

ES - Bank Reconciliation

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Country Accounting

Responsibility area: N/A

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[blocked URL](#)

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[blocked URL](#)

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References

ZE1FGESTCONCI; [SM35](#); [FBL3N](#); [F-03](#); [FS10N](#)

Forms

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1. Objective and Scope

1.1. Objective of this Operation

This procedure explains how perform the Bank reconciliation for Spain.

1.2. Scope

The scope is SPAIN company code (0245).

2. Definitions

See [Finance Glossary](#).

3. Tasks description

3.1. *Periodicity*

This procedure will be performed monthly at day D+4.

3.2. I extract the bank statements from BBVA Netcash

This procedure is done one time by month on the D+4 of each month.

To have access to the bank statements enter in the web site of [BBVA Net Cash](#).

Once logged on site choose:

- 1) Información de cuentas
- 2) Módulo de tesorería
- 3) Histórico
- 4) Rango de fechas (the complete month for which we are performing the reconciliation)
- 5) Tipo de fichero (todos)

Inicio → Información de cuentas → Módulo de tesorería ★ [Añadir a Favoritos](#)

Módulo de tesorería

SELECCIÓN DE FICHEROS

ESTADO

Pendientes

Histórico

RANGO DE FECHAS (DD/MM/AAAA)

Desde: 01 / 09 / 2013 Hasta: 30 / 09 / 2013

TIPO DE FICHEROS

TODOS

ACEPTAR

- 6) Aceptar

INFORMACIÓN DE CUENTAS
• Movimientos del día
• Histórico de movimientos
• Histórico movimientos de más de 14 meses
• Saldos contables
• Saldos valor
• Informes
• Módulo de tesorería
• Correspondencia virtual
POSICIÓN INTEGRAL
PAGOS
COBROS
TARJETAS DE EMPRESA
COMERCIO EXTERIOR
INVERSIONES Y MERCADOS
UTILIDADES

Inicio → Información de cuentas → Módulo de tesorería ★ Añadir a Favoritos

Estado: Histórico
 Fecha: Desde 01/09/2013 Hasta 30/09/2013
 Tipo de Ficheros: TODOS

LISTA DE FICHEROS TODOS

Fecha	Fichero	Descripción	SeL
30/09/2013	39303001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
27/09/2013	39273001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
26/09/2013	39263001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
25/09/2013	39253001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
24/09/2013	39243001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
23/09/2013	39233001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
20/09/2013	39203001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
19/09/2013	39193001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
18/09/2013	39183001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
17/09/2013	39173001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
16/09/2013	39163001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
13/09/2013	39133001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
12/09/2013	39123001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
11/09/2013	39113001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
10/09/2013	39103001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
09/09/2013	39093001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
06/09/2013	39063001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
05/09/2013	39053001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
04/09/2013	39043001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
03/09/2013	39033001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
02/09/2013	39023001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>

Marcar todos
 Desmarcar todos

GENERAR FICHERO

7) Select all (marcar todos)

8) Generar Fichero

It will be display another screen asking if you want to received the file. Select " **Recibir fichero**" and save in your computer.

03/09/2013	39033001.ISM	Movimientos de Cuentas Personales
02/09/2013	39023001.ISM	Movimientos de Cuentas Personales

RECIBIR FICHERO

The document will be, by default, saved under name "Modulo tesoreria.ISM".

3.2.1. I perform the processes for Torrelavega

Once you have the file save on your desktop go to sap and enter in transaction **ZE1FGESTCONCI**.

Select Load file BBVA Torrelavega and execute the transaction.


Select the process to execute


TORRELAVEGA

- Transfer Account SAP to Reflect Account Torrelavega
- Load File BBVA Torrelavega
- Load File CICC Torrelavega
- Compensation of the account by amount Torrelavega
- Compensation of the Account by Value Date Torrelavega
- Deleting Records in Table ZEFCC Torrelavega

- **Posting date** is the first day of the following month.
- **File name** – go to your computer and select the file extracted from **Netcash**.

UPLOAD BANK MOV IN REFLEX ACCOUNT FROM BBV FILE

to 

Posting Date 

Batch-Input Name

File Name

Execute the transaction by clicking execute  and the list of documents will be produce.

This doesn't mean that the documents were posted. The transaction generates batch inputs that have to be proceed in [SM35](#).

Usually the batch codification is similar with ZE1FFIBBV****.

