’s bank accounts, so if the user is familiar with the BAI2 or BTRS codes, they can either make a selection from the drop-down menu or enter the first three numbers of the actual code. For example, if the user enters “165”, the results to choose from are the BAI2 code of “165 Preauthorized ACH Credit” or the BTRS code of “165 ACH Received – BTRS”. If this field is left blank, the search result will reflect all codes found subject to any other search criteria that may otherwise limit the search.
- 7) Amount Greater Than – If wanting to restrict the search to a dollar minimum, that minimum can be entered here and the result will yield all amounts greater than the amount entered. Note this field can be used in conjunction with the Amount Less Than field to create a specific range of amounts to be searched.
- 8) Amount Less Than – If wanting to restrict the search to a dollar maximum, that maximum can be entered here and the result will yield all amounts less than the amount entered. As with (7), this field can be used in conjunction with the Amount Greater Than field to create a search limited to only those amounts between the two fields.
- 9) Reference Number – If the user knows of a unique reference number that pertains to their search, e.g., a merchant account number, they can enter that number here to also restrict their search. This again is a free text field, so Workday will search on an exact character string or a portion thereof.
- 10) Reconciliation Status – In this field the user can choose from the drop-down box selections of “In Progress”, “Reconciled” or “Unreconciled” by checking the appropriate box or boxes if multiple statuses are desired. Leaving this field blank will result in all statuses being selected. Note that since a bank statement in the University’s Workday system is truly only “Reconciled” or “Unreconciled”, selecting “In Progress” should not yield any results.