Batch Input: Session Overview

Selection criteria
 Sess.: * From: To : Created by: *

New Incorrect Processed In Process In Background Being Created Locked

Session name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	Σ Trans.	⊘	☑	Σ Screens
ZE1FFIBBV-T0		PT400059	16.10.2013	13:00:46	ZE1FFIBBV		PT400059	2	0	0	768

STEP 1

Use transaction code: **SM35**

SM35 - Batch Input: Initial Screen

i Batch input is a SAP interface that allows you to transfer large amounts of data to an SAP system. You can use batch input to transfer legacy data and perform periodic imports of external data.

i A batch input session is a sequence of transactions supplied with user data by a program. SAP stores these transactions on a stack until you decide to process them online. No database updates are performed until the session has been processed. Using this technique, you can transfer large amounts of data to SAP in a short time.

Session name	Sta...	Created By	Date	Time	Creation Program	Lock Date	Authorizat.
Z1F_CARL0279		PT63014238	01.06.2018	13:01:42	RFB1BL01		DE14338
EQUI_REENTRY		BG33284	01.06.2018	13:01:35	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33284	01.06.2018	13:01:02	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33284	01.06.2018	13:00:20	SAPM21V_REE..		WJ-PF1
RTR_0279_INR		PT400078	01.06.2018	12:58:52	Z2F_RFSZ1800		PT400078
EQUI_REENTRY		THPLUEA	01.06.2018	12:52:24	SAPM21V_REE..		WJ-PF1
6331_CHIUS 1		PT400070	01.06.2018	12:52:12	RFSUMB00		PT400070
EQUI_REENTRY		BG33284	01.06.2018	12:51:31	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33284	01.06.2018	12:51:06	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33528	01.06.2018	12:49:01	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33528	01.06.2018	12:48:10	SAPM21V_REE..		WJ-PF1

STEP 2

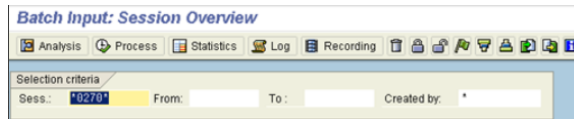
Look for the batch input session to be processed

i If you don't know the session name you can run this transaction using the "Selection criteria" in the top of the screen.

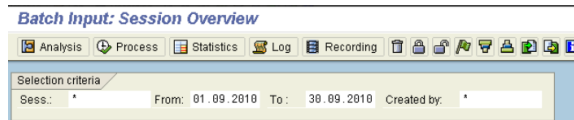
These selection criteria can be combined in order to strengthen the list of batch input sessions.

Selection by

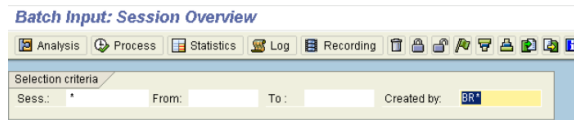
- **Session:** where you can insert the session name you are looking for



- **Period:** where you can insert the period for which the batch was created



- **Created By:** where you can insert the user who created the batch input session



STEP 3

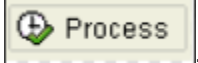
Select the batch input session to be processed

After you find the session, select the line with the batch input that you want to run:

Session name	Stat.	Created By	Date	Time	Creation Prog.	Lock Date	Authorizat.	Tra
B270_CROC00F		BR004213	28.09.2010	19:57:49	RFB1BL01		BR004213	0

STEP 4

Start processing by clicking on



STEP 5

Check the status of the batch input session

Double click over the session.

Index	Trans	Status
1	MB11	Processed
2	IE02	Processed

Session Information		
Name	EQUI_REENTRY	
Created On	01.06.2018	
Created At	13:00:20	
Created By	BG33284	
Authorization	WJ-PP1	
Locked Until		
Queue ID	18060113002060169096	

Overview		
	Transactions	Screens
New	0	0
incorrect	0	0
To Process	0	0
Processed	2	7
Deleted	0	0
Current Content	2	7
Removed	0	0
Created	2	7

To see detailed information (e.g. document numbers generated), click on "Log created on dd.mm.yyyy":

Time	Message	Transaction	Index	ModJ	Scr...	In...	T ID	No.
13:00:28	Session EQUI_REENTRY is being processed by user BG33284 in mode E on server pf1app03							0 # 00 360
13:00:29	Document 4933050004 posted	MB11	1					0 # NT 060
13:00:29	Equipment 30000646 changed	IE02	2					0 # 28 817
13:00:30	Processing statistics		0					0 # 00 370
13:00:30	2 transactions read		0					0 # 00 363
13:00:30	2 transactions processed		0					0 # 00 364
13:00:30	0 transactions with errors		0					0 # 00 345
13:00:30	0 transactions deleted		0					0 # 00 346
13:00:30	Batch input processing ended		0					0 # 00 362

STEP 6

Check batch input session via **SM37** transaction

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Aug 07, 2018	Actor	Type	Activity	Version
Published	Cátia Pinto	State	changed state to Published at 3:58 pm	v20
Draft	Cátia Pinto	State	gave <i>Approvers</i> approval at 3:58 pm	
Jun 01, 2018				
	Cátia Pinto	Edit	updated the page at 1:09 pm	
	Cátia Pinto	Edit	created the page at 1:05 pm	
		State	changed state to Draft at 11:05 am	v1

After proceeded the batch input, return again to transaction **ZE1FGESTCONCI**.

Select Transfer Account SAP to Reflect Account Torrelavega.

Administration Bank Reconciliation

Select the process to execute

- TORRELAVEGA
 - Transfer Account SAP to Reflect Account Torrelavega
 - Load File BBVA Torrelavega
 - Load File CICC Torrelavega
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- **G/L Account**- Fill with account 50601eur30
- **Open items at key date**: the date you are performing this task(D+4)
- For all the other fields no change is done.

TRANSFER DOCUMENTS FROM BANK ACC.SAP TO REFLEX ACCOUNT

Data Sources

G/L account selection

Chart of accounts	COCA	to		
G/L account	50601eur30	to		
Company code	0245	to		

Selection using search help

Search help ID:

Search string:

Search help

Line item selection

Business area		to		
Open items at key date	16102013			

Batch-Input Name: ZEIFCONCI-T0

- OTHER
- ITALY



Click the button dynamic selection

TRANSFER DOCUMENTS FROM BANK ACC.SAP TO REFLEX ACCOUNT

1 active Data Sources

GL account master record
Company code
Document

Planning group
Planning Level
Account currency
Document
Assignment
Posting Date
Document Date
Document Type
Posting Period

G/L account selection

Chart of accounts	COCA	to		
G/L account	50601EUR30	to		
Company code	0245	to		

Selection using search help

Search help ID
Search string
Search help

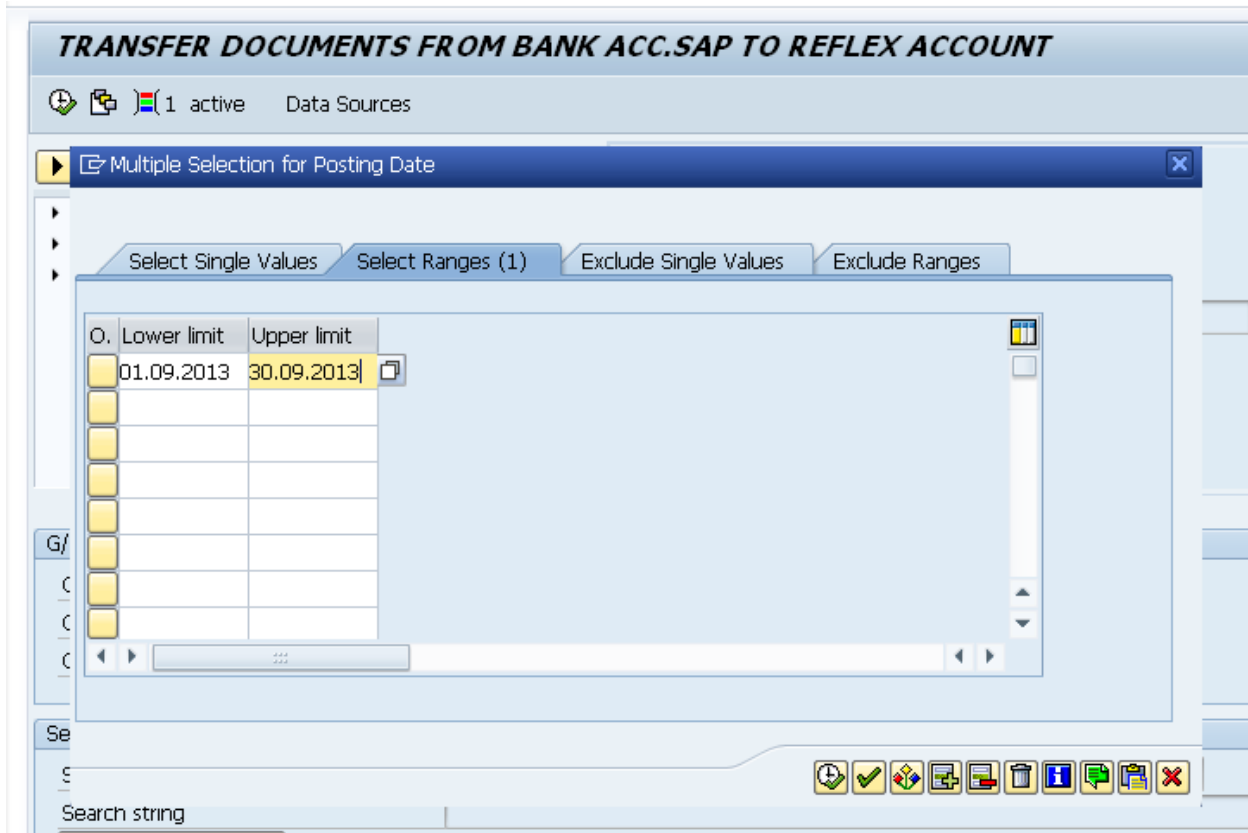
Line item selection

Business area		to		
Open items at key date	16.10.2013			

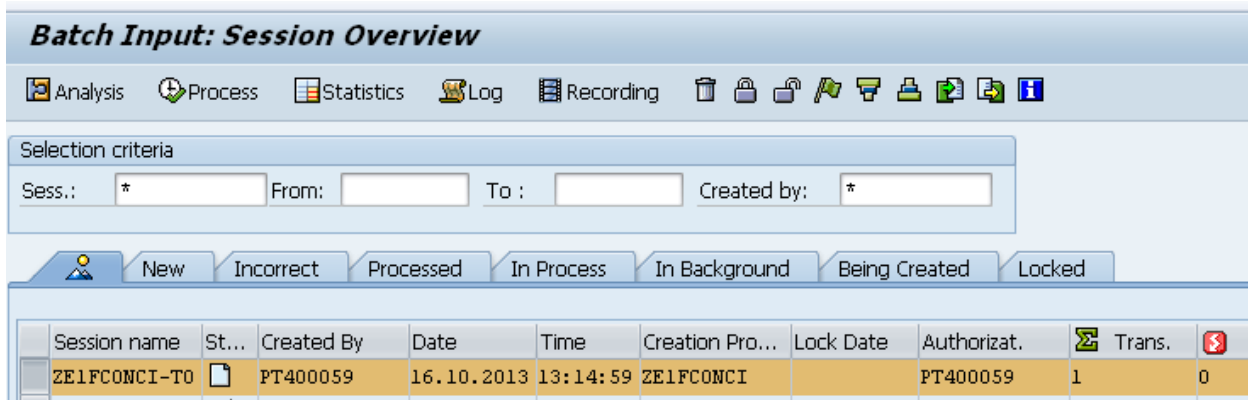
Batch-Input Name: ZE1FCONCI-T0

OTHER
 ITALY

Open the field Posting date and select the range all the month of the reconciliation.



And execute the transaction.
 This doesn't mean that the documents were posted. The transaction generates batch inputs that have to be proceed in [SM35](#).



STEP 1

Use transaction code: **SM35**

i SM35 - Batch Input: Initial Screen

i Batch input is a SAP interface that allows you to transfer large amounts of data to an SAP system. You can use batch input to transfer legacy data and perform periodic imports of external data.

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EQUI_REENTRY		BG33284	01.06.2018	12:51:06	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33528	01.06.2018	12:49:01	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33528	01.06.2018	12:48:10	SAPM21V_REE..		WJ-PF1

STEP 2

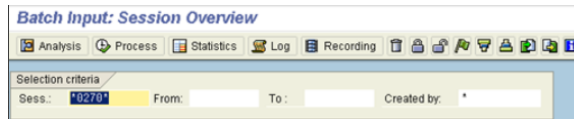
Look for the batch input session to be processed

i If you don't know the session name you can run this transaction using the "Selection criteria" in the top of the screen.

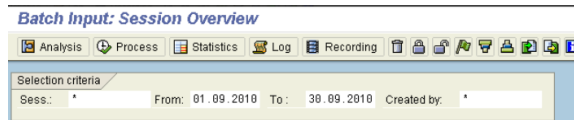
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Selection by

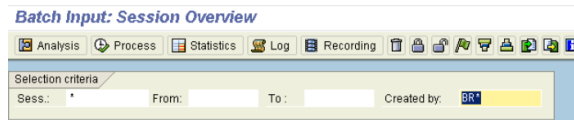
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- **Period:** where you can insert the period for which the batch was created



- **Created By:** where you can insert the user who created the batch input session



STEP 3

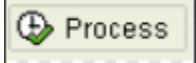
Select the batch input session to be processed

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Session name	Stat.	Created By	Date	Time	Creation Prog.	Lock Date	Authorizat.	Tra
B270_CROC00F		BR004213	28.09.2010	19:57:49	RFB1BL01		BR004213	0

STEP 4

Start processing by clicking on



STEP 5

Check the status of the batch input session

Double click over the session.

The screenshot shows the SAP Batch Input Session Overview. It includes a table of sessions and a summary table.

Index	Trans	Status
1	MB11	Processed
2	IE02	Processed

Session Information		
Name	EQUI_REENTRY	
Created On	01.06.2018	
Created At	13:00:20	
Created By	BG33284	
Authorization	WJ-PP1	
Locked Until		
Queue ID	18060113002060169096	

Overview		
	Transactions	Screens
New	0	0
incorrect	0	0
To Process	0	0
Processed	2	7
Deleted	0	0
Current Content	2	7
Removed	0	0
Created	2	7

To see detailed information (e.g. document numbers generated), click on "Log created on dd.mm.yyyy":

The screenshot shows the SAP Batch Input Session Log. It contains a table with columns for Time, Message, Transaction, Index, ModJ, Scr..., In..., and T ID No.

Time	Message	Transaction	Index	ModJ	Scr...	In...	T ID No.
13:00:28	Session EQUI_REENTRY is being processed by user BG33284 in mode E on server pf1app03		0			0	# 00 360
13:00:29	Document 4933050004 posted	MB11	1			0	# NT 060
13:00:29	Equipment 300000646 changed	IE02	2			0	# 28 817
13:00:30	Processing statistics		0			0	# 00 370
13:00:30	2 transactions read		0			0	# 00 363
13:00:30	2 transactions processed		0			0	# 00 364
13:00:30	0 transactions with errors		0			0	# 00 345
13:00:30	0 transactions deleted		0			0	# 00 346
13:00:30	Batch input processing ended		0			0	# 00 382

STEP 6


Check batch input session via **SM37** transaction

3.3. I perform the reconciliation


Go to transaction **FBL3N** with account O596013430, fill the company code.


- **Open items:** the day you are performing the bank reconciliation (D+4)
- **Layout:** /CONCILIAC

G/L Account Line Item Display

 Data Sources

G/L account selection


G/L account to 

Company code to 

Selection using search help

Search help ID

Search string

 Search help


Line item selection

Status

Open items


Open at key date

Cleared items

Clearing date to 

Open at key date

All items

Posting date to 

Type

Normal items


Noted items


Parked items

List Output

Layout

Maximum number of items

Execute the transaction 

Once you are inside transaction  **FBL3N** do a subtotal for **Value date**.
 You have to do perform a analyse of what you can compensate:

- Traspaso Agrupado with Traspaso Agrupado
- Talon with payment of the bank
- Recibo with recibo

Go to transaction **F-03** and clear , account 0596013430.

Clear G/L Account: Header Data

Process open items

Account Clearing Date eriod
Company Code Currency

Open Item Selection



Normal OI




Additional Selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Reference
- Payment order
- Collective invoice
- Document Type
- Business Area
- Tax code
- Others

Go to transaction FS10N to verify the balance of the account for the month you are performing the reconciliation.

G/L Account Balance Display

  Activate worklist

G/L account	<input type="text" value="50601EUR30"/>	
Company code	<input type="text" value="0245"/>	
Fiscal year	<input type="text" value="2013"/>	
Business area	<input type="text"/>	

Go again to transaction [FBL3N](#) and verify that the open item are only the amounts no reconcile and this amount should match the amount on transaction FS10N.

In case the reconciliation is not zero balance, report to Accounting Platform and CAM.

End of document.

